

Technical Note

DELIVERY & SERVICING MANAGEMENT STRATEGY

Newlands, Sindlesham

Project Reference: J260109

Client: Mr & Mrs J Sillett

Revision: -

Status: Draft

Author: JP

Date: January 2026

FASTNET TRANSPORT PLANNING

1 Introduction

- 1.1.1 Mr & Mrs J Sillett have instructed Fastnet Transport Planning to prepare this Delivery and Servicing Management Strategy (DSMS) in order to satisfy condition 3 of the planning consent (reference: 250785) issued by Wokingham Borough Council (WBC) for a scheme to provide equestrian facilities at Newlands, Mole Road.

2 Site Context

2.1 Local Area

- 2.1.1 The site is located between the settlements of Sindlesham and Arborfield Cross. A site location plan is provided below at Figure 2.1.
- 2.1.2 Mole Road is a single carriageway rural road with a carriageway measuring approximately 6.0m wide and verges laid to grass flanking both sides of the road.
- 2.1.3 The site is located geographically close to the M4 motorway but vehicular routes to reach it involve indirect routes through the Winnersh or Shinfield. Wokingham is located approximately 3.5 km to the east, with Reading approximately 5km to the north west.

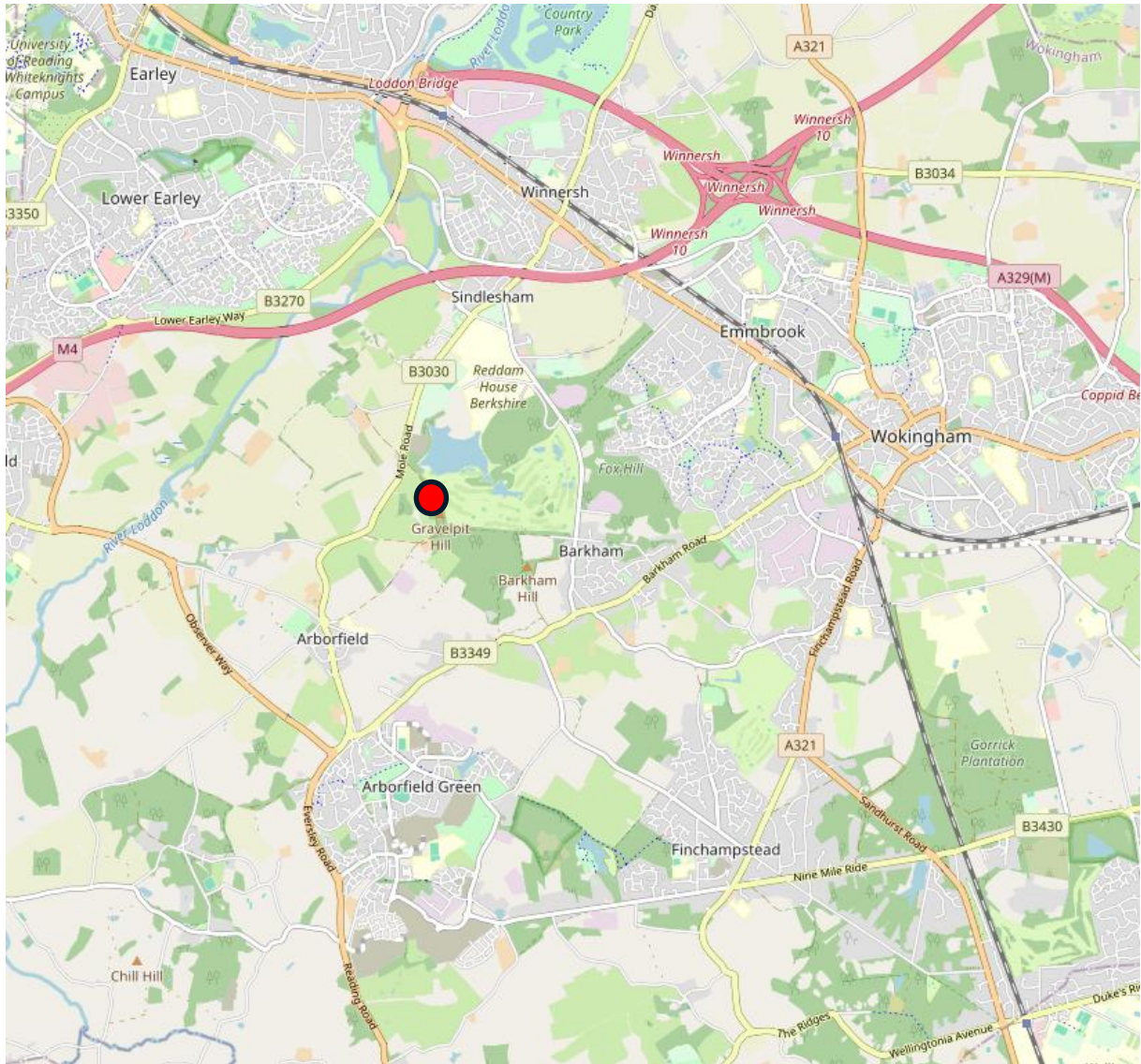
2.2 Site Access

- 2.2.1 The site will retain the existing vehicular access from Mole Road measuring approximately 21.0m wide, and which serves both this site and Newlands Lodge. A double width 5 bar field gate is positioned across the access at approximately 14m from the edge of the carriageway.

2.3 Site Layout

- 2.3.1 An access track of approximately 3.5m width leads from the gateway to the equestrian facilities. A swept path analysis was carried out to support the planning application and a copy of this can be found at the WBC planning portal. The analysis shows that vehicles up to 26T rigid HGV can access the site, turn around and leave in a forwards gear.

Figure 2.1 Site Location Plan



Source: OpenStreetMap®

3 Purpose of the Strategy

3.1 Definitions

3.1.1 Servicing can be defined as follows:

Servicing: Refers to the activities related to maintaining or supporting operations at a particular location. This can include tasks such as waste collection, cleaning services, maintenance work, and other routine support tasks that keep a site functioning properly.

3.1.2 This strategy is also taken to include deliveries, which can be defined as follows:

Deliveries: Involves the transport of goods or materials to and from a site. Deliveries are primarily focused on the transportation of products, stock, or supplies to the premises.

3.1.3 For the purposes of this strategy, horse box HGV movements originating from the site have also been included, although they do not strictly fall under the categories of either delivery or servicing.

3.2 Objective

3.2.1 The purpose of this DSMS is to ensure that the proposed development is serviced in a controlled and efficient manner, in order to minimise disruption to other users of the highway network and to minimise the environmental impact.

3.3 Aims

3.3.1 In pursuit of the overriding Objective set out above, the DSMS has a number of key aims which are set out as follows:

- Reduce delivery/servicing trips, where possible, especially during peak network hours;
- Provide and maintain safe, well-managed loading facilities;
- Recognise and prioritise delivery firms and service providers that can demonstrate a commitment to recognised best practice where possible;
- The co-ordination of vehicles both delivering to and collecting from the site;
- The regulation of vehicle types and sizes;
- The co-ordination of servicing and waste collection vehicle activity;
- Identification of responsible person; and,
- Contribute towards staff, supplier and road user safety.

4 Collection/Delivery and Servicing Requirements

4.1 Types of Delivery/Collection and Servicing

4.1.1 The site will have minimal delivery and servicing requirements. At the time of writing, the applicants envisage deliveries to comprise the following:

- Feed deliveries;
- Hay/haylage and wood shaving deliveries;
- Horse transport;
- Waste collection.

4.2 Overview

4.2.1 The types and frequencies of vehicles which are likely to visit the site are expected to be in line with similar facilities as with the existing operations.

4.2.2 Deliveries will generally be scheduled to arrive during the daytime period (9am – 5pm) between the local highway peak hours. Given the nature of the site, it is not expected to be common for more than one delivery vehicles to be visiting the site at any one time, and for this reason it has not been necessary to invoke a formal booking procedure for inbound delivery vehicles.

4.2.3 All delivery and servicing vehicles anticipated to visit can easily be accommodated within the site.

4.3 Expected Delivery/Collection Vehicle Types and Frequencies

Feed

4.3.1 The current supplier delivers to the site using an 18T HGV. Deliveries currently take place once per week on a Monday.

Hay/haylage/woodshavings

4.3.2 Hay/haylage and woodshavings are delivered by tractor and trailer from a nearby farm. These deliveries are made on a demand basis, with varying factors controlling the demand. On average a delivery is made once every 3-5 days.

Horse Transport

- 4.3.3 Newlands operate 2 horse transport vehicles: an 18T and a 26T rigid HGV horsebox. These vehicles are used sporadically on demand to visit local, national and international events. The events tend to take place during the summer and usually last 1-3 days, although on occasions multiple events will be visited without returning to base. Either one or both vehicles will be used, depending upon the number of horses attending said event(s).

Waste and Recycling

- 4.3.4 All organic waste (bedding and manure) is initially composted on site. Occasional collections (monthly) of the resulting rotted compost takes place by a local farmer for use as fertiliser. All other waste is collected by a waste collection contractor once per fortnight.

5 Routing

- 5.1.1 Given the very low number of delivery and servicing vehicles, a specific routing strategy is not considered necessary. The existing feed delivery and waste collection vehicles visit the site as part of a pre-planned route to maximise efficiency. As noted above, the site based horse transport vehicles are used sporadically to visit specific destinations, such as equestrian events. Journeys tend to be long distance and are primarily taken using the M4/A329(M), although local destinations are, on occasions, accessed via other appropriate routes. Routing is chosen using HGV-specific satellite navigation devices to avoid weight, height and width restrictions.

6 Delivery and Servicing Management

- 6.1.1 This section sets out the measures and management techniques appropriate to the site which will be employed to minimise the impact of servicing vehicles.

Strategy Management

- 6.1.2 This DSMS will be maintained, monitored and implemented by a designated member of the site management team.

Scheduling Deliveries

- 6.1.3 Weekly feed deliveries take place outside of highway peak hours, as do waste collection services, ad-hoc hay/haylage and woodshaving deliveries.

Reduce Delivery, Servicing and Collection Frequencies

- 6.1.4 Newlands aim to reduce the frequency of individual deliveries, through consolidation of orders and, if required in future, the identification of common suppliers. If possible, fewer visits will result in decreased vehicle trips, reduced mileage, and lower CO₂ emissions associated with the site. This approach can also help minimise delivery costs.

Waste Management

- 6.1.5 As noted above, waste collection once every two weeks.

Vehicle Types

- 6.1.6 Deliveries are made in bulk using HGVs and tractors with trailers, and scheduled in advance to avoid repeated smaller visits.

Accreditation

- 6.1.7 Non-local suppliers will be encouraged, where possible, to join relevant accreditation schemes such as Fleet Operator Recognition Scheme (FORS).

7 Implementation

- 7.1.1 The DSMS, as a live document, will be reviewed and updated as needed when local conditions or delivery processes change, and at appropriate regular intervals. The appointed responsible person will oversee its continuous implementation and review.
- 7.1.2 Additionally, all appointed contractors and delivery companies will be required to comply with and implement suitable management systems that align with the goals and requirements of the final agreed DSMS.

8 Monitoring

- 8.1.1 The impact of the site's delivery and servicing activities will be monitored by the responsible person. The effectiveness of the DSMS will be assessed by the management. Monitoring will provide the information needed to assess how well the strategy is working and will allow it to be updated as necessary in response to any issues that arise. A log will be maintained of any incidents, comments, or feedback from clients, staff, and drivers.

8.1.2 Monitoring will include gathering delivery and servicing data, including, but not limited to the following information:

- Frequency of visits from service providers;
- Records of any vehicles greater than 26T visiting the site;
- Loading procedures;
- Feedback (positive or negative) from suppliers, or third parties;
- Procedures and criteria for selecting new suppliers or delivery companies; and,
- Opportunities to reduce administrative and on-site processing time for delivery and servicing.

8.1.3 These factors will be reviewed at appropriate intervals to ensure that the strategies outlined in the DSMS are effective and support the management in meeting the stated objectives, including minimising any negative impacts of delivery and servicing activities.

[Seeking Improvement](#)

8.1.4 Through the monitoring regime, the management will assess the performance of the DSMS. If they consider the site's operations to be significantly affecting the local highway network, or areas for improvement have been identified, a plan will be developed in coordination with the local authority.