

CONSTRUCTION MANAGEMENT PLAN

REDEVELOPMENT OF CECIL FRANCIS BUSINESS PARK



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1. Introduction

1.1. **Objectives**

The purpose of the Construction Management Plan (CMP) is to outline the approach to managing the demolition and re-construction works for Cecil Francis Business Park. This document includes specific comment on site establishment, logistics and the process of managing the overall environment surrounding the site. It will also ensure that the works cause minimum disruption to the adjacent residents whilst also providing a safe working and living environment.

The contents of the CMP will form part of the development plan to be agreed with South Holland District Council. The plan will be constantly reviewed and any changes and or improvements agreed with the Council will be added and the plan revised and re-issued.

These proposals are to enable third parties to understand the nature of the works and the various construction activities associated with the redevelopment.

The information provided in this document is an overview of the key project activities at the site. Generic statements herein will be further developed into plans, procedures and detailed method statements as the project develops. This Plan is to inform interested parties. It will be used as the background for the detailed construction method and risk assessments and will be included in all specialist trade contractor portions of the works.

1.2. **Site Description**

The relatively small 0.6 acre site is located on Bear Lane in Pinchbeck and is currently used as offices and storage. All leases on the site terminate in November 2023. The extinguishing of the commercial elements on the site means the applicant will no longer receive rent. As such, the applicant is heavily incentivised to complete the development quickly.

The commercial activities generate noise 24 hours a day which has led to complaints. The building site will only run during the day time on weekdays and Saturdays, which will be a considerable improvement for the surrounding residents (see section 3.5 for detailed site working hours).

The three immediate properties surrounding the developments are in the ownership of the applicant's family. This allows for multiple different access points to the site as described in Appendix A, and will ensure the residential amenity / environment is suitably protected throughout the project.

Above all, this is a small, infill residential site with an expectation of only two or three operatives working on the site at any time.

The site has been owned by the same local family for over 100 years and the family lives neighbouring the site. It is in their interests therefore that the site is managed well and the redevelopment delivered in a timely manner.

1.3. **Roles and Responsibilities**

The applicant will act as the main contractor taking on responsibility for the site. This will include CDM regulations, material ordering and the management of sub-contractors.

The applicant (Andy Bowser) has worked in building management and construction for 25 years and has won a Build In Quality Award from South Holland District Council for best Commercial Buildings in 2006 (see Appendix B, note Monograms Property Limited won the award but has the same directors as Cecil Francis Limited; the applicant).

The applicant also delivered the construction of the South Lincolnshire Crematorium which opened in 2013. This complex construction project was also shortlisted for a regional building award.

When the site hoarding is erected a notice clearly displaying the contact details of the site manager will be displayed.

1.4. **Project Phasing**

Phase 1 - Conversion of the existing Victorian barn from an office to a house. These works require no demolition or new foundations and can begin immediately (the tenant has vacated already). These works are internal to the building and relatively minor so not disturbing the ongoing use of the commercial yard. The converted building will not be occupied until phase 2 is completed.

Phase 2 - Demolition of the remaining buildings on the site by a specialist contractor. This will commence in December 2023 when the last tenant lease finishes and the services to the site have been disconnected. This will be subject to Section 80 Demolition Notice and a separate Demolition Method Statement.

Phase 3 - Ground works by an appointed general builder, including removal of crushed hardcore from the site, highways connections, new foundations, new services and the bringing in of top soil for the gardens.

Phase 4 - Construction of the new dwellings by subcontractors. At this point the site will be tidy and free of loose materials. These three dwellings will be built simultaneously.

2. Proposed Site Works

2.1. **Preliminary Program**

Phase 1 - Conversion will begin in January 2023 and will be completed in November 2023. The converted barn will be sold in January 2024.

Phase 2 - Demolition will begin in December 2023 and will be completed in two weeks.

Phase 3 - Ground works will begin in January 2024 and will take approximately four months.

Phase 4 - Construction will begin in June 2024 with a predicted completion of March 2025.

2.2. **Site Setup**

Prior to commencement of Phase 2 Works on site, the following items will be carried out.

- Install Tree protection fencing as detailed on planning drawings
- Erection of full herras fencing to enclose site
- Installation of site office and welfare facilities
- Installation of temporary car park for construction operatives and visitors
- Demarcation and segregation of storage areas on site

The site set up for the all the phases is attached in Appendix A

2.3. **Demolition**

Once the items included in section 2.2 are completed, demolition works can commence. The demolition will be conducted by a specialised, local contractor who has already quoted for the work.

Materials will be removed from site as the works proceed (via the existing site access on to Bear Lane) and we do not propose to stockpile demolition materials on site other than those used to form the base of the new driveways (crushed concrete). The concrete will be crushed and stored within the confines of the site. The materials will then be moved for use in the new driveways as required during construction of Phase 3 Groundworks.

All piles of materials will be kept more than 5m from neighbouring properties to ensure surface water run off issues are avoided. It should be noted the site is free draining according to the BRE 365 percolation testing already conducted, meaning no further measures are needed to manage surface water during the construction phases.

A detailed Demolition Method Statement will be prepared by the demolition contractor and a Section 80 Demolition Notice will be submitted prior to commencement of the demolition works.

2.4. **Groundworks**

The groundworks comprise the following,

- Forming of three new highways accesses
- Running of ducts for new services
- Foundations
- Foul drainage
- Oversite
- Laying of sub floors and final garage floors
- Construction of new soakways
- Importing of top soil for gardens

Traditional strip foundations will be used (as opposed to piling) to minimise the noise to surrounding neighbours.

2.5. **Construction**

The main construction works comprise the following,

- Brick and block work
- Roofing
- Fenestration
- Interior fit out
- Landscaping including fencing

The works as described above will all take place within the confines of the site hoarding.

2.6. **Material Distribution**

In order to effectively serve the project, the following plan with regards material distribution and storage will be implemented.

As far as practicable we will implement just in time deliveries supported by Turnbulls, a local builders merchants who we work closely with. There will be a modest material storage facility as shown in Appendix A. There will be access around the site for a small, all terrain forklift to distribute materials as required. Crushed concrete will be stored within the confines of the site until such time it is required for the new driveways.

3. Construction Management Action Plan

The following sections outline the key elements for consideration. This document demonstrates our commitment to manage, control and where possible mitigate our impact on the local community and infrastructure. Many of the issues identified will be further developed and dealt with in our more detailed site based method statements. Method statements will be prepared and agreed for all major site operations in advance of the relevant works commencing. This will be particularly important for demolition works.

3.1. **Communication**

The site is isolated from immediate neighbours via high walls however there are nearby properties that will be affected by the construction works. Maintaining good neighbourly relations is assisted greatly by good communication and by keeping third parties regularly informed of site activities likely to impact on adjoining residents. The applicant will listen to reasonable concerns and by demonstrating a considerate and professional approach will maintain a well-balanced relationship. The applicant will engage with the community to discuss any concerns raised in an open and collaborative manner. Appropriate signage and information boards will be displayed on all site hoardings.

It is worth noting that every neighbour is already known to the applicant and has his mobile phone number!

3.2. **Site Establishment**

A hoarding will be erected enclosing the site and segregating the works. The hoarding will be a heras fence correctly secured and kept in a clean and tidy condition throughout the works. A site office and welfare facilities will be established nearby to the site on the grounds of Paddock House.

Parking for Contractors, Sub-Contractors and all other vehicles visiting the site will be restricted solely to the area of the site as indicated in Appendix A. Parking of Contractors' vehicles will not be permitted on Bear Lane. For phase 2 onwards, a car park will be established at Paddock House, a neighbouring property in the applicant's ownership with a direct walking access route to the site. This will limit vehicle movements on Bear Lane until the highways accesses are formed.

3.3. **Access**

Access to the site will be through purpose made secure gates which will be managed by a Traffic Marshall.

3.4. **Traffic Management**

Deliveries will be managed on a 'just-in-time' basis. Deliveries will be carefully planned, pre-booked and managed on site to ensure no back up of vehicles and timed to minimise disruption to neighbours. A log of all construction vehicle movements to and from the site will be kept in order to monitor them closely

All deliveries to site will be undertaken with full regard to:

- Reduction and control of plant movements
- Reversing vehicles directed by a Competent Person
- Pedestrian and vehicle directional signage – suitable barriers will be erected when deliveries arrive to prevent pedestrians accessing the unloading area
- Mobile plant will only be operated by a Competent Person with a Banks Person in attendance to direct movements
- No vehicles will be allowed to reverse into or out of the site except under the supervision of a Banks Person

It is worth noting we are expecting only one delivery a week, a vast reduction in the traffic that the commercial yard creates currently.

3.5. Working Hours

Working hours will be 07.30 – 17.00 Monday to Friday and 07.30 – 13.00 Saturdays. No working on public holidays or outside the above stated hours to be undertaken without prior written approval.

3.6. Fire and Emergency Procedures

Contact names and telephone numbers will be made available in case of out of hour's emergencies relating to the site. This information will be displayed on the hoarding. The applicant will implement procedures to protect the site from fire, which will include the following:

- a site Fire Safety Co-ordinator will be appointed to assess the degree of fire risk and formulate a Site Fire Safety Plan, which will be updated as necessary as the works progress and will also include the following:
 - Hot Work Permit regime.
 - Installation of the site firefighting equipment e.g. establishing fire points and installing and maintaining fire extinguishers etc.
 - Evacuation alarm.
 - Material storage and waste control.
 - Fire Brigade access

3.7. Health and Safety

A Construction Health and Safety Plan will be prepared for the works in accordance with the CDM Regulations. Risk Assessments will be developed and agreed. Sub-contractor's detailed method statements will also be produced and safe methods of work established for each element of the works.

Site inductions will be held for all new site personnel to establish the site rules and to enforce safety procedures. All site personnel will be required to read the emergency procedures when signing in for the first time, and sign to the effect that they have read the procedures. These will include any relevant neighbourly issues.

3.8. Good Housekeeping

The site will be kept in a clean and safe condition. The areas adjacent to the site will be regularly inspected and any rubbish or litter removed. Adjacent roads and pavements will be kept clean. Road sweepers will be utilised periodically to maintain suitable appearance. Perimeter hoardings will be repainted from time to time and will be kept in a neat and tidy condition.

Offloading will generally be direct from vehicles onto the site. Materials will not be stored outside the site footprint enclosed by the hoarding.

Waste and rubbish will be regularly removed from site and not allowed to accumulate so as to cause a safety or fire hazard. Activities that have the potential to cause dust will be carefully monitored and dust reduction methods employed. This will include water spray, dust abstraction and localised screening where appropriate. Welfare facilities will be provided on site. Site operatives will not be allowed to congregate or loiter on the footpaths or grounds adjacent to the site.

All plant leaving the site will be wheel washed (should it be required) using the water provided from the welfare cabin hosepipe.

3.9. Waste and Materials Management

A site waste management plan will be prepared prior to the works commencing. All waste materials will be removed from site by a licensed waste contractor. All waste from this site will be dealt with in accordance with the waste duty of care in section 34 of the Environmental Protection (Duty of Care) Regulations 1991 (b); and materials will be handled efficiently and waste managed appropriately.

We aim to minimise waste and to recycle as much material as possible. Due to the limited space on site, waste will generally be sorted for recycling at the waste transfer station. This element of the works will be carried out by one of our licensed sub-contractors specialising in waste management.

3.10. Dust, Noise and Vibration

Dust: The following measures will be considered as appropriate to mitigate the impact of dust due to the construction activities:

- Solid barriers could be erected around specific work areas to minimise the impact of construction activities
- There will no on-site bonfires
- Site set-up to be planned to ensure (where possible) dust creating activities are located away from sensitive areas
- Demolition activities will use water as a dust suppressant
- Adjacent road surfaces will be frequently swept to keep them clean
- All loads entering and leaving the site will be covered where appropriate

- All non-road mobile machinery will utilise ultra-low sulphur tax exempt diesel, where available
- All road vehicles will be requested to comply with set emission standards
- Cutting equipment will use water as suppressant or have a local exhaust ventilation system
- Skips will be securely covered

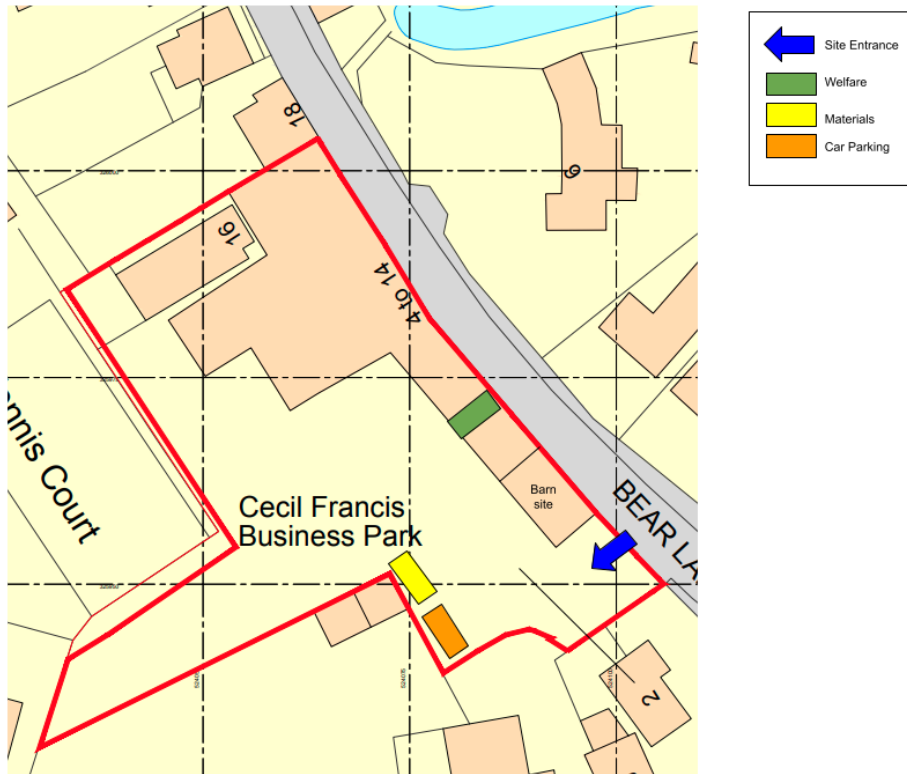
Noise and Vibration: We are fully aware of the sensitivities of those occupying the adjacent properties to noise.

All reasonable steps will be taken to minimise any disruption to adjacent occupiers by noisy activities. When it is necessary to carry out noisy activities, these will be identified well in advance and timing agreed prior to commencement.

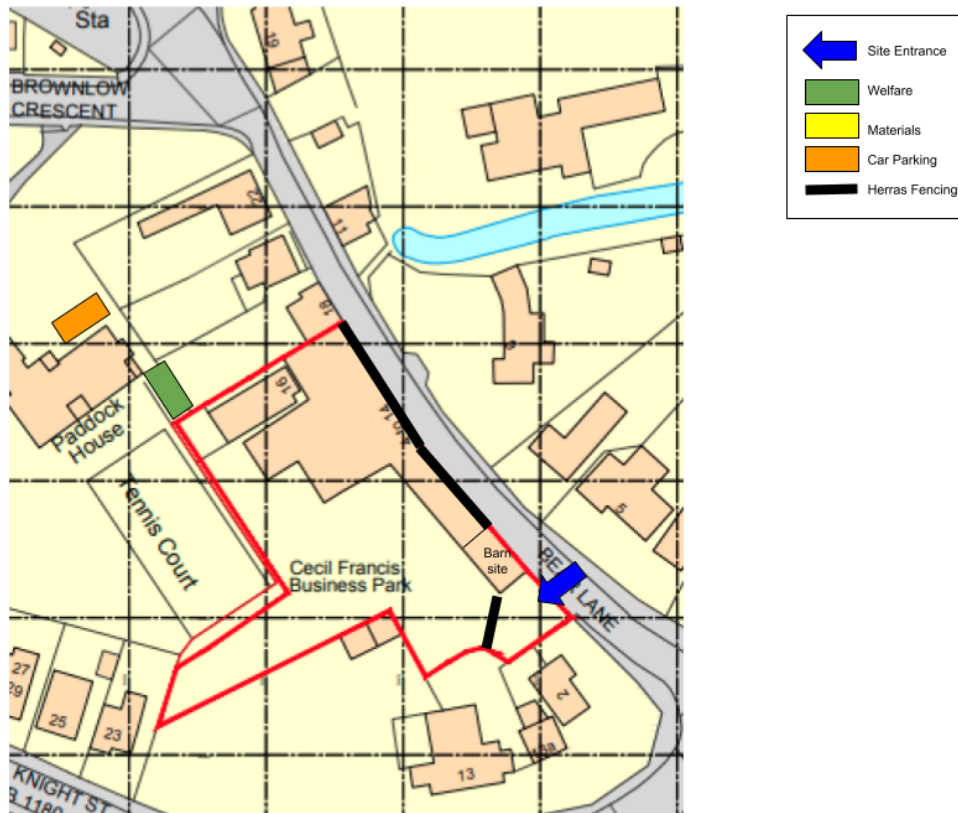
Noisy works will be restricted to between 08.30 – 16.00 Monday to Friday. Operatives working in noisy areas will be monitored to ensure they are wearing the necessary protective equipment and that they are not exceeding their permitted exposure periods. Electrically operated plant and tools will be used where practical.

Appendix A : Site Setup Plans

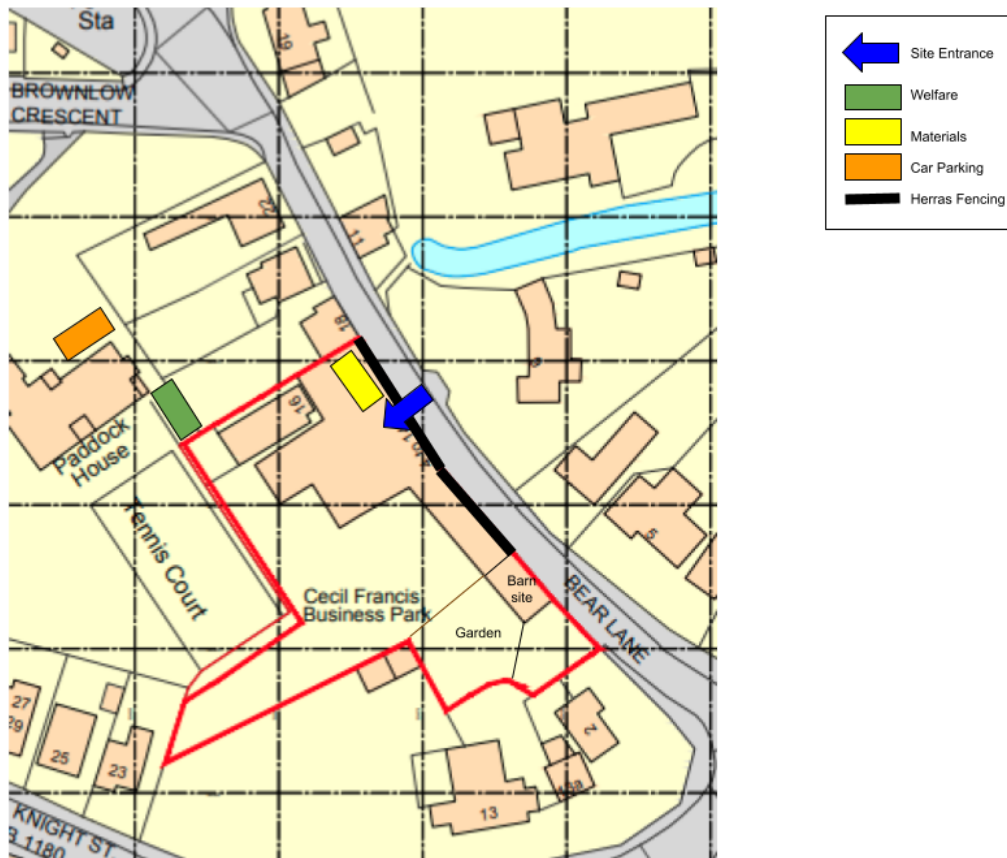
Phase 1 *Barn Conversion*



Phase 2 *Demolition*



Phase 3 & 4 *Ground Works, Construction*







Recognition for Pride in Works



This is to certify that

Monograms Property Ltd

has been acknowledged as
highly commended in the category of
Conversion/Alterations/Windows

for the site at

3-5 Westhorpe Road, Gosberton

for the

Built-in Quality Awards

2006/07

Presented by South Holland District Council

Steve Williams
Head of Planning & Development

Phil Adams
Building Control Manager