

**PLOT 700, WINNERSH TRIANGLE
DELIVERY MANAGEMENT PLAN**

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1. INTRODUCTION

- This report has been prepared in support of a Section 73 application (reference VAR/2014/2499).
- Condition 12 currently places time restrictions on the movement of goods and states that:
"No goods shall be taken, either departing or received, between the hours of 2000 and 0700 on any day"
- Whilst technically deliveries at any time are acceptable from a noise impact perspective, it is recognised that it would be helpful to put in place a Delivery Management Plan (DMP) to set out the procedures to be undertaken to minimise disruption associated with deliveries to the site outside of normal working hours. The following represents the DMP.
- This Delivery Management Plan is only operative during night time hours: 11pm – 7am, 7 days a week.

2. ROCKWELL COLLINS

- Rockwell Collins is an American company founded in 1933, specialising in aerospace and defence. Their support network spans 150 countries with 20,000 employees worldwide.
- Rockwell Collins aircraft electronics are installed in the cockpits of nearly every airline in the world and its communication systems transmit nearly 70 percent of U.S. and allied military airborne communications. The company is involved in the new Boeing 787 Dreamliner and the Airbus A350XWB.
- Rockwell Collins has two offices in the UK – the headquarters in Suttons Business Park (within Wokingham Borough Council), and a Simulation and Training Solutions centre in West Sussex.
- Rockwell Collins will be relocating their headquarters to Plot 700, Winnersh Triangle in order to provide a head office for its UK activities and a high technology research and development centre. The new Rockwell Collins HQ at Winnersh Triangle will bring an initial 200 employees with capacity for a further 50 to Winnersh Triangle and the new location benefits from being purpose built to provide a creative environment to continue the development of innovative solutions to customers' requirements. As such a lease has been signed for the Winnersh Triangle site for 15 years.
- The current HQ at Suttons was established in 1985 as a specialist avionics service centre. Since then the business has built on this core technology and developed a number of market leading navigation products that are supplied to customers around the world.

3. VEHICLE MOVEMENTS

- The unit will be operated for B1 offices, high tech production, and research and development.
- There will therefore be very infrequent HGV deliveries (perhaps 10 HGVs entering the site a month).
- The occupant operates on flexible working hours between 08:00 and 19:00 hours with occasional exceptions due to customers (including the RAF) having an "Aircraft on the Ground" (AOG) incident that the occupant are contracted to respond to 24/7. Such incidents occur several times a month and involve the potential need to have unrestricted access to the site, and it is likely that the vehicles requiring access to the site will be light vehicles such as a small van, car or motorbike.

4. INSTRUCTIONS FOR WAREHOUSE/WORKSHOP EMPLOYEES

Warehouse and workshop employees should:

- Ensure the delivery bay doors, gates and shutters are well maintained to minimise noise when opening and closing.
- Ensure that the delivery area is clear of obstructions so vehicles can move easily.
- Make sure the delivery point is ready for the vehicle before it arrives - gates and doors should be open to avoid the vehicle idling.
- Ensure staff do not shout or whistle to get the attention of the driver.

5. BEST PRACTICE TO BE ADVISED TO ALL DRIVERS

- All HGVs and FLT's entering the site will be instructed that when delivering reversing alarms must be turned off or white noise alarms used.
- All HGV drivers entering the site will be instructed to turn their engines off when using the service yard, where possible.
- All drivers entering the site will be requested to do the following:
 - As approaching the site and manoeuvring into position, to remain aware of the effect noise levels can have on local residents.
 - Not to sound their horn.
 - To turn engines off when not manoeuvring.
 - To switch the radio off before opening the vehicle doors.
 - Minimise the frequency of opening and closing vehicle doors and do so quietly.
 - Not to whistle or shout to get the attention of store employees.
 - When finishing unloading/loading, close up the vehicle quietly.
 - Avoid over revving and seek to accelerate gently until the vehicle is a reasonable distance from the building, minimising excessive air brake noise.

6. INSTRUCTIONS FOR THE SECURITY GUARD / GATE KEEPER

The site has a 24/7 security guard / gate keeper who will be instructed to do the following:

- Instruct all drivers entering the site of the need to minimise any disruption to nearby residents.
- Instruct all drivers entering the site that reversing alarms must be turned off or white noise alarms used.
- Instruct all HGV drivers entering the site to turn their engines off when possible when using the service yard.

7. MANAGEMENT

- The delivery schedule will be managed to avoid vehicles queuing on-site and to avoid night-time deliveries, where this does not impact on operations.
- The site will have 24/7 security guard presence and access to a list of Senior Managers to call as appropriate.
- A contact phone number will be provided to adjoining residents to use, should disturbance be unreasonable, so that appropriate action can be taken.

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