

OPERATIONS MANAGEMENT PLAN

FOR THE

**5NO. SUPPORTED HOUSING UNITS IN THE LAND TO THE REAR OF
36 MASON STREET, READING, RG1 7PD**

MANAGED BY

LAUNCHPAD READING



1.0 Introduction

This Operations Management Plan has been written to satisfy planning condition no.18 and informative condition no.11 for planning application ref: 160342

This document will also be given to tenants with their tenancy agreement to explain how 36A-E Mason Street will be managed and operated by homeless support charity Launchpad Reading and highlight the tenant's duties and responsibilities during their stay.

2.0 General Items

All tenants and maintenance staff will be briefed and informed of the existence of ground contamination at the site. They will be advised that they must not attempt to excavate through the contamination capping layer below the slate chippings surrounding the building and external amenity space.

Access to the rear of the site by anyone other than a representative of Launchpad Reading's Maintenance Team is prohibited. Access gates to the rear will be locked shut at all times.

All units will be inspected when a tenant leaves and prior to a new tenant arriving. The tenant will be briefed of fire safety procedures and means of escape at the beginning of their tenancy and shall adhere to these procedures in the event of an emergency.

In case access for repairs or visits to the private areas of the site are required, 24-hour notice prior to the visit will be given to tenants.

3.0 Maintenance

The site communal areas will be inspected weekly by members of Launchpad Reading's Maintenance Staff. During these visits they will check and remediate any aspects of general tidiness of the communal amenity area, cycle and bin stores, and make sure the rear access gates are in working order and locked shut.

Maintenance Staff visits will also serve as an opportunity for staff to spot any maintenance needed within the communal areas. Alternatively, tenants are welcome to contact the Launchpad Reading's Maintenance Team on the details at the end of this management plan to raise any minor repairs or maintenance needed within their flats or communal areas.

4.0 Internal Communal Areas

There are no internal communal areas, all areas within each flat are private.

5.0 External Communal Areas

The following headings outline the responsibilities and duties of the Tenant and Launchpad Reading, the Landlord, in regards of the external communal areas:

Use of Bin Stores

Each unit will have sufficient internal separate provision of mixed recyclables and general refuse storage containers. Each tenant is responsible for disposing of their own refuse and

recyclable dry waste using their allocated 240litre refuse bin and 240litre mixed dry recyclables bin stored externally in the designated bin storage area. Tenants are responsible for placing the correct waste in each separate wheelie bin, please refer to Appendix 1.0 for Reading Borough Council's 'Recycle at Home' guidance.

Refuse and Recycling Collection Arrangements

Launchpad Reading's Maintenance Team will make arrangements and be responsible for transporting bins to their collection point on the footpath adjacent to the Mason Street public highway, on allocated waste collection days. The maintenance team will then relocate them back into the designated bin storage area within the site on the evening waste collection has been made.

Apart from on collection days, all refuse and recycling bins will remain located within the bin store. Launchpad Reading's Management team will be responsible for inspecting and maintaining general tidiness and cleanliness of the bin store itself.

Landscaping

Due to the contamination of soil identified on site, all planting of proposed trees and hedges will be provided in raised planters (in line with approved Health & Safety landscaping plan approved by conditions notice ref: 171442)

We stress that digging anywhere on site is strictly prohibited. Digging within the communal amenity space will damage the hard-landscaped contamination capping layer, furthermore any digging in the area behind the building will be in direct contact with the contaminated ground.

Cycle Parking

The cycle store is provided offering secured and covered storage for cycles.

This communal facility cannot be used by tenants to store anything other than their cycles, other tenants' cycles should be treated with respect. Tenants are also responsible if their visitors misuse this communal facility and any damaged caused to other tenants' cycles stored here.

The tenants are responsible for their cycles being securely locked onto the Sheffield cycle stands provided and to make sure the secured gate is locked behind them when they exit the cycle store.

Launchpad Reading Management team will be responsible for inspecting and maintaining general tidiness and cleanliness of the store itself.

6.0 Utilities

Consumer units and water stop valves will be located in an area within each unit that will be able to be accessed by the tenant in the event of an emergency.

7.0 Compliance

As an occupant of a flat the tenant agrees to adhere to the management strategies laid out by this plan and shall adhere to it until the end of their tenancy.

8.0 Contacting Launchpad Reading

Launchpad Reading
The Stables
1A Merchants Place
Reading RG1 1DT
T 0118 950 7656

Email: enquiries@launchpadreading.org.uk

housing@launchpadreading.org.uk

9.0 Appendix 1.0

Recycle at Home

Frequently Asked Questions

Why should I recycle?
Recycling is easy, good for the environment and saves money as sending waste to landfill costs a lot more than recycling it.

What happens to my recycling?
After collection, your recycling is taken to the Materials Recycling Facility (MRF) at Smallmead, Reading, where it is sorted and then sent to re-processors to be made into new products.

Why is it important to recycle the right things?
Putting the wrong things into your recycling bin or box can ruin the good recycling that you have put in there and mean that the collection crew won't be able to empty it. If in doubt, leave it out!

Why can't I put other plastic items into my recycling bin?
We only collect plastic bottles as they can be recycled easily whereas there is a limited market in the UK for other types of plastic. Margarine tubs, yoghurt pots, meat trays and plastic bags are all made from different types of plastic which are difficult to separate and process once collected.

Want to recycle more?
Why not visit your local recycling site?

	glass		textiles		tetrapak cartons
	books		shoes		batteries

You can find details of your local site at www.reading.gov.uk/recycling

Find out more:
www.reading.gov.uk/recycling
0118 937 3787
Follow us:

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Recycle at Home

recycle for Reading

Reading Borough Council
Working better with you

Recycle at Home

What Can I Recycle in my Red Recycling Bin/Box?

✓

mixed paper & card

✓

food tins & drink cans

✓

plastic bottles
No lids

✓

newspapers & magazines

✓

empty aerosols

Recycling is easy, good for the environment and saves money. Together we can recycle even more.

NO THANKS

- Plastic bags
- Other plastics & polystyrene (no pots, food trays, tubs or film)
- Food and drink cartons
- Food waste
- Nappies
- Glass
- Textiles
- Electricals & metals

If in doubt, leave it out!

TOP TIPS

- Put your recycling in your bin loose - no plastic bags!
- Remove lids from plastic bottles
- Flatten cardboard boxes
- Rinse out cans, tins and plastic bottles

Recycle Your Batteries

Recycle your used household batteries. Just put them into a clear, sealed sandwich/freezer bag and leave them on top of your red bin on collection day.

Get a Garden Waste Bin/Bag

You can opt into the garden waste collection service which is collected every two weeks. For full details of the service, and charges, please visit the website.

Order an extra recycling bin/box

If you have too much recycling to fit in your recycling bin/box, you can order an additional bin/box from us free of charge.

To find out the date of your next recycling collection visit www.reading.gov.uk
Remember to put your bin/box out from 7am, on the edge of your property.