



PARKING AND DELIVERY MANAGEMENT STRATEGY

**1-3 BAKERS ROAD, UXBRIDGE,
LONDON BOROUGH OF HILLINGDON**

REFLECT CONTRACTORS

AUGUST 2016

PFA Consulting
Stratton Park House
Wanborough Road
Swindon
SN3 4HG

Tel: 01793 828000
Fax: 01793 835500
Email: admin@pfapl.com
Web: www.pfapl.com

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			P Finlayson

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1-3 BAKERS ROAD, UXBRIDGE, LONDON BOROUGH OF HILLINGDON

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1. INTRODUCTION

Purpose and Scope of this Management Strategy

- 1.1. This document has been prepared by PFA Consulting on behalf of Reflect Contractors to set out the Parking and Delivery Management Strategy for 1-3 Bakers Road ('the Development'), formerly known as Norwich Union House, Uxbridge, in the London Borough of Hillingdon.
- 1.2. The purpose of this document is to explain how the parking, in the form of one disabled bay, and all associated deliveries to the retail, gym and residential elements of the Development will be managed once the Development is occupied. This Management Strategy has been prepared in consultation with the London Borough of Hillingdon, in its role as both Local Planning and Highway Authorities for the Uxbridge area.
- 1.3. This Management Strategy highlights the methodology to be employed to ensure that there is minimal impact to surrounding occupiers and the highway network, in accordance with Policies BE19 and AM7 of the adopted Hillingdon Unitary Development Plan and the Council's Planning Obligations Supplementary Planning Document.
- 1.4. This Management Strategy is intended to be provided to the Development's retail and gym uses to ensure that the parking and delivery strategy is adhered to and maintained. The principles of this strategy will also be provided to the users of the disabled parking bay. The ongoing management principles of the parking bay will be secured by a site management company ('the Management Company').
- 1.5. Any changes to this Management Strategy shall be agreed in writing by Hillingdon Borough Council, as the Local Planning Authority.

Project History

- 1.6. A planning application was submitted on 17 November 2011 (Planning Reference:- 8218/APP/2011/1853) for the redevelopment of Norwich Union House to erect a 9 storey building comprising retail floorspace at ground floor level and 8 storeys of residential units (37 units) with associated gym, access and parking arrangements; planning permission was subsequently granted on 12 June 2013.
- 1.7. To comply with Condition 15 of the Planning Permission, this Parking and Delivery Management Strategy is to be implemented as soon as any part of the Development is brought into use and the Management Strategy is to remain in place thereafter.
- 1.8. In April 2011, London Borough of Hillingdon promoted alterations to the layout of Baker Road, to add a loading bay and imposing additional waiting and loading restrictions by way of a formal traffic regulation order.

Site Context

- 1.9. The location of the Development is shown on PFA Drawing No. P729/1, as reproduced in Appendix A.
- 1.10. Adjacent buildings surrounding the Development include the recently built Travelodge to the southeast, the Unisys office buildings to the northeast, and a further office building to the northwest. There are also a number of retail units on the opposite side of Bakers Road.

- 1.11. The A4020 to the west of Uxbridge town centre forms part of the Transport for London Road Network (TLRN). Bakers Road is a cul-de-sac providing access to / from adjoining commercial units, an underground public car park, the Travelodge and the Uxbridge Bus Garage. It is a local road for which London Borough of Hillingdon is the Highway Authority.
- 1.12. As Bakers Road operates as a cul-de-sac with no through route provided, turning movements at its southern end are facilitated by a mini-roundabout which can accommodate vehicles up to the size of double decker buses and 12m rigid heavy goods vehicles.
- 1.13. The Development is bound to the north by a private cul-de-sac service road, over which there are rights of access to serve the Development. The service road measures approximately 31.5m in length and 6.1m wide, with a 1.5m footway situated along its northern side. Three parking bays situated along the service road are for the use of Transport for London (TfL) bus operations only and enforced by way of a permit system with fines applicable for indiscriminate parking.
- 1.14. On the southbound side of Bakers Road, directly fronting of the Development, there is a 37m long bus stand used as a waiting area. On the northbound side of Bakers Road, directly opposite the Development, there is a 14m long loading bay, situated between existing bus stops. All bus services along Bakers Road are operated by Transport for London.

2. PARKING STRATEGY

Parking Allocation

- 2.1. The Development's central location means that a wide range of services and facilities are accessible within short walking distances from the Development including public transport services, healthcare, education, retail, leisure and employment.
- 2.2. In view of the high degree of accessibility the Development was granted planning permission with no residential parking provision with the exception of one disabled parking space. The provision of one disabled parking space accords with the parking standards detailed within Table 6.1 (paragraph 6A.2) of the Consultation Draft Replacement London Plan.
- 2.3. The disabled parking space is in the form of a bay which will be available for use by disabled residents or employees of the ground floor retail and gym units only. Users of the disabled space will be required to hold both of the following:-
 - 1) A valid Blue Badge Disabled Parking Permit; and
 - 2) A handheld door remote
- 2.4. Allocation of the handheld door remote will be at the discretion of the Management Company and will only be only allocated to a qualifying disabled resident or employee.
- 2.5. All other residents and employees will be encouraged to travel by sustainable modes (i.e. walking, cycling or public transport) or alternatively will be required to use the public car park situated on the opposite side of Bakers Road.
- 2.6. In addition to the proposed disabled parking bay, five on-street disabled bays (blue badge holder) are located on Belmont Road to the west of its junction with Bakers Road within 100m walking distance of the site.

Parking Access and Operation

- 2.7. The disabled parking bay is provided within the covered service bay area, as shown on PFA Drawing No. P729/2 Rev A , reproduced in **Appendix B**. Access to the disabled parking bay is via the existing private service road, which in turn connects to Bakers Road by means of a 6.0m wide vehicle crossover.
- 2.8. Access to the covered service bay area will be controlled by means of a roller shutter, located at entrance to the covered area, operated via a handheld remote.
- 2.9. The roller shutter is designed to open automatically on activation of the handheld remote and automatically close on a time delay switch, to ensure that access is limited to authorised persons only and security to the building is maintained at all times.
- 2.10. The parking bay measures 5.0 x 3.7m and is sufficient to accommodate a vehicle up to and including people carriers, as shown on PFA Drawing No. P729/3 Rev B, reproduced in **Appendix C**.
- 2.11. In the unlikely event that a small delivery vehicle enters the Development at the same time as a disabled vehicle there is sufficient width within the loading area, or at the end of the service road, for vehicles to pass without reversing onto the public highway.

Parking Restrictions & Enforcement

- 2.12. The operation of the disabled bay will be monitored and enforced by the Management Company through the issue of penalty notices. The fines associated with penalty notices will be legally pursued through the Courts.
- 2.13. No residential or employee on-street parking will be permitted along or on Bakers Road, as determined by the existing parking restrictions in the form of double yellow lines with double yellow kerb markers. Any indiscriminate parking along Bakers Road will be enforced by the London Borough of Hillingdon, as Highway Authority.
- 2.14. No residents or employees of the Development will be permitted to park along the service road. Parking within the TfL bus operations spaces is restricted to permit holders only and is enforced by way of a parking charge notice.

3. DELIVERY MANAGEMENT STRATEGY

- 3.1. The arrangements for the small delivery vehicles using the service bay area and large delivery's vehicles are set out as follows:-

Service Bay Area

- 3.2. Small delivery vehicles (defined as being smaller than 5.8m in length, and less than 3m in height) will be permitted to load / unload in the service bay situated in the covered service bay area to the rear of the Development. The location of the service bay area is shown on PFA Drawing P729/4 Rev A, as reproduced in **Appendix D**.

- 3.3. The service bay area will be managed in accordance with the following overall arrangements:-

1. Deliveries no greater than 5.8m in length (4.6t transit vans) and 3.0m in height will be permitted to use the service bay.
2. Signage situated at the junction of the service road with Bakers Road to identify the location of the loading area to the Development together with the identification of the maximum vehicle size and height that can be accommodated. The location of the signage will be agreed with the London Borough of Hillingdon as Highway Authority.
3. Vehicles will reverse into the service bay to ensure that they can leave in forward gear, as shown on PFA Drawing P729/6 Rev A, as reproduced in **Appendix E**.
4. No reversing onto the carriageway of Bakers Road will be permitted. All vehicles should leave the Development in forward gear.
5. Loading and unloading within the service bay will be restricted to 20 minutes to ensure that the areas become available for additional vehicles.
6. Use of the service bay is to be monitored by the Management Company and/or the retail and gym operators to ensure that dwell times are adhered to and the service bay is not misused for general parking.
7. No remote control access to operate the shutter doors will be permitted to drivers of service delivery vehicles.
8. The service bay and adjacent refuse area will be cleaned by the Management Company as part of a maintenance agreement.

- 3.4. In addition to the arrangements set out above, operators of the retail units and gym are also required to meet the following obligations:-

9. Operators of the retail units and the gym are required to operate a servicing booking system. Each operator is required to liaise with their suppliers to agree delivery times, and record these in a Servicing Book to ensure that deliveries do not occur at the same time or outside of the permitted hours. The servicing book will be either a paper or electronic record of deliveries to be maintained by the operators of the retail units and the gym.

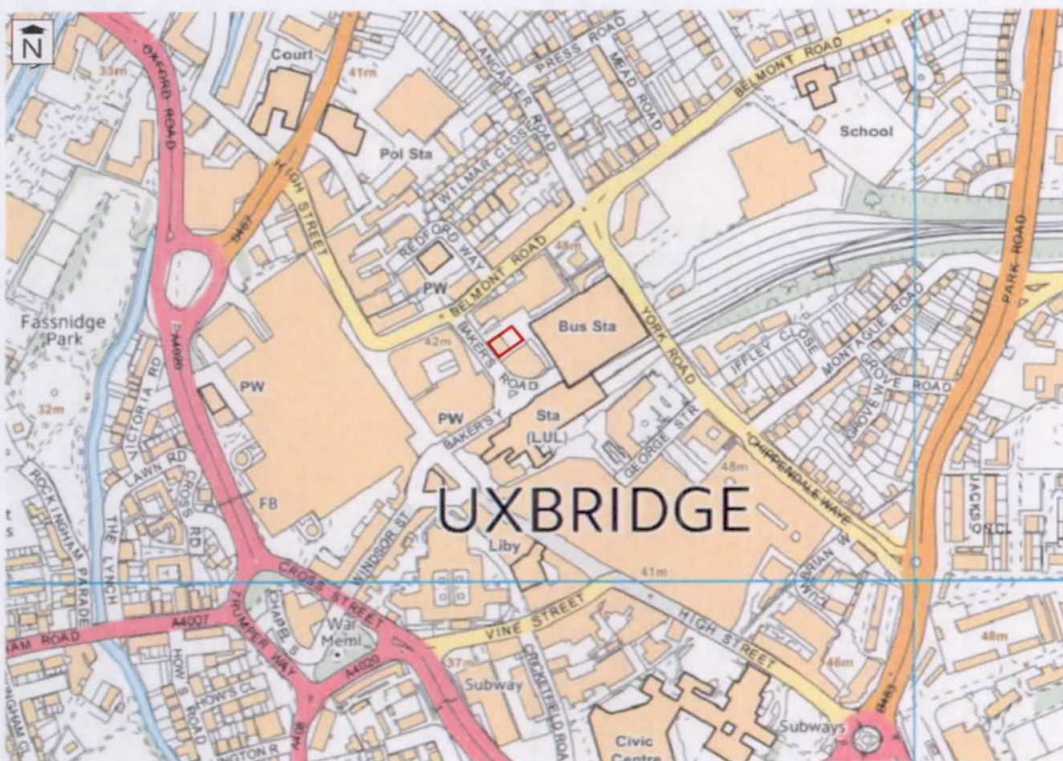
10. Operators of the retail units and the gym will be responsible for allowing access to the service bay area. The shutter door will be operated from within the service bay area, by an employee.

Large Delivery Vehicles

- 3.5. Large delivery vehicles (defined as being in excess of 5.8m in length or greater than 3m in height) will be required to use to the existing loading bay situated on the northbound side of Bakers Road, opposite the Development.
- 3.6. The location of the loading bay is shown on PFA Drawing P729/7 Rev A, as reproduced in **Appendix F**, and measures 14m in length x 3m wide.
- 3.7. Deliveries by large vehicle will therefore be managed in accordance with the following arrangements:-
 1. Deliveries using vehicles greater than 5.8m in length (4.6t transit vans) and are 3.0m in height will be required to use the loading bay, situated on the opposite side of Bakers Road.
 2. Vehicles arriving from the north (from Belmont Road) will be required to turn at the roundabout to the south of the Development to approach the loading bay in a northbound direction. Deliveries arriving from the north will not be permitted to cross opposing vehicles to gain access to the loading bay.
 3. Loading and unloading within the loading bay is to be restricted to 10 minutes to ensure that the areas become available for additional vehicles.
 4. No waiting or loading along Bakers Road, other than in the demarcated loading bay will be permitted at any time.
 5. Retail and gym deliveries using the loading bay will be restricted to the hours of 09:30 to 16:30, Monday to Friday only, to avoid peak highway times.
 6. Operators of the retail units and gym are also required to operate a servicing booking system for the loading bay. Each occupier is required to liaise with their suppliers to agree delivery times, and record these in a Servicing Book to ensure that delivery do not occur at the same time or outside of the permitted hours. The servicing book will be either a paper or electronic record of deliveries to be maintained by the operators of the retail units and the gym.
- 3.8. The arrangements for the small delivery vehicles using the service bay area and large delivery's vehicles using the existing loading bay form the Delivery Management Strategy.

Appendices

Appendix A



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Stratton Park House
Wanborough Road
Swindon
SN3 4HG
T 01793 828000
F 01793 835500
E admin@pfaplc.com
W www.pfaplc.com

 Site Boundary
(indicative only)

Client

Reflect Contractors

Project

1-3 Bakers Road
Uxbridge

Drawing Title

Site Location Plan

Drawing No

P729/1

Date November 2014
Drawn By ES
Checked By TS
Scale 1:5000 @ A4
File Ref P729/Figures/Fig1.ai
Doc Ref P729

Appendix B

App ref: 32891/APP/2012/911



Station Park House, Watlington Road
Swindon, Wiltshire, SN2 8HG
Telephone: 01753 628000
Facsimile: 01753 627000
Email: admin@pfa.co.uk
Website: www.pfa.co.uk

KEY

Disabled Parking (Bay 5 x 3.7m
(not including safety area))

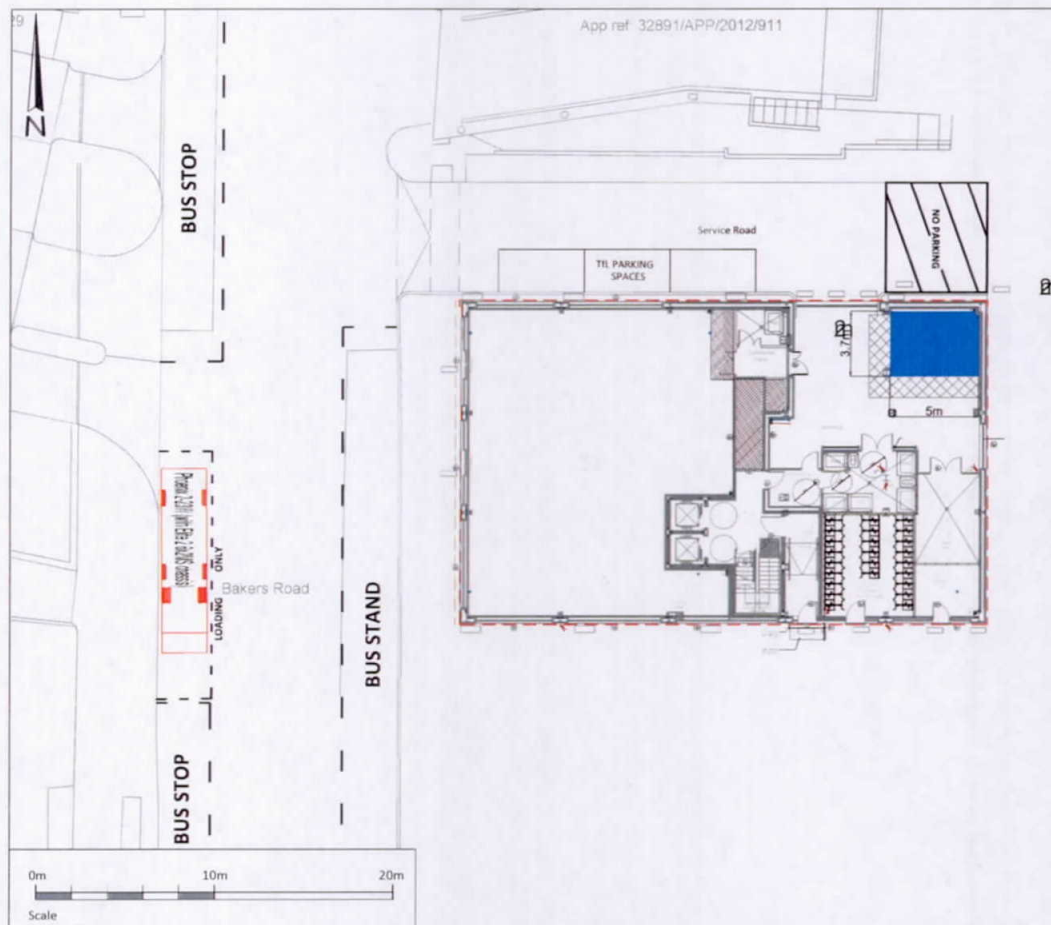
1	Disabled Parking	2	Other
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Reflect Contractors

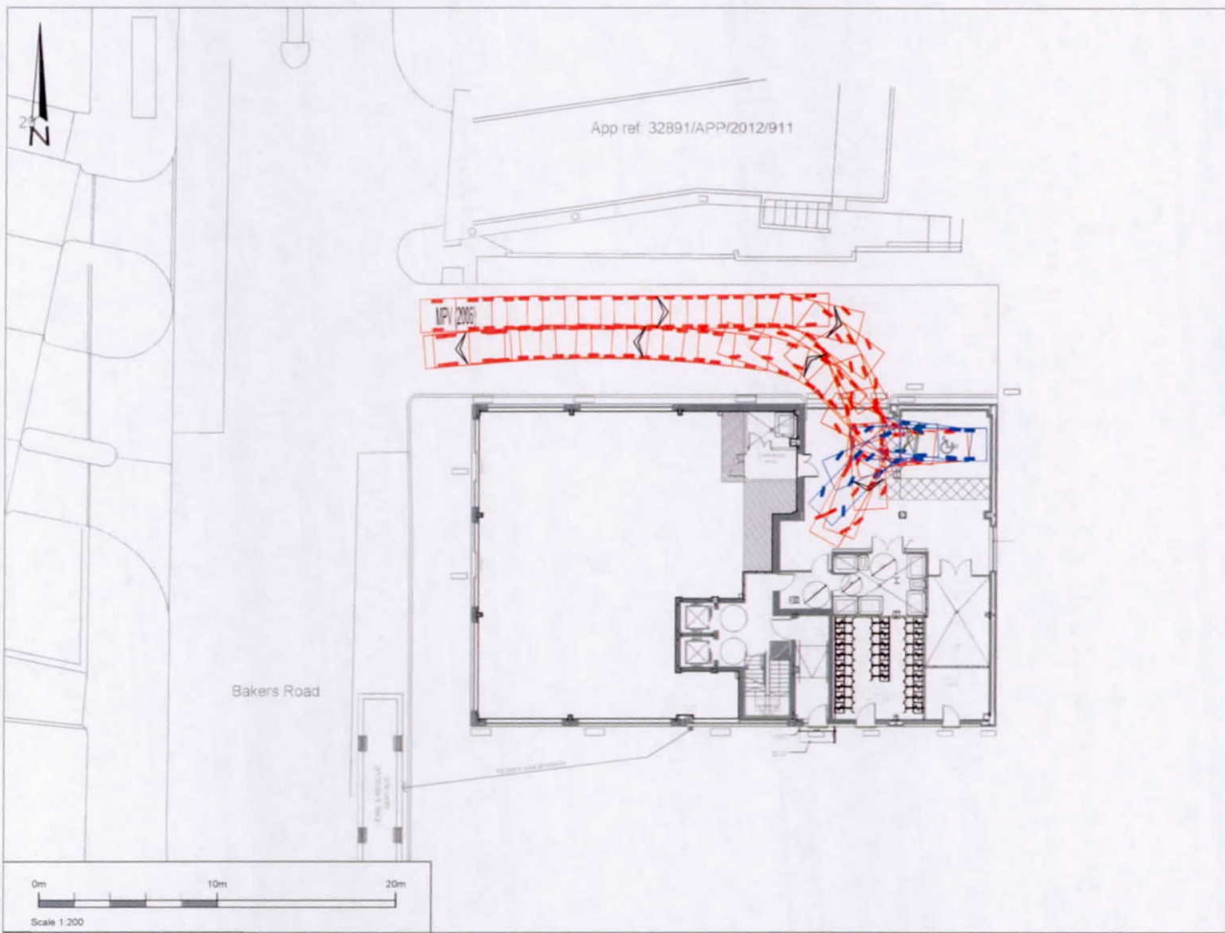
Project
1-3 Bakers Road
Uxbridge

Drawing Title
Plan showing location of
Disabled Parking Bay

Drawing No:	P729/2	Rev A
Date:	November 2012	
Scale:	1:200 @ A3	
Drawn By:	RI	
Checked By:	TS	
Author:	London@pfa.co.uk	
File Ref:	C:\London\APP\2012\Drawings\P729_2	



Appendix C





Donation Park House, Watlington Road
Sandwich, Kent ME10 3JG

Telephone
(01795) 523880
Facsimile
(01795) 523880
Email
info@pfaconsulting.com
Website
www.pfaconsulting.com

KEY

Proposed	1:200
Existing	1:200
Proposed	1:200
Existing	1:200
Proposed	1:200
Existing	1:200

FOR INFORMATION

Reflect Contractors

**1-3 Bakers Road
Uxbridge**

**Disabled Parking Bay -
Turning Movement**

Drawing No.	P729/3	Scale	A
Date	2012/10/18		
Drawn By	1:200 20/12		
Checked By	1:200 20/12	Checked By	1:200
Drawn By	1:200 20/12	Checked By	1:200
Drawn By	1:200 20/12	Checked By	1:200

Appendix D



PFA
consulting

Station Park House, Watlington Road
Swindon, Wiltshire, SN2 8YG

Telephone: 01793 830000
Facsimile: 01793 830000
Email: admin@pfa.co.uk
Website: www.pfa.co.uk

KEY

Service Bay Area

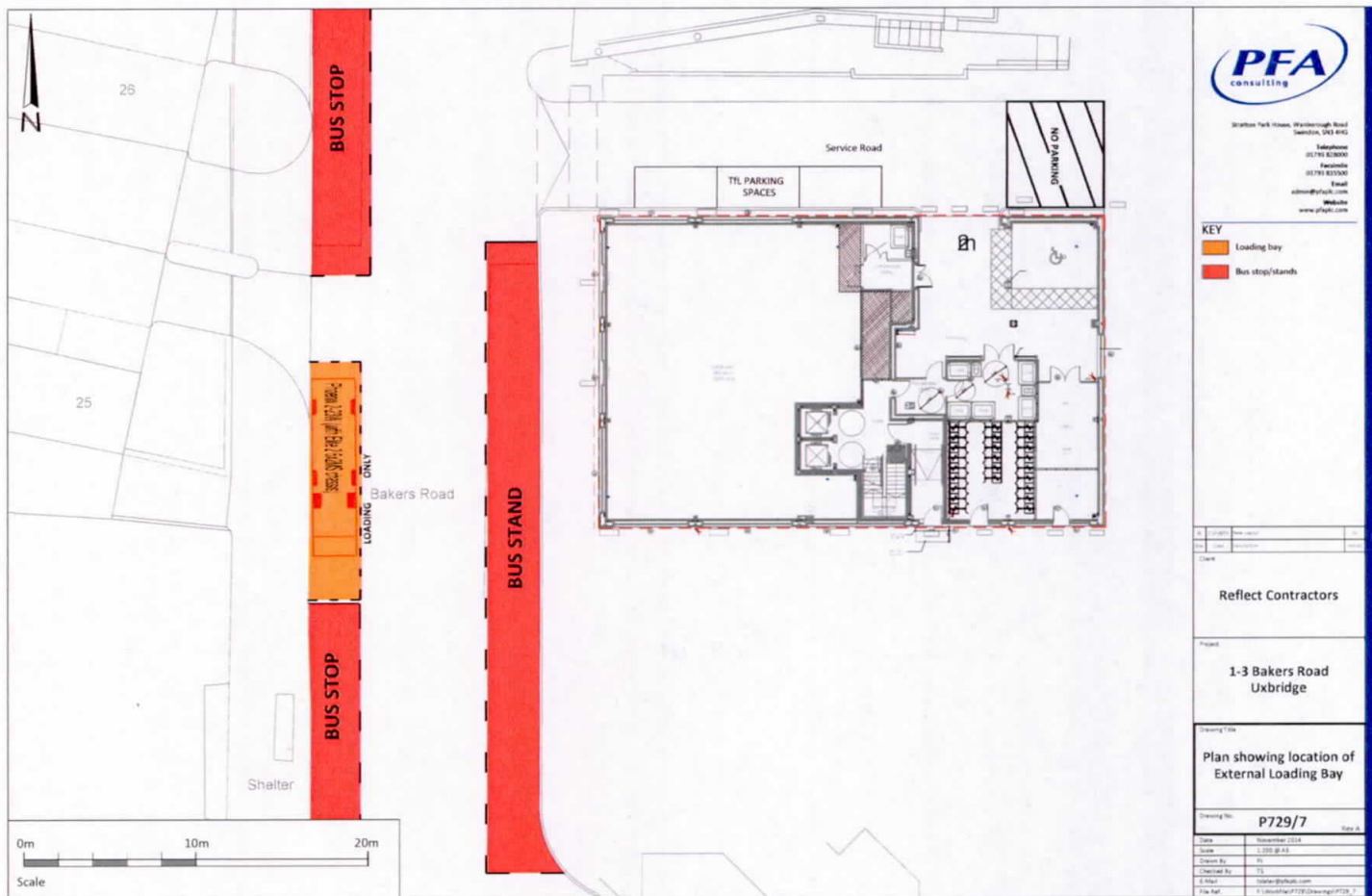
Client	Reflect Contractors
Project	1-3 Bakers Road Uxbridge

Plan showing location of Service Bay Area

Drawing No.	P729/4	Date	11/01/2012
Scale	1:200 @ A3	Drawn By	RS
Checked By	TS	Drawn By	TS
E-Draw	ts@pfa.co.uk	Drawn By	TS
File Ref	32891/APP/2012/911/P729_4		

Appendix E

Appendix F



Stratton Park House, Watlington Road
Banbury, OX15 4AG
Telephone 01793 830000
Facsimile 01793 833000
Email info@pfa.co.uk
Website www.pfa.co.uk

KEY

- Orange rectangle: Loading bay
- Red rectangle: Bus stop/stands

Client

Reflect Contractors

Project
1-3 Bakers Road
Uxbridge

Drawing Title
Plan showing location of
External Loading Bay

Drawing No.	P729/7	Rev A
Date	November 2014	
Scale	1:250 @ A3	
Drawn By	W	
Checked By	TS	
E-Mail	info@pfa.co.uk	
File Ref.	1:1000000/P729/0729/P729_7	