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Parking Management Plan

Project:	Shinfield Community Church, Shinfield	Date:	2 December 2025
Note:	Parking Management Plan	Reference:	2517TN01D

1 Introduction

- 1.1.1 Helix Transport Consultants Limited has been instructed by the Shinfield Community Church to prepare a Parking Management Plan (PMP) in support of a planning application to redevelop their site in Shinfield.
- 1.1.2 The proposal comprises an increase in the overall floor area of the site from a total of 277.3m² to 375.28m². The use of the site is unchanged.
- 1.1.3 The site's parking is provided to the west of the main buildings. At present, this area is not delineated. During busy times, with traffic marshalling, the existing parking can accommodate 26 vehicles.
- 1.1.4 Under the current redevelopment proposals, the parking area will be delineated to meet Berkshire County Council's geometric guidance. In this configuration, the site can accommodate 18 parked cars.
- 1.1.5 The purpose of this PMP is to provide details of how excess parking demand will be managed and controlled by the on-site management team.

2 Background

- 2.1.1 The objective of the PMP is to ensure that an adequate level of parking is available when the anticipated parking demand exceeds the on-site availability.
- 2.1.2 The PMP, therefore, sets out to ensure that parking associated with the site does not overflow onto nearby streets in a way that might cause problems to other road users.
- 2.1.3 The Shinfield Community Church is an integral part of the Shinfield community and benefits from excellent relations with several other local organisations. Of those organizations, two have already indicated a willingness to host the site's overflow parking needs; namely, the South Reading and Shinfield Group Medical Practice (aka Shinfield Health Centre) and the Plymouth Brethren Assembly Room off Hollow Lane.

3 Parking Management Plan

3.1 General

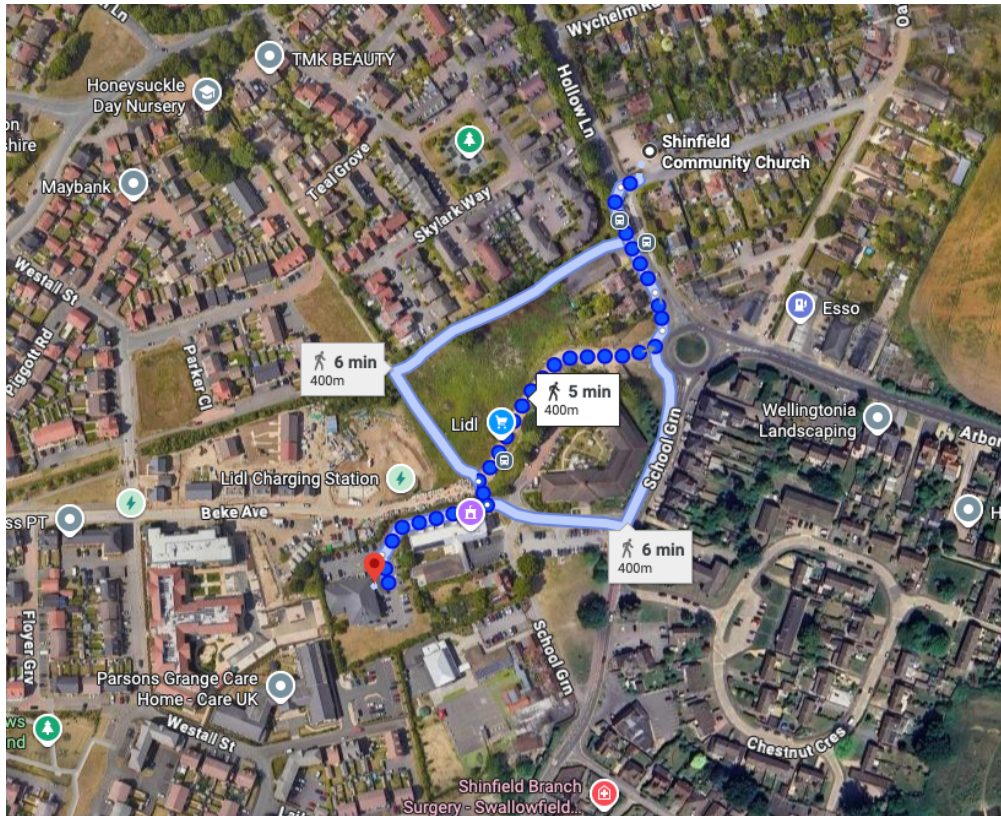
- 3.1.1 A member of the Shinfield Community Church organisation will be appointed to the role of PMP coordinator. The PMP coordinator's role will be to ensure that the strategy set out in this document is adhered to.
- 3.1.2 The Shinfield Community Church organisation undertake to inform the local planning authority of the appointed PMP coordinator's name and contact details.
- 3.1.3 This report proposes the use of the Shinfield Health Centre and the Plymouth Brethren Assembly Room car parks to accommodate the site's overflow parking needs.
- 3.1.4 In the event that the Shinfield Community Church wish to host an event that is both expected to exceed the on-site parking capacity and occurs when, for reasons of either availability or capacity, the Shinfield Health Centre's and/or the Plymouth Brethren Assembly Room cannot accommodate the anticipated demand, the PMP coordinator will inform the local planning authority of the alternative (temporary) parking arrangements.
- 3.1.5 Temporary arrangements are expected to include: a specific emphasis on the need to share lifts on the affected day, to be communicated to visitors in advance via notice board, online and in person; and/or hosting more than one service, so as to reduce the number of vehicles at any one point in time.
- 3.1.6 The church may also seek one-off approval to temporarily use other off-site parking. There are three local schools, all of whom the church has good relations with, within an achievable walk distance, namely: Alder Grove, circa 800m walk, 54 spaces; Shinfield Infant School, circa 400m walk, 21 spaces; St. Mary's Junior School, circa 550m walk, 48 spaces. It is considered highly likely that one or more of these organizations would be willing to offer the church temporary use of their parking and highly unlikely that all the aforementioned car parks would be out of use on any one day.
- 3.1.7 Of note, Shinfield Parish Council has already granted Shinfield Community Church express permission to use the Millworth Lane Recreation Ground Car Park which can hold about 18 cars and is 600 metres from the church. This extra parking could prove a useful addition to a temporary arrangement.
- 3.1.8 The following table provides further details of the off-site parking:

Table 3.1 – Off-site car parking spaces for when site's existing parking provision is insufficient to meet the demand

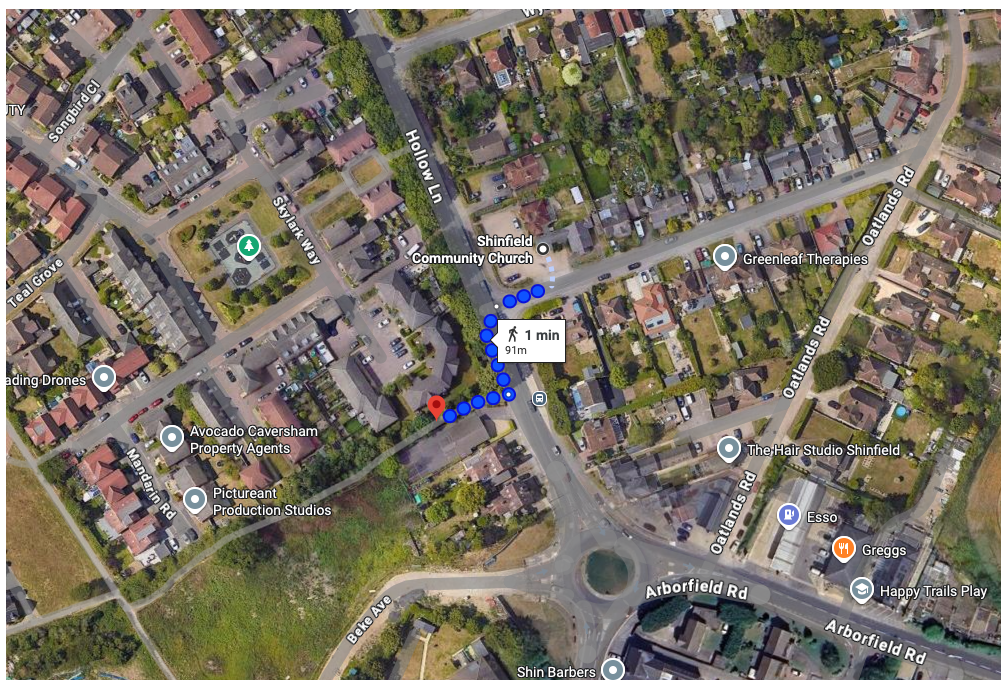
Type	Description	Walking Distance	Provisions
Long-term	Medical Centre	400m	47 spaces
	Brethren Meeting Room	91m	7 spaces
Temporary	Alder Grove Primary School	800m	54 spaces
	Shinfield Infant School	400m	21 spaces
	St. Mary's Junior School	550m	48 spaces
	Millworth Lane Recreation Ground	600m	18 spaces

3.2 Strategy

- 3.2.1 The PMP coordinator (or delegated person) will take appropriate steps to avoid any indiscriminate parking at the Shinfield Community Church by providing warnings or cautions. This measure aims to ensure that the car park is not used by uninvited vehicles and that vehicles will normally park within the delineated bays.
- 3.2.2 On-site car parking will not be permitted outside of the delineated parking bays unless explicitly instructed to by the PMP coordinator or delegated person. For instance, this may occur in the event of a scheduled delivery vehicle.
- 3.2.3 In all circumstances, while the site is operational, the PMP coordinator (or delegated person) will ensure that there is adequate turning space on the site to allow cars to enter and exit in a forward gear.
- 3.2.4 On occasions when the parking demand is expected to exceed the on-site parking capacity, the PMP coordinator will secure the use of parking at the Shinfield Health Centre and/or the Plymouth Brethren Assembly Room for overflow parking.
- 3.2.5 The Shinfield Health Centre has 47 delineated parking spaces while the Plymouth Brethren Assembly Room off Hollow Lane has 7 spaces. This number is more than sufficient to accommodate the site's predicted peak overflow-parking requirements.
- 3.2.6 The PMP coordinator will ensure that visitors to the site are made aware of the overflow parking arrangements, in advance of the event for which the extra parking is provided, by means of a notification on the Shinfield Community Church's website and on the on-site noticeboard.
- 3.2.7 In addition, the PMP coordinator (or delegated person) will deploy signs at the site entrance advising visitors of the overflow parking arrangements, when appropriate.
- 3.2.8 The on-site parking will generally operate on the basis of first-come / first-served.
- 3.2.9 During busy times, the PMP coordinator (or delegated persons) will monitor the demand for spaces from blue-badge holders, and the ambulant-impaired more generally, to determine whether extra spaces should be reserved on-site for these visitors on such occasions.
- 3.2.10 The following images show the Shinfield Health Centre and the the Plymouth Brethren Assembly Room's car parks in relation to the Shinfield Community Church site.



Walk route between the Shinfield Community Church and the Shinfield Health Centre. Image courtesy of Google



Walk route between the Shinfield Community Church and the Plymouth Brethren Assembly Room's. Image courtesy of Google