

Project Name:	Upper Culham Farm, Henley
Document Reference:	538.0015/DSMP/2
Document Name:	Delivery and Servicing Management Plan
Prepared By:	Luke Rodgers (September 2025)
Checked By:	Laura Jones (September 2025)
Approved By:	Izzie Drohan (September 2025)

Revision Record				
Rev	Date	By	Summary of Changes	Aprvd
2	08.07.26	LEJ	Highway Comments	IDR

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1. INTRODUCTION

- 1.1 This Delivery and Servicing Management Plan (DSMP) has been prepared by Paul Basham Associates to address highway comments (dated 15th August 2025) made by Wokingham Borough Council (WBC) in relation to a full planning application for equestrian uses at Upper Culham Farm, Henley.
- 1.2 The planning application was submitted in May 2025 and comprises '*change of use of arable land to Equestrian use, construction of polo field, levelling of land for stick & ball and schooling fields, 3x American Barns, 2x horse walkers, exercise track, irrigation pond, pump house, sand turnout corrals, horse rehabilitation pool, conversion of existing barn into staff day facilities, construction of pavilion, construction of estate tracks, creation of new main access, creation of open storage yard and associated works*' (planning application reference: 251143).
- 1.3 Paul Basham Associates provided a Transport Statement (TS) to support the planning application (document ref: 538.0015/TS/4) which covered site accessibility and accident history, proposed development, access arrangements with visibility splay assessment, parking strategy and impact of the proposals on the local road network including delivery movements.
- 1.4 It should be noted that the proposed polo facility is intended for private use and therefore delivery vehicle movements will be infrequent (as supported by the accompanying Transport

Statement and further detailed in subsequent sections). The highway comments are attached as **Appendix A** and updated site layout as **Appendix B** for reference.

- 1.5 To address the highway comments, this DSMP will consider delivery and servicing vehicle types as well as frequencies, swept path analysis and mitigation measures to minimise the impact of any delivery and servicing vehicles on the local road network.

2. PROPOSED ACCESS ARRANGEMENTS

- 2.1 To address other matters set out within the highway comments, the proposed bellmouth access arrangement has been revised to include an 8.5m access with 10m radii adjacent either side. These geometries support the passing of a 16.5m articulated lorry and car at the access and first bend into the site. A general arrangement plan and vehicle tracking are attached as **Appendix C** and discussed in further detail within the accompanying highway response note.

3. DELIVERY AND SERVICING TRIP GENERATION

- 3.1 This section of the DSMP sets out the level of delivery and servicing activity expected at the proposed development. It also includes targets for how these could be reduced over time. It should be noted the proposed development is intended to operate as a private facility with horses remaining onsite apart from the infrequent trips to tournaments between mid-May to July.

Delivery and Servicing Trips and Purpose

- 3.2 Delivery and servicing activities associated with the development, as advised by the operator are expected to be:
 - Weekly horse bedding deliveries;
 - Weekly horse feed deliveries;
 - Weekly hay deliveries;
 - Weekly refuse and recycling collection;
 - Twice weekly muck deliveries/collections
- 3.3 Whilst a 16.5m articulated lorry has been demonstrated to be capable of accessing the site appropriately as a worst case, it should be noted that this would only be required once per week for the bedding delivery and once per month for the hay delivery, to total 5 HGV

delivery movements in an average month. Access of a 16.5m articulated lorry would therefore be very infrequent.

- 3.4 The full trip generation, which includes the forecast delivery trips, is contained within **Appendix D**. This outlines a maximum of 2 deliveries onsite at any one time as a worst case, however this is not anticipated to be the case in reality given deliveries would be managed so as to not occur on the same day. The delivery trips will therefore not have a material impact on the local highway network, nor are they likely to conflict with other trips occurring internally at the development.

Targets

- 3.5 At this stage, exact targets cannot be set until the site is open and operational however, to achieve the objectives of this DSMP, the following targets are anticipated.
- Achieve a certain proportion of delivery and servicing trips be undertaken by electric or low emission vehicles;
 - Maintaining no goods vehicles accessing the site during the network peak hours; and
 - Ensure that deliveries are managed so as to be spread across the week, avoiding multiple deliveries in a single day.

4. MITIGATION MEASURES

Proposed Physical Infrastructure

- 4.1 Despite the modest impact of the proposals as a result of the private operation, the proposed development will be served by an internal access road measuring 6.0m wide. Although considered to be a very infrequent occurrence, this is of sufficient width to allow a 16.5m articulated lorry and car to pass along the straight sections. Turning facilities have been provided onsite including sufficient space within the truck parking provided to the southeast of the site to accommodate a 16.5m articulated lorry as a worst case in addition to suitable turning space adjacent the American Barns to accommodate a fire tender and enable it to get within 45m of all parts of the building as per Building Regulations. Vehicle tracking of a fire tender and 16.5m articulated lorry is attached as **Appendix E**.
- 4.2 The number of delivery and servicing trips associated with the proposed development has been forecast to ensure that the proposed development can accommodate the level of

activity forecast. This will ensure that no vehicles are required to dwell on the highway network.

Proposed Site Policies

- Where possible arrange servicing and delivery visits outside of the network peak hours and managing through a booking system to ensure deliveries do not occur on the same day;
- Goods vehicles accessing the site will be encouraged to be utilised using low emission vehicles.

Proposed Management Measures

- 4.3 It is anticipated that the following will be implemented or considered:
- Liaison with delivery companies to organise specific delivery times and the use of low emission vehicles, where possible; and
 - Promotion to staff of the benefits of managing their deliveries.

5. OVERVIEW

- 5.1 National Planning Policy Framework (NPPF) paragraph 117 d) states applications for development should, *“allow for efficient delivery of goods, and access by service and emergency vehicles.”*
- 5.2 This DSMP has demonstrated that delivery and servicing vehicle movements will be infrequent and that the site is intended for private use. Deliveries will be managed so as not to occur at the same time. Despite the infrequency of movements, a 16.5m articulated lorry is capable of passing a car at the site access and straight sections of the access road as a worst case, in addition to sufficient turning space onsite to allow exiting the site in a forward gear. It has also been demonstrated that a fire tender is capable of entering, turning and exiting the site appropriately in accordance with Building Regulations.
- 5.3 The proposals are therefore in accordance with the requirements of NPPF paragraph 117 d) and we would encourage the local planning and highway authority to look favourable upon the development to this regard.

Appendix A

MEMORANDUM

From:	BA / JP		
Service	WBC Highways	App No:	251143
Address:	Upper Culham Farm, Upper Culham Lane, Remenham Hill, Wokingham, RG10 8NR.		
Proposal:	Full application for change of use of arable land to Equestrian use, construction of polo field, levelling of land for stick & ball and schooling fields, 3x American Barns, 2x horse walkers, exercise track, irrigation pond, pump house, sand turnout corrals, horse rehabilitation pool, conversion of existing barn into staff day facilities, construction of pavilion, construction of estate tracks, creation of new main access, creation of open storage yard and associated works.		
Type of Development:	Major All other developments		
Site Visit Made:	Yes/No		

Summary Of Recommendations

- ☐ No comment
- ☐ No objection
- ☐ No objection subject to conditions (and reasons) **stated below**
- ☒ Request further information before determination as **stated below**
- ☐ Objection due to the reason(s) **stated below**

Comments On Proposal

Introduction

This is a full application of change of use of arable land to Equestrian use for polo sport facilities.

Pre-application advice (Ref. 223381) has been provided by the HDC for the site to be accessed via Upper Culham Lane. The current proposal will be accessed via the A4130 Henley Road.

A Transport Statement (TS) prepared by Paul Basham Associates and a planning statement prepared by DS Equine have been submitted in support of the planning application.

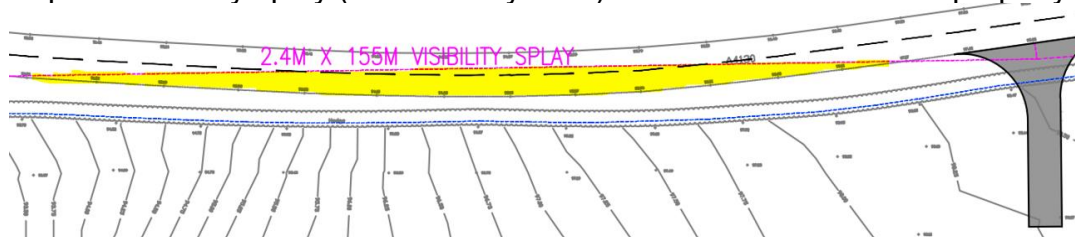
The LHA require the submission of further information and amended plans.

Sustainability

1. While the LHA understands that car-dependent journeys are expected for the nature of the proposed development, the applicant is required to clarify if events with spectators will be held on-site.
2. The section of A4130 Henley Road along the site frontage is subject to national speed limit. While footway is available on the northern side of the A4130, a section of the footway has been narrowed and merged into highway verge.
3. There is no street lighting, existing crossing facility and continuous pedestrian or cycling network along the site frontage to provide safe and attractive environment for considering sustainable travel modes. No improvement on existing pedestrian/cycling network has been proposed, which is contrary to Paragraph 109, 115 and 117 of NPPF.
4. There is also no public transport service available within acceptable walking distance from the site, nor suitable walking and cycling connection to Henley Station, making car the main mode for this development.
5. Subject to operations details, sustainability assessment will be required. If events with spectators will be held on-site, the site will likely be an unsustainable location, and the LHA will unlikely support the proposal.

Vehicle Access

1. The existing site access off Upper Culham Lane will be stopped up.
2. Drawing 538.0015-0001 dated 10th February 2025 demonstrates visibility splays of 2.4m x 155m (to the west) and 2.4m x 172.7m (to the east). It shall be noted that the 85-percentile speed for eastbound is 51.6mph, which requires a visibility splay of 2.4m x 157m to the west. The sightlines shall be across land within the applicant's control or highway land and shall be clear of obstructions to visibility exceeding 0.6m in height.
3. As the proposed site access will be located at a bend, the visibilities shall be assessed along the tangent to a bend in both directions, to ensure that the required SSD on the nearside edge of the carriageway can be provided. The required visibility splay (hatched in yellow) has not been assessed properly.



4. As the proposed access will be provided onto a classified A road (the A4130 Henley Road), a Stage 1 Road Safety Audit for the proposed access is required.
5. Given the proposed access falls within the national speed limit, speed reduction measures (e.g. introducing 50mph speed limit zone along the site frontage) will be required near the proposed access.
6. The LHA recommend an additional pedestrian and cyclist access to be provided across the A4130 Henley Road, at the northwest corner of the site boundary, prior to the change of speed limit zone from 30mph to 60mph.

7. Alternatively, the applicant may wish to consider alternative vehicular access position within 100m east of Upper Culham Lane, and extend the existing 30mph speed limit zone to the east to include the site access at this position.
8. The proposed gate is expected to be set back by the length of the largest vehicle access the site. While Drawing No. 538.0015-0002 has provided the swept path analysis of a 16.5m long articulated vehicle, the gate is proposed to be set back by 15m from the edge of the carriageway, which is insufficient. In view of the traffic flow and speed along the site frontage, the LHA advises to set back the gate by a minimum of 20m to provide sufficient clearance with the A4130.
9. Given the close proximity to the classified A-road, swept paths should demonstrate that the largest vehicle and a large can pass each other, which can unlikely be achieved with the proposed 5m wide access. The proposed access width shall be supported by the swept path analysis.
10. The submitted swept paths are required to demonstrate that all proposed vehicles can enter and leave the public highway in both directions and extend to cover the manoeuvring at the first bend (the 90-degree bend).

Site Layout and Internal Road Design

1. The LHA is concerned if the largest vehicles will be able manoeuvre at the proposed 90-degree bend circa 40m from the edge of the carriageway. The applicant is recommended to review the design.
2. The internal estate roads shall be no less than 6m wide to accommodate two-way traffic of heavy vehicles.
3. If site users are expected to walk between site facilities, a continuous 2m paved footway and suitable crossing facilities are required.
4. 90-degree bends shall be avoided whenever possible.

Parking Provisions

1. 30 no. parking spaces are proposed for the proposal.
2. The LHA expects all parking spaces of suitable dimensions (including cars and heavy vehicles) to be clearly parked on the site plan. Sufficient aisle clearances are required for vehicle manoeuvring at forwards gear.
3. Insufficient details have been provided for the LHA to assess the sufficiency of parking provisions.
4. The applicant is required to provide the breakdown details of the operations of the development, including the maximum capacity of the site facility, operating hours of the development, and the estimated hourly parking accumulation. Parking has to be assessed based on cumulative demand.
5. As Arena is proposed, the applicant is also required to confirm if events with spectators will be held on-site. If so, the proposed frequency, duration and maximum capacity of the events shall be included in the submission. Parking demands on event days shall be assessed.
6. "Blue badge" bays shall be provided in accordance with Table 3.5 of WBC Parking Standards Study.
7. Subject to the proposed operations details, the applicant is expected to justify sufficient parking spaces have been proposed.

Cycle Parking

1. Subject to the clarification of operations details, the LHA will recommend the level of cycle parking to be provided.

Electric Vehicle Charging

1. Non-residential buildings with more than 10 parking spaces will be expected to provide a minimum of one EVCP, and cable route for EVCP in a minimum of one fifth of the total number of remaining parking spaces, under the latest Building Regulations (Approved Document S).
2. The EVCP has to be indicated on a plan. This will also be subject to further authorisation via Building Control.

Trip Generation

1. While the LHA has no objection first principles approach for estimating the trip generation of the site, a proposed trip generation based on daily/monthly two-way movements are insufficient.
2. The trip flows shall be assessed based on the peak operations hours and the peak hours of the local highway network, instead of a daily/monthly total movement.
3. The applicant is required to provide the proposed operations details of the development, including the maximum capacity of the site facility, operating hours of the development, and the corresponding trip generation anticipated.
4. Clarifications on whether the horses will be kept in the barns on-site, or transportation of horses are required per time.
5. As Arena is proposed, the applicant is also required to confirm if events with spectators will be held on-site. If so, the proposed frequency, duration and maximum capacity of the events shall be included in the submission. Traffic impacts of event days shall be assessed.

Delivery, Servicing and Refuse Collection

1. Details of all deliveries, servicing and refuse collection the site will need to be provided. This shall include but not be limited to the breakdown of vehicle types and frequency for all types of delivery and servicing. The applicant may wish to refer to the existing site of similar nature.
2. Swept path analysis of fire tender and refuse collection vehicle shall be submitted.
3. A framework Delivery and Servicing Plan will need to be submitted to ensure efficient delivery of goods, and access by service and emergency vehicles as required in Paragraph 117 of NPPF.

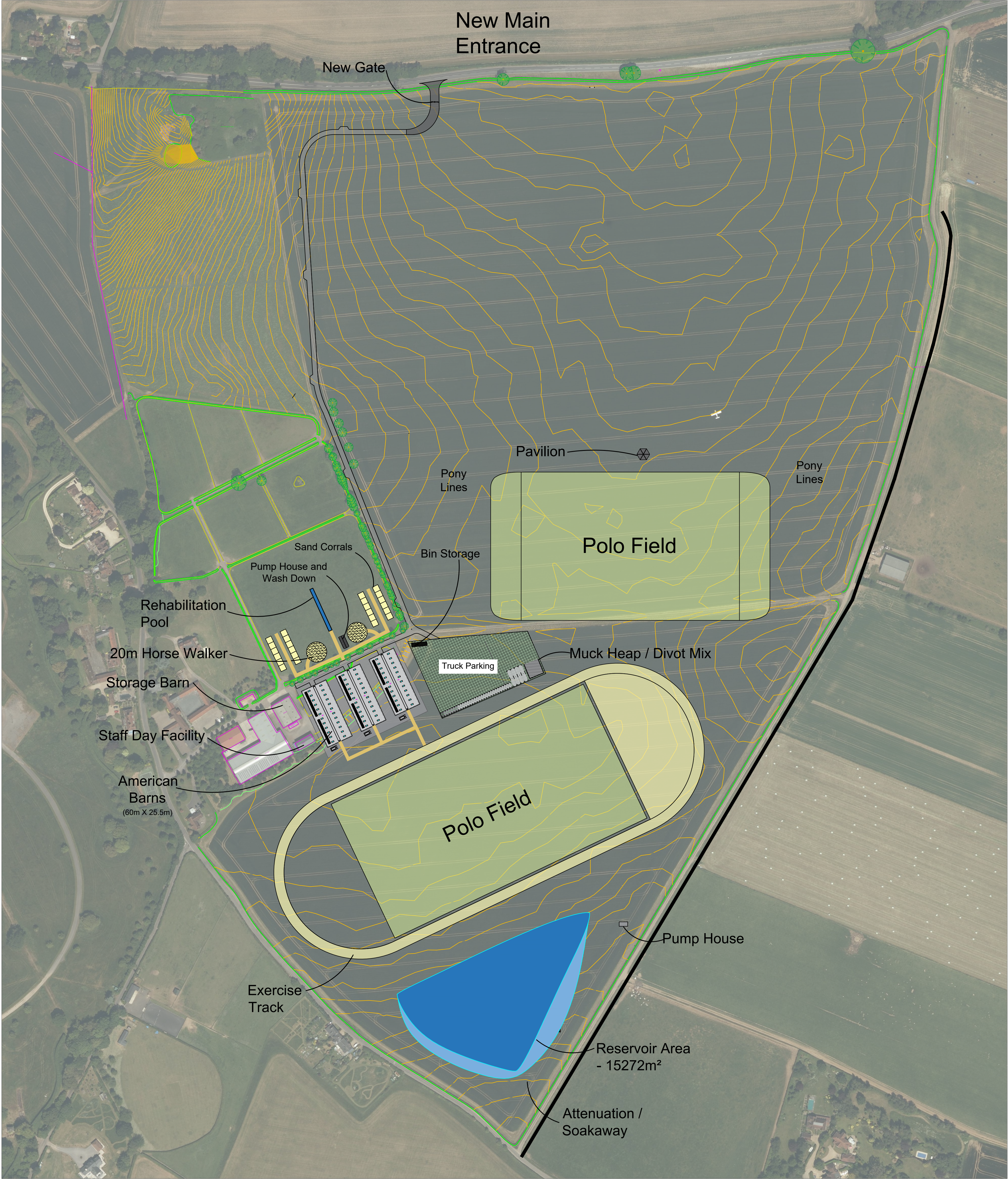
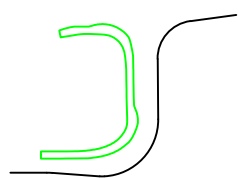
Framework Construction Management Plan

1. A framework Construction Management Plan would be required to be submitted.

Conditions & Reasons (if required)

Date:	15/8/2025	Signed:	BA / JP

Appendix B



Key	
	Site Boundary
	8.5m Wide Road
	5m Wide Road
	3m Wide Track

EQUUS
DESIGN AND BUILD

+44 (0) 1865 920200
enquiries@equusdesignandbuild.com

Proposed Development
Upper Culham Farm

Client	
Site	Upper Culham Farm Henley, RG10 8NR
Phone	

- All dimensions in millimeters. All dimensions and levels to be checked by contractor prior to commencing work. Do not scale from drawings.

- Work done shall confirm to the issued drawings and specifications. No changes to be made unless by prior consultation with Deveson Design & Equus Works.

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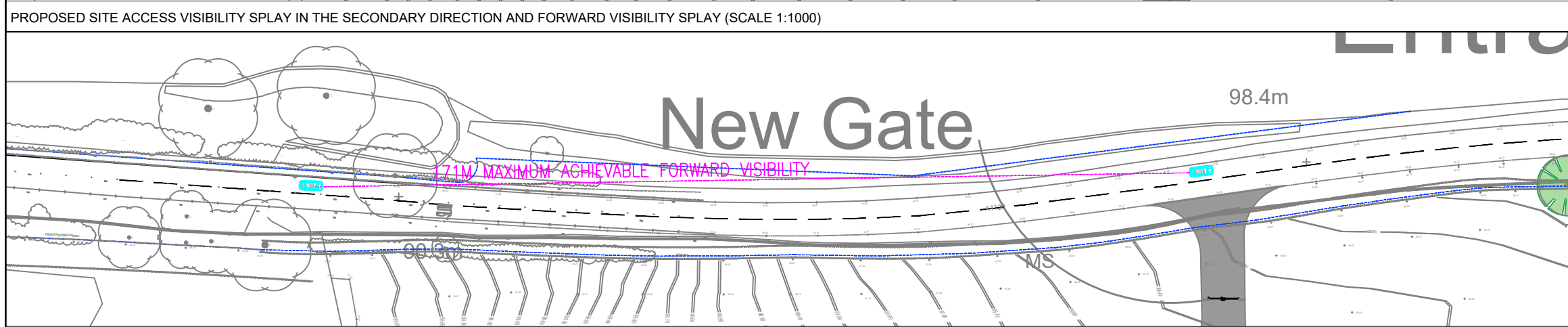
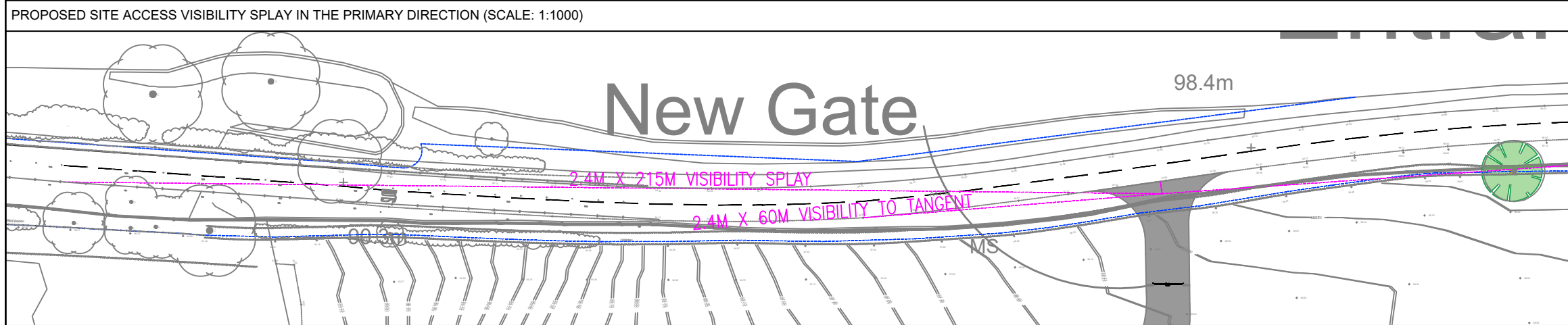
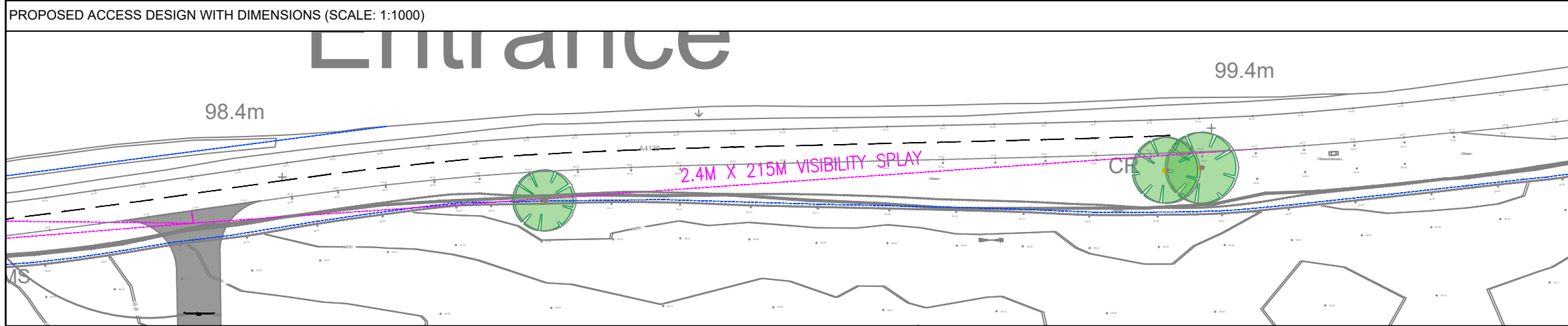
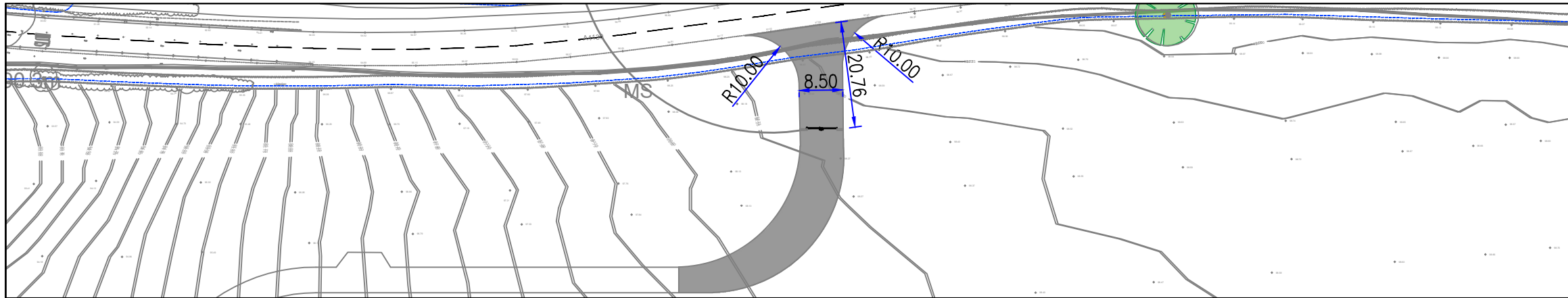
Client approved, no further changes
(sign)
(date)

Project No		
Drawing Title		Proposed Site Layout (Ariel)
Drawing No		
Pages		
Drawn	AD	October 2025
Review		
Leader		
Stage		N O R T H 
Scale	1:2000 (A1)	
Paper	A1	

Proposed Site Layout (Ariel)
Scale 1:2000 (when printed at A1)



Appendix C



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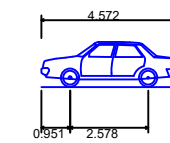
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6. VISIBILITY SPLAYS ARE DRAWN TO 215M FOR 60MPH SPEEDS FOLLOWING AN ATC SURVEY WITH 85TH PERCENTILE SPEEDS OF 54.6MPH WESTBOUND AND 51.2MPH EASTBOUND.
7. THE HIGHWAY BOUNDARY HAS BEEN TAKEN FROM WOKINGHAM BOROUGH COUNCIL'S OPEN DATA SOURCE BASED ON OS MAPPING AND THEREFORE DISCREPANCIES BETWEEN MAPPING MIGHT OCCUR.

KEY



VEHICLE PROFILE



Skoda Octavia	
Overall Length	4.572m
Overall Width	1.769m
Overall Body Height	1.488m
Min Body Ground Clearance	0.249m
Max Track Width	1.713m
Lock to lock time	4.00s
Kerb to Kerb Turning Radius	5.100m



PRELIMINARY

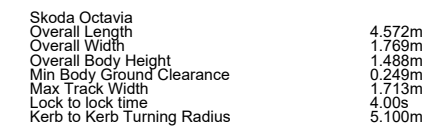
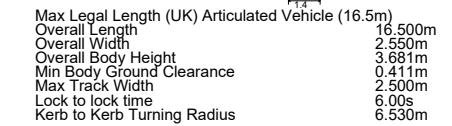
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P03	HIGHWAY COMMENTS	08.07.26	LEJ	HLC
P02	UPDATED ACCESS	24.09.25	LMR	LEJ
P01	FIRST ISSUE	10.02.25	IDR	LEJ
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10.02.25	IDR	LEJ	-	
PBA Project Number		Scale		
538.0015		AS SHOWN (AT A3)		
PBA Drawing No:			Revision	
538.0015-0001			P03	

Entrance

GENERAL NOTES

- ## VEHICLE PROFILE



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MS2011/v8/210723/JM

16.5M ARTICULATED VEHICLE TRACKING LEFT IN

Entrance

This technical drawing illustrates a road intersection and bridge structure. The main road, labeled 'MS', runs horizontally across the middle. A bridge structure, labeled '98.4m', crosses over a water body or a lower road section. The bridge has a curved approach on the left side. A green circular feature, possibly a manhole or a small pond, is located on the right side of the bridge. The drawing includes various lines representing the road, bridge, and surrounding terrain, as well as labels for different sections and features.

16.5M ARTICULATED VEHICLE TRACKING RIGHT OUT

Project Name UPPER CULHAM FARM, HENLEY	Title PROPOSED SITE ACCESS 16.5M ARTICULATED VEHICLE SWEPT PATH ANALYSIS	paulbasham associates Paul Basham Associates Ltd The Lambourn, Wyndyke Furlong, Abingdon, Oxfordshire, OX14 1UJ 01235 352150 info@paulbashamassociates.com www.paulbashamassociates.com	Client DS EQUINE	Date Created 10.02.25 Drawn By IDR Approved By LEJ Suitability Code - PBA Project Number 538.0015 Scale 1:1000 (AT A3) PBA Drawing No: 538.0015-0002 Revision P03
Project Phase PRELIMINARY				

Appendix D

DAILY MOVEMENTS AND DELIVERIES

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Appendix E

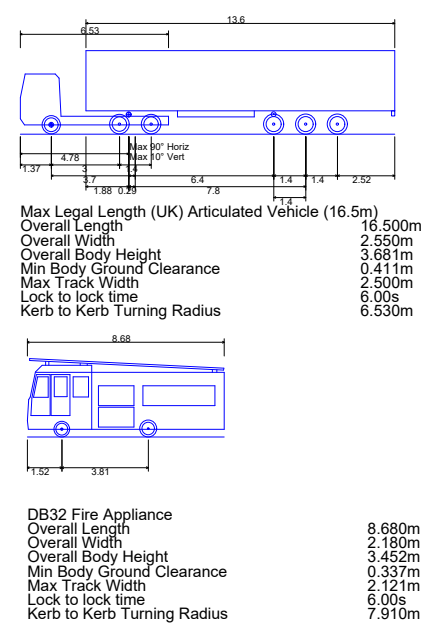


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VEHICLE PROFILE



PRELIMINARY
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16.5M ARTICULATED VEHICLE TRACKING 1:500

FIRE APPLIANCE VEHICLE TRACKING 1:1000

Project Name	UPPER CULHAM FARM, HENLEY
Project Phase	PRELIMINARY

Title	ARTICULATED AND FIRE APPLIANCE VEHICLE SWEEP PATH ANALYSIS
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Client



P02	REVISED LAYOUT		08.07.26	LEJ	HLC
P01	FIRST ISSUE		24.09.25	LMR	LEJ
Rev	Description		Date	By	App'd
Date Created		Drawn By	Approved By		Suitability Code
22.09.25		LME	LEJ		-
PBA Project Number			Scale		
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538.0015-0005				P02	