



Shinfield Community Church, Shinfield

Transport Statement

June 2025

Doc. No. 2517REP01

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Shinfield Community Church, Shinfield

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Contents Amendment Record

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Issue	Description	Date	Signed
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1 Introduction

- 1.1.1 Helix Transport Consultants Ltd are appointed by the Shinfield Community Church to prepare a Transport Statement in relation to the proposed redevelopment of their site in Shinfield.
- 1.1.2 The development proposals involve the demolition of much of the existing built form and its replacement with a purpose-built multi-purpose worship / community space. The new building will also provide ancillary office and storage space.
- 1.1.3 The hall, located on the eastern part of the existing building, will be retained.
- 1.1.4 The proposals will increase the overall gross floor area of the building from 277.3sqm to 375.3sqm.
- 1.1.5 The proposals also allow for the rationalisation of the car park area which, at present, has no delineation or specific provision for cyclists or those with mobility issues.
- 1.1.6 The purpose of this report is to provide the planning and highway authorities with an assessment of the relevant traffic and transportation issues.
- 1.1.7 The contents of this report are informed by the highway authority's response to the applicant's request for pre-application advice. For ease of reference, a copy of the highway authority's letter is attached to this report as Appendix A.
- 1.1.8 The following sections report on: the policy context (Chapter 2); the transport network (Chapter 3); the proposed development (Chapter 4); the sustainability of the site (Chapter 5); and the likely trip generation and impact of the proposals (Chapter 6).

2 Policy Context

2.1 National Planning Policy

2.1.1 The revised National Planning Policy Framework (NPPF) was published by the Department for Housing, Communities and Local Government in December 2024. Section 9 of NPPF, Promoting Sustainable Transport, states the following:

Transport issues should be considered from the earliest stages of plan-making and development proposals, using a vision-led approach to identify transport solutions that deliver well-designed, sustainable and popular places. This should involve:

- a) making transport considerations an important part of early engagement with local communities;*
- b) ensuring patterns of movement, streets, parking and other transport considerations are integral to the design of schemes, and contribute to making high quality places;*
- c) understanding and addressing the potential impacts of development on transport networks;*
- d) realising opportunities from existing or proposed transport infrastructure, and changing transport technology and usage – for example in relation to the scale, location or density of development that can be accommodated;*
- e) identifying and pursuing opportunities to promote walking, cycling and public transport use; and*
- f) identifying, assessing and taking into account the environmental impacts of traffic and transport infrastructure – including appropriate opportunities for avoiding and mitigating any adverse effects, and for net environmental gains.*

[NPPF Paragraph 109]

The planning system should actively manage patterns of growth in support of these objectives. Significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes. This can help to reduce congestion and emissions, and improve air quality and public health. However, opportunities to maximise sustainable transport solutions will vary between urban and rural areas, and this should be taken into account in both plan-making and decision-making.

[NPPF Paragraph 110]

If setting local parking standards for residential and non-residential development, policies should take into account:

- a) the accessibility of the development;*
- b) the type, mix and use of development;*
- c) the availability of and opportunities for public transport;*
- d) local car ownership levels; and*
- e) the need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles.*

[NPPF Paragraph 112]

Maximum parking standards for residential and non-residential development should only be set where there is a clear and compelling justification that they are necessary for managing the local road network, or for optimising the density of development in city and town centres and other locations that are well served by public transport (in accordance with chapter 11 of this Framework). In town centres, local authorities should seek to improve the quality of parking so that it is convenient, safe and secure, alongside measures to promote accessibility for pedestrians and cyclists.

[NPPF Paragraph 113]

In assessing sites that may be allocated for development in plans, or specific applications for development, it should be ensured that:

- a) sustainable transport modes are prioritised taking account of the vision for the site, the type of development and its location;*
- b) safe and suitable access to the site can be achieved for all users;*
- c) the design of streets, parking areas, other transport elements and the content of associated standards reflects current national guidance, including the National Design Guide and the National Model Design Code48; and*
- d) any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree through a vision-led approach.*

[NPPF Paragraph 115]

Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network, following mitigation, would be severe, taking into account all reasonable future scenarios.

[NPPF Paragraph 116]

Within this context, applications for development should:

- a) give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;*
- b) address the needs of people with disabilities and reduced mobility in relation to all modes of transport;*
- c) create places that are safe, secure and attractive – which minimise the scope for conflicts between pedestrians, cyclists and vehicles, avoid unnecessary street clutter, and respond to local character and design standards;*
- d) allow for the efficient delivery of goods, and access by service and emergency vehicles; and*
- e) be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.*

[NPPF Paragraph 117]

All developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a vision-led transport

statement or transport assessment so that the likely impacts of the proposal can be assessed and monitored.

[NPPF Paragraph 118]

2.2 **Summary & Conclusion**

2.2.1 Transport planning policy seeks to ensure that development will not create road safety problems or cause significant congestion on the transport network.

2.2.2 When a proposed development is likely to result in a significant number of new trips, the policies require that these are located where the need to travel will be minimised and the use of sustainable transport modes can be maximised.

2.2.3 This report concludes that, by being located in an accessible location and without creating likely road safety or congestion issues, the proposed development site conforms to the policy requirement.

3 Description of Site and the Surrounding Transport Network

3.1 Site Description

- 3.1.1 The Shinfield Community Church comprises of two distinct, inter linked, buildings with a principal car parking area on the eastern side of the site.



Aerial View of the Shinfield Church. Image courtesy of Google

- 3.1.2 The building on the south and eastern part of the site accommodates the main hall, a kitchen and dining area. This is a single-story building.
- 3.1.3 The building to the northern end of the site consists of a former residential property with associated garage. This is two-story property was fully absorbed into Church use from 1998 onwards. The rooms within this building are used for meeting spaces, offices, store rooms etc.

- 3.1.4 The layout of the current buildings is shown on drawings produced by JBKS Architects submitted as part of the planning application. The Gross Floor Area (GFA) of the buildings on the site totals around 277.3sqm.
- 3.1.5 The site's parking comprises of a principal car park area on the western side of the site. The parking area is not delineated.
- 3.1.6 During busy times, the Church uses volunteers to marshal traffic into the most efficient use of the space. In this way, up to 20 cars can be accommodated in the main parking area. In addition, space for a further 4 cars can be accommodated in front of the building and space for 2 more cars can be found on the eastern side of the hall.
- 3.1.7 The following diagram shows how vehicles are arranged during busy times on the site.



Illustrative layout of the current parking arrangements on the site. 26 spaces in total

- 3.1.8 There are no specific spaces for disabled drivers and no secure cycle parking.
- 3.1.9 Access to the application site is achieved via a simple dropped kerb crossing off the residential access road known as Fairmead Road. This entrance, which is

approximately 9m wide, fronts onto the southern building's main entrance and is used by both pedestrians and vehicles.

3.1.10 A second dropped kerb accesses the parking to the east of the exiting hall.

3.1.11 The application site sits within a residential area, located near to the centre of Shinfield Village. It is bordered by: residential properties to the north and east; Fairmead Road to the south; and, Hollow Lane to the west.

3.1.12 The attached drawing 2517DWG01 shows the location of the site.

3.2 **Existing Activity**

3.2.1 The applicant indicates that their busiest times occur during the Sunday service and Monday's 'Share'.

Sunday Service

3.2.2 At present, the Church hosts the Sunday service at the Alder Grove School Hall. This move was made in August 2022 due to the existing space constraints on the site. The intention is that the Sunday service will relocate back to the site when the new building is operational.

3.2.3 The Church's Sunday services occur between 10:00 and 11:30 in the morning.

3.2.4 The school advises that the space within which the church's Sunday service is held measures 180sqm.

3.2.5 The church also occupies two classrooms, at the same time as the Sunday service. These spaces are used for children's activities.

3.2.6 A survey was conducted of those attending the Alder Grove School Hall for the Sunday service on the 23rd of March 2025. This survey revealed:

- Total number of adults = 52
- Total number of children = 14
- Total number of cars = 21
- Number of people cycling = 1
- Number of people walking = 10

Community-Based Activities

3.2.7 The application site hosts several groups. The most significant of these, in vehicle trip generation terms, is Share. Share is held every Monday and involves the distribution of free food sourced from local supermarkets.

3.2.8 The full list of activities held on the application site is as follows:

- Weekly
 - Monday - Shinfield Church Food Share (12.30-14:00)
 - Tuesday - Rainbow tots Toddler Group (09.15-11:00)
 - Wednesday - Daytime Friendship Group (10:00-12:00)
 - Thursday - Seniors Coffee Morning (10:00-12:00)
 - Sunday - Youth Group (18:00-19:30)
- Monthly
 - Local Church Leaders Prayer Group (09.15-10.15)

3.2.9 Typically, peak vehicle parking at community centres occurs during pre-school / toddler group meetings. For this reason, both Share and Rainbow Tots were surveyed.

3.2.10 Surveys of activity on the site occurred on Monday 24th March 2025 between 12:30 and 14:30 and Tuesday 15th March 2025 between 08:45 and 11:30.

3.2.11 The survey method involved an initial 'beat' to count the cars already on the site, followed by a count of all vehicles entering and leaving the site during the survey period. The data was collated in 15-minute intervals, as follows:

Table 3.1 – Shinfield Community Church Car Park Usage During Share on Monday 24th March 2025

Time Begin	Out Left	Out Right	In Right	In Left	Accumulation
12:00		1		9	15
12:15		0	1	9	25
12:30		2		1	24
12:45		10		3	17
13:00		3		2	16
13:15	1	6		1	10
13:30		4			6
13:45		1			5
14:00		1		1	5
14:00					
Total	1	28	1	26	

Table 3.2 – Shinfield Community Church Car Park Usage During Rainbow Tots on Tuesday 25th March 2025

Time	Out Left	Out Right	In Right	In Left	Accumulation
08:45	1			3	4
09:00			1	3	8
09:15		2			6
09:30				4	10
09:45					10
10:00					10
10:15					10
10:30					10
10:45				3	13
11:00		11		1	3
11:15		1			2
Total	1	14	1	14	

3.2.12 The above demonstrates that, at its busiest, the site accommodated 25 parked cars. This occurred between 12:15 and 12:30 during Share on Monday 24th March.

3.2.13 The number of people attending the events listed above was as follows:

Share

- Total number of adult guests = 39
- Total number of team members = 13

Rainbow Tots Baby and Toddler Group

- Total number of adult guests = 16
- Total number of children/babies: 19
- Total number of team members = 2
-

Use of the Car Park Unrelated to the Community Church

3.2.14 Several members of the public use the site's car park for reasons unrelated to the church. The Church tolerates this as they consider it a service to the wider community.

3.2.15 In particular, some parents of children attending the local primary school will park on the site and then walk children to/from school from about 8.30am and from 2.30pm.

- 3.2.16 The above arrangement came about following a request made by the school and parish council for help to address the significant problems school traffic was causing around the school and parish hall.
- 3.2.17 The church expects to continue with the above arrangement following the proposed redevelopment.
- 3.2.18 There are also a significant number of parents of children attending secondary school who use the site's car park to drop-off and pick-up from the nearby bus stop. This occurs between 07:00 and 08:00 and between 16:30-20:00.
- 3.2.19 The applicant has no understanding in place with the local secondary school but does not currently seek to stop this parking because it is expected that these cars would otherwise park on Fairmead Road and cause a nuisance to local residents. The Church, therefore, turns a blind eye to this practice as a courtesy to its neighbours.
- 3.2.20 The site's car parking has also been used by works vans and lorries. The church actively discourages this as it damages the surface of the car park.
- 3.3 **Local Pedestrian Network**
- 3.3.1 Pedestrians benefit from a footway running along both sides of Fairmead Road. These footways are approximately 1.3m wide.
- 3.3.2 The photographic record available on Google indicates that parking on the footway is an established practice along this road. This creates an obstacle, particularly for pushchairs and wheelchairs. On balance, it is considered that the low traffic volumes and speeds observed along the road, coupled with the numerous existing dropped kerb accesses mean that vehicles can be navigated around with relative ease. This parking practice is considered to be an inconvenience rather than a barrier to walking.



View of on-footway parking on Fairmead Road. Image courtesy of Google

- 3.3.3 The footway network along Fairmead Road connects to further residential roads to the east. The wider local footway network is accessed to the immediate west of the site, where pedestrians can find footways running along both sides of Hollow Lane.
- 3.3.4 Crossing Hollow Lane is facilitated by dropped kerb / tactile paved crossings at the nearby roundabout junction between Arborfield Road, Beke Avenue and School Green (B3349).
- 3.3.5 Pedestrians further benefit from the extensive street lighting illuminating the footway network along the main roads.
- 3.3.6 The local footway network is observed to be in a good state of repair.

3.4 **Local Cycle Network**

- 3.4.1 The site's entrance sits on Fairmead Road, a residential access road. There are no specific cycleways along Fairmead, however, the relatively slow speeds and low traffic volumes experienced on this road are considered to make it suitable for on-road cycling even for cyclists with relatively little experience. Fairmead Road connects to similar residential roads to the east.
- 3.4.2 Local cyclists benefit from a designated shared footway / cycleway running alongside Deardon Way, Church Lane and Hollow Lane north of Church Lane. This facility connects with most of the quiet residential roads to the east of Hollow Lane and north of Church Street.

- 3.4.3 The footway / cycleway path described above does not pass the site. Cyclists wishing to access the site from this direction may avoid the need to travel in the carriageway along Hollow Lane for the 200m separating Fairmead Road from Church Lane can make use of a short footpath linking Hollow Lane to Ilbury Close near to the junction with Church Lane. Cyclists can walk through the short footpath link and cycle to the site on the quiet residential roads.

3.5 Local Public Transport Network

- 3.5.1 The nearest bus stops are located on Hollow Lane approximately 60m from the application site. The bus service available at these stops offers a regular service to/from central Reading and Wokingham.
- 3.5.2 A regular bus service to the local Park and Ride is also available, as are bus services to nearby secondary schools.
- 3.5.3 The following table summarises the local bus service.

Table 3.3: Local Bus Services accessed off Hollow Lane. Routes and Frequency

Route No	Description	Average one-way Frequency		
		Mon-Fri	Sat	Sun
3	Wokingham - Reading Station	4/hr	4/hr	2/hr
600	MereOak Park & Ride	1/hr	1/hr	-
244	Winnersh - Shinfield (serving Holt, Emmbrook & Forest Schools)	1/day	-	-
	The Abbey School	1/day	-	-

3.6 Local Highway Network

- 3.6.1 Vehicular access to the site is achieved off Fairmead Road. This road is a residential-access type road, approximately 5.0m wide, with footways around 1.3m wide flanking both sides of the carriageway. The road is subject to a 30mph speed restriction.
- 3.6.2 During a recent visit to the site vehicles were observed to be parked straddling the footway and carriageway. The historical photographic evidence available from Google indicates that parking on the footway is an established practice.
- 3.6.3 Fairmead Road connects with other residential access roads to the east. At its western end, Fairmead Road forms a simple priority-controlled T-junction with Hollow Lane.
- 3.6.4 Until around 2016 Hollow Lane formed part of the major A-road link (A327) between southern Reading and the A30 at Blackbushe. Hollow Lane remains an important

local distributor-type road and provides the connections to routes accessing the Three Mile Cross and Spencer's Wood areas of the Parish.

3.6.5 Within the vicinity of the site, Hollow Lane is a single two-way carriageway measuring approximately 7.3m wide and has footways on both sides of the carriageway. The footways adjacent to the site are around 1.5m wide and 1.2m wide alongside the southbound and northbound carriageways respectively. Hollow Lane is lit and subject to a 40mph speed restriction.

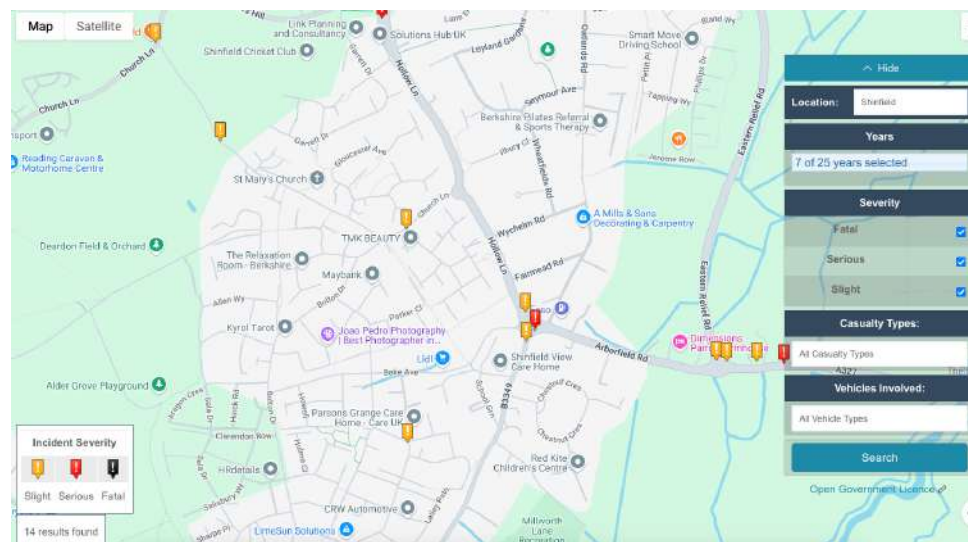
3.6.6 Around 130m to the south of the site, Hollow Lane forms a roundabout junction with the B3349, Arborfield Road and Beke Avenue. The B3349 and Arborfield Road are similar in character to Hollow Lane while Beke Avenue is an access road associated with a recent development site.

3.7 Highway Safety

3.7.1 Best practice recommends a review of recorded road traffic accident data over the most recent 3-year period, or 5-year period if an area is thought to have a poor accident record.

3.7.2 In this instance, the last 7 years of records were considered. This was done so as to include 5 years' worth of data in normal traffic conditions; i.e. other than the 2 years affected by the national Covid lockdowns.

3.7.3 Accident statistics indicate whether there are any clusters or patterns, indicative of a specific problem with the existing highway layout.



Attribution: Source – www.Crashmap.co.uk; Mapping – Google; PIA data – DfT

- 3.7.4 A review of the road traffic accident data available in the form of Personal Injury Accident (PIA) records, which can be found on the CrashMap website (see above image), reveals that there have been no recorded accidents at the site entrance or within the immediate vicinity of Fairmead Road / Hollow Lane junction during the most recent 5-year period.
- 3.7.5 Of the three recorded incidents occurring at the nearby Hollow Lane / Arborfield roundabout, two occurred before the current version of the junction. These works will have been subject to modern highway design standards and several road safety audits. From this, it can be taken that the roundabout is acceptably safe. In any event, a single incident occurring at a junction does not suggest clustering or causation.
- 3.7.6 Given the above, it is concluded that there is no evidence of any particular road safety issues, within the site's area of influence, which the development proposals might exacerbate.

4 Proposed Development

4.1 Proposed Development

4.1.1 The proposed redevelopment is shown on the JBKS drawing submitted with the planning application. These plans show how the proposals create a single multi-purpose space in the place of the multi-roomed former residential property.

4.1.2 The proposals will result in an increase in the overall gross floor area (GFA) of the building on the site from 277.3sqm to 375.3sqm.

4.1.3 There will be no change in the size of the retained hall.

4.1.4 The main feature of the newly built element is a multi-purpose space covering an internal area of approximately 183sqm.

4.2 Access Arrangement

4.2.1 The site access will be moved marginally south of its current position in order to accommodate an extended building entrance.

4.2.2 The highway authority's pre-application response provided geometric guidance for the amended access and these have been addressed in the submitted drawings prepared by Acies.

4.2.3 The secondary access, north of the main access, will remain unchanged.

4.3 Parking

General

4.3.1 The site's parking layout will be redesigned and delineated in accordance with the comments contained in the pre-application response and the recommendations made in the Parking Standards Study Report (PSSR) produced for Wokingham Borough Council.

4.3.2 The proposed parking layout is also shown on the submitted drawings prepared by Acies.

Car

4.3.3 The PSSR was drafted before the changes to land-use classes. At that time, a Place of Worship would have fallen under the D2 Recreation & Leisure category. A Community Centre would also have fallen within this category.

4.3.4 The relevant PSSR recommendations are shown in the following image:

User Class	Car Parking Allocation	Cycle Parking Allocation	MTW Parking	Disabled Parking
D2 Leisure centres and gyms	1 per 10m ² of public space	1 ST space per 10 per period visitors & 1 LT space per 5 staff	1 space per 40 car parking spaces	As Table 3.5
D2 Outdoor pitches	20 spaces per pitch + 1 per 10 spectator seats	1 space per pitch plus 10 spaces	1 space per 40 car parking spaces	
D2 Bowling alleys	4 per lane	0.5 per lane	1 space per 40 car parking spaces	
D2 Theatres and Cinemas	1 per 5 seats	1 ST space per 10 per 25 seats & 1 LT space per 5 staff	1 space per 40 car parking spaces	
D2 Other	1 per 20 m ² of public space	1 ST space per 15 per period visitors & 1 LT space per 5 staff	1 space per 40 car parking spaces	

Extract from Parking Standards Study Report (PSSR) Section 5.15

- 4.3.5 The appropriate category from the above table is considered to be D2 Other.
- 4.3.6 Given that the total proposed public space totals around 300sqm, the recommended quantity of parking on the site is 15 spaces.
- 4.3.7 The PSSR goes on to recommend disabled parking provision at a rate of 2 spaces plus 3% of the total. Accordingly, the local guidance recommends 3 disabled parking spaces on the site.
- 4.3.8 The recommended geometry of the spaces for disabled drivers is 2.5m wide x 5.0m long with a 1.25m border surrounding each space. In the case of consecutive spaces, this border can be shared.

Size of Car Park	Recommended Provision	Number of "Blue Badge" Bays
Less than 10 bays	As required, to be confirmed by council officers	
10 – 50 bays	2 bays + 3%	2 – 4 bays
51 – 200 bays	3 bays + 3%	5 – 9 bays
201 – 500 bays	4 bays + 3%	10 – 19 bays
501 – 1,000 bays	5 bays + 3%	20 – 35 bays
Over 1,001 bays	6 bays + 3%	36 bays +

Extract from Parking Standards Study Report (PSSR) Table 3.5

4.3.9 The PSSR includes no recommendations for Electric Vehicle Charging (EVC); however, the pre-application consultation response indicates a need for one charging point. This will be located alongside the disabled parking spaces so as to allow shared use of the extra circulatory space.

4.3.10 The PSSR includes no recommendations for Multi Occupancy Vehicle (MOV) parking; however, the applicant proposes three of these types of spaces as part of the proposals to discourage single occupancy vehicle use (see Chapter 7)

Motorcycle or Powered Two-Wheeler

4.3.11 It is understood that the column within the PSSR recommendations titled MTW relates to motorcycle parking.

4.3.12 The proposed layout incorporates a single motorcycle parking space in accordance with the recommended provision at a rate of one space per 40 car parking spaces.

Bicycle

4.3.13 The PSSR recommends provision for cycle parking at a rate of 1 space per 15 visitors and 1 space per 5 members of staff.

4.3.14 The church's two busiest times are Share and the Sunday service. According to the recommended ratios, the former should allow for 3 staff and 3 visitor cycle parking spaces while the latter 1 staff and 4 visitor spaces.

4.3.15 Accordingly, the proposals include 3 Sheffield-type parking stands to accommodate 6 bicycles.

Pram / Buggy

4.3.16 The proposed shelter is intentionally oversized as this will also allow for buggies / pushchairs to be parked under the shelter. This arrangement is proposed as part of

the measures designed to encourage the uptake of non-vehicular transport (see Chapter 7)

4.4 **Servicing**

4.4.1 The existing servicing arrangements will remain unchanged by the proposed extension.

4.5 **Construction Traffic**

4.5.1 The hours of operation during site construction, and the routing of construction traffic, will be discussed at the appropriate time.

4.5.2 It is expected that a Demolition and Construction Method Statement will be secured by a planning condition.

5 Sustainability Appraisal

5.1.1 The following chapter considers the site in terms of the potential for travel by sustainable forms of transport.

5.2 Walk Trips

5.2.1 In order to determine what might be considered a suitable walk distance, reference is made to the Institution of Highways and Transportation (IHT) publication; Providing for Journeys on Foot. Table 3.2 from that document identifies the walk distances shown in the table below.

*Table 5.1 - Suggested Acceptable Walking Distances**

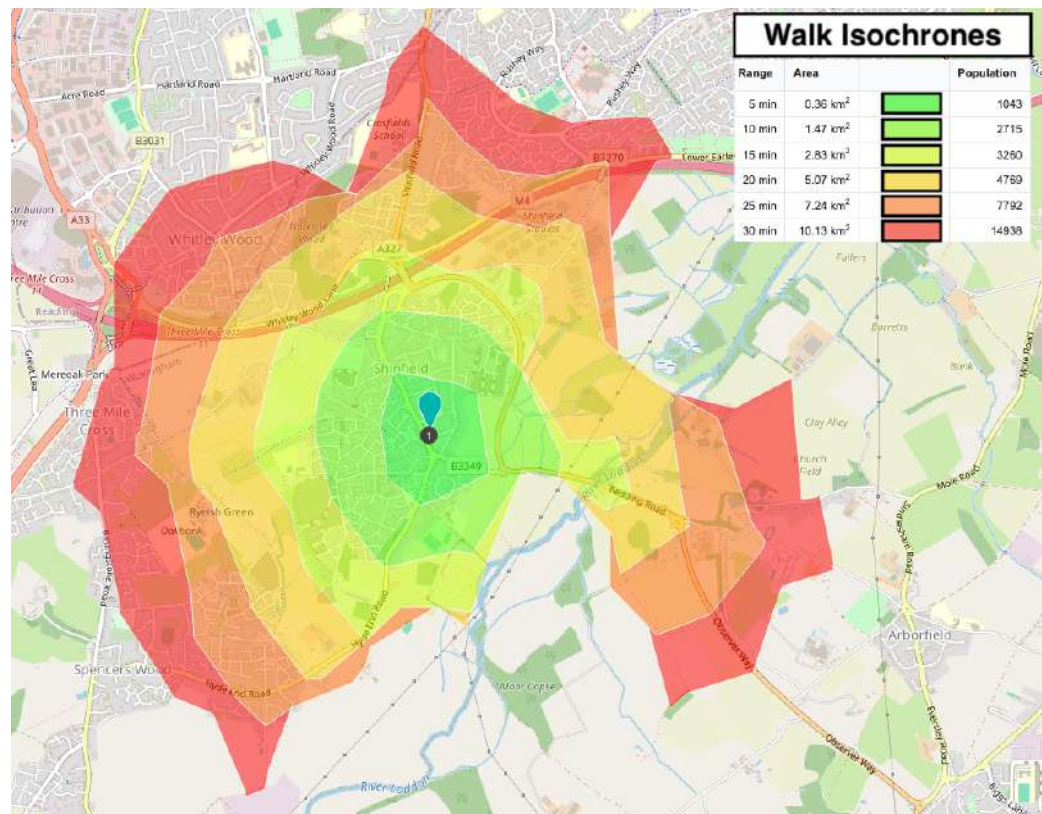
	Town Centre	Commuting /School	Elsewhere
Desirable	200	500	400
Acceptable	400	1000	800
Preferred Maximum	800	2000	1200

* - IHT publication; Providing for Journeys on Foot. Table 3.2

5.2.2 The IHT publication assumes an average walk speed of 4.8Km/h, equivalent to 5 minutes for every 400m.

5.2.3 The site is located in a predominantly residential area, which allows for a large potential walk-in catchment.

5.2.4 The following image, taken from the opensource OpenRoute GIS database, indicates that there are 1,043 people within a desirable 5-minute walk from the site and 3,260 people living within a preferred maximum 15-minute walk.



Source: Isochrones = Openroute Source; base mapping = Open Street Map;
Population = European Commission GHSL 2023 dataset

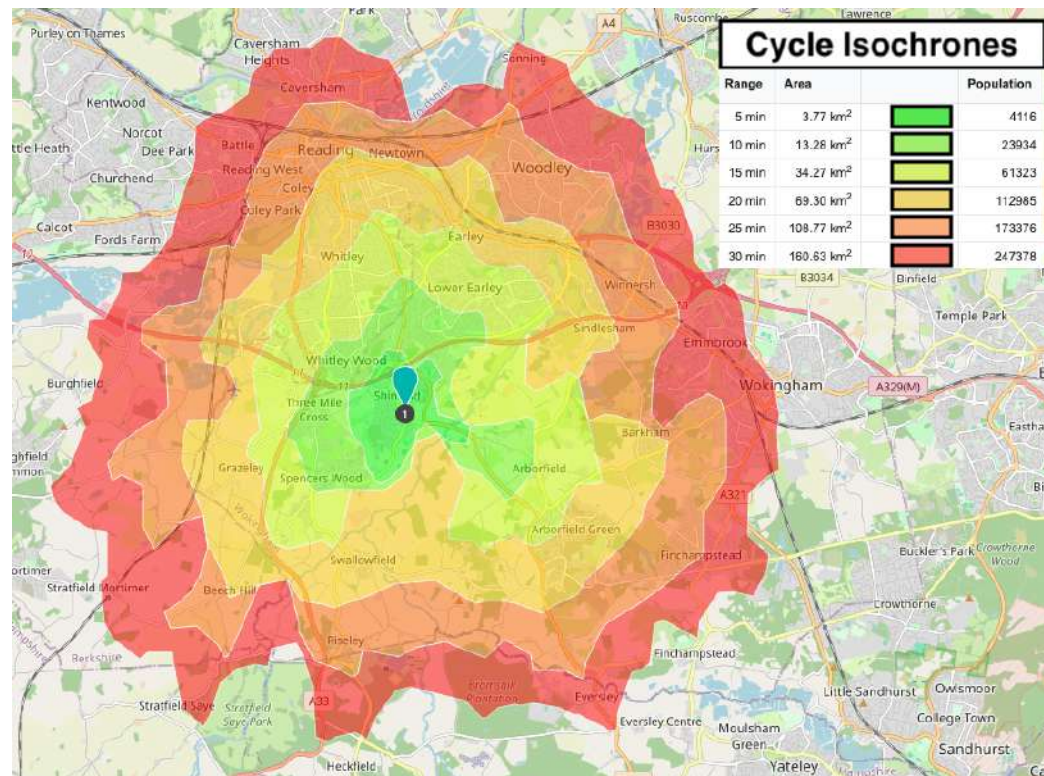
- 5.2.5 As can be seen from the above, the 15-minute walk isochrone incorporates all of the residential streets in the central village area, while an achievable 2km walk incorporates most areas within the wider parish boundary.

5.3 Cycle Trips

- 5.3.1 Acceptable cycle distances are more difficult to define, however, Sustrans (a registered charity promoting sustainable travel choices), states that *a five-mile journey can be comfortably cycled by an adult in 30 minutes*.

- 5.3.2 Based on the above, the site's cycle catchment includes all of Shinfield Parish and extends to central and southern Reading, western Wokingham and numerous hamlets to the south of Shinfield.

- 5.3.3 The following image, taken from the opensource OpenRoute GIS database, indicates that there are 247,378 people within a 30-minute cycle journey.



Source: Isochrones = Openroute Source; base mapping = Open Street Map;
Population = European Commission GHSL 2023 dataset

5.4 Public Transport Trips

5.4.1 Guidance for new development normally recommends that bus stops are located within 400m (5-minute walk) from the site. The nearest bus stops are located on Hollow Lane just 50m from the site's front door; thus, the site should be considered well-placed to encourage the use of buses.

5.4.2 The local bus service provides a high-frequency connection between Reading and Wokingham.

5.4.3 As well as offering access to all bus services in the area, the Transport Hub lies adjacent to the Gloucester Train Station which offers the potential for public transport access from across the country.

5.5 Summary

5.5.1 The site is within achievable walk and cycle distances to a significant number of residential properties.

- 5.5.2 For those wishing to access the site from further afield, the site benefits from ready access to a local bus service which connects the site with the transport hubs of Reading and Wokingham.
- 5.5.3 It is concluded from the above, that the site lies within a sustainable location and, therefore, meets the relevant planning policy objectives.

6 Trip Generation & Impact Assessment

6.1 Introduction

6.1.1 The Shinfield Community Church provides a Christian-based worship and community space. The purpose of the proposed extension is to provide better facilities for their visitors.

6.1.2 The church currently holds its principal worship event, the Sunday service, at the nearby primary school because the current facilities on the application site are not considered suitable.

6.1.3 The primary school provides a space to the church measuring 180sqm. This compares with the proposed multi-purpose space of 183sqm. Both measurements are of the Gross Internal Area (GIA).

6.1.4 The following considers the likely effect of the proposed redevelopment.

6.2 Trip Generation

Worship Space

6.2.1 The proposed redevelopment will allow the Sunday service to return to the application site.

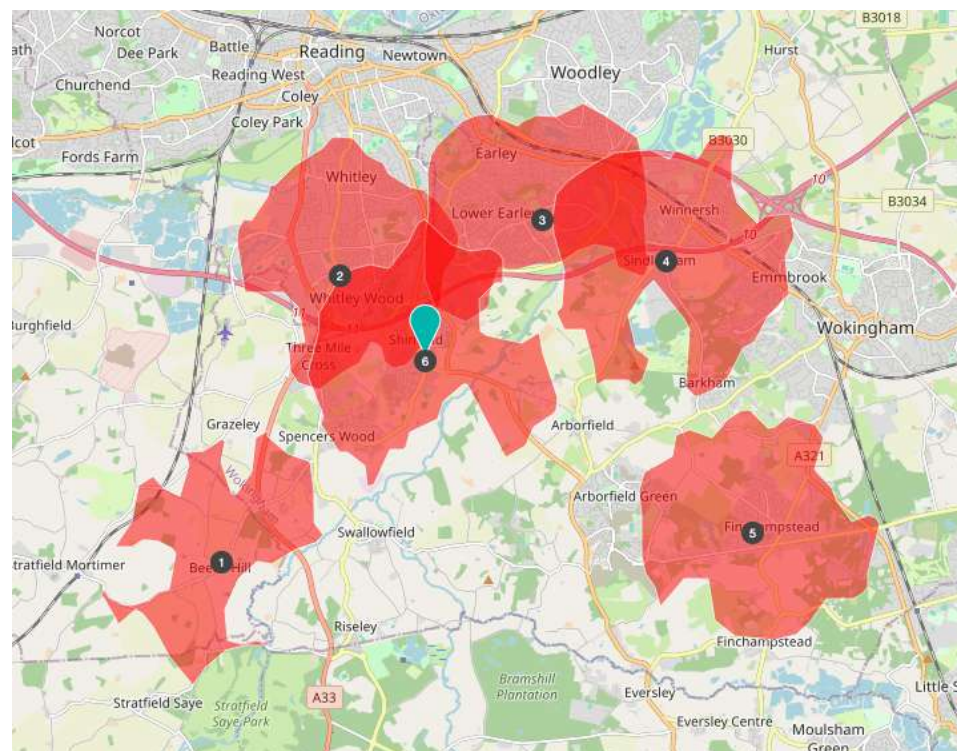
6.2.2 Typically, a church's congregation is determined by the local population, its religious leanings and the proximity of similar organisations. The proposals for the site will not alter any of these factors.

6.2.3 Given the above, the normal approach to trip generation assessment, whereby peak activity would be assumed to alter with floor area, on a pro-rata basis, would be overly simplistic and unreliable; instead, this assessment considers the proposals in terms of the intended use.

6.2.4 The application site sits within an area well served by churches. The following image indicates the number of Baptist churches around the Shinfield area:



Baptist Churches in and around Shinfield. Image courtesy of Google



30-minute walk catchment from Baptist Churches in and around Shinfield. Source: Isochrones = Openroute Source; base mapping = Open Street Map

6.2.5

When looking in terms of proximity, the above indicates that the Shinfield Community Church's catchment is generally defined as the area of Shinfield Parish to the south of the motorway. Elsewhere, people will find nearer Baptist Churches.

- 6.2.6 Broadening the search to Christian-based worship, without a particular Baptist leaning, will find other churches in the area of Shinfield. On this basis, the Shinfield Community Church's proximity catchment can be considered to cover around half of the village of Shinfield.



Christian churches in and around Shinfield. Image courtesy of Google

- 6.2.7 Given the choice, people are generally expected to select the most convenient option. On this basis, it is unlikely that the improved facilities on the site will bring worshipers away from the Baptist Churches in their local communities. The Shinfield Community Church has specifically stated that they will not be taking people from local Baptist Churches or other local churches and that they actively work hard to prevent this.
- 6.2.8 Notwithstanding the above, the church has indicated that they anticipate the numbers attending the Sunday service to grow. This increase is expected to come from:
- growth in line with the growth of the village;
 - attracting an increasing number of people who currently travel out of the village to churches in Reading and the surrounding area;
 - encouraging new people to come to Sunday worship who do not currently participate in Christian worship (church attendance has grown nationally in recent years);
- 6.2.9 In the context of the first bullet point, the size of the Shinfield population is expected to grow. According to the Department of Transport's National Trip End Model, the number of households in Shinfield is expected to increase by 6.4% between 2025 and 2035.

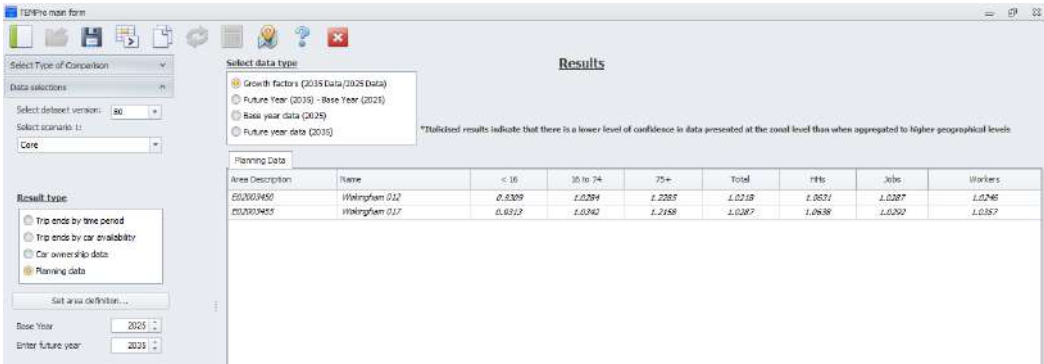


Image from TEMPRO indicated anticipated growth in households in Shinfield’s two output areas.

General Community-Based Activities

- 6.2.10 The applicant expects the re-developed building to be able to increase the number of community-based activities on the site. In order to understand the likely transport implications of this, the TRICS (Trip Rate Computer Information System) database has been consulted.
- 6.2.11 Of all the datasets available in TRICS, those for a Community Centre are considered to offer the most relevant comparison for when the site hosts community-based activities.
- 6.2.12 Accordingly, the TRICS data was tailored to provide results for Community Centre uses on sites located in England (excluding London), away from a town centre or edge of a town centre, of a similar size to those proposed, surveyed within the last 15 years, and having no more than 25,000 people living within a 1mile radius. These parameters are considered to best reflect the application site.
- 6.2.13 The following tables show the results based on the average of the available multi-modal surveys.

Table 6.1 – Average Weekday Trip Generation Rates for Community Centres Derived from the TRICS Multi-Modal Survey Database

Period	Trip Rate / 100sqm											
	People			Vehicles			Pedestrians			PT Users		
	Arr	Dep	Total	Arr	Dep	Total	Arr	Dep	Total	Arr	Dep	Total
AM Peak (0800-0900)	0.685	0.514	1.199	0.514	0.428	0.942	0.171	0	0.171	0	0	0
PM Peak (1700-1800)	1.643	0.352	1.995	0.469	0.352	0.821	0.469	0	0.469	0	0	0
Daily (0000-2400)	14.796	14.25	29.046	5.925	5.388	11.313	4.345	3.802	8.147	3.51	3.542	7.052

Table 6.2 – Estimated Number of Weekday Trips for the Proposed Development based on the Multi-Modal Trip Rates Shown in Table 6.1

Period	Forecast Trip Generation for 375.3sqm											
	People			Vehicles			Pedestrians			PT Users		
	Arr	Dep	Total	Arr	Dep	Total	Arr	Dep	Total	Arr	Dep	Total
AM Peak (0800-0900)	3	2	4	2	2	4	1	0	1	0	0	0
PM Peak (1700-1800)	6	1	7	2	1	3	2	0	2	0	0	0
Daily (0000-2400)	56	53	109	22	20	42	16	14	31	13	13	26

6.2.14 The overall mode share from the TRICS multi-modal surveys is: 39% car driver; 5% car passenger; 28% on foot; 24% by public transport; and, 4% by bicycle.

6.2.15 The number of multi-modal surveys available for Community Centres within TRICS is quite small. Further surveys are available for cars only. The following table summarises the averages for all available surveys of cars within the same TRICS search parameters.

Table 6.3 – Average Weekday Vehicular Trip Generation Rates for Community Centres derived from the TRICS Vehicle Survey Database

Period	Vehicular Trip Rates			Vehicle Trips		
	Arr	Dep	Total	Arr	Dep	Total
AM Peak (0800-0900)	0.560	0.480	1.040	2	2	4
PM Peak (1700-1800)	0.550	0.367	0.917	2	2	4
Daily (0000-2400)	8.117	7.966	16.083	33	33	66

6.2.16 All the sites used in the above assessment are also used in the following vehicle accumulation assessment.

6.2.17 The average vehicle trip generation, and subsequent parking accumulation calculations, are set out in the table below.

Table 6.4 – Estimated Vehicle Accumulation/ Parking Demand based on Average Vehicle Trip Generation Rates for Community Centre Use

Period	Community Centre Vehicle Trips / 100sqm		Vehicles for 375.3sqm		
	Arr	Dep	Arr	Dep	Accumulation
06:00-07:00					
07:00-08:00	0.524	0	2	0	2
08:00-09:00	0.56	0.48	2	2	2
09:00-10:00	1.161	0.6	4	2	4
10:00-11:00	0.6	0.52	2	2	5
11:00-12:00	0.801	0.881	3	3	4
12:00-13:00	0.721	0.921	3	3	4
13:00-14:00	0.48	0.32	2	1	4
14:00-15:00	0.4	0.48	2	2	4
15:00-16:00	0.801	0.841	3	3	4
16:00-17:00	0.367	0.871	1	3	2
17:00-18:00	0.55	0.367	2	1	3
18:00-19:00	0.779	0.55	3	2	3
19:00-20:00	0.321	0.412	1	2	3
20:00-21:00	0.052	0.575	0	2	1
21:00-22:00	0.524	0.148	2	1	3
22:00-23:00					

6.2.18 Table 6.4 indicates a need for 5 car parking spaces when the site is being used for community-based activities.

- 6.2.19 The above method uses averages which, for land-uses with a large degree of consistency, is a reasonable method. However, for the proposed use there is a concern that the busy periods on the sites within the dataset may not all occur at the same time of day. If this is the case, a busy period for one site will be offset by a quiet period at another. The resultant flattening of the average arrival and departure profiles may affect the accumulation calculations. To address this concern each individual site's peak parking is factored to reflect the scale of the proposed development. The results are shown in the following table.

Table 6.5 – Estimated Vehicle Accumulation/ Parking Demand based on the Maximum Accumulations Within the Dataset.

Site reference	Gross Floor Area (sqm)	Maximum Accumulation	Pro-rata Accumulation based on 375.3sqm GFA
EX-07-Q-01	7	7	7
WM-07-Q-01	4	4	4
HP-07-Q-01	4	4	4
GM-07-Q-01	4	4	4
NY-07-Q-01	7	7	7
CA-07-Q-01	8	8	8
Average (rounded up)			6

- 6.2.20 The above indicates an average maximum parking need of 6 spaces.
- 6.2.21 The full TRICS output sheets are appended to this report in Appendix B
- Site-Specific Community-Based Activities – Share
- 6.2.22 Share stands out as a particularly busy time on the site which, because of the need to carry heavy objects, tends towards car use.
- 6.2.23 While Share is an established offering on the site, it would be prudent to acknowledge that the community is likely to grow by 6.4% over the next 10 years and this may increase the numbers attending Share by 6.4%.
- 6.2.24 The following table includes a 6.4% increase in the share activity recently recorded.

Table 6.6 – Estimated Future Vehicle Activity at Share.

Time Begin	In	In	Accumulation
12:00	10	1	16
12:15	11	0	26
12:30	1	2	25
12:45	3	11	18
13:00	2	3	17
13:15	1	7	10
13:30	0	4	6
13:45	0	1	5
14:00	1	1	5
14:00	0	4	1
Total	36	35	

6.2.25 The above predicts a total parking demand for 26 spaces during Share.

6.2.26 Similarly, allowing for population growth, it would be prudent to add a 6.4% increase in Rainbow tots over and above the current levels, as follows:

6.2.27 The following table indicates a 6.4% increase in the Rainbow Tots activity recently recorded.

Table 6.6 – Estimated Future Vehicle Activity at Rainbow Tots

Time Begin	In	In	Accumulation
12:00	3	1	4
12:15	4	0	9
12:30	0	2	6
12:45	4	0	11
13:00	0	0	11
13:15	0	0	11
13:30	0	0	11
13:45	0	0	11
14:00	3	0	14
14:00	1	12	3
Total	0	1	2

6.3 Potential Development Impact

Sunday Service

6.3.1 The Shinfield Community Church's Sunday service is already held in the village, albeit in a different location since the end of 2022. The proposed redevelopment will not significantly change the amount of spaces the church has available for this activity.

6.3.2 On this basis of the above, the overall effect on the operation of the wider highway network can be assessed to be neutral.

6.3.3 It should also be acknowledged that the Sunday service traffic occurs at a time of the week when demand on the local highway network is relatively low.

6.3.4 Notwithstanding the above, relocating the Sunday service back to the application site does have the potential to create a localised issue caused by parking demand exceeding the number of delineated parking spaces. This gives rise to the possibility of inappropriate off-site parking on the highway causing a local nuisance or even danger.

General Community-Based Activities

6.3.5 The TRICS-based assessment of non-specific community activities predicts up to 4 peak-hour vehicle movements with a total of 45 daily vehicle movements.

6.3.6 In practice, the Church is acutely aware of the local traffic and parking issues and, therefore, unlikely to accommodate activities that will either start or end during the network peak hours.

6.3.7 The overall conclusion of the TRICS-based assessment is that the traffic numbers involved with the proposed space being used for general community-based activities are so low as to have no meaningful impact on the operation of the highway.

6.3.8 The TRICS-based assessment also indicates that the proposed parking provision on the site is more than sufficient to meet the needs of typical community-based activities.

Site-Specific Community-Based Activities – Rainbow Tots

6.3.9 Rainbow Tots already occurs on the application site and, therefore, the continuation of this activity will have no effect on the operation of the wider public highway.

6.3.10 The analysis presented in the report indicates that the site has more than enough parking to accommodate this activity.

6.3.11 Accordingly, the overall impact of this element of the proposals is assessed to be zero.

Site-Specific Community-Based Activities – Share

- 6.3.12 Share already occurs on the application site and, therefore, the continuation of this activity will have no effect on the operation of the wider public highway.
- 6.3.13 However, the current parking demand exceeds the number of spaces that the redeveloped site can accommodate. Once an allowance is made for a potential future increase in demand, the shortfall is significant.
- 6.3.14 In light of the above, without a mitigation strategy, it is concluded that the site-specific Share activity has the potential to create a localised issue caused by parking demand outstripping the number of delineated parking spaces. If vehicles cannot park on the site, there is a possibility that vehicles will be parked inappropriately on the highway causing a nuisance or even danger.

7 Impact Mitigation & Residual Impacts

- 7.1.1 The previous chapter identifies a potential negative effect of the proposed development occurring when parking demand exceeds the number of delineated spaces. Without a suitable mitigation strategy, this has the potential to create risks associated with inconsiderate on-road parking.
- 7.1.2 The potential for the site’s parking demand to exceed the on-site capacity relates to two specific activities; namely, the weekly Share event and the Sunday service. Other existing activities and potential future general community-based activities are predicted to require significantly fewer parking spaces than the site will provide.
- 7.1.3 In order to address the potential risks posed by Share and the Sunday service, the applicant proposed two mitigation strategies.
- 7.2 **Reducing the proportion of vehicle use**
- 7.2.1 The first proposed mitigation strategy involves reducing the proportion of vehicle use. This is achieved by promoting the alternatives to single-occupancy private car travel. Such a strategy is typically known as a Travel Plan.
- 7.2.2 The proposed development falls substantially short of the local thresholds whereby a Travel Plan is required; instead, the applicant proposes to manage a Travel Plan on a voluntary basis.
- 7.2.3 The following sets out the key components of the proposed travel plan. A fuller text can be found in Appendix C.

Travel Plan Target

Reduce single-occupancy vehicle movements to and from the site.						
Target	Indicators	Timescale				
		Year 1	Year 2	Year 3	Year 4	Year 5
Reduce SOV trips by 10% over the lifetime of the Plan	% of SOV trips relative to the baseline	-2%	-4%	-6%	-8%	-10%
* SOV = Single Occupancy Vehicle						

Travel Plan Measures

Strategy	Measures	Timetable / Responsibility
<i>Travel Information Pack</i>	<i>The Travel Plan Co-ordinator (TPC) will oversee the compilation of a comprehensive travel information pack, which will provide details of all transportation services available.</i> <i>The information pack will include details (including timetables) about bus and railway services in the vicinity.</i> <i>In addition to the information relating to Public Transport services, the pack will also include details and contacts relating to local car clubs, and any other information or website addresses deemed relevant.</i> <i>The information pack will be given to staff members. Members of the public will be able to obtain a copy on request.</i>	<i>To be compiled by the TPC prior to occupation of extended floorspace</i>
<i>Communication / Marketing / Promotion and Publicity of the Travel Plan</i>	<i>All site users will be made aware of the Plan and the co-ordinator's role through:</i> <i>An on-site notice board, located in a public area;</i> <i>and,</i> <i>on-website notice</i> <i>The Travel Plan Co-ordinator will ensure that an Information Board is installed on-site and regularly updated.</i>	<i>The developer to ensure that this is in place prior to the occupation of the new floor space</i> <i>The TPC to check that the notice board and website information is up to date at least monthly</i>
<i>Initiatives to support cycling</i>	<i>The redeveloped car park will provide sheltered cycle parking facilities.</i> <i>At the time of writing, the latest proposals are for 3 Sheffield-type stands (6 spaces).</i>	<i>The developer to ensure that this is in place prior to the occupation of the new floor space</i>

	<i>Adoption of Cycle2Work tax initiative</i>	<i>TPC to manage</i>
	<i>Provide reflective clothing for staff opting to cycle to the site.</i>	
	<i>Participate in relevant national cycling initiatives.</i>	
<i>Initiatives to support walking</i>	<i>The redeveloped car park will provide a sheltered area for parents to store buggies.</i>	<i>The developer to ensure that this is in place prior to the occupation of the new floor space</i>
	<i>Ensure the provision of appropriate lighting at the pedestrian access points.</i>	
	<i>Provide those staff walking to the site with personal alarms.</i>	
	<i>Participate in relevant national walking initiatives.</i>	
<i>Initiatives to reduce single occupancy car use</i>	<i>Provide a car share matching database</i>	<i>TPC to manage</i>
	<i>Designate three of the on-site parking spaces for multi-occupancy vehicle use only.</i>	

7.3 Manage Parking Space During Peak Times

7.3.1 Chapter 6 identifies two current activities that will stretch the site's parking resources; namely, the Sunday service and Share.

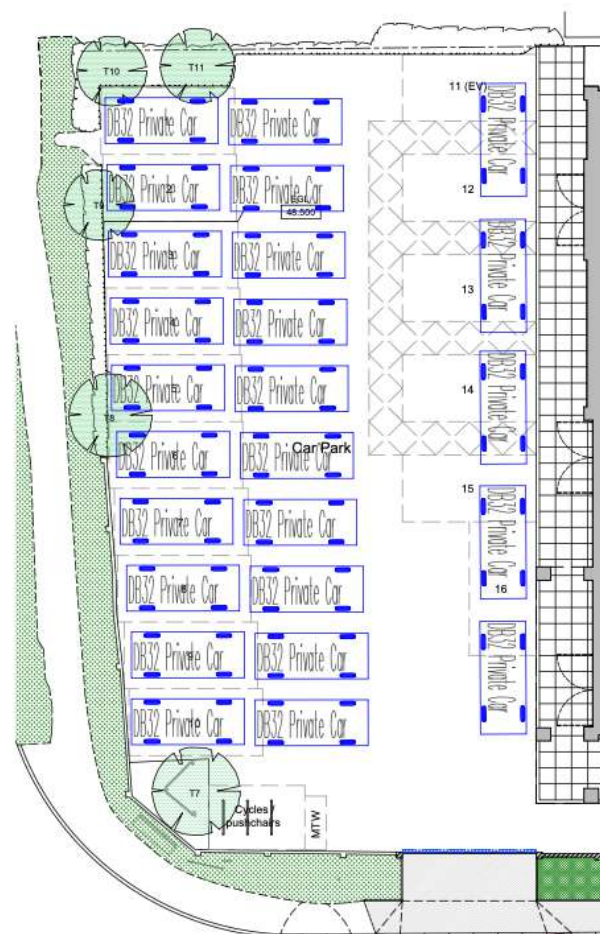
7.3.2 The survey of the Sunday service took place on 23rd March 2023. This indicated a need for 21 car parking spaces.

7.3.3 While the proposed travel plan initiatives can be expected to increase the number arriving by means other than the car, it is noted that the number of existing single-occupancy vehicle trips must already be quite low. The average car occupancy on 23rd March was over 2.6 people per car. It is considered that the Travel Plan initiatives are unlikely to reduce car numbers significantly.

7.3.4 As with any event of specific duration and start time, attendees will arrive and depart en masse. Under these circumstances, double / blocking parking is a manageable arrangement.

7.3.5 The following image shows how the space on the site will be rearranged to maximise the site's parking capacity during a Sunday service. According to this image, the site's main parking area can accommodate 25 vehicles. There will remain 2 further spaces accesses of the site's retained eastern access; therefore, the total capacity will be 27

spaces. This is considered to be a highly manageable arrangement for volunteer marshals.



Illustrative layout of maximum parking within the main car park. This arrangement is considered suitable for activates with specific start and end times and when visitors will remain for the full duration, i.e. the Sunday service. Arrangement to be controlled by volunteer marshals. 25 spaces in total

- 7.3.6 The general conclusion is that the proposed mitigation outlined above, creates more than enough parking capacity on the site for the current needs of the Sunday service.
- 7.3.7 Notwithstanding the above, there is an acknowledged potential for the Sunday service's parking demand to exceed even the above provision sometime in the future on account of local population growth and an increase in the proportion of people interested in attending church. The applicant has considered this possibility and is contemplating mitigation measures such as two Sunday services and another church in a local area. These strategies have been successfully implemented by the

applicant's wider organisation, and other churches, as a way of avoiding any Sunday service being overwhelmed.

- 7.3.8 The other existing activity requiring significant parking is Share. The need for people to carry heavy items means that travel plan initiatives are unlikely to have much of a bearing on car use.
- 7.3.9 The need for visitors to come and go at will means that a blocking-in parking layout, such as that shown above, would not be suitable.
- 7.3.10 Consideration has been given to extending the session on the site with the hope that parking demand could spread as a result of more staggered arrival and departures; however, the survey of Share indicates that 70% of vehicles access the parking in the half hour before Share begins and that 80% of cars have left after the first hour. On reflection, the reasons for the prompt arrival of visitors appears obvious and unlikely to change as a result of an extended session.
- 7.3.11 The alternative approach is to host two Share sessions on the site separated by at least 1 hour. If necessary, the number of people attending each can be controlled by an advanced booking arrangement.
- 7.3.12 The following table, based on Table 6.6, shows how the parking accumulation changes if the Share vehicle activity is halved.

Table 7.1 – Estimated Future Vehicle Activity at Share During One of Two Sessions

Time Begin	In	In	Accumulation
Session – 30mins	5	1	7
Session – 15mins	6	0	12
Session – 00mins	1	1	12
Session + 15mins	2	6	8
Session + 30mins	1	2	7
Session + 45mins	1	4	4
Session + 60mins	0	2	2
Session + 75mins	0	1	2
Session + 90mins	1	1	2
Session + 105mins	0	2	0
Total	18	18	

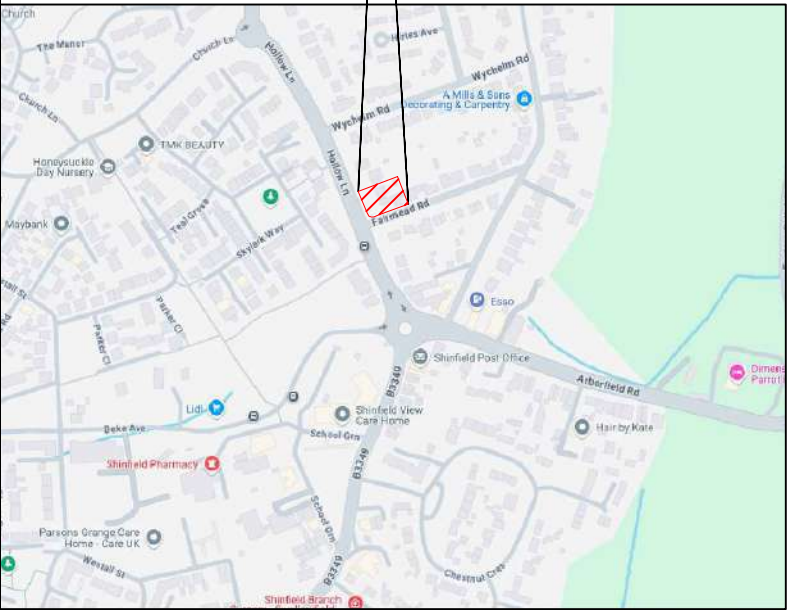
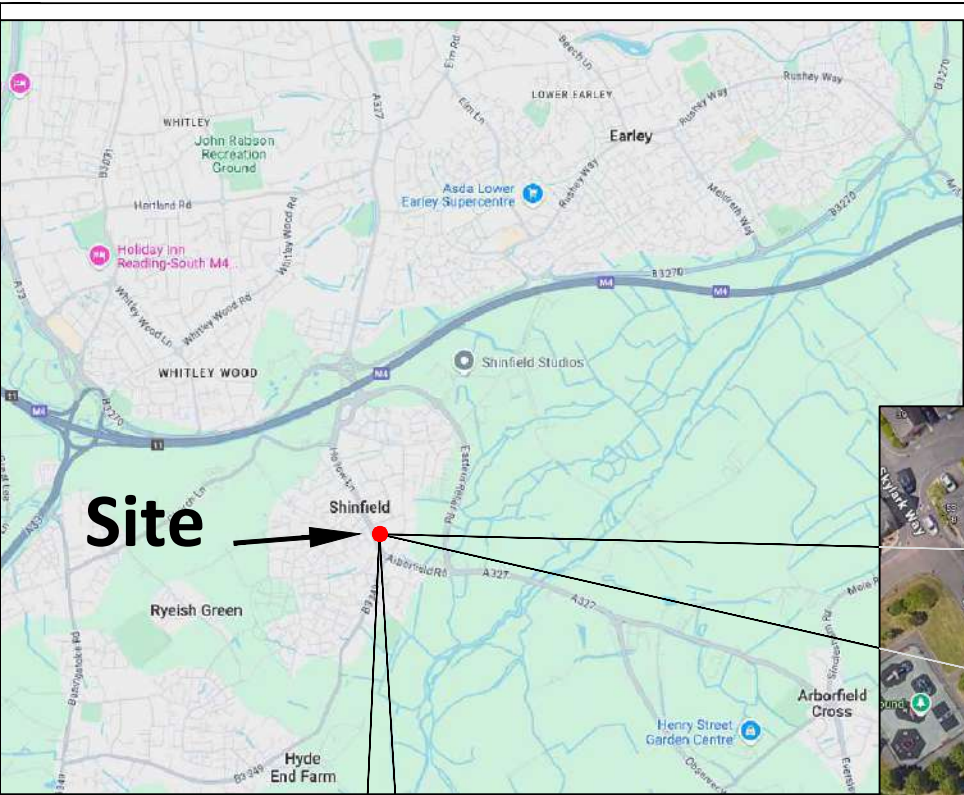
- 7.3.13 The table above indicates how a two-sessions strategy would ensure that the site can continue to host Share without creating potential off-site parking problems.

- 7.3.14 The alternative to the two-session strategy is to host Share elsewhere. The nearby School Green (community) Centre has already expressed a willingness to host Share.
- 7.3.15 By allowing primary school drop-offs to occur from the car park, and turning a blind eye to secondary school drop-offs, The Shinfield Community Church has already demonstrated a will to help alleviate local parking / congestion issues. The desire to ensure that the church does not create any new issues will inform their future decisions on traffic / parking management. The above sets out viable options for how this will be achieved and monitored.

Summary and Conclusion

- 7.3.16 This Transport Statement (TS) has been prepared in order to examine the traffic and transportation issues associated with a proposed redevelopment of the Shinfield Community Church.
- 7.3.17 The development proposals involve the creation of 98sqm (Gross Floor Area) additional floor space. The overall effect will be the creation of a 183sqm (internal area) multi-purpose area in the place of a multi-roomed converted dwelling. The existing hall on the site will remain unchanged.
- 7.3.18 The site's existing accesses will move slightly to accommodate an extension to the site's main entrance. The layout of this entrance and the reconfigured parking are guided by comments received from the highway authority in their pre-application response.
- 7.3.19 As a result of the above, the site will be equipped with 18 parking spaces in the main parking area on the western side of the site, and a further 2 spaces on the eastern side of the site.
- 7.3.20 The analysis presented in this report demonstrates that the site's proposed parking is more than sufficient to accommodate typical day-to-day community-based activities on the site. The exceptions to this are the site-specific activities of the main Sunday worship event and the regular Share session. To accommodate these specific periods of high demand, this report sets out a strategy of: reducing car use through a voluntary Travel Plan; creating more parking space on the site through the use of volunteer marshals; and, spreading demand by hosting more than one Share session. The overall result is a parking demand that can be accommodated on the site.
- 7.3.21 This report concludes that, with the proposed mitigation strategy in place, the local highway network can accommodate the effects of the proposed development with no discernible effect on operation or safety.
- 7.3.22 The site is considered to be sustainable, in transport planning terms, given that there is a choice of non-car travel opportunities.
- 7.3.23 The overall conclusion is that there are no valid highways or transportation reasons to prevent the proposed development.

Drawings



Helix Transport Consultants

16 Springfield Court, Stonehouse, Gloucestershire, GL10 2JF
Tel: +44 (0)1453 822855

Notes

Attribution: Map data (c) 2025 Google
Image data (c) 2025 Google

Key



Site

Rev	By	Chkd	Apprv	Date	Description

Client

Shinfield Community Church

Project

Shinfield Community Church
Shinfield

Drawing

Site Location Plan

Drawn by: JH Date: 28/05/2025
Checked by: JH Date: 28/05/2025
Approved by: JH Date: 28/05/2025

Drawing No. 2517DWG01 Revision

Drawing Scale: NTS

For Information

Appendix A

Pre-Application Advice from the Local Highway
Authority

Date: 10 May 2024
Application: 241088



**WOKINGHAM
BOROUGH COUNCIL**

WBC Highways

Development Management &
Compliance

P.O. Box 157

Shute End, Wokingham

Berkshire, RG40 1BN

Tel: (0118) 974 6000

Minicom No: (0118) 974 6991

Dear WBC Highways,

Pre-app consultation Consultation

Application Number: 241088

Applicant: Shinfield Community Church

Site Address: Shinfield Church, Fairmead Road, Shinfield, Reading, RG2 9DL

Parish:

Grid Reference: Easting - 473401, Northing - 168044

Type of Development:

Proposal: Pre-application advice for proposed partial demolition of existing church and associated outbuildings 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 241088. 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. As this is a pre-application request, you are reminded that all correspondence should be through the case officer. If the developer contacts you direct, please refer them to the case officer unless otherwise directed. It is possible you will be required to attend a meeting with the developer as part of the pre-application process and you will be contacted if this is the case.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	AC		
Service	WBC Highways	App No:	241088
Address:	Shinfield Church, Fairmead Road, Shinfield, Reading, RG2 9DL.		
Proposal:	Pre-application advice for proposed partial demolition of existing church and associated outbuildings and replacement with new church building, upgrade to existing building together with reorganisation of parking area, landscaping and associated site works.		
Type of Development:			
Site Visit Made:	Yes/No		

Comments On Proposal

General

As this is for upgrade and replacement of an existing church, Highways do not consider that the proposal will have a significant impact on the highway network.

A transport statement is recommended to be submitted with any full planning application.

The site is considered to be in a location well served by public transport and has access to the pedestrian and cycle network. Further details shall be provided within a sustainability assessment.

Parking

WBC does not have specific parking standards for a place of worship and its ancillary uses, therefore evidence on the proposed level of parking will need to be provided. This shall be relevant to the demand associated with the proposed increase in space available to the congregation. This shall be supported by existing survey data and analysis of the catchment area. Sufficient parking shall be demonstrated for the busiest periods likely to occur.

The parking spaces shall be increased to 5.0m length and a 6.0m distance provided between the two rows of parking spaces.

To maximise efficiency, the disabled parking space and parent/child parking space could be relocated to provide a shared hatched area between the spaces.

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.

A minimum of one Electric vehicle charging point shall be indicated to ensure the layout can accommodate this appropriately. An EVC space will require additional clearance for equipment and charging cable access.

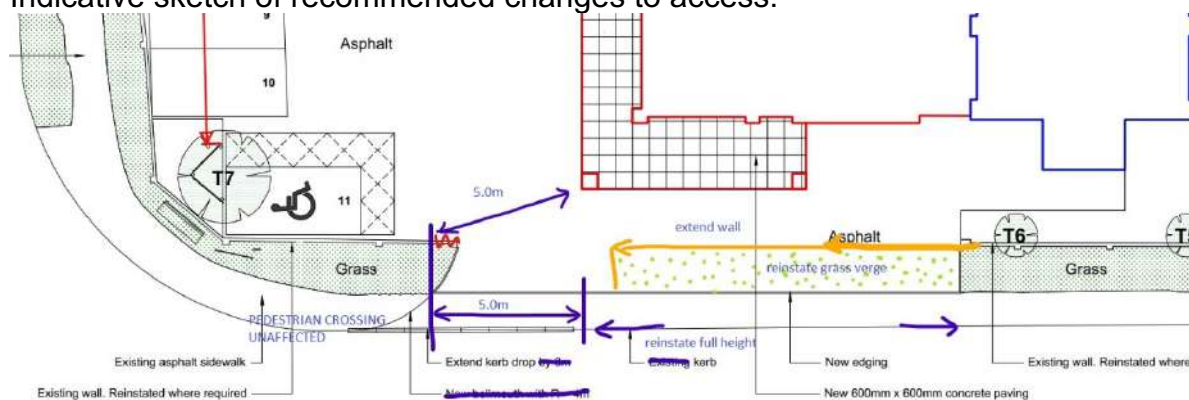
Access

The proposed widening of the access will need to be altered to remove the proposed bell mouth and shall instead be in the form of a footway crossover (circa 5.0m wide). The crossover can be widened up to a point c.2.7m from the existing dropped pedestrian crossing (to allow 2 full height kerbs and a dropper between the pedestrian crossing and the access).

The eastern part of the existing dropped crossing will need to be reinstated to full height kerbs and the wall and grass verge extended across this length to prevent indiscriminate parking/access and restoring the public highway to an appropriate specification.

A minimum width of 5.0m shall be provided between the boundary wall at the west of the access and the supporting pillar of the proposed covered area to ensure two vehicles can pass. Swept path analysis for a large saloon car using the access from both directions shall be indicated.

Indicative sketch of recommended changes to access:



Other

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.

A framework demolition and construction method statement will be required to be submitted.

Date:	15/5/24	Signed:	AC
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Appendix B

TRICS Output Sheets

TRIP RATE CALCULATION SELECTION PARAMETERS:

Land Use : 07 - LEISURE
Category : Q - COMMUNITY CENTRE
TOTAL VEHICLES

Selected regions and areas:

02	SOUTH EAST	
	EX ESSEX	1 days
04	EAST ANGLIA	
	CA CAMBRIDGESHIRE	1 days
06	WEST MIDLANDS	
	WM WEST MIDLANDS	1 days
07	YORKSHIRE & NORTH LINCOLNSHIRE	
	NY NORTH YORKSHIRE	1 days
08	NORTH WEST	
	GM GREATER MANCHESTER	1 days
09	NORTH	
	HP HARTLEPOOL	1 days

This section displays the number of survey days per TRICS® sub-region in the selected set

Primary Filtering selection:

This data displays the chosen trip rate parameter and its selected range. Only sites that fall within the parameter range are included in the trip rate calculation.

Parameter: Gross floor area
Actual Range: 270 to 560 (units: sqm)
Range Selected by User: 150 to 700 (units: sqm)

Parking Spaces Range: All Surveys Included

Public Transport Provision:
Selection by: Include all surveys

Date Range: 01/01/07 to 18/10/22

This data displays the range of survey dates selected. Only surveys that were conducted within this date range are included in the trip rate calculation.

Selected survey days:
Monday 1 days
Tuesday 1 days
Wednesday 1 days
Thursday 2 days
Friday 1 days

This data displays the number of selected surveys by day of the week.

Selected survey types:
Manual count 6 days
Directional ATC Count 0 days

This data displays the number of manual classified surveys and the number of unclassified ATC surveys, the total adding up to the overall number of surveys in the selected set. Manual surveys are undertaken using staff, whilst ATC surveys are undertaking using machines.

Selected Locations:
Suburban Area (PPS6 Out of Centre) 1
Edge of Town 1
Neighbourhood Centre (PPS6 Local Centre) 4

This data displays the number of surveys per main location category within the selected set. The main location categories consist of Free Standing, Edge of Town, Suburban Area, Neighbourhood Centre, Edge of Town Centre, Town Centre and Not Known.

Selected Location Sub Categories:
Residential Zone 3
Village 1
No Sub Category 2

This data displays the number of surveys per location sub-category within the selected set. The location sub-categories consist of Commercial Zone, Industrial Zone, Development Zone, Residential Zone, Retail Zone, Built-Up Zone, Village, Out of Town, High Street and No Sub Category.

Inclusion of Servicing Vehicles Counts:
Servicing vehicles Included X days - Selected
Servicing vehicles Excluded 9 days - Selected

Secondary Filtering selection:

Use Class:
F2(b) 6 days

This data displays the number of surveys per Use Class classification within the selected set. The Use Classes Order (England) 2020 has been used for this purpose, which can be found within the Library module of TRICS®.

Population within 500m Range:
All Surveys Included

Secondary Filtering selection (Cont.):

Population within 1 mile:

5,001 to 10,000	1 days
10,001 to 15,000	1 days
15,001 to 20,000	3 days
20,001 to 25,000	1 days

This data displays the number of selected surveys within stated 1-mile radii of population.

Population within 5 miles:

50,001 to 75,000	1 days
75,001 to 100,000	1 days
100,001 to 125,000	1 days
125,001 to 250,000	1 days
250,001 to 500,000	2 days

This data displays the number of selected surveys within stated 5-mile radii of population.

Car ownership within 5 miles:

0.6 to 1.0	3 days
1.1 to 1.5	2 days
1.6 to 2.0	1 days

This data displays the number of selected surveys within stated ranges of average cars owned per residential dwelling, within a radius of 5-miles of selected survey sites.

Travel Plan:

No	6 days
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This data displays the number of surveys within the selected set that were undertaken at sites with Travel Plans in place, and the number of surveys that were undertaken at sites without Travel Plans.

PTAL Rating:

No PTAL Present	6 days
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This data displays the number of selected surveys with PTAL Ratings.

LIST OF SITES relevant to selection parameters

1	CA-07-Q-01 HIGH STREET COTTENHAM	COMMUNITY CENTRE	CAMBRIDGESHIRE
	Neighbourhood Centre (PPS6 Local Centre) Village		
	Total Gross floor area:	500 sqm	
	Survey date: MONDAY	15/10/12	Survey Type: MANUAL
2	EX-07-Q-01 BORDERS LANE LOUGHTON	COMMUNITY CENTRE	ESSEX
	Neighbourhood Centre (PPS6 Local Centre) Residential Zone		
	Total Gross floor area:	352 sqm	
	Survey date: THURSDAY	22/11/07	Survey Type: MANUAL
3	GM-07-Q-01 MOODY STREET STANDISH	COMMUNITY CENTRE	GREATER MANCHESTER
	Edge of Town Residential Zone		
	Total Gross floor area:	270 sqm	
	Survey date: THURSDAY	28/04/22	Survey Type: MANUAL
4	HP-07-Q-01 JUTLAND ROAD HARTLEPOOL	COMMUNITY CENTRE	HARTLEPOOL
	Suburban Area (PPS6 Out of Centre) No Sub Category		
	Total Gross floor area:	500 sqm	
	Survey date: FRIDAY	28/09/07	Survey Type: MANUAL
5	NY-07-Q-01 SHUTE ROAD CATTERRICK GARRISON	COMMUNITY CENTRE	NORTH YORKSHIRE
	Neighbourhood Centre (PPS6 Local Centre) No Sub Category		
	Total Gross floor area:	316 sqm	
	Survey date: WEDNESDAY	10/05/17	Survey Type: MANUAL
6	WM-07-Q-01 PRIOR DERAM WALK COVENTRY CANLEY	COMMUNITY CENTRE	WEST MIDLANDS
	Neighbourhood Centre (PPS6 Local Centre) Residential Zone		
	Total Gross floor area:	560 sqm	
	Survey date: TUESDAY	18/10/22	Survey Type: MANUAL

This section provides a list of all survey sites and days in the selected set. For each individual survey site, it displays a unique site reference code and site address, the selected trip rate calculation parameter and its value, the day of the week and date of each survey, and whether the survey was a manual classified count or an ATC count.

TRIP RATE for Land Use 07 - LEISURE/Q - COMMUNITY CENTRE
TOTAL VEHICLES
Calculation factor: 100 sqm
BOLD print indicates peak (busiest) period

Time Range	ARRIVALS			DEPARTURES			TOTALS		
	No. Days	Ave. GFA	Trip Rate	No. Days	Ave. GFA	Trip Rate	No. Days	Ave. GFA	Trip Rate
00:00 - 01:00									
01:00 - 02:00									
02:00 - 03:00									
03:00 - 04:00									
04:00 - 05:00									
05:00 - 06:00									
06:00 - 07:00	1	270	0.000	1	270	0.000	1	270	0.000
07:00 - 08:00	3	382	0.524	3	382	0.000	3	382	0.524
08:00 - 09:00	6	416	0.560	6	416	0.480	6	416	1.040
09:00 - 10:00	6	416	1.161	6	416	0.600	6	416	1.761
10:00 - 11:00	6	416	0.600	6	416	0.520	6	416	1.120
11:00 - 12:00	6	416	0.801	6	416	0.881	6	416	1.682
12:00 - 13:00	6	416	0.721	6	416	0.921	6	416	1.642
13:00 - 14:00	6	416	0.480	6	416	0.320	6	416	0.800
14:00 - 15:00	6	416	0.400	6	416	0.480	6	416	0.880
15:00 - 16:00	6	416	0.801	6	416	0.841	6	416	1.642
16:00 - 17:00	5	436	0.367	5	436	0.871	5	436	1.238
17:00 - 18:00	5	436	0.550	5	436	0.367	5	436	0.917
18:00 - 19:00	5	436	0.779	5	436	0.550	5	436	1.329
19:00 - 20:00	5	436	0.321	5	436	0.412	5	436	0.733
20:00 - 21:00	4	478	0.052	4	478	0.575	4	478	0.627
21:00 - 22:00	3	451	0.000	3	451	0.148	3	451	0.148
22:00 - 23:00									
23:00 - 24:00									
Total Rates:			8.117			7.966			16.083

This section displays the trip rate results based on the selected set of surveys and the selected count type (shown just above the table). It is split by three main columns, representing arrivals trips, departures trips, and total trips (arrivals plus departures). Within each of these main columns are three sub-columns. These display the number of survey days where count data is included (per time period), the average value of the selected trip rate calculation parameter (per time period), and the trip rate result (per time period). Total trip rates (the sum of the column) are also displayed at the foot of the table.

*To obtain a trip rate, the average (mean) trip rate parameter value (TRP) is first calculated for all selected survey days that have count data available for the stated time period. The average (mean) number of arrivals, departures or totals (whichever applies) is also calculated (COUNT) for all selected survey days that have count data available for the stated time period. Then, the average count is divided by the average trip rate parameter value, and multiplied by the stated calculation factor (shown just above the table and abbreviated here as FACT). So, the method is: COUNT/TRP*FACT. Trip rates are then rounded to 3 decimal places.*

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Parameter summary

Trip rate parameter range selected:

270 - 560 (units: sqm)

Survey date date range:

01/01/07 - 18/10/22

Number of weekdays (Monday-Friday):

6

Number of Saturdays:

0

Number of Sundays:

0

Surveys automatically removed from selection:

0

Surveys manually removed from selection:

0

This section displays a quick summary of some of the data filtering selections made by the TRICS® user. The trip rate calculation parameter range of all selected surveys is displayed first, followed by the range of minimum and maximum survey dates selected by the user. Then, the total number of selected weekdays and weekend days in the selected set of surveys are show. Finally, the number of survey days that have been manually removed from the selected set outside of the standard filtering procedure are displayed.

Appendix C

Outline Travel Plan

Outline Travel Plan

Shinfield Community Church

1 Scope of the Travel Plan

- 1.1.1 This Travel Plan aims to guide both those working from the site and those travelling to the site, towards sustainable travel choices.
- 1.1.2 This Travel Plan will be applied to existing and future workers and visitors.
- 1.1.3 There are no plans for a further extension to the site.

2 Travel Survey

2.1 Baseline Data

2.1.1 The applicant commits to providing a comprehensive travel behaviour survey of staff and visitor during a neutral traffic month (April, May, June, September or October) during a normal operational day, within 3 months prior to the occupation of the extended site. This will be conducted by questionnaire.

2.1.2 This information will form the basis of the future Travel Plan targets. This data will provide the focus and direction for the plan enabling realistic targets to be set for achieving modal shift.

2.1.3 It is proposed that the survey include a day-long survey of the car park usage. This will be conducted using the site's CCTV camera footage.

2.2 Opening Survey

2.2.1 The initial baseline survey will be followed up with an opening survey of the new site in operation. This should be conducted within the first three months of occupation of the development.

2.3 Future Year Surveys

2.3.1 The opening survey will be followed up with annual surveys, repeated during the same day of the week in the same month as the original opening survey. This approach will ensure that outside variables have a minimal effect.

2.3.2 The Travel Plan to remain formally active for 5 years. It is anticipated that the church will unilaterally choose to continue with the Travel Plan beyond this period.

3 Aims and Objectives

3.1 Aim

3.1.1 The aim of the Travel Plan is to increase awareness of more sustainable travel options available to the site user and to encourage their use. The predominant indicator of the success of the Travel Plan is the modal split.

3.1.2 Accordingly, the Travel Plan's ultimate aim is to limit the proportion of car-based trips to and from the proposed development, particularly single-occupancy car trips.

3.1.3 It is anticipated that improving the awareness of the alternatives will encourage users, who would have otherwise travelled by car, to make more sustainable travel choices.

3.2 Objectives

3.2.1 The broad objectives of the Travel Plan will be:

- to minimise the proportion of private car travel, especially single occupancy journeys and short journeys, entering the site;
- to maximise the proportion of journeys undertaken by other modes (public transport, cycling, walking);
- to promote physical fitness through the promotion of non-car travel for regular journeys;
- to provide travel guidance and raise awareness and use of sustainable travel; and
- to minimise CO2 emissions from vehicular travel.

3.2.2 The Travel Plan recommends a set of measures, setting out the types of process to be adopted to reduce the dependence on the private car and presents a series of actions to be taken.

3.2.3 To enable the Travel Plan to be implemented and meet its aims of reducing the dependence of the private car, a package of measures is identified in the subsequent chapters.

4 Targets

- | | |
|-------|--|
| 4.1.1 | The predominant indicator of the success of the plan is mode split and, more specifically, the proportion of single-occupancy car trips. |
| 4.1.2 | It is proposed that a travel patterns questionnaire survey would be used to determine how travel is undertaken by site users. |
| 4.1.3 | The questionnaire surveys will assist in identifying modal split and uptake of measures, as well as trends over time. |
| 4.1.4 | An opening survey will assist in determining whether there are any specific areas to target which are likely to yield the most significant results. |
| 4.1.5 | This Travel Plan commits the applicant to seek a 10% reduction in single-occupancy vehicle travel to the site over the 5-year lifetime of the Travel Plan; as follows: |

Reduce single-occupancy vehicle movements to and from the site.						
Target	Indicators	Timescale				
		Year 1	Year 2	Year 3	Year 4	Year 5
Reduce SOV trips by 10% over the lifetime of the Plan	% of SOV trips relative to the baseline	-2%	-4%	-6%	-8%	-10%

* SOV = Single Occupancy Vehicle

5 Ownership

5.1 Travel Plan Co-ordinator

5.1.1 A Travel Plan Co-ordinator TPC role will be overseen by a senior member of the Shinfield Community Church organisation.

5.1.2 It is proposed that the Shinfield Community Church organisation integrate the Travel Plan agenda within their existing management and administration structure. This will ensure that all significant people are involved. There is no need to fund a new staff member for the purpose.

5.1.3 The principal task of the co-ordinator will be to engage with site users and:

- Explain the travel choices available to them;
- Promoting the Travel Plan;
- Distribute publicity on local car clubs, bicycle user groups, public transport and other non-car modes;
- Maintain a database of site users willing to car share; and,
- Question site users on their travel choices.
- Organise annual surveys, disseminate results

5.1.4 The development timetable is uncertain at this early stage.

5.1.5 In the event that the site is passed on to a new occupier / owner, the new occupier / owner will take on the Travel Plan obligations.

6 Measures

6.1.1 The following sets out the measures proposed to meet the objective.

Strategy	Measures	Timetable / Responsibility
<i>Travel Information Pack</i>	<i>The Travel Plan Co-ordinator will oversee the compilation of a comprehensive travel information pack, which will provide details of all transportation services available.</i> <i>The information pack will include details (including timetables) about bus and railway services in the vicinity.</i> <i>In addition to the information relating to Public Transport services, the pack will also include details and contacts relating to local car clubs, and any other information or website addresses deemed relevant.</i> <i>The information pack will be given to staff members. Members of the public will be able to obtain a copy on request.</i>	<i>To be compiled by the TPC prior to occupation of extended floorspace</i>
<i>Communication / Marketing / Promotion and Publicity of the Travel Plan</i>	<i>All site users will be made aware of the Plan and the co-ordinator's role through:</i> <i>• An on-site notice board, located in a public area; and,</i> <i>• on-website notice</i> <i>The Travel Plan Co-ordinator will ensure that an Information Board is installed on-site and regularly updated.</i>	<i>The developer to ensure that this is in place prior to the occupation of the new floor space</i> <i>The TPC to check that the notice board and website information is up to date at least monthly</i>
<i>Initiatives to support cycling</i>	<i>The redeveloped car park will provide sheltered cycle parking facilities.</i> <i>At the time of writing, the latest proposals are for 3 Sheffield type stands (6 spaces).</i>	<i>The developer to ensure that this is in place prior to the occupation of the new floor space</i>

	<i>Adoption of Cycle2Work tax initiative</i>	<i>TPC to manage</i>
	<i>Provide reflective clothing for those opting to cycle to the site</i>	
	<i>Participate in relevant national cycling initiatives</i>	
<i>Initiatives to support walking</i>	<i>The redeveloped car park will provide a sheltered area for parents to store buggies.</i>	<i>The developer to ensure that this is in place prior to the occupation of the new floor space</i>
	<i>Ensure the provision of appropriate lighting at the pedestrian access points</i>	<i>TPC to manage</i>
	<i>Provide those staff walking to the site with personal alarms.</i>	
	<i>Participate in relevant national walking initiatives</i>	
<i>Initiatives to reduce single occupancy car use</i>	<i>Provide a car share matching database</i>	<i>TPC to manage</i>
	<i>Designate three parking spaces for use by multi-occupancy vehicles</i>	

7 Monitoring and Review

7.1 Monitoring

7.1.1 The annual travel survey will be the key measure by which the success of the Travel Plan initiatives is monitored.

7.1.2 The Travel Plan Coordinator (TPC) will be responsible for compiling and analysing the Travel Survey results, assessing these results against the Travel Plan targets.

7.2 Review

7.2.1 The annual travel survey is the formal opportunity for the Shinfield Community Church organisation to take stock of the Travel Plan, to assess the success of the initiative over the previous 12 months, and look at new initiatives over the next 12 months.

7.2.2 Notwithstanding the above specific requirement, the Shinfield Community Church organisation will make Travel Planning a regular agenda item for their routine management meetings.

7.3 Remedial Action

7.3.1 The Shinfield Community Church organisation commits to setting out an action plan to remedy any shortfall in meeting the Travel Plan's annual targets. The TPC will be responsible for preparing this.

8 Action Plan and Budget

8.1.1 The following table sets out the proposed action plan and indicative budget

Action/Initiative	Tasks	Responsibility	Timescale	Estimated Cost and Funding Source
Travel Information Pack showing alternative travel choices	Prepare packs with bus and train Timetables Review and update as necessary	TPC	Pre occupation	£ 7000 Developer funding (ongoing staff costs over 5 years)
Communication of the Travel Plan	Install notice board Create Travel Page on organization’s website	Developer & TPC to ensure information is up to date on an ongoing basis	Pre occupation	£300 Developer funding
Initiatives to support cycling	Provision of sheltered cycle parking sufficient to accommodate 6 cycles	Developer	Pre occupation	Included in construction and maintenance costs Developer funding
	Join cycle to work scheme	TPC		£ nominal admin
	Provide reflective clothing for staff opting to cycle to the site		Ongoing	£ 150 (notional)
	Participate in relevant national cycling initiatives			£ nominal admin
Initiatives to support walking	Provision of suitable lighting at pedestrian entrances	Developer	Pre occupation	Included in construction and maintenance costs Developer funding
	Provision of buggy parking / day storage facility			Included in construction and maintenance costs Developer funding
	Join cycle to work scheme	TPC		£ nominal admin

	Provide those staff walking to the site with personal alarms		Ongoing	£ 150 (notional)
	Participate in relevant national walking initiatives			£ nominal admin
<i>Initiatives to increase car occupancy</i>	<i>Provide a car share matching database</i>	TPC	Ongoing	£ nominal admin
<i>Initiatives to spread arrival and departure rates</i>	<i>Accept children half an hour earlier than at present (07:30)</i> <i>Encourage the use of off-site overflow parking in the evening pickup.</i>	TPC	Ongoing	£ nominal admin
Monitoring and Review				
Baseline Survey	Send out questionnaires and analyse data	TPC	Within 3 months prior to occupation	£ 1500 Developer funding
Initial Survey			Within 3 months post to occupation	
Annual Surveys			1 year after initial survey +4 subsequent years thereafter	
Remedial Actions				
Annual Review	Review survey results against targets. In the event that the target is missed, the contingency fund will be used to invest in additional infrastructure and/or additional promotion, at the discretion of the TPC	TPC	1 year after initial survey +4 subsequent years thereafter	£ 2000 annual contingency* Developer funding

- 8.1.2 The site occupier will ensure that a contingency of £2000 is maintained for the lifetime of the Travel Plan. This contingency will either roll-over to the following year, if the target is met, or, if the target is not met, be used to reinforce the Travel Plan and then be replenished.