Present: Councillor Page (Chair)

Councillors David Absolom, Ayub, Davies, Duveen, Hacker,

Hopper, Jones, Terry and Whitham.

Apologies: Councillor Willis.

Also in attendance: Councillors Hoskin and Vickers (for items 82 to 86).

#### 82. FORMER TRANSPORT USERS' FORUM - CONSULTATIVE ITEM

Presentation - Vision for Caversham - Caversham and District Residents Association (CADRA)

Paul Matthews, Committee member of CADRA gave a presentation on their vision for Caversham.

## Resolved:

- (1) That Paul Matthews be thanked for his presentation;
- (2) That officers inform the Sub-Committee of options for future consultations in the Caversham area.

#### 83. MINUTES

The Minutes of the meeting of 15 January 2015 were confirmed as a correct record and signed by the Chair.

## 84. QUESTIONS FROM COUNCILLORS

There were no questions submitted in accordance with the Panel's Terms of Reference.

## 85. PETITIONS

(a) Shepherds Lane, Caversham - petition for traffic safety measures

The Director of Environment and Neighbourhood Services submitted a report on the receipt of a petition with 57 signatures asking the Council to investigate and resolve traffic safety issues in Shepherds Lane.

The petition read as follows:

"Petition for long awaited road calming measures for Shepherds Lane, Caversham Heights. For a long time residents have been aware of the hazardous and speeding traffic along Shepherds Lane which is causing great concern for the welfare for both the residents and animals. We, the undersigned, are signing this petition in order for the Council to effect changes and to prevent any further danger."

The report stated that the issues raised within the petition were to be investigated fully and a report submitted to a future meeting of the Sub-Committee for consideration.

At the invitation of the Chair, lead petitioner Mrs Vivienne Anderson addressed the Sub-Committee.

#### Resolved:

- (1) That the report be noted;
- (2) That the issue be investigated and a report submitted to the next meeting of the Sub-Committee for consideration;
- (3) That the lead petitioner be informed accordingly.
- (b) <u>Traffic lights at Broad Street / West Street Junction Petition to cancel plans to switch off the traffic lights</u>

The Director of Environment and Neighbourhood Services submitted a report on the receipt of a petition with 611 signatures asking the Council to cancel plans to switch off the traffic lights at the Broad Street/ West Street Junction.

The petition read as follows:

"Elderly and disabled people in particular would be put in danger. Generally, the loss of these lights would mean that pedestrians have to estimate whether or not they have time to cross the road before oncoming traffic reaches them. This is nerve wracking when you know that drivers may not allow for you to be slower than most.

In particular, blind people depend on the beeps that sound when the traffic lights are on green for pedestrians. Without those they are lost and have to depend on strangers who may know nothing about guiding them - nor care - to take them across. That at the same time as RBC is planning to cut spending on disabled adults supposedly in the interests of improving their independence."

The report stated that the issues raised within the petition were to be investigated fully and a report submitted to a future meeting of the Sub-Committee for consideration.

At the invitation of the Chair, Mr Tom Conlin addressed the Sub-Committee on behalf of the lead petitioner Mr Joel Young.

## Resolved:

- (1) That the report be noted;
- (2) That the issue be investigated and a report submitted to the next meeting of the Sub-Committee for consideration;
- (3) That the lead petitioner be informed accordingly.
- (c) Addington Road Petition for a zebra crossing

The Director of Environment and Neighbourhood Services submitted a report on the receipt of a petition with six signatures asking the Council to provide a zebra crossing on Addington Road adjacent to the Royal Berkshire Hospital car park access.

# The petition read as follows:

"We residents of Addington Road have difficulties crossing Addington Road to take our children to nursery/school/doctor due to lack of crosswalks and the excessive traffic on Addington Road. Every time we attempt to cross Addington Road with or without the buggy/pushchair, our children's life is put a risk of collision with vehicles driving at excessive speed.

Due to the excessive traffic and the dangers for all pedestrians attempting to cross Addington Road, we request a 'zebra' crosswalk to be erected next to the RBH south car park exit on to Addington Road.

We hope that our neighbourhood petition will be taken into account by the Reading Borough Council."

The report stated that the issues raised within the petition were to be investigated fully and a report submitted to a future meeting of the Sub-Committee for consideration.

#### Resolved:

- (1) That the report be noted;
- (2) That the issue be investigated and a report submitted to the next meeting of the Sub-Committee for consideration;
- (3) That the lead petitioner be informed accordingly.

# 86. PETITION FOR A ZEBRA CROSSING OUTSIDE ENGLISH MARTYRS CATHOLIC SCHOOL ON DEE ROAD - UPDATE

Further to minute 66(a) of the meeting on 15 January 2015, the Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on the initial response to a petition asking the Council to install a zebra crossing outside English Martyrs Catholic School on Dee Road.

The report stated that a meeting had been held on 28 January 2015 to discuss the concerns that had been raised which had been attended by ward councillors and representatives from English Martyrs Catholic School and St Michael's Primary School as well as Council officers, the lead petitioner and Alok Sharma MP.

The report explained that the whole part of Dee Road in which the schools were located was subjected to a 20mph limit with speed cushions and that these measures appeared to be successful as the area was casualty free. However, it was recognised that there were traffic issues, some caused by drivers (who might have been reacting in frustration to traffic flow outside the schools) and some by pedestrians crossing the road outside both schools. There was also a wider concern of speeding on Dee Road outside of the 20mph area. St Michael's School was currently being expanded to increase pupil numbers and so its school travel plan was being updated as a planning requirement, which had resulted in two traffic surveys being completed.

The report also stated that when a school crossing patrol had been present in the past there had been fewer issues with the behaviour of drivers and that as there was provision

available in the budget to provide school crossing patrollers it was hoped that the schools would support their employment.

The report explained that whilst the concerns raised were appreciated, it was not certain that an additional zebra crossing would resolve these. There were already two school crossing points that were 200 metres apart and a third set of traffic signals were likely to affect travel flow which would increase driver frustration and would be regarded as poor traffic management and not a good use of public monies. In addition, formal crossing zigzag markings for a zebra crossing would apply all of the time, not just at the busy school times, and this would impact residents and their ability to park on the road.

The report concluded that further work was required to seek solutions to the many issues that had been raised by both schools as a zebra crossing outside English Martyrs alone would not solve these problems. Funding would be available as a result of the expansion of St Michael's School to improve school travel and so a further report as to a wider range of measures would be brought to a future meeting of the Sub-Committee.

At the invitation of the Chair, lead petitioner Mrs Simpson-Holland and Councillors Hoskin and Vickers addressed the Sub-Committee.

#### Resolved:

- (1) That the report be noted;
- (2) That English Martyrs School be encouraged to take up the offer made to provide a school crossing patrol as soon as possible;
- (3) That the wider traffic concerns raised by both schools be investigated further and solutions promoted to make a safer, accessible, child friendly road to ensure the safety of all children and a further report submitted to the Sub-Committee for consideration at a future meeting that would include the provision of a zebra crossing(s) at the most suitable location(s) as a part of a wider package of road safety measures for public consultation;
- (4) That the lead petitioner be informed accordingly.

# 87. WAITING RESTRICTION REVIEW - OBJECTIONS TO WAITING RESTRICTION REVIEW (WRR) 2014(B) & REQUESTS FOR WAITING RESTRICTION REVIEW 2015(A)

The Director of Environment and Neighbourhood Services submitted a report informing the Sub-Committee of forthcoming requests for waiting restrictions within the Borough that had been raised by members of the public, community organisations and Councillors and of objections that had been received in respect of the traffic regulation order, which had been advertised as part of the waiting restriction review programme 2014(B).

The report recommended that the list of issues that had been raised for the bi-annual review should be fully investigated and Ward Councillors consulted prior to approval being sought at a subsequent meeting to carry out the statutory consultation. A summary of letters of support and objections that had been received to WRR 2014(B), along with officer comments, were attached to the report at Appendix 1 and the requests for the WRR

programme 2015(A) were attached to the report at Appendix 2. An updated Appendix 2 was tabled at the meeting.

At the invitation of the Chair, Mr Harrington, resident of Honey End Lane, addressed the Sub-Committee.

## Resolved -

- (1) That the report be noted;
- (2) That the objections in Appendix 1, with the appropriate recommendation to either: implement, amend or reject the proposals be noted;
- (3) That the Head of Legal and Democratic Services be authorised to seal the resultant Traffic Regulation Order and no public enquiry be held into the proposals;
- (4) That the objectors be informed of the decision of the Sub-Committee accordingly;
- (5) That the requests made for waiting restrictions as shown in Appendix 2 be amended as follows;
  - (i) Caversham: Marsack Street to extend parking restrictions to neighbouring roads;
  - (ii) Redlands: Marlborough Avenue to include Elmhurst Road in the proposals;
  - (iii) Tilehurst: Armour Road to withdraw the request;
- (6) That the requests made for waiting restrictions as shown in Appendix 2 (with amendments as stated in (5) above) be noted and that officers investigate each request and consult on their findings with Ward Councillors;
- (7) That, should funding permit, a further report be submitted to the Sub-Committee requesting approval to complete the Statutory Consultation on the approved schemes.

## 88. MAJOR TRANSPORT AND HIGHWAYS PROJECTS - UPDATE

The Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on the current major transport and highways projects in Reading, namely A33 and Reading Bridge Pinch Point Schemes, the new Pedestrian and Cycle Bridge, Mereoak and Winnersh Triangle park and ride schemes and Reading Station Area Redevelopment.

## A33 Pinch Point Scheme

The report stated that the scheme comprised of a range of measures to improve journey time reliability and to reduce congestion, and included extending the left-turn filter lanes for exiting the A33 onto Rose Kiln Lane (north and southbound). The scheme would also provide more direct pedestrian and cycle links that would be built up to road level. This

would ensure that they were safer for users and that they would not be affected by seasonal flooding.

The report explained that the project team were aiming to minimise any disruption whilst the improvement works took place by limiting lane closures to off peak hours between January and May 2015 and that the bus services would run as normal. The work was expected to be completed by early summer 2015.

## Reading Bridge Pinch Point Scheme

The report stated that essential work had commenced in November 2014 to strengthen Reading Bridge, which was a 92 year old structure on a major strategic route and in need of strengthening and waterproofing to continue to carry the amount of traffic in future years. The Department for Transport had awarded the Council capital grant funding from their Pinch Point Fund to enable these works to be carried out.

The initial phase had involved filling a large void under the southern approach structure with foam concrete and from February 2015 the work had moved onto concrete and stone repairs. Currently the work was being carried out under off-peak lane closures but over Easter 2015 it would be necessary to have a full time closure on one side of the bridge (both one lane of the carriageway and the adjacent footway) for up to 20 days, but during this period there would still be two lanes and one of the footways open. However, it would be necessary to have a full 24 hour closure of the bridge towards the end of the project and this was provisionally set for a maximum of two weeks from 18 May 2015.

# Reading Station Area Redevelopment

The report stated that the Cow Lane Bridges Public Inquiry had been held and completed on 13 January 2015 and that the inspector was in the process of preparing the report to the Secretary of State who would make the final decision. Following publication of the decision, there would be a six week period when the decision could be challenged before the highway improvements could commence.

The report also stated that a new 300 rack cycle parking hub was being developed in the multi-storey car park and was due to be completed in summer 2015.

## Pedestrian and Cycle bridge

The report explained that the major construction works for the pedestrian cycle bridge over the River Thames were underway with completion expected in summer 2015. The bridge would provide a key new route for pedestrians and cyclists between Caversham, Reading Station and central Reading.

## Mereoak and Winnersh Triangle Park and Ride schemes

The report stated that construction works were underway for the new park and ride sites at Mereoak, south of M4 junction 11 and Winnersh Triangle, located near to Winnersh Station, which together would deliver nearly 1,000 parking spaces. The two sites were being constructed simultaneously with a planned completion date of summer 2015.

At the invitation of the Chair, Mrs Lin Godfrey addressed the Sub-Committee on the Reading Bridge Pinch Point Scheme.

Resolved - That the report be noted.

## 89. LOCAL SUSTAINABLE TRANSPORT FUND UPDATE

The Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on progress with delivery of the Local Sustainable Transport Fund (LSTF) Small Package, for which £4.9m funding had been approved by the Department for Transport (DfT) in July 2011 and the LSTF Large Partnership Package, for which £20.692m funding had been approved by the DfT in June 2012. An additional £996,000 of LSTF revenue funding had been awarded to the Council by the DfT for 2015/16 to be spent on a range of sustainable transport initiatives focused on neighbourhood-based active travel interventions and to develop more interactive online resources, which would help to support the Council's ongoing digital services initiatives.

The report provided an update on each of the five delivery themes of the LSTF programme, within which 25 projects had been identified. A summary of progress on these projects included the following:

- The completion of the Personalised Travel Planning programme;
- The upgrade of the traffic signals at Henley Road/Lower Henley Road, Henley Road/All Hallows Road, Basingstoke Road/Rose Kiln Lane and Basingstoke Road/Buckland Road junctions to improved junction efficiency across modes;
- The continued increase in usage of the ReadyBike cycle hire scheme, with total rentals to the end of January 2015 totalling 16,837, which covered an estimated 90,192 miles;
- A customer survey of ReadyBike users had revealed that 44% of trips were replacing vehicle mode trips, with 33% of rentals from people who did not own a bike;
- The installation of an additional cycle hire docking station at Reading Station South, with one at Earley Station due to open in spring 2015;
- Two corridor advisory schemes for cyclists had been implemented along Lower Henley Road and Wokingham Road that included on-carriageway advisory cycle markings. A summary of the details and explanation of the schemes in the context of the Cycling Strategy and local circumstances were attached to the report at Appendix 1;
- The construction of the reconfigured junction at St Mary's Butts/Castle Street was nearing completion and would provide improvements for all users;
- Works to repair and upgrade the Grade II listed St Laurence's Church Wall and associated pedestrian walk had commenced and were scheduled for completion in summer 2015;
- The construction of the Thames pedestrian cycle bridge which was due for completion in summer 2015:
- The park and ride sites at Mereoak and Winnersh Triangle which were due for completion in spring 2015.

At the invitation of the Chair, Mr Keith Elliott addressed the Sub-Committee.

#### Resolved -

(1) That the progress made on the Local Sustainable Transport Fund Projects be noted;

- (2) That the scheme and spend approval for the Local Sustainable Transport Fund 2015/16 project be approved;
- (3) That no further advisory cycle schemes be introduced at present and that a report assessing the existing schemes on Lower Henley Road and Wokingham Road (including the cost implications of removing them) be presented to a future meeting of the Sub-Committee.

## 90. SOUTHCOTE LANE - PETITION CROSSING - UPDATE

The Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on the review of the request for a pedestrian crossing on Southcote Lane near Circuit Lane roundabout following a petition of 600 signatures received from local residents. The petition had been presented to the Sub-Committee on 16 January 2014 (minute 72(1) refers).

The report stated that the requirements for pedestrian facilities were laid down by central government whereby the demand was measured by a pedestrian/vehicle ( $PV^2$ ) count which then determined the type of facility to cater for the demand. A  $PV^2$  count had been undertaken between the hours of 0700-1000 and 1400-1800 in the week commencing 9 June 2014 and the results of this survey had demonstrated that the pedestrian crossing demand did not justify a formal zebra or puffin crossing.

The report explained that special factors could be applied to permit a zebra crossing to be installed if it did not meet the PV<sup>2</sup> criteria, but due to limited available funding officers had recommended the enhancement of the existing traffic island to a pedestrian refuge island.

However, a planning application had been submitted to Planning Applications Committee in November 2014 for the expansion of Southcote Primary School and this had secured a financial contribution to be used towards any local safety and/or traffic management matters in the first instance. It was proposed that this funding be used, subject to a detailed design and safety audit, to install a zebra crossing on Southcote Lane in the vicinity of the access path from Maker Close instead of improving the existing traffic island.

### Resolved -

- (1) That the report be noted;
- (2) That the recently announced financial contribution from Southcote Primary School be utilised to progress a proposal for a zebra crossing on Southcote Lane;
- (3) That, in consultation with the Chair of the Sub-Committee/Lead Councillor for Strategic Environment, Planning and Transport and Ward Councillors, the Head of Legal and Democratic Services be authorised to carry out the statutory consultation and advertise the proposed Zebra Crossing in accordance with the Traffic Regulation Order;

- (4) That Officers liaise with the Lead Councillor for Strategic Environment, Planning and Transport and Ward Councillors on the details of the crossing and the proposed location.
- 91. JACKSON'S CORNER, KINGS ROAD, ABBEY SQUARE ALTERATIONS TO BUS STANDS, PARKING BAYS, ONE WAY SYSTEM AND CREATION OF LOADING BAY

The Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on the proposals that had been approved by the Planning Applications Committee on 11 March 2015 to refurbish and remodel the former Jacksons Corner building to create three new shopping units on the ground floor and 32 residential units on the upper floors. The proposed site plan was attached to the report at Appendix 1.

The report stated that as a result of creating the three new shopping units the applicant had requested that a loading bay be created on the Kings Road as the existing delivery yard that was accessed from the High Street was not suitable for modern delivery methods. It was noted that the provision of a loading bay would also address the existing pedestrian congestion issues at the bus stands located in front of the building by enabling the provision of an additional bus stop and the widening of the footpath and that these works would be funded by the developer.

### Resolved -

- (1) That the report be noted;
- (2) That the principle changes to the bus stands in Kings Road, the provision of loading bays in Kings Road and Abbey Square and the reversing of the one way system in Abbey Street be approved;
- (3) That, in consultation with the Chair of the Sub-Committee/Lead Councillor for Strategic Environment, Planning and Transport and Ward Councillors, the Head of Legal and Democratic Services be authorised to carry out the statutory consultation and advertise the proposal in accordance with the Traffic Regulation Order and subject to no objections being received to implement the proposal;
- (4) That any objections received following the statutory advertisement be reported to a future meeting of the Sub-Committee.

#### 92. 20 MPH SPEED LIMITS/ZONES - UPDATE

The Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on the current position highlighting an expected change in the Traffic Signals & General Directions (TSRGD) by the Department for Transport (DfT) that might lead to a significant reduction in the cost of the signs at the entry/exit points into the 20mph area.

The report explained that the Eastern Area 20mph scheme was now in the final very detailed design stage which involved weighing up the cost benefits of mains power versus solar power. There were clear benefits for solar where ducting for mains exceeded 10

metres or where there was a requirement to dig across a road, but solar signs were more expensive initially.

The report stated that the DfT were proposing to change the rules of illumination for 20mph at the entry and exit points to the lower limit as a part of the TSRGD review but that they were unable to provide details of these changes at present. Therefore, the officer advice was to delay the implementation of the scheme as the changes could lead to a significant reduction in cost by as much as £100,000.

## Resolved -

- (1) That the report be noted;
- (2) That due to the expected changes in the TSRGD, the scheme be halted until the changes to the signs at the entry and exit of the 20mph were published.

## 93. HIGHWAY MAINTENANCE - UPDATE & PROGRAMME 2015/16

The Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on the progress made on the additional Government funding for additional highway maintenance pothole repairs and the £1.472 million programme for Highway Maintenance for 2015/16 from the Local Transport Plan (LTP) settlement.

The report outlined the background to the selection of schemes and the list of schemes in each category to be undertaken in 2015/16 was attached to the report at Appendix 1.

The report also gave a breakdown of allocations in each of the categories of Carriageway Resurfacing, Minor Resurfacing, Footway Resurfacing, Bridge Maintenance, Street Lighting and Major Maintenance.

#### Resolved -

- (1) That the report and the current position regarding the additional pothole repairs be noted;
- (2) That the proposed Highways Maintenance programme and associated expenditure for 2015/16 be approved.

## 94. ANNUAL ROAD SAFETY PROGRAMME - 2014/15 UPDATE & 2015/16 PROGRAMME

The Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on the work that had been completed to date on the 2014/15 road safety schemes and proposals for the 2015/16 road safety programme.

The report stated that the Government expected Local Authorities to implement road safety schemes that addressed sites with a history of personal injury collisions and, where possible, to link these with the promotion of sustainable travel. The economic cost of each collision was calculated by the Department for Transport (DfT) which stated that the average value of prevention per reported road accident was £1,917,766 per fatal accident, £219,043 per serious accident and £23,336 per slight accident.

The report explained that the DfT published the reported road causalities annually to enable national trends to be measured and this demonstrated that collision figures continued to decline year on year.

The report outlined the progress of the road safety schemes in the 2014/15 programme and stated that the causes for collisions would be investigated thoroughly in order to inform proposals to reduce the number of casualties in the Borough in 2015/16. Officers would then focus on locations where there were a high number of collisions involving pedestrians, including an analysis of 'Pedestrian Countdown at Traffic Signals' with the possibility of introducing this at particular locations in the Borough.

#### Resolved -

- (1) That the report and the progress to date on the 2014/15 Road Safety Schemes be noted;
- (2) That Officers continue with a full investigation of the current three year accident records as detailed in the report;
- (3) That the Interim Head of Transport be authorised to consult with the Chair of the Sub-Committee/Lead Councillor for Strategic Environment, Planning and Transport and Ward Councillors on the details of proposed schemes determined through the accident investigation;
- (4) That, subject to (3) above and in consultation with the Chair of the Sub-Committee/Lead Councillor for Strategic Environment, Planning and Transport and Ward Councillors, the Head of Legal and Democratic Services be authorised to carry out the statutory consultation where waiting and movement restrictions needed to be amended to accommodate scheme designs.

## 95. CAR PARK TARIFF CHANGES 2015

The Director of Environment and Neighbourhood Services submitted a report to update the Sub-Committee on the proposal to change the 'off street' car parking orders as a result of a review of the tariffs. The proposed car park tariff charges for 2015 was attached to the report at Appendix 1 and a comparison of car park charges in Reading and other towns and cities was attached to the report at Appendix 2.

The report stated that the car park tariffs had last been reviewed in January 2014 and that changes had been made to the tariffs in Broad Street Mall, Queen's Road and Civic B car parks.

The report explained that NCP Ltd had carried out a review of all of the car park tariffs which had taken into account the main customer segments, the appropriate products available and optimal pricing strategies in order to understand the risks and opportunities. As a result, the proposals had included the introduction of more tariff bands, differing weekday and weekend pricing and the introduction of season tickets at Broad Street Mall and Cattle Market car parks, all of which should increase volumes and revenues.

## Resolved -

- (1) That the report be noted;
- (2) That the changes to the car park tariff and season tickets set out in Appendix 1 and paragraph 4.33 of the report be approved;
- (3) That the statutory requirements for changes to the Borough of Reading (Civil Enforcement Area) (Off Street Parking Places) (Amendment) Order 2014 and the Borough of Reading (Off Street Parking Places) (Civic Car Park "B") (Experimental) Order 2014 be authorised and the Head of Legal and Democratic Services be authorised to advertise the proposals;
- (4) That an experimental modification order be made, subject to no objections being received;
- (5) That tariff changes be implemented using the delegated authority of the Interim Head of Transport.

## 96. CYCLE FORUM MEETING NOTES

The Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on the discussions and actions arising from the January 2015 meeting of the Cycle Forum, which met under the auspices of the approved Cycling Strategy.

The notes of the Cycle Forum meeting of 21 January 2015 were attached to the report at Appendix 1.

Resolved: That the report be noted

## 97. EXCLUSION OF PRESS AND PUBLIC

## Resolved -

That, pursuant to Section 100A of the Local Government Act 1972 (as amended) members of the press and public be excluded during consideration of Item 98 below, as it was likely that there would be disclosure of exempt information as defined in the relevant Paragraphs of Part 1 of Schedule 12A of that Act.

## 98. APPLICATIONS FOR DISCRETIONARY PARKING PERMITS

The Director of Environment and Neighbourhood Services submitted a report giving details of the background to her decisions to refuse applications for Discretionary Parking Permits from a total of four applicants, who had subsequently appealed against these decisions.

#### Resolved -

- (1) That with regard to application 1.1, a discretionary permit and a book of visitor's permits be issued, personal to the applicant and charged at the third permit fee;
- (2) That with regard to application 1.3, two free books of visitor's permits be issued and the property be included within the appropriate residents parking scheme;

(3) That the Director of Environment and Neighbourhood Services' decision to refuse applications 1.0 and 1.2 be upheld.

(Exempt information as defined in Paragraphs 1 and 2).

(The meeting started at 6.30pm and finished at 9.06pm).