



Delivery & Servicing Management Strategy

Upper Campfield, Enterprise City

Allied London Campfield Developments Limited

Prepared by:

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SLR Project No.: 415.064618.00001

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Revision Record

Revision	Date	Prepared By	Checked By	Authorised By
01	31 May 2024	Emilia Gosden	Gareth Davis	Gareth Davis

Basis of Report

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1.0 Introduction

Introduction

- 1.1 SLR has been appointed by Allied London Campfield Developments Limited to prepare this Delivery and Servicing Management Strategy report to discharge Condition 27, associated with approved planning application 138377/FO/2023. The development proposals are for the following:

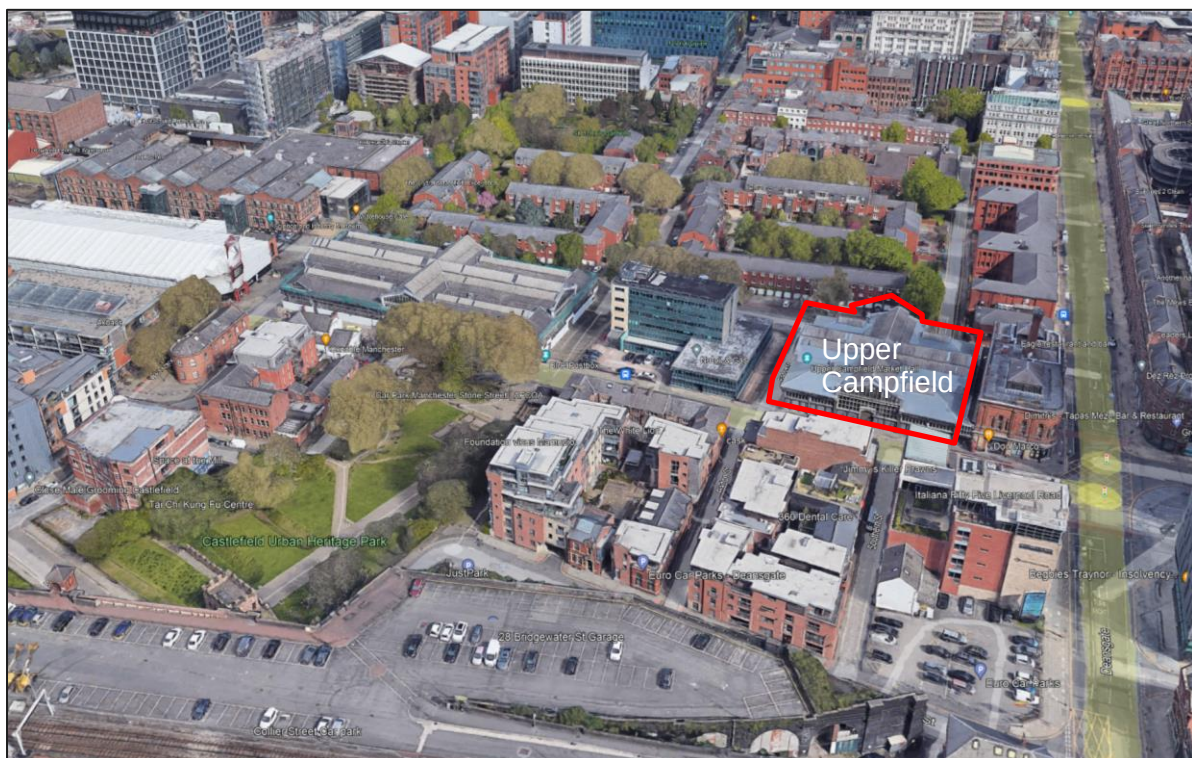
Refurbishment and restoration of the former Upper and Lower Campfield Market Halls to create a workspace development comprising offices, a technology incubator hub, recording studios and events space (Use Class E(g) / Sui Generis) with ancillary bar, cafe and events spaces; and retail unit (Use Class E(a)); together with associated cycle parking at Castlefield House

- 1.2 This Delivery and Servicing Management Plan builds on the framework document that was submitted with the planning application and covers the Upper Campfield Market building. The Delivery and Servicing Management Plan for Lower Campfield falls under a separate cover.

Site Location

- 1.3 The site is located directly north of the A6143 Liverpool Road and is located within the heart of Manchester City Centre. An aerial view of the site showing the approximate boundary, is provided as **Figure 1.1**.

Figure 1.1: Existing Site Location (Upper Campfield)



- 1.4 The site lies within the wider Enterprise City proposals which involves the creation of a new tech, media and creative cluster in the Manchester City Centre.

Purpose of the Report

- 1.5 This Delivery and Servicing Plan has been prepared to discharge Condition 27 of planning application 138377/FO/2023 (Upper Campfield). The wording of the relevant condition is extracted below:

Prior to the first use a Delivery and Servicing Management (including taxi pick up and drop off, parcel deliveries and food drop off) for the development shall be submitted for approval in writing by the City Council, as Local Planning Authority. The strategy should work to ensure that servicing/delivery activities the building are co-ordinated to ensure efficient use of the proposed loading bay.

The approved strategy, including any associated mitigation works, shall be implemented and be in place prior to the first occupation of the development and thereafter retained and maintained in operation.

Reason - To ensure appropriate servicing management arrangements, particularly for food and deliveries, are put in place for the development in the interest of highway and pedestrian safety pursuant to policy SP1 and DM1 of the Manchester Core Strategy (2012).

- 1.6 Considering the above, this delivery and servicing strategy will set out the following:

- Calculation of the number of delivery vehicles;
- A service strategy for the movement of goods and parcels;
- Taxi pick up and drop off arrangements;
- Forecast waste generation & recycling rates;
- Proposed waste management strategy;
- Proposed waste storage facilities; and
- Forecast the refuse collection frequency.

Structure of the Report

- 1.7 Following this introductory chapter, this document considers the following:

- **Section 2: Development Proposals** – outlines the development proposals;
- **Section 3: Delivery Strategy** - outlines the delivery strategy for the site;
- **Section 4: Waste Forecasts** – considers the waste forecasts for the proposed development in terms of the required bin storage capacity;
- **Section 5: Refuse Storage** –describes the refuse storage for the site;
- **Section 6: Waste Transfer and Strategy** – assesses the waste transfer routes for the site; and



- **Section 7: Conclusions** – details the report conclusions.



2.0 Development Proposals

Existing Use

- 2.1 The Upper Campfield Market building is currently vacant and is listed as in need of renovation and refurbishment by MCC. The building is currently served by multiple entrances from road level on all street facades and has a narrow vehicular access point off Barton Street (servicing / deliveries only).

Development Proposals

- 2.2 Upper Campfield will be refurbished and converted into a modern studio and workstation space for media, digital and creative industries to generate new employment in these areas. The main pedestrian entrance to the site will be from Liverpool Road, on the southern elevation. The description of the development proposals for Upper Campfield are detailed below:

Ground Floor

- 5 studio spaces and 7 Edit suites (total 842 sqm); and
- Delivery loading Bay off Barton Street.

Mezzanine Floor

- 3 x creative workspaces (total 517sqm).

- 2.3 The expected occupancy for Upper Campfield will be 241.
- 2.4 The site layout plan is attached as **Appendix A** to the rear of this report.

Parking

- 2.5 Upper Campfield will not provide any car parking provision. Due to the City Centre location and excellent sustainable connections to the site this is considered an appropriate provision.

Cycle Parking

- 2.6 Upper Campfield will provide seven secure cycle parking spaces in the adjacent Castlefield House.



3.0 Delivery Strategy

Introduction

- 3.1 This chapter of the report will set out the site strategy for the movement of goods and parcels and calculate the anticipated number of delivery vehicles.

Typical Deliveries

- 3.2 The principal deliveries for Upper Campfield and its associated uses are set out in **Table 3.1** below:

Table 3.1: Typical Deliveries

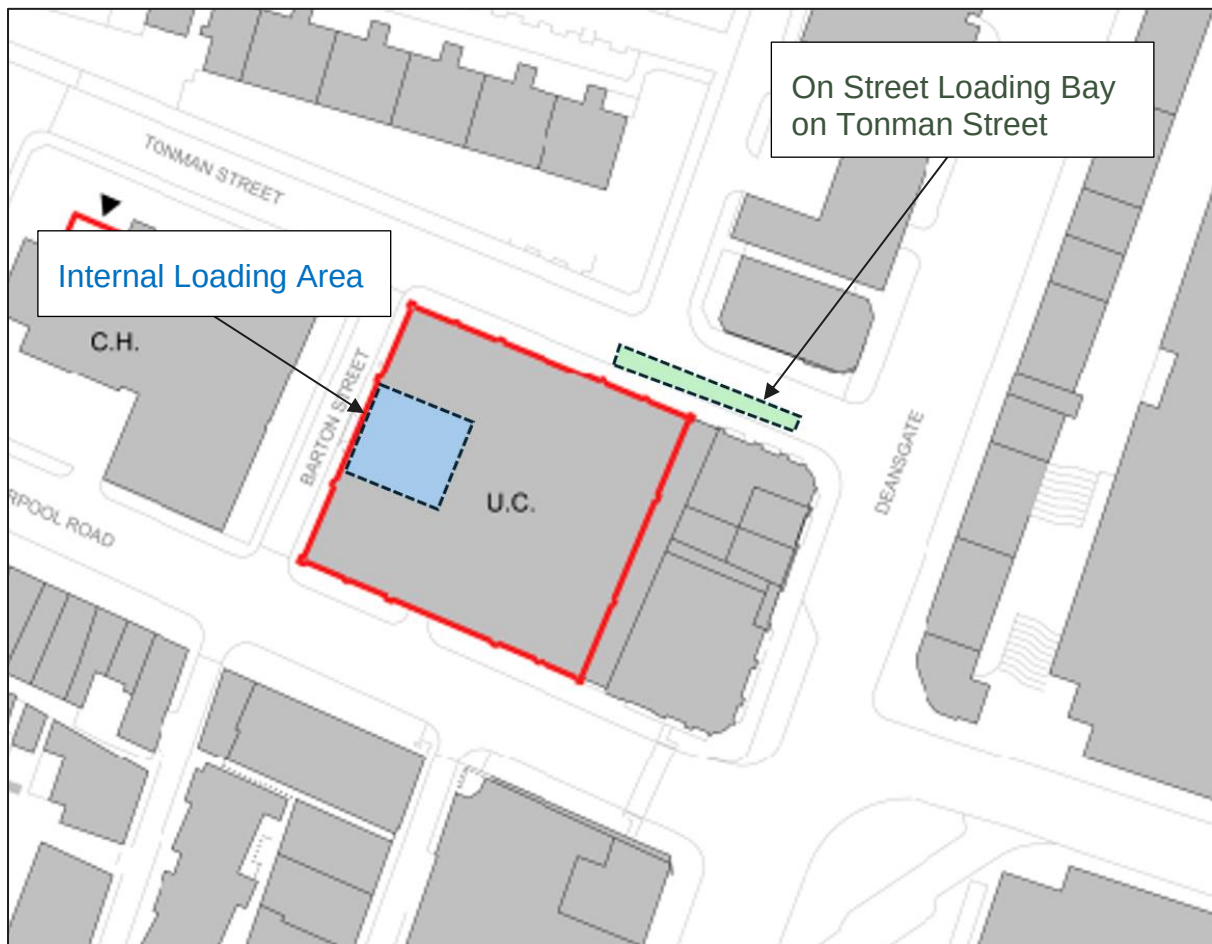
UPPER CAMPFIELD - WORKSPACE / STUDIOS / EDIT SPACE
Post and courier parcel deliveries
Stationary
Furniture
Sanitation
IT equipment
Minor food deliveries (ie. tea, coffee, milk)
Staging / Lighting / Instruments
Camera & Sound Equipment

Delivery Strategy

- 3.3 Typical daily deliveries, ie. parcels etc. will taken from the existing designated loading bay on Tonman Street, where deliveries will then be wheeled or carried into Upper Campfield from the rear.
- 3.4 Larger production deliveries and those requiring lengthy unloading / loading will be taken from the internal loading bay within the building footprint, accessed via the roller shutters off Barton Street. These two delivery locations for the site are illustrated on **Figure 3.1** below.



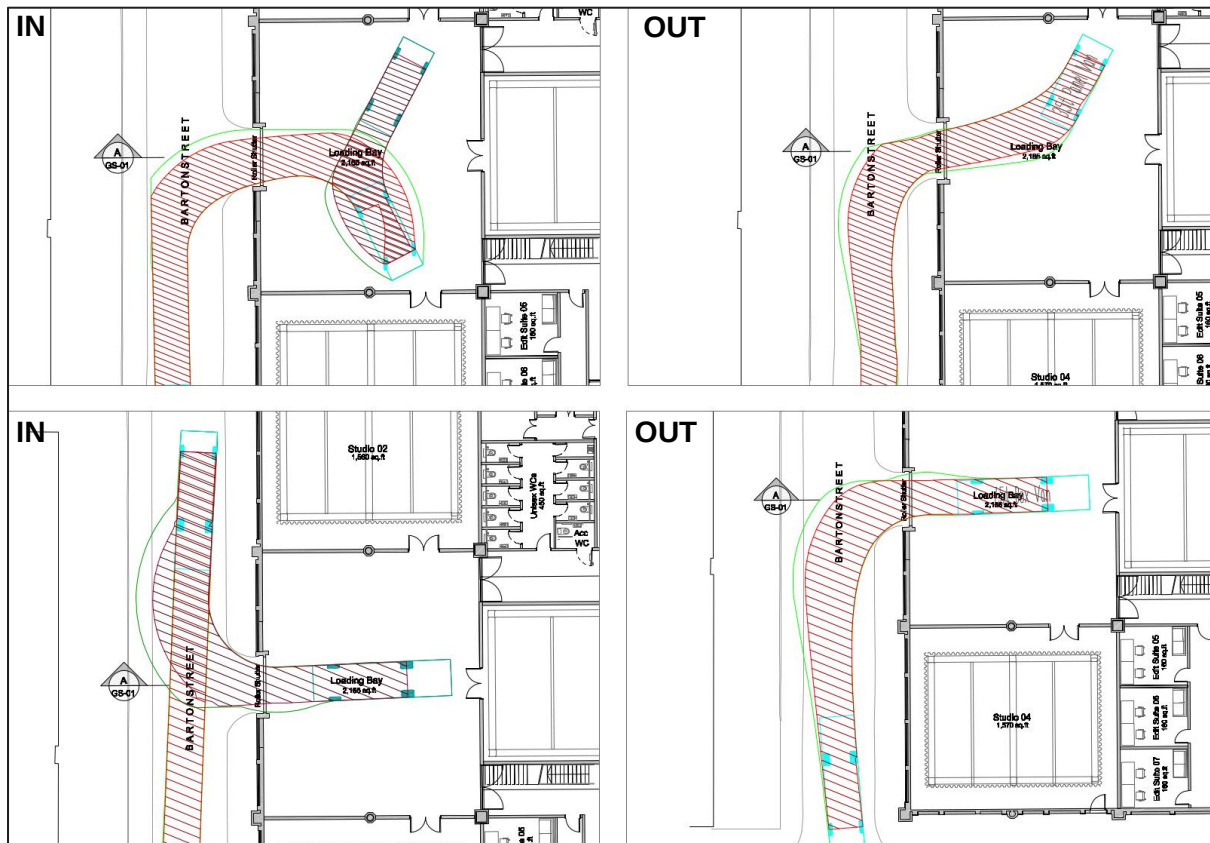
Figure 3.1: Delivery Strategy for Upper Campfield



- 3.5 For deliveries associated with the internal loading bay, it is anticipated that a Luton style box van or smaller will be used. **Figure 3.2** below shows the swept path analysis of delivery vehicles (3.5 tonne Panel Van and a 7.5 tonne Box Van) successfully accessing and egressing the site via the internal loading bay off Barton Street. The 7.5 tonne box van will be accompanied by a banksman when making its inbound movement.



Figure 3.2: Servicing Arrangements Swept Path Analysis



- 3.6 The on-site management team would be made aware of all deliveries for the site and would inform delivery companies of the protocols, speed limit and access strategy. Any inappropriate driving or parking would result in the delivery company being warned and ultimately being banned from the site.

Delivery Movements

- 3.7 It is expected that there would be around 2 – 3 servicing and delivery vehicle trips per day. However, this figure will likely vary slightly day to day due to ad hoc deliveries associated with the site operations. These ad hoc / bespoke deliveries would include; film and recording studio equipment, set pieces, props and costumes.

Taxi Drop-off and Pick-up Arrangements

- 3.8 Taxis will utilise the on-street designated taxi bay on Liverpool Street, which is circa. 75m from the main site entrance. Alternately taxis will utilise available designated on-street parking bays located on Tonman Street and Liverpool Road. In the unlikely event of any instances of inappropriate parking or behaviour by taxis, this will result in warnings and disciplinary action.



4.0 Waste Forecasts

Overview

- 4.1 This section of the report outlines the management of waste. Waste forecasts are discussed before the site's refuse storage provision is detailed and subsequent waste transfer strategy.

Policy Context

- 4.2 Manchester City Council (MCC) have published guidance on the design and management of buildings to produce waste management strategies that maximise the amount of waste that is recycled. This guidance GD04 requests that a Waste Pro Forma is completed to support development applications and this is presented in Appendix B.
- 4.3 To achieve high recycling rates, it states that all refuse should be separated at source and stored off the highway in purpose-built refuse stores minimising the distance to collection thus reducing the opportunity for spillage.
- 4.4 In accordance with Section 34 of the Environmental Protection Act 1990, the manager of the development has a legal 'Duty of Care' to ensure that waste is securely stored and disposed of legally. The most convenient way to achieve this is by using a registered waste carrier.
- 4.5 The Waste (England and Wales) (amendment) Regulations 2012 has introduced changes and updates that affect both waste producers and waste management companies alike. These include the need to separate wastepaper, metal, plastic and glass in different waste streams.
- 4.6 Another change will be the obligatory use of SIC codes in all documentation relating to waste management services and a compulsory commitment from waste producers to adhere to the waste hierarchy as described below:



- 4.7 To demonstrate compliance with regulations, a Waste Transfer Note is required when that waste is collected by the waste carrier. This may be provided electronically. Many carriers are also able to provide environmental reports to inform on the waste management performance.
- 4.8 Interventions are needed in all stages of the process to minimise waste going to landfill. The minimisation of waste and recycling interventions by the management company can help meet MCC's and the government's aspirations.
- 4.9 The waste collection would be overseen by the management company for the development and they would appoint a licenced waste carrier to remove the waste. The management company would have responsibility to ensure the internal and external areas are kept clean and to move the bins in coordination with the occupiers. Refuse store areas would also be subject to appropriate ventilation.
- 4.10 All new developments must meet the requirements of Part H6 of the Building Regulations 2000 (solid waste storage) which states:
- Adequate means of storing solid waste shall be provided; and
 - Adequate means of access should be provided for people in the building to the place of storage, and, from the place of storage to a collection point agreed by the waste collection authority.

Waste Streams

- 4.11 The four waste streams for the proposed development will be as follows:
- Pulpable Recycling (paper / cardboard);
 - Plastic / Metal / Glass recyclables;
 - General Refuse; and
 - Food / Organic Waste.

Waste Calculations

- 4.12 The waste forecasts for Upper Campfield have been calculated, with typical waste generation rates based on national guidance B55906:2005.
- 4.13 It must be noted that rates have been calculated based on expected occupancy. Due to the size of the development, waste will be collected on a daily basis and this has been applied to inform the waste forecast calculations.
- 4.14 The forecast of waste generation and the allocation of this waste volume per waste stream for Upper Campfield is detailed below in **Figure 4.1**.



Figure 4.1 – Upper Campfield Waste Forecast

Upper Campfield - Studio / Edit Space						
Person Forecast 235 Typical Occupancy						
Weekly Waste Forecast BS5906:2005 50 litres per employee per week = 235 persons x 50 litres per week = 11750 Litres of waste per week 2350 Litres of waste per day						
	Recycling Streams	General Refuse	Organic	Paper/ Card	Plastic/ Metal/Glass	Total
		30%	5%	50%	15%	100%
	Litres Per Week	3525	588	5875	1763	11750
	Litres Per Day	705	118	1175	353	
	EuroBin lifts per Day	1		2	1	4
	240litre bin lifts per Day		1			1

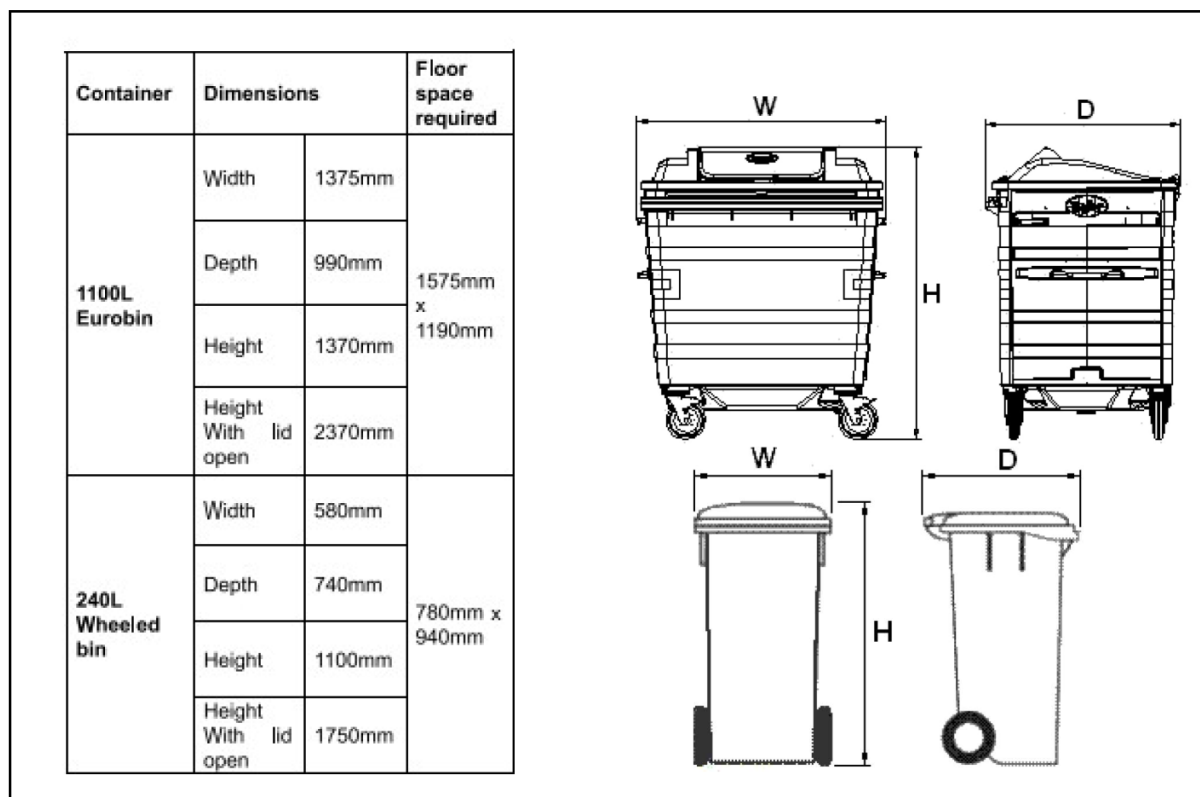


5.0 Refuse Storage

Refuse Storage

5.1 The proposed bin sizes for the development are described below in **Figure 5.1**.

Figure 5.1 – Proposed Bin Sizes



- 5.2 As discussed, refuse collection would be made on a daily basis, with the number of refuse containers required for the site described in **Figure 4.1**; 4 x eurobins and 1 x 240L bin is required.
- 5.3 If required, any additional waste collections will be controlled via an operation statement and control from the client.
- 5.4 The bin store would have an impervious floor, bump strips to avoid damage to doors and walls, be appropriately ventilated and to assist in cleaning, the bin store will benefit from a nearby water outlet. It will be the responsibility of the on-site management team to keep the bin store and transfer routes clean. The bin doors are a minimum of 1.3m wide and the bins stores would be covered by CCTV to monitor activity there.
- 5.5 The on-site bin store is presented in the proposed layout plans attached as **Appendix A**. As is shown, the bin store is located to the rear of the building and provides suitable bin storage, in excess of the forecast daily demand for the building.

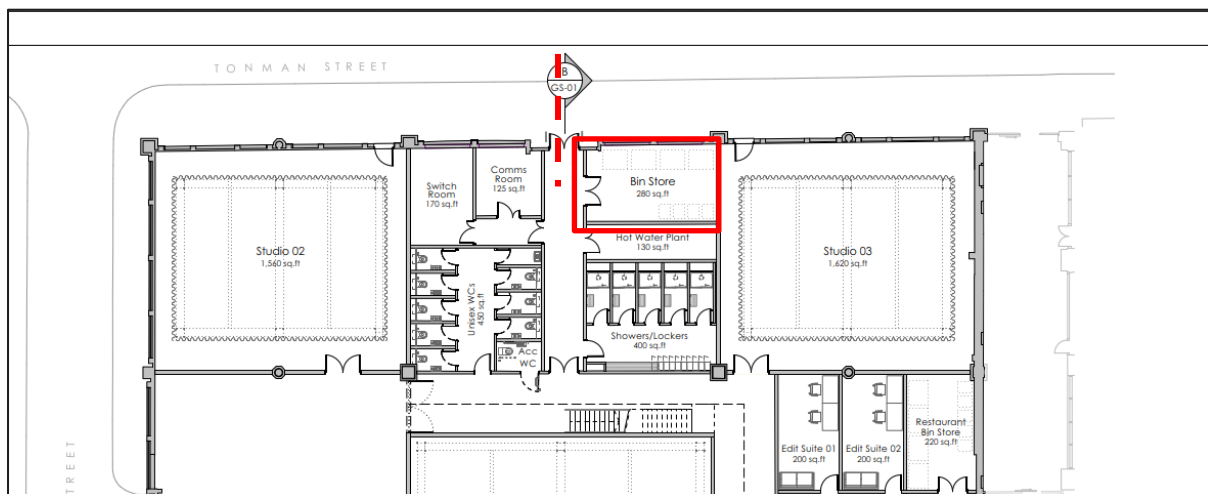


6.0 Waste Transfer & Strategy

Internal Waste Strategy

- 6.1 For the studio / edit suite / workspace element of the proposals, users of the site would take their waste to communal bins (segregated into waste streams) at multiple locations within the building and deposit their waste there. A member of staff will empty these bins on a daily basis and bring them down to the main bin store where waste will be transferred into 1100 litre and 240 litre bins, again into the appropriate waste streams.
- 6.2 Upper Campfield will also have a secondary bin store, labelled 'restaurant bin store'. However, this bin store is not associated with the proposals and is an existing provision that will be retained for the adjoining restaurant uses. Their collection regime will remain as existing.
- 6.3 The location of the proposed bin store for Upper Campfield is shown as **Figure 6.1**.

Figure 6.1: Proposed Bin Store and Transfer Route (Upper Campfield)

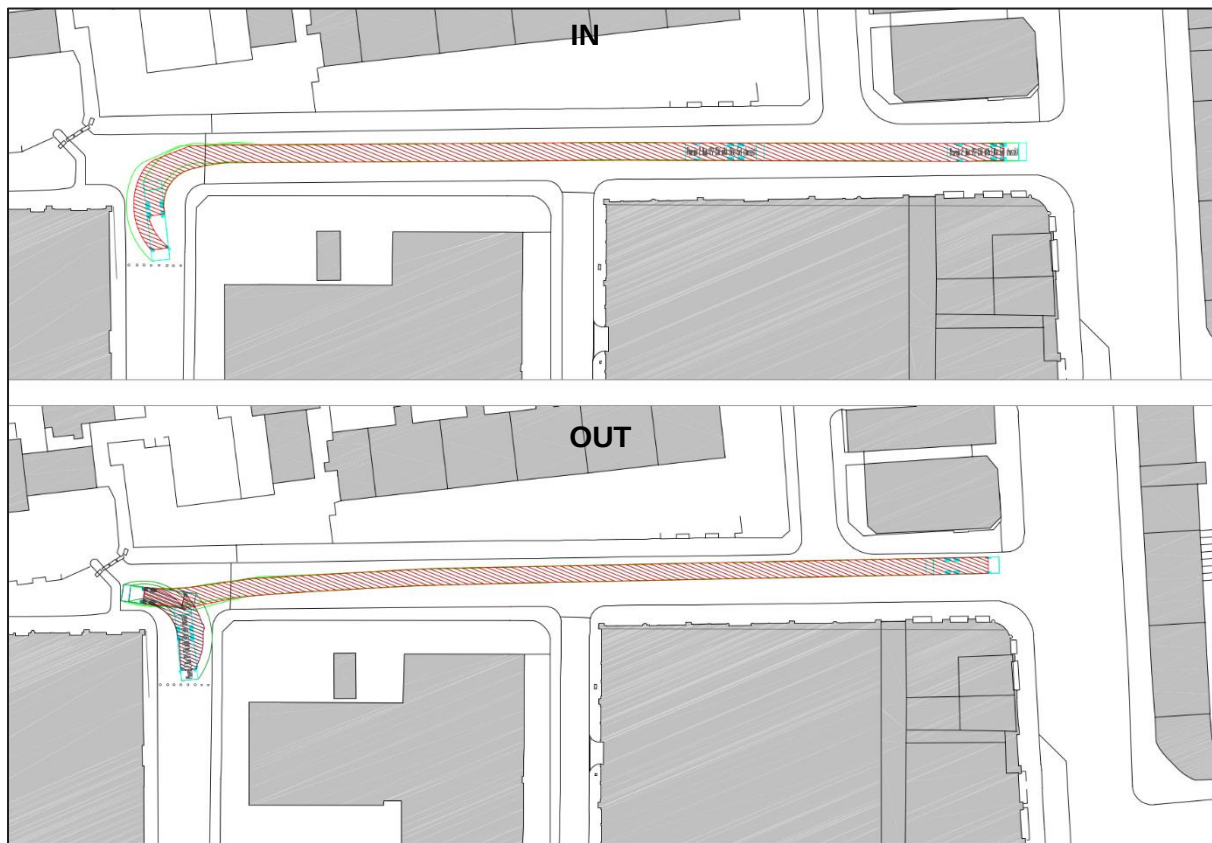


Waste Collection

- 6.4 The on-site management company would be responsible for taking bins out for collection. The collection point for Upper Campfield will be on Tonman Street. The transfer route from the bin store to the waiting refuse vehicle is also shown on **Figure 6.1** above. As is shown the transfer route to the public highway is less than 10m.
- 6.5 Waste collection would be undertaken by a licence waste carrier and overseen by the on-site management company who would ensure that the bins are only brought out immediately before collection and returned immediately after.
- 6.6 The relevant refuse context plan and swept path analysis of a large (11.5m) refuse vehicle accessing and egressing the site and pulling up to the bin collection point along Tonman Street and turning around, is illustrated in **Figure 6.2** overleaf:



Figure 6.2: Refuse Vehicle Tracking



Noise & General Service Vehicle Mitigation Measures

- 6.7 Daily waste collection will be scheduled to avoid early mornings and evenings, with waste collected during typical daytime hours.
- 6.8 In order to mitigate noise, additional planting and a levelled access from the bin store to the collection point is proposed. These measures will be in place prior to occupation of the development and retained thereafter.
- 6.9 Measures will be taken regarding pedestrian safety / amenity and servicing will be made with a minimum amount of noise and no use of the horn at any time.
- 6.10 As such vehicles will manoeuvre on site with as little noise as possible and drivers will ensure they:
- Engage gears quietly;
 - Keep engine revs to a minimum;
 - Apply brakes gently;
 - Close driver's door quietly; and
 - Engine off when not in use.

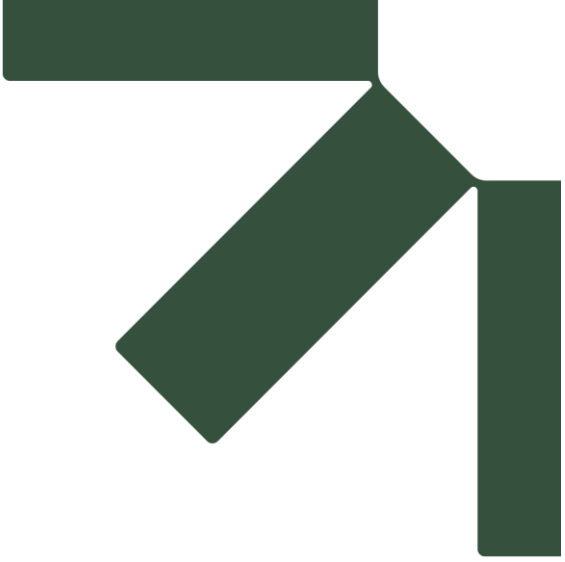


7.0 Conclusion

Conclusion

- 7.1 This Delivery and Servicing Management Strategy has demonstrated that deliveries associated with the proposed development are anticipated to be modest, with appropriate measures in place to ensure that deliveries will be undertaken in a safe and organised manner.
- 7.2 The operational waste arising from the proposed development will be managed in accordance with the relevant waste policies and guidance. Adequate waste storage will be provided within a new bin store and waste management on-site will be overseen by members of staff and on-site management. Refuse vehicles will be able to service the site in a safe and efficient manner.





Appendix A Site Plans

Delivery & Servicing Management Strategy

Upper Campfield, Enterprise City

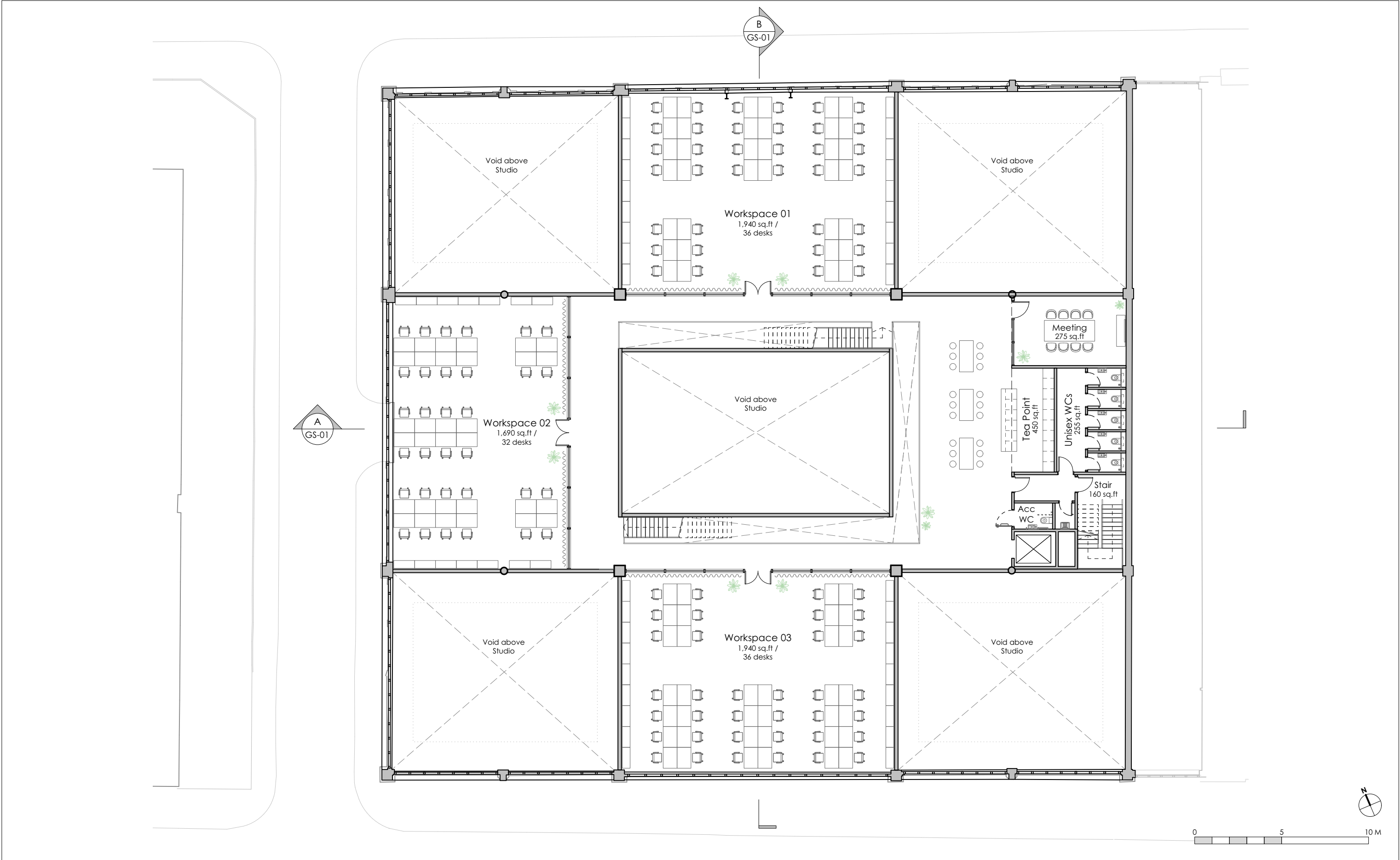
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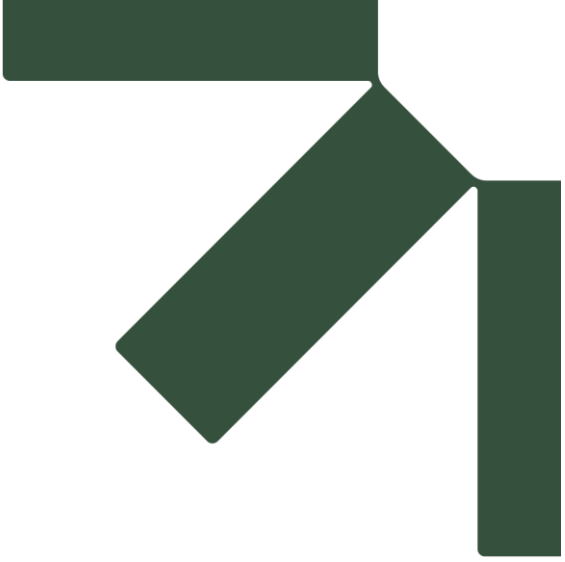
31 May 2024



	DRAWING <i>PROPOSED GROUND FLOOR</i>		General Notes: All dimensions to be checked on site prior to commencement of any works, and/or preparation of any shop drawings. Sizes of and dimensions to any structural elements are indicative only. See structural engineers drawings for actual sizes / dimensions. Sizes of and dimensions to any service elements are indicative only. See service engineers drawings for actual sizes and dimensions. This drawing to be read in conjunction with all other Architect's drawings, specifications and other Consultants' information. All proprietary systems shown on this drawing are to be installed strictly in accordance with the Manufacturers/Suppliers recommended details. Any discrepancies between information shown on this drawing and any other contract information or manufacturers/suppliers recommendations is to be brought to the attention of the Architect.
	SCALE <i>1:200 at A3</i>	PROJECT NUMBER <i>23-058</i>	
	DATE <i>Aug 2023</i>	DRAWING STATUS <i>Planning</i>	
	DWG No. <i>UC_GA-00</i>	REVISION <i>P3</i>	
PROJECT <i>Upper Campfield</i>			<i>P3</i> <i>P2</i> <i>P1</i> <i>Planning</i> <i>Planning</i> <i>Planning: Public Consultation</i> <i>13/09/23</i> <i>04/09/23</i> <i>31/08/23</i> STATUS REVISION DATE DO NOT SCALE FROM THIS DRAWING.



	DRAWING <i>PROPOSED MEZZANINE FLOOR</i>		General Notes: All dimensions to be checked on site prior to commencement of any works, and/or preparation of any shop drawings. Sizes of and dimensions to any structural elements are indicative only. See structural engineers drawings for actual sizes / dimensions. Sizes of and dimensions to any service elements are indicative only. See service engineers drawings for actual sizes and dimensions. This drawing to be read in conjunction with all other Architect's drawings, specifications and other Consultants' information. All proprietary systems shown on this drawing are to be installed strictly in accordance with the Manufacturers/Suppliers recommended details. Any discrepancies between information shown on this drawing and any other contract information or manufacturers/suppliers recommendations is to be brought to the attention of the Architect. DO NOT SCALE FROM THIS DRAWING.
	SCALE <i>1:200 at A3</i>	PROJECT NUMBER <i>23-058</i>	
	DATE <i>Aug 2023</i>	DRAWING STATUS <i>Planning</i>	
	DWG No. <i>UC_GA-01</i>	REVISION <i>P3</i>	
PROJECT <i>Upper Campfield</i>			<i>P3</i> <i>P2</i> <i>P1</i> STATUS <i>Planning</i> <i>Planning</i> <i>Planning: Public Consultation</i> REVISION <i>13/09/23</i> <i>04/09/23</i> <i>31/08/23</i> DATE



Appendix B MCC Waste Proforma

Delivery & Servicing Management Strategy

Upper Campfield, Enterprise City

Allied London Campfield Developments Limited

SLR Project No.: 415.064618.00001

31 May 2024

Appendix E Proforma for Planning Applications



MANCHESTER
CITY COUNCIL

Planning Application – Waste Management Strategy

Upper Campfield

Planning Application Number: 13877/FO/2023

Proforma submitted May 2024.

Estimated volumes/m² required by the development

Low Rise Domestic

Waste Types	Capacity Required (litres)	Number of bins required per household	Confirm what is to be provided
General refuse	140 / 240	Not Applicable	Not Applicable
Pulpable Recycling	140 / 240	Not Applicable	
Mixed Recycling	140 / 240	Not Applicable	
Garden Waste	140 / 240	Not Applicable	
Food Waste	23	Not Applicable	

High Rise Apartment Developments

	Yes/No – how much space has been provided?
0.43m ² has been provided per apartment for the container space. Space to manoeuvre and access containers individually has also been provided so that each container can be accessed and removed for collection individually.	Not Applicable.

Commercial Development

Please state the number of bins you propose, showing calculations when appropriate.

Bin Provision						
Upper Campfield - Studio / Edit Space						
Person Forecast 235 Typical Occupancy						
Weekly Waste Forecast BS5906:2005 50 litres per employee per week = 235 persons x 50 litres per week = 11750 Litres of waste per week 2350 Litres of waste per day						
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	Litres Per Week	3525	588	5875	1763	11750
	Litres Per Day	705	118	1175	353	
	EuroBin lifts per Day	1	1	2	1	4
	240litre bin lifts per Day					1
Bin Store Requirements General Refuse 1 x 1100litre Eurobin Organic Waste 1 x 240 litre wheeled bin Paper /Card 2 x 1100litre Eurobins Plastic/Metal/Glass 1 x 1100litre Eurobin						
Daily Collection of Waste						

Has / will a contract be obtained with a licensed waste carrier?	☒
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Mixed Use Developments

Are the stores for residential and commercial separate from each other?	Not Applicable.
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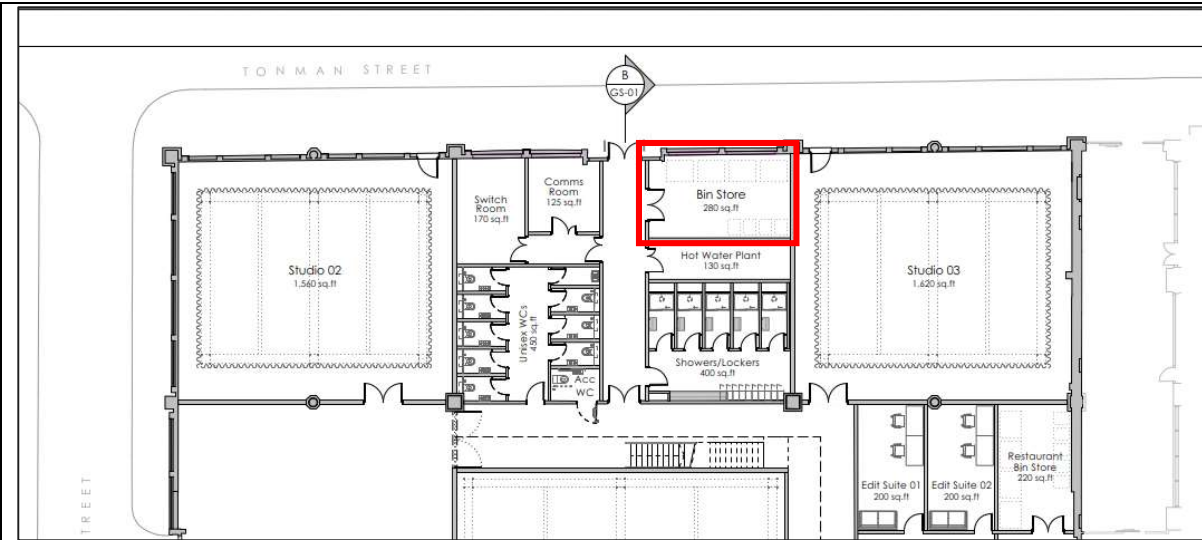
Internal Stores (Residential and Commercial)

Please provide details of internal stores / segregation of waste and recycling.

Within Upper Campfield segregated waste bins will be located within the central areas and communal points such as kitchens. These will include the 3 main waste streams (General, Paper/Card & Plastic/Metal/Glass.

Storage Areas for Waste Containers (Residential and Commercial)

Please provide details of containers stores, attaching plans if appropriate.



There is one refuse store located on the ground floor. This is discussed in detail within the submitted Waste and Servicing Strategy and for clarity is shown below.

The proposed development's refuse store is able to accommodate 4x 1,100 litre Eurobins and 1 x 240litre bin. Further space is available here for ad-hoc waste items to be stored awaiting specific collection.

Transfer Route

Waste is brought out for collection on Tonman Street

Refuse containers will be brought out immediately prior to collection and wheeled back into the refuse store immediately after collection.

Ensure all bins in the store are accessible	☒
Ensure recycling facilities are as easy to access as general refuse	☒

Please confirm details of waste store ventilation and hygiene / cleaning proposals

Ventilation – It will be ensured that the internal refuse store will be appropriately ventilated.

Hygiene – Refuse containers will be of appropriate construction, kept in sound condition, and will be easily cleaned / disinfected. Adequate facilities will be used for storing and disposing waste. The refuse store will be managed in a way that enables them to be kept clean. Waste will be disposed of in a hygienic and environmentally-friendly way, in accordance with legislation.

Please provide details of who will be responsible for placing the bins at the collection point and returning them to the store / property promptly e.g. resident / management company.

On-site Management will ensure this strategy works day to day and as such will be responsible for ensuring the refuse store is accessible on collection days. They will also wheel the various refuse containers to the adjacent collection point on collection days.

It is expected that refuse activity will be undertaken between the hours of 10:00 and 16:00 in order to minimise the noise impacts towards surrounding land uses.

Please ensure that you have attached:

Detailed plans of waste stores – Yes, please see the Waste and Servicing Strategy.	☒
Location plans showing stores – Yes, please see the plans contained in Appendix A of the Waste and Servicing Strategy.	☒
Location plans showing the proposed collection point and the route the collection vehicle will take - Yes, please see the Waste and Servicing Strategy	☒

Please ensure that you have completed this form in accordance with our GD04 Waste Storage and Collection Guidance for New Developments – Yes, this has been ensured along with the Waste and Servicing Strategy.



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