

Project Title
81 Belsize Park Gardens

Report Title
Delivery, Servicing and
Refuse Management Plan

Document Reference:
5907/001/003B

Prepared for
Dukes Education

Date
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APPENDIX A – PROPOSED SITE PLANS

APPENDIX B – SWEEP PATH ANALYSIS

1.0 INTRODUCTION

- 1.1 Robert West was appointed by Dukes Education to provide transport planning and highways advice in relation to the proposed expansion of Hampstead Fine Arts Academy (HFAC) into a newly refurbished building at 81 Belsize Park Gardens within the London Borough of Camden (LBC).
- 1.2 HFAC is a college for students aged 13 to 19 years and is part of Dukes Education. The main campus is currently located at 41-43 England's Lane. The secondary campus is located at the ground floor of 81b Belsize Park Gardens, 24 Lambolle Place and Lancaster Stables. There are currently 230 students and 40 full time equivalent (FTE) staff across both sites. It is noted HFAC currently has capacity for 240 students across both sites.
- 1.3 The proposed site is located at 81 Belsize Park Gardens, Camden, NW3 4NJ, located adjacent to the existing secondary campus and is illustrated in Figure 1.1.



Figure 1.1: Existing and proposed site location

- 1.4 The site is located in a residential area within the Belsize Park Conservation Area. The site is bounded by a residential mews known as Lancaster Stables to the west, residential properties on the east, open green spaces to south and Belsize Park Gardens to the north. The site is located within a controlled parking zone (CPZ) (CA-B Belsize) with parking restricted for permit holders between Monday to Friday, 09:00 to 18:30 and Saturday, 09:30 to 13:30 or pay and display maximum stay four hours.

- 1.5 The site comprises a disused four storey building (1441 sqm) previously occupied by SpringHealth Leisure Club (Class E). The leisure club officially ceased to operate from the site in February 2017 and the site has been vacant since then.

Development proposals

- 1.6 The development proposals comprise refurbishment and change in use of the existing four storey building (1441 sqm) at 81 Belsize Park Gardens (the site) from leisure club (Class E) to education use (Class F1) to be known as Belsize Studio.
- 1.7 Proposals include the relocation and expansion of existing HFAC operations at 81b Belsize Park Gardens, Lambolle Place and Lancaster Stables to the adjacent 81 Belsize Park Gardens. Belsize Studio will provide an on-site café for staff and students only. The college will continue to use the HFAC campus on 41- 43 England's Lane. Pupil numbers at the England's Lane campus will remain broadly at the same capacity as existing. Currently there is capacity for 180 pupils and following the opening of 81 Belsize Park Gardens this building will have capacity for up to 200 pupils.
- 1.8 The proposed Belsize studio will have a capacity for 200 Students and 30 FTE staff by 2025, including 55 students and nine FTE staff to be relocated from 81b Belsize Park Gardens. Development proposals will result in a net increase of 145 Students and 21 FTE staff at the Belsize Studio campus. Students at the proposed Belsize Studio will range from ages 13 to 19 years. Belsize Studio will also accommodate a sixth form centre primarily used by users aged from 16 to 19 years. The students are expected to travel to site independently. The proposed Belsize studio is a car free development. Site plans are attached at Appendix A.
- 1.9 Properties at 81b Belsize Park Gardens, 24 Lambolle Place and Lancaster Stables will cease to be used by HFAC and will be redeveloped for alternative uses as part of separate planning applications.

Report structure

- 1.10 Subsequent to this introduction the remainder of this DSRMP is set out as follows:
- i. Section 2.0 describes the servicing arrangements for the site.
 - ii. Section 3.0 sets out the objectives of the DSRMP and measures to be employed to achieve these objectives.
 - iii. Section 4.0 provides details of anticipated delivery and servicing trips to the site and sets targets to reduce and/ or mitigate the impact of deliveries and servicing.
 - iv. Section 5.0 sets out the methodology for data collection, monitoring and review.

2.0 SERVICING STRATEGY

- 2.1 This section of the DSRMP sets out how deliveries and servicing activities will be managed by Belsize Studio.

Site overview

- 2.2 The site is located on Belsize Park Gardens. The site is bounded by a residential mews known as Lancaster Stables to the west, residential properties on the east, open green spaces to south and Belsize Park Gardens to the north. The site is located within a controlled parking zone (CPZ) (CA-B Belsize) with parking restricted for permit holders between Monday to Friday, 09:00 to 18:30 and Saturday, 09:30 to 13:30 or pay and display. On-street parking bays are provided direct outside of the site entrance from accessed from Belsize Park Gardens.
- 2.3 Pedestrian and cycle access is provided from Belsize Park Gardens to the east of the site. There are two proposed entrances at this location as illustrated in site plans attached at Appendix A. Direct access to the cycle and bin stores is provided through the northern door. No vehicular access to the site is proposed.

Delivery and servicing strategy

- 2.4 Delivery and servicing for the proposed Belsize Studio will occur on-street from Belsize Park Gardens. Delivery and servicing vehicles will briefly park on-street. The majority of the deliveries will be made using cars and light goods vehicle (LGV) e.g, light vans and the maximum vehicle sizes anticipated is a 10m rigid lorry, however this is expected to be infrequent.
- 2.5 Appendix B includes swept path analysis illustrating the largest delivery and servicing vehicles expected to service the site from Belsize Park Gardens.
- 2.6 Most deliveries to the site will be relatively small in size (parcels or boxes) and delivery drivers are expected to transport by the goods by hands through the entrance to the east of the site. Larger deliveries (i.e. deliveries for the on-site café) may be transported by trolley from the delivery vehicles to the site.

Waste management strategy

- 2.7 Refuse collection will be undertaken on-street daily by Council refuse collection services as per the existing arrangements at 81b Belsize Park Gardens. Swept path analysis attached at Appendix B illustrates refuse vehicle access on-street to service the site.
- 2.8 The building manager will be responsible for transporting the waste from the bin store to kerb side on Belsize Park Gardens for collection. The proposed bin store for the Belsize Studio is located to the north of the site adjacent to the site entrance as illustrated in site plans attached at Appendix A. Therefore the transporting distance from the bin store to kerb is less than 10m.

Emergency vehicle access

- 2.9 The proposed development will be serviced on-street by fire services and other emergency vehicles if required. Access to the building by emergency services will be from Belsize Park Gardens. No changes to this arrangement are proposed as result of the development proposals.
- 2.10 Fire Tender vehicles will not be required to reserve for a distance greater than 20m to access or egress the site. Swept path analysis illustrating Fire Tender access is attached at Appendix B.

3.0 OBJECTIVES AND MEASURES

Objectives

- 3.1 The objective of this DSRMP is to minimise the impacts of deliveries and servicing related to Belsize Studio. The DSRMP will contribute to providing a safe environment, ensuring that delivery or servicing requirements do not compromise the safety of any road users.

Measures

- 3.2 The following measures will be implemented in order to achieve the objectives of the DSRMP.

Management

- 3.3 A DSRMP coordinator will be appointed to take overall responsibility for implementation of the DSRMP. They will be responsible for collecting data, reviewing measures and updating the DSRMP as required to ensure that the plan remains appropriate and up to date. Delivery and servicing for the proposed Belsize Studio will be managed and arranged by building and facilities management staff.

Delivery location

- 3.4 The DSRMP coordinator will inform suppliers of the delivery strategy, including where loading and unloading activities should be undertaken.

Delivery schedule

- 3.5 The DSRMP coordinator will schedule deliveries outside of network and school peak hours (08:00 to 09:00 and 15:30 to 18:00) where possible. It is noted deliveries from companies from such as Amazon may be unable to be scheduled outside of these hours.
- 3.6 Refuse collection will be undertaken by LBC refuse collection services. It is expected that this will occur during the morning prior to student and staff arrivals.

Contingency plans

- 3.7 The DSRMP coordinator will inform the suppliers of any changes to the delivery strategy (i.e. alternative loading areas, extra staff to assist).

Approved suppliers

- 3.8 The DSRMP coordinator will establish and maintain approved suppliers' databases and recommend use of suppliers who are affiliated with FORS, whose operating green fleets comply with the emissions standards set by London Emissions Zones.

- 3.9 Where suppliers are not part of FORS, the DSRMP coordinator, where possible, will use suppliers on the basis of their record of operating their vehicles safely and lawfully, reducing their impact on the environment and reducing costs by improving efficiencies in freight movement.

Review suppliers

- 3.10 The DSRMP coordinator will review suppliers to establish if the number of deliveries could be reduced by using one supplier to provide a range of goods rather than individual suppliers for each product.

Seek other modes of transport to make deliveries

- 3.11 The DSRMP coordinator will investigate with the supplier the possibility of deliveries being made by sustainable modes, (i.e. cargo bike and electric vehicle).

Establish service contracts and issue information to suppliers

- 3.12 Service contracts with all suppliers will be established in line with the strategy set out in this DSRMP.

- 3.13 The DSRMP coordinator will issue their suppliers with information regarding the proposed delivery and servicing strategy for the development as set out in this DSRMP the location of the loading area and the preferred timing being outside network and school peak hours.

- 3.14 The DSRMP coordinator will maintain regular contact with the supply chain to inform them of any changes to the servicing strategy or inform suppliers of any road works (or other circumstance) in the vicinity of the development that may affect deliveries being made.

No Idling policy

- 3.15 The site will implement a 'no idling' policy for delivery vehicles with drivers advised to switch off their engines when stationary.

4.0 TRIPS AND TARGETS

Anticipated trips

- 4.1 The anticipated delivery and servicing trips to the site have been established from information obtained from HFAC.
- 4.2 Up to three delivery, servicing and waste collection vehicles movements are expected to/ from the site per day.

Targets

- 4.3 In line with TfL guidance on preparing Delivery and Servicing Plans, consideration has been given to setting targets for reducing the negative effects of deliveries/ servicing. Given the small number of suppliers and deliveries required at the site there is limited scope to reduce the number of deliveries.
- 4.4 The targets set are therefore aimed at ensuring minimal disruption and causing less emissions as follows:
 - i. Aim to increase the number of deliveries made by low emissions vehicles or cargo bikes.
 - ii. Aim to reduce daily or weekly deliveries to site.
 - iii. Aim to schedule deliveries and servicing activities outside of network and school peak hours.

5.0 MONITORING AND REVIEW

- 5.1 In order to provide a baseline against which the success of the DSRMP can be measured, baseline surveys should usually be undertaken following occupation of the development to establish the number and type of deliveries to the Belsize Studio site.
- 5.2 The development and monitoring of the DSRMP will be conducted by the nominated DSRMP coordinator. In conjunction with other stakeholders and the site managers, the DSRMP coordinator will monitor and develop the DSRMP against the targets identified following the undertaking of baseline surveys.
- 5.3 The targets will be reviewed following the baseline surveys and may include a reduction in delivery trips, changing the delivery method e.g. to cargo bike.
- 5.4 A record of deliveries will be maintained. This will include any problems which are recurring with particular suppliers e.g. arriving in peak hours. This record will be reviewed at regular intervals to allow specific issues to be identified and rectified as soon as possible. Feedback will be provided to suppliers and consideration will be given to changing supplier if there is ongoing non-compliance with the delivery strategy.
- 5.5 Given the controlled nature of the site it is not considered that monitoring surveys will be required as the Belsize Studio management staff will be able to provide this information. The DSRMP coordinator will undertake an annual review of the information collected.
- 5.6 In the interim period between reviews, the DSRMP coordinator will address any specific issues reported.
- 5.7 Any complaints received in relation to delivery and servicing activity and actions taken should also be reconsidered at the annual review. This is intended to identify potential requirements for new management measures in relation to deliveries and servicing to ensure that the objectives of the DSRMP are met and to enable continuous improvement in the management of deliveries and servicing.

Appendix A – Proposed site plans



Notes:

- Key**
- Application site
GIA = 819m²
 - Applicant's land ownership
GIA = 723m²

Proposed building Total GIA = 1311m²



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A Proposed Site Plan
(GA) 001 Scale 1:500



Rev	Date	Issue	Drawn	Check
-	09/08/2023	Issued to Consultants for Coordination	SC	RD

CDC Studio

Studio, 17 Comberton Rd, Cambridge CB23 7BA
5-7 Tanner St, London, SE1 3LE
info@cdcstudio.co.uk T. 01223 262413

Project :
81 Belsize Park Gardens

Client :
Fine Arts College Ltd

Address :
81 Belsize Park Gardens, Belsize Park,
London NW3 4NJ

Date : 04/08/2023
Scale @ A3 : 1:500

Drawing Title :
Proposed Site Plan

Drawing No. : 4279 CDC XX RL DR A (GA) 001
Rev. : -

Key
 Application site
 GIA = 829m²
 Applicant's land ownership
 GIA = 723m²
 Proposed building Total GIA = 1311m²



B Ground Floor Plan
 Scale 1:100

H	09/08/2023	Issued for Contributions for Coordination	SC	RD
G	31/07/2023	Stage 1 Cost Issue	SC	RD
F	17/07/2023	Design Process for Coordination	CW	SC
E	11/07/2023	Issued for Client for comment	SC	RD
D	19/06/2023	Issued for Contributions for Coordination	SC	RD
C	02/06/2023	Stage 1 Issue for cost coordination	CW	SC
Rev	Date	Issue	Drawn	Check

CDC Studio

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Project:
 81 Belsize Park Gardens

Client:
 Fine Arts College Ltd

Address:
 81 Belsize Park Gardens, Belsize Park,
 London NW3 4NJ

Date: 24/02/2023
Scale @ A1: 1:100

Drawing Title:
 Proposed Ground Floor Plan

Drawing No.: 4279 CDC XX GR DR A (GA) 100
Rev.: H



Appendix B – Swept path analysis



ACCESS

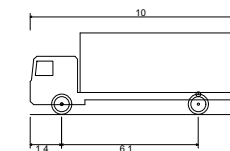
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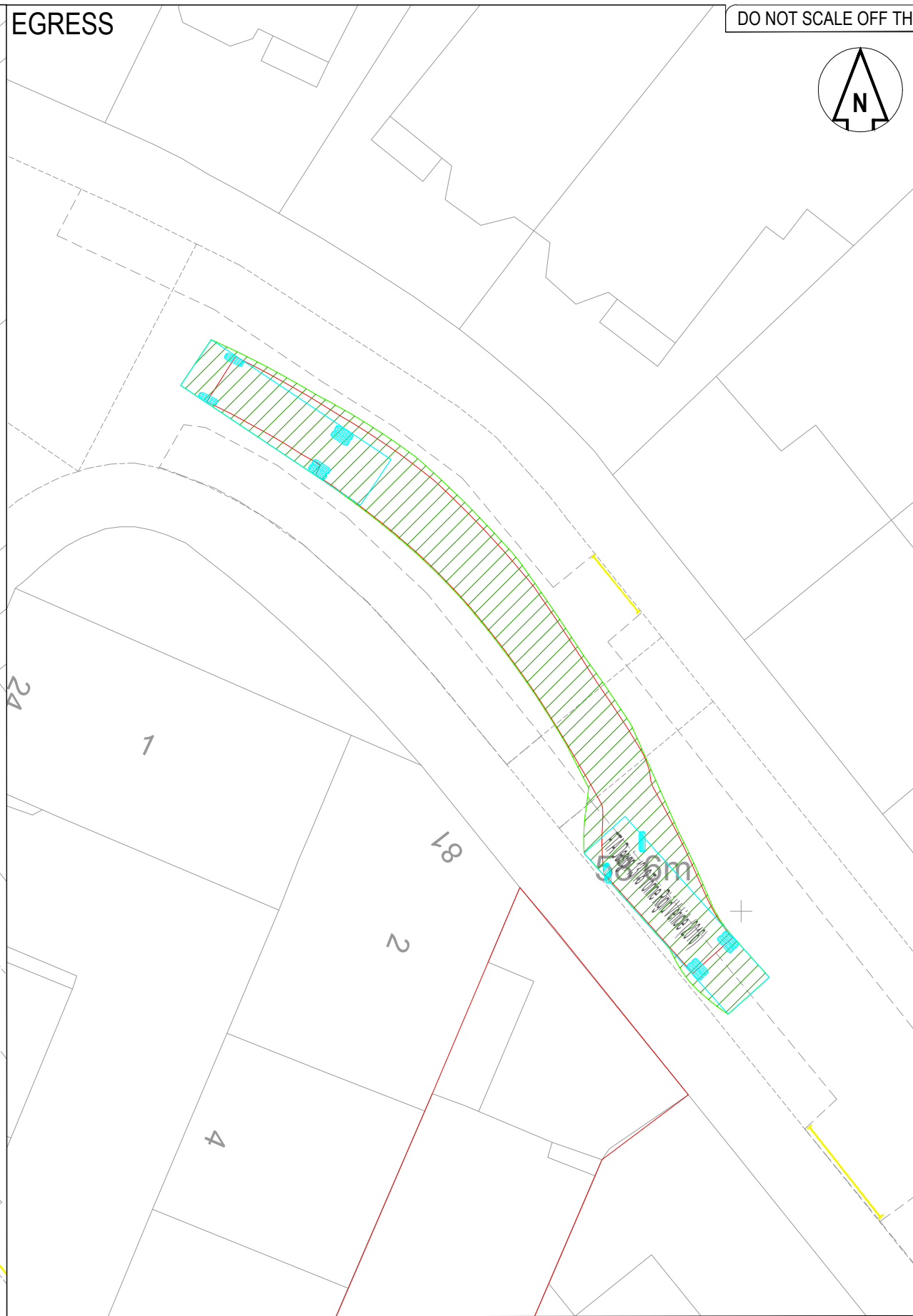
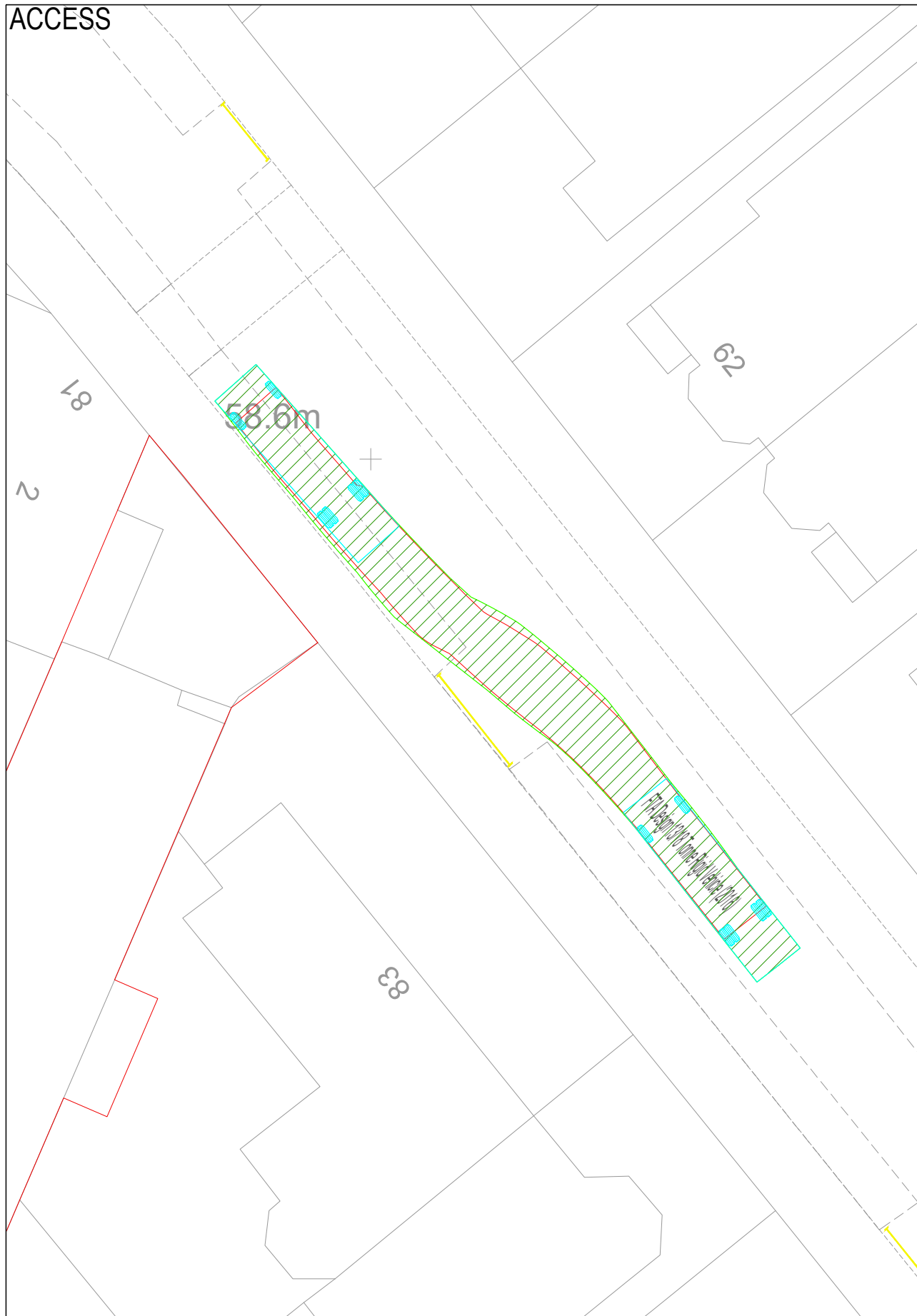


Notes:

1. The contractor is responsible for verifying all site & setting out dimensions before commencing work.
2. This drawing is to be read in conjunction with all relevant Architectural and M & E drawings.
3. All dimensions in millimeters unless stated otherwise.



FTA Design 13/18 Tonne Rigid Vehicle (2016)	10.000m
Overall Length	2.550m
Overall Width	3.645m
Overall Body Height	0.440m
Min Body Ground Clearance	2.470m
Track Width	3.00s
Lock to lock time	11.000m
Kerb to Kerb Turning Radius	



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Project
81 BELSIZE PARK GARDENS

Drawing Title
SWEPT PATH ANALYSIS
10M RIGID DELIVERY VEHICLE

RWCL Internal Register reference: 5907-001 Scales @ A3

5907-001-003-P03

1:500

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Scale 1:250 @ A1 - 1:500 @ A3



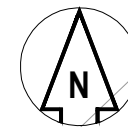
Revision History

Rev	Comment	By	Chkd	Appr	Date
P01	FIRST ISSUE	AA	AG	AMI	27/02/2023
P02	UPDATED TRACKING	NB	WH	SB	11/08/2023
Current Revision					
P03	MINOR AMENDMENTS	NB	WH	SB	14/08/2023

ACCESS

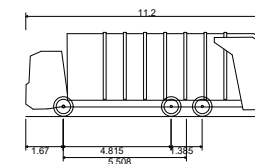
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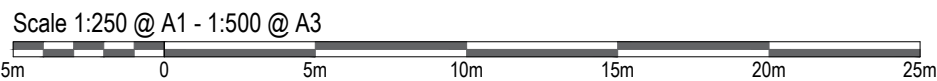


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Phoenix 2 Duo (P2-15W with Elite 6x4 chassis)	11.200m
Overall Length	11.200m
Overall Width	2.530m
Overall Body Height	3.751m
Min Body Ground Clearance	0.304m
Track Width	2.500m
Lock to lock time	4.00s
Kerb to Kerb Turning Radius	9.500m



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Project
81 BELSIZE PARK GARDENS

Drawing Title
SWEPT PATH ANALYSIS
REFUSE VEHICLE

RWCL Internal Register reference: 5907-001 Scales @ A3

5907-001-002 -P03

1:500

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Revision History

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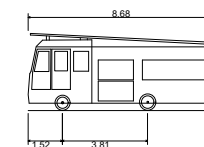
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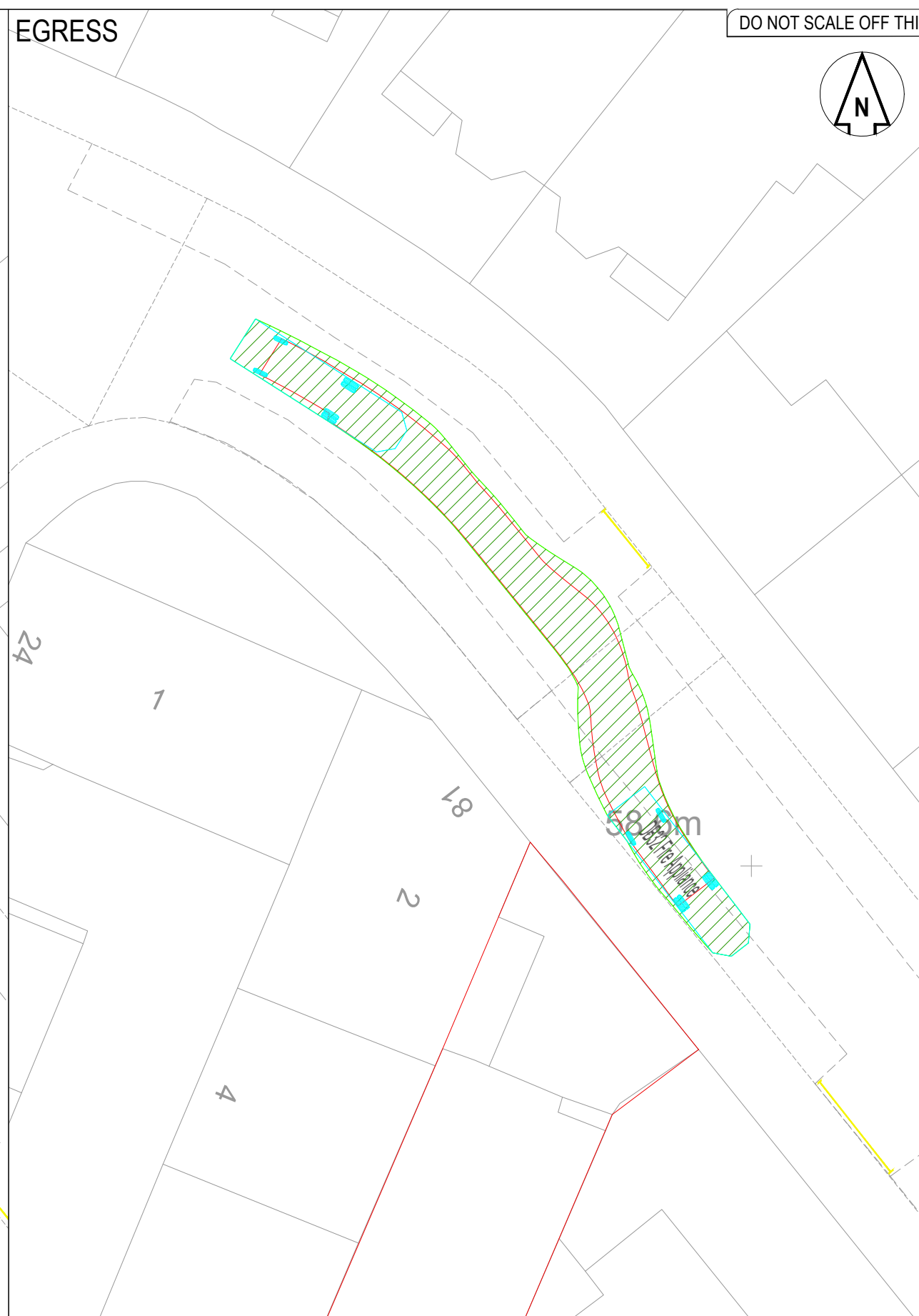
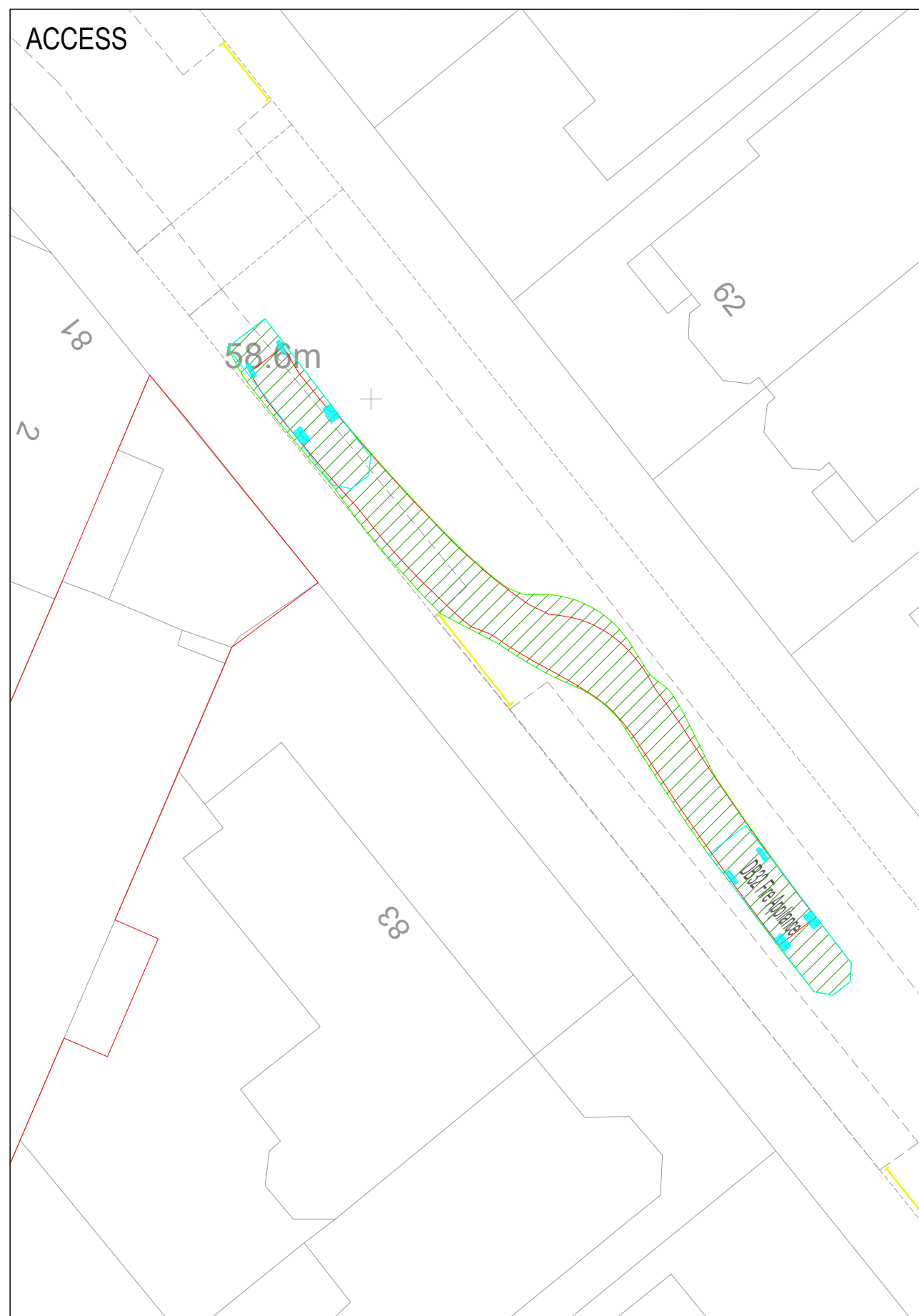


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DB32 Fire Appliance	8.680m
Overall Length	2.180m
Overall Width	3.452m
Overall Body Height	0.337m
Min Body Ground Clearance	2.121m
Max Track Width	6.00s
Lock to lock time	7.910m
Kerb to Kerb Turning Radius	



FOR INFORMATION

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Project
81 BELSIZE PARK GARDENS

Drawing Title
SWEPT PATH ANALYSIS
FIRE TENDER

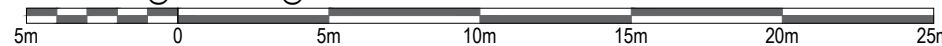
RWCL Internal Register reference: 5907-001 Scales @ A3

5907-001-001-P03

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Scale 1:250 @ A1 - 1:500 @ A3



Revision History

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