



Seaforth Land

20-23 GREVILLE STREET

Draft Delivery and Servicing Plan

January 2018

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1 INTRODUCTION

- 1.1 This Draft Delivery and Servicing Plan (DSP) has been prepared by Caneparo Associates on behalf of Seaforth Land (the 'Applicant') in support of a planning application for 20-23 Greville Street, EC1N 8SS ('the Site'), in the London Borough of Camden (LBC).
- 1.2 The development proposes the extension and refurbishment of the building in order to provide 2,662sqm (GEA) of B1(a), 981sqm (GEA) flexible retail floorspace (Use Class A1/A3). All off-street parking will be removed. The proposed layout plans are included at **Appendix A**.
- 1.3 This DSP takes into account the circumstances on the surrounding highway network and seeks to outline how delivery and refuse / recycling traffic will be managed.
- 1.4 The remainder of the DSP is set out as follows:
- Section 2 describes existing conditions;
 - Section 3 sets out the proposed delivery vehicle and servicing arrangements;
 - Section 4 sets out the proposed refuse and recycling store arrangements;
 - Section 5 sets out the initiatives;
 - Section 6 details the monitoring and review of the plan; and
 - Section 7 provides concluding remarks.

2 THE SITE & SURROUNDING AREA

Site Location

- 2.1 The Site is located within the Holborn and Covent Garden ward, on the southern side of Greville Street, bound by Bleeding Heart Yard to the west and south, and a similar sized office building to the east. The Site is located 180m east (2 minutes' walk) of Farringdon Station.
- 2.2 The surrounding area comprises a mix of commercial and retail land uses. The local area offers a wide range of facilities and amenities within a short walking distance owing to the Site's proximity to both Farringdon and Chancery Lane Stations. As such the proposed development is considered to be located within an established area that benefits from many services that can cater to the increased number of employees on-site.
- 2.3 The site location with respect to the local highway network and rail connections is shown at **Figure 1**, below.

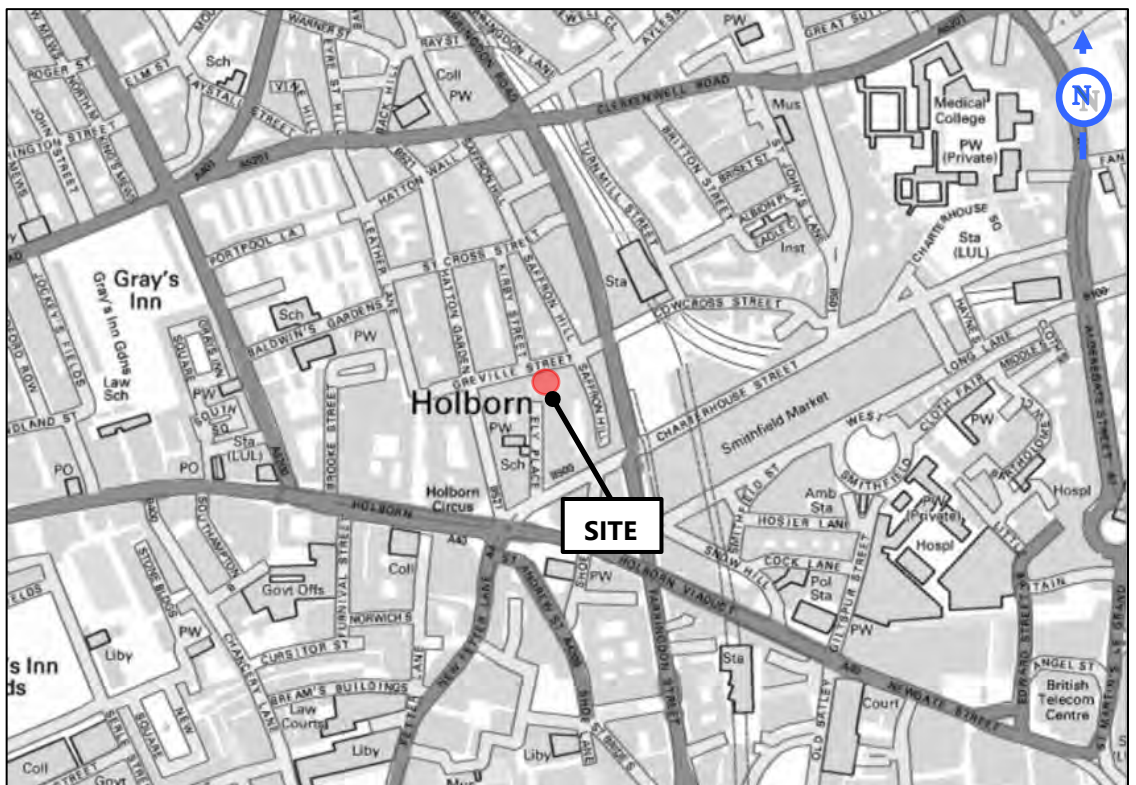


Figure 1: Site Location Plan

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Local Highway Network

Greville Street

- 2.4 Greville Street is located along the Site's northern frontage and operates eastbound to the A201 Farringdon Road from Leather Lane. The section of Greville Street which fronts the Site operates single yellow line on the northern side of the road with on-street car club bay / resident permit holder bay / short-term parking bay along the southern side. Short lengths of double yellow line are also located on the southern side of the road. The short-term parking is in operation between 08:30 and 18:30 Monday to Friday, 08:30 and 13:30 Saturday, with a maximum stay of 2 hours.

Bleeding Heart Yard

- 2.5 Bleeding Heart Yard bounds the Site to the west and south and forms a courtyard offering access to a small number of commercial and retail properties. The yard connects to Greville Street via a narrow lane which opens up to the yard itself. The narrow entrance/exit is controlled by double yellow line whilst the remainder of the yard is controlled by single yellow line. Delivery vehicles access the yard to service commercial properties along Greville Street.

Cycle Superhighway 6

- 2.6 Transport for London (TfL) have consulted on a new cycle superhighway which would involve both pedestrian and cycle improvements on Greville Street. The proposed alterations are detailed in **Appendix B** whilst a summary is included below:

- Pedestrianising the access between Farringdon Road and Greville Street;
- Reversing the one-way direction of Kirby Street to northbound; and
- New traffic islands to the west of the access to Bleeding Heart Yard to form a new loading bay.

Parking and Loading

- 2.7 The Site falls within Zone CA-D "Kings Cross Area" of Camden's Controlled Parking Zone (CPZ) which operates between 08:30 and 18:30 Monday to Friday, and 08:30 and 13:30 on Saturdays. Loading or unloading is permitted on yellow lines for up to 40 minutes during the hours of control.

3 SERVICING ARRANGEMENTS

- 3.1 This section provides an indication of the arrangements for servicing vehicles associated with the proposed development and subsequently the level of movements per day.
- 3.2 Servicing is proposed to take place on-street within Bleeding Heart Yard, as per the existing situation prior to development. Vehicles will make use of the available single yellow line in the vicinity of the Site, which allows for continuous loading / unloading for up to 40 minutes.
- 3.3 Furthermore, as part of the CS6 highway amendments, a new loading bay will be created on Greville Street, to the west of the site (adjacent to the Bleeding Heart Tavern) which will also offer loading opportunities.
- 3.4 The majority of the servicing vehicles attending the site will be in the form of a 4.6t transit van or smaller. Any larger vehicles, such as 7.5t box vans or 10m rigid vehicles, will be expected to service the Site from existing on-street loading facilities such as the single yellow line proposed as part of the CS6 highway amendments on Saffron Hill which will operate restricted loading times.
- 3.5 Swept path analysis is included at **Appendix C** which highlights that a 3.5t and 4.6t vehicle can service from Bleeding Heart Yard and the loading bay on Greville Street whilst a 7.5t box van will be able to utilise Saffron Hill for loading. It is noted that small refuse lorries will either stop within the loading bay on Greville Street or be required to reverse into the yard from Greville Street to the refuse store. This is in the scenario whereby refuse is not collected by transit sized vehicles.
- 3.6 The 'Goods In Manager' will be responsible for managing vehicles servicing the site in order to ensure that vehicles load and unload in line with local parking controls, and within the off-street servicing area, wherever possible.

Servicing Movement

- 3.7 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); and
- 7.5t Box Van, 8m length x 2.1m width.

3.8 The Goods In Manager will encourage delivery companies to make use of vehicles between the 3.5t and 4.6t category in order to maximise the number of vehicles that can make use of the off-street servicing area. Occupiers will also be made aware of the access restrictions along Bleeding Heart Yard.

3.9 The anticipated servicing demand for the commercial uses has been detailed in the following paragraphs.

B1 Office

3.10 In total, 2,662sqm of floor space will be provided as office workspace. Subsequent to inspection of the trip generation database, TRICS, B1 offices appear to typically generate 0.25 deliveries / servicing trips per 100sqm per day, therefore the proposed B1 office workspace is likely to generate 6-7 servicing delivery trip per day.

3.11 Based on a selection of sites from the TRICS database (incorporating TRAVL) 6% of servicing vehicles are expected to be within the 7.5t box van category (larger vehicles). Therefore, of the proposed 6-7 deliveries the Site can be expected to receive no more than 1 larger delivery per day with most days not receiving any large deliveries. The TRICS data is included at **Appendix D**.

3.12 It is anticipated that servicing activity for office workspaces will primarily comprise couriers of stationary and miscellaneous supplies, together with the occasional bulky goods delivery of office furniture. Based on the data mentioned above, 6-7 deliveries would be undertaken via motorbike (couriers) and transit van vehicles which will utilise Bleeding Heart Yard for loading. The typical dwell time for 3.6t and 4.5t vehicles is expected to be 10-20 minutes.

3.13 When the single larger delivery is required to access the Site, via a 7.5t box van for example, the vehicle will be directed to park on Saffron Hill: primarily the single yellow line adjacent near to the junction with Greville Street.

3.14 The servicing arrangement proposed falls in line with the previous situation for the office.

A1/A3 Retail

- 3.15 The 981sqm of flexible retail floorspace is illustratively divided into four units (Use Class A1/A3).
- 3.16 The servicing demand for the retail floorspace will vary depending on the final occupiers, particularly in reference to the non-food retail units. Regardless, based on best practice estimates of 1.35 trips per 100sqm of retail floorspace per day. This assumes a worst case scenario of delivery trips, with certain uses receiving significantly less delivery trips per day.
- 3.17 Applying this standard to the retail floorspace equates to 13-14 delivery trips per day. It is anticipated that owing to the size of each of the retail units the demand for large deliveries will be kept to a minimum with each retailer's servicing demand generally catered for by vehicles no larger than 4.6t. The Applicant will explore the potential for consolidation between each occupier (including the office workspace) once occupiers have been identified.
- 3.18 The retail units are likely to demand a variety of goods ranging from daily deliveries of fresh products, cleaning materials, beverage deliveries, off-site laundry drop-off / collection and retail specific paraphernalia.
- 3.19 As per the office workspace, vehicles are expected to have dwell times in the region of 10-20 minutes with all vehicles making use of Bleeding Heart Yard as well as the new loading bay on Greville Street other than on rare occasions where deliveries are undertaken by vehicles larger than a 4.6t van; in this instance vehicles will make use of the single yellow line on Saffron Hill.

Vehicle Routing

- 3.20 The proposed vehicle route for accessing the loading facilities in the area is as follows:
- Arrival: approaching the site via the A40 Holborn before accessing Hatton Garden and turning right onto Greville Street. Finally, vehicles will either stop on Greville Street (loading bay) or enter Bleeding Heart Yard (single yellow line).
 - Departure: those stopping on Greville Street will continue eastbound before accessing Saffron Hill (where larger vehicles will service) turning right onto St Cross Street and re-joining the strategic highway network via the A201 Farringdon Road. Those within the Bleeding Heart Yard will undertake the same departure route once performing a turning manoeuvre within the Yard to access Greville Street. This arrangement takes into account TfL's cycle superhighway proposals.

3.21 The proposed vehicle route is included at **Appendix E**.

4 REFUSE & RECYCLING STORE ARRANGEMENTS

Refuse and Recycling Storage

- 4.1 The refuse store will be located within the curtilage of the Site along the western side of the building, adjacent to the access into Bleeding Heart Yard. Refuse collection will be managed by a member of staff at the Site such as the 'Goods In Manager'.
- 4.2 The store has been designed for ease of access by both occupiers and refuse collection operatives, with suitable access to the proposed servicing location on Bleeding Heart Yard.
- 4.3 The London Borough of Camden's waste guidance suggests 1,000L of waste storage (recyclables and non-recyclables) per 300sqm of floorspace. Based on the proposed floorspace, the store will consist of 3 x 1100 litre Eurobins and 1 x 360 litre wheelie bin for recycling and 3 x 1100 litre Eurobins and 1 x 240 litre wheel bin for general waste stores, the management of which is discussed below. Management staff will deposit waste from their premises directly into the Eurobins.

Refuse and Recycling Collection

- 4.4 The management company of the Site will undertake a private refuse collection regime in order to effectively manage the demand of the commercial floorspace.
- 4.5 The refuse strategy would make use of private contractors who will use small refuse lorries for refuse collections. Collections would be pre-arranged and scheduled to avoid peak delivery periods. Refuse collection is proposed to take place on-street with refuse and recycling bins moved by waste operatives from the refuse store to the refuse collection vehicle. The Goods In Manager will provide the private contractor with appropriate access advice and assistance as required.
- 4.6 It is expected that the retail units will organise their own private refuse collection regime. The units will be encouraged to liaise with the site management company to consolidate refuse collection wherever possible.

5 DELIVERY & SERVICING INITIATIVES

- 5.1 A management system will be put in place to oversee servicing for the office and retail floorspace to ensure its smooth operation. The main aim is ensure the efficient use of the loading opportunity on Bleeding Heart Yard.
- 5.2 The management staff for the building will designate a Goods In Manager who will schedule deliveries. The Goods In Manager will not necessarily be a full time role and may be part of another Manager's duties, but will enable deliveries to be managed / controlled and will ensure as far as possible that deliveries do not overlap.
- 5.3 The management system will enable forthcoming servicing activity to be anticipated, particularly, if / when exceptional activity is planned / expected.
- 5.4 The following initiatives will be adopted:
- Instructions will be issued to all suppliers who book deliveries setting out the delivery procedures to be adopted by them, including to maximise the use of smaller vans (3.6t to 4.5t in size). This is particularly relevant owing to the size of the access to Bleeding Heart Yard and the size of the new loading bay on Greville Street. Information will be provided to the retail occupiers to pass on to their supply chains.
 - Suppliers utilising larger deliveries will be encouraged to deliver outside of the AM (08:00-09:00) and PM (17:00-18:00) peak periods. Therefore, larger deliveries will be expected to service between 09:00 and 17:00, preferably undertaking activity between 09:00 and 12:00.
 - Suppliers will be encouraged, where possible, to use small and fuel efficient vehicles.
 - Deliveries will be programmed so as to avoid waste / recycling collections.
 - Drivers will be informed that vehicle engines must be switched off whilst goods are being loaded / unloaded (i.e. when their vehicle is stationary).
 - A log book will be maintained and will include a record of any accidents or near misses and, if necessary, will be used to avoid the potential for future problems.

- The management system will ensure that goods are appropriately transferred from the point of receipt to their ultimate destination.
- The management system will ensure that once goods have been unloaded, the content and quality of the delivery is checked.
- “Just in Time” scheduling of deliveries will be used where possible to minimise storage capacity required.

5.5 These supplier instructions will be put together in a factsheet, similar to the example at **Appendix F**.

6 MONITORING AND REVIEW OF THE PLAN

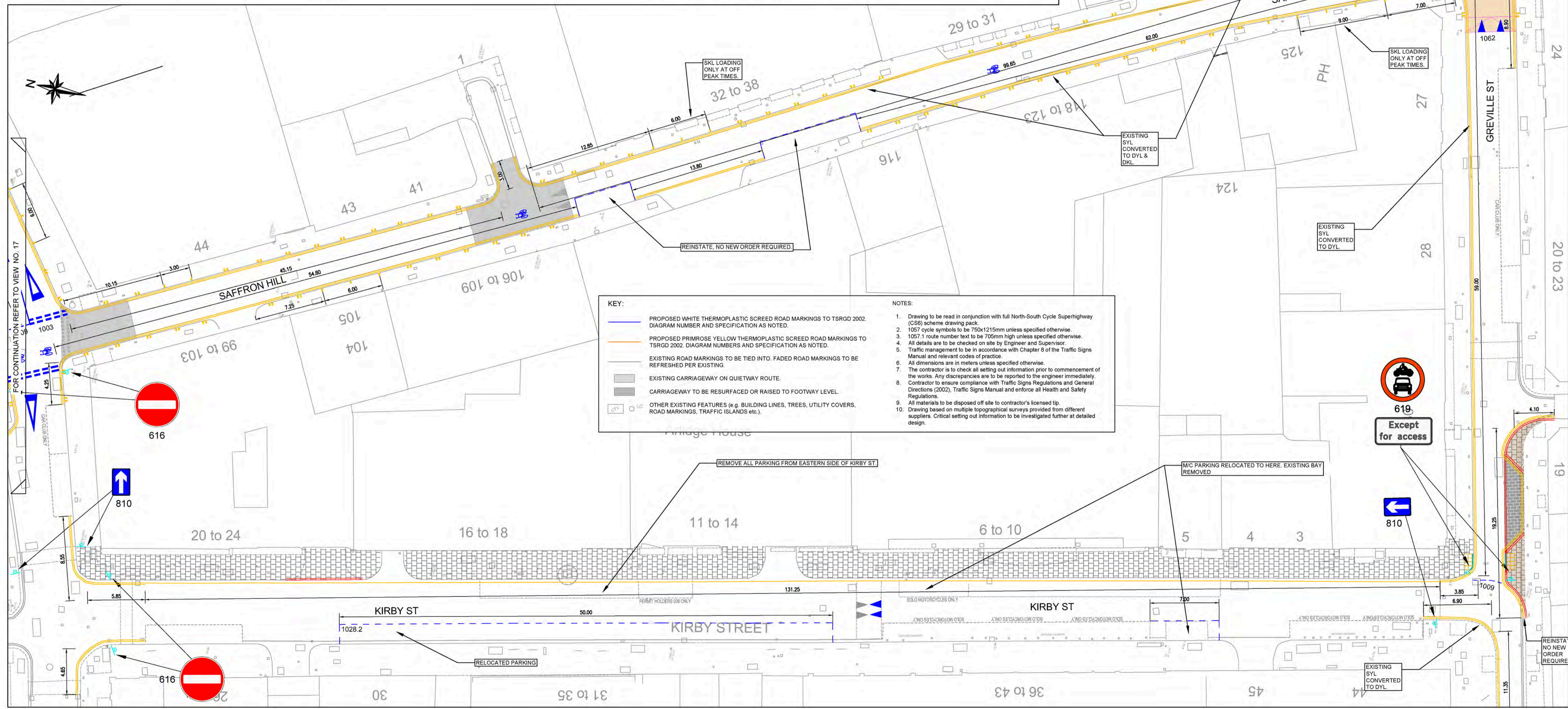
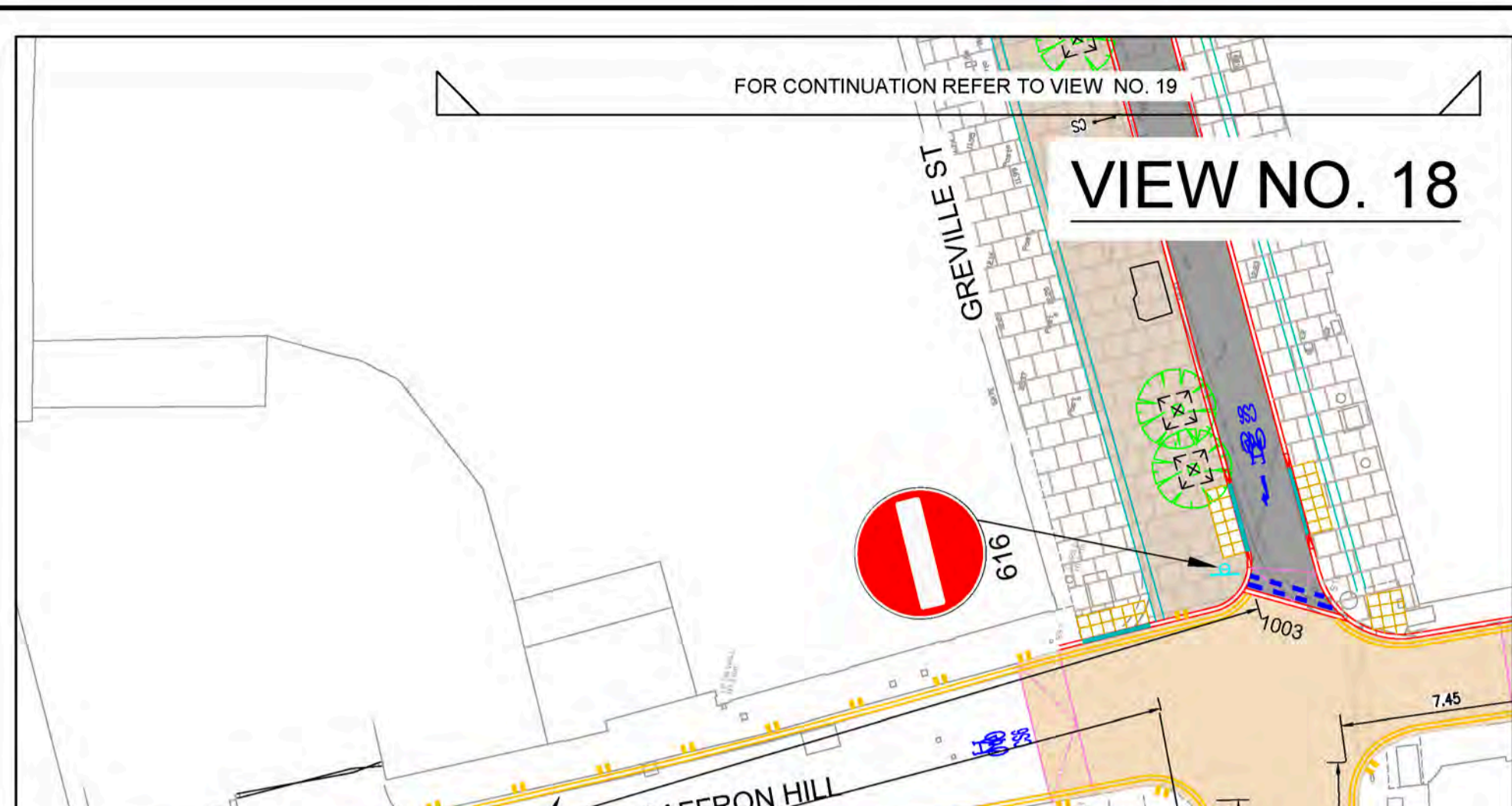
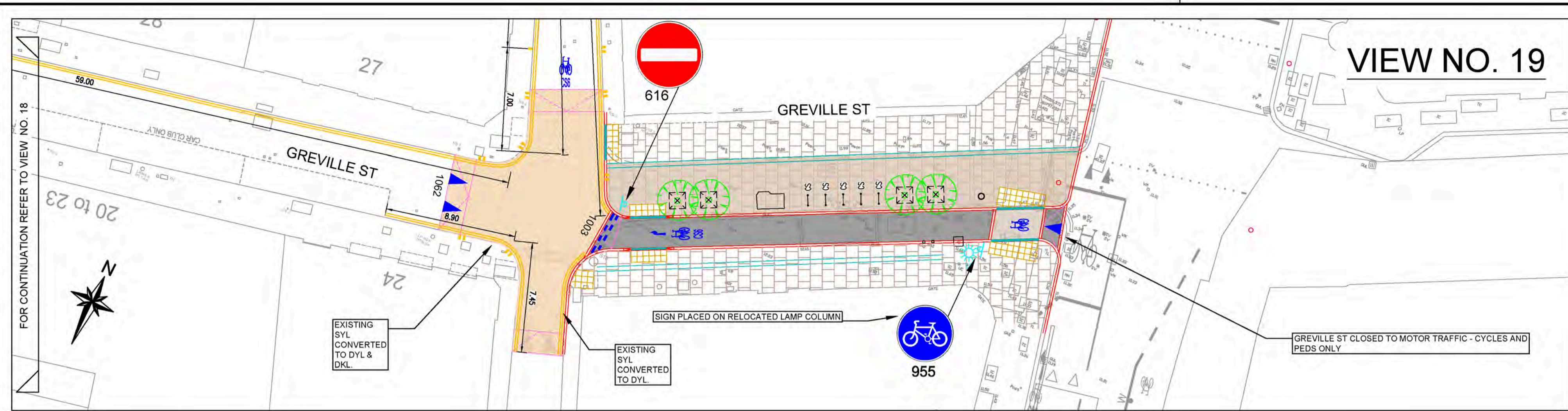
- 6.1 Delivery vehicles will be controlled to ensure that loading/unloading only takes place within designated times. Tenants will be required to book a delivery slot with the Goods In Manager.
- 6.2 A record of servicing activity will be maintained by the occupiers the site, which will include the following information:
- Day
 - Date
 - Delivery slot(s) booked
 - Type of vehicle
 - Goods carried
 - Time of arrival
 - Time of departure
 - Any other comments
- 6.3 The 'Goods In Manager' will monitor / review the success of the Plan and, if considered necessary / appropriate, will propose changes to the Plan to be approved in writing by the Council.
- 6.4 The Goods in Manager will review any comments received from commercial tenants, and/or third parties regarding servicing activity and notify the Council if necessary / appropriate during the next annual review of the Plan.

7 CONCLUSION

- 7.1 Overall, the DSP will ensure the successful operation of servicing activity on a day to day basis.
- 7.2 The DSP 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

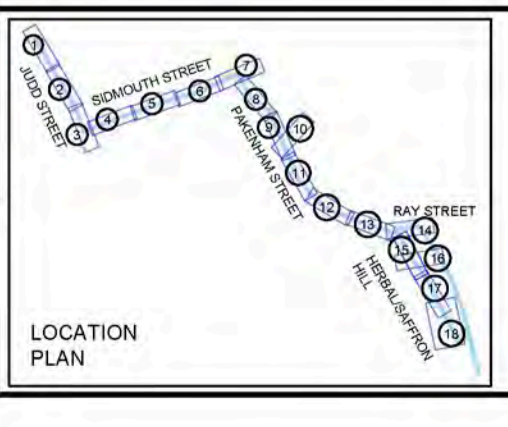
Appendix B



Camden
Design Team
Transport Strategy Service
London Borough of Camden
Town Hall, Argyle Street
London WC1H 8EQ
Tel 020 7278 4444, Fax 020 7974 6952
DX 2106 Euston, Minicom 020 7974 6866

Project: NS CYCLE SUPERHIGHWAY BOROUGH ROADS

Drawing Title: DETAILED DESIGN ROAD MARKINGS AND SIGNAGE SHEET 10 OF 10

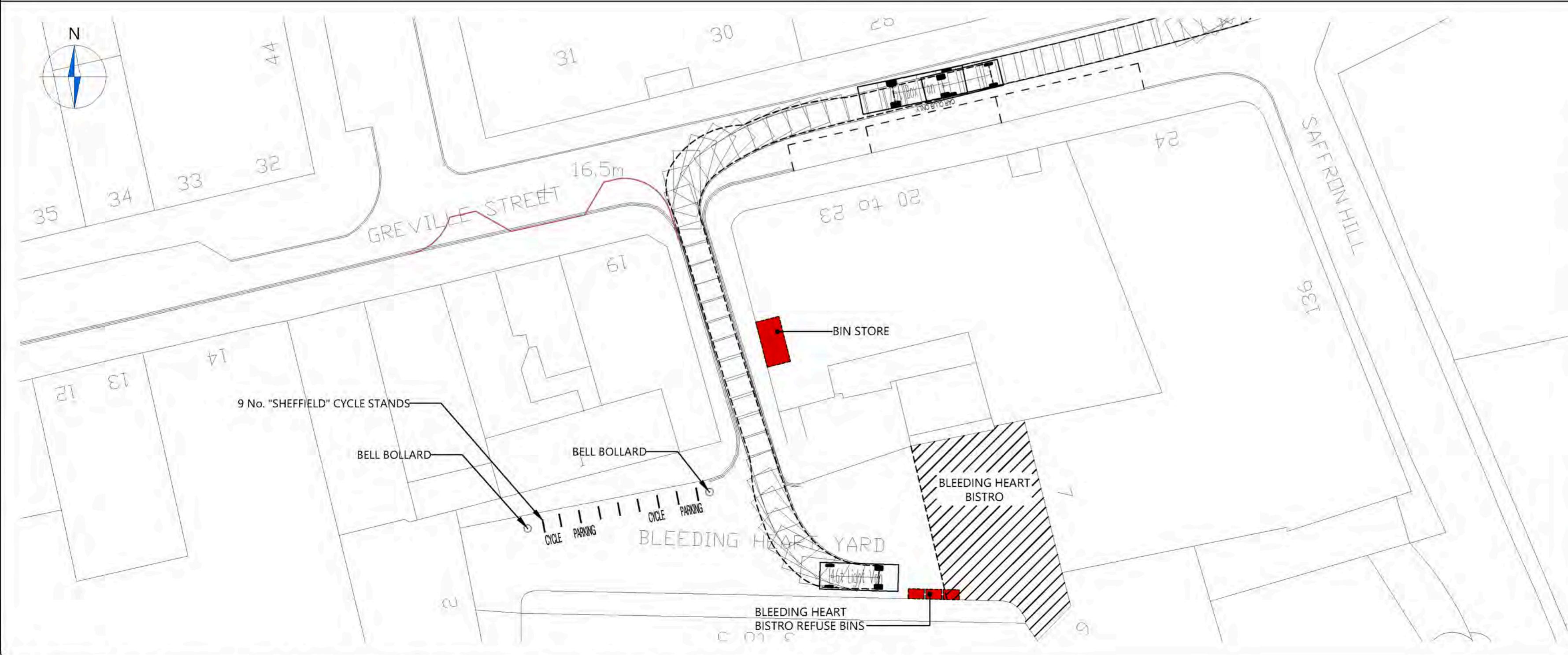
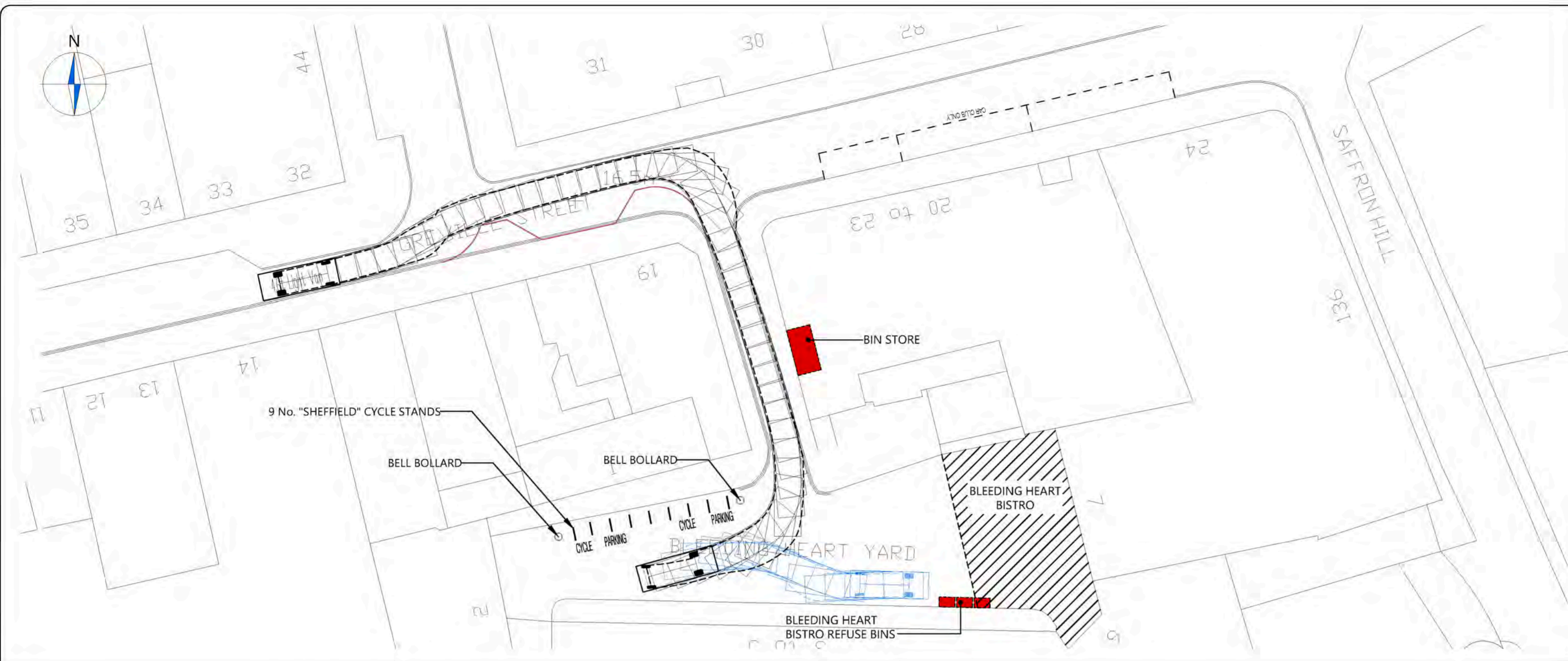


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	Rev: -

I:\camden\teams\TrafficEngineering\CS5_Scheme\2014-15\CS5\Cycle SH_North_South_Route_TSO\Drawings\Detailed Design

Appendix 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.

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

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

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

Rev	Details	REVISION HISTORY	Drawn	Checked	Date
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	<input checked="" type="checkbox"/> For Information	<input type="checkbox"/> For Tender	<input type="checkbox"/> As Built		

Client: **Seaforth Land**

Project: **20-23 Greville Street**

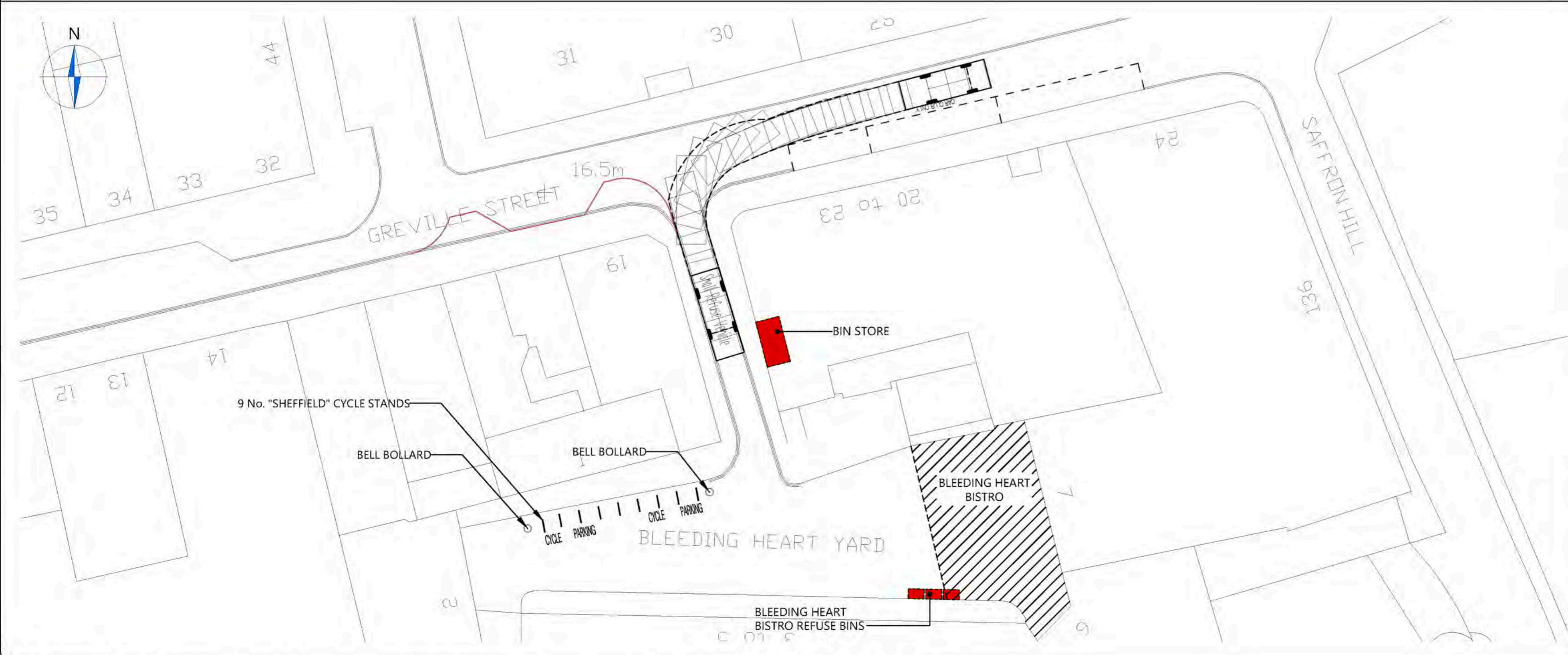
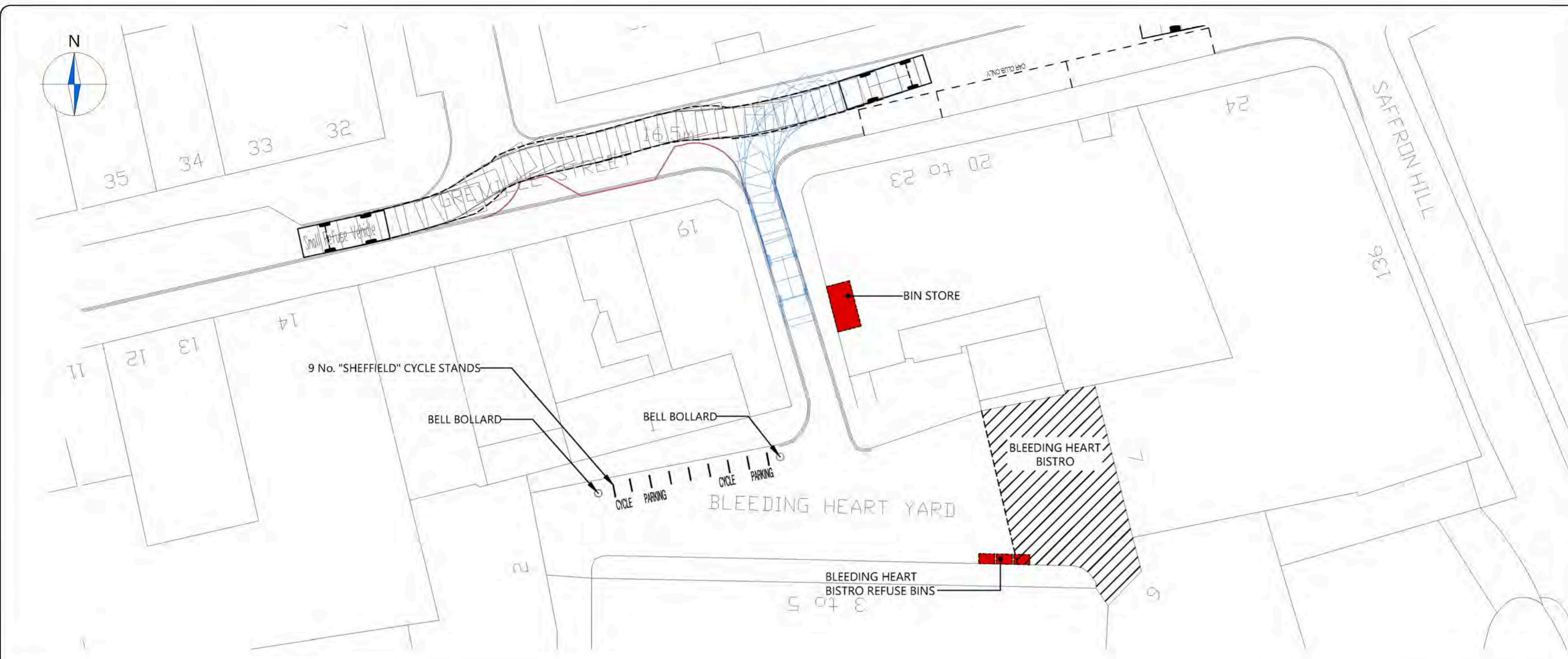
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Drawn by: **RB** Checked by: **DP** Date: **13.11.17**



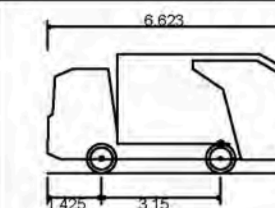
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NOTES

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3. This drawing is for illustrative purposes only.

SMALL REFUSE VEHICLE



Overall Length	6.623m
Overall Width	2.200m
Overall Body Height	3.153m
Min Body Ground Clearance	0.358m
Track Width	2.200m
Lock to Lock Time	4.00s
Kerb to Kerb Turning Radius	6.750m

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

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

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Client: **Seaforth Land**

Project: **20-23 Greville Street**

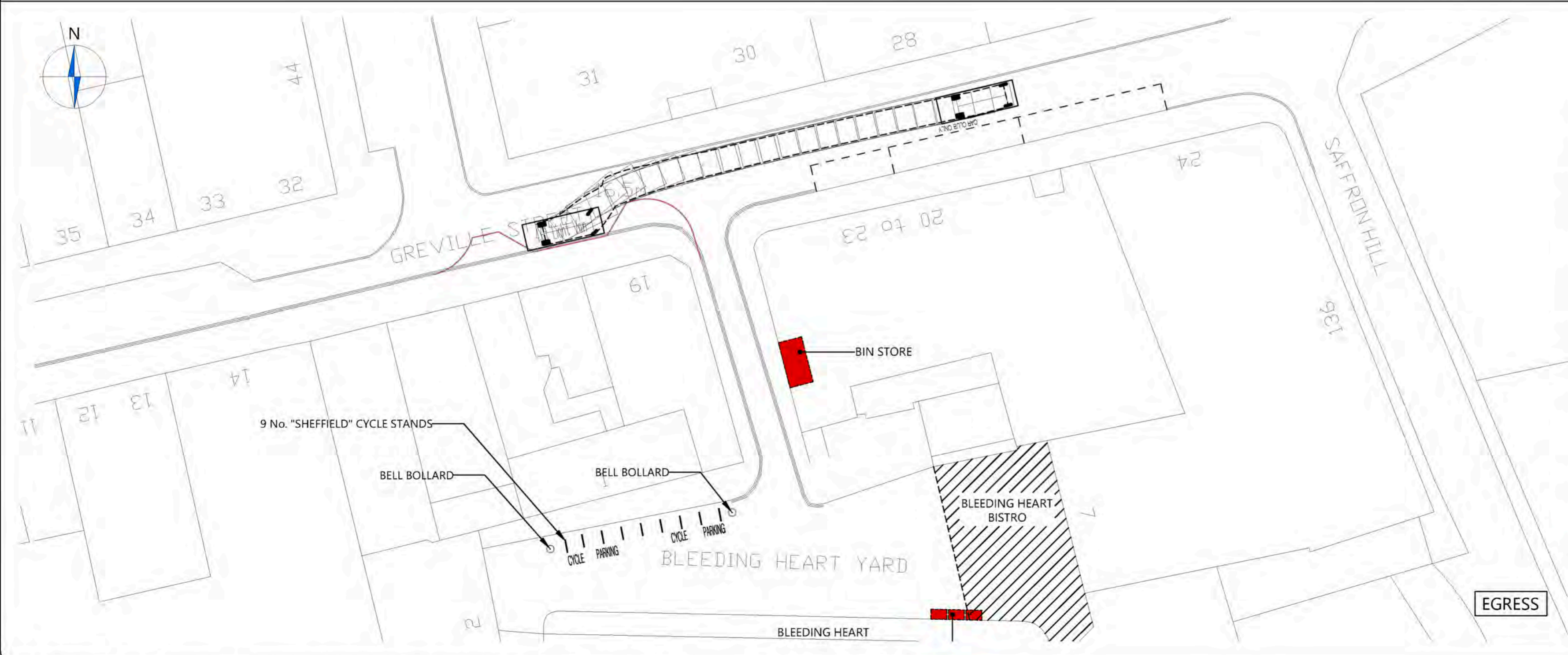
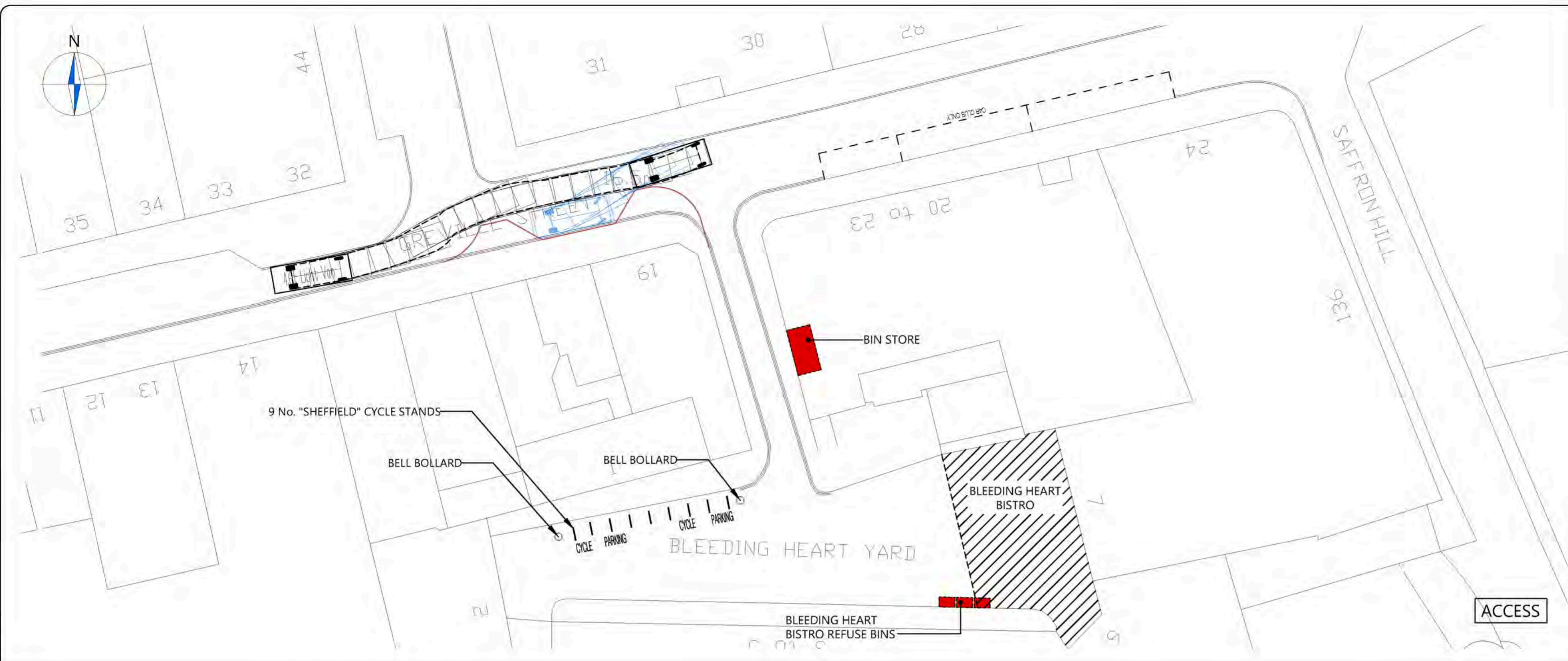
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Drawn by: **RB** Checked by: **DP** Date: **13.11.17**



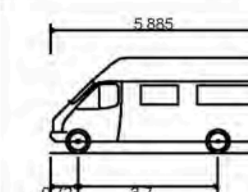
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NOTES

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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

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

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

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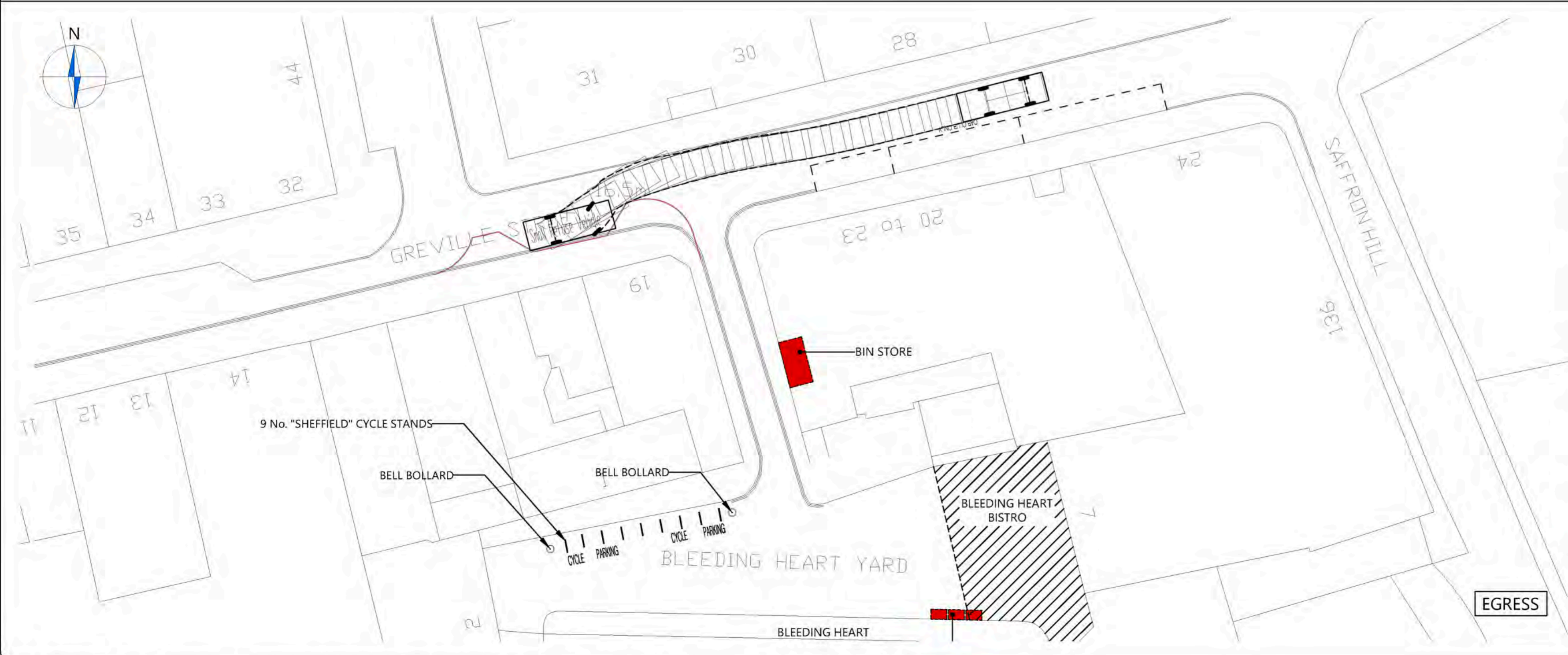
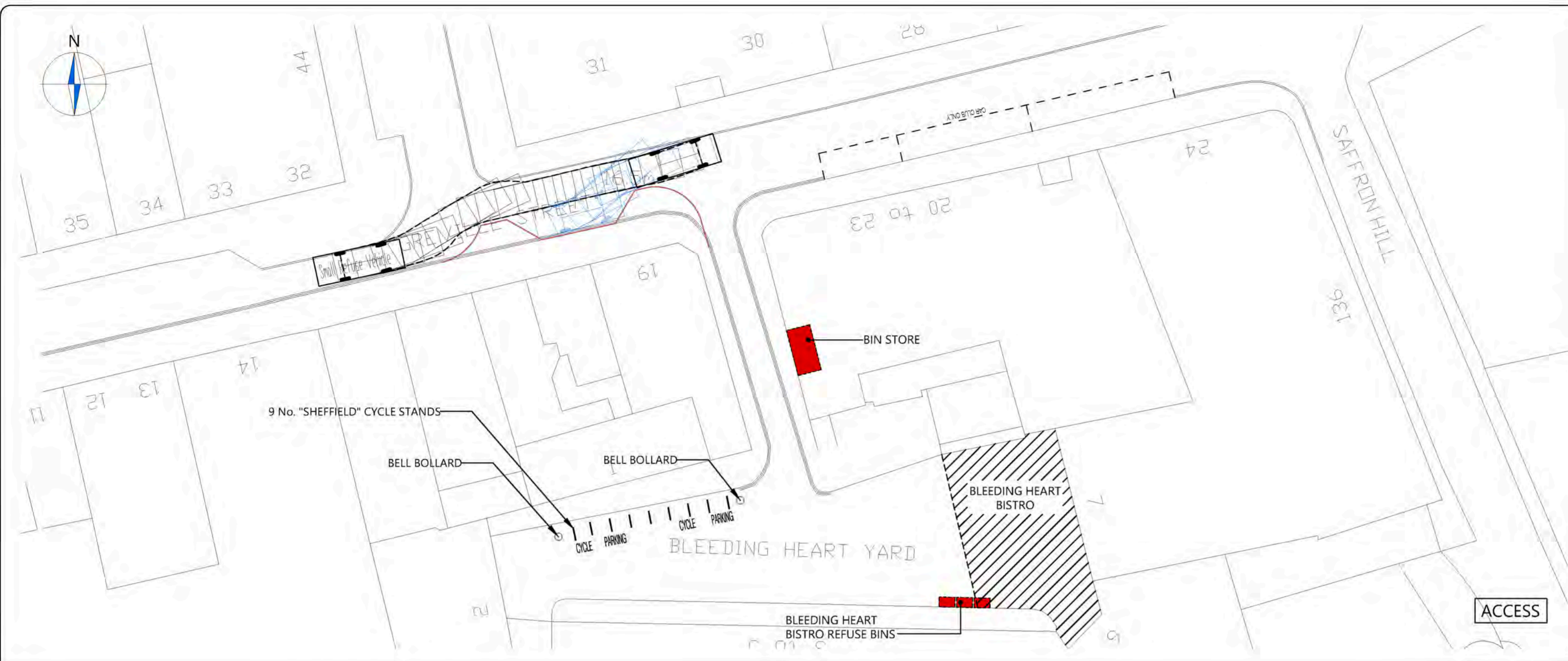
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Scale: **1:250** Size: **A2**

Drawn by: **RB** Checked by: **DP** Date: **13.11.17**



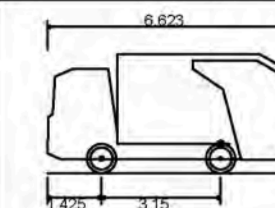
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NOTES

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SMALL REFUSE VEHICLE



Overall Length	6.623m
Overall Width	2.200m
Overall Body Height	3.153m
Min Body Ground Clearance	0.358m
Track Width	2.200m
Lock to Lock Time	4.00s
Kerb to Kerb Turning Radius	6.750m

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

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

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Client: **Seaforth Land**

Project: **20-23 Greville Street**

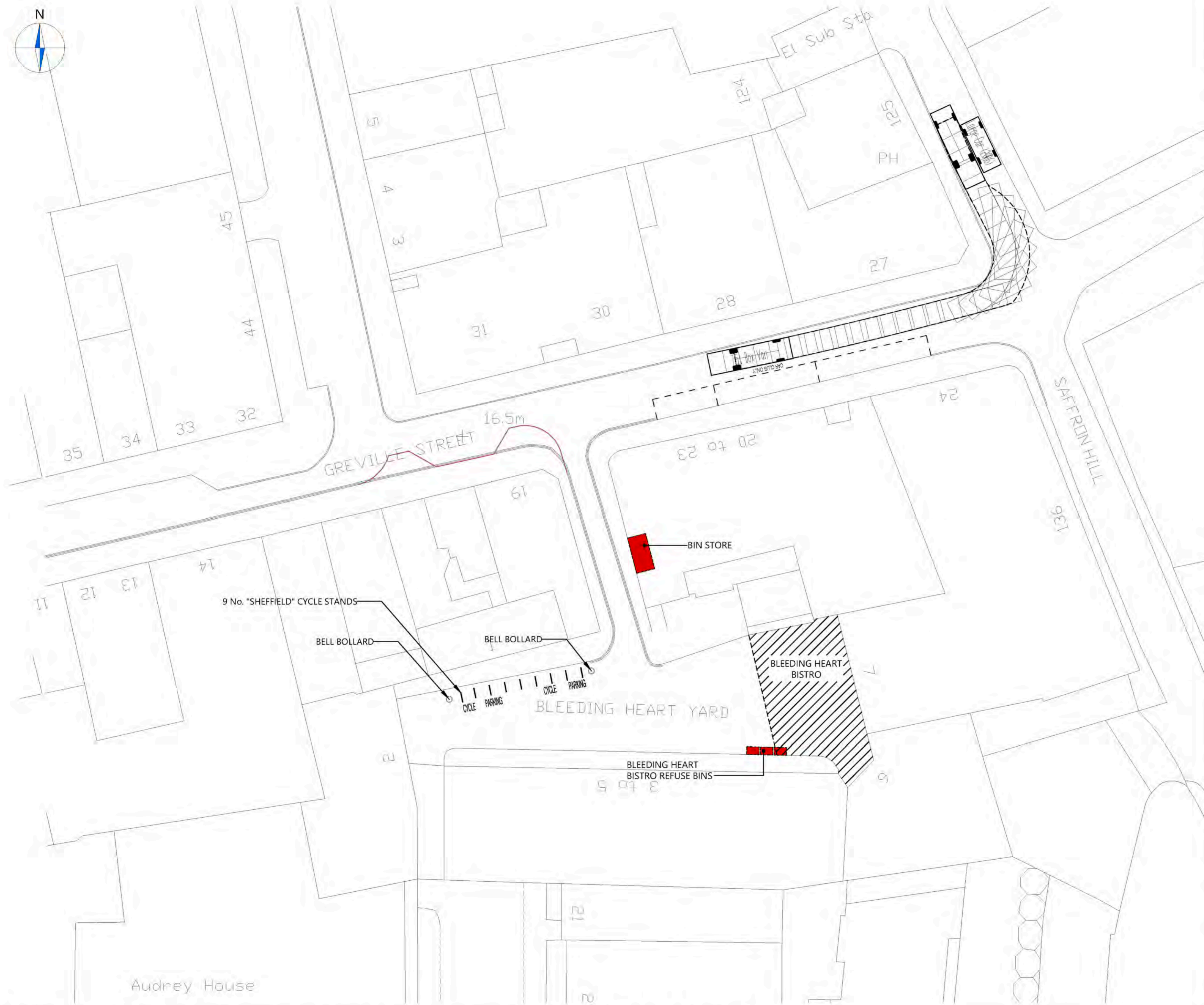
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Drawn by: **RB** Checked by: **DP** Date: **13.11.17**



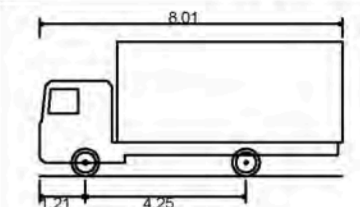
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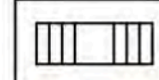
NOTES

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

7.5T BOX VAN



Overall Length	8.010m
Overall Width	2.100m
Overall Body Height	3.556m
Min Body Ground Clearance	0.351m
Track Width	2.064m
Lock to Lock Time	4.00s
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)

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	<input checked="" type="checkbox"/> For Information	<input type="checkbox"/> For Tender	<input type="checkbox"/> As Built				

Client: **Seaforth Land**

Project: **20-23 Greville Street**

Drawing Title: **Swept Path Analysis Showing 7.5T Box Van stopping on Saffron Road**

Scale: 1:250 Size: A2

Drawn by: RB Checked by: DP Date: 13.11.17

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

Scheme Ref: 3555 Drawing No: TR 09 Sheet: 1 of 1 Rev:

Appendix D

TRAVL - Daily Trip Rate by Freight Mode

Surveys in Selection

Address	Buckingham Palace Road 172 Buckingham Palace Road Victoria SW1W 9TN	Business	TfL Offices
		Class	B1 - Office
		Location	Central
		Gross Floor Area	0
SurveyCode	835	PTAL	6
Survey Date	26/03/2007	Parking Total	0
Construction Phase			

Address	Eccleston Place 25 Eccleston Place, London Victoria SW1W 9NF	Business	TfL Offices
		Class	B1 - Office
		Location	Central
		Gross Floor Area	0
SurveyCode	512	PTAL	6
Survey Date	26/03/2007	Parking Total	0
Construction Phase			

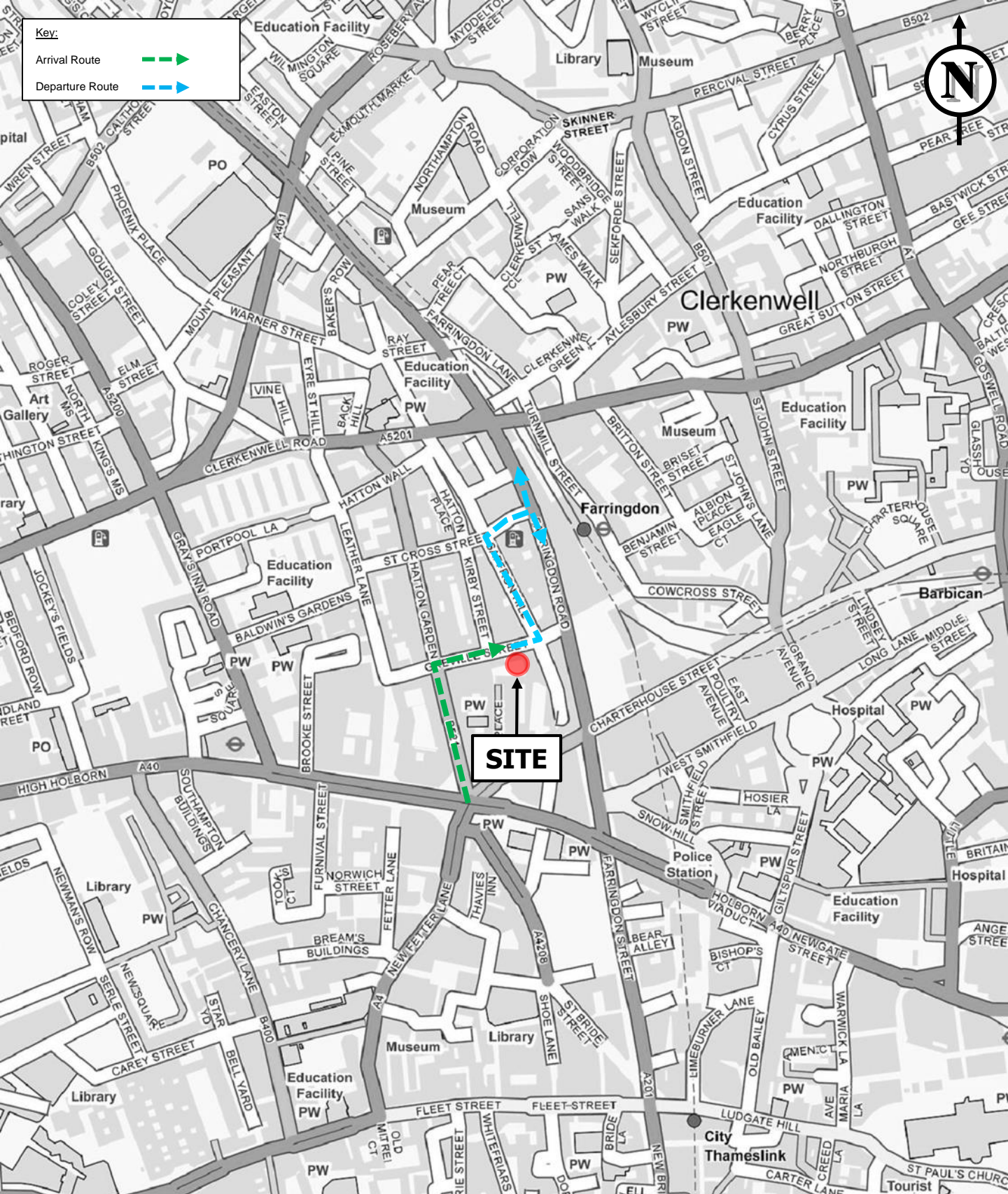
Address	Faith Lawson Transport for London, Faith Westminster SW1H 0NR	Business	TfL Offices
		Class	B1 - Office
		Location	Central
		Gross Floor Area	0
SurveyCode	511	PTAL	6
Survey Date	26/03/2007	Parking Total	0
Construction Phase			

Address	Windsor House Windsor House, 42 - 50 Victoria Victoria SW1H 0TL	Business	TfL Offices
		Class	B1 - Office
		Location	Central
		Gross Floor Area	0
SurveyCode	836	PTAL	6
Survey Date	28/03/2007	Parking Total	0
Construction Phase			

TRAVL - Daily Trip Rate by Freight Mode

Mode	Total Trips	Percent	Trip Rate (per 100 Sq m)	Trip Estimation
Pedestrian	33	9 %	0.02	0
Cycle	16	5 %	0.01	0
Motorcycle	57	16 %	0.03	0
Car	12	3 %	0.01	0
Small Van	45	13 %	0.02	0
Single Rear Transit Vehicle	137	39 %	0.07	0
2 Axles < 7.5 Tonnes Twin Rear Wheel Transit	32	9 %	0.02	0
2 Axles 7.5 Tonnes to 17 Tonnes	17	5 %	0.01	0
3 Axles (Rigid) 17 to 25 Tonnes	2	1 %	0.00	0
4 Axles (Rigid) 25 to 33 Tonnes	1	0 %	0	0
Total	352	100 %	0.19	0

Appendix E



Key:

Arrival Route --->

Departure Route --->



SITE

TITLE:
Vehicle Routing Plan

PROJECT:
20-23 Greville Street

APPLICANT:
Seaforth Land

CANEPARO ASSOCIATES
 Transport Planning & Highway Design

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Caneparo Associates Limited • Registered in England: 9930032

DRAWN: D.P. CHECKED: D.P. DATE: 23.11.2017 SCALE: NTS

DRAWING REFERENCE: **FIGURE 3** REVISION:

Appendix F

Supplier Instructions

1. Servicing activity is to take place on-street from the Single Yellow Line on Bleeding Heart Yard or the loading bay on Greville Street. Vehicles larger than a 4.6t transit van will be expected to service via the Single Yellow Line present on Saffron Hill.
2. Multiple deliveries that are expected on the same day, should be scheduled to arrive at different times.
3. 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.
4. Goods and/or storage containers must not left on the footway once loading/unloading has been completed.
5. A record of servicing activity will be maintained by the commercial tenants, which will include the following information:
 - Day
 - Date
 - Delivery slot(s) booked
 - Type of vehicle
 - Goods carried
 - Time of arrival
 - Time of departure
 - Any other comments.