

# Construction Management Plan

pro forma v2.2

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# Revisions & additional material

Please list all iterations here:

Date	Version	Produced by
28 <sup>th</sup> September 2017	One	G Pockett of Phoenix Construction Services Ltd
23 <sup>rd</sup> February 2018	Two	G Pockett of Phoenix Construction Services Ltd
6 <sup>th</sup> July 2018	Three	G Pockett of Phoenix Construction Services Ltd
31 <sup>st</sup> July 2018	Four	G Pockett of Phoenix Construction Services Ltd- Questions 18, 22b and 27b amended in line with Camden 'comments sheet'. Noise & Vibration Assessment attached as appendix C and Noise & Vibration monitoring proposals attached as appendix D

## Additional sheets

Please note – the review process will be quicker if these are submitted as Word documents or searchable PDFs.

Date	Version	Produced by
31 <sup>st</sup> July 2018	Four	Please refer to Appendices A,B,C,D,E,F &G
10 <sup>th</sup> December 2018	Five	Please refer to MLM Construction Noise & Vibration Assessment dated 18 <sup>th</sup> October 2018, Rev 03, ref: 102412-MLM-ZZ-XX-RP-U-0001 and see narrative added in sections 29,30 and 35

# Introduction

The purpose of the **Construction Management Plan (CMP)** is to help developers to minimise construction impacts, and relates to both on site activity and the transport arrangements for vehicles servicing the site.

It is intended to be a live document whereby different stages will be completed and submitted for application as the development progresses.

The completed and signed CMP must address the way in which any impacts associated with the proposed works, and any **cumulative impacts of other nearby construction sites**, will be mitigated and managed. The level of detail required in a CMP will depend on the scale and kind of development. Further policy guidance is set out in Camden Planning Guidance ([CPG](#) [6: Amenity](#) and [CPG](#) [8: Planning Obligations](#)).

This CMP follows the best practice guidelines as described in [Transport for London's](#) (TfL's Standard for [Construction Logistics and Community Safety \(CLOCS\)](#) scheme) and [Camden's Minimum Requirements for Building Construction \(CMRBC\)](#).

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

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

If your scheme involves any demolition, you need to make an application to the Council's Building Control Service. Please complete the "[Demolition Notice](#)."

Please complete the questions below with additional sheets, drawings and plans as required. The boxes will expand to accommodate the information provided, so please provide as much information as is necessary. **It is preferable if this document, and all additional documents, are completed electronically and submitted as Word files to allow comments to be easily documented. These should be clearly referenced/linked to from the CMP.**

Please notify that council when you intend to start work on site. Please also notify the council when works are approximately **3 months from completion**.

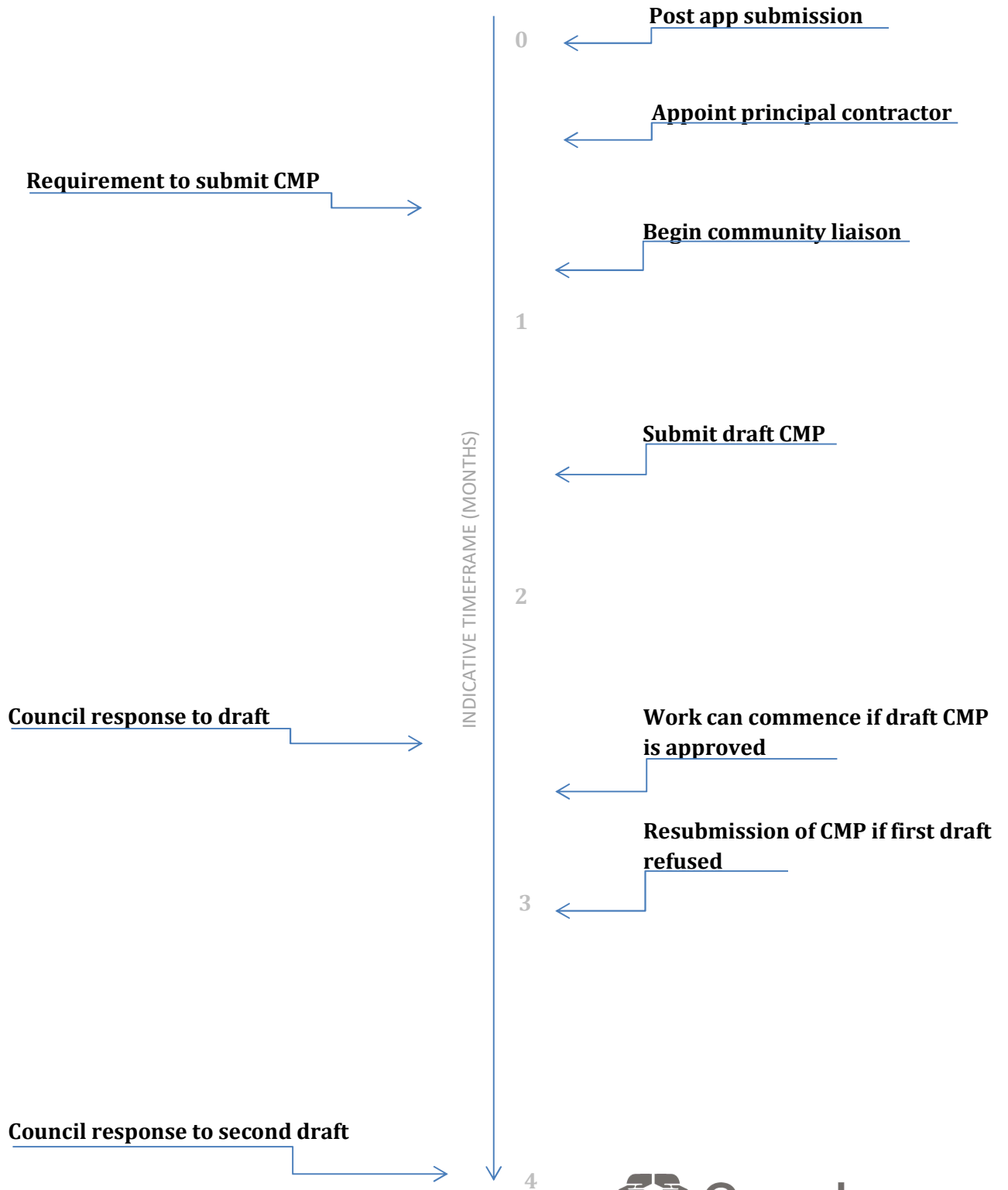
(Note the term 'vehicles' used in this document refers to all vehicles associated with the implementation of the development, e.g. demolition, site clearance, delivery of plant & materials, construction, etc.)

Revisions to this document may take place periodically.

# Timeframe

## COUNCIL ACTIONS

## DEVELOPER ACTIONS



# Contact

1. Please provide the full postal address of the site and the planning reference relating to the construction works.

Address: Elizabeth House, 4 to 7 Fulwood Place, Gray's Inn, Holborn, WC1V 6HG

Planning reference number to which the CMP applies: 2017/6946/P

2. Please provide contact details for the person responsible for submitting the CMP.

Name: Glyn Pockett- Director

Address: Phoenix Construction Services Ltd, Clematis Cottage, School Lane, Washington, West Sussex, RH20 4AP

Email: glyn@phoenixcsl.co.uk

Phone: 07703 808263

3. Please provide full contact details of the site project manager responsible for day-to-day management of the works and dealing with any complaints from local residents and businesses.

Name: Neil Kirk - Senior Site Project Manager

Address: Resident on site 4-7 Fulwood Place

Email: neil.kirk@phoenixcsl.co.uk

Phone: 07702 403907

4. Please provide full contact details of the person responsible for community liaison and dealing with any complaints from local residents and businesses if different from question 3. In the case of [Community Investment Programme \(CIP\)](#), please provide contact details of the Camden officer responsible.

Name: All as question 3

Address:

Email:

Phone:

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

Name: Mark Woods - Director

Address: - Phoenix Construction Services Ltd, Clematis Cottage, School Lane, Washington, West Sussex, RH20 4AP

Email: mark@phoenixcsl.co.uk

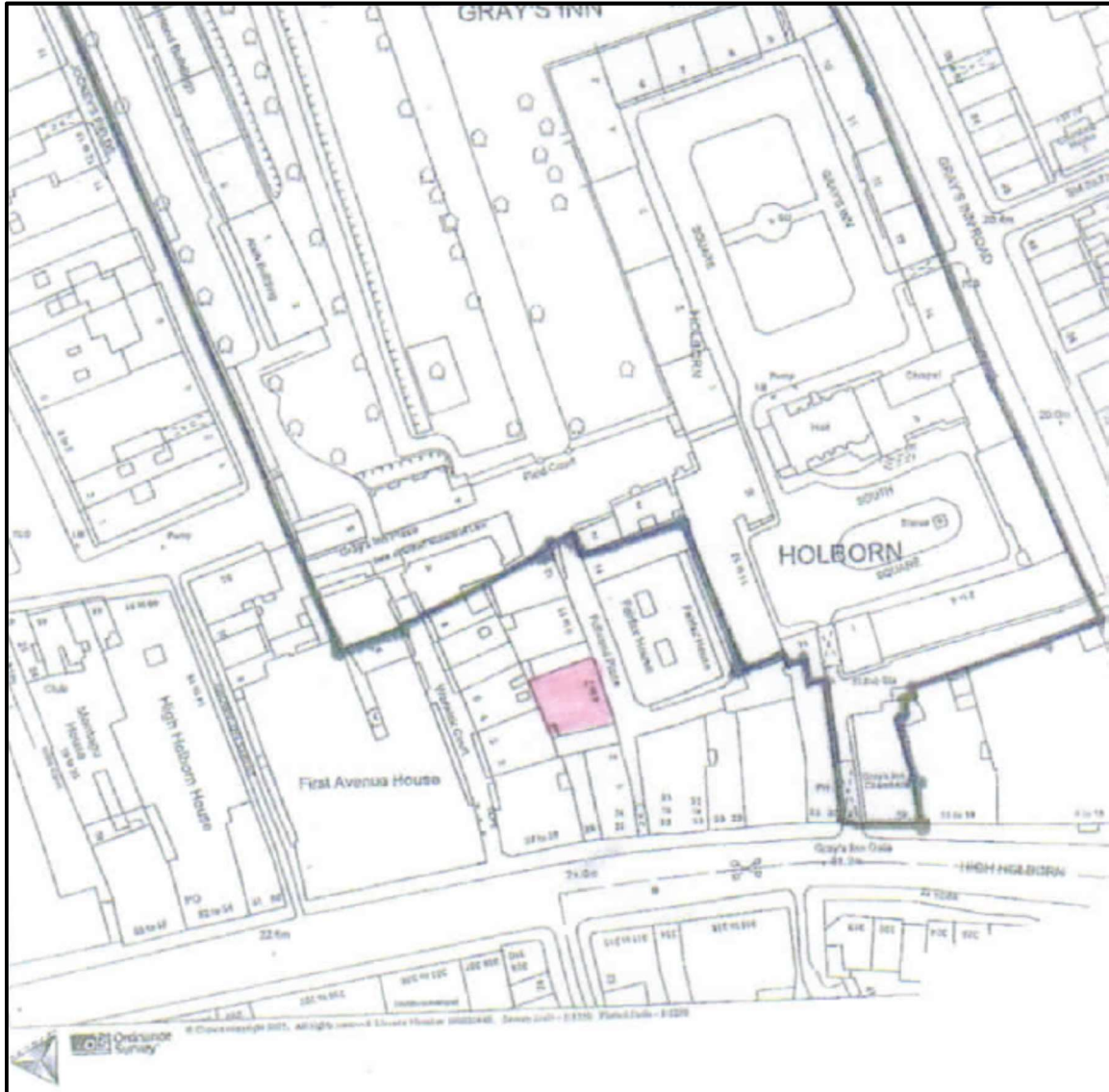
Phone:07799 773766



# Site

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

The site location is highlighted in pink on the attached site location plan. The building is situated in Fulwood Place which is just outside the Gray's Inn demise which is a pedestrian thoroughfare linking High Holborn to Field Court in Gray's Inn.



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

The refurbishment of the existing five storey building (one basement and four upper floors), the construction of a new four storey extension to the rear and the construction of two further stories above the existing roof level. The works will involve infilling the existing central circulation core and the formation of a new circulation to the south side of the floor plate.

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

Numbers 2 and 8 Fulwood Place and numbers 2 to 5 Warwick Court

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

The site is bounded to the south by High Holborn which will be used as the primary point of vehicular loading and offloading at a time to be agreed with Camden but between the hours of 10am and 4pm as prescribed and shown on the attached photograph showing Camden loading restriction sign located on High Holborn close to the entrance to Fulwood Place.



10. Please provide the proposed start and end dates for each phase of construction as well as an overall programme timescale. (A Gantt chart with key tasks, durations and milestones would be ideal).

Please refer to the overall construction programme dated the 31<sup>st</sup> of May 2018 attached to the MLM Construction Noise & Vibration Assessment. Phase 2 (internal alterations and repairs) are already underway and are planned to complete on the 15<sup>th</sup> of October 2018. Phase 3 main project works (to which this CMP refers) is planned to commence on the 17<sup>th</sup> of September 2018 and complete no later than the 7<sup>th</sup> of October 2019. The demolition works within Phase 3 are planned to commence on the 29<sup>th</sup> of October 2018 and complete no later than the 7<sup>th</sup> of December 2018

11. Please confirm the standard working hours for the site, noting that the standard working hours for construction sites in Camden are as follows:

- 8.00am to 6pm on Monday to Friday
- 8.00am to 1.00pm on Saturdays
- No working on Sundays or Public Holidays

Hours will be standard as above

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

None are anticipated at this time.

# 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 granting 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 and/or generate significant sustained noise levels should consider establishing contact with other sites in the vicinity in order to manage these impacts.

**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 should be included. Details of meetings including minutes, lists of attendees etc. should be appended.

In response to the comments received, the CMP should then be amended where appropriate and, where not appropriate, a reason 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.

Following submission of version 1 of this CMP on the 28<sup>th</sup> of September 2017 and version 2 (in response to Camden queries received during the planning approval process) on the 23<sup>rd</sup> February 2018 we have entered into dialogue with Yvonne Phang of the Camden Streetworks and Planning Obligations team and this culminated in a meeting with Yvonne and her replacement Mario Houska on Friday 1<sup>st</sup> of June 2018. In line with recommendations put forward by Yvonne at the meeting we formally notified each of the adjoining properties (Nr's 2 and 8 Fulwood Place, Nr's 2- 5 Warwick Court and Fairfax House opposite) on the 8<sup>th</sup> of June 2018 of the proposed works and the various trail of correspondence between Yvonne, Phoenix Construction Services Ltd and neighbours is attached in appendix A). Our site Project Manager has been working closely with each of the neighbours during the internal alterations and repairs phase with great success to date by taking account of their reasonable requests and he will continue to do so.

#### **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.

Neil Kirk the Phoenix Construction Services Ltd resident site Project Manager will act as the community liaison officer resident on site throughout the duration of the works, he will be supported by company Operations Director Mark Woods. Phoenix will put in place a community liaison process that follows that prescribed in the Camden Guide for 'Minimum Requirements for Building/ Construction/ Demolition Sites'. The site is registered under the 'Considerate Constructors Scheme' of which Phoenix are a registered member. Clear signage will be erected outside the site clearly displaying the contract title, contractors name and address, name of site manager, month and year of completion and names and telephone numbers of staff who can take immediate action. Regular look ahead news letters will be circulated to neighbouring occupiers on Fulwood Place on a monthly basis throughout the duration of the works. A site 'neighbour communications register' will be kept on site by Neil recording all communications and any mitigating action taken.

## 15. Schemes

Please provide details of your 'Considerate Constructors Scheme' registration, and details of any other similar relevant schemes as appropriate. Contractors will also be required to follow the "[Guide for Contractors Working in Camden](#)" also referred to as "[Camden's Considerate Contractors Manual](#)".



## 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.

We note that works are currently underway at 19 – 21 High Holborn. The works are being undertaken for The Honorable Society of Gray's Inn. We would note that high levels of noise are emanating from that site throughout each day. The residents in Fairfax House recently, in error, reported noise and nuisance to us only to find that it came from the Nr 19- 21 site. We do not anticipate that their works will impact on our project at 4-7 Fulwood Place.



# Transport

**This section must be completed in conjunction with your principal contractor. If one is not yet assigned, please leave the relevant sections blank until such time when one has been appointed.**

Camden is a CLOCS Champion, and is committed to maximising road safety for Vulnerable Road Users (VRUs) as well as minimising negative environmental impacts created by motorised road traffic. As such, all vehicles and their drivers servicing construction sites within the borough are bound by the conditions laid out in the [CLOCS Standard](#).

This section requires details of the way in which you intend to manage traffic servicing your site, including your road safety obligations regarding VRU safety. It is your responsibility to ensure that your principal contractor is fully compliant with the terms laid out in the CLOCS Standard. It is your principal contractor's responsibility to ensure that all contractors and sub-contractors attending site are compliant with the terms laid out in the CLOCS Standard.

Checks of the proposed measures will be carried out by the council to ensure compliance. Please refer to the CLOCS Standard when completing this section. Guidance material which details CLOCS requirements can be accessed [here](#), details of the monitoring process are available [here](#).

Please contact [CLOCS@camden.gov.uk](mailto:CLOCS@camden.gov.uk) for further advice or guidance on any aspect of this section.

**Please refer to the CLOCS Overview and Monitoring Overview documents referenced above which give a breakdown of requirements.**

## CLOCS Contractual Considerations

17. Name of Principal contractor:

Phoenix Construction Services Ltd, Clematis Cottage, School Lane, Washington, West  
Sussex, RH20 4AP

18. Please submit the proposed method for checking operational, vehicle and driver compliance with the CLOCS Standard throughout the duration of the contract (please refer to our [CLOCS Overview document](#) and [Q18 example response](#)).

Phoenix are committed to eliminating collisions between HGVs and Vulnerable Road Users (pedestrians, cyclists & motorcyclists). Phoenix will operate this site as a CLOCS 'Champion' and will put in place a CLOCS 'Implementation Plan' which will be managed by a resident site traffic manager throughout the duration of the project.

Both Mark Woods and Neil Kirk have read, fully understand and will implement the plan.

Due to the site being located in Fulwood Place, the deliveries will pull-up, park and will be unloaded only on Holborn High Road, directly outside the Fulwood Place passage/archway. The unloading of large items will take place on Saturday mornings between the hours of 0800-1300 when there is very little foot traffic in this location and red (Chapter 8) barriers will be located adjacent to the kerb beside any lorries to afford a safe unloading area. These will be placed prior to the lorries arriving, which have all been made aware that they are to phone the site 10 minutes before arriving. Upon completion of the unloading activities, the area will be fully cleared and the barriers removed. General unloading will be undertaken within Camden permitted hours of between 10am and 4pm Mondays to Fridays.

During the unloading process, the operations will be under the direct control of Neil Kirk (Site Project Manager) and 2 designated traffic marshalls to watch out for any members of the public using the adjoining footpath or highway. In the event a warning is needed, they will communicate with both the lorry driver, other banksman and the member of the public, and any unloading activities will be stopped until safe to recommence.

All materials will be brought into the site on an electric pallet truck, or steel deliveries will be unloaded onto standard 2- or 4-wheeled bogies and during this operation additional banksmen will be located along the Fulwood Place passage to afford additional protection and monitoring of pedestrians exiting Fulwood Place to Holborn

All drivers of vehicles over 3.5T will have undertaken Safe Urban Driver training and all vehicles over 3.5T will be fitted with 'blindspot minimisation equipment' (Fresnel lens/ CCTV) and audible left turn alerts.

Operators will be FORS accredited to Bronze level and written assurances will be sought that ensure that these requirements are met.

19. Please confirm that you as the client/developer and your principal contractor have read and understood the [CLOCS Standard](#) and included it in your contracts. Please sign-up to join

the [CLOCS Community](#) to receive up to date information on the standard by expressing an interest online.

I confirm that I have included the requirement to abide by the CLOCS Standard in my contracts to my contractors and suppliers:

I confirm that the requirements of the CLOCS Standard will be implemented at site level by Neil Kirk and all of our suppliers and subcontractors will be made aware of the CLOCS Standard and that all pre-start interviews with those subcontractors will include a section on the implementation and standards of the plan. All suppliers will be sent the same notification, and these will be audited regularly during the unloading process. In the event of non-compliance or breach of best practice, the required standards will be reiterated, and monitoring will continue.

I confirm that Phoenix has signed up to the CLOCS Community.

Please contact [CLOCS@camden.gov.uk](mailto:CLOCS@camden.gov.uk) for further advice or guidance on any aspect of this section.

## Site Traffic

Sections below shown in blue directly reference the CLOCS Standard requirements. The CLOCS Standard should be read in conjunction with this section.

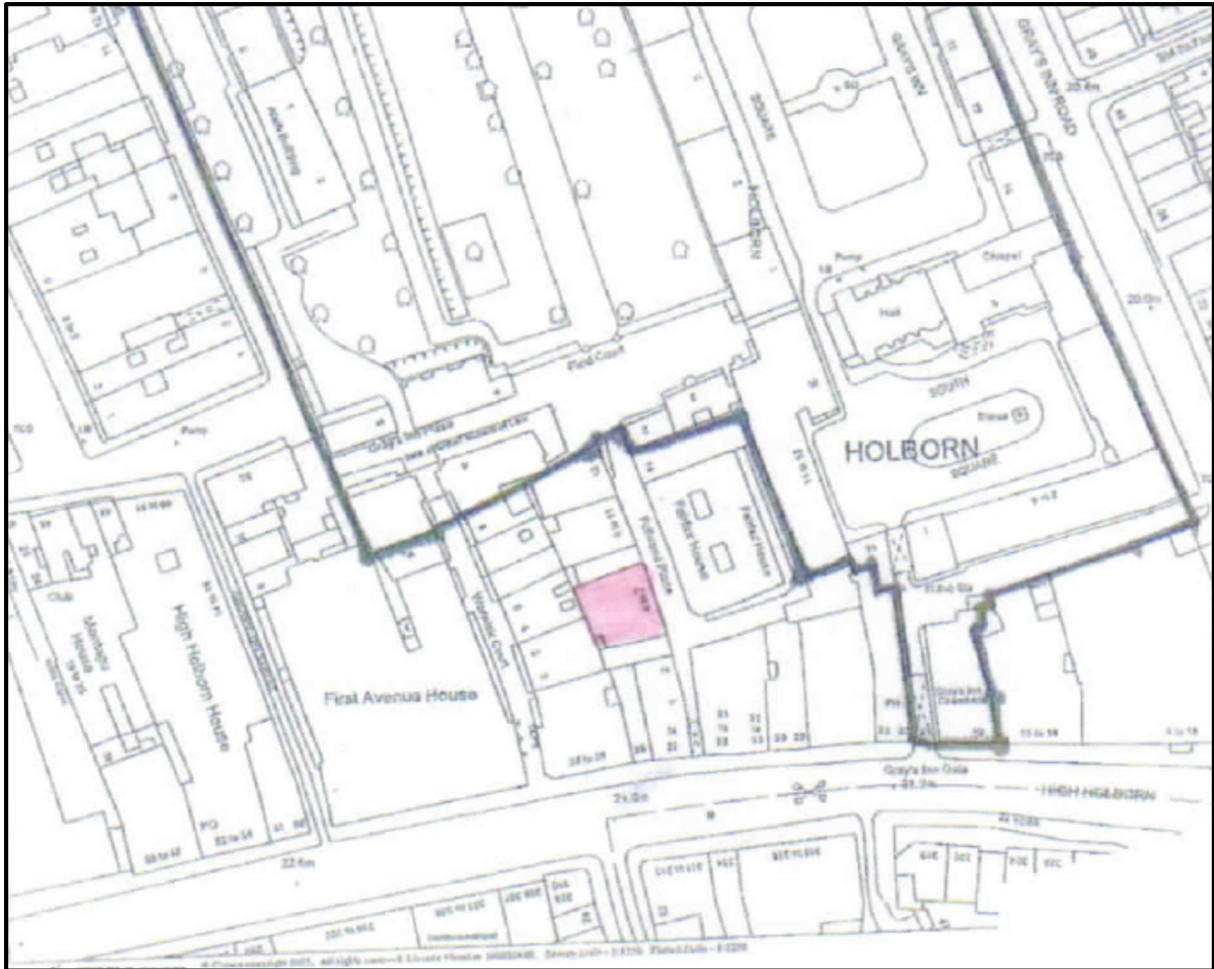
**20. Traffic routing:** *“Clients shall ensure that a suitable, risk assessed vehicle route to the site is specified and that the route is communicated to all contractors and drivers. Clients shall make contractors and any other service suppliers aware that they are to use these routes at all times unless unavoidable diversions occur.”* (P19, 3.4.5)

Routes should be carefully considered and risk assessed, taking into account the need to avoid where possible any major cycle routes and trip generators such as schools, offices, public buildings, museums etc. Where appropriate, on routes that use high risk junctions (i.e. those that attract high volumes of cycling traffic) installing Trixi mirrors to aid driver visibility should be considered.

Consideration should also be given to weight restrictions, low bridges and cumulative impacts of construction (including neighbouring construction sites) on the public highway network. The route(s) to and from the site should be suitable for the size of vehicles that are to be used.

a. Please indicate routes on a drawing or diagram showing the public highway network in the vicinity of the site including details of how vehicles will be routed to the [Transport for London Road Network](#) (TLRN) on approach and departure from the site.

The attached site plan shows High Holborn as the sole highway route providing access for materials and goods to and from our site at 4 to 7 Fulwood Place. The vehicular access route to Fulwood Place will be along High Holborn using the west to east carriageway.



b. Please confirm how contractors, delivery companies and visitors will be made aware of the route (to and from the site) and of any on-site restrictions, prior to undertaking journeys.

Agreements with suppliers and subcontractors shall contain a map with precise directions to the site for the purposes of delivery, loading and offloading. All deliveries will be allotted precise times and will be supervised by the resident site traffic manager under the supervision of Neil Kirk.

**21. Control of site traffic, particularly at peak hours:** *“Clients shall consider other options to plan and control vehicles and reduce peak hour deliveries” (P20, 3.4.6)*

Construction vehicle movements are generally acceptable between 9.30am to 4.30pm on weekdays and between 8.00am and 1.00pm on Saturdays). If there is a school in the vicinity of the site or on the proposed access and/or egress routes, then deliveries must be restricted to between 9.30am and 3pm on weekdays during term time. (Refer to the [Guide for Contractors Working in Camden](#)).

A delivery plan should ensure that deliveries arrive at the correct part of site at the correct time. Instructions explaining such a plan should be sent to all suppliers and contractors. Consideration should be given to the location of any necessary holding areas for large sites with high volumes of traffic. Vehicles must not wait or circulate on the public highway. Whilst deliveries should be given set times to arrive, dwell and depart, no undue time pressures should be placed upon the driver at any time.

a. Please provide details of the typical sizes of all vehicles and the approximate frequency and times of day when they will need access to the site, for each phase of construction. You should estimate the average daily number of vehicles during each major phase of the work, including their dwell time at the site. High numbers of vehicles per day and/or long dwell times may require vehicle holding procedures.

General deliveries will be between 10am and 4pm Monday to Friday and they will be required to call the site 10 minutes prior to arrival to allow site personnel to be ready to take delivery, and with the agreement of Camden would look to use Saturday mornings. Times for permitted deliveries will be agreed with Camden in due course. Typically vehicles will comprise of flatbed lorries between 7.5T and 15T and vans however larger container lorries will be used from time to time. Full details will be provided in due course. We would estimate that there will be three delivery vehicles servicing the site on an average working day, larger vehicles delivering steel and concrete will take place only on Saturdays.

b. Please provide details of other developments in the local area or on the route.

See response to question 16; this has no impact on our site operations, however in the event of large deliveries being required on Saturday mornings, then communication will be afforded to 21 Construction to confirm there is no conflict with any deliveries they may have, but confirm they are some 100 yards away from the Fulwood Place archway.

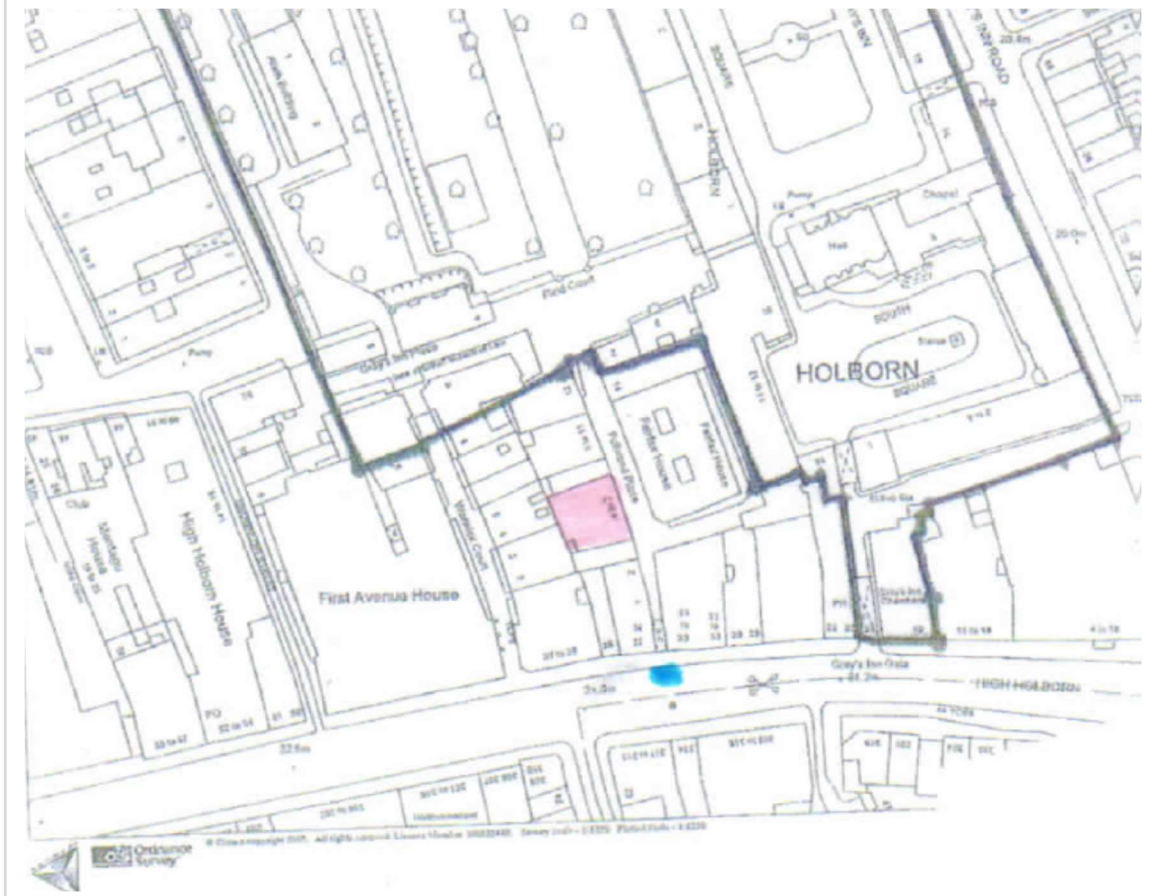
c. Please outline the system that is to be used to ensure that the correct vehicle attends the correct part of site at the correct time.

Precise delivery requirements will be stipulated as part of our agreements with our subcontractors and suppliers. Precise times will be agreed for all deliveries and will be supervised by the resident site traffic manager who will be responsible for the coordination of all site deliveries.

d. Please identify the locations of any off-site holding areas (an appropriate location outside the borough may need to be identified, particularly if a large number of delivery vehicles are expected) and any measures that will be taken to ensure the prompt admission of vehicles

to site in light of time required for any vehicle/driver compliance checks. Please refer to question 24 if any parking bay suspensions will be required for the holding area.

The attached plan indicates in blue the area in the red route bus lane on High Holborn that will be utilised for offloading and loading of vehicles at times to be agreed with Camden.



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

The site will adopt LEAN construction process including “Just In Time” (JIT) deliveries, off site pre-fabrication of structural steelwork and other key elements. We propose to erect a loading gantry along the frontage of 4 to 7 Fulwood Place to be used as a ‘holding bay’ thereby speeding up the process of offloading from High Holborn.

**22. Site access and egress:** *“Clients shall ensure that access to and egress from the site is appropriately managed, clearly marked, understood and clear of obstacles.” (P18, 3.4.3)*

Vehicles entering and leaving the site should be carefully managed, using gates that are clearly marked and free from obstacles. Traffic marshals must ensure the safe passage of all

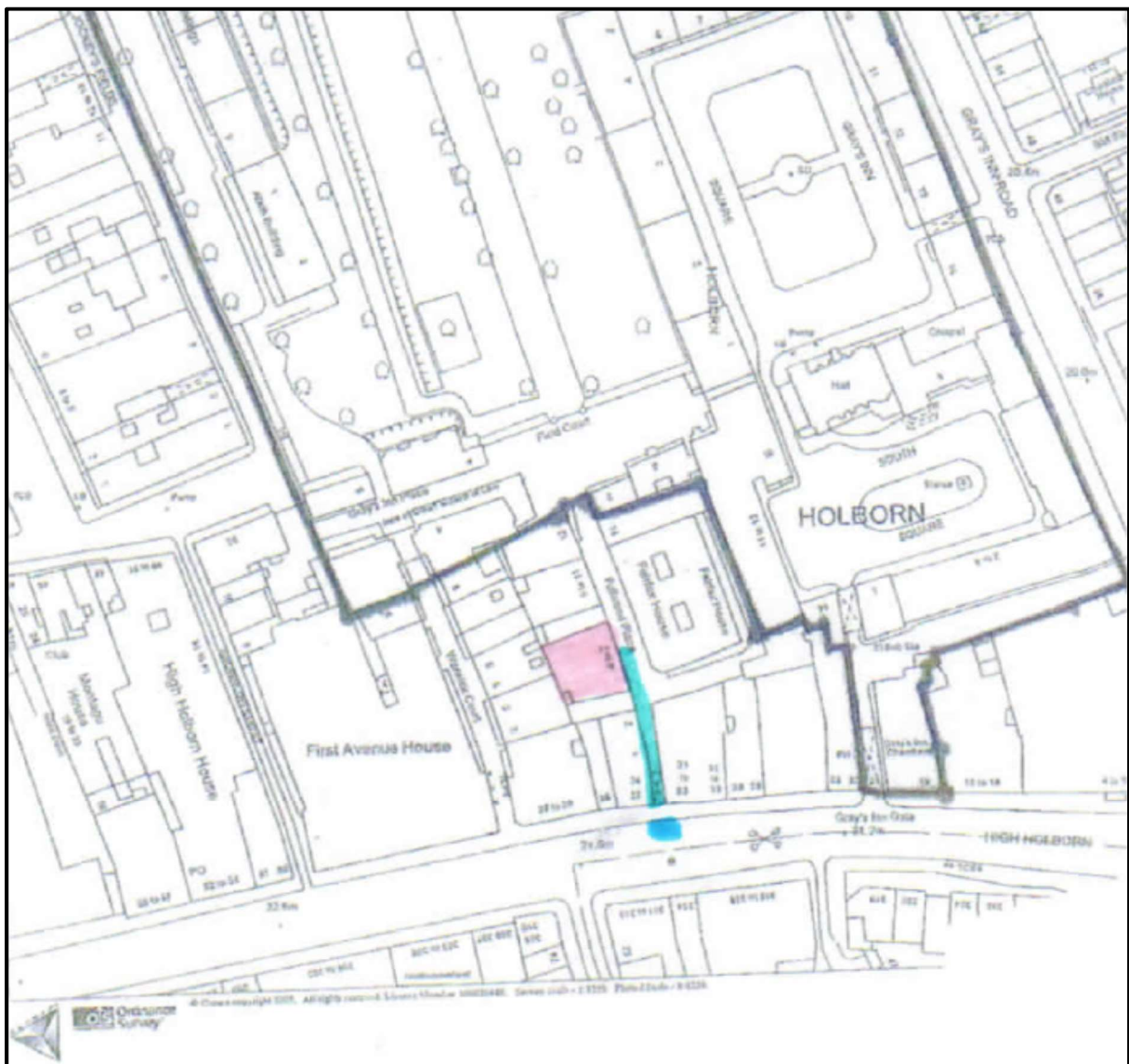


traffic on the public highway, in particular pedestrians and cyclists, when vehicles are entering and leaving site, particularly if reversing.

Traffic marshals, or site staff acting as traffic marshals, should hold the relevant qualifications required for directing large vehicles when reversing. Marshals should be equipped with 'STOP – WORKS' signs (not STOP/GO signs) if control of traffic on the public highway is required. Marshals should have radio contact with one another where necessary.

a. Please detail the proposed access and egress routes to and from the site

The route marked green on the attached site plan denotes the single route of access/ egress from High Holborn into the site.



b. Please describe how the access and egress arrangements for construction vehicles will be managed.

There will be no vehicles used along Fulwood Place. Materials will be transported direct to the site demise either by site operatives or by trolleys under the supervision of the Site Project Manager, site traffic marshalls and banksmen utilising clear signage and barriers segregating the public – as detailed in Section 18.

Due to the site being located in Fulwood Place, the deliveries will pull-up, park and will be unloaded only on Holborn High Road, directly outside the Fulwood Place passage/archway. The unloading of large items will take place on Saturday mornings between the hours of 0800-1300 when there is very little foot traffic in this location and red (Chapter 8) barriers will be located adjacent to the kerb beside any lorries to afford a safe unloading area. These will be placed prior to the lorries arriving, which have all been made aware that they are to phone the site 10 minutes before arriving. Upon completion of the unloading activities, the area will be fully cleared and the barriers removed. General unloading will be undertaken within Camden permitted hours of between 10am and 4pm Mondays to Fridays. It is noted that there is a bus lane in Holborn High Road and as such we will discuss and agree all of the above mentioned arrangements with TfL Surface Transport.

During the unloading process, the operations will be under the direct control of Neil Kirk (Site Project Manager) and 2 designated traffic marshalls to watch out for any members of the public using the adjoining footpath or highway. In the event a warning is needed, they will communicate with both the lorry driver, other banksman and the member of the public, and any unloading activities will be stopped until safe to recommence. Chapter 8 barriers will be placed along with clear signage so offloading and transportation is segregated from the public.

All materials will be brought into the site on an electric pallet truck, or steel deliveries will be unloaded onto standard 2- or 4-wheeled bogies and during this operation additional banksmen will be located along the Fulwood Place passage to afford additional protection and monitoring of pedestrians exiting Fulwood Place to Holborn

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

All vehicles will be parked on High Holborn Road only, as previously confirmed in this document.

d. Provision of wheel washing facilities should be considered if necessary. If so, please provide details of how this will be managed and any run-off controlled.

Not applicable.

**23. Vehicle loading and unloading:** *“Clients shall ensure that vehicles are loaded and unloaded on-site as far as is practicable.” (P19, 3.4.4)*

If this is not possible, Traffic Marshalls must ensure the safe passage of pedestrians, cyclists and motor traffic in the street when vehicles are being loaded or unloaded.

Please provide details of the parking and loading arrangements for construction vehicles regarding servicing and deliveries associated with the site (e.g. delivery of materials and plant, removal of excavated material). This is required as a scaled site plan, showing all points of access and where materials, skips and plant will be stored, and how vehicles will access and egress the site. If loading is to take place off site, please identify where this is due to take place and outline the measures you will take to ensure that loading/unloading is carried out safely. Please outline in question 24 if any parking bay suspensions will be required.

There will be no parking arrangements required along High Holborn. All deliveries will be in the red route bus lane immediately outside the entrance to Fulwood Place between 10am to 4pm Monday to Fridays and 8am to 1pm Saturdays.

## Highway interventions

Please note that Temporary Traffic Orders (TTOs) and hoarding/scaffolding licenses may be applied for prior to CMP submission but won't be granted until the CMP is signed-off.

If the site is on or adjacent to the TLRN, please provide details of preliminary discussions with Transport for London in the relevant sections below.

### 24. Parking bay suspensions and temporary traffic orders

Please note, parking bay suspensions should only be requested where absolutely necessary. Parking bay suspensions are permitted for a maximum of 6 months, requirement of exclusive access to a bay for longer than 6 months you will be required to obtain [Temporary Traffic Order \(TTO\)](#) for which there is a separate cost.

Please provide details of any proposed parking bay suspensions and TTO's which would be required to facilitate construction. **Building materials and equipment must not cause obstructions on the highway as per your Considerate Contractors obligations unless the requisite permissions are secured.**

Information regarding parking suspensions can be found [here](#).

None required.

### 25. Scaled drawings of highway works

Please note that use of the public highway for storage, site accommodation or welfare facilities is at the discretion of the Council and is generally not permitted. If you propose such use you must supply full justification, setting out why it is impossible to allocate space on-site. You must submit a detailed (to-scale) plan showing the impact on the public highway that includes the extent of any hoarding, pedestrian routes, parking bay suspensions and remaining road width for vehicle movements. We prefer not to close footways but if this is unavoidable, you should submit a scaled plan of the proposed diversion route showing key dimensions.

- a. Please provide accurate scaled drawings of any highway works necessary to enable construction to take place (e.g. construction of temporary vehicular accesses).

None required.

b. Please provide details of all safety signage, barriers and accessibility measures such as ramps and lighting etc.

Not applicable.

## 26. Diversions

Where applicable, please supply details of any diversion, disruption or other anticipated use of the public highway during the construction period (alternatively a plan may be submitted).

None required.

## 27. VRU and pedestrian diversions, scaffolding and hoarding

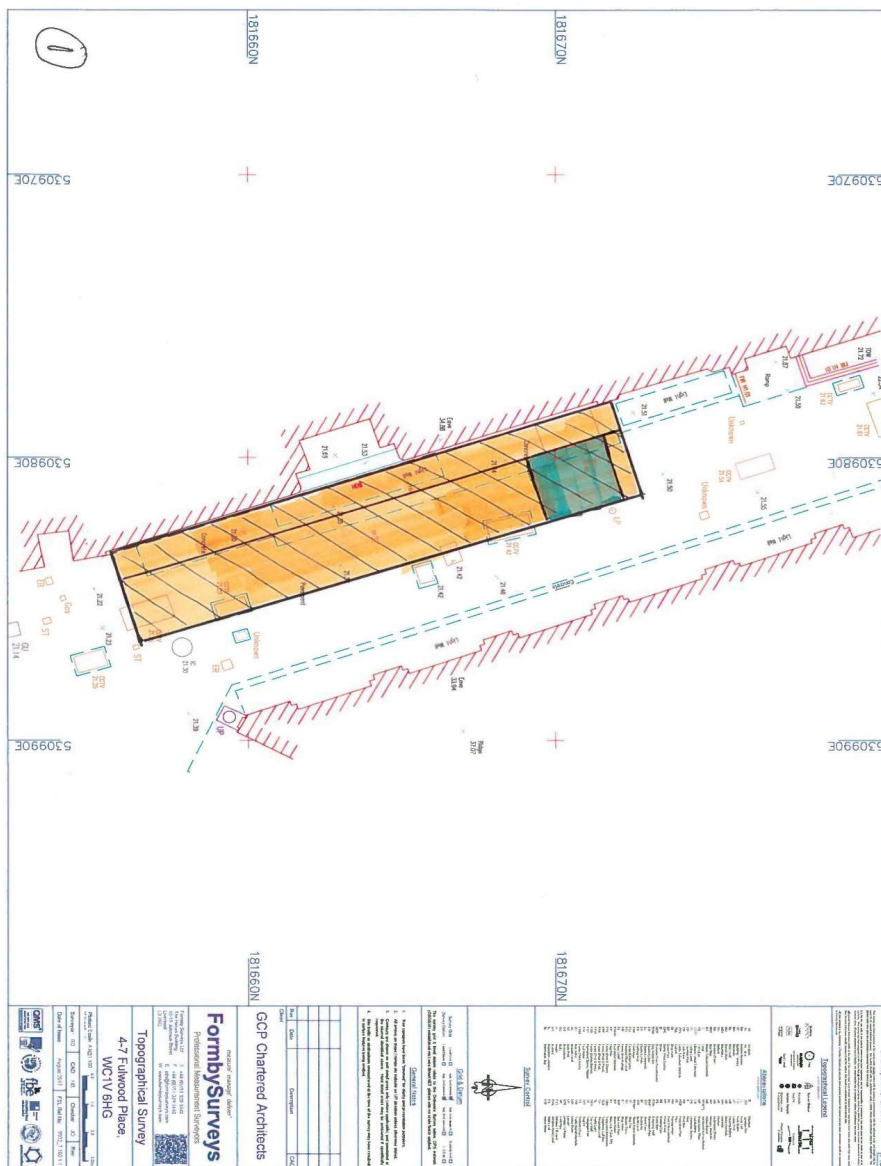
Pedestrians and/or cyclist safety must be maintained if diversions are put in place. Vulnerable footway users should also be considered. These include wheelchair users, the elderly, those with walking difficulties, young children, those with prams, the blind and partially sighted. Appropriate ramping must be used if cables, hoses, etc. are run across the footway.

Any work above ground floor level may require a covered walkway adjacent to the site. A licence must be obtained for scaffolding and gantries. The adjoining public highway must be kept clean and free from obstructions. Lighting and signage should be used on temporary structures/skips/hoardings etc.

A secure hoarding will generally be required at the site boundary with a lockable access.

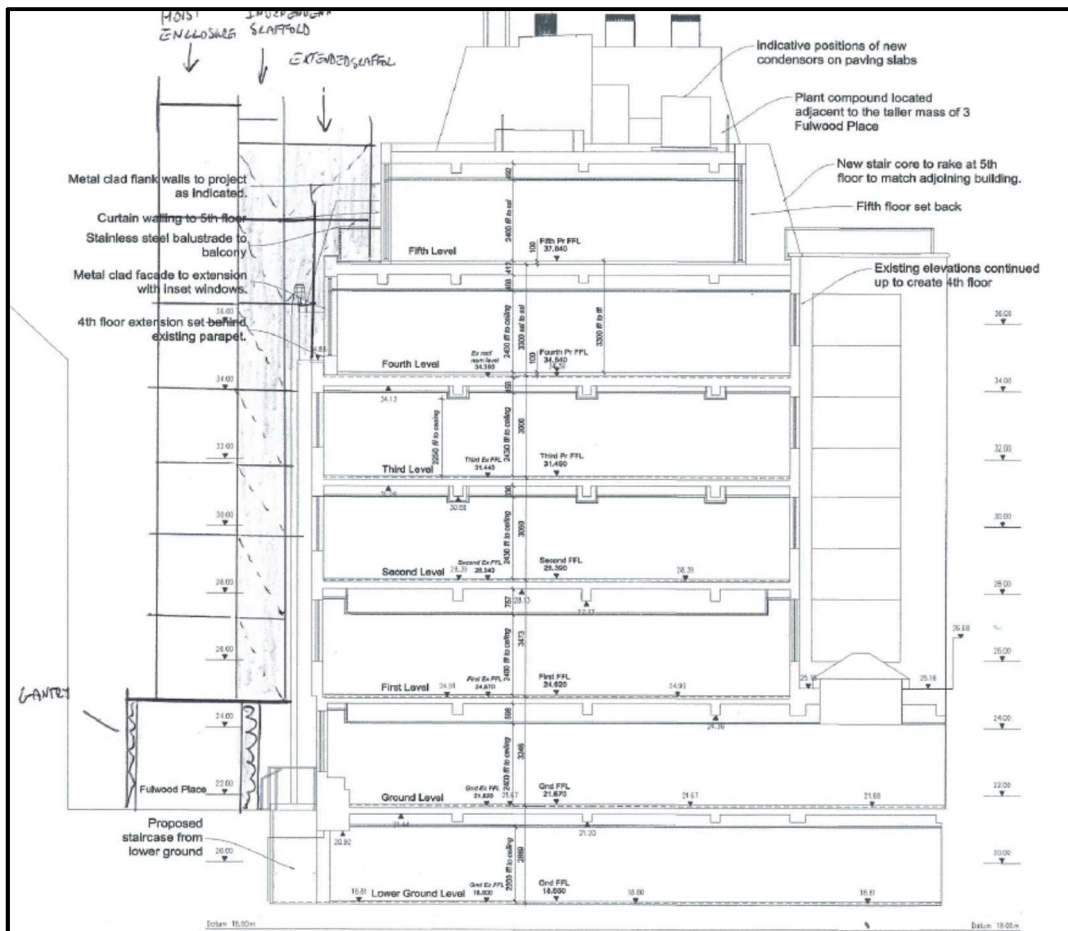
a. Please provide details describing how pedestrian and cyclist safety will be maintained, including any proposed alternative routes (if necessary), and any Traffic Marshall arrangements.

A full access scaffolding will be erected up the front of the building for its full frontage which will be netted to prevent debris from falling. A loading gantry will be erected across the full frontage of the site at FF level approximately 2.7m deep will be hoarded off around its perimeter at pavement level by a 2.4m high plywood or sterling board hoarding. The hoarding will be decorated and lit with bulkhead lights. All pedestrians will be separated from the site demise by the full height hoarding.



b. Please provide details of any temporary structures which would overhang the public highway (e.g. scaffolding, gantries, cranes etc.) and details of hoarding requirements or any other occupation of the public highway.

The attached sketches shows a cross section through the gantry and scaffolding along the front elevation and details of the proposed gantry. Please refer to Appendix G (Scaffold and Temporary Roof Design). We note the requirement for us to obtain a scaffolding license from the Council using the link: <http://www.camden.gov.uk/ccm/content/business/business-regulations/licensing-and-permits/licences/skips-materials-and-building-licences/building-licences/>



## Environment

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

28. Please list all [noisy operations](#) and the construction method used, and provide details of the times that each of these are due to be carried out.

Noisy operations include the following and will all be undertaken during normal site hours

- Cutting and forming aperture in existing concrete slab for new staircase
- Infilling old staircase and central core area
- Forming lift pit
- Foundations along west boundary including cutting existing concrete slab to facilitate
- Piling
- Demolishing existing concrete roof
- Demolishing external masonry walls

Please refer to attached appendix B which contains RAMS for each of the above activities.

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

MLM Construction Noise & Vibration Assessment dated 18<sup>th</sup> October 2018, Rev 03, ref: 102412-MLM-ZZ-XX-RP-U-0001

30. Please provide predictions for [noise](#) and vibration levels throughout the proposed works.

MLM Construction Noise & Vibration Assessment dated 18th October 2018, Rev 03, ref: 102412-MLM-ZZ-XX-RP-U-0001

31. Please provide details describing mitigation measures to be incorporated during the construction/[demolition](#) works to prevent noise and vibration disturbances from the



activities on the site, including the actions to be taken in cases where these exceed the predicted levels.

The following mitigating actions will be taken:

1. Noise and vibration monitoring will be set up and monitored for the duration of the works to Nr's 2 and 8 Fulwood Place and Nr's 2-5 Warwick Court.
2. A 'neighbour communications process' will be put in place (see response to question 14)
3. 'Silenced' plant and equipment will be used. Please refer to schedule of proposed plant and equipment to be used as contained within the MLM Construction Noise and Vibration Assessment and details of plant and equipment contained within the attached RAMS (appendix B)
4. Acoustic blankets will be fixed to the scaffolding/ north and south external elevations during removal of the external masonry walls.
5. Temporary acoustic screening/ enclosures will be used, where appropriate, for static plant
6. Plant and equipment will be certified to meet relevant EC Directive standards
7. All contractors and their operatives will receive awareness training in regards to BS 5228 (Parts 1 and 2). This will be pre- requisite to their appointment
8. Works creating excessive noise and vibration nuisance will be confined to the following periods:
  - 8am to 10am, 12pm to 2pm and 4pm to 6pm weekdays
  - 8am to 1pm Saturdays
9. The site will operate a no parking policy on site
10. Vehicle movements to and from the site will be kept to minimum using off site pre fabrication methods wherever possible
11. Site traffic management systems will be implemented at the entrance to the site (and from the route from High Holborn along Fulwood Place) in order to control traffic into the site.

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

To be provided as subcontract packages are sub- let. This will form part of our companies 'Selection and Appointment Procedure'.

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

Dust will be minimised by the following:

- Using small hand tools with dust collectors
- The use of nebulous sprays and damping down floors with water spray
- Polythene screens erected
- Shrink wrapped scaffolding all elevations
- Water damping used in connection with concrete drilling and cutting

During the roof demolition works the Dustboss DB30 dust suppression system/water mist system will be utilised. Please refer to the data sheet in Appendix F.

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

Encapsulation of the external scaffolding and the erection of a full height hoarding around the gantry at street level will minimise the possibility of dust/ dirt migration. The pavement in Fulwood Place immediately adjacent to the site will be continuously swept and washed down throughout the working day. The pavement will be kept free of site rubbish at all times.

35. Please provide details describing arrangements for monitoring of [noise](#), vibration and dust levels.

On site noise and vibration levels on site will be monitored each working day. An acoustic specialist has undertaken a noise and vibration assessment to Nr's 2-5 Warwick Court, 1-3 Fulwood Place and Nr 8 Fulwood Place (copy attached).

The recommendations are as follows:

Noise from demolition and construction activities can be intrusive and lead to disruption and distraction. On that basis, ideally, any construction activities should be indiscernible within an office which would require limiting any construction noise to levels below the ambient noise levels in the receiving room.

Based on the above, setting up an absolute noise limit as a threshold beyond which complaints are likely may not be practically possible and in that respect a careful construction management approach should be applied to reasonably minimise the impact of construction noise and vibration to the users and normal operation of the building.

Based on the noise monitoring undertaken by KP Acoustics within the neighbouring properties it was found that the typical ambient noise levels internal level was in the order of 53 dB. It is suggested that a level of 5dB above is acceptable for 'non-noisy' activities and a level of 15 dB above ambient is the limit for the 'noisy' activities.

The following Noise Levels are therefore proposed:

- 58 dB LAeq, 15 minutes during quiet periods
- 68 dB LAeq, 15 minutes during noisy periods

In terms of vibration, it is proposed that the following thresholds are set:

- 1 mm/s Amber alert
- 3 mm/s Red alert

For an Amber alert, the contractor will investigate the cause of the exceedance.

For a Red alert, the contractor will cease work briefly and investigate the cause and if necessary change the method of construction prior to commencing.

Noise & Vibration Findings will be issued Weekly to London Borough of Camden through the Environmental Construction Management Plan submission through the duration of the monitoring regime.

36. Please confirm that a Risk Assessment has been undertaken at planning application stage in line with the GLA policy. [The Control of Dust and Emissions During Demolition and Construction 2104 \(SPG\)](#), that the risk level that has been identified, and that the appropriate measures within the GLA mitigation measures checklist have been applied. Please attach the risk assessment and mitigation checklist as an appendix.

Please refer to RAMS for all activities contained within Appendix B.

37. Please confirm that all of the GLA's 'highly recommended' measures from the [SPG](#) document relative to the level of risk identified in question 36 have been addressed by completing the [GLA mitigation measures checklist](#).

Phoenix will comply with all recommendations within this document, please refer to Appendix F for detailed mitigation measures.

38. If the site is a 'High Risk Site', 4 real time dust monitors will be required. If the site is a 'Medium Risk Site', 2 real time dust monitors will be required. The risk assessment must take account of proximity to sensitive receptors (e.g. schools, care homes etc), as detailed in the [SPG](#). Please confirm the location, number and specification of the monitors in line with the SPG and confirm that these will be installed 3 months prior to the commencement of works, and that real time data and quarterly reports will be provided to the Council detailing any exceedances of the threshold and measures that were implemented to address these.

We do not believe Elizabeth House is a high-risk site. A specialist will be appointed to carry out noise and vibration surveys and inspections, and this will include any dust monitoring as required or stipulated as above. Mitigation measures are as Appendix F.

39. Please provide details about how rodents, including [rats](#), will be prevented from spreading out from the site. You are required to provide information about site inspections carried out and present copies of receipts (if work undertaken).

A specialist rodent control company will be employed throughout the course of the works. They will prepare a plan for the control and monitoring of rodents.

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

Asbestos has been identified and removed from the building by a certified contractor. Please see Asbestos Clearance Certificate ref: C/18/032 dated 27<sup>th</sup> January 2018 in attached appendix E.

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

A smoking area will be provided within hoarding at street level. All operatives employed on site will be formally inducted and will be fully aware of the site rules. The site rules particularly focus on behaviour, language and shouting. No radios will be allowed on site.

42. If you will be using non-road mobile machinery (NRMM) on site with net power between 37kW and 560kW it will be required to meet the standards set out below. The standards are applicable to both variable and constant speed engines and apply for both PM and NOx emissions.

#### **From 1<sup>st</sup> September 2015**

**(if) Major Development Sites** – NRMM used on the site of any major development will be required to meet Stage IIIA of EU Directive 97/68/EC

**(ii) Any development site within the Central Activity Zone** - NRMM used on any site within the Central Activity Zone will be required to meet Stage IIIB of EU Directive 97/68/EC

#### **From 1<sup>st</sup> September 2020**

**(iii) Any development site** - NRMM used on any site within Greater London will be required to meet Stage IIIB of EU Directive 97/68/EC

**(iv) Any development site within the Central Activity Zone** - NRMM used on any site within the Central Activity Zone will be required to meet Stage IV of EU Directive 97/68/EC

Please provide evidence demonstrating the above requirements will be met by answering the following questions:

- a) Construction time period (mm/yy - mm/yy ): 07/18 – 10/19
- b) Is the development within the CAZ? (Y/N): YES
- c) Will the NRMM with net power between 37kW and 560kW meet the standards outlined above? (Y/N): N/A
- d) Please provide evidence to demonstrate that all relevant machinery will be registered on the NRMM Register, including the site name under which it has been registered:
- e) Please confirm that an inventory of all NRMM will be kept on site and that all machinery will be regularly serviced and service logs kept on site for inspection:
- f) Please confirm that records will be kept on site which details proof of emission limits, including legible photographs of individual engine plates for all equipment, and that this documentation will be made available to local authority officers as required:

● SYMBOL IS FOR INTERNAL USE

# Agreement

The agreed contents of this Construction Management Plan must be complied with unless otherwise agreed in writing by the Council. This may require the CMP to be revised by the Developer and reapproved by 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 in writing and complied with thereafter.

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

**Please notify that council when you intend to start work on site. Please also notify the council when works are approximately 3 months from completion.**



**Signed:** ...

**Date:** 6<sup>th</sup> July 2018

**Print Name:** Glyn Pickett

**Position:** Director, Phoenix Construction Services Ltd

Please submit to: [planningobligations@camden.gov.uk](mailto:planningobligations@camden.gov.uk)

End of form.