

Dear Adam,

We normally use a shelter supplier who has provided favourable rates over recent years. However with a large increase in our provision of bus infrastructure we are not ordering further equipment until we have undertaken a new tender procedure. Having said all that, if you wish to use your preferred supplier to maintain uniformity I'm sure that will be acceptable. As we have no budget to maintain shelters (although we do maintain the poles and flags – the service detail signs) we ask the local council to adopt and maintains them. To help with this we would transfer all surplus funds to you with a legal agreement to confirm their use for this purpose. In this instance I suggest we would order all the infrastructure aside from the shelters as well as any civils work required and then pass the remaining funds to you to include for the purchase of new shelter(s).

We normally use Oxfordshire Direct Services to undertake the civils work such as the base and any kerbing works etc that may be needed. I'll discuss the exact nature of this site with Ralph to confirm what's required in this case. Do your shelters have foundations dug into the ground or are they bolted onto concrete slabs? This will clearly determine the type of base we need to install.

I've listed below all the developer funds we hold for bus infrastructure in Witney, as you'll note there is £10,000 for Tower Hill. We are happy to be guided by you as to where the funds are to be directed. They must however meet the terms of the agreement and be seen to benefit those from the 'donor' development. Understandably much of this can be ambiguous and I try to be as 'flexible' as possible in the interpretation of the restrictions although we can never guarantee funds absolutely until colleagues responsible for the legal aspects have signed them off as agreed.

Agreement Ref	Location	Total Monies Currently Held	Contribution yet to be Received	Summary of Terms Relevant to the contribution
Witney				
WI 33	Bridge St Mill	£14,684.05	£0.00	For Bus Infrastructure which may include RTI and bus shelters (Listed as allocate to Public Transport Infrastructure, Various Locations)
WI 36	Witan Way Supermarket	£15,000.00	£0.00	Towards local transportation infrastructure to provide sustainable modes of travel.
WI 50	118a Burwell Drive and land lying to the South West of Burwell Drive	£20,163.88	£0.00	Towards the WITS or localised bus infrastructure improvements in the vicinity of the Site
WI 56	New Leys Farmhouse, Curbridge Rd	£23,463.37	£0.00	Towards bus infrastructure in Witney
WI 73	Land at Burford Rd	£10,000.00	£0.00	For bus infrastructure alterations, including a new bus shelter, new hardstandings, new pole/flag/ information case units further south along Tower Hill.
WI 74	Land at Thorney Leys	£10,383.18	£0.00	Listed as allocated to Public Transport Infrastructure towards a bus shelter and 3 cycle racks - Curbridge Road
WI 79	Astall House, Curbridge Rd	£16,098.39	£0.00	Listed as allocated to Bus Shelter (including a real time information display) at the first Oxford bound Bus Stop on Burwell Drive)