

Morgan Sindall,
Aquasulis,
10-14 Bath Road
Slough
SL1 3SA

For the attention of: Nathalie Weekes, Planning Officer, Reading Borough Council,

Ref: Reading Library Main Construction Works – Planning Condition No. 12

On behalf of Reading Borough Council, I have collated proposals as summarised below to close out planning condition no. 12. Generally, for the Servicing and Deliveries Plan condition and in addition to the servicing and waste plan within in the Planning Application Committee Report:-

Majority of deliveries to Reading Borough Council including library deliveries will be via the existing goods in entrance with the core hours which deliveries will be made will be from 8am to 6pm Mondays to Friday. The library book transfers will take place via the Southern elevation of the building through the side door into the library store. Reading Borough Council have confirmed that these are infrequent and deliveries are made via smaller transit type vans, that will be accommodated within the South car park, and the intercom to Security will be used.

The existing building arrangements in the 'current goods in' area to the North of the building will continue, which includes all building waste arrangements, servicing and parking for staff. This is situated at the end of Simmonds Street and deliveries undertaken via the hatched delivery bay utilising the intercom system connected to the security, in the same way as the current plant in place.

Vehicles will be received in a similar way. The nursery drop off, the visitor car parking to main building and to the library will stay the same. The approved staff parking will continue in the basement car park and drop off bays will continue at the end of Simmonds St with disabled parking accessed via the barrier and intercom in Simmonds St. The basement is for approved staff parking and accessed via access passes system or special arrangements via the intercom and contact with secure 1 email.

With the newly proposed book drop off box, there are several provisions for returned books via pedestrian visitor adjacent to the main reception entrance. The library book vehicle can park if required to facilitate the drop off, which is typically within an hour in line with it being a short stay area. This will be jointly monitored via the library management team and the security team. The bookstore is a purpose-built space inside of the main building library space adjacent to the library drop off area located to the south side of the building. As per deliveries, typical drop off hours are Mondays to Fridays 8am to 6pm. Pedestrian library book drop off and collection at the front of the building will be communicated on the library website and local information leaflets for library customers. Drop off and collection for customer books will be facilitated by library staff using a trolley, and resources are collected daily depending on volumes of resources deposited or collected.

Morgan Sindall
Construction &
Infrastructure Ltd

Corporation Street
Rugby, Warwickshire
CV21 2DW

T. 01788 534500



morgansindallconstruction.com

Waste will form part of the current building recycling and waste collection system. There will be no changes in waste provisions as the library waste will be integrated into the current arrangements. Waste will be collected from the goods in the area via the Council's in house waste collection team.

As access to the South car park is managed via the barrier and intercom system, and diary booking system via security, only available requests will be accommodated to avoid congestion and overloading public and on-site facilities. Generally, deliveries will be managed accordingly at quieter times, and should there be no advance warning or requests, drivers will be advised to return if off-loading cannot be accommodated at given times.

Ongoing monitoring of the site facilities will be held and any changes required to prevent congestions or all spaces being full will be implemented as best as possible.

As the Civic Centre and the library will be one building, should any issues arise at the premises, this will be addressed to the council's facilities management via Secure1 email to telephone – 0118 917 2078. Should there be issues with visitors arriving at the wrong entrance or place, the facilities management will redirect them accordingly.

Kind regards,



Han Kim

Design Manager

Morgan Sindall
Construction &
Infrastructure Ltd
Corporation Street
Rugby, Warwickshire
CV21 2DW
T. 01788 534500



[morgansindallconstruction.com](https://www.morgansindallconstruction.com)