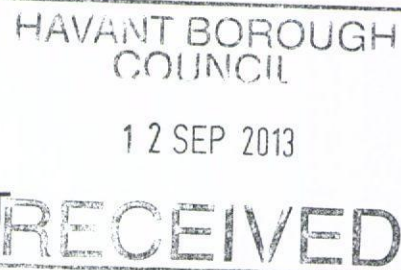




WESTON ALLISON WRIGHT



**DESIGN AND ACCESS STATEMENT TO ACCOMPANY THE
PLANNING APPLICATION FOR
EXTERNAL CANOPIES**

OUTSIDE

**UNITS 7, 8 AND 9 KENWOOD BUSINESS PARK
NEW LANE
HAVANT
PO9 2NT**

FOR

**SYNCREON AUTOMOTIVE (UK) LIMITED
LOGIX PARK
WATLING STREET
HINKLEY
LEICS
LE10 3ED**

DATE OF ISSUE: 09.09.2013

REFERENCE: 3023

STATUS: Final

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1.0 INTRODUCTION

- 1.1 This statement accompanies an application to renew the planning permission for the temporary canopies in the yards adjacent to the east elevations of units 7, 8 and 9 at Kenwood Business Park.
- 1.2 The canopies have been in place on site since October 2010.
- 1.3 The new planning permission is required up to 31st December 2015.
- 1.4 The applicant provides logistical support to the Rolls Royce assembly plant in Chichester. The units at Havant act as a hub for the receipt and subsequent distribution of car parts to Rolls Royce. Materials are delivered from suppliers by lorry to Havant, where they are unloaded, stored and then delivered to Chichester as required in order to keep the car plant in operation.
- 1.5 The applicant occupies the majority of Kenwood Business Park. Units 1, 4 and 5 are occupied by others. The units are steel framed with profiled metal clad walls. The roofs to units 7 and 8 are also clad in profiled metal whilst the flat roof to unit 9 is covered in built up felt.
- 1.6 The canopies are required to extend the available floor space to allow the temporary storage of pallets and storage boxes before they are taken away for re-use. They also cover the loading areas allowing valuable materials to be loaded under cover. The applicant cannot operate without the canopies.

2.0 DESIGN PRINCIPLES AND CONCEPTS

- 2.1 The canopies are not fixed to the units or to the ground. The foundations comprise interlinked concrete blocks each weighing 2.4 tonnes which stand on the existing yard surface. The canopies are temporary structures and when they are no longer required they will be removed.
- 2.2 The external elevations of the original units will remain unaltered.
- 2.3 The design of the canopies is such that they facilitate the movement of vehicles to the units allowing unloading and loading of lorries for efficient distribution.

3.0 LAYOUT

- 3.1 The position and layout of the canopies is shown on the plans included with the application. This has not changed in any way from the layout approved in 2010.

- 3.2 The walls of the canopies are clad in plastic panels and the roofs are sheeted with a coated fabric. The canopies have internal lighting.

4.0 PLANNING

- 4.1 Access & vehicle movements. There will be no increase in current traffic levels on the site, which have remained fairly constant since 2010. The applicant has no control over the adjoining users.

Delivery times are dictated by the requirements of Rolls Royce. Outbound vehicle movements are at the rate of one lorry per hour between 0600 and 2100 hours. There is only one lorry movement between 0600 and 0700 hours and this is a pre-loaded lorry en-route to Chichester. Inbound lorries arrive between 0800 and 2000 hours. The latest lorry movement on site is at approximately 2115 hours.

- 4.2 Design. The design is suitable for and in keeping with the site. The ridge lines of the new canopies are lower than the highest points of the original buildings. The site backs onto the railway line (to the east) and the east boundary is screened by trees such that the canopies are not overly visible from any viewpoint.

- 4.3 Infrastructure provision to support development. No additional infrastructure provision is required.

- 4.4 Parking. There is parking to the east and south of the units which is shared by the other tenants. There is sufficient parking on site for the intended use of the applicant and adjoining tenants.

- 4.5 Nature conservation. There are no issues affecting nature conservation as a result of the proposed development.

5.0 NOISE

- 5.1 The applicant has taken regard of the noise impact on the residential properties adjacent to the site and there have been detailed discussions with the planning authority and with the environmental health officer as part of the pre application procedure.

- 5.2 An initial noise impact assessment was commissioned by the applicant and carried out by Impact Acoustics. Impact Acoustics then designed an acoustic insulation scheme and modelled the likely improvements. Copies of both of these reports have been provided to Havant Borough Council.

- 5.3 The applicant has also committed to the attached Noise Management Plan to address the issues raised in the noise impact assessments as far as reasonably practicable. The Management Plan has been updated to include a new regime of regular audits.

- 5.4 The applicant has had regard to best practicable means in its assessment. It has considered all currently available technical solutions such as white noise reversing alarms, speed bumps and safety lights in place of horns on fork lift trucks.
- 5.5 The applicant has considered the viability of upgrading the acoustic insulation to the canopies. In order to render the operation 'acoustically invisible', the work would have to involve full wall and roof insulation; the fitting of doors and extensions to the loading areas to allow lorries to be fully enclosed whilst loading. The cost of this is considered to be excessive in relation to the benefit over the length of the permission period. Details of the costs have been provided to the Council. There has been a meeting at the Council's offices to demonstrate the financial constraints on the applicant which make it impractical for them to fully insulate the existing canopies.
- 5.6 The acoustic modelling carried out by Impact Acoustics indicates that anything less than full insulation would not achieve a sensible result.
- 5.7 The provision of an acoustic fence long the railway boundary has been considered too.
- 5.8 On the basis that full acoustic insulation is not practicable, the management steps which the applicant is proposing are an extension of the existing site Noise Management Plan (copy attached) and a noise audit programme (copy attached). The idea is that the principal causes of noise on site (bleeping reversing alarms; the clattering of steel pallets and engine noise) will be robustly managed to reduce them as far as is reasonably practicable.
- Metal on metal clanking during metal stillage movement – the fork lift trucks will be fitted with resilient acoustic sleeves to reduce this and drivers will be instructed to work carefully
 - Reversing alarms – these have been changed for white noise systems. This is the best available technology at present
 - Warning horns – these are being replaced with warning lights
 - Idling engines – engines will be turned off when vehicles are parked
 - Shouting – this will be controlled by site management.
- 5.9 A public meeting has been held already and a dedicated help line established for the use of residents. A copy of the public presentation is attached.

Appendix A - Noise Management Plan



SYNCREON, UNITS 2, 3, 6, 7, 8 & 9 KENWOOD BUSINESS PARK, HAVANT NOISE MANAGEMENT PLAN

Issue date: 09.09.2013

Implementation date: *(to be inserted)*

1.0 INTRODUCTION

1.1 The purpose of this document is:

1.1.1 To demonstrate that *syncreon* has considered the impact of the annoyance noises which its operations could have on adjoining properties

1.1.2 To provide details of the operational practices required to reduce these annoyance noises to acceptable levels, as far as is reasonably practicable.

1.2 *syncreon* is a logistics company supplying the Rolls Royce assembly plant in Chichester.

1.3 The site is operational from 06.00 to 23.00 Monday to Friday.

1.4 Vehicle movements on site are as follows:

Outbound: 06.00 to 21.00 (1 lorry per hour). There is one lorry movement between 06.00 and 07.00. This is a single, pre-loaded HGV which departs at 06.00 from the loading bay to Unit 9.

Inbound: normally between 08.00 and 20.00 hours.

2.0 DEFINITIONS

2.1 The site: Units 2, 3, 6, 7, 8 and 9 Kenwood Business Park, Havant PO9 1HU.

2.2 Annoyance noises: specific noises above the ambient noise level which may cause a nuisance to adjoining properties. It does not include normal background noise of the sort normally associated with warehousing and logistics activities.

3.0 EXCLUSIONS

3.1 This plan does not consider:

3.1.1 The effects of the main London to Portsmouth railway line which runs the full length of the east boundary between the site and the adjoining residential development. On average per day there are 13 train movements before 07.00 and 8 train movements after 23.00.

3.1.2 The effect of noise generated by other site users outside the control of *syncreon*.



- 3.1.3 Normal background noise of the sort normally associated with existing warehouse development.

4.0 IDENTIFIED ANNOYANCE NOISE ISSUES

- 4.1 Vehicle reversing warning sounders.
- 4.2 Sounding horns as a warning of pallet truck movements.
- 4.3 Vehicles engines idling.
- 4.4 Impact noise from metal pallets during loading and unloading.
- 4.5 Shouting.

5.0 ANNOYANCE NOISE MITIGATION STRATEGY

Shouting

- 5.1 Site staff will be reminded about the need to avoid shouting and this will be regularly monitored and reinforced by site management.

Idling Engines

- 5.2 Drivers of vehicles on site will be instructed to turn off engines when their vehicles are parked. This will be regularly monitored and reinforced by site management.

Warning Horns and Bleepers on Manoeuvring Vehicles

- 5.3 All pallet loading vehicles have been fitted with white sound reversing alarms. These have been designed specifically to minimise nuisance noise by using different sound frequencies and by allowing sound spread to be minimised and have been used successfully in many similar situations.

Impact Noises from Metal Pallets

- 5.4 Acoustic sleeves will be fitted to the forks of all loading vehicles to minimise clanking. Site staff and pallet truck operatives will be reminded that care needs to be taken in moving metal pallets to prevent excessive impact noises. This will be closely monitored by site staff.

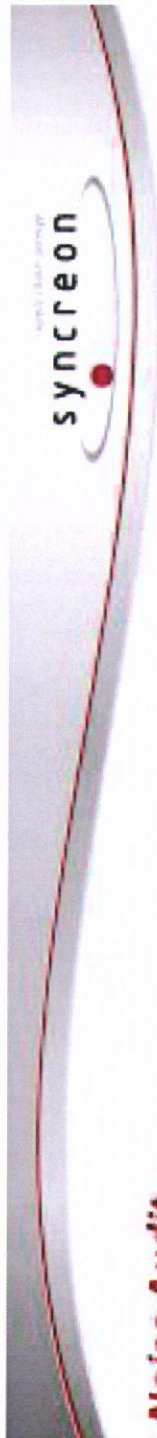
Noise audits

Noise audits will be undertaken on site in accordance with the agreed procedure, as follows:

1. Supervisor – at the rate of one audit per shift
2. Operations manager – at the rate of three per shift
3. Plant manager – at the rate of two per week.



The results of these are to be recorded and any non-compliances to be resolved immediately.



Noise Audit

Noise Reduction Audit.

Noise Reduction Point Audit					
Evidence Requirement.		OK - NOK	Who	When	If NOK Action Taken
1	Crane operators (Min 2) driving with foots sufficiently raised not to "Scrape" on the floor but safe to pedestrians working in the area.				
2	Sequence racks (Full or Empty) must not be "Pushed" along the floor or banged into others in the area.				
3	Ensure sequence rack are raised sufficiently of the ground before moving off.				
4	Extra care is being taken when stacking sequence racks.				
5	The horn is "Only" to be sounded in a health & safety concern. Not to tell the driver he is ready to go.				
6	All syncreon employees "Must" not shout instructions. Unless to prevent an accident - collision.				
7	Operators working the area have been informed of the issues raised by local residents, and understand disciplinary action will result in any breach.				
8	Only trucks fitted with noise reduction equipment are being used in this area.				
9					
10					
NOTE: Any issues arising from this audit MUST be escalated to the PLANT MANAGER within 1 HOUR.					



Noise Audit

Noise Reduction Audit Calendar

Monday - Day	Monday - Night	Tuesday - Day	Tuesday - Night	Wednesday - Day	Wednesday - Night	Thursday - Day	Thursday - Night	Friday - Day	Friday - Noon
A N Other									
	A N Other		Ops Manager			4.5.5 Office			
		A N Other							
	Ops Manager		A N Other						
				A N Other					
					A N Other		Ops Manager		
HSE Supervisor									
			Plant Man		Quality			Plant Man	
Supervisor Audit 1 per Shift		Ops Manager Audit 3 per Shift (Random)		Plant Man Audit 2 per Week (Random)		Other			



6.0 MONITORING AND COMPLAINTS HANDLING

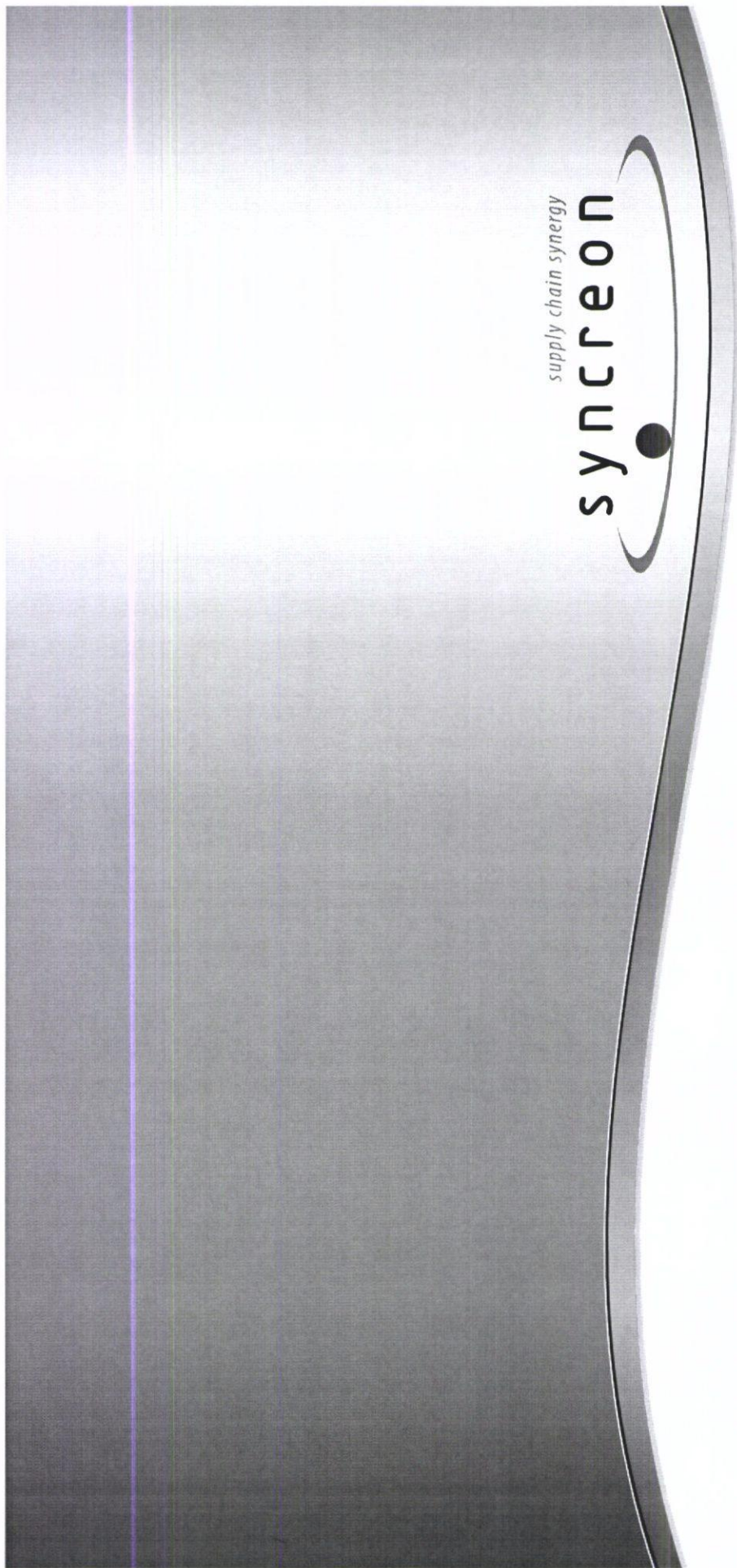
- 6.1 The site manager will monitor all annoyance noise issues on site and take reasonable steps to mitigate them through active management.
- 6.2 In the event of complaints, these will be dealt with by the site operations manager. The noise complaints email address which has been circulated to all local residents will be monitored and the site operations manager will investigate and respond to all complaints within the agreed time frame. Details of all complaints, their results of any investigations and any action taken will be retained on file.
- 6.3 This noise management plan will be reviewed and updated as necessary, on a quarterly basis or as and when a complaint about noise is received.

7.0 REVIEW DATES

Implementation date: *(to be inserted)*

Review date (annual):	Completed By:	Action taken:
--------------------------------------	--------------------------	----------------------

Date
Date
Date



syncreon Automotive - Havant

Business Impact Report
August 2013



Syncreon responsibilities



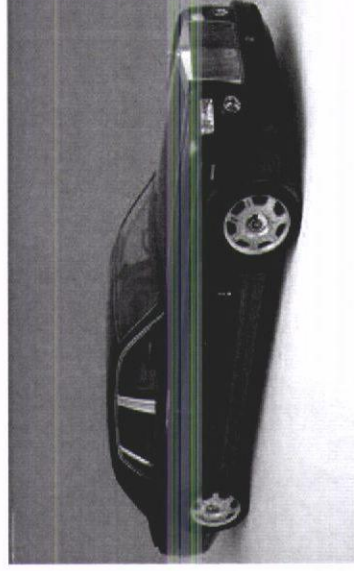
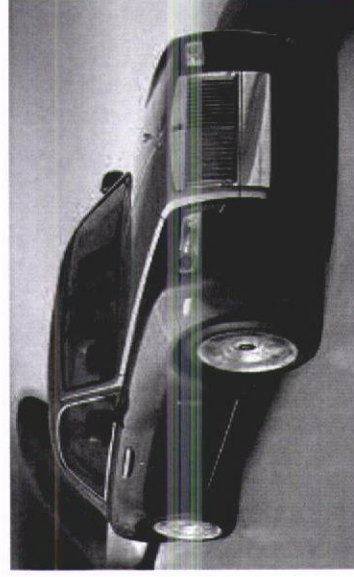
- syncreon takes its responsibility for the well being of its workforce.
- syncreon takes its responsibility to the local community seriously ensuring we integrate with local society.
- syncreon implements and adheres to its environmental policy at all times.



Havant Site Information

Havant site – about us

- Facility: Havant, West Sussex, (UK)
- Customer: Rolls-Royce Motor Company
- Activity: Offsite storage, Warehousing and Logistics.
- Models: Phantom (RR1, RR2 & RR3) , Ghost (RR4) Wraith (RR5)
- Activities: Offsite storage, Warehousing and Logistics.
- Destinations: Rolls-Royce Plant, Goodwood, West Sussex.
- Plant size: 12,730 m²
- SOP: August 2007
- Contract length: 3 Years - Dec 2012 → Dec 2015



supply chain synergy

syncreon

Havant site – from the air





Noise issues at Kenwood business park

Areas of potential residential noise concern at the Kenwood site

- Train lines: Kenwood business park has a train line that runs adjacent to the residential area.
- Transportation: Kenwood business park has a shared access and egress ring road that runs adjacent to the residential area.
- Employee parking: Kenwood business park has multiple business that share parking that is predominantly adjacent to the residential area.
- The Kenwood site houses additional businesses other than syncreon that also contribute to noise pollution and work from temporary structures (coach company workshop for fleet maintenance and chemical company).
- syncreon receiving, dispatch and empties management is predominantly carried out in an area adjacent to the residential area.



***syncreon intermediate actions
to reduce noise impact***

Existing annoyance mitigation strategy

- a) Site staff mandate about the need to avoid shouting, this is regularly monitored and reinforced by site management. Failure to adhere to these site rules will be held within site disciplinary process for conduct at work.
- b) Drivers of vehicles on site have to turn off engines when their vehicles are parked. Failure to adhere to these site rules will be held within site disciplinary process for conduct at work. This KPI would be considered at any syncreon contract.
- c) syncreon have fitted all vehicles with white sound reversing alarms. These have been designed specifically to minimise nuisance noise by using different sound frequencies and by allowing sound spread to be minimised and have been used successfully in many similar situations. These sounders represent to best available technology.
- d) Forklift truck drivers will reduce the sounding of horns for safety warning, blue safety light have been installed on MHE as a proximity warning to replace audible alerting.
- e) All Forklift truck drivers have been instructed to lift and drop instead of shunt pallets This is now company policy enforceable by the disciplinary process for conduct at work from (May 2013) all drivers have been trained and signed off to adhere. Supervisor and management noise cross sectional audits will be part of BPD.

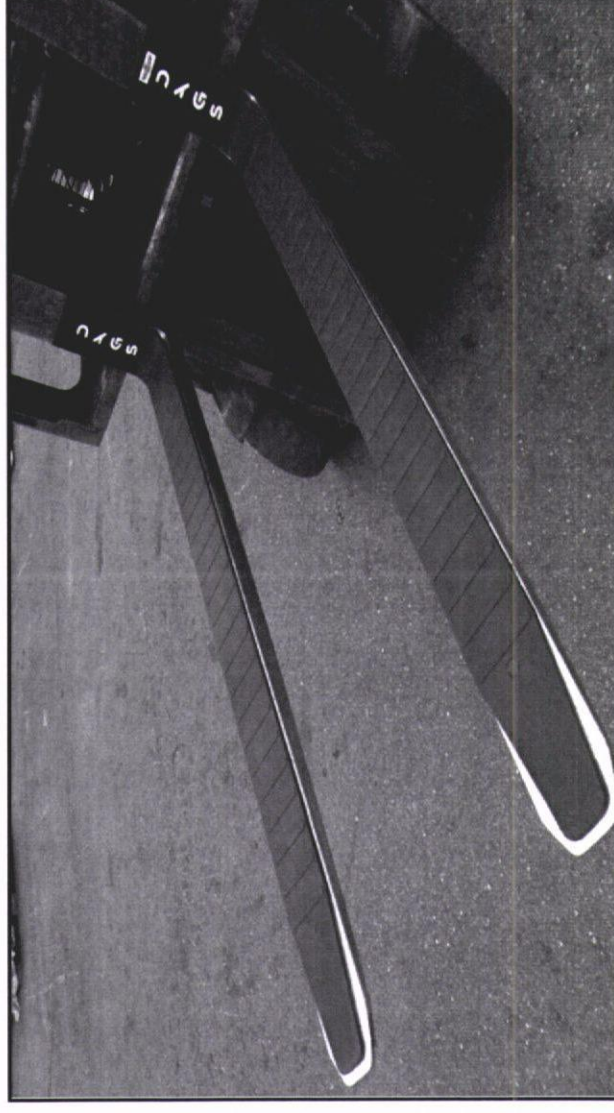
Immediate mitigation activity planned to reduce noise

- Rubber for sleeves are to be used on working forklifts when in operation.

This recommendation will both help control the noise level at the residences but also reduce the characteristic of the noise that can cause annoyance and give rise to complaints. Proposal is to Dags to all FLT that work Within the canopies or empties yard or have any external works activity.

The Dags would provides a 4.5 dBa reduction in impact noise against the surrounding residential area

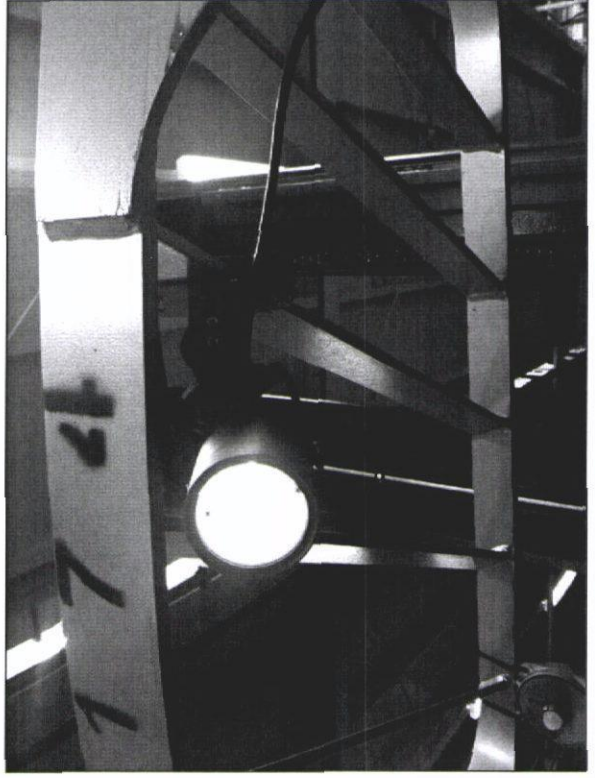
(Target date for delivery and fitting 23/9/13)



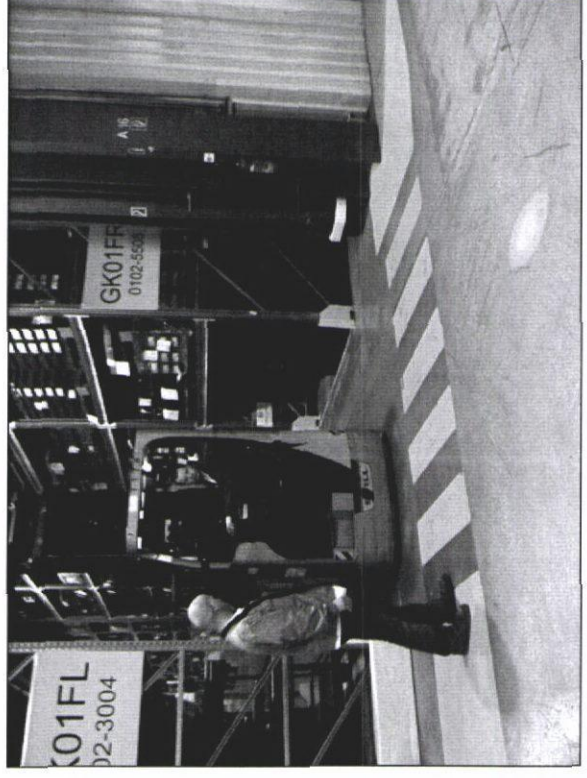
Immediate mitigation activity planned to reduce noise

- Speed humps to be fitted to receiving bay as an engineered control of site speed limit to reduce noise. (target date 5/8/13)
- Directional travel Blue lights fitted to MHE to stop the need for beeping horns for proximity awareness providing a visible proximity alert instead of an audible alert. (60% of the MHE fleet have blue light fitted, target date for 100% 9/9/13)

Light projector in function



The blue light is warning the people that the fork lift is approaching



Noise Audit

Noise Reduction Audit.

Noise Reduction Point Audit.					
	Evidence Requirement.	OK - NOK	Who	When	If NOK Action Taken
1	Observe operators (Min 2) driving with forks sufficiently raised not to "Scrap" on the floor but safe to pedestrians working in the area.				
2	Sequence racks (Full or Empty) must not be "Pushed" along the floor or banged into others in the area.				
3	Ensure sequence rack are raised sufficiently of the ground before moving off.				
4	Extra care is being taken when stacking sequence racks.				
5	The horn is "Only" to be sounded in a health & safety concern, Not to tell the driver he is ready to go.				
6	All syncreon employees "Must" not shout instructions. Unless to prevent an accident - collision.				
7	Operators working the area have been informed of the issues raised by local residents, and understand disciplinary action will result in any breach.				
8	Only trucks fitted with noise reduction equipment are being used in this area.				
9					
10					
NOTE; Any issues arising from this audit MUST be escalated to the PLANT MANAGER within 1 HOUR.					

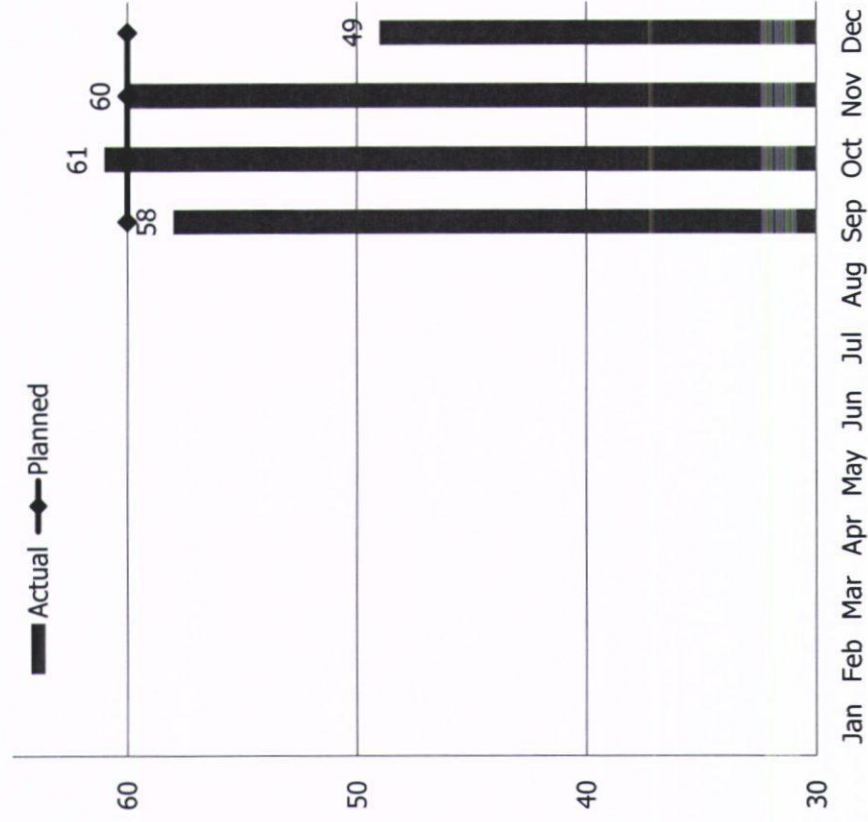
Noise Audit

Noise Reduction Audit Calendar

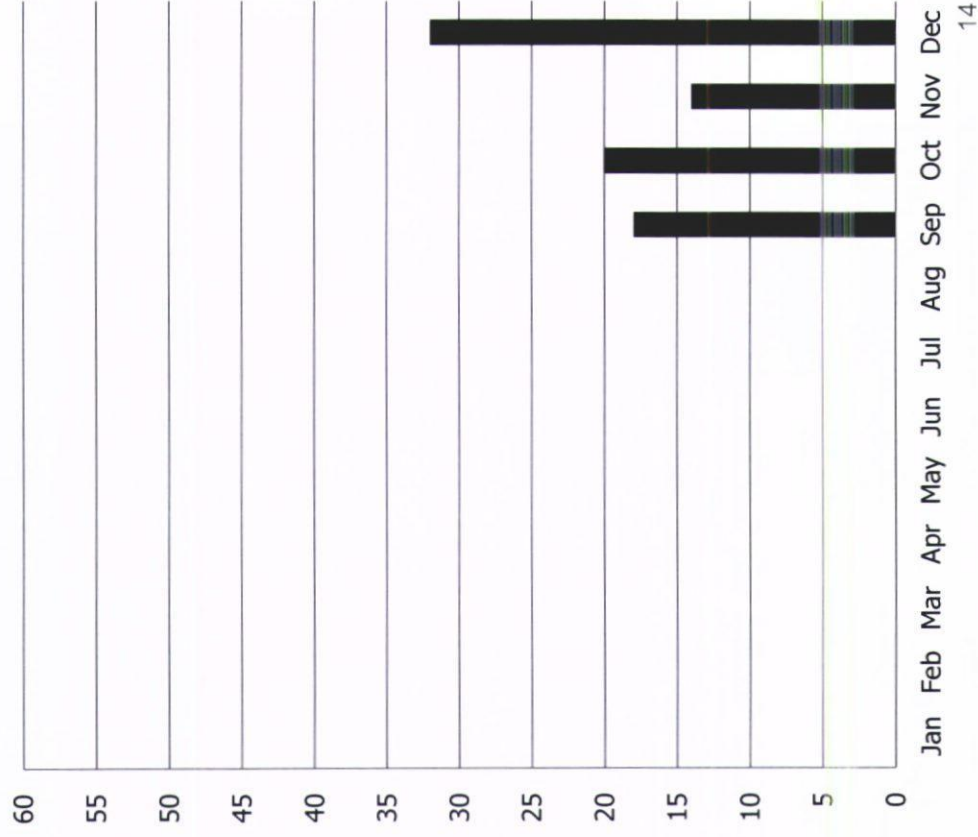
Monday - Day	Monday - Night	Tuesday - Day	Tuesday - Night	Wednesday - Day	Wednesday - Night	Thursday - Day	Thursday - Night	Friday - Day	Friday - Noon.
A N Other.									
	A N Other.		Ops Manger.			H & S Office.			
		A N Other.							
	Ops Manger.		A N Other.						
				A N Other.					
					A N Other.		Ops Manger.		
HR Supervisor									
			Plant Man		Quality			Plant Man	
Supervisor Audit 1 per Shift.		Ops Manager Audit 3 per Shift (Random)		Plant Man Audit 2 per Week (Random)					

Noise Audit

Internal Audits Planned Vs. Actual.



Issues Found Per Month.





***Long term solutions that syncreon, Adjacent business
and council can explore to reduce noise impact***

Monitoring and Concern Handling

- syncreon meet with local residents to gain a greater understanding of their concerns are communicate actions based on residents concerns as a priority.
- The site manager will monitor all annoyance noise issues on site and take reasonable steps to mitigate them through active management.
- Residents that would like to request information related to our plans or would like to share concerns can email neighbours.havant@syncreon.com
A response will be provided to requests within 24 hours.

Monitoring and Concern Handling

After issuing a response to feedback from the resident, a survey will be issued to the individual to evaluate the handling of the issue by the company.

Responses from these satisfaction surveys will be monitored and the overall score from each sheet will give the company an indication of the level of service in the handling of the feedback and confirm if the person is content with the notified action.



COMMERCIAL DIVISION

Resident's Satisfaction Survey

Syncreon, Automotive (UK) Ltd
Kingswood Business Park
Hull Lane
Oxley, PO8 2NT
Tel: 02 44 (0) 2322 244 727
www.syncreon.com

Your Opinion Helps Us To Improve Our Performance.
Thanks For Your Time.

How would you rate the speed of the response to your concern?

			
Excellent	Very Good	Average	Poor

How would you rate the way your concern was handled?

			
Excellent	Very Good	Average	Poor

To what standard do you feel the company has resolved your concern?

			
Just Right	Very Good	Good	Fair
			Unacceptable

How would you rate your overall satisfaction?

			
Excellent	Very Good	Average	Fair
			Poor

Please leave any comments you wish below:

Thank you for your feedback

End of Presentation

Your feedback is important to us.

Please take the opportunity to use the rest of this meeting as an open forum to discuss any queries you might have.