



RLR-CPM-01-ZZ-T-A-00202
Rev. P01

22nd May 2025

Reading Borough Council
Planning Department

Dear Sir / Madam,

231495 Proposal to extend the Reading Borough Council offices on Bridge Street to enable the accommodation of the relocated Reading Central Library function, currently on Kings Road, Reading, and provide an enhanced Customer Services reception. Site is currently use Class E, proposal to co-locate with library use – Class F1.

Introduction

On behalf of our client, Morgan Sindal Slough, CPMG Architects are instructed to submit the enclosed discharge of condition number 16 documentation for external access improvements of the approved development at the site above.

Background and Proposal

Planning application reference 231495 was submitted to Reading Borough Council on 18th October 2023 and sought Planning Permission for the following development:

Proposal to extend the Reading Borough Council offices on Bridge Street to enable the accommodation of the relocated Reading Central Library function, currently on Kings Road, Reading, and provide an enhanced Customer Services reception. Site is currently use Class E, proposal to co-locate with library use – Class F1.

Condition 16 states:

"No occupation of the development hereby permitted shall take place until a scheme for external access improvements has been submitted to and approved in writing by the Local Planning Authority. The scheme shall include of all external access improvements (including modifications to steps to Bridge Street, ramp to Bridge Street, entrance door details) including a timetable for their delivery. The external access improvements shall thereafter be undertaken in accordance with the scheme (timetable) and thereafter retained in accordance with the scheme."

The existing paving for both the ramp and the steps to Bridge Street has been removed and subsequently re-pave, a similar process was undertaken for the Fobney Street steps.

Also, the new main access to the building is fully accessible, complying with Building Regulations Part M.

Please find enclosed the following documents, which collectively form the scheme for external access improvements as required by Condition 16.

Drawing Number	Drawing Title
RLR-GUA-30-000-D-L-90102	Detailed Hard Landscaping Proposal-C01
RLR-GUA-30-000-D-L-90104	Step Details-C01
RLR-CPM-34-100-D-A-21409	Proposed Details L00 Sheet 07-C01
RLR-CPM-34-100-D-A-21408	Proposed Details L00 Sheet 05-C01



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We believe that the enclosed scheme fully addresses the requirements of Condition 16, providing a comprehensive and detailed plan for the external access improvements at the development. We kindly request your written approval to discharge this condition, thereby allowing for the occupation of the development upon completion of these works

Yours faithfully,

Antonio Ortiz
Senior Architect
for CPMG Architects Limited



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