8-10 South Street
Lancing

Delivery and Servicing Plan

For

Rojhat Area UK Limited

motion

Document Control Sheet

Delivery and Servicing Plan

8-10 South Street, Lancing

Rojhat Area UK Limited

This document has been issued and amended as follows:

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Contents

1.0 Introduction 1
2.0 Policy and Good Practice Guidance 2
3.0 Existing Situation 3
4.0 Measures and Initiatives 5
5.0 Monitoring and Review 6

Figures

3.1 Site Location Plan

1.0 Introduction

1.1 Motion has been appointed to prepare this Delivery and Servicing Plan (DSP) in relation to a planning application at 8-10 South Street, Lancing, within the administrative boundary of West Sussex County Council.

1.2 The site is located on the western side of South Street and is approximately 65 metres to the south of Lancing station. The surrounding land uses are predominantly retail, office and residential in nature.

1.3 An application was submitted in March 2020 for the change of use of the site from A2 (professional services) to A3 (restaurant) to be amalgamated with the existing hot food takeaway at number 8 South Street (Planning Ref. AWDM/0518/20). West Sussex County Council (WSCC) as the highway authority has been consulted on the proposal, raising no concerns. WSCC suggested a condition is imposed on any consent relating to servicing management, stating that:

"No part of the retail store extension shall be first occupied until such time as a Servicing Management Plan has been submitted and approved in writing by the Local Planning Authority. This shall set out the arrangements for the loading and unloading of deliveries, in terms of location and frequency, and set out arrangements for the collection of refuse. Once occupied the use shall be carried out only in accordance with the approved Plan."

1.4 This Delivery and Servicing Plan (DSP) has been prepared to address the above suggested condition at application stage, and sets out how delivery and servicing activity associated with the development will be undertaken in a safe, efficient and sustainable manner. It will consider the day to day servicing associated with the building with reference to the obligations outlined above.

1.5 Following this introduction, the remainder of this Delivery and Servicing Plan comprises the remaining sections:

- Section 2 – Policy and Good Practice Guidance;
- Section 3 – Existing Situation;
- Section 4 – Measures and Initiatives; and,
- Section 5 – Monitoring and Review.

2.0 Policy and Good Practice Guidance

2.1 This section considers the policy and good practice guidance which informs this DSP at a national and local level.

National Planning Policy Framework (June 2019)

2.2 The National Planning Policy Framework sets out the Government's planning policies for England and how these are expected to be applied.

2.3 The NPPF presumes in favour of sustainable development and is a material consideration in planning decisions. Section 9 of the NPPF deals with 'Promoting Sustainable Transport'. Paragraph 103 states that:

"Significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes. This can help to reduce congestion and emissions, and improve air quality and public health. However, opportunities to maximise sustainable transport solutions will vary between urban and rural areas, and this should be taken into account in both plan-making and decision-making."

2.4 Paragraph 110 of the NPPF states that plans should be designed to *"allow for the efficient delivery of goods, and access by service and emergency vehicles".*

Quiet Deliveries Good Practice Guidance – Key Principles and Processes for Retailers (DfT, April 2014)

2.5 The Quiet Deliveries good practice guide covers the key problems for retailers, freight operators, local authorities and community stakeholders, reducing congestion and delays that affect freight and retail business, as well as local communities, particularly residents. This guidance is based on lessons learnt from Quiet Deliveries trials held by DfT, Freight Transport Association (FTA) and Noise Abatement Society (NAS) in 2010-11 and from the experience during the London 2012 Games.

2.6 The core principle of the DfT document on quiet deliveries is:

"about enabling businesses and organisations to make and receive deliveries outside the main working day. The flexibility will generate multiple benefits for all affected parties, such as reduced congestion, lower emissions and business efficiency."

Local Policy and Guidance

2.7 The West Sussex Transport Plan (February 2011) outlines the transport policy and guidance that will shape the county until 2026. Part 1 of the Transport Plan provides a long-term strategy for the county and states that the Council will:

"Manage on-street parking and loading bays for deliveries to maintain the vitality of, and access to, town and village centres through our Integrated Parking Strategy."

2.8 Additional guidance is provided within the West Sussex Integrated Parking Strategy (IPS) (August 2014). Section 7.12 of the IPS considers loading and unloading activities stating:

"Loading and unloading is an important economic activity that takes place at the kerbside. Loading and unloading may take place in dedicated loading bays, on yellow lines and in many types of parking bays for a limited duration."

Summary

2.9 This DSP for the proposed development accords with the relevant national and local policy and guidance. Servicing, delivery and refuse collection activity will be managed in such a way as to ensure that it operates efficiently and where possible, minimises any potential adverse impacts.

3.0 Existing Situation

3.1 The site is located on the western side of South Street and is approximately 65 metres to the south of Lancing station. The surrounding land uses are predominantly retail, office and residential in nature. The site location in relation to the surrounding area is shown in **Figure 3.1** below.



Figure 3.1 – Site Location Plan

3.2 As outlined above, the site fronts South Street, a two-way carriageway operating between North Road and the A205 (Grinstead Lane) to the north and south respectively. Parking bays are located adjacent to the site frontage which allow for up to 1 hour of parking during the hours of restriction which are 0800-1800 Monday to Saturday. It is noted that these parking bays can be used for loading and unloading.

3.3 South Road joins North Road adjacent to Lancing station with the latter connecting the site to nearby shops, services and residential areas. To the south of the site, South Road joins the A205 which provides a link to the wider strategic road network including the A27 to the north and the A259 to the south.

Access Arrangements

3.4 No vehicle access is currently provided to the site and no change to the existing access arrangement is proposed. Pedestrian access to the site will continue to be taken from South Street, where pedestrians benefit from a wide footway.

Servicing and Refuse Collection Arrangements

3.5 Servicing activities, including refuse collection, are currently undertaken on-street utilising existing loading opportunities including the parking bays located at the site frontage. No change to the servicing and refuse collection arrangements is proposed to facilitate the development.

Delivery and Servicing Trips

3.6 The proposals comprise the change of use of number 10 South Street and extension of the existing takeaway at number 8 South Street. To this extent, the occupiers are known and subsequently information regarding the servicing and delivery trips has been obtained from the business premises.

3.7 The takeaway currently operates between 12:00-23:00 hours, with take-away deliveries carried out via two private cars. The home delivery vehicles are currently accommodated on-street and no change to this nor the hours of operation are proposed.

3.8 With regard to food/stock deliveries, there are presently four deliveries per week from suppliers. No additional deliveries are expected as a result of the proposals, principally as the proposals seek to contain more customers on site within the restaurant facilities as opposed to being more take-away orientated. Delivery vehicles will continue to serve the site from the parking bays on South Street. The drawing attached as **Appendix A** illustrates a typical panel van delivering supplies arriving and departing via the lay-by directly fronting the site.

3.9 Refuse will continue to be collected as part of a wider collection. No change to the refuse collection arrangements is proposed.

4.0 Measures and Initiatives

4.1 This section of the DSP outlines the specific management measures to be implemented at the site. The measures aim to manage the impact of delivery, servicing and refuse collection activity.

Management of the Plan

4.2 A member of staff associated will be appointed to oversee the management, development and monitoring of the DSP. The DSP principles and measures will be promoted to employees and drivers. The key principles of the DfT's Quiet Deliveries Good Practice would be adopted which would include:

- Making sure all equipment (vehicles and servicing area) is in good working order and maintained to minimise noise;
- Identify timings for deliveries in advance so both the driver and operatives on site are prepared for the arrival;
- Seek to ensure that delivery vehicles spend as little time as possible attempting to unload; and
- Ensure all staff are briefed and trained and follow the code of practice.
- Avoid where possible cages banging together or against servicing equipment; and
- Turn-off service vehicle engines when not manoeuvring to prevent idling.

4.3 The above list is not exhaustive and the DSP can be updated and added to as necessary, but the above provides an indication of the measures that would be put in place.

5.0 Monitoring and Review

Monitoring

5.1 The appointed members of staff will be responsible for the ongoing monitoring of the DSP. The monitoring process will generate information by which the success of the DSP can be evaluated. The monitoring process will enable the DSP to be modified as appropriate to respond to any issues as they arise. A record will be kept of any incidences, comments or feedback from staff or delivery drivers.

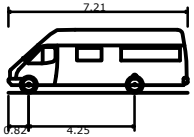
Review

5.2 An annual review of the DSP will be undertaken, with any necessary changes or alterations as a result of this review. Stakeholders will be consulted where appropriate.

Appendix A

Swept Path Analysis





7.5t Panel Van	
Overall Length	7.210m
Overall Width	2.192m
Overall Body Height	2.544m
Min Body Ground Clearance	0.316m
Track Width	1.865m
Lock to lock time	4.00s
Kerb to Kerb Turning Radius	7.400m

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Project:
8-10 South Street, Lancing

Title:
Swept Path Analysis
Panel Van

Scale: 1:250 (@ A4)

Drawing: 2006039-TK01

Revision: -

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