



Operations Management Plan

Dated: 13 August 2021

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- 4. Warehouse Failure Measures, Use of FLT's and associated notification.**
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The following areas are frequently referred to within this document:

- **Yard 1:** includes the new site entrance (gate 3), pallet storage and vehicle holding area 1.
- **Yard 2:** staff car parking and polymer bead storage area.
- **Yard 4:** positioned in between yards 1 & 2 and the warehouse forecourt which includes vehicle holding area 2.
- **Warehouse Forecourt:** used for loading/unloading in association with the warehouse and includes vehicle holding area 2 where vehicles will pause before driving to the rear of Spitfire House.
- **Spitfire House:** main factory building.
- **Rear of Spitfire House:** Location of RTO, polymer storage silos, rear access (used for deliveries of bagged polymer beads & printing goods; and pallet storage.
- **Spitfire House loading bay/dock:** Located on the northern end of the factory building.
- **Gatehouse/logistics office:** Occupied by the banksman from where vehicle movement within yards 1 and 4; holding area 2 on the warehouse frontcourt and the rear of Spitfire House is managed.

The following terms and acronyms are used throughout the OMP:

- **FLT's:** Fork Lift Trucks
- **HGV's:** heavy good vehicles including (but not exclusively) articulated vehicles.
- **Polymer:** small plastic beads that are used to manufacture plastic products.
- **Pallets:** wooden crates on which bags of polymer are loaded.
- **Loading bay/dock or 'docking station':** Positioned on the northern end of Spitfire House loading area at the front of the Spitfire house.
- **Shunting:** Vehicular movement of polymer beads and pallets around the site (commonly from storage area(s) to the servicing area located to the rear of the factory building).
- **Shunt Vehicles:** Normally HGV's with curtain walls. On occasions if a pallet of polymer beads is required urgently an FLT may be used.
- **Arm barrier:** Used to control vehicle movement, operated by banksman.
- **Sliding gates:** used for security purposes and the control of vehicles into and out of the warehouse forecourt area, including holding area 2. Operated by the banksman and warehouse foreman.
- **Gate 3:** access into yards 1 and 4 from Hazel Rd.
- **Gate 2:** access from Hazel Rd to Quayside Road.
- **Gate 1:** access from Hazel Road to Siva Plastics factory building & southern end of the RJM Centre.
- **Yard Foreman:** The person responsible for managing vehicle entry and exit from the warehouse forecourt.
- **Banksman:** The person responsible for managing vehicle entry and exit of yards 1 and 4; holding area 2 on the warehouse forecourt and the rear of Spitfire House.

1 Introduction

- 1.1 Operational Management Plan (the 'Plan' or 'OMP') supports various planning applications submitted by Siva Plastics Limited (the 'Company' or 'Siva').
- 1.2 The OMP covers those elements that are entirely in Siva's control including private roads which are relevant to the Plan (identified in **appendix 1**). The Plan does not address elements that Siva has no control over including (inter alia): management of traffic and parking on Hazel Road and the use of the Oakbank Lorry Park under the Itchen Bridge.
- 1.3 The OMP has been produced following consultation with the local Traffic Committee within the Hazel Rd industrial estate which include: Day Group, Spitfire Garage, TEW Brothers, ACS Limited and DF Coatings. Siva has also sought the advice of the Southampton City Council Planning Department. The aim is to identify an efficient management operation for Siva which has limited negative impact on neighbouring and nearby business operations.
- 1.4 The OMP has been produced in support of the following developments (permitted and proposed):
- *The warehouse forecourt, 20/01705/NMA*
 - *The bridge and transfer station, 20/01709/NMA*
 - *Boundary treatment, 20/01706/NMA*
 - *The RTO emissions building to the rear of Spitfire House, 20/00543/FUL*
 - *The south (rear) extension to Spitfire House, 19/01702/FUL*
 - *The northern site extension (yard 1, 2 & 4) and new site access, 20/01665/FUL*
 - *The Spitfire House factory loading bay/dock, 20/00495/FUL*
- 1.5 Siva will endeavour to ensure all employees are aware of and follow the OMP.
- 1.6 Siva commit to following the OMP and anticipate the document being controlled by planning condition.

2 Traffic Flow

- 2.1 Owing to the expansion of the Siva site to the north vehicular movement around the site will change. **Appendix 3** and **Appendix 4** show the previously agreed vehicular movement plan and the new movement plan proposed by the OMP respectively.
- 2.2 All Siva related HGVs, between the hours of 06:00 – 18:00 [Monday to Friday], will enter the site via Gate 3. This includes HGV's headed for the warehouse and the rear of Spitfire House; as well as Shunt Vehicles accessing the yard 1 pallet storage and yard 2 polymer storage areas.
- 2.3 On entering the site vehicles will be forced to stop at the gatehouse/logistics office by an automated arm barrier controlled by the banksman from within the gatehouse/logistics office.

- 2.4 Once there is the capacity to do so HGV drivers will be instructed, by the banksman, to proceed to one of the following locations around the site:
- Yard 1 pallet storage
 - Yard 2 polymer storage
 - Warehouse forecourt (for loading/unloading of goods)
 - Rear of Spitfire House
 - Holding area 1 or 2
 - Yard 4 waiting area
- 2.5 HGV movement around the site will be via a one-way traffic vehicle flow system.
- 2.6 Holding areas 1 and 2 will be used for queueing traffic where drivers will wait for further instruction. Whilst parked in holding area 1, if required the banksman will speak directly to HGV drivers to notify them that they are able to move around the circulatory system
- 2.7 Departure from holding areas 1 and 2 will also be controlled by an automated arm barrier.
- 2.8 **Appendix 5** shows approximate parking/waiting/queueing spaces/locations as follows:
- H1 - Waiting/parking area.
 - Y1 - Yard 1 pallet loading/unloading area.
 - Y2 - Yard 2 polymer loading/unloading area.
 - Y4-1 – Yard 4 waiting/parking area prior to moving to H2.
 - H2 – Holding area 2, waiting/parking area before moving to the rear of the Spitfire House.
 - Y4-2 – Yard 4 waiting/parking area prior to moving to the warehouse forecourt loading/unloading area.
 - W1 & W2 - warehouse forecourt loading/unloading area.
- 2.9 Access from Yard 4 (Y4 -2) to the warehouse forecourt (W1 & W2) for loading/unloading will be managed by the warehouse yard foreman via the automated sliding gates.
- 2.10 Access from Yard 4 (Y4 -1) to holding area 2 (H2) will be managed by the banksman located within the gatehouse/logistics office via the automated sliding gates.
- 2.11 Holding area 2 (H2) will specifically be used to queue vehicles waiting to turn right in order to access the rear of Spitfire House.
- 2.12 Egress by vehicles from the warehouse to either the rear of Spitfire House or onto Hazel Road will be controlled and managed by the banksman in the logistics office or the yard foreman.
- 2.13 The exit gate from the Warehouse onto Quayside Road will remain closed unless needed to release vehicles from the warehouse forecourt (W1, W2 or H2) onto Quayside Road and/or during warehouse/bridge link full or partial shutdown events.

- 2.14 The banksman in the logistics office and the yard foreman will be responsible for monitoring vehicular movement from yards 1, 2 and 4 to holding area 2; and then either to the rear of Spitfire House or onto Hazel Road via CCTV. These vehicle movements will be managed by the banksman in the logistics office or the yard foreman by controlling the automated arm barriers and sliding gates. Other road users will be notified of these vehicular movements by flashing lights. This process will ensure the following:
- Only one HGV associated with Siva Plastics will drive along Quayside Road and/or load/unload or manoeuvre at the rear of Spitfire House at any one time.
 - Obstruction of traffic and conflict with other vehicles on both Quayside Road and Hazel Road will be limited where practicable.
- 2.15 Flashing lights shall be installed on both sides of the exit from the warehouse onto Quayside Road which will be visible to vehicles using Quayside Road, and at the rear of the Mitchell Centre (close to the junction of Quayside Road and Hazel Road) which will be visible to vehicles approaching the site from Hazel Road. The lights will flash when the warehouse gates are opening and vehicles are departing to inform all other highway users that an HGV is in the process of manoeuvring from the warehouse forecourt and onto the highway. Drivers will be advised that flashing lights do not confer a priority right of way for exiting vehicles; the Highway Code remains applicable on Quayside Road and Hazel Road in all respects including road safety and vehicle rules.
- 2.16 There shall always be a banksman and warehouse yard foreman working on site and managing vehicle movements around the site, as described above, between the hours of 06:00 – 18:00, Monday – Friday.

3 Use of Spitfire House Factory Building Loading Dock/Bay

- 3.1 The Spitfire House Loading Dock/Bay includes two bays (or docks) for loading/unloading of HGVs. Both of which will only be used overnight (20:00 – 06:30) Monday to Friday and on weekends from Saturday afternoon (13:30) through to Monday morning (06:30).
- 3.2 On Saturday mornings (06:30 – 13:30) loading dock/bay number 2 will not be used so that potential obstruction of Quayside Road is prevented (refer to appendix 5).
- 3.3 On Saturday mornings (06:30 – 13:30) HGVs loading/unloading from dock/bay 1 (refer to appendix 5) shall gain access by driving along Quayside Road and carrying out the turning manoeuvre behind Spitfire House before proceeding back along Quayside Road (in a forward gear) and then reversing into loading bay/dock 1 from Quayside Road.
- 3.4 Where necessary any reversing into the docking station will be assisted by the use of a banksman.

4 **Warehouse Failure Measures, Use of FLT's and associated notification.**

- 4.1 FLT's shall not be used to transfer finished goods over Quayside Road between the warehouse site and Spitfire House unless there is a total or partial shutdown of the warehouse facility/automated storage system or bridge link.
- 4.2 In the event of a total or partial shutdown of the warehouse facility/automated storage system or bridge link, resulting in the bridge link not being able to be used, FLT's may be used to move goods between Spitfire House and the warehouse for the period of the total or partial shutdown only. The use of the FLT's shall be agreed in writing by the Local Planning Authority as soon as reasonably practicable (taking account of the 24 hours operation of the factory and Monday – Friday opening hours of the Local Planning Department)
- 4.3 In this situation, Siva commits to notifying the Planning Enforcement team at Southampton City Council and all business users who require Quayside Road for access (currently including Day group and Spitfire Garage) as well as businesses using/residing in the RJ Mitchell building as soon as practicable. Email will be the preferred method of communication and Siva will keep a register of the appropriate email addresses. The information shall include the anticipated length of shutdown. If it is not possible to identify the length of the shutdown, then Siva shall inform all relevant parties as soon as the duration is known.
- 4.4 SIVA retain the right to use FLT's for day-to-day operational business not related to finished goods

5 **Management of FLT's for shunting of polymer beads**

- 5.1 On occasions (for example urgent requirements due to an additional print run) FLT's will be required to shunt polymers from Yard 2 to the rear of Spitfire House. This can be achieved by an FLT using either Quayside Road or via the docking station.
- 5.2 In terms of procedure an FLT will obtain polymer from Yard 2 and proceed through the warehouse forecourt following the same procedure as HGV's as detailed in section 2. When Quayside Road is clear the banksmen will release the FLT to either the docking station, if a loading bay is clear, or if not to proceed down Quayside Road to the rear of Spitfire House.

6 **Rear of Spitfire House**

- 6.1 The rear of Spitfire House shall be maintained so that:
- Only one HGV or one shunt FLT will access the rear of Spitfire House at any one time.
 - At no time shall the turning area identified in **appendix 6** be used for storage purposes.
 - The HGV turning area identified in **appendix 6** shall be clearly marked out on site at all times.
 - Signage shall be erected to identify that the turning area must be kept clear at all times.

7 Signage

- 7.1 Siva will install signage to direct HGV's around the site. Details of the signage proposal is shown at **appendix 7**.
- 7.2 Siva will install signage in relation to Spitfire Garage so that any customers can easily locate the garage. The signage will measure no less than 4ft x 2.66ft. Details of the location and wording of the signage as shown in **appendix 7**.
- 7.3 The signage will include minimum height clearance (5.0m) for the underside of the bridge link between Spitfire House factory and the warehouse over Quayside Road as shown at **appendix 7**.

8 Road between Spitfire house and RJ Mitchell Centre

- 8.1 Siva will work with adjoining neighbours to investigate the practicality of implementing a one-way traffic system around the RJ Mitchell Centre.
- 8.2 For pedestrians Siva will ensure that:
- The exit of the warehouse onto Quayside Road is appropriately signposted for pedestrians. Details of the location and wording of the signage is shown in **appendix 7**.
 - For pedestrians walking north along Hazel Road signage will be erected at the entrance to the RJM Centre (Gate1) to advise pedestrians to use the available footpaths. Details of the location and wording of the signage is shown in **appendix 7**.

9 Quayside Road

- 9.1 Quayside Road will always be kept free of obstruction to ensure free traffic movement along its length. This will be achieved/facilitated by:
- No loading or unloading along Quayside Road.
 - Preventing parking and the addition of double yellow lines painted along its entirety.
 - No goods will be stored on Quayside Road.
 - In the event that an obstruction of Quayside Road is unavoidable Siva shall notify all other businesses reliant on the road (currently Day Group and Spitfire Garage) as soon as practically possible and shall also seek to remove the obstruction as soon as practically possible. All reasonable methods of communication will be used to relay the information including email, telephone and directly in person.

10 Quayside Road servicing bay

- 10.1 Unless otherwise agreed in writing by the local planning authority the servicing bay shown at appendix 8 shall only be used in association with the servicing of the waste compactor and substation; and shall not be used for any general parking purposes.

10.2 Siva Plastics will use its reasonable efforts to procure that the collections from the compactor located on Quayside Road will be undertaken between 18:00 to 07:00. The lorry will use the rear of Spitfire House to turn.

11 **Road repairs**

11.1 Siva, together with the other Hazel Road/Quayside Road businesses, will liaise with the owner of Hazel Road (north of Quayside Road) in order to identify ways to achieve improvements to the road surface.

12 **Parking**

12.1 As a result of the alterations to the warehouse forecourt Siva will provide 71 staff parking spaces within Yard 2 (see **appendix 5**). All staff will enter and exit via Hazel Road and shall not enter the warehouse forecourt.

12.2 This will compensate for the 14 removed from within the warehouse forecourt and add a further 57 spaces.

12.3 There are also 38 staff and visitor spaces in front of the main building.

12.4 As a consequence of the layout changes and the OMP there will be 109 staff and visitor car parking spaces on the site. This is a net gain of 57 spaces.

12.5 Siva will encourage staff to avoid parking on Hazel Road.

13 Traffic Committee

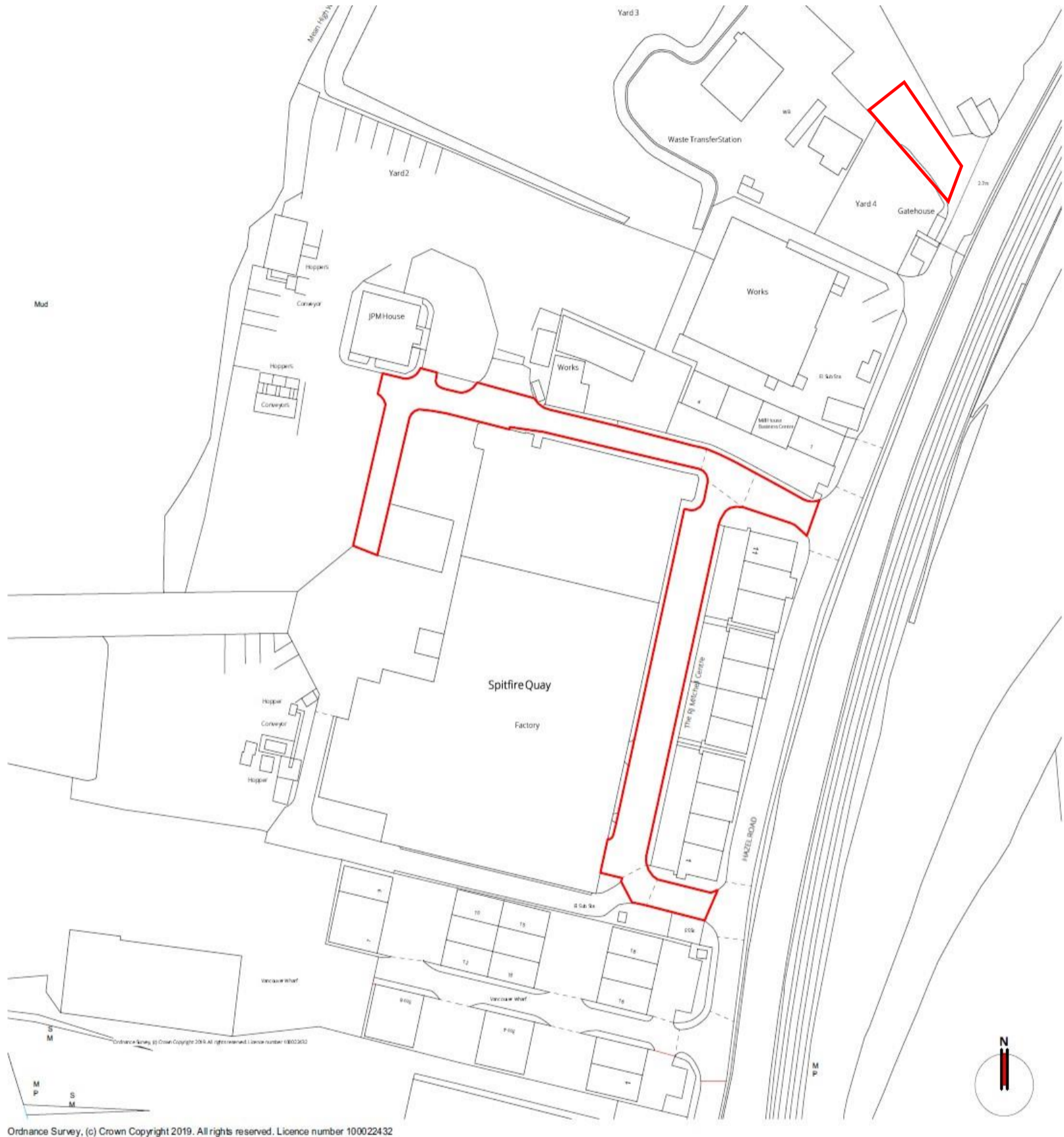
- 13.1 Siva commits to continuing to participate in traffic committee meetings with a view to improving the communication between neighbouring businesses and considering/resolving any future traffic issues/problems that affect the estate.
- 13.2 Siva commits to working with local businesses to investigate the practicality of a one-way traffic system referred to above.
- 13.3 Siva also encourages businesses to liaise with it outside of the formal committee meeting process in the event there is something urgent that requires resolution.

14 Landscaping

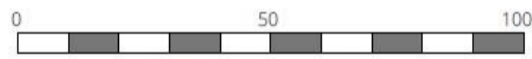
- 14.1 Siva commit to planting the soft landscaping area adjacent to Hazel Road and the former unit 11 RJ Mitchel Centre to improve the aesthetics of the industrial estate (refer to appendix 12).

APPENDIX 1

SIVA OWNED OR USED ROADS THAT ARE RELEVANT TO THE PLAN




Site Location Plan
Scale 1:1250



Scale in Metres, (1:1250 @ A3)

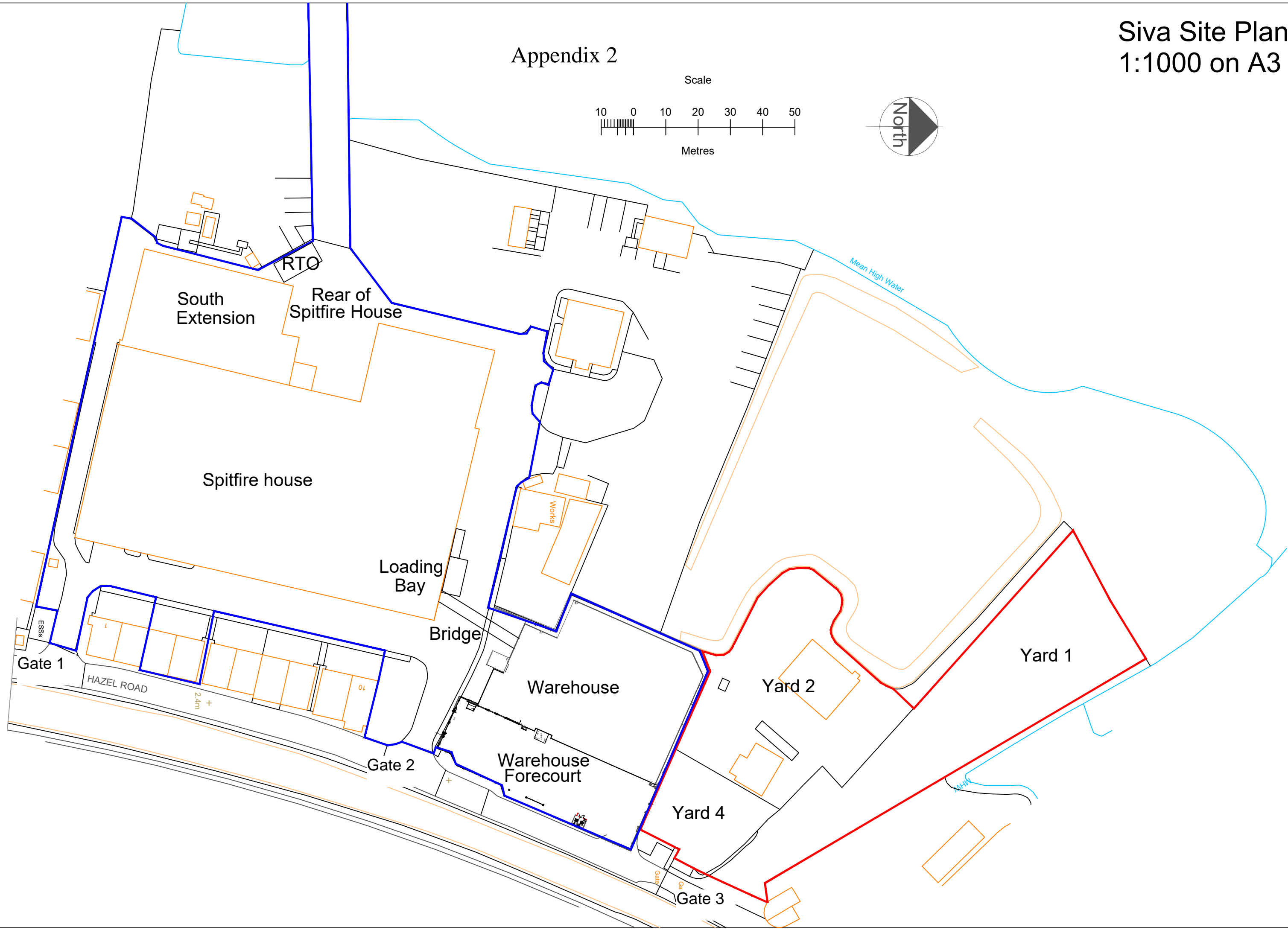
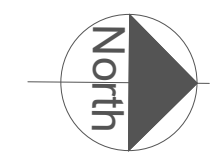
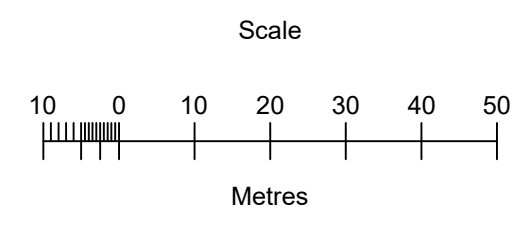
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 <p>Youngs Yard, Churchfields, Twyford, Winchester SO21 1NN T: 01962 715770 E: info@southernplanning.co.uk W: www.southernplanning.co.uk</p>	<p>CLIENT: Siva Group</p>	<p>DRAWING: Site Location Plan</p>	<p>REV: DATE: AMENDMENTS:</p>
	<p>PROJECT: Vehicle Operation Plans Spitfire House Hazel Rd, Woolston Southampton SO19 7GB</p>		<p>SCALE: 1:1250 @ A3 DATE: May 2019</p>
			<p>DWG NO.: S-ID-318.7.03 REV: .</p>

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Siva Site Plan 1:1000 on A3

Appendix 2



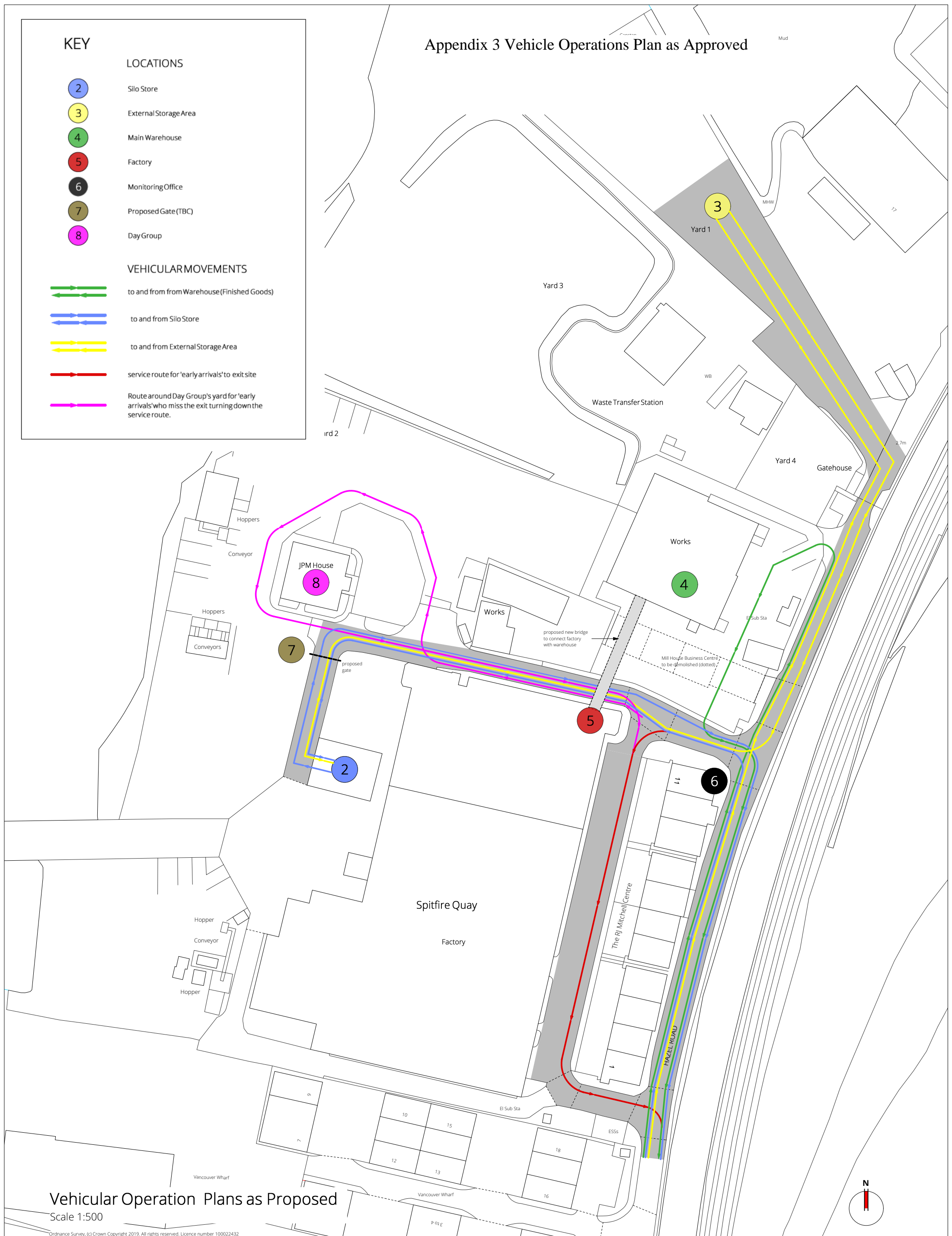
Appendix 3 Vehicle Operations Plan as Approved

KEY

- LOCATIONS**
- 2 Silo Store
 - 3 External Storage Area
 - 4 Main Warehouse
 - 5 Factory
 - 6 Monitoring Office
 - 7 Proposed Gate (TBC)
 - 8 Day Group

VEHICULAR MOVEMENTS

- to and from Warehouse (Finished Goods)
- to and from Silo Store
- to and from External Storage Area
- service route for 'early arrivals' to exit site
- Route around Day Group's yard for 'early arrivals' who miss the exit turning down the service route.



Vehicle Operation Plans as Proposed

Scale 1:500

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CLIENT: Siva Group
PROJECT: Vehicle Operation Plans
 Spitfire House
 Hazel Rd, Woolston
 Southampton SO19 7GB

DRAWING: Vehicle Operation Plans
 as Proposed

SCALE: 1:500 @ A1

DATE: May 2019

DWG NO.: S-ID-318.7.02

REV: A

30.05.19 thickened vehicle movement lines

REV: DATE: AMENDMENTS:

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0 10 20 30 40 50
 Scale in Metres (1:500 @ A1)



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 W: www.southernplanning.co.uk

Appendix 4 proposed vehicle Operations

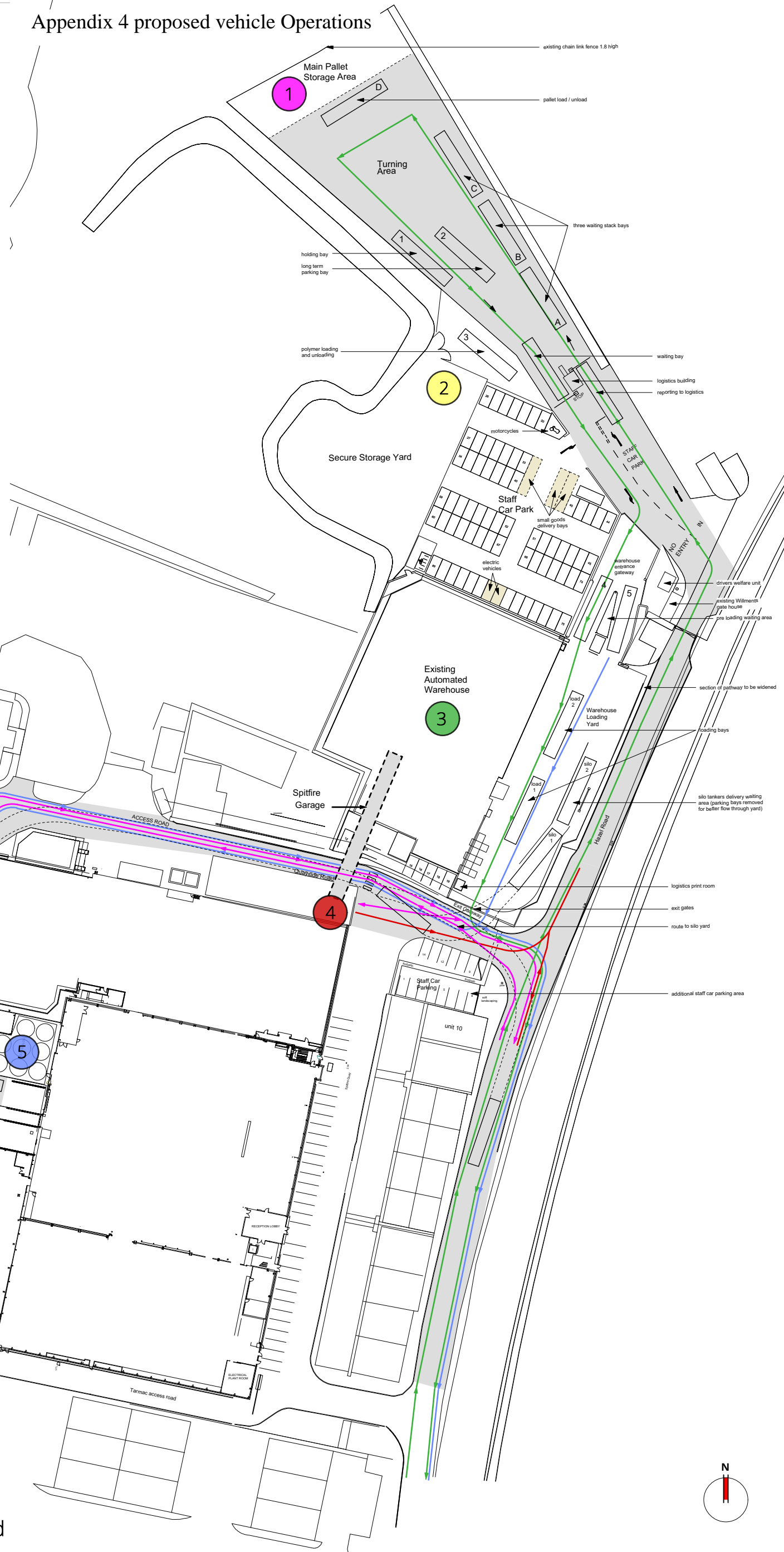
KEY

LOCATIONS

- 1 Pallet Storage Area
- 2 Raw Materials
- 3 Main Warehouse
- 4 Docking Station
- 5 Silo Store

VEHICULAR MOVEMENTS

- All Vehicles and vehicles to Warehouse
- Vehicles Saturday mornings only
- Vehicles to the rear
- Docking station overnight



Vehicle Operation Plans as Proposed

Scale 1:500

CLIENT: Siva Group
PROJECT: Vehicle Operation Plans
 Spitfire House
 Hazel Rd, Woolston
 Southampton SO19 7GB

DRAWING: Vehicle Operation Plans
 as Proposed

SCALE: 1:500 @ A1
DATE: May 2019

DWG NO.: S-ID-318.7.02

REV: D

D 25.11.20 Saturday am delivery
 C 05.11.20 various
 B 03.11.20 various
 A 30.05.19 thicken vehicle movement lines

REV: DATE: AMENDMENTS:

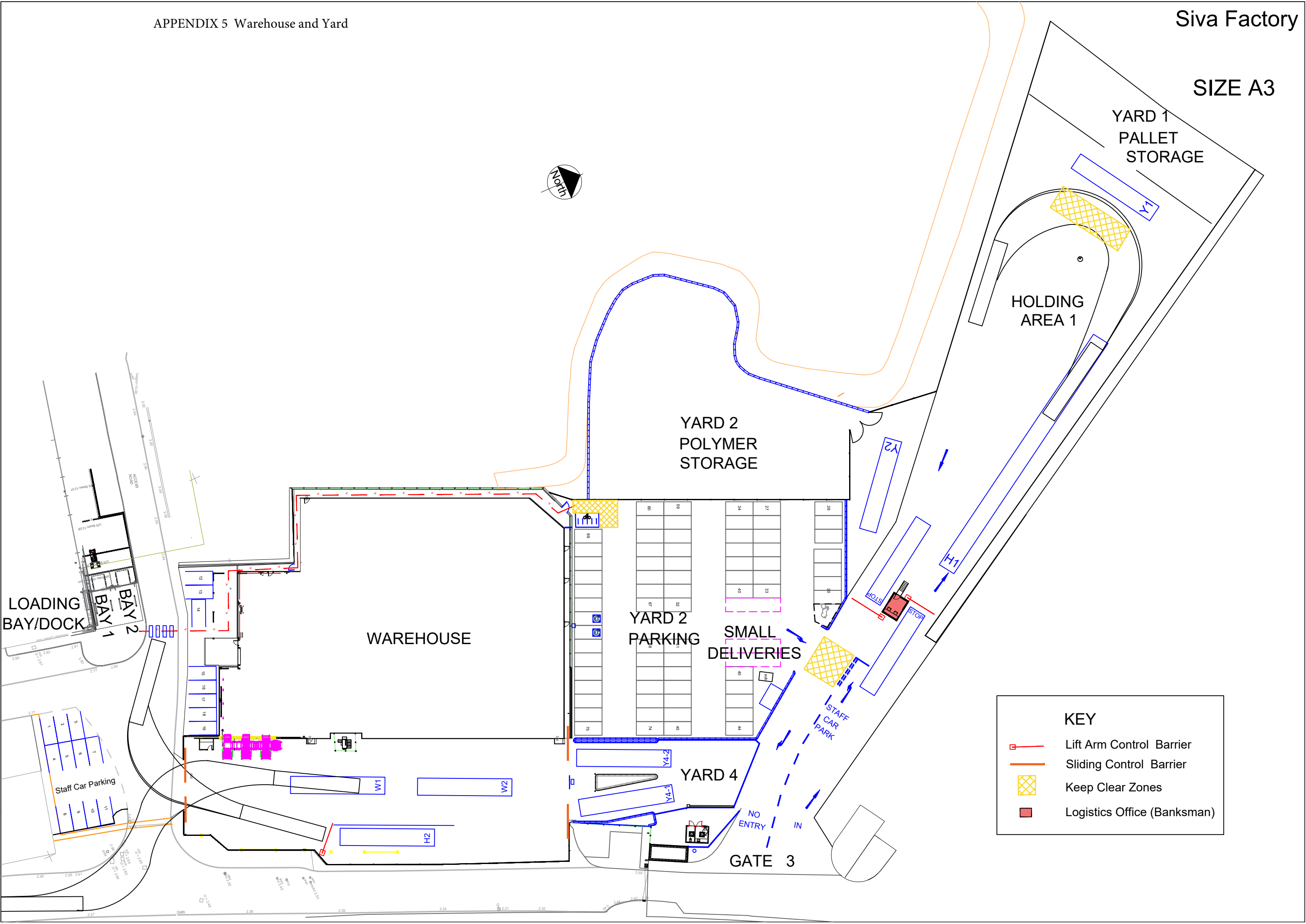
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0 10 20 30 40 50
 Scale in Metres (1:500 @ A1)





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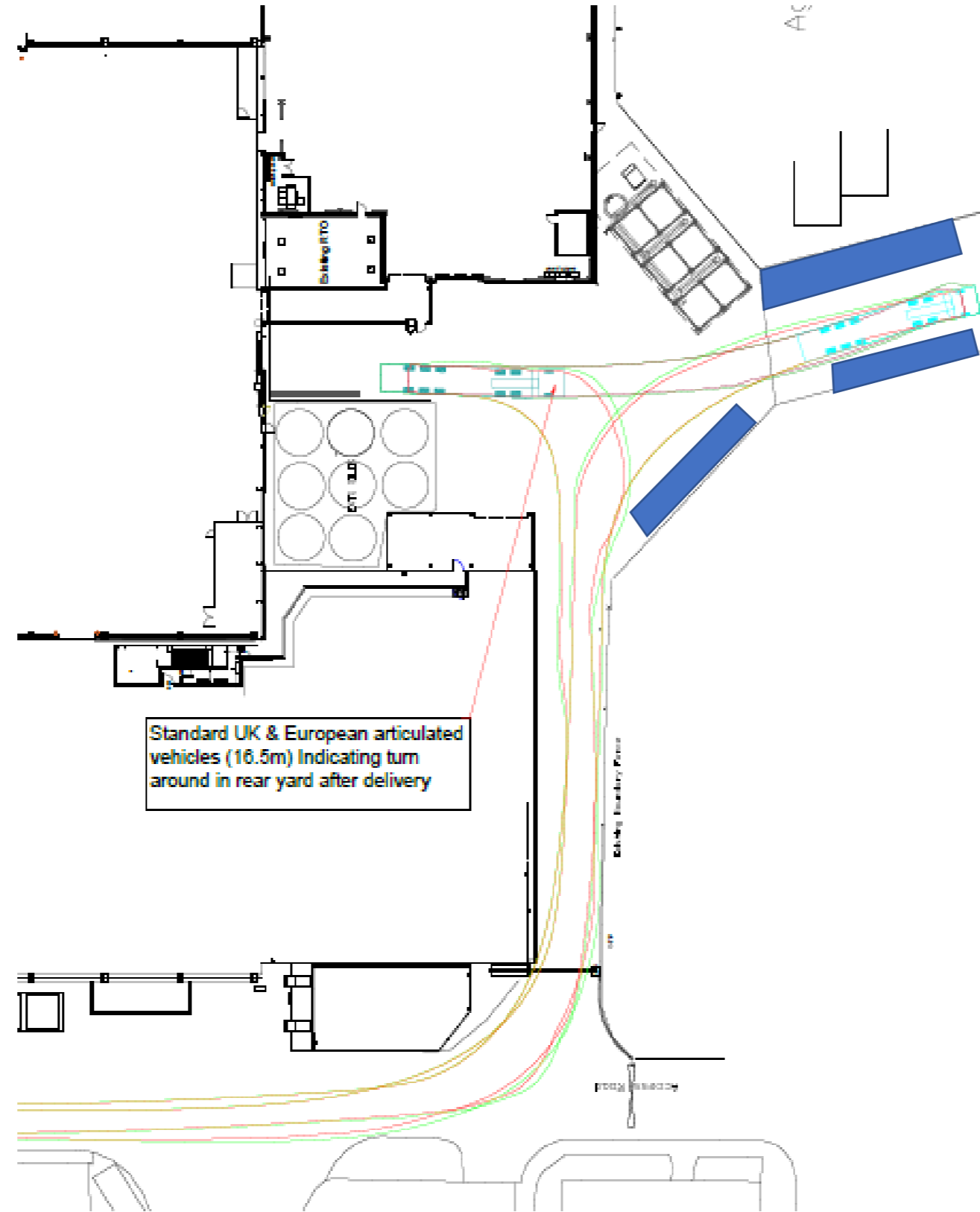
SIZE A3



KEY

-  Lift Arm Control Barrier
-  Sliding Control Barrier
-  Keep Clear Zones
-  Logistics Office (Banksman)

APPENDIX 6 Rear of spitfire

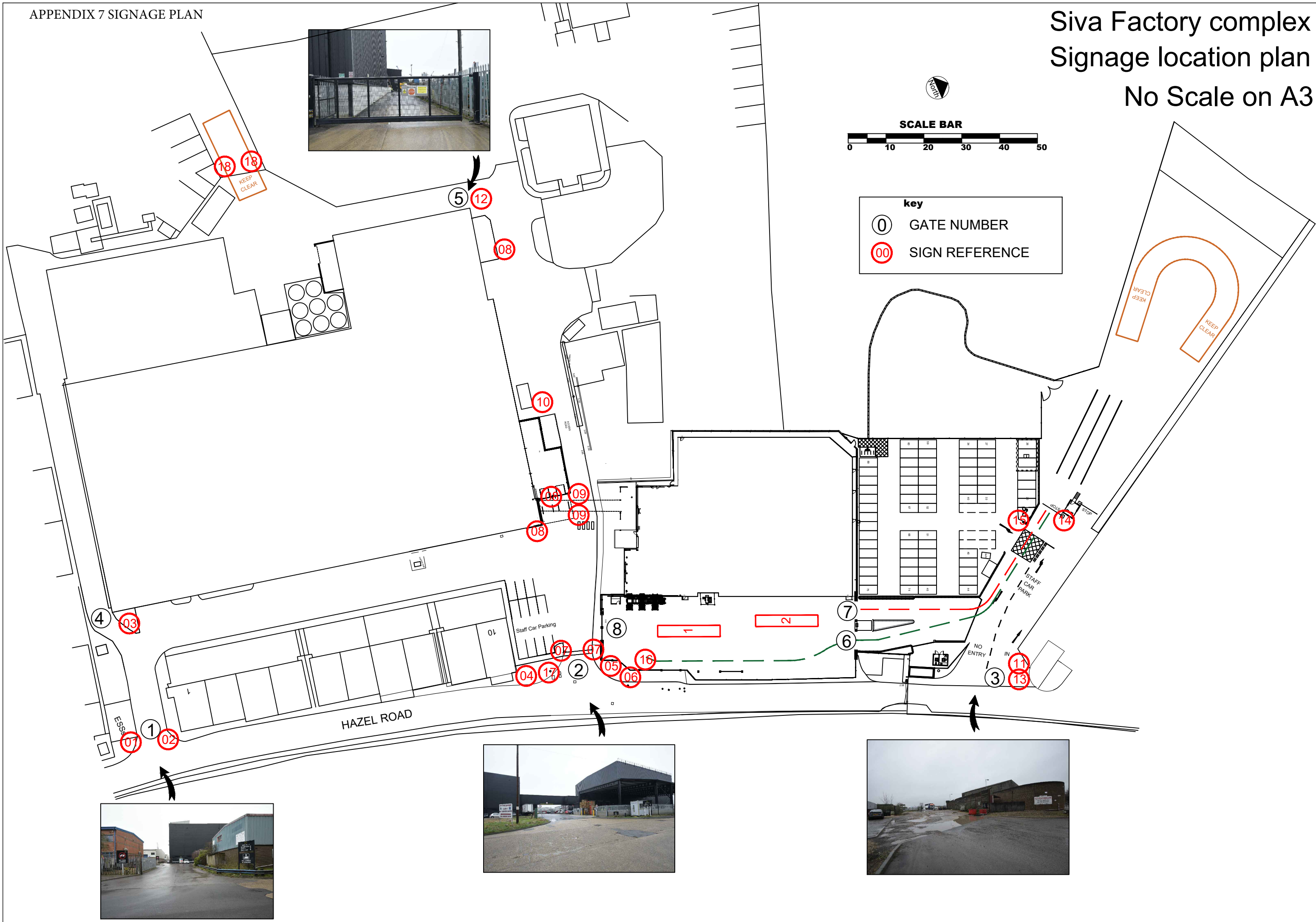


Pallet Storage areas shown in blue

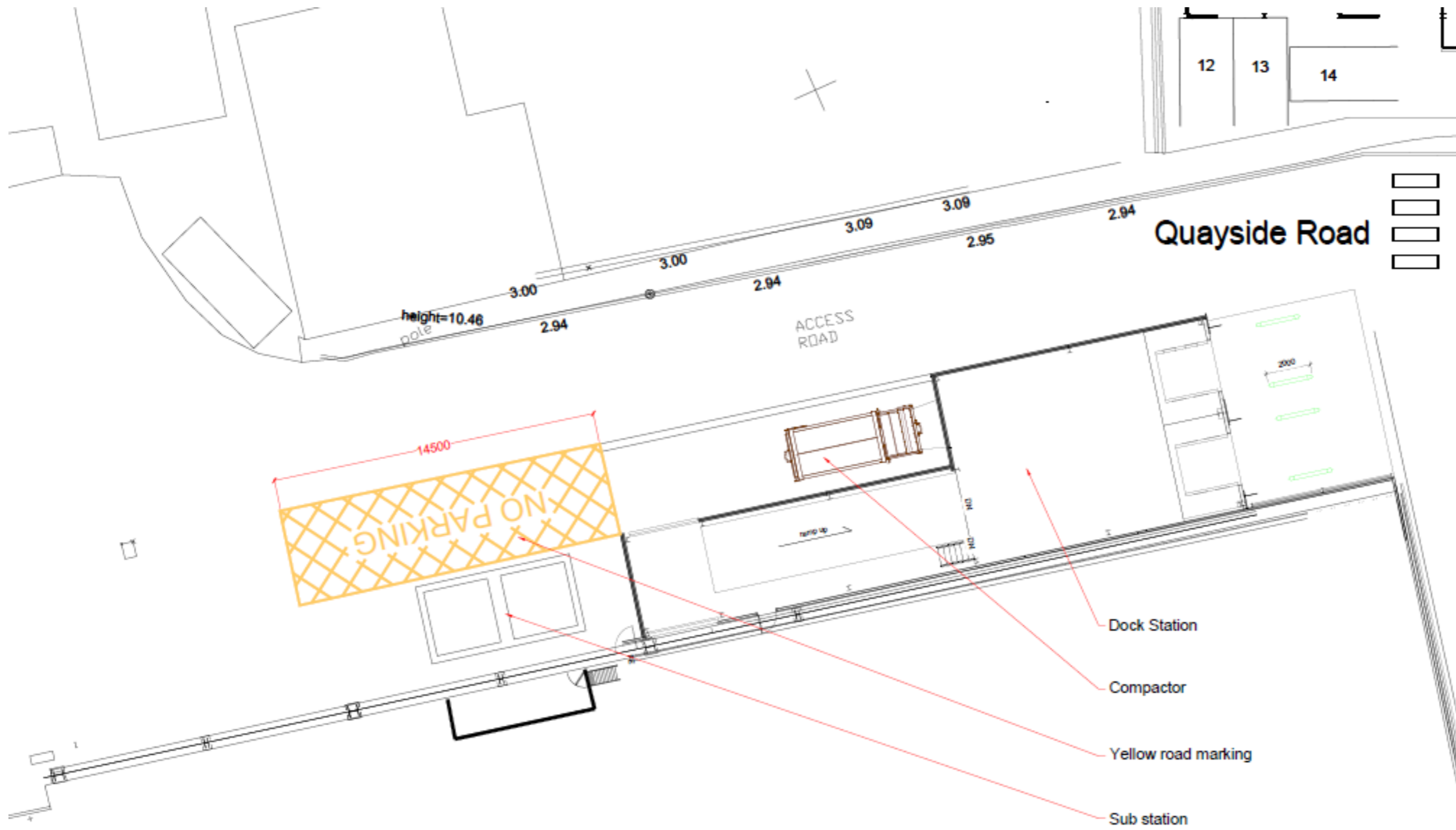
APPENDIX 7 SIGN REFERENCE

<p>Siva lorry restriction sign</p>	<p>01 (existing)</p>		<p>Speed and warning sign</p>	<p>07 (existing)</p>		<p>All Siva deliveries and collections must report to traffic office</p>	<p>13</p>	<p>Image TBA</p>
<p>Siva vehicles direction sign</p>	<p>02 (existing)</p>		<p>Banksman contact sign</p>	<p>08 (existing)</p>		<p>TRAFFIC OFFICE</p>	<p>14</p>	<p>Image TBA</p>
<p>Siva Site health and safety sign</p>	<p>03 (existing)</p>		<p>Bridge height restriction</p>	<p>09 (existing)</p>		<p>Staff Car park & small deliveries</p>	<p>15</p>	<p>Image TBA</p>
<p>Existing Spitfire garage sign in original location</p>	<p>04 (existing)</p>		<p>Parking restriction</p>	<p>10 (existing)</p>		<p>No Left turn</p>	<p>16</p>	
<p>Siva gate direction sign</p>	<p>05 (existing)</p>		<p>Siva Gate 3 sign - to be combined with 13</p>	<p>11 (existing)</p>		<p>All SIVA deliveries and Collection use GATE 3</p>	<p>17</p>	<p>Image TBA</p>
<p>Siva gate direction sign</p>	<p>06 (existing)</p>		<p>North gate information sign</p>	<p>12 (existing)</p>		<p>NO STORAGE IN THIS AREA</p>	<p>18</p>	<p>Image TBA</p>

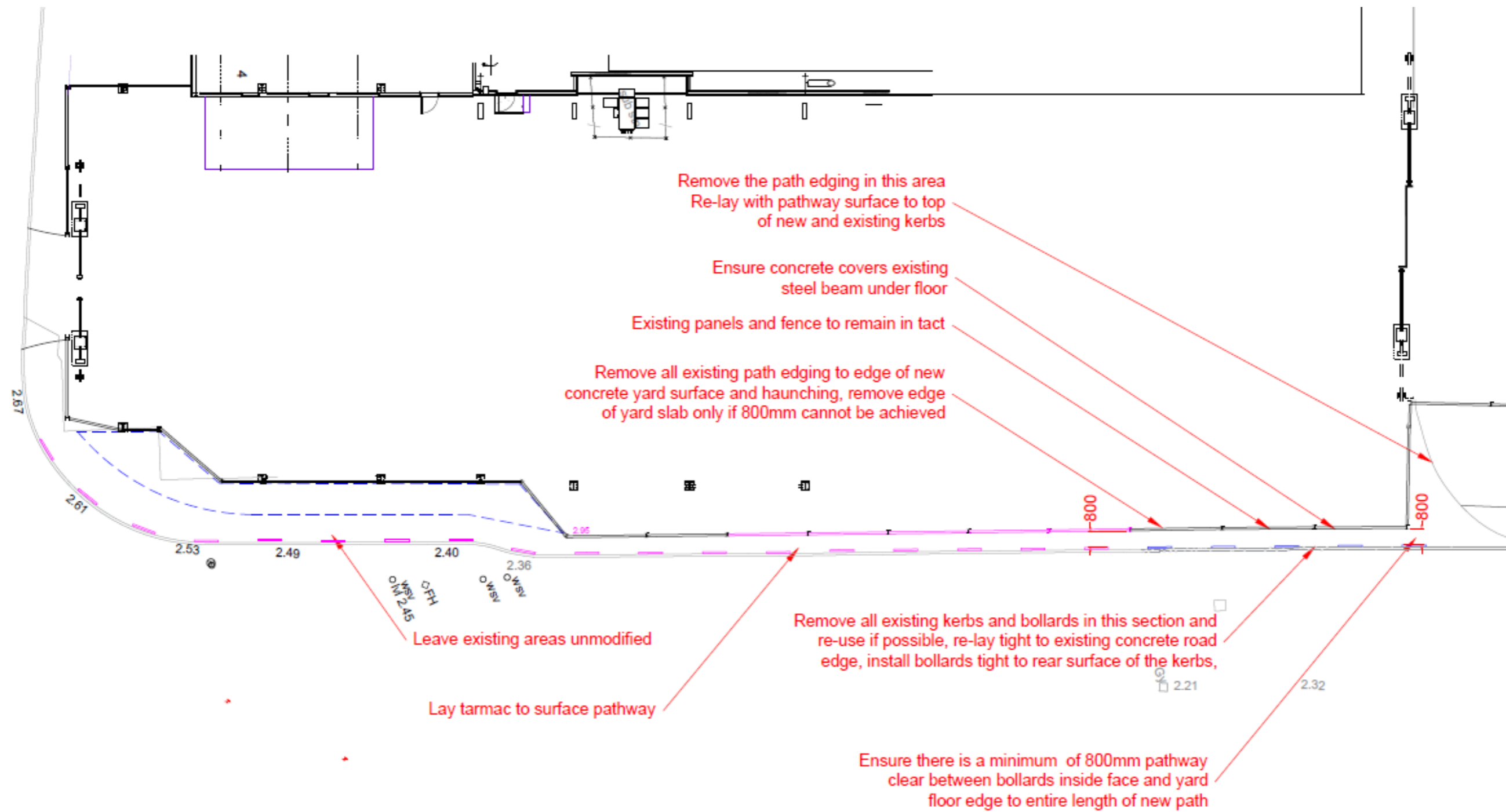
Siva Factory complex Signage location plan No Scale on A3



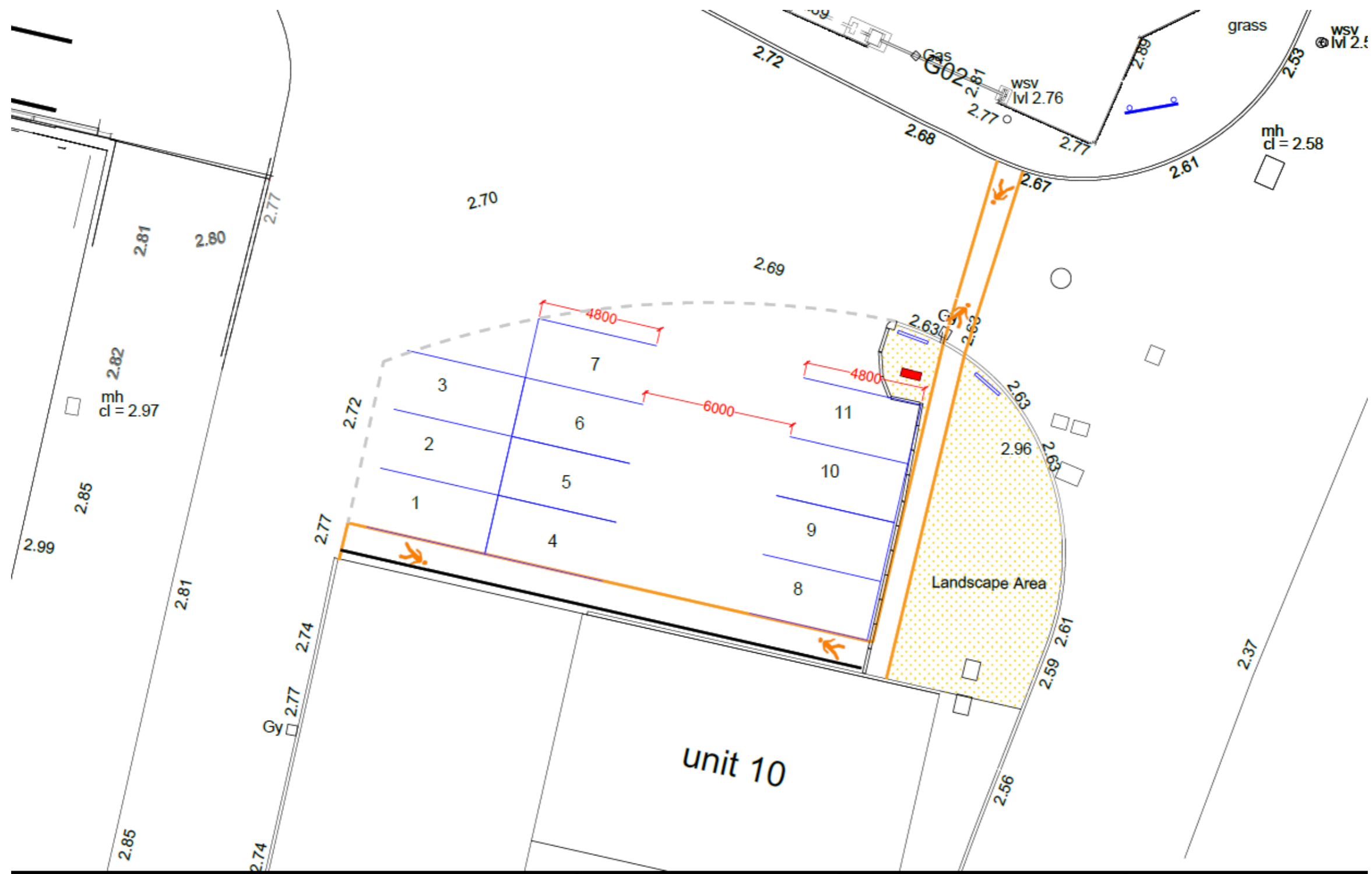
APPENDIX 8 No parking for Compactor zone



Appendix 9 Footpath in front of warehouse

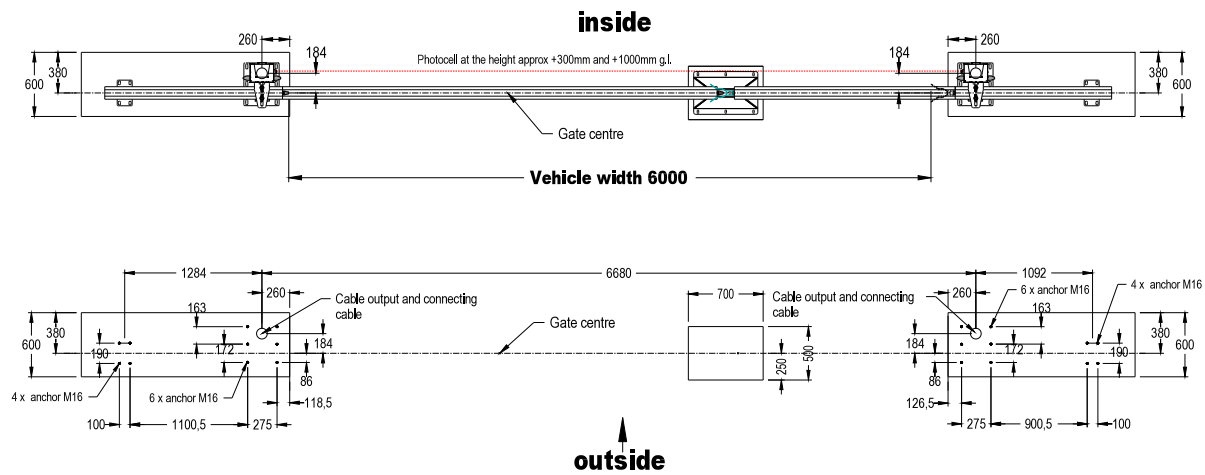
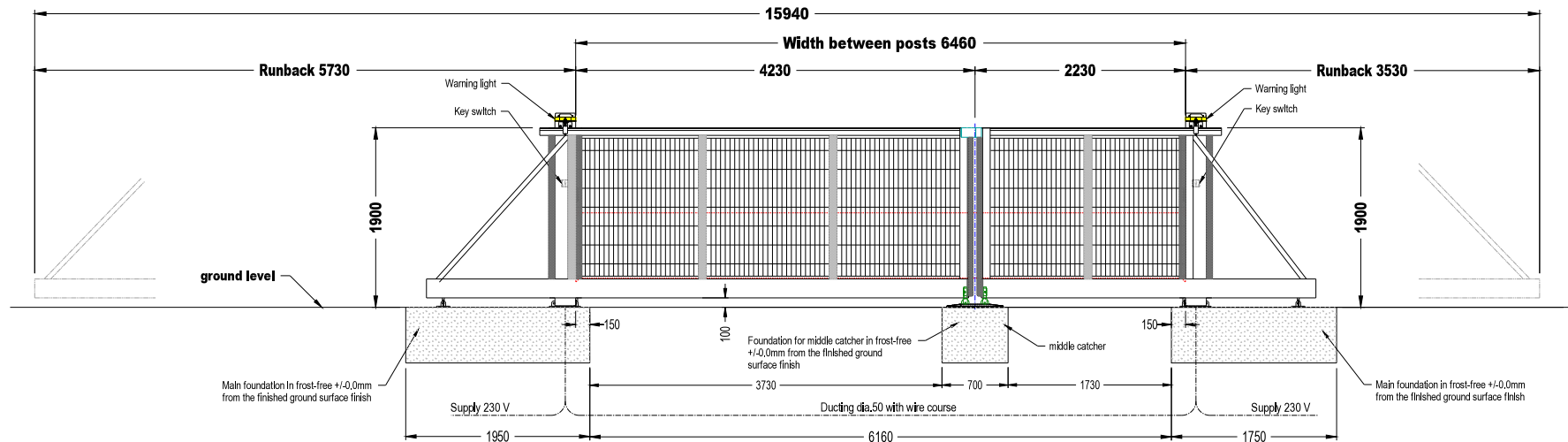


Appendix 10 Footpath from Warehouse to RJ Mitchell Centre



Client Name		Drawing Number	2020102636	Rev:	1	APPENDIX 11	GATE 1 & GATE 2
Project ref		Technician	Kevin				

Sliding gates running to each other - INTERNAL drive - guiding post inside - middle catcher
 Infill: DSM 6/5/6
 Surface: powdercoated RAL 9005 matt



Minimum frost-free depths vary by location. We recommend a depth of 800mm grade concrete subject to soil type, underground conditions, climate and average temperatures. If further information is required we recommend seeking advice from localised construction engineers with knowledge of the site conditions.

" Hold Technical changes "

