

Date: 19 December 2025
Application: 251538



**WOKINGHAM
BOROUGH COUNCIL**

WBC Highways

Development Management &
Compliance

P.O. Box 157

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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.

Please find attached a re-consultation on **revised plans** from the Development Management team for the above site. The documents associated with this are available to view in Information at Work. Below is a recommended consultation response template. We would be grateful if you could utilise this template for responses where appropriate. Once complete, please index this response into Information at Work against the application 251538.

The new details are as follows: **Revised plans received 09/12/2025.**

If you are recommending conditions please note that recommended conditions should also include reasons and relevant policies stating why the condition is required. A list of standard conditions can be requested from the case officer.

Your observations are required in respect of this application by **3 January 2026**. If you need any more information, please do not hesitate to contact the case officer Rowan Reynolds.

Yours sincerely,

Development Management & Compliance

MEMORANDUM

From:	JP	To (Case Officer):	Rowan Reynolds
Service	WBC Highways	App No:	251538
Address:	Shinfield Baptist Church, Fairmead Road, Shinfield, Wokingham, RG2 9DL.		
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.		
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

Additional Highways comments dated 19th January 2026 are indicated in blue. The Highways received the revised submission to address the Highways responses dated 24th July 2025 and follow-up discussions between September and December 2025. The previous comments on traffic impacts, sustainability and EVCP will remain relevant, so that those sections are not recapped in this response.

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.

The proposed floor area of the worship space in Drawing No. SHI-06-111 (Rev. 02) is revised to align with drawing "Existing and Proposed GF and FF Plan Areas", which is welcomed.

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

Access

The existing secondary access will be retained. The revised proposal involves partial relocation of existing main access to the west and replaces with a 5.8m wide dropped crossing, which can accommodate two-way traffic and is a further widening compared to the previous submission. 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 relevant to note that the proposed dropped crossing will be widened to circa 8.2m. Unless the proposed width of dropped crossing can be justified, this is likely to be overdesigned, substandard and unlikely to be accepted by the TM team. It is recommended that the proposed access and dropped crossing width to be in comparable width within 6m, whenever applicable.

As the existing boundary wall of circa 0.5m high is extended and the highway verge will be reinstated, the Highways assume the existing height of the boundary wall will be retained, and 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.

Swept path analysis with large saloon car at the site access is submitted, to demonstrate two vehicles travelling in opposite directions can pass through each other when entering and leaving the public highway, which is welcomed. However, the swept path shall be revised with suitable access design as commented above.

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 east 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, has been provided in 'Transport Statement – Supplementary Information'. The survey provides parking accumulation data 9am and 11am of a typical Sunday for the Sunday services between 10am and 11:30am, which is welcomed. The Highways would expect future Sunday services to be carry out at similar time for similar target groups.

It is acknowledged the following:

- the internal area of worship space for existing (180m²) and proposed (183m²) are comparable.

- the 6.4% increase in population has considered the conservative approach for estimated growth of service demand, which are acceptable.
- the existing survey results for Sunday service reflect the parking demand for 66 participants, and the modal share are observed as below:
 - Driving: 31.8%
 - Car Passengers: 51.5%
 - Active travel modes: 16.7%
- sensitivity test with TRCIS data (Land Use 07/T) has been assessed, which is welcomed.

As the applicant would expect to accommodate 200 worshipers in the proposed worship spaces, a pro-rata assessment based on the existing services demand is assessed. Highway would have expected the assessment on parking demand to be based on 64 cars, instead of the 63 cars as stated in the supplementary TS.

The applicant confirms that 54 no. off-site parking spaces have been secured in the adjacent area within 400m for long-term uses and one-off alternative parking sites within 800m for temporary uses, which are welcomed.

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.

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. This is confirmed in paragraph 3.1.5, which is welcomed.

Given the anticipated parking demands of 26 cars for 'Share' on Mondays also exceed the on-site parking availability, the applicant shall confirm any (if not or all) proposed off-site parking are also available for 'Share'.

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. While this is still relevant, the Highways could accept the proposed driveway clearance as this meet the absolute minimum width for this instance.

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. This is still relevant, particularly when the hatched buffer zone has been utilised for manoeuvring in the Drawing No. 9390 (Rev C02). The applicant shall reconsider the arrangement of the proposed 18 no. parking spaces. The Highways

will only consider relaxation from standards unless there are significant site constraints that justify setting back the parking spaces are not feasible.

A framework Parking Management Plan is submitted, which is welcomed. The Highways would expect any agreements with the adjacent sites to be clearly secured and specified with the formal Parking Management Plan. Whenever applicable, mitigation measures such as funding of TRO shall be proposed.

Cycle Provisions

The revised cycle parking is repositioned next to the hall and worship space entrance, which are welcomed.

The number of cycle stands have been assessed according to the existing numbers of staff and visitors. Given the Sunday services will expect to accommodate up to 200 worshipers, the applicant shall assess the cycle parking provisions accordingly.

Refuse Collection Arrangement

An area for waste and recycling storage is indicated, which is welcomed. 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 still required. The applicant will be expected to provide at least the following:

- Propose the phases of development.
- Estimate the construction traffic and no. of workers during different phases.
- Ensure sufficient loading/unloading, parking and turning area can be provided within the red line to accommodate all site traffic. Otherwise, mitigation measures shall be included.
- Indicate the construction site access and confirm construction site gate will be set back by the length of the largest vehicle access the site to avoid construction vehicle overhanging on public highways. Otherwise, alternative access management measures shall be proposed.
- Provide the proposed route of the construction vehicles, to ensure they will not pass-through town centre and have the least impacts to the residential area.

Conditions & Reasons (if required)

Date:	19/1/2026	Signed:	JP
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