12 - 14 HILL STREET
LONDON BOROUGH OF RICHMOND
RICHMOND TW9 1TN

Change of use from Use Class E (office) to Use Class C3 (residential) to provide 1 x 3 bedroom maisonette

CONSTRUCTION MANAGEMENT PLAN
JUNE 2024 (REV A)

Heavy and Bros Limited **The Engine Room,** **18 The Power Station,** **London, SW11 8BZ**	HB HEAVY & BROS

Introduction

Heavy and Bros Limited have been engaged to make alterations to the 12/14 Hill Street in Richmond Hill for the conversion of existing office space into a single residential dwelling. Heavy and Bros Limited are a well-established London centred contractor with substantial experience in delivering this type of project and also in working in similar sensitive London locations. The works are set out in Planning Permission 23/1485/FUL dated 29 May 2024:

Change of use from Use Class E (office) to Use Class C3 (residential) to provide 1 x 3 bedroom maisonette and provision of one Air-source heat pump at first-floor level on the rear elevation and replacement windows and rooflight at the rear.

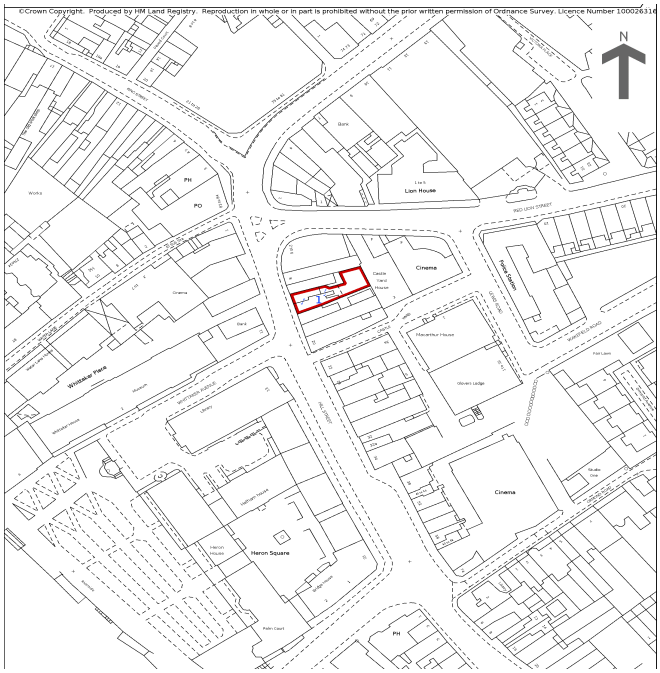
As it can be seen from the above, the proposed works are small in scale and are effectively the refurbishment of the building. Planning condition U0182121 requires a Construction Management Plan using the Council's proforma document construction_management_plan_guidance_ notes.pdf as set out below.

1. Date of this document:

June 2024 (Rev A)

2. Site / Property address:

12 - 14 Hill Street, Richmond TW9 1TN



3. Planning reference (if known)

23/1485/FUL dated 29 May 2024

4. Brief description of the work

The conversion of existing office space into a single residential dwelling. The works are small in scale and simple in nature and effectively consist of the refurbishment of the existing property.

5. Contact details (name & mobile number)

Property Owner / Client: Hoxton Studio Limited
Project Manager / Contractor: Heavy and Bros Limited 0208 156 4987
Emergency Contact : Bojidar Savkov - boj@heavyandbros.com
Person responsible for completing this document: Philip Cunningham 07903202557

6. Estimated Start Date and Programme Length

Estimated Start Date on site: September 2024
Programme: 7 Months

Phase 1 – Strip Out Works (2 months)

Walls, floors, Structural Works, Insulation, External Elevations

Phase 2 – Fit Out (5 months)

Fixtures and Fittings, Carpentry, Electrics, Plumbing, Flooring, Installations, Utilities

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:
The access to the site from the Strategic Road Network will be from Richmond Circus (Kew Road A307/Lower Richmond Road A316/Lower Mortlake Road A316 – which are all TfL Red Routes). Access will then be from The Quadrant

A307, The Square A307 (one-way), Eton Street A307 (one-way), Paradise Road A307 (one-way) and Hill Street A307.

Away from site:
The egress route will be for vehicles to continue along Hill Street then onto Richmond Hill B321 (one-way), Church Road B322, The Quadrant A307 and back onto Richmond Circus.

All construction workers and suppliers will be advised to use the TfL Freight Journey Planner (FJP) http://freightplanner.tfl.gov.uk/user/freightJourneyPlanner.php which is designed to help freight operators plan their route for a specified size of vehicle, and identify where to stop legally.

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)

The site is located in the busy Richmond shopping area.

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

Site Hours: 8am to 6pm. No work will be carried out on Sundays.
Construction Vehicle hours: 8am to 6pm (9.00am to 16.00pm for loading/unloading on Hill Street A307)

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 will be bagged and removed by hand onto vehicles. No skips will be placed on-street.

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

a. Standard Ready-Mix vehicles (must be included on drawings)
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)

Hill Street is between 6.5/7.0m wide in front of the development site with double yellow lines on both sides.(there are no No Loading/Unloading restrictions). It is acknowledged that the site is fairly close (around 15 metres) to the traffic signals at Paradise Road though there is sufficient space for other vehicles to wait and then pull out and overtake a stationary vehicle while it loads/unloads. The speed limit is 20 mph.

As the Hill Street A307 is fairly well trafficked and is also a bus route, any loading/unloading outside the property from the kerbside will only be carried out between 9.00am to 16.00pm. This should minimise disruption to general traffic, particularly during peak periods.

In order to further reduce any impacts on the free flow of traffic on Hill Street A307, it is intended to use Castle Yard for loading and unloading with access from being obtained through the lockable bollards on Hill Street A307. Sufficient space will be maintained to allow pedestrians to pass. All traffic manoeuvres and movement of materials will be controlled by banksmen. The photograph below shows the location of Castle Yard located between 20 and 22 Hill Street.

It is noted that there will be no hoardings at the site.

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

A strict delivery procedure will be followed for all loading/unloading arrangements. A designated site operative will ensure that traffic flow is maintained at all times and that any inconvenience to other road users (drivers, cyclists and pedestrians) is kept to a minimum.

All subcontractors and suppliers will be required to give 48 hours' notice of deliveries. Deliveries will be allocated time slots to ensure good control and coordination and to minimise the chance of any disruption to other road users.

The designated site operative will be responsible for the movement of materials from delivery vehicles to the site. Where necessary site operatives will control deliveries along the footway to ensure pedestrian safety is maintained at all times.

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
Strip Out	Flatbed delivery lorries (approx. size 8.5m long and 2.4m wide) Transit Van (approx. size 8.5m long and 2m wide) Pick-up truck/car (approx. size 5m long and 1.7m wide)	1 5 5
Fit Out	Flatbed delivery lorries (approx. size 6m long and 2.4m wide) Transit Van (approx. size 8.5m long and 2m wide) Pick-up truck/car (approx. size 5m long and 1.7m wide)	1 5 5

Banksmen would be present at all times during any loading/unloading activities.

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

Due to the nature and scale of the works, it is not anticipated that there will be any exceptional loads required.

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)

No parking suspension will be needed.

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)**

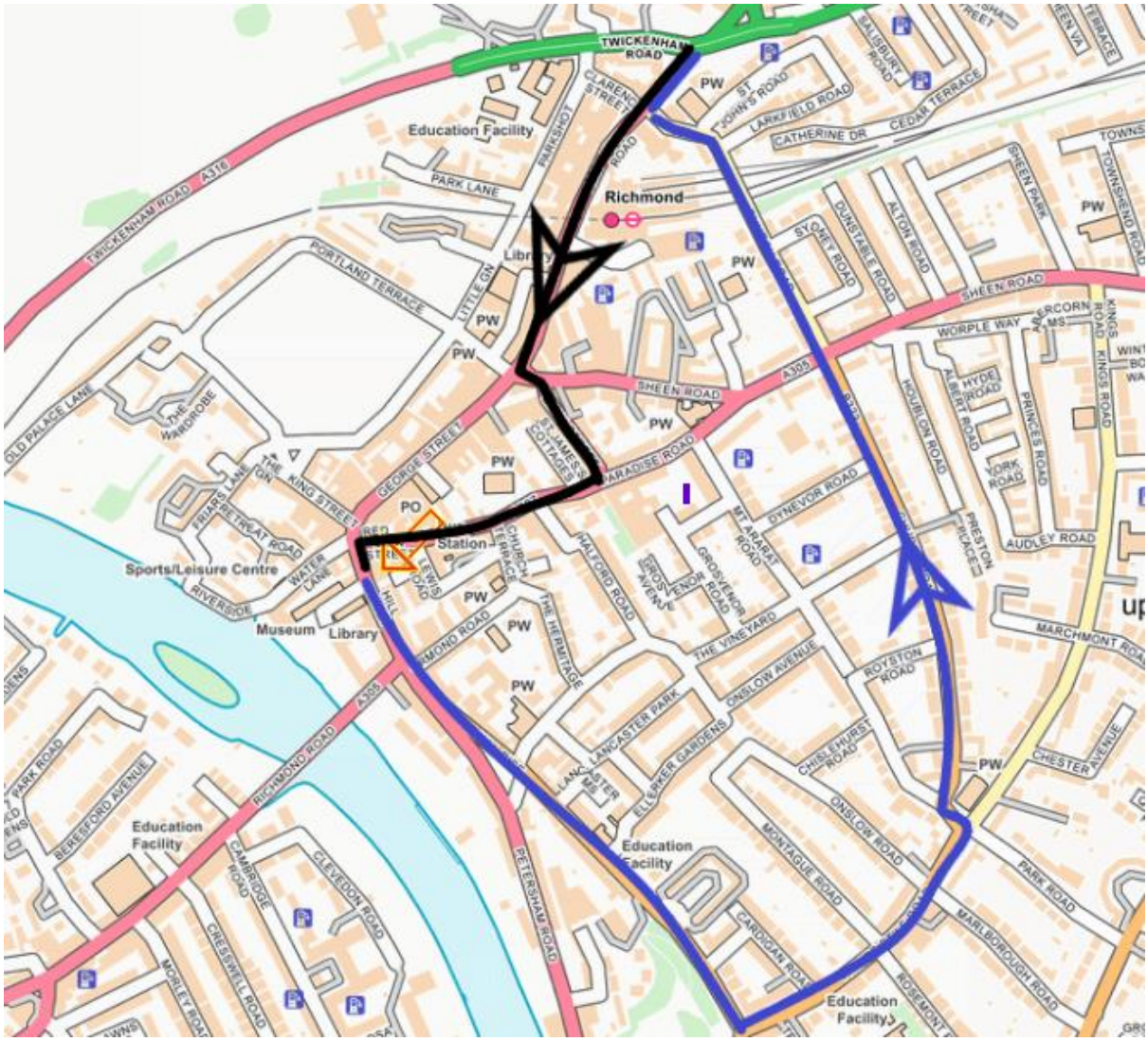
a. Site Setup, Skips, Vehicle positions etc.
b. Concrete Vehicle positions
c. Swept Path Analysis
d. Abnormal Loads – low loaders, cranes, etc.
e. Vehicle Routing √

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) Site Waste Management Plan √

23. ADDITIONAL INFORMATION (if required above)

As the construction project is relatively small, no further relevant information is felt to be required, though it is noted that a scaffold licence is likely to be required during the works to carry out treatment to facade..


TWICKENHAM ROAD
Education Facility
PARK LANE
Richmond
PORTLAND TERRACE
LITTLE GN
PW
OLD PALACE LANE
THE WARDROBE
GEORGE STREET
KING STREET
PARADISE ROAD
SHEEN ROAD
A305
ST JAMES'S COTTAGES
PO
Station
Sports/Leisure Centre
WATER LANE
RIVERSIDE
Museum
Library
HILL RISE
CHURCH TERRACE
HALFORD ROAD
THE HERMITAGE
GROSVENOR AVENUE
GROSVENOR ROAD
MT ARARAT ROAD
DYNEVOR ROAD
THE VINEYARD
ONSLOW AVENUE
LANCASTER PARK
ELEPHER GARDENS
ROYSTON ROAD
CHESTER AVENUE
CHESELHURST ROAD
ONSLOW ROAD
MONTAGUE ROAD
CARDIGAN ROAD
MARLBOROUGH ROAD
PARK ROAD
Education Facility
BEREFORD AVENUE
CAMBRIDGE ROAD
CLEVEDON ROAD
CRESSWELL ROAD
PETERSHAM ROAD
Education Facility
Education Facility
CATHERINE DR
CEDAR TERRACE
LARKFIELD ROAD
ST JOHN'S ROAD
SALISBURY ROAD
SHEEN PARK
TOWNSHEND ROAD
DUNSTABLE ROAD
ALTON ROAD
STONEY ROAD
WORPLE WAY
ARCORN MS
KINGS ROAD
HYDE ROAD
ALBERT ROAD
HOLBEIN ROAD
PRINCES ROAD
YORK ROAD
AUDLEY ROAD
PRESTON PLACE
MARCHMONT ROAD

APPENDIX A : Site Waste Management Plan

Responsibility

Name of client	
Name of principal contractor	
Name of person who drafted plan	
Notes, amendments	

Construction Project

Location (address, postcode if appropriate)	
Estimated project cost	
Notes, amendments	

Materials Resource Efficiency

Describe here any methods adopted during the conception, design and specification phase to reduce the amount of waste arising.

Method	**Resource saving (quantify if possible)**

Waste Management

Declaration

The client and principal contractor will take all reasonable steps to ensure that –

a) all waste from the site is dealt with in accordance with the waste duty of care in section 34 of the Environmental Protection Act 1990 and the Environmental Protection (Duty of Care) regulations 1991; and

b) materials will be handled efficiently and waste managed appropriately

Signatures

Waste Type	**Quantity (m³or tonnes)**							
	Re-use on-site	Re-use off-site	Recycling on-site	Recycling off-site	Other form of recovery on-site	Other form of recovery off-site	Sent to landfill	
Estimates								
Inert								
Non-hazardous								
Hazardous								
Totals (m³ or tonnes)								
Actual								
Inert								
Non-hazardous								
Hazardous								
Totals (m³ or tonnes)								
Difference between estimates and actual								

Waste Records

Date removed	Waste Type	Identity of the person removing the waste	Site the waste is being taken to and whether licensed or exempt	Waste carrier and registration number*	Confirmation of delivery

* evidence of waste carrier registration and waste transfer or hazardous waste consignment notes for each removal of waste should be provided either as part of the plan, or filed and cross-referenced

Post-Construction

[Within three months of the construction work being completed]

Confirmation

This plan has been monitored on a regular basis to ensure that work is progressing according to the plan and has been updated to record details of the actual waste management actions and waste transfers that have taken place.

Signature

	Issue	**Details**
	Explanation of any deviation from the planned arrangements	
	Waste forecasts – exceeded	
	Waste forecasts – not met	
	Cost savings achieved	

APPENDIX B : NOISE, VIBRATION AND DUST

Noise monitoring:

Noise levels from construction during the working day will be monitored against indicative 75dB action level and in line with the recommended levels in BS 5228-1: 2009 Annex E for a residential area. Noise levels will be monitored during construction as follows:

- Noise and Vibration monitoring will be carried out regularly, as well as in response to requests/complaints or any new activities that have the potential to generate significant noise.
- Checks will be made on method statements to ensure that the best practice described in the standards is being applied in the method and site activities.

Noise and Vibration Mitigation:

All hand operated tools and equipment shall be effectively silenced and will bear the manufacturers guaranteed maximum sound level generated. The recommendations made in BS 5228-1: 2009 "Code of Practice for Noise and Vibration control on Construction and Open Sites" will be specified for adoption by the contractor, and its sub-contractors.

- Any noise emitting equipment on site that is required to run continuously will be housed in a suitable acoustic enclosure.
- Machines in intermittent use will be shut down in the intervening periods between works or throttled down to a minimum.
- The use of and noise from, percussive tools with be limited as far as reasonably possible.
- All plant and machinery will be fitted with silencers and where hydraulic hammers are used they will be fitted with bafflers as per 855228-1: 2009.
- Electrically powered tools will be used as opposed to petrol/diesel powered, wherever possible.
- Care will be taken when erecting or striking scaffolds to avoid impact noise from banging steel.
- No personal audio equipment will be allowed on site e.g. radio.
- Acoustic blankets will be employed where necessary on the party wall.

Visual assessments on dust levels will be taken on a daily basis by the works manager and recorded in the site diary.

Mitigation Measures:

Best Practice Means (BPM) will be used to ensure that dust does not cause nuisance. Where dust is considered to be a risk during a specific site activity, mitigation measures will be included in the task specific method statement for the work. The controls listed in the method statement will be assessed on site to ensure they are adequately carried out and effective. The controls will be briefed to the engineers and operatives to ensure they are aware of mitigation measures and controls to be employed.

During demolition the following controls will be implemented:

- Materials will be removed from site as soon as possible for appropriate recycling and disposal.
- Drop heights will be minimised as far as possible.
- A water spray will be used to control dust.

Mitigation measures to ensure dust is kept to a minimum will include the following:

- Large stockpiles of materials will be avoided and are not anticipated due to the nature of the project
- Use dust screening where possible.
- Damping down the areas with water to suppress the dust whilst ensuring the application does not create excessive mud.
- Construction plant will be well maintained and operated to minimise emissions to air.
- Good housekeeping including the regular sweeping of floors will be maintained and debris disposed of in bags.
- Equipment and techniques such as dust extractors will be used to minimise dust when using cutters and saws.
- Portable knapsack dust suppressors will be employed on floors.
- The Environmental Advisor will brief operatives on good practice and will carry out regular inspections to ensure that BPM is employed across the project.
- Wind conditions will be taken account of when arranging activities that are likely to emitaerosols, fumes, odours and smoke.

Materials will be pre-fabricated and pre-cut off site where possible to minimise dust from cutting and grinding activities. If cutting and grinding cannot be mitigated off site then water suppressant systems and or local exhaust ventilation will be employed. In terms of our Strategy we have taken due regard of the Mayor's Best Practise Guidance on Control of Dust and Emissions.

Visual assessments on dust levels will be taken on a daily basis by the works manager and recorded in the site diary.

Dirt and dust on the public highway will be greatly restricted as no vehicles will access the site. Waste material will be transported directly onto waiting vehicles.

If conditions require, dust will be suppressed by spraying with water.

In the unlikely event of materials being deposited on the public highway, immediate action will be taken by site staff to safely remove the material. If a large spill did occur, an approved road sweeper will be hired to remove the material and clean the public highway.

As no vehicles will enter the site, no wheel washing facilities will be provided.

An initial Risk Assessment has been undertaken in line with GLA's Control of Dust and Emissions During Construction and Demolition 23 July 2014. During all phases the dust emission magnitude was deemed to be small

The Air Quality (Dust) Risk Assessment should be set out using the following four phases of development:

- Demolition
- Earthworks
- Construction
- Trackout

A site is allocated to a risk category based on two factors:

The scale and nature of the works, which determines the potential dust emission magnitude as small, medium or large.

The sensitivity of the area to dust impacts is defined as low, medium or high sensitivity.

The dust emission magnitude is small for all four stages

As the receptors are residential properties, these are classified as High sensitivity receptor

As such the Risk of Dust Impacts is Low for the Earthworks, Construction and Trackout phases.

The relevant mitigation measures from the SPG will be delivered onsite.

The Contractor will:

Take into account the impact of air quality and dust on occupational exposure standards to minimise worker exposure and breaches of air quality objectives that may occur outside the site boundary, such as by visual assessment; and keep an accurate log of complaints from the public, and the measures taken to address any complaints, where they were required.

The site is not deemed to be High Risk.

The will be no non-road mobile machinery (NRMM) on site