

## Adamou, Tes

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**From:** Adamou, Tes  
**Sent:** 31 August 2016 12:54  
**To:** Martin Jones  
**Cc:** Bob Page; 'c.plank@ucl.ac.uk'; John, Stephen; Orsi, Bianca; Cooper, Valerie  
**Subject:** UCL Astor - Neighbourhood consultation  
**Attachments:** UCL Astor - Neighbourhood consultation - 97 Charlotte.zip

**Categories:** UCL - Astor

Dear Martin,

Please see attached a pack containing the information that we discussed last week, as well as some more information that could be of use whilst we have our discussions in due time.

Many thanks for your time on Friday, and looking forward to discussing further.

Kind regards,

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# Community Liaison

**A neighbourhood consultation process must have been undertaken prior to submission of the CMP first draft. This consultation must relate to construction impacts, and should take place following the grant of planning permission in the lead up to the submission of the CMP. A consultation process specifically relating to construction impacts must take place regardless of any prior consultations relating to planning matters. This consultation must include all of those individuals that stand to be affected by the proposed construction works. These individuals should be provided with a copy of the draft CMP, or a link to an online document. They should be given adequate time with which to respond to the draft CMP, and any subsequent amended drafts. Contact details which include a phone number and email address of the site manager should also be provided.**

Significant time savings can be made by running an effective neighbourhood consultation process. This must be undertaken in the spirit of cooperation rather than one that is dictatorial and unsympathetic to the wellbeing of local residents and businesses.

These are most effective when initiated as early as possible and conducted in a manner that involves the local community. Involving locals in the discussion and decision making process helps with their understanding of what is being proposed in terms of the development process. **The consultation and discussion process should have already started, with the results incorporated into the CMP first draft submitted to the Council for discussion and sign off.** This communication should then be ongoing during the works, with neighbours and any community liaison groups being regularly updated with programmed works and any changes that may occur due to unforeseen circumstances through newsletters, emails and meetings.

Please note that for larger sites, details of a construction working group may be required as a separate S106 obligation. If this is necessary, it will be set out in the S106 Agreement as a separate requirement on the developer.

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## Cumulative impact

Sites located within high concentrations of construction activity that will attract large numbers of vehicle movements should consider establishing contact with other sites in the vicinity in order to manage traffic routeing and volumes. Developers in the Tottenham Court Road area have done this to great effect.

**The Council can advise on this if necessary.**

### 13. Consultation

The Council expects meaningful consultation. For large sites, this may mean two or more meetings with local residents **prior to submission of the first draft CMP**.

Evidence of who was consulted, how the consultation was conducted and a summary of the comments received in response to the consultation. Details of meetings including minutes, lists of attendees etc. must be included.

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 them out. If your site is on the boundary between boroughs then we would recommend contacting the relevant neighbouring planning authority.

Please provide details of consultation of draft CMP with local residents, businesses, local groups (e.g. residents/tenants and business associations) and Ward Councillors.

Galliford Try have engaged with the named below prior to the project commencing.

- MJ Media
- Sainsbury Welcome Centre
- Fitzrovia Neighbourhood Association

Please see attached our Community Engagement Strategy, Appendix E.

### 14. Construction Working Group

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, the way in which 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.

- Monthly meeting with Sainsbury Welcome Centre (SWC) to provide programme of works (6 week look ahead) SWC will also provide key dates
- Newsletters will be distributed on a monthly basis to all stakeholders within 100m radius of the site
- A Community board will be displayed on the external hoarding along Charlotte Street
- Joint meetings to be held with other contractors working in the local vicinity

## 15. Schemes

Please provide details of any schemes such as the ‘Considerate Constructors Scheme’, such details should form part of the consultation and be notified to the Council. Contractors will also be required to follow the “[Guide for Contractors Working in Camden](#)” also referred to as “[Camden’s Considerate Contractors Manual](#)”.

- Considerate Constructors Scheme – associate member
- BREEAM

## 16. Neighbouring sites

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. The council can advise on this if necessary.

Galliford Try will work with all neighbouring sites especially Brookfield Multiplex (directly opposite) to manage the impact on the area and community expectations. The team will complete a community liaison management plan which highlights stakeholders, delivery routes, working hours and education engagement.

## **NOISE MANAGEMENT**

### General Standards

The risks of noise induced hearing loss from workplace operations will be reduced by using appropriate control measures. Personal protective equipment will only be used when collective measures have been considered but are not reasonably practicable to use. Noise levels of all operations / equipment will be assessed and where significant noise levels are likely to be emitted during the work process, a noise assessment will be recorded and appropriate control measures identified. The risk of nuisance noise will be identified and contact made with local environmental health departments and, where necessary, others who may be affected by the works. Those persons identified as being at risk of industrial deafness / noise induced hearing loss will receive regular health surveillance.

### Planning – Construction Projects

Our designers will eliminate or reduce the need for plant / equipment producing significant noise levels during the construction stage as far as reasonably practicable. Residual risks will be recorded and passed on to the construction team. Our purchasing policy will include the requirement to buy / hire equipment with lower sound levels if deemed suitable for the type of work.

### Planning of Workplace Activities

The operations management team will identify the equipment / activities where there is likely to be significant noise level exposure for employees or other persons, and record provisional measures to combat those risks. The initial sound level assessments will be recorded on [HS&E-FRM-N01-03](#), Noise Register, and included in the Health and Safety Plan. Workplace management will identify employees who could be at risk of noise induced deafness and an assessment be made of their exposure using [HS&E-FRM-N01-01](#), Assessment of Daily Personal Noise Exposure.

## **VIBRATION MANAGEMENT**

### General Standards

Where the use of equipment that emits vibration to the user is identified, the subcontractor will reduce the employees' exposure to as low as reasonably practicable by the selection / procurement of plant / tools that have been designed for the task but with lower vibration levels. We have signed up to Off highways Plant and Equipment Research Centre (OPERC), which is a signed commitment to only hiring tools from suppliers who have signed up to the OPERC conditions.

Where employees are identified as regular users of vibration equipment / plant they will be subject to regular monitoring for symptoms of hand arm vibration using HS&E-FRM-V01-02, at the commencement of work and thereafter at 12 monthly intervals. A copy of the completed form will be forwarded to the Business Units Human Resources Department and held on the employee's records.

Employees identified as regular users of hand held vibration tools should complete the Personal Vibration Exposure Record (HS&E-FRM-V01-01) after each exposure and copies of these records will be reviewed at the monthly health and safety review with the Health, Safety and Environment Advisor. Where necessary, annual medicals will be arranged in conjunction with the Human Resources Department and the contracted occupational health service providers. All employees will receive training and information on the correct use of vibration tools, the relevance of exposure levels, the completing of the exposure records, safe systems of work and the symptoms associated with the use of vibration equipment and plant.

High levels of vibration from ride-on plant have been identified as causing aggravation to pre-existing conditions i.e. back problems. Employees will be advised of the symptoms associated with whole body vibration and advised to report to their line manager if they have either an existing back problem or develop a back problem. Hand held work equipment that emits potentially harmful levels of vibration will be labelled using a Red, Amber, Green coding system which will identify the potential level of exposure to vibration and give guidance on the maximum times an operator can use the equipment.

#### Planning Construction Projects

Designers will eliminate / reduce the requirement for hand held vibration equipment wherever reasonably practicable. This will include the use of plant for the breaking of materials wherever reasonably practicable and the purchase of pre-drilled slabs etc to reduce the requirement for drilling.

#### Planning of Workplace Activities

The use of plant will be used to eliminate the use of hand held tools wherever possible, therefore the methods for breaking out concrete and the demolition of fixed structures should be planned to enable the use of machinery over hand held tools. The vibration levels of equipment and the anticipated exposure times will be identified, with selection of equipment to be used being the lowest weight vibration levels suitable for the task.

Where mobile plant is used the plant selected for use will be within the exposure limits set within the Control of Vibration Regulations. The exposure limits contained in the regulations are an Exposure Action Value (EAV) of 0.5 m/s and an Exposure Limit Value (ELV) 1.15m/s average over an 8 hour period.

Earth moving machines such as scrapers, bulldozers and dump trucks are examples of where these exposure limits may be exceeded; therefore where these types of equipment cannot be eliminated additional controls should be planned into the works as necessary for each individual operating the machine. e.g. simple best practice as identified in the HSE Guidance INDG242 (rev1) is all that is required.

If it is identified that the EAV will be exceeded regularly work practices will need to be addressed e.g. replace the machines, plan the design of the site to reduce shocks and jolts, provide training, and information to operatives and ensure regular health surveillance is carried out by an occupational health provider.

Plant hirers will be requested for the whole body vibration levels of equipment they provide and these levels should also be recorded on the Vibration Register V01-04 along with the duration of operation by the operator and the frequency of maintenance required. Checks will be made that the plant selected is the best available option and is suited to the terrain and the task. Checks will be made that the plant has been subjected to regular maintenance and plans are in place to ensure regular maintenance continues whilst the vehicle is on hire.

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Updated on: 25/08/2015

All dates are indicative and are to be confirmed upon contract formation.

Indicative duration periods - for information only.

Potential noise implications are indicative only, and require confirmation with noise consultants.

Task	Start (TBC)	Duration	Finish (TBC)	Potential noise & vibration (indicative)	Comments
Demolition of the link bridge between sports hall and main building	12 Oct 16	4 days	17 Oct 16	Medium	Controlled hours of demolition works. Between the hours of 8am and 5pm.
Demolition of ramp and stairs to the front	12 Oct 16	2 weeks	25 Oct 16	High	As above but and with regular break periods.
Excavation to crane base	01 Nov 16	1 week	07 Oct 16	Medium	As above but and with regular break periods.
Crane base preparation and piling	08 Nov 16	2 weeks	21 Nov 16	High	As above but and with regular break periods.
Site set up in sports hall	23 Nov 16	5 weeks	23 Dec 16	Low	Noise and vibration will only last within a period of a week when there is actual buiders work.
Structural works in front of building	23 Nov 16	17 weeks	21 Mar 17	Low	Noise and vibration will only take place when we are fixing the steels. Therefore, period of noise and vibration will be minimal and not over a 17 week period.
New build piling	06 Dec 16	5 weeks	18 Jan 17	High	Piling works will take place over 3 weeks (anticipated) with regular breaks
Replace windows to rear section (section 2)	08 Dec 16	8 weeks	13 Feb 17	Low	Minimal noise and almost nil vibration
External works in front elevation	15 Dec 16	8 weeks	15 Feb 17	Low	Minimal noise and almost nil vibration
External works in section 2	27 Feb 17	12 weeks	25 May 17	Low	These works include the cladding brick slips and thhe fitting of the windows in the Ground Floor section 1 & section 2.
Rebuild rear link structure and roof complete	06 Mar 17	5 weeks	07 Apr 16	Medium	Concrete frame will not be noisy or cause vibration. However the concrete pump may be noisy and this will be controlled with limited delivery of concrete daily.
Structural works in all floors (internal)	21 Mar 17	15 weeks	06 Jul 17	Low	Minimal noise and almost nil vibration
New build structure	10 Apr 17	16 weeks	09 Aug 17	Low	Minimal noise and almost nil vibration
Wall floor infils	01 May 17	11 weeks	20 Jul 17	Low	Minimal noise and almost nil vibration
Structure of new single storey build at the front	31 Oct 17	4 weeks	07 Dec 17	Low	Minimal noise and almost nil vibration
Vehicle deliveries				Medium	MJ Media will have access to Madigan Gill's delivery portal so that they are aware of any planned deliveries up to 48 hours ahead of time