Servicing Management Plan

Free Wharf Phase 2, Shoreham by Sea

Southern Housing Group

Building 800, Guillat Avenue, Kent Science Park, Sittingbourne, ME9 8GU

Prepared by:

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SLR Project No.: 425.066143.00001

11 December 2024

Revision: V1

Revision Record

Revision	Date	Prepared By	Checked By	Authorised By
V1	11 December 2024	Sophie Corney	Esha Shah	Asa Plant
	Click to enter a date.			
	Click to enter a date.			
	Click to enter a date.			
	Click to enter a date.			

Basis of Report

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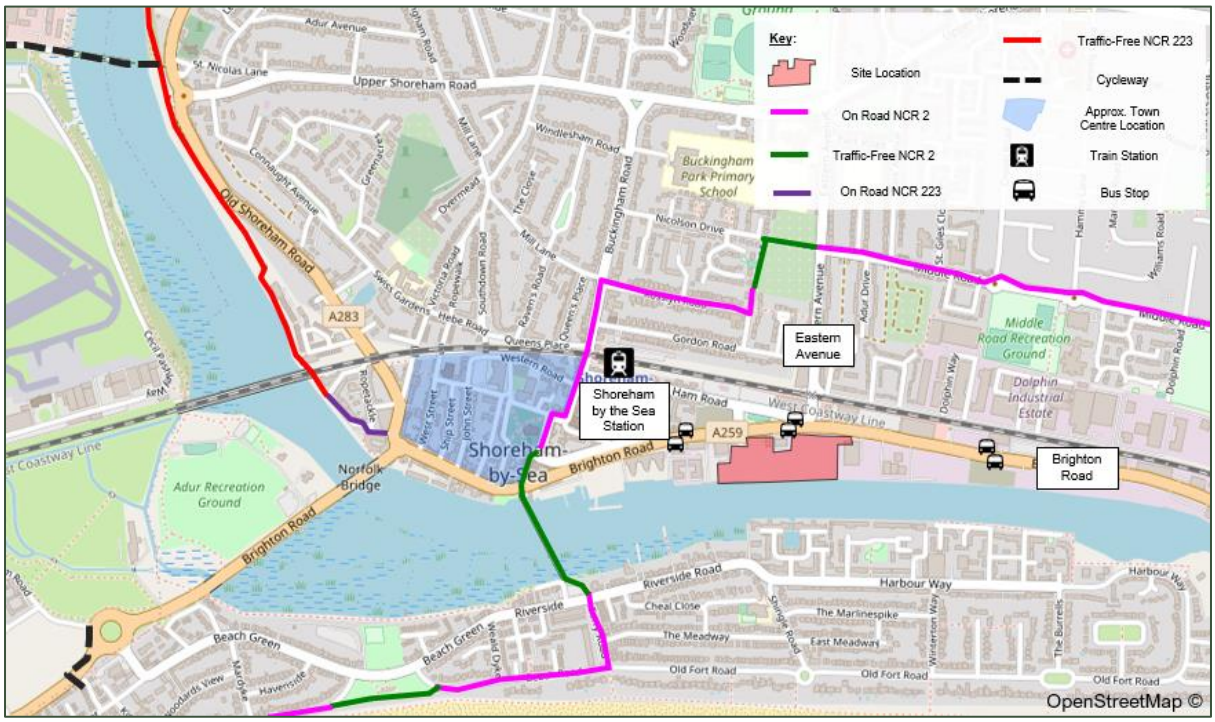
1.0 Introduction

1.1 SLR Consulting Ltd has been commissioned to provide traffic and transport advice in relation to the discharging of Condition 18 for the consented development site in Shoreham by Sea, known as Free Wharf Phase 2 (referred to as the site henceforth).

1.2 The site is located approximately 500m south east of Shoreham-by-Sea town centre in West Sussex, bounded by the A259 Brighton Road to the north, the River Adur to the south and by existing industrial units to the east and west. The site is highly accessible with Shoreham-by-Sea Rail Station approximately 600m north west of the site, providing frequent services, and a number of bus stops are located within walking distance along Brighton Road and Ham Road. The site location in the context of local sustainable travel provisions is shown in Error! Reference source not found..

Figure 1.1: Site Location



Consented Development

1.3 This Servicing Management Plan (SMP) has been produced to support a residential development as outlined in the site description below:

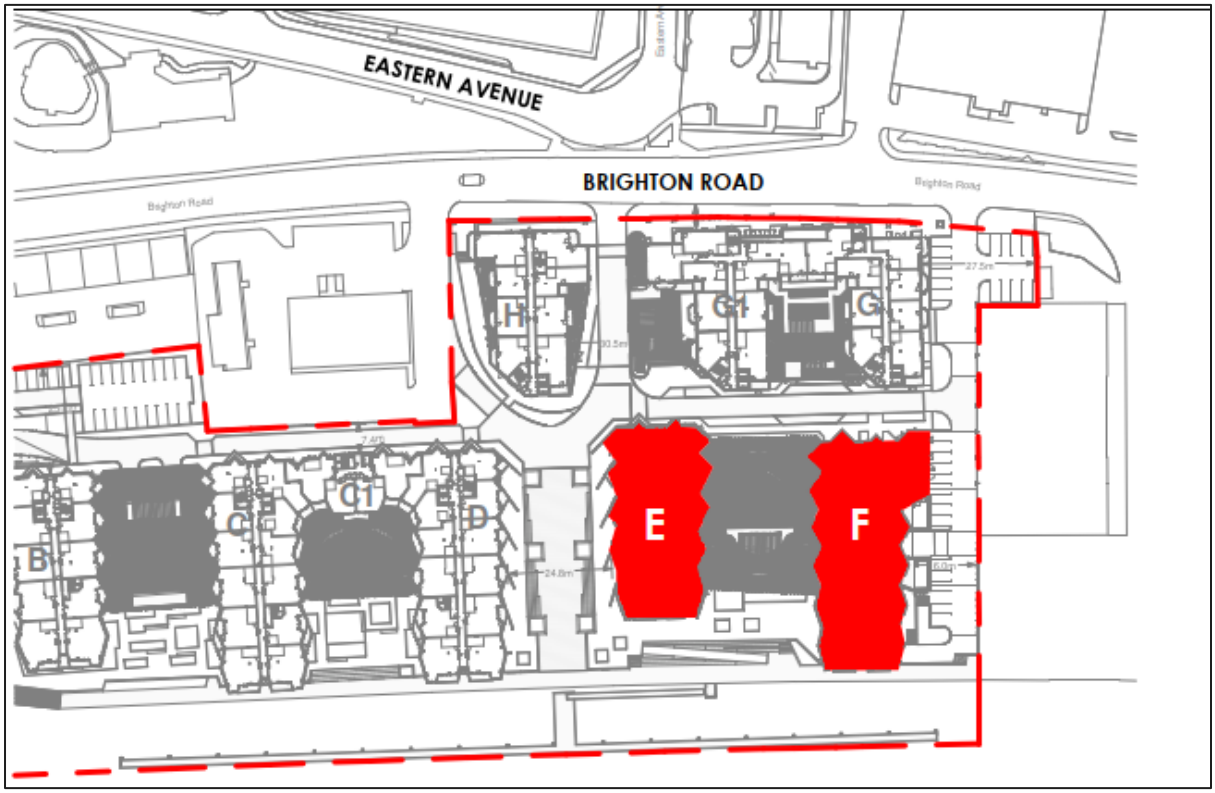
'Application to vary condition 1, 23, 26 and 34 of previously approved AWDM/1497/17 (as amended by AWDM/1307/22) to incorporate: i) 39 additional homes (together with 8no subject of previous application AWDM/2037/20) to give a new total of 587 homes ii) associated changes to profiles of riverside blocks A-F (heights unchanged); iii) reduce commercial space (Class E a, b, c and g) to 2,163sqm; iv) reduce the level of car parking to 381 residential spaces and 24 commercial spaces, with provision of car club v) re-use of existing sheet piling to support riverside walkway (omitting need for approved posts) vi) revised energy strategy. Also, design amendments to blocks G and H, increasing overall

height of block G by 1.08m (previously subject of applications AWDM/2037/20 and AWDM/1952/20).'

1.4 It is noted that since the submission of the application, there are now 362 residential spaces provided for the wider site and 38 commercial spaces. These numbers include 12 car club spaces. 59 EV charging spaces will be provided for the full development.

1.5 An SMP has previously been submitted for Phase 1 of the consented development which accounts for Blocks G and H only. This SMP covers Phase 2 of the development, which comprises Bocks E and F only. Block E comprises commercial and residential uses, comprising 72 dwellings and 330.1sqm of commercial space. Block F comprises 73 dwellings, 67.2sqm of commercial spaces and 27.8sqm of office / retail space. The location of Blocks E and F in relation to the wider site is shown at **Figure 1.1**.

Figure 1.2 Site Location Plan



1.6 The consented site layout is provided at **Appendix A**.

1.7 The consented development will deliver three access points for vehicles, all directly from the A259 to the north of the site. These access points are shown in **Appendix A**.

1.8 This SMP has been produced to accompany the planning application for Phase 2 of the site and discharge condition 18 of the planning permission which states:

18. Parking and Serving

No phase of the development shall be first occupied until:

i) A Servicing Management Plan and;

ii) A Car Parks Management Plan

For that phase have been submitted and approved in writing by the Local Planning Authority. This shall set out the arrangements for the provision of residential and commercial parking to serve each respective development phase (including any temporary parking arrangements) access arrangements from each of the apartment and commercial blocks and the management of car parking spaces, site servicing and loading and unloading of deliveries associated with the residential and commercial uses. The details thereby approved shall be adhered to in perpetuity.

Reason: To safeguard operation of the public highway and ensure the efficient use of on-site car and vehicle parking.

Report Purpose

1.9 This SMP provides a framework for fully considering the potential impact of delivery and servicing activity associated with a development. It aims is to manage deliveries and servicing to the premises in order to ensure the successful operation of servicing.

1.10 Effective management will ensure that the potential for vehicle conflicts is avoided and that the proposals have the minimum impact on both the surrounding highway and pedestrian network.

1.11 This SMP will remain a live document that will evolve over time to ensure that objectives are met in the most appropriate manner.

1.12 The remainder of this report is structured as follows:

- Section 2: Objectives
- Section 3: Servicing and Operation Arrangements
- Section 4: Encouraging Sustainable Freight
- Section 5: Summary and Conclusions

2.0 Objectives

What is a Servicing Management Plan?

2.1 Servicing Management Plans (SMPs) provide a framework for managing all types of freight vehicle and HGV movements to and from individual developments.

Benefits of a SMP

2.2 In summary, this SMP will:

- Help developers and local authority planning officials comply with:
  - The National Planning Policy Framework (NPPF); and
  - The Traffic Management Act and any borough specific policies, such as road safety and air quality action plans.
- Demonstrate that goods and services can be delivered, and waste removed in a safe, efficient, and environmentally friendly way;
- Identify deliveries that could be reduced, re-timed or even consolidated, particularly during busy periods;
- Help cut congestion and ease pressure on the environment;
- Improve the reliability of deliveries to the site concerned;
- Reduce the operating costs of building occupants and freight companies; and
- Reduce the impact of freight upon residents.

SMP Objectives

2.3 The overall objective of this SMP is:

To minimise the impacts of freight movements and facilitate sustainable freight travel to and from the consented development.

2.4 To support the realisation of this overarching objective, several sub-objectives have been set out, and include:

- Promoting smarter operations of freight that reduce the need for freight movement overall or that reduce or eliminate trips particularly in peak periods;
- Encouraging greater use of sustainable freight modes;
- Encouraging the use of greener vehicles;
- Managing the on-going development and delivery of the SMP;
- Communication of the site servicing / delivery facilities (through dissemination of information);
- Communication of the SMP measures; and
- Encouraging the most efficient use of freight vehicles and servicing/delivery trips.

3.0 Servicing and Operation Arrangements

3.1 This section of the report includes details on the arrangements for servicing/delivery vehicles that will visit the site during Phase 2 of the development as well as details on the operation of the site.

Proposed Site Operation

3.2 A servicing strategy for the site has been designed to take place off the public highway, in line with Phase 1 arrangements. Servicing will take place within the site boundary at the ground floor level.

3.3 Refuse and servicing vehicles will access the site from the A259 to the north of the site via the western most access and egress via the eastern most access, following the one-way system through the site. Vehicles will access and egress in a forward gear.

3.4 Servicing will take place along Free Wharf Gate, located north of Phase 2 and south of Phase 1, with the refuse stores access located on the frontage of this road for residential and commercial uses.

3.5 The largest vehicles that are anticipated to frequent the site have been used to undertake swept path analysis. This includes a standard refuse vehicle and a 7.5t rigid delivery vehicle. Swept path analysis has been undertaken and is included at **Appendix B**. This is as per the swept path analysis undertaken for Phase 1, as vehicles will serve all phases.

Daily Deliveries

3.6 Deliveries will take place using the internal road Free Wharf Gate, mopeds and smaller delivers i.e., Deliveroo/Uber Eats and Amazon Deliveries will stop on street, making their deliveries to the Community Concierge. Residents of the blocks will be able to collect their parcel/deliveries from the Community Concierge at their leisure, once it is provided.

3.7 For larger deliveries whereby 7.5t rigid is required for example for white goods or large appliances, vehicles will stop on Free Wharf Gate within the loading bay is provided. The swept path in **Appendix B** demonstrates that a 7.5t rigid vehicle is able to access the site without obstruction, in line with Phase 1 arrangements.

Servicing Trip Generation

3.8 A review of the TRICS database has been undertaken to establish the number of servicing vehicle associated with the consented development. This accounts for all phases of development. These are summarised in **Table 3-1**.

Table 3-1: Consented Development Trips

Veh Type	AM (08:00 – 09:00)			PM (17:00 – 18:00)			Daily (07:00-19:00)		
	Arr	Dep	2-Way	Arr	Dep	2-Way	Arr	Dep	2-Way
OGV	0	0	0	0	0	0	5	5	11
LGV	6	6	11	2	1	3	45	46	91
Motorcycle	0	0	0	0	0	0	1	1	2
Car	0	0	0	0	0	0	1	1	2
Total	**6**	**6**	**11**	**2**	**1**	**3**	**52**	**53**	**106**

3.9 **Table 3-2** sets out servicing trips by land use for Phase 2. Residential servicing trip rates were obtained from the existing Phase 1 SMP.

3.10 The commercial trips have been worked out using a first principles approach, based on similar sites and the size of the units. The TRICS outputs for the residential element is provided at **Appendix C**.

3.11 For restaurants and cafes, it is appropriate to assume 4 daily two-way trips, mainly associated with produce deliveries. For the office land use, 2 two-way trips have been assumed; this is a worst case as refuse trips are expected to take place weekly with infrequency supply delivery trips. These trips are expected to be made outside of peak hours.

Table 3-2 Proposed Development Residential and Commercial Servicing Trips

Veh Type	AM (08:00 – 09:00)			PM (17:00 – 18:00)			Daily (07:00-19:00)		
	Arr	Dep	2-Way	Arr	Dep	2-Way	Arr	Dep	2-Way
Residential (145 dwells)	1	1	2	1	1	1	17	18	34
Restaurant (330.1sqm)	0	0	0	0	0	0	2	2	4
Café (67.2sqm)	0	0	0	0	0	0	2	2	4
Office (27.8sqm)	0	0	0	0	0	0	1	1	2
Total	**1**	**1**	**2**	**1**	**1**	**2**	**22**	**23**	**44**

3.12 The information presented in the tables above indicate that there will be 53 delivery vehicles attending the wider site, including 6 trips in the AM peak and 2 trips in the PM peak. It is important to note that servicing trips generated by Phase 2 have been included within the wider phase servicing totals.

3.13 **Table 3.2** demonstrates that Phase 2 of the development would be expected to generate in the region of 1 servicing vehicle trip in the AM peak and 1 in the PM peak, all associated with

residential uses. Overall, approximately 23 servicing trips are generated over a 12-hour period (07:00-19:00).

3.14 These trips are already on the local road network, associated with the wider development and other local land uses. Therefore, they are consolidated and not new trips. The total development trips have consented, and the Phase 2 trips are within these numbers.

4.0 Encouraging Sustainable Freight

Monitoring and Review

4.1 Servicing area activity will be regularly monitored to ensure that it is operating in an efficient way. The building management team will record the servicing activity which will include the following information:

- Date;
- Delivery arrival / departure time;
- Type of vehicle;
- Goods delivered / taken away; and
- Other comments.

4.2 The building management team will constantly monitor and review the success of the SMP. If considered necessary, the building management team will propose changes which will need to be approved in writing by WSCC.

4.3 As part of this suitable security measures will be implemented by the responsible management organisations.

4.4 The contact details of the building management team will be provided to WSCC so that in the event of any issues that arise, the authorities can arrange a meeting to discuss.

Raising Awareness

- It will be important to inform all occupiers about the SMP, including the following:
- What is the SMP?
- The importance of the SMPs, freight movements and their impacts;
- What tenants can do to help encourage the use of sustainable servicing and delivery vehicle movement to the site;
- The provision of a concierge to accept deliveries; and
- The potential benefits of successfully using and implementing a SMP.

4.5 Raising awareness of the SMP will help to gain support of the tenants for the implementation of the SMP and ensure stakeholder buy-in at an early stage.

4.6 To increase awareness of the SMP, relevant future residents and suppliers will be given information about the SMP and be encouraged to use sustainable freight to and from the site.

4.7 It is essential that relevant future residents at the site and suppliers are involved in the implementation and development of the SMP. It will also allow future residents and suppliers to have an input into the ongoing development of the SMP.

Reducing the Number of Trips

4.8 It will be encouraged wherever possible for deliveries and servicing to be grouped together with surrounding areas (consolidation) in order to minimise the number of trips generated by the Site.

4.9 Refuse trips are expected to be grouped with local existing trips. For example, there are houses and commercial uses to the north and west of the Site which already receive a refuse collection. This same trip is expected to serve the Site.

4.10 Where possible, employment related personal delivery trips should be discouraged, communicated as part of the induction and general management process.

Encouraging Sustainable Freight

4.11 Where possible, contracts for delivery and servicing, will be awarded to operators that are registered with FORS or a similar best practice scheme. Use of electric vehicles for delivery and servicing trips will be encouraged.

Management and Monitoring

4.12 It is the responsibility of the Applicant to monitor and update the SMP.

4.13 The SMP should be monitored and updated if required upon six months of occupation of the Site. The management team will also review the success of the SMP. If necessary, the team will propose changes to the SMP and update WSCC.

4.14 The contact details of the on-site management team will be provided to WSCC so that in the event of any issues that arise, the authority can arrange a meeting to discuss.

5.0 Summary and Conclusions

5.1 The purpose of this SMP is to manage and control deliveries and servicing movements to manage sustainable freight as well as manage the general operation of the site.

5.2 The SMP will ensure the successful and efficient operation of servicing / delivery activity and site operation on a day-to-day basis.

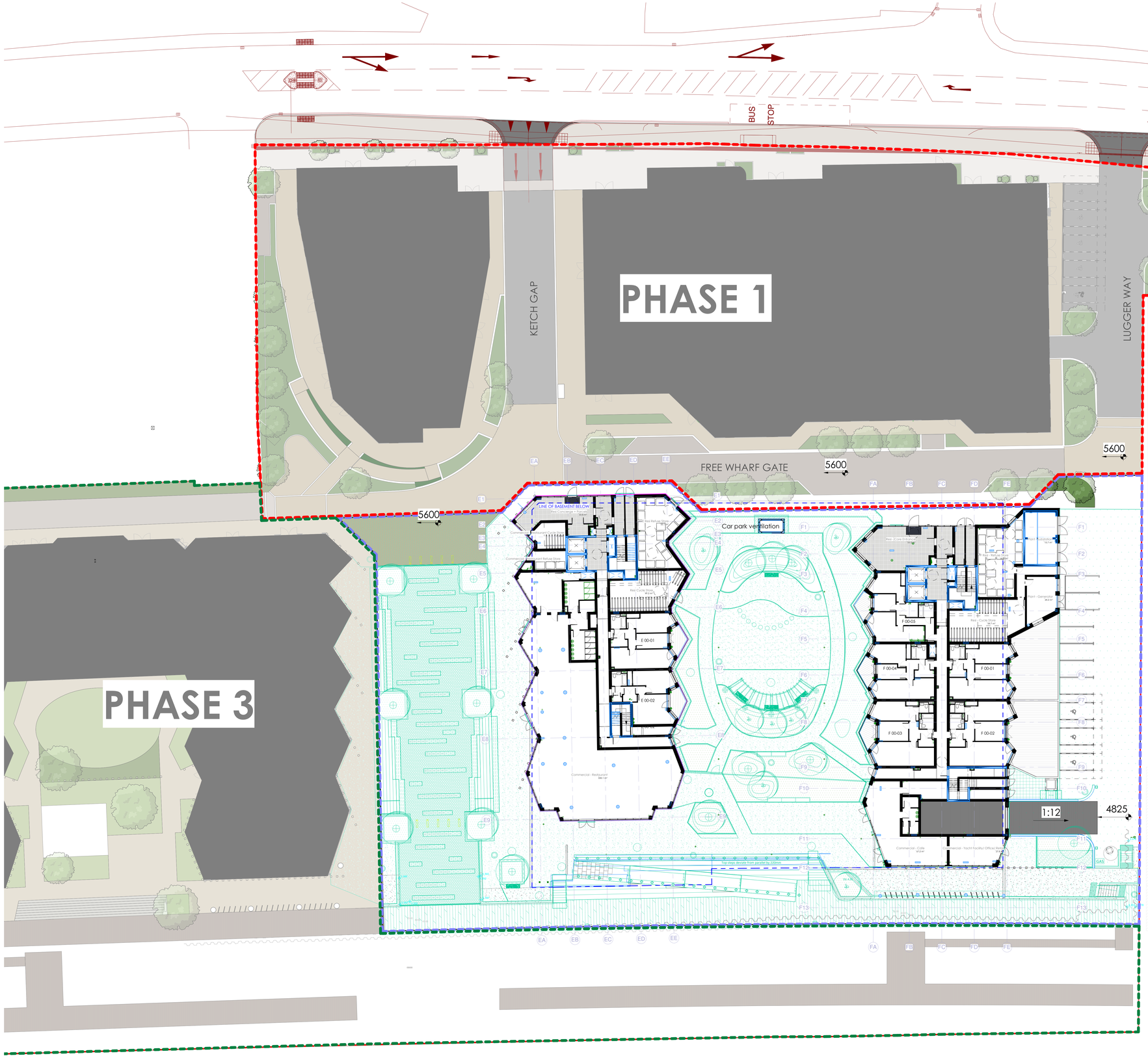
Appendix A Site Layout

Servicing Management Plan

Free Wharf Phase 2, Shoreham by Sea

Southern Housing Group

SLR Project No.: 425.066143.00001



HG
address : 88 Union Street London SE1 0NW **phone :** 020 7593 1000
email : mail@alancamp.com **web :** www.alancamp.com

job: Free Wharf, Shoreham-by-Sea	**drawn:** HK, CC	**date:** 02/23
drawing: General Arrangement Phase 2 Ground Floor GA Plan	**scale:** 1 : 200 @ A0 1 : 400 @ A2	**job number:** 3117

drawing number: 3117-ACA-EF-00-DR-A-1101 rev. C02

note: all dimensions to be checked on site before commencement of the work. If this drawing exceeds the quantities in any way the architects are to be informed before work is commenced. this drawing is copyright.

FOR CONSTRUCTION

revisions (most recent listed below, refer to DIS for all revisions)

rev	date	description	drawn	check
01	24.05.24	Construction issue	JN	HK
02	20.06.24	Latest landscape layout dated 17.06.24 overlaid, latest podium car park ventilation layout shown as per revit model issue dated 14.06.24	HK	SL

PHASE BOUNDARY LINES

Refer to phase boundary drawing: 3117-ACA-ZZ-ZZ-DR-A-9002

- Phase 1 boundary
- Phase 2 boundary
- Phase 3 boundary

GA-GENERAL NOTES

Based on:

SE Surveying Topographic Survey: 006-10/15 dated 28/10/15

Boundary and Master Grid Setting Out drawing 2052-00-DR-00010.pdf to drawing 2052-00-DR-00012.pdf

ACA Block F layout derived from CZWG drawings 2052-32-DR-0109-T11.pdf to drawing 2052-32-DR-0118-T11.pdf

ACA Block E layout derived from CZWG drawings 2052-31-DR-0109-T11.pdf to drawing 2052-31-DR-0119-T11 Building E Roof GA Plan.pdf

WCH = M4(3)(2)(a) - Adaptable Wheelchair user dwelling, Refer to Approved Document M

Project North to True North: 359.46 degrees

Existing basement walls shown in red - based on 027-09- 20-0103 _As Built checks 25_3_21 P2_1. For Information___0

HGC topo survey overlaid in turquoise: TOPO level survey Phase 2 dated 20.07.22

Methods of measurement

NIA NIA of units does not include party wall between units - areas are measured from face of party wall.

GEA Areas are measured to outside face of external wall and centre line of party wall between different uses.

GIA GIA areas are measured to inside face of external wall and centre line of party wall between different uses.

- - - - Line of Basement below

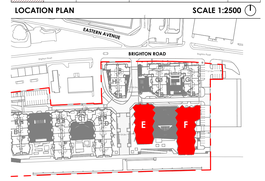
To be read in conjunction with:
1000 "GA-P" series Plans
2000 "GA-E" series Elevations
3000 "GA-S" series Sections
6000 "SC" series Schedules and Reports
4000 and 5000 "D" series Details
6500 Bathroom Types (BT##) series
Structural Engineers Details - to follow
Mechanical Engineers Details - to follow
Civil Engineers Details - to follow

BASE INFORMATION

See below for base / linked information included within this drawing:

HATCH	INFO	COMPANY	SPECIFIC DRAWING OR MODEL / SERIES REF	DATE RECVD
	Structure	IESS	SE2002-ISS-XX-XX-M3-0001.rvt (Rev P28)	14/04/24
	MEP	Catford Seaden	FWF-CAL-ZZ-ZZ-M3-ME-10000.rvt (Rev P23)	22/03/24
	Landscape	Allen Pyke	3151-APA-ZZ-00-DR-L-1001.dwg (Rev T02)	17/06/24
	River Wall Survey	3D Services	Free Wharf Phase 2 Wall.rvt	01/03/24

LOCATION PLAN **SCALE 1:2500**



0m 4m 10m 20m

Phase 2 Ground Floor GA Plan

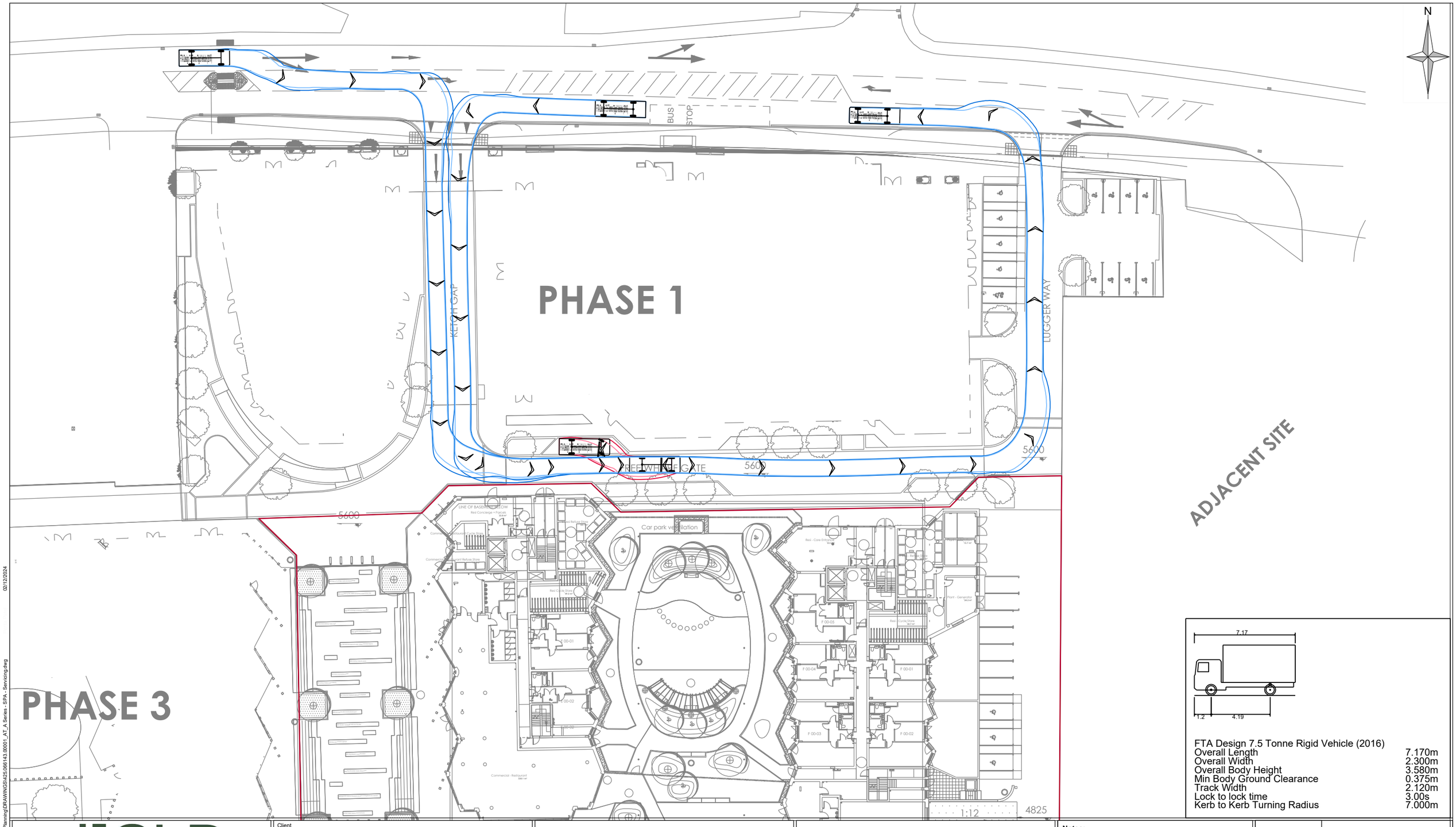
Appendix B Swept Path Analysis

Servicing Management Plan

Free Wharf Phase 2, Shoreham by Sea

Southern Housing Group

SLR Project No.: 425.066143.00001



FTA Design 7.5 Tonne Rigid Vehicle (2016)

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

SLR

www.slrconsulting.com

Client: HG Construction Ltd

Project: Phase 2 - Free Wharf, Shoreham

Drawing Status & Suitability Code:

Designed	Drawn	Checked	Authorised
-	PP	ESS	AP
Date	Date	Date	Date
-	02.12.2024	02.12.2024	02.12.2024

Drawing Title: Swept Path Analysis
Servicing
7.5t Rigid Vehicle

Drawing Number	Rev.	Scale	SLR Project No.
425.066143.00001/AT/A02	-	1:500 @ A3	425.066143.00001

Rev	Amendments	Date	By	Chk	Auth
-	-	-	-	-	-

Rev	Amendments	Date	By	Chk	Auth

Notes:

02/12/2024

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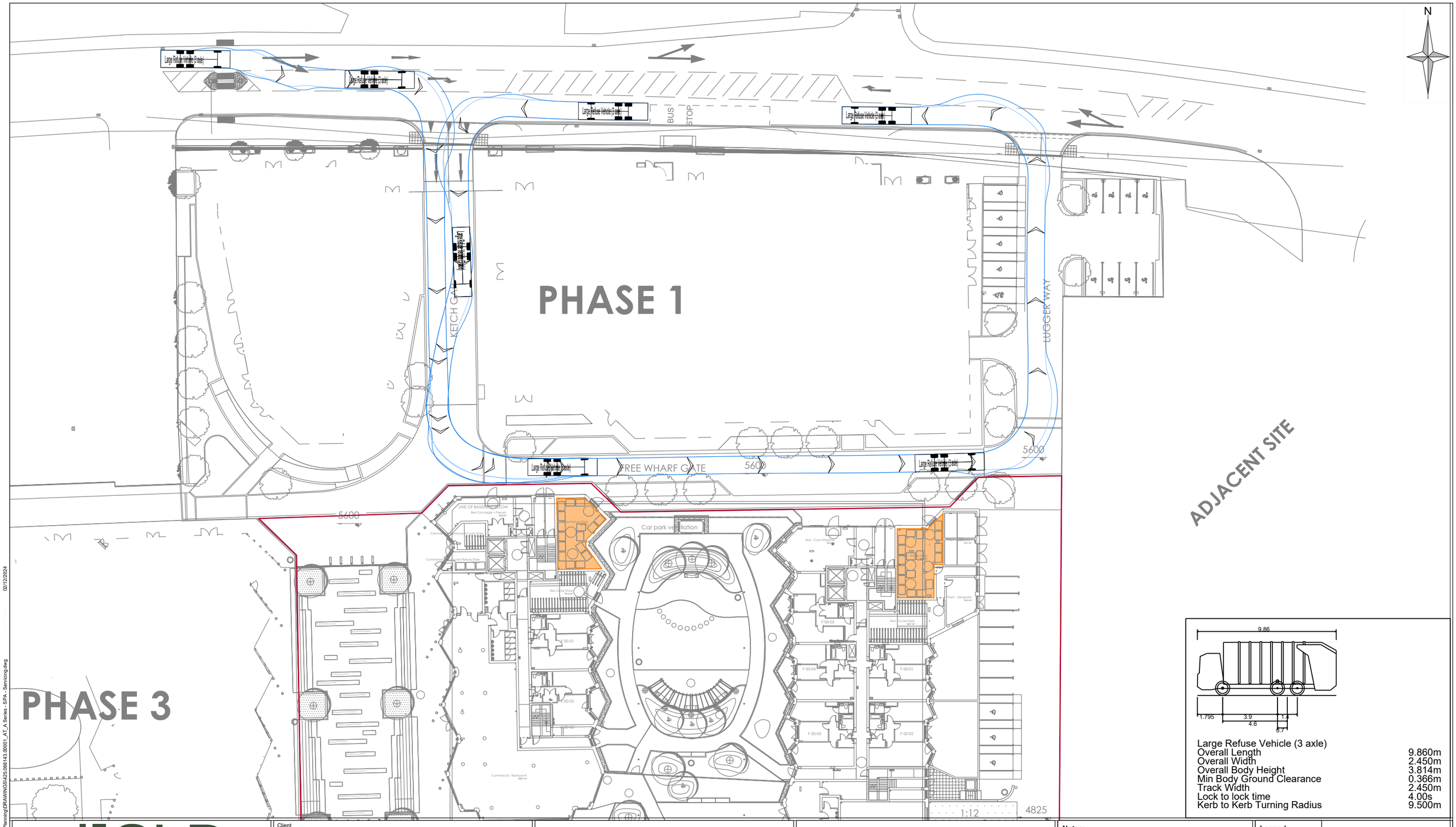

N
PHASE 1
PHASE 3
ADJACENT SITE
BUS STOP
KETCH GATE
LUGGER WAY
FREE WHARF GATE
5600
5600
4825
1:12
Car park ventilation
LINE OF BASEMENT BELOW
Large Refuse Vehicle (3 axle)
Large Refuse Vehicle (3 axle)
Large Refuse Vehicle (3 axle)

Appendix C TRICS Outputs

Servicing Management Plan

Free Wharf Phase 2, Shoreham by Sea

Southern Housing Group

SLR Project No.: 425.066143.00001

Site reference: BR-03-D-05 Survey date: 05/03/24 Day of week: Tuesday
Multi-Modal survey site
Vehicles surveyed: Total vehicles
Survey type: Manual Count
AM weather: Cold and Cloudy
PM weather: Cold and Clear
Initial car park occupancy: 228 Final car park occupancy: 213
Total People to Total Vehicles ratio (all time periods and directions): 2.41
BRACKETED ACCUMULATION FIGURES ARE NOT ABSOLUTE
Parking Capacity 53% (399 On-Site Spaces)

Data proportions in %

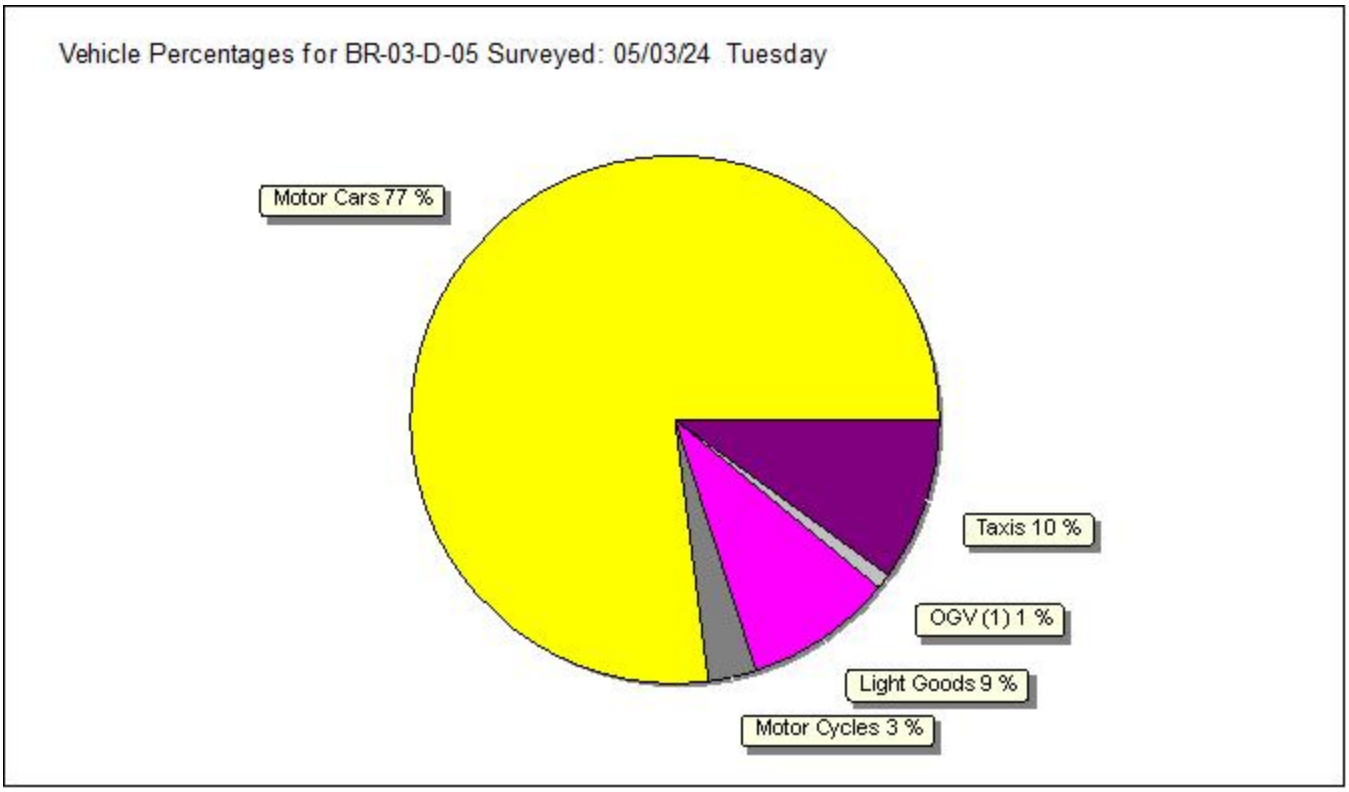
Motor cars	77	Motor cycles	3	Public service	0
Light goods	9	OGV (1)	1	OGV (2)	0
				Taxis	10

Servicing Vehicles count recorded No

Time	Arr 374	Dep 389	Totals 763	Parking Accum
00:00-01:00				
01:00-02:00				
02:00-03:00				
03:00-04:00				
04:00-05:00				
05:00-06:00				
06:00-07:00				
07:00-08:00	14	35	49	207
08:00-09:00	29	49	78	187
09:00-10:00	32	28	60	191
10:00-11:00	21	22	43	190
11:00-12:00	23	36	59	177
12:00-13:00	27	24	51	180
13:00-14:00	30	29	59	181
14:00-15:00	30	41	71	170
15:00-16:00	36	30	66	176
16:00-17:00	40	32	72	184
17:00-18:00	46	32	78	198
18:00-19:00	46	31	77	213
19:00-20:00				
20:00-21:00				
21:00-22:00				
22:00-23:00				
23:00-24:00				

Comments

No PSVs visited the site during this survey.


Vehicle Percentages for BR-03-D-05 Surveyed: 05/03/24 Tuesday
Motor Cars 77 %
Taxis 10 %
OGV (1) 1 %
Light Goods 9 %
Motor Cycles 3 %

Site reference: OX-03-D-01 Survey date: 05/10/10 Day of week: Tuesday
Multi-Modal survey site
Vehicles surveyed: Total vehicles
Survey type: Manual Count
AM weather: Cold and Clear
PM weather: Cold and Clear
Initial car park occupancy: 2 Final car park occupancy: 3
Total People to Total Vehicles ratio (all time periods and directions): 2.57
BRACKETED ACCUMULATION FIGURES ARE NOT ABSOLUTE
Parking Capacity 63% (8 On-Site Spaces)

Data proportions in %

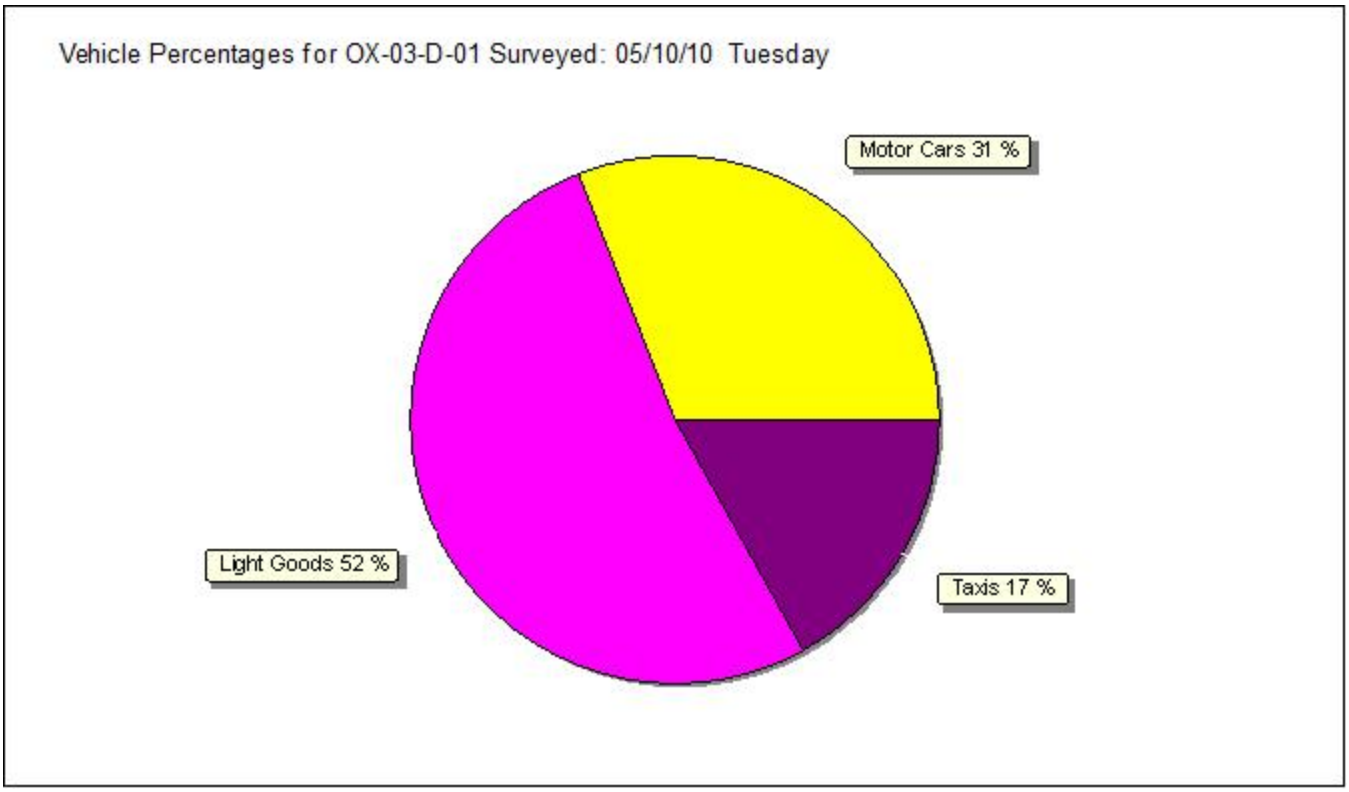
Motor cars	31	Motor cycles	0	Public service	0
Light goods	52	OGV (1)	0	OGV (2)	0
				Taxis	17

Servicing Vehicles count recorded No

Time	Arr 12	Dep 11	Totals 23	Parking Accum
00:00-01:00				
01:00-02:00				
02:00-03:00				
03:00-04:00				
04:00-05:00				
05:00-06:00				
06:00-07:00				
07:00-08:00	0	1	1	1
08:00-09:00	2	2	4	1
09:00-10:00	1	0	1	2
10:00-11:00	0	0	0	2
11:00-12:00	1	1	2	2
12:00-13:00	0	1	1	1
13:00-14:00	2	0	2	3
14:00-15:00	0	1	1	2
15:00-16:00	0	1	1	1
16:00-17:00	4	0	4	5
17:00-18:00	0	0	0	5
18:00-19:00	1	2	3	4
19:00-20:00	0	2	2	2
20:00-21:00	1	0	1	3
21:00-22:00	0	0	0	3
22:00-23:00				
23:00-24:00				

Comments

No PSVs or OGVs entered or exited the site during the survey.


Vehicle Percentages for OX-03-D-01 Surveyed: 05/10/10 Tuesday
Motor Cars 31 %
Light Goods 52 %
Taxis 17 %

Site reference: WS-03-D-01 Survey date: 16/05/22 Day of week: Monday
Multi-Modal survey site
Vehicles surveyed: Total vehicles
Survey type: Manual Count
AM weather: Mild and Clear
PM weather: Mild and Clear
Initial car park occupancy: 43 Final car park occupancy: 41
Total People to Total Vehicles ratio (all time periods and directions): 3.84
BRACKETED ACCUMULATION FIGURES ARE NOT ABSOLUTE
Parking Capacity 49% (87 On-Site Spaces)

Data proportions in %

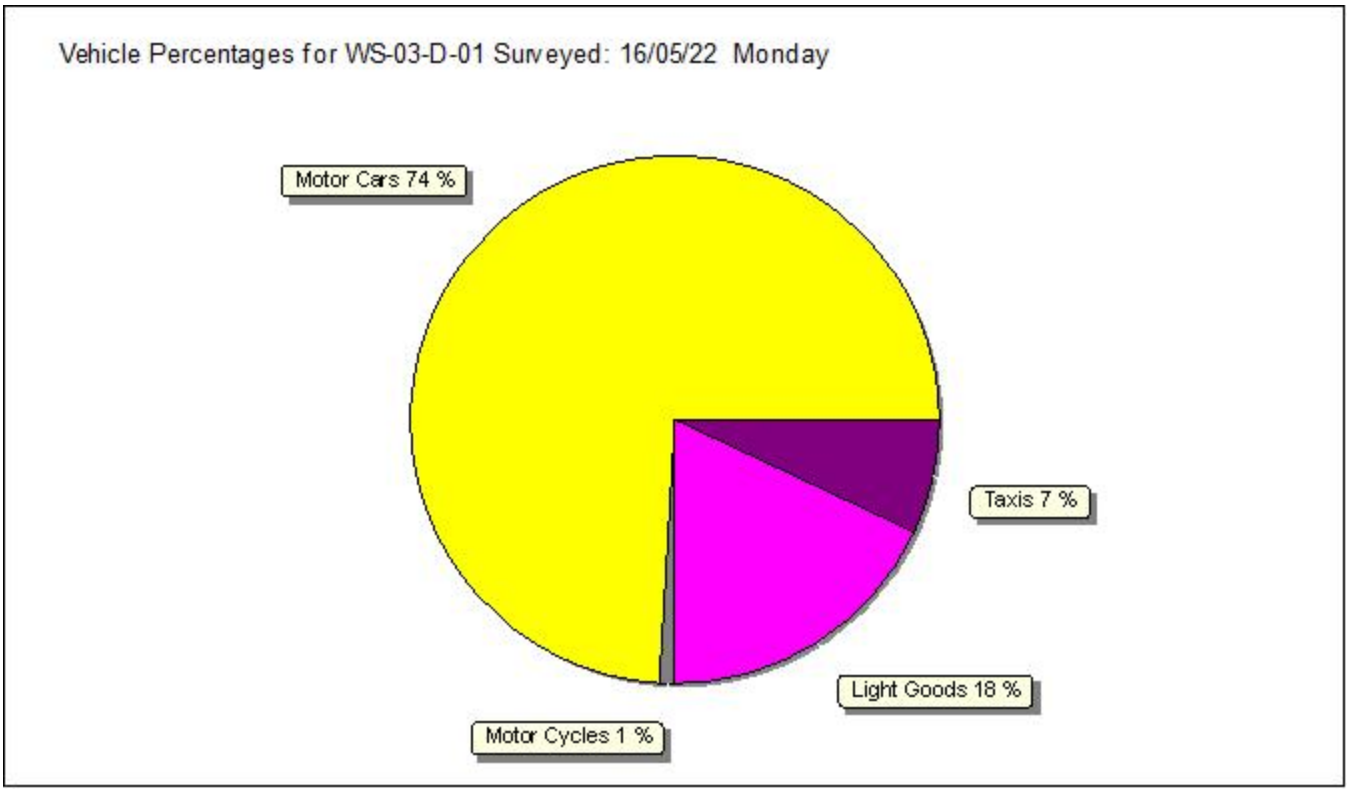
Motor cars	74	Motor cycles	1	Public service	0
Light goods	18	OGV (1)	0	OGV (2)	0
				Taxis	7

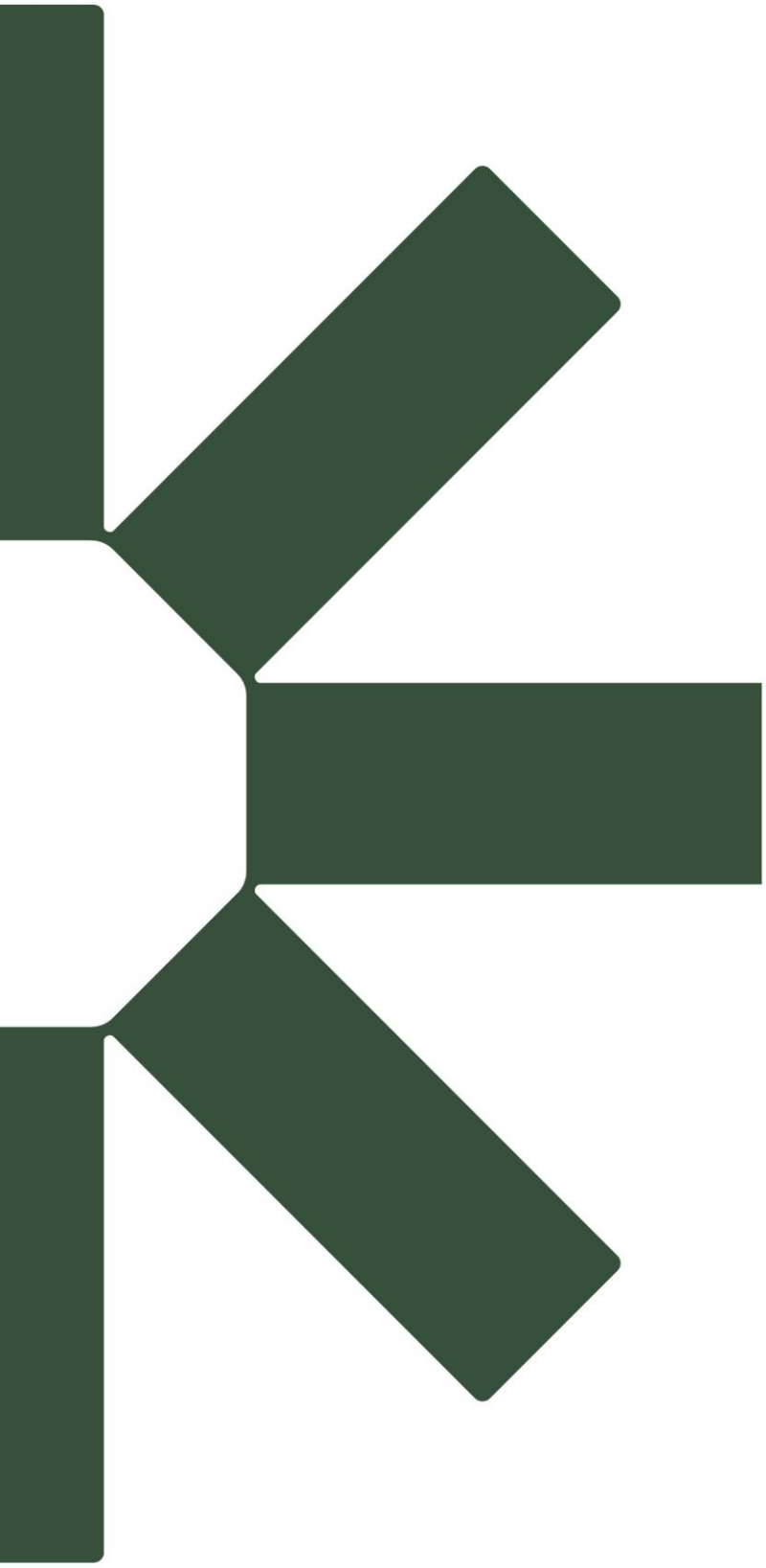
Servicing Vehicles count recorded No

Time	Arr 59	Dep 61	Totals 120	Parking Accum
00:00-01:00				
01:00-02:00				
02:00-03:00				
03:00-04:00				
04:00-05:00				
05:00-06:00				
06:00-07:00				
07:00-08:00	2	2	4	43
08:00-09:00	5	6	11	42
09:00-10:00	4	3	7	43
10:00-11:00	4	4	8	43
11:00-12:00	3	5	8	41
12:00-13:00	2	7	9	36
13:00-14:00	8	6	14	38
14:00-15:00	4	4	8	38
15:00-16:00	9	10	19	37
16:00-17:00	8	3	11	42
17:00-18:00	7	7	14	42
18:00-19:00	3	4	7	41
19:00-20:00				
20:00-21:00				
21:00-22:00				
22:00-23:00				
23:00-24:00				

Comments

No PSV's or OGV's visited the site during this survey.
At least seven of the initial car park occupants were cars, at least one was a motorcycle and at least one was an LGV.
At least six of the final car park occupants were cars and at least one was an LGV.
There was at least one cycle and three scooters on site before the beginning of the survey.


Vehicle Percentages for WS-03-D-01 Surveyed: 16/05/22 Monday
Motor Cars 74 %
Taxis 7 %
Light Goods 18 %
Motor Cycles 1 %



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