

Construction Management Plan

Wellington House
4-10 Cowley Rd,
Uxbridge
UB8 2XW



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Prepared By

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Version 3

Construction Management & Logistics Plan

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Project Team

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1. Introduction and Scope of Report

This Construction Management and Logistics Plan (CMP/CLP) has been prepared to support the discharge of planning conditions for the permitted development at Wellington House under:

- Class MA: Conversion of office space to 35 residential units
- Class AA: Upward extension to provide 18 additional units
- This plan addresses planning conditions imposed under both decisions and aligns with Transport for London's CLP Guidance (July 2017), British Standard BS5288:2009, and Hillingdon Local Plan policies.

2. Site Description and Proposed Development

The site comprises an existing 4-storey office building located at 4-10 Cowley Road, Uxbridge. Works will involve:

- Conversion of internal space (Class MA)
- Two-storey vertical extension (Class AA)
- Total resulting dwellings: 53 residential units.

3. Consultation and Community Liaison

A CLP Coordinator will be appointed to liaise with:

- Local residents and businesses
- Planning case officers
- Environmental and highways officers
- Contact details and updates will be posted visibly on hoarding. The scheme will follow principles from the Considerate Constructors Scheme.

4. Programme and Construction Phasing

Estimated duration: 52 - 60 weeks

The construction of Wellington House will be delivered in a phased programme. Each phase will overlap where feasible to maintain momentum and efficiency across the site.

Phase 1 – Strip-out & Enabling Works (Approx. 4 weeks):

- Internal soft strip of all redundant office fixtures and fittings.
- Removal of mechanical and electrical installations.
- Asbestos survey and remediation (if necessary).
- Preparation of temporary welfare and hoarding installation.
- Phase 2 – Structural Works & Vertical Extension (Approx. 16 weeks):
 - Strengthening of existing structure as required for the vertical extension.
 - Installation of scaffolding, protection gantries, and access systems.
 - Construction of steel or lightweight frame for the new two-storey extension.
 - Installation of roof structure and watertight envelope.
 - Crane lifts to be scheduled within local authority guidance and in consultation with the MOD if needed.
- Phase 3 – Internal Reconfiguration & First Fix (Approx. 16 weeks):
 - New partitioning and layout formations across all floors.
 - First fix mechanical, plumbing, and electrical services.
 - Installation of windows, acoustic treatments, and thermal linings.
 - Ongoing fire stopping and regulatory compliance work.
- Phase 4 – Final Fix, External Works & Fit-out (Approx. 12–16 weeks):
 - Second fix installations: carpentry, electrical fittings, kitchens, and bathrooms.
 - Internal decorations including painting and flooring.
 - External hard landscaping, boundary treatments, and site signage.
 - Final cleaning, snagging, and commissioning.
 - A Gantt chart or detailed timeline may be submitted separately or appended to support specific condition discharge if required.

5. Working Hours and Noise Control

Weekdays: 08:00–18:00

Saturdays: No work

Sundays/Bank Holidays: No work

The working hours follow Hillingdon Borough Council's standard construction restrictions. Exceptions outside these times will only occur with prior written agreement from the Local Planning Authority in exceptional circumstances (e.g. emergency works).

Noise and vibration will be controlled in accordance with the 'Code of Practice for Noise and Vibration Control on Construction and Open Sites' (BS 5228 Parts 1 and 2:2009) and relevant UK and EC legislation. All plant and equipment will be modern, maintained to reduce noise emissions, and shut off when not in use.

Key mitigation measures include:

- Regular site toolbox talks on noise control
- Use of quiet alternative tools where feasible
- Equipment and plant sited away from sensitive receptors
- Acoustic screening and hoarding
- No radios or amplified sound on site
- Dust and vibration will be managed by continual monitoring and feedback systems, and any complaints logged and addressed promptly.

6. Traffic and Site Access Strategy

Construction traffic will approach via the A408 Cowley Road, avoiding local residential streets. All delivery drivers will be briefed in advance and provided with routing plans.

Site access will be controlled and coordinated by a site banksman. Measures include:

- Signage on approach routes and site boundary
- No deliveries before 09:00 or after 16:00
- No parking or waiting on public roads
- Single entry/exit point via the rear service entrance
- Dedicated pedestrian access maintained on Cowley Road
- A pre-construction condition survey of adjoining pavements and carriageways will be completed and recorded.

7. Deliveries and Vehicle Management

Delivery movements will be spread across the programme phases, with more activity during structural and fit-out stages. The following vehicle types are anticipated:

- Light vans (materials, operatives)
- 7.5T box vans (internal goods, kitchen units)
- Rigid HGVs (timber, scaffold, plasterboard)
- Skip lorries (waste removal)
- Anticipated movements:
- ~8–10 deliveries/collections per week during peak phases
- 4–5 contractor vehicles/day, with limited on-site parking

All vehicle arrivals will:

- Be booked in advance via the site manager
- Follow the approved traffic route
- Be turned around immediately upon offload
- Be guided on/off-site by a trained banksman
- Engines must be turned off when stationary, and all operatives must follow the site traffic safety rules, including PPE, reversing protocols, and loading zone controls.
- Where possible, deliveries will be consolidated and scheduled to avoid peak hours and adjacent school runs or commuter congestion.

7.1 Construction Phase Delivery and Servicing Plan (DSP)

This Construction Phase Delivery and Servicing Plan (DSP) outlines how all deliveries, servicing, and collections will be managed during the construction period of both the Class MA and Class AA developments.

Key measures include:

- All deliveries will be pre-booked with the Site Manager
- Vehicle types include: light vans, rigid HGVs, skip lorries, and occasional mobile crane lorries.
- No delivery or servicing vehicles will be permitted to wait on Cowley Road or surrounding public highways.
- A banksman will supervise all vehicle movements and loading/unloading.
- Deliveries will occur between **09:00-16:00 only**, avoiding school and commuter peaks where possible
- Delivery routes will avoid residential side streets and follow agreed main road access (via A408 Cowley Road).
- **Wheel washing facilities** will be installed at the site exit to prevent mud and debris tracking onto the public highway. This will include:
 - Manual jet-washing station with grit interceptors;
 - Surface water drainage monitoring;
 - Daily cleaning logs and maintenance checks.

Future Operational DSP (Post-Occupation)

7.2 Future Delivery and Servicing Plan (DSP)

In addition to construction-stage delivery management, this section outlines the long-term Delivery and Servicing Plan (DSP) that will be implemented post-occupation for the ongoing operation of the development at Wellington House, Uxbridge.

This plan is designed to comply with the planning conditions under references **21755/APP/2024/2414** and **21755/APP/2024/3295**, and follows Transport for London DSP best practice guidance.

Key Elements:

- **Delivery Hours:** All delivery and servicing activities will be restricted to the hours of **Monday to Friday, 09:30 to 16:00**, to avoid peak traffic periods and minimise disruption to neighbouring properties.
- **Access and Egress:** All servicing will occur via the existing rear access route. Delivery vehicles will not be permitted to idle on Cowley Road or other public roads. Adequate turning and unloading space is available within the service yard
- **Refuse Collection:** Waste and recycling will be stored in designated bins in the car park area. Collections will be undertaken by the council's waste services or a contracted private company, in accordance with agreed collection days.
- **Servicing Arrangements:** All bulky or specialist deliveries (e.g., furniture, white goods) will require advance booking with the managing agent to coordinate access and minimise congestion or clashing with other residents.
- **Resident Move-Ins/Move-Outs:** A move-in protocol will be established to ensure lift access is available and scheduled with minimal impact on other occupants. Any delivery vehicles will utilise the rear car park area for loading/unloading and access the building via the rear car park side doors.
- **Signage and Notices:** Clear signage will be installed at vehicle entry points to guide drivers to designated servicing areas, reinforce access restrictions, and prevent unauthorised parking.
- **Monitoring and Management:** The appointed building management team will oversee delivery scheduling, respond to complaints, and review servicing arrangements annually. Contact details for the management team will be visibly displayed.
- **Sustainability Commitment:** Residents will be encouraged to use online delivery consolidation services where possible. EV charging points will be provided, and

delivery drivers will be encouraged to use low-emission vehicles in line with the GLA's Air Quality guidance.

8. Dust, Emissions, and Environmental Mitigation

Dust, emissions, and air quality will be managed in line with the GLA's Control of Dust and Emissions During Construction and Demolition SPG and IAQM guidance. This is especially important given the site's urban location.

Key mitigation measures will include:

- Regular wetting down of dusty surfaces, particularly during demolition or cutting works
- Extraction and filtration at the source for activities like sanding or sawing
- Covering of skips and stockpiles to prevent dust lift
- Avoiding dry sweeping – vacuum or wet methods to be used
- Ensuring all vehicles are turned off when not in use to reduce exhaust emissions
- Use of low-emission compliant machinery and plant (ULEZ-compliant where applicable)
- Regular site cleaning, including the access road and surrounding pavement
- A site manager will carry out daily dust inspections, with increased monitoring during dry or windy periods. Any complaints will be logged and responded to immediately.
- Mobile crushers will not be used on site, and no materials will be burnt at any time.
- Monitoring logs will be retained and available for inspection by the Local Planning Authority.

9. Materials Storage, Security, and Waste Management

The site will operate a just-in-time delivery system to minimise congestion and limit on-site storage. Materials will be delivered as needed and placed directly into working areas or clearly marked storage bays.

The storage compound (as shown in the logistics plan) will include:

- Secure tool and material stores
- Segregated waste bins (e.g. wood, metal, general)
- Welfare cabins
- Secure perimeter fencing

Security measures include:

- CCTV coverage of the access and compound
- Alarmed storage containers for high-value items
- Controlled access and sign-in procedures for all visitors and deliveries
- A Site Waste Management Plan (SWMP) will be implemented. Waste handling will include:
 - Segregation of waste at source
 - Regular collections by licensed contractors
 - Monitoring of volumes to improve reuse and recycling
 - An asbestos refurbishment and demolition survey will be undertaken prior to the start of works. Any identified asbestos will be removed by licensed professionals and disposed of in accordance with HSE guidance.
 - Environmental controls will include drip trays for plant, bunded fuel storage (if required), and spill kits readily available on site.

10. Crane and Tall Equipment Strategy

A mobile crane will be required on site for materials handling and the vertical extension works. The crane will be used intermittently and will be sited within the construction compound as shown in the logistics plan.

All mobile crane operations will follow best practice for lifting operations, including planning, supervision, and control as required under LOLER. No cranes will exceed 35m in height.

No fixed crane is intended at all due to the lightweight construction of the upper floors.

11. Pedestrian Safety and Hoarding

The safety of the general public and site operatives is of paramount importance throughout the construction period.

Key measures include:

- Timber hoarding erected around the full site perimeter
- Hoarding to be painted and maintained to a high standard, with contact details clearly displayed
- All public footways on Cowley Road to remain accessible throughout construction
- Safe pedestrian diversion routes clearly marked where footway narrowing is necessary
- Security guards or gate personnel will be stationed at the entrance as needed
- CCTV and lighting will be installed on the hoarding at key access points to deter unauthorised entry

Banksmen and marshals will be used to manage any crossover points between vehicles and pedestrian walkways. Deliveries will be timed to minimise risk during peak pedestrian hours.

12. Monitoring and Review

This CMP/CLP is a live document and will be reviewed and updated as the project progresses.

- The site manager and CLP Coordinator will conduct weekly reviews of logistics and traffic procedures
- A formal monthly update will be logged and retained for inspection
- A complaints register will be maintained on site to track any concerns raised by local residents or the public
- Issues will be responded to within 48 hours and escalated where necessary

The CLP will be updated in line with:

- Major programme changes
- Traffic incidents or breaches
- Feedback from the local planning authority or TfL
- The final version of this plan will be displayed on-site and made available to all contractors and subcontractors.

13. Planning Condition Cross-Reference

Condition	Ref	Covered Section
CMP Required	MA #5 / AA #3	Sections 1-12
Delivery & Servicing Plan	MA #7 / AA #6	Section 7
Cranes & Obstacle Lighting	AA #4	Section 10

Site Logistics Plan

Figure 1 - Proposed delivery routes and storage areas for the construction period

