

Construction Management Plan

Guidance Notes

- 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 <u>enforcement</u> <u>action</u> 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 <u>skips</u>, 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) <u>Road Network (red routes)</u> or other infrastructure may require additional liaison and some licences may need to be issued through <u>TfL</u>. 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: <u>https://tfl.gov.uk/info-for/deliveries-in-london/delivering-safely</u>
- 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 <u>planning applications</u> or potential conflicts with <u>roadworks</u> or <u>road closures</u>



CMP PRO-FORMA (July 2021)

INTRODUCTION

1. Date of this document

2024-07-30

2. Site / Property address

28 Friars Stile Road TW10 6NE

3. Planning reference (if known)

24/0982/HOT

4. Brief description of the work

Demolition of the existing ground-floor rear extension and erection of a new rear extension at ground floor level.Creation of full basement with front lightwell and sunken terrace to rear. Rear dormer and 3x side and rear rooflights. Replacement of windows and slate roof to match existing.

5. Contact details (name & mobile number)

Property Owner / Client:	Darren Quigg and Irina Hemmers
Project Manager / Contractor	ADE Architecture Ltd, 020 7993 8542
Emergency Contact	Daniel Adeshile 020 7993 8542
Person responsible for completing this document	Jack Hamel, 07756 627 156

6. Estimated Start Date and Programme Length

Estimated Start Date on site: August 2024
Programme:
 14 months: -First seven months will be demolition, excavation and structural works -Last seven months will be second phase and fit, commissioning etc.



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:

All traffic will access the site from A305 in Richmond (Sheen Road) turns onto B322 Church Road continuing onto Friars Stile Road where it will stop outside No 28 as per swept path drawings and be met by site staff wearing PPE who will further direct as necessary.

Away from site:

All traffic will leave Friars Stile Road heading west onto the B321 Richmond Hill and then leave the area avoiding Richmond Park.

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)

There are two sensitive receptors further along Friars Stile Road the Maria Grey Nursey School and The Vineyard School both on the east side of the road. In addition Richmond Park and Richmond Hill are both popular tourist attractions and will be notifiable to all contractors and suppliers.

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

Site Hours: 8-6 Mon-Friday and 8-1 Saturday

Construction Vehicle hours: 09.30-15.00

Υ



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

а.	No more than one vehicle to attend the site at any time (<i>mandatory</i>)	Y
b.	Vehicles will not be permitted to stack outside the site or on local roads & a proper call-up procedure will be used	Y
C.	Construction vehicles will not block the road (where this is unavoidable, justification must be provided in Section 20)	Y
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 <u>Site Access Traffic Marshal qualification</u>)	Y
e.	Any signage or barriers will conform to <u>Chapter 8 of the Traffic Signs</u> <u>Regulations and General Directions 2019</u> and <u>NRSWA</u> requirements	Y

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

Waste and spoil will be removed using wait and loads directly outside the property.

See photographs and Swept Path Analysis

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	Y

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

Traffic Marshall and Banksmen will use portable barriers to protect pedestrians whilst site traffic is parked outside the property during deliveries and collections. The above includes Concrete Deliveries and wait and loads.



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 – $9m \ge 2.5m - 5$ vehicles per week; transit van - $5m \ge 1.9m - 10$ vehicles per week, etc.)

PHASE	VEHICLE TYPES & DIMENSIONS	EXPECTED NUMBER PER WEEK		
Site Set Up and Strip Out	Contractors Panel Van- for example Nissan Cabstar or Ford Transit Length 5.35m, width 1.97m	10 for 4 weeks		
Excavation	Skip Lorry for example Leyland DAF Length 7.1m width 2.5m	8 for 10 weeks		
Structural	Skip Lorry for example Leyland DAF Length 7.1m width 2.5m	3 for 16 weeks		
	Concrete Lorry Length 7.45m, width 2.5m	5 for 3 weeks		
Structural	Contractors Panel Van- for example Nissan Cabstar or Ford Transit Length 5.35m, width 1.97m	5 for 30 weeks		
Fit out	Contractors Panel Van- for example Nissan Cabstar or Ford Transit Length 5.35m, width 1.97m	10 for 26 weeks		
Finishing	Contractors Panel Van- for example Nissan Cabstar or Ford Transit Length 5.35m, width 1.97m	5 for 8 weeks		



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

Not Applicable as there are no circumstances envisioned when any of the above will be required.

- 17. Will a Footway closure be required? N If yes please provide a drawing showing the pedestrian diversion route and safety measures that conform to <u>Chapter 8 of the Traffic Signs Regulations and General</u> <u>Directions 2019 and NRSWA requirements</u>
- 18. Will a Road closure be required? / 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

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*)

Yes, A single bay suspension of 5 metres during the initial structural phase.

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.	Υ
b.	Concrete Vehicle positions	Y
c.	Swept Path Analysis	Y
d.	Abnormal Loads – Iow loaders, cranes, etc.	NA
e.	Vehicle Routing	Υ



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

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

23. ADDITIONAL INFORMATION (if required above)

Appendices

- Site Management Plan
- Scaled Site Layout
- Construction Traffic Management
- Scaled Swept Path Drawings for Traffic Management
- Noise & Dust Mitigation
- Site Photos



CMP PRO-FORMA (July 2021)









	3B College Mews St Ann's Hill London	Copyright of this drawing is vested in the Architect and it must not be copied or reproduced without consent. Figured dimensions only are to be taken	Project:	28 FRIARS STILE ROAD RICHMOND UPON THAMES TW10 8NE	Date 21.12.23	Revisions: REV DATE DESCRIPTIO	N	Notes:	Title: PROPOSED LOCATIO
architecture	SW18 2SJ 020 7993 8542	from this drawing. All contractors must visit the site and be responsible for taking and checking all dimensions relative to their work, ade architects tid is to be advised of any variation between drawings and site oo NOT SCALE OFF THIS DRAWING IF IN DOUBT ASK	Client:	IRINA & DARREN QUIGG	Scale at A3: _{1:1250} 1:500				
	hello@ade-architecture.co.uk www.ade-architecture.co.uk		Drawn By	/: LB	Scale at A4: -			North Point:	Drawing Number: 23980_A10P_LSLP

ION & SITE PLANS



Rev

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ade architecture

Site Management Plan including Waste Management.

Site Hoarding and Site Access.

- A secure, timber framed hoarding will be erected to the front of the property within the property boundary.
- This hoarding will be 2.4mtr high and have a secure access gate for materials and pedestrians at the front opening onto the path. This will have a secure lock and will remain closed unless there is a delivery or collection, during which it will be supervised whilst open.
- The hoarding will be painted to the Principal Contractor's (TBC) colours and will have a site noticeboard with Site Management contact details, Principal Contractor's main office contact details, emergency contact details, and any licensing from the council, such as bay suspension notices.
- The hoarding will be kept clean and regularly inspected for any dust or damaged (weather damage, for example.). Cleaning and repairs will take place promptly where necessary.
- The 'Signing In' book and interior site noticeboard will be located within the property and will contain the Signing In Book and site management details.

Site Plan including Office & Welfare.

- Please refer to the site plan beneath that shows key locations within site, including Hoarding, Front access, Waste Storage, Materials Storage and the Office and Site Welfare.
- At all times the Arboricultural method statement/design document produced by Arbor Cultural Ltd will be adhered to, for example the yew tree in the front waste storage area will be protected as per their design.
- The first phase of the project will involve undertaking the findings of the survey produced by Arbor Cultural Ltd as per their site set up.
- Only once this is finished will the Principal Contractor undertake their own Site Management Set Up.
- Pedestrian access will be through the front hoarding of the property as noted above and then the majority will be along the side passage on the south west side which will be maintained throughout the project.
- A bay suspension outside the property is noted within the Swept Path drawings for materials deliveries including a concrete lorry and waste collections.
- Waste Storage will be within the secure front hoarding area allowing easy access for collection of waste via the front hoarding.

- Plant such as the conveyor and site tools will all be stored securely within the property as required by hire company instructions or tool manufacturer's instructions.
- Materials will be stored within the property where they are to be immediately used, or within the rear garden in secure storage. This will be in line with all COSHH regulations, and storage will be weatherproofed. See Dust plan below.
- The Site office, Site Welfare and WC will be located within the property or the rear garden, this to be decided by the Principal Contractor once appointed.

Site Waste Management.

The overall design and any related sub-contractor design has three main targets within Waste Management.

- 1) **To reus**e; identify existing materials on site that may be reused as they currently are e.g. timber joists and roof tiles without any further material input.
- 2) **To recycle;** identify existing materials on site and materials that are brought to site during the works which may be recycled on site for alternative uses to which they were initially designed. This may involve the Main Contractor or Sub Contractor utilising waste materials on other projects.
- 3) **To reclaim;** identify waste materials on site which cannot be used or recycled within the building site, but which are suitable to be sent to a specialist waste reclamation company via a licenced waste handler for conversion to other useful products.

The Principal Contractor, once appointed, will be required to name the proposed Waste Handling Company and subsequently ensure the handling company has documentation showing it is licensed, and also documentation showing how waste has been collected from site and recycled once the works begin.

As noted previously, the designated waste storage area will be at the front of the property within the secure hoarding, where it will be ready for collection by Wait & Load Skip or contractor's van (noted within the swept path drawings). Waste collections will be supervised by site operatives wearing the correct PPE such as boots, Hard hat and High Viz jacket. The operatives will ensure the safety of pedestrians through the use of safety barriers and escorting of pedestrians when necessary.



- 1 Construction Exclusion Zone
- **1.1** No works will be undertaken within any Construction Exclusion Zone (CEZ). The CEZs are to be afforded protection at all times and will be protected by fencing. A protective fence shall be erected prior to the commencement of any site works e.g., before any materials or machinery are brought on site, development or the stripping of soil commences.
- **1.2** The fence shall have signs attached to it stating that this is a Construction Exclusion Zone and that NO WORKS are Permitted within the fence. The tree protection fencing may only be removed following completion of all construction works.
- **1.3** The fence is required to be sited in accordance with the Tree Protection Plan.
- 1.4 They must be constructed as per Figures 1 and 2 in BS 5837 2012 and be fit for excluding any construction activity. Any other fence or barrier used must be fit for the purpose.
- **1.5** The fencing unless otherwise agreed with the tree officer shall consist of Heras fencing panels, around 3.5m long and 2 m tall. They shall be fixed into the ground on scaffold poles driven at least 0.6 m into the ground. They shall be supported by rear struts also secured to posts driven into the ground.
- **1.6** All bolts shall be secured from inside the fencing to prevent easy removal from the outside during the construction phase.
- 1.7 Where there are existing hard surfaces, then rubber feet can be used to support the fencing, but these rubber feet shall be secured into the ground with road pins or other robust metal pins, to prevent the fencing being moved. This stall also be secured by rear struts which are also pinned into the ground.
- 1.8 All tree protection fencing shall be regarded as sacrosanct and will not be removed or altered without prior written consent of the Local Authority Tree Officer.

Figure 2 Fence Specification Hard Ground ONLY

174220 N

174240 N

Figure 3 Example of Signage on Fencing

518360 E

10

518360 E

17 Landscaping and Replacement Planting

- Trees; from the nursery to independence in the landscape, clauses 6-11. They will be planted in the following locations:
- 1 week without significant rainfall).
- the trees are in the ground.

17.6 Suggested replacement tree species

- Tibetan cherry NP01 Prunus serrula
- > NP02 *Betula pendula* Silver birch
- > NP03 Prunus cerasifera Plum
- > NP04 Acer campestre Field Maple To replace T04 when removed in the future. • *Liquidambar styraciflua* Sweetgum (Exotic alternative for T04 replacement.)

518400 E

518420 E

17.1 There shall be some replacement planting implemented to mitigate the loss of three trees. This will be undertaken once the development is completed. All replacement planting will be fully compliant with BS8545

17.2 All the replacement trees shall be extra heavy standard with a girth of 14-16cm and of a minimum height 4-4.5m at planting. They will have been formatively pruned to create a good canopy shape, so that only minimal formative pruning will be required once it has been planted. They will have good structural branching, a clear stem to 1.75-2m, a good stem taper, and a visible root flare with the planting mark clearly visible. All trees shall comply with BS8545 Trees: from nursery to independence in the landscape; Recommendations, Clauses 6-11. It is recommended to use container grown stock.

17.3 They shall be planted to the planting mark and an irrigation tube will be installed around their rooting systems to allow watering during their establishment and then on-going in any periods of drought (greater than

17.4 Organic mulch shall be placed around the base of the tree to a radius of 0.5m but ensuring that there is a small gap immediately around the base of the tree of around 100mm.

17.5 They shall be secured with a twin stake system with hessian used to secure the trees between the two stakes. These shall be removed once the tree roots have stabilised, usually after the first growing season that

Figure 3 Example of Signage on Fencing

Construction Traffic Management & Associated Communication.

Please refer to Points 7, 8 & 9 within Richmond Council's CMP template above.

Please also refer to the Swept Path Analysis drawings further below for:

- Concrete Mixer.
- Skip Lorry.
- Contractor's Delivery Van.

Vehicle Routing to site including Holding Area:

As mentioned in Point 7 of the Richmond Council's template further above, Traffic Routing to site will be as follows:

- The Contractor will operate a 'Call Off' system only, meaning that vehicles for deliveries or collections will only arrive at site once they have been requested by the site manager.
- Only one vehicle will arrive on site at a time to mitigate against queues and against the immediate site becoming dangerous to pedestrians because of multiple delivery/collection vehicles.
- Delivery and collection companies will be advised on holding areas located outside of the borough, specifically to avoid bridges and Richmond town centre. For example Cobham, Fleet and Heston services for any traffic coming along the M25, M3 and M4. Local traffic will be held in their respective supply depots until called off by the Site Manager.
- Traffic will travel through along the A305 'Sheen Road' from the East (Putney/Roehampton).
- It will turn onto the B322 'Church Road', and travel up the hill, leading on to Friars Stile Road.
- Traffic will be met outside site by operatives in appropriate PPE who will guide larger vehicles into the suspended bays outside the property as per the Swept Path Analysis.
- Smaller vehicles will be guided into the property's own driveway as per the Swept Path Analysis. Space prevents vehicles entering and exiting in forward gear. Therefore vehicles will reverse into site under supervision, but will leave in forward gear.

Vehicle Routing away from site:

As mentioned in Point 7 of the Richmond Council template further above, Traffic Routing away from site will be as follows:

- The vehicle will be checked to ensure the load is secure, or in the case of Skip lorries, that the skip is secure and under a tarpaulin to prevent egress of dust. This will be undertaken by the driver.
- Under the guidance of site operatives wearing appropriate PPE, vehicles will be guided out of the driveway or out of the parking suspensions in 1st gear moving forwards.
- Traffic will continue westwards on Friars Stile Road, leading towards the B321 Richmond Hill.
- All Traffic will avoid Richmond Park.

Communication:

- As noted, vehicles will operate on a 'Call Off' to site system.
- This means that no vehicle will come to site until requested.
- Until then, the vehicle will remain either in the holding area outside the area of Richmond, or it will remain in its own depot.
- The Site Manager or appointed operative will call to request the delivery or collection, and a specific time will be agreed to suit both parties.
- Because of the sensitive receptors as noted in Point 8 of Richmond Council's CMP template above, deliveries and collections will be between 09:30 and 15:00 only.

Pedestrian & Operative Safety:

- Pedestrian safety will always take precedence over deliveries.
- Therefore, for larger deliveries and collections there will be bay suspensions towards the front of the property as noted in the Swept Path analysis.
- This will ensure that larger vehicles do not need to cross the pedestrian path.
- Operatives will wear PPE including boots and high viz jackets to make themselves visible to drivers and pedestrians.
- Temporary barriers will be used to warn pedestrians of deliveries.
- If pedestrians do require 'passage', the delivery will stop, or of this is deemed unsafe, pedestrians will be guided across the street.

Noise & Dust Mitigation.

The client is committed to ensuring that the requirements on noise and vibration mitigation are met as best practicable and in conjunction with health and safety law, and the main contractor appointed will be expected to adhere to these conditions.

The following procedures will be in place:

- Richmond Council permitted working hours will be observed at all times.
- Where practicable, hand tools will be used to perform tasks to avoid noise from power tools.
- Where power tools have to be used, they will be 110v electrically operated, or they will be battery operated and only used during high impact hours.
- A conveyor for basement works will be electric and installed by a professional conveyor company to ensure minimum disturbance to neighbours.
- A mechanical digger will be used to move spoil around and accelerate the program thereby lessening the period over which dust may be produced.
- Where works to the party are to take place, neighbours will be warned in advance of these works with a letter as detailed before, and if necessary, timings of works fixed at certain times (I.e., works to party wall only 9am-noon if a neighbour has specific requirements)
- No loud radios will be allowed on site.
- Operatives will be inducted to site, so they understand these requirements.

Dust Mitigation and Air Quality.

The client is committed to ensuring that the best practice requirements on Dust mitigation and Air Quality are met as best practicable and in conjunction with health and safety law. The appointed main contractor will be expected to adhere to these conditions.

Dust mitigation and air quality measures on site will include:

- The requirement to wear PPE where dust is created, including mask and goggles.
- The use of hand tools where possible to perform tasks.
- The use of dust extractors on power tools that may create dust.

- A 'Wetting Down' procedure of materials where required.
- The storage of waste materials within rubble sacks before being taken to a skip to ensure no escape of dust.
- The safe and correct storage of materials on site as per manufacturer's instructions.
- Cleaning and sweeping of site on a regular basis by attendant site labourer.
- There will be wheel washing facilities on site even though for the majority of the project no wheeled vehicles will be required to enter and leave the site.
- Face Fit Dust Masks will be worn on site.
- Windows will be installed as soon as is practicable to contain the dust within the property.
- Risk Assessments, Method Statements and Tool Box Talks will be provided by the Principal Contractor to cover topics such as Noise, Dust and Vibration.

The risk of noise and vibration is low and mechanical aids and procedures are in place to reduce this risk. Noisy activities will be restricted to the working hours on site and hand tools have been selected for low vibration magnitudes and exposure limits have been assessed using the Vibration Ready Reckoner where available.

<u>Noise</u>

The lower exposure action values are

- 80 dB(A) LEP,d or 80 dB(A) LEP,w i.e. a daily or weekly personal noise exposure of 80 dB(A); and
- 135 dB(C) *L*Cpeak i.e. a peak sound pressure level of 135 dB(C).

The upper exposure action values are

- 85 dB(A) LEP,d or 85 dB(A) LEP,w i.e. a daily or weekly personal noise exposure of 85 dB(A)
- 137 dB(C) LCpeak i.e. a peak sound pressure of 137 dB(C).

The exposure limit values are

- 87 dB(A) LEP,d or 87 dB(A) LEP,w i.e. a daily or weekly personal noise exposure of 87Db (A); i.e.
- 140 dB(C) *L*Cpeak i.e. a peak sound pressure of 140 dB(C).

<u>Vibration</u>

• Exposure action value of 2.5 m/s² A(8) at which level will introduce technical and organisational measures to reduce exposure.

Exposure limit value of 5.0 $m/s^2 A(8)$ which will not be exceeded by the Contractor.

28 Friars Stile Road – Photos.

The above photo shows Friars Stile Road in the direction leading from Richmond. Traffic will arrive from this direction, pulling up at the site that is located out of view towards the right of this photo to be met by site operatives.

The above photo shows the site from the opposite site of the road. The car towards the left is within the proposed parking bay that will be suspended. There is a yellow line in front of the property's driveway. The driveway has ample room for storage. The hoarding will be constructed here at 2.4mtr high with the main contractor's details and paint/company colours. The access will be securely locked at all times unless there are deliveries or collections, in which case there will supervision.

The above photo shows Friars Stile Road looking towards Richmond Hill. Traffic will leave site and drive towards Richmond Hill, leaving the area whilst being mindful that Richmond Hill and Richmond Park are nearby, and should be considered 'Sensitive Receptors'.

The above photo shows the parking restrictions immediately outside the property. Bay suspensions will be applied for via Richmond Council.

The above photo shows the nearest Fire Hydrant for LFB reference on the opposite side of the road to the property.

The above photo shows Friars Stile Road looking towards the bay that will be suspended, the single yellow line outside the property, and the property location on the left hand side just out of photo.