

James Taylor Construction Limited

Construction Management Plan

64 Lincoln Inn Fields

Holborn

London WC2 3JX

|  |  |  |
| --- | --- | --- |
| **Date** | **Revision** | **Revision History** |
| 13/04/15 | A | Document updated with JK comments & updated programme |
| 28/05/15 | B | Document updated to incorporate comments from Camden |
| 16/06/15 | C | Document updated to incorporate further comments from Camden |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Position** | **Date** |
| **Created** | Andy Crosskey | Consultant | 23/02/2015 |

**Contents**

1 introduction 3

2 Site Contacts 4

2.1 Site Address 4

2.2 Planning Application Reference 4

2.3 Type of CMP 4

2.4 Person Responsible for Submission of CMP 4

2.5 Contact Details for Main/Principal Contractor 4

2.6 Manager Responsible for Day to Day Management of the Works 5

2.7 Contact Details for Local Residents and Businesses & Community Liaison 5

2.8 Contact Details for Receipt of Legal Documents 5

3 about the site 6

3.1 Site Plan 7

3.2 Local Highway Network 8

4 Overall Programme 9

5 Woks to services 9

6 Asbestos 11

7 Construction vehicle movements 12

7.1 Vehicular Routes To and From the Site – Updated Rev C 13

7.2 Numbers of Construction Vehicles 13

7.3 Site Parking 17

7.4 Wheel Washing 17

7.5 Hoardings – scaffold – temporary structures 17

7.6 Liaison with Neighbouring Construction Sites 17

8 Reducing the impact of the development 18

8.1 Code of Considerate Contractors Standards 18

8.2 Site Supervision 19

8.2.1 Protection to adjacent properties 19

8.3 Vibration 19

8.4 Noise Levels 20

8.4.1 Update Rev B 21

8.5 Dust and air pollution, dust or dirt on the public highway 22

8.5.1 Update Rev B 22

8.6 Pest Control 24

8.6.1 Update Rev B 24

8.7 Community Liaison 24

8.8 Other control measures 25

8.9 Considerate Contractor Scheme 25

9 implementation 26

10 consultation 27

10.1 Update 16th June 2015 27

# introduction

This document sets out the proposed arrangements for the Construction Management Plan in respect of the works to be carried out at 64 Lincoln’s Inn Fields, Holborn, London WC2 3JX.

The document has been prepared in draft form and will be issued to interested/affected parties/consultees for comment and subsequently relevant comments will be reflected in the final Construction Management Plan

In preparing the Management Construction Plan due note has been taken of the document “Guide for Contractors Working in Camden” prepared and issued by the Culture and Environment Directorate of the London Borough of Camden in February 2008.

The agreed contents of the 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.

# Site Contacts

## Site Address

64 Lincoln’s Inn Fields

Holborn

London WC2 3JX

## Planning Application Reference

Permission Granted – ref: 2013/7434/P

Listed Building Consent – ref: 2013/7457/L

## Type of CMP

Section 106 planning obligation

## Person Responsible for Submission of CMP

Julian Kerby-Construction Director

James Taylor Construction Limited

James Taylor House

St Albans Road East

Hatfield

Hertfordshire AL10 0HE

T: 01707 244040

E: jkerby@jamestaylorconstruction.com

## Contact Details for Main/Principal Contractor

Julian Kerby-Construction Director

James Taylor Construction Limited

James Taylor House

St Albans Road East

Hatfield

Hertfordshire AL10 0HE

T: 01707 244040

E: jkerby@jamestaylorconstruction.com

## Manager Responsible for Day to Day Management of the Works

Site Manager – Shane Sheffield

James Taylor Construction Limited

James Taylor House

St Albans Road East

Hatfield

Hertfordshire AL10 0HE

T: 01707 244040

## Contact Details for Local Residents and Businesses & Community Liaison

Ian Cox – Contracts Manager

James Taylor Construction Limited

James Taylor House

St Albans Road East

Hatfield

Hertfordshire AL10 0HE

T: 01707 244040

E: ian@jamestaylorconstruction.com

## Contact Details for Receipt of Legal Documents

Julian Kerby-Construction Director

James Taylor Construction Limited

James Taylor House

St Albans Road East

Hatfield

Hertfordshire AL10 0HE

T: 01707 244040

E: jkerby@jamestaylorconstruction.com

# about the site

The existing site comprises of an existing 4 storey traditionally built mid-terrace house and has an extensive basement within the confines of the whole site ‘foot print’. This building was formally a converted residential house into an office for a local law firm which is now to be converted back into 9 residential units.

The building is Grade II listed and faces onto Lincoln’s Inn Fields which is a green open space within London, WC2.

The building is located within a terrace on Lincoln’s Inn Fields which is at the southernmost edge of the Bloomsbury Conservation Area as defined by the City of Westminster in 1968.

The area is a mixture between residential, commercial and retail uses with a large number of professional institutions based nearby,

The North and East sides of the square comprise a coherent terrace from Georgian through to 20th century era buildings, whilst the South side comprises large multi storey office buildings. The West side of the square is formed of a variety of buildings belonging to the legal chambers of Lincoln’s Inn.

Lincoln’s Inn Fields is the largest listed garden Square in London, protected under the 1931 London Squares Act and is recognised as a Park & Garden of Specific Historic Interest.

The works were granted planning permission by Camden Regeneration and Planning Development Management on 23rd January 2015, reference 2013/7434/P subject to a Section 106 Legal Agreement.

Listed Building Consent was granted on 23rd January 2015, reference 2013/7457/L

The duration of the project is estimated at approximately 15 months, including the initial design process.

The first phase of on-site works will see initial demolition and soft strip-out take place prior to the adjacent rear boundaries being underpinned and the new build extension to the rear constructed.

The remainder of the programme consists of traditional new build fit-out including M&E 1st fix, plastering, M&E 2nd fix, decoration and finishes.

The project team comprises of in-house design architects, external engineering consultant, contracts manager, senior site manager and site surveyor, plus Head Office admin support. All trade work will be subcontracted out to competent subcontractors and materials supplied from approved merchants.

## Site Plan



The site has the benefit of an enclosed courtyard to the front of the building which will be used for the unloading/loading of vehicles, which will be carried out on a timed delivery basis, with all vehicles being able to enter and leave the site in forward gear under the supervision of banksmen.

Vehicles will only be able to approach the site from the A4200 Kingsway, into Remnant Street and then right into Lincoln’s Inn Fields.

Vehicles will only be able to turn left upon leaving the site into Lincoln’s Inn Fields and left into Remnant Street.

The potential receptors likely to be affected by the site activities comprise those building adjacent to and bordering onto the site, located in both Lincoln’s Inn Fields and Kingsway, specifically the following buildings:

Numbers 63 & 65 Lincoln’s Inn Fields

Numbers 48-56, 46, 44 & 42 Kingsway

## Local Highway Network

The site will be accessed by vehicles through the front courtyard area of Lincoln’s Inn Fields.



 Delivery vehicle route

 Indicates areas of on road parking

 Indicates areas of cycle parking

# Overall Programme

The proposed start date for the project is: March 2015 and the works are expected to be completed by the end of January 2016.

The Main/Principal Contractor has prepared an initial programme of works, a copy of which can be viewed overleaf; this programme will be reviewed and updated throughout the course of the works.

The proposed working hours for the site are to be:

Monday to Friday: 08:00 – 18:00

Saturday: 08:00 – 13:00

Sunday & Bank Holidays: No working

The proposed start date for the works is subject to the Construction Management Plan being agreed and approved.

The works are to be conducted in accordance with the “Guide for Contractors Working in Camden” prepared and issued by the Culture and Environment Directorate of the London Borough of Camden in February 2008, also referred to as “Camden’s Considerate Contractor’s Manual” a copy of which is attached to this document as Appendix 1.

In addition works will be managed in accordance with BS5228-1:2009 Code of Practice for Noise and Vibration Control on Construction and Open Sites.

# Woks to services

It is not anticipated that there will be any works to services outside of the area of the site, whilst there will be works to services in the existing building and in the extended place, no connections external to the site area or excavation works for connection to services is anticipated.

****

# Asbestos

A full demolition & refurbishment survey was carried out for the site by Asmatt Limited on the 9th February 2015, a copy of their full survey report is available upon request, in summary the following asbestos contaminated materials were identified and recommendation made:

Block 1, Lower Ground Floor, Plant area 3

Floor covering – sampled as Chrysolite

Assessment score: 11 Recommendation: Encapsulation & monitor

Block 1. 3rd Floor, Kitchen Area

Cement flue pipes within riser – Strongly presumed Chrysolite

Assessment score: 7 Recommendation: Encapsulation & label

Block 1, Lower Ground Floor, Plant Area 3

Live electric boiler units – Presumed Chrysolite

Assessment score: 6 Recommendation: Monitor

Block 1, Lower Ground Floor, Plant Area 3

Cement Flue Pipe – sampled as Chrysolite

Assessment score: 6 Recommendation: Monitor

Block 1, Lower Ground Floor Electric Cupboard

Live electrical boxes – presumed as Chrysolite

Assessment score: 5 Recommendation: Monitor

Block 1, 3rd Floor, Lift Motor Room

Lift Motor – presumed as Chrysolite

Assessment score: 5 Recommendation: Monitor

# Construction vehicle movements

During the construction, vehicles will be able to drive onto the site and leave the site in forward gear.

Access to and from the site will be from Lincoln’s Inn Fields. Access will be monitored carefully by the banksman to ensure the safety of pedestrians using adjacent public footpaths.

All loading and unloading of delivery vehicles will be within the site boundary. A timed delivery system will operate for the duration of the works.

Any damage to the footways, kerbs or carriageway that is directly attributable to the site works will be repaired as soon as practicable to the satisfaction of LB of Camden.

No delivery vehicles will be allowed to wait on the roads surrounding the site. To facilitate this timed delivery slots will be allocated to suppliers when materials are called off. This will be closely monitored by site staff and suppliers will be appraised on the basis of their performance.

Deliveries are to be booked with the Site Manager by phone or by email. Agreed delivery slots will be recorded on a white board in a prominent location on site.

The protocol regarding timed and booked deliveries will be written into the site specific rules. A copy of these rules is appended to every supplier and sub-contract order.

We will stipulate within our materials orders that large, articulated delivery vehicles should be avoided add that deliveries should be by rigid vehicles only.

We will reduce the overall number of vehicle movements by careful planning of materials stocks on site, ensuring that delivery vehicles are carrying full loads and close liaison with our supply chain.

We will procure our materials from stockists as close to the site as possible. This will reduce lorry travel distances and therefore congestion and emissions will be minimised.

For example, the builder’s merchants, Travis Perkins, Buildbase and Builder Depot all have outlets within close proximity of the site.

In addition to the above the following stipulations must also be met by our suppliers;

* 1. Operators must be a member of TfL’s Fleet Operator Recognition Scheme ([www.tfl.gov.uk/fors](http://www.tfl.gov.uk/fors)) or similar at the Bronze level.
	2. All construction vehicle drivers must have undertaken cycle awareness training such as the Safe Urban Driver modulethrough FORS or similar.
	3. All vehicles associated with the construction of the Development  must:
		1. Have Side Guards fitted, unless it can be demonstrated to the reasonable satisfaction of the Employer, that the Lorry will not perform the function, for which it was built, if Side Guards are fitted.
		2. Have a close proximity warning system fitted comprising of a front mounted, rear facing CCTV camera (or Fresnel Lens where this provides reliable alternative), a Close Proximity Sensor, an in-cab warning device (visual or audible) and an external warning device to make the road user in close proximity aware of the driver’s planned manoeuvre.
		3. Have a Class VI Mirror
		4. Bear prominent signage on the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside.

## Vehicular Routes To and From the Site – Updated Rev C

Vehicles will only be able to approach the site from the A4200 Kingsway, into Remnant Street and then right into Lincoln’s Inn Fields.

Vehicles will only be able to turn left upon leaving the site into Lincoln’s Inn Fields and left into Remnant Street.

Movements to and from the site will be avoided during peak time periods via the timed delivery system, deliveries & collections from the site only to be undertaken between 09:30am & 04:30pm Monday to Friday.

Vehicles to be reversed onto site under the supervision of a banksman and to leave site in a forward direction, turning left, under the supervision of a banksman. – Please see plan overleaf:

## Numbers of Construction Vehicles

The number of vehicles to site will be limited to 12 weekly. This will be monitored by the Site Manager utilising the timed delivery system.

Please see Construction Management Forecast overleaf:

**Construction Traffic Forecast**

****

**64 Lincoln’s Inn Fields – Site Plan**

****

Site

Entrance/Exit

Pedestrian

Entrance

Vehicle

Entrance/Exit

Skip

Storage

Site office

Vehicles reversing into or out of site to be overseen by site banksman – site traffic co-ordinator

No vehicle waiting on road permitted

All deliveries/collections to be booked in advance

All deliveries & collections to be made between 09:30am & 04:30pm ONLY

All vehicles will approach the site Via Remnant Street, turning right into Lincoln’s Inn Fields, passing the site and reversing through the site vehicle entrance under the supervision of a banksman. All vehicles to leave the site facing forward turning left out of the site, under the supervision of a banksman and turning left into Remnant Street.



## Site Parking

There will be no on-site parking for any site operatives and only a limited number for construction / management and staff.

Operatives will not be allowed to park in the surrounding streets.

Public car parks will be utilised if necessary.

Operatives will be encouraged to use public transport and details of bus, tube and rail services will be provided. The area is well served with local Underground and Main Line Stations, and numerous Bus routes nearby.

## Wheel Washing

Wheel washing equipment in the form of a jet washer and operative will be stationed beside the site gates.

A road sweeper will be on standby and a regular clean of the roads will be carried out weekly.

In exceptional circumstances this would be carried out daily. The equipment for vehicle washing will be an electric Karcher jet washer connected to a permanent water supply. It will deployed by a trained operative. All vehicles will be subject to a visual inspection and a thorough jet wash before exiting onto the public highway. The construction of all hard standings/roads will be paramount to prevent any materials to be deposited on the highway.

## Hoardings – scaffold – temporary structures

It is not anticipated that either hoarding or scaffold licenses will be required for the work and over sailing is not expected to be required by the nature of the works.

It is not expected that there will be any need for road closures to the area around the site or that any on-road parking bays will need to be suspended for any period of the construction.

The project does not require any works to the highway.

An independent scaffold will be erected to all elevations of the site and this will be completely enclosed to protect the surrounding area from construction dust.

The site will be hoarded with a timber 2.4m high rigid hoarding complete with pedestrian and vehicle access gates.

## Liaison with Neighbouring Construction Sites

The following construction site are in operation within the locale of the site:

* Corner of Lincoln’s Inn Fields & Gate Street – backing onto Whetstone Park – Internal Refurbishment Works
* Gate St – Refurbishment project by Ovebury
* 66 Lincoln’s Inn Field – Conservation work to property frontage

James Taylor Construction will liaise with site management for these construction sites in order to co-ordinate activities and vehicle movements, the site manager will be responsible for day to day liaison and communication.

# Reducing the impact of the development

All contractors and sub-contractors operating on the project will be contractually obliged to adhere to the “Guide for Contractors Working in Camden” prepared and issued by the Culture and Environment Directorate of the London Borough of Camden in February 2008.

The “Code of Considerate Contractors Standards” as set out within table 1.1 of the guide and reproduced in text below will be adopted for the duration of the works and all phases:

## Code of Considerate Contractors Standards

*Considerate*

*Consider the needs of everyone who is affected by the process and of its effect on the environment. You must give special attention to the needs of people with sight, hearing or mobility difficulties*

*Environment*

*Be aware of the environment when choosing and using resources. You must pay particular attention to manageing waste, avoiding pollution, using local resources wherever possible and keeping noise as low as possible.*

*Cleanliness*

*Keep the site, footpaths and surrounding area affected by the work clear of mud, spillage, litter and any unnecessary rubbish. Make sure that the site, hoardings, scaffolds and other features are kept in a clean, tidy and safe condition.*

*Good Neighbour*

*Consult with neighbours about site activity from before the works start to the final handover. Provide site information and veiwing facilities where practical.*

*Respectful*

*Promote respectable and safe standards of behaviour and dress. You must not accept rudeness and must deal with poor behavoir using the strongest possible disciplinary action.*

*Safe*

*Make sure all construction work and vehicle movements are carried out with care for the safety of passers-by, neighbours and site personnel.*

*Responsible*

*Be responsible for making sure everyone on site understands the scheme,*

*Accountable*

*Be accountable (responsible for your actions) to the public by providing site contact details and being available to deal with their concerns and develop good local relations.*

## Site Supervision

A qualified site foreman/site manager will be appointed to ensure the site is managed and supervised in the correct manner throughout the phases of the project and a dedicated Construction Management Plan site co-ordinator will be appointed by each of the Principal Contractors and their contact details will be displayed at the site and issued to stakeholders.

### Protection to adjacent properties

Temporary protection will be installed as required to prevent damage to adjacent structures from falling materials. Where necessary this protective material should also provide a weather barrier to the exposed surface.

## Vibration

Site activities that include vibration will be planned to minimise impact upon vibration sensitive buildings and the potential impact upon the amenity of the adjoining buildings are to be assessed and monitored. The works will be subject to party wall agreements with the relevant properties and copies of the party wall award agreements will be maintained on the site and are to be strictly adhered to.

The management of the works shall take into account the appropriate site methodology to minimise the generation of vibration and noise and the guidance set out within BS 5228-2:2009 Part 2 Vibration will be adopted and all contractors will comply with BS 6472: 1992, guide to Evaluation of Human Exposure to Vibration in Buildings (1Hz to 80Hz).

The Principal/Main Contractor will apply measures to manage vibration as set out below:

* Utilising the most appropriate working method
* Ensuring the most vibration efficient equipment is utilised
* Ensuring that all equipment is serviced and maintained to the highest possible standards
* Consultation with affected parties
* Limiting the times when relevant tasks can be executed
* Screening or enclosing the relevant area/element of the works

## Noise Levels

BS 5228-1:2009 Code of practice for noise and vibration control on construction and open sites – Part 1: Noise will be adopted throughout the course of the project and noise levels will be managed and controlled in accordance with the requirements of the code.

All site operatives are to be trained to employ appropriate techniques to minimise site noise and will be fully supervised throughout the course of the works. Training will emphasise the following measures:

* The use and maintenance of all tools and equipment is to be in accordance with the manufacturer’s recommendations and guidance and tools and equipment are only to be utilised by personnel who have the appropriate training and experience.
* The correct site positioning of machinery on the site to ensure the impact of noise generation upon the neighbourhood and site personnel is minimised.
* The avoidance of the generation of unnecessary noise whilst carrying out manual operations and whilst operating plant and equipment.
* The importance of protection of persons from the impact of noise.

Noise levels on the site will be subject to daily monitoring by the site manager, who will receive training in the use of sound measuring equipment and sound measuring equipment will be maintained on site.

Sound level measurements are to be recorded utilising a Class 1 Integrating Logging Sound Meter calibrated with a Class 1 Acoustic Calibrator.

The sound measuring equipment will be calibrated and maintained in accordance with the manufacturer’s recommendations and a daily log of sound levels recorded will be maintained at the site office for inspection and review.

The following targets for the maximum noise level measure in decibel (dB) at a distance of 7 meters from any item of plant or equipment will be as set out in the table below and daily monitoring will be undertaken to ensure that the levels are not exceeded.

|  |  |
| --- | --- |
| **Item of plant or equipment** | **Maximum db Level as measured at 7 meters** |
| Compactor vibrating plate | 92 |
| Excavator | 86 |
| Jack hammer | 85 |
| Welder | 85 |
| Compressor | 75 |
| Diesel generator | 79 |
| Concrete vibrator | 80 |
| Truck mounted crane | 85 |
| Concrete saw | 93 |
| Concrete pump | 84 |
| Concrete truck | 83 |

### Update Rev B

All noise levels will be recorded in the site register and in the event of any of the target noise levels being exceeded then the following actions will be undertaken:

1. The works exceeding noise levels recorded and highlighted in the site register, including;
	1. Level of noise generated
	2. Period and time of work
	3. Details of task being undertaken
	4. Location of task being undertaken
	5. Details of equipment being utilised
	6. Details of any sound screening being utilised
2. The works will be reviewed in order to reduce the levels of noise being generated through:
	1. Reviewing the equipment being utilised
	2. Reviewing the method of working
	3. Reviewing the location of the works being undertaken
	4. Reviewing the options for providing greater sound screening
	5. Reviewing the timing of the works

## Dust and air pollution, dust or dirt on the public highway

All plant and equipment utilised on the site is to be serviced and maintained in accordance with the manufacturer’s recommendations and will not to be left running when not in use.

All hard standings are to be regularly swept and water sprayed to damp down potential dust.

Waiting vehicle drivers will be instructed to turn engines off when not in use.

Regular damping down is to be undertaken for work faces, loading operations and haul routes and verges.

In order to prevent the public highway being affected by dirt, debris, dust or mud from any site vehicles, a team will be delegated to clean the wheels and undercarriage of any vehicles immediately prior to their leaving the site,

The kerbside and pathway in front of the site will be subject to cleaned down by sweeping and or hosing down at the end of each working day.

All skips are to be sheeted prior to removal from the site.

### Update Rev B

The site manager shall be nominated as the person responsible for dust and emissions generated by the site and his contact details shall be displayed prominently on the site noticeboard, located externally at the site boundary so that local residents and business may contact the contractor in the event of any concerns.

Any complaints or concerns will be logged recording the time and nature of the complaint/concern, details of actions undertaken and the details of the complainant.

In order to reduce the generation of dust the following measures will be applied to the project, in terms of prevention, suppression & containment.

**Cutting, grinding and sawing.**

**Prevention**

Cutting, grinding and sawing activities will be minimised by utilising pre-fabricated materials and modules wherever possible

**Suppression**

Water sprays, applied over the materials, will be utilised to control and reduce dust emissions from activities.

**Containment**

Where appropriate on-tool extraction to be used to remove dust as it is produced via local exhaust ventilation (LEV) system

**Chutes and skips**

Chutes and skips are to be completely covered and enclosed to prevent the spread of dust and drop heights will be set at the minimum practicable.

**Demolition**

Dust from demolition will be minimised by utilising ‘soft strip’ techniques for all internal demolition, the partials structural demolition to be undertaken will be carried out by mechanical and manual procedures, with water suppression of any dust generated, no blasting activities will be undertaken.

**Materials**

Cements, sands, fine aggregates and any other fine powders to be utilised in the construction process are to be stored in designated areas of the site within suitable contained that will be sealed after use and dampened as appropriate.

Any bulk cement and other fine powder materials are to be delivered in enclosed tankers and stored in silos with suitable emission control systems to prevent escape of materials and overfilling during delivery.

**Transport**

In addition to measures as set out in section 8.5 the following measures will be adopted:

* Access to the site and local roads to be cleaned utilising water assisted dust sweeping.
* Dry sweeping of large areas will be avoided
* All vehicles entering and leaving the site to be securely covered
* All inspections of haulage routes and any actions undertaken to be recorded in the site log.
* A wheel washing system is to be adopted for vehicles leaving the site to remove accumulated dust and mud.
* Access gates to be located at a distance greater than 10m from potential receptors.

## Pest Control

It is proposed to carry out the following actions to ensure no hazard is presented by pests:

* Baiting will be undertaken by a licensed contractor prior to works commencing, and should any infestation be shown to exist then an eradication process will be undertaken prior to the commencement of the works. This eradication to be carried out and certified by an approved accredited contractor.
* Pest control measures will be put in place for the control of relevant rodents, birds, insects and plants.
* Where poison is laid, it shall comply with all relevant Health & Safety requirements and in such a manner so as to ensure access is not possible by non-target species or children.
* All drains and sewers shall be securely stopped and sealed.
* No accumulation of rubbish or putrescible material shall be allowed to occur on site and specialist waste disposal containers shall be utilised for the disposal of food waste from on-site messing facilities.
* All records of treatment shall be retained and forwarded to the Local Authority.

### Update Rev B

The rodent baiting referred to above shall be undertaken 28 days prior to works commencing on site, in order to allow for an effective eradication programme to be implemented should the baiting indicate that an infestation has occurred.

## Community Liaison

In addition to this document being distributed to local residents a notice board entitled ‘CONTACT BOARD’ shall be erected at the front elevation(street scene) of the site providing the following information:

* The name and operating address of the Developer, together with contact name, telephone number and e-mail address.
* The name and operating address of the Principal Contractor, together with contact name, telephone number and e-mail address.
* The name of the site manager, together with site telephone number, mobile telephone number and e-mail address
* The date for the completion of the works
* Names and telephone numbers for emergency contacts for the site, including out of hours contact numbers.

Regular bulletins including the above details and notification of any noisy elements of work will be sent to the immediate neighbours of the property 2 weeks in advance of those works commencing.

A complaints register will be maintained and any complaints recorded with the following details:

* Time & date of the complaint
* The name and details of the complainant
* The nature of the complaint
* Details of mitigation/correction actions
* Details of monitoring

The complaints register will be made available for inspection to the local authority as requested.

## Other control measures

All contractors and sub-contractors operating on the site are required to ensure the highest standard of behaviour from their operatives – bad language, excessive noise, and boisterous behaviour will not be tolerated and operatives will be expected to behave in a respectful manner towards the local community and residents.

## Considerate Contractor Scheme

The Considerate Constructors Scheme (CCS) is a standard code of practice for all building contractors. It covers a variety of issues such as appearance, neighbourliness, respect, safety, responsibility, accountability and the environment. It is independently monitored and CCS Assessors visit each site at least twice throughout the works.

James Taylor Construction Ltd registers all of their sites with the CCS as a matter of policy irrespective of whether the client is a Social Housing Provider or a Private Developer.

All personnel on site will have to comply with the code, which is designed to minimise or reduce disruption for local residents and businesses. Please see Appendix A for the CCS Monitors Checklist.

During the construction phase, should anyone have concerns they will be able to contact the Site Manager, whose contact details will be displayed on the site hoardings prominently in case there should be any complaints?

An “out-of hours” number will also be provided, which will be displayed prominently on the site hoarding.

A comments book will be available to any member of the public wishing to contact us about other activities.

# implementation

The implementation of the Construction Management Plan will lie with the Main Contractor/Principal Contractor.

Once agreed and approved the Construction Management Plan will be issued as part of the Pre Tender documentation and the management of the plan will form part of the contractual arrangements for the project. Any changes or amendments to the Construction Management Plan will be communicated to all relevant parties and stakeholders.

The Principal/Main Contractor will be responsible for monitoring the implementation of the plan and will be responsible for recording, reporting and monitoring any issues that occur on or are reported to the site and will be responsible for any necessary corrective or disciplinary actions required.

# consultation

This document has been prepared as draft documentation for consultation with local stakeholders.

The proposed timescale for consultation is as follows:

February 2015 – Submit draft to Camden Council for comment

February 2015 – Erect public signpost to inform interested parties

February 2015 – Issue draft plan to local stakeholders for comments

March 2015 – Close consultation period

March 2015 – Issue revised Construction Management Plan incorporating comments from consultation for approval.

## Update 16th June 2015

No comments received