

## **MEMORANDUM**

### **SECTION 106 AGREEMENT INSTRUCTIONS & HEADS OF TERMS**

**TO:** Legal Services

**CC:** Neal Gascoine

**FROM:** Marcelina Rejwerska, Senior Planning Officer

**DATE:** 11/06/2026

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**APPLICATION REF:** PL/25/1319

**COMMITTEE or DELEGATED:** Delegated Decision

**START DATE OF APPLICATION:** 17/09/2025

**EXPIRY DATE OF APPLICATION:** 12/01/2026

#### **LEGAL AGREEMENT OR UNILATERAL UNDERTAKING HEADS OF TERMS:**

Affordable housing contribution of £8,750.00

#### **THE TERMS OF THE OBLIGATION AGREED WITH THE APPLICANT**

A Monitoring Fee of £ is payable on completion of the Agreement.

The Council's Legal Fees - at a figure to be agreed by Legal Services - are also payable on completion of the Agreement.

#### **SITE ADDRESS**

155 OXFORD ROAD, READING, RG1 7UY

#### **PROPOSED DEVELOPMENT**

Change of use of first floor from vacant office (Class E) to 1x 1-bedroom flat (Class C3)

#### **APPLICANT**

Mr Philip Payne

#### **APPLICANT'S AGENTS**

Mrs Gemma Beazley

#### **LANDOWNERS**

PHILIP JOHN PAYNE and LYNN PAYNE

#### **NAMES OF MORTGAGEES**

None.

**APPLICANT'S SOLICITOR including TELEPHONE, FAX & E-MAIL**

None – contact applicant.

**PLANS TO BE ATTACHED TO THE AGREEMENT**

- 1) Site Plan at 1:1250 with site edged in red (to be attached)

**OTHER INFORMATION**

Payable prior to first occupation.