



The Honourable
Society of Gray's Inn,
19/21 High Holborn
refurbishment,

Draft Construction Management Plan

29 January 2016
Draft for Planning

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Introduction

This draft Construction Management Plan has been produced as part of the Planning Application process for the part demolition, re-construction and refurbishment of 19 & 21 High Holborn, part of the site of the Honourable Society of Gray's Inn.

We will comply with this draft Construction Management Plan unless otherwise agreed with the Council.

This is a draft Construction Management Plan, and will be reviewed, updated and reissued for approval following the appointment of a contractor to carry out the works.

We note the "Guide of Contractors Working in Camden", and will ensure our contractor, once appointed, takes due account of it in preparing the final Construction Management Plan.

Contacts

1. Site Address

Address: 19&21 High Holborn, London, WC1V 6BS

Planning Ref: T.B.C.

Type of CMP: Draft for planning submission

2. Person responsible for submitting the CMP

a. Draft:

Name: Steve Walters

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Email: steve.walters@gleeds.co.uk

Phone: 07718 804420

b. Full:

Name: T.B.C once Principal Contractor appointed.

Address: “

Email: “

Phone: “

3. Site Project Manager

Name: T.B.C once Principal Contractor appointed.

Address: “

Email: “

Phone: “

4. Person responsible for community liaison

a. Current

Name: Steve Walters

Address: Gleeds Management Services Ltd
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Phone: 07718 804420

b. Contractor

Name: T.B.C once Principal Contractor appointed.

Address: “

Email: “

Phone: “

5. Person responsible for dealing with any complaints from local residents and businesses.

Name: Steve Walters

Address: Gleeds Management Services Ltd
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6. Address where main contractor accepts receipt of legal documents for the person responsible for the implementation of the CMP.

Name: T.B.C once Principal Contractor appointed.

Address: “

Email: “

Phone: “

Site

1. Description of the Site

The site is located on the north side of High Holborn next to Gray's Inn Chamber in the Bloomsbury Conservation Area. It accommodates a seven storey 1960s building (No.19), a five storey grade II listed gatehouse joint to it (No. 21) and access routes from High Holborn to Gray's Inn Chambers and Holborn Square, servicing route off Gray's Inn Road and storage and servicing facilities around the access routes.

19 High Holborn is seven storeys in height with an existing basement level. The ground and basement are currently in retail use and the upper floors are office use. 21 High Holborn is five storeys high and contains office space. These 2 buildings site inside the estate of the Honourable Society of Gray's Inn, fronting out onto High Holborn.

The proposed works are limited to numbers 19 and 21, the entrance under the archway of number 21 and the paddock behind.

No works are planned as part of this project to the North and South main squares of the Inn.

See Appendix One for the Site location plan

2. Brief Description of the Construction work

The Honourable Society of Gray's Inn is looking to refurbish its existing buildings at 19 & 21 High Holborn, improving the offices, retail unit and security/porters lodge. It also plans to enhance the appearance of its entrance from High Holborn, and the paddock area behind the buildings.

The works to 19 High Holborn and surrounding area comprise:

- Partial demolition of the rear four storeys, to be re-built to include seven storeys
- Addition of seventh storey
- Extended basement to rear of number 19
- New stair and lift core
- Piling for new works and core
- New facades
- Roof terraces at front and rear of sixth, and at rear of fifth and seventh floors
- New improved rear office entrance
- New security and porter's accommodation
- Landscaping of rear areas and alleyway, and improvement of the paddock area
- Re-surfacing of private roadway and pavements
- New cycle storage, bin storage
- Improvements to energy efficiency by new specifications
- Office accommodation at upper levels
- Retail accommodation at ground and basement

Works to the listed building, 21 High Holborn comprise:

- Retaining listed façade
- Refurbishment work
- Replacing windows
- Works to mansard roof slates
- Improved lighting and finishes below archway
- Improvements to energy efficiency by internal treatments

The main issues and challenges will be preventing disruption to nearby premises from dust, noise and vibration. Additionally managing site deliveries and other vehicle movements will be a major factor, due to the sites central London location and limited access.

The overall site of the Honourable Society of Gray's Inn has 3 vehicle entrances. We plan to operate these in a manner similar to that used previously by the Inn in carrying out previous construction projects.

- One off of High Holborn under the archway of 21 High Holborn. We envisage that this will be closed to vehicle traffic during the majority of the works.
- One entrance from Gary's Inn road into the Paddock that runs to the rear of the buildings. We envisage this will be the main access for site traffic.
- One entrance into the main Gary's Inn square from Gary's Inn road. While current an exit only, it is envisaged that this will be both in and out for vehicle traffic into the estate during the works.

3. Nearest potential receptors likely to be affected by activities on site.

- The Cittie of Yorke public house adjacent to number 21.
- Accommodation above and behind the Cittie of Yorke public house
- The retail unit Superdrug adjacent to number 19, and the offices above.
- UKPN power substation to rear of the unit.
- Tenants of the Gray's Inn opposite the rear of the unit.

We anticipate vacant possession of the accommodation and office space in the building prior to the works commencing.

Negotiations are taking place with the current retail tenant Rymans, who may remain in place for the first few weeks of the project while a soft strip out of the rest of the building takes place. Subject to agreement Rymans may also take an early possession of the new retail accommodation of ground and basement once built, whilst the rest of the building is finally completed.

4. Scaled plan detailing local highway network.

See Appendix Two for the local highway network

5. Programme

The project is anticipated to be carried out in 2 phases.

The retail basement is expected to close in August 2016, with a soft strip out and site investigations to de-risk the project being carried out.

The main works will start in early January 2017, once vacant possession of the ground floor retail space and offices above is gained.

Completion is anticipated in the first quarter of 2018.

Key dates

- | | |
|--------------------------------|---------------------------------------------------|
| • August 2016 | Basement closure |
| • August 2016 | Basement soft strip and site investigations |
| • Main site set up | 3 rd January 2017 |
| • Demolition works | 9 th January 2017 (approx. 8-10 weeks) |
| • Piling / Basement excavation | 3 rd March 2017 (approx. 8-10 weeks) |
| • Practical completion | 27 th April 2018 (Estimated) |

6. Standard working hours

The standard working hours will be (except bank holiday):

- 0800 to 1800 Monday to Friday
- 0800 to 1300 Saturday

7. Changes to services

Additional power will be required for the new site. Discussions and an on-site meeting have been conducted with UKPN, and the project will include for the construction of a new HV switchroom at basement level. Size and location have been agreed with UKPN.

The diversion of some underground existing power and data lines will be required to complete the works. UKPN and Vodaphone have been contacted, and price estimates obtained for these diversions to be carried out during the project. The services to be diverted are located under existing hard surfaces. We anticipate that these will be excavated by the principal contractor as part of the main works to avoid duplicated works. All these works will take place in the grounds of the Gray's Inn, and should not affect the public highway or pavements.

Community Liaison

1. Consultation

Meetings have taken place with the following local conservation groups, and consultations will continue:

- Bloomsbury Conservation Area Advisory committee (BCAAC)
- Historic England

The Honourable Society of Gray's Inn are currently in discussions with its office and retail tenants regarding vacant possession and re-occupation dates.

The Society is also in the process of consulting with its other nearby neighbours, including all those identified in question 3 above who are likely to be affected by the works. Both local neighbours and Gay's Inn personnel were invited to an open evening on Thursday 28th January 2016 when plans of the development were displayed and questions any answered.

The details of this Construction Management Plan will be consulted on with local residents, businesses and neighbours prior to it being finalised for construction.

2. Construction Working Group

The site team will be responsible for promoting good relations with the local residents and businesses. A member of the team will be appointed as the Community Liaison Representative, and will be responsible for all liaison with the local community.

Before works commence, information letters will be posted to all neighbours. Monthly meetings will be held with local residents of adjacent buildings to inform on upcoming works, receive feedback and discuss and issues that may arise. The aim is to establish a good rapport with the local community that will reduce problems, and keep everyone informed at all times.

In particular details of any noisy works, large plant moves, crane lifts will be advised, with appropriate mitigation where necessary.

Contact boards will be displayed on the hoarding detailing key site personnel and their contact details, and Health and Safety details for both those on site and others.

Any complaints will be logged in a complaints register, tracked and resolved in liaison with all parties.

3. Schemes

The main contractor will participate in the 'Considerate Contractors Scheme'.

Contractors will be required to follow the "Guide for Contractors Working in Camden".

All site personnel will have a thorough Health, Safety and Environmental Induction, which will include the requirements of the "Guide for Contractors Working in Camden".

4. Neighbouring sites

To be confirmed and assessed closer to the start of works.

Transport

This section will be completed in conjunction with the Principal Contractor, once appointed.

CLOCS Considerations

The principal contractor will be responsible for ensuring all contractors and sub-contractors attending site are compliant with the terms laid out in the CLOCS Standard. This will be included in the Contracts entered into.

Site Traffic

A suitable, risk assessed vehicle route will be specified and communicated, and drawing issued, once a contractor has been appointed.

A delivery plan will be provided. This will provide details of vehicle sizes, frequency and numbers for each construction phase, and any vehicle holding procedures required. Consideration will be given to the safe passage of pedestrians, cyclists and other traffic when vehicles are entering or leaving the site.

The size and frequency of vehicles used for site deliveries will have to be carefully considered in the delivery plan, due to the nature of the site and its access.

The overall site of the Honourable Society of Gray's Inn has 3 vehicle entrances.

We plan to operate site traffic in a manner similar to that used previously by the Inn in carrying out previous construction projects.

- One off of High Holborn under the archway of 21 High Holborn. We envisage that this will be closed to vehicle traffic during the majority of the works.
- One entrance from Gary's Inn road into the Paddock that runs to the rear of the buildings. We envisage this will be the main access for site traffic.
- One entrance into the main Gary's Inn square from Gary's Inn road. While current an exit only, it is envisaged that this will be both in and out for vehicle traffic into the estate during the works.

The intention is to close the archway entrance off of High Holborn to all vehicle traffic, utilising the space for the Contractors facilities and storage

We plan to maintain a protected pedestrian walkway under the archway of 21 High Holborn, which is part of the Societies estate. This will be suitably lit and signposted, with appropriate ramping where required.

Whilst the Paddock is not used to service the units adjoining, a safe means of escape from these units will be maintained at all times.

Please see plan in Appendix Three – Access to site.

Highway Interventions

No long term parking bay suspensions are anticipated at this stage.

We expect that a small number road closures could be required for crane delivery and removal, or possibly final craning of large plant onto roof plant areas. We will seek to minimise these, and will advise in good time once we have appointed a contractor.

Where any parking suspensions or road closures are required we will make the appropriate application to the council in good time, and consult with the neighbours via the Construction Working Group.

Temporary structures will be confirmed and detailed once the principal contractor has been appointed, but anticipated are:

- A covered walkway/gantry will be required on High Holborn due to the works at high level. This will be properly lit and signed, and a license will be requested in due course.
- Other gantries as required for high level works to other facades.
- Temporary access stair into site behind number 21 High Holborn (not on public highway)
- Temporary site accommodation and storage under the arch of number 21 High Holborn (not on public highway)
- Site crane
- A secure hoarding will be provided to the site boundary, will lockable access.

Environment

1. List of noisy operations anticipated

- Partial Demolition of the rear of four storeys
- Demolition of existing stair and lift core
- New Piling
- Removal of existing hard surfaces to side and rear of the building

2. Noise surveys

Noise surveys will be carried out prior to any works commencing, and a copy will be provided to the council.

3. Predictions for noise and vibration levels

To follow once the principal contractor has been appointed, prior to any works commencing. Noisy works are most likely during the demolition and piling phases, which we anticipate being from January to May 2017.

4. Mitigation measures

Mitigation details to follow once the principal contractor has been appointed. Where alternative working methods exist the minimisation of noise and vibration will be a prime consideration in choosing the technique and equipment used.

For example:

- Installing new piling with auger not driven piles
- Break-up of internal slabs prior to demolition of building walls, to reduce noise transfer
- Strict adherence to agreed times for noisy works
- We will keep everyone informed of noisy works via the Construction Working Group

5. Confirmation of Staff training on BS 5228:2009

This will be confirmed once the main contractor has been appointed.

6. Dust nuisance

We will comply with the "Guide of Contractors Working in Camden" with regards to dust, and all statutory requirements. Site operations will be actively managed to control all dust emissions from site.

7. Prevention of dirt or dust on the public highways

The contractor will be required confirm how it will to prevent dirt or dust from spreading onto the public highway.

8. Arrangements for monitoring of noise, vibration and dust

Risk assessments will be carried out by the Contractor prior to works starting, and the appropriate monitoring of noise dust and vibration chosen.

9. Risk assessment for Control of dust.

A risk assessment for the control of dust, in line with the GLA's Control of Dust and Emissions Supplementary Planning Guidance (SPG), will be part of the main contractor tender conditions. This will be undertaken prior to any start on site, and will follow as an appendix at a later stage.

10. GLA mitigation measures checklist

Following the risk assessment above, the GLA mitigation measures checklist will be completed to confirm that the GLA's 'highly recommended' measures from the SPG document are being addressed.

11. Real time dust monitors.

If the site is assessed as a high risk site, then real time dust monitors (location, number and specification t.b.a.) will be installed at least 3 months prior to the commencement of the works, and real time data and quarterly reports will be provided to the council, detailing any that exceed the threshold, and the measures that were taken to address.

12. Rodent control

The contractor will be responsible for controlling vermin on site during the project, including rats. A method statement will be prepared prior to any building works on site. We will provide details of site inspections, and copies of receipts for any work undertaken.

13. Asbestos survey

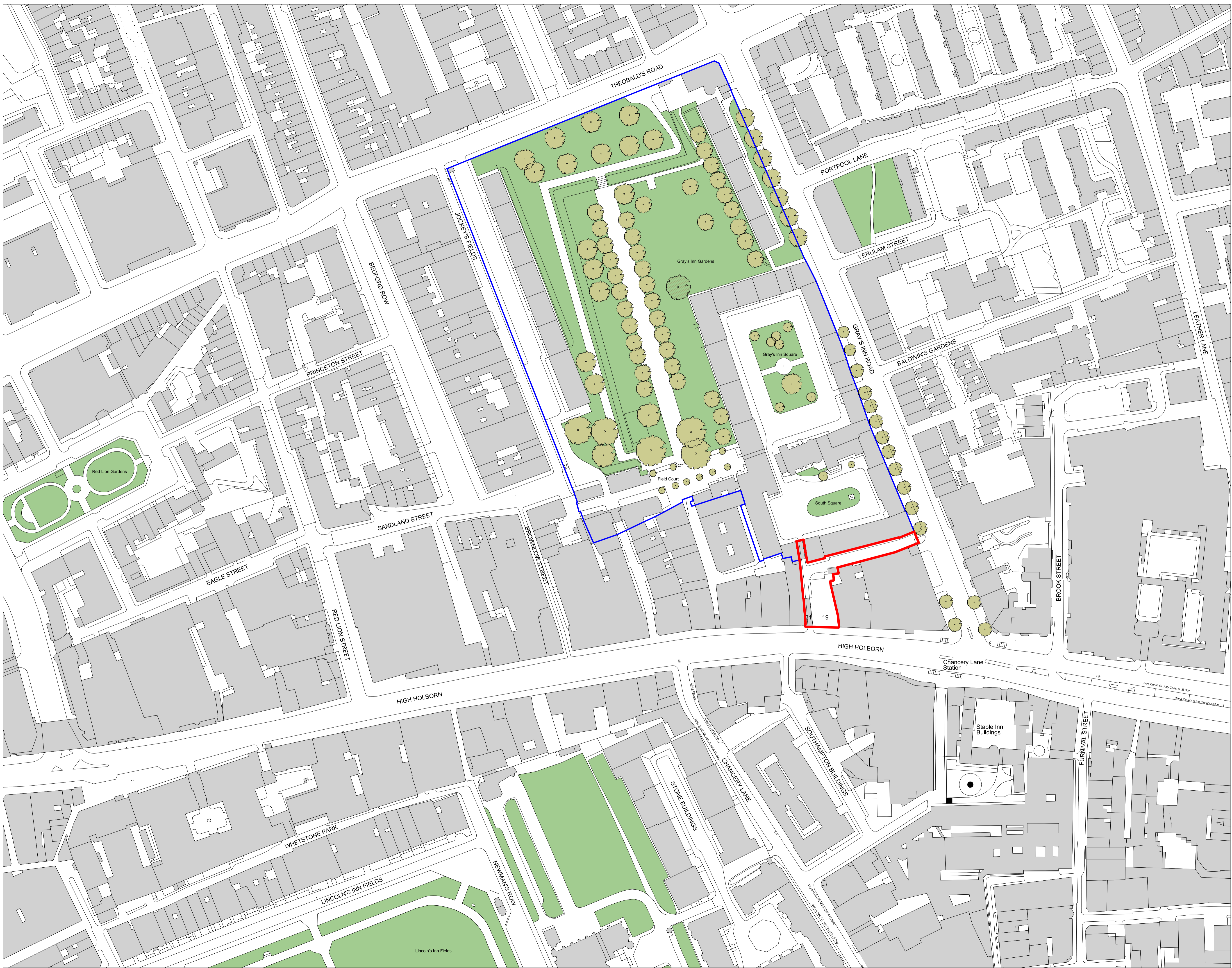
A full Refurbishment and Demolition asbestos survey will be undertaken prior to any works commencing.

14. Conduct of builders

All site personnel will have a through Health, Safety and Environmental Induction. This will include the need for all personnel to avoid causing disruption or offence to the neighbours. In particular we will:

- Prohibit the use of foul language and unnecessary shouting.
- Prohibit the use of radios on site.
- Ensure there is a dedicated suitable smoking area away from the public.
- Ensure there is no eating or drinking outside of the site.

Appendix One
Site location plan



NOTES
 DO NOT SCALE FROM THIS DRAWING
 CONTRACTOR TO CHECK ALL DIMENSIONS ON SITE
 ANY DISCREPANCIES TO BE REPORTED TO THE ARCHITECT IMMEDIATELY.
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- Planning Application Boundary
- Ownership Boundary

REVISIONS

REV	DATE	DESCRIPTION
P1	29.04.15	FOR INFORMATION



STATUS
PRELIMINARY

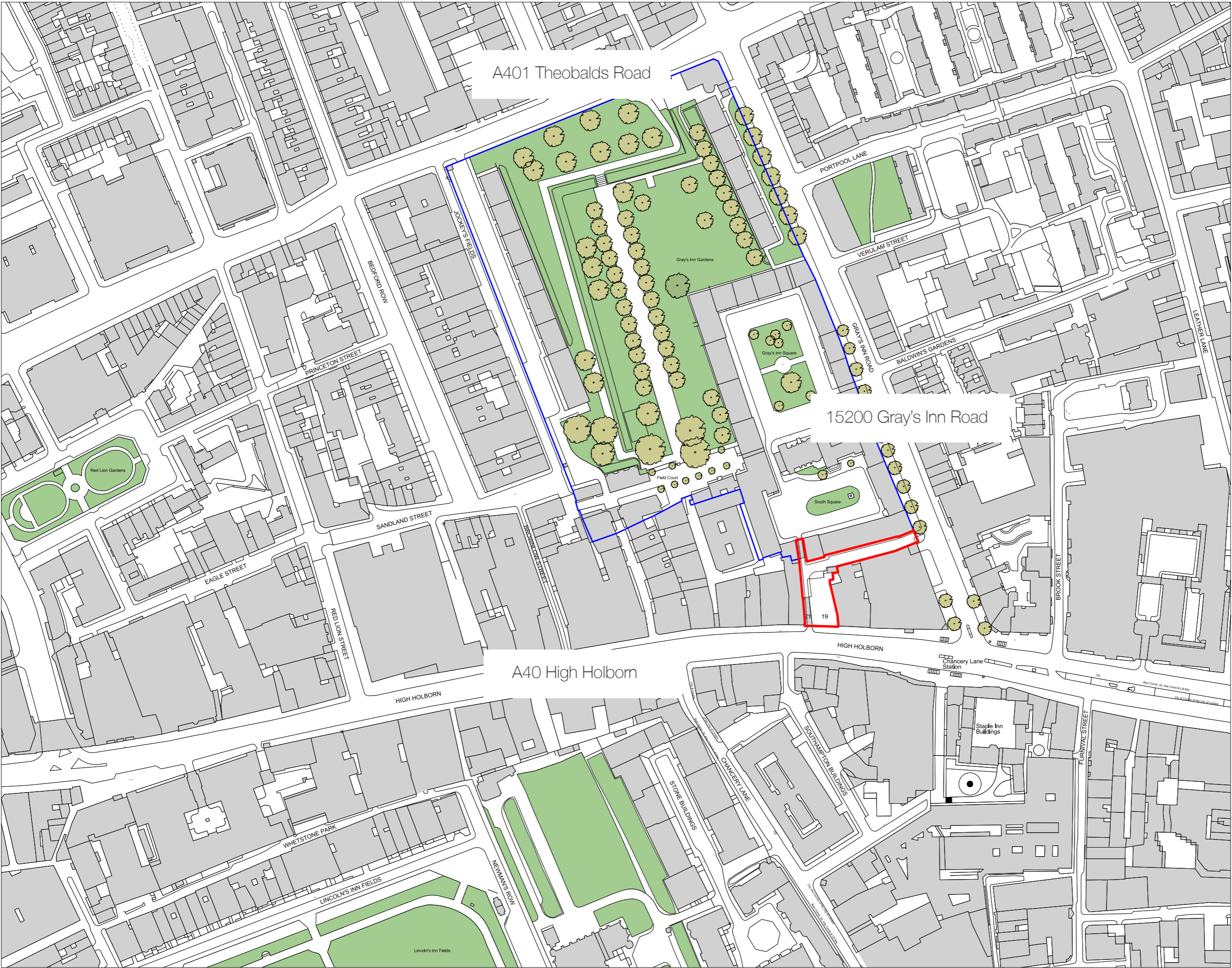
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JOB
THE HONOURABLE SOCIETY OF GRAY'S INN
 19-21 HIGH HOLBORN

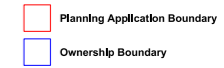
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EXISTING
 LOCATION PLAN

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		SCALE@A3	1:2000	DATE	APR 15	REV DATE	29/04/15

Appendix Two
Local highway network plan



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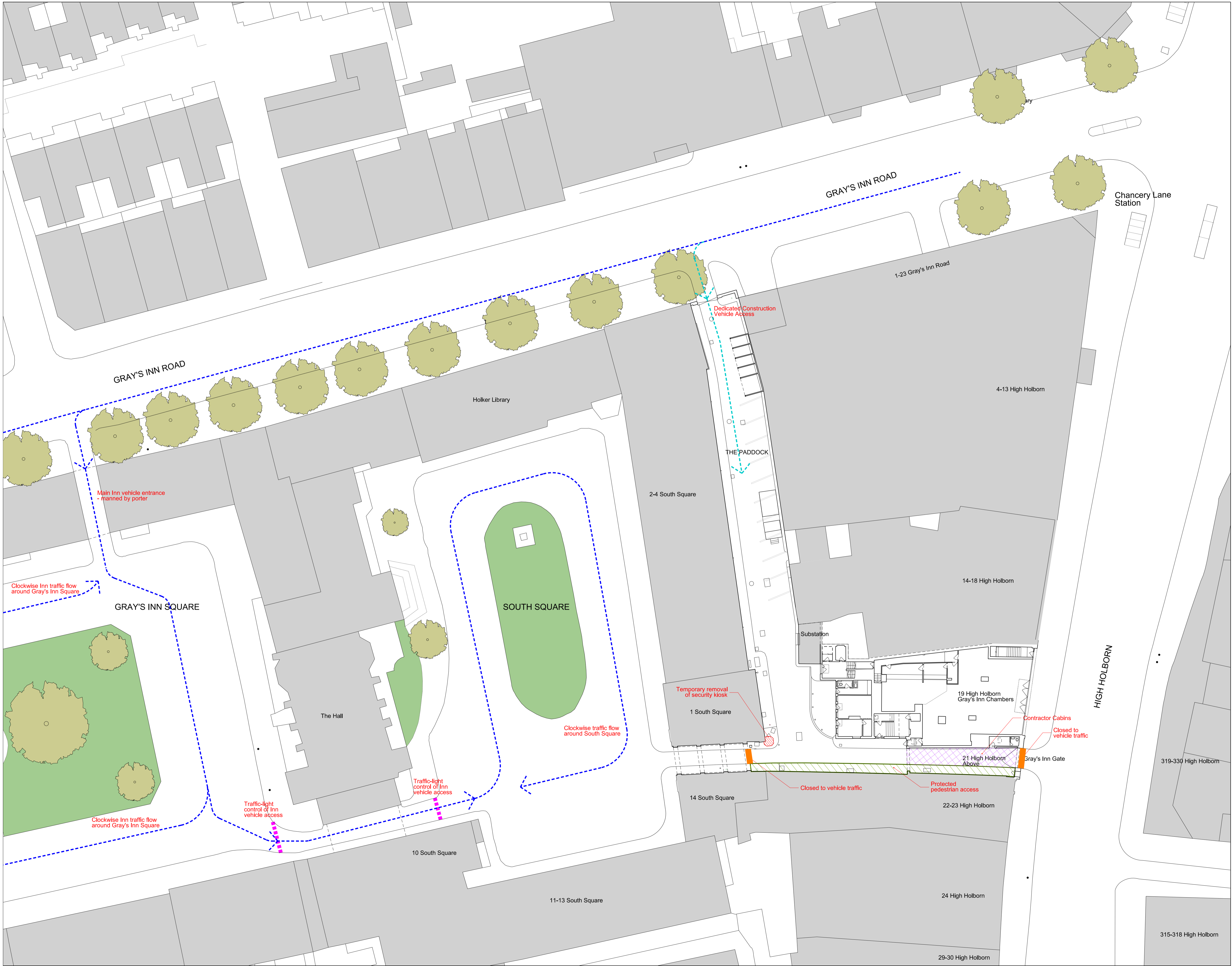
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 19-21 HIGH HOLBORN

TITLE
EXISTING
 LOCATION PLAN

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CHECKED	TP	SCALE@A1	1:1000	SIZE	A1	DATE	APR 15
		SCALE@A3	1:2000		A3	REV DATE	29/04/15

Appendix Three
Access to site plan

NOTES
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REVISIONS

REV	DATE	DESCRIPTION
P1	27.11.15	FOR INFORMATION

KEY PLAN

STATUS
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JOB
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 19-21 HIGH HOLBORN

TITLE
SITE PLAN
 SITE LOGISTICS DURING WORKS

DRAWN	ME	JOB #	606	DRG #	606-10310	REV	P1
CHECKED	TP	SCALE@A1	1:200	SIZE	A1	DATE	NOV 15 27/11/15