



20th January 2025

London Borough of Richmond upon Thames
Civic Centre,
44 York Street
Twickenham
TW1 3BZ

FOA:

Jack Davies (jack.davies@richmondandwandsworth.gov.uk)
Conservation Officer

Dear Jack,

13 Hill Rise, Richmond, TW10 6UQ - Cover letter to discharge condition U0132477: Construction Management Plan (21/3118/FUL)

The following covering note is to accompany a full discharge of condition following a grant of Planning Permission **21/3118/FUL** for “*Change of use from Class E (formerly A1 with extant A3 permission) to Sui Generis (formerly A4) use including a new shop front and external alterations and installation of a new mechanical plant*” dated 15 July 2022.

Condition **U0132477**: Construction Management Plan of 21/3118/FUL as follows:

Construction Management Plan

No development shall take place, including any works of demolition, until a detailed Construction Management Plan (to include any demolition works) using the Council's proforma document (https://www.richmond.gov.uk/media/22165/construction_management_plan_guidance_notes.pdf) has been submitted to and approved in writing by the Local Planning Authority. The development shall not be implemented other than in accordance with the approved plan.

The Statement shall detail:

- 1. Contact details, including a 24hr emergency contact (details of which shall be displayed on any hoarding / security fencing)*
- 2. Programme length and phasing*
- 3. The number, type and dimensions of vehicles required*
- 4. Vehicle routing*
- 5. Details of holding areas for construction traffic and communication strategy for their arrival*
- 6. Methods of spoil removal and concrete supply*
- 7. Details and location where plant and materials will be loaded and unloaded*
- 8. Security hoarding and maintenance of such*

9. *Site setup drawings showing the position of vehicles, skips, concrete supply, etc. at a minimum scale of 1:200, showing the site in context of the surrounding highway and neighbouring properties*
10. *On classified roads generally, vehicles will be expected to enter and exit the site in forward gear. Swept Path Analysis drawings will be required to demonstrate this*
11. *Details of how the safety of highway users and vulnerable pedestrians will be managed*
12. *Details of how access to neighbouring properties will be maintained*
13. *Details of how any trees and street furniture (i.e. lighting columns, communications cabinets, bollards, etc.) are to be protected during the works*
14. *Details of any required footway and/or road closures, or highway licences*
15. *Any necessary parking suspension details*
16. *Details of any wheel-washing facilities, if required*
17. *Details of measures that will be applied to control the emission of noise, vibration and dust including working hours. This should follow Best Practice detailed within BS 5228-1:2009+A1:2014, Code of Practice for Noise and Vibration Control on Construction and Open Sites; as well as for dust control: COSHH 2002 (as amended 2020), The London Plan 2021 Policy SI-1-D and HSE Construction Information Sheet CIS36*
18. *Where applicable, the Construction Management Statement should be written in conjunction with the Arboricultural Method Statement, and in accordance with British Standard BS 5837:2012 'Trees in relation to design, demolition and construction - recommendations', in particular section 5.5, 6.1, 6.2, 6.3 and 7.*

The Client's Contractor (Unique Design & Build) for proposed shell and core works at the subject site has prepared the required Construction Management Plan as requested as per planning condition and via the council proforma document. Please find the document appended to this cover letter and included separately in the planning portal submission.

We are satisfied that we have provided all the information needed to discharge the pre-commencement condition. We trust the above and enclosed is acceptable, but should you require any further information or clarification please do not hesitate to contact us.

Yours sincerely,



John Mullankuzhy
MArch, MSc, BA(Hons)
On behalf of Heritage Architecture Ltd.

Appendix 1 – 13 Hill Rise, Construction Management Plan

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](#)

INTRODUCTION

1. Date of this document

10/01/2025

2. Site / Property address

13 Hill Rise, Richmond, TW10 6UQ

3. Planning reference (if known)

21/3118/FUL

4. Brief description of the work

New shop front, external alterations and installation of a new mechanical plant.

5. Contact details (name & mobile number)

Property Owner / Client:	Aidan Gibson - 07832 292487
Project Manager / Contractor	Maaian Chavez - 07415 669028 Emmet Keane - 07852 120304
Emergency Contact	Aidan Gibson - 07832 292487 Maaian Chavez - 07415 669028
Person responsible for completing this document	Emmet Keane - 07852 120304

6. Estimated Start Date and Programme Length

Estimated Start Date on site:
21st January 2025

Programme:
Project Duration: 19 weeks
Project end date: 26th May 2025 (Approximately)

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:

Access to the site will be directly off Hill Rise which is located off the A307, a two way access road connecting South West London and North West Surrey. The surrounding restaurants located on both sides of the site are expected to be in use throughout the duration of the works. There are double yellow lines directly ahead of the proposed site, with specific signage to indicate that there is no stopping or loading at any time.

Away from site:

There is however a small loading bay located on the opposite side of Hill Rise, slightly further ahead the road. This bay is likely to be shared amongst many users (due to its location at the centre of a commercial district). Extreme care is to be exercised when crossing through pedestrianised areas during the construction works, particularly when crossing the A307 for the loading/unloading of materials and waste.

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 closest school is over 300m up richmand hill on Ellerke Gardens. There are no sensitive receptors located in close proximity to the site.

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

Site Hours: Working hours are Monday to Friday 08.00am to 16.30hrs

Construction Vehicle hours: n/a

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

a. No more than one vehicle to attend the site at any time (<i>mandatory</i>)	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> Y / N
c. Construction vehicles will not block the road (where this is unavoidable, justification must be provided in Section 20)	<input checked="" type="checkbox"/> 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)	<input checked="" type="checkbox"/> Y / N
e. Any signage or barriers will conform to Chapter 8 of the Traffic Signs Regulations and General Directions 2019 and NRSWA requirements	<input checked="" type="checkbox"/> Y / N

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

Waste collections are to be made from the loading bay located on the opposite side of Hill Rise, slightly further ahead the road. Extreme care is to be taken when crossing through pedestrianised areas, particularly when using the zebra crossing on the A307.

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

a. Standard Ready-Mix vehicles (<i>must be included on drawings</i>)	
b. Bagged material delivered and mixed on site	x

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

To ensure pedestrian safety a banks man/security operative will patrol access and egress from site. The site entrance will remain securely closed while workers are on site and locked securely over night.

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
n/a	n/a	n/a

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

No exceptional loads are foreseen for the duration of the works.

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 required for the duration of the works.

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, gully 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

