

From: TTP Consulting
Project: North Kensington Library
To: Royal Borough of Kensington and Chelsea
Job No: 2016-2846
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Subject: Delivery and Servicing Plan

Introduction

1. This Delivery and Servicing Plan (DSP) has been prepared by TTP Consulting on behalf of Mace in support of the proposed redevelopment of 128a Lancaster Road ("the site") which is located in the Royal Borough of Kensington and Chelsea (RBKC).
2. The site fronts onto Lancaster Road to the south and is bound by Chepstow House School to the east, terraced residential housing and Notting Hill Preparatory to the west and rail tracks situated to the north. The site is currently occupied by the Lancaster Youth Club building and associated external MUGA (multi-use games area), shared with Notting Hill Preparatory as well as the sports court area for the adjacent Chepstow House School.
3. This Delivery & Servicing Plan (DSP) outlines the measures that will be implemented with regards to servicing activity associated with the development which seeks to provide: a new mixed-use community and education building comprising Library, replacement Youth Centre, external Multi Use Games Area (MUGA) and Education Space. In addition, it sets out the way in which this activity will be managed and monitored.
4. The primary objectives of the DSP will be to manage deliveries and servicing to the premises in order to:
 - Ensure that deliveries are planned so as to minimise reliance on the public highway;
 - Ensure that, where possible, sustainable delivery companies are used and deliveries are undertaken by small to medium sized vehicles;
 - Ensure that the frequency of deliveries are kept to a minimum to reduce the trips generated by the development; and

- Ensure that vehicles load/unload in the minimum time necessary so to reduce unnecessary waiting on the carriageway.

Servicing Arrangements

5. It is proposed that the development shall have all servicing take place on-street as per existing conditions. Double yellow lines located at the south-west of the site will allow loading and servicing vehicles to take place from Lancaster Road.
6. Where possible, loading and other servicing requirements shall take place outside of the hours 8am – 9am and 3pm – 4pm to avoid conflict with drop-off and pick-up times at the adjacent schools.
7. Where possible, the delivery of everyday supplies will be coordinated with any 'partner' schools so to reduce the number of vehicles making similar journeys each day.

Refuse and recycling Storage and Collection

8. Refuse storage for the educational use is located within a store room at the north-east of the site.
9. The refuse store for the Library and Youth Centre is located at ground floor level at the west of the building.
10. For collection, a member of the site management team shall transfer the bins to a 'presentation zone' at the front of the building. This area will be located within 10m from the street where the refuse operatives can collect from. The bins shall only be transferred to the street on the day of collection, outside of the hours 8am – 9am and 3pm – 4pm to avoid conflict with peak-time school activity.

Best Practice

11. In order to meet the objectives of the DSP, the following initiatives will be adopted:
 - All deliveries will be scheduled where possible so as to prevent conflict with 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).
 - Deliveries and servicing will only take place outside the hours of 8am – 9am and 3pm – 4pm to avoid conflict with peak school activity.

- Verbal / written instructions will be given to all suppliers setting out the delivery procedures to be adopted by them.

Monitoring and Review

12. It is expected that the delivery and servicing vehicle movements to the site will become predominantly routine. Advice will be sought from the Council if appropriate i.e. if more vehicle movements are required to meet delivery and servicing requirements.
13. The strategy will be regularly monitored on an ongoing basis to ensure that it keeps apace of the requirements of the site and reviewed / updated if required.

Conclusion

14. The DSP will contribute to minimising the impacts of servicing and delivery activity on a day to day basis to enable this activity to be undertaken in a safe and efficient manner.
15. The development shall be operated strictly in accordance with the DSP and shall be maintained as such thereafter and no change therefore shall take place without the prior written consent of the Local Planning Authority.