

Construction Environmental Management Plan 5463

Inclusive of the environmental management statement

Project Description:

Alterations to existing hotel and fenestrations to create a business hub (office use)
providing offices for rent.

Site:

Manor Hotel Hever Court Road Gravesend Kent DA12 5UQ
February 2024

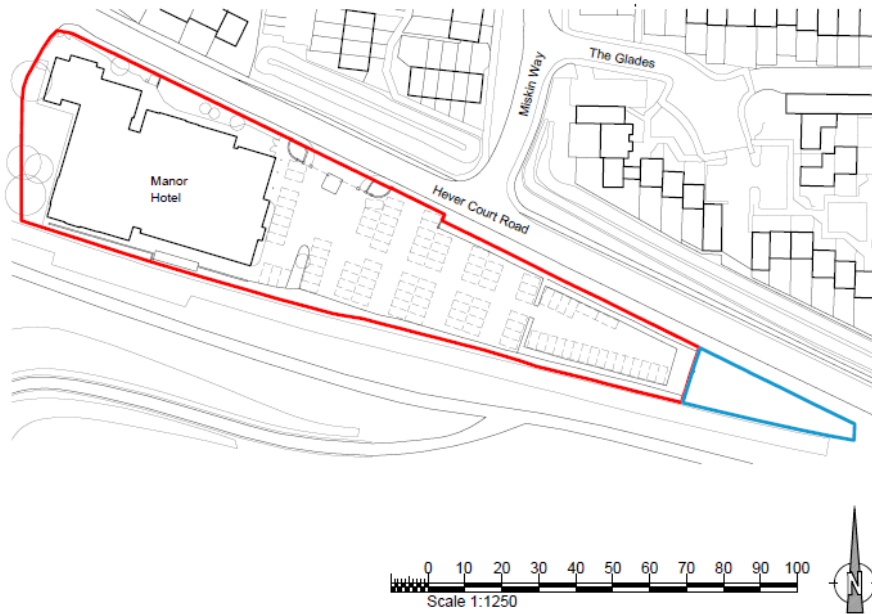


Fig 001 existing site plan

CONSTRUCTION MANAGEMENT PLAN,

Construction Management Plan – Contents:

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1. INTRODUCTION

The Manor Hotel is situated on the south side of Hever Court Road near the junction with Miskin Way.

To the north of Hever Court Road lies the residential suburb of Singlewell. Immediately to the south is a public bridleway and area of green landscaping, and beyond that the A2. To the east, Hever Court Road joins the A2 via the roundabout at Valley Drive / Nells Café. To the west lies a Premier Inn (hotel), The George (pub).

The site occupies approximately 0.68 ha and includes The Manor Hotel, car park and overspill gravel car park.

There is a single point of access for vehicles and pedestrians from Hever Court Road, with 2 pedestrian gates and a central island with 2 entrance barriers for vehicular access (in/out). The speed limit on this part of Hever Court Road has recently been reduced from 40mph to 30mph.



Fig 002 - aerial view showing the manor hotel (centre) with car park and overspill car park to the east



Fig 003 - street view showing the manor hotel from Hever Court road looking west

The Proposal includes alterations to the existing hotel to provide a business hub (office use) providing offices for rent.

This statement should be read in conjunction with the drawings submitted by DAC Architects:

With regard to this project the contractor will register and comply with the requirements of the Considerate Constructors Scheme for the duration of the project. The will be carried out in accordance with the Considerate Constructors Scheme and in such a way as to minimise the impact on the local environment and amenities. Materials will be re-cycled wherever possible. A contact board will be displayed outside the site providing contact details. This will include names and telephone numbers of key construction staff that neighbours and the general public can contact should they have cause to do so. A complaints / contact book will be kept on site, which will be used to record details of any complaints. This will include the name of the person making the complaint, the date, time and nature of the complaint and the

action necessary to resolve the complaint. The complaints book will be regularly reviewed to ensure that any complaints are dealt with and resolved promptly.

2. OBJECTIVES OF THE PLAN

The purpose of the Construction Management Plan is to outline the approach of managing construction works. This document includes specific comment on site establishment, logistics and the process of managing the overall environment. It will also ensure that the works cause the minimum disruption to existing users of the hotel and provide a safe working and living environment whilst the construction programme is underway.

The contents of the construction management plan will be agreed via the approval of condition 4. Which reads thus:

No development shall take place until a comprehensive Construction Environmental Management Plan (CEMP) has been submitted to and approved in writing by the Local Planning Authority. The document shall be based on the submitted plans and details and cover all environmental impacts from the clearance and construction phases of this development including details of the following, as well as any other measures deemed reasonably necessary:

- (a) Routing of construction and delivery vehicles to / from site.*
- (b) Parking and turning areas for construction and delivery vehicles and site personnel, which may require supporting vehicle tracking/swept paths.*
- (c) Timing of deliveries, avoiding network and school peaks where possible.*
- (d) Provision of wheel washing facilities.*
- (e) Measures to prevent the discharge of surface water onto the highway.*
- (f) Temporary traffic management / signage.*

Development shall be carried out in accordance with the approved document.

Reason

The plan will be constantly reviewed and any changes and or improvements will be added and agreed with the Council and the plan revised and re-issued if necessary.

These proposals are to enable third parties to understand the nature of the works and the various construction activities associated with the development. Liaison with the neighbours and interested parties will continue throughout the project, as information is updated and as the project develops.

3. PRELIMINARY PROGRAMME

The project consists of the following phases:

Phase 1 – Site Establishment

Phase 2 - Construction phase

Phase 3 – Landscaping and car park works

The programme is yet to be finalised; and is subject to main contractor approval as part of the Health and Safety Plan both Pre construction and Construction phases.

SITE ESTABLISHMENT -

On partial possession of site, installation of site offices and welfare facilities

Temporary area allocated for car park zone for construction operatives.

Demarcation and segregation of storage areas on site as required.

The preconstruction site layout management plan will be reviewed by the appointed contractor and any revision will be advised and agreed with the Local Authority prior to commencement on site within the construction stage management plan.

4. MAIN CONSTRUCTION WORKS

- External elevations.



Fig 004 – external fenestration alterations to south and east elevations

- Internal services and finishes.
- External works. The works as described above all take place within the confines of the existing car park and will be constantly reviewed and revised to suit the constraints imposed by each activity.

5. COMMUNICATION AND NEIGHBOURLY RELATIONS

The site is geographically isolated to the south as the A2 runs almost parallel along the southern border.

To the east there are no affected properties and to the west there is a Premiere Inn hotel with associated car parking.

To the north there are residential properties; but importantly these are shielded by well-established trees and a grass land bank.



Fig 004 Hever Court Road looking westerly.

Notwithstanding the natural barriers around the site there may be properties that are affected by the construction works. Maintaining good neighbourly relations is assisted greatly by good communication, and by keeping third parties.

A contact number and contractor identity with named persons of responsibility will be posted clearly on the external hoarding including out of hours contact numbers.

Neighbours will be regularly informed of site activities likely to impact on adjoining residents. The project manager will listen to all reasonable concerns and will demonstrate a considerate and professional approach. This will maintain a well-balanced relationship with neighbours. Regular newsletters will be produced to keep neighbours advised of future events, general progress of the works and the requirements for any abnormal works.

The contractor will engage with the community to discuss in an open and collaborative manner any concerns raised and will attend meetings for consultations if required. Appropriate signage and information boards will be displayed on all site hoardings.

6. CONSIDERATE CONSTRUCTOR SCHEME AND SITE MANAGEMENT

The contractor will comply with the general requirements of the Considerate Constructors Scheme for the duration of the project. The works will be carried out in such a way as to minimise the impact on the local environment and amenities. Materials will be re-cycled wherever possible. A contact board will be displayed outside the site providing contact details. This will include names and telephone numbers of key construction staff that neighbours and the general public can contact should they have cause to do so. A complaints / contact book will be kept on site, which will be used to record details of any complaints. This will include the name of the person making the complaint, the date, time and nature of the complaint and the action necessary to resolve the complaint. The complaints book will be regularly reviewed to ensure that any complaints are dealt with and resolved promptly.

Date received	Name & details of person	Complaint or concern raised	Received by	Action Taken

The contractor will provide a revised Construction Methodology report using this document as a base to bring up to date prior to the contractor[s] taking possession of the site.

7. ACCESS, EGRESS AND DELIVERIES

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.

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

- a. Reduction and control of plant movements
- b. Reversing vehicles directed by a Competent Person
- c. Pedestrian and vehicle directional signage – suitable barriers will be erected when deliveries arrive to prevent pedestrians accessing the unloading area.
- d. Mobile plant will only be operated by a Competent Person with a Banks Person in attendance to direct movements
- e. No vehicles will be allowed to reverse into or out of the site except under the supervision of a banksman Consultation with Kent county council will continue throughout the project to ensure this is continued.
- f. Construction methods minimise the potential impact on nearby residents
- g. Maintenance of the existing public highway
- h. Segregation of all pedestrians, public or employees, on or in the vicinity of the site.
- i. Wheel washing facilities will be provided and the potential of muck drift will be continuously monitored to prevent outfall onto the public highway.
- j. Reduce the impact of site parking and deliveries we will:
- k. Provide clear and prominent site signage for vehicle access into the site.
- l. Ensure that major deliveries will be managed and co-ordinated by key members of the site team.
- m. Weekly Delivery Schedules will be agreed with suppliers to ensure main routes do not become congested with 'waiting' vehicles.
- n. The Delivery Schedules will take account of peak traffic times on neighbouring roads and within the site.
- o. A traffic marshal will control the movement of lorry's in and out of the site.
- p. We will actively encourage shared travel arrangements or use of public transport to minimise the number of vehicles travelling to site and by applying constraints in sub-contractor tender documents which will be strictly enforced during the construction period.

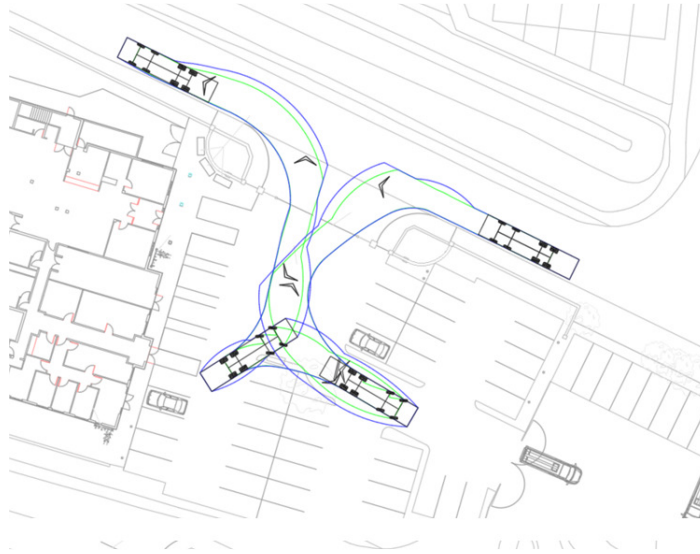


Fig 005 delivery access onto site via Hever Court Road.

8. WORKING HOURS

Working hours will be 08.00 – 18.00 Monday to Friday and 08.00 – 13.00 Saturdays. No working on public holidays or outside the above stated hours to be undertaken without prior written approval.

9. 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 contractor 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.

10. SECURITY

All site personnel will have to sign in on arrival and sign out before leaving the site. This will be incorporated into the site rules and included as part of the site induction process. The hoarding will be regularly inspected to ensure that it remains secure. All windows and external doors will remain closed when the site is not operational. The access doors to the

site will be fitted with a combination security lock to only allow access for authorised personnel. An alarm system will be installed on the external scaffold, and linked back to a monitoring station. The name of an appropriate member of staff will be provided in case of emergencies

11. 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. Subcontractors 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.

12. SCAFFOLDING

Prior to scaffolding being erected on site a fully designed solution will be developed and agreed. External scaffolding will be erected and will generally consist of a five board wide independent scaffold with boarded 2.0m lifts. The scaffold will be enclosed where appropriate with transparent sheeting installed to provide added protection to the building. The ends of the scaffold will be boarded in for added security. Loading platforms will be erected on the elevations to assist getting materials into the building.

13. 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.

14. ENVIRONMENTAL IMPACTS

The contractor will also operate an environmental policy in which they will pursue the following objectives:

To Conduct activities with proper regard to the protection of the environment.

- a. Comply with all relevant regulatory and legislative requirements and codes of practice.
- b. Communicate with local communities to ensure the work causes the minimum disturbance and disruption.
- c. Ensure that our staff has a good understanding of the environmental impacts of our business and what is expected of them to minimise these impacts.

- d. Ensure that our suppliers and sub-contractors are aware of this policy and ensure they apply similar standards to their own work. During the early stages of the project the following activities will be carried out to deal with environmental management:
- Preparation of the Project Environmental Plan in line with ISO 14001 Environmental Management System.
 - Preparation and consultation with client and statutory authorities to obtain approved licences and consents for discharge and putting the stated consent conditions and controls in place through the Project Environmental Plan.

Preparation of the Site Waste Management Plan and consultation with supply chain partners and design team to design out or minimise waste.

15. WASTE AND MATERIAL 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 subcontractors specialising in waste management.

16. TEMPORARY SERVICES

M&E Co-ordinator will be responsible for the design, installation and periodical testing of temporary services and electrical equipment.

General power on site will be 110v and will be distributed via transformers located

around the site. Our M&E sub-contractor will install the temporary supplies and lighting and will ensure that they are available on site to carry out maintenance and planned changes to the layout.

General safety lighting will be provided across the site, with specific mobile task lighting being employed for specific operations as they progress.

The site will generally be covered with low-energy security with controls to ensure that it is only lit during hours of darkness.

Lighting will be sited so that it does not increase light pollution to the neighbouring areas.

All temporary services will have identified isolation points to enable quick and effective isolation in case of an emergency and efficient management of energy.

Meters will be installed as applicable to facilitate monitoring of energy usage.

17. FIRE PREVENTION & EMERGENCY PROCEDURES

Emergency procedures will be developed and agreed in the construction phase

health and safety plan. These procedures will include an Emergency Contact

Notice giving details of all relevant authorities and services being displayed on site.

The project manager will be responsible for establishing a Fire Safety Plan which will be updated as required during the construction process.

Designated fire 'call points' will be established around the site in strategic locations supported with an evacuation plan and directional signage identifying the escape routes and muster point.

Fire wardens will be appointed from within the Construction Management Team and regular Fire Drills will be carried out as the project progresses to ensure the evacuation strategy put in place is up to date and effective.

18. SITE SECURITY

Security on site during the Construction Phase will be provided at the site entrance at all times while the site is operational, and the management team will be responsible for:

- a. Delivering site safety inductions for visitors to the site
- b. Recording vehicle movements on and off site
- c. Checking deliveries against the delivery schedule
- d. Validating deliveries that have not been notified with Site Staff
- e. Ensuring operatives, staff and visitors are equipped with PPE

on entry

- f. Liaison with Security/Emergency Services

Security lighting will be provided around the cabin accommodation and storage internally and externally.

Areas such as container storage will be externally lit with photocells and movement detectors which will only be illuminated when there is activity in the immediate area, at times of darkness.

Intruder alarms will be fitted to the main Site Office accommodation and to the building at a later stage. The system will be linked directly our 24 hour Helpdesk.

The need for further alarms in secure containers and/or in the building as it progresses will be monitored on an on-going basis.

Pedestrian Access to the site will be controlled by site staff.

Additional to the measures described above we will take a proactive approach to Crime Prevention and will engage with the local Police Crime Prevention Officer to put in place measures and procedure to reduce the possible incidence of crime that could be associated with the site.

Measures commonly used by the police in this respect include

- a. Publicity, involving the media, posters, leaflets, Police

- b. publications
- c. Exhibitions, group talks
- d. Security surveys, strategies provided to individuals, industry
- e. and commerce, tailored to their specific needs
- f. We will augment any assistance extended to us by the Police by incorporating
- g. information into the site safety induction that will provide practical guidance to
- h. site staff and operatives on good security practice, e.g.:-
- i. Lock up all tools when you not using them.
- j. To discourage theft, permanently mark company/personal
- k. property for quick visual identification
- l. Remove ignition keys from all unattended plant.
- m. Immobilise all plant when not in use
- n. Whenever possible, park vehicles off the road
- o. Return all keys to the Site Manager or whoever is responsible
- p. for the keys.
- q. If you have been given a security pass - wear it!
- r. Report any thefts or suspicious behaviour -immediately to the site Manager
- s. Order the minimum amount of materials needed and, as with any deliveries, make sure that there is someone trustworthy on site to accept them.
- t. When ordering plant from hire companies make sure that there will be a responsible person on site to accept delivery.

These security measures will be discussed fully with the contractor management at tender and pre-contract meetings and will be explained to operatives during Site Induction to ensure they understand their responsibilities on the site and perform to the required standard.

19. NOISE PREVENTION

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. Where it is necessary to carry out noisy activities, these will be identified well in advance and the timing agreed prior to commencement. We will ensure all plant used on the site will be effectively silenced. No radios or other audio equipment will be allowed on site. Where it is necessary to carry out noisy activities these will be carried out in accordance with Local Authority requirements and in consultation with any affected residents.

Having considered the issue of Noise Pollution on this project, we have identified the main sources of noise on the project as:

The measures we will take to reduce noise pollution will be as follows:

- a. We will work closely and cooperate fully in terms of working in normal site hours..
- b. Well maintained, sound attenuated plant will be used to carry out
- c. all operations reducing plant noise to acceptable levels
- d. Crushing of recovered concrete/masonry materials will be carried out, as far as possible from adjacent properties.
- e. Noise arising from Site Vehicles and plant will be managed first of all by rigorously implementing the site hours. Before commencing works on site we will agree to the acceptable operating times for the site – and all associated activities audible beyond the site boundary to 0800 - 1800 hrs Mondays to Fridays and 0800 - 1300 hrs on Saturdays.

- f. All plant used on the site will be sound attenuated and will be regularly serviced and maintained to ensure it is operating correctly.
- g. The site induction for plant operators will cover the issue of noise and they will be warned against over revving of plant and the operation of horns in all but necessary situations.
- h. Machine operatives will be instructed to isolate plant and equipment during idle periods reducing noise levels and ensuring efficient running of equipment and reducing fumes.
- i. All the measures mentioned above and others will be monitored by our site staff and management team and duly logged.
- j. We will put in place a complaints procedure which will include 24/7 contact details for the Site Management Team, a logging system for complaints and a process for remedial action to be identified and implemented.
- k. Electrically operated plant will be used where practical.

20 DUST PREVENTION

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

- a. Solid barriers to be considered around specific work areas to minimise the impact of construction activities.
- b. There will no on-site bonfires; Site set-up to be planned to ensure where possible dust creating activities are located away from the sensitive areas;
- c. Demolition activities will use water as a dust suppressant;
- d. Adjacent road surfaces will be frequently swept to keep clean;
- e. All loads entering and leaving the site will be covered where appropriate;
- f. All non-road mobile machinery will utilise ultra-low sulphur tax exempt diesel, where available;
- g. All road vehicles will be requested to comply with set emission standards;
- h. Cutting equipment will use water as suppressant or have a local exhaust ventilation system;
- i. Skips will be securely covered;
- j. Dust is more likely to present a problem during long dry spells and in these periods damping down the affected areas of the site will be employed to avoid windborne dust crossing the site boundary and causing inconvenience.
- k. With regard to the risk of mud being spread to adjacent highways, wheel washing facilities will be used on site and on the hardstanding to ensure the surrounding highways remain in a clean acceptable condition.
- l. A method statement will be further developed as part of the contractors Construction Management Plan prior to the works commencing to minimise gaseous and particulate emissions generated during construction.

21. CONSTRUCTION METHODOLOGY

1. SUPERSTRUCTURE

External works and fenestration alterations when suitably advanced scaffolding will be erected to permit safe working at height operations.

2. BUILDING ENVELOPE

External installation of doors and windows will be coordinated with the installation and making good of cills and surrounds to wall penetrations and will be achieved in a timely manner to minimise any adverse impact on health and safety

Ground floor partitions will be built in strict accordance of manufacturers specifications.

Ceilings, linings and plastering will then complete the actual construction works.

The rating noise from fixed building services/mechanical plant/equipment associated with the development shall be at least 10dB below the existing LA90 background level at the nearest noise sensitive receptors (i.e. dwellings) when measured and assessed in accordance with BS4142:2014

3. SERVICES INSTALLATION

A designated M&E co-ordinator will be responsible for managing the design and installation of building services.

The services installation will generally follow the works sequence as outlined above, so that services can be installed, tested and commissioned by the completion date.

The M&E co-ordinator will be responsible for managing a sign-off process aimed at identifying and dealing with defects throughout the construction period. This process will commence at the first fix stage with a permit system being operated to log inspections and sign off to allow next stage of works to progress.

The process outlined above not only serves the construction process but also provide an early compliance check in regards to design. Throughout this process we engage closely with Building Control and the warranty provider to ensure they are fully involved and informed on works progress and quality standards.

4. INTERNAL FIT-OUT

The internal fit-out will commence as soon appropriate demolition are complete. Wet trades such as floor screeds and plastering will be completed at the earliest opportunity to take account of drying out periods in readiness for applied finishes. Maintaining the phased sequence outlined previously the fit-out will progress through 5 key phases as follows:

First Fix

Co-ordinated closely with the Mechanical and Electrical installation the first fix stage of the fit out will mainly be focused around installing floor screed and constructing partition walls.

Second Fix

Maintaining strong links with the Mechanical and Electrical installation teams the

second fix stage will see the completion of partition walls, fire stopping, installation of ceilings, plastering, first fix joinery, and general preparations for applied finishes. The aim will be to activate the building heating systems as early as possible during this stage of the works to assist with drying out create a suitable environment for the final finishing stages.

When all parties are satisfied that the first fix element is complete the permits will be signed off to provide clearance to progress to the next stage.

Finishes

At this stage the M&E installations will be substantially complete and progressing into the pre-commissioning stage.

This stage of the works will be focussed on second fix joinery e.g. door sets, fitted furniture, wall protection, wall and floor finishes. Having activated the building heating systems during the previous stage the aim will be to maintain a consistent environment to allow natural materials to acclimatise and avoid stressing due to sudden changes.

The snagging process during this phase will become very focussed on the standards of finishes and quality of workmanship in driving towards a defect free. During this stage of the project the aim is to complete the construction works and achieve a 'dust free' environment to enable us to move into the final testing and commissioning of the building services.

Snagging/ Defects

This stage of the process will run parallel with the testing and commissioning process. A final detailed snagging procedure will be implemented in conjunction with an independent Inspector.

The snagging works will be inspected and signed off until all items are closed out. At the appropriate stage a final builders clean will be carried out to prepare the building for completion.

5. Testing & Commissioning

The commissioning of the houses will be carried out in 2 distinct phases and all individual activities within these phases will be fully detailed on the commissioning programme prior to the commencement of the commissioning exercise. The two phases of commissioning are as follows:

- a. Pre-Commissioning – After all services have been installed the individual systems will be energised to ensure all component parts are working and that no faulty piece of equipment, needs replacement.
- b. In addition to checking that all equipment is working checks will be made to ensure that the items of plant are capable of achieving the outputs as specified. Each service will be 'signed off' as having passed each stage of the commissioning process.
- c. Main Commissioning – This will only be done after the main construction activities have been completed and the houses have undergone a full builders clean so that dust etc. has been removed from the buildings.
- d. Each service, in turn, will be run at all operational levels as specified in the output specification.

22. EXTERNAL WORKS

The external areas can be started whilst the internal alterations are taking place once the external scaffolds around the perimeter of the hotel have been dismantled and in order to maintain as much space as possible on site, the majority of the utility connections and site drainage will be completed during the Substructures stage.

Around the perimeter of the hotel the hard landscaping works will follow the dismantling of the external access scaffolds and the site hoarding.

During the last weeks of the contract, the site cabins will be removed to permit the completion of the car park and landscape work.

Fences and gates will be erected, paths laid and soft landscaping planted/turfs laid.

23. PHOTOGRAPHIC RECORD of Existing Site



Fig 005 aerial view looking south



Fig 006 aerial view looking north



Fig 007 Hever Court Road street level view looking back towards the A2.

Fig 011 proposed site plan

Established in 1967

DAC Architects is a trading name for DAC Architectural Services Ltd

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