MAGNA TRANSPORT PLANNING LTD

DELIVERY & SERVICING MANAGEMENT PLAN

PROPOSED HOTEL DEVELOPMENT

8-9 SPRING PLACE, LONDON, NW5 3ER

Report Reference: **24/503/DSMP/B**

November 2024

MAGNA TRANSPORT PLANNING LTD

Office 4, 35 Stow Park Circle, Newport, NP20 4HF

Telephone 01633 843953 & 01291 639002 Email amol@magna-transport.co.uk Website magna-transport.co.uk

Registration Number: 14113060 VAT Registration Number: 412 0722 50 Registered in England & Wales

REPORT CONTROL SHEET

Magna Ref. 24/503/DSMP/B

November 24

Revision	Status	Date	Author
A	CLIENT DRAFT	25/11/2024	AP
B	FINAL	29/11/2024	AP

MAGNA TRANSPORT PLANNING LTD
Office 4, 35 Stow Park Circle, Newport, NP20 4HF
Telephone 01633 843953 & 01291 639002 Email amol@magna-transport.co.uk Website magna-transport.co.uk
Registration Number: 14113060 VAT Registration Number: 412 0722 50 Registered in England & Wales

CONTENTS

1 INTRODUCTION

1.1 Purpose Of Report

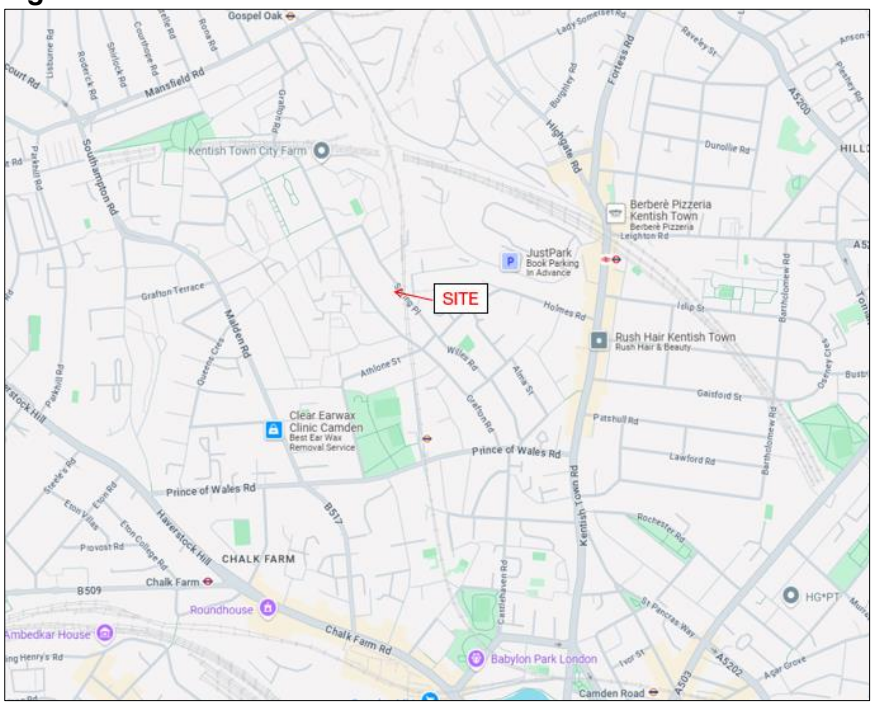
1.1.1 Magna Transport Planning Ltd have been appointed to prepare this Delivery & Servicing Management Plan (DSMP) in support of a planning application for the proposed change of use from the extant office use (Use Class E) to a hotel (Use Class C1) at 8-9 Spring Place, Camden.

1.1.2 This DSMP has been prepared having regard to Transport for London (TfL) Delivery & Servicing Plan Guidance and demonstrates that the proposed development is in line with the London Borough of Camden's (LBC) Local Plan Policies A1 (Managing the Impact of Development) and T4 (Sustainable Movement of Goods and Materials), and London Plan (2021) Policies T4 (Assessing and Mitigating Transport Impacts) and T7 (Deliveries, Servicing and Construction).

1.2 Overview of Proposals

1.2.1 The site is located within Kentish Town district of Camden Local Authority. Its wider context is shown in Figure 1A below.

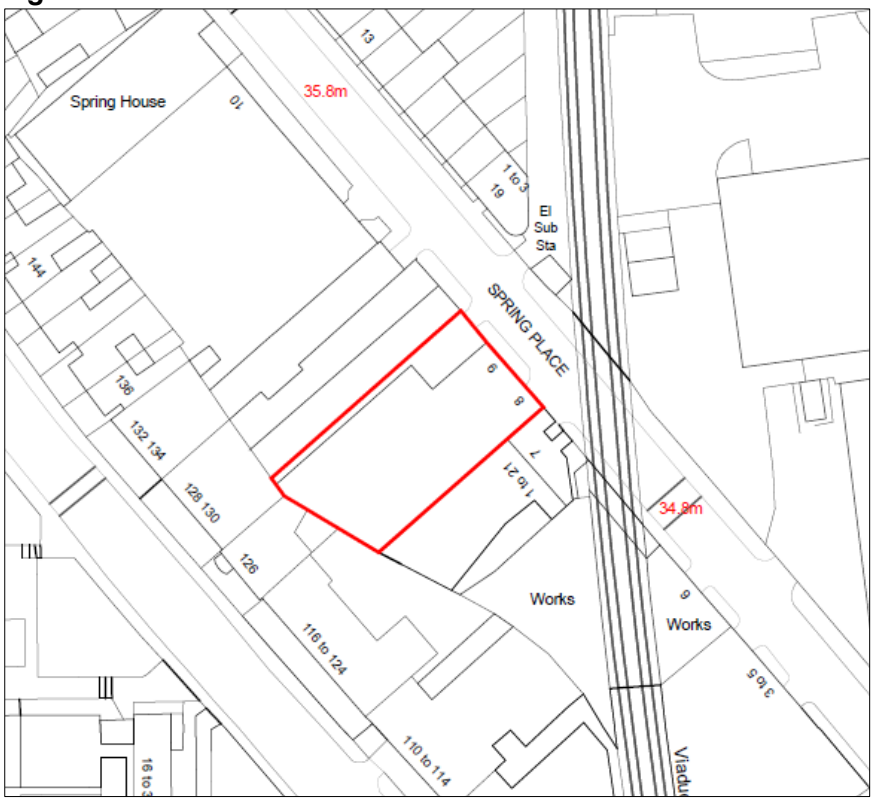
Figure 1A Site Location in Wider Context



1.2.2 The site is a vacant, three-storey building, under office use (Use Class E). It encompasses a total gross internal area (GIA) of 1,213 sqm.

1.2.3 The site is bound to Spring Place to the northeast, commercial building to the north, residential buildings to the south and southwest. The site in local context is shown in Figure 1B.

Figure 1B Site Location in Local Context



1.2.4 There is railway bridge within 10 metres south of the site. The buildings opposite the site fronting Spring Place to the west of the railway bridge are residential in nature. The area to the east of the railway bridge is commercial/industrial in nature.

1.2.5 The proposal comprises conversion of the building from office use (Use Class E) to hotel (Use Class C1).

1.2.6 The proposed hotel development will 29 rooms over three storeys (including ground floor). The proposed floor plans are provided in Appendix 1.

1.2.7 The entrance into the site will through the forecourt, via Spring Place, as per the existing. No changes to the public highway are proposed.

1.2.8 As such, the existing forecourt will be retained, with covered refuse and cycle store provided within the service yard. The proposed bin store can accommodate five 1100L Eurobins.

1.2.9 Owing to its highly accessible location via the public transport network, the site would operate as a car-free development, i.e., there will be no on-site car parking provision.

1.2.10 There are six cycle parking spaces provided within the forecourt. This exceeds the London Plan standards.

1.2.11 On-street deliveries and refuse collection would take place, as per the extant situation.

1.3 Delivery & Servicing Coordinator

1.3.1 The hotel operator will appoint a member of staff as a Delivery & Servicing Coordinator (DSC), within one month of occupation. The contact details of the DSC will be provided to the LBC accordingly.

1.3.2 The DSC's main role will be to liaise with contractors, delivery services and servicing companies to minimise the associated traffic, parking and operations issues that may impact the neighbours and the local road network.

1.3.3 The DSP will be implemented within three months of occupation and will be managed and developed over time with the management teams within the hotel operator's organisation on site.

2 SPECIFIC INFORMATION ABOUT THE SITE

2.1 Site Access

2.1.1 The access into the site is via Spring Place. An on-site small service yard is located on northeastern corner of the site which the access directly leads onto.

2.1.2 The service yard is gated, and the entrance into the service yard adjacent to the adopted highway is approximately 3.5 metres wide. There is a separate pedestrian gate, adjacent to the service yard gate, as shown in Figure 2A.

Figure 2A Existing Pedestrian and Service Yard Entrance

2.1.3 As can be seen, currently the bins are located within the service yard. The refuse collection vehicle stops on Spring Place along (or adjacent to) the site access to collect waste. The same strategy is adopted by delivery vehicles also.

2.2 Local Road Network

2.2.1 Spring Place is a local mixed-use street, subject to a 20 mph speed limit. It benefits from street lighting and footways on both sides.

2.2.2 Spring Place is part of a Controlled Parking Zone (CA-L Outer) with restricted parking hours from Monday to Friday between 08:30 and 18:30 hours. The existing parking restrictions on Spring Place adjacent to the site are shown in Figure 2B.

Figure 2B Existing Parking Restrictions

Looking Northwards	Looking Southwards
	

2.2.3 Figure 2B shows on the western side of Spring Place, that there are double yellow line restrictions along the site frontage, which stretches nine metres north and approximately 20 metres south of the site access. There are no loading restrictions along this kerbside.

2.2.4 Figure 2B also shows that there is marked on-street restricted parking on both sides of the road. The entrance into the residential bock opposite the site access on the eastern side of Spring Place create a gap in the on-street parking.

2.2.5 The modal filters on the local streets to the west of the site prohibit vehicles to travel to Malden Road via Rhy Street and Marsden Street. Furthermore, vehicles travelling northwards along Spring Place via Gilles Street are prohibited from using Queens Crescent to access Malden Road.

2.2.6 As result, Grafton Road (which runs parallel to Spring Place), and Holmes Road (to the south of the railway bridge) which connects Spring Place to Grafton Road form primary vehicular routes to wider road network.

3 OBJECTIVES AND MEASURES

3.1 Objectives

3.1.1 The main objectives of this DSMP are as follows:

- To minimise the impacts of delivery and servicing movements at Spring Place
- To make the development a greener and more pleasant environment

3.1.2 The sub-objectives of this DSMP would be as follows:

- Reduction of local traffic levels/congestion as a consequence of delivery and servicing activities
- Promote use of low or zero emission vehicles for delivery and servicing
- Reduce CO2 and air pollutant emissions from deliveries and servicing
- Reduce noise impacts
- Maintain good relations with neighbours
- Improve reliability of trips
- Reduce the number of delivery and servicing trips
- Reduce the costs of deliveries and servicing to businesses at the site

3.2 Measures

Delivery & Servicing Scheduling and Coordination

3.2.1 The Transport Assessment (TA) submitted alongside this DSMP in support of the planning application demonstrates that would be an average of one delivery & servicing vehicle arriving at Spring Place in association with the proposed development.

3.2.2 However, to remove any chance of deliveries overlapping, the DSC will prepare a delivery schedule; and hence ensure only one delivery vehicle is present on-site at any given time.

3.2.3 Delivery vehicles to the hotel would likely be coordinated by the supplier so as to continue to other sites locally, servicing a number of locations as part of a planned delivery route. Such journeys are carefully planned, making most efficient use of each delivery vehicle and minimising the number of journeys, distances required to travel and associated emissions.

3.2.4 The hotel operator will assess the feasibility of coordinating various deliveries by choosing a single supplier (or reducing the number of suppliers). For example, a single

supplier could be chosen who would deliver both, hospitality tray items as well as stationery, toiletries, cleaning products and maintenance supplies. This will help to reduce the number of delivery vehicles servicing the site.

Delivery & Servicing Times

3.2.5 The delivery and servicing requirements associated with the site are not anticipated to be particularly intensive and would be undertaken during the day and as far as possible outside of peak hours, when traffic flows on the local highway are generally lower as well as outside of the hotel peak hours to ensure that the hotel guests are not adversely impacted by the delivery and servicing activities. This would reduce the impact on the site and also on the surrounding local road network.

3.2.6 The development would not be serviced on a Sunday, and on a Saturday would be limited to 10:00 – 16:00 hours in the interest of minimising impact on the local residents and hotel guests.

Delivery & Servicing Vehicle Routes

3.2.7 The DSC will require the delivery vehicles and refuse collection vehicles to travel to the site from the south, so that when on Spring Place they are travelling northbound and along the site, thus avoiding any need to cross the road to delivery / service the site.

3.2.8 The DSC will provide the suppliers and waste contractor a clear route to the site and location where their vehicles could stop to delivery / servicing the hotel.

Loading/Unloading Locations

3.2.9 The delivery vehicles could stop on the kerbside with double yellow lines adjacent to the site (either north or south of the site access) to load/unload.

3.2.10 The refuse collection vehicles would be required to stop on Spring Place (preferably) immediately north of the site access so that the rear of the vehicle faces the site so that the waste could be easily collected from the site. This is shown in Figure 3A.

Figure 3A Locations for Refuse Collection and Delivery Vehicles to Stop

3.2.11 A swept path assessment using a typical refuse truck and delivery vehicle stopping on Spring Place is provided in Appendix 2. This shows that the delivery and servicing vehicles will not obstruct the traffic flow on Spring Place. Notwithstanding, the extant office use would have also had its refuse collected and deliveries made in the similar manner, so the proposal for on-street refuse collection and deliveries would not be a new concept for this site and should therefore be considered as acceptable.

3.2.12 The member(s) of staff will be available during the collection days to trolley the bins out of the bin store onto Spring Place. As the waste collection will be schedule on specific days, the staff members will be on alert of the day of collection so that the waste collection takes place as smoothly and quickly as possible.

Safer and Clean Vehicles

3.2.13 When identifying potential suppliers, the hotel operator will investigate whether suppliers are signed up to Transport for London's Fleet Operator Recognition Scheme (FORS). FORS is a voluntary industry-led membership scheme which aims to raise the standard of the fleet and freight industry by improving operators' performance with regards to safety, fuel efficiency, economical operation and vehicle emissions. It seeks to provide a quality and performance benchmark for the freight industry.

3.2.14 The Ultra Low Emission Zone (ULEZ) operates across all London boroughs and the

City of London. This is part of the commitment by the Mayor and TfL to help every Londoner breathe cleaner air. Hybrid, electric and other low carbon emission vehicles are less harmful to the environment. The hotel operator will consider using delivery and collection companies with green vehicles and/or consider cargo bikes to carry out smaller deliveries.

Eco-driving

3.2.15 Delivery personnel would be made aware of the benefits of driving techniques which reduce fuel consumption, CO2 emissions and pollution. Eco-driving techniques include changing up a gear as soon as possible, decelerating smoothly, turning off the engine while waiting in traffic, and cutting down the use of air conditioning and other electrical equipment.

Anti-idling campaign

3.2.16 An anti-idling campaign could be run with delivery suppliers to reduce air pollution caused by motorists who leave their engines running when parked.

Consolidating deliveries

3.2.17 The hotel operator could consider the feasibility of consolidating deliveries which would involve combining and reducing the number of vehicle trips. There is a Camden Consolidation Centre that local businesses can use to consolidate deliveries. The use of this centre will be explored by the occupier.

Quiet Deliveries Good Practice

3.2.18 The key principles of the DfT's Quiet Deliveries Good Practice Guidance would be adopted, which would include:

- Encouraging suppliers to ensure all equipment (vehicles and servicing area) is in good working order and maintained to minimise noise;
- Identify timings for deliveries and refuse collection in advance so both the staff are prepared for the arrival;
- Seek to ensure that delivery and refuse collection vehicles spend as little time on Spring Place;
- Out of hours deliveries and refuse collection would not be allowed; unless it is due to unforeseen circumstances such as congestion on the wider road network resulting in delivery vehicles arriving on site later than usual;

- Avoid where possible cages banging together or against servicing equipment;
- Switch off reversing alarm for out of hours deliveries; and
- Turn-off service vehicle engines when not manoeuvring to prevent idling.

4 DELIVERY & SERVICING TRIP GENERATION

4.1 Introduction

4.1.1 As there will be no on-site restaurant, bar, conference rooms or gym facilities, this has implications for the delivery and servicing demand, limiting the number of vehicles associated with delivery and servicing activities. For example, the lack of any kitchen facilities removes the need for food and beverage deliveries; this in turn limits waste generation and the associated refuse collection trips.

4.2 Refuse Collection

4.2.1 It is anticipated that there would be one to two refuse collections a week which would be made by a private contractor. Typically, the refuse collection vehicle will be stopped for no more than 10 minutes.

4.2.2 Given the proximity of the site to the Council's Veolia Waste Depot, the hotel operator could look to appointing them as the waste contractor. This is however dependent on the hotel operator and the writer of this report has no influence on whom the hotel operator chooses as their waste contractor.

4.3 Deliveries

4.3.1 It is anticipated that there would be:

- Up to one combined linen delivery / collection per day to be made by a transit van;
- Hospitality tray items – up to 1 delivery per week made by transit van
- Stationery / toiletries / cleaning products / maintenance supplies / servicing equipment – up to 1 delivery per week made by transit van
- Ad hoc delivery of vending supplies made by a small van. For robustness, one delivery a week has been assumed.

4.3.2 Therefore, on average, there would be approximately two delivery vehicles servicing the site per day. The deliveries are likely to be made via 4.5T medium transit vans. The typical duration of stay of delivery vehicles would be up to 10 minutes.

4.3.3 As per Chapter 3 of this report, the hotel operator will investigate the potential for coordinating deliveries using single supplier to reduce the number of delivery vehicles servicing the site.

5 MONITORING OF THE DSMP

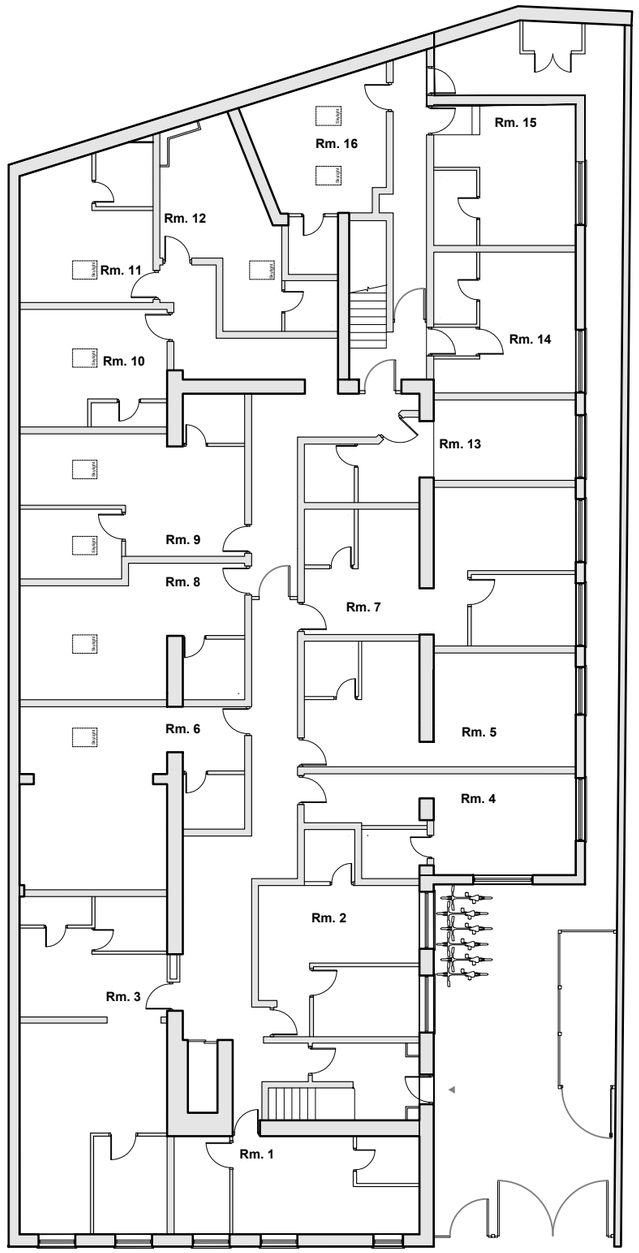
5.1 Summary

5.1.1 The DSC will be responsible for the ongoing monitoring of the DSMP.

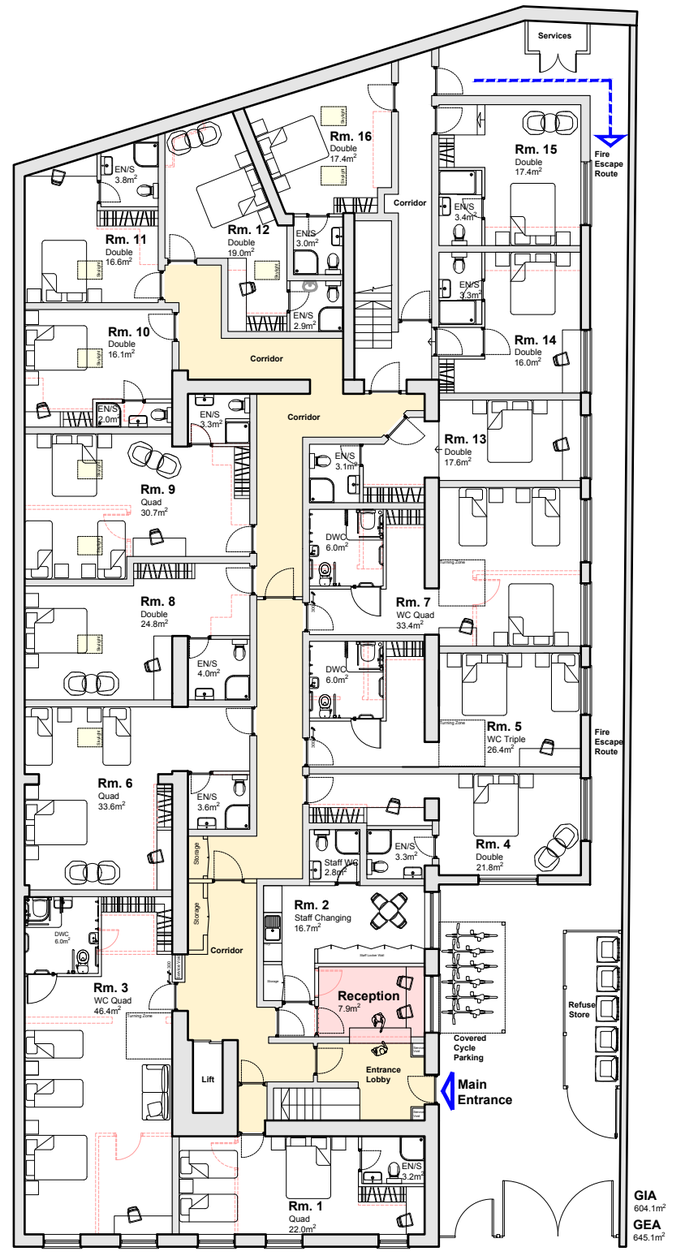
5.1.2 The monitoring process will generate information by which the success of the DSMP can be evaluated. The monitoring process will enable the DSMP to be modified as appropriate to respond to any issues as they arise.

5.1.3 A record will be kept of any incidences, comments or feedback from occupants, staff or drivers.

Appendix 1. Proposed Floor Plans



1. Existing Ground Floor Plan
Scale: 1/200



2. Proposed Ground Floor Plan
Scale: 1/200

Proposed Ground Floor

Room Type	Unit number
Single	0
Double	9
Triple	2
Quad	4
Total	**15**

*3no. wheelchair accessible rooms - 3/5/7
*4no. accessible rooms - 4/6/7/9

Area/m²	GEA	GIA
GF	645.1	604.1
1F	344.1	304.6
2F	344.1	304.6
Total:	1333.3	1213.3

Existing wall Demolition

0 1 2 5 10

N

mail@stamosyeoharchitects

1st Floor, Old Town Hall
354 Mare Street
London, E8 1HR
tel +44(0)2089861280

Drawing Title:

EXISTING & PROPOSED GROUND FLOOR PLANS

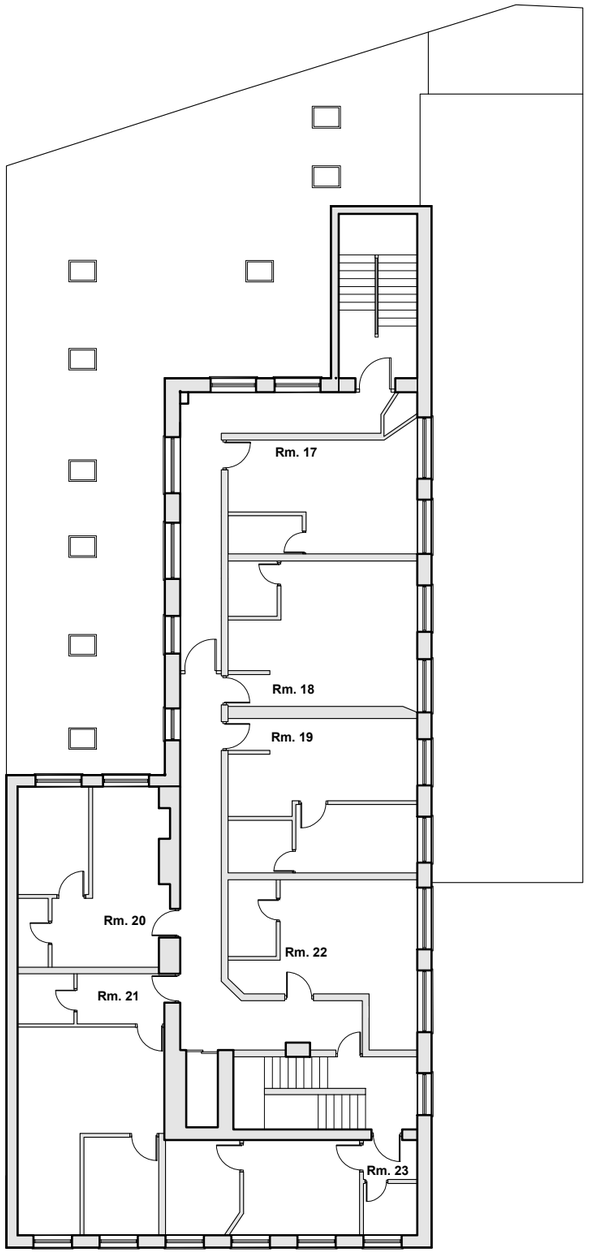
Project: **8-9 Spring Place NW5 3ER**

Client: **Gaylord Investments Limited**

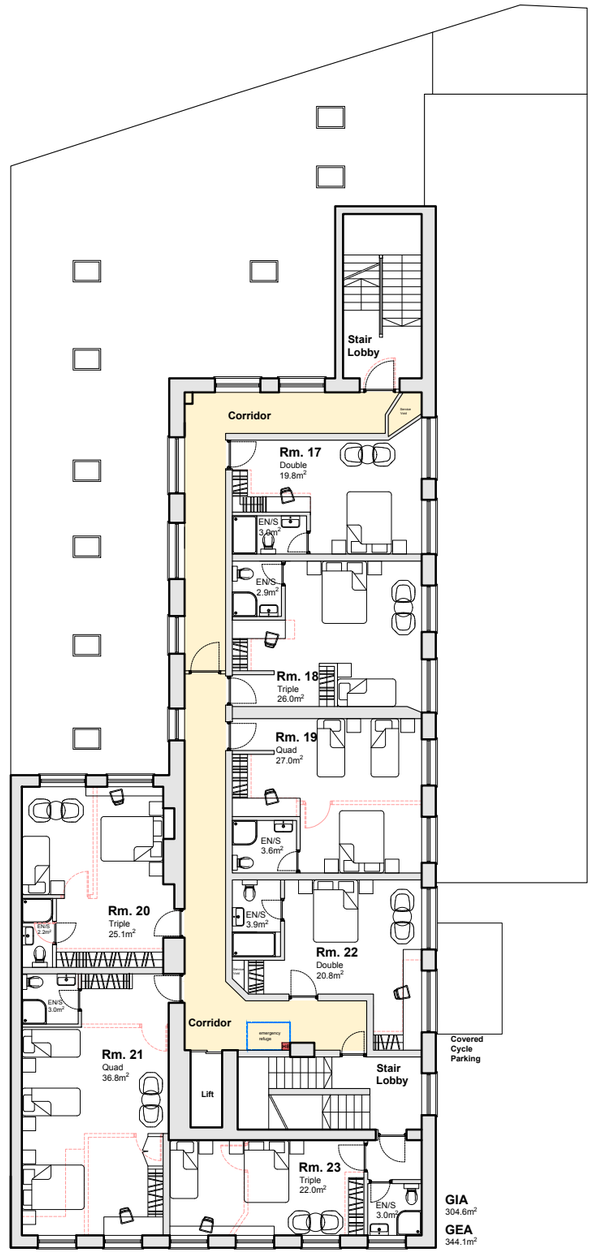
Note:	Date	Rev.
Bathrooms amended to match existing	04/11/24	A
Wheelchair-accessible rooms added	20/11/24	B
Rm. 2 staff changing & covered cycle parking added	29/11/24	C

Stamos Yeoh architects

Date: 05/08/24
Check by: Scale: 1/200 @ A3
Drawing No: **1430 / 01 / 050 C**



1. Existing First Floor Plan
Scale: 1/200



2. Proposed First Floor Plan
Scale: 1/200

Proposed First Floor

Room Type	Unit number
Single	0
Double	2
Triple	3
Quad	2
Total	**7**

Area/m²	GEA	GIA
GF	645.1	604.1
1F	344.1	304.6
2F	344.1	304.6
Total:	1333.3	1213.3

Existing wall Demolition

0 1 2 5 10

N

mail@stamosyeoharchitects

1st Floor, Old Town Hall
354 Mare Street
London, E8 1HR
tel +44(0)2089861280

Drawing Title:
EXISTING & PROPOSED FIRST FLOOR PLANS

Project: **8-9 Spring Place NW5 3ER**

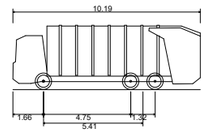
Client: **Gaylord Investments Limited**

Note:	Date	Rev.
Bathrooms amended to match existing	04/11/24	A
Room breakdown added	20/11/24	B
Covered bike store added	29/11/24	C

Stamos Yeoh architects

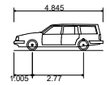
Date: 05/08/24
Check by: Scale: 1/200 @ A3
Drawing No: **1430 / 01 / 051 C**

Appendix 2. Swept Path Assessment



Veolia Refuse Vehicle

Overall Length	10.190m
Overall Width	2.530m
Overall Body Height	3.500m
Min Body Ground Clearance	0.309m
Track Width	2.530m
Lock to lock time	4.00s
Kerb to Kerb Turning Radius	9.350m



Estate Car

Overall Length	4.845m
Overall Width	1.750m
Overall Body Height	1.424m
Min Body Ground Clearance	0.189m
Max Track Width	1.655m
Lock to lock time	4.00s
Kerb to Kerb Turning Radius	4.950m

Rev	Date	Description	Drn	Chk	App
-	29.11.24	ORIGINAL ISSUE	KI	AP	AP

MAGNA TRANSPORT PLANNING LTD

Client

-

Project

8-9 SPRING PLACE,
LONDON

Drawing Title

SWEPT PATH ANALYSIS
REFUSE VEHICLE

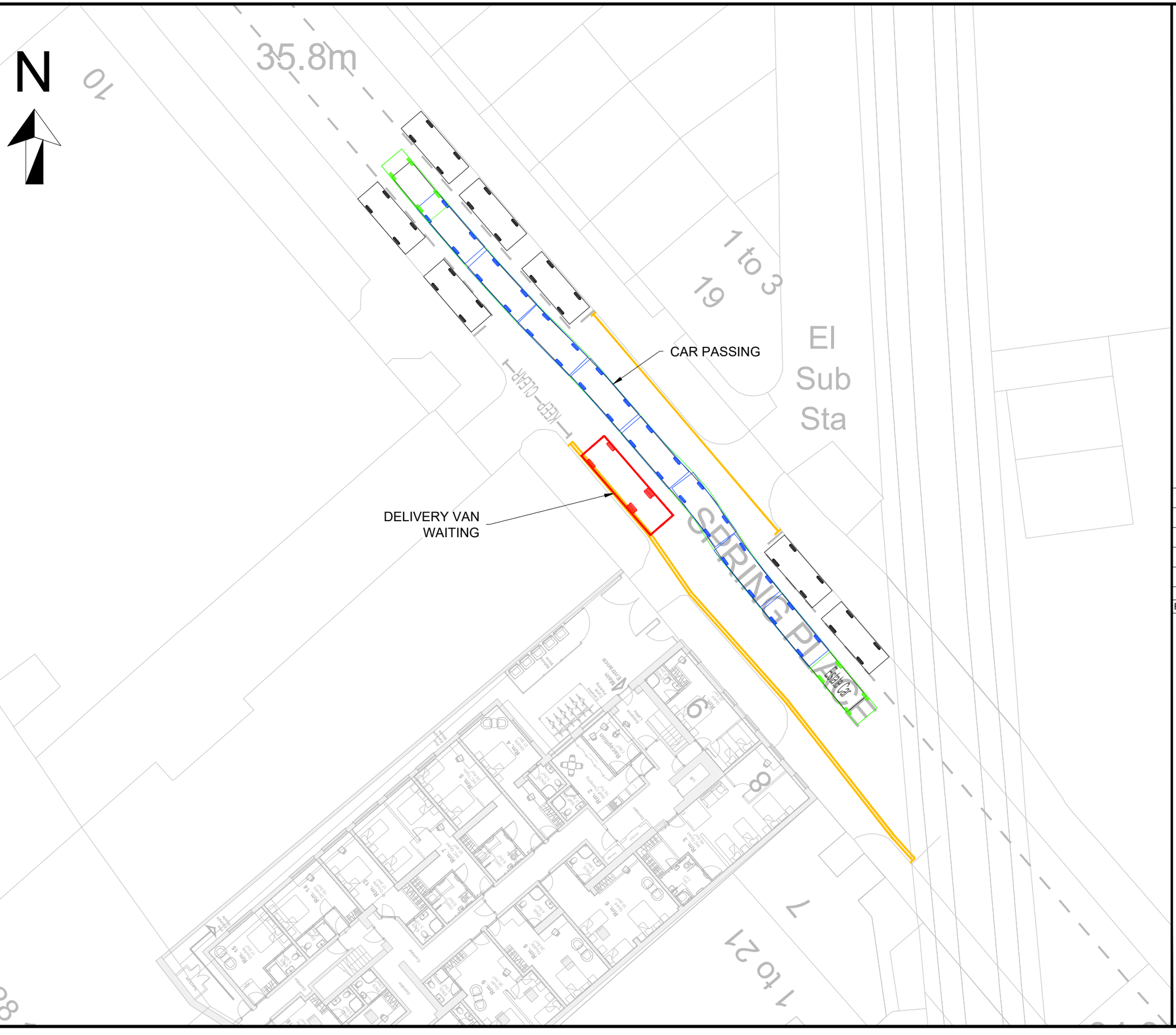
Drawing Status

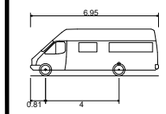
Drawn	Designed	Date	Scale	Size
KI		NOV 2024	1:250	A3

Drawing No. 24-503-TR01

Rev -

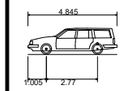
PLOT DATE: 29 November 2024 16:02:56





Long Wheelbase Van

Overall Length	6.950m
Overall Width	1.990m
Overall Body Height	2.544m
Min Body Ground Clearance	0.316m
Track Width	1.865m
Lock to lock time	4.00s
Kerb to Kerb Turning Radius	6.500m



Estate Car

Overall Length	4.845m
Overall Width	1.750m
Overall Body Height	1.424m
Min Body Ground Clearance	0.189m
Max Track Width	1.655m
Lock to lock time	4.00s
Kerb to Kerb Turning Radius	4.950m

Rev	Date	Description	Drn	Chk	App
-	29.11.24	ORIGINAL ISSUE	KI	AP	AP

MAGNA TRANSPORT PLANNING LTD

Client
-

Project
8-9 SPRING PLACE,
LONDON

Drawing Title
SWEPT PATH ANALYSIS
DELIVERY VAN

Drawing Status

Drawn	Designed	Date	Scale	Size
KI		NOV 2024	1:250	A3

Drawing No. 24-503-TR02

Rev -

PLOT DATE: 29 November 2024 16:02:42