

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

NEATH TOWN CENTRE REDEVELOPMENT

SERVICE YARD MANAGEMENT PLAN

22-00812/SYMP/01

DECEMBER 2022

DOCUMENT SIGNATURE AND MODIFICATION SHEET**Project Details**

Project Title:	Neath Town Centre Regeneration		
Project No:	22-00812	Document No:	SYMP/01
Client:	Neath Port Talbot County Borough Council		
-	Name	Signature	Date
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Checked and Approved for Issue by	Mark Murawski		December 2022

Modification Details

Rev	Date	Description	Checked By

Issued By:

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1 SERVICE YARD MANAGEMENT PLAN

1.1 Background

1.1.1 This Service Yard Management Plan (SYMP) has been prepared by Corun for Neath Port Talbot County Borough Council (NPTCBC) for the development on land at Water Street, Neath (planning reference P2020/0486).

1.1.2 The proposed development includes a leisure centre, swimming pool, health suite and gym with ancillary cafe, 6 commercial units (A1, D1 uses) plus first floor public library. Together with associated service yard, public realm and landscaping improvements.

1.1.3 The SYMP is applicable to all delivery vehicles and will be reviewed on a periodic basis. It is a live document, to be updated and amended where appropriate. All suppliers using the service yard will be made aware of the measures/controls within the SYMP, and any subsequent changes made.

1.1.4 Compliance and implementation of the SYMP will be monitored by NPTCBC with training provided, as and when required.

1.1.5 The SYMP has been produced to discharge Condition 13 of the planning permission, which states that:

'Notwithstanding the submitted details, prior to the occupation of any unit hereby approved, a detailed Service Yard Management Plan (SYMP) shall be submitted to and approved in writing by the LPA. The SYMP shall include details of how the service yard will operate during and after construction, and shall also adhere to the following:

- a) The time slot of each commercial delivery for each retail unit using the service yard area.*
- b) The allocated off site holding area for any commercial delivery vehicle that arrive at a time outside their allocated slot.*
- c) How commercial deliveries will be managed to avoid any commercial delivery vehicle waiting on the public highway.*
- d) Details of Staff parking (if any)*
- e) The location of all waste and storage areas, details of any enclosure and how they are to be managed within the service yard area.*
- f) The service yard area must be being kept clear of any bins/waste or storage containers unless within an authorised area identified within point e*
- g) Method of the collection of waste for the retail unit accessing the service yard area.*
- h) The nomination of a co-ordinator to operate and control the agreed Delivery Management Plan for each retail unit using the service yard area.*

i) The service yard area must be kept clear of any staff/customer and residential parking at all times;

j) No customer/staff or residential vehicles shall be permitted to drive through the service yard area at any time.

k) No commercial delivery vehicles shall be permitted to park in the service area beyond their delivery time slot.

l) No deliveries by Heavy Goods Vehicles (vehicles over 3500kg maximum gross weight) shall be made outside of the hours 07:00hrs to 19:00hrs

m) The implementation of a quiet delivery policy.

In addition to the above the SYMP shall ensure that all vehicles can manoeuvre in and out of the yard safely, without conflict and in a forward gear. The approved SYMP construction stage shall be adhered to during the construction phase, and the SYMP post construction shall be implemented prior to the first beneficial use of the development and adhered to thereafter.

Reason

In the interest of highway and pedestrian safety and to ensure the service yard operates effectively and efficiently and to ensure compliance with Policies TR2 and

BE1 of the Neath Port Talbot Local Development Plan. Prior to the first beneficial occupation of the development hereby approved a Delivery Management Plan detailing servicing and delivery arrangements shall be submitted to and approved in writing by the Local Planning Authority. Servicing and deliveries to the development shall thereafter be undertaken in accordance with the approved Delivery Management Plan.'

- 1.1.6 Within the following paragraphs, reference will be made to each of the above Condition requirement points (a-m) and how the SYMP will comply.

1.2 Delivery Vehicle Type, Size and Frequency

- 1.2.1 Delivery vehicle type and size will vary from max legal articulated vehicles (6-axle (16.5m)) to much smaller rigid HGVs (2-axle) approximately 10m in length. In addition, it is likely that deliveries will also be undertaken by smaller transit type vehicles, especially for delivery of perishable items, such as bread, milk, sandwiches etc depending on the end user.
- 1.2.2 The existing retail unit to the east of the planning boundary, currently occupied by Wilko, receives deliveries within the service yard by max legal articulated vehicles, at a frequency of up to twice per day. These vehicles arrive via the recently constructed access on Water Street, load parallel to the building beneath an existing canopy, and exit the site in a forward gear. It has been assumed that waste will be collected in the same delivery run, from the unit specific waste storage bins adjacent to Water Street.

- 1.2.3 The proposed much smaller retail units, six in total, are unlikely to receive deliveries by max legal articulated vehicles. However, for the purpose of this SYMP, it has been assumed as a worst-case scenario, that access via max legal artics will be required. Swept path analysis contained herein at **Appendix A**, demonstrates that several max legal artics are able to negotiate the service yard simultaneously.
- 1.2.4 The end users of each retail unit are unknown at this stage, and as such, it is not possible to fully understand the delivery requirements for each operator, including vehicle size, frequency and timing. However, it is not anticipated that more than one HGV delivery to each unit will be required per day, on a regular basis.
- 1.2.5 Assuming the adjacent retail store (currently Wilko) requires two HGV deliveries per day, and the remaining six retail units require one HGV delivery per day, a total of approximately eight HGV deliveries will occur per day, resulting in 16 two-way HGV movements (arrivals and departures).
- 1.2.6 Condition 13 (l) states that 'No deliveries by Heavy Goods Vehicles (vehicles over 3500kg maximum gross weight) shall be made outside of the hours 07:00hrs to 19:00hrs.
- 1.2.7 This provides a 12-hour HGV delivery window for an assumed eight HGVs per day. As clearly shown in the swept path analysis, multiple max legal HGVs can utilise the service yard at the same time. It is not therefore considered necessary, at this stage, to control HGV delivery times, i.e., to set delivery time slots for each operator – point (a) of Condition 13.
- 1.2.8 Should two HGVs arrive and depart the site per hour, 24 HGVs can access the service yard area within the 12-hour HGV delivery time slot, resulting in 48 two-way HGV movements (arrivals and departures).
- 1.2.9 It is highly unlikely that the above quantum of HGVs will be needed, especially given the size of the proposed retail units, which will likely require much smaller delivery vehicles.
- 1.2.10 As this SYMP is a live document, to be reviewed and amended when each retail unit becomes occupied, the need for delivery time slots will be considered.
- 1.2.11 Point (b) of Condition 13 requires an off-site holding area. For the reasons stipulated above, it is not considered necessary for HGVs to wait off-site, as there is more than sufficient room, within the very generous delivery area, to accommodate the anticipated HGV demand.
- 1.2.12 Point (c) of Condition 13 is concerned with commercial vehicles potentially waiting on the public highway. It is clear from the swept path analysis in Appendix A, that there is ample room for several HGV's to arrive simultaneously, and stand well clear of the public highway; blocking of Water Street is therefore highly unlikely to occur.
- 1.2.13 The delivery area will be for delivery vehicles only; no customer, staff or visitor parking will be permitted – Point (d and j) of Condition 13.
- 1.2.14 Delivery vehicles must leave the site as soon as the delivery/collection operation is complete, and will not be permitted to park; only loading and unloading activities will be permitted – Point (k) of Condition 13.
- 1.2.15 No deliveries by Heavy Goods Vehicles (vehicles over 3500kg maximum gross weight) shall be made outside of the hours of 07:00hrs to 19:00hrs; only smaller delivery vehicles will be permitted outside these time periods. All delivery vehicles must follow the Good Neighbour and Considerate Behaviour guidance, discussed later on in this SYMP.

1.3 Routing of Vehicles

- 1.3.1 The site has a single vehicle access point on Water Street, a simple priority T-junction, which has been improved as part of the development. Deliveries to the site will arrive from the south east and turn left into the site. On exit, vehicles will also turn left onto Water Street, which is one-way (south east to north west).

1.4 Service Vehicle Accessibility

- 1.4.1 Delivery vehicle loading bay doors are located along the southern side of the delivery area, with Wilko's delivery bay, including canopy, located along the western elevation of the retail unit that sits outside the planning boundary.
- 1.4.2 Delivery vehicles are able to enter the site in a forward gear, turn within the delivery area, and reverse into each loading bay. After offloading and collecting waste materials (subject to user requirements), the vehicles are able to exit the site in a forward gear. Waste will either be collected in the same delivery run, or a private waste collection service will be employed by each end user to manage waste collection on site – Point (g) of Condition 13.
- 1.4.3 The internal service delivery area has more than sufficient space for several max legal 16.5m articulated vehicles to safely make deliveries. The delivery area contains no staff parking, and waste is managed via bin stores along the southern side and towards the access (Wilko's bin store). The delivery area will be kept clear at all times. Points (e, f and i) of Condition 13.
- 1.4.4 Delivery drivers, for all operators, will be briefed to ensure they are aware of the delivery route to the loading bay doors.
- 1.4.5 Suitable lighting within the car park will be provided to ensure good visibility for all vehicles within the site at all times of the day.
- 1.4.6 The store managers will be informed daily of anticipated delivery schedules, and kept updated to any possible delays or changes in expected delivery vehicle arrival times.
- 1.4.7 Each occupier will appoint a member of staff as Delivery Manager, who will liaise with each other to ensure safety, and minimise any potential conflict within the delivery area. Point (h) of Condition 13.

1.5 Good Neighbour and Considerate Behaviour

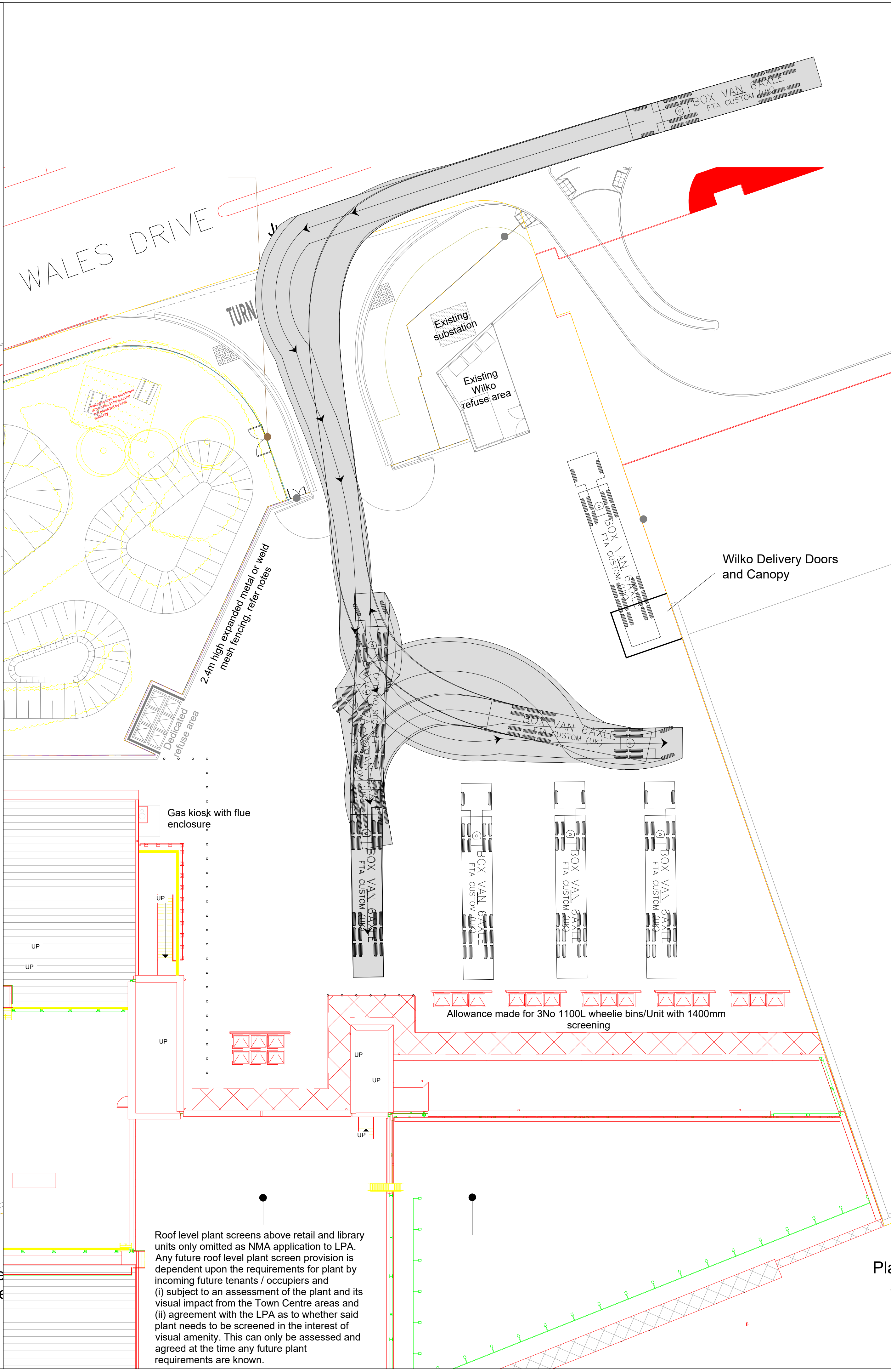
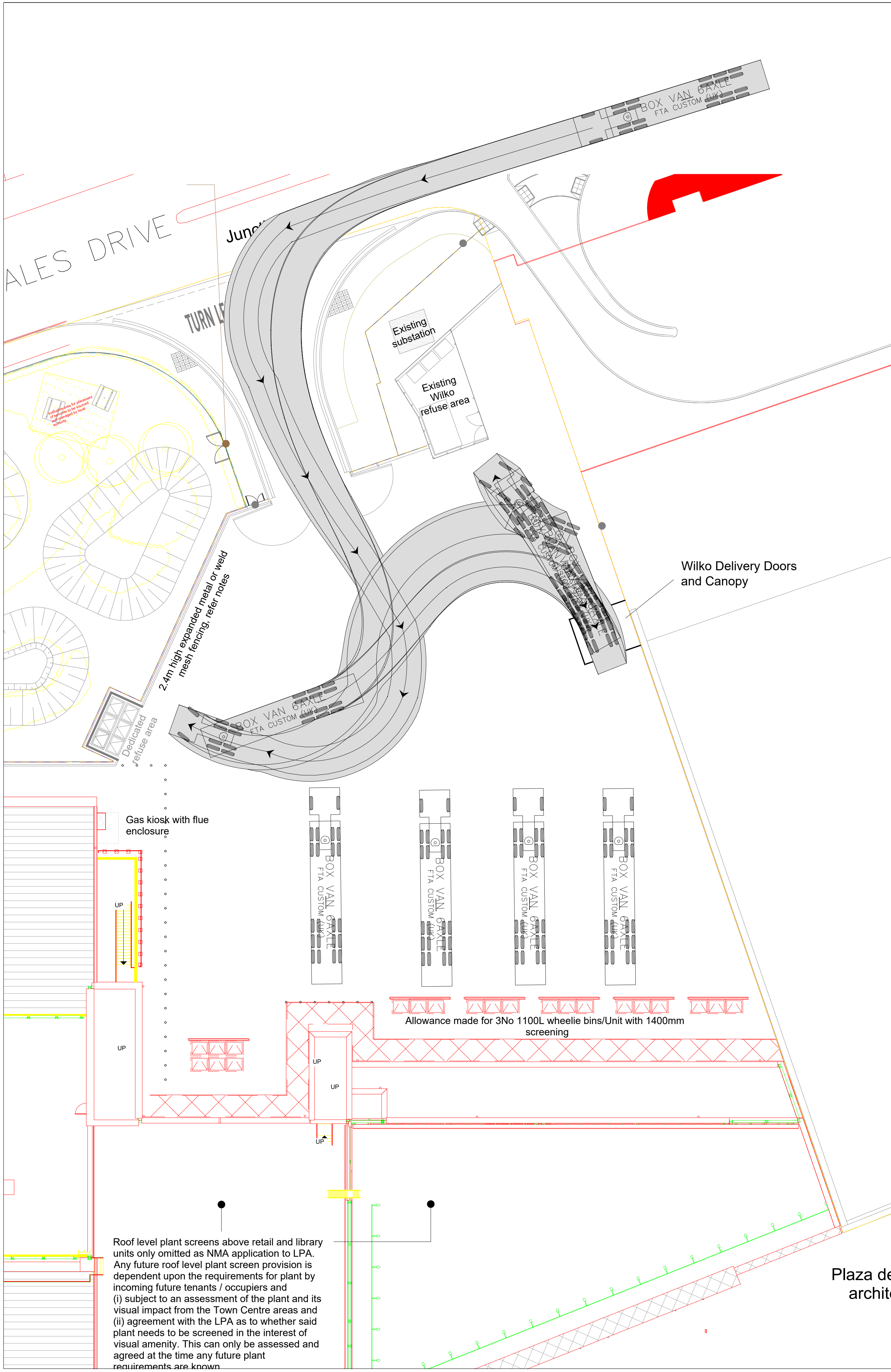
- 1.5.1 The following covers point (m) within Condition 13.
- 1.5.2 In addition to the management of delivery numbers and scheduling, mitigation measures will be in place to minimise the impact on the surrounding area, including:
- Vehicle reversing 'audible warning' to be used within the site, but switched off after 9pm, if this can be done without compromising safety;
 - At all times, deliveries to be undertaken with minimal noise in terms of vehicle manoeuvring, engine noise ("revving"), gear changes and application of brakes, moving goods to / from the vehicle, and considerate closing of doors (no 'slamming');
 - Switch off the engine, radio, and headlights of vehicles when parked in the delivery bay.

1.6 Safety Practices

- 1.6.1 All delivery vehicle drivers servicing the yard will be highly trained and must be well-practised in undertaking the required manoeuvres.
- 1.6.2 The following safety practices will also be adhered to when deliveries are taking place:
- All involved delivery staff to wear relevant PPE and high visibility clothing;
 - All involved delivery staff to undergo relevant safety training, and be made aware of all potential risks;
 - Only trained persons to be involved; and
 - Undertake monthly servicing and maintenance checks of the service yard.
- 1.6.3 To ensure high safety standards are maintained and prioritised, all involved delivery staff will be encouraged to report any potential issues, observed incidents, or potential improvement measures in the delivery process to each store manager.

APPENDIX A

Swept Path Analysis



NOTES:

1. All dimensions are in millimeters unless otherwise stated.

2.27 13.89 1.92 8.46 4.15 3.37

BOX VAN 6AXLE

Tractor Width	2.25	Lock to Lock Time	1.60
Tractor Depth	2.25	Steering Angle	120.0
Tractor Track	2.25	Articulating Angle	170.0
Tractor Frame	2.25		

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PROJECT:
**NEATH REGENERATION
NEATH**

TITLE:
**SERVICE YARD
SWEPT PATH
ANALYSIS**

STATUS:
PRELIMINARY

SCALE:	DATE:	DRAWN:	CHECKED:
1:200@A1	DEC'22	MA	MA

JOB NO:	DRAWING NO:	REVISION:
20-00812	SPO1	