

Construction Management Plan

pro forma v2.2

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Revisions & additional material

Please list all iterations here:

Date	Version	Produced by
19/03/2018	1.3	Ben Foran
05/06/2018	004	Scott Herbert
17/08/2018	005	Scott Herbert
12/09/18	006	Scott Herbert

Additional sheet

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

Date Version Produced by

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 \(CMRBC\)](#).

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](#)."

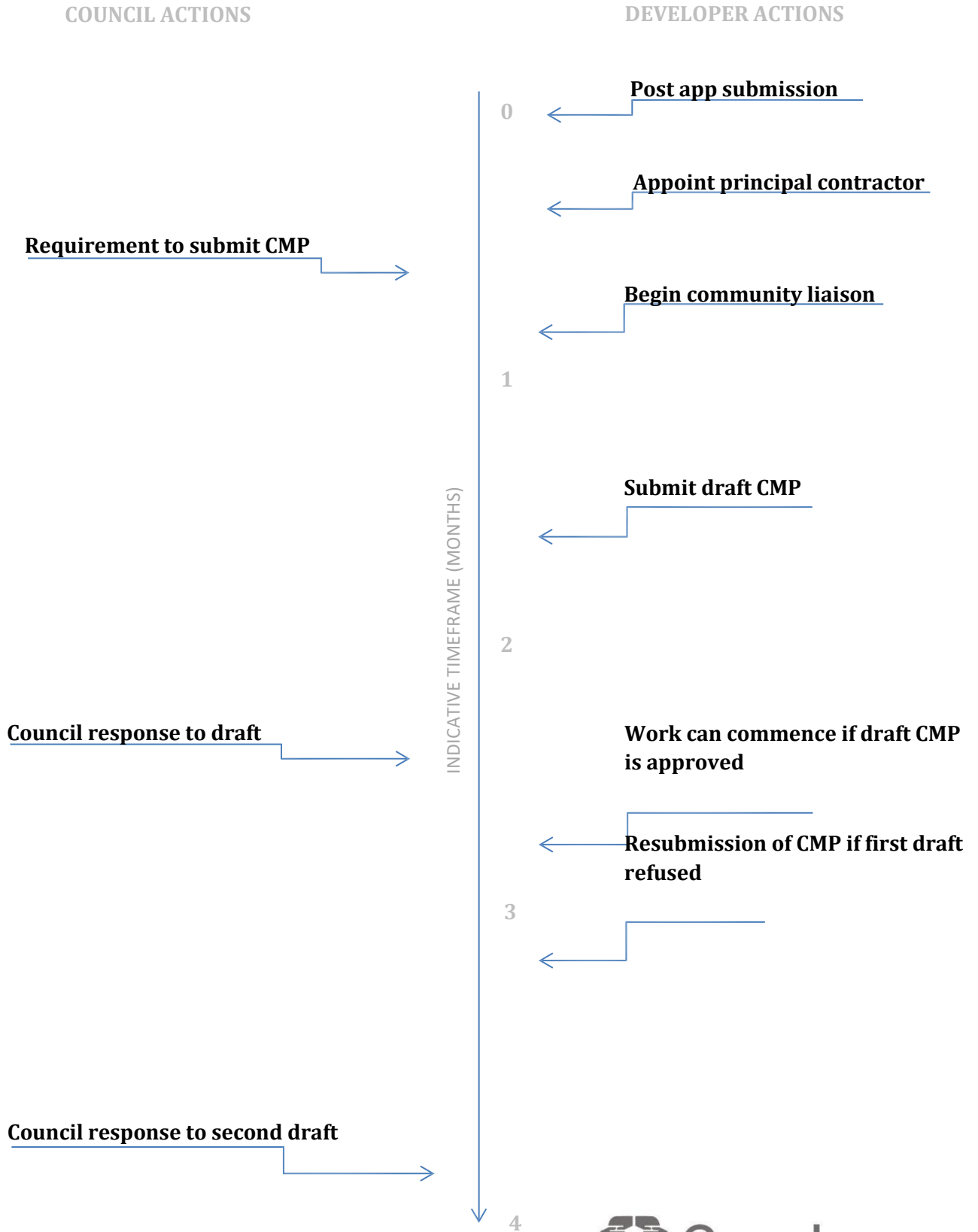
Please complete the questions below with additional sheets, drawings and plans as required. The boxes will expand to accommodate the information provided, so please provide as much information as is necessary. **It is preferable if this document, and all additional documents, are completed electronically 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



Contact

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

Address: 199-206 High Holborn, London WC1V 7BD

Planning reference number to which the CMP applies: 2017/0200/P & 2017/0201/L

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

Name: Scott Herbert

Address: 120 New Cavendish Street, London, W1W 6XX

Email: scott.herbert@garenneinteriors.co.uk

Phone: 07825 331 334

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: Scott Herbert

Address: 120 New Cavendish Street, London, W1W 6XX

Email: scott.herbert@garenneinteriors.co.uk

Phone: 07825 331 334

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: Scott Herbert

Address: 120 New Cavendish Street, London, W1W 6XX

Email: scott.herbert@garenneinteriors.co.uk

Phone: 07825 331 334

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: Garenne Interiors

Address: 120 New Cavendish Street, London, W1W 6XX

Email: scott.herbert@garenneinteriors.co.uk

Phone: 01189 502 436

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 is to the rear of the Hoxton in Holborn on the Hoxton's property. Surrounding the project is the live Hoxton hotel and residential apartments. The proposal for the project is to build a new extension to the rear of the hotel over their current car park / delivery area with a new loading bay included in the scheme. The five storey extension will be a steel frame building sitting on piled foundations. The building will have a cladded façade and green roofs. The existing Newton Street wing of the hotel will have the roof removed and a new 5th floor installed on top. Please refer to the below for the site plan of the project.



10475-EPR-00-PL-DR-A-0100.pdf

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 description of works is to build a new steel frame building supported on reinforced piled foundations. The extension will have external cladding and host new hotel rooms. The existing Newton Street wing of the hotel will have the roof removed and a new 5th storey extension installed. The new extension and the existing building will be connected via steel bridges. The welfare will be installed within the Hoxton boundaries along Newton Street and will have full hoarding to ensure safety.

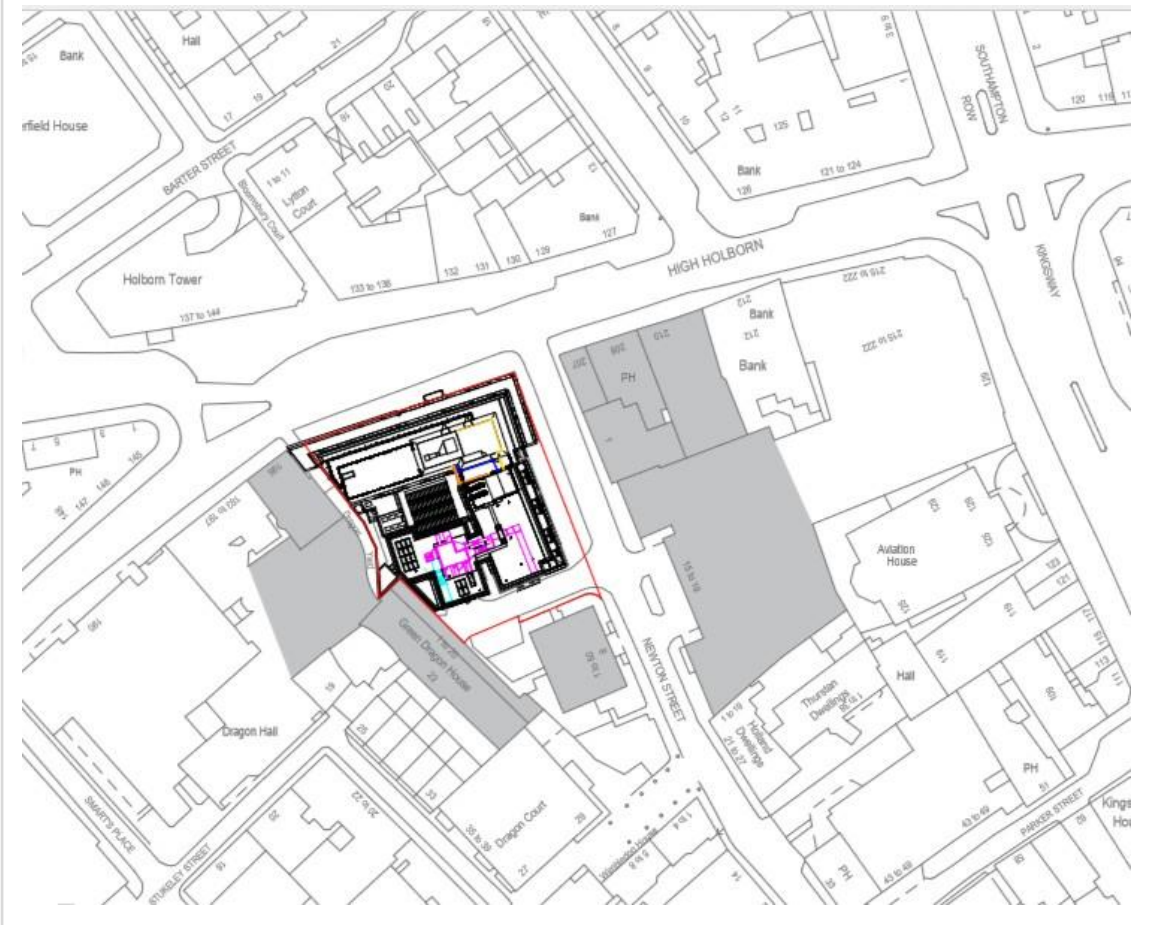
Main Challenges

- UKPN high voltage cables currently run through the site to a substation. This is being discussed with UKPN and a temporary substation is being considered to ensure safety.
- The crossrail tunnel runs through the site approx. 8m below ground level. We are piling either side of the Crossrail tunnel and installing a spanning beam over the top of the tunnel. Crossrail are being consulted with for these works.

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

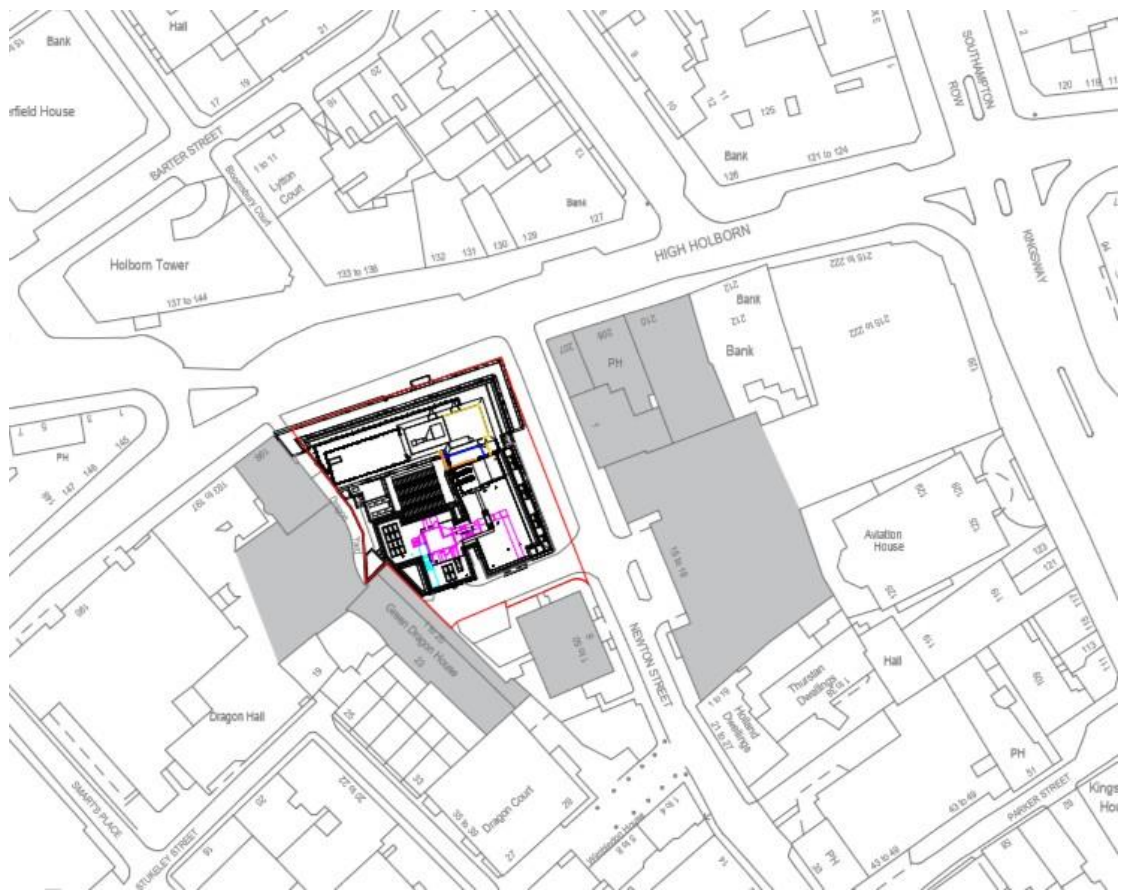
The closest dwelling is adjacent the project which has been consulted with already. The main affects to them will be reduction in lighting, dust, vibrations and the temporary loss of their parking spaces (agreement being discussed currently). All elements will be managed throughout the project. Please see a list below:

1. 1 - 8 Newton Street
2. Aria House
3. The Connection, 198 High Holborn
4. Green Dragon House



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.

Newton Street is a one-way road with some on street parking. Newton Street has public footpaths.



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).

Proposed Start on Site Date: 01/10/18

Proposed Completion Date: 08/10/19

Timescale: 50 weeks and 2 days

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

Working hours are in line with the 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.

Changes to the UKPN sub-station within the area are proposed. A temporary substation has been proposed which will be completed prior to works commencing to avoid any loss of power to any areas.

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.

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.

As part of the planning process we conducted a number of meetings with local residents to cover any concerns and to discuss information relating to the project, such as working hours etc. Please see attached statement of community involvement.

On 23 August 2018, we issued local residents, businesses, local groups and ward councillors an introduction letter in regard to the CMP, construction works, including details of the programme. The letter offered the opportunity for the local community to comment on the CMP and give feedback, which the team can take on-board where possible. The CMP was made available digitally through our website www.commmuk.com/hoxton-holborn and the initial letter also offered hard copies to those who requested to be hand delivered. One resident was issued with a hard copy of the latest CMP upon request. In the last month, seven people viewed the CMP online (recorded on 25 October 2018).

The introduction letter included contact details of the community liaison representative, so that stakeholders have the opportunity to ask questions or highlight concerns. This initial letter also contained an invitation to join the Community Liaison Group.

Four local residents got in touch with the team following the letter noting a concern with works on Newton Street by UKPN. No comments on the CMP were made in the correspondence, however, comments were made at the first Community Liaison Group meeting regarding mitigation, working hours. Where possible, changes were made to the CMP and post meeting notes were included in the meeting notes, appended. This included, sharing details of baffling, realigning the hoarding line, relocating the site smoking area and holding Community Liaison Group meetings monthly when needed, rather than quarterly.

On 4 September 2018, a second invitation was extended via email to ward councillors and residents who had not responded to the initial invitation to attend the Community Liaison Group.

[Please click here for evidence](#)



00 The Hoxton CLG meeting FINAL.PDF



01 Introduction to Garenne Interiors (C



02 Invitation to Community liaison (C



02 Invitation to Community liaison (C



02 Invitation to Community liaison (C



03 Update on planned developme



00 Garenne Interiors Newsletter

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.

We will be holding regular Community Liaison Group meetings with the local community to discuss the works and address concerns. Before each meeting takes place, an invitation will be circulated to the community and ward councillors inviting them to meet at The Hoxton, Holborn with the project team.

The first Community Liaison Group meeting was held on 11 September 2018 at the Hoxton, Holborn and was an opportunity to meet the Garenne Interiors team as well as Ennismore, The Hoxton and CCUK. Seven local residents attended the meeting with the full project team. The Group discussed the works, programme, CMP and management of the site and workers.

On Thursday 28 September 2018, the meeting notes from the first meeting were issued to those that attended the meeting along with ward councillors. The meeting notes included what was said during the meeting, actions to be carried forward and extensive post meeting notes that outlined the responses to some of the queries raised during the meeting, such as the type of sound baffling to be used on site.

The structure of the meetings and recording of minutes and actions was deemed acceptable by the members of the group and will be continued for future meetings, which

will be held on a monthly basis. A second meeting was held on 16 October 2018 and have been penciled in for the third Tuesday of each month as necessary.

The site project manager will use an open-door policy to allow any local neighbours to raise their concerns direct to the management. This will also ensure that the concerns can be discussed and resolved. The local residents will be able to view site notice boards that will keep them up to date with current works. Newsletters will also be circulated to the local community monthly via letter drop and to our email database, including an update on works undertaken as well as upcoming works.

An email address, info@hoxtonholborn-construction.com, was set-up on 16 October 2018 to ensure queries, complaints and compliments were sent through one central channel and distributed to all members of the project team as well as a London Borough of Camden officer. Responses will be issued within three working days – an autoreply will confirm this to the sender and also provide site manager details in case the query is urgent. The Hoxton front of house team and Garenne Interiors have an agreed process of receiving comments from the local community and all contact will be recorded in a central log.

A website, www.hoxtonholborn-construction.com, is being launched to act as a resource for all documents and updates relating to the construction works.

On 28 September 2018, Garenne Interiors issued its first newsletter to the local community. This was hand delivered to 660 addresses in the local area and emailed to the updates database as well as ward councillors. The newsletter introduced Garenne Interiors, gave an overview of the works, working hours, key contacts and notice of the next Community Liaison Group. The monthly newsletter will continue to be issued to the same distribution area.

A weekly newsletter will be distributed to all addresses on Newton Street notifying residents of works undertaken that week and giving a lookahead of upcoming works where possible.

Correspondence, newsletters and meeting notes are also issued to contacts for neighbouring construction sites. Crossrail has been kept up to date with information throughout the design and planning and have signed off its requirements as covered.

The team met with relevant officers at London Borough of Camden on 24 October 2018 to agree the community liaison procedures and discuss other methods to ensure the site is communicating effectively with neighbours and mitigating nuisance as much as possible. Other suggestions, which the team will consider including branded high-vis jackets for all contractors, sharing monitoring results with the community and holding a meeting with site managers from nearby sites and local councillors. As well as setting-up a forwarding email to officers, the team will also share details of an online portal, where the contact log and all meeting notes are stored. Officers can visit this to view up to date information.

Monthly we will undertake:

- Community Liaison Meeting (as appropriate moving through project)
- Community newsletter regarding the works (monthly)

- Ongoing community and stakeholder liaison meetings (as necessary).

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](#)".

The project complies with BREEAM very good which adds the requirement of achieving CCS with a minimum of 40 points with a minimum of 7 in each section. Within both BREEAM and CCS we will endeavour to ensure there is good levels of dust control and noise pollution for local neighbours. Full licenses will be sort where required to ensure all aspects of the project are completed in the high-quality manner expected.

CCS Reference: 66083

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.

Projects with granted planning permission or planning permission in progress in the local vicinity are shown as a red circle on the map below. None of the ones listed below should have any impact or relation to this project. If a project was to come up in the local vicinity, they will be consulted with to ensure there is not excessive vehicles at one time and that congestion will not be caused as a result of the project.

Contact has been made with the 'Post Building' project at 21 New Oxford Street to discuss and liaise with them during the project. They confirmed their current completion date is around December so there should be a reduced overlap between the projects.



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 with regard to 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 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:

Garenne Interiors
120 New Cavendish Street
London
W1W 6XX

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](#)).

When submitting orders to sub-contractors CLOCS standard will be included to ensure all sub-contractors are aware of their requirements. All staff to site will have a site induction which can cover the elements of CLOCS which might apply, for example pedestrian safety and ensuring vehicles leave site road worthy. Checks on these can be included in Tool Box Talks to ensure they are not forgotten. Our Logistics manager will be in charge of ensuring the CLOCS standard is adhered to throughout.

All drivers in vehicles over 3.5t will have undertaken the Safe Urban Driver training. All vehicles over 3.5t will be fitted with blindspot minimization equipment; Fresnel lens/CCTV or similar, and audible left turn alerts.

Operators will be FORS accredited. Where this is Bronze level written assurances will be sought to ensure the 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:

Yes
David Neale – Head of Construction
david.neale@garenneinteriors.co.uk
07585 809 185

Please contact 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)*

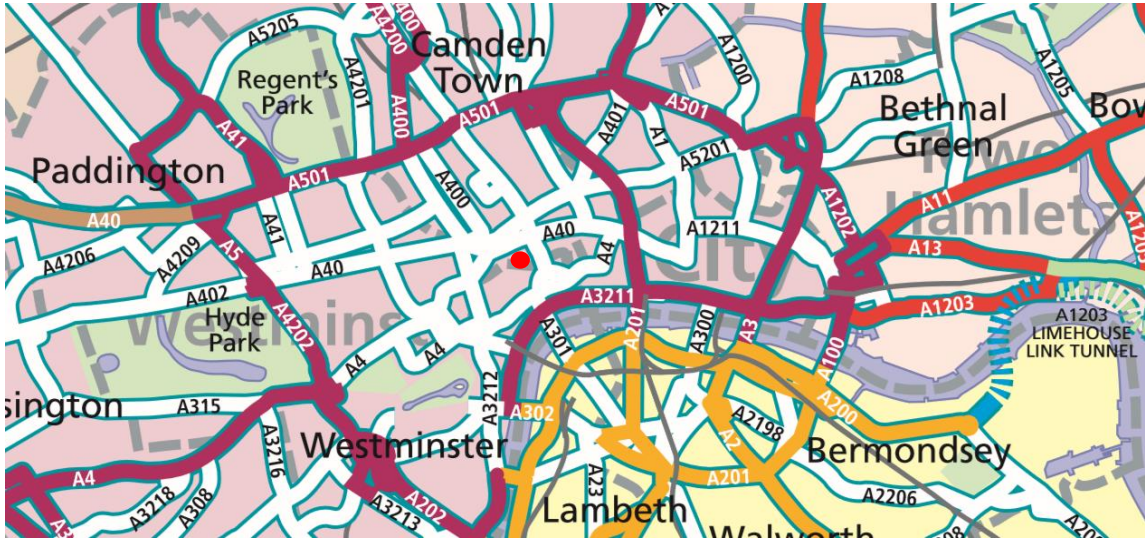
Routes should be carefully considered, and risk assessed, taking into account the need to avoid where possible any major cycle routes and trip generators such as schools, offices, public buildings, museums etc. Where appropriate, on routes that use high risk junctions (i.e. those that attract high volumes 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 site does not sit on any red routes. As access into Newton Street is one way, they will need to come towards the site from the A4200 from the Strand. In order to access this way, they will likely use the A3211 to get to the Strand and then up the A4200 to get to the site. Access into the city will likely be from the A40 or the A13 depending on when the delivery is coming from. Vehicles departing will go from Newton Street to the A40 (High Holborn) where they could use the A4 or the A40 to leave the city. Vehicles will generally be around 20 tons lorries with the exception of the crane which will be delivered in artic lorries. The majority of the larger vehicles will be at the beginning of the project between September 2018 and March 2019 generally covering groundworks and steel erection.

There will be approximately around 8 deliveries a day. This will vary depending on the duration and scale of the delivery but will be booked in with the site team to confirm delivery slots.



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.

Sub-contractors / suppliers will be made aware of transport methods by having this included within their orders. This will also form part of their site induction for the management of the sub-contractors / suppliers. All deliveries will need to be booked in allowing any recent alterations to the plan or temporary restrictions to be highlighted to the drivers. All sub-contractors will check their route to site and the size allowances on vehicles on site and chose a suitable vehicle.

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.

The deliveries to the project will be booked in hour slots, for large deliveries a 2-hour slot can be booked. The deliveries will be booked with the Logistics Manager to ensure there is not vehicles queuing outside of the site. The delivery booking will be between the hours indicated above. Most vehicles will be fixed frame trucks and will be able to pull into the site to stop them queuing on the roads. All staff will be advised to use public transport to reduce vehicles levels. Waste will be collected and disposed of by a waste contractor. These will be booked in as well. There will likely be up to a maximum 6 to 7 large deliveries per day. Small vehicles will be confirmed with the Logistics Manager to ensure there will be sufficient space. The larger vehicles will be towards the start of the project during the groundworks, the steel

frame works and the tower crane. The below plan shows the phasing of the project highlighting that a lot of the work will be completed.

We confirm that we will only have material deliveries between the hours of 9:30 and 16:30 Monday to Friday and between 8:00 and 13:00 Saturday.



Hoxton Hotel - Phasing Programme - Rev 002.pdf

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

1. 182-184 High Holborn LONDON WC1V 7AP
2. Restaurant and Premises at Ground Floor Left 193-197 High Holborn London WC1V7BD
3. Enterprise House 190 High Holborn London WC1V 7BH
4. 21 New Oxford Street, London WC1A 1AP



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.

All vehicles to the project will enter via 1 main entrance to the rear of the hotel. All deliveries will be booked in and all restrictions on vehicles will be told to subcontractors when their orders are placed. The information on deliveries will be in the site induction and will be enforced by the Logistics Manager.

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.

N/A

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](#)).

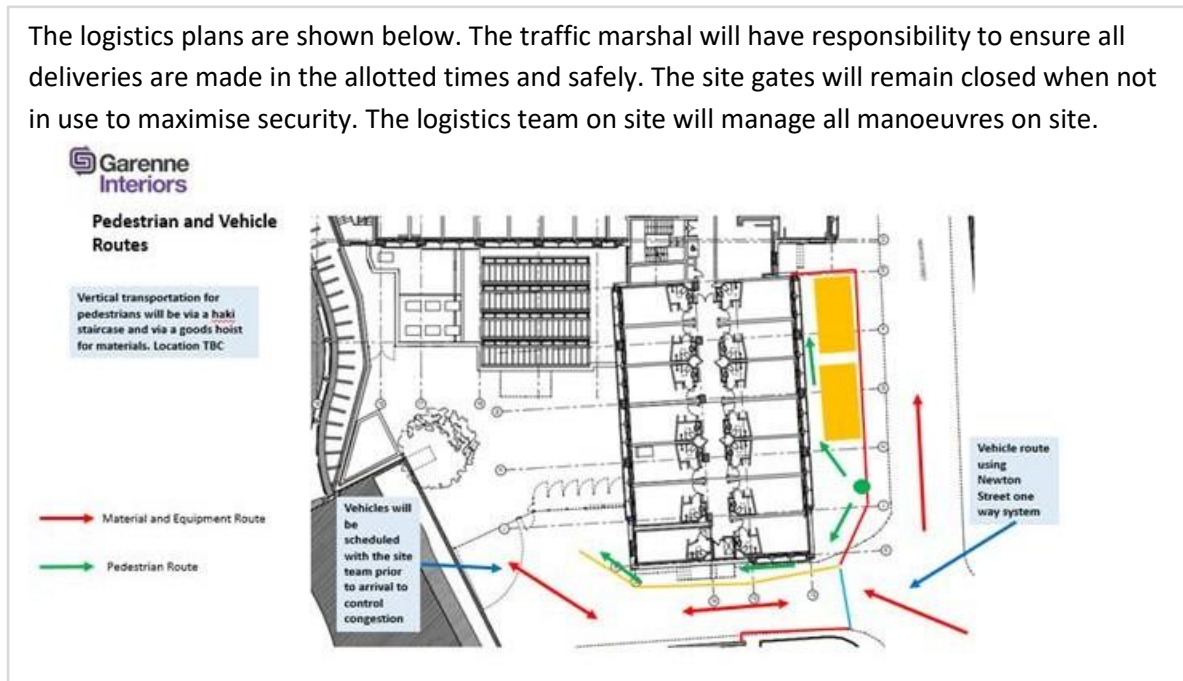
Materials will be prefabricated where possible to ensure fewer materials being delivered to site. We will also use local stores to take control of bulk deliveries and distribute to site when needed and in suitable vehicles.

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



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

The logistics manager will organise deliveries so there shouldn't be more than one at a time. The traffic marshals and banking staff will ensure they have clear access and egress throughout and that all routes are clear for both site vehicles and the public.

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).

Please see attached swept path analysis. This has been completed for the tower crane delivery and removal as well as the main deliveries for the site. As per the swept path analysis the parking bay suspension will be required to ensure no damage is caused to vehicles due to how tight the turning is.



619685-MLM-ZZ-XX-DR-TP-0100 P02 Vehicle Swept Paths 2018.07.09.pdf

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.

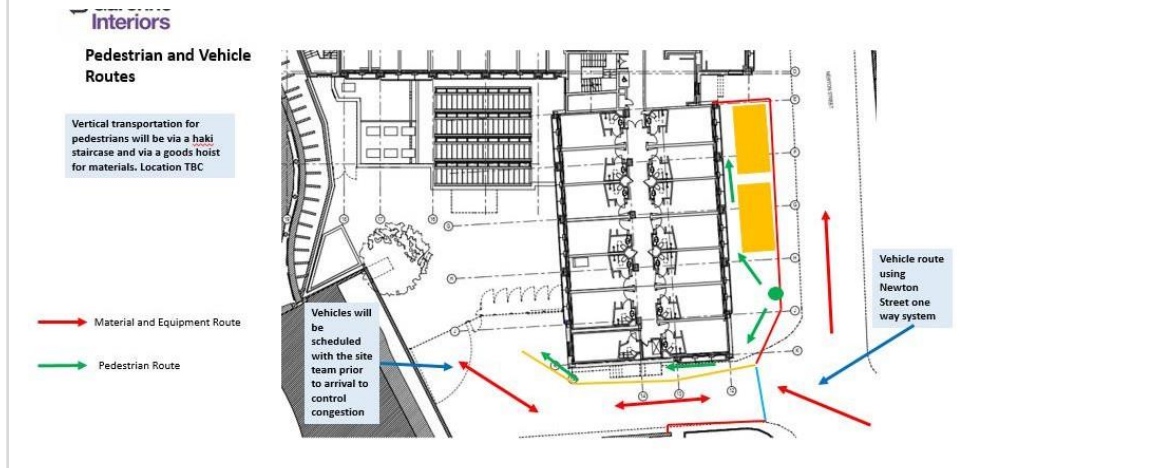
A grate will be by the entrance to the site and will have jet washing facilities to clean wheels prior to leaving the site. We will ensure that this will not cause excess dirt / spray to local properties and the public roads.

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 with regard to 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.

Vehicles will access via the site entrance off Newton Street and will egress through the same way. All site accommodation and storage will be within the site demise. The storage of waste / materials will be to the rear of the hotel and will be adjusted to suit the piling / ground works. All loading and unloading will be within the risk assessments and method statements provided by each subcontractor. Where the crane is being used the deliveries will be managed by a fully qualified ganger. Where it is smaller items this will be manual handled using mechanical aids where possible.



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](#).

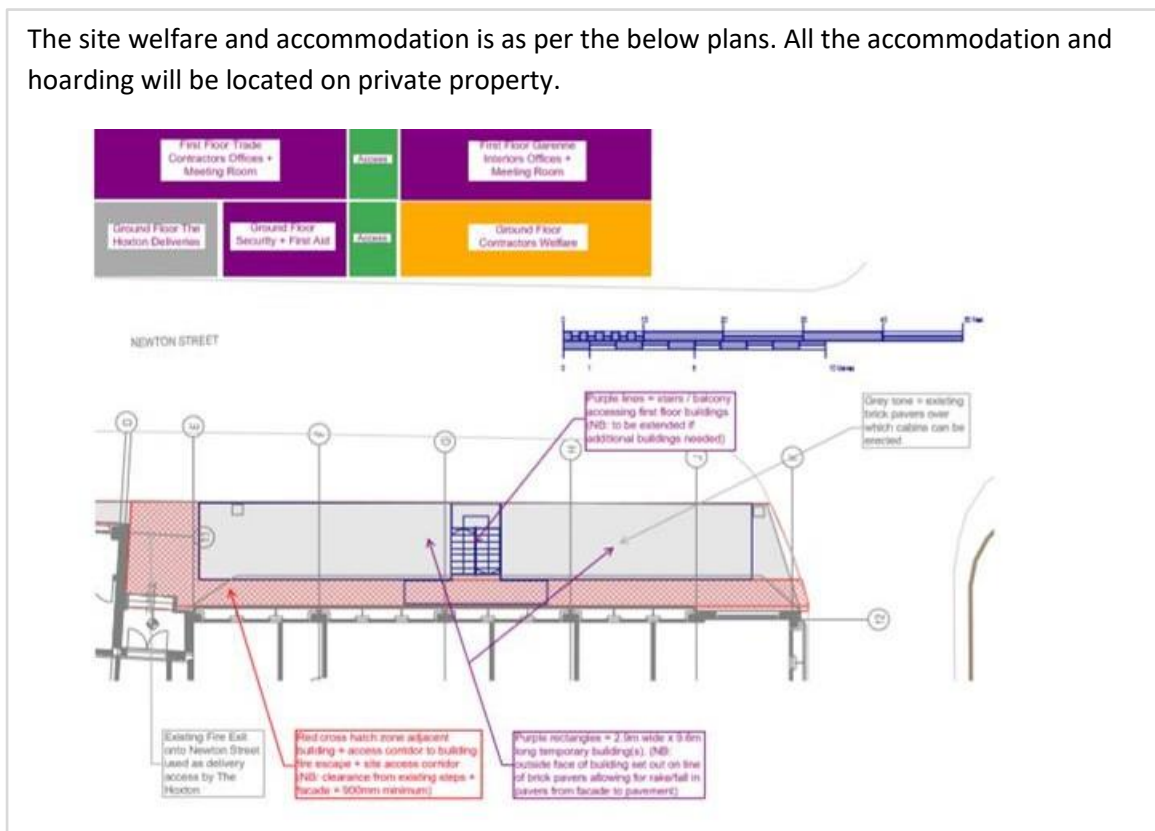
No parking bay suspensions required

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).

The site welfare and accommodation is as per the below plans. All the accommodation and hoarding will be located on private property.



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

All hoarding will have construction warning signs staggered along the hoarding to ensure the warning is visible throughout. Along the hoarding will have lighting and emergency lighting to make sure the areas are visible. This will also include the access to the adjacent residential property. The hoarding will be full height for security reasons. A site noticeboard will be located by the entrance for all visitors to the site and site contact details will also be located along the hoarding as well.

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).

N/A

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.

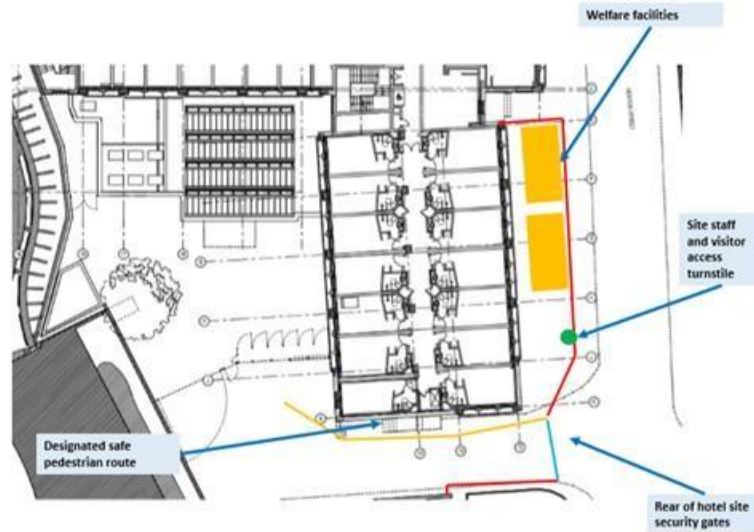
a. Please provide details describing how pedestrian and cyclist safety will be maintained, including any proposed alternative routes (if necessary), and any Traffic Marshall arrangements.

The project will have no adverse effect on pedestrians and cyclist safety. The public footpath is not being closed or reduced during the project. The access route into the adjacent residential block will remain open with a hoarded safe route with lighting. The vehicles into the site will take all precautions and will use the onsite team, traffic marshals / logistics manager, to ensure all manoeuvres are done safely.

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 site welfare set up will be stacked cabins on the private hotel property and will not overhang or intrude on the public footpath. There will be an access and egress turnstile to allow people safely onto site. The perimeter hoarding will remain on the private hotels property and will be securely fixed to the cabins or anchored to the floor.

Garenne Interiors
Logistics Plans



Property and will be securely fixed to the cabins or anchored to the floor.

Ⓢ SYMBOL IS FOR INTERNAL USE

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 working hours for the project are between 09:00 and 16:00 which have been reduced due to the live hotel environment. The noisy operations for the project are listed below:

1. Site deliveries
2. Contiguous Piling
3. Piling
4. Excavation
5. Steel frame erection
6. Steel frame cladding

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.

Noise assessment survey attached



Hoxton Holborn
extension - noise an

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

The works for the construction project will be managed between the allowed noisy working hours to avoid a notice being served. All the sub-contractors will be informed of the noise restrictions and the site team will continue to monitor the levels on site during the enabling works.

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 methods of working have been selected to reduce the noise and vibration levels where possible. The piling will be bored / drilled rather than driven to reduce the noise and vibrations from this task. The demolition works will be kept to a minimum to ensure there is no unnecessary noise. Where possible items to be removed will be dismantled rather than demolished. The steel frame will come predrilled so that no drilling on site will be required.

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

The requirements for BS 5228:2009 will be included in the site inductions and orders when placed. Subcontractors will be required to complete noise monitoring for their staff as well to ensure noise limits are not being exceeded.

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

Dust will be controlled on site and will form part of the subcontractor packages and also be highlighted in their risk assessments and method statements which highlights the specific control measures. Where possible alternative methods will be used to avoid creating dust, this will be via prefabricated items. Where dust cannot be avoided, we will ensure the areas are dampened down if external or have fully functioning and suitable dust extraction.

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.

If this is an issue following the cleaning of the wheels mentioned above, then a road cleaner will be employed to complete road cleaning periodically to suit the needs of the project.

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

These will be monitored weekly during the main enabling works and / or when there is a new element of work commencing, for example the excavations. These levels will be monitored on the site boundaries where local neighbours are located to get accurate readings.

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.

Yes, please see attached Air Quality and Risk Assessment

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](#).

Yes, please see attached Air Quality and Risk Assessment

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.

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).

The site welfare area will be continually cleaned to ensure that there is no build-up of food waste that could attract rodents. The site is an extension of the hotel and will abide by the hotel's prevention of rodents standards. Traps can be set if a problem arises.

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

A full Refurbishment and Demolition survey is due to be carried out week commencing 9th April with the report and findings being issued following the survey.

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.

The smoking area will be located in a designated area within the site boundary. This will reduce the risk of issues arising with local neighbours. All site staff will be given a site induction prior to commencing on site which will cover their responsibilities and expected behaviour which this will be part of. It will be made clear that warning will be issued if an issue occurs, and yellow and red cards will be issued if the issues continue. These will also be

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 1st September 2015

(i) 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 1st 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): 04/18 – 09/19
- 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): Yes, all plant is tier 3B
- 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: All plant details will be provided by the plant supplier ready for registration
- 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: All servicing is completed by the sub-contractor. All insurance checks are annually by the sub-contractors supplying the plant. Copies and an inventory will be kept in the site office with the logistics manager
- 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: The plant suppliers will provide all plant details which will be kept by the logistics team and the sub-contractor site supervisor

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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: 19-03-2018.

Print Name: Peter Kilby

Position: Managing Director

Please submit to: planningobligations@camden.gov.uk

End of form.