ARC Oxford, Plot 4200

Delivery and Servicing Management Plan

On behalf of

Advanced Research Clusters GP Limited

Project Ref: 332610670 | Rev: A | Date: February 2024

Registered Office: Buckingham Court Kingsmead Business Park, London Road, High Wycombe, Buckinghamshire, HP11 1JU
Office Address: Caversham Bridge House, Waterman Place, Reading, Berkshire RG1 8DN
T: +44 (0)118 950 0761 E: Reading.uk@stantec.com

Document Control Sheet

Project Name: **ARC Oxford, Plot 4200**

Project Ref: **332610670**

Report Title: **Delivery and Servicing Management Plan**

Doc Ref: **DSM/004**

Date: **February 2024**

	Name	Position	Signature	Date
Prepared by:	Senal Wijeweera / Harry Keech	Graduate Transport Planner	SW/ HK	November 2023
Reviewed by:	Ellen Few	Principal Transport Planner	EF	November 2023
Approved by:	Simon Speller	Director	SRS	November 2023
For and on behalf of Stantec UK Limited				

Revision	Date	Description	Prepared	Reviewed	Approved
A	23/11/23	Draft	SW/HK	EF	SRS
B	01/12/23	Updated Draft	HK	EF	SRS
C	01/02/24	Final	HK	EF	SRS

Contents

Figures

Tables

Appendices

1 Introduction

1.1 Preamble

1.1.1 Stantec have been commissioned by Advanced Research Clusters GP Limited (ARC) to prepare a Delivery and Servicing Management Plan in support of a full planning application for the development of Plot 4200 at ARC Oxford for a laboratory enabled research building.

1.1.2 All deliveries, servicing and operation at the site will be undertaken in accordance with this Delivery and Servicing Management Plan which will be implemented and operational upon first occupation of the site for the entirety of the life of the development.

1.1.3 This will ensure that servicing of the development will be carried out legally and safely with there being no negative impact on the local highway network, ARC Oxford occupiers and the environment.

1.2 The Site

1.2.1 Formerly known as Oxford Business Park, ARC Oxford is a well-established employment site comprising 88 acres in the Cowley area of Oxford. It is home to several businesses, including several focused on science and innovation, set within a landscaped 'Campus' environment. In addition to employment space, other uses at ARC Oxford include Oxford Factory (café/restaurant), Oxford Works, a Premier Inn hotel and restaurant, a David Lloyd Racket & Health Centre and a Bright Horizons Day nursery.

1.2.2 Plot 4200 lies within the southern part of ARC Oxford to the west of John Smith Drive. It currently comprises of 7 individual office buildings organised around areas of car parking and intermittent tree planting. Residential development lies to the west and an existing private footpath runs alongside the southern side of the site.

1.3 Development Proposals

1.3.1 The development proposals consist of:

"Demolition of existing office buildings and erection of 1no. laboratory-enabled office building for research and development with ancillary commercial space (all within use Class E). Provision of new access, enhancements to existing footpath, motor vehicle and cycle parking, landscaping and services infrastructure".

1.3.2 The building will have a GEA of 12,452sqm and NIA of 9,580sqm and will consist of one ground plus 2 storey lab-enabled building, with additional rooftop amenity space. The building will also contain internal ancillary amenity on the upper floors to serve employees of the new building.

1.4 Nature of Operation

1.4.1 The nature of the development is speculative and at present occupiers are unknown but as a laboratory enabled building it is anticipated that servicing vehicles movements to and from the site will mainly involve 4.6ft light van movements as well as refuse collection vehicles.

1.4.2 There will also likely to be some deliveries to the site to the gas storage on either wing of the building with any other delivery being undertaken from designated covered spaces at the front of the building. At each side of the building there is also a stacked services zone with an area for operational vehicles to pull into and park.

1.5 Delivery and Servicing Plan Objectives

1.5.1 The Delivery and Servicing Management Plan will seek to achieve the following objectives:

- Demonstrate that goods and services can be delivered, and refuse/ recycling removed, in a safe, efficient, and environmentally friendly way.
- Identify deliveries that could be reduced, re-timed or even consolidated, particularly during busy periods.
- Ensuring that clear access is maintained through delivery points.
- Look at hours of operation to manage peak periods for deliveries.
- Reduce the impact of delivery and servicing activity on the surrounding highway network.

1.6 Report Structure

1.6.1 The remainder of this report will cover:

- **Section 2: Policy context** – A review of the relevant planning policies for the delivery and servicing of the development.
- **Section 3: Delivery and Servicing Route** – A description of the proposed routing of the delivery and service vehicles associated with the development.
- **Section 4: Delivery and Servicing Strategy** – Details of the site access, delivery and servicing arrangements and waste collection.
- **Section 5: Servicing Trip Generation** – An assessment of future delivery and servicing trip generation.
- **Section 6: Management and Monitoring** – An overview of the proposed delivery and servicing management and monitoring arrangements for the development.

2 Policy Context

2.1.1 This section provides an overview of the relevant delivery and servicing policy guidance that are applicable to the scheme. The following policies have been considered throughout the development scheme and preparation of the Delivery and Servicing Management Plan.

2.2 National Policy and Guidance

BS: 5909 Waste Management in Buildings – Code of Practise (2005)

2.2.1 BS: 5906 is a code of practice for methods of storage, collection, segregation for recycling and recovery, and on-site treatment of waste from residential and non-residential buildings. As a code of practice, this British Standard is the guidance and recommendation, which this development will have regard to.

Designing for Deliveries Guide, Freight Transport Association (2016)

2.2.2 Designing for Deliveries is a guide for planners and engineers to assist in the design of service areas and access roads for commercial vehicles. The document incorporates scaled drawings in the appendices and guidance on how to cater for the largest vehicles that will operate from the site.

2.3 Local Policy Guidance

Oxford Local Plan (2016 - 2036)

2.3.1 The Oxford Local Plan 2036 was adopted in June 2020 and forms part of the development plan for Oxford.

2.3.2 Policy M2 confirms a Delivery and Service Management Plan will be required for development where a substantial amount of movement is likely to be in the form of delivery, service and dispatch vehicles.

2.3.3 Where required, a Delivery and Service Management Plan should set out how deliveries will be managed and demonstrate how impacts will be minimised - including managing delivery times and vehicles, congestion, safety and noise. Zero or ultra-low emission and last mile opportunities should be considered, including the use of cycle freight.

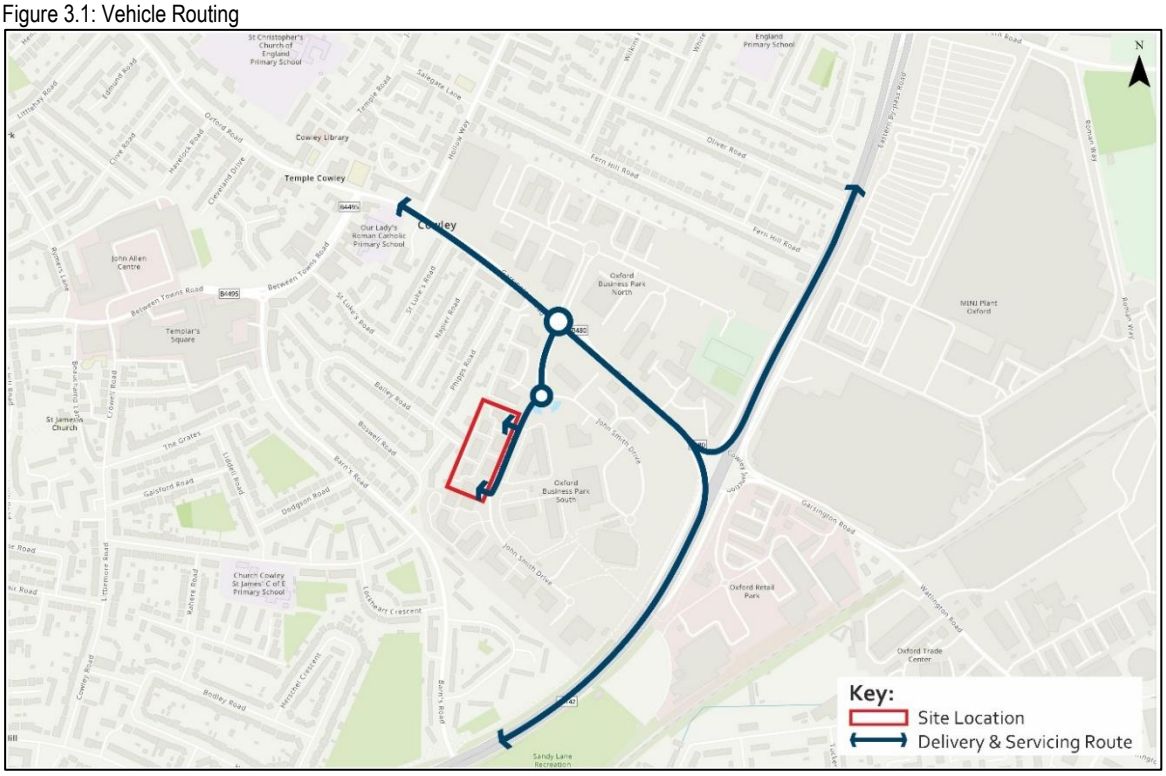
3 Delivery and Servicing Routing

3.1 Vehicle Routing

3.1.1 The exact routes of the delivery and servicing vehicles travelling to and from the site are unknown at this stage as it will be dependent on the requirements of future occupiers of the building. However, servicing and delivery traffic will utilise John Smith Drive before joining Garsington Road which forms part of the wider highway network.

3.1.2 From there it is anticipated the majority of the traffic will use the Eastern By-Pass Road which is the accessed via the Cowley Interchange and connects to the A34 and the A40 with the latter linking to the M40.

Figure 3.1: Vehicle Routing



3.1.3 The proposals are not anticipated to generate significant volumes of HGV traffic however the routes from the site along Garsington Road onto the Eastern By-Pass are suitable to accommodate the operational traffic from the development.

3.1.4 The delivery traffic will access the site via either vehicular access on John Smith Drive. This is explored further in **Section 4**.

4 Delivery and Servicing Strategy

4.1.1 This section details the site access, delivery and servicing arrangements, including on-site vehicle circulation and refuse collection.

4.2 Access Arrangements

4.2.1 Access to Plot 4200 for all vehicular traffic will via the two access junctions to the north and south of the plot via John Smith Drive. This will provide access to the car park and delivery and servicing areas.

4.3 Vehicle Circulation

4.3.1 There is two way movement around the site and vehicles are able to circulate around the site to access the servicing areas located on both wings of the building. The bin stores are located to the rear of each wing of the building with the gas stores located to the north and the south of the building.

4.3.2 Swept path analysis has been undertaken and demonstrates that operational vehicles are able to enter and exit in forward gear and manoeuvre within the site. This is illustrated on the drawings provided within **Appendix A.**

4.4 Waste collection

4.4.1 The bin stores can be accessed from the north and south of the site. These stores are for general and recycling refuse and are located in accessible locations for refuse vehicles using the servicing areas.

4.4.2 All waste collection is to take place on site and sufficient room has been provided for vehicles to either circulate around the site, entering and exiting in forward gear. The swept path analysis for refuse vehicles is included in **Appendix A.**

4.4.3 The proposed vehicle access points are provided and servicing arrangements are illustrated in **Figure 4.1.**

4.5 On Site Operation Traffic Characteristics

4.5.1 Large deliveries and servicing will be via the servicing yard and loading bays internally to the site, small delivery vehicles may use the loading bay located in front of the building. The reception staff will be responsible for dealing and managing the deliveries. Good lifts are provided within the building and will be used by employees as required to move goods within the building.

Figure 4.1: Building Servicing Arrangements

Source: Spratley & Partners

5 Delivery and Servicing Trip Generation

5.1.1 The TRICS database has been interrogated and suitable sites selected to calculate the anticipated level of delivery and servicing trips. The trips rates for LGVs and HGVs have been applied to the proposed quantum of land use on the site.

5.1.2 The HGV trip generation associated with the trip rates does not reflect the scale of the lab/ office proposed (they are based on much bigger buildings) and therefore this has been adjusted to better reflect the proposals.

5.1.3 The future occupiers of the lab/ office and their requirements are unknown at this stage however, **Table 5.1** presents an estimate of the anticipated level of delivery and servicing trips associated with the proposed development.

Table 5.1: Trip generation for HGVs and LGVs

Vehicle Type	AM Peak (08:00 – 09:00)			PM Peak (17:00 – 18:00)			Daily (07:00 – 19:00)		
	Arrival	Departure	2 – way	Arrival	Departure	2 – way	Arrival	Departure	2 – way
LGVs	1	1	1	0	1	1	8	8	16
HGVs	0	0	0	0	0	0	0	0	0
Total	1	1	2	0	1	1	8	8	16

Note: Excel rounding applied in the calculation

6 Management and Monitoring

6.1 Aim

6.1.1 The Delivery and Servicing Management Plan aims to ensure that servicing and deliveries can be made to the site efficiently and safely while also not negatively impacting the local highway network.

6.2 Managing Deliveries

6.2.1 The proposed development has been designed to ensure that all servicing and delivery activities are undertaken on site to ensure that the local highway network is unaffected by the operation.

6.3 Waste Management

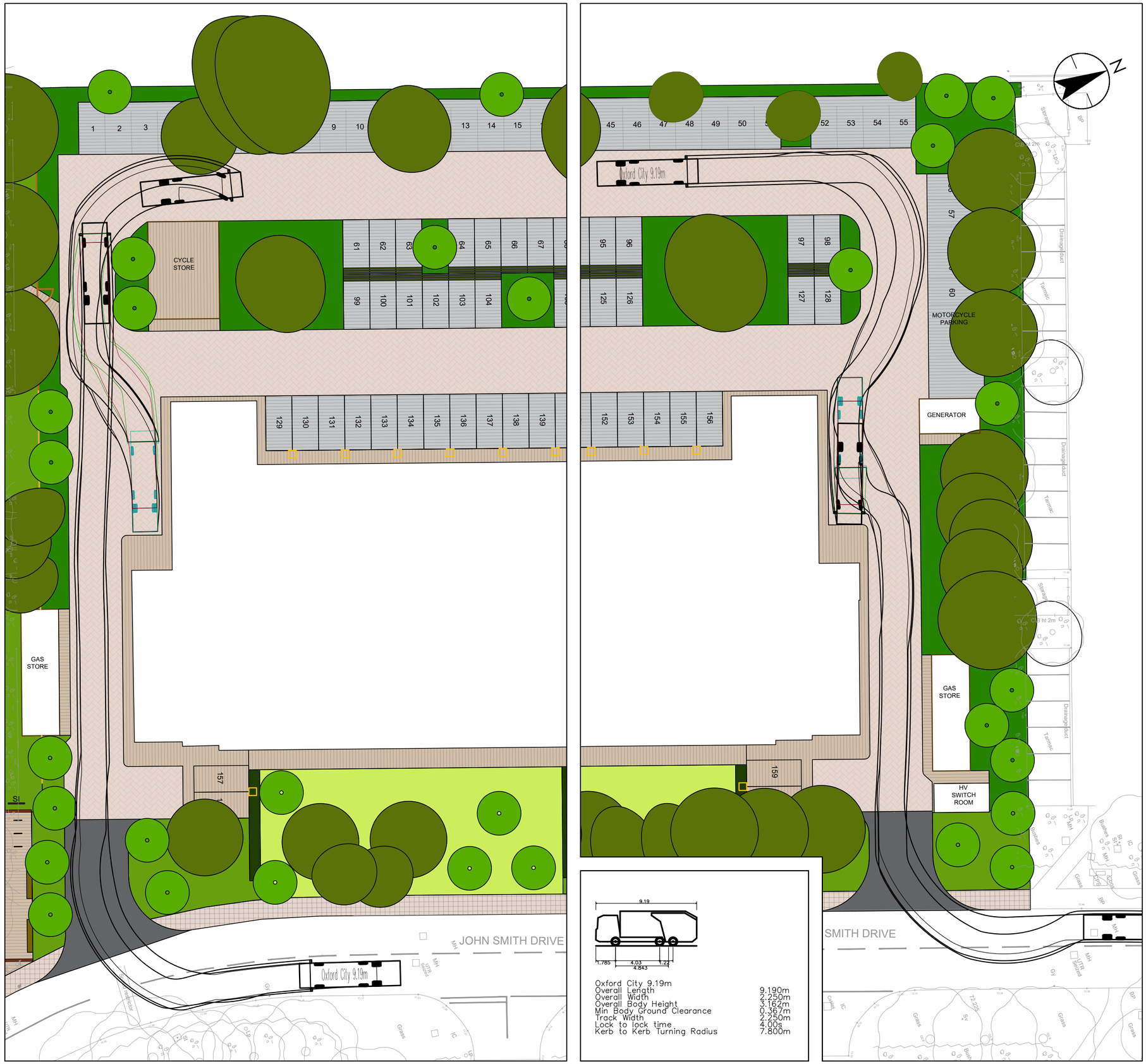
6.3.1 The proposed development will provide sufficient segregated waste storage for general waste, lab/clinical waste and recycling in accordance with the Oxford City Council guidance. It will be stored within the designated storage areas within the site.

6.3.2 Where possible, refuse collection will be undertaken outside of peak hours, with the specific to minimise impacts on the operation of the site.

6.4 Enforcement

6.4.1 This Delivery and Servicing Management Plan has been prepared to inform OCC of the developer's intent for the planning application of this site. ARC will be responsible for the managing, monitoring and implementation of the Delivery and Servicing Management Plan in association with the future occupiers of the building.

Appendix A Swept Path Analysis



Stantec UK Limited
Caversham Bridge House, Waterman Place
Reading
RG1 8DN
Tel. +44 1189 500 761
www.stantec.com/uk

Notes

UTILITIES NOTE: The position of any existing public or private sewers, utility services, plant or apparatus shown on this drawing is believed to be correct, but no warranty to this is expressed or implied. Other such plant or apparatus may also be present but not shown. The Contractor is therefore advised to undertake their own investigation where the presence of any existing sewers, services, plant or apparatus may affect their operations.

0 5 10 15 20 25m

SCALE 1:250

Issued/Revision	By	Appd	
P03 UPDATED LAYOUT	HK	EF	2024.02.01
P02 UPDATED LAYOUT	HK	EF	2024.01.24
P01 FIRST ISSUE	CE	EF	2023.11.20

	Dwn.	Dsgn.	Chkd.	
	CE	-	EF	2024.01.29

Issue Status

S2 - FOR INFORMATION

Client/Project Logo

ARCo

Client/Project

Plot 4200

ARC OXFORD

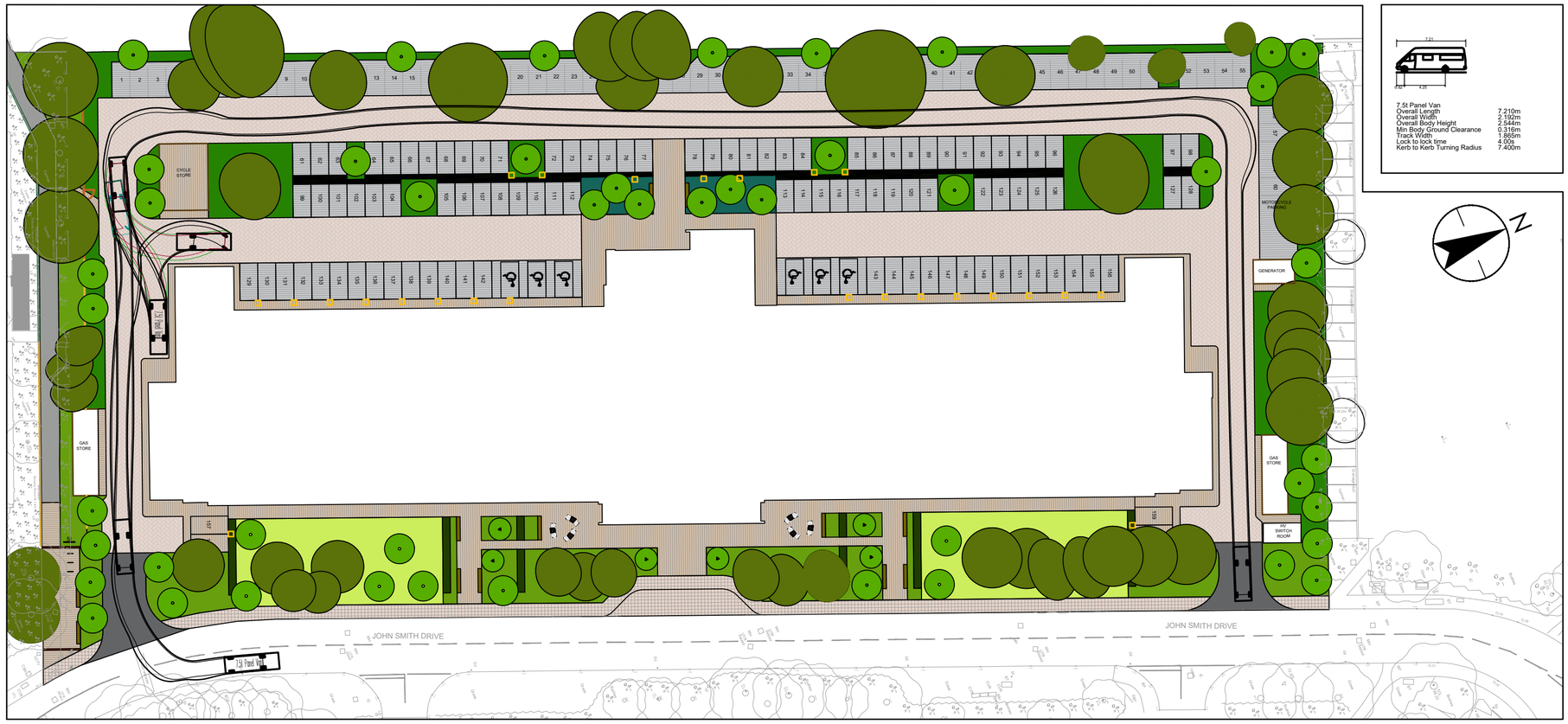
Title

SWEPT PATH ANALYSIS OF REFUSE VEHICLE

Project No.	A2 Scale
332610670	1:250

Revision	Drawing No.
P03	**332610670-5500-004**

Plotted: 01.02.2024 20240201 9:06:46 AM By: Keech, Harry
ORIGINAL SHEET - ISO A2 \\cbh-vfil-001\cbh\projects\332610670 plot 4200 arc oxford\5500 - transport\02 - drawings\cad\dwgs\wip\332610670_5500_004.pot2



Stantec UK Limited
Caversham Bridge House, Waterman Place
Reading
RG1 8DN
Tel. +44 1189 500 761
www.stantec.com/uk

Notes

UTILITIES NOTE: The position of any existing public or private sewers, utility services, plant or apparatus shown on this drawing is believed to be correct, but no warranty to this is expressed or implied. Other such plant or apparatus may also be present but not shown. The Contractor is therefore advised to undertake their own investigation where the presence of any existing sewers, services, plant or apparatus may affect their operations.

0 10 20 30 40 50m

SCALE 1:500

Issued/Revision	By	Appd	YYYY.MM.DD
P03 UPDATED LAYOUT	HK	EF	2024.02.01
P02 UPDATED LAYOUT	HK	EF	2024.01.24
P01 FIRST ISSUE	HK	EF	2024.01.15

	Dwn.	Dsgn.	Chkd.	YYYY.MM.DD
	HK	-	EF	2024.01.29

Issue Status

S2 - FOR INFORMATION

Client/Project Logo

ARCo

Client/Project

Plot 4200

ARC Oxford

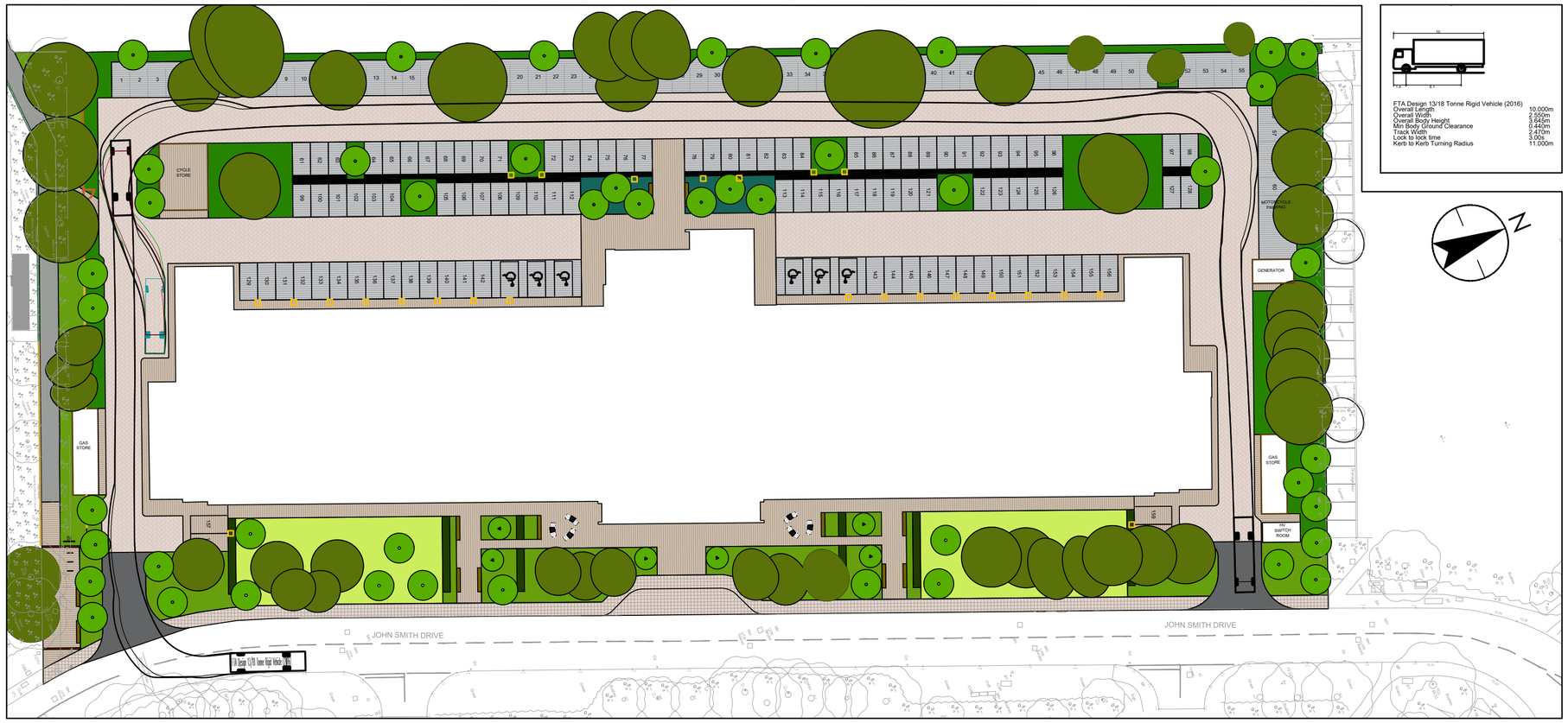
Title

SWEPT PATH ANALYSIS OF SERVICING VEHICLES

Project No.	A2 Scale
332610670	1:500

Revision	Drawing No.
P03	**332610670-5500-008**

Plotted: 01.02.2024 2024.02.01 9:14:38 AM By: Keech, Harry
ORIGINAL SHEET - ISO A2 \\cbh-vfl-001\cbh\projects\332610670 plot 4200 arc oxford\5500 - transport\02 - drawings\cad\dwgs\wip\332610670_5500_008-010.pt02



Stantec UK Limited
Caversham Bridge House, Waterman Place
Reading
RG1 8DN
Tel. +44 1189 500 761
www.stantec.com/uk

Notes

UTILITIES NOTE: The position of any existing public or private sewers, utility services, plant or apparatus shown on this drawing is believed to be correct, but no warranty to this is expressed or implied. Other such plant or apparatus may also be present but not shown. The Contractor is therefore advised to undertake their own investigation where the presence of any existing sewers, services, plant or apparatus may affect their operations.

0 10 20 30 40 50m

SCALE 1:500

Issued/Revision	By	Appd	YYYY.MM.DD
P03 UPDATED LAYOUT	HK	EF	2024.02.01
P02 UPDATED LAYOUT	HK	EF	2024.01.24
P01 FIRST ISSUE	HK	EF	2024.01.15

	Dwn.	Dsgn.	Chkd.	YYYY.MM.DD
	HK	-	EF	2024.01.29

Issue Status

S2 - FOR INFORMATION

This document is suitable only for the purpose noted above.
Use of this document for any other purpose is not permitted.

Client/Project Logo

ARCo

Client/Project

Plot 4200

ARC Oxford

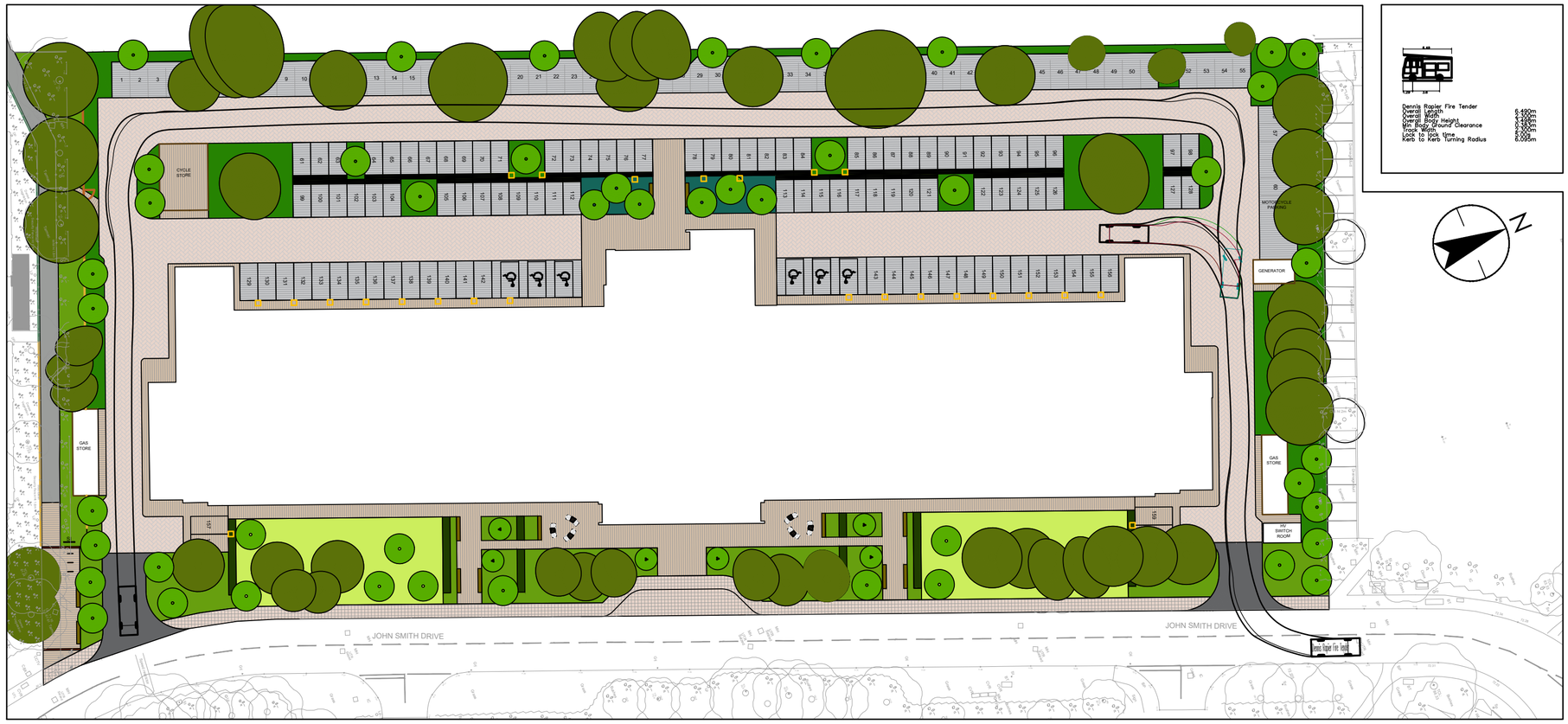
Title

SWEPT PATH ANALYSIS OF SERVICING VEHICLES

Project No.	A2 Scale
332610670	1:500

Revision	Drawing No.
P03	**332610670-5500-009**

Plotted: 01.02.2024 2024.02.01 9:17:17 AM By: Keech, Harry
ORIGINAL SHEET - ISO A2 \\cbh-vfil-001\cbh\projects\332610670 plot 4200 arc oxford\5500 - transport\02 - drawings\cad\dwgs\wip\332610670_5500_008-010.pzp



Dennis Rapier Fire Tender	
Overall Length	6.490m
Overall Width	2.490m
Overall Body Height	3.140m
Min Body Ground Clearance	0.380m
Track Width	2.490m
Lock to lock time	6.00s
Kerb to Kerb Turning Radius	8.000m

Plotted: 01.02.2024 2024.02.01 9:24:57 AM By: Keech, Harry
ORIGINAL SHEET - ISO A2 \\cbh-vfl-001\cbh\projects\332610670 plot 4200 arc oxford\5500 - transport\02 - drawings\cad\dwgs\wip\332610670_5500_008-010.pl02

Stantec

Stantec UK Limited
Caversham Bridge House, Waterman Place
Reading
RG1 8DN
Tel. +44 1189 500 761
www.stantec.com/uk

Notes

UTILITIES NOTE: The position of any existing public or private sewers, utility services, plant or apparatus shown on this drawing is believed to be correct, but no warranty to this is expressed or implied. Other such plant or apparatus may also be present but not shown. The Contractor is therefore advised to undertake their own investigation where the presence of any existing sewers, services, plant or apparatus may affect their operations.

0 10 20 30 40 50m

SCALE 1:500

Issued/Revision	By	Appd	YYYY.MM.DD
P02 UPDATED LAYOUT	HK	EF	2024.02.01
P01 FIRST ISSUE	HK	EF	2024.01.24

	Dwn.	Dsgn.	Chkd.	YYYY.MM.DD
	HK	-	EF	2024.01.24

Issue Status

S2 - FOR INFORMATION

This document is suitable only for the purpose noted above.
Use of this document for any other purpose is not permitted.

Client/Project Logo

ARCo

Client/Project

Plot 4200

ARC Oxford

Title

SWEPT PATH ANALYSIS OF FIRE TENDER

Project No.	A2 Scale
332610670	1:500

Revision	Drawing No.
P02	**332610670-5500-010**