Rail
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Project Title
Meadow High School

Report Title
Delivery and Servicing Plan

Document Reference:
3249/007/011A

Prepared For
London Borough of Hillingdon

Date
January 2023

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Status	Details of Amendments	Date	Checked	Approved
Draft		09/01/23	AMI	AMI
Rev A	Minor amendments	16/01/23	AMI	AMI

CONTENTS

1.0 INTRODUCTION AND BACKGROUND

1.1 This Delivery and Servicing Plan (DSP) has been produced by Robert West on behalf of the London Borough of Hillingdon (LBH) to support a planning application in relation to the redevelopment at Meadow High School, Royal Lane, Uxbridge UB8 3QU.

1.2 The site location is illustrated in Figure 1.1.

Figure 1.1: Site location

1.3 Meadow High School provides education for Special Educational Needs and Disability (SEND) pupils aged 11 – 19 years. The site is located on Royal Lane, Uxbridge within the LBH. The school currently has 257 pupils on the school roll and 123 members of staff. The school was recently subject of a Department for Education (DfE) refurbishment project (Ref: 3348/APP/2020/1589) that is now complete.

1.4 Meadow High School currently comprises a two-storey teaching building, a sports hall, a multi-use games area (MUGA), a sports field and a dedicated school park. Both pedestrian and vehicular access is from Royal Lane to the southeast of the site.

1.5 The Meadow High School redevelopment proposals include demolition of school buildings to the west of the site that are no longer fit-for-purpose. New school buildings will be provided. The remaining buildings will be retained and refurbished.

1.6 A site plan of the proposed development is attached at Appendix A.

Scope of report

1.7 This DSP is required to set out the servicing strategy for the proposed redevelopment and those measures that will be required to manage and monitor delivery and servicing activities. The main aim of the DSP is to minimise the impact of delivery and servicing activity on the local highway network during peak times and improve highway safety.

1.8 This report has been produced to support the application for the school and has been submitted alongside a Transport Assessment (TA), an outline School Travel Plan (STP), a Car Parka Management Plan (CPMP) and an outline Construction Logistics Plan (CLP).

1.9 This DSP complies with the relevant LBH and TfL policies and guidance.

Report structure

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

i. A review of relevant local policy is undertaken in Section 2.0.

ii. The aims and objectives of the DSP are contained in Section 3.0.

iii. The delivery and servicing strategy for Meadow High School is outlined in Section 4.0 with reference to a projected number of deliveries and refuse/ recycling collections.

iv. Measures that will be implemented to achieve the objectives are outlined in Section 5.0.

v. The programme for monitoring and review of delivery and servicing activity is outlined in Section 6.0.

2.0 POLICY REVIEW

2.1 The policy contained in the following documents has been reviewed and the DSP has been prepared in accordance with the bellow listed policies.

i. National Planning Policy Framework (NPPF) (2021).

ii. Planning Practice Guidance.

iii. The London Plan (2021).

iv. Mayor's Transport Strategy (2018).

v. London Freight Plan (2008).

vi. TfL DSP Guidance (2020).

3.0 AIMS AND OBJETIVES

3.1 The main aim of this DSP is to minimise the impact of deliveries and servicing trips generated by the proposed school within the site and on the highway network through careful management of delivery and servicing activity.

3.2 The objectives of this DSP are as follows:

i. Demonstrate that goods and services can be delivered and waste removed, in a safe and efficient manner without compromising the safety of pupils, staff, parents, carers or visitors of the school and without causing an adverse impact on the local highway network.

ii. Reduce as far as possible or avoid deliveries and servicing activities during the school peak periods (08:30 – 09:30 and 14:30 – 15:30) and reduce coinciding deliveries.

iii. Reduce the impact of servicing activity on the amenity of local residents and the environment.

3.3 The intended benefits of the DSP are as follows:

i. For site users and the local community - reduced risk of accidents particularly those involving children on the journey to and from the school and reduced congestion on the roads surrounding the application site.

ii. For the local community and wider environment - reduced CO2 and noise emissions.

iii. For the operator and supply chain - reduced operating costs and improved reliability of deliveries.

4.0 SERVICING STRATEGY

4.1 This section describes the servicing strategy for the proposed school redevelopment, including the type, frequency and location of deliveries, refuse storage and collection arrangements. The site plan for the school is presented in Appendix A.

Access

4.2 Pedestrian access is from Royal Lane to the northeast and southeast of the site via two bell mouth junctions illustrated in Figure 4.1. Both pedestrian access points are gated and pedestrian footpaths lead to the main school entrance to the south of the school.

4.3 Vehicular access and egress to the site is from Royal Lane via the two bell mouth junctions illustrated in Figure 4.1. Vehicles and cycles navigate through the site via a one-way system accessing from the southeast and bell mouth, egressing from the northeast bell mouth. Both vehicular access and egress points are gated.

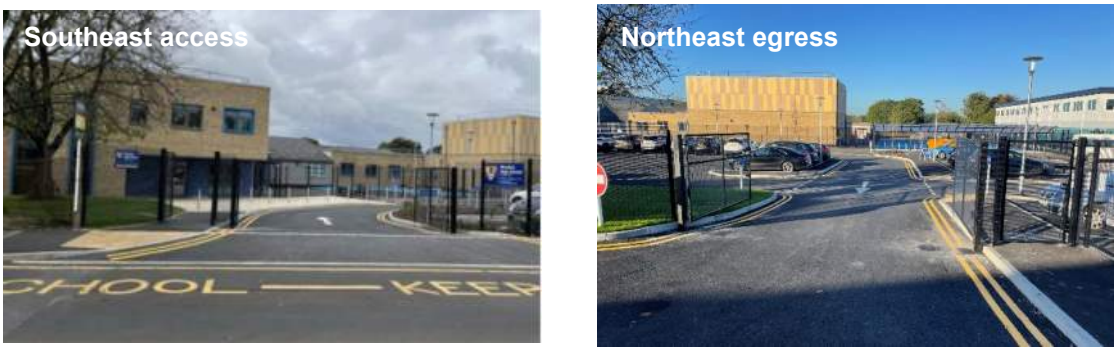

Figure 4.1: Meadow High School access and egress points

4.4 There is a secondary access point to the northwest of the site from Peel Way/ Benson Close illustrated in Figure 3.2.

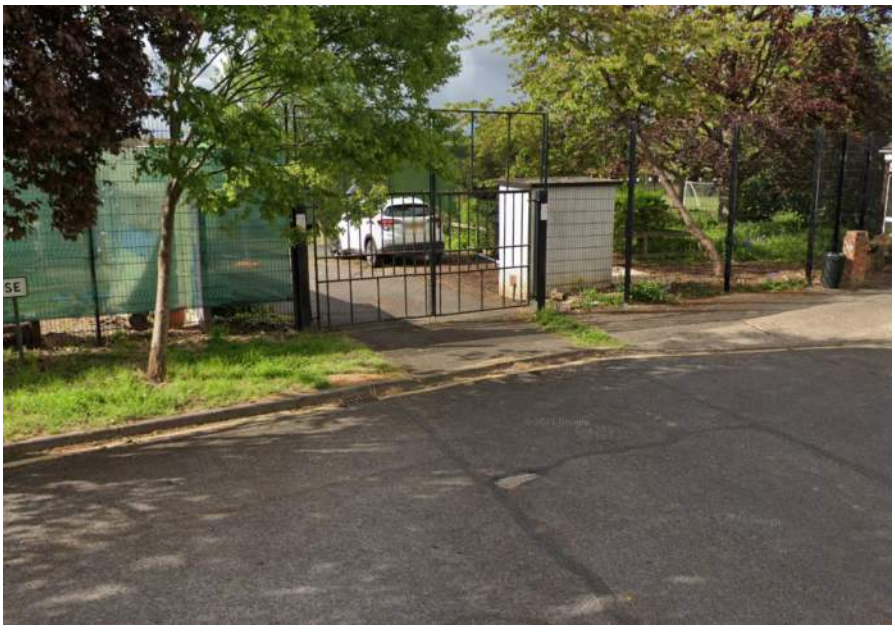

Figure 4.2: Secondary Meadow High School access

4.5 The secondary site access is currently used for maintenance. This includes providing access for lawn mowers and other maintenance vehicles. The secondary access is not used by teaching staff or pupils.

4.6 As part of the development proposals, a formal crossover will be implemented after construction to provide emergency vehicle access to the rear of the site.

Goods deliveries

4.7 Goods delivery vehicles access the school from Royal Lane. Goods delivery vehicles load/unload deliveries collections from outside of the main school entrance adjacent to the pupil minibus and coach drop-off layby. This area is marked and signed for delivery vehicles only as illustrated in Figure 4.3.

Figure 4.3: Meadow High School deliveries area

4.8 The largest delivery and servicing vehicle required for Meadow High School is expected to be a large rigid truck. However, large rigid trucks deliveries to the site are infrequent. The majority of the deliveries to the site will be by transit vans or similar. On average Meadow High School receive four deliveries daily.

4.9 The site manager or another member of staff will be present when deliveries are expected in order to ensure that they gain access to the site and stop in the correct location, while also ensuring that the area is clear of pupils and staff members.

4.10 Where possible, deliveries are scheduled to occur outside of peak periods in order for these activities to be carried out safely.

4.11 Swept path analysis of typical delivery and servicing vehicles that require access to the site has been undertaken using Autotrack and this is attached at Appendix B.

Refuse and recycling storage and collection

4.12 Refuse and recycling bins are located to the southeast of the site, south of the main entrance of the school building. Refuse vehicles will access the site via the proposed access from Royal Lane. Refuse collections will be undertaken from outside of the main school entrance. The bin store is located such that the vehicle can stop within 17 metres to minimise the drag distance for operatives. Bollards are located outside of the main entrance protecting pedestrian movements from refuse vehicle movements. Vehicles are able to pass whilst refuse collection is being undertaken. There is no requirement for vehicles to reverse to access or egress the site.

4.13 The site manager or another member of staff will be present during refuse collection (if during school hours) to ensure that vehicles stop in the correct location, activities are undertaken efficiently, and the area is clear of pupils and staff members.

4.14 Meadow High School currently use LBH waste collection services. Refuse and recycling collection will both be undertaken once a week. This usually occurs early in the morning before the school day starts.

Summary

4.15 Overall, between four and five delivery, servicing and waste collection vehicles movements are expected to/ from the site per day for Meadow High School. There will be no increase in delivery, servicing or waste collection as a result of the proposed development. The majority of these daily delivery and servicing vehicles movements to the site are by transit van or similar.

5.0 MANAGEMENT MEASURES

5.1 The school will establish and maintain an approved suppliers database for deliveries, with the exception of ad-hoc deliveries which the school will have less power to control. Where possible, the school will use suppliers who are affiliated with the Fleet Operator Recognition Scheme (FORS).

5.2 Where suppliers are not part of FORS, the school will endeavour 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.

5.3 All deliveries will be accommodated within the site and, where possible, will be managed to occur outside of the school peak periods (08:30 – 09:30 and 14:30 – 15:30). This may not be possible with deliveries from companies such as Amazon.

5.4 Following the refurbishment of the school when planning the supply chain for specific school deliveries, the school will seek to request that consolidated deliveries are made where possible, thus minimising the number of goods vehicle deliveries made to the school by simplifying the supplier base. This is intended to reduce the number of goods vehicles on the wider highway network, and the demand for use of the car park.

5.5 The site manager and other school staff will be responsible for the delivery and servicing activity generated by the school as part of their regular duties. This includes implementation of, but not limited to, the following measures as set out below.

i. Establishment of service contracts (i.e. catering, fresh produce, stationary, etc.) in line with the strategy set out in this DSP.

ii. Issue of information regarding the proposed servicing strategy for the school to all suppliers and those making maintenance visits (access routes and preferred timing being outside peak hours associated with the school and local highway network).

iii. Establishment and maintenance of a delivery and servicing schedule in conjunction with the supply chain incorporating refuse/ recycling collection and maintenance visits to assist in avoiding multiple deliveries occurring at once and ensuring that servicing vehicles avoid the network peak periods.

iv. Establishment and maintenance of a ‘ring ahead’ or booking service for goods deliveries and maintenance visits so that, where possible, the school have early warning of vehicle arrivals to ensure that the school and the forecourt area is clear.

v. 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 school that may affect deliveries being made.

vi. Deliveries will be met by the site manager (or nominated personnel from the school) to ensure vehicles stop in the appropriate location and goods are unloaded and brought into the building without delay.

vii. On-going liaison with the supply chain to address any issues arising and reinforce the aims and objectives of the DSP.

viii. Discuss any complaints related to deliveries and servicing activity generated by the school with the Headteacher or Senior Management Team for the school, respond to issues raised by residents, third parties, staff, visitors, parents or carers and provide any feedback as necessary to the supply chain.

6.0 MONITORING AND REVIEW

6.1 The school will keep records of delivery activity as far as is reasonably practicable in the operation of a busy SEND school. These records along with arrangements for regular servicing activities and any known issues or complaints will form the basis of a periodic review by school management to ensure that deliveries to the site are well managed. Where feedback to suppliers to change delivery practices is required this will be provided by the school.

Robert West

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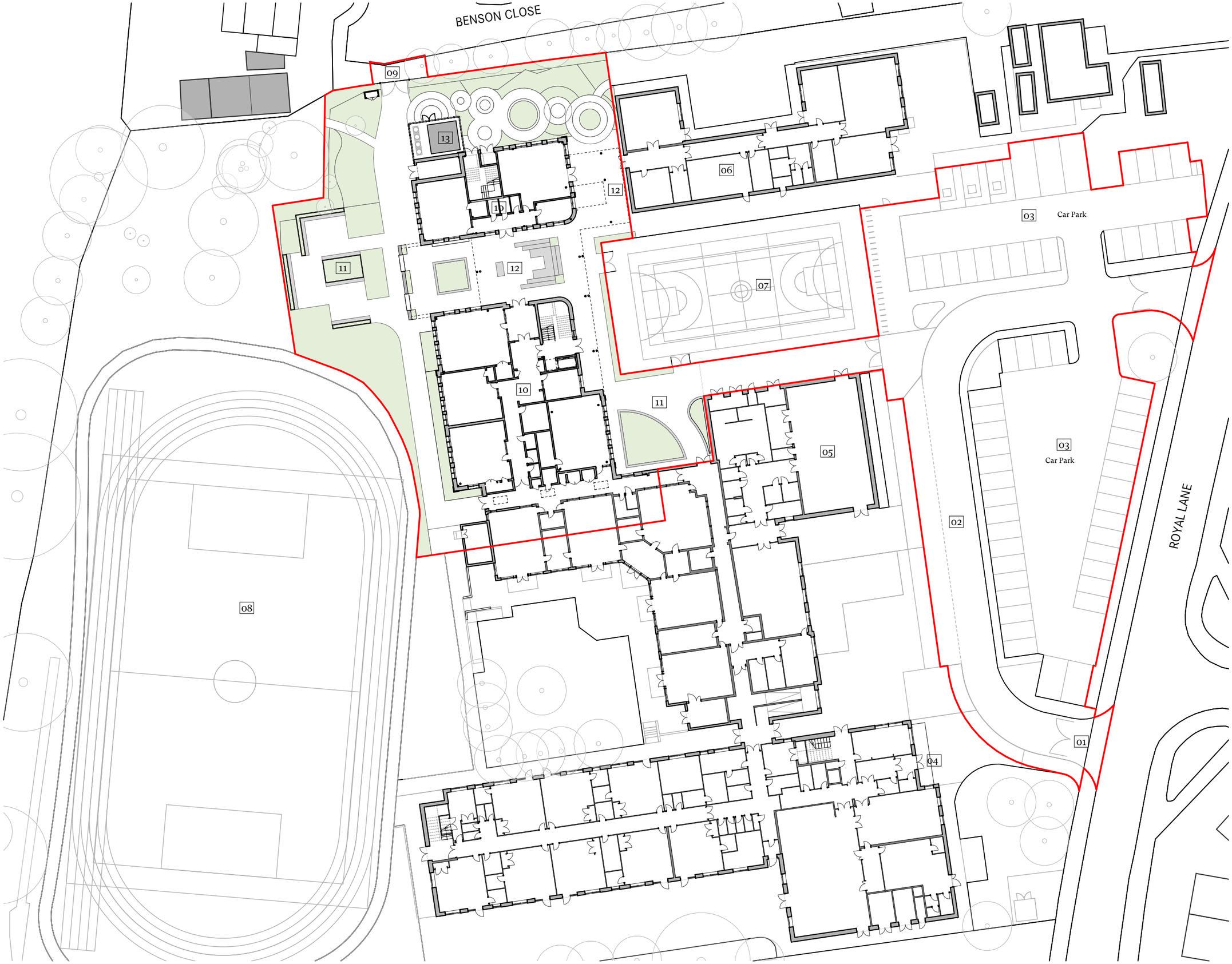
Appendix A – proposed site layout



Notes:

N

Application Boundary

Ownership Boundary

01 Vehicular access to site
02 Drop-off area
03 Staff and visitor car park
04 Staff and visitor reception
05 Sports hall block
06 Sixth Form block
07 Multi-Use Games Area (MUGA)
08 Sports field and running track
09 Maintenance access gate
10 Proposed new teaching block
11 Proposed external landscape
12 Proposed covered walkway
13 Proposed sprinkler tank and screening

Rev	Date	Issue	Drawn	Check
F	13/01/2023	PLANNING SUBMISSION	JH	RD
E	28/10/2022	Stage 3 Issue	AK	RD
D	14/10/2022	Design Update	AK	RD
C	10/10/2022	Update for design team	AK	RD
B	09/09/2022	Stage 3 Costing Update	AK	RD
A	25/08/2022	Stage 3 Option Development	AK	RD

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Project :
Meadow School New Building

Client :
London Borough of Hillingdon

Address :
Royal Ln Uxbridge UB8 3QU

Date :
22/06/2022

Scale @ A3 :
1:500

Drawing Title :
Proposed Site Plan

Drawing No. :
4267 CDC XX GF DR A (GA) 001

Rev. :
F

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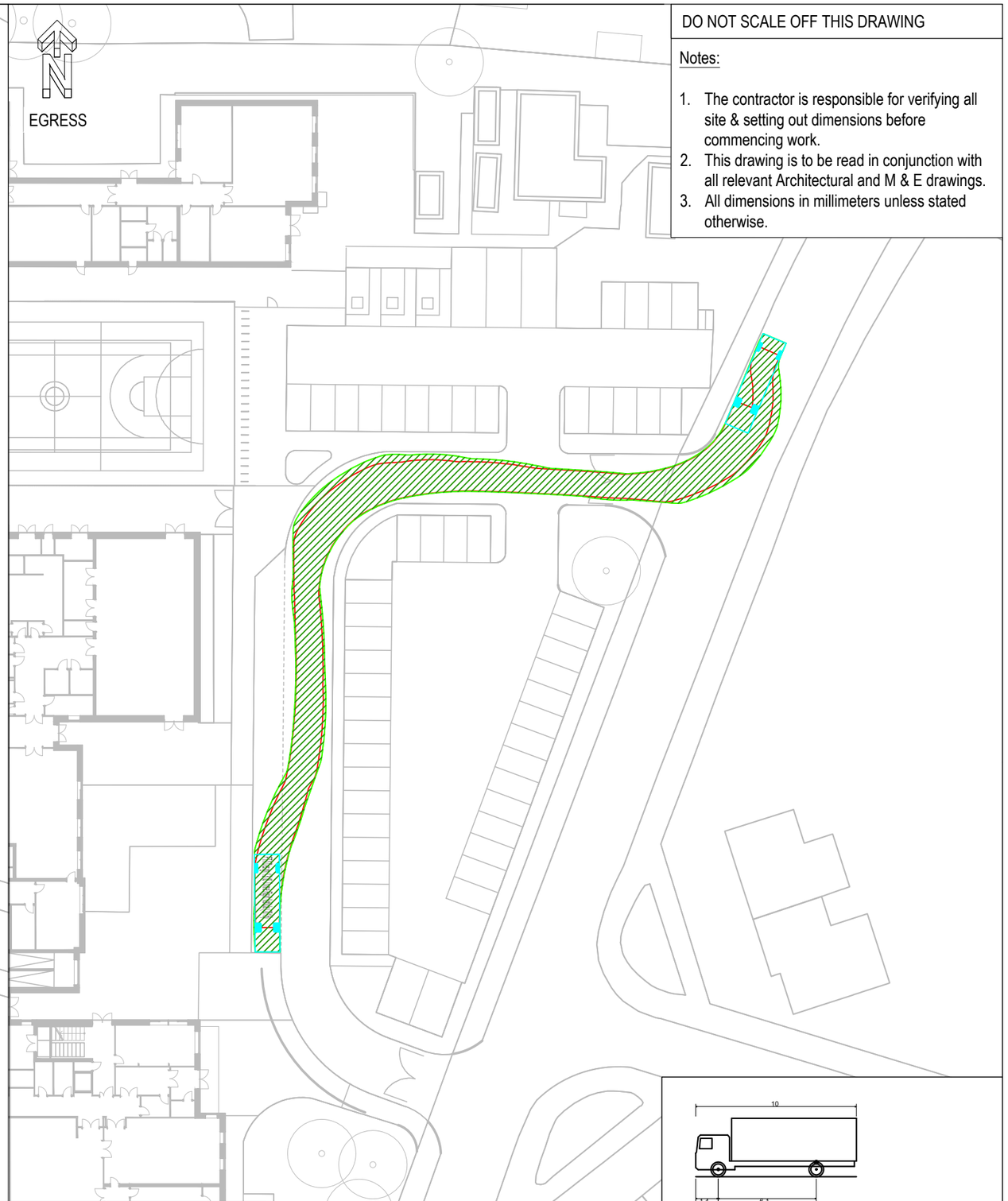
Appendix B – Swept path analysis



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.

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

Status
PRELIMINARY

Drawn	Checked	Approved	Scale
By WH	By AMI	By AMI	1:500 @ A3
Date 16/01/23	Date 16/01/23	Date 16/01/23	

Drawing Title
ACCESS AND EGRESS
10M RIGID LORRY
SWEPT PATH ANALYSIS

Client No.	Project No.	Discipline	Drawing No.	Rev
3249	007	T	033	-

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