Highgate Studios

# DELIVERY AND SERVICING MANAGEMENT PLAN

On behalf of Kentish Town UK Office Propco Limited

2023/6563/DSMP01

April 2023

www.rgp.co.uk

## DOCUMENT CONTROL

| | |
|---|---|
| **Project Location:** | Highgate Studios |
| **Report Type:** | Delivery and Servicing Management Plan |
| **Client:** | Kentish Town UK Office Propco Limited |
| **Reference:** | 2023/6563/DSMP01 |

### Document Checking

| | Name | Date |
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| **Author:** | SDH | 24/04/2023 |
| **Checked by:** | PJB | 24/04/2023 |
| **Approved by:** | NDR | 24/04/2023 |

### Document Status

| Issue | Date | Status | Issued by |
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| 1 | 20/03/2023 | Draft | PJB |
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| 4 | | | |
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# 1 INTRODUCTION

## 1.1 Background

1.1.1 RGP is instructed by Kentish Town UK Office Propco Limited to provide transport planning and highways input with regards to proposed new build and extension works to the existing buildings at Plots A, B1, B2, E, F and J at Highgate Studios, 53 – 79 Highgate Road, London, NW5 1TL ("the site").

1.1.2 The site presently comprises primarily offices, with vehicular access and parking served from both Carkers Lane and Sanderson Close. The proposal involves some demolition works and new building/extension works to provide an uplift in primarily office floorspace, with a degree of flexible class E floorspace. The proposed site-wise landscaping plan is attached hereto at **Appendix A**.

1.1.3 The proposed development would be car-free with no car parking provided except for the provision of disabled persons parking bays to incorporate electric vehicle charge points. All delivery and servicing movements would be accommodated within the site.

1.1.4 As background to this Delivery and Servicing Management Plan (DSMP), RGP have prepared a Transport Assessment (Document ref. 2023/6563/TA01), Travel Plan (Document ref. 2023/6563/TP01) and Outline Construction Management Plan (Document ref. 2023/6563/CMP01) to inform the planning application and to provide planning and highways advice. It is recommended the four documents are read in conjunction.

## 1.2 What is a DSMP?

1.2.1 A DSMP is a framework document that identifies the requirements to manage the transport impacts associated with the delivery and servicing generated by a development.

1.2.2 A DSMP needs to be bespoke to the development it is developed for and should aim to improve the efficiency of activities such as deliverers; collection; servicing trips and catering, as appropriate to the organisations activities.

1.2.3 Once in place a DSMP will:

(i) Ensure that goods and services can be delivered, and waste removed, in a safe, efficient and environmentally friendly way;

(ii) Identify delivery and servicing movements that could be reduced; re-timed or consolidated, particularly during busy periods;

(iii) Help cut congestion and ease pressure on the environment;

(iv) Improve the reliability of deliveries and servicing to the site;

(v) Reduce the operating costs of development occupants and delivery and servicing operators; and

(vi) Reduce the impact of delivery and servicing activities on other land uses.

1.2.4 A DSMP is therefore capable of providing benefits not just to development occupiers, but also to the local community and delivery and servicing operators.

1.2.5 This DSMP has been produced in line with relevant policies contained within "*The London Plan*" (2021), Transport for London (TfL) guidance "*Delivery and Servicing Plan Guidance: Planning for Safe, Clean and Efficient freight in London*" (2020) and Camden Council "*Camden Local Plan*" (2017).

# 2 BASELINE CONDITIONS

## 2.1 Site Location and Local Highway Network

2.1.1 The site is located at 53 – 79 Highgate Road and is bounded by Sanderson Close to the north, Highgate Road to the east, Carkers lane to the south-east and commercial uses to the west, as illustrated in Figure 1.

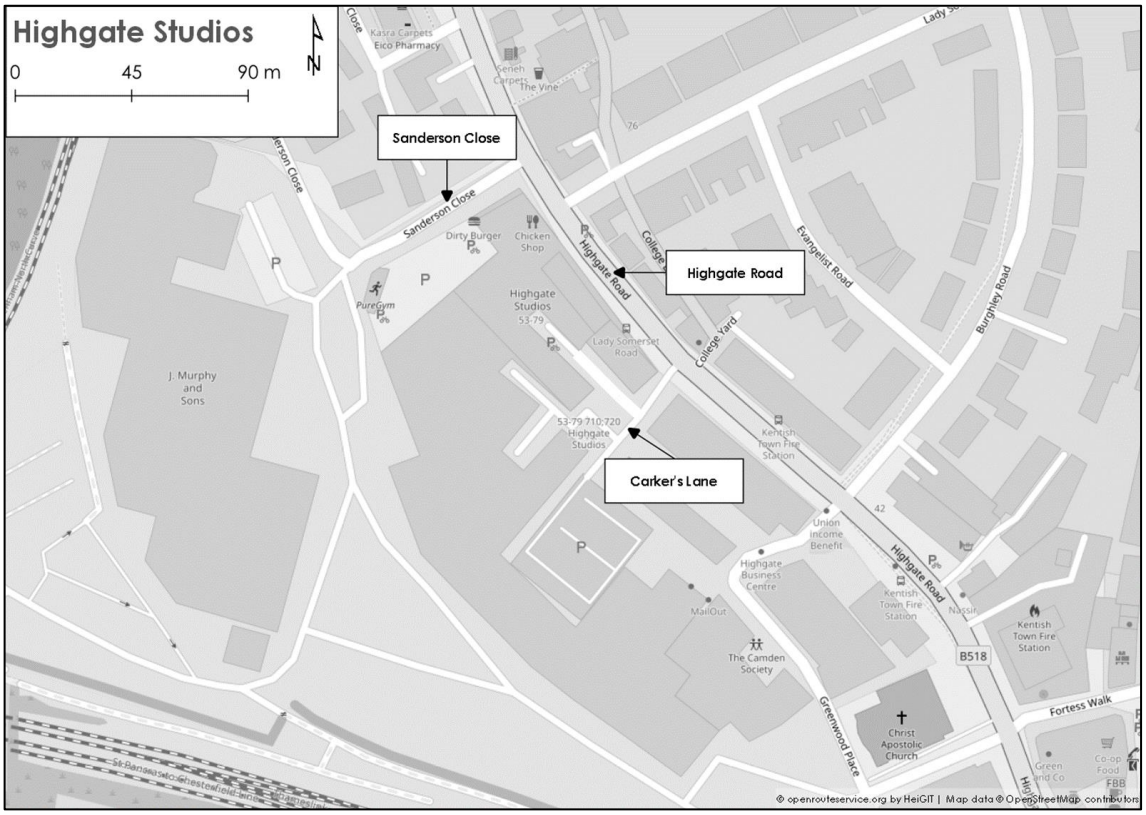



**Figure 1 – Site Surroundings**

2.1.2 Highgate Road is subject to a signed 20mph speed limit, a single yellow line on the carriageway and kerbside markers indicate loading/unloading restrictions 07:00 to 19:00 Monday to Saturday.

2.1.3 The site is located to the north-west of Kentish Town Road, the location of a number of chain and independent businesses providing varied goods and services. Further outlets are observed on Highgate Road and Fortress Road.

## 2.2 Accessibility Credentials

2.2.1 The site achieves a Public Transport Accessibility Level (PTAL), as defined by TfL, of "6a" reflecting an "excellent" level of public transport accessibility.

2.2.2 The accessibility credentials of the site demonstrate it is highly accessible by a variety of efficient, affordable and connected public transport modes and it is considered travel to/from the site would not need to be completed by a private vehicle.

2.2.3 While it is anticipated some delivery and servicing movements would be completed by micro-mobility, e.g. bike/scooter, it is considered the majority of movements be completed by vehicles, e.g. cars/vans.

# 3 PROPOSED DELIVERY AND SERVICING ARRANGEMENT

## 3.1 Delivery and Servicing Locations

3.1.1 Delivery and servicing movements would be completed from either Sanderson Close or Carkers Lane.

3.1.2 From Sanderson Close vehicles access the site in a forward gear before reversing into a dedicated delivery and servicing bay. Vehicles exit the site in a forward gear on to Sanderson Close and further on to Highgate Road.

3.1.3 From Carkers Lane vehicles access the site in a forward gear before undertaking a manoeuvre to reverse into a dedicated delivery and servicing bay. Vehicles exit the site in a forward gear on to Carkers Lane and further on to Highgate Road.

3.1.4 RGP have prepared Swept Path analysis for a 4.6t light van, 10m HG rigid vehicle, and refuse vehicle for inbound (Drawing no. 2022/6563/003) and outbound (Drawing no. 2022/6563/004) movements. Further Swept Path analysis has been prepared for a fire tender movement inbound (Drawing no. 2022/6563/001) and outbound (Drawing no. 2022/6563/002).

3.1.5 It is considered the delivery and servicing bays are proximally located to ensure movements are undertaken in a timely manner. Timeliness of movements is supported through the implementation of a Delivery Schedule, as discussed in **Section 5**.

3.1.6 The development would not generate regular large deliveries or servicing, with these generally undertaken by bike, scooter, car or panel van. The "excellent" accessibility of the site would enable a proportion of movements to be completed by micro-mobility, e.g. bike/scooter, representing a low impact delivery and servicing movement.

## 3.2 Delivery and Servicing Frequencies and Durations

3.2.1 As detailed within the Transport Assessment, RGP compared the Trip Rate Information Computer System (TRICS) database of comparable office land use within Greater London.

3.2.2 It is considered the site could generate up to 34 servicing vehicle movements per day, comprising the following vehicle mix:

(i) 43% car or motorcycle;

(ii) 40% LGV; and

(iii) 17% HGV.

3.2.3 The TRICS data indicates there would be an average of 3-4 delivery visits per hour, with up to 5 deliveries per hour during the peak hour of the day. It is anticipated these would principally comprise courier type visits, with delivery drivers taking parcels to individual tenants at the site. The duration would be short, generally 5- to 10-minutes but up to 15- to 20-minutes as a maximum if delivering to multiple tenants (since deliveries would likely be consolidated where possible).

# 4 WASTE MANAGEMENT

## 4.1 Existing Waste Storage

4.1.1 The site has two existing bin stores, each off Carkers Lane and Sanderson Close respectively, from which collections currently take place.

4.1.2 Each store has a capacity for around 10 Eurobins, equating to approximately 20 across the site.

4.1.3 Tenants transfer internal waste to each of these stores ahead of scheduled collections. It is considered that the proposals would provide improved waste storage as set out herein.

## 4.2 Proposed Waste Storage

4.2.1 Camden do not have specific waste volume calculations for commercial uses and so the British Standards BS5906-2005 have been reviewed to calculate the likely volumes required. This is calculated on a "per employee basis", with each employee likely to generate 50 litres of waste per week.

4.2.2 A typical density of c. 1 employee per 12sqm of internal space has been assumed (as per the Employment Densities Guide 2nd edition, 2010). This equates to a potential total of 2,490 employees across the entire site (based on 29,874sqm NIA floorspace).

4.2.3 On this basis, there could be approximately 124,000 litres of waste generated per week/24,895 litres per day (based on a 5-day working week). On this basis, a full day's worth of waste and recycling could be entirely accommodated within 23 x 1,100 litre Eurobins.

4.2.4 To reduce the overall number of bins required on-site and reduce collection frequencies, it is proposed that on-site compaction equipment would be utilised by building management staff. The following bin storage provision would be provided throughout the site, as shown within the accompanying site plans:

| Plot | No. of Bins | Bin Size | Storage Volume | Compactor |
|---|---|---|---|---|
| A | 9 | 1,100 litres | 9,900 litres | Yes |
| E | 14 | 1,100 litres | 15,400 litres | Yes |
| F | 2 | 1,100 litres | 2,200 litres | Yes |
| **Total** | **25** | **1,100 litres** | **27,500 litres** | **Yes x 3** |

**Figure 2 - Bin Storage Arrangements**

4.2.5 Compaction equipment is typically considered to provide reductions in waste storage volume of 3:1. On this basis, the above bin storage provision could accommodate at least 3 days' worth of waste / recycling prior to a collection being needed, with some spare capacity retained to cater for any slight variations in use type within the buildings. Accordingly, it is anticipated that collections of each waste stream would typically be required two times per week.

4.2.6 It is anticipated that an equal provision of bins would be provided for waste and for recycling streams. Principally, materials for recycling would be anticipated to comprise paper / card, as well as some plastic items. There would also be some food waste generated from internal kitchen facilities and from the on-site café.

4.2.7 Building management and the private waste contractor would liaise and monitor use of each waste stream to ensure appropriate bins are available at all times. If required, additional bins would be obtained, or collection frequencies increased.

4.2.8 Building management and the waste contractor would also liaise to ensure these bins are positioned in an agreed location ahead of collections. It should be noted that collections would be arranged to occur outside of normal working hours.

4.2.9 Refuse collections would be privately contracted and vehicles would have sufficient space to arrive and depart via each of the respective vehicular access locations.

### 4.3 Waste Management

4.3.1 In support of effective waste management dedicated refuse stores will be provided. Where refuse stores are internal and secured, they will still be subject to professional cleaning at regular intervals as required.

4.3.2 Building management staff employed at the site will have responsibility for keeping the bin store generally tidy and in good order. An appropriate layout of bins will be maintained to ensure all are easily accessible for staff and for collection operatives on scheduled collection days.

4.3.3 Separate bins would be provided for general waste, recycling and food waste, as appropriate. Bins would be clearly labelled, and colour coded to ensure waste streams are used appropriately and to reduce the extent of waste sent to landfill.

4.3.4 Posters would be displayed within the bin store and on individual bins throughout the building, identifying the types of materials able to be put within the separate waste/recycling streams. This approach will be maintained via up-to-date information placed on a communal noticeboard, for example.

4.3.5 Refuse collections would be inputted to the wider delivery and servicing schedule to ensure that no other deliveries or servicing are planned during collection, and hence ensure that there is no conflict with other delivery and servicing movements.

# 5 DELIVERY AND SERVICING MANAGEMENT MEASURES

5.1.1 It is important a range of measures are adopted to ensure efficient and safe management of delivery and servicing movements to minimise the impact generated. All delivery and servicing operators will be made aware of this DSMP and key points they must adhere to.

## 5.2 Fleet Operator Recognition Scheme

5.2.1 The Fleet Operator Recognition Scheme (FORS) is a voluntary industry-led membership scheme aiming to raise the standard of the fleet and freight industry by improving operators performance with regards to safety, fuel efficiency and vehicle emissions. FORS seeks to provide a quality and performance benchmark for the fleet and freight industry.

5.2.2 It is anticipated regular delivery and servicing operators would be an existing member of, or sign up to, FORS to minimise their impact.

## 5.3 Delivery and Servicing Schedule

5.3.1 A Delivery and Servicing Schedule will be prepared for any regular or large deliveries or servicing movements. The Schedule would aim to minimise incidences of simultaneous deliveries or servicing, particularly "large" vehicles (i.e., refuse collection), coinciding with other vehicles.

5.3.2 The Schedule would detail the anticipated time of the movement; contact details of the operator, type of delivery/servicing movement and anticipated vehicle size, for example. The Schedule would be kept up-to-date and revised accordingly to reflect any changes.

5.3.3 Operators will be informed that vehicles should comprise panel type vans or smaller vehicles where possible. Regular operators would not use heavy goods vehicles (HGVs) other than for refuse and recycling purposes, with it anticipated refuse and recycling vehicles would likely be the only regular large servicing type, and these would be arranged outside of normal office hours.

## 5.4 Delivery and Servicing Efficiency

5.4.1 It is anticipated the vast majority of delivery and servicing vehicles would continue to other sites locally as part of a pre-planned route. Such journeys would therefore be carefully planned by operators to make the most efficient use of each trip to minimise the number of journeys, distance travelled and associated $CO^2$ emissions.

5.4.2 Communication between development occupiers, other organisations in the local area and delivery and servicing operators would be essential to providing an effective approach to limiting the impact of movements and preventing potential capacity issues on the local highway network.

### 5.5 Enforcement

5.5.1 Delivery and servicing vehicle movements would be monitored at the site by the site management team to ensure compliance with the DSMP and through liaising with the relevant delivery and servicing companies and Camden Council, as appropriate. Communication is key to preventing conflict with public and local organisations to ensure that traffic flow is maintained on the local highway network.

5.5.2 The above management measures will be implemented at the development; however, additional and appropriate measures would be considered and/or put in place in the future in response to any demand/need over time.

## 6 SUMMARY AND CONCLUSIONS

6.1.1 This Delivery and Servicing Management Plan sets out a number of clearly defined measures relating to the delivery and servicing requirements associated with the proposed new build and extension works to the existing buildings at Plots A, B1, B2, E, F and J at Highgate Studios, 53 – 79 Highgate Road, London, NW5 1TL.

6.1.2 The Plan demonstrated the following:

(i) Delivery and servicing movements to/from the site would be carefully managed to mitigate the impact upon the local highway network;

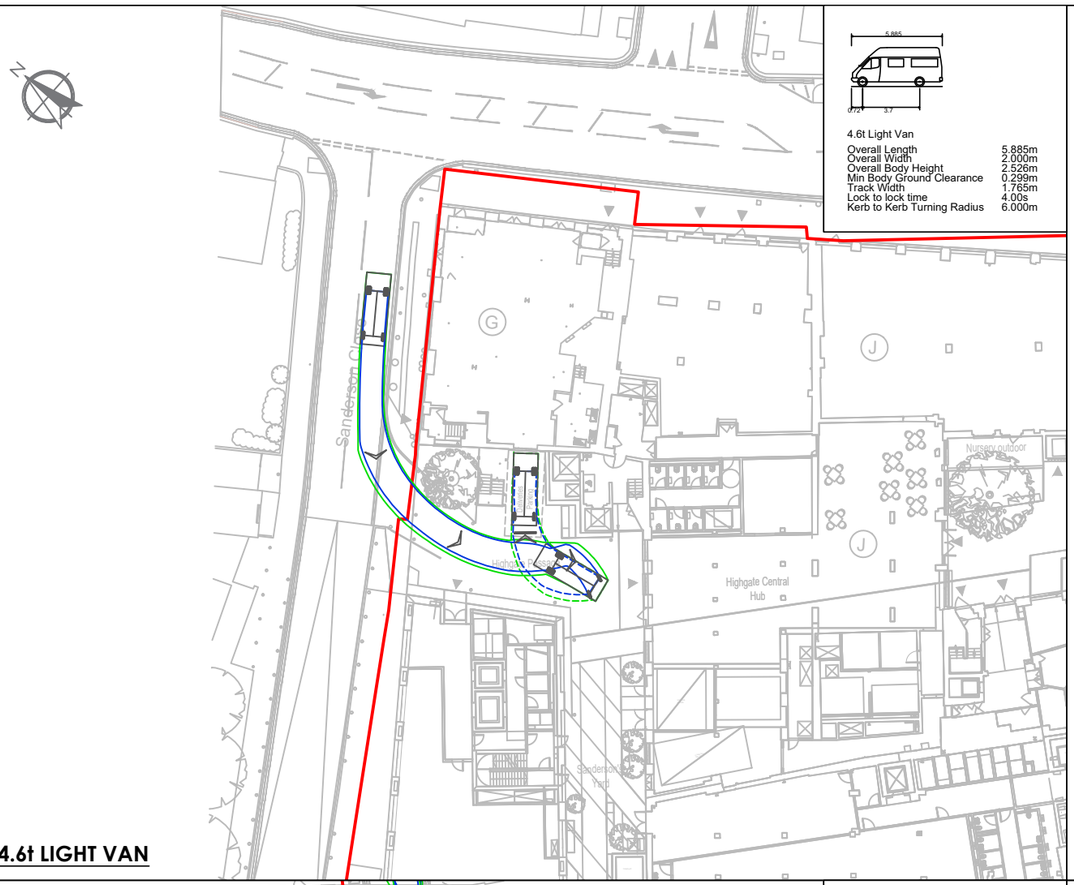
(ii) The proposed delivery and servicing location would ensure there are no adverse impacts on the surrounding highway users with all movements completed on site;

(iii) A range of measures would be adopted at the site to minimise the impact of delivery and servicing movements locally and on the wider highway network;

(iv) A Delivery and Servicing Schedule would be prepared to ensure servicing visits do not occur concurrently and that only one vehicle is present at a time; and

(v) Provision of adequate refuse and recycling storage will be provided on site.

# DRAWINGS

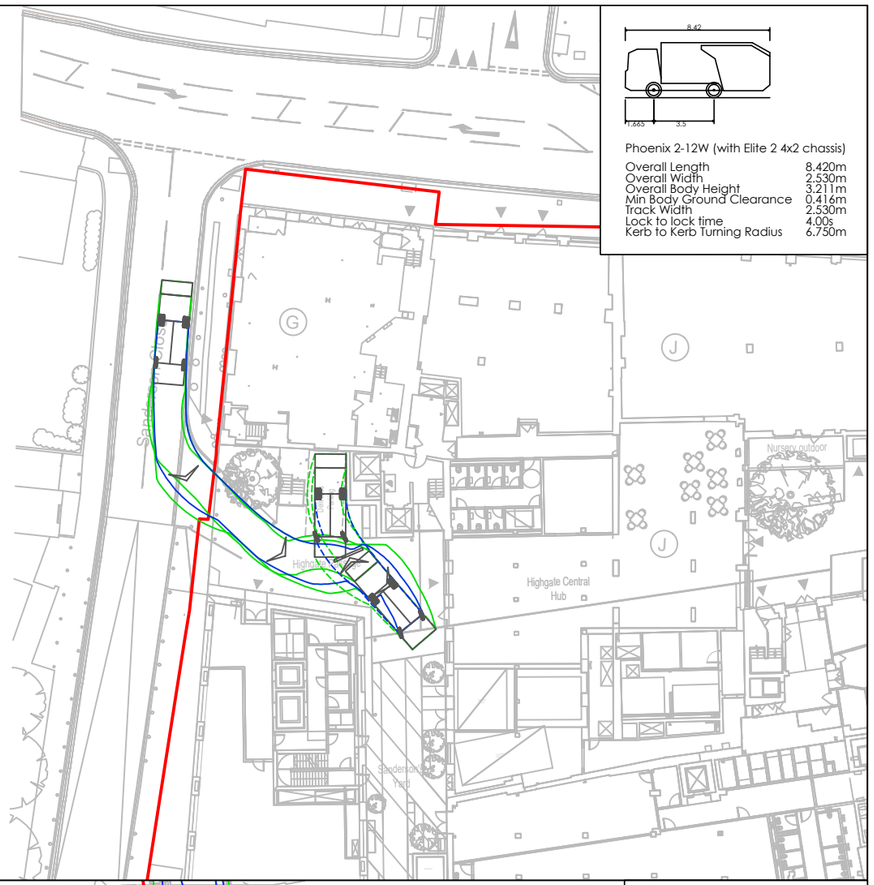



**4.6t LIGHT VAN**




4.6t Light Van

| | |
|---|---|
| Overall Length | 5.885m |
| Overall Width | 2.000m |
| Overall Body Height | 2.526m |
| Min Body Ground Clearance | 0.299m |
| Track Width | 1.765m |
| Lock to lock time | 4.00s |
| Kerb to Kerb Turning Radius | 6.000m |

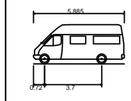



**REFUSE VEHICLE**




Phoenix 2-12W (with Elite 2 4x2 chassis)

| | |
|---|---|
| Overall Length | 8.420m |
| 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 | 6.750m |

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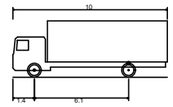


FTA Design HG Rigid Vehicle (1998)

| | |
|---|---|
| Overall Length | 10.000m |
| Overall Width | 2.500m |
| 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 |

**10m HG RIGID VEHICLE**

## NOTES

This drawing has been prepared for the purpose of planning discussions and does not constitute a detailed design drawing, or construction drawing. A Design Hazard Inventory has been prepared by RGP setting out the hazards which have been designed out. This is available upon request.

SITE BOUNDARY



## RESIDUAL HAZARDS

In addition to the hazards/risks normally associated with the type of work detailed on this drawing, please note the following residual hazards:

It is assumed that all works will be carried out by a competent contractor working, where appropriate, to an approved risk assessment and method statement.

| Rev. | Drawn | Comments | Date |
|---|---|---|---|
| | | | |
| P9 | DLH | LAYOUT UPDATED, SWEPT PATHS REALIGNED | 14/04/23 |
| P8 | DLH | LAYOUT UPDATED, SWEPT PATHS REALIGNED | 10/03/23 |
| P7 | DLH | LAYOUT UPDATED, SWEPT PATHS REALIGNED | 06/03/23 |
| P6 | DLH | SWEPT PATHS REALIGNED | 19/01/23 |
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| P4 | DLH | LAYOUT UPDATED | 05/12/22 |
| P3 | DLH | LAYOUT UPDATED | 09/11/22 |
| P2 | DLH | SWEPT PATHS REALIGNED | 13/10/22 |
| P1 | DLH | FIRST ISSUE | 23/09/22 |

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Client
Hondo Enterprises and KKR

Project
Highgate Studios,
Kentish Studios

Drawing Title
Swept Path Analysis -
Delivery and Servicing Vehicles Inbound

| Drawing No. | Rev. |
|---|---|
| 2022/6563/003 | P9 |

| Scale | Drawn By | Checked By | |
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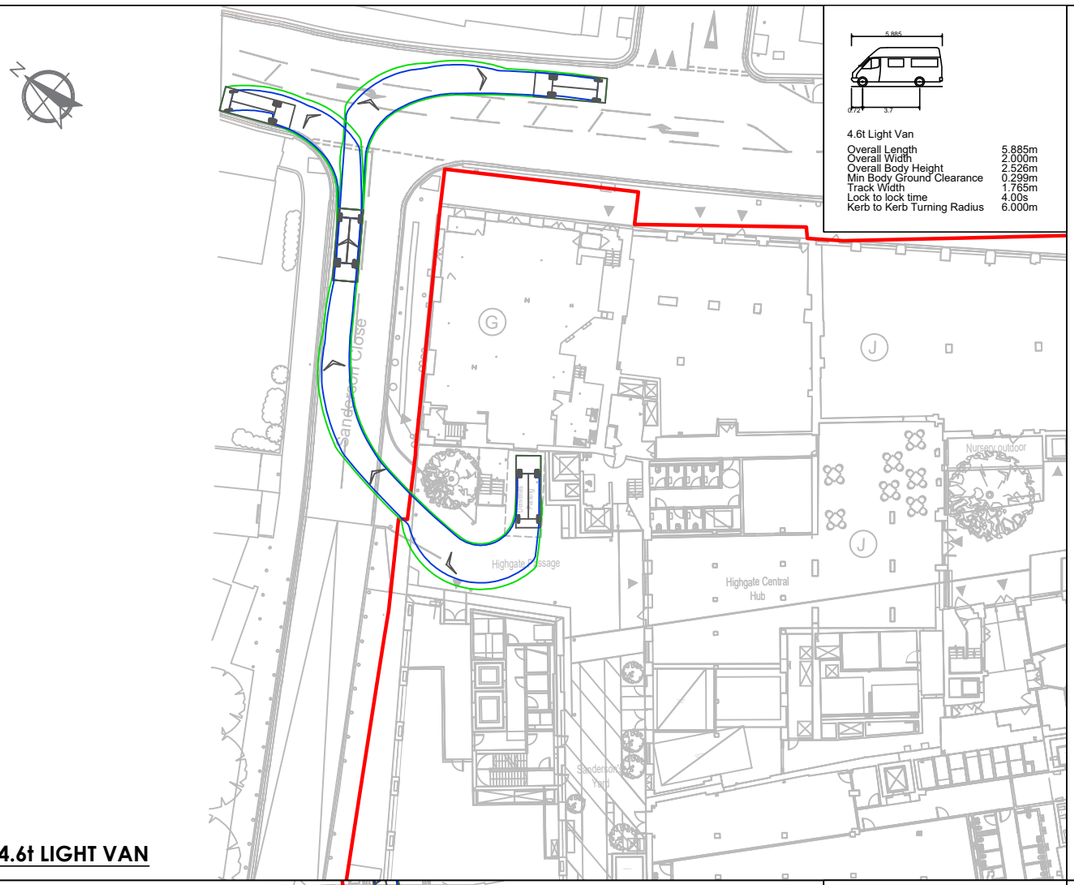
| 1:250 | DLH | PJB | A3 |







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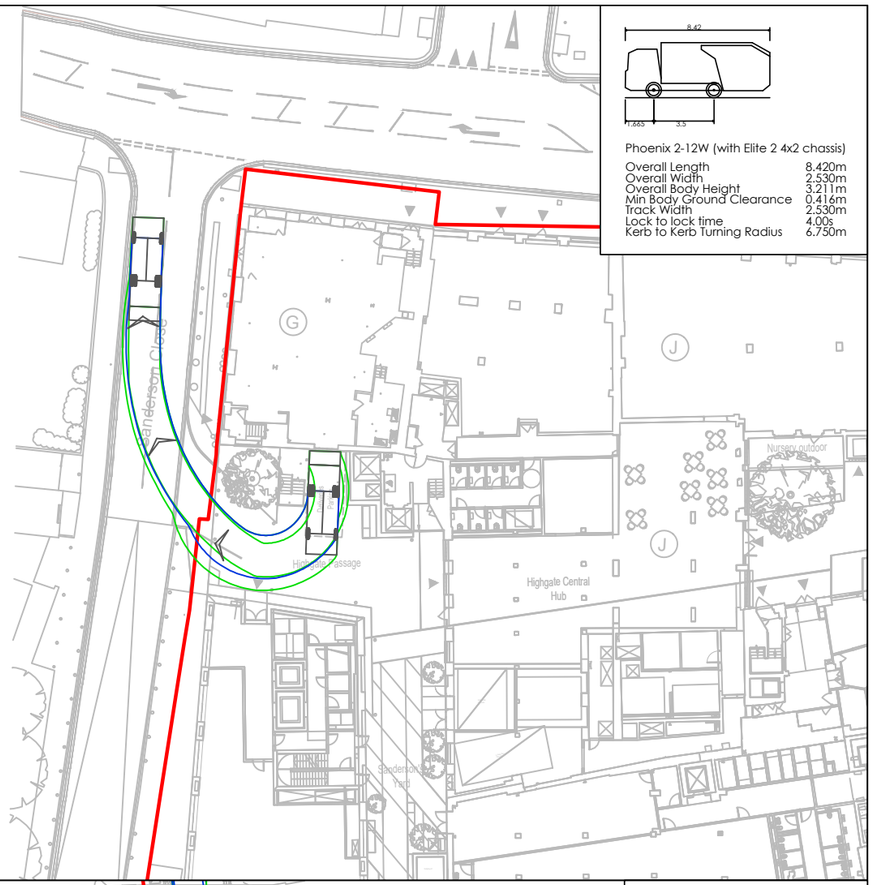





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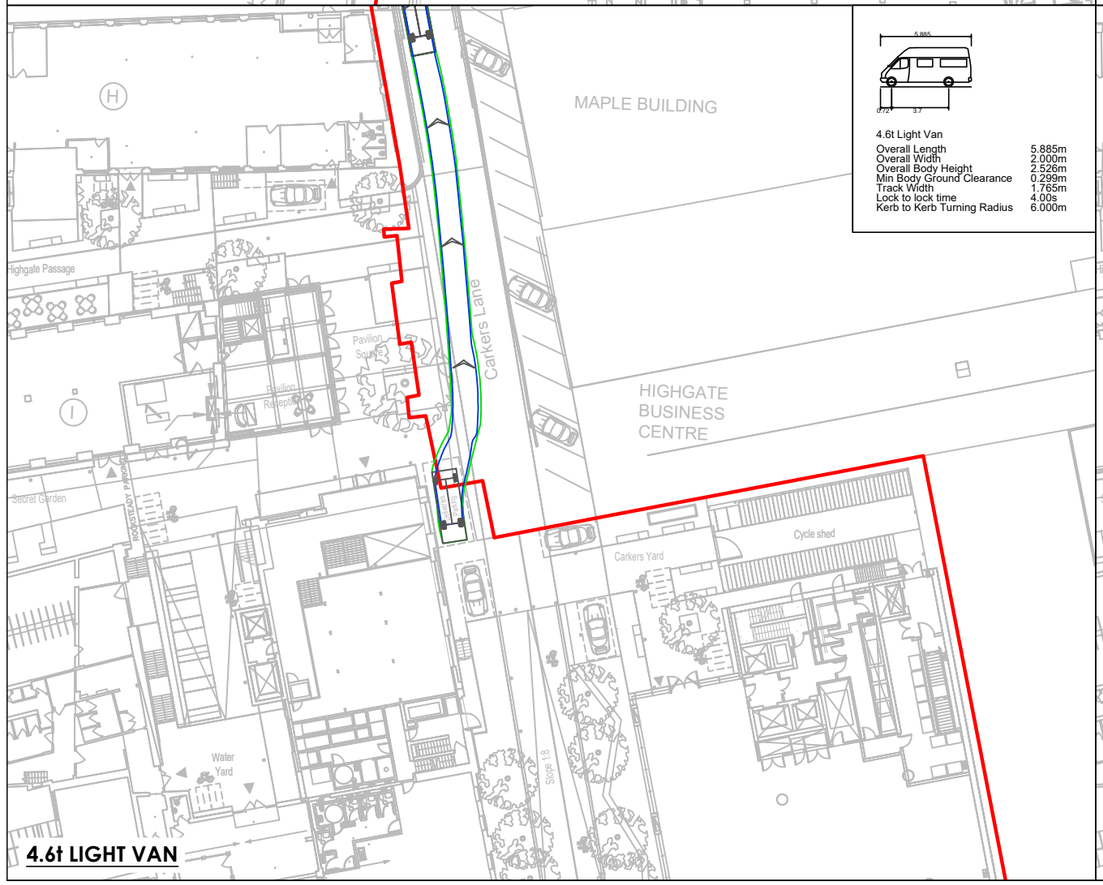





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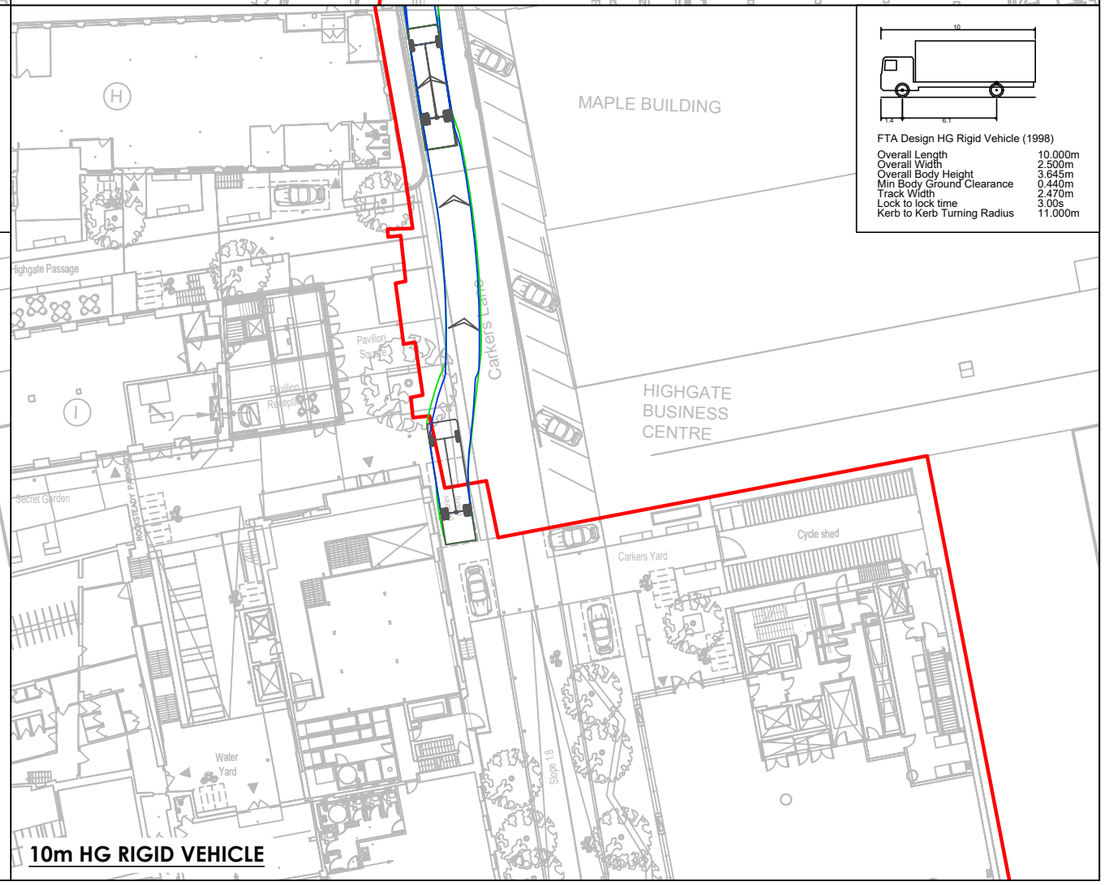





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Drawing Title
Swept Path Analysis -
Delivery and Servicing Vehicles Outbound

| Drawing No. | Rev. |
|---|---|
| 2022/6563/004 | P9 |

| Scale | Drawn By | Checked By | |
|---|---|---|---|
| 1:250 | DLH | PJB | A3 |

# APPENDIX A


**LANDSCAPE SITEPLAN - GROUND FLOOR - L00**

**1:200**

| Trees Symbol | Botanical Name | Common Name | Form | Min. Supply Size /cm | Clear-stem/cm | Girth/cm | Support | Root condition | Quantity |
|---|---|---|---|---|---|---|---|---|---|
| Am.la | Amelanchier x lamarckii | Snowy Mespilus | Multi-stem | 250-300 | MS - 3 stem | " | Underground guy | Root balled | 1 |
| Be.pu | Betula pubescens | Downy Birch | Standard | | 200 | 18-20 | Underground guy | Root balled | 12 |
| Ce.ja | Cercidiphyllum japonicum | Katsura Tree | Standard | | 200 | 18-20 | Underground guy | Root balled | 1 |
| Di.an | Dicksonia antartica | Man Fern | Standard | min. 200 | | | Underground guy | Container | 9 |
| Pr.ce | Prunus cerasifera 'Nigra' | Black Cherry Plum | Standard | | 200 | 16-18 | Underground guy | Root balled | 5 |
| Ze.se | Zelkova serrata | Japanese Zelkova | Semi-mature | | 200 | 18-20 | Underground guy | Root balled | 1 |
| | | | | | | | | TOTAL | 29 |

LEGEND

Site Boundary

SOFTWORKS

Existing tree

Proposed tree - single stem

Soil Cell structure extent (indicative)

**PLANTING MIXES**

**P1 - Carkers Lane Planting**

Astilbe 'Deutchland'
Aguileria vulgaris
Astranthia major
Euphorbia amygdaloides 'Robbiae'
Geranium 'johnsonii'
Panicum virgatum
Sanguisorba officinalis
Sarcococca confusa
Brunnera Macrophylla - Siberian Bugloss
Astilbe 'Red-Sentinel'
Pulmonaria 'Trevi Fountain' - Lungwort

**P2 - Secret Garden Planting**

Allium hollandicum
Buxus sempreivirens
Hakonechloa macra
Skimmia japonica
Geranium Cantabrigiese - Cranesbill Geranium
Alchemilla Mollis - Lady's Mantle
Digitalis species - Foxgloves
Liriope muscari

**P3 - Water Yard Planting**

Ajuca reptans
Filipendula ulmaria
Geranium phaeum
Libertia grandiflora
Ligularia dentata
Typha minima
Sarcococca confusa
Gunnera Manicata
Hemerocallis species - Day Lilies
Iris Pseudacorus 'Variegata'
Osmunda Regalis - Royal Fern
Zantedeschia Aethiopica - Arum Lily

**P4 - Carkers Courtyard Planting**

Anemantelle lessoniana
Calamagrostis x acutiflora Karl Foerster
Helleborus foetidus
Liriope muscari
Festuca glauca
Miscanthus Sinensis 'Kleine Silberspinne' - Chinese Silvergrass
Panicum virgatum
Cortadaria Selloana 'Pumila' - Pampass Grass

**P5 - Sanderson's Yard Planting**

Asplenium scolopendrium
Aruncus dioicus
Bergenia 'Overfune'
Dryopteris affinis
Liriope muscari
Soleirolia soleirolii
Hosta species
Soleirolia soleirolii
Matteuccia Struthiopteris
Japanese Anemone

**P6 - Highgate Passage (Ornamental Planting)**

Festuca glauca
Hyacinthoides non-scripta
Santolina chamaecyparissus
Stachys byzantina
French Marigold
Aster novi-beigi 'White Ladies'
Liriope muscari
Primula vulgaris
Hebe 'Blush Elegance'
Tagetes patula

**P7 - Climber**

Clematis 'Silver moon'
Clematis jackmanii
Lonicera japonica 'halliana'
Parthenocissus tricuspidata
Pileostegia viburnoides
Schihandra grandiflora
Vitis cognetiae
Hedera Helix English Ivy
Hydrangea Petiolaris
Jasminum Officinale - Common Jasmine
Solanum Jasminoides laxum 'Album' - White Potato Vine
Trachelospermum Jasminoides 'Variegatum'
Clematis jackmanii (purple)
Parthenocissus tricuspidata
Pileostegia viburnoides

**NOTE.** The planting mixes are indicative. Detailed design will be developed post planning.



| # | DESCRIPTION |
|---|---|
| 1. | For all architectural layouts refer to the Architect's drawings |
| 2 | For site levels refer to the Site Survey |

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| REV | DATE | DESCRIPTION | SIGNED |
|---|---|---|---|
| 1 | 33.04.14 | General update | CLB |

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NOT FOR CONSTRUCTION

| STATUS: | STAGE: |
|---|---|
| PLANNING SUBMISSION | S2 |

| DRAWN BY / DATE | CHECKED / DATE | SCALE / FORMAT |
|---|---|---|
| CLB / 15.03.2023 | CLB / 14.04.2023 | 1:200 @ A0 |

DRAWING TITLE:

PROPOSED LANDSCAPE PLANTING PLAN

DRAWING NUMBER:

| PROJECT | AUTHOR | DISC | STAGE | SERIES | LEVEL | SECTOR | REV |
|---|---|---|---|---|---|---|---|
| 001 | CLB | L | S2 | 20 | 00 | 01 | 01 |

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