

CAR PARK MANAGEMENT PLAN
The Gate Church, The Meadway, Reading

**Engineering, Design and
Surveying Consultants**
from inception to completion

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1.0 Introduction

- 1.1 Glanville Consultants have been commissioned by The Gate Church in Reading, hereafter referred to as 'the church', to support a planning application for the redevelopment of the existing church building at 384 The Meadway in Tilehurst, a western suburb of Reading.
- 1.2 A planning application for the re-development of the existing church building was submitted in May 2019 (19/0761). As part of the consultation process, Reading Borough Council's (RBC) Highway Department requested that additional parking provision was required within the proposed car park in order to reduce the impact of off-site parking on the local community.
- 1.3 The proposed car park layout has therefore been revised to provide a total of 41 spaces, including 7 double spaces. In an email dated 04 September 2019, RBC Highways have given their approval in principal to this layout provided that a Car Park Management Plan (CPMP) is provided to manage the double spaces.
- 1.4 This CPMP identifies how the operation of the car park, in particular the proposed double spaces, will be managed. It should be read in conjunction with the Travel Plan which aims to reduce single car use associated with the church.
- 1.5 The church fully recognises the importance of active parking management due to the existing off-site parking issues and the concerns of local residents. It is committed towards reducing car usage to and from the site to ease parking stress within the local community.
- 1.6 As with the Travel Plan, the success of this CPMP relies on its continual development and ability to adapt to changing circumstances. It should therefore be seen as a 'dynamic strategy' and should be updated as parking demand and on-site conditions change.

2.0 Site Description

Site Location

- 2.1 The Gate Church is located at 384 The Meadway within Tilehurst, a western suburb of Reading. The postcode for the site is RG30 4NX. The site consists of a single building with a car park. The site is accessed off The Meadway, with a separate access off Keswick Close to the north of the site. The location of the site is shown in Figure 1.

Site Description

- 2.2 The church on The Meadway is one of three 'The Gate Church' buildings situated within Reading and provides the location for their Sunday services. The other two buildings are located on Oxford Road in Norcot and Empress Road in Calcot. These buildings provide resource centres for hosting connect groups, life groups and other events.
- 2.3 The existing church building is 505sqm in size and can seat 300 worshippers. There are two regular services on a Sunday morning. Between 9am and 10am there is a Prayer service which is a quiet and reflective service, whilst the main family service takes place at 11am and is livelier with child and youth groups and refreshments after the service.
- 2.4 Across these two services, there are around 250 worshippers who attend regularly with up to 170 people for the 11am service. In addition to these services, twice a month there is an

evening service with around sixty attendees. It is assumed that the evening service takes place between 6.30pm and 8pm.

- 2.5 There is currently significant on-street car park due to the sub-standard layout of the existing 34 space car park, which only provides 28 usable spaces.
- 2.6 The new church building has been designed to accommodate a total of 376 worshippers, which is the maximum occupancy of the hall. The intention is that the worship hall will be laid out to seat up to 250 worshippers, to match the existing morning congregation size, with sliding folding partitions at the rear to provide additional breakout space and for post service refreshments. The additional seating will be available to accommodate any future expansion and, whilst there is no guarantee that this expansion would actually occur, if it does occur it will take several years until the building is fully utilised.
- 2.7 The church is also used for various weekday and evening events. These are summarised in Table 1:

Table 1: Weekday Church Events and Infrequent Weekend Events

Event	Day / Time	Maximum Attendees	Use of Car Park
Church Youth Group	Monday Afternoon	40 people but could expand to 60 people	The vast majority of the youth group will be dropped off and picked up by parents / friends parents or will walk to and from the site. It is also likely that there will be a significant number of siblings who would travel in the same car. However, if everyone travels in a different car and wishes to park, the car park can accommodate 68% of attendees, but this is considered very unlikely to occur.
Weekly prayer Meeting	Tuesday Evening	15 people but could expand to 23 people	If every attendee drove independently to the church, then the car park would be able to accommodate all of the drivers.
Senior citizens friendship hour	Wednesday Afternoon	30 people but could expand to 45 people	It is considered that many of the attendees will lift share, with others and therefore if 75% of attendees drove, this would equate to 34 vehicles following expansion. This is however, a worst case as some attendees live locally and walk.
Church meeting	Thursday morning	20 people but could expand to 30 people	If every attendee drove independently to the church, then the car park would be able to accommodate all of the vehicles.
Church Art Group	Thursday evening	20 people and is not expected to expand as the art studio has been designed for this number.	If every attendee drove independently to the church, then the car park would be able to accommodate all of the vehicles.
Messy church / mothers and toddlers group	Friday morning	50 mothers and toddlers	This could equate to a potential maximum of 25 traffic movements based on a ratio of one parent / one child. Therefore the car park can accommodate all of the vehicles.

Event	Day / Time	Maximum Attendees	Use of Car Park
Intercessors Prayer Meeting	Friday evening	20 people but could expand to 30 people	If every attendee drove independently to the Church, then the car park would be able to accommodate all of the vehicles.
Monthly Church Meeting	Monthly on Saturday Mornings	20 people but could expand to 30 people	If every attendee drove independently to the Church, then the car park would be able to accommodate all of the vehicles.
Children's Parties	Occasional Saturdays (1-2 per year)	50 people	The vast majority of party attendees will be dropped off and picked up by parents / friends parents or will walk to and from the site. It is also likely that there will be a significant number of siblings who would travel in the same car. However, if everyone travels in a different car and wishes to park, the car park can accommodate 82% of attendees, but this is considered very unlikely to occur.
Weddings	Occasional Saturdays (1-2 per year)	100-150 people	Many of the attendees will be family groups or will car share. The church will work with the wedding couple to ensure that disruption to the local community is minimised. There is the potential to use the church mini-buses to transport attendees from another car park.

2.8 Table 1 above identifies that there is currently only one church group using the building at any one time, which restricts the amount of car parking required and therefore minimises the risk of overspill onto the surrounding residential streets. The church is also used infrequently on a Saturday for larger events.

2.9 It is considered that the above patterns of worship and other events will continue following the re-development of the church. Whilst no additional activities are currently proposed, the church will be a community facility and therefore the number of activities and the people attending may expand as a result of any future expansion of the congregation. However, any expansion of the weekday use would be controlled as part of the day to day booking management procedures implemented by the church office.

2.10 Table 1 shows that it is anticipate that the enlarged car park would accommodate all vehicles associated with the regular church activities if they expand. Consequently, it is considered that the Sunday morning service would continue to have the highest parking demand.

3.0 Parking Provision

3.1 The proposed car park has been designed to national standards with 2.4m x 4.8m parking bays and parking aisles at least 6m in width. It will provide a total of 41 parking spaces, including two minibus spaces and two disabled spaces reserved for blue badge holders. The proposed car park layout is shown in Appendix A.

3.2 Out of the 41 spaces, a total of seven spaces will be double spaces and this CPMP has been developed to set out how these double spaces will be managed.

3.3 There is a single vehicle access off The Meadway and a secondary access onto Keswick Close to the rear of the site. During the Sunday morning services, there is a one-way system in

operation with vehicles arriving via The Meadway and departing via Keswick Close. However, as the congregation will be arriving for a single event, it is anticipated that everyone will arrive before the service and depart after the service and so it is considered unlikely that there would be any conflict between vehicles arriving and departing at the same time. The exception would be drop-off movements which may result in conflicts, hence the implementation of the one-way system.

4.0 Management of the On-Site parking Provision

- 4.1 This section of the CPMP sets out how the car park will be managed on Sundays for the regular church services. It also outlines the management procedures for the weekday events which occur during the day and during the evening.

Sundays

- 4.2 The highest parking demand for the car park will be realised on a Sunday morning. Consequently, it is considered likely that the double spaces will only be utilised at this time.
- 4.3 The double spaces will be used by church staff and the worship team who are typically the first to arrive and the last to leave on Sunday mornings. This team includes the following people:
- Church set up team – 2 people (1 car) between 8am and 1.30pm;
 - Musicians – 6 people (4 to 5 cars) between 8am and 1.30pm;
 - Leadership team – 5 people (2 to 3 cars) between 8am to 1.30pm; and
 - Refreshments team – 4 to 5 people (2 to 3 cars) between 10.30am and 1.30pm.
- 4.4 Based on the above, there are typically around 13 people who arrive at 8am but don't leave until 1.30pm. They typically travel in 7 to 9 cars and therefore would be told by the church to use the seven double spaces.
- 4.5 The teams identified above will be informed of the need to use the double parking in order to maximise the amount of the on-site parking. They will be reminded on a regular basis, either fortnightly or monthly, to use the double spaces and weekly spot checks will be undertaken by the church to ensure that the double spaces are being used every week.
- 4.6 If there are any double spaces remaining at 10.30am, the refreshment team will be encouraged to utilise the remaining spaces. It is understood that the refreshment team operates on a rota system but all members of the rota will be informed of this policy.
- 4.7 If any member of the team who would regularly double park are away or have to depart early, then they should make one of the office staff aware, who will then be able to organise for another member of the worship team or the congregation to use the vacant double space. This will ensure that all of the double spaces are fully utilised on a Sunday.
- 4.8 It will be important for the church to make it clear to their congregation about the importance of the double spaces, that they will be reserved by the church team and will be used by those arriving first and leaving last and that the congregation are encouraged to park in the marked bays in front even if they are blocking someone in. To make it clear as to which spaces are the double spaces, the church should provide signage identifying which spaces have been provided for double parking, that they are for staff use only and that registration numbers need to be logged with the leadership team on site.

- 4.9 The congregation will be encouraged to ensure that they use the car park as a first choice parking location. If church users are found to be parking off-site when there are free spaces within the car park during the monitoring surveys, the church should sit down with the congregation member and discuss the importance of ensuring the car park is fully utilised to minimise the impact on the local community.
- 4.10 If another member of the congregation uses one of the double spaces, then this should not be refused in order to maximise their use. However, the church should make all attendees aware on a regular basis, for example monthly through the notice sheets or an announcement during the service, that if they use these spaces then they will be restricted to leaving only once the person who has parked in front of their vehicle has departed. The driver who uses the double space should not expect the person who has parked in front of them to move their car early unless it is for an emergency, hence why it is the church's preference that these spaces are used by people who are regularly the first to arrive and the last to leave.
- 4.11 To manage the spaces, the church should maintain a record of the number plates of all people who should be using the double spaces. This will enable spot checks to be undertaken.
- 4.12 If a double space user parks in a normal space without a valid reason, i.e. leaving early, then the church management team should speak to the driver concerned and explain why it is important for the double spaces to be used to their maximum.

Weekdays

- 4.13 The church building is currently used during the week for a range of church activities, as outlined within Table 1. Currently there is only one booking for the meeting rooms at any one time which ensures that there is sufficient on-site parking available. It is not anticipated that the number of events will increase, however, as a building that will be for the use of the community for many years into the future, these groups may expand proportionally in line with the growth in the church congregation.
- 4.14 To ensure that sufficient parking is available, the church will manage the meeting room bookings and include obtaining as much information about potential vehicle use as possible, for example:
- Potential number of attendees;
 - Potential number of parking spaces required;
 - Arrival and departure times; and
 - Will there be people who arrive first and leave last and if so how many.
- 4.15 If parking will be considered to be at a premium then the church office should inform the organiser accordingly and explain that the double spaces will need to be utilised by the attendees who arrive first and leave last and that spot checks will be undertaken.
- 4.16 As the weekday events are typically church events, it is considered that the organiser and the attendees should be aware of the double parking policy.

Infrequent Saturday Events

- 4.17 Table 1 shows that currently there are up to four infrequent events at the church on a Saturday morning. These include children parties and weddings.
- 4.18 For children parties, it is understood that there are up to 50 people who attend. These would be a mix of children and adults and therefore there would be sufficient space in the car park.
- 4.19 The church typically holds up to two weddings a year. This is likely to result in the highest parking demand however it would be an infrequent occurrence. There are typically 100-150 people attending, however the vast majority of the attendees will be either couples or family groups and therefore there is likely to be around fifty vehicles, resulting in an overspill of around nine vehicles.
- 4.20 Whilst this overspill is less than the Sunday morning overspill currently experienced, the potential for this overspill should be reduced. Consequently, to mitigate the impact of the additional parking, the church will work with the wedding couple to identify if guests can car share or whether group transport could be provided to transport guests between an off-site location, for example a hotel or reception venue, and the church. The church could consider offering their mini-buses for this transfer.

5.0 Emergencies

- 5.1 In the case that an emergency situation occurs and one of the drivers who has parked in the double spaces has to depart urgently, then the current system of displaying the registration number on a screen at the front of the church should be maintained.

6.0 Enforcement

- 6.1 It is considered unlikely that formal enforcement will be required. It is recommended that the church undertakes regular spot checks before worshippers start to arrive to ensure that the double spaces have been used. If they are still vacant, the church should either ask one of the team members to move their car into the space, or assign a steward to wait for the first worshipper to arrive and ask for them to utilise the space.
- 6.2 If local residents continue to have concerns about the on-street parking, the church should continue to encourage them to raise their concerns with the church office. In particular, if the residents observe obstructive or illegal parking then they should be encouraged to provide the vehicle details to the church office. This will allow the church to identify the driver and to speak them privately as and when required.
- 6.3 It is understood that the church leadership team have a good relationship with the worshippers and so attendees are likely to obey any request from the team. However, if the same vehicle is repeatedly brought to the attention of the church, then one of the church leadership team would personally meet with the car owner, explaining the importance of observing the parking management plan to ensure that this behaviour pattern stops. It is not considered that the church would be able to ban drivers.
- 6.4 If a driver needs to move their vehicle, the church currently takes a note of the number plate and the number flashed onto the screen at the front of the church using the 'Easy

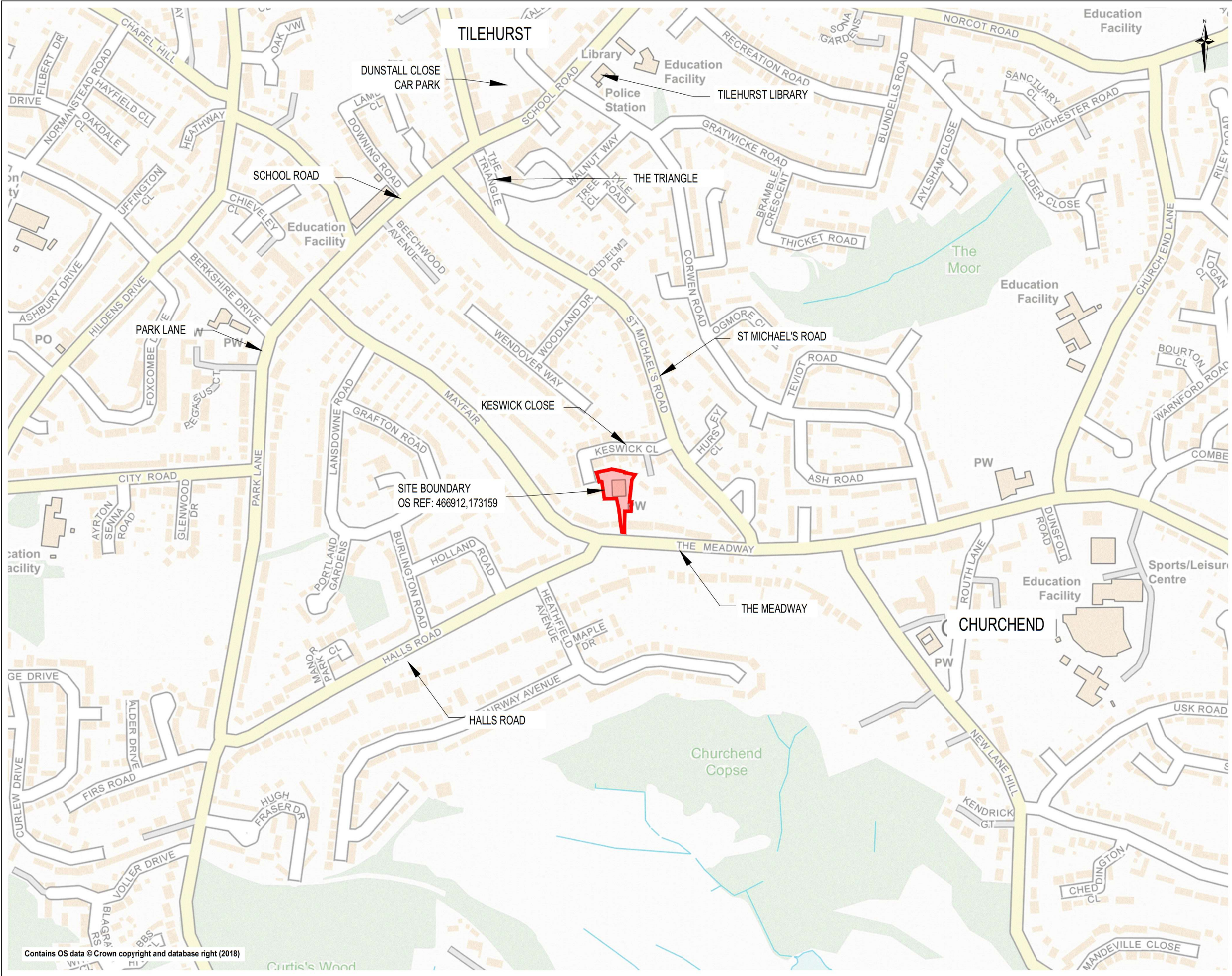
Worship' system. This will continue following the re-development of the site as all church users are aware of the system and know what it means.

- 6.5 If a requirement is identified, the church could consider making a list of worshippers number plates so that inappropriate parking can be recorded.

7.0 Monitoring and Review

- 7.1 It is proposed that the CPMP will be subject to an annual review to ensure that it remains current. This review should include identifying the impact of the church parking on the neighbouring residential streets on both a Sunday morning and during the weekday events.
- 7.2 It is therefore recommended that the church continues to undertake parking surveys on occasional Sundays to ensure that the car park is fully utilised and that the amount of on-street parking is minimised.
- 7.3 Reading Borough Council should be consulted should any amendments to the CPMP are proposed and their written approval to the amendments should be obtained prior to implementation.

Figures



KEY

THE GATE CHURCH SITE

FOR INFORMATION ONLY

FIGURE 1

11	FIRST ISSUE	23/11/18 DK	HG
Rev.	Description	Date	Chkd

Glanville
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Client :
THE GATE CHURCH, READING

Project :
THE GATE CHURCH, READING

Title :
SITE LOCATION

Project Engineer :	DK	Scale :	1:5,000 @ A3
Project Director :	HG	Date :	SEPT 2018
Status :	INFORMATION		

Drawing No. 4180484-SK006

Rev 11

Appendices

Appendix A
Proposed Car Park Layout

Do not scale from drawing. Check all levels before carrying out work.

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Rev	Date	Description	Init
A	09/18	External steps to plant room added	DL
B	09/18	Boundary amended	DL
C	10/18	Parking layout amended	DL
D	10/18	Updated with land issues	PW
E	11/18	Revised parking layout	DL
F	12/18	Parking layout amended on West boundary	DL
G	12/18	Landscape amendments	DL
H	7/19	Landscape amendments	DA
J	8/19	Landscape amendments	DA
K	8/19	Landscape amendments	DA
L	9/19	LPA comments addressed	DA

Note: this drawing is to be read in conjunction with the landscape architect's hard and soft landscape drawings, schedules and specifications



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project name
**THE GATE, READING
NEW CHURCH &
COMMUNITY CENTRE**

drawing title
**SITE PLAN
AS PROPOSED**

date	scale
May 18	1:200
drawn	checked
PW	PW

project number	drawing number	revision
TGR.18	/250	L

