

6 ROUNDWOOD AVENUE

DELIVERY AND SERVICING PLAN

PROJECT NO. 25/189 DOC NO. D002

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TABLE OF CONTENTS

1	INTRODUCTION	1
2	PLANNING POLICY	5
3	AIMS AND OBJECTIVES.....	7
4	SERVICING	8
5	CONCLUSION.....	10

FIGURES

FIGURE 1-1: PROPOSED GROUND FLOOR LAYOUT	2
FIGURE 1-2: SITE LOCATION	3
FIGURE 4-1 SERVICING SWEPT PATH ANALYSIS.....	8

APPENDICES

APPENDIX A

PROPOSED SITE LAYOUT



1 INTRODUCTION

1.1 INTRODUCTION

- 1.1.1 Velocity Transport Planning (VTP) has been appointed by Reckitt (the Applicant) to prepare this Delivery and Servicing Plan (DSP) for the consented development at 6 Roundwood Avenue, situated within Stockley Park within the London Borough of Hillingdon (LBH).
- 1.1.2 This DSP has been prepared to satisfy Condition 12 of the planning permission referenced 37403/APP/2018/4475 which states:

'Prior to occupation of development, details of a Delivery and Servicing Plan shall be submitted and approved in writing by the Local Planning Authority. Thereafter, the development shall be carried out and maintained in full accordance with the approved details.'

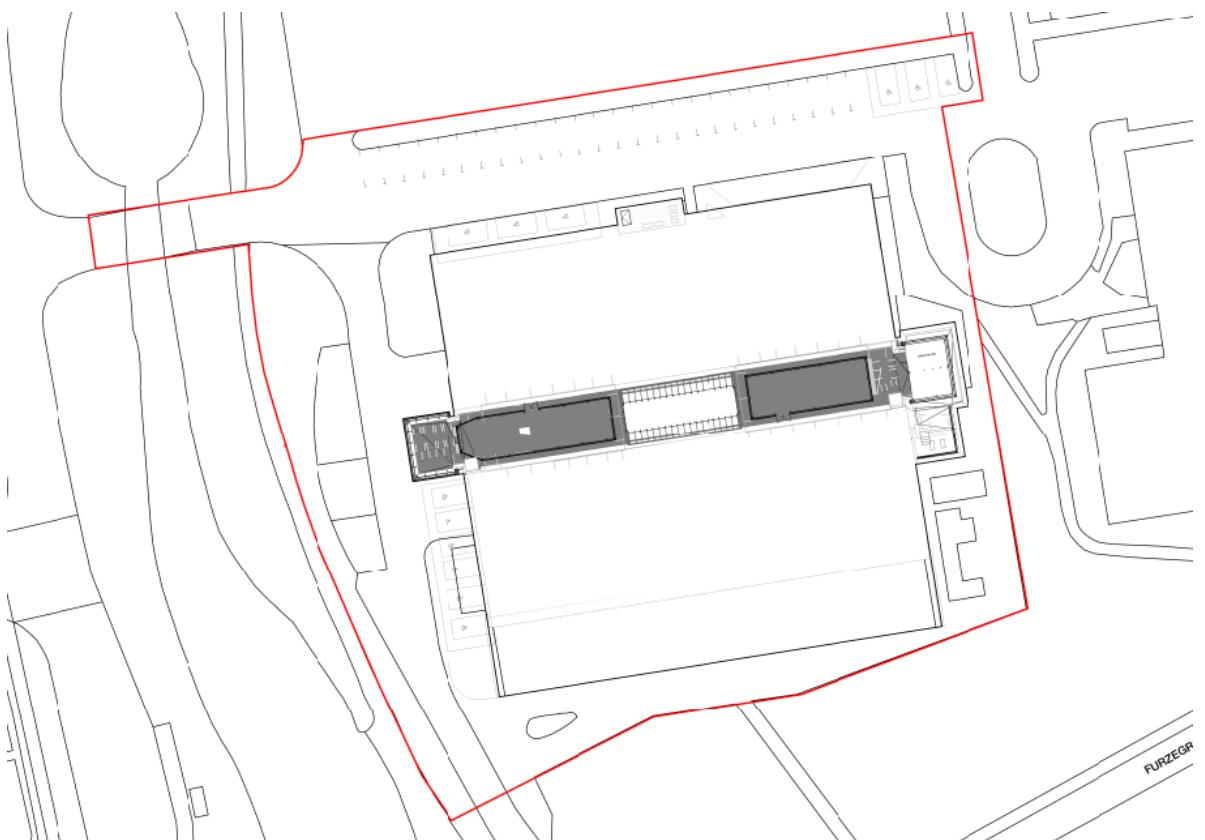
1.2 DEVELOPMENT DESCRIPTION

- 1.2.1 The consented development description, planning reference 37403/APP/2025/896 is as follows:

"Minor extension to the existing building for provision of staff lobby, installation on external door, provision of louvres in the external sofit, reconfiguration of parking to enable the provision of a drop-off bay, provision of rooftop plant and enclosure."
- 1.2.2 A key change is the improvement to the existing parking arrangements adjacent to the building (with no net loss of car parking), and the provision of a rear goods entrance and delivery bay.
- 1.2.3 The proposed ground floor layout is shown in **Figure 1-1**, and included in full at **APPENDIX A**.



Figure 1-1: Proposed Ground Floor Layout

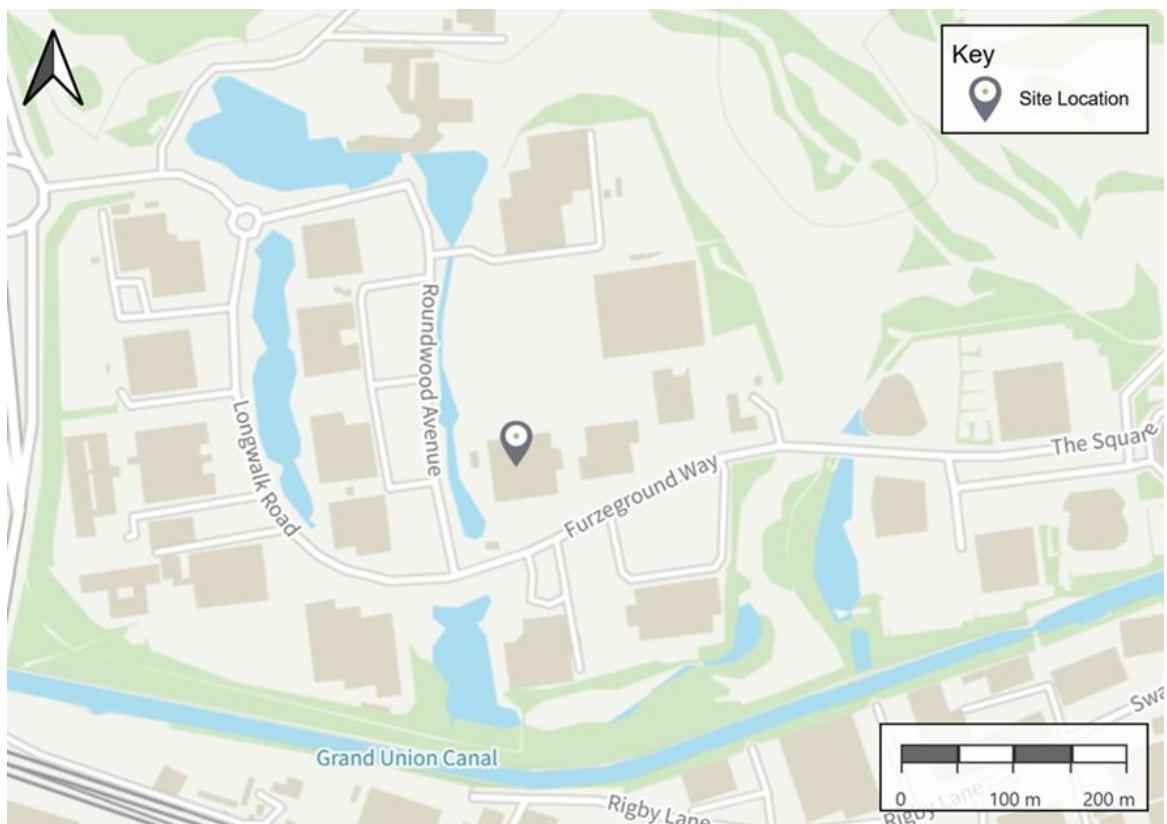


1.3 SITE LOCATION

1.3.1 The Site is located on the corner of Roundwood Avenue and Furzeground Way, within Stockley Park.
1.3.2 **Figure 1-2** shows the location of the consented development.



Figure 1-2: Site Location



1.4 LOCAL HIGHWAY NETWORK

1.4.1 The Site is located on Roundwood Avenue. The road runs in a general north to south direction, and forms part of the local highway network of Stockley Park. Stockley Park is strategically located just off the A408 Stockley Road, which is connected to the Strategic Road Network via the nearby M4 and M25. Just south of Stockley Park is Heathrow Airport.

1.4.2 There is one main access into Stockley Park, which is via the Stockley Park Roundabout onto Bennetsfield Road. Bennetsfield Road, provides access and egress for vehicles, cyclists and pedestrians into the site.

1.4.3 Within Stockley Park, Bennetsfield Road provides a route into the Stockley Park Golf Course and to a second on-site roundabout with Longwalk Road and Bennetsfield Road (east) which provides access into Stockley Park. Longwalk Road provides access to Roundwood Avenue, with the Site located at the southern end of Roundwood Avenue.

1.4.4 There is a second vehicular access to the east of the Stockley Park site from the A437 Dawley Road via Bolingbroke Way; only buses have permitted access in/out of the site via this road. There is a bus gate and no-entry signs are provided at the southern end of The Square to prevent general traffic travelling northbound via Bolingbroke Way.

1.5 SITE DESCRIPTION

1.5.1 The property is a typical example of late twentieth century office park developments, featuring a functional but dated design that reflects its era of construction. The Site was most recently subject to refurbishment works in 2018 granted under the following permission:



37403/APP/2018/4475 – Refurbishment and extension of B1 office building including two-storey extension (net increase of 1,120sqm GEA floorspace), recladding of the retained structure and rooftop plant enclosures, and reconfiguration of hard and soft landscaping and vehicular and cycle parking. Approved 21-12-18.

1.5.2 The consented development will provide 2,953sqm GIA of office floorspace.

1.6 SCOPE OF PLAN

1.6.1 This DSP has been prepared to outline the principles associated with the servicing of the development and to establish management measures that will be implemented to ensure that deliveries and servicing movements do not adversely impact upon the operation of the local highway network or inconvenience local residents/businesses.

1.6.2 The DSP aims to ensure that servicing can be carried out sustainably and efficiently. The aspiration of the DSP is to contribute towards a reduction in traffic congestion and to improve road safety conditions.



2 PLANNING POLICY

2.1 INTRODUCTION

2.1.1 Relevant local and regional planning policy and guidance has been reviewed to provide context for deliveries and servicing in relation to the Development Proposals.

2.2 THE LONDON PLAN (2021)

2.2.1 The London plan (March 2021) is part of the statutory development plan. It aims to ensure that London's transport is easy, safe and convenient for everyone and actively encourages walking and cycling.

2.2.2 The London Plan sets out the need to provide DSPs (Policy D4 Assessing and mitigating transport impacts; Policy T7 Deliveries, servicing and construction).

2.2.3 Policy T7 (f) (Freight and servicing) notes that development proposals should facilitate sustainable freight and servicing, including providing adequate space for servicing and deliveries off-street. Delivery and servicing plans will be required and should be developed in accordance with Transport for London guidance and in a way that reflects the scale and complexities of developments.

2.2.4 Part G of Policy T7 highlights that developments should be designed and managed to receive deliveries outside of peak hours and in the evening or night-time. Appropriate facilities are required to minimise additional freight trips arising from missed deliveries and thus facilitate efficient online retailing.

2.2.5 Section 10 of the London Plan states:

- ④ When planning freight movements, development proposals should demonstrate through Construction Logistics Plans and Delivery and Servicing Plans that all reasonable endeavours have been taken towards the use of non-road vehicle modes. Transport for London's freight tools should be used when developing the Site's freight strategy where rail and water freight facilities are available.
- ④ Delivery and Servicing Plans should demonstrate how the requirements of the Site are met, including addressing missed deliveries. Appropriate measures include large letter or parcel boxes and concierges accepting deliveries. Car-free developments should consider the facilitation of home deliveries in a way that does not compromise the benefits of creating low-car or car-free environments.
- ④ Construction Logistics and Delivery and Servicing Plans should be developed in line with TfL guidance and adopt the latest standards around safety and environmental performance of vehicles to ensure freight is safe, clean and efficient. To make plans effective, they should be monitored and managed throughout the construction and operational phases of the consented development.

2.3 TFL DELIVERY AND SERVICING PLANS GUIDANCE (2020)

2.3.1 TfL's Delivery and Servicing Plan Guidance (issued in December 2020) assists with planning for safe, clear and efficient freight in London.

2.3.2 The guidance states the following:



- ④ A DSP is usually secured by means of a section 106 obligation or similar planning condition once planning permission is granted to a developer by the local authority.
- ④ The DSP should cover deliveries and servicing made to the business(es) at the site, and the personal deliveries made to its employees or tenants/occupiers.
- ④ The DSP should be a live document that is updated over time to reflect changes.
- ④ There are benefits in terms of cost savings to the business, improved neighbour relations and reduced environmental impact of site occupiers where a DSP is effectively implemented:
- ④ Save time and money; for example, a delivery booking system can free up space and employees' time;
- ④ Contribute to Corporate Social Responsibility; for example, out-of-peak delivery hours can reduce local congestion, and cleaner and more efficient deliveries help to achieve carbon reduction targets; and
- ④ Improve everyone's safety, for example, by providing adequate off-street loading bays.

2.4 LONDON BOROUGH OF HILLINGDON LOCAL PLAN PART 2 DEVELOPMENT MANAGEMENT POLICIES (ADOPTED VERSION JANUARY 2020)

2.4.1 The Development Management Policies document forms part of Hillingdon's Local Plan Part 2. Its purpose is to provide detailed policies that will form the basis of the Council's decisions on individual planning applications.

2.4.2 Paragraph 2.16 Stockley Park: *Stockley Park has a reputation as being one of Europe's premier business parks. The site will retain its importance as a key outer London office location over the period of the Plan. Opportunities to expand employment opportunities and to include a hotel to add to the Park's offer are noted in the Local Plan Part 1. As it is an out of town location, any further growth will need to deliver sustainable transport provision and provide an appropriate level of car parking.*

2.4.3 Policy DMT 1 Managing Transport Impacts Paragraph A iv) '*In order for developments to be acceptable they are required to adequately address delivery, servicing and drop-off requirements*'.



3 AIMS AND OBJECTIVES

3.1.1 The DSP is intended to outline the principles associated with servicing of the consented development and establish management measures that will be implemented to ensure that the activity associated with deliveries, servicing and refuse collection does not have adverse impacts.

3.1.2 The aims of this DSP are as follows:

- Ensure adequate arrangements are made for deliveries and servicing to the Site and to ensure that the plan protects the amenity of existing and future occupants; and
- Assist in the management of delivery and servicing activities at the development by improving the efficiency of these activities and reducing the impact of the development on the local road network.

The intended benefits of the DSP are as follows:

- For the occupiers and supply chain – reduced operating costs and improved reliability of deliveries; and
- For the local community and wider environment – reduced CO₂ and noise emissions.



4 SERVICING

4.1 SERVICING DEMAND

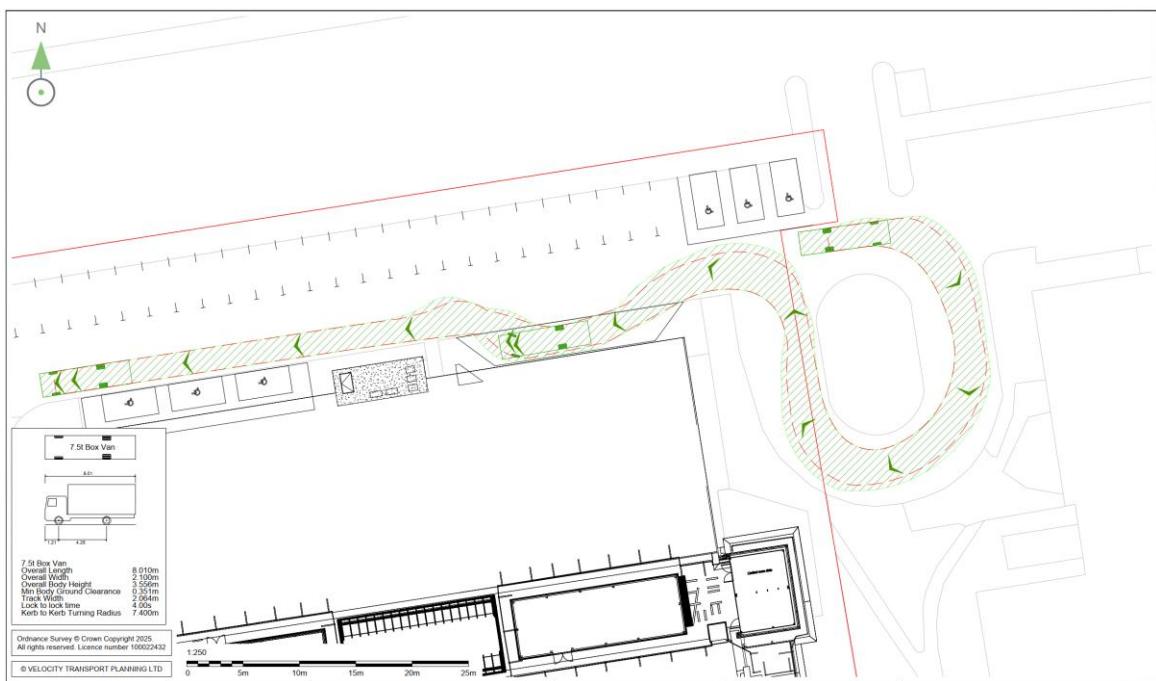
4.1.1 The Applicant has provided the following information in terms of expected servicing demand:

'Main deliveries to site will be catering supplies, this is generally one 7.5 tonne lorry each day, all other deliveries will be couriers and delivery drivers of which we do not have a defined schedule for.'

4.2 SERVICING PROVISION

4.2.1 Servicing provision has been improved as part of the consented scheme. There is now a rear goods entrance and delivery bay. A dedicated entrance at the rear will streamline goods handling and support operational efficiency. Swept path analysis for this servicing arrangement is shown in **Figure 4-1**.

Figure 4-1 Servicing Swept Path Analysis



4.2.2 Servicing would take place on-site, with vehicles accessing the Site via the vehicular access provided from Roundwood Avenue or Furzeground Way. Deliveries and servicing would take place in loading bay to the north of the Site.

4.2.3 In the event that a larger vehicle is required to service the site, there is sufficient parking and turning space on Site to facilitate larger vehicles.

4.2.4 In the unlikely event that the on-site servicing space is occupied, additional servicing space is provided.

4.2.5 No service vehicles will block the access road into the Site off Furzeground Way or Roundwood Avenue. This will be overseen by site management.

4.2.6 Refuse collection is proposed to continue as per the existing situation via the separate block on the western side of the Site.



4.3 SCHEDULING

- 4.3.1 Due to all servicing being on-site, deliveries can take place at any time, with no restrictions on loading.
- 4.3.2 Deliveries are likely to occur during working hours. It is unlikely that there would be deliveries taking place during evenings.

MANAGEMENT

- 4.3.3 It will be the responsibility of the site manager to ensure the servicing strategy is maintained at all times.
- 4.3.4 Occupants will be made aware of the delivery and servicing arrangements before occupation, with details included in their welcome pack.



5 CONCLUSION


- 5.1.1 This DSP has been prepared to discharge condition 12 of the planning permission referenced 37403/APP/2018/14475.
- 5.1.2 The DSP sets out the principles of servicing for the development and aims to ensure servicing can continue on-site in line with London Plan and LB Tower Hamlets policy requirements. The servicing arrangements are an improvement over the existing situation, with a dedicated servicing bay.
- 5.1.3 Given the small number of servicing vehicles expected, no significant impact is expected as a result of the development proposal.
- 5.1.4 This DSP has been produced in line with all LB Hillingdon and London Plan policy and shows that no adverse impacts would be caused as a result of this proposal in transport terms.



APPENDIX A

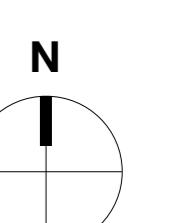
PROPOSED SITE LAYOUT





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