

## INTRODUCTION AND PURPOSE

The purpose of this document is to outline the measures that will be adopted by a contractor/s and wider project team to avoid, minimise, or mitigate the effects of construction activity on the environment and surrounding community, including local neighbours.

## PROJECT OVERVIEW

The proposals include the refurbishment and modernisation of the existing Utopia Village office building/s to make it suitable for modern office requirements, improve the energy efficiency and performance of the buildings and to refresh the general appearance of the site.

The proposals involve:

- localised demolition of existing lean-to structures
- erecting a small 'infill' extension
- improvements to the exterior of the building, including replacement of various windows and doors and improvement of some external finishes
- replacing existing external heating and cooling plant with a more modern, efficient system
- internal refurbishment and reconfiguration works
- external courtyard landscaping works
- new perimeter gates

## PROJECT DELIVERY

Subject to securing planning permission for the proposed works, a suitably qualified contractor/s will be appointed to undertake the works on behalf of the client.

The proposed works are anticipated to be undertaken in two phases:

- Phase 1 – Enabling Works – this will include strip-out of the existing buildings, repairs to structure and fabric of the existing building
- Phase 2 – Main Works – this will include localised demolition, structural works, adaptations to existing elevations, new windows, doors & façade treatment, new plant and services, internal refurbishment and fit-out, external landscaping works.

The overall site duration for both phases is anticipated to be c. 12-18 months.

The contractor will be required to liaise with the local authority, Camden Council (CC) regarding their proposed working arrangements. The following notes set out some of the matters for consideration.

Utopia Village for Freelands Group

Construction Management Matters (Environmental and Neighbourly Considerations)

13 October 2023

### Health & Safety

Prior to the commencement of any work, it is essential that health and safety plans, risk assessments and method statements are prepared, implemented, and understood by the whole workforce. The contractor would also be expected to provide skilled and competent workers who are familiar with and trained in the latest BS guidance.

The security of the site should be managed and maintained in an appropriate manner. This should also be prepared in advance of any work commencing.

### Community Engagement / Public Relations

It is essential that regular communication is maintained with the neighbours and other stakeholders to develop and maintain good relations. To keep immediate neighbours well informed and aware of any upcoming site activities, newsletters will be displayed around the perimeter of the site. This will be in addition to site contact details, which will act as a point of contact for stakeholders with possible concerns / comments. These details may include.

- The title 'Contact Board'.
- Name of the main contractor, address, and person to whom correspondence should be addressed.
- Name of the site manager.
- Month and year of completion of works.
- Names and telephone numbers of staff who can take immediate action, so that contact can be made at any time.

Should any complaints be received, they will be documented and provided to the local authority where necessary.

### Working Hours

For the duration of the works, the contractor/s will be required to follow the approved operating hours set out by CC. These times are likely to be the following.

- Mondays to Friday: 0800 – 1800
- Saturdays: 0800 – 1300
- Sundays & Bank Holidays: No Time

Construction activities will not take place outside of this timeframe unless contractor/s have gained prior written approval from CC.

The contractor/s may also be required to join the Considerate Constructors Scheme.

### Deliveries / Vehicle Movements

Deliveries to site will need to be undertaken within the working hours set out above.

Contractors will likely arrange deliveries during off peak hours and implement 'Just in Time Delivery', which aims to minimise the need to store materials on site. Furthermore, a delivery plan should ensure that any deliveries will arrive at the correct time and part of the site and minimise disruption. Where possible vehicle movements will be kept in accordance with Camden's Code of Practice for Construction Sites.

### Loading and Un-loading

Where possible any loading / unloading of materials will be undertaken within the site boundary. If it is found that loading and un-loading cannot occur inside the site boundary, to minimise any disruption and congestion, the contractor/s should designate specific loading and unloading zones. This should be carefully chosen to ensure efficient and safe operations whilst also having the least impact on the residents and the local businesses.

### Noise & Vibration

The contractor would be expected to carry out prediction of noise and vibration levels before any work is carried out on site and develop a noise management plan for the works. In doing so action levels would be set. If these levels are reached, the contractor will be required to take action to reduce the harmful effects of the noise.

From this, if it is found to be necessary, the contractor will use noise attenuation screening to further reduce any possible impact on sensitive receptors.

Monitoring of the noise will be carried out at the start of works on site and at regular intervals during each activity period. During any such time where there is a potential for excessive noise or vibration continuous monitoring of the works will be undertaken.

Best Practicable Means (BPM) will be followed where practicable to reduce noise and vibration across the site.

As a minimum the contractor will ensure the following general principles are adhered to:

- Site vehicle engines will not be left idling or be over revved.
- All plant and machinery brought onto site will be properly maintained and silenced in accordance with manufacturer's recommendations.
- Any Auxiliary equipment will be shut off when not in use.
- Works will be carried out the furthest possible distance away from residential neighbours.

### Dirt / Dust

Any operations thought to generate a substantial amount of dirt or dust will be identified and recorded early on and then be prevented wherever practicable. If it becomes evident that the building site is generating airborne dust, the contractor will undertake investigation and assessment and then the appropriate action to resolve the matter.

The contractor will follow the three principles set out in Camden's guidance and use them as a basis for dealing with dust on site. Those being the following:

- Prevention
- Suppression
- Containment

### Storage / Waste

Materials and waste should be kept inside the boundary of the site and an appropriate distance away from the site perimeter. The contractor/s will make provision to minimise any potential impact on the local community by (where necessary) implementing wheel wash facilities on site, to clean vehicles leaving site. A road sweeper may also be provided if deemed necessary.

The contractor may likely employ a specialist waste manager for sections (or duration) of the works. To ensure that any waste produced is managed efficiently and the site is kept clean.

### General Site Activities

To further minimise any adverse impacts on neighbouring residents and businesses, the following principles would be expected to be adopted where practicable.

- Water will be used as a dust suppressant when appropriate.
- Cutting equipment will also use water as suppressant or suitable local exhaust ventilation system where appropriate.
- Skips and all loading vehicles leaving site will be securely covered, to help mitigate accidental pollution.
- Implementation of 'Just in Time' deliveries to minimise waiting times of delivery vehicles.
- Any site water run-off of or mud to be prevented.
- On-road vehicles to comply to set emission standards.
- Movement of construction traffic around site will be minimised as best possible
- Access to be maintained (where reasonable) for residents, neighbours, and pedestrians.
- Aggregate stockpiles should be avoided where possible but will be appropriately located away from sensitive receptors and suitably sheeted.
- Where there is evidence of airborne dust from the building/site - the principal contractor will undertake investigation and assessment and appropriate action to resolve the matter.
- Preventative maintenance will be employed on all aspects of the construction/demolition works including all plant, vehicles, buildings, and the equipment concerned with the control of emissions, dust, and noise.

The contractor and project team will closely monitor these aspects, to see that all activities are being carried out in accordance with Camden's Guidance where practicable.