

DELIVERY AND SERVICE PLAN – PARLIAMENT HILL SCHOOL

Project Name: Parliament Hill School Building Project
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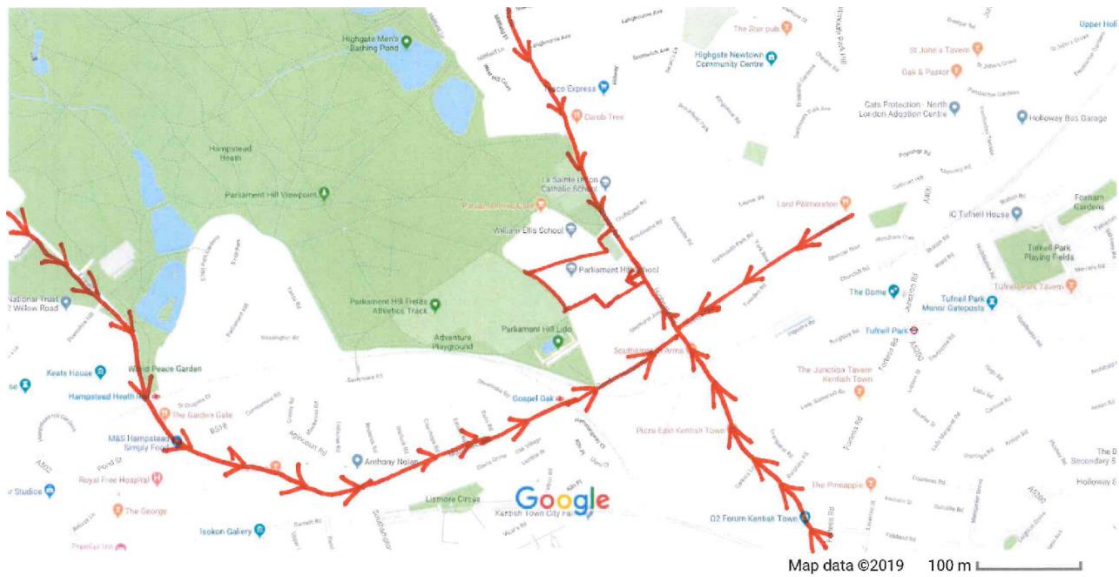
1 Introduction

- 1.1 This delivery and service plan has been prepared by Parliament Hill School to provide details regarding the current building project and will show how the school will manage and mitigate the potential impacts of deliveries and servicing on the amenity and safety of the general public, school staff and students.
- 1.2 This Delivery and Service Plan should also be read in conjunction with the school's Waste and Recycling Strategy Summary.

2 Vehicular Access

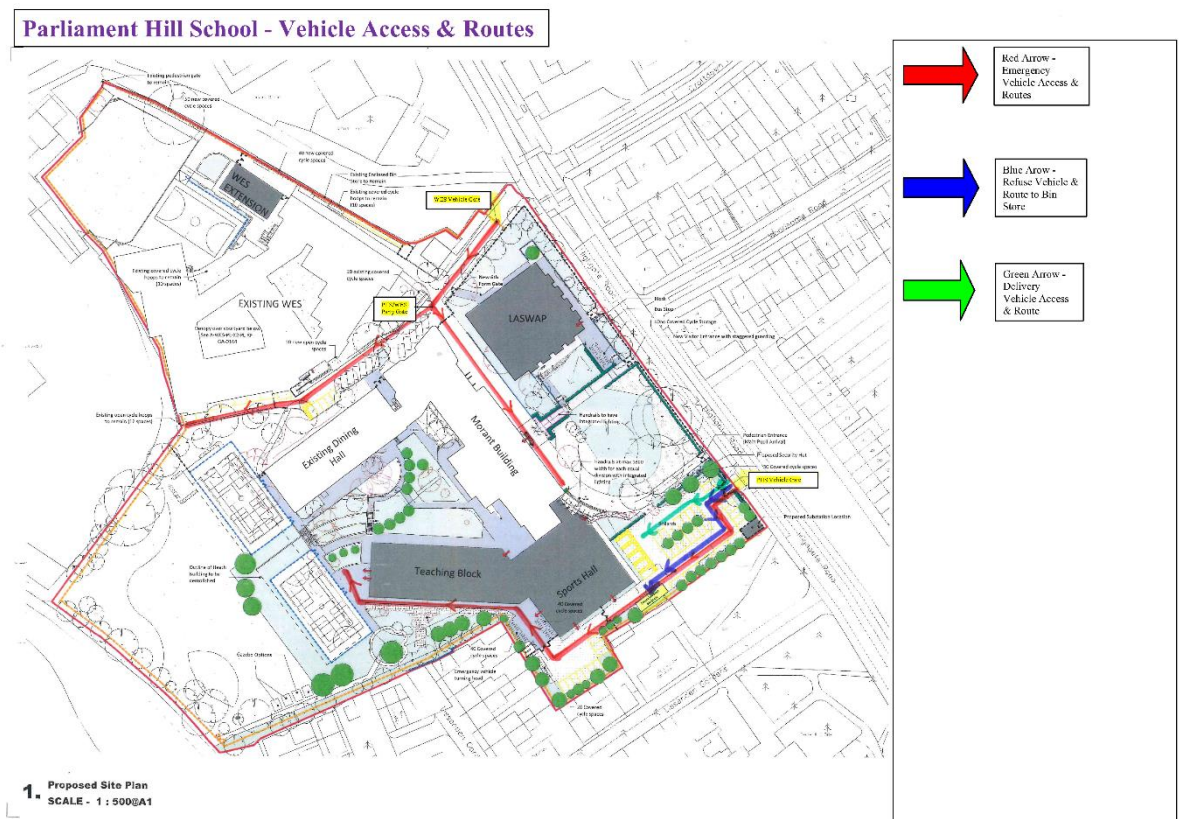
- 2.1 Vehicular access to the school site is via the vehicle entrance on Highgate Road opposite the junction with Grove Terrace. The main routes to this entrance are shown in Diagram A.

Diagram A



2.2 The Highgate Road vehicle entrance opens into to the school car park consisting of 44 spaces, provision for access to the rear of the school for emergency vehicles, provision for refuse vehicles for the emptying of bins and provision for deliveries to the school office. Vehicle access areas and school car park are shown in Diagram B.

Diagram B



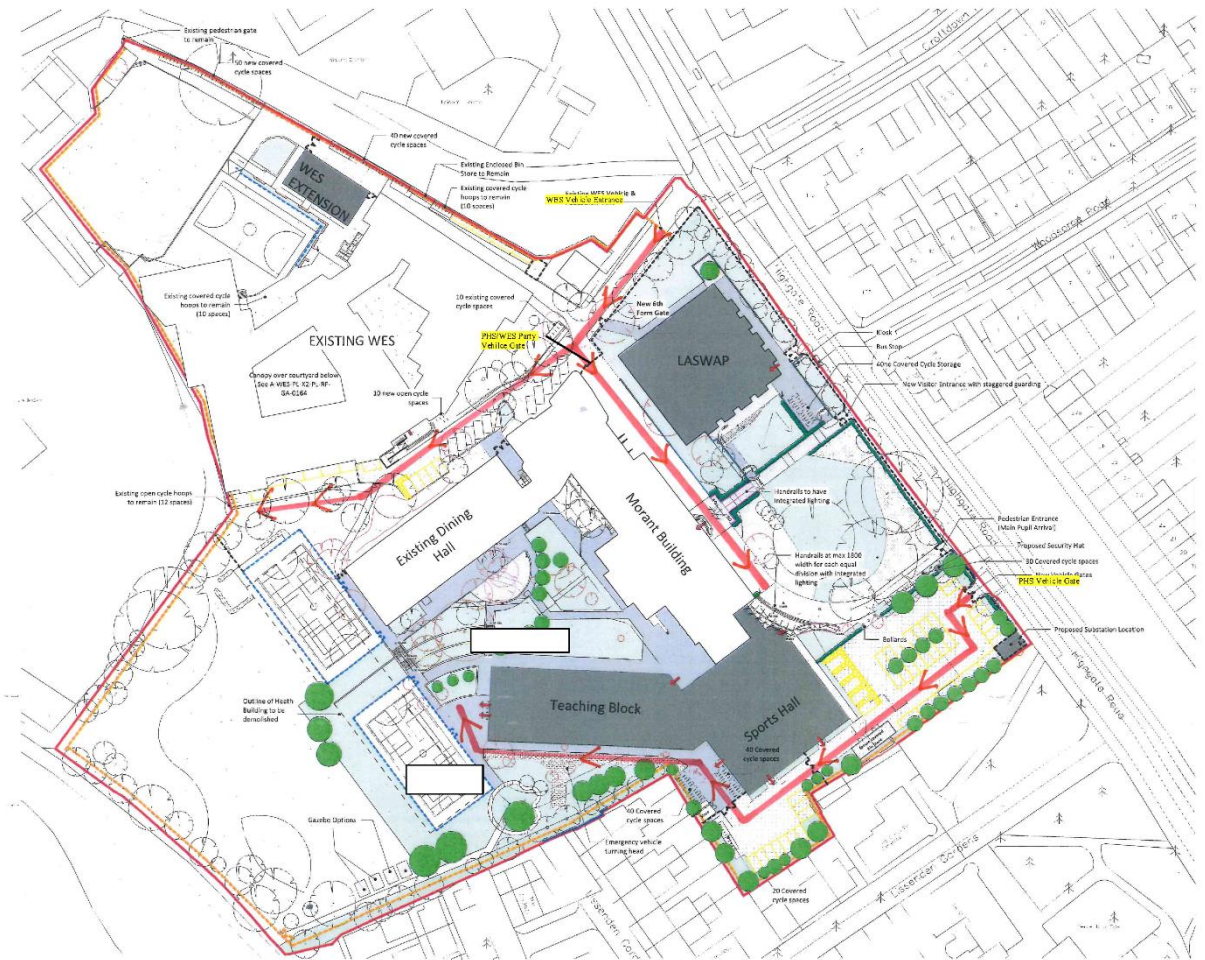
3 Frequency and hours of deliveries to the site

- 3.1 Deliveries to the site will be on Monday to Friday between 9am and 10.50am, between 11.15am and 1.15pm and between 2.05pm and 3.15pm, to avoid busy times when students are entering or leaving the site, and at break times.
- 3.2 Typically, deliveries are for items such as paper, delivered approximately every two weeks; text and exercise books, delivered approximately every two to four weeks; stationary, delivered approximately every two weeks; groceries, delivered up to three times per week; and general mail, delivered once per day. Delivery drivers are required to turn off the ignition of their vehicles whilst parked, whether in the school car park or on the main road, in order to reduce emissions. Typical deliveries take between five and ten minutes.
- 3.3 Vehicles may enter via the vehicle entrance, park in the school car park and the delivery person will then be required to walk to the Morant Building Reception to deliver the goods.
- 3.4 Vehicles can turn within the car park in order to drive out on to Highgate Road via the vehicle exit.

4 Frequency of other vehicular services to the site

- 4.1 Rubbish collection occurs 2 days per week (Monday and Thursday) between 7am and 10am.
- 4.2 Refuse vehicles will access the site via the vehicle access on Highgate Road, manoeuvre within the car park and reverse to the refuse store adjacent to the Kite Building. Following collection, refuse vehicles can drive through the car park and drive out through the vehicle exit.
- 4.3 Maintenance and repairs contractors' vehicles may access the site via the vehicle entrance on Highgate Road. Vehicles must park in the school car park. This will normally occur between 7am and 7pm, however, emergency repair vehicles may access the car park outside of those hours in exceptional circumstances.
- 4.4 Emergency service vehicles (fire, police, ambulance) may access the site seven days a week, twenty-four hours a day and may gain access via the Parliament Hill School (PHS) vehicle gate, the William Ellis School (WES) Gate and the PHS/WES party vehicle gate. Emergency vehicles can access all areas of the school via the routes shown in Diagram C.

Diagram C



1. Proposed Site Plan **Parliament Hill School - Emergency Vehicle Access and Routes**
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4.5 On occasion, coaches for school trips will park on Highgate Road in front of the school to pick up and drop off students and staff. This will usually be before 8.30am and after 4.30pm and coaches will not stop for more than thirty minutes. Coaches do not come onto the school site.

5 Dimensions of delivery and servicing vehicles entering the site

- Short wheelbase vans
- Long wheelbase vans
- Large lorries
- Large refuse vehicles
- Emergency service vehicles (fire, police, ambulance)

6 Proposed loading and delivery locations

- School car park – on school grounds

The car parking facilities are shown in yellow in Diagram D.

Diagram D



7 Strategy to manage vehicles servicing the site

7.1 For all refuse collections, the school's site management staff will be on hand to assist with the manoeuvres to avoid any conflict with vehicles and/or pedestrians in the car park and to reduce dwell time of the vehicle.

7.2 The process for vehicle entry will be as follows:

- Driver will contact school reception via a video phone.
- Gate will be opened electronically by reception staff
- Vehicle will be guided to a suitable unloading area by school site management staff
- A member of the school site staff will be on site to co-ordinate out of school hours' emergency vehicles.

8 Monitoring

8.1 The effectiveness of the delivery and service will be monitored by the Premises Manager who will log all incidents and issues and these will be discussed regularly at senior leadership team meetings with an aim to rectify and improve where required.

8.2 Ongoing monitoring will ensure that the development is managed in accordance with the planning permission for the site.

8.3 Delivery and Service Plan monitoring will take place as part of the Travel Plan monitoring, in years 1, 3 and 5, post completion of the development.