Robert West

Turing House School

Rail
Buildings
Infrastructure
Transport & Environment

Project Title
Turing House School

Report Title
Delivery and Servicing Plan

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Prepared For
Bowmer & Kirkland

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Delta House
175 -177 Borough High Street
London
SE1 1HR

T +44 (0)207 939 9916
F +44 (0)207 939 9909
E london@robertwest.co.uk
W www.robertwest.co.uk

Consulting Engineers

Registered office: 147A High Street, Waltham Cross, Hertfordshire, EN8 7AP Registered in Cardiff No: 2901674
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1.0 INTRODUCTION AND BACKGROUND

1.1 This Delivery and Servicing Plan (DSP) has been produced to support a planning application in relation to the development of a new five form of entry (5FE) secondary school with a sixth form, namely Turing House Free School (thereafter; the school).

Existing site

1.2 The school is proposed to be located within Metropolitan Open Land at Hospital Bridge Road, within the London Borough of Richmond upon Thames (LBRuT). The site is located next to Bridge Farm Nursery (thereafter: the nursery).

1.3 The site is located to the west of Hospital Bridge Road, with railway lines to the north and adjacent to the nursery which lies to the south east. The site location is illustrated in Figure 1.1.

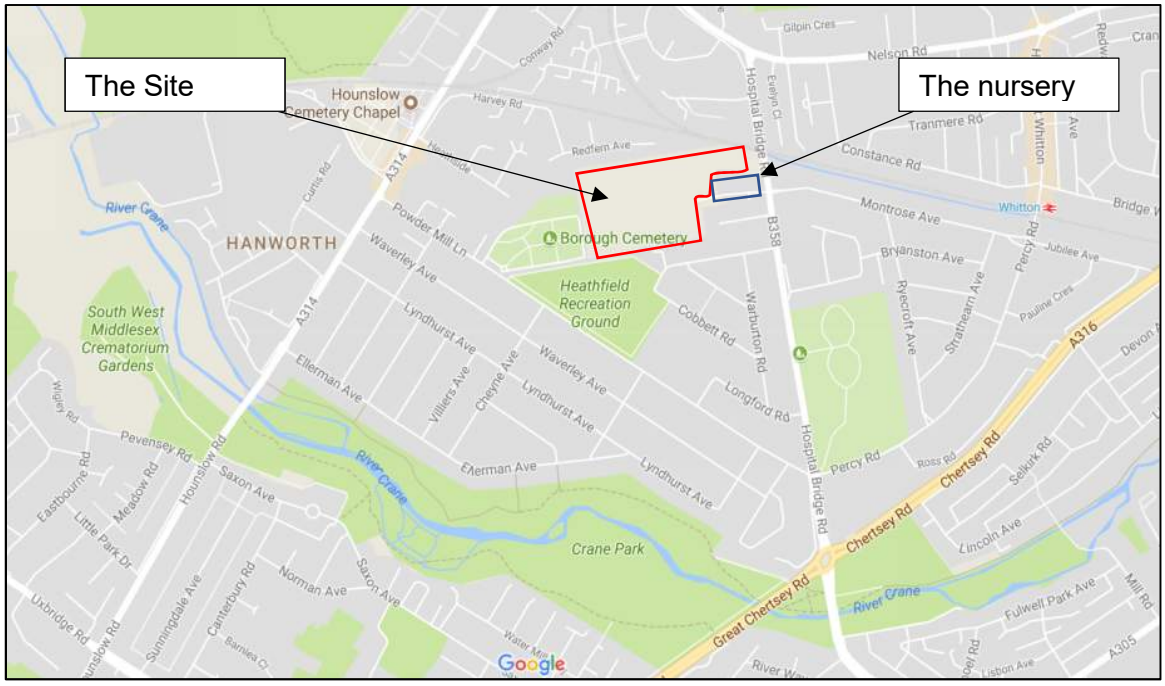

Figure 1.1: Site location

Proposed development

1.4 The proposed school will provide 1,050 places for secondary students aged 11-18. The school is proposed as a 5FE school with 150 students' intake per year and 300 sixth form student places. The school will have 90 full-time equivalent (FTE) staff members at its full occupation.

1.5 The proposed development will consist of a single teaching block, a MUGA, playing and sports pitches, as well as other facilities. The site plan layout is presented in Appendix A of this report. The access to the site is currently utilised by the nursery. The existing access is proposed to be re-designed to facilitate a shared use of both; the school and the nursery. A secondary pedestrian and cycle access is proposed from the south via Heathfield Recreation Ground.

1.6 Turing House School was opened in temporary accommodation in 2015 on Queens Road, Teddington, TW11 0LR. This Teddington site now operates at capacity (325 students) A second temporary site was identified by the ESFA to accommodate Year 7 students from Sept 2018 at the ex Clarendon School site, located on Hanworth Road in Hampton. This second temporary site has permission to provide 250 student places and operate for two academic years from September 2018.

Site layout design

1.7 The new school is proposed to be located on land to the west of Hospital Bridge Road and to the north of the existing nursery. The school building is proposed to be located within the eastern part of the site with the car park located to the front of the building. The remaining part of the land is proposed to be developed as MUGA and other sport and playing fields for the school use.

1.8 The new school is proposed to have two access points. The main access point is proposed from Hospital Bridge Road. This access is proposed to be used by vehicles arriving to both the school and the existing nursery, pedestrians and cyclists. The secondary access point is proposed from the south of the site via Heathfield Recreation Ground directly from the public footpath. This secondary access will be dedicated to pedestrians and cyclists only. The proposed site layout is presented in Figure 2.1 and included in Appendix A.

Figure 3.1: Development proposal

Scope of DSP

1.9 This DSP is required to set out the servicing strategy for the proposed redevelopment and those measures that will be 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.

1.10 This report has been produced to support the application for the school and has been submitted alongside a Transport Assessment (TA), a School Travel Plan (STP) and a Car Park Access and Management Plan (CPAMP).

1.11 This DSP complies with the relevant LBRuT and TfL policies and guidance.

Report Structure

1.12 The structure and content of this report is structured as follows:

i. A review of relevant local policy is undertaken in Section 2.0.

ii. The aims and objectives of the DSP are contained in Section 3.0.

iii. The delivery and servicing strategy for the proposed school is outlined in Section 4.0 with reference to a projected number of deliveries and refuse/ recycling collections.

iv. Measures that will be implemented to achieve the objectives are outlined in Section 5.0.

v. The programme for monitoring and review of delivery and servicing activity is outlined in Section 6.0.

2.0 POLICY REVIEW

2.1 The policy contained in the following documents has been reviewed and the DSP has been prepared in accordance with the bellow listed policies.

i. National Planning Policy Framework (NPPF) (2018).

ii. Planning Practice Guidance.

iii. The London Plan (2016).

iv. Mayor's Transport Strategy (2018).

v. London Freight Plan (2008).

vi. TfL DSP Guidance (2011).

vii. London Borough of Richmond upon Thames Local Plan: Refuse and Recycling Storage Requirement SPD.

3.0 AIMS AND OBJECTIVES

3.1 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 highway network through careful management of delivery and servicing activity.

3.2 The specific objectives of this DSP are as follows:

i. Demonstrate that goods and services can be delivered and waste removed, in a safe and efficient manner without compromising the safety of students, 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 (07:30 – 09:30 and 14:30 – 16:30) and reduce coinciding deliveries.

iii. Reduce the impact of servicing activity on the amenity of local residents and the environment.

3.3 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 application 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.

4.0 SERVICING STRATEGY

4.1 This section describes the servicing strategy for the proposed school, including the type, frequency and location of deliveries, refuse storage and collection arrangements. The site plan for the school and the locations of servicing facilities are presented in Appendix A.

Access

4.2 The main access to the school is proposed from Hospital Bridge Road. The access at this location already exists and provides access to the nursery. The proposed new access point will be provided at the same location and will serve both the school and the nursery.

4.3 The new access is proposed to have a priority junction layout (i.e. T-junction) and it is proposed to be widened to a total width of 14.5m from its current width of 7.2m. This change is required to allow for large vehicles such as refuse vehicles, or coaches to access the school site and at the same time ensure that large vehicles arriving at the nursery can be accommodated. The proposed access design is presented in Appendix B and swept path analysis drawings showing accessibility of the site access by expected vehicles are presented in Appendix C.

Goods deliveries

4.4 Goods deliveries will access the school via the proposed access from Hospital Bridge Road, travel through the car park and load/unload deliveries in the delivery bay to the east of the school building. Goods will be unloaded at the delivery bay and moved into the main school building using the proposed pedestrian footway connecting the delivery bay to the entrance plaza. It is proposed that the site manager will be responsible for managing deliveries made to the site.

4.5 The car park has a clockwise vehicular movement, as shown in Figure 4.1. The accessibility of the area by this vehicle was tested using Auto Track software and is presented in Appendix C.

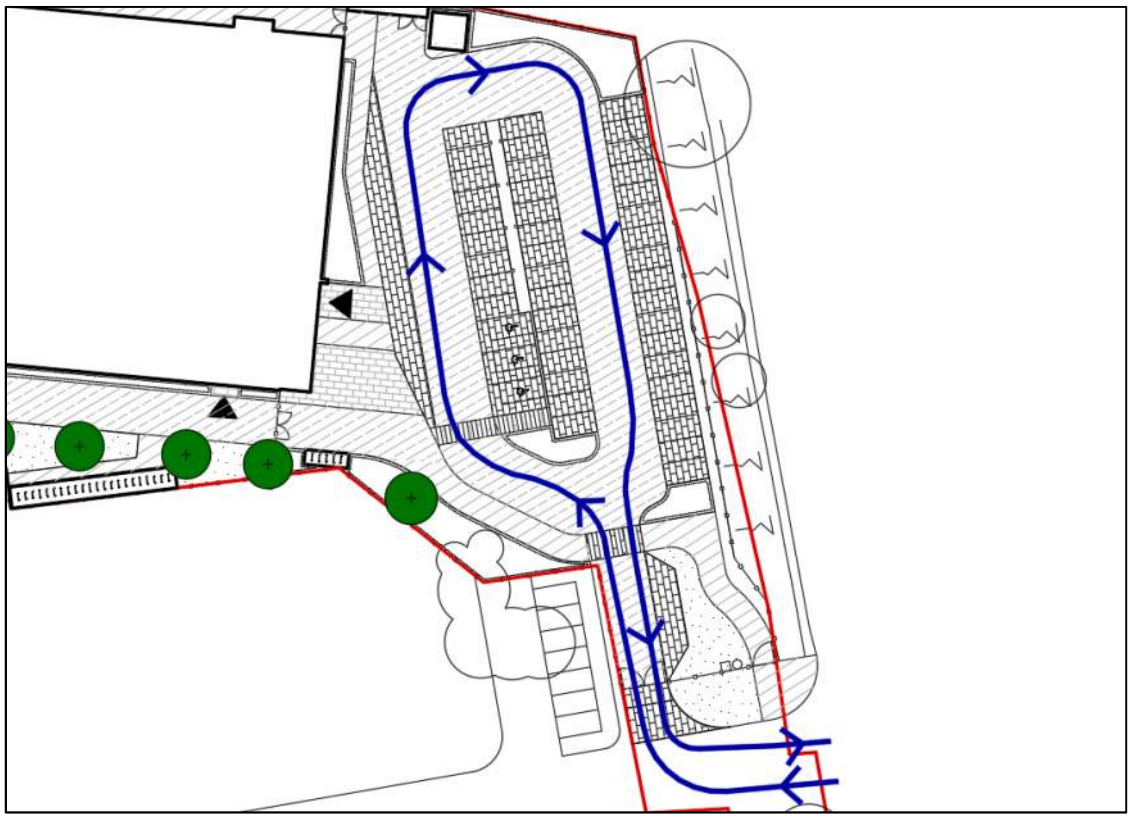

Figure 4.1: Vehicular movement within the car park

4.6 The site manager or another member of staff will be present when deliveries are expected in order to ensure that they gain access to the site and stop in the correct location, while also ensuring that the area is clear of students and staff members.

4.7 Where possible, deliveries will be scheduled to occur outside of peak periods in order for these activities to be carried out safely.

Refuse and recycling storage and collection

4.8 Refuse and recycling bins will be located to the north-east corner of the school building. Refuse vehicles will access the site via the proposed access from Hospital Bridge Road, travel through the car park and collect refuse within the car park. During collection, the refuse vehicle will park parallel to the bin storage. The aisle width within the car park is sufficient for a large car to drive through while refuse collection is being undertaken. The accessibility of the site by refuse vehicle was tested using Auto Track software and is presented in Appendix C.

4.9 The site manager or another member of staff will be present during refuse collection (if during school hours) to ensure that vehicles stop in the correct location, activities are undertaken efficiently, and the area is clear of students and staff members.

4.10 The refuse collection will occur twice a week and will be timed to occur outside of the school peak periods. If occurring out of school hours the refuse collectors will access the site independently.

5.0 MANAGEMENT MEASURES

5.1 The school will establish and maintain an approved supplier's database for deliveries, with the exception of ad-hoc deliveries which the school will have less power to control. Where possible, the school will use suppliers who are affiliated with the Fleet Operator Recognition Scheme (FORS).

5.2 Where suppliers are not part of FORS, the school will endeavour will 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.

5.3 All deliveries will be accommodated within the site and, where possible, will be managed to occur outside of the school peak periods (07:30 – 09:30 and 14:30 – 16:30).

5.4 At the outset of occupation when planning the supply chain for specific school deliveries, the school will seek to request that consolidated deliveries are made where possible, thus minimising the number of goods vehicle deliveries made to the school by simplifying the supplier base. This is intended to restrict the number of goods vehicles on the wider highway network, and the demand for use of the car park.

5.5 The site manager and other school staff will be responsible for the delivery and servicing activity generated by the school as part of their regular duties. This includes implementation of, but not limited to, the following measures as set out below.

i. Establishment of service contracts (i.e. catering, fresh produce, stationary, etc.) in line with the strategy set out in this DSP.

ii. Issue of information regarding the proposed servicing strategy for the school to all suppliers and those making maintenance visits (access routes and preferred timing being outside peak hours associated with the school and local highway network).

iii. Establishment and 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. Establishment and maintenance of a 'ring ahead' or booking service for goods deliveries and maintenance visits so that, where possible, the school have early warning of vehicle arrivals to ensure that the school and the forecourt area is clear.

v. 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.

vi. Deliveries will be met by the site manager (or nominated personnel from the school) to ensure vehicles stop in the appropriate location and goods are unloaded and brought into the building without delay.

vii. On-going liaison with the supply chain to address any issues arising and reinforce the aims and objectives of the DSP.

viii. Discuss any complaints related to deliveries and servicing activity generated by the school with the Headteacher or Senior Management Team for 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.

6.0 MONITORING AND REVIEW

6.1 The school will keep records of delivery activity as far as is reasonably practicable in the operation of a busy secondary school. These records along with arrangements for regular servicing activities and any known issues or complaints will 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 will be provided by the school.

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Appendix A – Proposed site layout

Notes

1. Do not scale from this drawing
2. To be read in conjunction with Project Risk Register REF: XXX
3. To be read in conjunction with all other Landscape Architect"s drawings

KEY

A Entrance Plaza
The main entrance plaza is highlighted by linear paving to reinforce the strong pedestrian access route. The landscape strategy frames the glazed elevation to the entrance creating a welcome approach.

B Pedestrian Crossing
Pedestrian priority crossing to mitigate againist petential conflict

C Car Parking
45no. Total Spaces, 3 Disabled Bays, 10 Active Electric Charging Points, 10 Passive Electric Charging Points, Deliveries / Coach Bay, 10no. Cycle Parking Spaces and a seperate drop off / service/ delivery area. The car park sits adjacent to the bin store and substation (D +E)

D Bin Store
For easy access from the kitchen and into the car park for refuse collection with the added benefit collections can take place outside of the secure line

E Sub-station
Located within the semi secure carpark area in agreement with utility provider. This location minimises service costs.

F Mini-bus Parking

G Proposed Vehicular Entrance
A new entrance formed from Hospital Bridge Rd. The entrance will give priority to the Nursery whilst providing a dedicated school entrance off the junction. A gate will seperate the flows of traffic and ensure the site can be secured.

H Pedestrian Boulevard
The main pedestrian boulevard is emphasised by an avenue of trees and amenity planting and reinforcing the strong pedestrian access route.

J Vistor & Staff Cycle Parking
Secure cycle parking for 10 visitors and 10 staffs

K 6th Form External Area
Social external space for sixth form students only. The space is located directly adjacent the sixth form internal space and acts as an aspirational space

L External Dining Area
Social external space for all years in a south facing courtyard. The space is a flexiable space but the legacy external furniture can spread out to provide an external dining space. The area can also be used for pop-up external food sales by the school

M Car Par Planting
Increased green infrastructure to soften the impact of the car park

N External Table Tennis Area
Legacy tennis tables located in the sheltered south elevationof the sports hall creating the ideal location for outdoor table tennis

O Student Cycle Parking
Secure student and staff cycle parking for 132 spaces.

P Habitat Area & Habitat Corridor
This area will provide valuable habitat through diverse planting species and meadow swathes to enhance biodiversity and local wildlife.

Q Permeable MUGA
A three court Sports England size MUGA marked out for sports

R Sports Field Access
Paved route onto the playing field

S Vegetated Southern Boundary
Heavily vegetated southern boundary to provide visual screening

T Seating
Robust plastic external seating used to define group social space and provide a very contemporary and modern external space

U Maintenace Gate Access
Fence from MUGA to boundary with gates for grounds maintenance access.

V Pupil Access
Proposed pupil access from Heathfield Recreation Ground. A low lit self bind gravel path weaving through the habitat area to the school.

W Habitat Creation & Tree Planting
Habitat creation through the use of species rich grass seeding, tree planting and earth forms to encourage bio-diversity and create a learnign resource.

ID	RISK	MITIGATION	Date Mitigated

RESIDUAL PROJECT RISKS

DATE	SUITABILITY	REV	DESCRIPTION OF REVISION	DRAWN BY	APPROVED BY

REVISIONS

SUITABILITY
S2 - For Planning

ares LANDSCAPE ARCHITECTS

Ares Landscape Architects LTD
Gatecrasher
51 Eyre Lane
Sheffield
S1 4RB

t: 0114 276 2000
e: hello@ares.eu.com
w: ares.eu.com

CLIENT :
Bowmer and Kirkland

PROJECT TITLE :
Turing House School

DRAWING TITLE :
Detailed Illustrative Masterplan

DRAWING SCALE :	DRAWN BY :	DRAWN DATE :
1:500	EC	02.03.2018
PAPER SIZE :	APPROVED BY :	
A1	LA	

DRAWING NUMBER : **EFATH-ALA-00-XX-DR-L-0004** SUITABILITY : **S2** REVISION : **P01**

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Appendix B – Proposed site access

DO NOT SCALE OFF THIS DRAWING

Notes:

1. The contractor is responsible for verifying all site & setting out dimensions before commencing work.
2. This drawing is to be read in conjunction with all relevant Architectural and M & E drawings.
3. All dimensions in millimeters unless stated otherwise.

Key

- Existing footway - slab paving
- Proposed footway - slab footway
- Proposed cycle-way
- Block paving finish
- Tactile paving
- Raised table
- Red line boundary
- 20mph sign
- Visibility Splay (30mph)
- Visibility Splay (20mph)

New zebra crossing

Cycle route to the site (1.8m wide)

Cycle route from the site (1.2m wide)

Raised platform crossover (14.5m wide)

Traffic regulation order to prevent parking in the vicinity of the site

40m x 2.4m

22m x 2.4m

Figure 1

Figure 2

NO ENTRY

Monrose House

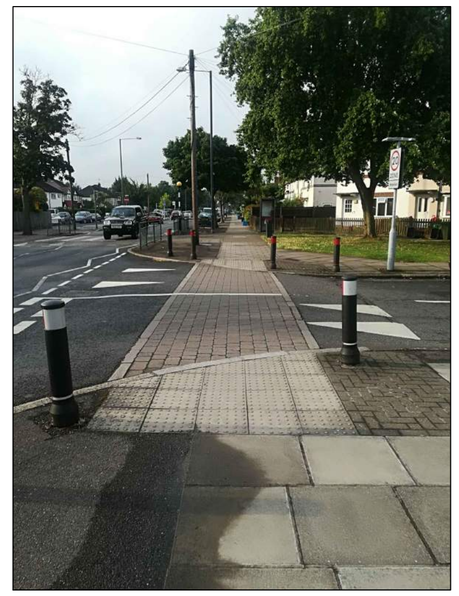
7276

2703

20505

Figure 1

Figure 2



Rev	Date	By	Comment	Chkd	Appr
B	14/08/18	SM	Minor amendments	ML	ML
A	29/06/18	SM	Amendments based on comments	ML	ML

Status

PRELIMINARY

Client

BOWMER & KIRKLAND

Robert West

Delta House
175-177
Borough High St
London SE1 1HR

t: 020 7939 9916
f: 020 7939 9909
www.robertwest.co.uk

Project

TURING HOUSE SCHOOL

Drawing Title

PROPOSED SITE ACCESS DESIGN

Drawn	Checked	Approved	Scale
By SM	By ML	By ML	1:250 @ A1
Date 25/05/18	Date 25/05/18	Date 25/05/18	

Client No.	Project No.	Discipline	Drawing No.	Rev
4185	002	T	007	B

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Appendix C – Swept Path Analysis

ACCESS

INSET 1

INSET 1

Phoenix 2 Duo (P2-15W with Elite 6x4 chassis)

EGRESS

INSET 2

INSET 2

DO NOT SCALE OFF THIS DRAWING

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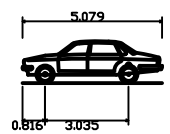
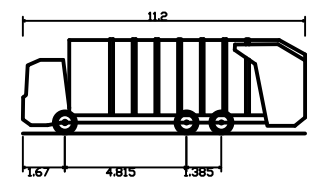


Large Car (2006)

Overall Length	5.079m
Overall Width	1.872m
Overall Body Height	1.525m
Min Body Ground Clearance	0.310m
Max Track Width	1.831m
Lock to lock time	4.00s
Kerb to Kerb Turning Radius	5.900m



Phoenix 2 Duo (P2-15W with Elite 6x4 chassis)

Overall Length	11.200m
Overall Width	2.530m
Overall Body Height	3.751m
Min Body Ground Clearance	0.304m
Track Width	2.500m
Lock to lock time	4.00s
Kerb to Kerb Turning Radius	9.500m

Rev	Date	By	Comment	Chkd	Appr
A	25/06/18	SM	Updated access arrangement	ML	ML

Client
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Project
TURING HOUSE SCHOOL

Status
PRELIMINARY

Drawn	Checked	Approved	Scale
By SM	By ML	By ML	1:500 @ A3
Date 31/05/18	Date 31/05/18	Date 31/05/18	

Client No.	Project No.	Discipline	Drawing No.	Rev
4185	002	T	002	A

Drawing Title
SWEPT PATH ANALYSIS
REFUSE VEHICLE
ACCESS AND EGRESS

Robert West
Delta House
175-177
Borough High St
London SE1 1HR
t: 020 7939 9916
f: 020 7939 9909
www.robertwest.co.uk

ACCESS

INSET 1

INSET 1

INSET 1

NO ENTRY

EGRESS

INSET 2

INSET 2

NO ENTRY

DO NOT SCALE OFF THIS DRAWING

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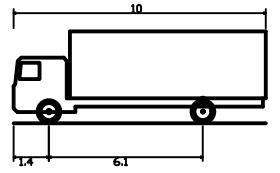
3. All dimensions in millimeters unless stated otherwise.



FTA Design HG Rigid Vehicle (1998)

Overall Length	10.000m
Overall Width	2.500m
Overall Body Height	3.645m
Min Body Ground Clearance	0.440m
Track Width	2.470m
Lock to lock time	3.00s
Kerb to Kerb Turning Radius	11.000m

Rev	Date	By	Comment	Chkd	Appr
A	25/06/18	SM	Updated access arrangement	ML	ML

Client

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Project

TURING HOUSE SCHOOL

Status

PRELIMINARY

Drawn	Checked	Approved	Scale
By SM	By ML	By ML	1:500 @ A3
Date 31/05/18	Date 31/05/18	Date 31/05/18	

Drawing Title

SWEPT PATH ANALYSIS
RIGID TRUCK
ACCESS AND EGRESS

Client No.	Project No.	Discipline	Drawing No.	Rev
4185	002	T	003	A

Robert West

Delta House
175-177
Borough High St
London SE1 1HR

t: 020 7939 9916
f: 020 7939 9909
www.robertwest.co.uk