Robert West

Rail
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Project Title
Meadow High School Expansion at Harefield Academy

Report Title
Delivery And Servicing Plan

Document Reference:
3249/007/004

Prepared for
LB Hillingdon

Date
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Status	Details	Date	Checked	Approved
Final	For planning	04/05/22	SG	AMI

CONTENTS

1.0 INTRODUCTION

1.1 This Delivery and Servicing Plan (DSP) has been prepared with regard to the site at Harefield Academy. It is proposed to provide new educational facilities for pupils with Special Education Needs and Disability (SEND) at the site to facilitate the expansion of Meadow High School.

1.2 Meadow High School currently operates solely from its site on Royal Lane. The site is now at full capacity and these proposals relate to a permanent expansion of the Meadow High School services to the site at Harefield Academy. It is proposed that the new site will provide for pupils with the greatest cognitive needs. The new classrooms will be co-located with Harefeld Academy but will be operated separately as part of Meadow High School.

Description of development

1.3 Meadow High School facilities at the site will be provided as a redevelopment of the unused boarding block building on the southern end of the Harefield Academy site. Harefield Academy teaching facilities are located to the north of the block. The redeveloped block will be provided with redeveloped play and sports facilities to the east, with parking provided at the south eastern end of the site.

1.4 The site is bound by Northwood Road to the south, Northwood Way to the west, sports fields and agricultural land to the north and east.

1.5 There will be two access points to the new Meadow High School. The new school will be accessed via a new priority access junction onto Northwood Road. This will serve the school car park and all servicing and delivery vehicles as well as facilitating access to the service road along the eastern site boundary leading to separate servicing area for Harefield Academy. This will remove delivery and servicing vehicles which currently access Harefield servicing area through the existing car park.

1.6 Secondary access to the site will be retained via the existing route through the Harefield Academy car park accessed from Northwood Way. This secondary access will serve incoming minibuses to Meadow High School which will enter the site from the Harefield car park via a security gate, to allow pupils to disembark in a secure drop off zone in front of the school, Minibuses will then exit via the Northwood Road access eliminating the need for minibuses to turn within the site. There is sufficient space in the drop-off zone to allow nine mini-buses to be stacked. This area will also be used for picking up pupils.

1.7 The location of the site is illustrated below in Figure 1.1 and a site plan is included at Appendix A.

Figure 1.1: Site location

1.8 Subsequent to this introduction the remainder of this DSP is set out as follows:

i. Section 2.0 describes the servicing arrangements for the site.

ii. Section 3.0 sets out the objectives of the DSP and measures to be employed to achieve these objectives.

iii. Section 4.0 provides details of anticipated trips to the site and sets targets to reduce and/ or mitigate the impact of deliveries and servicing.

iv. Section 5.0 sets out the methodology for data collection, monitoring and review.

2.0 SERVICING STRATEGY

2.1 This section of the DSP sets out how deliveries and servicing acitivities will be managed on site. The servicing strategy for the site has been developed specifically to cater for the needs of Meadow High School whilst accommodating the needs of Harefield Academy. The measures included within the strategy will be implemented by Meadow High School and relate to their operations only.

2.2 It is noted that both facilities at the site are already familiar with their servicing needs having been in operation for some time, albeit that the Meadow High SEND will now be operating from the new site.

Site Strategy

Delivery and servicing

2.3 Delivery and servicing for Meadow High School will occur within the visitor area of the school car park. Delivery and servicing vehicles will access and egress the site via the proposed site access from Northwood Road.

2.4 Delivery and servicing for the school will be managed by building and facilities management staff. Once delivery and servicing vehicles have arrived, delivery drivers will be met by building and facilities management staff to transport/wheel deliveries into the site. Alternatively, delivery drivers will bring goods across and will be granted access into the site via the pedestrian gate to the east of the internal drop-off area via an intercom system.

2.5 The largest delivery and servicing vehicle required for Meadow High School is expected to be a large rigid truck. Swept path analysis illustrating large rigid truck movements to/ from the site are attached at Appendix B.

Waste management

2.6 The proposed bin store for the school is located to the north of the secure minibus drop-off area within the school play area. The proposed bin store will be covered with two-way access from the school play area and from the internal access road to the north of the site access.

2.7 Meadow High School building and facilities management staff will be responsible for transporting waste from the school building through the school play area to the bin store.

2.8 Refuse collection is proposed to occur to the north of the site access on the internal access road adjacent to the bin store. The bin store is located outside of the school security line preventing the need for waste collection vehicles to enter the school's secure area.

2.9 Meadow High School will utilise the waste collection services of LBH and waste collection is expected to occur weekly.

2.10 A swept path analysis has been undertaken demonstrating how a typical refuse vehicle used by LBH would access and egress the site utilising the car park access as a turning head.

Harefield Academy

2.11 Delivery, servicing and waste collection vehicles for Harefield Academy will now access the servicing area via the proposed Meadow High School access on Northwood Road. Access to the servicing area via the Harefield Academy car park as per the existing situation will no longer be required and as a more efficient direct route from Northwood Road is provided. There will be no other changes to delivery, servicing and refuse collection for Harefield Academy.

2.12 The proposed access from Northwood Road will clearly state Harefield Academy access is for delivery, servicing and refuse collection vehicles only.

A swept path analysis has been undertaken showing a refuse vehicle serving Harefield Academy via the service road. This is considered to demonstrate the most onerous requirement for the site, being the largest vehicle expected to require access. The swept path is included in Appendix B and demonstrates that this can be achieved.

3.0 OBJECTIVES AND MEASURES

Objectives

3.1 The objective of this DSP is to minimise the impacts of deliveries and servicing at the Harefield site providing a safe environment to ensure that servicing requirements do not compromise road safety or the safety of pedestrians.

3.2 The rationalisation of the internal site layout should reduce the effect of deliveries on other site users with delivery and servicing vehicles no longer being required to travel through the Harefield Academy car park to access the servicing area.

Measures

3.3 The following measures will be implemented in order to achieve the objectives of the DSP.

3.4 A DSP coordinator will be appointed to take overall responsibility for implementation of the DSP. They will be responsible for collecting data, reviewing measures and updating the DSP as required to ensure that the Plan remains appropriate and up to date.

3.5 Delivery and servicing for the school will be managed by building and facilities management staff. Once delivery and servicing vehicles have arrived, delivery drivers will be met by building and facilities management staff to transport/wheel deliveries into the site. Alternatively, delivery drivers will bring goods across and will be granted access into the site via the pedestrian gate to the east of the internal drop-off area via an intercom system.

3.6 The site will implement a ‘no idling’ policy for delivery vehicles with drivers advised to switch off their engines when stationary.

Delivery location

3.7 The DSP coordinator will inform suppliers of the delivery strategy, including where loading and unloading activities should be performed with the Meadow High deliveries being separate from those for Harefield Academy.

Delivery schedule

3.8 The DSP coordinator shall be notified in advance of deliveries and make efforts to ensure that deliveries are timed to avoid conflicts.

3.9 Refuse collections will be undertaken by LBH. The DSP coordinator will work closely with LBH Officers/Contractors to ensure waste servicing is coordinated and planned appropriately.

Contingency plans

3.10 The DSP coordinator will inform the suppliers of any changes to the delivery strategy (ie alternative loading areas, extra staff to assist).

Approved suppliers

3.11 The DSP coordinator will establish and maintain approved suppliers' databases and recommend use of suppliers who are affiliated with FORS, whose operating green fleets comply with the emissions standards set by London Emissions Zones. Northwood Road falls within the London Low Emission Zone and non-compliant vehicles above 3.5T would be charged. Specifying the use of suppliers affiliated with FORS will reinforce that message.

3.12 Where suppliers are not part of FORS, the site manager will choose suppliers on the basis of their record of operating their vehicles safely and lawfully, reducing their impact on the environment and reducing costs by improving efficiencies in freight movement.

Review suppliers

3.13 The DSP coordinator will review suppliers to reduce the possibility of ordering the same goods from two or more suppliers which could create extra delivery trips.

Seek other modes to make deliveries

3.14 The DSP coordinator will investigate with the supplier the possibility of deliveries made by sustainable modes, (ie cargo bike and electric vehicle).

Establish service contracts and issue information to suppliers

3.15 Service contracts with all suppliers will be established in line with the strategy set out in this DSP.

3.16 The DSP coordinator will issue to their suppliers information regarding the proposed delivery and servicing strategy for the development as set out in this DSP. The information will include the most appropriate routes to and from the site, the location of the loading area and the preferred timing being outside network peak hours.

3.17 The DSP coordinator will maintain regular contact with the supply chain to inform them of any changes to the servicing strategy or inform suppliers of any road works (or other circumstance) in the vicinity of the development that may affect deliveries being made.

4.0 TRIPS AND TARGETS

Anticipated trips

4.1 The anticipated servicing trips to the site have been established from information obtained from Meadow High School and Harefield Academy.

4.2 Between three and four delivery, servicing and waste collection vehicles movements are expected to/ from the site per day for Meadow High School.

4.3 Up to 10 delivery, servicing and refuse vehicles movements are expected to/ from the site per day for Harefield Academy.

4.4 The largest vehicle which will typically require access to the site is the refuse vehicle. It is anticipated that most deliveries will be undertaken using vans with occasional larger items being delivered by rigid truck.

Targets

4.5 In line with TfL guidance on preparing DSPs, consideration has been given to setting targets for reducing the negative effects of deliveries/ servicing. Given the small number of suppliers and deliveries required at the site there is limited scope to reduce the number of deliveries by consolidation.

4.6 The targets set are therefore aimed at ensuring minimal disruption and causing less emissions as follows:

i. Aim to have all deliveries made by low emissions vehicles within five years

ii. Aim to have a maximum of one delivery to site per day

5.0 MONITORING AND REVIEW

5.1 In order to provide a baseline against which the success of the DSP can be measured, baseline surveys should be undertaken following occupation of the development to establish the number and type of deliveries to the Meadow High School site.

5.2 The development and monitoring of the DSP will be conducted by the nominated DSP coordinator. In conjunction with other stakeholders and the site managers, the DSP coordinator will monitor and develop the DSP against the targets identified following the undertaking of baseline surveys.

5.3 The targets will be reviewed following the baseline surveys and may include a reduction in delivery trips, changing the delivery method e.g. to cargo bike or scheduling deliveries to occur outside of peak times.

5.4 An ongoing record of deliveries will be maintained. This will include the number and times of delivery, the type of delivery and any problems which occur. This record will be reviewed at regular intervals to allow specific issues to be identified and rectified as soon as possible. Feedback will be provided to suppliers and consideration will be given to changing supplier if there is ongoing non-compliance with the delivery strategy.

5.5 Given the controlled nature of the site it is not considered that monitoring surveys will be required. as the school will be able to provide this information. The DSP coordinator will also be responsible for summarising yearly figures and compare the current year with previous years.

5.6 In the interim period between reviews, the DSP coordinator will make continual checks that deliveries, maintenance visits and refuse collections are made in accordance with the strategy and schedule. In particular, the supplier, size of vehicles used and location/timing of deliveries should be noted, to enable review against any agreement with the supplier and the servicing strategy. This will enable the DSP coordinator to review the servicing strategy with suppliers to ensure that the optimum measures are in place.

5.7 A record of any issues associated with deliveries and servicing will also be recorded by the DSP coordinator and incorporated into the DSP accordingly.

5.8 Any complaints received in relation to delivery and servicing activity and actions taken should also be reconsidered at the annual review. This is intended to identify potential requirements for new management measures in relation to deliveries and servicing to ensure that the objectives of the DSP are met and enables continuous improvement in the management of deliveries and servicing.

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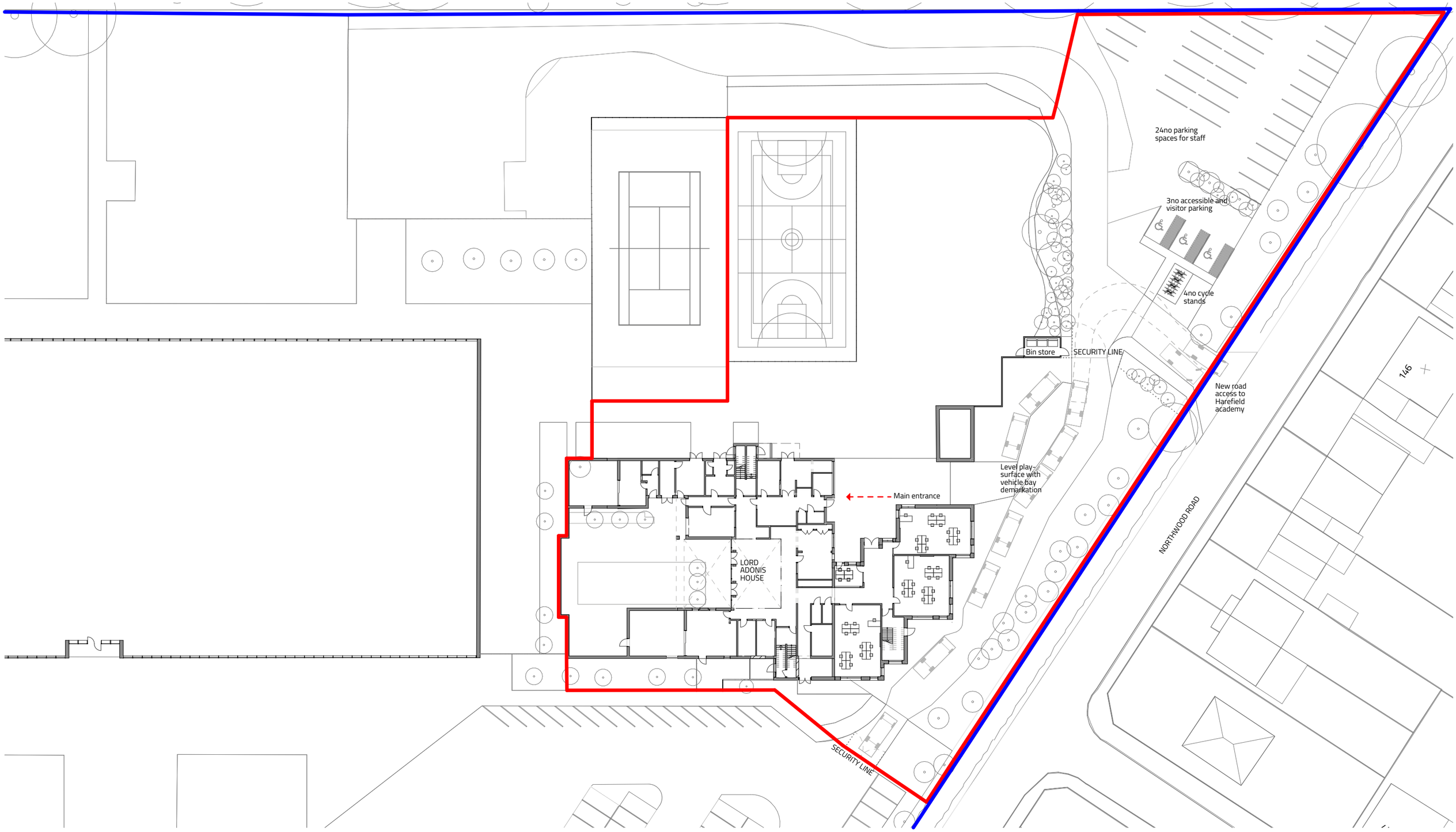
Appendix A – Site layout



A (GA) 005 **PROPOSED SITE PLAN**

SCALE 1:500

0 5 10 15 20 25 50 METRE
PAPER SCALE 1:500

- Mini-bus drop off and pick up comprising up to 9no vehicles.
- Entry via main car park. Exit via Northwood Road.
- Security gates will close off mini-bus drop off zone during school day.
- Access from Northwood Road provides continuous access to Harefield Academy.
- Mixed-use play surface to be constructed for vehicular use allows play space to extend during school day connecting to adjacent green space.

NOTES:

N

Rev	Date	Issue
A	13/04/2022	FOR INFORMATION
-	04/04/2022	Preliminary issue

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CLIENT London Borough of Hillingdon

ADDRESS Northwood Way, Harefield Uxbridge UB9 6ET

PROJECT Harefield School Expansion

TITLE: **PROPOSED SITE PLAN**

DATE :	SCALE @ A3 :	PROJECT.	DRAWING NO.	REV :
13/04/2022	1:500	4266 CDC XX 00 DR A	(GA) 005	A

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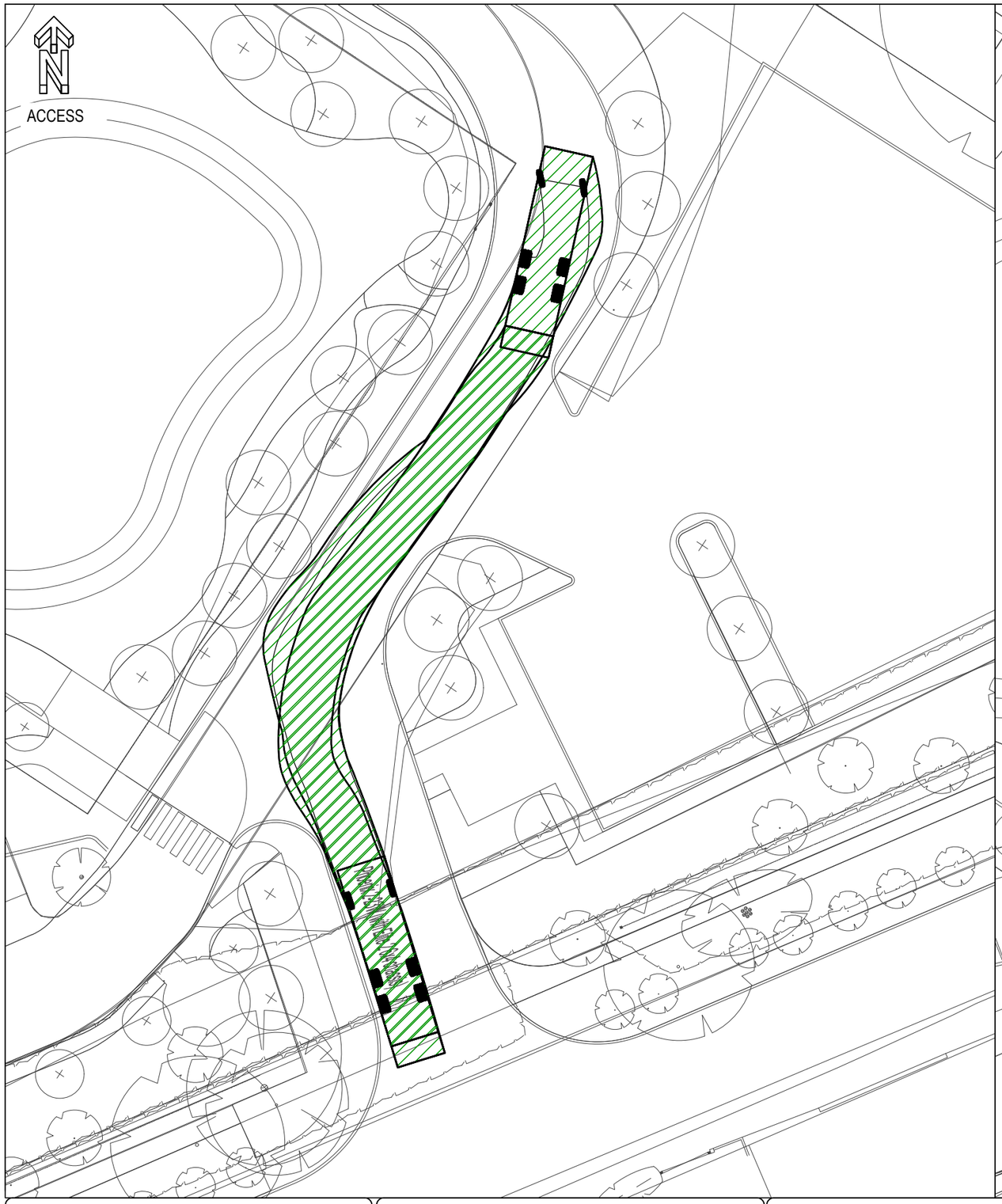
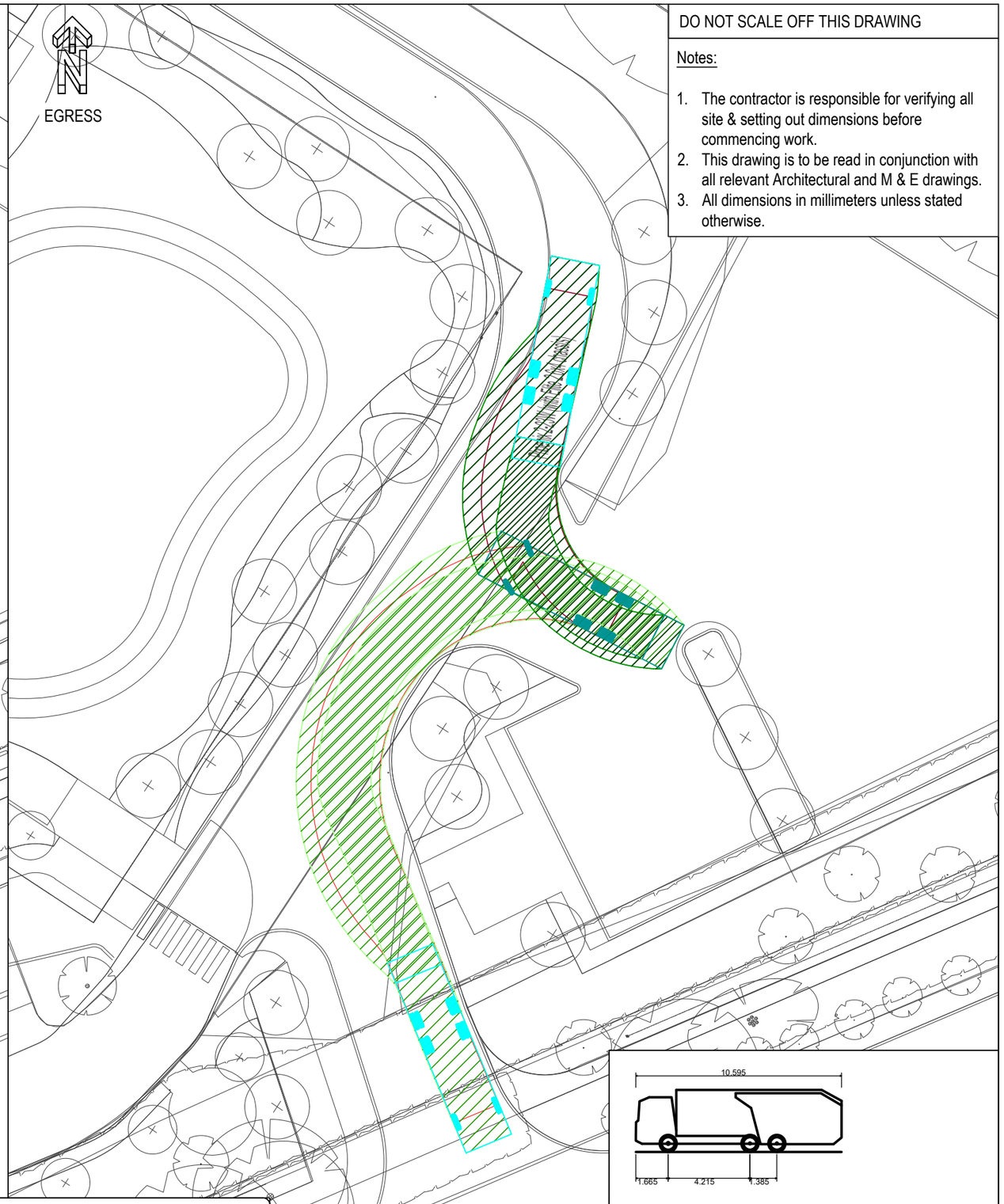
Appendix B – Swept path analysis





DO NOT SCALE OFF THIS DRAWING

Notes:

1. The contractor is responsible for verifying all site & setting out dimensions before commencing work.
2. This drawing is to be read in conjunction with all relevant Architectural and M & E drawings.
3. All dimensions in millimeters unless stated otherwise.

Phoenix 2-23W (with Elite 2 6x4 chassis)	
Overall Length	10.595m
Overall Width	2.530m
Overall Body Height	3.205m
Min Body Ground Clearance	0.410m
Track Width	2.500m
Lock to lock time	4.00s
Kerb to Kerb Turning Radius	9.250m

Client
LONDON BOROUGH OF HILLINGDON

Project
MEADOW HIGH SCHOOL EXPANSION
AT HAREFIELD ACADEMY

Status
PRELIMINARY

Drawn	Checked	Approved	Scale
By NK	By SG	By AMI	1:250 @ A3
Date 05/05/22	Date 05/05/22	Date 05/05/22	

Drawing Title
SWEPT PATH ANALYSIS
REFUSE VEHICLE
ACCESS & EGRESS

Client No.	Project No.	Discipline	Drawing No.	Rev
3249	007	T	014	-

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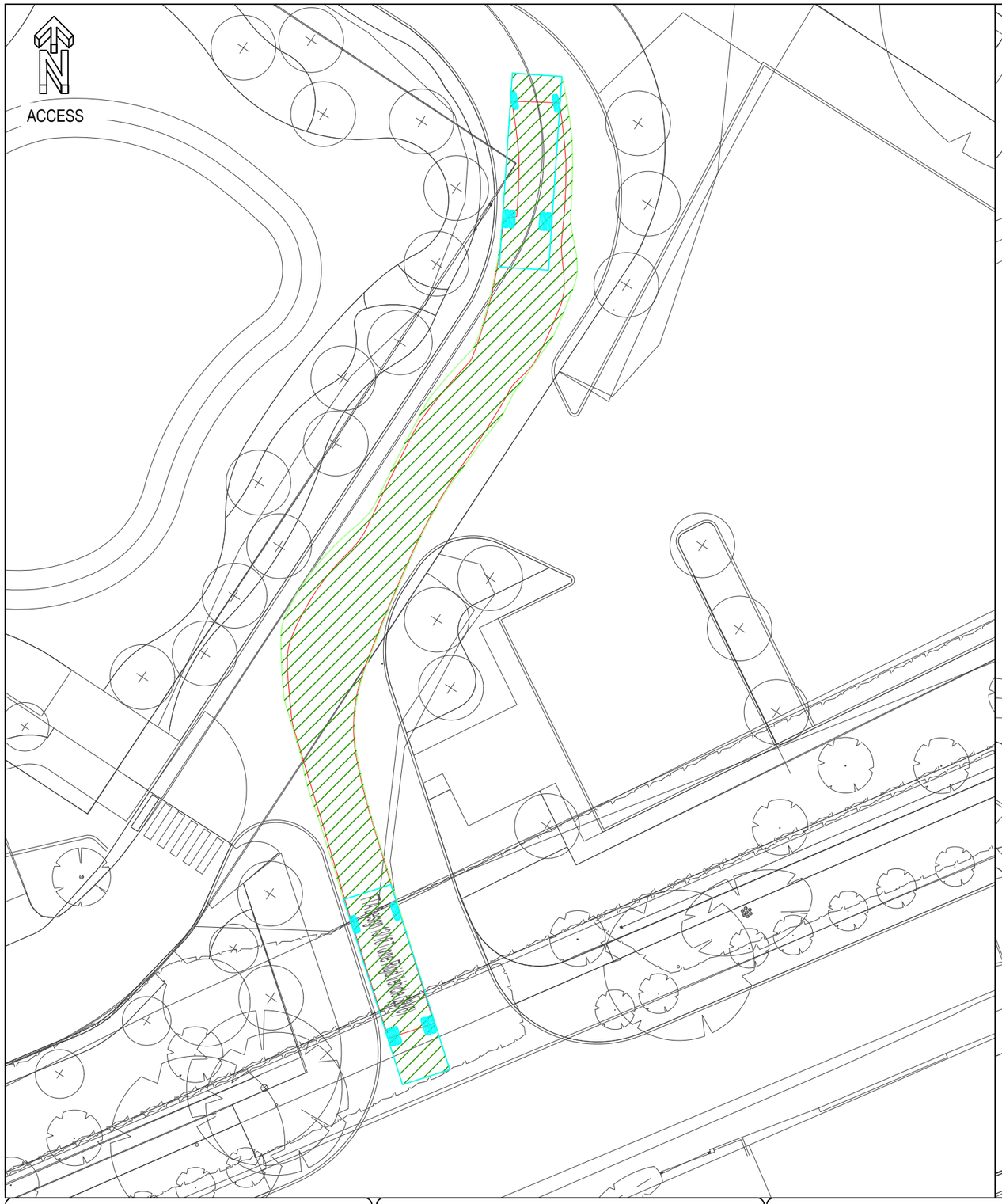
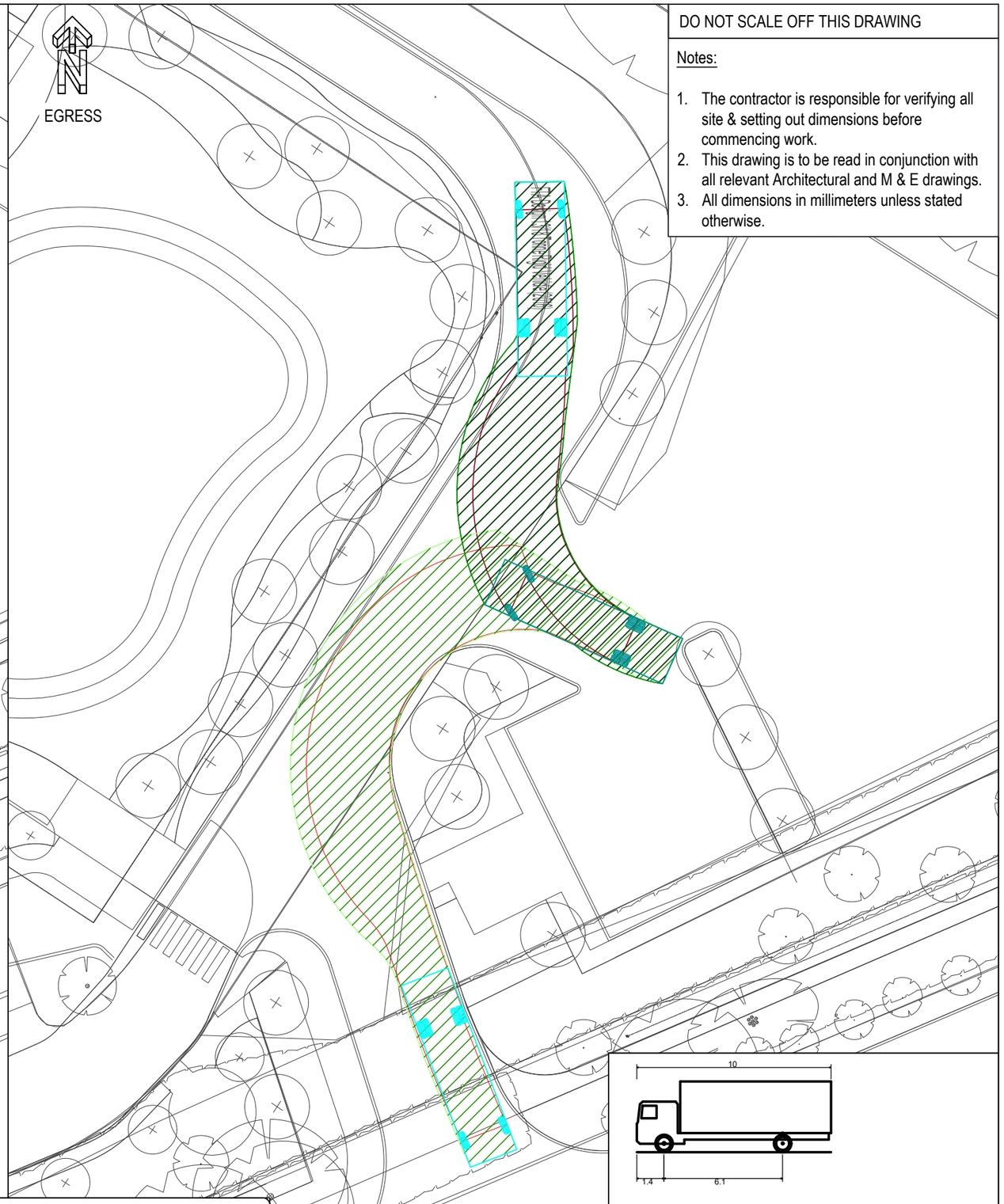
Rev	Date	By	Comment	Chkd	Appr
-	-	-	-	-	-





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FTA Design 13/18 Tonne Rigid Vehicle (2016)

Overall Length	10.000m
Overall Width	2.550m
Overall Body Height	3.645m
Min Body Ground Clearance	0.440m
Track Width	2.470m
Lock to lock time	3.00s
Kerb to Kerb Turning Radius	11.000m

Client
LONDON BOROUGH OF HILLINGDON

Project
MEADOW HIGH SCHOOL EXPANSION
AT HAREFIELD ACADEMY

Status
PRELIMINARY

Drawing Title
SWEPT PATH ANALYSIS
10m RIGID VEHICLE
ACCESS & EGRESS

Drawn	Checked	Approved	Scale
By NK	By SG	By AMI	1:250 @ A3
Date 05/05/22	Date 05/05/22	Date 05/05/22	

Client No.	Project No.	Discipline	Drawing No.	Rev
3249	007	T	015	-

Rev	Date	By	Comment	Chkd	Appr
-	-	-	-	-	-

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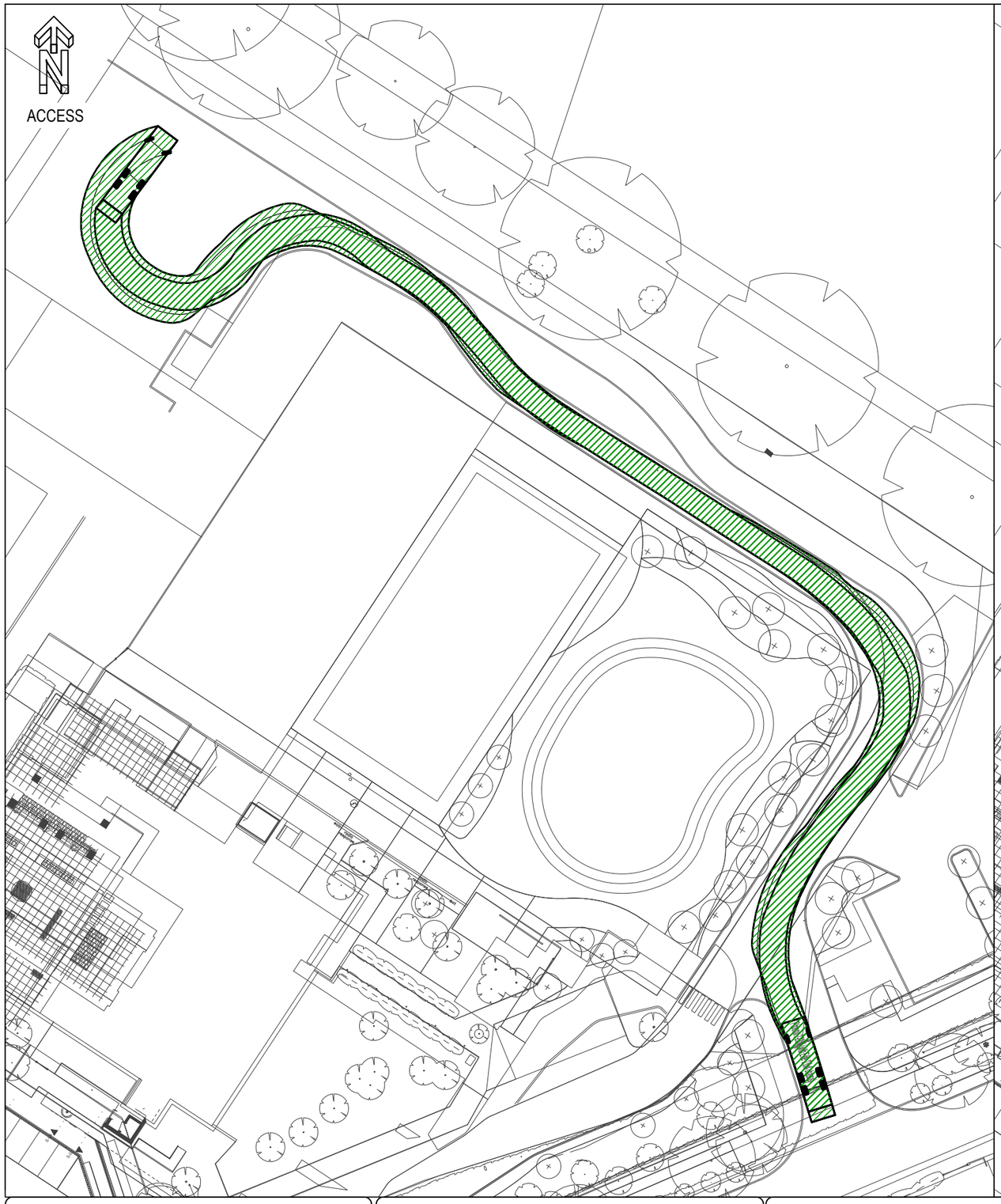
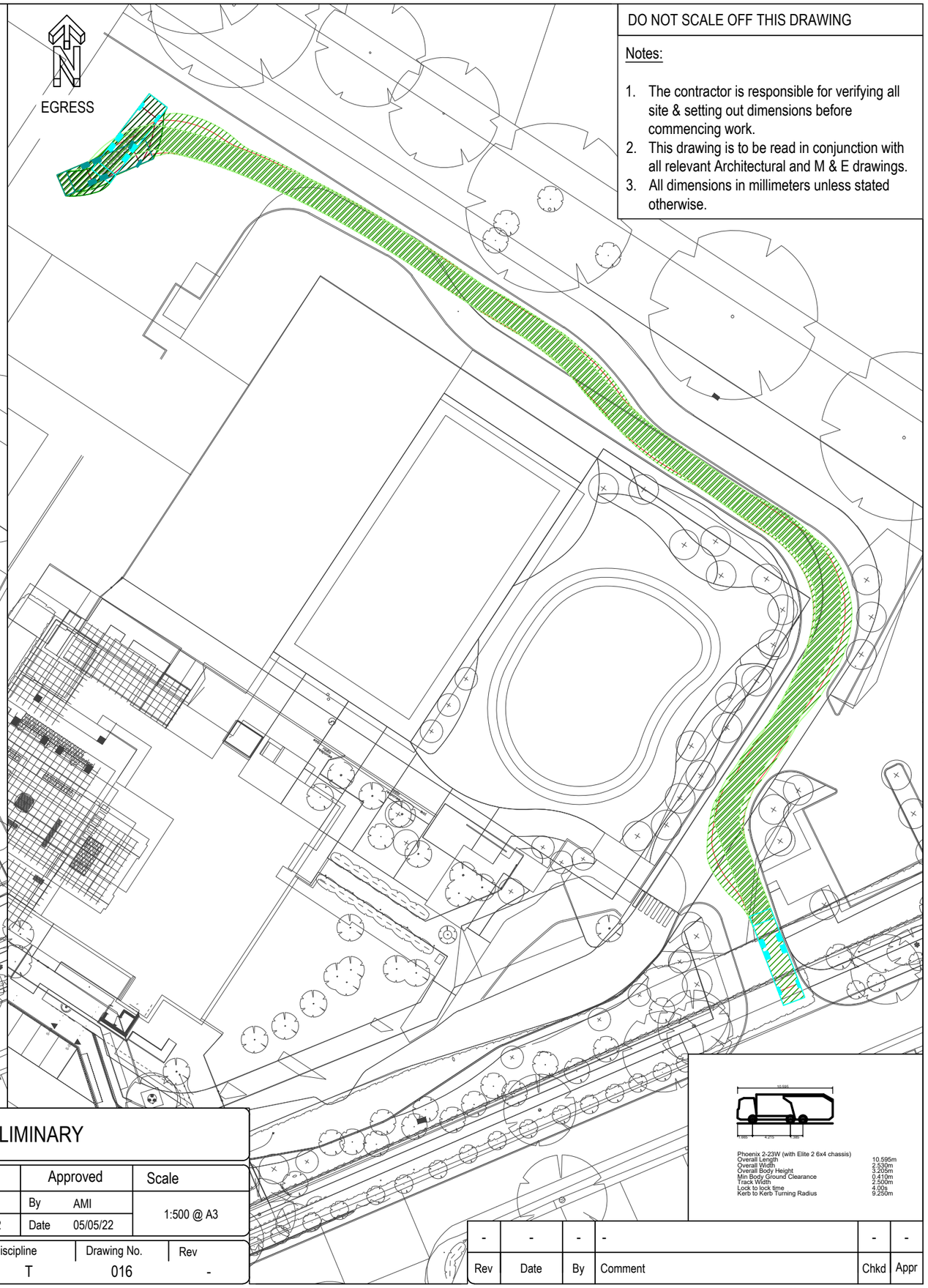
ACCESS



EGRESS



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Client

LONDON BOROUGH OF HILLINGDON

Project

MEADOW HIGH SCHOOL EXPANSION
AT HAREFIELD ACADEMY

Status

PRELIMINARY

Drawn		Checked		Approved		Scale
By	NK	By	SG	By	AMI	1:500 @ A3
Date	05/05/22	Date	05/05/22	Date	05/05/22	

Drawing Title

SWEPT PATH ANALYSIS
REFUSE VEHICLE
ACCESS & EGRESS

Client No.	Project No.	Discipline	Drawing No.	Rev
3249	007	T	016	-

Rev	Date	By	Comment	Chkd	Appr
-	-	-	-	-	-

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