

Project Title
The Heights Primary School

Report Title
Delivery and Servicing Plan

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Prepared For
The Heights Primary School

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APPENDICES

APPENDIX A – SITE PLAN

1.0 INTRODUCTION AND BACKGROUND

- 1.1 This Delivery and Servicing Plan (DSP) has been produced by Robert West on behalf of The Heights Primary School (THPS) to support the planning application in relation to a proposed increase in the pupil admission number (PAN) at the school (ref: 231023).
- 1.2 THPS is located at 129 Upper Woodcote Road, Caversham, Reading, RG4 7LB and is illustrated in Figure 1.1.



Figure 1.1: Site location

- 1.3 The site is bounded by the pavilion/ Mapledurham Playing Fields car park, Mapledurham Tennis Club, and Playing Fields to the east and south, residential properties to the north and west. The Mapledurham Tennis Club and playing fields form part of designated/ protected local green space and open public spaces within Reading Borough Local Plan.
- 1.4 The site is accessed via the pavilion /Mapledurham Playing Fields car park using a private access road off A4074 Upper Woodcote Road to the north. The pavilion/ Mapledurham Playing Fields car park is used as a pupil drop-off and collection area for school in accordance with the original planning permission granted in August 2018 (ref: 171023).

Development proposals

- 1.5 The development proposals seek to increase in the PAN of the school from 350 to 420. There will be no change to the catchment area of the school as a result of the proposal. The school building

was designed to accommodate up to 420 pupils and as such the proposals do not involve any building works. Additional pupils will be accommodated within the spare capacity of existing classrooms. No increase in staff numbers is sought as result of the proposals. The existing access, parking, delivery and servicing arrangements will remain unchanged.

Scope of the report

- 1.6 This DSP sets out the delivery and servicing strategy for THPS and the measures required to manage and monitor delivery and servicing activities. The main aim of the DSP is to minimise the impact of delivery and servicing activity on the local highway network during peak times and improve highway safety for all users.
- 1.7 This report has been submitted and should be read in conjunction with the Transport Assessment (TA), a School Travel Plan (STP), and a Car Park Management Plan (CPMP) to support the planning application (ref: 231023).

Report structure

- 1.8 The remainder of the structure and content of this report is structured as follows:
 - i. The aims and objectives of the DSP are outlined in Section 2.0.
 - ii. The delivery and servicing strategy for THPS is outlined in Section 3.0 with reference to number of deliveries, refuse and recycling collections the school receives.
 - iii. Measures that are implemented to achieve the objectives are outlined in Section 4.0.
 - iv. The programme for monitoring and review of delivery and servicing activity is outlined in Section 5.0.

2.0 AIMS AND OBJECTIVES

2.1 The main aim of this DSP is to minimise the impact of deliveries and servicing trips generated by the proposed school within the site and on the local highway network through careful management of delivery and servicing activity.

2.2 The objectives of this DSP are as follows:

- i. Demonstrate that goods can be delivered and waste removed, in a safe and efficient manner without compromising the safety of pupils, staff, parents, carers or visitors of the school and without causing an adverse impact on the local highway network.
- ii. Reduce as far as possible or avoid deliveries and servicing activities during the school peak periods (08:00 – 09:00 and 14:30 – 15:30) and reduce coinciding deliveries.
- iii. Reduce the impact of servicing activity on the amenity of local residents and the environment.
- iv. To ensure no adverse impact on the use of the pavilion/ Mapledurham Playing Fields car park.

2.3 The intended benefits of the DSP are as follows:

- i. For site users and the local community - reduced risk of accidents particularly those involving children on the journey to and from the school and reduced congestion on the roads surrounding the site.
- ii. For the local community and wider environment - reduced CO2 and noise emissions.
- iii. For the operator and supply chain - reduced operating costs and improved reliability of deliveries.

3.0 DELIVERY AND SERVICING STRATEGY

- 3.1 This section describes the delivery and servicing strategy for the THPS, including the type, frequency and location of deliveries, refuse storage and collection arrangements. Site plans for THPS are attached at Appendix A.

Access

- 3.2 No change to access arrangements is proposed as part of the increase in PAN proposals. The primary access will remain from A4074 Upper Woodcote Road via the site access road to the north of the site. It is noted that the site access road is a shared access for use of the pavilion/ Mapledurham Playing Fields car park.

Deliveries

- 3.3 No changes to delivery strategy or frequency of deliveries is proposed as part of the increase in PAN proposals.
- 3.4 The THPS receives the following deliveries each week.

Delivery type	Frequency	Time of delivery
Fruit and milk	Three times a week	Prior to 06:30
Food for the school kitchen	Three times a week	Prior to 08:00
General post and deliveries	Once per day	Times vary throughout the day

Table 3.1: Delivery schedule

- 3.5 Delivery vehicles will continue to service the site from the pavilion/ Mapledurham Playing Fields car park to the northeast of the school in the area illustrated below in Figure 3.1.



Figure 3.1: Delivery and servicing area within the pavilion/ Mapledurham Playing Fields car park

- 3.6 Access to the pavilion/ Mapledurham Playing Fields car park is provided from A4074 Upper Woodcote Road to the north of the site. Once within the pavilion/ Mapledurham Playing car park, delivery vehicles briefly park within the area highlighted in Figure 3.1 near to the entrance to the school.
- 3.7 Once delivery vehicles are parked, goods are transported to site by delivery drivers. Fruit, milk and food deliveries are received at the kitchen delivery entrance to the school building illustrated in Figure 3.1. General post and deliveries are received at the visitors and community entrance to the northeast of the school building illustrated in Figure 3.1.
- 3.8 All deliveries to the school are made by vans. The maximum size of delivery vehicle used by the THPS is a 7.5 tonne van. Delivery vehicles access and egress the site in forward gear.

Refuse and recycling

- 3.9 Refuse and recycling bin storage are located to the northeast of the school car park as illustrated in Figure 3.2 below. Building management and kitchen staff are responsible for transporting waste from the school building to the bin store.
- 3.10 Refuse and recycling vehicles access the site from A4074 Upper Woodcote Road to the north of the site. Once within the pavilion/ Mapledurham Playing Fields car park, refuse and recycling collection vehicles briefly park within the area highlighted in adjacent to the bin store.



Figure 3.2: Bin store location

- 3.11 The bin store is located as such to minimise drag distance to waste collection operatives to approximately 10 metres. There is no requirement for vehicles to reverse to access or egress the site.
- 3.12 THPS utilise Council refuse collection services. Food and general waste are collected once a week. Recycling collection occurs fortnightly. Collections usually occur early in the morning before the school day starts.

Summary

- 3.13 A maximum of three delivery, servicing and waste collection vehicles movements are expected to and from THPS per day. There will be no increase in delivery, servicing or waste collection as a result of the increase in PAN proposals. The majority of these delivery and servicing vehicles movements to the site are by van or similar.

4.0 MANAGEMENT MEASURES

- 4.1 The school have established and will maintain an approved suppliers database for deliveries, with the exception of ad-hoc deliveries which the school have less power to control.
- 4.2 THPS endeavour to choose suppliers on the basis of their record of operating their vehicles safely and lawfully, reducing their impact on the environment and reducing costs by improving efficiencies in freight movement.
- 4.3 All deliveries are accommodated within the pavilion/ Mapledurham Playing Fields car park. This is managed to occur outside of the school peak periods (08:30 – 09:30 and 14:30 – 15:30). This may not be possible with deliveries from companies such as Amazon or Royal Mail.
- 4.4 The site manager and other school staff are responsible for the delivery and servicing activity generated by the school as part of their regular duties. This includes implementation, but not limited to, the following measures as set out below.
- i. Continuance of service contracts (i.e. catering deliveries, fruit and milk, etc.) in line with the strategy set out in this DSP.
 - ii. Catering, fruit and milk deliveries will continue to be scheduled prior to 08:00 outside school peak drop-off and collection times.
 - iii. Maintenance of a delivery and servicing schedule in conjunction with the supply chain incorporating refuse/ recycling collection and maintenance visits to assist in avoiding multiple deliveries occurring at once and ensuring that servicing vehicles avoid the network peak periods.
 - iv. Maintain regular contact with the supply chain to inform them of any changes to the servicing strategy or inform suppliers of any road works (or other circumstance) in the vicinity of the school that may affect deliveries being made.
 - v. On-going liaison with the supply chain to address any issues arising and reinforce the aims and objectives of the DSP.
 - vi. Discuss any complaints related to deliveries and servicing activity generated by the school with the Headteacher or Senior Management Team of the school, respond to issues raised by residents, third parties, staff, visitors, parents or carers and provide any feedback as necessary to the supply chain.

5.0 MONITORING AND REVIEW

- 5.1 THPS keep records of delivery activity as far as is reasonably practicable in the operation of a busy primary school. These records along with arrangements for regular servicing activities and any known issues or complaints form the basis of a periodic review by school management to ensure that deliveries to the site are well managed. Where feedback to suppliers to change delivery practices is required, this is provided by THPS.

Appendix A – Site plan



