

**51 CALTHORPE STREET,
LONDON, WC1X 0HH
Construction Management
Plan**

Date: February 2018

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Construction Management Plan

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1.0 INTRODUCTION

- 1.1 As part of the planning application for the development of 51 Calthorpe Street, London, WC1X 0HH (the "Site") there is a requirement to produce a Construction Management Plan which will detail the Site, the proposed development, the key individuals and companies involved and the activities proposed on Site.
- 1.2 As part of the process, requirements will be reviewed and assessed to ensure that best practice and lowest impacts are strived for at all times.
- 1.3 The Site is situated in an area of very high public transport accessibility with a PTAL rating of 5 ("Very Good"). St Pancras International Station is 1.1km (15 minute walk) from the Site. Russell Square Underground Station is 0.75km (9 minute walk) from the Site.

Current Site Use

- 1.4 The Site comprises an existing three storey Victorian-era building that is currently used as offices and storage. The building's eastern side is located adjacent to the Holiday Inn Hotel and the western side abuts other residential buildings on Calthorpe Street. The front of the existing development faces south-east over Calthorpe Street and is opposite the Mount Pleasant Royal Mail sorting centre. The rear north-west elevation of the development faces the Cubitt Street play centre. The site is accessed solely via Calthorpe Street.

Proposed Development

- 1.5 The development will involve the demolition of parts of the existing building, while retaining the external walls. The new development will consist of 8 flats, together with office accommodation, over six floors, including a new basement below the building footprint and the excavation of the forecourt. The proposed development will face south-east/north-west, with the main access to the building on the south-east side.
- 1.6 The project team will complete a consultation exercise with the neighbouring properties. Details are included in this document.
- 1.7 The Site is located along the north side of B502 Calthorpe Street and within primarily a residential and commercial area.
- 1.8 The development faces on to Calthorpe Street with the only access to the building from the front, off Calthorpe Street.
- 1.9 The development is provisionally expected to commence in 2019 and is anticipated to finish in within 18-19 months.

1.10 The initial phase comprises demolition (1-2 months), followed by excavation and construction works (15 months) and fit out (2 months).

2.0 CONSTRUCTION MANAGEMENT PLAN

- 2.1 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.
- 2.2 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.
- 2.3 The level of detail included in a CMP will depend on the scale and kind of development. Further policy guidance is set out in London Borough of Camden, Camden Planning Guidance 6 (Amenity): Section 8 Construction Management Plans; The Traffic Management Act and the London Plan; and The London Freight Plan.
- 2.4 This CMP follows the best practice guidelines in [Transport for London's](#) (TfL's Standard for [Construction Logistics and Cyclist Safety](#) (CLOCS) scheme) and [Camden's Minimum Requirements for Building Construction](#) (CMRBC).
- 2.5 The approved contents of this CMP must be complied with unless otherwise agreed with the Council. The project manager should 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.

3.0 SITE CONTACTS

- 3.1 The full postal address of the site and the planning reference relating to the Construction works is:

Site Address: 51 Calthorpe Street
London
WC1X 0HH
Planning Permission Reference: n/a
Type of CMP: Pre-planning assessment

- 3.2 Contact address and full details for the person submitting the CMP:

Contact Name: Simon Firth
Address: 29 Earlham Street
London
WC2H 9LS
Telephone: 020 7456 3764
Email: snfirth@gmail.com

- 3.3 Contact address and full details for the main contractor responsible for undertaking the works on site:

Contact: tbc
Name of Contractor:
Address:
Telephone:
Email:

- 3.4 Contact address and full details for the project manager responsible for undertaking the works on site:

Name of Project Manager: tbc
Name of Company:
Address:
Telephone:
Email:

- 3.5 Contact address and full details for the person responsible for dealing with and complaints from local residents or businesses and community liaison:

Name of Contact: tbc

Name of Company:

Address:

Telephone:

Email:

- 3.6 Contact address and full details of the office where the main contractor accepts receipt of legal documents for the person responsible for the implementation of the CMP:

Name of Contact: tbc

Name of Contractor:

Address:

Telephone:

Email:

4.0 THE SITE

4.1 A site location plan is provided below.



Contains Ordnance Survey data © Crown copyright and database rights 2013.

Figure 4.1: Site Location Plan

4.2 Description of the Site, the surrounding area and the development proposals for which this CMP is being prepared:

Site: The Site is located at 51 Calthorpe Street WC1X 0HH, along the north side of B502 Calthorpe Street and within primarily a residential and commercial area.

The Site is bordered by Cubitt Street to the north, Pakenham Street to the west and A201 King's Cross Road to the east.

Access to Calthorpe Street can be made from either A201 King's Cross Road in the north west or from A5200 Grays Inn Road to the south west.

Both these roads provide access in a north/south direction and lead to the A501 Euston Road to the north and A40 High Holborn

to the south.

The A201 King's Cross Road and A501 Euston Road in the vicinity of the site are designated as a 'red route', which is managed by TfL as part of the Transport for London Road Network (TLRN).

The B502 Calthorpe Street and A5200 Grays Inn Road are classified as 'Major London Distributor Roads'. The A40 High Holborn is classified as part of the Strategic Road Network.

Surrounding Area: The north of the Site faces the outside areas of the Cubitt Street Play Centre. This comprises primarily hard standing with several trees located in the centre of the open area. The play centre itself is approximately 40m from the Site.

The Kings Cross/ Bloomsbury Holiday Inn Hotel is located to the east of the Site and extends back past the Cubitt Street Play Centre.

Packenham Street, located to the south-west of the Site, comprises three storey residential buildings of similar style and construction to those on Calthorpe Street.

The Mount Pleasant Royal Mail sorting office is a large four storey building located approximately 100m to the South East of the site. The space in-between the site and the sorting office is predominantly hard standing for loading and parking of freight vehicles.

Development: The development proposals involve the partial demolition of the existing development with retention of the external walls. The new development will consist of 8 flats, together with office accommodation, over six floors including a new basement below the building footprint and the excavation of the forecourt.

The proposed development will face south-east/north-west, with the main access to the building on the south-east side.

4.3 Brief description of the proposed works, size, nature of the development and summary of main issues and challenges (residential dwellings, narrow streets, access etc).

Proposed Works: The proposed works are the partial demolition and removal of some of the existing structure including the roof with the retention of the external walls followed by the construction of 8

new flats and office accommodation over six storeys including a new basement level below the footprint of the building and the excavation of the forecourt.

The Development: The development will take place entirely within the existing boundaries of the Site. No further space requirements are anticipated at this time.

Issues and Challenges: The main challenges will be the space available for works to ensure that they are kept within the existing boundaries, liaison with close neighbours to ensure good communication and the requirement to ensure pedestrian access across the Site is safely maintained at all times, particularly during the initial demolition and excavation periods when larger amounts of materials are expected to be being removed from the Site.

4.4 Identification of the nearest potential receptors likely to be affected by the development during the construction process:

Receptor: Local residences adjacent to the Site
Likely impacts: Noise from on site works, dust from on site works, traffic impacts from delivery vehicles, access during deliveries.

Receptor: Local residences in wider geographical area
Likely impacts: Noise from on site works, traffic impacts from delivery vehicles.

Receptor: Local businesses
Likely impacts: Noise from on site works, traffic impacts from delivery vehicles.

4.5 The development is expected to commence in 2019 and is anticipated to finish within 18-19 months. The initial phase provisionally comprises partial demolition of the existing building on the site (approx. 1-2 months), followed by excavation, construction and associated works (15 months) and fit out (2 months).

4.6 Working hours for the project will be as follows:

Monday to Friday – 8:00am to 5:00pm

Saturdays – 9:00am to 1:00pm

No works will take place on Sundays or Bank Holidays

- 4.7 No changes to local services are proposed to be carried out as part of the project at this time.
- 4.8 An asbestos survey has been completed for the property. A small number of potentially asbestos containing elements were identified during the survey. These have all been further assessed and tested and will be dealt with during the redevelopment of the building by either encapsulation or removal where required.

5.0 TRANSPORTATION

- 5.1 Bearing in mind the nearby residential properties, schools and nurseries, working hours during which deliveries will be permitted on site are as follows:

Monday to Friday – 8:00am to 5:00pm

Saturdays – 9:00am to 1:00pm

No deliveries will take place on Sundays or Bank Holidays

- 5.2 Details of the sizes, types and frequencies of vehicles which are expected to access the Site for each phase of construction are as follows:

Site Construction Staff

Phase:	All
Size and types of vehicle:	Cars and small vans, although where possible all Site construction staff will use public transport.
Frequency:	N/A

Deliveries

Phase:	All
Size and types of vehicle:	Long wheel based panel van, rigid delivery vehicle (7.5 tonnes), 10m rigid vehicle
Frequency:	1 every 1 to 2 days, parked on the forecourt within the Site boundary or on Calthorpe Street if required for 30 minutes maximum for unloading

Waste / Demolition Materials Removal

Phase:	Demolition and Groundworks
Size and types of vehicle:	Rigid vehicle grab loaders and roll-on roll-off trucks (up to 20 tonnes)
Frequency:	3 to 4 every day, parked on the forecourt within the Site boundary or on Calthorpe Street if required for 30 minutes maximum for loading

- 5.3 The project will have no temporary structures which will overhang the public highway during the construction process.

- 5.4 The project will have no impacts on the public highway apart from those detailed above for loading and unloading. Hoarding will all be within the Site boundaries, there is no need for the construction of temporary accesses and there will be no use of the highway for the storage of materials, site accommodation or welfare facilities.

6.0 TRAFFIC MANAGEMENT

- 6.1 Details of how pedestrian and cyclist safety will be maintained during construction, including any proposed alternative routes (if necessary), and any banksman and/or traffic marshall arrangements:

Wherever possible, and especially for vehicles over 3.5 tonnes, drivers will be required to be accredited with the Fleet Operator Recognition Scheme (FORS), Bronze Level. Drivers will have undertaken cycle awareness training and vehicles associated with the development will need to have sideguards fitted (unless demonstrably unable to do so); have close proximity warning systems fitted, external warning devices, rear facing CCTV camera (or Fresnel Lens); have a Class VI mirror; and have prominent signage warning cyclists of the dangers of 'undertaking' on the inside of such vehicles.

The amount of construction traffic and the level of disturbance to the public will be kept to a minimum – this will be continually reviewed through the monitoring process. Vehicles are only allowed to stop at the Site to load/unload goods/materials or actively engage in construction activity.

Visits by the professional supervisors and other parties involved in the project (i.e. consultants in charge of the Project Management, H&S, Building Control etc.) will be required to travel via public transport where possible, or to park in public car parks if car use is essential. They will not be permitted to park on site to ensure that access is available for deliveries and collections.

It is anticipated that Banksmen will be available where required to provide assistance to other road users on in the vicinity of the Site to enable them to pass by safely. This will be especially useful when vehicles are servicing the Site.

- 6.2 Details of any diversions, disruption or other anticipated use of the public highway during the construction period:

Construction access to the Site will be directly from Calthorpe Street (B502). This would be accessed directly from the A5200 Grays Inn Road and connects directly to the A201 and so provides the most practicable connections to the London road network.

It is proposed that construction traffic will avoid additional residential streets wherever possible.

All deliveries and collection of Site rubbish (wait and load lorries) will be planned to take place outside both the morning and afternoon peak hours and will be limited to those times detailed in section 5.1 above. The schools and nurseries in the area will receive copies of the CMP, be invited to comment further, and will be kept updated.

Delivery and removal should not take longer than 20-30 minutes and deliveries will be coordinated by the Site Manager to prevent multiple traffic movements during the same period and reduce congestion during the busy hours.

‘Special’ deliveries (including outsize materials etc.) will take longer but will be programmed specifically – and notified to local parties. All deliveries and collections will be scheduled to avoid domestic and commercial waste collections.

A secure hoarding will be in place at the Site boundary with a lockable access. No work will be completed above ground floor level which will require a covered walkway adjacent to the Site, no licences for scaffolding or gantries will be required as part of this project and the adjoining public highway will be assessed on a daily basis to ensure that it is kept clean and free from obstructions.

Consideration has been given to weight restrictions, low bridges and the cumulative impacts of construction (including neighbouring construction sites) on the public highway network when planning routes and timings for deliveries and removals from the Site.

Consideration has also been given to any major trip generators (e.g. schools, offices, public buildings, museums, etc.) on the routes.

Through consultation with local parties, neighbours, local businesses and the Council, the Site Manager will agree the schedules to notify residents, schools etc. whilst seeking to minimise the overall impact to them, in line with the monitoring and complaints procedures. This may include liaison with other developments to seek to schedule coordinated deliveries.

Weather conditions may affect the works programme and therefore have an impact on the delivery schedules. Regular monitoring of the weather forecasts will be carried out and the implications circulated to local parties via the monitoring procedures.

Construction staff will be encouraged to travel to the Site by sustainable modes of transport and will not be permitted to park on-site, unless strictly necessary.

Deliveries will be monitored and reviewed regularly, ensuring domestic and commercial waste collections are unimpeded (liaison with the Council etc. will be maintained).

Vehicles must not wait in the area before or after making deliveries / collections. Deliveries are required to be Just-In-Time (JIT).

Clear and sustained dialogue will be maintained with local schools, and other affected parties throughout the works. In the (unlikely) event of temporary Traffic Management

Orders (including road closures) being required, the applicant will ensure adequate liaison takes place with the relevant Council Officers in good time.

- 6.3 Details of the parking and loading arrangements for construction vehicles associated with the site will be located on a 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 is provided below:

This element will be confirmed once a contractor has been appointed but it is expected at this time that the forecourt area in front of the existing building will be used as much as possible for the placement of welfare facilities, waste management, materials storage and access to limit the impact on the surrounding roads and pavements.

7.0 ENVIRONMENTAL ISSUES

7.1 Details on noisy and/or vibration producing operations:

Activities

Demolition:

- Physical demolition activities such as hammering, drilling, breaking of materials etc;
- Plant machinery and any powered tools being used during the demolition phase; and
- Removal of demolition materials to storage skips for collection.

Excavation and Construction:

- Plant machinery and the use of any powered tools during the excavation and construction phases;
- Storage and removal of any excavated materials from the Site;
- Delivery of materials to the Site (concrete, wood, bricks etc);
- Construction activities, such as hammering, drilling, sawing, angle grinding etc.

Trackout:

- Increased noise and vibration levels from traffic involving construction vehicles associated with the Site, through vehicle movement and warning soundings; and
- Communication noise between the banksman and the vehicle driver when construction vehicles are maneuvering to park at the Site.

Proposed mitigation measures

- Early and good public relations should be established with the adjacent tenants and occupants, including timely warning/notice or any likely periods of noise activities;
- Contractor contact details will be displayed on the hoardings in place at the boundary of the Site;
- Where vehicles are standing for a significant period of time, engines will be switched off and the use of vehicles' horns will be permitted only when absolutely necessary (and in line with the requirements of the Highway Code);
- Workers using any noisy plant should be fully trained and provided with suitable ear protection;
- The quietest and newest vehicles/plant machinery should be used at all times and all vehicles/plant machinery will be fitted with effective exhaust silencers;
- Enclosed chutes and conveyors should be used;

-
- Drop heights from conveyors, loading shovels, hoppers and other loading or handling equipment should be minimised; and
 - Acoustic enclosures should be fitted where possible to suppress noisy equipment.

 - Actions to be taken should noise and vibration levels exceed predicted levels

 - In the event that a complaint or concern is raised, a review will be completed to remove the problem wherever possible and to establish what levels of noise and vibration have been emitted from the Site;
 - In the event that noise levels are not found to be unreasonable, the complaint will be reviewed and discussions held with the third party to understand the problem further and evaluate whether the particular problem can be rectified or at least improved; and
 - In the event that reasonable limits have been exceeded, the operation will be modified and the noise and/or vibration rechecked from the operation to verify that the corrective action has been effective. Actions may include reducing operating hours, re-siting the equipment, changing the method of working or installing temporary acoustic barriers.
- 7.2 Due to the Site location, the type of development, the existing background noise, the working hours proposed, the mitigation and actions detailed above, it is felt that a noise assessment undertaken at this time would provide no additional information or value to the scheme.
- 7.3 Evidence that staff have been trained on BS5228:2009 will be made available on site, will be provided to the HSE and will be made available for inspection by other parties on site should this be required.
- 7.4 Details on dust / dirt producing operations (including impacts on public highway):

Activities

Demolition:

- Physical demolition of parts of the existing buildings;
- Physical demolition activities such as hammering, drilling, breaking of materials etc;
- Plant machinery and any powered tools being used during the demolition phase; and
- Removal of demolition materials to storage skips for collection.

Excavation and Construction:

-
- Excavation of materials on site to facilitate development;
 - Mixing of concrete and other aggregates on site;
 - Stores of materials exposed to wind that will aid transportation of fine particles;
 - Construction of new building including internal working, exposure to workers during activities such as sawing, sanding etc.
 - Plant machinery and use of any powered tools during the excavation and construction phases;
 - Storage and removal of excavated materials from the Site; and
 - Delivery of materials to the Site (concrete, wood, bricks etc).

Trackout:

- Materials being delivered/collected to the Site;
- Exhaust emissions from any idling collection/delivery vehicles; and
- Possibility of spoiling of local highways from materials removed from the Site.

Proposed Mitigation Measures

Demolition:

- Ensure effective water suppression is used during demolition operations, hand held sprays being more effective than hoses attached to equipment as the water can be directed to where it is required; and
- Bag and remove any biological debris or damp down such material before demolition.

Excavation and Construction:

- Ensure sand and other aggregates are stored in bunded areas and are not allowed to dry out unless required for a particular process;
- Ensure adequate ventilation during internal works at the Site;
- For small supplies of fine powder, ensure that bags are sealed after use and stored appropriately to prevent dust; and
- Mix large quantities of cement, grouts and other similar materials in enclosed areas remote from the Site boundaries and potential receptors.

Trackout:

- Avoid dry sweeping of large areas;
- Ensure any vehicles removing materials from the Site are securely covered to prevent escape of materials during transport; and

- Regularly use a water-assisted dust sweeper on the access and local roads, as necessary, to remove any material tracked out of the Site.

General mitigation measures:

- Display the head or regional office contact information, and the name and contact details of the person(s) accountable for air quality on the Site boundary;
- Develop and implement a stakeholder communications plan that includes community engagement before work commences on site;
- Log all air quality complaints, identify the cause(s), take appropriate measures to reduce emissions in a timely manner, record all measures taken and make the complaints log available to the Council when asked;
- Carry out regular on and off-site inspections to monitor dust soiling effects, with cleaning to be provided if necessary. Increase the frequency of inspections when activities with a high potential to produce dust are being carried out;
- Erect barriers around the Site, any dusty activities and stockpiles (to be covered);
- Screen buildings, where dust producing activities are taking place, with debris screens or sheeting;
- Remove materials that have a potential to produce dust as soon as possible, unless being re-used. If they are to be re-used, on site covers should be used;
- Ensure all vehicles switch off engines when stationary, so that there are no idling vehicles;
- Use enclosed chutes and conveyors and covered skips;
- Minimise drop heights from conveyors, loading shovels, hoppers and other loading or handling equipment and use fine sprays on such equipment wherever possible;
- Require Site workers to wear protective masking when working with concentrated dust production activities; and
- Prohibit bonfires and the burning of waste materials on site.

Actions to be taken should construction dust levels exceed predicted levels

- In accordance with GLA guidance, the site has been assessed as being a low risk site in regard to construction dust monitoring;
- Log all air quality complaints, identify the cause(s), take appropriate measures to reduce emissions in a timely manner and record all measures taken. Make the complaints log available to the Council when asked;
- Take into account the impact of air quality and dust on occupational exposure standards to minimise worker exposure and breaches of air quality objectives that may occur outside the Site boundary, such as by visual assessment; and
- Give the Site Manager overall responsibility to cease Site works if, by visual assessment, conditions are assessed to be in exceedence of the $250 \mu\text{g m}^{-3}$ 15-minute trigger level set by the GLA.

7.5 Details about how rodents, including rats, will be prevented from spreading out from the Site.

All Site areas will be kept clean and tidy with organic waste stored in sealed containers and disposed of regularly. Should any rodents be identified in the area, an appropriate exterminator will be contacted immediately and they will be dealt with appropriately.

8.0 MONITORING, COMPLIANCE, REPORTING AND CONSULTATION ABOUT TRAFFIC AND ACTIVITIES RELATING TO THE SITE

- 8.1 Details describing how traffic associated with the development will be managed in order to reduce/minimise traffic congestion and any other measures which will be implemented to reduce the impacts of associated traffic:

The amount of construction traffic and the level of disturbance to the public will be kept to a minimum – this will be continually reviewed through the monitoring process. Vehicles will only be allowed to stop at the Site to load/unload goods/materials or actively engage in construction activities.

Professional supervisors and other parties involved in the project (i.e. consultants in charge of the Project Management, H&S, Building Control etc.) will be required to travel via public transport where possible, or to park in public car parks if car use is essential.

It is anticipated that banksmen will provide assistance to other road users in the vicinity of the Site to enable them to pass by safely, especially when vehicles are servicing the Site.

All deliveries and collections of Site rubbish (wait and load lorries) will be planned to take place outside both the morning and afternoon peak hours where possible to avoid potential conflicts with school operations.

The schools and nurseries in the area will receive copies of the CMP, be invited to comment further, and will be kept updated.

Delivery and removal should not take longer than 20-30 minutes and deliveries will be co-ordinated by the Site Manager to prevent multiple traffic movements during the same period and reduce congestion during the busy hours.

‘Special’ deliveries (including outsize materials etc.) will take longer but will be programmed specifically – and notified to locals parties. All deliveries and collections will be scheduled to avoid domestic and commercial waste collections.

Part of the premises within the Site’s boundary not affected by the construction work (the forecourt area) is to be allocated for the use of the contractor to provide Site office facilities and welfare facilities including a WC, changing rooms and showers, as well as for the temporary storage of materials on-site and overnight storage of construction plant.

For construction traffic, the route indicated below must be followed, presented in order. The route has been identified to reduce the time spent on residential roads and to optimise the use of wider carriageways.

The junctions on the approach routes have been the subject of traffic management measures so vehicle speeds will be kept to a minimum:

Inbound

- From A5200, Grays Inn Road onto the B502 Calthorpe Street (north east bound).

Outbound

- From the B502 Calthorpe Street (north east bound) onto the A201.

Road Trip Reduction

Where possible, measures will be taken to pre-fabricate elements of the building off-site in order to reduce the number of deliveries to the site.

Certain construction periods will be more intensive than others and will result in more frequent deliveries/collections. These include excavation waste collections and concrete deliveries.

- 8.2 Details of consultation on a draft CMP with local residents, businesses, local groups (e.g. residents/tenants and business associations) and Ward Councillors:

London Borough of Camden

The London Borough of Camden will be issued a copy of this CMP and asked to comment. The CMP will then be updated to provide the information requested by the Council.

Liaison with the local community will be maintained throughout the construction process.

Liaison

The local residents and businesses will be approached during the mobilisation period immediately following the Contractor's appointment. It is expected that the residents and businesses will be approached prior to works starting.

Subject to the outcome of the initial discussions, the developer will set up a local working group if requested. Variations to the CMP, and progress updates if requested, will be circulated to the local affected parties.

The consultation will consider the following: local residents, business, local groups (e.g. residents/tenants and business associations) and Ward Councillors.

This section of the CMP will be updated with regard to who was consulted, how the consultation was conducted and the comments received in response to the consultation.

The CMP will then be updated highlighting what changes have been (or cannot be) made and the accompanying rationale behind the outcome.

- 8.3 Details of any schemes such as the 'Considerate Constructors Scheme', the 'Freight Operators Recognition Scheme' or 'TfLs Standard for construction logistics and cyclist safety – [CLOCS scheme](#)' that the project will be signed up to:

The Contractor should seek to register the scheme with the Considerate Constructors Scheme (reinforced through the Code for Sustainable Homes compliance), or the equivalent, and must also adhere to the Council's Control of Pollution Noise from Demolition and Construction Codes of Practice (March 2004).

This information will be issued to all organisations accessing the Site; failure to comply will result in the contractor, or sub-contractor, being banned from the Site.

- 8.4 Confirmation of steps being taken to minimise impacts from the conduct of builders e.g. provision of suitable smoking area, tackling bad language and unnecessary shouting:

A communication process with the local community will take place throughout the duration of the project.

Before work commences, letters will be sent out to the neighbours, including the local schools, informing them of what will be happening and providing contact names and telephone numbers.

Regular communication will be maintained with affected neighbours regarding Site activity, deliveries and traffic. Should there be any complaints, local residents will be able to call personally to the Site offices. A record will be kept of all comments/complaints.

Other points that the applicant will action:

- Ensure that Site lighting does not affect neighbours.
- Encourage operatives not to leave the Site in their dirty work clothes.
- Register the project with the Considerate Constructors Scheme.
- Provide ID cards/badges for all operatives.

- 8.5 Statement of how this CMP takes into consideration and mitigates the cumulative impacts of construction in the vicinity of the Site:

One month prior to work beginning and every month during the construction process, a review of developments in the surrounding area will be completed by the Site Manager to ensure that any local issues which may affect deliveries and access are known about.

Communication will be put in place between any other sites in the area to ensure that activities on different sites can be co-ordinated.

If required a liaison meeting will be convened on a monthly basis with other developers to ensure that the interests of the public are taken into account.

APPENDIX A

[Letter to residents]

The Occupier

[Date]

Dear Sir/Madam

51 Calthorpe Street redevelopment

I am writing to provide you with information about the proposed redevelopment of 51 Calthorpe Street, London WC1X 0HH.

The redevelopment will involve a comprehensive refurbishment of the building, which is in a run-down condition, to bring it up to 21st century standards. The external walls of the building will be retained but, internally, the building will be stripped out, a new basement created, a mezzanine floor inserted and a mansard storey added. At the same time, the facade of the building will be repaired and cleaned, the forecourt will be landscaped and the existing industrial style railings replaced with a low-level wall.

When the works have been completed, the building (which is currently used solely as offices) will provide a mixture of residential and office accommodation. The residential accommodation will consist of eight flats, of varying sizes. The main access to the building will continue to be from Calthorpe Street.

The redevelopment is expected to commence in [] and should finish within 18-19 months. We will be seeking to ensure that best practice is followed with the lowest practicable impact on surrounding residents and businesses at all times.

Wherever possible, the existing forecourt of the building will be used for deliveries and collections. However, this will not be available for the whole project life and so, during certain periods, deliveries and collections will occur on Calthorpe Street, immediately in front of the site. We will nevertheless seek to minimise their impact. Deliveries and collections will occur between 8 am and 5 pm on weekdays and between 9 am and 1 pm at weekends.

The pedestrian footpath in front of the property will not be suspended during the works but will be controlled by a banksman at certain times to ensure public safety at all times.

The contact details of the persons responsible for community liaison (including any complaints from local residents or businesses) are as follows:

Name of site contact:

Name of company:

Address:

Telephone:

Email

We would welcome any feedback you may have before, during or after the construction period and so please feel free to contact the above representative if you have any questions or concerns.

Yours faithfully