Oxford Aviation Services Ltd

London Oxford Airport Gateway Site Delivery and Servicing Management Plan

February 2023

transport planning practice

TPP
transport planning practice

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1 INTRODUCTION

1.1.1 Transport Planning Practice (TPP) have been appointed by Oxford Aviation Services Ltd to provide transport planning advice and prepare a Delivery and Servicing Management Plan in support of a planning application for a new development on the Gateway Site at London Oxford Airport (LOA) (the 'Airport') located on land to the west of the main airport access. The Local Planning Authority (LPA) is Cherwell District Council (CDC) and the Highways Authority is Oxfordshire County Council (OCC).

1.2 Background

1.2.1 The site is located on land to the west of the main airport access. A red line boundary of the site in relation to the airport is shown in Figure 1. The existing site (the 'Site') comprised four large buildings and several smaller ancillary buildings with a significant proportion of the Site comprising hardstanding areas. The original floorspace totalled 11,055m2 Gross Internal Area (GIA).

Figure 1 - Site Context Plan

1.2.2 Two of the larger existing buildings on the site are connected to the airport apron and are hangars, although these have been identified by the applicant as under-utilised for the airport. The south of the site was occupied by two large former MOD buildings, which were until recently occupied by the CAE Oxford Aviation Academy, a pilot training school, and Vida Health and Fitness gym facility. These have since been demolished, except for the Fitness gym facility which is still occupied.

1.2.3 The proposed development (the 'Development') is to demolish the existing buildings within the application site to provide five new buildings comprising a total floorspace of 20,031m2 GEA of overall development floorspace. Of this, 19,394m² GEA is for Research & Development and Light Industry use, planning use classes E(g)(ii) and E(g)(iii), along with 172m2 GEA of Amenity Space and 465m2 GEA of secure cycle storage within the car parking areas. Delivery and servicing of the proposed development will all be undertaken within the confines of the development site.

1.3 Report purpose

1.3.1 This Delivery and Servicing Management Plan has been prepared to inform the local and regional authorities of the intent of the applicant in managing delivery and servicing trips to and from the proposed development to minimise the impact of these trips on the sits operation and surrounding local highway network.

1.3.2 The report sets out the likely level of delivery and servicing trips, proposed access arrangements for delivery and servicing vehicles, the proposed waste management and measures to minimise the impact of servicing on the existing highway network.

1.3.3 In the absence of Delivery and Servicing Management Plan guidance from Cherwell District Council (CDC) and Oxfordshire County Council (OCC), this Delivery and Servicing Management Plan (DSP) has loosely been based other relevant guidance available.

2 DELIVERY AND SERVICING PLAN OBJECTIVES

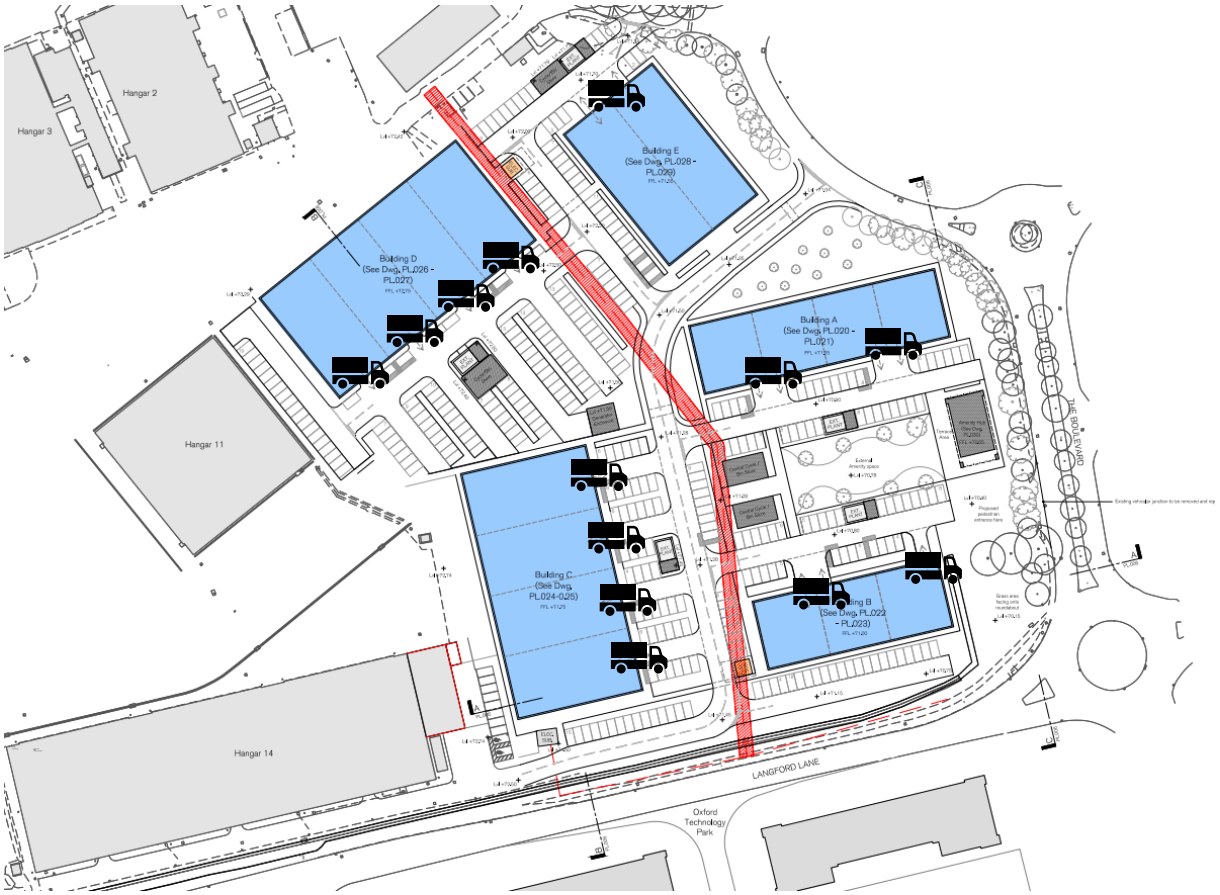
2.1.1 The objective of this DSP is to develop through the planning process a document which will seek to support a sustainable and well managed development with regards to delivery and servicing. This DSP has been prepared within the context of the guidance provided by local and regional policy. The DSP will therefore week to achieve the following objectives:

- Demonstrate that goods and services can be delivered and waste collected in a safe, efficient and environmentally friendly manner.
- Identify deliveries that can be reduced, re-timed, or even consolidated particularly during busy periods.
- Improve reliability of deliveries to the site.
- Reduce the operating costs of building occupants and freight delivery.
- Reduce the impact of freight activity on the local area and the environment.

3 DELIVERY AND SERVICING DESIGN PROPOSALS

3.1.1 Delivery and servicing of the proposed development will all be undertaken within the confines of the development site. Drawings 31236/AC/12A, 31236/AC/13A and 31236/AC/14A show the swept path analysis of the site by a 10m rigid HGV, refuse collection vehicle and the more commonly used largest servicing vehicle, the 7.5t box van, respectively, which are likely to be the largest vehicles that will access the site. Figure 2 below shows the site layout and multiple servicing entrances to each block.

Figure 2 - Site layout and servicing entrances



3.1.2 All delivery and servicing activity will take place from the servicing entrances for each block. There are multiple servicing entrances for each block (four entrances for building A, three entrances for building B, four entrances for building C, four entrances for building D and two entrances for building E) which allows for multiple vehicles to load/unload at one time without having to stop on the site internal roads, minimising impact to traffic. There will be a roller shutter by each entrance

allowing for quick loading/unloading of materials between the units and delivery vehicles.

3.1.3 Additionally, the proposals also incorporates continued servicing access to Hanger 14 with vehicles up to and including 16.5m articulated HGVs. Whilst these largest vehicles are infrequent they can be accommodated through the development site. Hangar 14 cannot be accessed through any other means for such deliveries. Drawing 31236/AC/15A shows this specific movement through the site.

3.2 Waste Management

3.2.1 Refuse collection will take place on-site from the site's internal road network. Refuse vehicles still stop by each refuse store within the site. Refuse can be collected by a private waste contractor, however drawing 31236/AC/13A shows a 10.6m refuse vehicle circulate the site, which is the largest refuse vehicle expected to access the site.

3.2.2 Two bin stores are located between buildings A, B and C, a bin store is located to the south of building D and a bin store is located to the north of building E. Site operatives will transfer waste from each building to the designated bin stores daily, which will be stored until collected by a private waste contractor. Refuse capacity will be monitored, and waste collection frequency can be increased/decreased per week depending on refuse capacity. There will be provision for general and recyclable waste in each store, as well as any specialised waste streams if required by any occupiers (i.e hazardous waste).

3.3 Delivery and servicing trip generation

3.3.1 The number of deliveries the proposed development will generate has been based on the same TRICS sites used for the trip generation assessment within the Transport Assessment. It should be noted, only three of the six TRICS sites selected had servicing trip rates.

3.3.2 The servicing trip rate derived from TRICS is 0.036 deliveries, or visitors from servicing vehicles per employee a day. Based on the anticipated employee number of 398, this equates o a total of 14-15 deliveries, or visits from servicing vehicles per day (or 28-30 two-way servicing movements a day). This equates to a maximum of 3 deliveries or visits from a servicing vehicle a day per building, which can easily be accommodated in the servicing entrances for each block. In addition,

the majority of these deliveries are expected to be undertaken using Transit or London type vans.

4 DELIVERY AND SERVICING PLAN MEASURES

4.1.1 This DSP aims to ensure that servicing and waste management of the development can be carried out efficiently and mitigate any negative impacts on the local residents, the highway network and the environment. This chapter outlines the overarching measures and initiatives included within the DSP to achieve this aim. The proposed management measures and initiatives have been grouped into the following areas:

- Safe
- Clean
- Efficient

4.2 Safe

4.2.1 Good design can minimise disturbance and improve safety at or on-route to the site, and the impact of servicing upon the surrounding highway network. The specific measures to increase the safety of delivery and servicing as part of the development are set out in the following paragraphs.

Off-street servicing facilities

4.2.2 Delivery and servicing of the proposed development will all be undertaken within the confines of the development site. Drawings 31236/AC/12A, 31236/AC/13A and 31236/AC/14A show the swept path analysis of the site by a 10m rigid HGV, refuse collection vehicle and the more commonly used largest servicing vehicle, the 7.5t box van, respectively, which are likely to be the largest vehicles that will access the site. However, it is expected the most frequent vehicles used for deliveries would be a Luton or Ford Transit type van.

4.2.3 All delivery and servicing activity will take place from the servicing entrances for each block. This allows for deliveries to be taken straight into the unit, reducing the delivery dwell time.

Servicing restrictions

4.2.4 The largest vehicles that can reasonably be expected to deliver to and service the proposed development are as follows:

- 10m rigid HGV (length: 10.0m; width: 2.5m; height: 3.645m)
- 10.6m refuse vehicle (length: 10.52m; width: 2.53m; height: 3.211m)
- 7.5t box van (length: 7.17m; width:2.3m; height: 3.58m)

4.2.5 The Airport and existing units are also served by vehicles of this size, and as all delivery and servicing will take place on-site within dedicated servicing bay for each building, the delivery and servicing proposals will have a negligible impact on the operation of the surrounding highway network. In addition, it is expected that most deliveries will be undertaken using Ford Transit or Luton type vans.

4.2.6 Additionally, the proposals also incorporates continued servicing access to Hanger 14 with vehicles up to and including 16.5m articulated HGVs. Whilst these largest vehicles are infrequent they can be accommodated through the development site. Hangar 14 cannot be accessed through any other means for such deliveries. Drawing 31236/AC/15A shows this specific movement through the site.

Security measures

4.2.7 Activities would be monitored by CCTV surveillance to ensure that deliveries and servicing are being undertaken in a safe and secure manner, and at the agreed times.

Accommodating special deliveries

4.2.8 Any special deliveries to the site, such as plant maintenance vehicles, will be pre-arranged. Safety measures to accommodate special deliveries and the delivery time and duration will be agreed with the site management to minimise the impact upon the routine daily servicing requirements of the development. Out of peak deliveries will be encouraged for such deliveries wherever possible.

Freight Operator Recognition Scheme

4.2.9 The unit occupiers will be encouraged to contact suppliers registered with the best practice scheme, such as the Freight Operator Recognition Scheme (FORS). FORS is a voluntary accreditation scheme that recognises operators who adopt cleaner, safer and more efficient practices. Full details can be found at: https://www.fors-online.org.uk/cms/

Training requirements and responsibilities

4.2.10 The unit occupiers will be responsible for all of their site-based staff to receive appropriate training related to the processes and procedures in operation of receiving deliveries to the site.

4.3 Clean

4.3.1 The following measures which will ensure clean and sustainable delivery and servicing of the site are set out below:

Out of hours deliveries

4.3.2 Out of hour deliveries will be allowed and encouraged to minimise the impact delivery and servicing has on parking, walking and cycling through the site.

Cargo bike delivery

4.3.3 Short stay cycle parking will be publicly accessible on Sheffield stands. These cycle stands will allow for deliveries by cargo bikes, providing couriers somewhere safe to leave their bike when undertaking a delivery. In addition, the site management could be encouraged to use delivery companies that use cargo bikes when available.

Encouraging deliveries by sustainable modes

4.3.4 Site management and unit occupiers will be encouraged to use suppliers who are affiliated to FORS and operating green fleets. In so doing this measure will contribute towards encouraging more maintenance contractors to use electric vehicles.

Daily restriction and enforcement

4.3.5 The restriction of peak hour deliveries will be largely self-regulating due to the lower traffic levels outside of peak hours on the local road network resulting in most suppliers seeking to avoid non-essential deliveries during the morning peaks.

Personal deliveries

4.3.6 Staff on the site will be discouraged from ordering personal deliveries to their place of work, reducing the number of deliveries to the site.

4.4 Efficient

4.4.1 The measures outlined below will encourage the use of efficient vehicles delivering to and servicing the site.

Communication of delivery procedures

4.4.2 The delivery procedure in operation will be communicated to freight companies by the site management or the unit occupiers. This will allow for more efficient deliveries onto the site.

Delivery facilities

4.4.3 Each building has more than one servicing area, allowing delivery and servicing vehicles to stop and deliver/service the building off the site's internal road network. The service areas also have roller shutters to allow for more efficient delivery as goods can be taken directly into the building. Given the expected frequency of deliveries and servicing, there is enough capacity in the servicing areas to accommodate all delivery and servicing activity.

Waste reduction, storage and removal measures

4.4.4 Developments should provide sufficient facilities for storage and collection of segregated waste. Two bin stores are located between buildings A, B and C, a bin store is located to the south of building D and a bin store is located to the north of building E. Site operatives will transfer waste from each building to the designated bin stores daily, which will be stored until collected by a private waste contractor. Refuse capacity will be monitored, and waste collection frequency can be increased/decreased per week depending on refuse capacity. There will be provision for general and recyclable waste in each store, as well as any specialised waste streams if required by any occupiers (i.e hazardous waste).

Delivery and servicing vehicle frequency

4.4.5 The proposed development is anticipated to generate a total of 14-15 deliveries, or visits from servicing vehicles per day (or 28-30 two-way servicing movements a day). This equates to a maximum of 3 deliveries or visits from a servicing vehicle a day per building, which can easily be accommodated in the servicing entrances for each block. In addition, the majority of these deliveries are expected to be undertaken using Transit or London type vans.

5 SUMMARY AND CONCLUSION

5.1.1 Transport Planning Practice (TPP) have been appointed by Oxford Aviation Services Ltd to provide transport planning advice and prepare a Delivery and Servicing Management Plan in support of a planning application for a new development on London Oxford Airport (LOA) (the 'Airport') located on land to the west of the main airport access.

5.1.2 This DSP has been prepared to set out a series of measures to minimise the impact of delivery and servicing trips on the surrounding highway network. Chapter 3 sets out the proposed servicing arrangement which involves delivery and servicing taking place on-site in service areas for each building.

5.1.3 A delivery and servicing trip generation has been undertaken for the proposed development. The proposed development is anticipated to generate a total of 14-15 deliveries, or visits from servicing vehicles per day (or 28-30 two-way servicing movements a day). The majority of these deliveries are expected to be undertaken using Transit or London type vans.

5.1.4 Chapter 2 and 4 sets out the objectives and measures of this DSP respectively. The range of measures includes servicing restrictions, security measures and consolidation of suppliers.

Drawings

2.4m X 43m visibility splay for 30mph speed limit with 'additional check' on splay within carriageway

2.4m X 43m visibility splay for 30mph speed limit

Site boundary

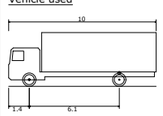
N

Hanger 14

Meadow House

Business Park

Vehicle used



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

This drawing has been prepared for planning purposes and should not be used for construction. It should be read in conjunction with TPP e-mail of 19/01/23.

Based on drawing number 21.926.PL.005 - Proposed Site Plan . TPP REF - IN_47.

LONDON OXFORD AIRPORT

Swept path analysis of 10m rigid HGV

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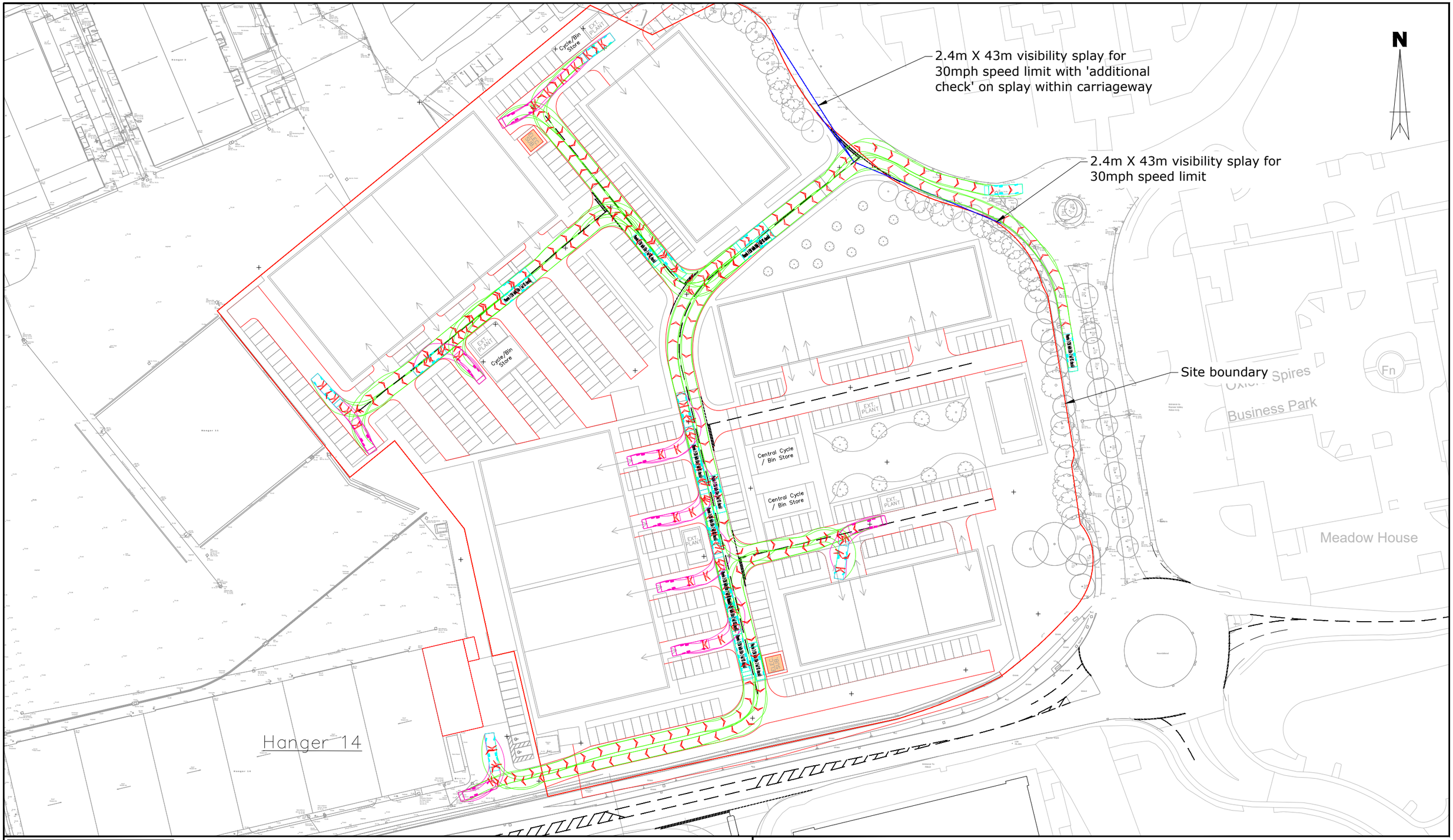
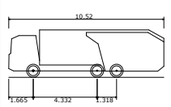


Vehicle used



Phoenix 2-23W (with Elite 2 6x2 RS chassis)

Overall Length	10.520m
Overall Width	2.530m
Overall Body Height	3.211m
Min Body Ground Clearance	0.416m
Track Width	2.530m
Lock to lock time	4.00s
Kerb to Kerb Turning Radius	7.500m

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Based on drawing number 21.926.PL.005 - Proposed Site Plan . TPP REF - IN_47.

LONDON OXFORD AIRPORT

Swept path analysis of 10.6m refuse vehicle

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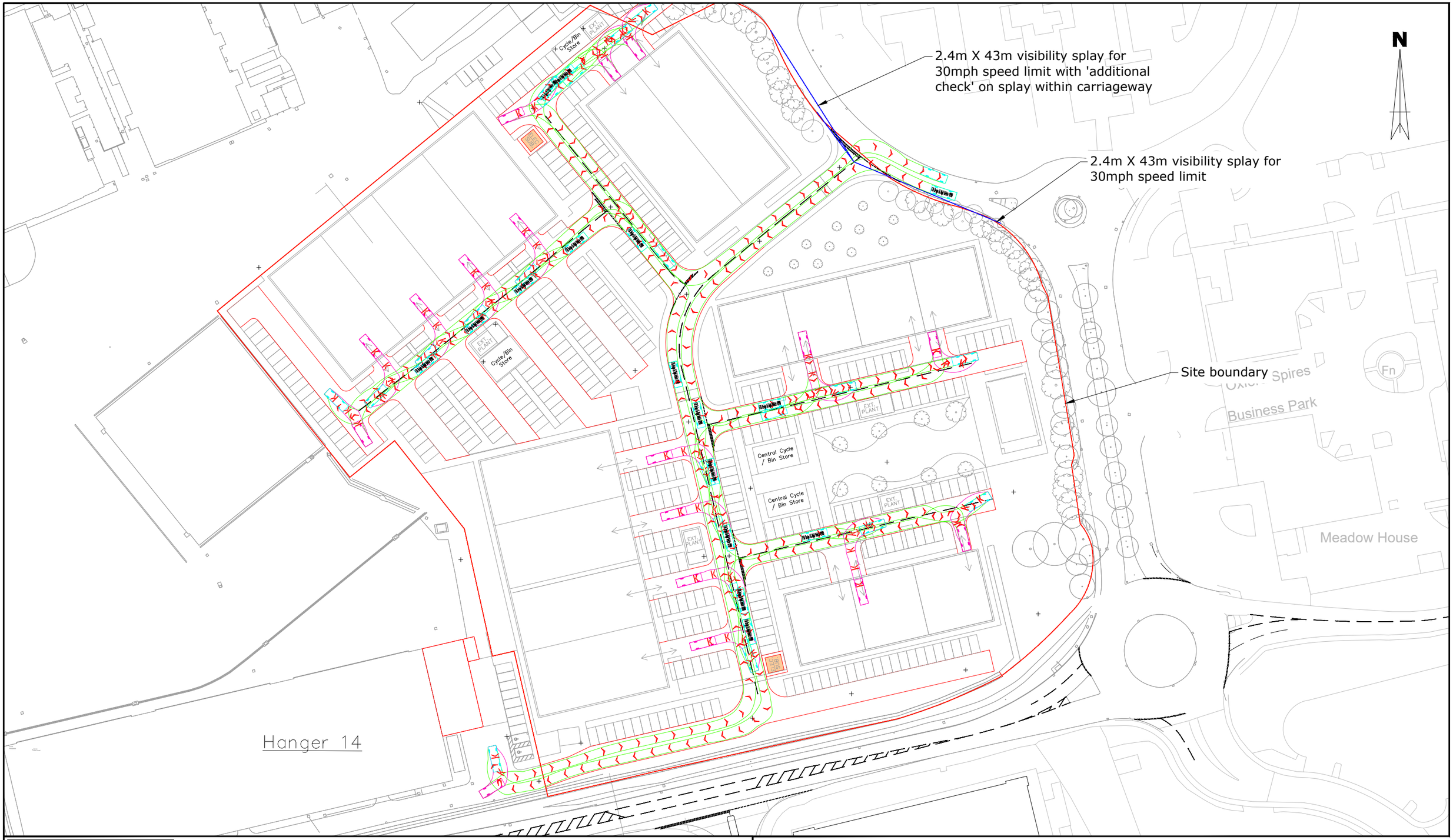
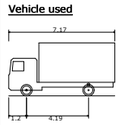


Vehicle used



FTA Design LG Rigid Vehicle (1998)

Overall Length	7.170m
Overall Width	2.300m
Overall Body Height	3.580m
Min Body Ground Clearance	0.375m
Track Width	2.120m
Lock to lock time	3.00s
Kerb to Kerb Turning Radius	7.000m

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Based on drawing number 21.926.PL.005 - Proposed Site Plan . TPP REF - IN_47.

LONDON OXFORD AIRPORT

Swept path analysis of FTA 7.5t box van

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SCALE @ A3	DATE	DRAWN BY	CHECKED	DRAWING NUMBER	REV
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2.4m X 43m visibility splay for 30mph speed limit with 'additional check' on splay within carriageway

2.4m X 43m visibility splay for 30mph speed limit

Site boundary

N

Cycle/Bin Store

Central Cycle / Bin Store

Central Cycle / Bin Store

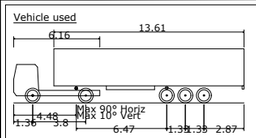
Central Cycle / Bin Store

Oxford Spires Business Park

Meadow House

Hanger 14

Vehicle used



FTA Design Articulated Vehicle (1998)

Overall Length	16.480m
Overall Width	2.550m
Overall Body Height	3.870m
Min Body Ground Clearance	0.515m
Max Track Width	2.470m
Lock to Lock Time	3.00s
Kerb to Kerb Turning Radius	6.550m

This drawing has been prepared for planning purposes and should not be used for construction. It should be read in conjunction with TPP e-mail of 23/01/23.

Based on drawing number 21.926.SK.043.B - Proposed Site - Levels. TPP REF - IN_44.

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LONDON OXFORD AIRPORT

Swept path analysis of 16.5m articulated HGV accessing and egressing Hanger 14

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TPP transport planning practice

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