



Framework Delivery and Servicing Plan

**David Lloyd Reading, Thames Valley Business Park,
Reading**

David Lloyd Leisure Ltd.

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Basis of Report

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Acronyms and Abbreviations

DSP	Framework Delivery and Servicing Plan
DSPG	Delivery and Servicing Plan Guidance
GIA	Gross Internal Area
NPPF	National Planning Policy Framework
TA	Transport Assessment
TPC	Travel Plan Coordinator
WBC	Wokingham Borough Council



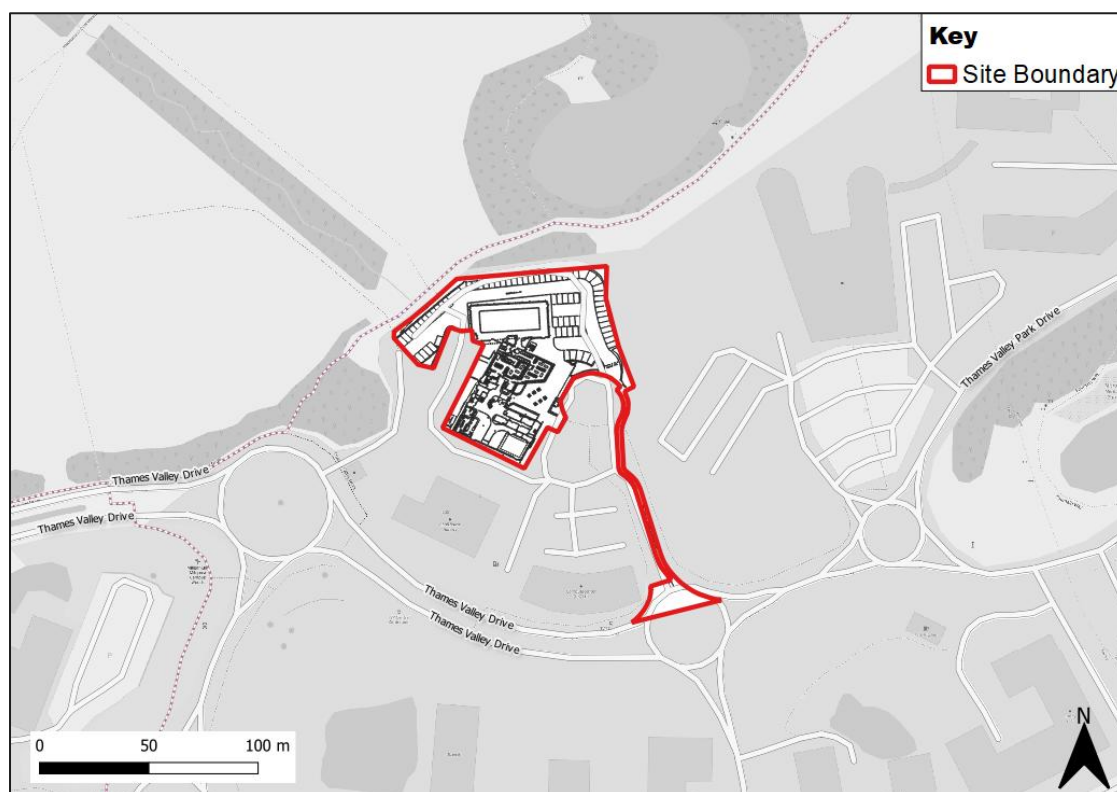
1.0 Introduction

- 1.1 SLR Consulting has been appointed by David Lloyd Leisure Ltd to prepare a Framework Delivery and Servicing Plan (DSP) in relation to a proposed extension of an the existing David Lloyd club at Thames Valley Business Park in Earley, Reading.
- 1.2 The site falls within the administrative boundary of Wokingham Borough Council (WBC) as both local planning authority and local highway authority.

Existing Development

- 1.3 The application site is located within the Thames Valley Business Park approximately 3.2 km east of Reading town centre and 3.7km north of Earley. Access to the site is currently gained via a shared access (1 Thames Valley Park) which forms the northern arm of a four-arm roundabout junction within the Thames Valley Business Park area. The access is shared with a nursery and an office building.
- 1.4 The site within its local context is shown in **Figure 1.1**. A proposed layout of the site is provided at **Appendix A**.

Figure 1.1: Site Location



Proposed Development

- 1.5 The proposed development will provide an additional 871.2 sqm GIA of floor space (comprising 838 m² GIA for the gym and pool refurbishment and 33.2 sqm GIA for the proposed sauna building) bringing the total floor space at the existing Health and Fitness Club to 3918.9 sqm GIA. This proposal represents a 29% increase in floor area.



1.6 The proposed development will provide 70 allocated spaces which is a reduction of 5 spaces from the current provision of 75 allocated spaces for David Lloyd. The site will also retain use of 113 shared parking spaces available to all facilities within 1 Thames Valley Park Drive.

1.7 **Table 1.1** summarises the existing and proposed development.

Table 1.1: Existing Development Vs Proposed Development

DEVELOPMENT ELEMENT	EXISTING DEVELOPMENT	PROPOSED DEVELOPMENT
David Lloyd	- Main club building - Gym, swimming pool and indoor spa	- Main club building - Refurbished gym, pool and indoor spa - New outdoor spa
Floor area	3047.7 sqm GIA	871.2 sqm GIA
Parking spaces exclusive to David Lloyd	75 spaces	70 spaces
Shared parking spaces	113 spaces	113 spaces

Purpose of Report

1.8 WBC Highways have provided a formal consultation advice in relation to the proposed development in a note dated March 2, 2026. A copy of this WBC pre-application response is provided in **Appendix B**.

1.9 The comments that relate specifically to this DSP are shown below:

“Given there are proposed changes of internal road arrangements and potential needs for additional parking provisions, the applicant shall confirm if the proposed turning areas remains suitable for the delivery, servicing and refuse collection arrangements.

The applicant is expected to demonstrate the manoeuvring of a fire tender vehicle entering and leaving the site access in forward gear to within 40m reach to the furthest point of the building. The council has adopted the following dimensions for fire tenders:



DB32 Fire Appliance
Overall Length
Overall Width
Overall Body Height
Min Body Ground Clearance
Max Track Width
Lock to Lock Time
Kerb to Kerb Turning Radius

8.680m
2.180m
3.452m
0.337m
2.121m
6.00s
7.910m



Meanwhile, the Highways assumes commercial waste collection applies to this site. Swept path for the proposed refuse collection vehicle shall be submitted.

A framework Delivery and Servicing Plan needs to be submitted to ensure efficient delivery of goods, and access by service and emergency vehicles as required in Paragraph 117 of NPPF.”

- 1.10 This report has been produced to respond to the WBC Highways in accordance with the requirements set out within the WBC Highways response note. It should however be noted that the site is already operating with servicing and delivery vehicles accessing the site.
- 1.11 The primary objective of the DSP is to manage deliveries and servicing to the site and demonstrate how these will be conducted safely, efficiently, and with minimal impact on the surrounding highway network, neighbouring land uses, and local amenity. Effective management will ensure that the potential for vehicle conflicts is avoided and that the proposals have the minimum impact on pedestrian and cycle movements within and around the Leisure Club.
- 1.12 This report outlines the anticipated delivery and refuse requirements, vehicle types, servicing frequency, servicing locations, and management measures that will be implemented throughout the operation of the Leisure Club.
- 1.13 A Transport Assessment (TA) has also been produced and will form part of the planning submission for the site. This report should be read in conjunction with the TA where necessary.
- 1.14 This DSP has been prepared in accordance with WBC's *Waste Management Facilities in New Developments* guidance. Following this introduction, this DSP is structured as follows:
 - **Section 2** – Provides a summary of relevant policies in relation to deliveries and servicing at the site;
 - **Section 3** – Outlines the aims and objectives of the DSP;
 - **Section 4** - Describes the servicing arrangements, including the proposed access strategy and details related to HGV loading and parking bays;
 - **Section 5** – Outlines how servicing will be managed;
 - **Section 6** – Summarises the monitoring regime that will be adopted; and
 - **Section 7** – Summarises the content of this report.



2.0 Policy Context

- 2.1 A summary of relevant planning policies and guidance on deliveries and servicing has been provided in this section.

National Policy

Revised National Planning Policy Framework (2024)¹

- 2.2 The National Planning Policy Framework (NPPF) was revised in response to changes to the planning system consultation on December 2024 and then updated with minor changes in February 2025.
- 2.3 Paragraph 116 - 117 of the NPPF notes:

“116. Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network, following mitigation, would be severe, taking into account all reasonable future scenarios.

117. Within this context, applications for development should...

- d) allow for the efficient delivery of goods, and access by service and emergency vehicles...”*

Local Policy and Guidance

Waste Management Facilities in New Developments (2024)²

- 2.4 The Waste Management Facilities in New Developments guidance contains county-wide accepted practices and strategy for waste management in buildings which developers, architects and managing agencies must take into account when designing for new developments.
- 2.5 In relation to accessibility of waste collection areas within a development, the guidance notes:

“10.1 Roads providing access to the storage facilities should have foundation and a hardstanding surface.

10.2 Minimum width of road should be 5m and should be designed so that allow forward direction. If reversing is unavoidable then distance should not exceed 12m. Adequate clearance should be provided above the vehicle.

10.3 A direct vehicular access to the bin store is necessary. Where this is not achievable then the distance to bin store should not exceed more than 10 meters of the parked collection vehicle or adopted highway.

10.4 Bin stores must be accessible to the collection crew outside of the building without passing through any part of the buildings.

¹ https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf

² <https://www.wokingham.gov.uk/sites/wokingham/files/2024-11/Waste%20and%20recycling%20Guidance%20Notes%20for%20Developers.pdf>



10.5 Access to bin stores should be clearly marked without any temporary or permanent feature so as to avoid any obstruction to the collection vehicle.

10.6 A drop kerb must be in place with no more than 1:12 gradient to allow emptying of bins without causing any health & safety issue. It must be non-slip and a minimum of 2m wide with foundations to endure the weight of the container with waste in situ.

10.7 A mechanism to hold the bin store doors must be in place for safe handling of bins.

10.8 Enough space should be provided to allow full movement of the bins for collection without having to move / handle other bins. Door width should allow easy manoeuvring of bin in and out of the bin store, ideally 2m.”

- 2.6 The specifications for delivery vehicles are outlined in Sections 11.0 and 16.0 of the guidance and is shown below:

Vehicle Details	
GVW	26,000kg
Wheelbase	5900mm
Turning circle	19.8m (Wall to Wall)
Engine	Volvo D8K 280bhp
Gearbox	Alisan MD30006 Speed Automatic
Fuel Tank	280 litre
Body Effective Volume	65/35 split Body 5.7 + 10.6m ²
Hopper Volume	65/35 split Tailgate 6.62m ² + 1.24m ² Sweep Volumes
Pod Volume	3.3m ³
Front Axle Plated Weight	800kg
Rear Plated Weight	19000k

Dimension	
Overall Length	10675mm (including bin lift)
Overall Width	2550mm
Overall Height	3650mm (6100 with tailgate raised)
Front Overhang	1665mm
Rear Overhang	3167mm (including bin lift)
Pod Tipping Height	1800mm recycling pod discharge height. 4575 max height when tipping

Other Related Guidance

Delivery and Servicing Plan Guidance (2020)³

- 2.7 The Delivery and Servicing Plan (DSPG) Guidance was published in 2020 by Transport for London and details how **Safe**, **Clean** and **Efficient** deliveries to sites can be achieved.

³ <https://content.tfl.gov.uk/delivery-and-servicing-plan-guidance.pdf>



- 2.8 Although the guidance was designed specifically for London, it contains widely accepted principles to reduce impacts related to deliveries and servicing of sites. The DSPG also provides links to tools and templates to help in the preparation of a Delivery and Servicing Plan. In the absence of any local guidance or template on this, the DSPG has been consulted.
- 2.9 A central part of the guidance is the structure and content of a Delivery and Servicing Plan. The DSPG advocates for Delivery and Servicing Plans to include:
- An introduction;
 - Specific information about the site including detailed information on access, loading bays, storage, and servicing arrangements;
 - clear objectives aligned with policy;
 - a package of measures to achieve those objectives. Measures can include infrastructure (such as off-street loading or waste storage) and operational policies (such as delivery booking systems, consolidation, or low-emission vehicles), with flexibility to evolve as occupancy increases;
 - Data on trip rates and targets; and
 - Monitoring.



3.0 Aims and Objectives

- 3.1 This section outlines in detail the overarching aims and objectives of the Delivery and Servicing Plan for the proposed development.

Aim

- 3.2 The overarching aim of this DSP is to ensure that all delivery and servicing activity associated with the site is managed safely, sustainably, and efficiently minimising adverse impacts on the local highway network while supporting the operational needs of the development.
- 3.3 To achieve this aim, a set of objectives have been adopted.
- 3.4 However, it should be noted that this is an existing site and is already serviced by the necessary vehicles.

Objectives

- 3.5 To achieve the aim of this DSP, a set of objectives have been adopted as detailed below.
- Ensure safe delivery and servicing operations, minimising conflicts with pedestrians, cyclists and other road users.
 - Minimise the environmental impacts of delivery activity, including emissions, noise and carbon output, through sustainable practices.
 - Reduce and better manage delivery and servicing trips by efficient routing and effective scheduling.
 - Encourage off-peak deliveries where appropriate to reduce congestion on the local transport network.
 - Provide and maintain adequate on-site servicing infrastructure to prevent inappropriate on-street loading and disruption.
 - Support efficient, well-managed site operations through clear responsibilities, monitoring arrangements and ongoing review in line with relevant transport policies



4.0 Proposed Delivery and Servicing Arrangement

The Layout

- 4.1 The site is bounded by Thames Valley Park Drive to the south with access being gained by priority arrangement via the northern arm of a four-arm roundabout just south of the site. This existing arrangement will be retained for the proposed development. The proposed layout of the site provided at **Appendix A** and the development does not change this.
- 4.2 In line with existing arrangements, access to and egress from the site will be via regulated arm barrier systems which ensures only scheduled deliveries and waste collection vehicles can access and exit from the site. Access to these arm barriers will be arranged to ensure these vehicles will be able to gain access as and when needed with minimal delays at the access point.
- 4.3 Clear signage and road markings will be maintained where provided to guide delivery and refuse vehicles safely to designated service areas.
- 4.4 The proposed layout of the site shows existing servicing and loading areas to the rear of the existing club building (west of the site) which will be retained for this proposal. This servicing area can be accessed in a forward gear.
- 4.5 Existing delivery and servicing strategies for the site will be retained for the proposed development.

Refuse Collection

- 4.6 The proposed site will maintain an existing dedicated servicing area to the rear of the club building (west of the main building). A 10.755m X 2.55m refuse collection vehicle (RCV) has been tracked to and from the servicing bay to the rear of the main club building which demonstrates that the site will continue to accommodate these vehicles as shown in **Appendix C**. Per existing arrangements, refuse collection will be carried out before the opening hours of the Leisure Club which allows the RCV to run against traffic on a short section of the access road (as shown in **Appendix C**), route round the car park and exit from the rear.

Deliveries

- 4.7 Deliveries will continue to be accommodated from two points at the site including bays at the front and rear of the main club building in the following way:

Opening Hours

- 4.8 During club opening hours, deliveries using large trucks (food, equipment, etc.) will be accommodated at the front of the main club building. For these large trucks, an adjoining bay to the loading bay will be cordoned off to accommodate a turning manoeuvre into and out of the loading bay as shown in **Appendix C**.
- 4.9 For deliveries using small/large vans, these can be accommodated at either the rear or front of the club building and will not require an adjoining bay being reserved.

Out of Hours

- 4.10 Outside of club operation hours when the car park is empty, all deliveries arriving the can use either loading bays to the rear or front of the main club building. These include both large trucks and large/small vans.
- 4.11 The vehicle tracking exercise in **Appendix C** demonstrates that the loading bay at the front and rear of the building can be accessed safely.



Emergency Vehicles

- 4.12 Similarly, the proposed site layout has been designed so it can accommodate both fire tenders and emergency vehicles as demonstrated in **Appendix C**.
- 4.13 The types of vehicles expected at the site will not change with the current proposal and so no further assessment is deemed necessary for the site access. It is also worthy of note that these existing arrangements described in this section currently function safely as corroborated in PIC records reviewed in Section 3 of the Transport Assessment.

Delivery and Service Vehicle Management

- 4.14 The operational day to day management of vehicular movements within Thames Valley Business Park is managed by a central Park Management and Security agency for the wider business park area. Within the site, management of servicing and delivery movements will be the responsibility of the General Manager of the David Lloyd club. The General Manager will be responsible for the DSP at the development site.
- 4.15 For the overall implementation of travel related measures at the site, the General Manager, Park Management and Security and Travel Plan Coordinator (TPC) will liaise with each other on a regular basis. The General Manager will be invited to the Travel Plan Steering Group meetings by the TPC, where these are convened, in order to maintain a working relationship with WBC in terms of the servicing movements to and from the site.

Expected Delivery and Service Vehicle Types

Delivery

- 4.16 The anticipated delivery vehicle types are:
- Small and Large vans/trucks (e.g. parcel delivery and food delivery trucks)
 - 10m X 2.55m Rigid vehicles (maximum 7.5 tonnes) for food delivery, equipment delivery or replacement

Servicing

- 4.17 The anticipated refuse collection vehicle type accords with refuse vehicle specification detailed in WBC's *Waste Management Facilities in New Developments* guidance:
- 10.755 X 2.55m Rigid Truck (26-Tonne Gross Vehicle Weight)
- 4.18 All delivery and servicing activities will be carried out within the site where practicable. Vehicles will be able to:
- Enter the site in a forward gear;
 - Manoeuvre safely into a designated service area; and
 - Exit the site in a forward gear
- 4.19 A vehicle tracking exercise has been carried out which demonstrates a 10.755m X 2.55m refuse truck and a 10m X 2.55m rigid truck can easily access the servicing bays to be retained at the rear of the club building. A 10m X 2.55m rigid truck has also been tracked from the loading bay close to the main entrance of the club building. These are shown **Appendix C**.
- 4.20 As the site is already in operation, any existing Vendor Booking System in place at the site will be retained to schedule arrival times of the deliveries. It is considered the booking system will take access requirements for the arm barrier system at the access and egress points into consideration to minimise congestion and queuing within the wider #1 Thames Valley Park site especially along Thames Valley Park Drive. The system also takes into account local



factors such as road capacity and any time restrictions within the wider Thames Valley Business Park where applicable.



5.0 Delivery and Servicing Management Plan

Refuse Storage

- 5.1 As the site is currently in operation, existing arrangements for refuse collection will be retained for the proposed development.
- 5.2 Dedicated refuse and recycling storage will be retained to the rear of the main club building in clearly marked and signed areas. This area will continue to be used for servicing as shown in **Appendix C**. As demonstrated in Section 4 and **Appendix C**, the existing storage areas and servicing bays can be accessed safely.
- 5.3 All waste will be stored in secure, lidded containers. Storage areas will be located appropriately to minimise visual and odour impacts

Refuse Collection

- 5.4 Refuse collection at the site will continue to be undertaken by a licensed waste management operator. Refuse collection frequency is expected to be as outlined below. However, it is worthy of note that the collection frequency may be outside the control of the site management as some special circumstances may arise which may cause the stated frequency to be altered (e.g. bank holidays, refurbishment etc):
 - General waste: 1–2 times per week
 - Recycling: Once per week
- 5.5 Refuse vehicles will access the site via the approved access route. Refuse collection exercises will be carried out in such a manner as to not impede vehicle circulation, pedestrians, or cyclists' movements within the site.

Vehicles and Drivers

- 5.6 All parcel and courier companies used by the site management must comply with the site's specific code of conduct, making sure that all drivers have the appropriate training and that vehicle maintenance is up to date.

Reducing Movements

- 5.7 To reduce vehicle trips to the site, efficient logistics planning will be employed. All deliveries will be pre-booked through a central system to avoid unnecessary trips and ensure materials are grouped and delivered in full loads wherever practicable.
- 5.8 Suppliers and contractors will be encouraged to source locally, use larger or shared vehicles, and align deliveries with on-site storage capacity to enable fewer, well-planned trips.
- 5.9 Through proactive coordination, monitoring, and continual review, the strategy will minimise traffic impacts, reduce carbon emissions, and support safe and efficient site operations.

Parking Restrictions

- 5.10 Parking outside of designated parking bays within the site will be strictly prohibited. Where practicable, shared parking areas within the wider 1 Thames Valley Park site may be utilised for delivery.
- 5.11 Parking restrictions are already in place along Thames Valley Park Drive in the form of double yellow lines and enforced by traffic cameras along the road. These altogether serve to check indiscriminate parking outside of the site.



6.0 Monitoring and Review

- 6.1 This section outlines the monitoring and review strategy for the Delivery and Servicing Plan in relation to the operations at the site.

Monitoring

- 6.2 The DSP is intended to be a living document that evolves over time in response to changes in the way the that the site will operate. To this end, the DSP includes provision for continual monitoring.
- 6.3 The on-site management team led by the General Manger of the Leisure Club will be responsible for the monitoring process. A record of delivery and servicing activity will be maintained on a daily or weekly basis (whichever applies). Details to be held in record will include the following:
- Date;
 - Delivery Arrival / Departure Time;
 - Type of Vehicle;
 - Goods Delivered; and
 - Any other comments.
- 6.4 All suppliers and contractors will be informed of:
- Approved routes to and from the site;
 - Delivery and servicing times; and
 - On site servicing arrangements

Review

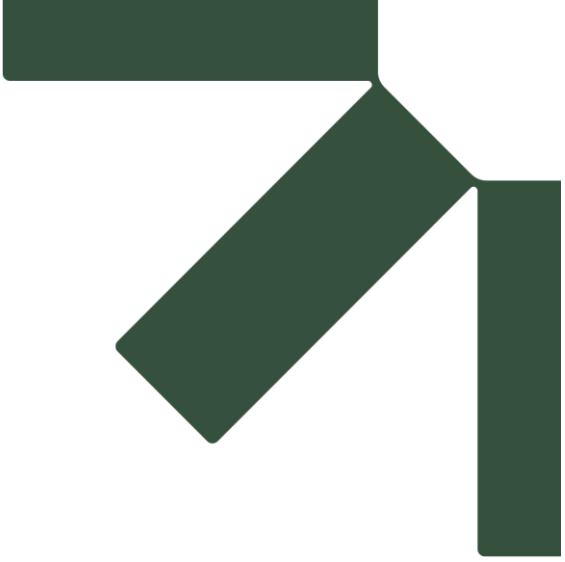
- 6.5 The on-site management team led by the General Manager will constantly monitor/ review the success of the DSP and where necessary will propose changes which will need to be approved in writing by WBC prior to implementation.
- 6.6 The contact details of the onsite management team lead will be provided to WBC so that in the event of any issues that arise, the Council can arrange a meeting to discuss these matters.



7.0 Summary

- 7.1 SLR Consulting has prepared a Framework Delivery and Servicing Plan for the proposed redevelopment of an existing David Lloyd health, fitness, and sports facility at Thames Valley Business Park in Earley, Wokingham.
- 7.2 The proposed development will provide an additional 871.2 sqm GIA of floor space (comprising 838 m² GIA for the gym and pool refurbishment and 33.2 sqm GIA for the proposed sauna building) bringing the total floor space at the existing Health and Fitness Club to 3918.9 sqm GIA. This proposal represents a 29% increase in floor area.
- 7.3 The proposed development will provide 70 allocated spaces which is a reduction of 5 spaces from the current provision of 75 allocated spaces for David Lloyd. The site will also retain use of 113 shared parking spaces available to all facilities within 1 Thames Valley Park Drive.
- 7.4 The DSP has been produced to meet Wokingham Borough Council Highways requirements and sets out how deliveries and servicing will be managed safely and efficiently to ensure minimal impact on the surrounding road network, pedestrians, cyclists, and neighbouring uses.
- 7.5 The existing site access, servicing arrangements, loading bays, and barrier-controlled entry will be retained. A vehicle tracking exercise has been carried out which demonstrates all vehicles expected at the site will continue to be accommodated safely within the site. This is shown **Appendix C**.
- 7.6 Measures have been adopted within this Framework Delivery and Servicing Plan to manage deliveries and servicing to the site. The DSP is intended to be a living document, monitored by the on-site management team to ensure effective ongoing operation.





Appendix A Proposed Site Layout

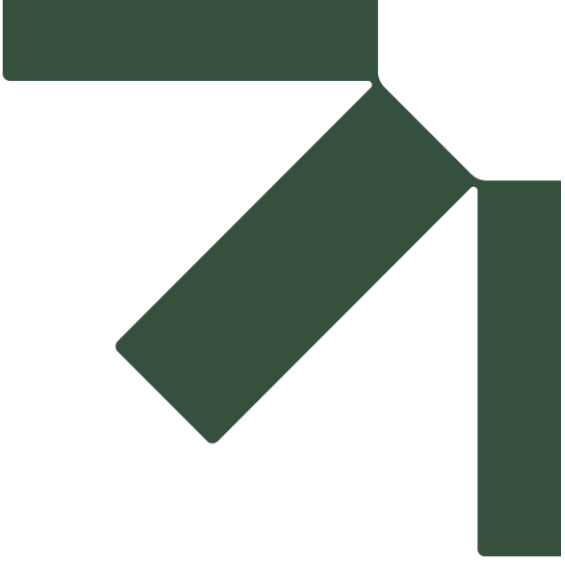
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David Lloyd Reading, Thames Valley Business Park, Reading

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Appendix B WBC Highways Pre-Application Consultation Response

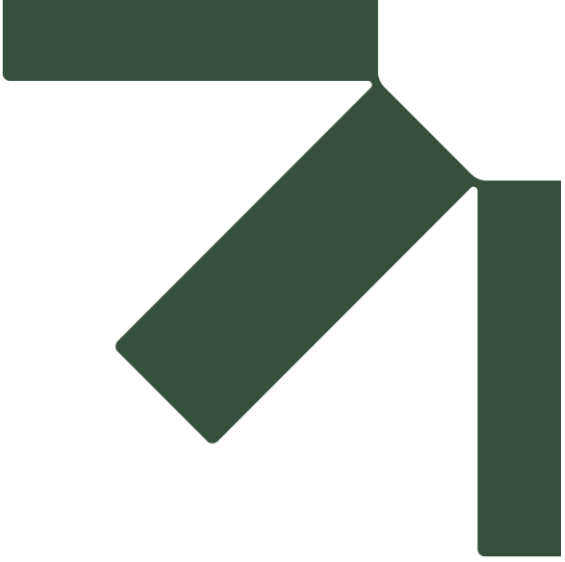
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Appendix C Vehicle Access and Swept Paths

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Making Sustainability Happen