

FRAMEWORK DELIVERY SERVICING MANAGEMENT PLAN

Kingsbridge Estates

New Lane

July 2021

Framework Delivery and Servicing Management Plan

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1 Introduction

- 1.1 Vectos has been appointed by Havant Property Investment LLP 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 is currently occupied by a cold chain packaging, storage, and distribution facility.
- 1.3 A planning application has been submitted at the site under planning reference APP/21/00200. The development proposals concern 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 include 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.
- 1.4 This Framework Delivery and Servicing Management Plan (DSMP) has been produced to accompany the full planning application. It should be noted that this document is an evolving document and will continue to be developed as the operational aspects of the development are progressed.

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 Layout

- 2.1 The layout provided at **Appendix A** demonstrates 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 generally 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 loading 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.

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 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.
- 2.6 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.
- 2.7 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. If a vehicle arrives after the grace period it can be rejected if there is no capacity in the yard. Rejected vehicles will be require to leave the site and return to the highway network to either return to their place of origin or to return for re-processing once an alternative time has been arranged between the vendor and site operator. The carriers are made aware of the procedures and thus the majority arrive exactly on time.
- 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 No servicing vehicles will use New Lane to the north or south of the site.

Servicing and Deliveries

- 3.3 Senior Operations Manager will oversee the operation of the site including servicing and deliveries to ensure its smooth operation.
- 3.4 As with proposed occupants' other operations, 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.
- 3.5 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

- 3.6 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.
- 3.7 Driver welfare facilities are proposed at mezzanine level. The welfare facilities will include toilets, kitchen facilities (typically kettle, fridge, microwave), and a breakout area.

Reducing HGV Movements

- 3.8 For incoming loads, the driver will drop the trailers at the yard whenever possible instead of unloading the trailer live, with the aim to reduce the driver's waiting time and improve yard efficiency. Where possible drivers arriving with a full trailer will be required to pick up a different trailer on departure thus reducing the number of vehicles travelling to/from the yard and the number of trailers arriving to or leaving the site empty.
- 3.9 It is the freight carrier's overall responsibility to ensure that registration plates of the trailer and tractor match. The driver is required to replace the registration plate of the trailer to match the

tractor's before leaving the site. This will also be checked by the gatehouse when vehicles leave the site.

Vehicles and Drivers Used

- 3.10 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

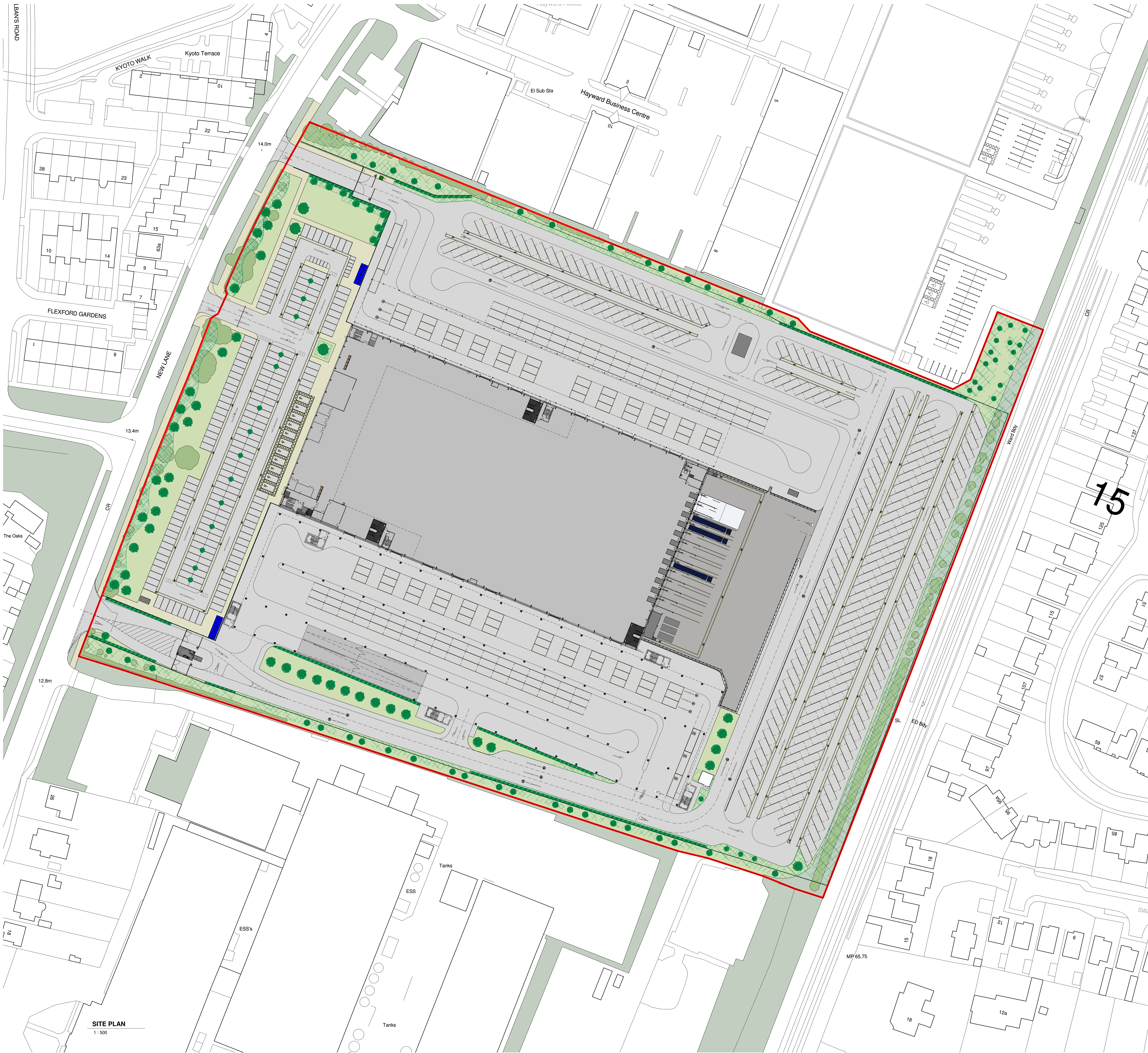
- 3.11 Refuse collection will be undertaken internally within the site using the proposed service yard area.
- 3.12 Bins will be stored within the warehouse near the service yard and moved on collection days.
- 3.13 Swept path analysis has been undertaken to demonstrate that a refuse vehicle can access the site and leave in forward gear (refer to **Appendix B**).
- 3.14 Servicing will be also undertaken within the service yard. Swept path analysis has been produced which shows a HGV entering and leaving the site in forward gear. This is provided at **Appendix B**.

4 Monitoring and Review

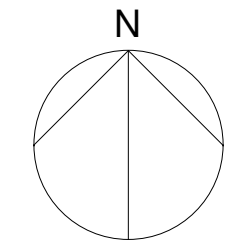
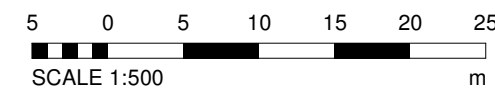
- 4.1 The on-site management team will maintain a record of servicing activity which will include the following information:
- Day;
 - Date;
 - Delivery Arrival / Departure Time;
 - Type of Vehicle;
 - Goods Delivered; and
 - Any other comments.
- 4.2 The on-site management team will constantly monitor/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

Appendix A

Site Layout Plan



Do not scale this drawing.
Architects are to be relied on for any discrepancies.
Contractors must check all dimensions on site.
This drawing is subject to copyright law and is to be used on this project only.
This drawing is to be used solely for the information as stated only.
For other information refer to the latest revision of any other referenced drawings.
To be read in conjunction with relevant design standards/protocols.



SITE AREA	14
PERMITTED SITE BOUNDARY	6.87

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	11,488 m ²
FIRST FLOOR GIA	2,529 m ²
PLANT FLOOR GIA	1,226 m ²
TOTAL GIA	14,017 m ²

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

SITE MATERIALS KEY
TARMAC
CONCRETE
ASPHALT FOOTPATHS
EXISTING SOFT LANDSCAPING
PROPOSED SOFT LANDSCAPING
EXISTING TREES AND HEDGES
PROPOSED TREES & HEDGEROWS

P2	UPDATED LANDSCAPING AND HIGHWAY AMENITIES CAPTURED	05.02.21	ELJ	GK
P1	FIRST ISSUE	02.01.21	GK	FW
Rev	Description	Date	By	Chk

Status

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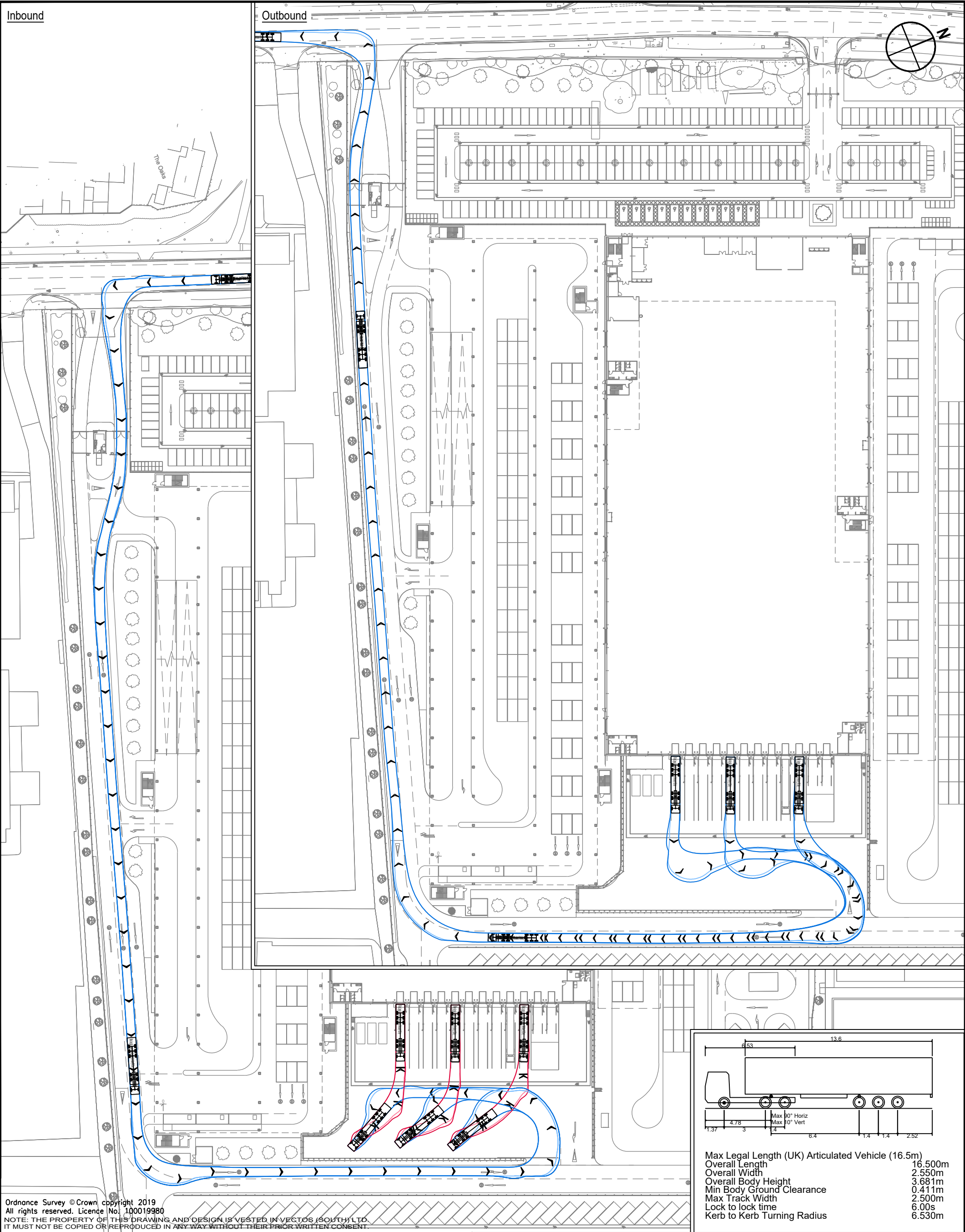
Drawing Title

PROPOSED SITE PLAN GRADE LEVEL

Proj Ref	Origin	Zone	Level	Type	Rev	Rev
7379 - SMR - 00 - Z2 - DR - A - 2020A - S4 - P2						
SMR Job Ref	Sheet	A0	Scale	1 : 500	Drawn	GK
7379-00-2020A						

Appendix B

Swept Path Analysis



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REV	DETAILS	DRAWN	CHECKED	DATE	Notes:	New Lane, Havant		Kingsbridge Estates Ltd	
1					1. This is not a construction drawing and is intended for illustrative purposes only. 2. White lining is indicative only. 3. Based on SMR layout : 7379-SMR-00-ZZ-DR-A-2003A-S4-P2	Swept Path Analysis Servicing 16.5m Articulated Vehicle		vectos. Network Building, 97 Tottenham Court Road, London W1T 4TP t: 020 7580 7373 e: enquiries@vectos.co.uk	
		DRAWN:		CHECKED:		DATE:		DRAWING NUMBER:	
		JB		YA		08.02.2021		205452/AT/D03	
						SCALES:		REVISION:	
						1:1000 at A3		.	

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