

DELIVERY SERVICING MANAGEMENT PLAN

Kingsbridge Estates

New Lane

January 2023

Delivery and Servicing Management Plan

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1 Introduction

- 1.1 Vectos has been appointed by Kingsbridge Estates to provide highways and transport advice in relation to the re-development of a former Pfizer Site, New Lane, Havant. Havant Borough Council (HBC) are the local planning authority and Hampshire County Council (HCC) are the local highway authority.
- 1.2 The site is located within an existing employment area near an existing industrial estate and was previously occupied by a cold chain packaging, storage, and distribution facility.
- 1.3 A planning application has been approved at the site under planning reference APP/21/00200. This has subsequently been varied by a S73 application under reference APP/21/01244 which sought to amend various conditions and approved the final Operational Management Plan.
- 1.4 The development approved the redevelopment of the site to provide a new warehouse unit comprising 15,546 sqm (GEA) of total floor area and associated operational van storage spaces (866 spaces). The proposals included the provision for 208 car parking spaces, of which 11 will be designated as disabled parking spaces. 11 motorcycle parking spaces and 50 cycle parking spaces are also proposed for staff and visitors.

Objectives of the DSMP

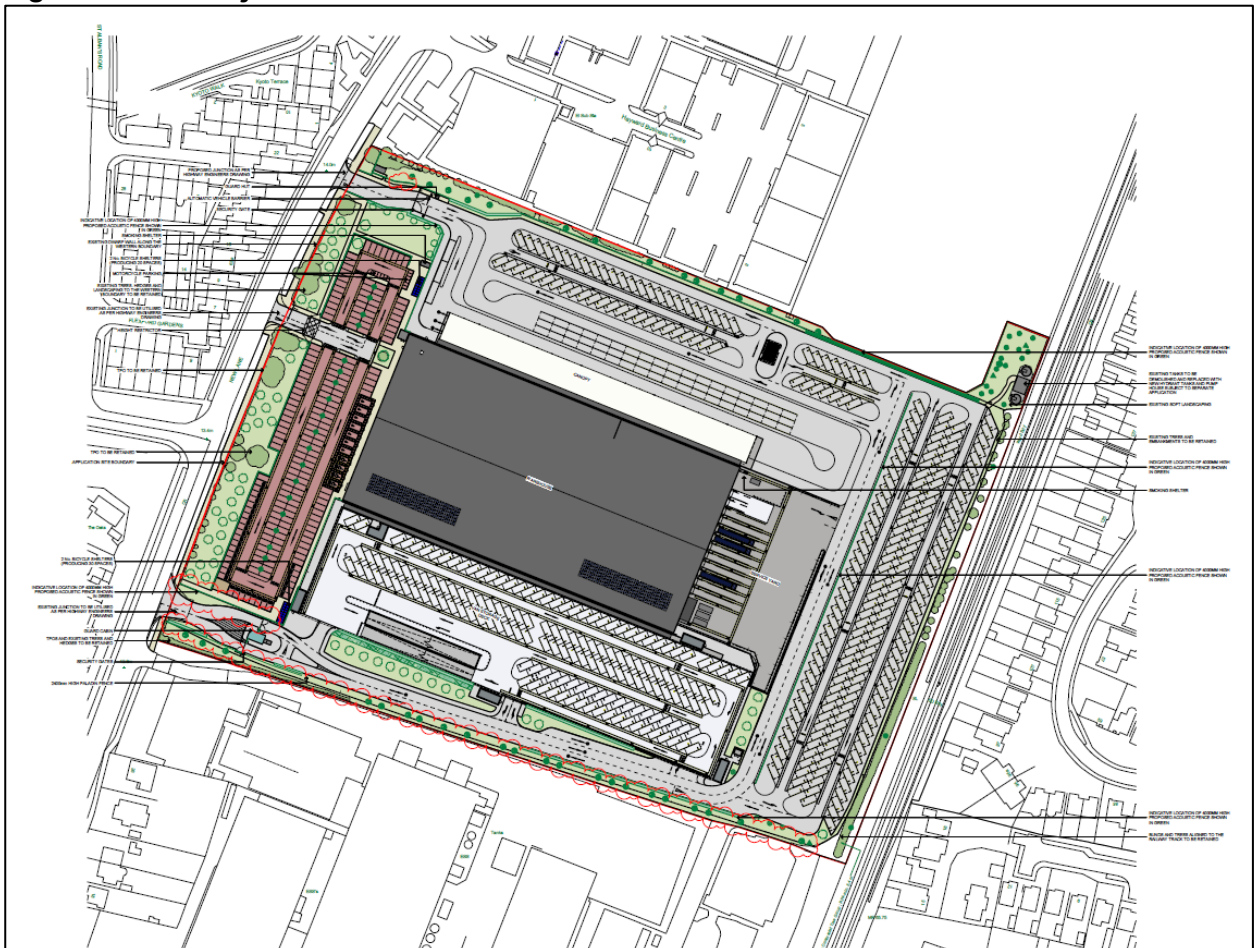
- 1.5 The plan will manage deliveries and servicing to the premises in order to ensure the successful operation of the servicing (including refuse storage and collection) for all elements of the scheme. Effective management will ensure that the potential for vehicle conflicts is avoided and that the proposals have the minimum impact on both the surrounding highway and pedestrian network.
- 1.6 Following this introduction, this DSMP is structured as follows:
- **Section 2** – provides a summary of the servicing arrangements, including the proposed access strategy and details related to HGV loading and parking bays.
 - **Section 3** – outlines how servicing will be managed.
 - **Section 4** – summarises the monitoring regime that will be adopted.

2 The Servicing Arrangement

The Site Layout

- 2.1 The layout provided at **Figure 1** and at **Appendix A** shows the servicing and loading areas located to the east the proposed building. Vehicular access for HGVs is taken via the southern access. It is intended that HGVs will enter and exit via this access.
- 2.2 There are a total of 10 loading bays provided on the east of the warehouse. This is commensurate with the operational requirements of the intended operator and takes into account the manner in which deliveries are managed.
- 2.3 In addition to the 10 loading bays for HGVs, the layout makes provision for 866 van storage spaces and a further 72 van loading spaces, which is where vehicles will receive goods prior to commencing their 'last mile' delivery. It is intended that last mile delivery vans will enter and exit the site via the northern and southern access.

Figure 1 – Site Layout Plan



Service Vehicle Management

- 2.4 The operational day to day management of the service yard and freight will be the responsibility of the operations teams on site. The Senior Operations Manager will be responsible for the DSMP at the development site.
- 2.5 A Vendor Booking System will be in place at the site which will schedule arrival times of the HGVs. The booking system takes into account the dock door constraints in place for inbound movements to minimize congestion around the yards and reduce freight waiting time around the site. The system also takes into account local factors such as road capacity and any time restrictions around local sensitivities.
- 2.6 For the overall implementation of travel related measures at the site the Senior Operations Manager and Travel Plan Coordinator will liaise with each other on a regular basis.
- 2.7 Vehicles are allocated a specific time to arrive and depart and there is a 30-minute grace-period, after the slot-time. Once the HGV arrives at the gatehouse the vehicle will be directed to their allocated dock. Early arrivals can be accommodated in the allocated parking spaces within the yard before being processed. Sufficient operational capacity is built into the site layout. The carriers are made aware of the procedures.
- 2.8 The 'last-mile' deliveries are managed through the staff rota system, with van drivers informed of when they will be required to join the pre-parking areas that are associated with the van delivery launch pads. The intention of this strategy draws on the theory of 'just-in-time deliveries', whereby the distribution of goods is timed to ensure the efficient processing of delivery vans before leaving the site.

3 Key Features of the Servicing Management Plan

Routing

- 3.1 All servicing vehicles to/from the site will use Crossland Drive to reach Petersfield Road as this is the signed route for HGVs to/from the employment area on New Lane.
- 3.2 The proposed vehicle routing strategy is covered in detail in the approved Operational Management Plan (OMP) for the site.

Servicing and Deliveries

- 3.3 Upon arriving at the site HGV drivers will be provided with a 'Site Rules for Delivery/Collection Vehicles and Drivers' paper, which drivers are required to sign to confirm that they have read the information. The paper provides operational and safety information for the drivers whilst on site including:
- Safety details and emergency arrangements;
 - Details of driver welfare facilities;
 - Instructions on docking procedure; and
 - Instructions on departure procedure.
- 3.4 To improve the quality of the working environment within the yard a 'no idling' policy will be in place within the service yard.

On-site Facilities for Drivers

- 3.5 The service yard, gatehouse and HGV Parking areas will all be lit and covered by CCTV to provide security to both drivers and the goods. Fast action gates and a gatehouse are also provided into the HGV Park only permitting registered vehicles into the waiting area.
- 3.6 Driver welfare facilities are provided which include toilets and kitchen facilities (typically kettle, fridge, microwave) and a breakout area.

Vehicles and Drivers Used

- 3.7 All freight carrier companies used by the occupant must comply with the site's specific code of conduct, making sure that all drivers have the appropriate training, including environmental driver training and that vehicle maintenance is up to date.

Refuse Collection

- 3.8 Refuse collection will be undertaken internally within the site using the proposed service yard area.
- 3.9 Bins will be stored within the warehouse near the service yard and moved on collection days.

4 Monitoring and Review

- 4.1 The on-site management team will maintain a record of servicing activity which will include the following information:
- Day;
 - Date;
 - Delivery Arrival / Departure Time;
 - Type of Vehicle;
 - Goods Delivered; and
 - Any other comments.
- 4.2 The on-site management team will maintain a record of servicing activity and will monitor/ review the success of the DSMP. If considered necessary/ appropriate changes will be proposed which will need to be approved in writing by the Local Planning Authority (Havant Borough Council) in consultation with Hampshire County Council.
- 4.3 The contact details of the onsite management team will be provided to Hampshire County Council and the Local Planning Authority so that in the event of any issues that arise the authorities can arrange a meeting to discuss.

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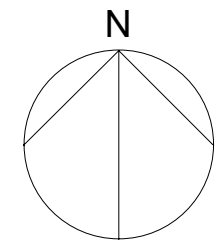
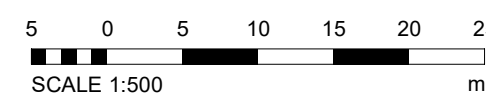
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Appendix A

Site Layout Plan



SITE AREA		Ha
APPLICATION SITE	BOUNDARY	6.65

OPERATIONAL VEHICLES	SPACES
VAN LOADING SPACES	72
VAN STORAGE SPACES	866

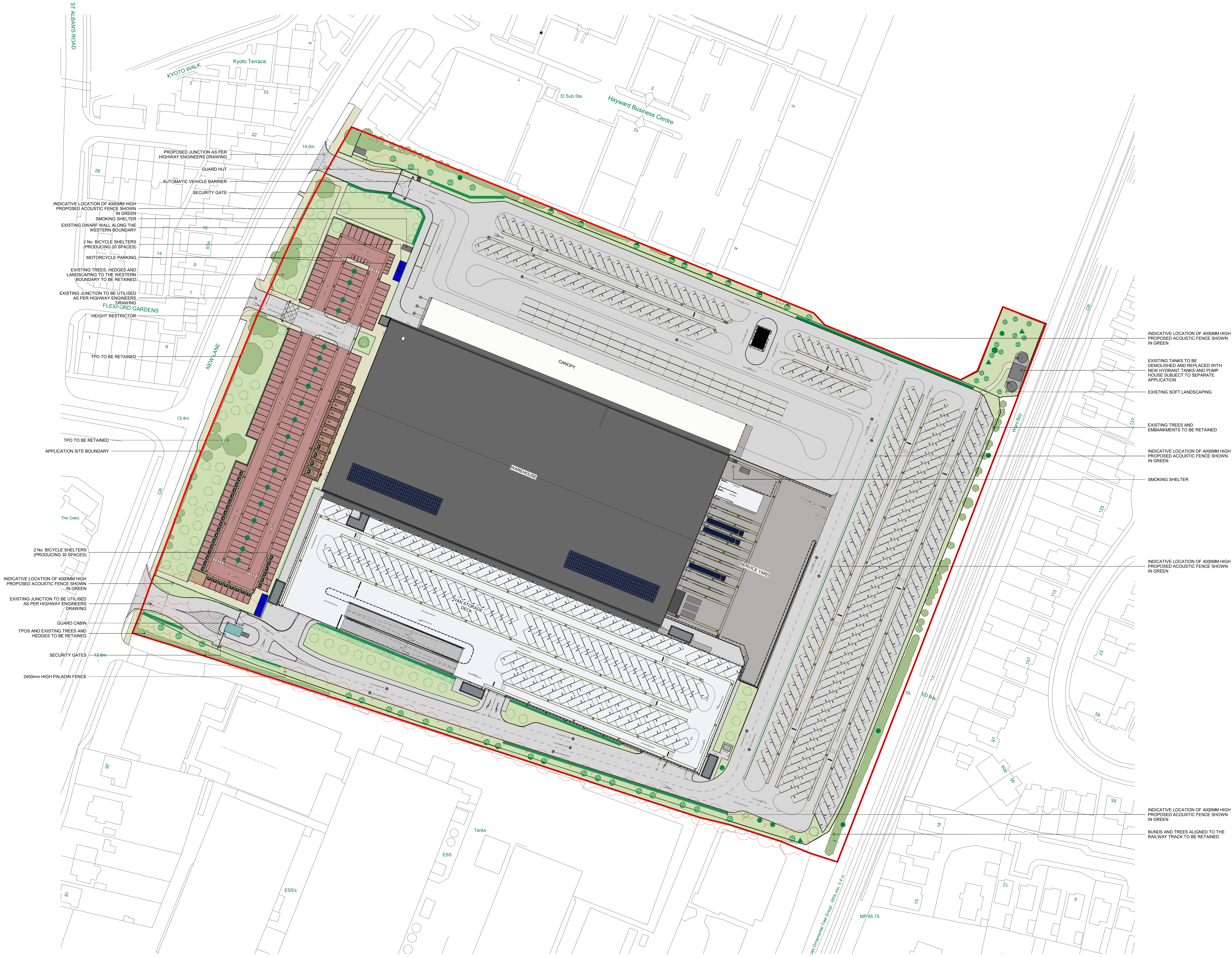
CAR PARKING	SPACES
CAR PARKING SPACES	197
ACCESSIBLE SPACES	11
TOTAL PARKING SPACES	208

MOTORCYCLE SPACES	11
BICYCLE SPACES	50

GROUND FLOOR GIA	11,446 m²
FIRST FLOOR GIA	2,408 m²
PLANT FLOOR GIA	1,401 m²
TOTAL GIA	15,255 m²

ANCILLARY BUILDINGS AREA SCHEDULE	
GUARD CABIN	30m²
SECURITY GUARD HUT	2m²

SITE MATERIALS KEY	
	TARMAC
	CONCRETE
	ASPHALT FOOTPATHS
	EXISTING SOFT LANDSCAPING
	PROPOSED SOFT LANDSCAPING
	POROUS BLOCK PAVING
	GRAVEL BED
	TACTILE PAVING



P20	SOUTHERN FENCE REALIGNED	13.12.22	M4	DW
P19	CHANGE TO LANDSCAPING	11.11.22	DW	CV
P18	UPDATED LANDSCAPING PLAN	10.11.22	DW	CV
P17	FENCE LINE UPDATED TO FOLLOW PLANE OF	10.11.22	DW	CV
P16	NORTHERN MOST JUNCTION	07.11.22	M4	DW
P15	FILLING LINE UPDATED TO AVOID GAS SOLENT HOUSE, JARGON BAR	20.07.22	M4	DW
P14	HYDRANT TANKS ANNOTATION	20.07.22	M4	DW
P13	PATH ADDED TO HYDRANT TANK AREA	22.06.22	DW	DW
P12	GATE FOR NETWORK RAIL	20.06.22	DW	DW
P11	INCORPORATED SMOKING SHELTER MOVED	30.05.22	DW	DW
P10	GRAPHICAL ERROR AMENDED	30.05.22	DW	DW
P9	PROPOSED HYDRANT TANKS	30.05.22	DW	DW
P8	LANDSCAPING GRAPHICAL ERROR AMENDED	28.03.22	DW	DW
P7	DRAWING UPDATED FOLLOWING PLANNING CONTROL PART	15.03.22	DW	DW
P6	PLANNING ISSUE - DRAWING COMMENTS	15.02.22	DW	DW
P5	PLANNING ISSUE - DRAWING COMMENTS	22.11.21	CV	DW
P4	APPLICATION SITE BOUNDARY AMENDED	08.02.21	GK	SR
P3	UPDATED LANDSCAPING AND HIGHWAY AMENDS CAPTURED	05.02.21	GK	SR
P2	PROCESSION GATE ADDED TO NORTHERN ENTRANCE	28.01.21	GK	SR
P1	FLYWAYS AMENDED AROUND EXISTING SUBSTATION BUILDING	25.01.21	GK	SR
P0	GALUPATED AND TREES ADDED WITHIN PARKING AREA	03.12.20	EJ	SR
P0	SENIOR SITE AMENDS	24.06.20	EJ	SR
P0	CLEAN VERSION WITH NO TEXT	24.06.20	EJ	SR
P0	FIRST ISSUE	24.06.20	EJ	SR
Rev	Description	Date	Drawn	Checked

Status
PLANNING

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SMALLEY MARSEY RISPIN
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Project
HAVANT, NEW LANE

Client
HAVANT PROPERTY INVESTMENT LLP

Drawing Title
PROPOSED SITE PLAN

Proj Ref	Origin	Zone	Level	Type	Role	Rev	Status	Rev
7379 - SMR	- 00 - ZZ - DR - A - 2003 - S4 - P20							

SMR Job Ref	Sheet	Scale	Drawn
7379-00-2003	A0	NOTED	EJ

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