

**SLQR Trustee No.1 Ltd & SLQR  
Trustees No.2 Ltd as Co-Trustees of  
SLQR Unit Trust No.3**

**SPACE HOUSE, 1 KEMBLE  
STREET**

Servicing Management Plan

May 2020

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# 1 INTRODUCTION

- 1.1 This Servicing Management Plan (“the SMP”) has been prepared by Caneparo Associates on behalf of SLQR Trustee No.1 Ltd & SLQR Trustees No.2 Ltd as Co-Trustees of SLQR Unit Trust No.3 (“the Owner”) in accordance with the Section 106 Agreement (“the S106”), dated 26 November 2019 associated with the planning permission (ref: 2019/2773/P) at Space House, 1 Kemble Street, WC2B 4AN (“the Site”), in the London Borough of Camden (“LBC”).
- 1.2 Full planning permission (“the Development”) was granted in November 2019 for the: *“Removal of existing roof plant equipment at 1 Kemble Street and erection of a single storey facsimile floor plus one setback floor; removal of roof plant from 43-59 Kingsway and erection of a single storey set-back extension; removal and replacement of the glazing to the existing enclosure of the southern external stair on Kingsway and new glazing at ground floor level across the site; enclosing the redundant petrol filling station area with slimline glazing; facade cleaning; new landscaping and public realm works and internal alterations to both buildings in connection with their refurbishment and change of use from Class B1 offices to Class A1/A3 and flexible Class B1 office / Office and events space (sui generis) at part ground and basement levels”.*
- 1.3 This document has been prepared to discharge clause 4.12.1 of the s106 which states: *“On or prior to Implementation to submit to the Council for approval the Service Management Plan.”*
- 1.4 The following relevant definitions are included at paragraph 2.35 and the Third Schedule of the S106 Agreement:

2.35	“the Service Management Plan”	A plan setting out a package of measures to be adopted by the Owner and approved by the Council from time to time for the management of deliveries and servicing to the Development securing the minimisation of conflicts between service vehicle and car and pedestrian movements and the minimisation of damage to amenity from such servicing and deliveries which shall include inter alia the following:  a) a requirement for delivery vehicles to unload from a specific suitably located area.  b) details of the person/s responsible for directing and receiving deliveries to the Property.  c) measures to avoid a number of delivery vehicles arriving at the same time.  d) likely frequency and duration of servicing movements and measures to be taken to avoid any conflicts.  e) Likely nature of goods to be delivered.  f) the likely size of the delivery vehicles entering the Property.
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		<ul style="list-style-type: none"> <li>g) measures taken to ensure pedestrian management and public safety during servicing including a statement setting out how highway safety will be maintained during servicing movements.</li> <li>h) measures taken to address servicing movements on and around the Property with a view inter alia to combining and / or reducing servicing and minimise the demand for the same.</li> <li>i) provision of swept path drawings to ascertain manoeuvring when entering and exiting the Property in accordance with the drawings submitted and agreed with the Council.</li> <li>j) Details of arrangements for refuse storage and servicing.</li> <li>k) Identifying means of ensuring the provision of information to the Council and provision of a mechanism for review and update as required from time to time.</li> <li>l) Identify means of ensuring the provision of a mechanism for a review of the plan 12 months after the Occupation Date taking into account consultation with local residents including those residents of the Peabody Trust Buildings.</li> </ul>
Third Schedule	“Facilities for Goods Movement and Servicing”	<p>A Servicing Management Plan for the site must seek to:</p> <ul style="list-style-type: none"> <li>a) Identify the number and type of servicing vehicles required for the Property.</li> <li>b) Limit the size of vehicles where a larger vehicle will create servicing conflicts.</li> <li>c) Manage the timing of deliveries to avoid conflict with other servicing vehicles, conflict with loading or parking restrictions in the area of conflict with heavy pedestrian or traffic flows.</li> <li>d) Encourage suppliers and delivery contractors to use alternatively-fuelled vehicles (such as electric and LPG vehicles and cycles) – organisations can apply to the Energy Saving Trust (<a href="http://www.est.org.uk">www.est.org.uk</a>) for alternatively-fuelled vehicle grants.</li> </ul>

## Aim and Objectives

- 1.5 The principle aim of the SMP is to manage deliveries and servicing (including waste collection) to and from the Development, in order to ensure that servicing activity is undertaken successfully, efficiently, sustainably and without conflict between vehicles and / or pedestrians.
- 1.6 In addition, the SMP includes measures to ensure servicing and deliveries are recorded and monitored. This will highlight any issues which may arise from the servicing of the Development and will enables future deliveries to be reduced, re-moded, re-timed and re-routed. Deliveries by smaller vehicles will always be a priority, as will delivering outside of weekday peak hours.
- 1.7 The SMP will manage deliveries and servicing at the Development with the following objectives:

- Deliveries will be planned and undertaken from the agreed location accessed from Keeley Street;
- Wherever possible, the demand for servicing will be minimised with servicing trips combined and reduced to limit the number of vehicles attending the Development per day;
- Where possible, deliveries will be undertaken by small to medium vehicles; and
- Vehicles will load / unload for the minimum time necessary, in order to ensure that the loading facilities are available for other incoming vehicles whenever possible.

## **Benefits**

1.8 The SMP aims to bring about a continual improvement in the way deliveries and servicing is undertaken by reducing its effect on the environment and local highway. It also brings about benefits to the organisations and users of the Development, including the following:

- Opportunities to consolidate deliveries, saving time and money.
- Improvements to safety by reducing the number of deliveries and overseeing activity on-Site.
- Reducing harmful emissions through the use of greener and smaller vehicles.
- Improving the scheduling of deliveries to reduce non-attendances, unsuccessful deliveries or idling vehicles waiting to access the loading facilities.
- Reducing the potential for having to wait/load/unload illegally.
- Reducing congestion and environmental impacts, conversely resulting in improved air quality.
- Improving amenity for users of the Development and the local area through reduced noise, emissions, and intrusion from vehicles.

## **Scope**

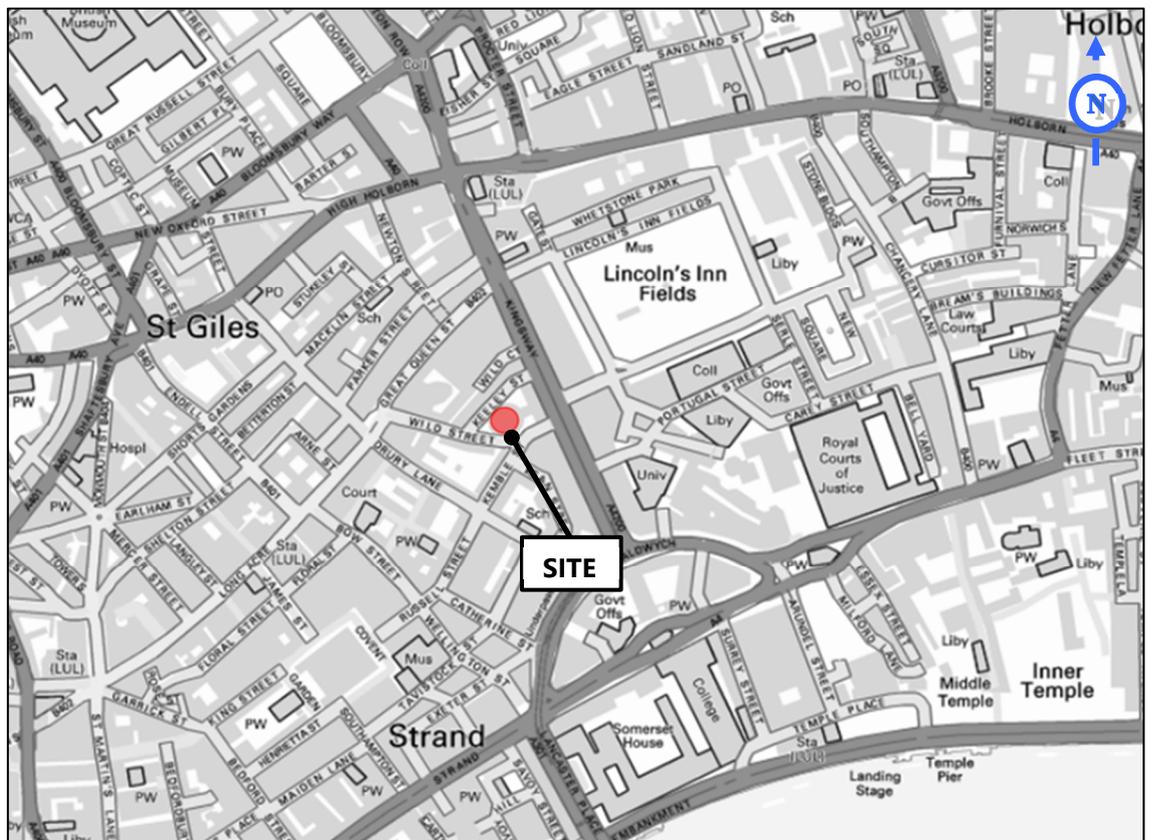
1.9 The remainder of the SMP is set out as follows:

- Section 2 – details the site location and surrounding highway network;
- Section 3 - sets out the delivery vehicle and servicing arrangements;
- Section 4 - defines the refuse and recycling storage and collection arrangements;
- Section 5 - outlines the initiatives of the SMP;
- Section 6 - details the monitoring and review of the SMP; and
- Section 7 - provides a conclusion.

## 2 THE SITE

### Site Location

- 2.1 The Site is located within the Holborn and Covent Garden ward, between Kemble Street and Wild Street to the south, Keeley Street to the north and west, and Kingsway to the east. The centre of the Site is located circa 300m south (5 minutes' walk) of Holborn London Underground Station and 500m east (6 minutes' walk) of Covent Garden London Underground Station.
- 2.2 It benefits from convenient access to a range of amenities and public transport infrastructure being in a highly-accessible Central London location. The location of the Site is detailed within **Figure 2.1**.



**Figure 2.1: Site Location Plan**

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- 2.3 The surrounding area is identified by commercial and retail land uses, however, a concentration of residential apartments is situated to the south-west within Westminster City Council. The commercial units offer a wide range of services and amenities typical for the Central London location and its proximity to both Holborn and Covent Garden. As such, the proposed

development is located within an established area that benefits from many services that can cater to any increase in employees at the Site.

## **Local Highway Network**

### **Keeley Street**

- 2.4 Keeley Street runs along the Site's north and western frontages providing a connection between the A4200 Kingsway and Wild Street. The road is circa 5m in width and is controlled by single yellow line along its western side and a mixture of single / double yellow line, pay-by-phone bays, a disabled bay, and a car club bay on its eastern side.
- 2.5 Keeley Street provides two vehicular crossovers for the Site. The northern crossover is controlled by single yellow line and vehicle barrier, and functions as the egress for the ground floor servicing and parking area (15 spaces). Keeley Street operates one-way westbound to the west of the northern crossover.
- 2.6 The southern crossover is controlled by a set of gates and double yellow line markings and offers access to the internal basement ramps.

### **Kemble Street**

- 2.7 Kemble Street connects the A4200 Kingsway to the north and Drury Lane to the south. Near the Site, Kemble Street measures circa 9m in width with a mixture of double yellow lines, resident permit holder bays and pay-at-phone bays.
- 2.8 A vehicular crossover offering barrier-controlled access into the Site servicing and ground floor parking area; on-street controls are provided in the form of double yellow lines, while either side of the access are residents permit holder and pay-by-phone parking bays. The southern section of Kemble Street falls within the City of Westminster (WCC) where resident permit holder bays are present.

### **Wild Street**

- 2.9 Wild Street is located along the Site's south-western frontage and connects Kemble Street to the east with Great Queen Street to the west. The road is controlled by single and double yellow lines along its northern side whilst a mixture of resident permit holder bays and motorcycle bays are located along its southern side.

- 2.10 Wild Street has two vehicular access crossovers into the Site; the eastern crossover is located close to the junction with Kemble Street and is controlled by gates and bollards. The western crossover is controlled by a set of sliding gates. Both crossovers offer access to the Site's basement ramps.

### **A4200 Kingsway**

- 2.11 The A4200 Kingsway forms an arterial route through central London connecting to the A4 to the south and the A501 and A400 to the north. Near the site, the A4200 forms two lanes in each direction along with bus lanes, separated by a central reserve. The Strand Underpass tunnel from Waterloo Bridge emerges towards the southern end of the Site's Kingsway frontage.
- 2.12 The A4200 is controlled by a mixture of single yellow lines with single yellow blips (No Waiting 07:00-19:00 Monday to Saturday, and, No Loading 07:00-10:00 and 16:00-19:00 Monday to Saturday) and double yellow lines with double yellow blips (no waiting at any time).

### **Parking and Loading**

- 2.13 The Site falls within Zone CA-C 'Holborn & Covent Garden Area' of Camden's Controlled Parking Zone (CPZ) which operates between Monday to Saturday 08:30-18:30 for single yellow lines / pay & display bays whilst all resident bays are controlled 24 hours a day, 7 days a week.
- 2.14 To the south, Kemble Street, Drury Lane, and the surrounding highway network fall within WCC's boundary and form part of Zone G1 of Westminster's CPZ which operates between Monday to Saturday 08:30-18:30.
- 2.15 Loading or unloading is permitted on yellow lines for up to 40 minutes during the hours of control.

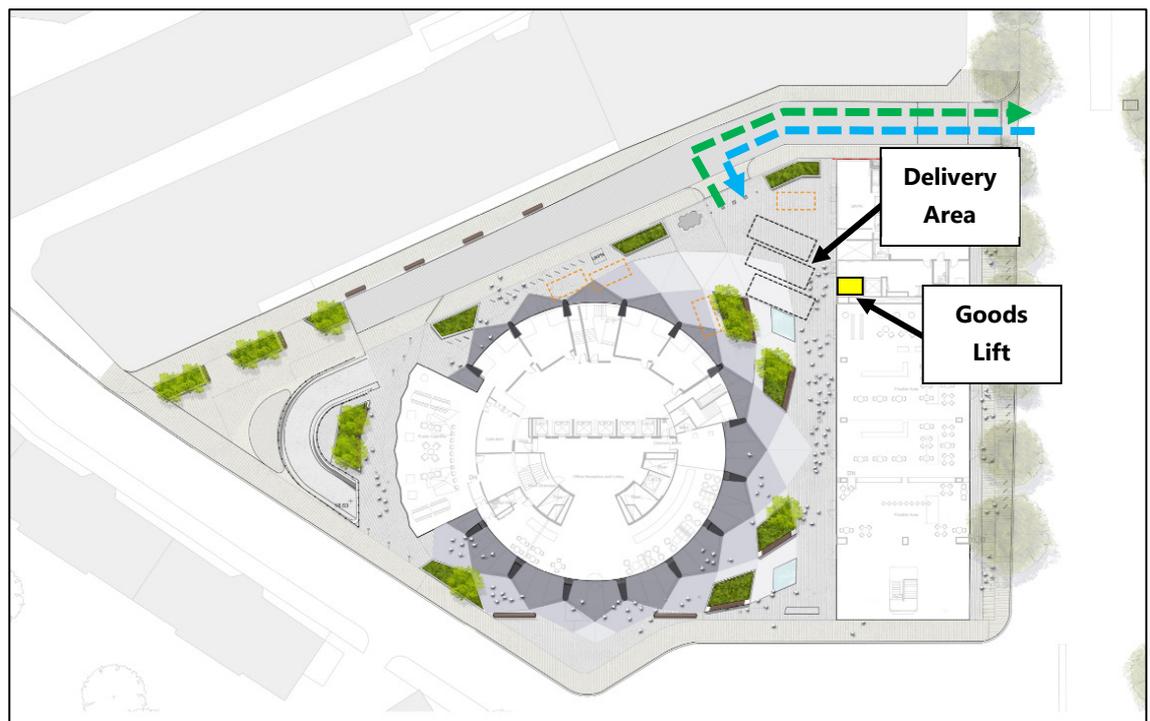
### 3 SERVICING ARRANGEMENT

3.1 This section provides an indication of the arrangements for servicing vehicles associated with the proposed development as well as the number of servicing movements expected per day.

#### Proposed Delivery / Servicing Arrangement

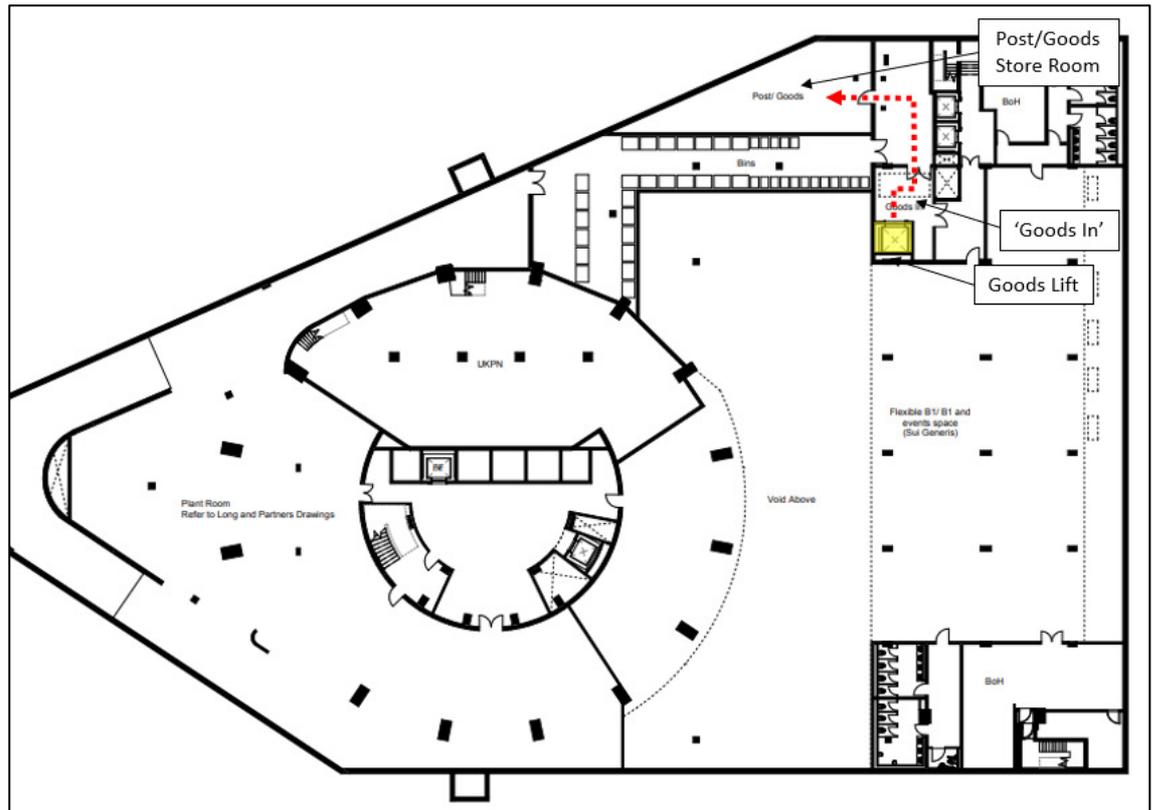
3.2 Servicing for the proposed development will be undertaken from a dedicated delivery area located within the northern section of the Site, with vehicular access via Keeley Street. The delivery area is provided with 3 No. echelon loading bays, which can accommodate large refuse vehicles and 10m rigid delivery vehicles while maintaining loading / unloading space to the rear of the bays.

3.3 All loading bays are able to be utilised simultaneously and accessed/egressed independently. Access to the servicing area will be restricted by bollards controlled and operated by the SMT. The servicing strategy for the Development is illustrated within **Figure 3.1**.



**Figure 3.1: Servicing Arrangement at Ground Floor**

3.4 All deliveries will be taken into the adjacent Kingsway Building, where they will be transported to 'Goods-In' at basement level 2 for onward distribution to the two buildings via the Post / Goods storage area, as illustrated at **Figure 3.2** below.



**Figure 3.1: Movement of Goods at Basement Level 2**

3.5 All servicing / waste collection vehicles will access the delivery area in forward gear before reversing into the loading bays. Vehicles will then egress back onto Keeley Street in forward gear.

## Baseline Servicing Movements

3.6 **Table 3.1** summarises the estimated number of daily deliveries to the Development based on the baseline information included within the Transport Statement.

<b>Table 3.1: Summary of Initial Estimate of Daily Servicing Vehicles (one-way)</b>				
<b>Land Use</b>	<b>Floor Area (sqm GIA)</b>	<b>Daily Servicing Vehicles</b>	<b>Light Goods Vehicle</b>	<b>Medium Goods Vehicle</b>
B1 Office	26,854	67	62	5
Sui generis (assume B1)	1,952	5	5	0
A1 / A3 Flexible Retail	1,125	14	14	0
<b>Total</b>		86	81	5

3.7 To satisfy part E of Paragraph 2.35 of the S106 Agreement, the likely nature of deliveries to the building will be as follows: general office stationery deliveries, food / beverage deliveries, specific deliveries associated with the use of the event space, operational deliveries for the office (document deliveries), and maintenance / servicing deliveries.

3.8 The above summarises that without the introduction of the measures contained within this SMP, the level of daily servicing vehicles attending the site could be in the region of 86 vehicles per day. The initiatives of this SMP are set out within Section 5, which include measures to reduce daily servicing vehicle numbers attending the site.

## Delivery Vehicle Types

3.9 It is anticipated that the vast majority of deliveries will be undertaken by small to medium sized vehicles e.g. transit vans, with an infrequent demand for larger vehicles. The dimensions of the vehicles expected to service the site are included below:

- 3.5t Panel Van, 5.3m length x 2m width;
- 4.6t Light Van, 5.9m length x 2m width (transit van);
- 7.5t Panel Van, 7.2m length x 2.2m width (long wheel-base transit) and
- 7.5t Box Van, 8m length x 2.1m width.

3.10 Vehicular swept path analysis is included at **Appendix A** demonstrating that vehicles can enter and exit the servicing area in a forward gear and utilise all of the loading bays independently.

3.11 The SMT will encourage delivery companies to make use of smaller vehicles during the daytime period wherever possible in order to limit the impact of servicing on the local highway network. The Site Manager will also encourage the use of HGV deliveries overnight to further reduce the number of daytime deliveries and impact on the local highway network. The most likely delivery vehicle types are included within the photographs below.



**Photograph 1 – Typical 3.5t sprinter van**



**Photograph 2 – Typical Luton van**



**Photograph 3 – Typical 7.5t box van**

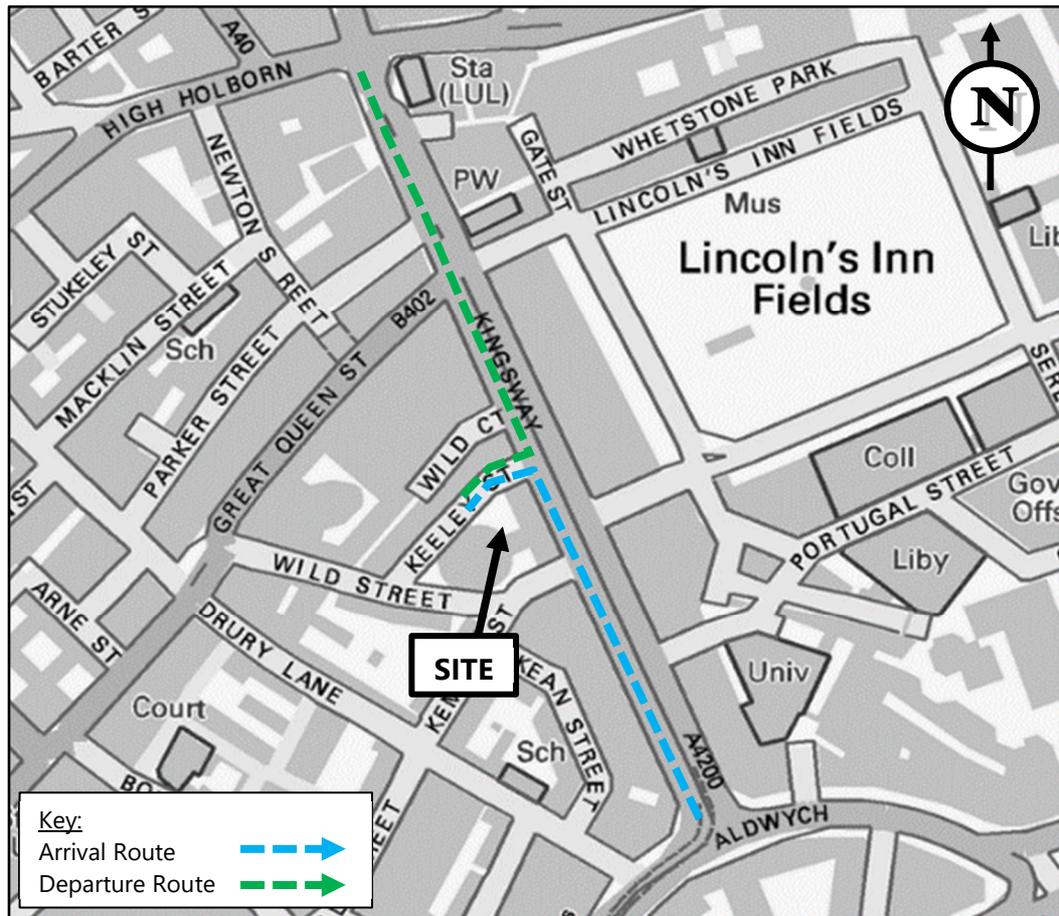
## **Delivery Vehicle Timings**

- 3.12 Deliveries to the office floorspace can take place between 08:00-18:00 only. Deliveries to the flexible retail floorspace can take place between 07:00-18:00. Multiple deliveries that are expected on the same day should be scheduled to arrive at different times, wherever possible.
- 3.13 In the event a retailer's procurement strategy includes the use of large HGVs, the London Lorry Control Scheme (LLCS) will be adhered to for HGVs above 18 tonnes. The LLCS imposes time restrictions:
- Monday to Friday: 21:00 – 07:00 (including 21:00 Friday night to 07:00 Saturday morning);
  - Saturday: 13:00 – 07:00 Monday morning; and
  - Public and bank holidays: treated as a normal weekday.

## Vehicle Routing

3.14 The access and egress routing arrangement for delivery and servicing vehicles to the on-site servicing area will be as follows (as illustrated in **Figure 3.3**):

- **Arrival:** A4200 Kingsway (approach from the south) – Keeley Street – Servicing Area.
- **Departure:** Servicing Area – Keeley Street – A4200 Kingsway.

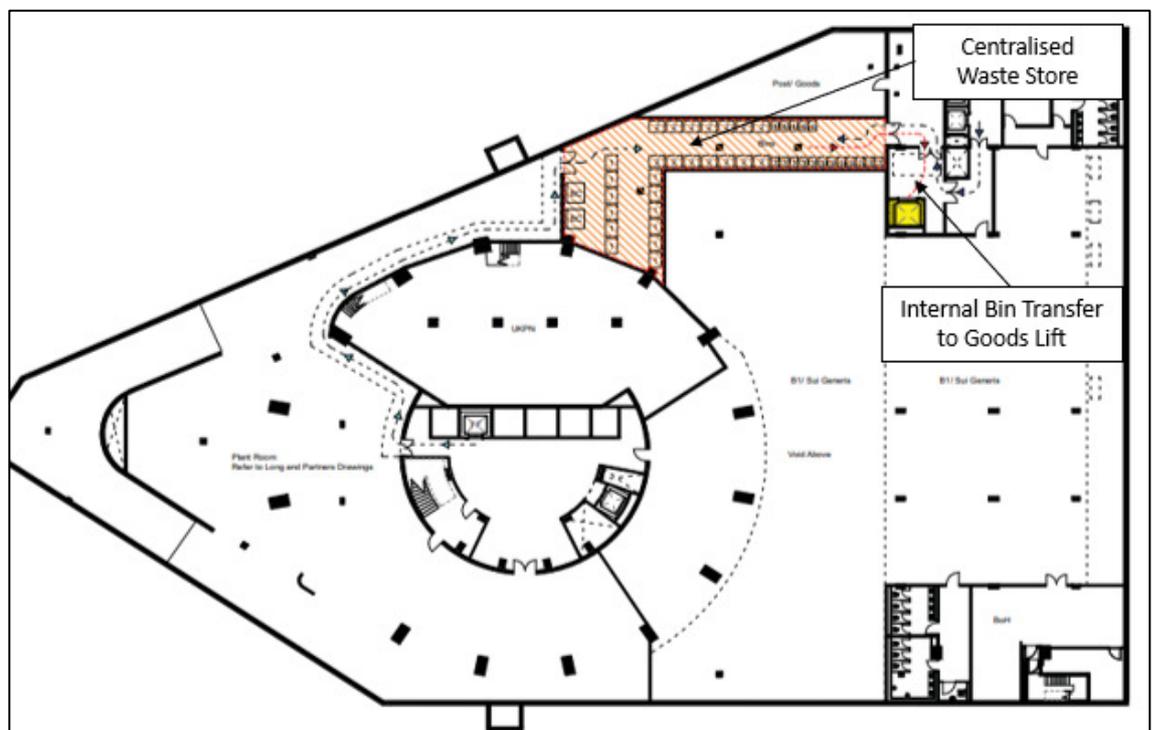


**Figure 3.3: Vehicle Routing Plan**

## 4 WASTE STRATEGY

### Waste Storage

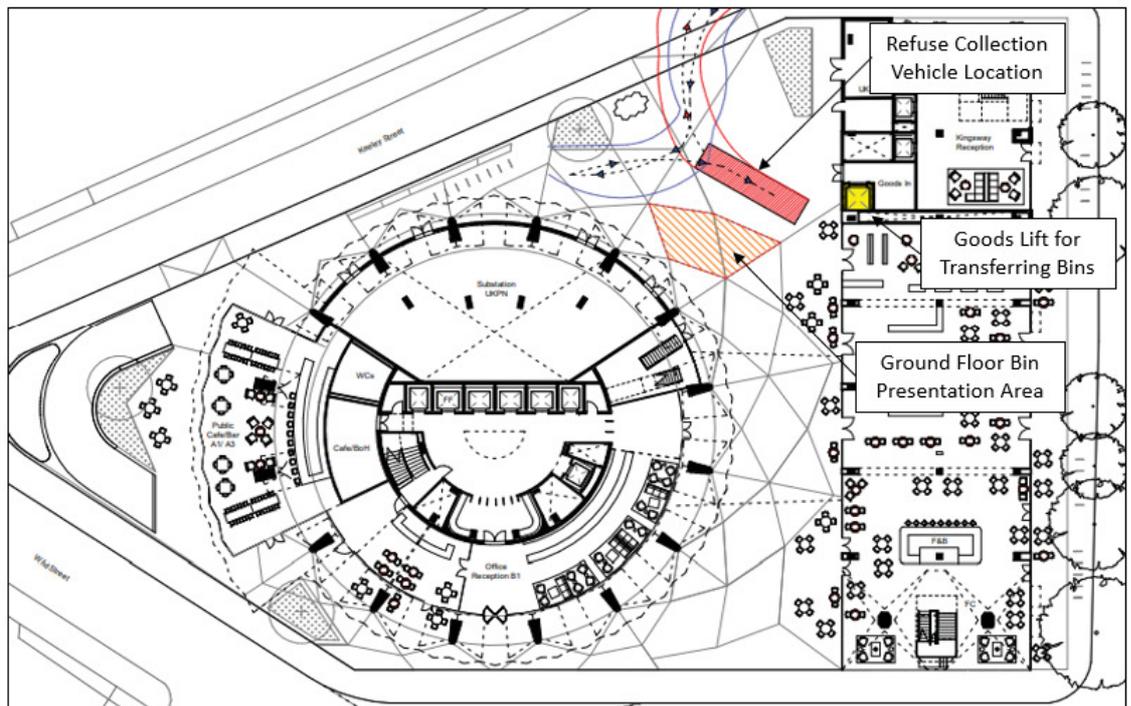
- 4.1 Approved waste storage areas for both buildings are located within a dedicated central store within basement level 2. Tenants of the Development (or associated cleaning staff) will be responsible for depositing waste from their premises directly into the containers provided, and ensure all waste has been consolidated prior to collection. This can be accessed via the goods lift to the Kingsway building or via a dedicated service route from the tower, as illustrated in **Figure 4.1** below.



**Figure 4.1: Waste Storage at Approved Basement Level 2**

### Waste Collection

- 4.2 Waste collection will take place from within the loading bays provided in the delivery area as illustrated at **Figure 4.2** below. The SMT will be tasked with transferring the bins to a location at ground floor within an acceptable drag distance (10m) of waste collection vehicles, and in advance of the arrival of refuse collection vehicles. Waste will be collected as often as necessary to ensure the amount of waste does not exceed the capacity of the waste store.



**Figure 4.2: Waste Collection Location at Ground Floor**

- 4.3 Access to the servicing area will be controlled by bollards on Keeley Street to restrict the hours of collection and to also ensure space is available to receive the refuse collection vehicles. Collections will be pre-arranged and scheduled to avoid peak pedestrian and commuter periods. The entire servicing area will be dedicated to the refuse collection operation to ensure a timely collection and to avoid conflict with other vehicles.
- 4.4 The SMT will schedule all waste collections to effectively manage the demand of the Development and will provide the waste contractor(s) with appropriate access advice and assistance as required.

## 5 INITIATIVES OF THE PLAN

- 5.1 The Section sets out the initiatives and measures that will be implemented at the site to ensure the success of the SMP.

### Management Regime

- 5.2 A Site Management Team (SMT) is currently being appointed to take responsibility for the facilities management and operation of the Development. The SMT will be responsible for overseeing the servicing strategy and implementing the SMP at the Development. Contact details for the SMT will be updated herein once confirmed; the interim contact details for the Site Owner are included below:

**Name:** Benjamin Du Boulay

**Company:** Seaforth Land Holdings Limited

**Address:** 29-31 Saffron Hill, London EC1N 8SW

**Email:** [benjamin.duboulay@seaforthland.com](mailto:benjamin.duboulay@seaforthland.com)

**Phone:** 07747 460 447

- 5.3 The SMT will oversee servicing operations associated with the Development. The SMT will be aware of forthcoming servicing activity, in / around the loading areas accessed from Keeley Street, including if / when exceptional activity is planned / expected.
- 5.4 Deliveries arranged by the occupier(s) of the Development will be strictly managed as part of this SMP. To assist with this, all employees will be fully-briefed on the existence of this SMP and the measures included herein.
- 5.5 The SMT will ensure that once goods have been unloaded, the content and quality of the delivery is checked, with occupiers responsible for the collection of deliveries from the unloading area
- 5.6 The SMT will be responsible for the smooth and efficient operation of the SMP.

### Highway Safety and Pedestrian Management

- 5.7 The protection of pedestrians in and around the servicing area is a priority of the SMP. The SMT will ensure that the delivery area is not available for use by delivery vehicles during the following periods: 08:00 – 09:00 and 17:00 – 18:00. This will allow the free movement of pedestrians through this space during the busiest periods of the day.

- 5.8 The SMT will ensure that all suppliers and drivers are aware of their potential impact on pedestrian safety and that due care and consideration must be taken when within the servicing area to prevent conflict between manoeuvring vehicles and pedestrians.
- 5.9 The service yard will be monitored continuously by the SMT through patrols (when the service yard is accessible by vehicles) and via CCTV to ensure that all vehicles adhere to the SMP measures, and pedestrian safety is not compromised within the service yard.

## **Scheduled Deliveries**

- 5.10 The SMT will implement a time-booking system, requiring all suppliers to book predefined delivery time-slots for their vehicles. The time-slots will be defined by the scale / nature of the goods delivered and will be booked via an online portal, such as Voyage Control. Communication of the process to tenants will be undertaken will be through induction training and the provision of an Occupiers Handbook.
- 5.11 This measure will avoid 'peaking' of deliveries, and thus ensure that multiple deliveries will not arrive at the same time; it will also allow the SMT to controls the hours of use of the delivery area, such that peak times are avoided to facilitate pedestrian movement, where possible.
- 5.12 The SMT will commit to re-timing deliveries through the booking system to make efficient use of the loading areas. Vehicles which arrive outside of agreed hours may be accepted at the Development, however, will be informed not to do so in the future. Repeat offending will be based on a 'three-strike' basis where the SMT will advise occupiers to review with their suppliers where repeat offending is recorded.
- 5.13 Deliveries of non-perishable items will be programmed to take place in the afternoon, if necessary, in order to ensure there is sufficient capacity to undertake deliveries of perishable food items in the morning.
- 5.14 Waste collection will be scheduled, and deliveries will be programmed so as to avoid waste/recycling collections.
- 5.15 The SMT will contact LBC in the event that any exceptional deliveries are required to the Development, including any deliveries that may need to occur on-street or out-of-hours. If required, these will be arranged at weekends or other quiet periods. The SMP commits to ensuring



all deliveries take place within the proposed loading locations and that any larger deliveries will infrequent.

## **Supplier Instructions**

- 5.16 All suppliers will be made aware of this SMP and the general requirements herein by the SMT (for its deliveries) and by tenants for all other deliveries. The SMT and tenants will issue written/email instructions to their suppliers setting out the delivery procedures to be adopted by them, including the specific access arrangements to the delivery area. Example supplier instructions are contained within a factsheet included at **Appendix B**.
- 5.17 Suppliers will be required to confirm the size of the vehicle in which deliveries will be made and the anticipated dwell time on-site when booking any time slots.
- 5.18 Suppliers will be encouraged, where possible, to use small and fuel efficient vehicles. Such as electric and LPG Vehicles and cycles. The Energy Saving Trust ([www.est.org.uk](http://www.est.org.uk)) include grants of alternatively-fuelled vehicles which can be promoted to suppliers.
- 5.19 Drivers will be informed that vehicle engines must be switched off whilst goods are being loaded/unloaded (i.e. when their vehicle is stationary).
- 5.20 'Just in Time' scheduling of deliveries will be used where possible to effectively manage the delivery area and minimise storage capacity required.

## **Promotion**

- 5.21 All tenants will be made aware of the SMP and will be required to liaise with the SMT regarding the coordination of deliveries and servicing at the Development. The SMT will provide regular updates and offer briefing / workshop sessions to tenants to implement the delivery time-booking system and other site-wide management measures.
- 5.22 The SMT will undertake regular liaison with tenants to understand any changes to their servicing requirements, and will reinforce the measures within this SMP to manage the servicing strategy, including delivery vehicle numbers.

## **Consolidation and Reduction of Deliveries**

- 5.23 In order to reduce the number of daily deliveries to the site, the SMT will:

- i) encourage tenants to advise staff to make use of facilities such as Amazon lockers to reduce the number of staff personal deliveries to the site;
- ii) investigate the potential use of last mile delivery solutions by eco-friendly or non-vehicular modes, such as cycle couriers;
- iii) review the number of deliveries for each tenant and suggest further measures that could be adopted by tenants with high-frequencies of deliveries to reduce overall numbers; and
- iv) explore the possibility of smart / joint procurement with adjacent properties in conjunction with seeking suppliers who use consolidation centres.

5.24 As discussed within Section 3, the initial forecast level of daily servicing vehicles without the implementation of the SMP is circa 86 vehicles per day. Taking into account the measures set out herein, and recognising the requirements within Part H, Section 2.35 of the S106 Agreement, the following targets are identified for the Development post-occupation:

- Achieve a 10% reduction in the number of servicing vehicles attending the site to 77 vehicles per day within 12 months following full occupation.
- Achieve a further 10% reduction in the number of servicing vehicles attending the site to 69 vehicles per day within 24 months following full occupation.

## **Monitoring and Review**

5.25 This SMP will be subject to a review within 12 months of the Development being occupied (“the Occupation Date”) as per Part L, Paragraph 2.35 of the S106 Agreement. Occupation is defined as when 75% of the employment floorspace has been occupied by future tenant(s).

5.26 The SMT will be responsible for maintaining a log book, including a record of any accidents or problems occurring and, if necessary / appropriate, will act accordingly so as to avoid the potential for future problems. This will also record the effectiveness of the measures proposed, including the number of vehicles received per day, such that the servicing movement target identified above can be reviewed within further iterations of the SMP.

5.27 The monitoring and review of the SMP is discussed further in the following section.

## **6 MONITORING & REVIEW OF THE PLAN**

- 6.1 The SMT will maintain a record of servicing, which will include the following information:
- Day;
  - Date;
  - Delivery slot(s) booked;
  - Type of vehicle;
  - Goods carried;
  - Time of arrival;
  - Time of departure;
  - Which tenant the delivery is for; and
  - Any other relevant information or comments.
- 6.2 The SMT will regularly monitor/review the success of the SMP and, if considered necessary/appropriate, will propose changes to the SMP to be approved by LBC.
- 6.3 The SMP will be the subject of an annual review with LBC, unless LBC confirms (in writing) that a formal review is not necessary. The first review will be undertaken 12 months after the Occupation Date and will include the results of consultation with local residents, including the Peabody Trust Buildings. The resident consultation will be undertaken 9 months after the Occupation Date to allow the building to become occupied, and for the measures in this SMP to be implemented before undertaking consultation.
- 6.4 The initial review of the SMP will include data collected by the SMT on the number of servicing movements received at the Development per day. This will be incorporated into the SMP and will be used to set updated measures if considered necessary / appropriate.
- 6.5 The SMT will also review comments received from occupants of the Development) regarding servicing activity and notify the LBC if necessary / appropriate during the next annual review of the SMP (or before in the case of any time-sensitive issues).
- 6.6 In the unlikely event that the SMT has any issues with managing the number of deliveries each day, further measures will be adopted to ease delivery numbers. This could include measures such as:



- Re-moding deliveries – deliveries would be undertaken by smaller vehicles where appropriate such as by bicycle and motorcycle.
- Re-timing deliveries – deliveries would be undertaken before 7am and after 7pm to ease the number of deliveries during the peak daytime hours.
- Re-routing deliveries – delivery vehicles which serve the Development also serving nearby properties, reducing the number of vehicles on the local highway network during the day.



## **7 CONCLUSION**

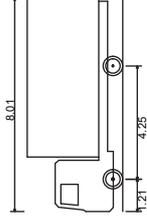
- 7.1 This SMP has been prepared to ensure the successful operation of servicing activity to the Development on a day-to-day basis. It will be implemented by the SMT and includes a range of measures to manage all servicing at the Site. A target is included for the reduction in daily delivery and servicing vehicle numbers, which will be reviewed following the occupation of the Development.
- 7.2 This SMP will ensure that the likelihood of vehicle conflicts with pedestrians and other vehicles will be minimised and that the servicing of the site will not affect the free flow or environmental condition of the public highway.

# Appendix A

**NOTES**

1. Do not scale from this drawing.
2. This drawing to be read & printed in colour.
3. This drawing is for illustrative purposes only.

**7.5T BOX VAN**



Overall Length 8.010m  
 Overall Width 4.250m  
 Overall Height 2.100m  
 Min Body Height 3.556m  
 Track Width 0.351m  
 Lock to Lock Time 2.064m  
 Kerb to Kerb Turning Radius 7.400m

FORWARD MOVEMENTS ARE SHOWN  
 IN BLACK (design speed - 5kph)

REVERSE MOVEMENTS ARE SHOWN  
 IN BLUE (design speed - 2.5kph)

Revised scheme layout	RB	DP	17.05.2019
Revised scheme layout and swept paths.	HE	SMCC	10.05.2019
Revised tracking and layout	RB	DP	18.04.2019
Rev Details	REVISION HISTORY	Drawn	Checked

Status:	<input type="checkbox"/> Preliminary	<input type="checkbox"/> For Approval	<input type="checkbox"/> For Construction
	<input checked="" type="checkbox"/> For Information	<input type="checkbox"/> For Tender	<input type="checkbox"/> As Built

Client:

Seaforth Land

Space House

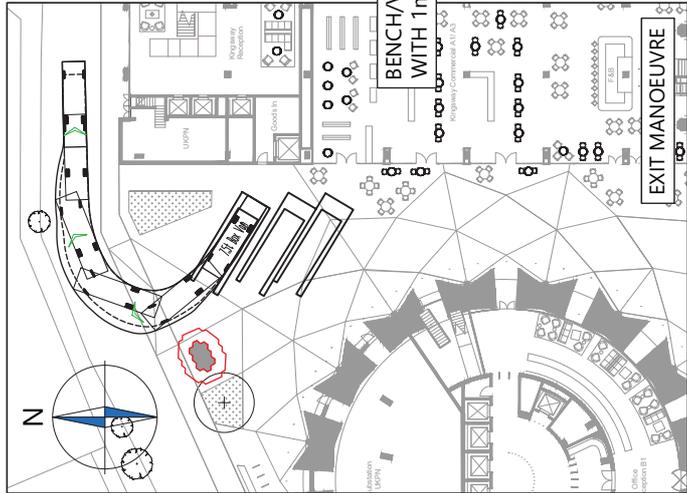
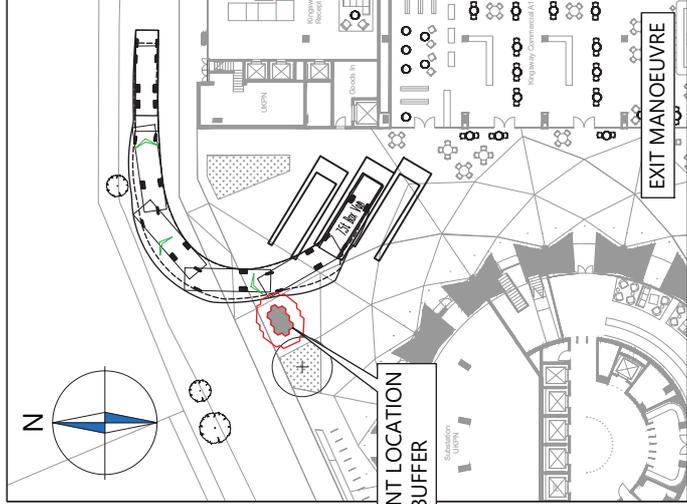
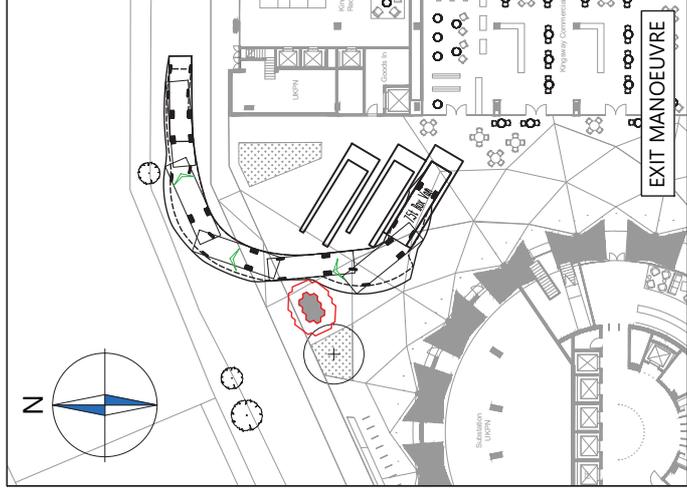
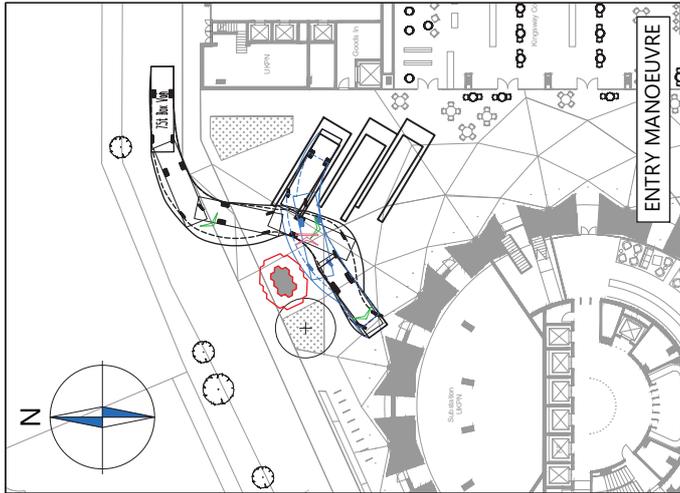
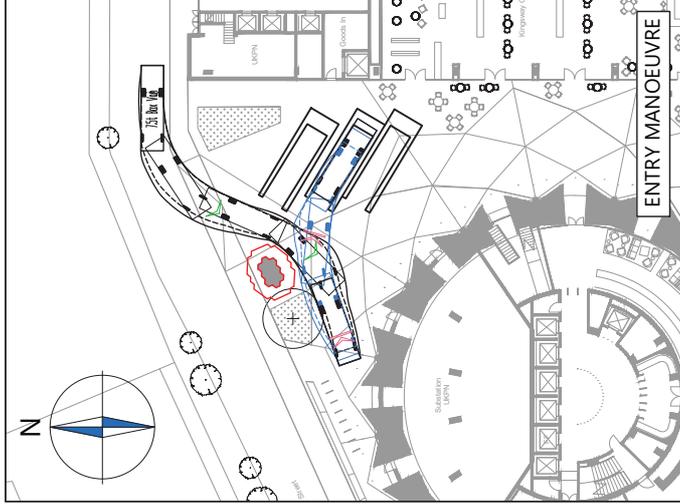
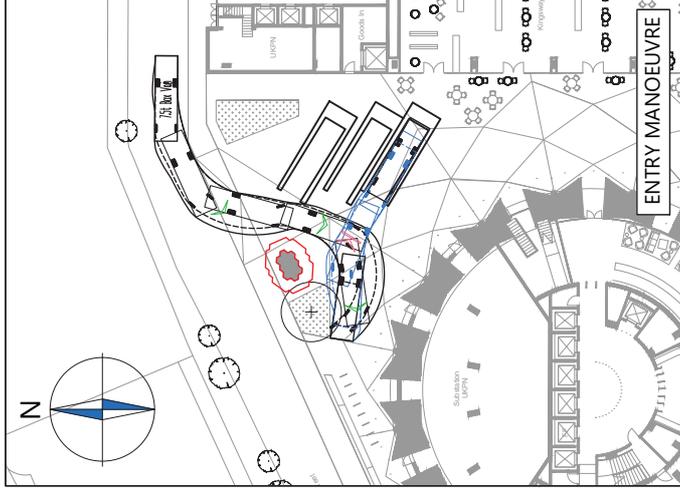
Drawing Title:

External Service Yard  
 Vehicular Swept Path Analysis  
 using 7.5T Box Vans

Scale:	1:500	Size:	A3
Drawn by:	RB	Checked by:	SMCC
Date:	11.04.2019		

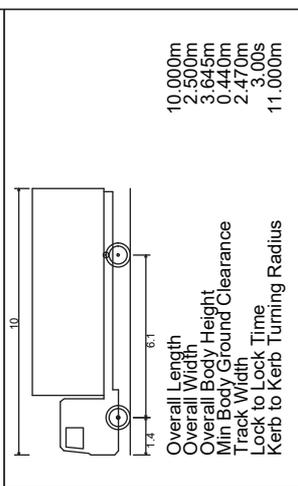


Scheme Ref:	3758	Drawing No:	TR012	Sheet:	1 of 3	Rev:	C
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**NOTES**

1. Do not scale from this drawing.
2. This drawing to be read & printed in colour.
3. This drawing is for illustrative purposes only.



**FORWARD MOVEMENTS ARE SHOWN**  
 IN BLACK (design speed - 5kph)

**REVERSE MOVEMENTS ARE SHOWN**  
 IN BLUE (design speed - 2.5kph)

C	Revised scheme layout	RB	DP	17.05.2019	
B	Revised scheme layout and swept paths.	HE	SMCC	10.05.2019	
A	Revised tracking and layout	RB	DP	18.04.2019	
Rev	Details	REVISION HISTORY	Drawn	Checked	Date
Status:	<input type="checkbox"/> Preliminary	<input type="checkbox"/> For Approval	<input type="checkbox"/> For Construction		
	<input checked="" type="checkbox"/> For Information	<input type="checkbox"/> For Tender	<input type="checkbox"/> As Built		

Client: **Seaforth Land**

Project: **Space House**

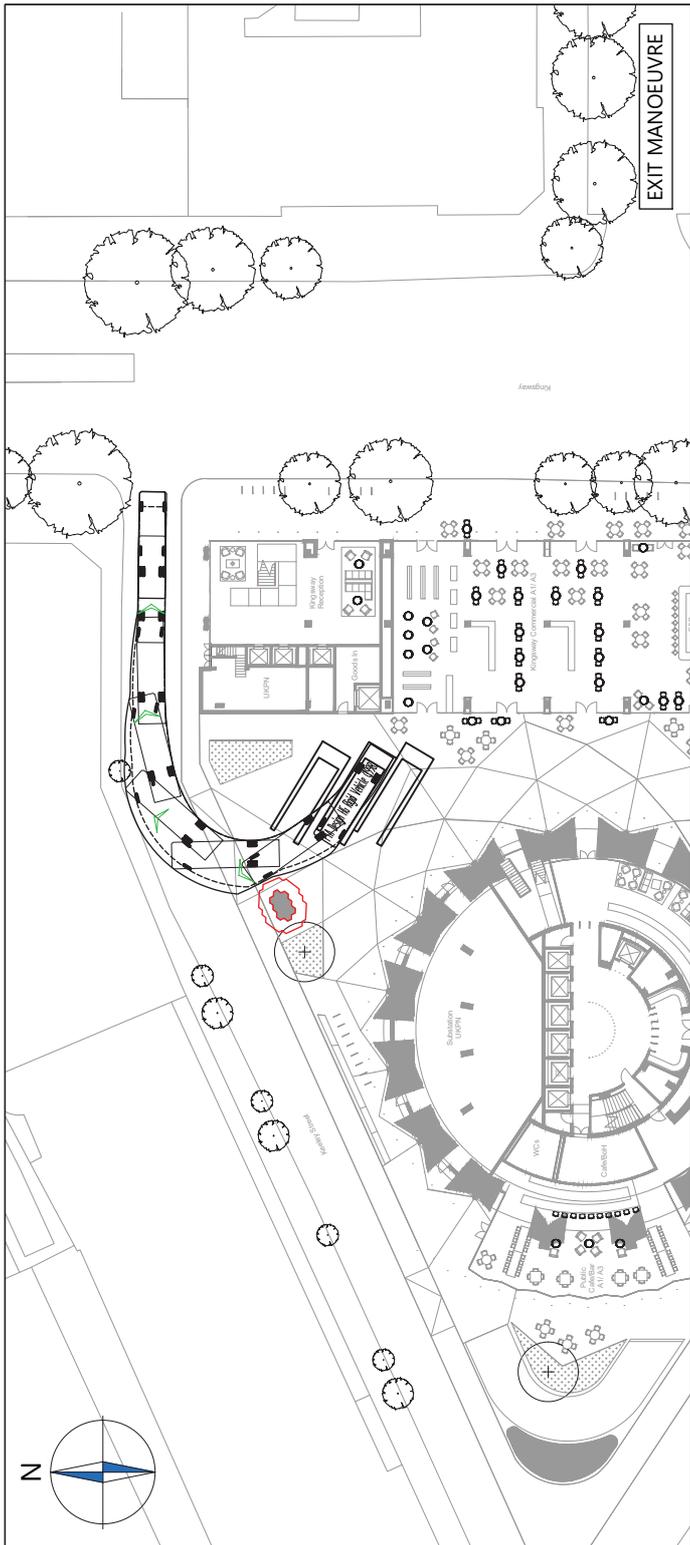
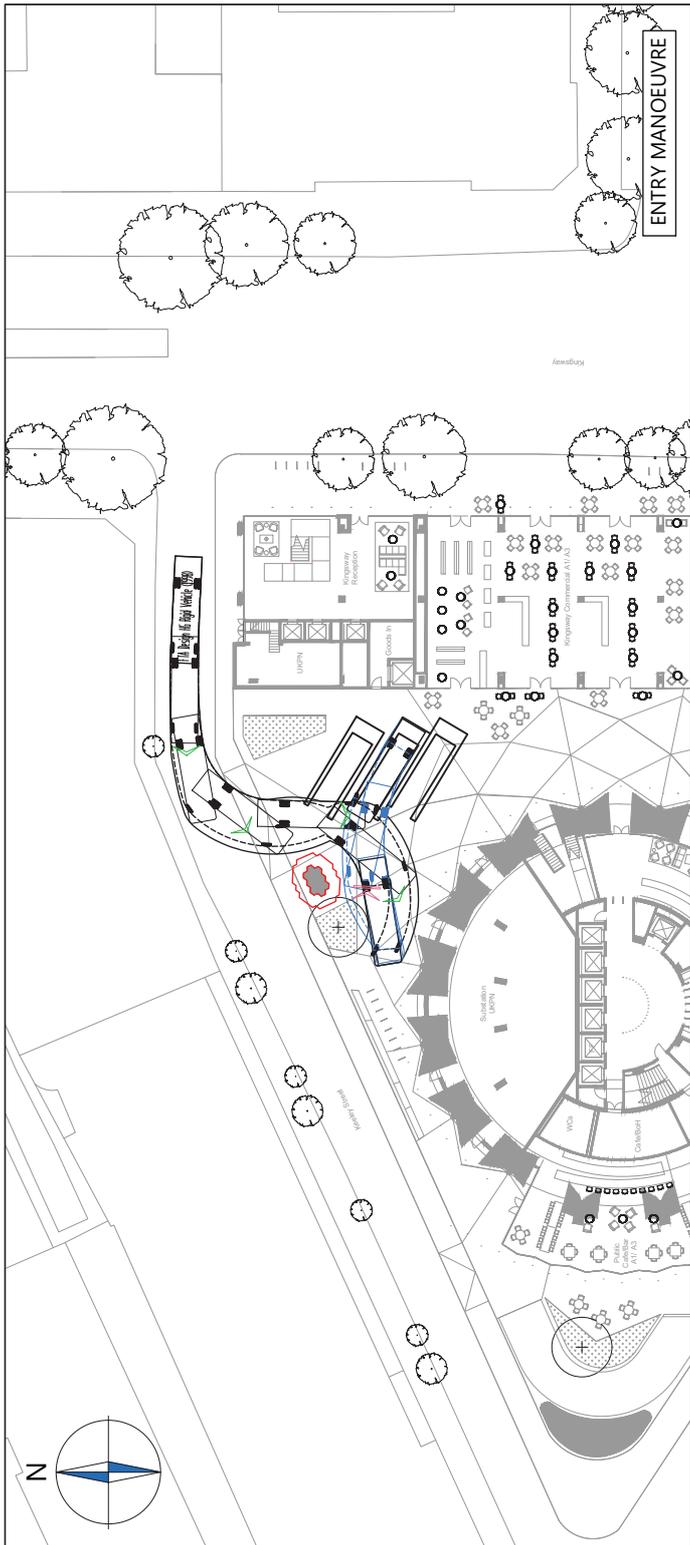
Drawing Title: **External Service Yard  
 Vehicular Swept Path Analysis  
 using a 10m Rigid Vehicle**

Scale: 1:500 Size: A3

Drawn by: RB Checked by: SMCC Date: 11.04.2019

**CANEPARO ASSOCIATES**  
 Transport Planning & Highway Design  
 21 Little Portland Street • London • W1W 8BT • Tel. 020 3617 8200

Scheme Ref: **3758** Drawing No: **TR012** Sheet: **2 of 3** Rev: **C**



**NOTES**

1. Do not scale from this drawing.
2. This drawing to be read & printed in colour.
3. This drawing is for illustrative purposes only.

**LARGE REFUSE VEHICLE (3 AXLE)**

Overall Length 9.860m  
 Overall Width 3.3174m  
 Overall Body Height 2.450m  
 Min Body Ground Clearance 0.366m  
 Track Width 2.450m  
 Lock to Lock Time 4.00s  
 Kerb to Kerb Turning Radius 9.500m

**FORWARD MOVEMENTS ARE SHOWN**  
 IN BLACK (design speed - 5kph)

**REVERSE MOVEMENTS ARE SHOWN**  
 IN BLUE (design speed - 2.5kph)

C Revised scheme layout RB DP 17.05.2019  
 B Revised scheme layout and swept paths. HE SMCc 10.05.2019  
 A Revised tracking and layout RB DP 18.04.2019  
 Rev Details REVISION HISTORY Drawn Checked Date

Status:  Preliminary  For Approval  For Construction  
 For Information  For Tender  As Built

Client: **Seaforth Land**

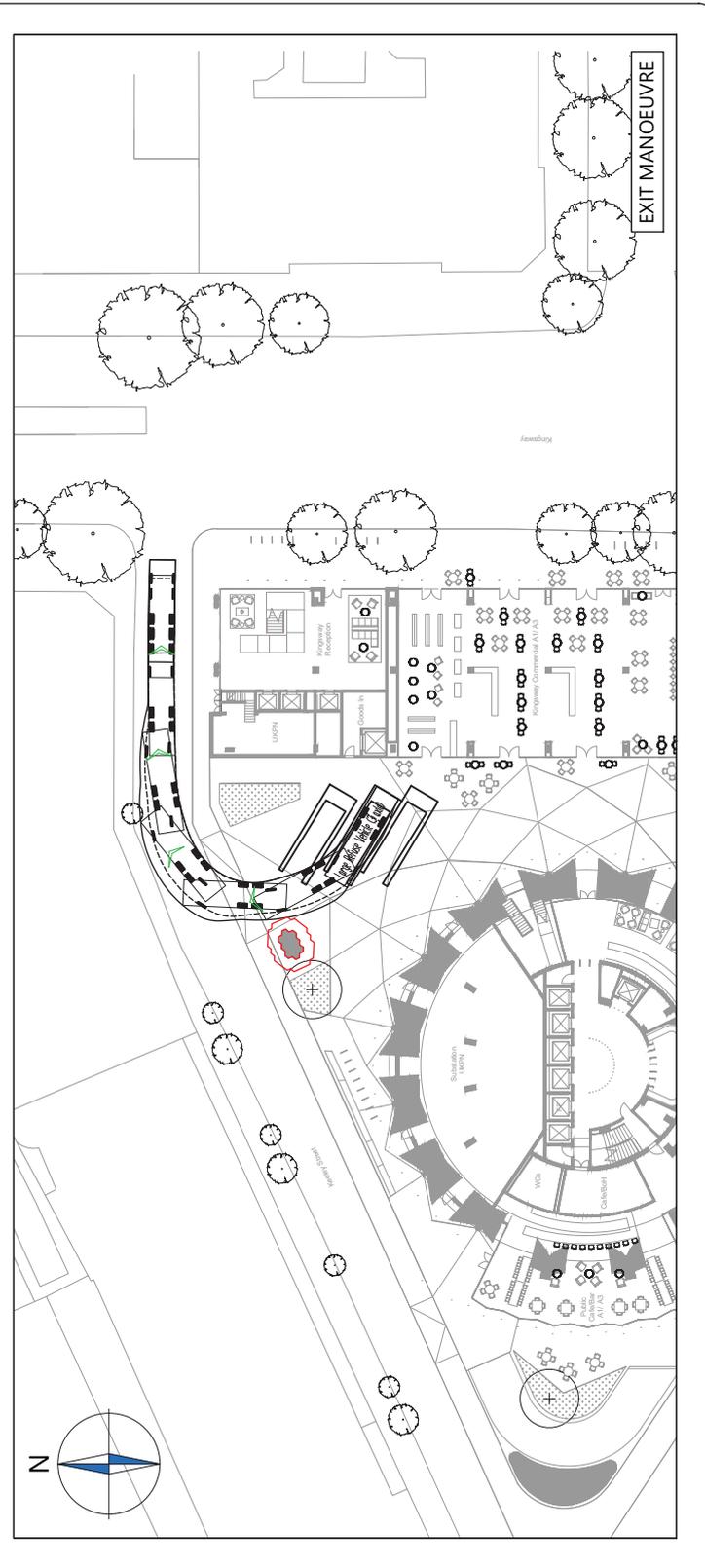
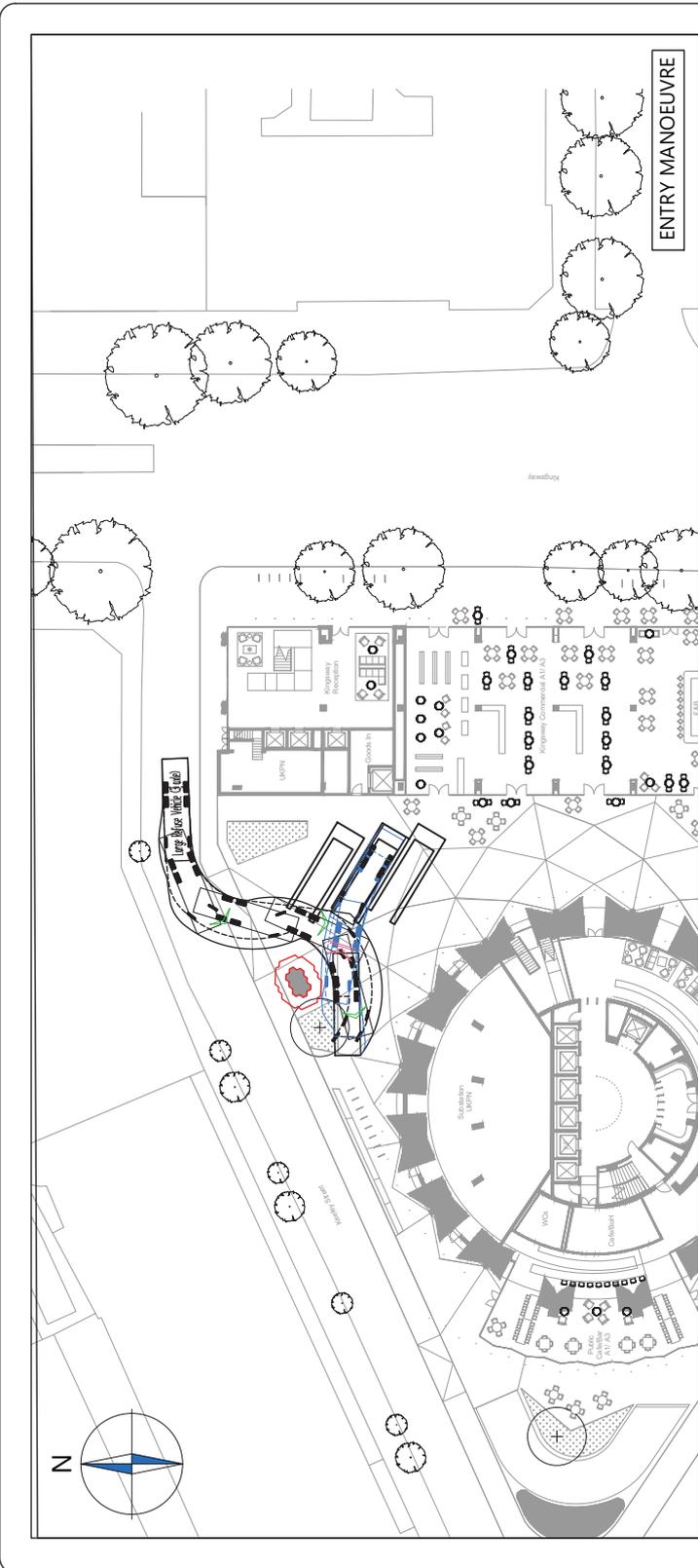
Project: **Space House**

Drawing Title: **External Service Yard  
 Vehicular Swept Path Analysis  
 using a Large Refuse Vehicle**

Scale: 1:500 Size: A3  
 Drawn by: RB Checked by: SMCc Date: 11.04.2019

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Scheme Ref: **3758** Drawing No: **TR012** Sheet: **3 of 3** Rev: **C**





## **Appendix B**

## Supplier Instructions

1. Servicing activity is to take place from the internal delivery area within the dedicated loading bays provided. Servicing shall not occur any other location.
2. Suppliers will be required to liaise with the Site Management Team at the outset of any supply contract in order to be briefed on the servicing strategy for the site, including the pre-booking of delivery time slots. Occupiers will direct all suppliers to the Site Management Team for briefing.
3. Multiple deliveries that are expected on the same day should be scheduled to arrive at different times. Deliveries to the office floorspace can take place between 08:00-18:00 only. Deliveries to the flexible retail floorspace can take place between 07:00-18:00.
4. Vehicles should only remain in the vicinity of the site whilst goods are being unloaded and engines should be turned off while the vehicle is stationary. To maintain the efficient use of the delivery area, vehicles should exit immediately once all loading / unloading has been completed.
5. Goods and/or storage containers must not be left on the footway/highway once loading/unloading has been completed.
6. Suppliers will be required to provide the Site Management Team with the following information when they are completing the online booking form:
  - Day of delivery
  - Date
  - Delivery slot(s) booked
  - Type of vehicle
  - Goods carried
  - Anticipated dwell time
  - Recipient company/tenant name
  - Any other comments.