

LICENSING APPLICATIONS SUB-COMMITTEE - 6 OCTOBER 2026

ADDITIONAL INFORMATION

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KFC 207 Shinfield Road, Reading, RG2 8HA - Agreed Conditions

1. The premises licence holder shall ensure the premises' digitally recorded CCTV system cameras shall continually record whilst the premises are open to the public and recordings shall be kept for a minimum of 31 days with time and date stamping. The entire licensable area shall be covered by the CCTV. There shall be at least one camera positioned at each entry and exit point to monitor any external areas to the premises. This includes any areas designated for tables and chairs and/or a designated smoking area. Data recordings shall be made immediately available to an authorised officer of Thames Valley Police or Reading Borough Council together with facilities for viewing upon request subject to the provisions of the Data Protection Act and GDPR legislation. Recorded images shall be of such quality as to be able to identify the recorded person in any light. At least one member of staff on the premises at any time during operating hours shall be trained to access and download material from the CCTV system.
2. Signs shall be placed in prominent positions on the premises notifying customers that CCTV is in operation.
3. A written security risk assessment shall be completed and kept under review, with any identified control measures implemented where necessary. This risk assessment shall include the requirement for door supervisors to be employed on any day. The written risk assessment shall be carried out by the Licence Holder or a nominated representative and shall be produced upon request to authorised officers of Reading Borough Council or Thames Valley Police. The risk assessment must take cognisance of the Reading Festival event in August and determine whether the employment of door supervisors is necessary to promote the licensing objectives. Any control measures identified by the risk assessment shall be implemented where necessary.
4. Where a risk assessment identifies that SIA Door Supervisors are required, the Premises Licence Holder shall ensure that all door supervisors employed at the premises wear high-visibility jackets or tabards in bright green, yellow or orange so that they are clearly visible and identifiable to the public at all times. Where tabards are worn, high-visibility armbands incorporating the display of SIA badges shall also be worn. Where high-visibility full-sleeved jackets are worn, the Premises Licence Holder shall ensure that all door supervisors display their SIA badges by means of an easily visible armband of a different high-visibility colour to the jacket being worn.

5. Where a risk assessment identifies that SIA Door Supervisors are required, the Premises Licence Holder shall keep and maintain a register of door supervisors. The register shall contain the following details:
 - I. The name and registration number of all door supervisors working at the premises;
 - II. The SIA registration number of each door supervisor;
 - III. The date and time each door supervisor commenced duty, countersigned by the DPS or duty manager;
 - IV. Details of any incident of crime and disorder, including the names of any door supervisors involved;
 - V. The date and time each door supervisor finished duty, countersigned by the DPS or duty manager.
6. Staff employed at the premises to sell food shall undergo training upon induction. This shall include, but not be limited to:
 - I. Conflict management
 - II. How to identify and safeguard vulnerable persons who attend and leave the premises
 - III. The four licensing objectives

Such training sessions are to be documented, counter signed by the staff member and refreshed every six months.

Records of training shall be kept for a minimum of one year and be made available to an authorised officer of Thames Valley Police and Reading Borough Council upon request.

7. Unaccompanied persons under the age of 18 shall not be permitted to remain on the premises after 23:00 hours.
8. A record shall be kept on the premises of all SIA licence validity checks for door supervisors. Such checks shall be carried out at intervals of not less than once per month. The door supervisor register and records of SIA licence checks shall be kept at the premises and made available upon request to an officer of Thames Valley Police or an authorised officer of Reading Borough Council.

9. All incidents which impact on any of the four licensing objectives shall be recorded in a register kept at the premises for this purpose. The register shall include, but not be limited to:
- I. all crimes reported to the venue
 - II. all ejections of patrons
 - III. any complaints received concerning crime and disorder
 - IV. any incidents of disorder
 - V. all seizures of drugs or offensive weapons
 - VI. any faults in the CCTV system, searching equipment or scanning equipment
 - VII. any visit by a relevant authority or emergency service.
- a) this record shall be available for inspection by a Police Officer or an authorised officer of Reading Borough Council upon request and shall be retained for one year. The record shall be signed off by the nominated representative at the end of each trading session;
- b) a weekly review of the incident register shall also be carried out by the nominated representative.
10. The licensee or nominated representative shall ensure that no noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to undue disturbance to local residents or local businesses.
11. Clearly legible and suitable notices shall be prominently displayed at all exits requesting customers to respect the needs of local residents and to leave the premises and area quietly.
12. During operating hours the Premises Licence Holder shall be available to receive and respond to nuisance related complaints. A contact shall be readily available to residents upon request.
13. Waste collection contractors shall not collect refuse between 23:00 and 05:00.
14. On Monday to Sunday the premises licence holder shall ensure that all customer seating areas are closed to the public at 00:00 hours and rendered unusable. On Monday to Sunday the premises licence holder shall ensure that from 00:00

hours until closing time the premises operates strictly as a takeaway and delivery service only.

15. The Premises Licence Holder shall ensure that measures are put in place to effectively limit the size of the car park through the use of barriers and bollards that prevents groups of vehicles congregating in the car park adjacent to the premises. These measures will be utilised from the hours of 00:00hrs until 03:00hrs Monday to Sunday inclusive.
16. An active closure & dispersal policy shall be devised and implemented on the premises. This dispersal policy shall include, but not be limited to, staff members being available to disperse customers from the premises and immediate vicinity and to advise customers to respect the needs of local residents and leave quietly. This dispersal policy shall be in written form and be made available for inspection by an authorised officer of Reading Borough Council or Thames Valley Police.
17. Delivery bikes, or any other vehicles used for the delivery of customer orders, shall be used, stored, or parked in a way that does not cause undue disturbance to members of public, neighbouring residents or Businesses

Harding, Mike

From: Declan Smyth (C2107) [REDACTED]
Sent: 29 September 2026 12:52
To: Nick Landells
Cc: Harding, Mike; Smalley, Robert; Chawama, Anthony
Subject: RE: KFC, 207 Shinfield Road

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For the attention of
RBC Staff and Councillors

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Hi Nick,

TVP has now considered the proposed amendment and can confirm that, as your client has accepted all of the proposed conditions and agreed to the amended wording of Condition 13, we are content to withdraw our representation in respect of this application.

Thank you for your constructive engagement throughout the process.

Regards
Declan



Protecting Our Communities

Declan Smyth C2107
Alcohol Licensing Officer – Reading.
Licensing Office



www.thamesvalley.police.uk



From: Declan Smyth (C2107)
Sent: 28 September 2026 12:46
To: 'Nick Landells' [REDACTED]; Smalley, Robert [REDACTED]
Cc: [REDACTED]
Subject: RE: KFC, 207 Shinfield Road

Hi Nick,

Thank you for your email.

We acknowledge your client's proposed amendment and will respond later this week once we have had the opportunity to discuss it internally and consider the revised wording in full.

At this stage, I believe the proposed amendment may be sufficient, subject to those discussions, and we will provide our formal position as soon as possible.

Kind regards,
Declan



Protecting Our Communities

Declan Smyth C2107

Alcohol Licensing Officer – Reading.

Licensing Office



www.thamesvalley.police.uk



From: Nick Landells [REDACTED]
Sent: 28 September 2026 12:39
To: Declan Smyth (C2107) [REDACTED]; Smalley, Robert
Cc: [REDACTED]
Subject: RE: KFC, 207 Shinfield Road

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Good afternoon

I am just following up on my e-mail from last week.

It appears as though we are potentially close to reaching an agreement on amended conditions which would render the Hearing next week unnecessary.

Please can you respond on my client's proposal to slightly amend one of the conditions you requested.

Regards
Nick

Nick Landells | Legal Executive

Poppleston Allen

E: [REDACTED] | T: [REDACTED] | M: [REDACTED] | W: www.popall.co.uk |

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From: Nick Landells

Sent: 24 September 2026 16:47

To: declan.smyth [REDACTED]; Smalley, Robert [REDACTED]

Subject: KFC, 207 Shinfield Road

Good afternoon to you both

After long discussions with my client they are prepared to agree to all of your conditions with the proviso that condition 13 is amended to:

"Waste collection contractors shall not collect refuse between 23:00 and 05:00."

The hours you proposed originally are overly restrictive. The restaurant has for many years had its waste collected between 5am and 7am. There have never been any complaints regarding this. The premises are on a retail park and the other businesses receive deliveries 24 hours a day and have their refuse collected at hours you would seek to preclude KFC from doing so. We cannot see any reason to prevent deliveries in the way you originally proposed.

If you are prepared to reword condition 13 to the wording above then we can avoid the need for a Hearing.

Please confirm your position as soon as possible.

Regards

Nick

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Harding, Mike

From: Chawama, Anthony
Sent: 29 September 2026 11:53
To: declan.smyth; Smalley, Robert
Cc: Harding, Mike
Subject: RE: KFC, 207 Shinfield Road

Hi Gents,

I am happy with the proposed condition and, as a result, I will withdraw my objection.

Regards

Anthony Chawama
Licensing Enforcement Officer
Licensing Department | Public Protection | Directorate of Environment and Neighbourhood Services

Reading Borough Council
Civic Centre, Bridge Street, Reading, RG1 2LU


licensing@reading.gov.uk

Taxi/Private Hire: <https://www.reading.gov.uk/business/licences/taxi-and-private-hire-licensing/>
Licensed Premises: <https://www.reading.gov.uk/business/licences/alcohol-and-entertainment-licences/premises-licence/>

To access the licensing section of our website, please click this link: <https://www.reading.gov.uk/business/licences/>

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From: Declan Smyth (C2107) 
Sent: 29 September 2026 11:40
To: Smalley, Robert ; Chawama, Anthony

Cc: Harding, Mike 
Subject: FW: KFC, 207 Shinfield Road

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Gents,

Are we all in agreement with the Waste Collection proposal? If so, I am content to support the withdrawal of the TVP representation.

Regards
Declan



Protecting Our Communities

Declan Smyth C2107

Alcohol Licensing Officer - Reading.
Licensing Office



www.thamesvalley.police.uk



From: Nick Landells [REDACTED]
Sent: 24 September 2026 16:47
To: Declan Smyth (C2107) [REDACTED]; Smalley, Robert
[REDACTED]
Subject: KFC, 207 Shinfield Road

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Please confirm your position as soon as possible.

Regards
Nick

Nick Landells | Legal Executive

Poppleston Allen

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