

TEMPLAR HOUSE

DRAFT CONSTRUCTION MANAGEMENT PLAN
JULY 2015



# Construction Management Plan Pro-forma



CONTENTS	PAGE NO.
Introduction	Page 1
Section 1 – Site Contacts	Page 2
Section 2 – About the Site	Page 4
Section 3 – Transportation Issues Associated with the Site	Page 7
Section 4 – Traffic Management for the Site	Page 9
Section 5 – Environmental Issues	Page 11
Section 6 - Monitoring, Compliance, Reporting and Consultation about Traffic and Activities related to the Site	Page 14
Queries: planningobligations@camdon gov.uk	

Queries: planningobligations@camden.gov.uk



### **CONSTRUCTION MANAGEMENT PLAN**

### INTRODUCTION

A Construction Management Plan (CMP) should help developers minimise the impact of their construction on the surrounding community, both for the construction on site and the transport arrangements for servicing the site.

The completed and signed CMP should address how any impacts associated with the proposed works will be mitigated and manage the cumulative impacts of construction in the vicinity of the site. The level of detail included in a CMP will depend on the scale and kind of development. Further policy guidance is set out in Camden Planning Guidance (CPG) 6: Amenity and (CPG) 8: Planning Obligations

This CMP follows the best practice guidelines in <u>Transport for London's</u> (TfL's Standard for <u>Construction Logistics and Cyclist Safety</u> (**CLOCS**) scheme) and <u>Camden's Minimum Requirements for Building Construction</u> (**CMRBC**).

The approved contents of this CMP must be complied with unless otherwise agreed with the Council. The project manager shall work with the Council to review this CMP if problems arise in relation to the construction of the development. Any future revised plan must also be approved by the Council and complied with thereafter.

It should be noted that any agreed CMP does not prejudice or override the need to obtain any separate consents or approvals such as for road closures or hoarding licences.

If your scheme involves any demolition, you need to make an application to the Council's Building Control Service. Please complete the "<u>Demolition Notice</u>"

Please complete the questions below with additional sheets, drawings and plans as required. The boxes will expand to accommodate the information provided, so please provide as much information as is necessary.

(Note the term 'vehicles' used in this document refers to all vehicles associated with the implementation of the development, e.g. demolition, site clearance, delivery of plant & materials, construction, etc.)

### Section 1 – Site Contacts

## Q1. Please provide the full postal address of the site and the planning reference relating to the Construction works.

Site Address:

81-87 High Holborn, London, WC1V 6NG

Planning application reference:

CMP submitted in draft for the planning application. There is no planning application reference yet.

Type of CMP – Condition discharge / Section 106 planning obligation / Major sites framework CMP for planning application

### Q2. Please provide contact details for the person responsible for submitting the CMP

Name: Donna Pinto, Astudio Architecture

Address: Tower Building, 8th Floor, 11 York Road, London, SE1 7NX

Tel: 0207 401 4100

Email: donna.pinto@astudio.co.uk

# Q3. Please provide the registered contact address details for the main contractor responsible for undertaking the works.

Name: This CMP is being issued as part of the planning application and before a main

contractor has been appointed.

Address: n/a Tel: n/a

Email: n/a

# Q4. Please provide full contact details of the site and project manager responsible for day-to-day management of the works.

Name: This CMP is being issued as part of the planning application and before a main contractor has been appointed.

Address: n/a Tel: n/a Email: n/a



Q5. Please provide full contact details of the person responsible for dealing with any complaints from

local residents and businesses, etc. In the case of <u>Community Investment Programme (CIP)</u>, please provide contact details of the responsible Camden officer.

Name: This CMP is being issued as part of the planning application and before a main contractor has been appointed.

Address: n/a Tel: n/a Email: n/a

Q6. Please provide full contact details of the person responsible for community liaison if different to above.

Name: Same as above

Address: Tel: Email:

Q7. Please provide full contact details including the address where the main contractor accepts receipt of legal documents for the person responsible for the implementation of the CMP.

Name: This CMP is being issued as part of the planning application and before a main contractor has been appointed.

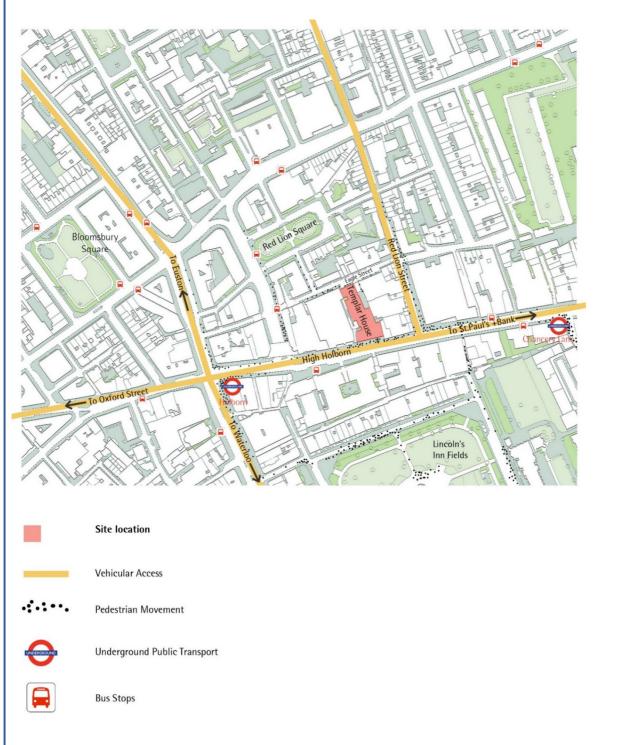
Address: n/a Tel: n/a Email: n/a



# Page 3 of 18 Sction 2 – About the Site

# Q8. Please provide a site location plan and a brief description of the site, surrounding area and development proposals for which the CMP applies.

The site is located at 81-87 High Holborn which is close to Holborn tube station and within the Bloomsbury Conservation Area. The existing building was built in 1959 and can no longer serve, or be adapted to serve, as Grade A Headquarters commercial accommodation. This development proposal seeks permission to remove the existing building, replace/ add office accommodation in a taller consolidated building facing High Holborn, create 2 distinct land uses, and build a residential building facing Eagle Street on the north side of the site.



Q9. Please provide a very brief description of the construction works including the size and nature of the development and details of the main issues and challenges (e.g. narrow streets, close proximity to residential dwellings).

### Stages:

The works on site include the following stages:

- Site set up facilities, site hoarding, and scaffold.
- Public highway and pavement works to make safe, signage, lights etc.
- Install, test, and commission a temporary UKPN substation to replace the existing
- Temporary works demolition support to adjacent buildings.
- Demolition of the existing building and removal of material from site.
- Temporary works substructure and foundation support.
- Substructure and foundation construction.
- Main building construction.
- Deconstruction in progressive stages of temporary works, scaffold.
- Removal from site of facilities and hoarding.

Construction access will be from Eagle Street to minimize disruption to the busy High Holborn thoroughfare. On the north side of Eagle Street there is residential accommodation so limits to hours of operation and construction noise will need to be set.

There is an existing London Plane Tree on the property line on the High Holborn side. This tree will be protected during construction and remain in place in the completed development. There are no high level services or obstructions that cross or run adjacent to the site. French Horn Lane is an easement to the west of the site that gives access to an electrical substation on that site and serves as an emergency means of egress. This route will need to be preserved during construction.

Q10. Please identify the nearest potential receptors (dwellings, business, etc.) likely to be affected by the activities on site (i.e. noise, vibration, dust, fumes, lighting, etc.).

44 Eagle Street: Commercial and Residential Properties

28-34 Eagle Street: Commercial Properties

47-51 Eagle Street: Commercial and Residential Properties

73-78 High Holborn: Commercial Properties

79-80 High Holborn: Commercial and Residential Properties

262-267 High Holborn: Commercial Properties

Holborn Place: Commercial Properties 90 High Holborn: Commercial property

This will confirmed by the appointed contractor and details provided accordingly within the full Construction Management Plan.

### Page 4 of 18



Q11. Please provide a scaled plan detailing the local highway network layout in the vicinity of the site. This should include details of on-street parking bay locations, cycle lanes, footway extents and proposed site access locations.

See attached Construction Management Site Plan.

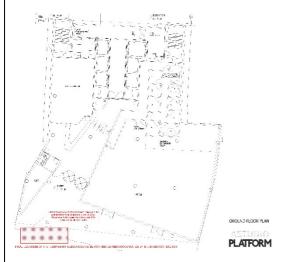
Q12. Please provide the proposed start and end dates for each phase of construction as well as an overall

This CMP is being issued as part of the planning application and before a main contractor has been appointed. The existing building is currently occupied so a construction programme will be set when a date is agreed for the existing tenants to depart.

programme timescale. (A Gantt chart with key tasks, durations and milestones would be useful).

Q14. Please indicate if any changes to services are proposed to be carried out that would be linked to the site during the works (i.e. connections to public utilities and/or statutory undertakers' plant). Larger developments may require new utility services. If so, a strategy and programme for coordinating the connection of services will be required. If new utility services are required, please confirm which utility companies have been contacted (e.g. Thames Water, National Grid, EDF Energy, BT. etc.) You must explore options for the utility companies to share the same excavations and traffic management

A temporary UKPN substation will be required as shown in the diagram below. Final coordination of location will be required with the appointed main contractor.



A strategy and programme for co-ordinating the connection of utility services will be prepared following the appointment of a contractor for the works on the site.

### Page 5 of 18



Q15. Please confirm when an asbestos survey was carried out at the site and include the key findings.

The most recent asbestos register and management plan was carried out in August 2013. The text below is a copy of the Executive Summary from that report:

### **Executive Summary**

A review of the available asbestos information for *Templar House* has been completed using existing Management Surveys and a Refurbishment Survey commissioned by Frankham. The known and presumed asbestos-containing materials within the building have been found to pose a *Medium risk*. It has been decided the following ongoing management procedure will be adopted for the known asbestos:

- 1. Access for work to areas containing Identified/ presumed Asbestos Containing Materials (ACMs) will be controlled using the Works Access System.
- 2. Should any projects be planned outside the usual maintenance of the building an Asbestos Impact Assessment Form should be completed and submitted to the Safety Compliance Team. Refurbishment and Demolition Asbestos Surveys may be required prior to any works. This procedure should be followed regardless of whether any asbestos has been previously identified/ presumed in the affected areas.
- 3. Identified/ presumed ACMs will be managed and formally re-inspected in accordance with HSE Guidelines.
- 4. Non-accessed installations should be inspected prior to any work which is likely to disturb them in accordance with HSE Guidelines.
- 5. This building has been found to contain friable Asbestos and therefore the Site Asbestos Register must be made available to any attending Emergency Services.
- Q13. Please confirm the standard working hours for this site, noting that the standard working hours for construction sites in Camden are as follows:
  - 8.00am to 6pm on Monday to Friday
  - 8.00am to 1.00pm on Saturdays
  - No working on Sundays or Public Holidays

This CMP is being issued as part of the planning application and before a main contractor has been appointed, however, no deviation from the standard working hours is expected.



### Section 3 – Transportation Issues Associated with the Site

Q16. Please provide a brief description of the proposed working hours within which vehicles will service the site during the construction period (Refer to the <u>Guide for Contractors Working in Camden</u>). Construction vehicle movements are generally acceptable between 9.30am to 4.30pm on weekdays and between 8.00am and 1.00pm on Saturdays). If there is a school in the vicinity of the site or on the proposed access and/or egress routes, then deliveries must be restricted to between 9.30am and 3pm on weekdays during term time. Construction vehicles must be managed and prevented from causing obstructions to the highway.

This CMP is being issued as part of the planning application and before a main contractor has been appointed, however, no deviation from the Camden standards is anticipated.

Q17. Please provide details of the typical sizes of all vehicles and the approximate frequency and times of day when they will need access to the site, for each phase of construction. You should estimate the average daily number of vehicles during each major phase of the work, including their dwell time at the site. High numbers of vehicles per day and/or long dwell times may require vehicle holding procedures. You will need to consider whether the roads on the route(s) to and from the site are suitable for the size of vehicles to be used. Please provide details of other known developments in the local area or on the route.

This CMP is being issued as part of the planning application and before a main contractor has been appointed. It is expected that a Planning Approval will include a condition for discharge that requires this information from the appointed main contractor.

Q18. Please provide details of any temporary structures which would overhang the public highway (e.g. scaffolding, gantries, cranes etc.)

### Page 7 of 18



Q19. Please provide details of hoarding requirements or any other occupation of the public highway.

This CMP is being issued as part of the planning application and before a main contractor has been appointed. It is expected that a Planning Approval will include a condition for discharge that requires this information from the appointed main contractor.

Q20. Please provide accurate scaled drawings of any highway works necessary to enable construction to take place (e.g. construction of temporary vehicular accesses). Use of the public highway for storage, site accommodation or welfare facilities is at the discretion of the Council and is generally not permitted. If you propose such use you must supply full justification, setting out why it is impossible to allocate space on-site. You must submit a detailed (to-scale) plan showing the impact on the public highway including; the extent of hoarding, pedestrian routes, parking bay suspensions and remaining road width for vehicle movements. We prefer not to close footways but if this is unavoidable, you should submit a scaled plan of the proposed diversion route showing key dimensions. Please provide details of all safety signage, barriers and accessibility measures such as ramps and lighting etc.

This CMP is being issued as part of the planning application and before a main contractor has been appointed. It is expected that a Planning Approval will include a condition for discharge that requires this information from the appointed main contractor.

Q21. Please provide details of any proposed parking bay suspensions and temporary traffic management orders which would be required to facilitate construction. If construction vehicles cannot access the site, details are required on where they will wait to load/unload.

This CMP is being issued as part of the planning application and before a main contractor has been appointed. It is expected that a Planning Approval will include a condition for discharge that requires this information from the appointed main contractor.

A temporary relocation of the 2no. pay & display car parking spaces on Eagle Street may be considered.

# Camden

### Page 8 of 18

### **Section 4 - Traffic Management for the Site**

Q22. Please provide details describing how pedestrian and cyclist safety will be maintained, including any proposed alternative routes (if necessary), and any Banksman and/or Traffic Marshall arrangements. You should supply details of any diversion, disruption or other anticipated use of the public highway during the construction period (alternatively a plan may be submitted). Vulnerable footway users include wheelchair users, the elderly, people with walking difficulties, young children, people with prams, blind and partially sighted people, etc. A secure hoarding will generally be required to the site boundary with a lockable access. Any work above ground floor level may require a covered walkway adjacent to the site. A licence must be obtained for scaffolding and gantries. The adjoining public highway must be kept clean and free from obstructions. Lighting and signage should be used on temporary structures/ skips/ hoardings, etc. Appropriate ramping must be used if cables, hoses, etc. are run across the footway.

This CMP is being issued as part of the planning application and before a main contractor has been appointed. It is expected that a Planning Approval will include a condition for discharge that requires this information from the appointed main contractor.

The detailed design of the Traffic Management procedures will be resolved with the main contractor.

Q23. Please detail the proposed access and egress routes to and from the site, showing details of links to the <a href="Transport for London Road Network">Transport for London Road Network</a> (TLRN). Such routes should be indicated on a drawing or diagram showing the public highway network in the vicinity of the site. Consideration should also be given to weight restrictions, low bridges and cumulative impacts of construction (including neighbouring construction sites) on the public highway network. Consideration should be given to any major trip generators (e.g. schools, offices, public buildings, museums, etc.) on the route, and how any problems can be avoided or mitigated.

This CMP is being issued as part of the planning application and before a main contractor has been appointed. It is expected that a Planning Approval will include a condition for discharge that requires this information from the appointed main contractor.

Construction access will most likely be from Eagle Street.

### Page 9 of 18



Q24. Please describe how the access and egress arrangements for construction vehicles will be managed. Confirm how contractors, delivery companies and visitors will be made aware of the route (to and from the site) and of any on-site restrictions, prior to undertaking journeys.

This CMP is being issued as part of the planning application and before a main contractor has been appointed. It is expected that a Planning Approval will include a condition for discharge that requires this information from the appointed main contractor.

The pre-construction information pack containing all necessary information on site access will be issued in advance to all who require access to the site.

Q25. Please provide details of the parking and loading arrangements for construction vehicles with regard to servicing and deliveries associated with the site (e.g. delivery of materials and plant, removal of excavated material). This is required as a scaled site plan, showing all points of access and where materials, skips and plant will be stored, and how vehicles will access and egress the site.

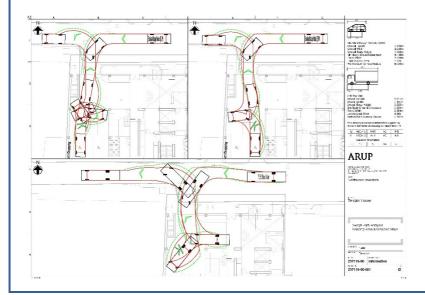
This CMP is being issued as part of the planning application and before a main contractor has been appointed. It is expected that a Planning Approval will include a condition for discharge that requires this information from the appointed main contractor.

The pre-construction information pack containing all necessary information on site access will be issued in advance to all who require access to the site.

Q26. Please provide swept path drawings for any tight manoeuvres on vehicle routes to and from the site including proposed access and egress arrangements at the site boundary (if necessary).

This CMP is being issued as part of the planning application and before a main contractor has been appointed. It is expected that a Planning Approval will include a condition for discharge that requires this information from the appointed main contractor.

See below for the swept path diagram prepared during the design stage.







### Section 5 – Environmental Issues

To answer these sections please refer to the relevant sections of **Camden's Minimum Standards for Building Construction** (CMRBC).

Q27. Please provide details of the times of <u>noisy operations</u>, outlining how the construction works are to be carried out.

This CMP is being issued as part of the planning application and before a main contractor has been appointed. It is expected that a Planning Approval will include a condition for discharge that requires this information from the appointed main contractor.

Q28. Please confirm when the most recent noise survey was carried out (before any works were carried out) and provide a copy. If a noise survey has not taken place please indicate the date (before any works are being carried out) that the noise survey will be taking place, and agree to provide a copy.

The most recent noise survey was completed 28 November 2014. See attached copy.

Q29. Please provide predictions for <u>noise</u> and vibration levels throughout the proposed works.

This CMP is being issued as part of the planning application and before a main contractor has been appointed. It is expected that a Planning Approval will include a condition for discharge that requires this information from the appointed main contractor.

Q30. Please provide details describing mitigation measures to be incorporated during the construction/demolition works to prevent noise and vibration disturbances from the activities on the site, including the actions to be taken in cases where these exceed the predicted levels.

### Page 11 of 18



Q31. Please provide evidence that staff have been trained on BS 5228:2009

This CMP is being issued as part of the planning application and before a main contractor has been appointed. It is expected that a Planning Approval will include a condition for discharge that requires this information from the appointed main contractor.

Q32. Please provide details on how dust nuisance arising from dusty activities, on site, will be prevented.

This CMP is being issued as part of the planning application and before a main contractor has been appointed. It is expected that a Planning Approval will include a condition for discharge that requires this information from the appointed main contractor.

Q33. Please provide details describing how any significant amounts of dirt or dust that may be spread onto the public highway will be prevented and/or cleaned.

This CMP is being issued as part of the planning application and before a main contractor has been appointed. It is expected that a Planning Approval will include a condition for discharge that requires this information from the appointed main contractor.

Q34. Please provide details describing arrangements for monitoring of noise, vibration and dust levels.

This CMP is being issued as part of the planning application and before a main contractor has been appointed. It is expected that a Planning Approval will include a condition for discharge that requires this information from the appointed main contractor.

Q35. Please confirm that a <u>Risk Assessment</u> has been undertaken in line with the <u>GLA's Control of Dust</u> and Emissions Supplementary Planning Guidance (SPG), and the risk level that has been identified, with evidence.

### Page 12 of 18



Q36. Please confirm that all relevant mitigation measures from the SPG will be delivered onsite.

This CMP is being issued as part of the planning application and before a main contractor has been appointed. It is expected that a Planning Approval will include a condition for discharge that requires this information from the appointed main contractor.

Q37. If the site is a High Risk Site, 4 real time dust monitors will be required, as detailed in the <a href="SPG">SPG</a>.

Please confirm that these monitors will be installed 3 months prior to the commencement of works, and that real time data and quarterly reports will be provided to the Council detailing any exceedances of the threshold and measures that were implemented to address these.

This CMP is being issued as part of the planning application and before a main contractor has been appointed. It is expected that a Planning Approval will include a condition for discharge that requires this information from the appointed main contractor.

Q38. Please provide details about how rodents, including <u>rats</u>, will be prevented from spreading out from the site. You are required to provide information about site inspections carried out and copies of receipts (if work undertaken).





# Section 6 – Monitoring, Compliance, Reporting and Consultation about Traffic and Activities related to the Site

(Refer to <u>Tfl best practice guidance</u> and <u>(CMRBC)</u> sections: <u>noise operations</u>, abatement techniques, noise levels, vibration levels, <u>dust levels</u>, rodent control, community liaison, etc.)

Q39. Please provide details describing how traffic associated with the development will be managed in order to reduce/minimise traffic congestion. Deliveries should be given set times to arrive, dwell and depart. Delivery instructions should be sent to all suppliers and contractors. Trained site staff must assist when delivery vehicles are accessing the site, or parking on the public highway adjacent to the site. Banksmen must ensure the safe passage of pedestrians, cyclists and motor vehicular traffic in the street when vehicles are being loaded or unloaded. Vehicles should not wait or circulate on the public highway. An appropriate location outside the borough may need to be identified, particularly if a large number of delivery vehicles are expected.

This CMP is being issued as part of the planning application and before a main contractor has been appointed. It is expected that a Planning Approval will include a condition for discharge that requires this information from the appointed main contractor.

Q40. Please provide details of any other measures designed to reduce the impact of associated traffic (such as the use of construction material consolidation centres).

This CMP is being issued as part of the planning application and before a main contractor has been appointed. It is expected that a Planning Approval will include a condition for discharge that requires this information from the appointed main contractor.

Q41. Please provide details of consultation on a draft CMP with local residents, businesses, local groups (e.g. residents/tenants and business associations) and Ward Councillors. Details should include who was consulted, how the consultation was conducted and a summary of the comments received in response to the consultation. In response to the comments received, the CMP should then be amended where appropriate and where not appropriate a reason should be given. The revised CMP should also include a list of all the comments received. Developers are advised to check proposed approaches to consultation with the Council before carrying it out.

### Page 14 of 18



Q42. Please provide details of community liaison proposals including any Construction Working Group that will be set up, addressing the concerns of the community affected by the works. Please confirm how the contact details of the person responsible for community liaison will be advertised to the local community and how the community will be updated on the upcoming works i.e. in the form of a newsletter/ letter drop, or weekly drop in sessions for residents.

This CMP is being issued as part of the planning application and before a main contractor has been appointed. It is expected that a Planning Approval will include a condition for discharge that requires this information from the appointed main contractor.

Q43. Please provide details of any schemes such as the 'Considerate Constructors Scheme', the 'Freight Operators Recognition Scheme' or 'TfLs Standard for construction logistics and cyclist safety — <a href="CLOCS scheme">CLOCS scheme</a>' that the project will be signed up to. Note, the <a href="CLOCS standard">CLOCS standard</a> should be adhered to and detailed in response to question 46. Such details should form part of the consultation and be notified to the Council. Contractors will also be required to follow the "<a href="Guide for Contractors Working in Camden">Guide for Contractors Working in Camden</a>" also referred to as "Camden's Considerate Contractors Manual".

This CMP is being issued as part of the planning application and before a main contractor has been appointed. It is expected that a Planning Approval will include a condition for discharge that requires this information from the appointed main contractor.

Q44. Complaints often arise from the conduct of builders in an area. Please confirm steps being taken to minimise this e.g. provision of suitable smoking area, tackling bad language and unnecessary shouting.

### Page 15 of 18



Q45. Please provide a plan of existing or anticipated construction sites in the local area and please state how your CMP takes into consideration and mitigates the cumulative impacts of construction in the vicinity of the site.

### Page 16 of 18



Q46. Please provide details to confirm that all contractors and sub-contractors operating large vehicles over 3.5 tonnes will meet all of the following conditions, as outlined in the CLOCS Standard

### **OPERATIONS:**

- Quality operation: accreditation via an approved fleet management audit scheme e.g. <u>Fleet Operator</u> Recognition Scheme (FORS) or equivalent.
- **Collision reporting and analysis**: of any collision involving injury to persons, vehicles or property, ideally including use of the CLOCS Manager collision reporting tool.
- Traffic routing: any route specified by the client is adhered to unless otherwise specified.

### i. VEHICLES:

- Warning signage: warning cyclists of the dangers of passing the vehicle on the inside
- Side under-run protection: fitted to all vehicles over 3.5 tonnes which are currently exempt
- **Blind spot minimisation**: front, side and rear blind-spots completely eliminated or minimised as far as is practical and possible
- **Vehicle manoeuvring warnings**: enhanced audible means to warn other road users of a vehicle's left hand turn or other manoeuvres

### ii. DRIVERS:

- Training and development: approved progressive training and continued progressive training especially around vulnerable road users (including for drivers excluded from Certificate of Professional Competence requirements)
- **Driver licensing**: regular checks and monitoring of driver endorsements and that drivers hold the correct licence for the correct vehicle

### STANDARD FOR CONSTRUCTION CLIENTS

- Construction logistics/management plan: is in place and fully complied with as per this document.
- **Suitability of site for vehicles fitted with safety equipment**: that the site is suitably prepared for vehicles fitted with safety equipment to drive across.
- Site access and egress: should be carefully managed, signposted, understood and be clear of obstacles.
- Vehicle loading and unloading: vehicles should be loaded and unloaded on-site as far as is practicable.
- Traffic routing: should be carefully considered, risk assessed and communicated to all contractors and drivers.
- **Control of site traffic, particularly at peak hours**: other options should be considered to plan and control traffic, to reduce traffic at peak hours.
- **Supply chain compliance**: contractors and sub-contractors throughout the supply chain should comply with requirements 3.1.1 to 3.3.2.

### Page 17 of 18



Q47. Please provide details of any other relevant information with regard to traffic and transport (if appropriate).

This CMP is being issued as part of the planning application and before a main contractor has been appointed. It is expected that a Planning Approval will include a condition for discharge that requires this information from the appointed main contractor.

The agreed contents of this Construction Management Plan must be complied with unless otherwise agreed with the Council. The project manager shall work with the Council to review this Construction Management Plan if problems arise in relation to the construction of the development. Any future revised plan must be approved by the Council and complied with thereafter.

It should be noted that any agreed Construction Management Plan does not prejudice further agreements that may be required such as road closures or hoarding licences.

**Print Name:** Donna Pinto **Position:** Architect

**Submit:** planningobligations@camden.gov.uk

End of form

