

MEADOW HIGH SCHOOL – HAREFIELD ACADEMY

DELIVERY AND SERVICING PLAN

PROJECT NO. 26/128 DOC NO. D002

DATE: MAY 2026

Velocity Transport Planning Ltd
www.velocity-tp.com



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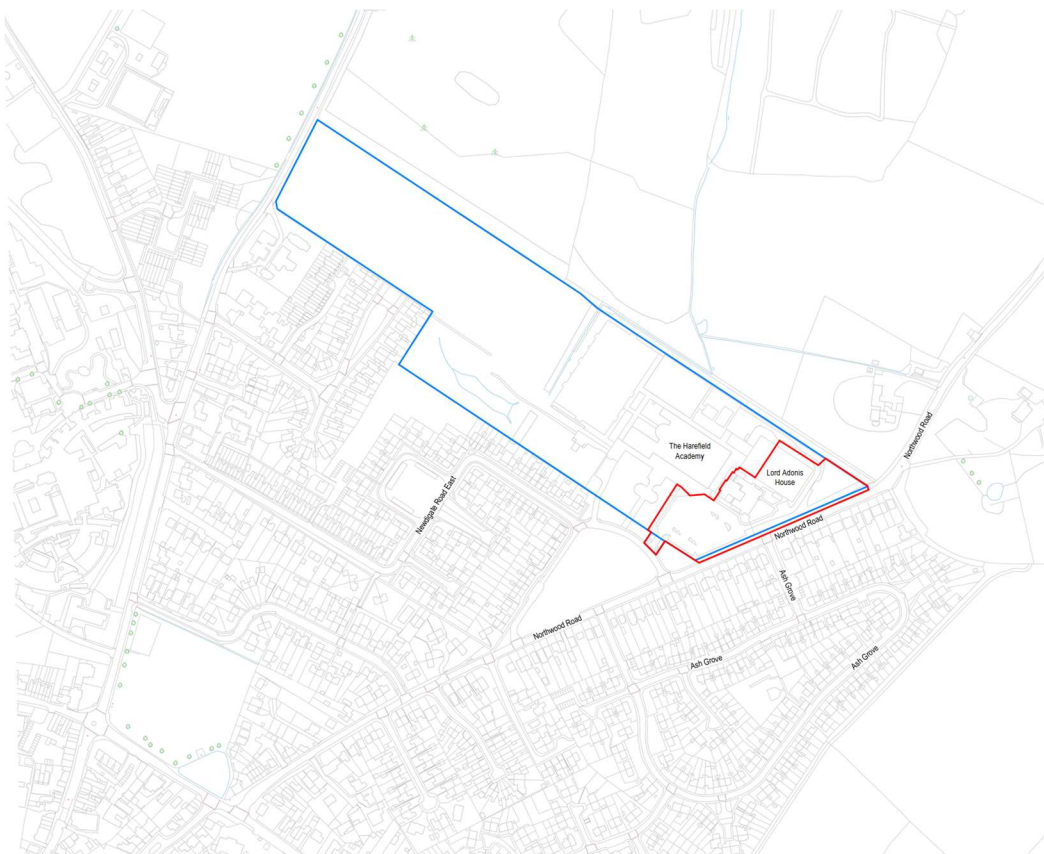


1 INTRODUCTION

1.1 OVERVIEW

- 1.1.1 This Delivery and Servicing Plan (DSP) has been prepared in support of the approved satellite expansion of Meadow High School on land associated with the existing Harefield Academy site, located on Northwood Road, Harefield, within the London Borough of Hillingdon.
- 1.1.2 The approved development will provide new educational facilities for pupils with Special Education Needs and Disability (SEND) at the Harefield Academy site but is provided to facilitate the expansion of Meadow High School, which is an existing school located on Royal Lane, Uxbridge, circa 9.2km south of Harefield Academy.
- 1.1.3 Meadow High School and Harefield Academy will be co located but operate independently from the Northwood Road site as shown in **Figure 1.1**, with the redline indicating Meadow High School, and the blue line outlining The Harefield Academy. The Meadow High School facility will accommodate approximately 90 pupils together with 45 staff members. Harefield Academy currently has approximately 317 pupils on the school roll and 52 staff.

Figure 1.1: Site Location Plan



- 1.1.4 The site layout for the school is attached within **APPENDIX A**.



1.2 PLANNING PERMISSION

1.2.1 Planning permission (Reference: 17709/APP/2023/2673) was granted in February 2024 for:

“Demolition of former residential school and erection of academic building (Use Class F1) and ancillary structures including heat pump and substation enclosures, construction of a multi-use games area, revised vehicular access, landscaping, car and cycle parking and associated works”

1.2.2 Condition 27 of the planning permission requires that:

“Prior to first operation of the development, details of a finalised Delivery and Servicing Plan shall be submitted to and approved in writing by the Local Planning Authority. This should be in accordance with Transport for London's Delivery and Servicing Plan Guidance. Thereafter the development shall be carried out and maintained in full accordance with the approved details.

REASON: To ensure appropriate servicing of the site, to safeguard highway safety and to safeguard the free flow of traffic, in accordance with Policies DMT 1 and DMT 2 of the Hillingdon Local Plan: Part 2 (2020) and Policies T3 and T7 of the London Plan (2021).”

1.3 REPORT PURPOSE

1.3.1 The purpose of this report is therefore to establish a clear strategy for the management of all delivery, servicing and refuse collection activity associated with the development at the Harefield Academy. The report identifies how operational traffic associated with the school will be safely accommodated within the site while minimising impacts on the surrounding highway network and neighbouring land uses.

1.3.2 The principal objectives of this Delivery and Servicing Plan are to:

- ⦿ minimise the impact of servicing activity on the surrounding highway network;
- ⦿ ensure all deliveries and servicing activity can be safely accommodated on-site;
- ⦿ reduce conflict between servicing vehicles, pedestrians and pupil activity;
- ⦿ prevent unnecessary vehicle queuing on surrounding roads;
- ⦿ establish clear operational procedures for servicing activity; and
- ⦿ provide an operational framework for monitoring and ongoing management.

1.3.3 The measures included within the strategy will be implemented by Meadow High School and relate to their operations only.

1.4 REPORT STRUCTURE

1.4.1 The structure and content of this report is structured as follows:

- ⦿ **Section 2.0** explains the existing site conditions at the Harefield Academy site.
- ⦿ **Section 3.0** outlines the delivery and servicing strategy for the School with reference to projected numbers of deliveries and refuse/ recycling collections;
- ⦿ **Section 4.0** outlines the expected vehicle activity and forecasts;
- ⦿ **Section 5.0** includes the measures that will be implemented to achieve the objectives set and how deliveries and servicing are to be managed; and
- ⦿ **Section 6.0** sets out the programme for monitoring and review of delivery and servicing activity.



2 EXISTING SITE CONDITIONS

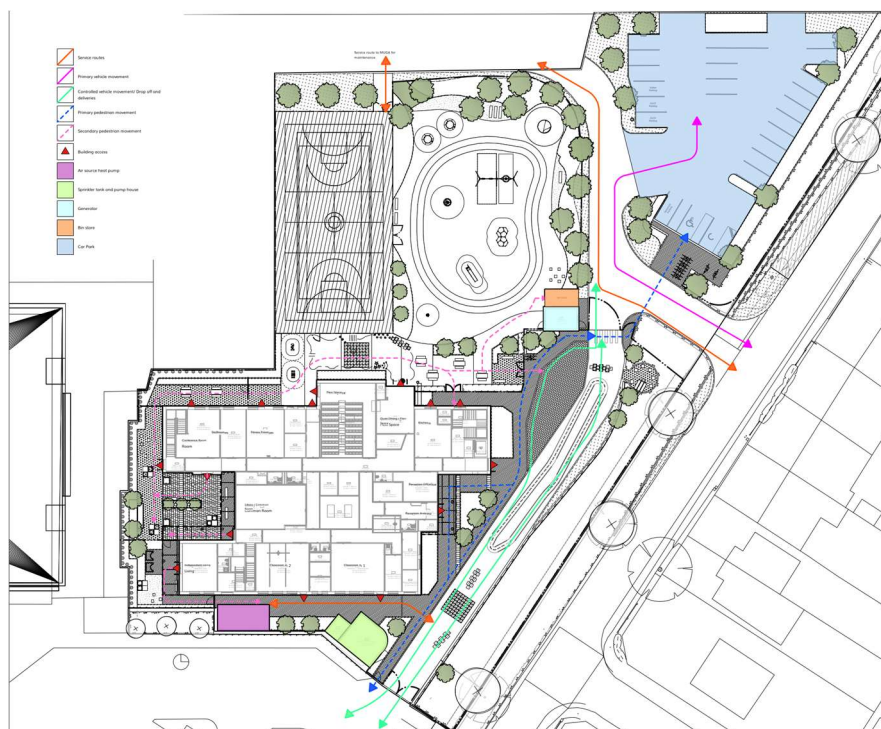
2.1 SITE LOCATION

- 2.1.1 The Meadow High School site is located within the grounds of Harefield Academy on Northwood Road, Harefield. It is bound by the existing Harefield Academy School to the north, Northwood Way to the west, Northwood Road to the south and east.

2.2 ACCESS

- 2.2.1 The site currently comprises internal access roads, parking areas, storage areas and the former boarding accommodation building that will be redeveloped.
- 2.2.2 Harefield Academy is currently accessed from Northwood Way via segregated vehicular and pedestrian accesses. An internal access road provides access to the existing school car park together with operational servicing areas located to the rear of the school buildings.
- 2.2.3 At present, delivery and refuse collection vehicles associated with Harefield Academy use the existing internal access arrangements through the school grounds and car park areas.
- 2.2.4 A new vehicular access for Meadow High School has now been implemented from Northwood Road as part of proposals from a previously approved scheme (ref: 17709/APP/2022/1387). The vehicular access provides access to the approved Meadow High School car park and an egress point for minibuses during school drop-off and collection periods. Delivery and servicing vehicles for both Meadow High School and Harefield Academy would use this access point.
- 2.2.5 **Figure 2.1** presents the access and movement plan, including the new vehicle access from Northwood Road.

Figure 2.1: Access and Movement Plan



3 DELIVERY AND SERVICING STRATEGY

3.1 DELIVERY AND SERVICING

- 3.1.1 The delivery and servicing strategy that has been developed ensures all operational vehicle activity associated with Meadow High School can be accommodated within the site, while minimising operational conflict with pupils, pedestrians and other users.
- 3.1.2 The revised access arrangement via Northwood Road will significantly improve the operation of servicing activity by reducing interaction between delivery vehicles and the primary Harefield Academy pedestrian environment. Delivery and servicing vehicles associated with both Meadow High School and Harefield Academy will use the new Northwood Road access rather than the existing Harefield Academy vehicular access on Northwood Way. This arrangement reduces operational conflict between servicing vehicles, pedestrians and pupil drop-off activity.
- 3.1.3 All deliveries associated with Meadow High School will take place within the visitor area of the school car park. Vehicles will enter and exit the site via the Northwood Road access and will not be required to circulate through the secure pupil drop-off environment.
- 3.1.4 The majority of deliveries associated with Meadow High School are expected to be undertaken using small vans or light goods vehicles. The largest regular servicing vehicle anticipated to access the site is expected to comprise a standard refuse collection vehicle. Swept path analysis has been undertaken as part of the planning application process to confirm that all anticipated servicing vehicles can safely enter, manoeuvre within and exit the site. The swept path analysis is shown within **APPENDIX B**.
- 3.1.5 The internal layout has been specifically designed to accommodate all anticipated operational vehicle movements within the site boundary without resulting in vehicle overspill or queuing on the surrounding highway network.
- 3.1.6 All servicing activity associated with Meadow High School will be managed by the school facilities management team. Operational staff will supervise delivery activity where required and ensure that servicing operations are undertaken safely and efficiently.
- 3.1.7 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.

3.2 WASTE MANAGEMENT

- 3.2.1 Waste management arrangements have been developed to ensure that refuse and recycling collection can take place efficiently for both Meadow High School and Harefield Academy, while minimising conflict with pupils, pedestrians and general school activity.
- 3.2.2 For Meadow High School, a dedicated covered bin store will be provided to the north of the secure minibus drop-off area, adjacent to the school play area. The bin store will be accessed from both the school play area and the internal access road to the north of the site access.



- 3.2.3 Facilities management staff at Meadow High School will be responsible for transporting refuse and recycling from the school building through the school play area to the bin store. This arrangement ensures that waste can be managed internally by school staff without requiring refuse collection operatives to enter the secure pupil environment.
- 3.2.4 Refuse collection for Meadow High School will take place on the internal access road to the north of the site access, adjacent to the bin store. On collection days, school staff will wheel the bins outside the secure line so that the refuse collection vehicle does not need to enter the school's secure area. Meadow High School will use the London Borough of Hillingdon waste collection service, with refuse and recycling collection taking place once per week.
- 3.2.5 Swept path analysis has been undertaken to demonstrate that a typical refuse vehicle used by the London Borough of Hillingdon can access and egress the site using the car park access as a turning head. This is shown within **APPENDIX B**.

3.3 HAREFIELD ACADEMY

- 3.3.1 For Harefield Academy, the existing servicing arrangements will remain in place, with activity undertaken towards the rear of the main school building. The key change however will be in relation to the route used by servicing vehicles. Deliveries, refuse and recycling vehicles serving Harefield Academy will now access the existing servicing area via the Northwood Road access, rather than travelling through the Harefield Academy car park as per the existing arrangement. This revised routing provides a more direct and efficient access route to improve operational safety by reducing interaction between refuse vehicles, pedestrians, pupils and general car park activity.
- 3.3.2 Swept path analysis is shown at **APPENDIX B** to demonstrate the vehicle access movement. This represents the most onerous servicing requirement for the Harefield Academy site and confirms that the revised access arrangement can accommodate the necessary vehicle movements.
- 3.3.3 There will be no other changes to Harefield Academy's refuse and recycling collection arrangements. The Northwood Road access will be clearly signed to indicate that Harefield Academy access is for delivery, servicing and refuse collection vehicles only.



4 VEHICLE ACTIVITY AND FORECASTS

4.1 VEHICLE TRIPS

- 4.1.1 A detailed assessment of operational vehicle activity was undertaken within the Transport Assessment prepared in support of the approved proposals. This information was obtained from Meadow High School and Harefield Academy.
- 4.1.2 The assessment identified that Meadow High School is expected to generate approximately four to five delivery, servicing and refuse collection vehicle movements per day. Harefield Academy is expected to continue generating up to ten servicing and refuse collection vehicle movements per day.
- 4.1.3 The majority of servicing activity associated with Meadow High School would comprise:
- parcel deliveries;
 - catering deliveries;
 - maintenance visits;
 - cleaning services;
 - refuse collection activity; and
 - occasional specialist servicing vehicles.
- 4.1.4 The revised servicing strategy has been specifically designed to accommodate these operational requirements within the site boundary while ensuring safe circulation for all users.
- 4.1.5 The operational arrangements will not result in any severe impact on the surrounding highway network and sufficient internal capacity exists to accommodate all servicing activity associated with the development.

4.2 TARGETS

- 4.2.1 Consideration has been given to setting targets to minimise the impacts associated with deliveries and servicing activities. However, owing to the limited number of suppliers and deliveries required for the site, there is little opportunity to reduce delivery numbers through consolidation measures.
- 4.2.2 The following objectives have therefore been identified to support the efficient management of deliveries and servicing activity at the site:
- ⦿ Minimise the impact of delivery and servicing activity on the surrounding highway network and neighbouring occupiers by ensuring all activity is undertaken on site.
 - ⦿ Encourage the use of sustainable and low-emission delivery practices where feasible.
 - ⦿ Manage delivery activity to avoid unnecessary vehicle trips and reduce peak-hour servicing demand.
 - ⦿ Monitor delivery arrangements periodically and review operational practices where appropriate.



5 OPERATIONAL MANAGEMENT MEASURES

5.1.1 A range of operational management measures will be implemented at the school to ensure the safe and efficient operation of servicing activity associated with the development. These include:

- ⦿ All delivery and servicing activity will be coordinated by the school facilities management team. A member of staff will act as coordinator and be responsible for implementation of the DSP.
- ⦿ Deliveries will be scheduled where possible to avoid conflict with school peak periods associated with pupil arrival and departure activity.
- ⦿ Suppliers and servicing operators will be instructed to use the approved servicing access via Northwood Road and comply with all site operational procedures. They will also be informed where activity should take place.
- ⦿ Suppliers will be encouraged to phone ahead to inform the school of arrival times.
- ⦿ The DSP coordinator will review supplier trips on a regular basis and seek to understand if there is scope for consolidation in order to minimise the number of vehicles attending the school.
- ⦿ The school will operate a strict no-idling policy requiring all delivery and servicing vehicles to switch off engines while stationary within the site.
- ⦿ The school will encourage the use of low-emission servicing vehicles and suppliers operating in accordance with recognised fleet management standards including FORS accreditation where possible.
- ⦿ Operational staff will monitor delivery and servicing activity on an ongoing basis to ensure the circulation strategy continues to operate effectively and that any operational issues are identified and addressed promptly.
- ⦿ Clear signage will be provided throughout the site identifying servicing routes, operational restrictions and vehicle management procedures.
- ⦿ Request that all vehicles enter and exit the site in forward gear.
- ⦿ Use staff supervision for larger vehicle manoeuvres if required.

5.1.2 The school will seek to manage delivery and servicing activity in a manner that prioritises pupil safety, minimises disruption to neighbouring occupiers and the local highway network, and encourages sustainable servicing practices where practicable. Delivery activity will be managed through appropriate scheduling, operational controls, and ongoing review of servicing arrangements.



6 MONITORING AND REVIEW

6.1 OVERVIEW

- 6.1.1 A programme of monitoring and review will be implemented for activity associated with deliveries and servicing at the school. The implementation and effectiveness of this DSP will be monitored by the DSP coordinator.

6.2 MONITORING

- 6.2.1 A data record in relation to delivery and servicing activity generated by the school will be kept periodically by making entries in a delivery and servicing schedule. In particular, the supplier, size of vehicles used and location/timing of deliveries should be recorded during the monitoring period each time a servicing trip is made, to enable review against any agreement with the supplier and the servicing strategy. In addition, the following aspects of delivery and servicing activity would be reviewed:

- ⊙ Frequency and timing of deliveries and servicing visits;
- ⊙ Compliance with any agreed delivery time restrictions;
- ⊙ Any instances of delivery vehicles obstructing the highway or footways;
- ⊙ Safety issues or conflicts involving pupils, pedestrians, cyclists, or servicing vehicles;
- ⊙ Complaints received relating to delivery or servicing activity; and
- ⊙ Opportunities to improve operational efficiency and sustainability practices.

- 6.2.2 This will enable the coordinator to provide feedback to suppliers.

6.3 REVIEW

- 6.3.1 The information should be collected and reviewed every 12 months by the Delivery and Servicing Coordinator and Management Team, to determine whether there should be any change to the suppliers used on the basis of performance, whether is any scope for further consolidation in vehicular deliveries and also scope to identify where there is opportunity to influence use of reduced vehicle sizes amongst the supply chain.
- 6.3.2 Any complaints received in relation to delivery and servicing activity and actions taken should also be considered at this review. This is intended to identify potential requirements for new management measures in relation to deliveries and servicing to ensure the safety of pupils, students, staff, visitors, parents and carers, and that the objectives of the DSP are met and enable continuous improvement in the management of deliveries and servicing.
- 6.3.3 This DSP will remain a live operational document and may be updated following occupation of the school and ongoing operational review.
- 6.3.4 The school will seek to maintain a proactive approach to managing delivery and servicing activity to ensure continued safe and efficient operation of the site.



APPENDIX A

SITE LAYOUT PLAN





- Red Line
- Proposed Building hatch
- Building canopy
- ST01 Surface Type 01 - Modal PCC flag banding or similar approved Refer to: TVC0024-WWA-V2-ZZ-DR-L-0501
- ST02 Surface Type 02 - Modal PCC flag banding or similar approved Refer to: TVC0024-WWA-V2-ZZ-DR-L-0501
- ST03 Surface Type 03 - Banding Modal PCC flag banding or similar approved Refer to: TVC0024-WWA-V2-ZZ-DR-L-0501
- ST04 Surface Type 04 - Permeable block priora paving Size: 200 x100 x 80mm Refer to: TVC0024-WWA-V2-ZZ-DR-L-0501
- ST05 Surface Type 05 - Proposed permeable Asphalt. Colour: TBC Refer to: TVC0024-WWA-V2-ZZ-DR-L-0501
- ST08 Vehicular Asphalt to engineers specification Colour: Light Grey
- ST06 Surface Type 06 - 6mm aggregate Resin Bound Colour: Dorset Gold Refer to: TVC0024-WWA-V2-ZZ-DR-L-0501
- ST07 Surface Type 07 - Wetpour Surface Colour: Red Refer to: TVC0024-WWA-V2-ZZ-DR-L-0501
- 2.4m high Brick Wall
- 2.4m high Weldmesh Fence
- 3m high Sports Weldmesh Fence
- 1.5m high Internal Weldmesh Fence
- 1.2m high vertical bar rail fence
- PT01 Existing Planting Retained
- PT02 Proposed Planting
- PT03 Amenity Grass
- PT04 Wildflower Meadow
- PT05 Synthetic grass - Long Pile 3G (60-65 mm with shock pad)
- Existing Trees
- Proposed Trees
- Climbing plants to proposed brick wall

P 02 05/09/2023 KL

P 01 31/08/23 KL

No. Date Appr

Update following arboriculturist info

Planning Issue

Revision Notes

Note: All Dimensions must be checked on site and not scaled from this drawing.

All cross references are to the latest revision of the relevant drawing or specification being referenced

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wynne-williams associates

landscape architects & arboricultural consultants

tel: 01376 573050

web: www.co.uk

Scale/North Point

0 5 10 15 20 25 M

Client

Noviun Architects

Job Title

Harefield Academy Hillingdon

Drawing Title

Overall Site Wide Landscape Plan

Issue

PLANNING

Scale

1:250@A1

Drawn

IN

Checked

LD

Project ID

2313

Date

31/08/2023

Drng

TVC0024-WWA-V2-ZZ-DR-L-0101

Status

S2

Rev

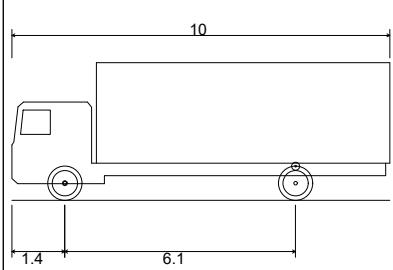
P02

APPENDIX B

VEHICLE SWEEP PATH ANALYSIS



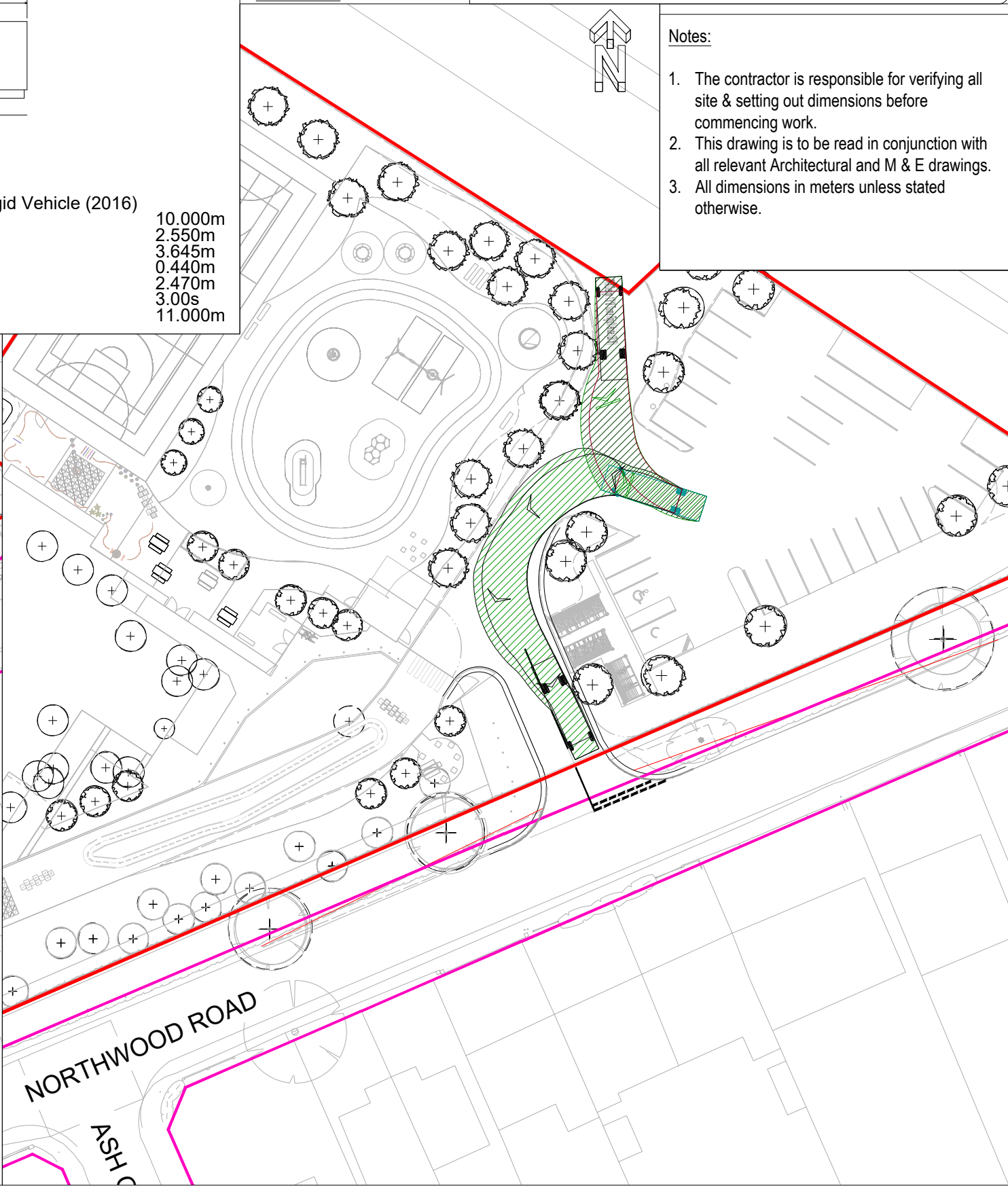
INBOUND



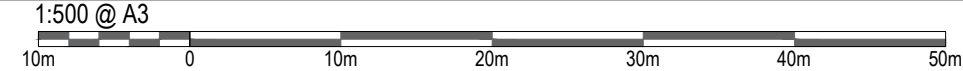
FTA Design 13/18 Tonne Rigid Vehicle (2016)
Overall Length 10.000m
Overall Width 2.550m
Overall Body Height 3.645m
Min Body Ground Clearance 0.440m
Track Width 2.470m
Lock to lock time 3.00s
Kerb to Kerb Turning Radius 11.000m

OUTBOUND

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 meters unless stated otherwise.



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ISG

Robert West

1 Paris Garden,
London,
SE1 8ND

t: 020 7939 9916
f: 020 7939 9909
www.robertwest.co.uk

Project
Meadow High School and Harefield Academy

Drawing Title
Swept Path Analysis
10.0m Rigid
Sheet 01 of 01

RWCL Internal Register reference: 2992-001 Scales @ A3

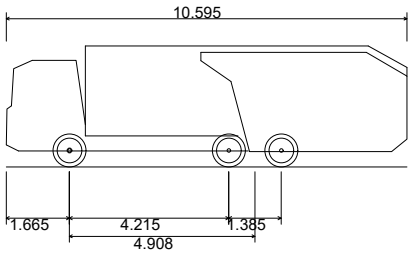
TVC0024-RWC-XX-XX-DR-C-0112-P01

Key :

- Red Line Planning Boundary
- Highway Boundary

Revision History					
Rev	Comment	By	Chkd	Appr	Date
Current Revision					
P01	First Issue	CP	WH	SB	31/08/2023

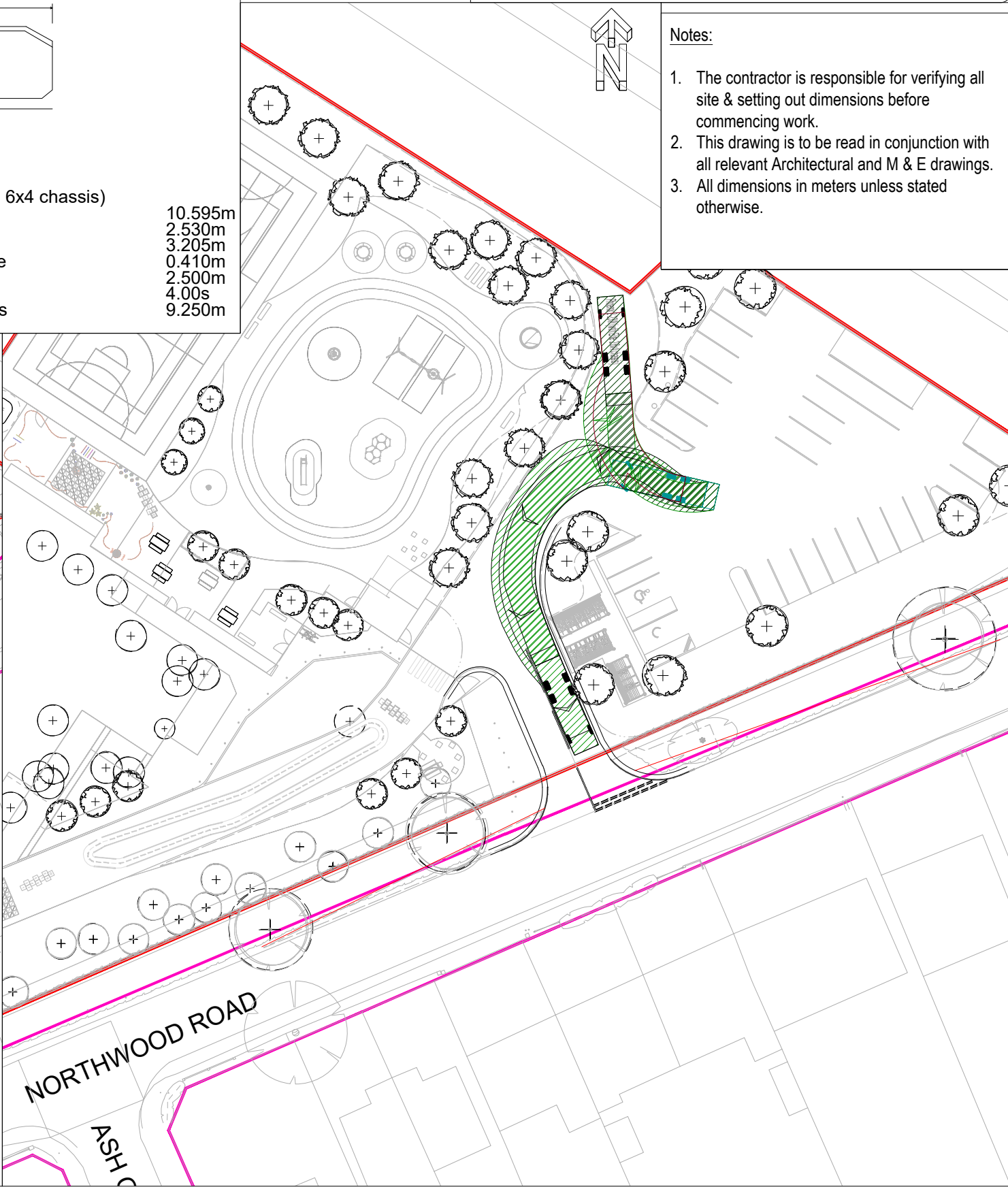
INBOUND



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

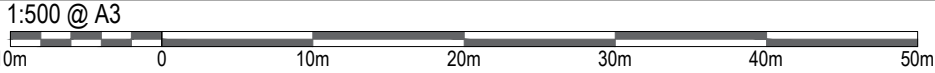
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1:500 @ A3

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1 Paris Garden,
London,
SE1 8ND
t: 020 7939 9916
f: 020 7939 9909
www.robertwest.co.uk

Project
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Drawing Title
Swept Path Analysis
Refuse Vehicle
Sheet 01 of 01

RWCL Internal Register reference: 2992-001 Scales @ A3
TVC0024-RWC-XX-XX-DR-C-0110-P01

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Key :

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Current Revision					
P01	First Issue	CP	WH	SB	31/08/2023

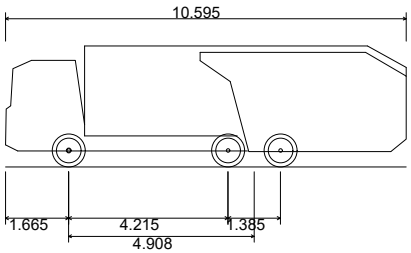
INBOUND

OUTBOUND

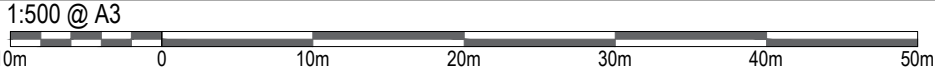
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Min Body Ground Clearance 0.410m
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Lock to lock time 4.00s
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1:500 @ A3

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1 Paris Garden,
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SE1 8ND
t: 020 7939 9916
f: 020 7939 9909
www.robertwest.co.uk

Project
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Drawing Title
Swept Path Analysis
Refuse Vehicle - Rear Servicing
Sheet 01 of 01

RWCL Internal Register reference: 2992-001 Scales @ A3
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Key :
Red Line Planning Boundary
Highway Boundary

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Current Revision					
P01	First Issue	CP	WH	SB	31/08/2023

