

Date: 17 July 2025
Application: 251538



**WOKINGHAM
BOROUGH COUNCIL**

WBC Highways

Development Management &
Compliance

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Dear WBC Highways,

Full Planning Approval Consultation

Application Number: 251538

Applicant: Shinfield Community Church

Site Address: Shinfield Baptist Church, Fairmead Road, Shinfield, Wokingham, RG2 9DL

Parish: Shinfield

Grid Reference: Easting - 473401, Northing - 168044

Type of Development: Minor All other developments

Proposal: Full planning application for the proposed partial demolition of existing church and associated buildings and replacement with new church building, upgrade to existing building together with reorganisation of parking area, landscaping and associated site works.

Case Officer: Rowan Reynolds

Development Management has received the above application and we require your comments on the proposal using the recommended memorandum below. The documents associated with this are available to view in NEC DM using the application number 251538. Alternatively, public documents are available to view on the Council's planning application search page: [Wokingham Borough Council Online Planning](#).

Please index your response into NEC DM against the application. If you are recommending conditions, you should give a reason with reference to relevant policies. A list of standard conditions can be found on the Z Drive at: [Z:\Standard Planning Conditions](#).

Your observations are required in respect of this application within **10 working days** of the above date or **15 working days** if the development type is classed as a major development.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	JP		
Service	WBC Highways	App No:	251538
Address:	Shinfield Baptist Church, Fairmead Road, Shinfield, Wokingham, RG2 9DL.		
Proposal:	Full planning application for the proposed partial demolition of existing church and associated buildings and replacement with new church building, upgrade to existing building together with reorganisation of parking area, landscaping and associated site works.		
Type of Development:	Minor All other developments		
Site Visit Made:	Yes/No		

Summary Of Recommendations

- ☐ No comment
- ☐ No objection
- ☐ No objection subject to conditions (and reasons) **stated below**
- ☒ Request further information before determination as **stated below**
- ☐ Objection due to the reason(s) **stated below**

Comments On Proposal

General

A Pre-application (Reference 241591) has been submitted prior to the formal planning application. The Highways have provided recommendations on parking and access arrangement based on the submitted scheme with the same building footprint, with updated parking and access arrangement.

It is relevant to note that the proposed floor area in drawing "Existing and Proposed GF and FF Plan Areas" is different from that in Drawing No. SHI-06-111. Clarification on the proposed floor area is required.

A transport statement has been submitted with this application, which is welcomed.

Traffic Impacts

As this proposal is the replacement of an existing church and the community-based activities will avoid starting or ending during the local peak hours, Highways do not consider that the proposal will have a significant impact on the highway network.

Sustainability

The site is considered to be in a location well served by public transport and has access to the pedestrian and cycle network.

The applicant has provided further details on the population size within 15-minute walk catchment, which is welcomed.

Access

The existing secondary access will be retained. The proposal involves partial relocation of existing main access to the west and replaces with a 5.0m wide dropped crossing, which can accommodate two-way traffic. It is welcomed that Highways recommendation during pre-application has been considered. The eastern part of the existing dropped crossing will be reinstated to full height kerbs and the wall and grass verge extended across this length, which is acceptable.

Separate consent will be required from the TM team for the proposed width and location of the new dropped crossing.

It is required to confirm whether the existing height of the boundary wall will be retained if reinstated is taken place, to ensure no negative impacts on visibility splays and pedestrian visibility will be expected. The sightlines shall be across land within the applicant's control or highway land and shall be clear of obstructions to visibility exceeding 0.6m in height.

The applicant is also required to submit the swept path analysis with large saloon car at the site access, to demonstrate two vehicles travelling in opposite directions can pass through each other when entering and leaving the public highway.

Parking

A total of 18 no. parking spaces, including three blue badge parking and one EVCP are proposed. Two of the parking spaces will be accessed via the secondary access, to the north of the main access, and the rest will be accessed via the main access.

Level of Parking

WBC does not have specific parking standards for a place of worship and its ancillary uses, and the applicant has provided the estimates of the future peak parking demand based on the pro-rata parking accumulation at similar TRICS sites and site-specific community-based activities, which are welcomed.

Three disabled parking of suitable dimensions have been proposed to meet the council's parking requirement.

Additional information regarding the pro-rata estimated future vehicle activity at the Sunday service, based on the current parking demand, is required.

The applicant is aware of the potential shortfall of parking provisions during Sunday service and 'Share' due to the increase of participants, and has proposed mitigation measure, including some travel plan measure for reducing SOV trips, which is welcomed.

However, the parking spaces required (with 10% reduction of car parking demand) will still significantly exceed the proposed parking provisions. The Highways concern

about the potential displacement of parking onto public highways due to shortage of on-site parking.

While it has been suggested in the mitigation section, the applicant shall review and confirm the proposed participant capacity of activities at any one time.

Parking demand from staff for general operations shall not be neglected. The applicant is also required to clarify if the estimated peak parking demand has already considered the parking demand from staff.

Parking Layout

Each parking space shall have minimum dimensions of 5.0m x 2.5m and a 6.0m clearance shall be provided between the two rows of parking spaces. Further details can refer to Section 4.4 of the council's Parking Standards Study.

The driveway clearance between Parking Spaces #7 and 15 are insufficient.

To ensure the safety of blue badge parking users, the hatched buffer zone of the disabled parking space and parent/child parking spaces shall not be count towards the required aisle clearance.

The applicant shall consider setting back Parking Spaces #11-15 towards the proposed building block to achieve a minimum of 6m clearance.

While the proposed plans for the parking to be managed by volunteer marshals has not been submitted, the Highways have replicated the proposed parking arrangement. The aisle clearance nearest to the main access is circa 2.7m, which is infeasible for the parked vehicle to manoeuvre even for valet parking.

Meanwhile, given parked cars are owned by different car owners, the proposed parking arrangement with tandem parking in paragraph 7.3.5 is unacceptable.

The applicant is required to submit a Parking Management Plan, to ensure no disturbance to the neighbouring residential areas and public highways. Whenever applicable, mitigation measures such as funding of TRO shall be proposed.

EV Charging Point

An EVC space has been provided, which is welcomed. It is relevant to note that additional clearance is required for equipment and charging cable access.

This will subject to further authorisation via Building Control.

Cycle Provisions

Cycle parking appears to be cramped with restricted access due to the parking in front. Revised cycle parking shall be indicated in an accessible location with pedestrian access identified. Justification shall be provided on the number of cycle stands.

Refuse Collection Arrangement

An area for waste and recycling storage shall be indicated and this shall ensure it is large enough for the required volume of waste and shall have no impact on access, parking spaces or turning area.

The required area for refuse collection may subject to further comments from the council's Cleaner & Greener team.

Framework Demolition and Construction Method Statement

Highways would have expected to see a Framework Demolition and Construction Method Statement to be submitted. This is required.

Conditions & Reasons (if required)

Date:	24/7/2025	Signed:	JP
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