5.6 Basement Structure Construction

The proposals includes the conversion of the basement into Class E use for a gym. At the front, the existing escape stair will be reconfigured to allow the main entrance for the gym to be located on the ground floor, via a doorway in a new glazed shopfront at the north western corner of the building.

The existing basement slab will be excavated to reduce the level 620mm and construction of the new basement concrete slab.

Site investigation trial pits have already been completed and validated extensive structural engineering working is not necessary. The concrete frame and associated foundation level is below the proposed basement level mitigating the need for complex engineering works that would cause excessive levels of noise, vibration and dust.

- Underpinning to the existing structure is not necessary.
- Temporary propping of existing basement walls is not necessary.
- Temporary propping of existing structure is also not necessary.

The reduced level excavation will be using a mini-digger, using a specialist groundwork contractor.

A full method statement will be provided prior to the works proceeding and the machine will be subject to the following safety checks. The equipment will be operated by trained, qualified operators, overseen by trained, qualified supervision.

5.7 Airspace Extension Construction

The proposals includes the creation of two additional storeys of residential accommodation comprising 7no. dwellings and alteration and part conversion of the existing Class E floorspace at basement, ground, first, second, and third floor levels to provide internal access and ancillary residential floorspace with associated external refurbishment and associated development.

The air-space extension structure consists of a steel structure with lightweight metsec infill framing system.

A hiab mounted crane will be parked on Kew Road occupying 2nr lanes to distribute structural steelwork into the roof. To minimize distribution the lifting operations will be conducted on Saturdays, to avoid disruption to the weekday working hours. Temporary traffic management order will be required from the Local Authority for this methodology of working.

Images of typical hiab crane lifting and distribution materials onto an existing roof

The hiab crane cannot be parked to the side of rear elevation roads as the width of the road is to narrow when carry long steel beams, so the only viable location is to park the hiab crane on Kew Road, where 2nr of the 4nr lanes will closed, under highway traffic management plan.

A full method statement will be provided prior to the works proceeding and the machine will be subject to the following safety checks. The equipment will be operated by trained, qualified operators, overseen by trained, qualified supervision.

5.8 Project Timescales

An outline programme of works has been prepared for the projects, undertaken under a single professional and construction management team.

The current stance of the developer is that a contractor has yet to be appointed, but works are likely to commence on this site in late summer/early autumn with a projected on-site construction period of 6 months. We confirm that we are actively engaging with the project team for this development.

The outline proposed programme is illustrated overleaf:

5.9 Project Stages

	Stage/Task	Start	Finish
1	Start & Completion	6th May-24	25th Aug-25
2	Site set-up & preparation	6th May-24	20th May-24
3	Sub-Structure	20th May-4	25th Aug-24
4	Roof Extension	20th May-24	25th Aug-25
6	Alteration of existing floors	1st Feb-25	25th Aug-25

5.10 Outline Project Programme

Westminster House, Kew Road
Richmond, TW9 2ND
Construction Programme 25th Nov-22

					Mon. 1	Mon. 2	Mon. 3	Mon. 4	Mon. 5	Mon. 6	Mon. 7	Mon. 8	Mon. 9	Mon. 10	Mon. 11	Mon. 12	Mon. 13	Mon. 14	Mon. 15	Mon. 16
					May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25
	Start date			06-May-24																
	Completion			25-Aug-25																
1	**Pre-Commencement Mobilisation & Lead in**																			
2	**Construction**																			
	Construction			68 wks																
				(Calendar)																
3	**Site Set-up & Demolition**																			
3.01	Site Setup and Establish Site Welfare	06-May-24	13-May-24	1 wks																
3.02	Fire Routes/Hoardings/Protections	06-May-24	13-May-24	1 wks																
3.03	Building Notice - 5 days prior to start	06-May-24	13-May-24	1 wks																
3.04	General Site Works/Soft Stip	06-May-24	20-May-24	2 wks																
4.0	**Basement Works**																			
4.01	Groundworks	20-May-24	14-Dec-24	30 wks																
4.02	Steelwork	01-Oct-24	14-Dec-24	11 wks																
4.03	Fit out, testing and commission	05-May-25	25-Aug-25	16 wks																
5.0	**Roof Extension**																			
5.01	Temporary waterproof	20-May-24	01-Jun-24	2 wks																
5.02	Structural Steelwork	27-May-24	08-Jun-24	2 wks																
5.03	Upper floor	14-Jun-24	14-Aug-24	9 wks																
5.04	Roofing	01-Sep-24	18-Oct-24	7 wks																
5.05	Cladding works	14-Oct-24	01-Mar-25	20 wks																
5.06	Fit out, testing and commission	14-Jan-25	25-Aug-25	32 wks																
6.0	**Alterations to existing floors**																			
6.01	Structural works	01-Feb-25	01-May-25	13 wks																
6.02	Fit out, testing and commission	01-May-25	25-Aug-25	17 wks																

6. WORKING HOURS FOR SITE

The working hours for the site will be limited to:

Monday – Friday: 08:00 – 18:00

Saturdays: 08:00 – 13:00

Sundays & bank Holidays: No working

This is in-line with the London Borough of Richmond upon Thames Construction Code of Practice.

Should any exceptional circumstances arise that mean that carrying out of works outside of the working hours for the site becomes unavoidable, then the timing of such works will be agreed with the Borough, prior to such out of hours working being undertaken and local residents within the vicinity of the site will be notified accordingly.

6.1 Hours of Delivery

A booking in system for deliveries will be implemented with all deliveries/collections to/from site provided with timed delivery slots to avoid vehicles waiting to enter the site.

Deliveries will be scheduled during the working hours of the site, but the following hours will be avoided to allow for rush hour traffic and especially traffic associated.

Deliveries and collections to/from site will be restricted to the hours of 10:00 to 14:00, all deliveries/collections will be booked to be undertaken during these hours and will not be accepted outside of these times.

7. CONSTRUCTION TRAFFIC

This section of the document sets out the strategies to be deployed to manage construction traffic for the site and detail routes to be utilised, the booking in system to be used to manage deliveries and collections from the site and the procedures to be put in place to minimise the impacts of construction traffic upon the neighbourhood and the wider environment and includes measures to:

I. Rationalise travel and traffic routes to & from the site
II. Forecast & limit vehicle trips to & from the site
III. Ensure safe movement for pedestrians
IV. Liaise with the neighbours

Deliveries will take place during site working hours between 10:00 and 14:00 on Mondays to Fridays and between 08:00 – 13:00 on Saturdays. No construction work or deliveries will

take place on Sundays or public holidays
All deliveries will be booked in on an agreed schedule, and deliveries will be scheduled to avoid rush hour traffic in particular between 10:00 and 14:00 Mondays to Fridays.

No delivery vehicles will be allowed to wait on the roads surrounding the site. To facilitate this timed delivery slots will be allocated to suppliers when materials are called off. This will be closely monitored by site staff and suppliers will be appraised on the basis of their performance.

Deliveries are to be booked with the Site Manager by phone or by email. Agreed delivery slots will be recorded on a white board in a prominent location on site.

The protocol regarding timed and booked deliveries will be written into the site-specific rules. A copy of these rules is appended to every supplier and sub-contract order.

Delivery/collection times will be agreed with relevant suppliers and recorded on the site log, deliveries & collections will be scheduled to minimise vehicles waiting on the site and no waiting on the public highway will be permitted, failure to comply with agreed delivery schedules will result in the delivery being refused and turned away from site if the failure to comply would mean the vehicle would need to wait on the public highway.

Should two or more vehicles arrive at the site at the same time, any vehicle not attending within their agreed timeslot will be turned back from the site with an instruction to agree a new timeslot before undertaking the delivery. No waiting on local roads will be permitted.

We will reduce the overall number of vehicle movements by careful planning of materials stocks on site, ensuring that delivery vehicles are carrying full loads and close liaison with our supply chain.

We will procure our materials from stockists as close to the site as possible. This will reduce lorry travel distances and therefore congestion and emissions will be minimised.

In addition to the above the following stipulations must also be met by our suppliers;

1. Operators must be a member of TfL's Fleet Operator Recognition Scheme (www.tfl.gov.uk/fors) or similar at the Silver level as a minimum although preference will be given to operators at Gold level.

2. All construction vehicle drivers must have undertaken cycle awareness training such as the Safe Urban Driver module through FORS or similar.

3. All vehicles associated with the construction of the Development must:

   I. Have Side Guards fitted, unless it can be demonstrated to the reasonable satisfaction of the Employer, that the Lorry will not perform the function, for which it was built, if Side Guards are fitted.

II. Have a close proximity warning system fitted comprising of a front mounted, rear facing CCTV camera (or Fresnel Lens where this provides reliable alternative), a Close Proximity Sensor, an in-cab warning device (visual or audible) and an external warning device to make the road user in close proximity aware of the driver's planned manoeuvre.

III. Have a Class VI Mirror

IV. Bear prominent signage on the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside.

Instructions on routes and timings will be incorporated into all material and sub-contract orders.

7.1 Supply Chain Management

The management of the supply chain governing deliveries and collections will be coordinated between the Purchasing Officer, based at the Contractor's head office and the Site Manager overseen by the Project Manager and the Construction Director and in consultation with the project professional team who are responsible for the specification of materials and finishes.

Preference will always be given to sourcing materials as locally to the site as possible in order to reduce transport mileage and potential emissions.

Packaging materials and requirements will be discussed with suppliers to reduce wastage and suppliers will be required to demonstrate chains of custody for materials supplied and used in components as required.

The procurement policy for the works will be influenced by the need to minimise the emissions and waste potentially generated by the project and a policy of avoiding the over ordering of materials and the generation of waste will be implemented throughout all stages of the project.

7.2 Off Site Fabrication & Consolidation

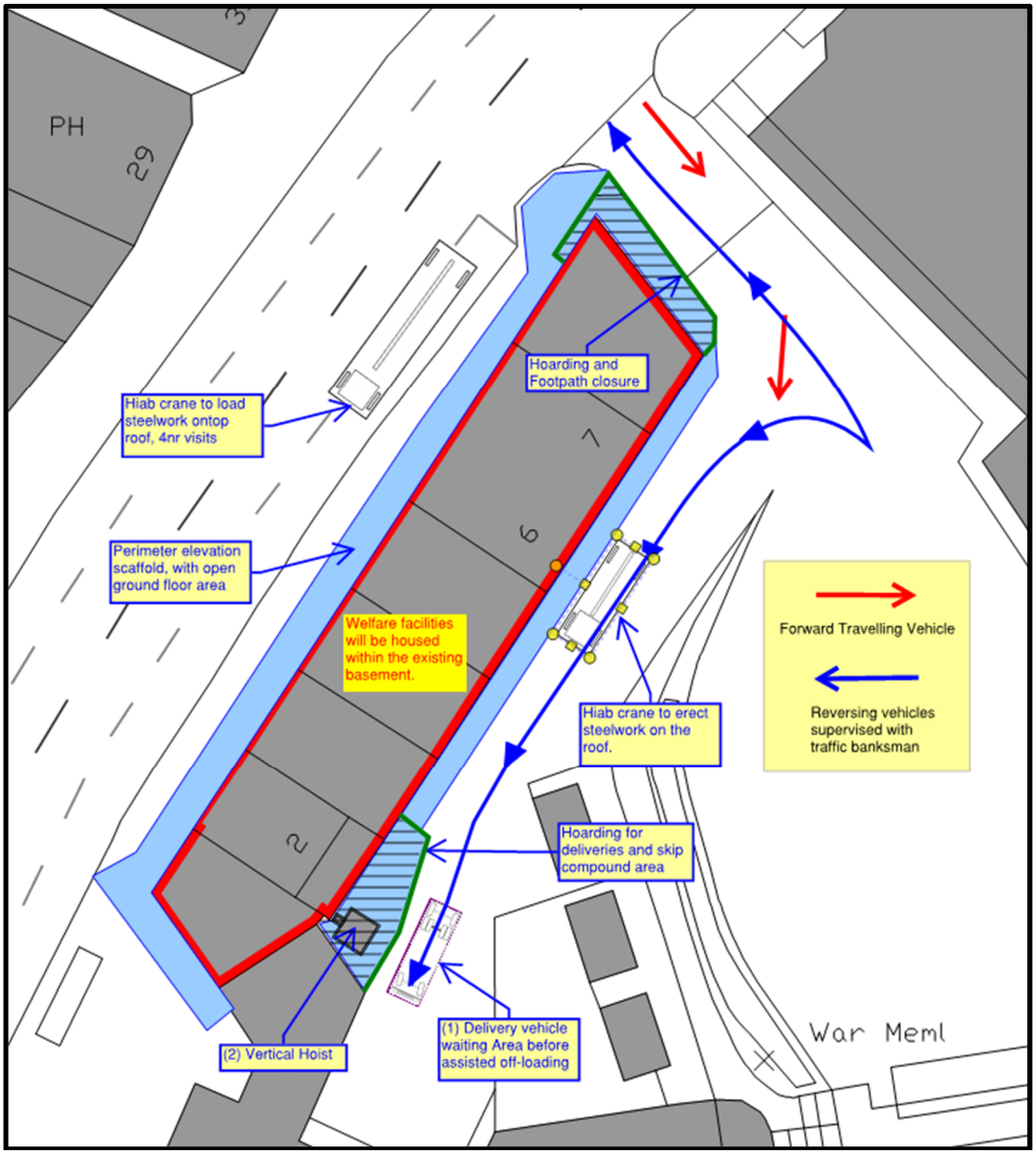
The Contractor will work with the professional team, responsible for specifying materials and components for the project, to identify possible opportunities to procure items of the works through off site fabrication and assembly of components, always providing that such off-site fabrication does not impact with the practicality of transportation and delivery of components to the site.

In addition, The Contractors will work will suppliers to co-ordinate deliveries of materials and identify opportunities to combine and consolidate deliveries to reduce the transportation mileage generated by the project and therefore reduce the emissions generated.

These approaches will be overseen by the Project Manager and Construction Director in liaison with the professional team and the purchasing and site teams.

7.3 Haulage Route

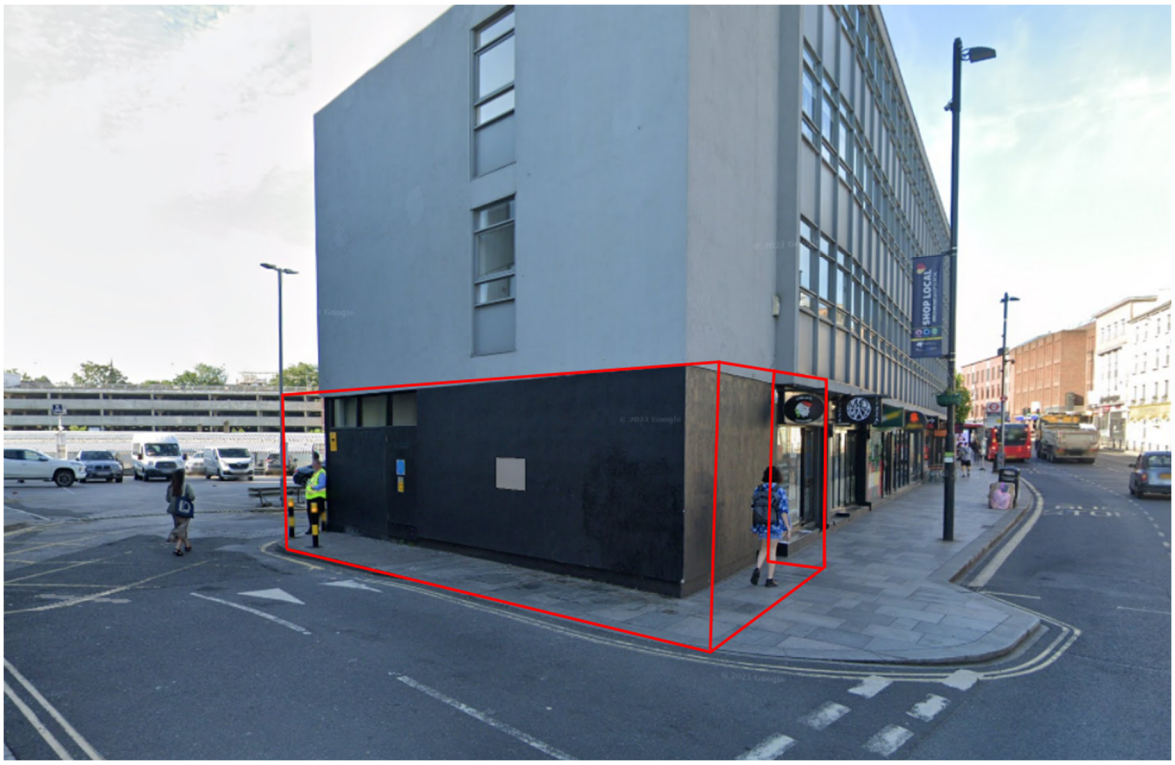
As the site will be serviced from Kew Road. Vehicles will gain access side road from North West Corner adjacent to Thames Link House as illustrated:



7.4 Hoarding at Street Level

To protect the general public during the formation of the new reception entrance, it's proposed hoarding is erected to facilitate the construction works in a safe methodology.

The hoarding will display safety protocols and the logistic plan showing vehicles to follow these instructions upon arriving to the site.



7.5 General Traffic Routes

Whilst the supply chain for the site was be planned to minimise travel distances to the site, where loads have to be delivered from a wider area, routes will be limited to the strategic road network as far as possible.

Traffic from the M25 (west) will travel via the M3 taking the A406 (north circular) onto the A316 before travelling onto A307 Kew Road

Information regarding vehicle routes will be provided to all companies undertaking deliveries to or collections from the site prior to despatch and arrival to site and relayed to all site personnel via toolbox talks.

7.6 Vehicle Type, Frequency & Volumes

The works are anticipated to have a duration of 16 months in total as set out within section 5.5 of this document; the maximum number of daily vehicles that will be expected to attend the site is as set out in the table below:

Stage	Programme (Number of Weeks)	Max Number of Vehicles Per Day
Pre-Construction	2	1
Excavation & Sub-Structure Formation (Muck away and materials)	30	2
Roof Extension	68	2
Alterations to existing floors	30	2
Overall	68	
Note: The phases and works set out above will overlap throughout construction thereby reducing overall timescales.		

The maximum volume of vehicles anticipated per week is 20 no.

All deliveries will be scheduled to be a minimum of 45 minutes apart, in order to ensure that there is no vehicle waiting on the local roads.

7.7 Site Staff Travel Plans & Parking

Staff and operatives will travel to the site via public transport utilising bus services and overground/underground train service stations at Richmond Station.

Sub-contractors' operatives will be required to do the same, except when transporting materials or plant to the site, no parking facilities will be provided on the site and site workers will not be allowed to park on Kew Road or the surrounding streets/roads.

7.8 Wheel Washing

Vehicle will only enter the area of the site during the earliest phase of the work, when the site set up is undertaken and when excavation works and muck away operations and are undertaken.

Wheel washing will be provided at the site entrance throughout the course of the works, in the earliest phase of the works, vehicle wheels will be washed prior to the vehicle leaving

the site, whilst through the major phases of the works, vehicles will be checked at the roadside and wheel washing undertaken as required to ensure no dust or debris on the road or pavement surfaces.

The wheel washing unknit will comprise a high pressure “Karcher” or similar unit connected to a temporary water supply.

All vehicles will be subject to a full inspection before leaving the site to ensure that wheels and undercarriage surfaces are cleans and that vehicles are correctly loaded and sheeted as required.

The road and pavement surfaces adjacent to the site will be regularly washed and swept down in order to maintain them in a suitable and acceptable condition.

8. SITE ARRANGEMENT

8.1 Site Hoardings

We will install a 2.4m high timber painted hoarding to secure the boundary of the site, this hoarding will be provided with independent personnel and vehicle access.

The hoarding will be provided with a notice board with details of the site management team and contacts, including emergency contacts and with site warning signage and project information bulletins. The footway will not be closed or obstructed and will remain operative throughout.

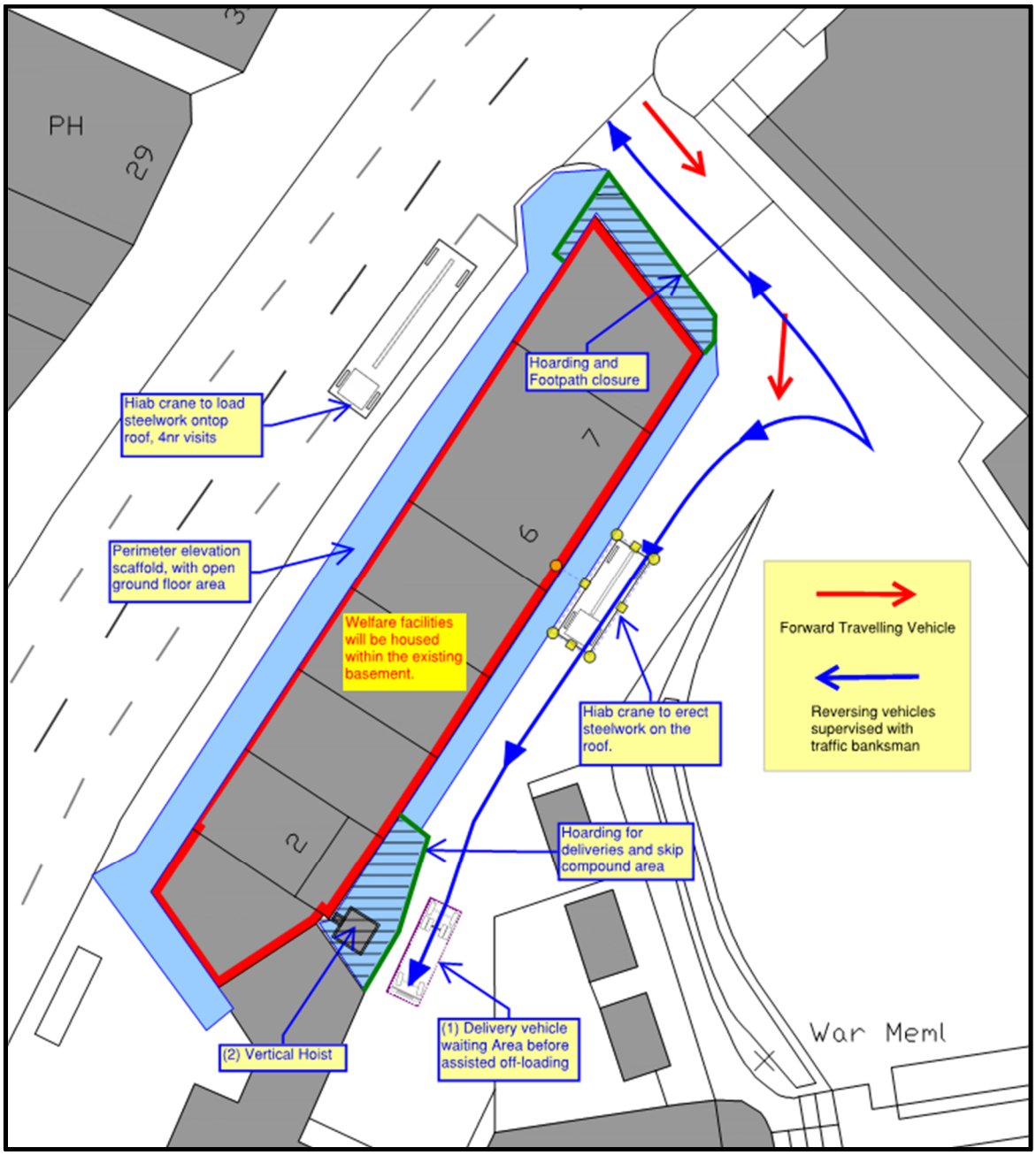
The hoarding will also include a notice board which will inform the public as to the progress of the project and record water & electricity usage and waste management re-cycling details.

8.2 Loading and unloading of vehicle

Vehicles when arriving to the site will be given instruction to temporary park on the double yellow line half way down the ramp as waiting location. A trained banksmen to direct the vehicles to the unloading/loading area at rear of the. Once goods have been off-loaded, the vehicles will carefully reversed by banksman. The reversing manoeuvre would be undertaken as illustrated in the diagrams overleaf:

All loading and unloading operations will be carried out at the roadside the rear of build down the far end of the ramp.

During the loading/unloading operations the walkway will be closed off with temporary barriers and warning signage directing pedestrians and pavement users to the walkway on the opposite side of the road and banksmen will be available to assist any walkway users with limited mobility or other concerns.



All loading and unloading operations will be carried out at the roadside to the rear of build down the far end of the ramp.

During the loading/unloading operations the walkway will be closed off with temporary barriers and warning signage directing pedestrians and pavement users to the walkway on the opposite side of the road and banksmen will be available to assist any walkway users with limited mobility or other concerns.

8.3 Storage of Plant & Materials on Site

All material will hiab delivered to site, and off loaded behind the rear elevation hoarding.

Due to limited external space, all materials will carted into basement via existing roller shutter opening as soon as possible.

Plant used upon the site will comprise an excavator and dumper truck. These will be secured and disabled at the end of each working day and will remain within the confines of the site.

8.3.1 Non-Road Machinery (NRMM)

All relevant non-road machinery will be registered with the NRMM website within the London Mayor's website and will be compliant with stage IIB as a minimum in accordance with the status of the borough and whenever possible with IV of the NRMM requirements. This is in accordance with the minimum emissions requirements as set out in the Mayor of London's Control of Dust.

9. DUST MONITORING & CONTROL MEASURES

Delta-Simons have been appointed to undertake an Air Quality Assessment (AQA) in support of a planning application.

The report concludes the assessment of construction phase impacts associated with fugitive dust and fine particulate matter (PM) of an aerodynamic diameter of less than 10 microns (PM10) emissions has been undertaken in line with the relevant Mayor of London guidance. This identified that there is a low risk of dust soiling impacts and a low risk of increases in PM concentrations due to unmitigated construction activities. However, through good site practice and the implementation of suitable mitigation measures, the effect of dust and PM releases would be significantly reduced. The residual effects of the construction phase on air quality are considered to be not significant.

This report presents the findings of the assessment, which addresses the potential air quality impacts during both the construction and operational phases of the Proposed Development, as well as the potential exposure of future residents to elevated pollutant concentrations. For both phases, the type, source and significance of potential impacts were identified, and the measures that should be employed to minimise these proposed.

The Mayor of London's assessment methodology has been used to determine the potential dust emission magnitude for the following different dust and PM10 sources: demolition, earthworks; construction; and, trackout. The findings of the assessment are presented below.

Activity	Scale
Demolition	N/A
Earthworks	N/A
Construction	Small
Activity	Scale
Trackout	N/A

There are no high sensitivity receptors, i.e. Hospitals and clinic, Hi-Tech Industries, Painting & furnishing or food processing within 100m of the site.

The majority of local receptors are classified as medium sensitivity, comprising residential accommodation and the school.

The likely dust impact risk of the demolition and construction project is classified as LOW; nevertheless, the following mitigation measure will be implemented to ensure that the amenity of the neighbourhood is not compromised.

- ✓ The site manager shall be nominated as the person responsible for dust and emissions generated by the site and his contact details shall be displayed prominently on the site noticeboard, located externally at the site boundary so that local residents and business may contact the contractor in the event of any concerns.
- ✓ All plant and equipment utilised on the site is to be serviced and maintained in accordance with the manufacturer's recommendations and will not to be left running when not in use.
- ✓ All hard standings are to be regularly swept and water sprayed to damp down potential dust.
- ✓ Waiting vehicle drivers will be instructed to turn engines off when not in use.
- ✓ Regular damping down will be undertaken for work faces, loading operations. Haul routes and verges.
- ✓ On tool extraction will be employed.
- ✓ The kerbside and pathway in front of the site will be subject to a clean down by sweeping and or hosing down at the end of each working day.
- ✓ All skips are to be sheeted prior to removal from the site.

- ✓ Any complaints or concerns will be logged recording the time and nature of the complaint/concern, details of actions undertaken and the details of the complainant.

In order to reduce the generation of dust the following measures will be applied to the project, in terms of prevention, suppression & containment.

Cutting, grinding and sawing.

Prevention
Cutting, grinding and sawing activities will be minimised by utilising prefabricated materials and modules wherever possible

Suppression
Water sprays, applied over the materials, will be utilised to control and reduce dust emissions from activities.

Containment
Where appropriate on-tool extraction to be used to remove dust as it is produced via local exhaust ventilation (LEV) system

Chutes and skips
Chutes and skips are to be completely covered and enclosed to prevent the spread of dust and drop heights will be set at the minimum practicable.

Cement
Any bulk cement and other fine powder materials are to be delivered in enclosed tankers and stored in silos with suitable emission control systems to prevent escape of materials and overfilling during delivery.

Transport
In addition to measures as set out above the following measures will be adopted:

- Access to the site and local roads to be cleaned utilising water assisted dust sweeping.
- Dry sweeping of large areas will be avoided
- All vehicles delivering to or collecting from the site to be securely covered
- All inspections of haulage routes and actions undertaken to be recorded in the site log.
- A wheel washing system is to be adopted for vehicles leaving the site to remove accumulated dust and mud.

Bonfires
No on-site bonfires will be utilised at any time during the course of the works.

Mobile Crusher
It is confirmed that a mobile crusher **will not** be utilised on the site

9.2 Dust Monitoring & Control Measures

As the volume of the site is defined as small under the terms of Control of Dust Emissions during Construction and Demolition Supplementary Planning Guidance July 2014 as published by the Greater London Authority, it is appropriate to utilise handheld samplers for the dust monitoring.

Hourly checks will be undertaken during potentially dust generating activities, taking readings across the site and at the site boundaries.

The site action level would be:

- PM10 Concentrations: 250 µg/m_3 averaged over a 15-minute period

This is in accordance with IAQM Guidance on Construction Dust.

In addition, we confirm that the dust control measures as set out will be employed as follows:

- No burning of waste materials on site.
- Clean down of areas using wet methods.
- No dry sweeping.
- All vehicles accessing and egressing the site to be sheeted to prevent any spoil spilling onto local roads or dust blowing out of the vehicles.
- Premixed mortars will be utilised to minimise production of dust
- Defined locations of sawing/cutting/grinding areas and screen where possible. – Please note the defined locations will be towards the centre of the site to maximise the distance from the site boundaries and provided with screening as appropriate.
- Use dust suppression on cutting equipment such as concrete saws with water bottle attachments.
- Spraying of water at work faces, loading operations and site access roads
- The location of stockpiles of brick, concrete and other materials away from dust sensitive properties – Please note stockpiling will be kept to a minimum possible level and will be located as far as is possible from the site boundaries.

10. NOISE & VIBRATION

10.1 Noise

BS 5228-1:2009 Code of practice for noise and vibration control on construction and open sites – Part 1: Noise will be adopted throughout the course of the project and noise levels will be managed and controlled in accordance with the requirements of the code.

All site operatives are to be trained to employ appropriate techniques to minimise site noise and will be fully supervised throughout the course of the works. Training will emphasise the following measures:

- The use and maintenance of all tools and equipment is to be in accordance with the manufacturer's recommendations and guidance and tools and equipment are only to be utilised by personnel who have the appropriate training and experience.

- The correct site positioning of machinery on the site to ensure the impact of noise generation upon the neighbourhood and site personnel is minimised.

- The avoidance of the generation of unnecessary noise whilst carrying out manual operations and whilst operating plant and equipment.

- The importance of protection of persons from the impact of noise.

Noise levels on the site will be subject to daily monitoring by the site manager, who will receive training in the use of sound measuring equipment and sound measuring equipment will be maintained on site.

Sound level measurements are to be recorded utilising a Class 1 Integrating Logging Sound Meter calibrated with a Class 1 Acoustic Calibrator.

The sound measuring equipment will be calibrated and maintained in accordance with the manufacturer's recommendations and a daily log of sound levels recorded will be maintained at the site office for inspection and review.

The following targets for the maximum noise level measure in decibel (dB) at a distance of 7 meters from any item of plant or equipment will be as set out in the table below and daily monitoring will be undertaken to ensure that the levels are not exceeded.

Item of plant or equipment	Maximum dB Level as measured at 7 meters
Compactor vibrating plate	92
Excavator	86
Jack hammer	85
Item of plant or equipment	**Maximum dB Level as measured at 7 meters**
Welder	85
Compressor	75
Diesel generator	79
Concrete vibrator	80
Truck mounted crane	85
Concrete saw	93
Concrete pump	84
Concrete truck	83

Levels are calculated from the certified level of noise generation for the equipment using the recognised calculation formula as shown below:

Sound level L and Distance r

$$L_2 = L_1 - \left|20 \cdot \log\left(\frac{r_1}{r_2}\right)\right| \qquad L_2 = L_1 - \left|10 \cdot \log\left(\frac{r_1}{r_2}\right)^2\right|$$

$$r_2 = r_1 \cdot 10^{\left(\frac{|L_1 - L_2|}{20}\right)} \qquad r_1 = \frac{r_2}{10^{\left(\frac{|L_1 - L_2|}{20}\right)}}$$

All noise levels will be recorded in the site register and in the event of any of the target noise levels being exceeded then the following actions will be undertaken:

1. The works exceeding noise levels recorded and highlighted in the site register, including;
    a. Level of noise generated
    b. Period and time of work
    c. Details of task being undertaken
    d. Location of task being undertaken
    e. Details of equipment being utilised
    f. Details of any sound screening being utilised

2. The works will be reviewed in order to reduce the levels of noise being generated through:
    a. Reviewing the equipment being utilised
    b. Reviewing the method of working
    c. Reviewing the location of the works being undertaken
    d. Reviewing the options for providing greater sound screening
    e. Reviewing the timing of the works

All contractors and sub-contractors operating on the site are required to ensure the highest standard of behaviour from their operatives – bad language, excessive noise, and boisterous behaviour will not be tolerated and operatives will be expected to behave in a respectful manner towards the local community and residents.

10.2 Vibration

Site activities that include vibration will be planned to minimise impact upon vibration sensitive buildings and the potential impact upon the amenity of the adjoining buildings are to be assessed and monitored. The management of the works shall take into account the appropriate site methodology to minimise the generation of vibration and noise and the guidance set out within BS 5228-2:2009 Part 2 Vibration will be adopted, and all contractors will comply with BS 6472: 1992, guide to Evaluation of Human Exposure to Vibration in Buildings (1Hz to 80Hz).

The Main Contractor will apply measures to manage vibration as set out below:

- Utilising the most appropriate working method
- Ensuring the most vibration efficient equipment is utilised
- Ensuring that all equipment is serviced and maintained to the highest possible standards
- Consultation with affected parties
- Limiting the times when relevant tasks can be executed
- Screening or enclosing the relevant area/element of the works

All noise and vibration monitoring will be undertaken by the installation of monitoring equipment located, according to specialist advice, at the site boundaries and reading will be taken daily and recorded in the site log.

11. WASTE MANAGEMENT PLANNING

A site waste management plan (SWMP) will be developed for the project with the objective of minimising waste. And the project will be committed to implement the site waste management plan so that it is effective, accurate and economical and ensure that the procedures put into place are working and maintained.
This will be achieved by:

- Working with the design team and the client to identify materials and methods of construction that minimise the production of waste
- Liaison with suppliers to minimise packaging materials
- Separating out waste streams on site to identify items for re-use & recycling
- Providing regular toolbox talks with site operatives
- Careful ordering and sourcing of materials

The site Manager and Project Managers will undertake the roles of SWMP co-ordinators for the project and as such will be responsible for ensuring the instruction of workers and subcontractors, implementation and for overseeing the SWMP

Surplus or waste materials arise either from materials imported to the site or from those generated on site. Imported materials are those which are brought to the site for inclusion into the permanent works. Generated materials are those which exist upon the site such as topsoil, subsoil and vegetation.

Waste materials fall into three management categories:

- • Re-use
- • Re-cycle
- • Landfill

Re-use
If surplus materials can be used in the permanent works, they are classified as materials,

which have been re-used. If they are surplus to requirements and need to be removed from site and they can be removed and used in their present form, they will be removed from site for re-use.

Re-cycle
If the surplus material cannot be re-used in its present form but could be used in a different form, it will be sent for re-cycling.

Landfill
As a last resort, materials that can neither be re-used or recycled will be sent for disposal via licensed contractors.
As there minimal external space on site segregation will not be possible. The skip provide will off-site recycle facilities.

12. SCAFFOLD INSTALLATION

A full scaffold design has yet to be prepared, it is anticipated scaffold installation will not be required for the works.

13. DETAILS OF BREAKING OUT OF ANY SIGNIFICANT SUPPORTING STRUCTURES

There are no significant supporting structures to be broken out from the site.

14. PHOTOGRAPHIC SURVEY

A photographic survey of the existing pedestrian way and the road condition has been undertaken in the vicinity of the site and will be used as a benchmark to assess any damage caused to the relevant surfaces by the construction activities.

15. IMPLEMENTATION

The majority of the works for the development will be undertaken by directly employed labour and sub-contractors employed on the site will be kept to a minimal level.

Where any sub-contractors are employed they will be made aware of the Construction Management Statement for the development at the point of preparing prices and proposals for the relevant work package and will be required to detail their actions to comply with the objectives of the Construction Management Statement as part of their proposals for the works and the conditions required by the Construction Management Statement will be incorporated into the contractual arrangements between the Contractor and the sub-contractor.

The objectives of the Construction Management Statement will be communicated throughout the project team and workforce through the issue of this document (as updated), through written communication with sub-contractors and suppliers and through on-site toolbox talks covering supervision personnel, operatives and sub-contract labour.

16. ENGAGEMENT

The Contractor will initiated contact with neighbouring stakeholders, and providing a specially formatted newsletter/bulletin for issue secure to hoarding letting everyone know what is going on and planned operation in near future.

16.1 Local Residents

We will provide regular updates on the works through bulletin boards located on the site hoarding and will provide newsletters/website/social media updates to the local residents

16.2 Complaints

All complaints, from any source will be addressed as far as possible immediately by the Site Manager where there is a valid concern, and it can easily be addressed. The complaint will be noted in the site diary and the developer kept informed at regular meetings.
For more serious complaints that cannot be resolved immediately the following format will be used

1. Date complaint received/communicated:
2. Mode of complaint:
3. Brief details of complaint:
4. Summary of investigation undertaken:
5. Summary of investigation findings:
6. Summary of action required and close out dates:
7. Confirmation that action has been taken:
8. Other notes

17. IMPLEMENTATION

The implementation of the measures set out within this Demolition & Construction Management Statement will lie with the Main Contractor/Principal Contractor.
The Principal/Main Contractor will be responsible for monitoring the implementation of the measures outlined and will be responsible for recording, reporting and monitoring any issues that occur on or are reported to the site and will be responsible for any necessary corrective or disciplinary actions required.

18. RICHMOND'S CMP PRO-FORMA

Find herewith the executed copy of London Borough of Richmond Upon Thames Construction Management Plan form ref CMP PRO-FORMA (July 2021) (6nr pages)

LONDON BOROUGH OF RICHMOND UPON THAMES

Construction Management Plan

Guidance Notes

1. In order to ensure developments are carried out safely the London Borough of Richmond upon Thames (as the local Planning & Highways Authority) require a Construction Management Plan is submitted for the project that demonstrates how the works are to be carried out

2. Construction traffic may have a disproportionate impact on a street, the highway network and neighbours; therefore you must clearly demonstrate proposals that mitigate this impact as far as possible

3. This pro-forma document has been prepared to ensure the council's key concerns in relation to construction traffic, site and highway network management are addressed

4. A CMP once approved, becomes an enforceable planning condition and enforcement action may be taken against sites that do not adhere to the methodology approved in a CMP

5. Wording must be precise, and ambiguous phrases such as, "generally", "normally", "roughly", "anticipated", "intended", "approximate" or "likely to be" must be avoided, otherwise the CMP will be rejected. Where exact details are not known at the time of preparing the CMP, a robust worst case should be stated

6. The relevant planning condition relating to this CMP will need to be formally discharged by the Council before any licences for temporary structures on the highway & any parking suspensions granted. Further approvals will be required for any skips, temporary structures on the highway, parking suspensions, road closures or Temporary Traffic Orders

7. You should be aware that developments on or adjacent to the Transport for London (TfL) Road Network (red routes) or other infrastructure may require additional liaison and some licences may need to be issued through TfL. Confirmation of these will be required and details should be appended

8. In addition you should familiarise yourself with the requirement to use clean, safe vehicles with good levels of direct vision, safety bars and advisory signage: https://tfl.gov.uk/info-for/deliveries-in-london/delivering-safely

9. Please ensure you read through the CMP template and only provide information relevant to each section in a clear and concise way

10. Drawings should be at a minimum scale of 1:200, be properly drawn (CAD, not by hand) and appended to the CMP document

11. Before works commence on-site you should check to see if there are any nearby planning applications or potential conflicts with roadworks or road closures

LONDON BOROUGH OF RICHMOND UPON THAMES

INTRODUCTION

1. Date of this document

25st November 2023

2. Site / Property address

Westminster House, Richmond, TW9 2ND is located on Kew Road

3. Planning reference (if known)

Not known yet

4. Brief description of the work

Creation of two additional storeys of residential accommodation comprising 7no. dwellings and alteration and part conversion of the existing Class E floorspace at basement, ground, first, second, and third floor levels to provide internal access and ancillary residential floorspace with associated external refurbishment and associated development.

5. Contact details (name & mobile number)

Property Owner / Client:	Baden Prop Limited
Project Manager / Contractor	Not appointed at planning stage
Emergency Contact	Ali Khan
Person responsible for completing this document	Chetan Patel ECP Partnership Ltd, 27 Gloucester Street, London, W1N 3AX

6. Estimated Start Date and Programme Length

Estimated Start Date on site:	Approximate 6th May 2025
Programme:	16 months

LOGISTICS & SITE SETUP

7. Vehicle routing (*Please provide a description of the local routing via the nearest major A roads. Please note construction vehicles are generally expected to approach a site so it is on the left hand side, to avoid excessive manoeuvring, and to exit in forward gear. (Routing drawings should be appended to the end of this document*)

To site:

As the site will be serviced from Kew Road. Vehicles will gain access side road from North West Corner adjacent to Thames Link House as illustrated Section 7.3 of Construction Management Statement.

Away from site:

Vehicles will exist via Kew Road from North West Corner adjacent to Thames Link House as illustrated Section 7.3 of Construction Management Statement.

8. Please list any nearby Sensitive Receptors (schools, hospitals, care homes, major shopping areas, large offices, etc.) In some circumstances, the council may require permitted hours for construction vehicles to be restricted to between **09:30 and 15:00 Mon to Fri**, to avoid cumulative impacts on the highway network during peak periods, particularly where there are nearby schools. (Section 8 below)

None

9. Working hours (*no works of any kind permitted prior to 8am or after 6pm at any time*)

Site Hours:	8am to 6pm
Construction Vehicle hours:	8am to 5pm

10. Please confirm you understand and agree to the following items:

a. No more than one vehicle to attend the site at any time (*mandatory*)	**Y / ~~N~~**
b. Vehicles will not be permitted to stack outside the site or on local roads & a proper call-up procedure will be used	**Y /~~N~~**
c. Construction vehicles will not block the road (where this is unavoidable, justification must be provided in Section 20)	**Y / ~~N~~**
d. You will provide qualified Traffic Marshals to oversee vehicle movements on the public highway if required. (The minimum requirement is the possession of the Site Access Traffic Marshal qualification)	**Y /~~N~~**
e. Any signage or barriers will conform to Chapter 8 of the Traffic Signs Regulations and General Directions 2019 and NRSWA requirements	**Y /~~N~~**

11. Please describe how spoil / waste is to be removed (*vehicles must be shown on drawings*)

All waste spoil will be hiab collected and skips parked position as shown in section 8.2 of Construction Management Statement

12. If required, how will concrete be supplied to the site

a. Standard Ready-Mix vehicles (*must be included on drawings*)	**Y**
b. Bagged material delivered and mixed on site	

13. Please confirm you can maintain a clear carriageway passing width of 3.0m for other vehicles when construction vehicles are in position **Y /~~N~~**

a. If not, then in streets where there is restricted width for large construction vehicles, you will be expected to use **Narrow-Bodied Vehicles**. These are defined as having a body width -excluding wing mirrors- of 2.0m or less (*An example would be a Mitsubishi Fuso or Nissan Cabstar style, flatbed tipper truck or LWB Transit*)

14. Please describe the measures you will use to ensure pedestrians and vulnerable highway users will be protected during the works

All elevation will scaffolding and protected with debris netting, with further protection with scaffold protection fans.

15. Programme schedule and vehicles

(*Please provide a breakdown per Phase of the project, of the type, dimensions (L&W) and expected weekly number of vehicles expected to attend the site. e.g. Excavation – Tipper truck – 9m x 2.5m – 5 vehicles per week; transit van - 5m x 1.9m – 10 vehicles per week, etc.*)

PHASE	VEHICLE TYPES & DIMENSIONS	EXPECTED NUMBER PER WEEK
Pre-Construction	Transite van - 5x1.9m	3
Basement	Grab truck - 2.6m x 9.1 Ready mix concrete - 2.55x 9.2m Travis Perkins hiab wagon - 2.5x 6.8m	3 2 2
Roof Extension	Hiab crane - 3nr visits	3
Fit out	Travis Perkins hiab wagon - 2.5x 6.8m	6

16. Are there any planned exceptional loads required (i.e. crane or plant deliveries using a low-loader; mobile crane lifts; piling rigs, steel beams, etc.) Provide details and vehicle dimensions. A site setup drawing will be required, as will swept path analysis drawings where necessary

Hiab crane as per logistics plan, 2m wide 10m long

17. Will a Footway closure be required? **Y / ~~N~~**

If yes please provide a drawing showing the pedestrian diversion route and safety measures that conform to Chapter 8 of the Traffic Signs Regulations and General Directions 2019 and NRSWA requirements

18. Will a Road closure be required? **Y / ~~N~~**

If yes please provide a drawing showing the diversion route and safety measures and written/email confirmation this has been agreed with the LBRuT network management team

19. Please confirm you understand & agree to the following site protection measures **Y / ~~N~~**

a.	All road gulleys to be protected & no site waste to enter public drainage systems
b.	All vehicle engines to be switched off when on stand
c.	The public highway to be kept clean at all times during the works
d.	Any damage to the public highway will be reported immediately

20. Will you require a parking suspension? If so what length and for how long? *(a standard bay is 5m in length*)

None.

21. **DRAWINGS**. These must be CAD drawn at a minimum scale of **1:200**, show the position of vehicles and show the site in the context of its surroundings, including any street trees, lighting columns, street furniture, gulley positions, etc. Drawings must be attached or appended to this CMP document. (*Please tick which ones are included*)

a.	Site Setup, Skips, Vehicle positions etc.	
b.	Concrete Vehicle positions	
c.	Swept Path Analysis	
d.	Abnormal Loads – low loaders, cranes, etc.	
e.	Vehicle Routing	

22. ADDITIONAL DOCUMENTS - Please attach the following and tick where necessary

a.	Noise, Vibration and Dust mitigation measures statement	
b.	Additional Licences (TfL etc.)	
c.	(Other)	

23. ADDITIONAL INFORMATION (if required above**)**

APPEND DRAWINGS BELOW

Creation of two additional levels of Class C3 accommodation comprising 7no.units, conversion and excavation of the existing Class E basement and part conversion of existing floorspace at basement, ground, first, second, and third floor levels to provide internal access and ancillary residential floorspace with external alterations and associated development

Westminster House
Kew Road, Richmond, TW9 2ND