

**Planning Application in respect of:**

**Refuse Collection Vehicle Parking Site  
Ubico Downs Road Depot  
Units F & G, Supergas Industrial Estate,  
Minster Lovell, Oxfordshire, OX29 7LY**

**Planning & Transport Statement**

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**Planning Application in respect of Ubico Downs Road Depot  
Units F & G, Supergas Industrial Estate, Minster Lovell, Oxfordshire, OX29 7LY  
Planning & Transport Statement**

**1.0 Introduction & Background**

This statement is provided to support the planning application in respect of the refuse collection vehicle (RCV) parking area which forms part of the Ubico Downs Road Depot. This part of the site accommodates the following facilities:

- parking for refuse collection vehicles, and on site parking for staff cars
- An industrial shed which will house storage and/ or a vehicle repair workshop
- A range of temporary type/ demountable buildings which house office and staff WC/ changing and welfare facilities.

The planning application relates generally to the established existing use of the site, with minor proposed changes. The proposed development from the existing site use and operation are:

1. Proposed use of the existing industrial shed for storage and/or vehicle repair workshop (note that this shed has to date been used for storage by the current site operator, although it has consent for use as a vehicle repair workshop under an existing approved planning consent);
2. Proposed addition of 1nr additional light column with floodlights to better illuminate an area of the yard which is not currently illuminated to current standards. Refer to the proposed lighting design from the lighting engineers

Although the site has established use as a waste depot over recent years, this planning application is being submitted due to the divergence of the current layout and use from previous planning consents as submitted by previous site operators. The intention is that the current planning application will regularise the planning situation.

The site is held on leasehold by West Oxfordshire District Council and Ubico Ltd operate the site on the Council's behalf.

**1.1 Planning History**

This site has been used to accommodate parking and ancillary facilities to support West Oxfordshire District Council's waste collection service since the granting of planning permission in 2011 (planning ref: MW.0125/10).

The most recent planning consent relating to this site is an application by the previous depot operators for proposed repositioning of offices, cycle/ motorcycle and car parking, lorry parking, lighting and ancillary accommodation. (ref: MW.0043/14). This consent was granted on 9.6.2014.

Since this time, the current depot operator, Ubico Ltd have taken responsibility for the site. Their operational needs and priorities have required changes to be made to the site layout to ensure a safe and efficient site operation. Although the layout changes have been discussed with OCC planning officers via monitoring visits, there is a need for a new planning application to regularise the site layout as it stands.

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## **1.2 Site Location**

The site location is shown highlighted in red on the aerial plan below.



## **1.3 Site Access off Downs Road, and Travel to Site Options**

The site is accessed via a private estate road off Downs Road. The estate road is wide with a 20mph speed limit, traffic calming measures eg speed humps and street lighting in place.

The site is well linked with Witney town centre both via the highway network, and for cycles and pedestrians via a footpath and cycle track which can be accessed directly off Downs Road.

Based on the above, the site location is accessible by car, bicycle and pedestrians.

## **2.0 Description of Site Layout, Operation and Vehicle Movements**

### **2.1 General Issues Affecting Site Layout**

#### *Site Layout Generally:*

The layout has been pre-determined to a large extent by a number of factors including:

- The location of services
- The operational needs of the depot operator
- The location of the site entrance

#### *Scale of the development:*

The alterations to the existing approved layout, which are the subject of this application are minor in nature. Accordingly, the scale of the development is minor.

#### *Landscaping and ecology:*

There is no soft landscaping within the site boundary.

See ecologist report which is submitted with this application which confirms no matters of concern regarding ecology.

#### *Appearance:*

Adjoining buildings are all of an industrial nature and these proposals will fit in with this aesthetic, blending in with the surrounding built environment.

### **2.1 Description of Current Site Layout, Operation and Vehicle Movements**

#### *Ancillary Buildings:*

The ancillary buildings provided on site are of a temporary/ modular nature, and these buildings include the following:

Building a: staff changing facilities, converted steel shipping container, building footprint: 17m<sup>2</sup>

Building b: Staff canteen, converted steel shipping container, building footprint: 15m<sup>2</sup>

Building c: WC block, modular building, 29m<sup>2</sup>

Building d: Office building used as administrative offices for staff, modular building, 145m<sup>2</sup>

The number and layout of ancillary buildings is similar in scale, location and type to those proposed in the existing approved planning application for this part of the site (planning app ref: 14/0605/P/CM)

#### *Parking areas:*

The site is laid out to accommodate refuse collection vehicle parking, and parking for staff cars, motorcycles and bicycles.

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The site operation and parking layouts have been reviewed over the last couple of years, and following this review, and implementation of revised parking layouts, road markings and other traffic management:

- All parking associated with the site is accommodated on site;
- The layout allows for efficient layout and use of the space, and for safe and efficient vehicle manoeuvring and traffic management on site.

The fleet is made up of the following vehicles, 20 HGV refuse and Recycling vehicles and 8 light commercial vehicles for food and periphery waste services such as bulk waste and container management. The site is covered under the o'license to operate up to 35 HGV vehicles.

The refuse collection vehicles tend to leave site from 6am Mon- Fri. Vehicles and their crews have staggered/ allocated times when they will leave in the morning, and drivers/ crews know when they will leave. This avoids all crews congregating for prolonged periods, and it avoids excessive noise, vehicle movements, engines running unnecessarily etc. The RCV's with the bigger rounds and the rural rounds will leave site first, with more local/ urban routes leaving later.

The vehicles return in a phased manner between approx. 11.30am and 2pm.

Ubico are also required to work 8 Saturdays per year to clear waste from bank holiday Monday, Christmas and New Year.

The site accommodates 50 car parking spaces, 3 motorcycle spaces, and few bicycle parking spaces (inside the industrial shed). One disabled parking space is provided.

Changing and shower facilities are available on site for people who cycle to work.

This provision accommodates all staff working from the site and visitors to the site. The parking facilities ensure that any disruption to the neighbours or nearby industrial estates is avoided.

#### *Cleaning & Maintenance:*

Ubico has the capability and responsibility to maintain the site and surrounding roads. With access to 4 mechanical road sweepers and a dedicated on site mechanical sweeper, the area will be swept at regular intervals and the edges of road areas will be swept and all drainage cleaned at its expense.

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## **2.2 Description of Proposed Developments to Site Layout, Operation and Vehicle Movements**

### *Use of existing industrial shed building:*

As noted under the introduction above, the planning application includes for using the existing industrial shed for vehicle repairs.

Providing these activities on site will reduce travel to the existing off site locations. This in turn will reduce vehicle movements and congestion on the local road network, emissions and carbon footprint of the current operation.

The industrial shed will largely remain as is to house the vehicle repair workshop. One proposed alteration to the existing building is to raise the main shed entrance door to 4.0m height in order to ensure adequate clearance for the range of vehicles which will need to access the workshop for repair.

The previously approved planning application for this part of the site included for using this building for minor vehicle repairs, although the building is currently used for storage of wheelie bins. The previously approved planning application is planning app ref: 14/0605/P/CM.

### *Additional lighting column to yard:*

The lighting engineer's have identified the need for 1 additional light column and floodlights to better illuminate the parking area. The proposed additional light column is shown indicated on the plan below. This additional column is included in the lighting design which is submitted with this planning application.

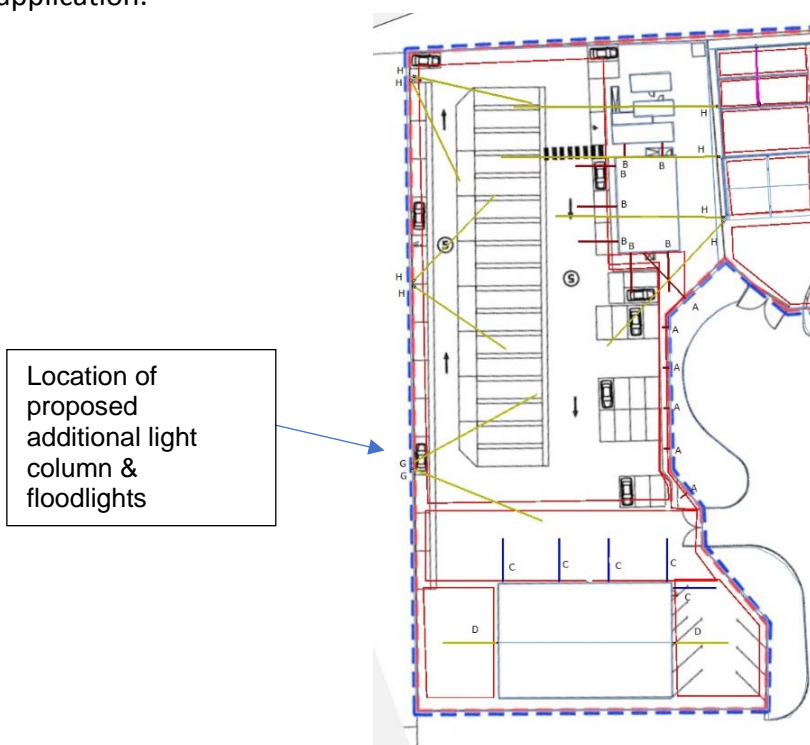


Fig 1: Showing proposed additional light column & floodlights

*Construction of Vehicle Wash Down Bay:*

The applicant is currently looking at the feasibility of installing a vehicle wash down bay on site. This would avoid the need for refuse vehicles to travel to the Station Lane depot site for wash down.

It has not yet been possible to bring forward workable proposals for a wash down bay on site. Accordingly, the wash down bay is omitted from this current application. The applicant intends to submit a further planning application in future should they wish to pursue proposals to construct a wash down bay on site.

It is noted that the noise impact assessment report which is submitted with this application makes reference to the possible inclusion of a vehicle wash down bay.

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### **3.0 Refuse Collection Service Growth Projections and Long Term Depot Location Strategy**

#### **3.1 Refuse Collection Service Growth Projections**

The refuse collection lorries which take the non-recyclable waste are tending to return to the depot earlier than previously. This is as a direct consequence of increased recycling rates.

Accordingly, Ubico expect to be able to remove one collection round from the service in the near future. This is on the basis that the same amount of waste can be collected by less lorries, given current waste trends.

This was due to be actioned just prior to the Covid pandemic, but has been delayed due to the increased need for staff safety requirements during the pandemic. Removing one collection round from the service will result in one 26T refuse collection lorry being taken off the road. This in turn results in reduction in emissions, congestion and carbon footprint.

Ubico actively look at the projected West Oxfordshire District growth patterns, and even taking growth into account, it is not envisaged that any additional waste collection rounds will need to be incorporated into the service. In practice, this means no additional refuse collection vehicles on the road, and no additional emissions or carbon footprint despite the projected growth patterns within the locality.

#### **3.2 Long Term Depot Location Strategy**

Ubico and West Oxfordshire District Council are in active consultation with Oxfordshire County Council with regard to development of the OCC longer term waste strategy. As part of this, it has been identified that a replacement depot facility which better meets needs will be required in future. This may be in partnership with another local authority.

Discussions are currently taking place on this matter. It is therefore envisaged that the current depot site will remain operational for a relatively limited timeframe until such time that a better more suitable depot site is identified and brought into operation to better meet need going forwards.

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#### **4.0 Compliance with Oxfordshire Minerals & Waste Core Strategy policy C10**

The text below firstly outlines the policy requirements as set out in the pre-planning advice, with the applicant's policy response included in blue text underneath the policy requirement.

##### 4.1 Policy Requirement:

Oxfordshire Minerals and Waste Core Strategy policy C10 states that waste development will be expected to make provision for the safe and suitable access to the advisory lorry routes shown on the Oxfordshire lorry route map.

##### 4.1 Policy Response:

Ubico as the applicant's site operator confirm that safe and suitable access to the advisory lorry routes is achieved in accordance with the advisory lorry routes shown on the Oxfordshire lorry route map. The agreed, prescribed routing plan dated 11<sup>th</sup> April 2011 is followed. See marked up agreed lorry route maps provided at appendix A.

##### 4.2 Policy Requirement:

The lorry route map on p116 of the plan identifies the B4047 as a local access route, which links to the A40, which is a through route. Other roads in the area are not shown on this map and therefore any application which is submitted needs to demonstrate that safe and suitable access can be made onto those routes.

##### 4.2 Policy Response:

See marked up agreed lorry route maps provided at appendix A.

The extant routing agreement (11 April 2011) identifies the B4047 as a temporary route, until the new junction on the A40/ Downs Road was implemented (25 August 2018). The new weight limit of 7.5t on the B4477 and B4047 since the junction opened shouldn't impact on waste collections for residential properties, as clause 3.1.1 states that: *'to the extent necessary to enable any vehicle to deliver or collect goods relating to the developer's business or businesses to or from an address or addresses on the prohibited road'*

The road network serving this site has recently been improved by the Highway Authority with an additional interchange being constructed on the A40 East/West bound at Curbridge. This new junction provides Ubico the opportunity to avoid any through travel into Witney from the western side using the B4047. The junction promotes a fast link to the West and East via a twin lane dual carriageway, this links purposely serves all of our discharge points by design.

Ubico collection vehicles have no access to the B4047 to the north side of Downs Road, unless they are on specific day collection of household waste or refuelling at the BP garage. There are no approved routes through the villages of Crawley and Minster Lovell.

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#### 4.3 Policy Requirement:

Policy C10 also states that access should be provided in ways that maintain and, if possible, lead to improvements in:

- a. The safety of all road users including pedestrians
- b. The efficiency and quality of the road network
- c. Residential and environmental amenity inc air quality

#### 4.2 Policy Response:

The agreed routing plan is adhered to. This is designed to operate so as to meet the policy objectives as stated above.

Ubico as the current service operator are taking measures to mitigate the impacts of their transport operations on air quality by taking the following steps:

- a. All vehicles in the fleet are modern vehicles with engines designed to the latest Euro 6 standard;
- b. No fuel is kept on site;
- c. Ubico are currently engaged in a project to introduce electrified vehicles to the fleet. The smaller vehicles (upto 3.5t) will be replaced by electric vehicles in the first instance including electric vans and an electric pool car. The first of these electric vehicles is due for delivery in Feb 2021.

It is anticipated that the next fleet of refuse collection vehicles will be electric.

- d. Active policies to encourage sustainable travel to work eg car sharing. Ubico internal surveys and anecdotal evidence indicates that there is a particularly high level of car sharing amongst employees mainly reflecting the fact that many of the refuse collection staff are from tight knit eastern European communities, where shared travel to and from work makes sense for them in terms of economic and social/ community reasons as well as environmental;
  - e. Introduction of the vehicle repair workshop and vehicle wash down bay on site will reduce local vehicle trips to these facilities which are currently located locally, but off site. This will save time, money, fuel, energy and will result in a reduction of carbon footprint. It will also result in a reduction in noise with vehicle in and outgoing movements.
  - f. Active and on-going efficiency review of the refuse collection service. As a result, it is expected that one 26T refuse collection lorry will be taken off the road following the Covid pandemic. See comments under section 3. No further refuse collection lorries expected to be required, despite expected growth within the West Oxfordshire District;
  - g. Long term review of depot location in conjunction with Oxfordshire County Council as part of the longer term waste strategy. It is anticipated that the depot will be relocated to a better suited site and location as part of this review. See comments under section 3.
-

## **5.0 Compliance with West Oxfordshire District Local Plan policy T1**

### 4.1 Policy Requirement:

Policy T1 states that priority will be given to locating new development in areas where the need to travel by private car can be minimised, due to opportunities for walking, cycling and the use of public transport.

### 5.1 Policy Response:

The site is served by public transport routes on the Downs Rd, A40. There is also a pedestrian and cycle route off Downs Road which connects directly to Witney town centre.

Ubico has an active policy of encouraging car sharing for employees, and their internal surveys indicate high rates of car sharing by employees travelling to site

### 5.2 Policy Requirement:

In particular, the above applies where this would help reduce traffic congestion on the routes around the air quality management areas at Witney and Chipping Norton

### 5.2 Policy Response:

The agreed routing plan is adhered to. This is designed to operate so as to meet the policy objectives as stated above.

Ubico as the current service operator are taking measures to mitigate the impacts of their transport operations on air quality by taking the following steps:

- a. All vehicles in the fleet are modern vehicles with engines designed to the latest Euro 6 standard;
- b. No fuel is kept on site;
- c. Ubico are currently engaged in a project to introduce electrified vehicles to the fleet. The smaller vehicles (upto 3.5t) will be replaced by electric vehicles in the first instance including electric vans and an electric pool car. The first of these electric vehicles is due for delivery in Feb 2021.

It is anticipated that the next fleet of refuse collection vehicles will be electric.

- d. Active policies to encourage sustainable travel to work eg car sharing. Ubico internal surveys and anecdotal evidence indicates that there is a particularly high level of car sharing amongst employees mainly reflecting the fact that many of the refuse collection staff are from tight knit eastern European communities, where shared travel to and from work makes sense for them in terms of economic and social/ community reasons as well as environmental;
  - e. Introduction of the vehicle repair workshop and vehicle wash down bay on site will reduce local vehicle trips to these facilities which are currently located locally, but off site. This will save time, money, fuel, energy and will result in a reduction of carbon footprint. It will also result in a reduction in noise with vehicle in and outgoing movements.
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In particular, the introduction of the vehicle repair workshop on site will reduce vehicle movements/ congestion on the A40 at Eynsham which is a busy route.

- f. Long term review of depot location in conjunction with Oxfordshire County Council as part of the longer term waste strategy. It is anticipated that the depot will be relocated to a better suited site and location as part of this review. See comments under section 3.

## **6.0 Transport Development Control Officer's Comments at Pre-planning**

The comments in this section seek to address the specific comments raised by the transport development control officer at pre-planning. The Officer's comments are noted, with an applicant response in blue text under each comment.

### 6.1 TDCO Comment:

RCV's park in a forward gear in the 17nr parallel bays so that they can also exit forwards. There is a concern that the addition of 13nr car parking spaces along the southern boundary will hinder the RCV parking manoeuvres.

### 6.1 Applicant response:

The RCV vehicles have rear wheel steer allowing a tighter turning circle.

This layout has been in full operation for approx. 18 months, and there is no evidence of manoeuvring problems being encountered.

### 6.2 TDCO Comment:

The formalisation of car parking spaces, with marked pedestrian walkways should generally improve pedestrian safety around the site.

### 6.2 Applicant response:

This work has been completed since the pre-planning consultation. The current site layout including bay markings, directional arrows and marked pedestrian walkways are all as shown on the site layout plans which are submitted with the application.

### 6.3 TDCO Comment:

The five longitudinal spaces either side of the zebra crossing need to be 6m long to allow manoeuvring

### 6.3 Applicant response:

The bays have been arranged so as to try to maximise the number of bays available for use. The following points should be taken into account when considering the suitability of the existing layout in this context:

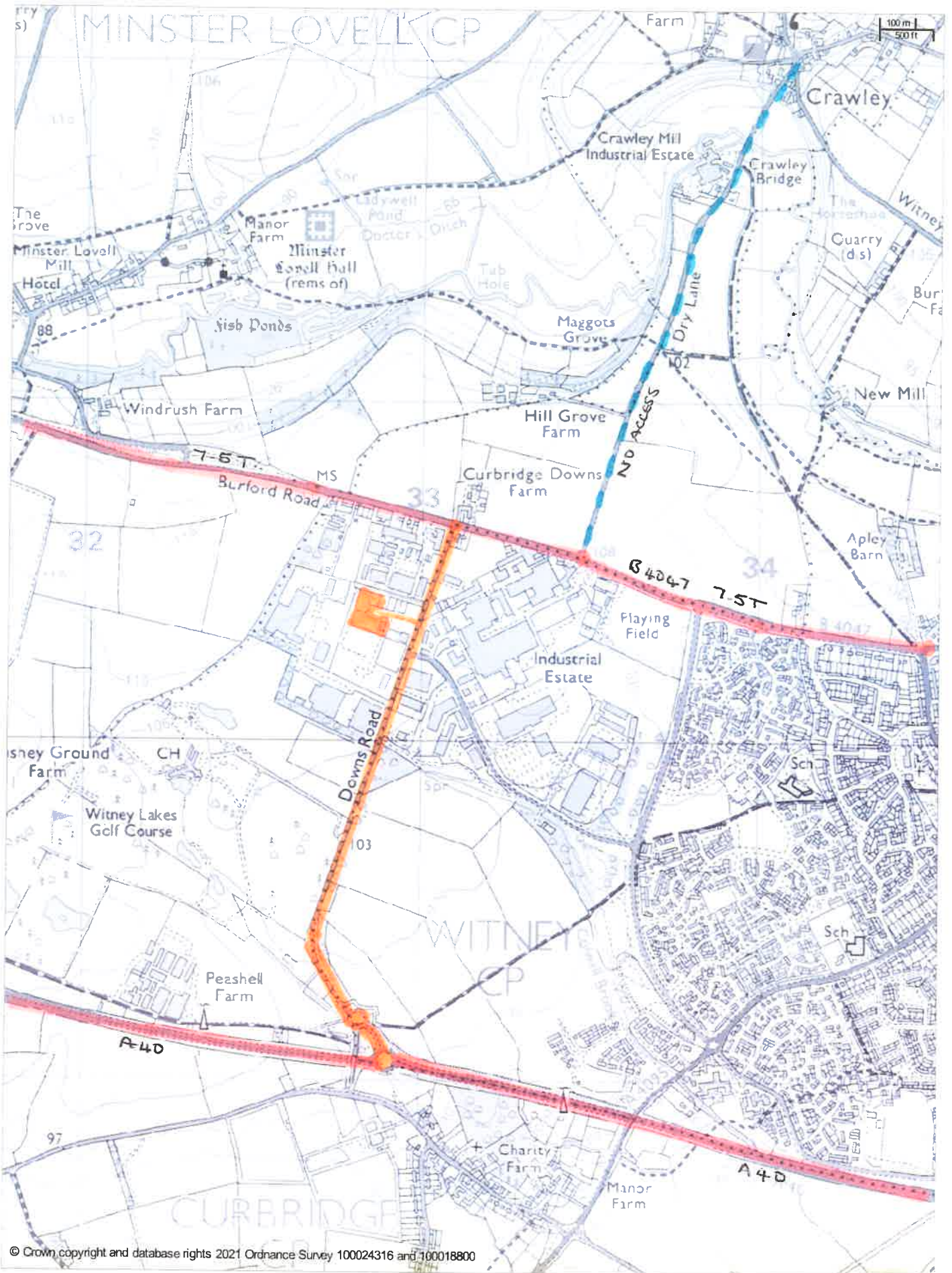
- a. Three of the five bays are not abutted by another parking bay at both ends, and this in practice means that there is always space for vehicles to manoeuvre beyond at least one end of the bay in order to align/ park in the bay;
  - b. The bays are normally occupied in sequence, so in reality all of the bays provide more room to manoeuvre than the bay markings suggest;
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- c. The car park users are familiar with the car park layout, and the manoeuvre into and out of the bays;
  - d. There is a wide, clear and level aisle width to allow for manoeuvre into/ out of these bays.
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# **A p p e n d i x A**

## **Marked up Approved Lorry Route Maps**

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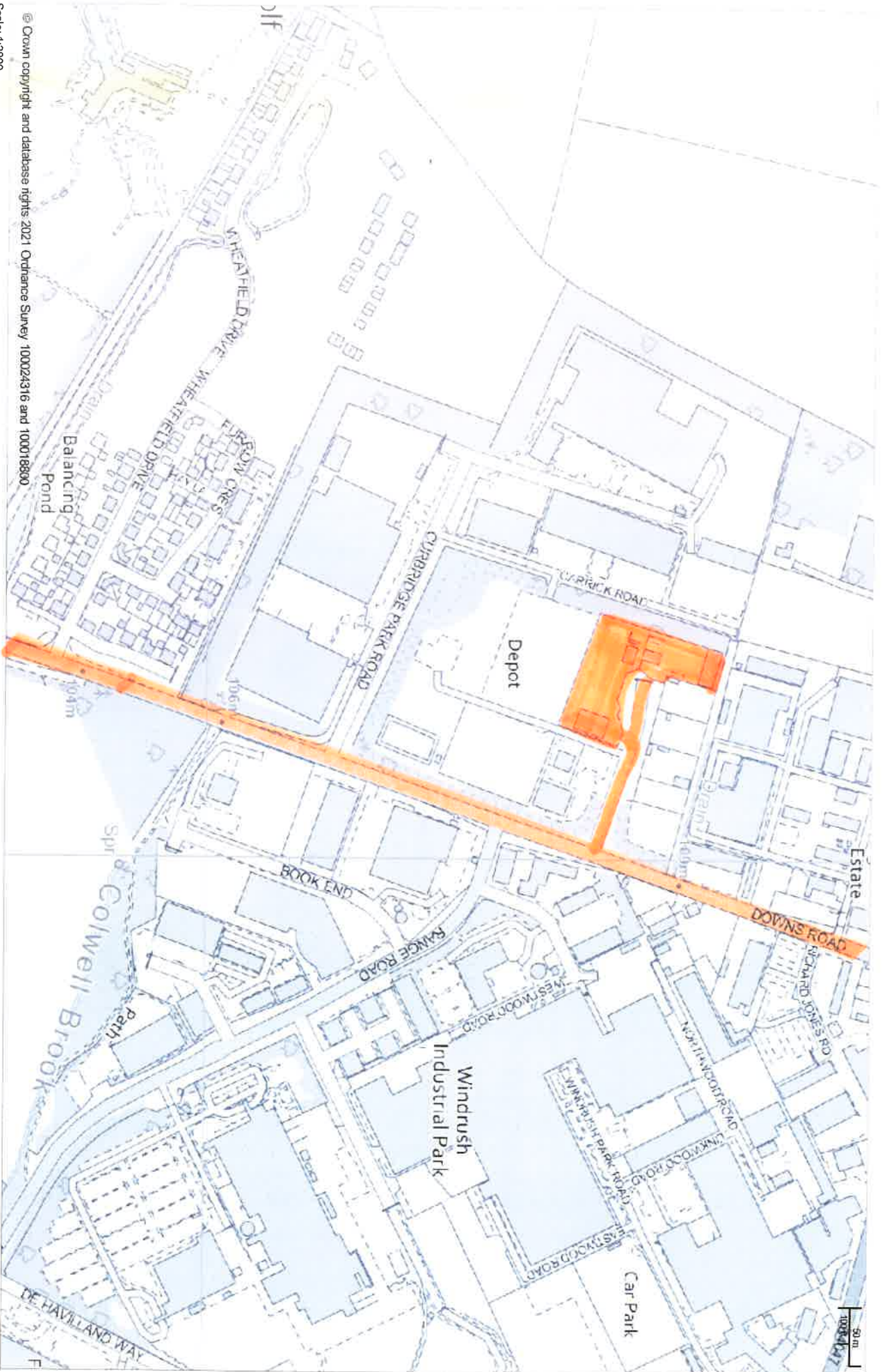


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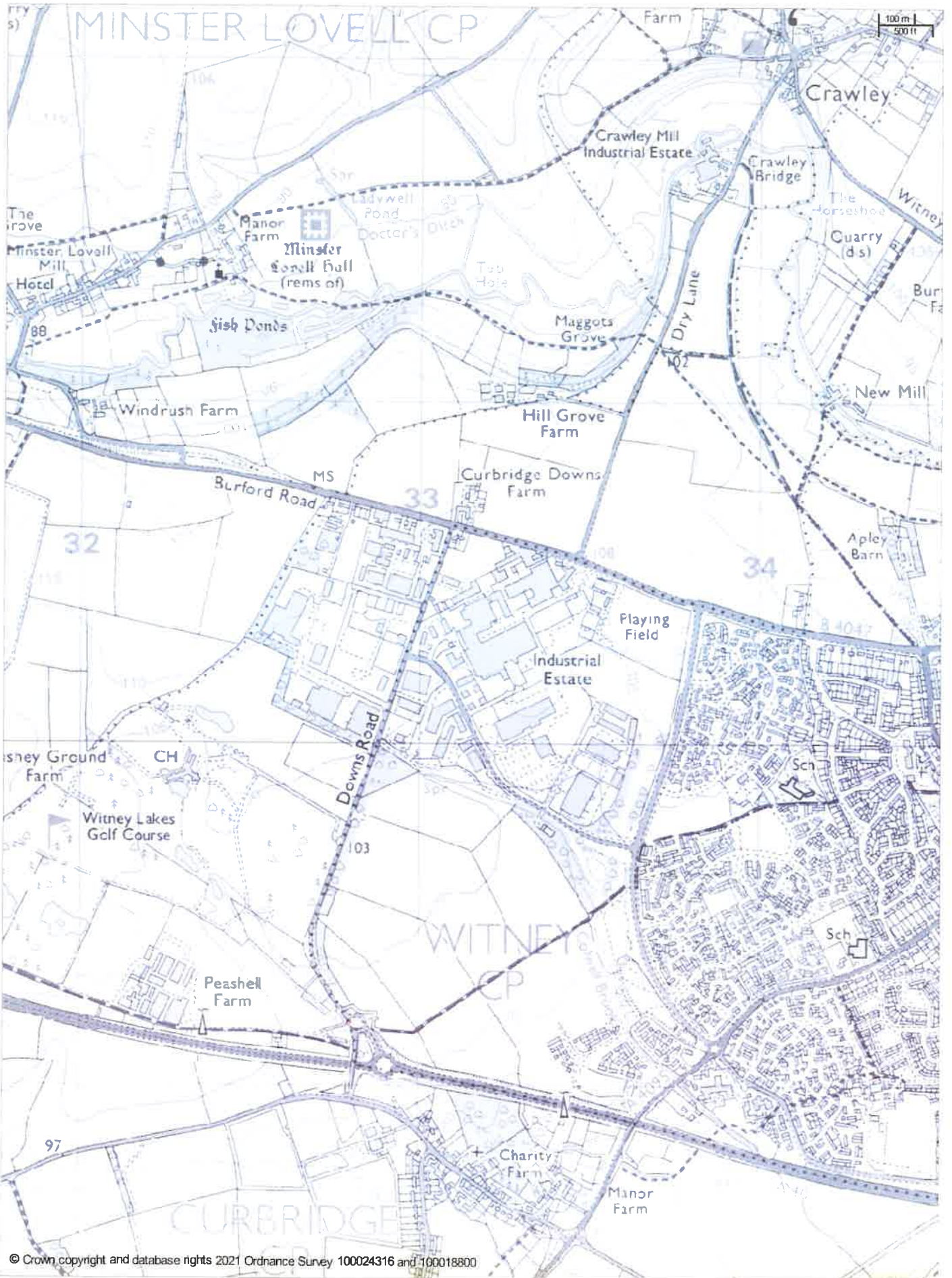




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