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Framework Delivery and Servicing Plan

Shinfield Park, Reading

Iceni Projects Limited on behalf of Wrenbridge (FRELD
Reading) LLP

February 2025

ICENI PROJECTS LIMITED
ON BEHALF OF
WRENBRIDGE (FRELD
READING) LLP

Iceni Projects

London: Da Vinci House, 44 Saffron Hill, London, EC1N 8FH

Edinburgh: 11 Alva Street, Edinburgh, EH2 4PH

Glasgow: 177 West George Street, Glasgow, G2 2LB

Manchester: This is the Space, 68 Quay Street, Manchester, M3 3EJ

t: 020 3640 8508 | w: iceniprojects.com | e: mail@iceniprojects.com

linkedin: linkedin.com/company/iceni-projects | twitter: [@iceniprojects](https://twitter.com/iceniprojects)

Framework Delivery and Servicing Plan
SHINFIELD PARK, READING

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1. INTRODUCTION

- 1.1 Icen Projects Ltd has been appointed by Wrenbridge (FRELD Reading) LLP to provide a Framework Delivery and Servicing Plan (DSP) in support of the proposed redevelopment of existing office development at Shinfield Park, Reading, RG2 9FW – henceforth referred to as “the Site”. The Site falls within the boundary of Wokingham Borough Council (WBC) as the local planning and highway authority.
- 1.2 This Framework DSP has been prepared to support an application for construction of 5 buildings with a combined floor area of 20,102m² GIA, with Unit 3 being designed so it could be one or 2 units. Each unit will have dedicated parking and service yards, with an element of parking also being provided within the existing car park to the north of the site under a flexible employment use for Class E(g)(ii), E(g)(iii), B2 and B8 uses.
- 1.3 This Framework DSP identifies the proposed strategy to accommodate delivery and servicing vehicles for the site with the Proposed Development in place. The DSP will therefore provide information such as timings of deliveries, frequency, type of delivery vehicle and proposed arrangements.
- 1.4 The DSP will be implemented prior to occupation of the Proposed Development and will be regularly reviewed by future occupants, in conjunction with Wokingham Borough Council (WBC), to ensure it remains current. If it is deemed that a revised strategy is necessary, then an updated DSP will be provided.
- 1.5 The main objectives of this DSP are:
- To reduce the impacts of delivery and servicing movements on the local highway network;
 - To facilitate sustainable movement for delivery and servicing to the Site where possible; and
 - To manage delivery and servicing activities to reduce the number where possible, and ensure they take place in an appropriate and logistical manner.
- 1.6 This DSP is intended to be a living document to be updated as required.

2. SERVICING STRATEGY

Development Details

- 2.1 The proposals comprise demolition of the existing buildings on site and construction of 5 buildings with a combined floor area of 20,102m² GIA, with Unit 3 being designed so it could be one or 2 units. Each unit will have dedicated parking and service yards, with an element of parking also being provided within the existing car park to the north of the site. A site layout plan is shown at **Figure 2.1**.



Figure 2.1 Site Layout

- 2.2 The proposed site layout shows 5 units for Class E(g)(iii) industrial processes/B2/B8 uses of varying size which have a combined total GIA of 20,102m², as indicated within **Table 2.1**. Unit 3 has the

ability to be split into two units so these are shown separately as Units 3A and 3B. The layout includes dedicated parking areas (further information provided below) as well as service yards for each unit.

Table 2.1 Unit Sizes (GIA)

Unit	GIA (m ²)
1	8,030
2	3,799
3A	1,106
3B	1,106
4	2,593
5	3,468
Total	20,102

Opening hours

- 2.3 Each occupier of the site will be responsible for their own DSP and will include details of their particular operation in an updated DSP to be submitted to WBC prior to their occupation of the site. This will vary between occupiers depending on the nature of their business, however, some may operate 24 hours a day 7 days per week.

Site Access

- 2.4 The Site is accessed via two accesses, with a left turn ingress provided on the B3270 and an all movements signalised junction at Whitley Wood Lane. Whitley Wood Lane provides a segregated ingress and egress priority junction arrangement at its western end to provide access into the site and the arrangement is shown in **Figure 2.1**.



Figure 2.1 Site Access Point

Delivery and Servicing Trips

- 2.5 The development is estimated to generate 124 two-way HGV trips per day. **Table 2.2** shows these trips broken down pro rata for each unit proposed. It should be noted that the trip generation data is calculated on the total floorspace for the whole site, which is consistent with industry standard practice for development such as this, the breakdown per unit should only be considered as indicative as it is a pro rata assessment based on the relative size of each unit.
- 2.6 As shown, the Units are likely to generate a range of servicing trips with Unit 3A and 3B only generating 7 daily HGV trips and Unit 1 generating 50 per day. The Final DSPs to be submitted by each occupier will provide details of the likely number and size of delivery vehicles that will service the site so the data provided should be seen as indicative.

Table 2.2 Two-Way Daily HGV Trips

Unit	GIA (m ²)	Daily Trips
1	8,030	50
2	3,799	23
3A	1,106	7
3B	1,106	7
4	2,593	16
5	3,468	21
Total	16,770	124

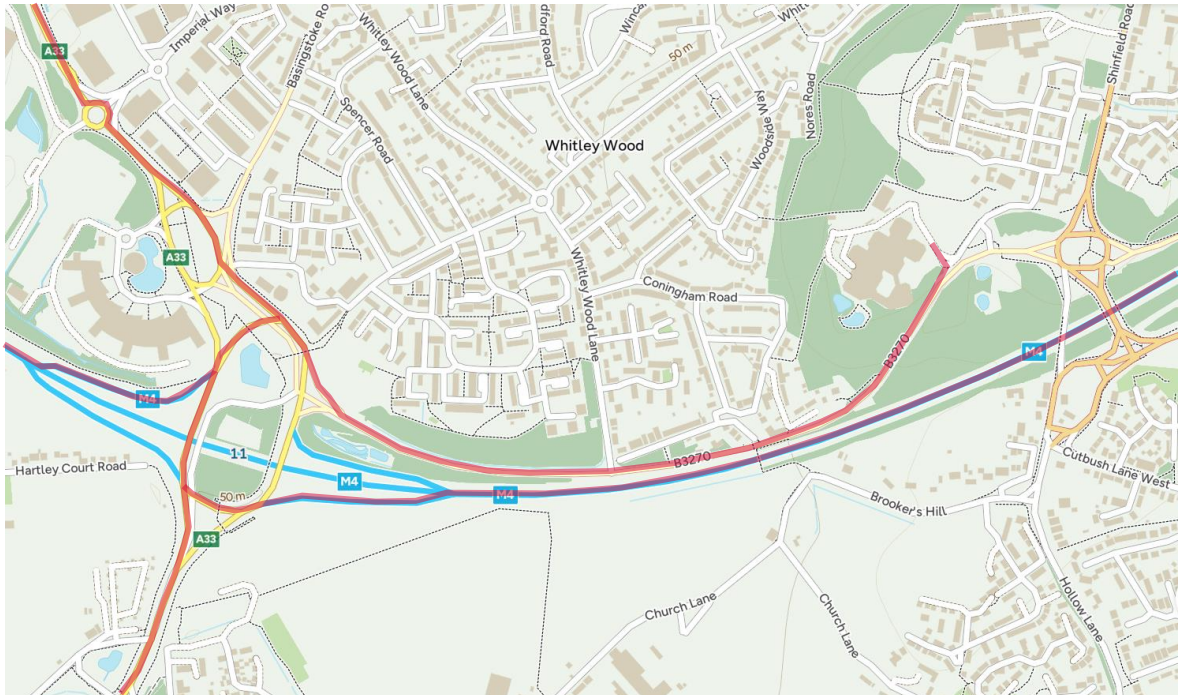
Proposed Servicing Strategy

- 2.7 As stated, the site includes up to 6 units of a variety of sizes with differing service yards provided reflective of the size of the unit and the likely servicing requirements the potential occupiers each unit is likely to attract. All units will also have passive electric charging provision to all service yards to enable future occupiers to easily install charging points for vans and lorries as and when required.
- 2.8 Each occupier will be responsible for ensuring that their own deliveries and servicing are managed in such a way as to not inconvenience other occupiers.
- 2.9 Each occupier will also be responsible for ensuring that deliveries are only undertaken within their service yard and that vehicles do not park to load or unload on the internal access road.

3. VEHICLE ROUTES

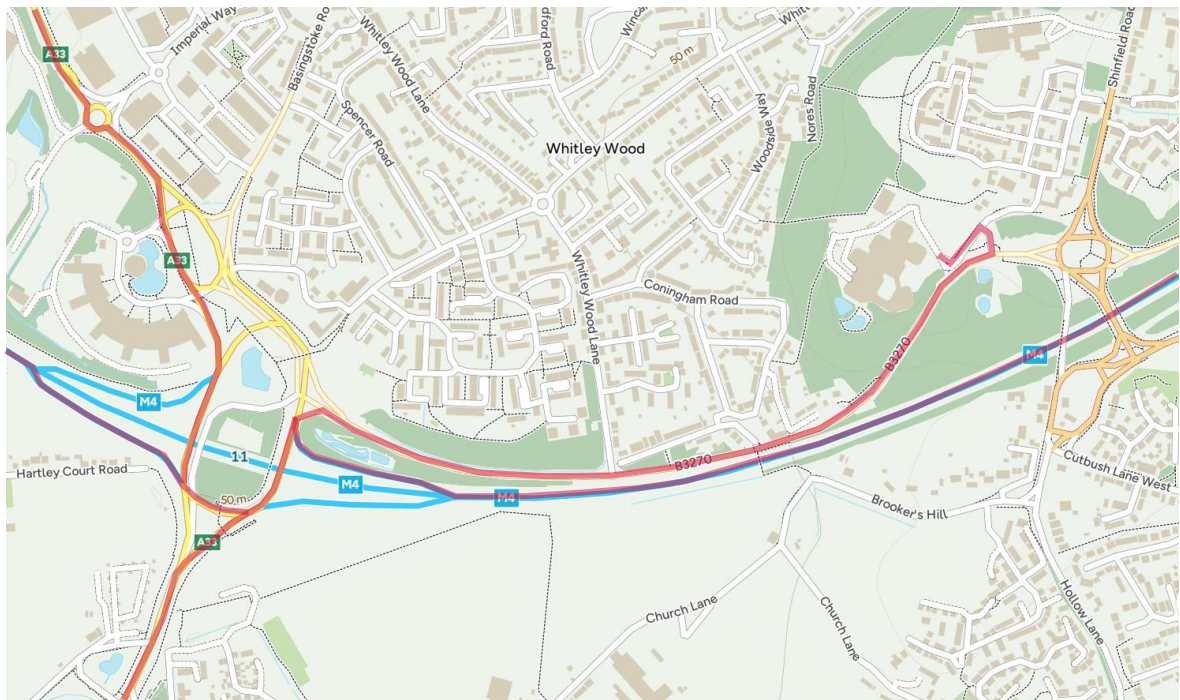
- 3.1 The site is located to the south of Reading and accessed via the B3270. HGV drivers typically travel on the easiest route, not necessarily the shortest or quickest route. The key factors influencing this are road widths, junction radii and on-street parking and where an alternative exists HGV drivers will choose to avoid any routes on roads including these features and other factors creating difficulties for HGVs.
- 3.2 While some delivery trips may be made within Reading, these will be minimal and more likely to be made by vans or small lorries, not articulated lorries. Articulated lorries will predominantly be arriving and departing via the strategic highway, either via the M4 or A33.
- 3.3 **Figures 3.1 and 3.2** show the main routes that HGVs will use to access the M4 eastbound and westbound, the A33 to the north and south.
- 3.4 **Figure 3.1** shows that the best routes to take to travel to the site and, as shown, the key routes can all be accessed via the main route network.

Figure 3.1 HGV Route – Arrivals



- 3.5 **Figure 3.2** also shows that the same routes can be used to depart from the site.

Figure 3.2 HGV Route – Departures



- 3.6 All occupiers will be required to adhere to the Final DSP, which will include a commitment to inform all company drivers and suppliers that they are required to use the roads identified above to access the site and that they should only travel on other roads if they are required to access other properties in the area. It is unlikely that drivers would travel through Reading unless essential, especially as the surrounding roads represent the shortest journey times avoiding potentially difficult to negotiate roads and junctions.

4. CONSIDERATE PARKING AND LOADING

4.1 Although the site will be a self-contained industrial estate, it is adjacent to existing residential properties and a Public Right of Way, and also close to Shinfield Players Theatre. As the site will operate 24 hours a day it is essential that all staff behave considerately, particularly those working during the night. Staff and suppliers will be required to adhere to the following guidelines:

- When organising repeat deliveries, use contractors which are part of the Freight Operators Recognition Scheme;
- Use suppliers which use electric vehicles or hybrid vehicles;
- All drivers will seek to minimise noise at all times;
- All drivers will ensure vehicle engines and refrigeration equipment, if applicable, are turned off as soon as possible on arrival and turned on immediately prior to departure;
- Radios to be fitted with automatic cut-off when cab doors are open where possible;
- Use of vehicles with air brake silencers fitted will be encouraged;
- Delivery vehicle movements from the site are scheduled to reduce to a minimum time taken to load vehicles and therefore limit potential for noise impact;
- External deliveries will be scheduled and agreed with the goods inward manager and will generally be made during the day;
- External drivers will also be asked to minimise noise at all times and ensure vehicles are turned off as soon as possible on arrival and turned immediately prior to departure;
- Any staff taking a smoking break outside the building will seek to minimise noise at all times;
- A good neighbour policy will be implemented. During the induction process staff will be made aware of the proximity of residential properties and encouraged to be courteous to neighbours e.g. shutting car doors quietly during the night; and
- Units 1, 2 and 5 include level dock loading bays so all loading and unloading from these will occur within the building, minimising activity and noise within the service yard.