

Derwent Valley Property Developments Ltd

Network Building, Tottenham Court Road

Reserved Matters Application 1 – Class E(g)(i) Office Use

Delivery, Servicing and Waste Management Plan

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Appendix A	-	Swept Path Analysis – Servicing Vehicles
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1 INTRODUCTION

- 1.1 This Delivery, Servicing and Waste Management Plan (hereafter referred to a 'DSWMP') has been prepared by Caneparo Associates on behalf of Derwent Valley Property Developments Ltd ('the Applicant') in support of a Reserved Matters Application (RMA) for the redevelopment of The Network Building ('the Site') which is located within the London Borough of Camden ('LBC').
- 1.2 The Site comprises The Network Building (95-100 Tottenham Court Road and 76-80 Whitfield Street), and 88 Whitfield Street, London, W1T. It is located within Fitzrovia, and is bordered by Tottenham Court Road to the east, Whitfield Street to the west and Howland Street to the south. Cypress Place, which is an adopted highway, runs through the centre of the site.
- 1.3 The application site occupies the southern half of the block bounded by Tottenham Court Road on the east, Whitfield Street to the west and Howland Street to the south. The existing building is a six-storey office building with retail units at ground level. A basement car park is also currently provided with car parking spaces also located at ground floor, which all take access from Cypress Place.
- 1.4 This DSWMP accompanies a Reserved Matters Application for "Details of layout and appearance associated with the erection of an office building (E Class) comprising one basement level, ground floor and eight upper floors and associated cycle parking, servicing and all necessary enabling works."
- 1.5 This DSWMP outlines the way in which the servicing and waste strategies at the site will be managed for the office and retail floor space, including how goods will be delivered and how waste will be stored and collected. It will become a 'live' document and should therefore be continually reviewed and updated whenever material changes are made that affect the day to day operation of the site with regards to servicing and waste management.
- 1.6 This document has been prepared in line with relevant planning policy and best practice and following pre-application discussions held with both the LBC and the Greater London Authority (GLA), including Transport for London (TfL).



Objectives

- 1.7 The primary objectives of the DSWMP are to manage the servicing and waste strategies for the site in order to ensure these are undertaken successfully, without conflict between vehicles and / or pedestrians, and without adversely impacting the local highway network.
- 1.8 The DSWMP includes measures to ensure servicing and waste collection is undertaken efficiently and successfully, with vehicle activity recorded and monitored.
- 1.9 The DSWMP will enable future deliveries, where possible and necessary, to be reduced, re-timed and re-routed. Deliveries by smaller vehicles will always be a priority, as will delivering outside of weekday peak hours.
- 1.10 The DSWMP will manage deliveries and servicing to the premises so that:
 - deliveries are timed to avoid multiple arrivals at any one time;
 - deliveries are undertaken by small to medium sized vehicles e.g. bicycles, motorbikes, and vans, and using electric or hybrid vehicles where possible;
 - vehicles load / unload for the minimum time necessary with the engine switched off; and
 - the number of deliveries are reduced where possible, for instance, through the use of consolidation and shared suppliers.
- 1.11 The remainder of the DSWMP is set out as follows:
 - Section 2 describes the local highway network;
 - Section 3 sets out the servicing arrangements;
 - Section 4 describes the waste and recycling arrangements;
 - Section 5 outlines the management and initiatives of the plan;
 - > Section 6 details the monitoring and review of the DSWMP; and
 - Section 7 provides a conclusion.

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2 THE SITE AND LOCAL HIGHWAY NETWORK

The Site and Surrounding Area

2.1 The site is located in Fitzrovia and borders an existing office building to the north (90 Whitfield Street), Howland Street to the south, Tottenham Court Road to the east and Whitfield Road to the west. The location of the Site is shown within **Figure 2.1** below.



Figure 2.1: Site Location Plan

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Highway Network

Cypress Place

- 2.2 Cypress Place is currently a narrow two-way road that runs through the site between Maple Street to the north and Howland Street to the south. The road acts primarily as a servicing and access route for vehicles servicing the site and the adjacent 90 Whitfield Street building. Cypress Place also provides access to the existing basement car park within the site.
- 2.3 Cypress Place contains single yellow line parking / waiting restrictions along its length and is subject to a height restriction of 12 feet at the northern and southern end of the road.

Whitfield Street

- 2.4 Whitfield Street is a single carriageway road providing one-way southbound movement between Maple Street to the north and Howland Street to the south. The road lies parallel to Cypress Place and contains single yellow line parking / waiting restrictions, motorcycle parking, on-street cycle parking and residents parking bays on the eastern side of the carriageway.
- 2.5 An advisory northbound contra-flow cycle lane is also provided on the western side of Whitfield Street.

Howland Street

- 2.6 Howland Street has an east to west orientation and borders the site to the south. It provides oneway westbound movement between Tottenham Court Road to the east and Cleveland Street to the west. The route operates with a 20mph speed limit and contains single and double yellow line parking / waiting restrictions on both sides of the road. The western section of the Howland Road frontage is subject to double yellow 'blips' that prevent waiting and loading at any time.
- 2.7 A physically segregated cycle route is also provided on the southern side of the carriageway.

Maple Street

2.8 Maple Street borders the site to the north and is one-way eastbound connecting Cleveland Street and Tottenham Court Road. The carriageway contains a mixture of single and double yellow line parking / waiting restrictions. In addition, a disabled parking bay and loading bay are provided on the northern side of the carriageway.



2.9 A segregated eastbound cycle route is located on the southern side of the road, which benefits from an advanced cycle stop lane at the junction with Tottenham Court Road.

Tottenham Court Road (A400)

- 2.10 Tottenham Court Road, which forms part of the A400, connects the A40 Oxford Street to the south with the Euston Road (A501) to the north. In the vicinity of the site, the route provides one lane of traffic in either direction, with double yellow lines and double yellow blips provided at the site frontage to restrict stopping / loading at all times.
- 2.11 As part of LBC's West End Project, significant public realm works have taken place on Tottenham Court Road to provide safer and greener streets, reduce congestion and air pollution and speed up bus routes. As part of the project new and safer provision for cyclists has been provided in the form of a northbound two-lane cycle routes to the south of Howland Street. Wider footpaths and crossings have also been provided for pedestrians.

On-Street Parking

2.12 The site is located within Controlled Parking Zone (CPZ) 'CA-E' Bloomsbury which is operational between 08:30-18:30 Monday to Saturday.

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3 SERVICING ARRANGEMENTS

Existing Servicing Arrangement

- 3.1 Cypress Place currently acts as a servicing and access route for vehicles servicing the site and 90 Whitfield Street building, along with providing access to basement and surface level car parking within the site.
- 3.2 Cypress Place is subject to single yellow line parking / waiting restrictions along its length and is a height restriction of 3.7 metres at the northern and southern end of the road. The existing arrangement is shown at **Figure 3.1** below.



Figure 3.1: Cypress Place – Existing Arrangement

Proposed Servicing Arrangement

3.3

The development proposal includes the termination of the southern end of Cypress Place to allow for built form, thus altering Cypress Place from a two-way through route to a cul-de-sac. The proposal also includes the removal of the existing basement car park.



In order to achieve built form on the southern section of Cypress Place, it is proposed to 'stopup' Cypress Place under Section 247 of the Town & Country Planning Act. The proposed layout of Cypress Place is shown at **Figure 3.2**.



Figure 3.2: Cypress Place – Proposed Arrangement

- 3.5 All servicing for the site, including waste collection, will be undertaken from Cypress Place which will act as a dedicated servicing route for the site. A 'goods in entrance' will be provided adjacent to two dedicated loading bays that are proposed to service the site.
- 3.6 The loading bays and 'Goods-In' entrance' are illustrated in **Figure 3.3**, which also illustrates two dedicated loading bays serving the site, as follows:
 - Loading Bay One 6m: For vehicles up to and including 4.6t panel van
 - Loading Bay Two 8m: For vehicles up to an including 7.5t box van
- 3.7 Servicing vehicles arriving at the site will take access from Maple Street, as per the existing situation. Given the proposals include the termination of the southern section of Cypress Place, vehicles would then turn within Cypress Place and exit onto Maple Street.

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Figure 3.3: Loading Bays and 'Goods-In' Entrance

3.8 Headroom to / from Cypress Place is currently restricted to 3.7 metres at the north end, therefore limiting servicing vehicles access to a maximum of a 7.5T Box Van (8m) and large waste collection vehicles. Swept paths illustrating access and egress for these servicing vehicles is provided at **Appendix A**.

Servicing Movements

3.9 The forecast number of delivery and servicing trips for the site is shown in **Table 3.1** below.

Table 3.1 Servicing Trips									
Land Use	GIA (sqm)	Trip Rate	Vehicles/day	Peak Hour					
Office	17,275	0.20	35	5					
Retail	521	0.52	3	1					
Total	17,796	-	37	6					

3.10 The table above illustrates the site is forecast to generate approximately 37 deliveries per day. Taking a worst-case scenario where approximately 15% of all deliveries occur within the busiest hour, this equates to circa six delivery vehicles in the busiest hour.



Types of Servicing Vehicle

3.11 Deliveries to the office space will primarily be by bicycle, motorcycle, and small vehicles on account of the type of goods typically delivered, such as couriered documents, postal mail, and stationery. Where larger vehicles are required it is envisaged these will comprise transit and panel vans, with occasional use by 7.5T Box Vans (8m length). Examples of the types of vehicle that will service the development are included at **Figure 3.4** below.



Figure 3.4: Examples of Typical Servicing Vehicles

Vehicle Routing

- 3.12 Delivery vehicles travelling towards the site will access Cypress Place via Maple Street, which provides eastbound movement only and takes access from Clipstone Street. Vehicles approaching from the north and west will use B506 Great Portland Street to access to Clipstone Street and Maple Street. Vehicles approaching from the south and east will use A400 Tottenham Court Road, turning westbound onto Howland Street, travelling westbound past the site, before using Cleveland Street to travel north and turn onto Maple Street for access to the site.
- 3.13 As Maple Street provides eastbound movement only, vehicles will be required to egress the Development to the east on Maple Street, continuing along University Street to Gower Street for access to Euston Road.

4 WASTE AND RECYCLING ARRANGEMENTS

Waste Storage

4.1 Waste for the site will be stored within a dedicated waste store, adjacent to the northern façade of the building, and accessed directly from Cypress Place loading bays. The waste arisings have been calculated based on British Standards (BS:5906 2005), which generate the following requirements for the land uses proposed:

Office Use

- Floor space = 12,293 sqm NIA
- Waste storage requirement (BS5906) = 50 litres/week per employee
- Staff No.s = 1 per 8 sqm NIA = 1,537 employees
- Total waste arisings per week = 76,831 litres

<u>Retail Use</u>

- Floor space = 458 sqm NIA
- Waste storage requirement (BS5906):
 - A1 retail = 10 litres per square metre of sales floor area (NIA)
 - A3 retail = 75 litres per cover (1 per 3sqm NIA)
- Total waste arisings per week:
 - A1 retail = 4,580 litres; OR
 - A3 retail = 11,450 litres
- 4.2 The above calculations indicate that the waste arisings for the retail use will be greater under the A3 retail (restaurant) use than for A1 retail (shop) use; the waste arisings under A3 retail use have therefore been adopted within the design to allow for the worst-case storage requirements.
- 4.3 Guidance in BS5906 does not specify the proportion of required recycling storage, however it is proposed that the site achieves a minimum of 65% of total waste storage provided for recyclable materials. The proposed storage split is as follows:
 - Office Use 75% recycling, 25% residual waste; and
 - Retail Use 80% recycling (50% general, 30% food), 20% residual waste.
- 4.4 The waste strategy will adopt a daily collection strategy, thereby providing sufficient storage for two days. In addition, waste compaction will be included for residual waste through the inclusion



of a wheeled bin compactor within the waste store. As a result of the above, the following waste containers will be provided:

- Recycling 16 No. 1,100 litre Eurobins;
- Residual waste 3 No. 1,100 litre Eurobins; and
- Food recycling 4 No. 240 litre Eurobins.

Waste Collection

4.5

The waste store is located at a slight level change to Cypress Place and consequently waste containers will be moved to Cypress Place in advance of collection by the SMT. The waste containers will be moved via a platform lift as illustrated in **Figure 4.1**. In the unlikely event that the platform lift in the waste store room fails, a secondary route is available via the main 'Goods-In' entrance.

4.6 The bin store will be provided with direct access to Cypress Place, for ease of movement of the bins. It is anticipated that waste will be collected daily, with vehicles waiting within the servicing zone on Cypress Place to collect waste.



Figure 4.1 Waste Access Plan

4.7 Waste collection will be undertaken by private contractor, which will enable a fully-managed solution that can be timed outside of peak delivery times and in a way that optimises collection.



Collections are usually undertaken out of hours, i.e. 05:00 and 07:00 and after closing, such as between 19:00 and 21:00.

4.8 Swept path analysis illustrating a large 9m waste collection vehicle accessing the site is provided at **Appendix B**. This demonstrates that the vehicle can enter, manoeuvre, and exit the servicing zone safely and in a forward gear.



5 MANAGEMENT OF THE PLAN

5.1 A Site Management Team (SMT) will oversee the day to day management of incoming goods and consignments.

Highway Safety and Pedestrian Management

- 5.2 The protection of pedestrians in and around the servicing area is a priority of the DSWMP. The SMT will ensure that all suppliers and drivers are aware of their potential impact on pedestrian safety within Cypress Place and that due care and consideration must be taken when within the servicing area to prevent conflict between manoeuvring vehicles and pedestrians.
- 5.3 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 DSWMP measures, and pedestrian safety is not compromised within the service yard.

Consolidation and Reduction of Deliveries

- 5.4 The SMT will investigate a range of measures aimed at reducing the number of daily deliveries, which could include:
 - Encouraging tenants to advise staff to make use of facilities such as Amazon lockers to reduce the number of staff personal deliveries to the site;
 - Investigating the potential use of last mile delivery solutions by eco-friendly or non-vehicular modes, such as cycle couriers;
 - Reviewing the number of deliveries for each tenant and suggesting further measures that could be adopted by tenants with high-frequencies of deliveries to reduce overall numbers; and
 - Exploring the possibility of smart / joint procurement with adjacent properties in conjunction with seeking suppliers who use consolidation centres.

General Initiatives

- 5.5 In order to meet the Objectives of the DSWMP, the following initiatives will be adopted:
 - The SMT will issue written / email instructions to all tenants and suppliers setting out the delivery procedures to be adopted by them.

- Tenants /suppliers will be encouraged to notify the SMT of their anticipated weekly delivery schedule, including information such as likely arrival days, times, location and estimated duration of stay.
- Suppliers will be required to pre-book 30 minute delivery slots with the relevant occupier prior to delivery.
- Deliveries will be encouraged outside of waste / recycling collection times.
- Suppliers / drivers will be informed that vehicle engines must be switched off whilst goods are being loaded / unloaded (i.e. when their vehicle is stationary).
- The SMT will be responsible for maintaining a logbook, including a record of any accidents or near misses and, if necessary / appropriate, will act accordingly so as to avoid the potential for future problems.
- The SMT will operate a warning system whereby repeated failure to abide by the supplier instructions will result in the delivery company being replaced.
- The SMT will investigate the potential for consolidation of deliveries / suppliers to reduce the number of deliveries made to the development.
- The SMT will be responsible for the smooth and efficient operation of the DSWMP for the entire site.

Waste and Recycling Initiatives

- 5.6 The following initiatives and measures will be in place for waste and recycling.
 - The SMT will be responsible for ensuring that waste is stored appropriately and, subsequently, made available in good time prior to collection;
 - The site will target recycling a minimum of 65% of all waste generated on site;
 - Tenants will be made aware of the waste and recycling regime for the site, including where waste is stored, how it is segregated between general and recyclable waste, how it is compacted, and when the collections occur;
 - Waste containers should not be left outside of the agreed waste storage areas. The exception being when waste is transferred to Cypress Place before collection;
 - Tenants / suppliers will be encouraged to take away their packaging to minimise the accumulation of waste;



- The waste storage areas will be kept clear from obstruction and in good order as far as is reasonably practicable. Storage areas will be inspected on a regular basis and cleaned when necessary; and
- The SMT will be responsible for ensuring that waste is stored appropriately, compacted (where applicable), and available in good time prior to collection.



6 MONITORING AND REVIEW OF THE PLAN

- 6.1 The SMT will maintain a record of servicing activity across the site. A periodic record will be kept such that an annual review can be undertaken of servicing activity to understand any issues and / or opportunities to improve the way in which servicing is undertaken.
- 6.2 The following information will be recorded as a minimum for deliveries:
 - > Day
 - > Date
 - Delivery slot(s) booked
 - > Type of vehicle
 - Goods carried
 - > Time of arrival
 - > Time of departure
 - > Any other comments
- 6.3 The SMT will constantly monitor / review the success of the DSWMP and, if considered necessary/ appropriate, will propose changes to the document that will need to be approved by LBC.
- 6.4 The SMT will review any comments received from local residents, office occupants, retailers, suppliers and / or third parties regarding servicing and waste collection activity.



7 CONCLUSION

- 7.1 Overall, the DSWMP will ensure the successful operation of servicing activity and waste collection on a day to day basis.
- 7.2 The document will ensure that 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.
- 7.3 The DSWMP will also ensure waste collection is managed appropriately to avoid any impact on the amenity of surrounding premises.

Appendix A



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Appendix B

