Prologis UK Ltd

EMI DAWLEY ROAD, HAYES

Delivery and Servicing Plan

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JULY 2022

PUBLIC

Prologis UK Ltd

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Delivery and Servicing Plan

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WSP

Matrix House
Basing View
Basingstoke, Hampshire
RG21 4FF

Phone: +44 1256 318 800

Fax: +44 1256 318 700

WSP.com

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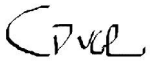
Signature				
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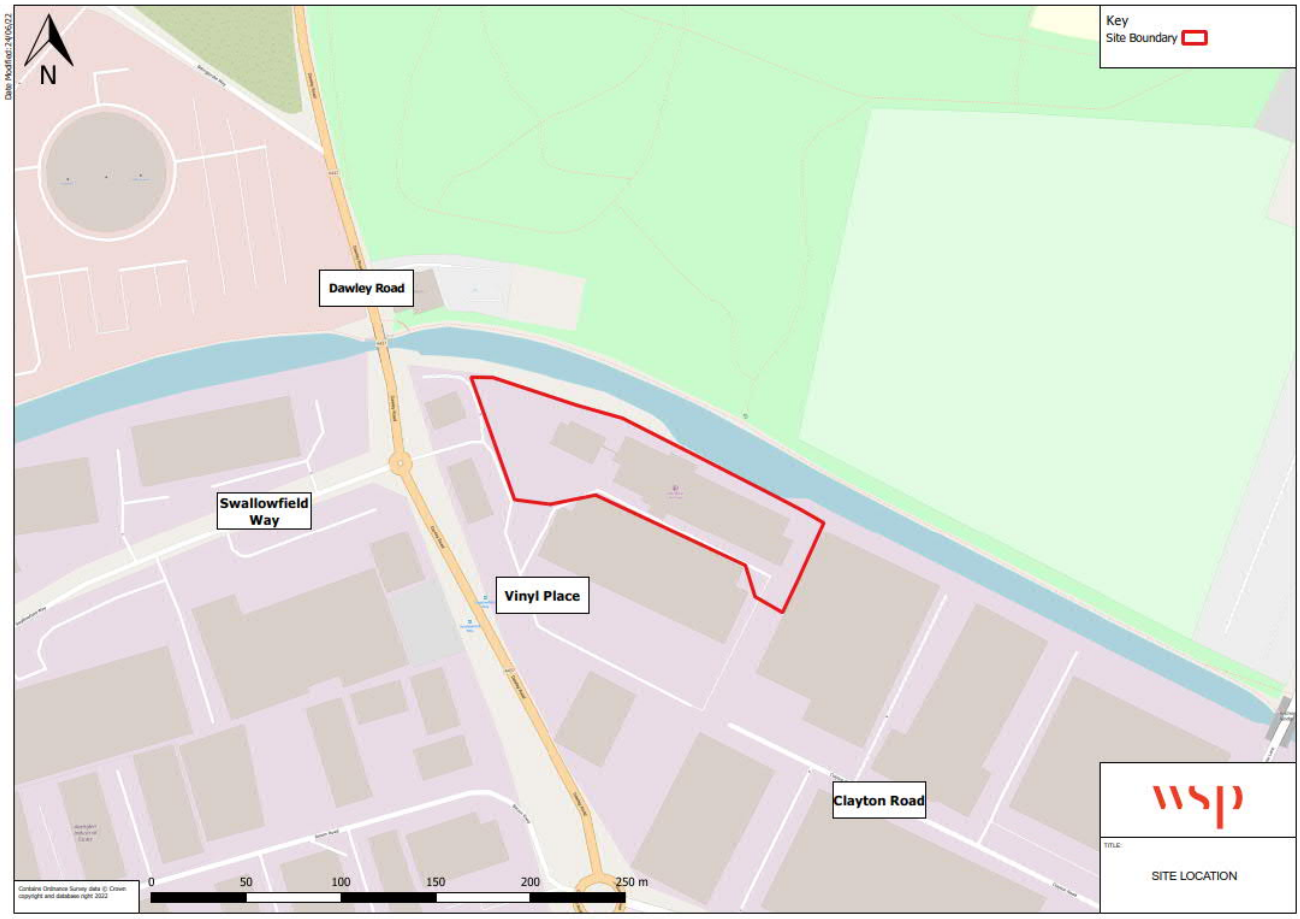
1 INTRODUCTION

1.1 PREAMBLE

1.1.1. WSP has been commissioned by Prologis UK Ltd ("Prologis") to provide transport and highways advice in relation to forthcoming planning application for the proposed redevelopment of the EMI Archive site, Vinyl Place, within the London Borough of Hillingdon (LBH). The Site, within Speedway Industrial Estate and formerly occupied by EMI Music Archives, is shown in **Figure 1-1**. It is being redeveloped from the former music archives to 2,365m² GIA of warehouse, retaining the existing B8 use class. The site masterplan is shown in **Appendix A.**

Figure 1-1 - Site Location



1.1 REPORT PURPOSE

1.1.1. A DSP provides a framework to ensure that freight vehicle activity works effectively for organisations. DSPs specifically help to:

- Proactively manage deliveries to reduce the number of delivery and servicing trips, particularly in the morning and afternoon highway peaks;
- Identify and promote areas where safe and legal loading can take place; and

- Select delivery companies who can demonstrate their commitment to following best practices – for example, the Fleet Operator Recognition Scheme (FORS).

1.1.2. The purpose of this Outline DSP is to inform TfL and LBH of the intent of Legal and General (Pensions Management) Ltd in managing service vehicle trips to and from the Proposed Development to minimise the impact of these vehicular trips on the surrounding public highway and residential areas.

1.2 OUTLINE DSP STRUCTURE

1.2.1. The remainder of this report contains the following information:

- Chapter 2 – Planning Policy and Guidance;
- Chapter 3 – Delivery and Servicing Proposals;
- Chapter 4 – Management Measures; and
- Chapter 5 – Implementing, Monitoring and Review.

2 PLANNING POLICY AND GUIDANCE

2.1 INTRODUCTION

2.1.1. The national and local transport policies relevant to this Proposed Development are well documented and this section does not seek to replicate them. Instead, the key themes in the relevant national and local policies are summarised briefly in turn, and where relevant, policies which relate directly to the Proposed Development are addressed.

2.2 POLICY CONTEXT

NATIONAL PLANNING POLICY FRAMEWORK (NPPF) (2021)

2.2.1. Section 9 of the NPPF provides guidance on promoting sustainable transport for new developments. With relevance to development deliveries and servicing, it states in paragraph 104:

"Transport issues should be considered from the earliest stages of plan-making and development proposals, so that:

c) opportunities to promote walking, cycling and public transport use are identified and pursued.

d) the environmental impacts of traffic and transport infrastructure can be identified, assessed and taken into account – including appropriate opportunities for avoiding and mitigating any adverse effects, and for net environmental gains;"

2.2.2. The NPPF also identifies highlights in paragraph 112:

"*Within this context, applications for development should:*

d) allow for the efficient delivery of goods, and access by service and emergency vehicles;"

e) be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.

2.2.3. Similar guidance outlined in an earlier revision of the NPPF provides the basis for the development of the London Plan (March 2021)

LONDON PLAN (MARCH 2021)

2.2.4. The London Plan was formally adopted in March 2021, and as such, it is the Spatial Development Strategy and part of the Development Plan for Greater London. The London Plan continues to state the relevance and importance of DSPs in providing development proposals facilitating sustainable deliveries and servicing (Policy T7).

2.2.5. The LP further elaborates on DSPs and states in part G of Policy T7 that:

"*Development proposals should facilitate safe, clean, and efficient deliveries and servicing. Provision of adequate space for servicing, storage and deliveries should be made off-street, with on-street loading bays only used where this is not possible. Construction Logistics Plans and Delivery and Servicing Plans will be required and should be developed in accordance with Transport for London guidance and in a way which reflects the scale and complexities of developments."*

2.2.6. Paragraph 10.7.5 also elaborates on DSPs and states:

"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 facilitation of home deliveries in a way that does not compromise the benefits of creating low-car or car-free environments."

2.2.7. In addition to paragraph 10.7.5, paragraph 10.7.6 states:

"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 the plans effective they should be monitored and managed throughout the construction and operational phases of the development."

2.2.8. Paragraph 10.7.7 also elaborates on the schemes such as CLOCS and FORS that should be implemented within new developments; it states:

"To reduce the road danger associated with the construction of new development and enable the use of safer vehicles, appropriate schemes such as CLOCS (Construction Logistics and Community Safety) or equivalent and FORS (Fleet Operator Recognition Scheme) or equivalent should be utilised to plan for and monitor site conditions. Development proposals should demonstrate 'good' on-site ground conditions ratings or the mechanisms to reach this level, enabling the use of vehicles with improved levels of driver direct vision. To support the procurement of these vehicles and to minimise road danger, the Mayor has introduced his Direct Vision Standard, which rates Heavy Goods Vehicles on a star rating from 0 (lowest) to 5 (highest), based on how much the driver can see directly through the cab windows."

LONDON FREIGHT AND SERVICING ACTION PLAN (LFSAP) (2019)

2.2.9. The London Freight and Servicing Action Plan (LFSAP) was published in March 2019, and it supersedes the London Freight Plan, which was introduced in 2007.

2.2.10. The LFSAP aligns with the Mayors Transport Strategy with the overarching aim of:

"Safer, cleaner and more efficient freight will support the Mayor's ambition for London."

2.2.11. The action plan identifies the existing best practice schemes such as the Fleet Operator Recognition Scheme (FORS) in relation to ensuring that vehicle usage on London streets is safe for all users.

2.2.12. FORS provides a quality and performance benchmark for the industry. It is an industry-led membership scheme that aims to transform freight delivery in London by recognising and rewarding excellence, raising standards and promoting sustainability. Members of the FORS scheme are required to demonstrate a commitment to health and safety, effective management of work-related road risk and improved efficiency against pre-determined standards;

2.2.13. Action 17 of the LFSAP is as follows:

"To support Good Growth as set out in the Mayor's Transport Strategy and draft London Plan, we will work with our partners to ensure freight and servicing is carefully planned for in new developments. This is particularly important in Opportunity Areas."

2.2.14. This is achieved by:

- *Working with our partners, in particular the boroughs, to update the Delivery and Servicing Plans guidance and Transport Assessment Guidance to ensure they are produced for all developments so that freight can be adequately planned for from the outset.*

FLEET OPERATOR RECOGNITION SCHEME (FORS)

2.2.15. As mentioned above, the London Plan and TfL's Freight and Servicing Action Plan reiterate the importance of users adopting appropriate standards to improve the use of freight vehicles. The Fleet Operator Recognition Scheme (FORS) is a voluntary accreditation scheme encompassing all aspects of safety, fuel efficiency, vehicle emissions and improved operations.

2.2.16. FORS helps fleet operators to measure and monitor performance and alter their operations to demonstrate best practices. It is open to operators of vans, lorries, minibuses, coaches and other vehicles and to the organisations that award contracts to those operators.

2.2.17. FORS will benefit operators who want to:

- Improve road safety;
- Reduce the incidence of fines and other charges;
- Reduce fuel emissions and enhance fuel efficiency;
- Gain greater industry intelligence and networking opportunities; and
- Stand out from the crowd.

2.2.18. FORS offers best practice toolkits and advice, which include:

- FORS performance management system - demonstrates safety and efficiency improvements and progress through the FORS accreditation levels;
- Penalty Charge Notice toolkit - monitor, manage and reduce the number of penalties your business receives;
- Fuel use tracker - record and track fuel usage, monitor miles per gallon, CO2 and efficiency improvements;
- Cycle safety toolkit - minimise the risk of collisions between your vehicles and vulnerable road users;
- Congestion toolkits - improve delivery plans and reduce the amount of time spent in traffic; and
- Collision reporting and investigation tool - capture, investigate, analyse and reduce collisions.

2.2.19. FORS accreditation provides access to targeted training for both managers and drivers:

- Nine FORS Practitioner workshops - covering safety, efficiency, environmental issues and performance management;
- Safe Urban Driving - access to driver CPC training;
- Four driver e-learning modules - covering safety, vulnerable road user safety, fuel and PCNs; and
- Access to Chartered Institute of Logistics and Transport (CILT) Knowledge Centre.

DELIVERY AND SERVICING PLAN GUIDANCE (DECEMEBER 2020)

2.2.20. TfL provide additional guidance on the production of Delivery and Servicing Plans. The document highlights that a DSP can benefit a developer, landlord, management companies and tenants by:

- save time and money; for example, a delivery booking system can free up space and employees' time;
- 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
- improve everyone's safety, for example, by providing adequate off-street loading bays.
- proactively manage deliveries to reduce the number of delivery and servicing trips, particularly in the morning peak;

2.2.21. The document provides a DSP template which includes the following:

- Introduction
- Specific Information about the Site (& appendices)
- Objectives and measures
- Data on trip rates and targets
- Monitoring and refreshing the DSP

2.2.22. The guidance outlines the measures that should be included within a DSP.

"The measures you include in the DSP need to be appropriate for the site and its occupants and may need to evolve over time."

2.2.23. The measures that are implemented within the DSP should align with the following objectives:

- **Safe:** The DSP must show how potential conflicts with pedestrians and cyclists have been removed or managed.
  - Loading and Unloading: DSP's should describe the designated spaces for vehicle loading and unloading and how they will be managed.
- **Clean:** There are several schemes in place or planned in London to mitigate the impacts of motorised vehicles, and which are relevant to DSPs:
  - Low Emission Zone
  - Ultra-Low Emission Zone
  - Borough Specific controls on the type of emission levels of vehicles that can use certain streets at specified times of day
  - Further Zero-emission zones that will be developed in future years
  - FORS Silver and Gold standards
- **Efficient:** To ensure that deliveries and servicing of developments are as efficient as possible by having the options to incorporate the following:
  - Preferred Supplier
  - Micro-consolidation and micro-distribution

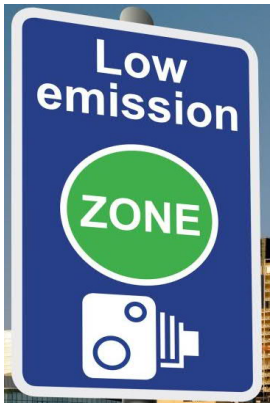
SAFER LORRY SCHEME

2.2.24. As part of an ongoing effort to improve pedestrian and cyclist safety in London, TfL introduced its Safer Lorry Scheme on 1 September 2015.

2.2.25. The scheme requires every vehicle weighing over 3.5 tonnes within the Low Emission Zone to be fitted with Class V and VI mirrors to provide better views around vehicles and side guards to prevent cyclists or pedestrians from being dragged under the vehicle in the event of a collision.

2.2.26. All FORS accredited companies must have vehicles that comply with the above to be recognised as a FORS members. The scheme is enforced by the Metropolitan Police Service, City of London Police and the Driver and Vehicle Standards Agency. Drivers in charge of a non-compliant vehicle may be issued with a £50 Fixed Penalty Notice. The offence also carries a potential fine of £1000 at the Magistrate's court. In addition, the Traffic Commissioner, who has the power to modify or suspend operator licenses, would also be notified of companies operating vehicles in breach of the scheme.

THE LONDON LOW EMISSION ZONE



2.2.27. The Low Emissions Zone (LEZ) is a scheme that aims to improve air quality in London by setting and enforcing new emissions standards for HGV's, large vans and minibuses, and deterring the use of the most polluting vehicles by freight operators.

2.2.28. The LEZ came into force on 4 February 2008 for lorries over 12 tonnes with different vehicles affected over time and more stringent emission standards introduced in 2012. The current 2020 standards applicable in LEZ implement more strict emission standards for heavy vehicles and set a limit for emissions of nitrogen oxides (NO_x), which form harmful nitrogen dioxide (NO_2) in the atmosphere.

2.2.29. The LEZ is enforced through fixed and mobile cameras, which then read vehicle registration number plates and check against a LEZ emissions database to determine whether the vehicle has paid the daily charge or is exempt. Vehicles need to meet the LEZ emissions standards based on vehicle type and the type of emission. Cars and motorcycles are not affected.

2.2.30. The London LEZ covers all 33 London boroughs, including the area in which the development site is situated.

THE LONDON ULTRA-LOW EMISSION ZONE

2.2.31. The Ultra-Low Emission Zone (ULEZ) is a scheme that presents a tighter set of restrictions than the LEZ, aiming to further improve air quality in London; this applies to the most polluting of all vehicles travelling through the zone and operates 24 hours a day, 7 days a week, all year round.

2.2.32. The ULEZ came into force on 8 April 2019 for all vehicles travelling into the zone; vehicles must meet new, stricter emissions standards (these vary per vehicle type) or pay a daily charge to travel through the ULEZ.

2.2.33. As of 25 October 2021, the ULEZ was extended up to the North and South Circular roads and currently operates in the same area as the Congestion Charge Zone.

3 DELIVERY AND SERVICING PROPOSALS

3.1.1. This chapter sets out the servicing and refuse collection proposals. It includes the following details:

- Frequency of deliveries/servicing;
- Process for storing, segregating and removing waste;
- On-site management proposals;
- Routing proposed for servicing vehicles; and
- Emergency servicing strategy.

3.2 SERVICING FREQUENCY – TRAFFIC GENERATION

3.2.1. The Transport Statement (TS) accompanying this DSP provides a breakdown of the expected traffic generation at the Proposed Development. As shown in the TS, vehicular trip rates for the proposed development were obtained using the TRICS database version 7.9.1 for the land use Warehouse.

3.2.2. A summary of the expected trip generation for the Proposed Development is illustrated below in **Table 3-1**.

Table 3-1 – Proposed OGV/HGV Trip Generation

Proposed B8 Use	AM Peak (0800 – 0900)			PM Peak (1700 – 1800)			12hr (0700 – 1900)			24hr		
	Arr	Dep	Two Way	Arr	Dep	Two Way	Arr	Dep	Two Way	Arr	Dep	Two Way
Vehicle Trip Rates	0.329	0.055	0.384	0.055	0.343	0.398	1.770	1.907	3.677	-	-	-
Total Vehicle Trip Gen	8	1	9	1	8	9	42	45	87	53	57	110
OGV Trip Rates	0.014	0.014	0.028	0.014	0.000	0.014	0.316	0.300	0.616	-	-	-
OGV Trip Generation	0	0	1	0	0	0	7	7	15	7	7	15

3.2.3. As seen above in **Table 3-1** the proposed B8 OGV/HGV trip generation in the AM and PM peak is two and one total vehicular trips.

3.2.4. It also illustrates the 12hr and 24hr trip generation for the proposed B8 land use. The 24hr trip generation was derived by applying an uplift factor to the 12hr trip generation. The uplift factor of 1.32 for car and LGV trips and 1.00 for OGV/HGV trips was used and calculated using DFT AADF count point 37193 located within close proximity to the proposed development. The OGV/HGV trip generation for 12hr and 24hr is 15 two-way trips.

3.2.5. Of the total vehicular trip, a proportion of these trips will be staff commuting trips as well as servicing and delivery trips.

3.3 HAZARDOUS WASTE

3.3.1. It is anticipated that small volumes of hazardous waste could be generated during the operating of the Site. Equipment will be provided for the correct storage and subsequent collection of the following hazardous waste materials in the respective waste areas within each building:

- Batteries: appropriate container of small dimensions;
- Fluorescent bulbs: secured rigid closable storage container;
- Paints, solvents, chemicals: Flammable Safety Cabinet with lockable doors;
- Printer cartridges: container provided with a lid or use of manufactures 'take back' scheme;
- Waste electrical and electronic equipment (WEEE): appropriate wheeled or caged container.

3.4 ON-SITE MANAGEMENT PROTOCOL

3.4.1. Deliveries and commercial refuse collection may be controlled using the following protocol:

- Communication of Delivery Restrictions: All occupiers will be responsible for informing any delivery company about restrictions on-site, including the location of the delivery bay and access to the buildings.
- Enforcement: If an occupier observes deliveries taking place outside of the designated loading bay, they will be encouraged to report this activity to the management company.
- Access Controls: Commercial unit will be responsible for ensuring controlled access to the Site.
- Delivery Scheduling: Where possible, all occupiers should encourage deliveries outside of the highway peak hours to avoid congestion and minimise the impact on the road network at the busiest and most constrained times.
- Encouraging Deliveries by Sustainable Modes: Occupiers of the Site will be encouraged to use suppliers affiliated to the FORS and operate green fleets complying with the emission standards set out by the LEZ. Occupiers will also be encouraged to publicise sustainable 'best practice' measures via the Freight Information Portal. In so doing, this measure will contribute towards encouraging more maintenance contractors to use electric vehicles.

4 MANAGEMENT MEASURES

4.1 INTRODUCTION

4.1.1. This chapter outlines the overarching measures and initiatives included within the Outline DSP, applicable to the Proposed Development and encouraged to be introduced in the Detailed DSP.

4.1.2. At present, the future occupier of the proposed re-developed unit is unknown, so it is forecasted that the Detailed DSP will be managed by Prologis UK Ltd until a Facilities Management Company (FMC) is appointed. Upon appointment the ownership of the Detailed DSP should be handed over to the FMC.

4.1.3. In accordance with TfL's best guidance contained within their document entitled 'Delivery and Servicing Plan Guidance, the proposed management measures and initiatives have been grouped in the following areas; Safe, Clean, Efficient.

4.2 SAFE

DESIGN

4.2.1. The Proposed Development has been designed to ensure all servicing activities necessary for the operation of the unit are undertaken within the Site boundary and accessible from a location where stopped vehicles will have no impact on the highway network.

4.2.2. The access to the servicing yard and manoeuvring envisaged to occur within the Site boundary are shown in detail within the following WSP Drawings **70096637-ATR-001, 70096637-ATR-002, 70096637-ATR-003 and, 70096637-ATR-004,** these illustrates the access for large car, refuse vehicle, service vehicles and heavy goods vehicles. The access for these vehicles is accommodated within the design.

ACCOMMODATING SPECIAL DELIVERIES

4.2.3. Any special deliveries to the Proposed Development, such as plant maintenance vehicles, should be pre-arranged. The delivery time and duration should be negotiated with the site management team to minimise the impact on the routine daily servicing requirements and operation of the Proposed Development site. Out of peak hour deliveries for abnormal loads should be encouraged wherever possible.

SERVICING FACILITIES

4.2.4. The Site access junction and servicing yard have been sized appropriately for the expected vehicular use and can accommodate up to 20-metre-long articulated vehicles for the re-developed unit which is demonstrated by the vehicle tracking.

SECURITY MEASURES

4.2.5. Consideration will be given to the use of a vehicle booking system. In addition, it is expected that there will be communications equipment available to the service yard manager to provide a first contact point so that deliveries can be received as efficiently as possible.

4.2.6. The site management team should implement suitable security measures. The Proposed Development and access points should also be monitored with CCTV.

RISK ASSESSMENT OF SERVICING AREAS

4.2.7. A risk assessment should be undertaken by suitably trained site management staff prior to use of the service yards to ensure the following:

- Adequate manoeuvring space for the vehicles;
- Interaction with pedestrians;
- Adequate unloading area;
- Level route from vehicle to destination;
- Interaction with vehicles; and
- Visibility of management staff.

SAFER VEHICLES

4.2.8. It will be required that all HGV's that access the re-developed unit will require a Direct Vision Standard Permit, enforcement of which started in March 2021. The aim is to make streets safer for pedestrians and cyclists by having HGV's that are fitted with Blind Spot Vision, Warning Speakers and Side Impact Barriers.

Freight Operator Recognition Scheme (FORS)

4.2.9. The FORS was designed as part of the London Freight Plan (2017) to encourage freight operators to take up green fleet management. The Freight and Servicing Action Plan (2019) that supersedes the 2007 London Freight Plan further promotes driver compliance with the permit scheme with FORS. Operators join the scheme as members, with tiers of membership reflecting freight operator achievements.

4.2.10. Occupiers of the Proposed Development should be encouraged to use suppliers affiliated with the FORS and operating green fleets complying with the emission standards set out by the London Emission Zones. Workplace occupiers should also be encouraged to publicise sustainable 'best practice' measures via the Freight Information Portal. In doing so, this measure would contribute towards encouraging more maintenance contractors to use electric vehicles.

4.3 CLEAN

NOISE & AIR QUALITY

4.3.1. Once parked on Site, all drivers should be required to switch off their engines for the duration of their servicing activity. Any vehicles with idling engines should be approached and managed accordingly. The LEZ requires suppliers operating delivery vehicles that do not meet emission standards to pay a daily charge for journeys within London. Information regarding such charges and future changes should be disseminated from the management company to occupiers of the proposed premises.

4.3.2. The procurement process, which will be detailed in the Detailed DSP, should demonstrate an awareness of all vehicular activity associated with the Proposed Development, its impact and appropriate measures to reduce it. This should be undertaken by site management.

WASTE MANAGEMENT

4.3.3. The Proposed Development should address waste management in a sustainable manner and provide suitable waste reduction, storage and collection measures. The proposed measures are set out hereafter.

WASTE REDUCTION, STORAGE AND REMOVAL MEASURES

4.3.4. The guidance contained within the London Freight Plan identifies that, developments should provide sufficient facilities for storage and collection of segregated waste.

4.3.5. The timings of waste collections should be coordinated and managed by the FMC, and occupiers should be informed upon the occupation of regular waste collection times. Any subsequent amendments should be disseminated to occupiers.

REFUSE COLLECTION PROCEDURES

4.3.6. It is expected that private refuse collection companies will be used to collect waste. This would enable greater control over collection times. The Proposed Development should promote the use of refuse collections away from the peak hours where possible to minimise impacts upon the operation of the Proposed Development and impacts on the local area and highway network.

EFFICIENT VEHICLE BOOKING SYSTEM

4.3.7. A Vehicle Booking System (VBS) assists in ensuring the efficient operation of delivery and servicing trips and is recommended to become part of the management measures as agreed within the future Detailed DSP. The VBS would be introduced by the FMC to enable occupiers and their suppliers to pre-arrange arrivals. As part of the VBS, deliveries would be given a specified time period of arrival and informed of which loading bay to use. In addition, detailed route directions and the Proposed Development yards rules and regulations would be disseminated to the operators and drivers.

4.3.8. Vehicles that have not used the VBS may not be allowed to complete service or delivery activities at the Proposed Development. Vehicles entering the Proposed Development without a booking may be rejected, turned around on-site, and instructed to leave in accordance with the DSP.

COMMUNICATION OF DELIVERY PROCEDURES

4.3.9. The delivery procedures in operation on the Site will be communicated to staff upon occupation. The occupiers will be responsible for informing their suppliers of any delivery restrictions and communicating the booking/management strategy.

DELIVERY RESTRICTIONS AND ENFORCEMENT

4.3.10. Peak hour deliveries will be discouraged through consultation with occupiers of the unit by the site managers. The operation of the Proposed Development will benefit from spreading deliveries throughout the day using a computer/ web-based vehicle booking system.

PROMOTION OF FREIGHT INFORMATION PORTAL

4.3.11. The Freight Information Portal should be promoted by estate management to raise awareness of this resource and encourage the adoption of good practice servicing and delivery strategies. In addition, the Corporate and Social Responsibility benefits associated with using suppliers adopting sustainable freight and servicing practices should also be promoted to occupiers.

SERVICING BOOKING / MANAGEMENT STRATEGY

4.3.12. It is expected that a servicing vehicle booking/management system will be implemented on the Proposed Development to manage and schedule vehicle activity within each of the service yards. Each occupier (if more than a single occupier) is expected to manage their own system. However, the

occupiers should be encouraged to liaise with each other and adopt a collaborative approach to minimise deliveries.

4.3.13. Dwell times will vary depending on vehicle type and nature of goods being delivered or collected. Through the vehicle booking system (VBS), it is expected that vehicles will be allocated time slots to enable them to carry out their servicing. To ensure the efficiency of the operation, any vehicle which requires a more extended stay would have to notify the FMC, so appropriate arrangements can be made, with the potential to deliver outside peak periods where required.

4.3.14. Through these management methods, conflicts between delivery slots should be avoided, and vehicles will be able to manoeuvre through the Proposed Development site easily.

MANAGEMENT OF SERVICE YARD

4.3.15. Through having designated servicing bays, the management of the service yard should be self-enforcing, with drivers aware of which bay to use prior to setting off on their journey. In addition, random spot checks should be carried out by the management company to ensure that all drivers comply with the information provided pre-trip.

STAFF TRAINING REQUIREMENTS AND RESPONSIBILITIES

4.3.16. It is expected that the occupiers of the Proposed Development will be responsible for providing funding and time resources for all their site-based staff to receive appropriate training relating to the processes and procedures in operation on the development site. Ongoing training requirements should be identified through annual Personal Development Reviews (or equivalent internal review process).

5 IMPLEMENTING, MONITORING AND REVIEW

5.1 INTRODUCTION

5.1.1. It is expected that the occupier(s) of the Proposed Development will be responsible for informing suppliers of delivery restrictions and implementing the booking/management strategy on-site. Additionally, both Prologis UK Ltd (by design) and the end occupiers (by appropriate maintenance) should ensure the Proposed Development provides adequate facilities for storage and collection of segregated waste in accordance with the guidance contained in the LFP.

5.1.2. It is expected that the site management team will enforce a suitable procurement strategy that demonstrates an awareness of all vehicle activity associated with the Proposed Development, its impact and appropriate measures to reduce it. It is proposed that the site management team will also be responsible for the promotion of the Freight Information Portal. The Corporate and Social Responsibility benefits associated with using suppliers adopting sustainable freight and servicing practices should also be promoted.

5.1.3. Additionally, it is expected that site management will undertake the Risk Assessment and be responsible for enforcing delivery restrictions to and from the Proposed Development. The site manager/appointed person should also be responsible for monitoring and reviewing deliveries to the Proposed Development, as detailed below.

5.2 ENFORCEMENT

5.2.1. The content of this DSP has been prepared to inform LBH of Prologis UK Ltd intent with regards to the future operation of the Proposed Development. As set out in the information above, the Proposed Development should adopt management techniques and initiatives that minimise any impact from the development site onto the local network.

5.2.2. Future occupants of the Proposed Development will need to adhere to the detailed DSP, which will be submitted and approved following the grant of permission, unless otherwise agreed in writing with LBH. It is considered that the Travel Plan Co-ordinator could potentially fulfil a dual role in recording HGV routing and any discrepancies; however, this will be agreed upon as part of the detailed DSP.

5.3 MONITORING AND REVIEW

5.3.1. The final Detailed DSP will be monitored and updated, as necessary, or when there is a change of occupier. Where possible, this should be coordinated with the Travel Plan monitoring process.

5.3.2. A programme of monitoring and review would be implemented to generate information by which the success of the Detailed DSP can be evaluated against the objectives set out in section 5 of this report. Where possible, this should be coordinated with the Travel Plan monitoring processes.

5.3.3. A delivery and servicing survey should be undertaken after the Proposed Development is occupied. The delivery and servicing surveys should be undertaken simultaneously with the travel surveys associated with the implementation of the Travel Plan, where timescale permits.

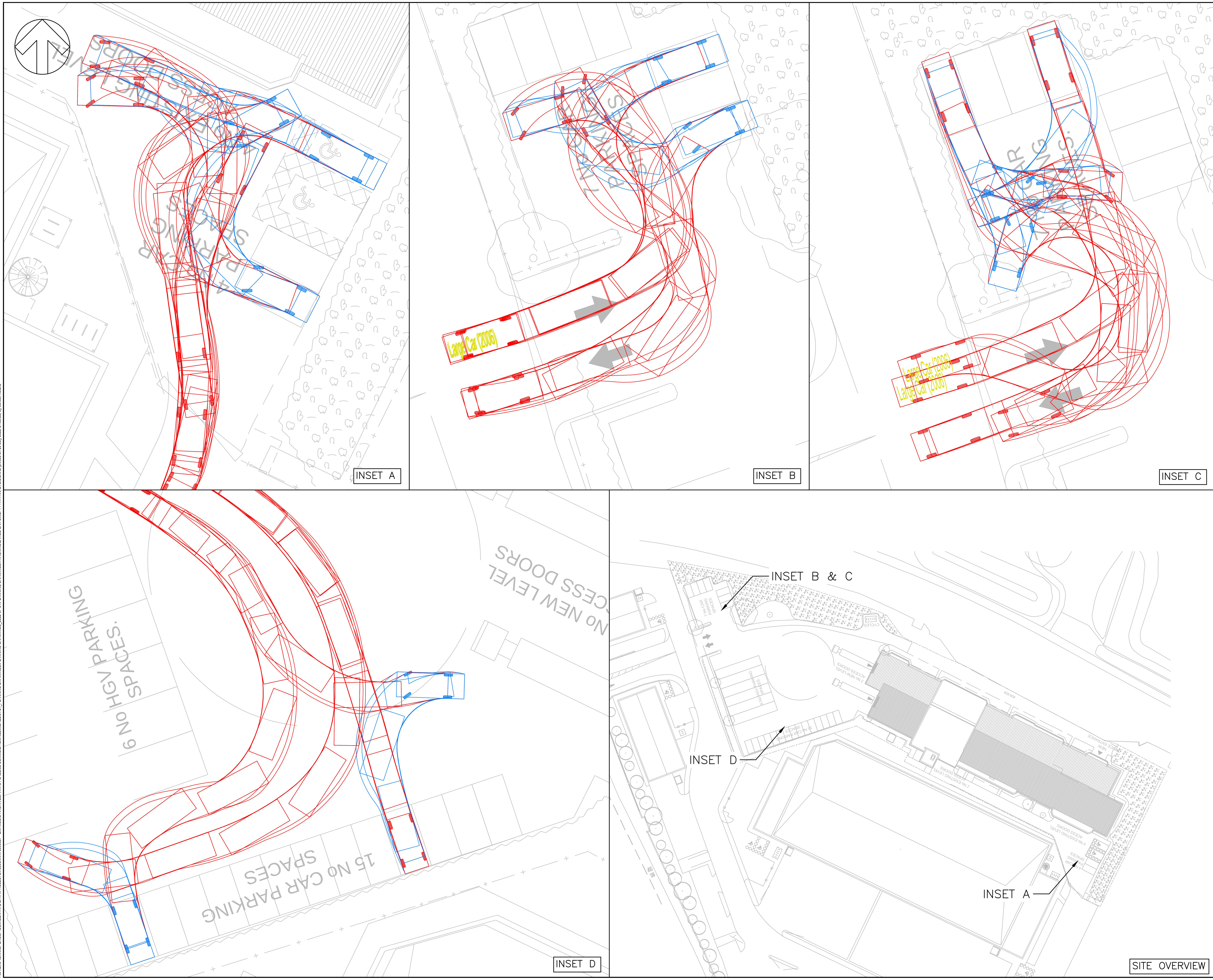
5.3.4. This process will provide the opportunity for current delivery and servicing operations and procedures on the Proposed Development to be reviewed and new management measures to be implemented (if necessary) to achieve the objectives set out within section 3 of this Outline DSP.

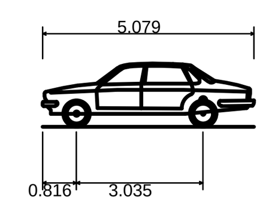
5.3.5. Monitoring reports should be prepared to summarise the results of each survey for submission to LBH, hand by hand, with the monitoring process of the Travel Plan as discussed above.

5.3.6. The site manager (or appointed consultant) should report the survey results to LBH within three months of receiving the survey results. The result of the delivery and servicing survey should then be reviewed in consultation with LBH.

5.3.7. This process will provide the opportunity for current delivery operations and procedures on the Proposed Development to be reviewed and new management measures to be implemented, if necessary, to achieve the objectives set out within the future Detailed DSP.

DO NOT SCALE





Large Car (2006)

Overall Length	5.079m
Overall Width	1.872m
Overall Body Height	1.525m
Min Body Ground Clearance	0.310m
Max Track Width	1.831m
Lock to lock time	4.00s
Kerb to Kerb Turning Radius	5.900m

REV	DATE	BY	DESCRIPTION	CHK	APP
P01	19/07/2022	RJ	FIRST ISSUE	AS	AS

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CLIENT: PROLOGIS UK LTD

ARCHITECT: MSA

SITE/PROJECT: EMI MUSIC ARCHIVES, VINYL PLACE

TITLE: CAR PARKING SWEPT PATH ANALYSIS

SCALE @ A1:	CHECKED:		APPROVED:
NTS	AS		AS
PROJECT NO: 70096637	DESIGNED:	DRAWN: RJ	DATE: July 2022
DRAWING No: ATR1			REV: P01

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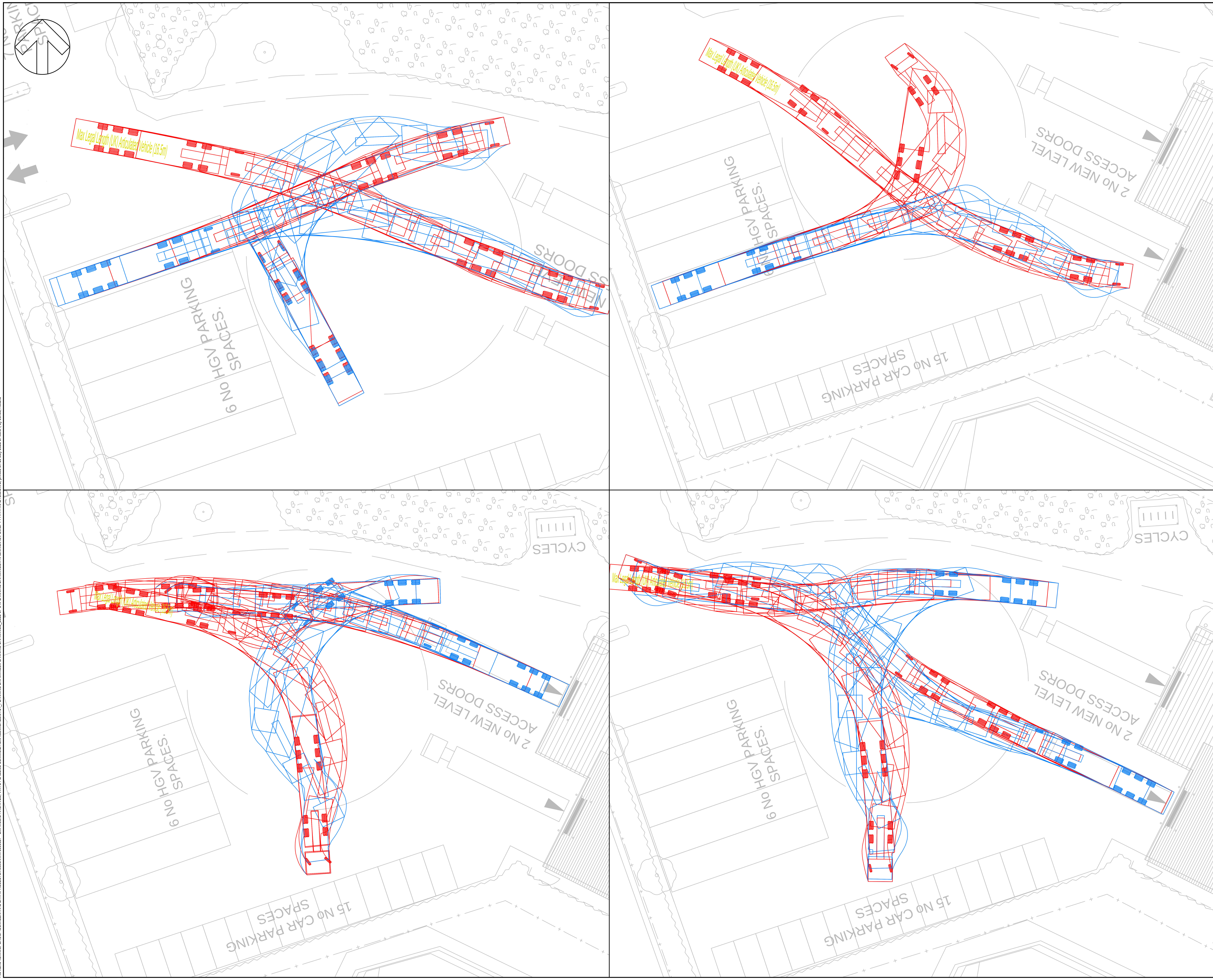

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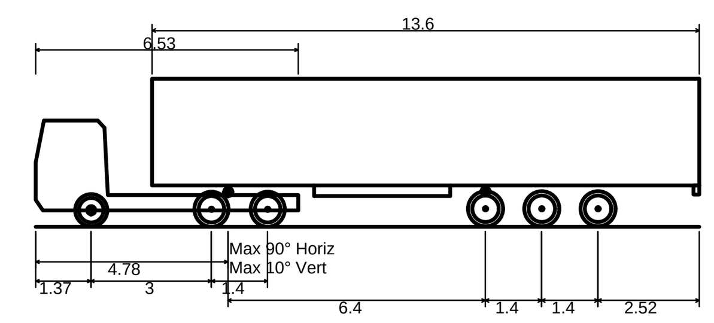

Max Legal Length (UK) Articulated Vehicle (16.5m)	
Overall Length	16.500m
Overall Width	2.550m
Overall Body Height	3.681m
Min Body Ground Clearance	0.411m
Max Track Width	2.500m
Lock to lock time	6.00s
Kerb to Kerb Turning Radius	6.530m

REV	DATE	BY	DESCRIPTION	CHK	APP
P01	19/07/2022	RJ	FIRST ISSUE	AS	AS

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ARCHITECT: MSA

SITE/PROJECT: EMI MUSIC ARCHIVES, VINYL PLACE

TITLE: HGV SWEPT PATH ANALYSIS

SCALE @ A1: NTS	CHECKED: AS		APPROVED: AS
PROJECT NO: 70096637	DESIGNED:	DRAWN: RJ	DATE: July 2022
DRAWING No: ATR2			REV: P01

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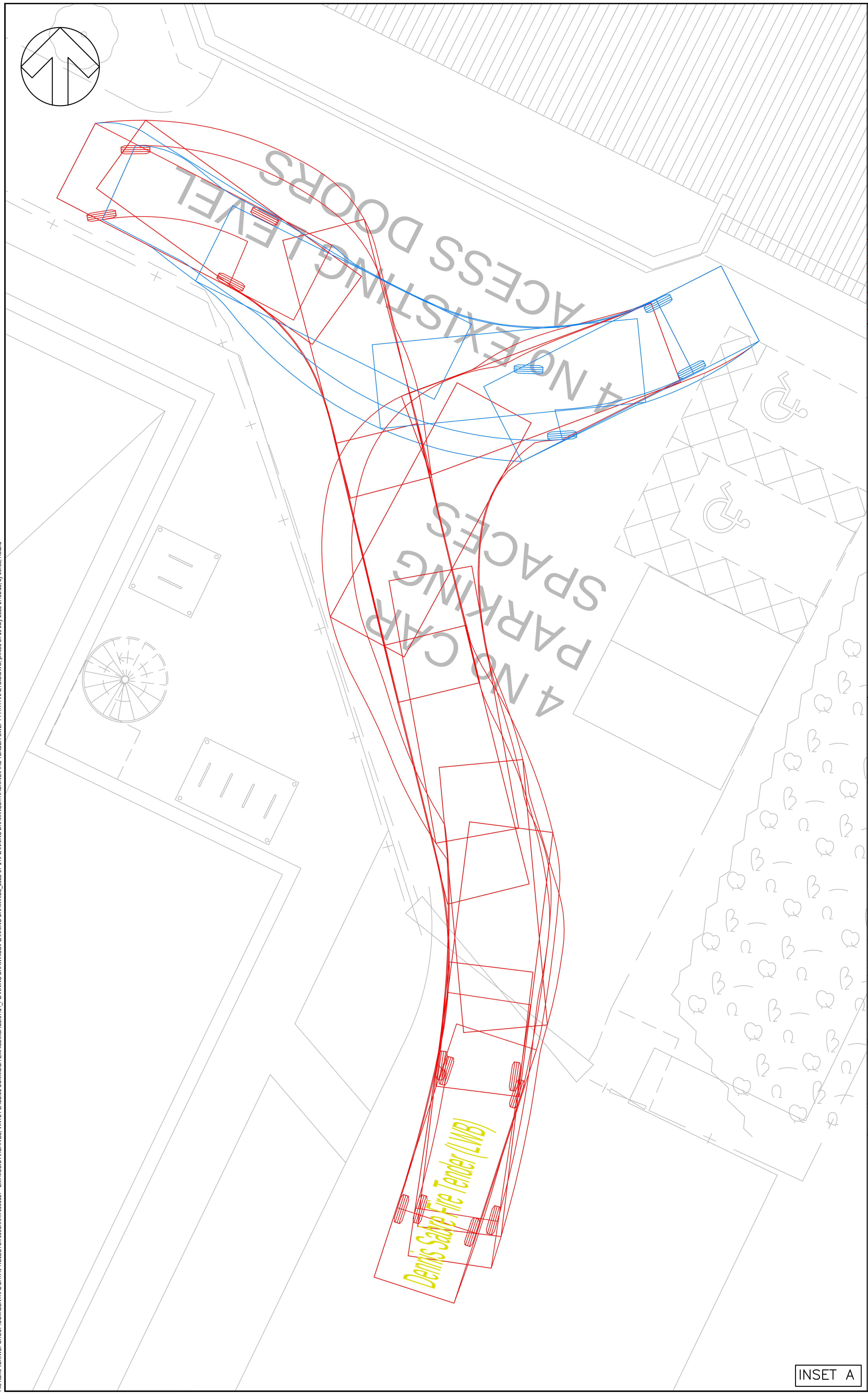

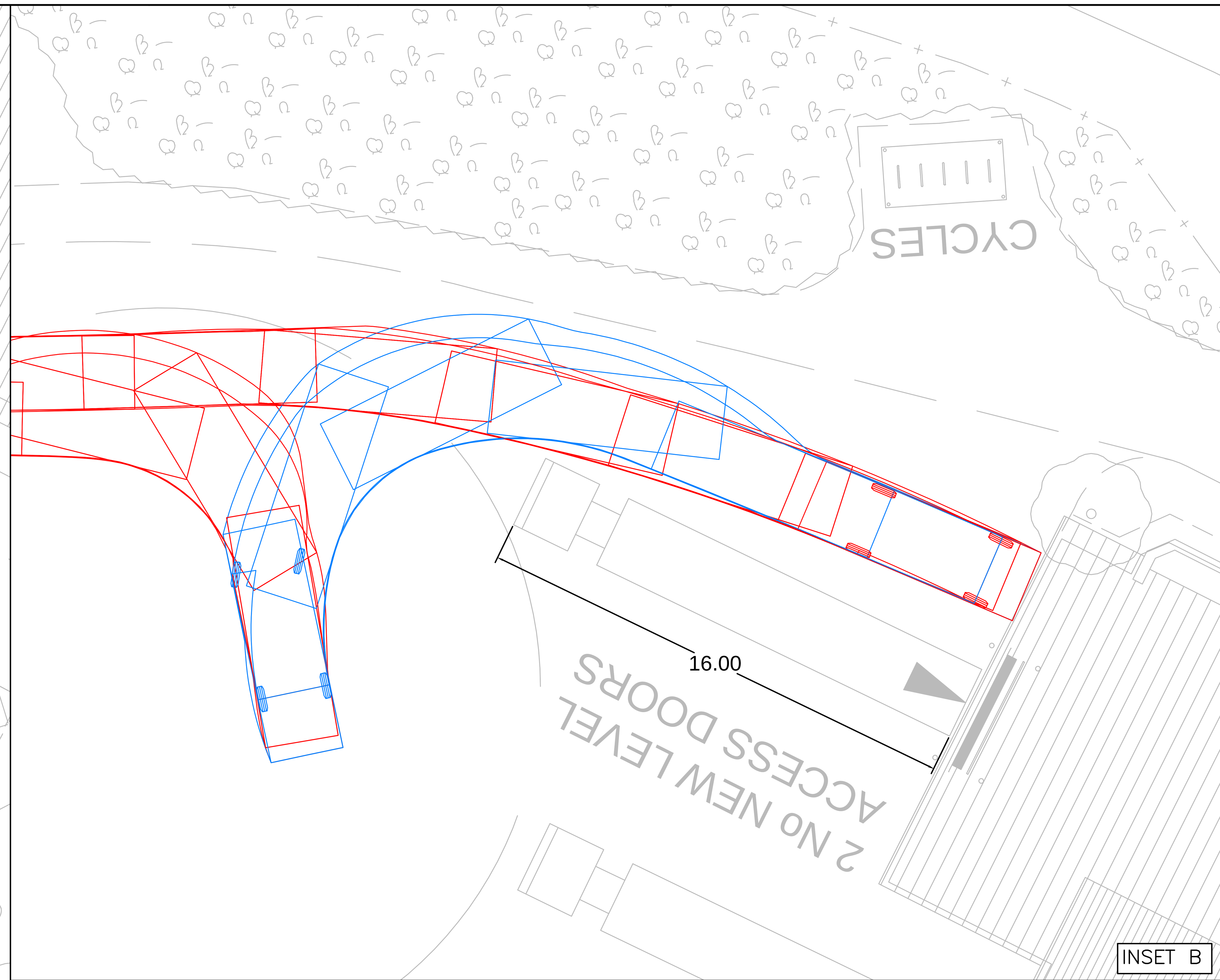

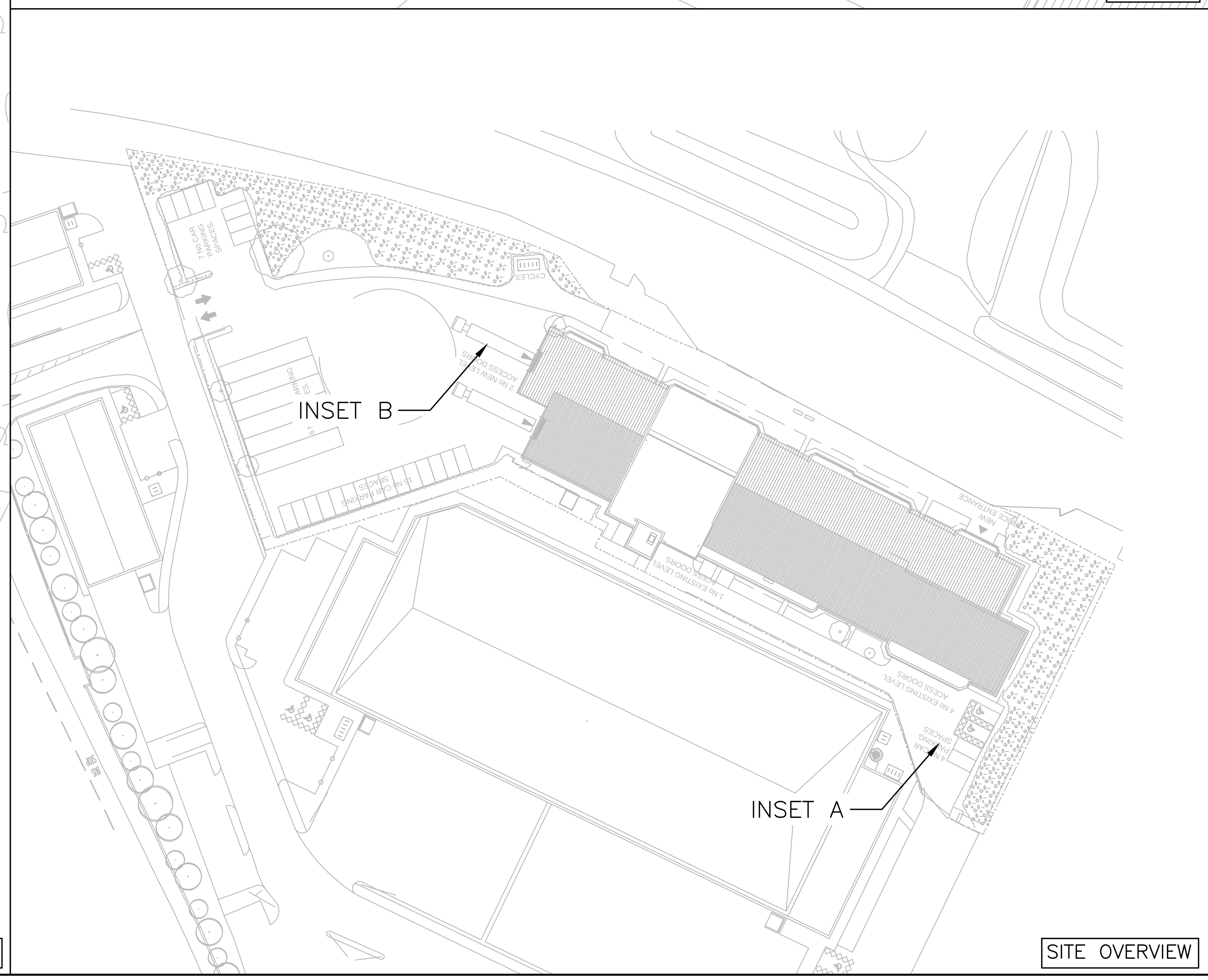

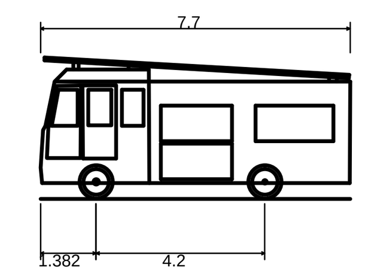

Dennis Sabre Fire Tender (LWB)	
Overall Length	7.700m
Overall Width	2.430m
Overall Body Height	3.512m
Min Body Ground Clearance	0.397m
Track Width	2.380m
Lock to lock time	5.00s
Kerb to Kerb Turning Radius	7.400m

REV	DATE	BY	DESCRIPTION	CHK	APP
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ARCHITECT: MSA

SITE/PROJECT: EMI MUSIC ARCHIVES, VINYL PLACE

TITLE: FIRE TENDER SWEPT PATH ANALYSIS

SCALE @ A1:	CHECKED:		APPROVED:
NTS	AS		AS
PROJECT NO:	DESIGNED:	DRAWN:	DATE:
70096637		RJ	July 2022

DRAWING No:	REV:
ATR3	P01

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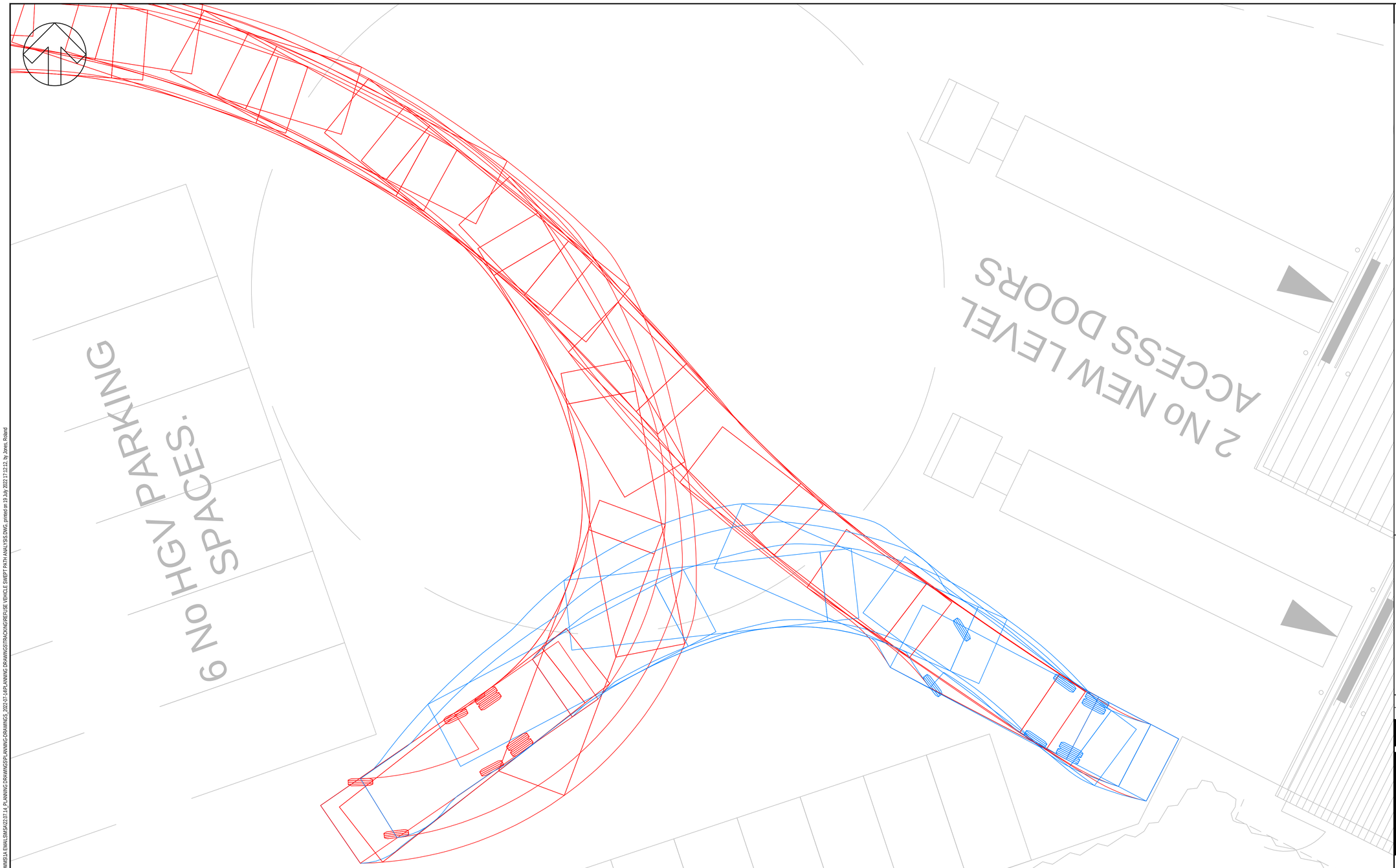

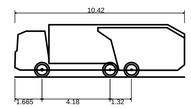

Phoenix 2-23W (with Elite 2 6x2MS chassis)

Overall Length	10.420m
Overall Width	2.530m
Overall Body Height	3.211m
Min Body Ground Clearance	0.416m
Track Width	2.530m
Lock to lock time	4.00s
Kerb to Kerb Turning Radius	11.150m

REV	DATE	BY	DESCRIPTION	CHK	APP
P01	19/07/2022	RJ	FIRST ISSUE	AS	AS

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ARCHITECT: MSA

SITE/PROJECT: EMI MUSIC ARCHIVES, VINYL PLACE

TITLE: REFUSE VEHICLE SWEPT PATH ANALYSIS

SCALE @ A1:	CHECKED:		APPROVED:
NTS	AS		AS
PROJECT NO:	DESIGNED:	DRAWN:	DATE:
70096637		RJ	July 2022

DRAWING No: ATR4 REV: P01

Appendix A

MASTERPLAN

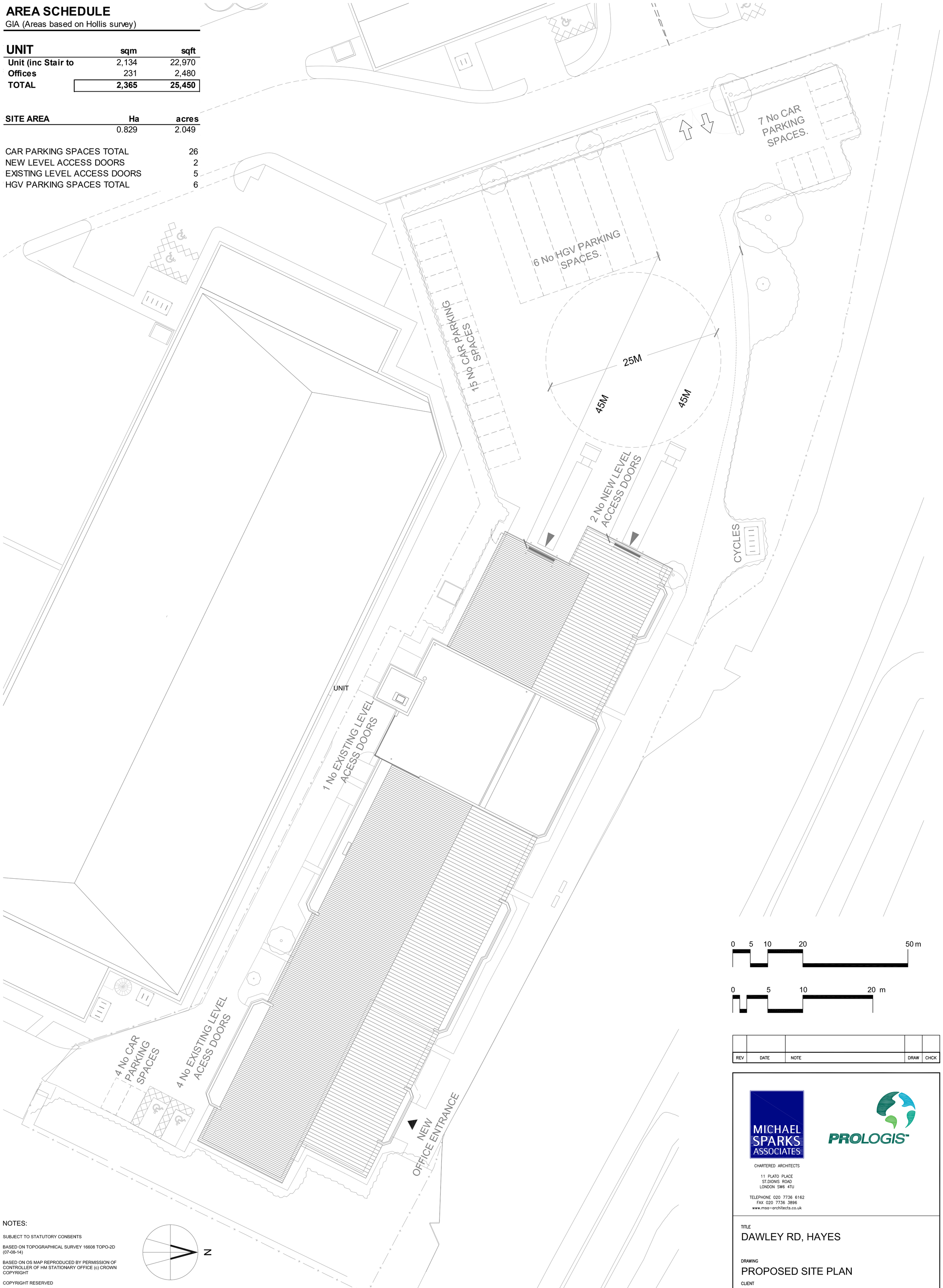
AREA SCHEDULE

GIA (Areas based on Hollis survey)

UNIT	sqm	sqft
Unit (inc Stair to	2,134	22,970
Offices	231	2,480
TOTAL	**2,365**	**25,450**

SITE AREA	Ha	acres
	0.829	2.049

CAR PARKING SPACES TOTAL	26
NEW LEVEL ACCESS DOORS	2
EXISTING LEVEL ACCESS DOORS	5
HGV PARKING SPACES TOTAL	6



NOTES:

SUBJECT TO STATUTORY CONSENTS

BASED ON TOPOGRAPHICAL SURVEY 16608 TOPO-2D (07-08-14)

BASED ON OS MAP REPRODUCED BY PERMISSION OF CONTROLLER OF HM STATIONARY OFFICE (c) CROWN COPYRIGHT

BASED ON: HOLLIS GLOBAL'S.
SITE PLAN AND FLOOR PLANS.
REF: 91748-HLS-00-01-M2-G-10200-A7-01, 91748-HLS-00-R1-M2-G-10200-A7-01, 91748-HLS-00-Z0-M2-G-10104-A7-01 & 91797-HLS-00-GF-M2-G-10200-A7-01.
DATED: 12.10.2020.

01/104 SITE LAYOUT PLAN

1:250

0 5 10 20 50 m

0 5 10 20 m

REV	DATE	NOTE	DRAW	CHCK

MICHAEL SPARKS ASSOCIATES
CHARTERED ARCHITECTS
11 PLATO PLACE
ST.DIONIS ROAD
LONDON SW6 4TU
TELEPHONE 020 7736 6162
FAX 020 7736 3896
www.msa-architects.co.uk

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TITLE
DAWLEY RD, HAYES

DRAWING
PROPOSED SITE PLAN

CLIENT
PROLOGIS UK LTD

DATE	SCALE	DRAWN
JULY 2022	1:250@A1/1:500@A3	PF
	STATUS	CHECKED
	PLANNING	PW

DRAWING NUMBER
31515-PL-104

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