

**Paul Simon Magic Homes**

**30-36 Clarendon Road, London  
N8 0DJ**

**Draft Delivery & Servicing Plan**

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## Appendices

Appendix A      -      Architect's Layout Plan

# 1 INTRODUCTION

- 1.1 This Framework Delivery and Servicing Plan ('DSP') has been prepared by Caneparo Associates on behalf of Paul Simon Magic Homes ('the Applicant') in support of an application for the redevelopment of the site at 30-36 Clarendon Road ('the Site') within the London Borough of Haringey ('LBH').
- 1.2 The Site forms of a building on Clarendon Road, the former Jessica Buttons wholesale supplier unit. The Site currently includes a car park to the rear, which can accommodate 5 cars without any double parking.
- 1.3 Planning permission is sought for the following:
- Demolition of the existing building and construction of a part two, six, eight and eleven storey building, with basement, to provide 51 residential units and 560 sqm of commercial floorspace, with access, landscaping and car and cycle parking.*
- 1.4 A copy of the relevant Architect's ground floor layout plan is included at **Appendix A**.
- 1.5 This Framework Delivery and Servicing Plan (hereafter referred to a 'DSP') outlines the way in which servicing of the development will be undertaken, including how goods will be delivered and how refuse will be stored and collected. It is a 'live' document and should therefore be continually reviewed and updated whenever material changes are made that affect the day-to-day operation of the development with regards to servicing and waste management.
- 1.6 This document has been prepared in line with relevant planning policy and best practice.

## Objectives

- 1.7 The primary objectives of the DSP are to manage deliveries and servicing to, from and within the premises in order to ensure that servicing activity is undertaken successfully, and without conflict between vehicles and / or pedestrians and without adversely impacting on the local highway network.
- 1.8 The DSP includes measures to ensure servicing is undertaken efficiently and successfully, with vehicle activity recorded and monitored. The DSP is a live document that can be updated as necessary to ensure the servicing arrangements remain appropriate and adaptable to changes in circumstance.



1.9 The DSP will enable future deliveries, where possible and necessary, to be reduced, re-moded, re-timed and re-routed. Deliveries by smaller vehicles will always be a priority, as will delivering outside of weekday peak hours.

1.10 The DSP will manage deliveries and servicing to the premises in order to:

- Ensure that, where possible, deliveries are planned to avoid multiple arrivals at any one time, reducing the impact on the public highway.
- Ensure that, where possible, deliveries are undertaken by small to medium sized vehicles (e.g. bicycles, motorbikes, and vans) and electric or hybrid vehicles.
- Ensure that vehicles load / unload for the minimum time necessary, in order to ensure that loading opportunities are available for incoming vehicles whenever possible.
- Reduce the number of deliveries where possible through consolidation, shared suppliers and using locally based suppliers.

## **Benefits**

1.11 The DSP aims to bring about a continual improvement in the way deliveries and servicing is undertaken by reducing its effect on the environment and local highway. It will also bring about a number of benefits to tenants of the development, including the following:

- Opportunities to consolidate deliveries, saving time and money.
- Improve safety by reducing the number of deliveries and overseeing activity, including goods transfer from point of delivery to final destination.
- Reduce harmful emissions through the use of greener and smaller vehicles.
- Improve the scheduling of deliveries to reduce non-attendances, unsuccessful deliveries or idling vehicles waiting to access nearby on-street loading facilities.
- Reduce the potential for having to wait / load / unload illegally on the public highway.
- Reduce congestion and environmental impacts, conversely resulting in improved air quality.
- Improve amenity for users of the development and the local area through reduced noise, emissions and intrusion from vehicles.

1.12 The remainder of the DSP is set out as follows:

- Section 2 - describes the local highway network;
- Section 3 - sets out the servicing arrangements, initiatives and management;
- Section 4 - describes the waste and recycling arrangements;
- Section 5 - details the monitoring and review of the DSP; and,
- Section 6 - provides a conclusion.

## **2 LOCAL HIGHWAY NETWORK**

### **Clarendon Road**

- 2.1 The Site is situated within the cul-de-sac section of Clarendon Road which provides two-way traffic operating in a north to south orientation between Mary Neuner Road to the north, and the B138 Hornsey Road Park, and the cul-de-sac, to the south. The highway is subject to a 20mph speed limit.
- 2.2 The Site's western and northern frontages to Clarendon Road are controlled by double yellow lines with double yellow blips, which we understand have been introduced relatively recently in order to assist with parking issues arising from events at the adjacent Alevi Centre. The eastern frontage of the site is controlled by a length of double yellow line as well as resident permit holder bays.
- 2.3 The remainder of Clarendon Road is controlled by double yellow lines, resident permit holder bays, business permit bays, or shared-use bays with short-stay parking, on either side of the carriageway.

### **Existing Parking & Loading Restrictions**

- 2.4 The surrounding road network is located within Controlled Parking Zone (CPZ) 'Wood Green Inner Zone' which is in operation between 08:00-22:00 Monday to Sunday.

### **3 SERVICING ARRANGEMENTS, INITIATIVES AND MANAGEMENT**

#### **Servicing Arrangements**

- 3.1 All servicing for the Development will be undertaken both on-site and on-street from Clarendon Road.
- 3.2 Taking account of the constraints of the site footprint, the need to maintain areas of active frontage and to incorporate disabled parking, it is not feasible for the site to include a service yard and so the scheme will be reliant on on-street servicing, which would require the double blip restrictions to be eased to either double yellow lines with single blips – allowing servicing at certain time periods, or double yellow lines, which would allow for servicing at any time of day. Given the scale of development proposed the number of delivery movements will be limited and with changes to the existing waiting and loading restrictions could be readily accommodated on street.
- 3.3 The Site Management Team (SMT) will be responsible for monitoring vehicles servicing the commercial units in order to ensure that vehicles load and unload in line with the arrangements detailed above. Suppliers organising deliveries will also be informed to avoid peak hours (08:00-09:00 and 17:00-18:00) wherever possible.
- 3.4 Residential deliveries are traditionally more ad hoc and it is often not possible for residents to specify a particular time for most deliveries and it is impractical to seek control the actions of individual residents and so this plan concentrates on the commercial element of the site.
- 3.5 However, within the Travel Plan information pack residents will be advised as to where deliveries should be undertaken so that where possible this information can be added as a note when placing orders for goods.

#### **Servicing Movements**

##### **Office / Commercial Space (Use Class E)**

- 3.6 Applying the City of London's Loading Bay Reckoner (2018) delivery trip rate calculation of 0.20 office deliveries per 100sqm GEA, the proposed 560sqm GEA of office space can be expected to typically generate 1 delivery per day.

## Residential Units (Use Class C3)

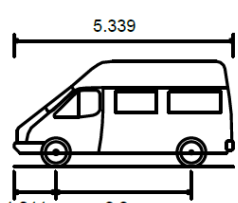
- 3.7 Using general rule of thumb estimates, residential units are typically expected to generate approximately 15 daily deliveries per 100 units. Therefore, the proposed 51 units are expected to generate circa 7-8 deliveries per day.

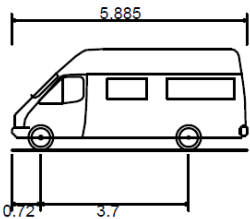
## Total Servicing Movements

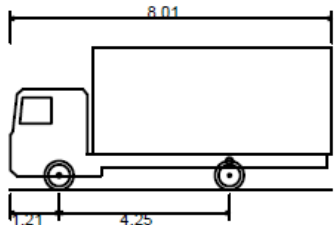
- 3.8 The proposed development is therefore expected to generate approximately 8-9 daily deliveries across all uses. Taking a worst-case scenario whereby 20% of all deliveries occur within the busiest hour, this assumes 2x delivery vehicles across the hour.
- 3.9 It is considered that the currently available and proposed sections of double yellow line (with double blips removed) along Clarendon Road will be capable of accommodating the 8-9 deliveries expected across the day.

## Types of Vehicle

- 3.10 Deliveries to the residential and office space will primarily be by bicycle, motorcycle, and small vehicles on account of the type of goods typically delivered, such as couriered documents, postal mail, and stationery. The residential units will typically generate online deliveries, which are generally expected to arrive in small vans. Where larger vehicles are required it is envisaged these will comprise transit and panel vans, with occasional use by box vans (8m). An example of the types of vehicle that will service the development are included below.

| 3.5T PANEL VAN                                                                      |        |
|-------------------------------------------------------------------------------------|--------|
|  |        |
| Overall Length                                                                      | 5.339m |
| Overall Width                                                                       | 1.986m |
| Overall Body Height                                                                 | 2.565m |
| Min Body Ground Clearance                                                           | 0.338m |
| Track Width                                                                         | 1.986m |
| Lock to Lock Time                                                                   | 4.00s  |
| Kerb to Kerb Turning Radius                                                         | 6.400m |

| 4.6T LIGHT VAN                                                                    |        |
|-----------------------------------------------------------------------------------|--------|
|  |        |
| Overall Length                                                                    | 5.885m |
| Overall Width                                                                     | 2.000m |
| Overall Body Height                                                               | 2.526m |
| Min Body Ground Clearance                                                         | 0.299m |
| Track Width                                                                       | 1.765m |
| Lock to Lock Time                                                                 | 4.00s  |
| Kerb to Kerb Turning Radius                                                       | 6.000m |

| 7.5T BOX VAN                                                                       |        |
|------------------------------------------------------------------------------------|--------|
|  |        |
| Overall Length                                                                     | 8.010m |
| Overall Width                                                                      | 2.100m |
| Overall Body Height                                                                | 3.556m |
| Min Body Ground Clearance                                                          | 0.351m |
| Track Width                                                                        | 2.064m |
| Lock to Lock Time                                                                  | 4.00s  |
| Kerb to Kerb Turning Radius                                                        | 7.400m |

## Vehicle Routing

- 3.11 Delivery vehicles travelling towards the Site will access Clarendon Road via the A504 or Hornsey Park Road, which lie to the south and north of the Site, respectively.
- 3.12 Vehicles travelling from the west will arrive via the A1, before travelling onto the A1000 which connects to the A504 in East Finchley and provides access eastbound towards the Site. Vehicles travelling towards the Site from east will use the A10, before travelling westbound onto the A109 Lordship Lane, before continuing onto Station Road. From here, vehicles will continue southbound onto Mayes Road and Hornsey Park Road, which provides access to Clarendon Road.

- 3.13 Vehicles will be expected to egress Clarendon Road onto the A504, turning either eastbound or westbound and connecting with A10 or A1.
- 3.14 In the very infrequent event that a large HGV is required to access the Development, the London Lorry Control Scheme (LLCS) will be adhered to where applicable i.e. for HGVs with a gross weight of over 18 tonnes. The LLCS controls the movements of HGVs at night and at weekends by imposing the following time restrictions:
- Monday to Friday: 21:00 – 07:00 (including 21:00 Friday night to 07:00 Saturday morning).
  - Saturday: 13:00 – 07:00 Monday morning.
  - Sunday: all day.
  - Normal restrictions apply during public and bank holidays.

## **Initiatives of the Plan**

- 3.15 The Site Management Team (SMT) will oversee servicing and delivery operations for all elements of the scheme. In order to meet the objectives of the DSP, the following initiatives will be adopted for all uses:
- The SMT will issue written / email instructions to all commercial tenants and suppliers setting out the delivery procedures to be adopted by them.
  - Suppliers will be encouraged to notify the SMT of their anticipated weekly delivery schedule, including information such as likely arrival days, times, location and estimated duration of stay.
  - Suppliers will be required to pre-book delivery slots (max. 30 minutes) with the relevant occupant prior to delivery.
  - Deliveries will be encouraged outside of waste / recycling collection times.
  - Regular suppliers / drivers will be informed that vehicle engines must be switched off whilst goods are being loaded / unloaded (i.e. when their vehicle is stationary).



- The SMT will be responsible for maintaining a logbook, including a record of any accidents or near misses and, if necessary / appropriate, will act accordingly so as to avoid the potential for future problems.
- The SMT will determine whether consolidation of deliveries / suppliers is possible across the commercial occupiers, to reduce the number of deliveries made to the development.
- The SMT will be responsible for the smooth and efficient operation of the DSP for the entire development.

## **4 WASTE AND RECYCLING ARRANGEMENTS**

### **Waste Storage and Collection**

- 4.1 Waste Storage for the development will be provided at ground floor, with separate stores for each of the uses. Each waste store is provided with direct and level access to either Clarendon Road or the disabled parking area to facilitate ready access for waste collection operatives.
- 4.2 Site management will ensure waste is accessible to the waste collection operatives shortly before collection.
- 4.3 It is expected that all commercial waste collection will be undertaken privately which will enable a fully managed solution that can be timed outside of peak delivery times and in a way which optimises collection. This will also allow for multiple collections per week if such a demand for waste collection is required.

### **Initiatives and Measures**

- 4.4 The following initiatives and measures will be in place for waste and recycling.
- Waste storage facilities will be provided for each of the site uses and segregated between general waste and recyclables, with recyclable material storage clearly labelled. The SMT will be responsible for ensuring that waste is stored appropriately and, subsequently, made available in good time prior to collection.
  - Both residential occupants and commercial tenants will be made aware of the waste and recycling regime for the development, including where waste is stored, how it is segregated between general and recyclable waste, and when the collections occur.
  - Bins should not be left outside of the agreed waste storage areas and will be kept in the appropriate storage locations at all times, the exception being when refuse is transferred for collection.
  - Bins should not be left out on the public highway unless it is necessary immediately before or after collection for a short period of time.
  - Tenants / suppliers will be encouraged to take away their packaging to minimise the accumulation of waste.



- The refuse storage areas will be kept clear from obstruction and in good order as far as is reasonably practicable. The storage areas will be inspected on a regular basis and cleaned when necessary.
- The SMT will be responsible for ensuring that waste is stored appropriately, compacted (if applicable) and available in good time prior to collection.

## **5 MONITORING AND REVIEW OF THE PLAN**

- 5.1 The SMT will maintain a record of commercial servicing activity across the development. A periodic record will be kept such that an annual review can be undertaken of servicing activity to understand any issues and / or opportunities to improve the way in which servicing is undertaken across the entire development.
- 5.2 The following information will be recorded as a minimum for deliveries:
- Day
  - Date
  - Delivery slot(s) booked
  - Type of vehicle
  - Goods carried
  - Time of arrival
  - Time of departure
  - Any other comments
- 5.3 The SMT will constantly monitor / review the success of the DSP and, if considered necessary / appropriate, will propose changes to the document to be approved by LBH.
- 5.4 The DSP will be the subject of an annual review with LBH, unless confirmed (in writing) that a formal review is not necessary.
- 5.5 The SMT will review any comments received from residents / co-working occupants, tenants, suppliers and / or third parties regarding servicing activity and notify LBH if necessary / appropriate during the next annual review of the DSP.
- 5.6 Should it be recognised that the servicing of the Development is experiencing issues (e.g. managing the number or time of deliveries each day), further measures will be adopted as appropriate. This may include measures such as:
- Re-modelling deliveries – deliveries are undertaken by smaller vehicles where appropriate.



- Re-timing deliveries – deliveries being undertaken before 7am and after 7pm (for example) to ease the number of deliveries during the peak daytime hours, subject to other amenity issues.
- Re-routing and consolidating deliveries – delivery vehicles which could service multiple units or uses and / or also nearby properties, reducing the number of vehicles on the local highway network during the day.

## **6 CONCLUSION**

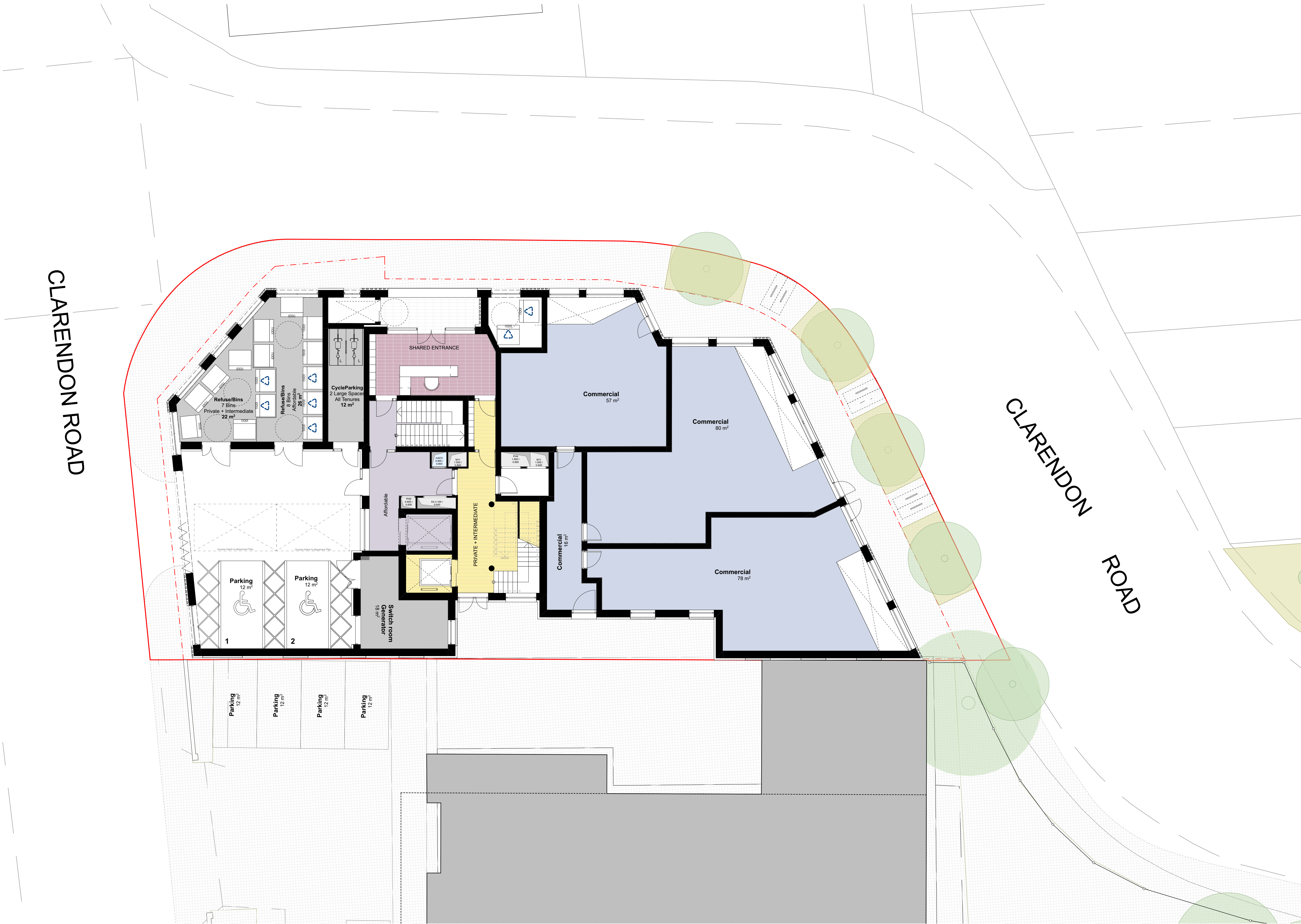
- 6.1 Overall, the DSP will ensure the successful operation of servicing activity and refuse collection on a day-to-day basis.
- 6.2 The document will ensure that conflicts with pedestrians and other vehicles will be minimised and that the servicing of the Development will not affect the free flow or environmental condition of the public highway, The DSP will ensure refuse collection is managed appropriately to avoid any impact on the amenity of surrounding premises.

# **Appendix A**

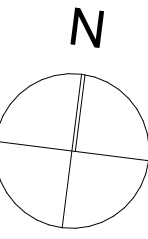
## **Architect's Layout Plans**

GROUND FLOOR PLAN

Any errors and omissions to be reported to the Architect prior to commencement. Dimensions and areas are based on survey information provided by the client. This drawing is copyright © STOCKWOOL. All dimensions to be checked on site. Do not scale.



KEY:



0 1000 2000 3000 4000 5000mm

APPLICATION BOUNDARY - PSMG OWNERSHIP

OWNERSHIP BOUNDARY - PSMG OWNERSHIP

STUDIO

1B2P

2B3P

2B4P

3B5P

COMMERCIAL

SERVICES

Mixed tenures

Affordable Rent

Private + Intermediate

Rent + Intermediate

Private

| PO - WIP | Work in Progress | Planning Submission |
|----------|------------------|---------------------|
| rev      | date             | description         |

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Client  
Magic Living Ltd  
Paul Simon Homes

Project  
30-36 Clarendon Road, N8 ODJ  
(Jessica Buttons Factory)

Drawing  
00\_Ground floor

Project status  
**PLANNING**

Scale 1:100@A1  
CAD File 3572 - Buttons Factory\_MainFile\_221005.pln  
Date created 21.09.22  
Drawn AB  
Checked YUJW

Project no\_Drawing no\_Revision  
3572\_PL(20)100\_P0 - WIP