



JON JAMES CONSTRUCTION

## **Construction Logistics Plan (CLP) & Construction Environmental Management Plan (CEMP)**



**14 Griffiths Close  
209 Cheam Common Road  
Worcester Park  
Sutton  
KT4 8SL**

**Construction Logistics Plan (CLP) &  
Construction Environmental Management Plan (CEMP)**  
14 Griffiths Close, 209 Cheam Common Road



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**1. Issue and Amendment Schedule**

Issue and approval summarised below:

<b>Issue</b>	<b>Date</b>	<b>Prepared By</b>
A – First Issue for Comment / Approval	28/03/2024	Chris Bell Health and Safety Advisor

## 2. Introduction

### 2.1 Development Summary

Griffiths Close is located on a 0.39-hectare site in Worcester Park, Sutton – adjoining Cheam Common Road (A2043).

Griffiths Close provides independent housing for the elderly.

The site consists of a residential building consisting of three two storey blocks – connected by link buildings of varying height.

The site is accessed from Griffiths Close to the east – with car parking spaces to the north west of the driveway.

Worcester Park district centre is approximately 0.3 miles to the north west of the site and the district centre of North Cheam is located approximately 0.6 miles to the south east. Worcester Park Station is located approximately 0.5 miles to the north west. Cuddington Recreation Ground is located 0.5 miles to the south of the site, with Nonsuch Park located 1 mile away also to the south.

The wider area is residential in character, consisting of mostly 2-3 storey detached, semi-detached and terraced housing.

The development (planning application ref: DM2021/00571) involves:

- Erection of a first floor extension to the west elevation of flat 14 and subsequent conversion of flat 14 into 2no. self-contained residential units.

The site is located within the London Borough of Sutton, who act as the Local Planning Authority and Local Highway Authority.

### 2.2 Principal Contractor

Summarised below:

<b>Name:</b>	Jon James Construction
<b>Contact:</b>	Jon Davies
<b>Tel:</b>	07763 841114
<b>E-mail:</b>	jon@jonjconstruction.co.uk



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### 2.3 Objectives of the CLP and CEMP

This document will form the basis of the construction methodology for the development.

This document is intended to provide a framework to:

- Safely manage the volume and frequency of construction related trips.
- Minimise the impact on the surrounding transport network in terms of vehicle movements, public transport and vulnerable road users.
- Contribute to minimising the potential impacts of noise generating activities, and to minimise air quality related issues.

The site-specific objectives are as follows:

- To ensure all construction vehicles consider the relevant community considerations throughout the construction programme, including but not limited to the surrounding residential properties and non-motorised users within the local area.
- To ensure all construction vehicles utilise the designated routes specified within this CLP, including use of the strategic road network where possible, to minimise the disruption to the local area.
- To ensure all construction vehicles enter / exit from the site in forward gear and turn within the extents of the site boundary, where possible.
- To minimise risks posed to the neighbouring schools – Cheam Common Infants' Academy and Cheam Common Junior Academy.

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## 2.4 Site Location and Use

The location of the site is shown below:

Griffiths Close is located on a 0.39-hectare site in Worcester Park, Sutton – adjoining Cheam Common Road (A2043).

Griffiths Close provides independent housing for the elderly.

The site consists of a residential building consisting of three two storey blocks – connected by link buildings of varying height.

The site is accessed from Griffiths Close to the east – with car parking spaces to the north west of the driveway.



Worcester Park district centre is approximately 0.3 miles to the north west of the site and the district centre of North Cheam is located approximately 0.6 miles to the south east. Worcester Park Station is located approximately 0.5 miles to the north west. Cuddington Recreation Ground is located 0.5 miles to the south of the site, with Nonsuch Park located 1 mile away also to the south.

The wider area is residential in character, consisting of mostly 2-3 storey detached, semi-detached and terraced housing.

There is a pedestrian crossing outside the front of the building (Cheam Common Road).



## 2.5 Working Hours

The construction site working hours comprise of:

Monday to Friday:	08:00 – 18:00
Saturday:	08:00 – 13:00
Sunday and Bank Holidays:	No construction works permitted

In accordance with the London Borough of Sutton adopted 'Construction Code of Practice' – January 2022 – in particular, section 2.1 'Hours of Work' – the hours of noisy works will be restricted to:

Monday to Friday:	08:00 – 18:00
Saturday:	08:00 – 13:00
Sunday and Bank Holidays:	No noisy activities on site

Scaffolding is considered as noisy work and will adhere to the hours above.

Noisy work outside of the above hours in exceptional circumstances will only be undertaken following agreement with London Borough of Sutton and subject to local residents being informed in advance of the proposed activities.

## 3. Construction Programme

### 3.1 Construction Programme

Summarised below:

Anticipated commencement:	June 2024
Anticipated project duration:	24 weeks

## 4. Site Access and Vehicle Routing

### 4.1 Site Access

Griffiths Close is accessed via existing dropped kerb from Cheam Common Road (A2043).

The workforce will enter site on foot or via vehicle from Cheam Common Road (A2043).

Site compounds (heras fence segregated) will be established – containing a welfare unit and site storage. Existing parking within the Griffiths Close car park will be allocated.

The fire escape door discharging adjacent to the site compound will form the primary site access and egress route to the 1<sup>st</sup> floor. Tube and fitting access scaffold will be erected to provide safe access externally.

Please refer to the site logistics plan – contained in appendix 1 for further detail.

A traffic marshal / banksman will control the movement of vehicles, pedestrians, and cyclists when delivery vehicles are accessing and egressing the site.

It is not proposed to close any roads or footways during the works. Footways in the surrounding area will remain open to all users. Where temporary access control is needed, this will be managed by traffic marshal / banksman.

The site will be kept tidy.

The site compounds will be adequately protected by barriers to prevent access (either accidental or deliberate).

At the end of the working shift – the site will be secured. The scaffold access ladder will be removed and chained, welfare units locked shut, etc.

### 4.2 Anticipated Types and Size of Construction Traffic

The largest vehicles will comprise of a skip lorry (7.1m), van (5.8m) and flatbed (9.6m). These vehicles can all enter and exit the site in forward facing gear. Please refer to the site logistics plan – contained in appendix 1 and Swept Path Analysis – contained in appendix 2.

Vehicle	Length	Notes
Skip lorry	7.1m	Please refer to Appendix 2 Swept Path Analysis
Van	5.8m	Please refer to Appendix 2 Swept Path Analysis
Flatbed	9.6m	Please refer to Appendix 2 Swept Path Analysis



### 4.3 Estimated Vehicle Movements

The table below indicates the anticipated number of estimated daily vehicle movements (EDVM) due to deliveries to and removals from the site.

Phase	EDVM	Notes
Site establishment / pre-construction works	2	<p>Movements will involve delivering welfare accommodation, access scaffolding and waste skip.</p> <p>Heras fencing, segregation barriers, environmental containment, first aid provisions, fire points, etc. will be delivered by company vans / flatbed vans.</p>
Strip out and demolition	0.5	<p>Strip out and demolition tasks will commence. Waste generated will be disposed of in the waste skip – with skip exchanges (every other day) programmed to clear waste generated.</p>
Envelope	1	<p>During the envelope phase, the primary vehicle movements will be rigid bodied lorries with HIAB offloading facilities – delivering bricks, blocks, roofing materials associated with the 1<sup>st</sup> floor extension.</p> <p>Due to the size of the proposed extension – we will plan procurement of all necessary materials to be delivered at once – stored on site – minimising vehicle movements.</p>
Fit out	2	<p>Fit out materials will typically be delivered in vans – with the exception of plasterboard, sheet materials, which may be delivered via rigid bodied lorries with HIAB offloading facilities.</p>
De-mobilising site	1	<p>Movements will involve collecting welfare accommodation, access scaffolding and waste skip.</p> <p>Heras fencing, segregation barriers, environmental containment, first aid provisions, fire points, etc. will be collected by company vans / flatbed vans.</p>

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## 4.4 Vehicle Routing

The point of access to the site for construction vehicles will be via Cheam Common Road. There is a pedestrian crossing outside the front of the building (Cheam Common Road) – with railings either side of the crossing point.

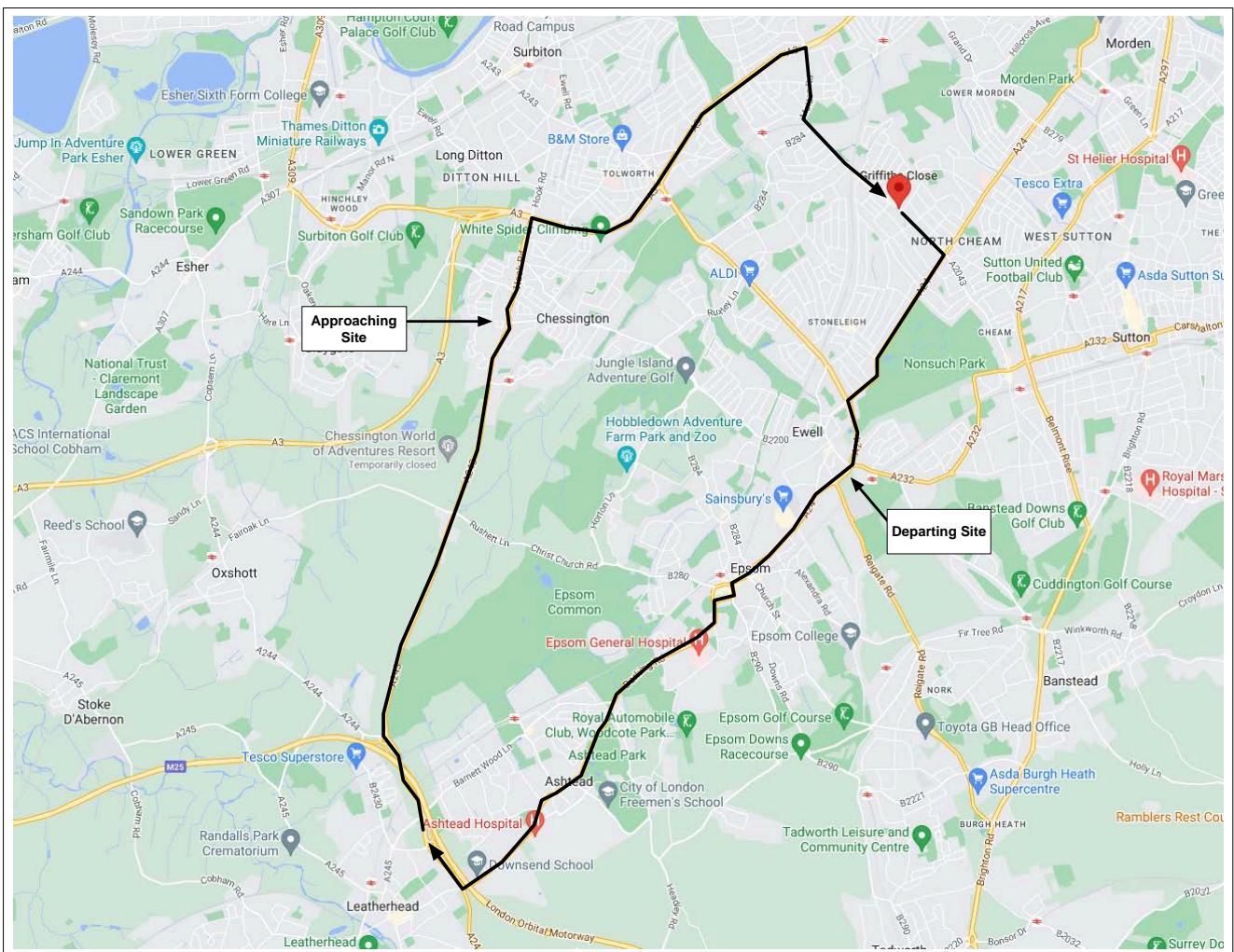
To ensure sufficient space when turning into site – large vehicles will approach from the north – turning right into site. For the same reason – large vehicles will depart travelling north – turning right out of the site. Space will be maintained on site for turning of vehicles.

Please refer to the JG01, JG02 and JG03 swept path analysis – contained in appendix 2 for further detail.

From the M25, vehicles will join the A243 at junction 9 travelling west. Vehicles will continue to travel along Kingston Road / A243 which eventually becomes Hook Road / A243. Vehicles will join the Kingston Bypass / A3 before departing the A3 to join Malden Road / A2043 – which eventually becomes Cheam Common Road / A2043 – before turning right into Griffiths Close.

Vehicles departing site will turn right into Cheam Common Road / A2043. Vehicles will turn right onto London Road / A24 before turning left onto Ewell Bypass / A24, Dorking Road / A24, Epsom Road / A24, Leatherhead Road / A24 before joining the M25.

The proposed route is summarised below:



## 5. Construction Logistics Plan

### 5.1 Boundary Hoarding

The perimeter of the site is currently segregated with a mixture of hedging and feather board fencing. The access point off Cheam Common Road is unsegregated.

During site set-up and establishment, the external site compound will be segregated with heras fencing. Heras fencing will include toe-boards and debris netting and will be double clipped.



The heras gates will be chained and padlocked shut outside of working hours.

Foliage adjacent to the site vehicle access and exit will be monitored – cutting back as appropriate to ensuring that clear visibility of approaching pedestrians and oncoming traffic is maintained.

Please refer to the site logistics plan – contained in appendix 1 for further detail.

### 5.2 Signage

General health and safety signage will be displayed on the compound heras fencing – warning of the construction risks and that access is prohibited.



### 5.3 Site Security Measures

As per section 5.1 above – the site compounds will remain segregated. The heras gates will be chained and padlocked shut outside of working hours.

The scaffold access ladder will be removed and chained outside of working hours.

The welfare unit will be locked down overnight – with window shutters locked.

The workforce will wear company branded clothing / high visibility vests.

All visitors will be accompanied through the site.

Security arrangements will be explained to the workforce during induction training.

The workforce is instructed to be vigilant to any unauthorised personnel and to report any concerns or suspicions to ensure the security of the site is maintained.

The Site Manager will regularly review security arrangements during the works – ensuring that they remain suitable and sufficient. The Site Manager will conduct a daily site shut down inspection – which includes ensuring that the site is secured at the end of each working shift.

#### **5.4 Contractors Site Compound**

Please refer to the site logistics plan – contained in appendix 1.

#### **5.5 Parking**

As identified on the site logistics plan – contained in appendix 1 – parking will be maintained on site for several vehicles.

Excess vehicles will be required to use local private parking.

Cars / vans will turn on site before joining Cheam Common Road in forward facing gear.

There are excellent transport links nearby. All operatives and visitors to the site will be encouraged to use public transport and advised to avoid using surrounding roads for parking unless absolutely necessary.

#### **5.6 Traffic Management**

A delivery booking schedule – controlled by the Site Manager – will be used to control the volume of deliveries to site.

Sub-contractors and suppliers are expected to book in with the Site Manager a minimum of 48 hours in advance. Weekly co-ordination meetings will ensure deliveries are distributed across the week and across working hours. Deliveries will not be accepted outside of their designated time slot, and such deliveries will be asked to re-book.

Unless there is capacity to accommodate within the specified loading area, unplanned deliveries will be turned away and advised to return to the site at a prearranged delivery time.

Unplanned deliveries will not be permitted to wait at any location on the local highway network in the vicinity of the site.

When planning deliveries, we will observe the following principles:

- All deliveries to the site will be restricted to agreed timings.
- Deliveries will be permitted only in the specified loading area on site.
- A policy to stagger deliveries will be employed to avoid vehicles queuing or waiting on the local highway network in the vicinity of the site.
- Material storage areas will be prepared on-site in advance of deliveries to minimise loading and unloading times.
- Sufficient time will be given between deliveries to allow for any delays as a result of the delivery vehicle getting stuck in traffic or the loading taking longer than expected and to avoid any vehicles waiting on the surrounding highway network.

Jon James Construction will – wherever practical – avoid booking deliveries during peak hours when the surrounding roads and footpaths are busiest – i.e. morning and evening commute. This will avoid unnecessary congestion and reduce any impact on public safety.

A traffic marshal / banksman will control the movement of vehicles, pedestrians, and cyclists when vehicles are accessing and egressing the site.

It is not proposed to close any roads or footways during the works. Footways in the surrounding area will remain open to all users. Where temporary access control is needed, this will be managed by traffic marshal / banksman.

### 5.7 FORS Scheme and CLOCS Standards

Jon James Construction expect that all transport / haulage providers of vehicles which are making journeys to the site are committed to best practice, demonstrated by membership of TfL's Freight Operator Recognition Scheme (FORS), meeting a minimum bronze level, with progression to silver within 90 days. Jon James Construction will adopt and adhere to the CLOCS standard.

Jon James Construction will stipulate the above as a condition when placing orders with suppliers.

### 5.8 Loading and Unloading of Plant and Materials

A delivery booking schedule – controlled by the Site Manager – will be used to control the volume of deliveries to site – avoiding conflicting delivery times. A policy to stagger deliveries will be employed to avoid vehicles queuing or waiting on the local highway network in the vicinity of the site.

Material storage areas will be prepared on-site in advance of deliveries to minimise loading and unloading times.

Sufficient time will be given between deliveries to allow for any delays as a result of the delivery vehicle getting stuck in traffic or the loading taking longer than expected and to avoid any vehicles waiting on the surrounding highway network.

The largest vehicles will comprise of a skip lorry (7.1m), van (5.8m) and flatbed (9.6m). These vehicles can all enter and exit the site in forward facing gear. Please refer to the site logistics plan – contained in appendix 1 and Swept Path Analysis – contained in appendix 2.

A traffic marshal / banksman will control the movement of vehicles, pedestrians, and cyclists when vehicles are accessing and egressing the site.

The vehicle will remain supervised whilst on site.

Offloading will take place in the designated loading and unloading zone.

**Note: under no circumstances will materials / equipment be stored on the public highway.**

Prior to departing site, vehicles will be inspected – ensuring that tyres, undercarriage, etc. is free of mud, dirt and debris. A bib tap and hose will be installed adjacent to the vehicle entrance / exit – with pressure washer held on site to clear any stubborn mud / debris.

Cheam Common Road and the public pavement will be monitored daily by the Site Manager. A brush will be on hand to clear any mud, dirt or debris – ensuring that the surrounding areas are kept clean and orderly.

### 5.9 Storage of Plant and Materials

Storage areas have been allocated in accordance with the site logistics plan – contained in appendix 1.

**Note: under no circumstances will materials / equipment be stored on the public highway.**

Suppliers will be requested to deliver loads palletised wherever practical – allowing quick and efficient distribution between the loading / unloading zone and storage areas via all terrain pump truck.

### 5.10 Details of Wheel Cleaning Facilities

Prior to departing site, vehicles will be inspected – ensuring that tyres, undercarriage, etc. is free of mud, dirt and debris. A bib tap and hose will be installed adjacent to the vehicle entrance / exit – with pressure washer held on site to clear any stubborn mud / debris – minimising the spread of mud and debris which could dry out and become airborne.

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### **5.11 Measures to Prevent the Deposit of Mud and Other Debris on the Public Highway**

Existing vehicles routes comprise of tarmac surfaces – which will be maintained.

Compacted MOT type 1 will be laid, if necessary, to non-tarmac covered loading / offloading areas – avoiding muddy conditions being generated on site.

Typically, the loading and offloading zone adjacent to the welfare compound will be used – which will not involve vehicles passing over non-tarmac covered surfaces.

Wheel cleaning facilities will be provided as per section 5.9 above to minimise the spread of mud and debris.

Cheam Common Road and the public pavement will be monitored daily by the Site Manager. A brush will be on hand to clear any mud, dirt or debris – ensuring that the surrounding areas are kept clean and orderly.

### **5.12 Preventing Damage to the Public Highway**

Site vehicle access will be via the existing vehicle crossover from Cheam Common Road.

Care will be taken to ensure that no damage is caused to the public highway adjacent to the site.

A pre-commencement photographic survey of the public highway conditions around the site will be conducted prior to any work commencing.

These images will form the basis of assessment of any highway damage at the conclusion of works.

## 6. Construction Environmental Management Plan

### 6.1 Air Quality and Dust Management

During construction there is the potential for emissions of dust to cause annoyance.

The development is in a residential area with several residential properties near the site.

The Institute of Air Quality Management (IAQM) published guidance on how to assess impacts of emissions of dust from demolition and construction sites. This guidance has been followed in the table below which shows the steps to determine the risk of construction dust giving rise to annoyance.

Step	Description	Outcome
1	Need for detailed assessment	Detailed assessment required due to proximity of sensitive receptors within 350m of the site
2	Assess the risk of dust effect	High risk site due to receptors within 20m of the site
3	Identify the need for site specific mitigation	Mitigation measures detailed in the GLA best practice guidance for high risk will be followed
4	Define effects and their significance	Slight adverse impact (following mitigation)

Given the proximity of sensitive receptors, the risk of dust annoyance occurring during construction is considered to be high, although with the implementation of appropriate mitigation measures the significance of the impacts is only slight.

Potentially significant air quality impacts during the construction phase are associated with dust generating activities in proximity to potentially sensitive receptors. Appropriate mitigation will manage the possible impacts including the potential for localised air quality impact from dust, site plant and vehicle emissions during the works.

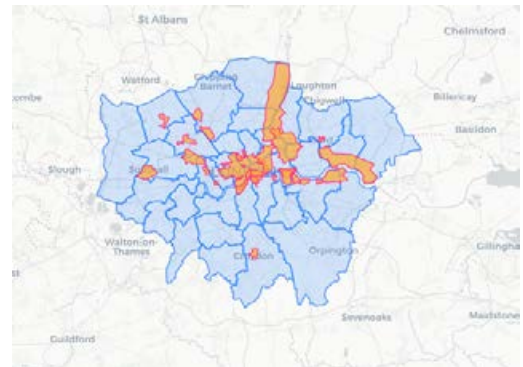
Guidance within the GLA 'The Control of Dust and Emissions from Construction and Demolition' will be followed to reduce the impact of construction activities on air quality. The following mitigation measures will be adopted as appropriate:

- Use of water spraying, especially on access routes, in order to reduce dust generation, as and when conditions dictate.
- Effective wheel / body washing facilities will be provided and used as necessary. These will occur inside of the site access.
- A road sweeper will be used when the need for road cleaning arises.
- Dampening of exposed soil and material stockpiles, where necessary.
- Consideration will be given to wind speed and direction prior to conducting dust generating activities to determine the potential for dust nuisance to occur and avoid such activities during periods of high or gusty winds.
- All construction plant and equipment will be regularly maintained in good working order.
- Vehicles carrying waste material off-site will be sheeted.
- Under no circumstances are fires allowed on site.
- Special provisions will apply for any materials containing asbestos. Asbestos removal tasks will be completed by licensed removal contractors in accordance with HSE guidance.

## 6.2 Emissions

To minimise emissions and control the impact on air quality – the following measures will be implemented where practical:

- Materials will be sourced from local merchants where practical and cost effective.
- Orders will be programmed following detailed site surveys – ensuring that deliveries can be made in an economical manner – reducing the number of separate journeys completed.
- Non-road mobile machinery (NRMM) exceeding the 37kW threshold will comply with emissions stage IIIB (not foreseen).



## 6.3 NRMM Equipment

The site is in the London Borough of Sutton – falling in a ‘blue zone’ as illustrated below. All machinery on sites in the rest of London (blue zone) must meet at least emissions stage IIIB.

Due to the nature of the project, no non-road mobile machinery (NRMM) is foreseen.

### NRMM Register and Compliance

Due to the nature of the project, no non-road mobile machinery (NRMM) is foreseen.

## 6.4 Fire Safety

Fire safety will be managed in accordance with the Fire Protection Association Guidance – Fire Prevention on Construction Sites Joint Code of Practice – Tenth Addition.

A construction site fire risk assessment and fire safety plan will be developed.

Fire logistics plans will be displayed on site notice boards and at fire points.

Site specific fire awareness training will be provided at induction – with re-fresher training via toolbox talks.

Trained fire marshals will be appointed.

## 6.5 Drainage

Protection will be installed to gulleys in proximity to site compounds – preventing blocking existing drainage.

## 6.6 Means to Control Noise and Vibration

Noise will be avoided / minimised where practical as follows:

- Power tools generating less noise will be used where practical.
- In accordance with the London Borough of Sutton adopted ‘Construction Code of Practice’ – January 2022 – in particular, section 2.1 ‘Hours of Work’ – the hours of noisy works will be restricted to: Monday to Friday: 08:00 – 18:00. Saturday: 08:00 – 13:00. Sunday and Bank Holidays: No noisy activities on site.

Due to the nature of the works and construction methods proposed – no significant vibration generating / transmitting tasks are foreseen. This will however be monitored – with appropriate mitigation measures adopted to minimise impact on the neighbouring properties. General vibration mitigation will be controlled as follows:

- Power tools generating less vibration will be used where practical.
- Power tools that can complete the task quickly will be used where practical to minimise duration of vibration generating tasks.
- Where possible – affected building fabric will be separated (clean cut) to prevent vibration travel through adjacent structures.



### **6.7 Asbestos Management**

An asbestos survey will be conducted prior to demolition. Identified asbestos at risk of disturbance during the works will be removed by licensed asbestos removal contractors, following HSE guidance.

### **6.8 Waste Management**

Waste skips will be located within the site compound in accordance with the site logistics plan – contained in appendix 1.

Evidence of waste carrier's licenses and waste management permits for the contractors used to remove waste will be retained in the site office.

Waste management reports received from the contractors used to remove waste will be retained in the site office.

#### Waste Prevention

We will prevent waste as follows:

- Detailed surveys will be undertaken before material orders are raised – avoiding over-estimating or ordering of an additional 10% for wastage.
- Tasks that can be completed off-site will be encouraged to avoid unnecessary waste generation on site.

#### Waste Reduction

We will reduce waste as follows:

- Any timber off-cuts and pallets will be stored in a designated area and re-used.
- When no longer required for use – pallets will be returned to suppliers on the next delivery. Unwanted pallets will be broken down and placed in the waste skip.

#### Waste Management and Recovery

We will manage and recover waste as follows:

- Packaging waste will be placed in the waste skip and sorted at the waste management facility for recycling.
- Unwanted timber will be placed in the waste skip and sorted at the waste management facility for re-use / recycling.
- Plasterboard waste will be kept segregated. The waste management facility will return this waste to plasterboard manufacturers.
- Metal will be placed in the waste skip and sorted at the waste management facility for re-use / recycling.
- Cardboard and paper waste generated in the site office will be placed in segregated bins. The bins will be emptied into waste sacks that will be either removed to the head office and placed in the recycling bin or kept separate within the waste skip for the waste management contractor to recycle.
- Mixed waste – canteen food waste, etc. will be kept in waste sacks. This waste management facility will further separate this waste send any waste that cannot be recycled or reused to the incinerator or landfill.

### **6.9 Lighting**

Lighting arrangements will be designed to minimise glare and provide suitable and sufficient lighting to allow work to be carried out safely. All task lighting will be directed into the site to avoid light spill onto adjacent areas.

### **6.10 Pest Control**

Jon James Construction will ensure that the risk of infestation by pests or vermin is minimised by adequate arrangements for the disposal of food waste or other material attractive to pests. If infestation occurs, appropriate action will be undertaken to deal with it.

## **7. Strategies to Reduce Impacts**

### **7.1 General Measures**

To reduce the risk of potential conflict, we will implement the following controls:

- Commitment to utilising suppliers who meet a minimum FORS Silver Level.
- Undertaking a public highway condition survey before works commence.
- Controlling delivery times via booking schedule.
- Fixed routing (using only the route specified and agreed in this document).
- Traffic management (using traffic marshal / banksmen, chapter 8).
- Neighbours and public liaison (contact details of Site Manager, regular updates to local interest parties).
- Minimising the risk to cyclists (equip construction vehicles with side-bars, blind spot mirrors and detection equipment, subscription to CLOCS best practice).
- Waste Management (reducing, reusing, and recycling waste).

### **7.2 Adherence to Designated Routes**

Construction vehicles will be required to utilise the designated routes set out within this Construction Logistics Plan.

A copy of the route plan will be given to all suppliers when orders are placed to ensure drivers are fully briefed on the required route to take. The supplier will be made aware that these routes are required to be followed at all times unless agreed or alternate diversions are in place.

### **7.3 Use of Holding and Vehicle Call Off Areas**

No holding and vehicle call off areas are proposed. The vehicles arriving to site can be accommodated within the site boundary.

The delivery booking schedule will ensure that conflicting arrivals are prevented. Sufficient time will be allowed between delivery slots to ensure that potential delays are accounted for.

### **7.4 Design for Manufacture and Off-site Manufacture**

Reducing delivery numbers and effective delivery management will be pursued wherever possible. Off-site construction will be evaluated with the design team during design development, however, due to the nature of this project – off-site manufacture is not likely to be viable.

### **7.5 Reverse Logistics**

Jon James Construction will – wherever practical – encourage the use of suppliers who operate using reverse logistics. Due to the nature of this project – reverse logistics is not likely to be practical – i.e. no tipper deliveries / collections foreseen.

## 8. Monitoring and Updating

### 8.1 Community Engagement

It is recognised that good public relations are important. The Site Manager will be responsible for communication with members of the public and their representatives.

Responsibilities include:

- Building relationships with adjacent businesses, occupants, neighbours, etc.
- Exchange contact details.
- Maintain a complaints and enquiries log for the project and provide the details of the log for discussion as an item at progress meetings.

The local community will be kept informed of progress associated with the works on a regular basis, particularly where there are likely to be impacts that could affect their normal activities.

Methods of timely communication and engagement with area residents will, as practicable, follow the agreed communications protocols and procedures, which will include as appropriate:

- Door knocks, letter deliveries, distribution of project leaflets and newsletters with additional information on request.
- A dedicated site number displayed outside.

The Site Manager will be visible and 'on the ground' to ensure interaction and communication is face-to-face where possible.

### 8.2 Complaints Procedure

Any complaints during the construction works will be dealt with by the Site Manager and, if necessary, the CLP and CEMP will be updated and reinforced with processes to avoid similar complaints arising.

Jon James Construction will set up a procedure to receive and act upon complaints. A complaints log will be maintained, and a monitoring system implemented throughout the works to ensure that all complaints have been addressed and a satisfactory outcome reached for all parties involved.

Complaints will be managed as follows:

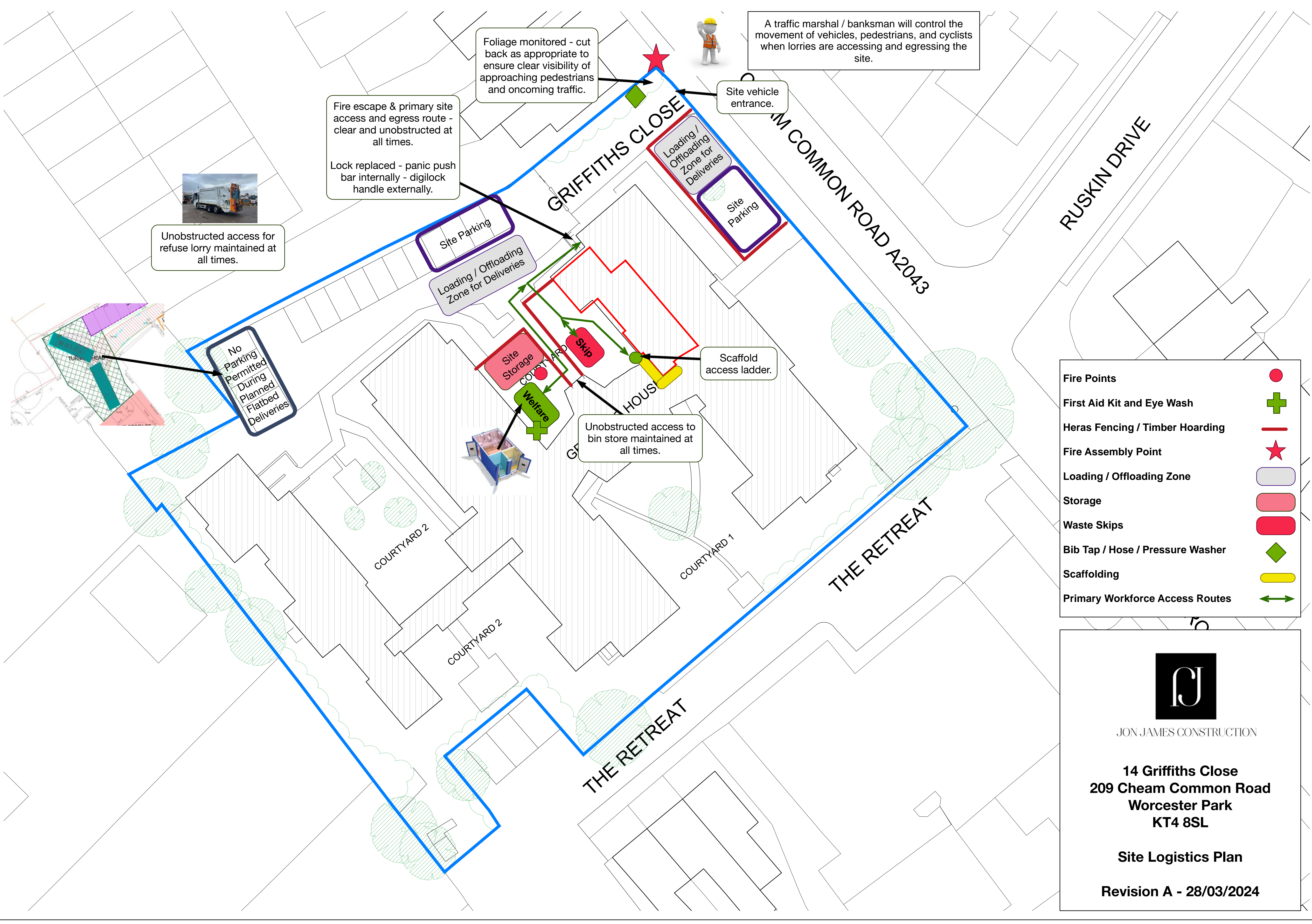
- Enter all complaints into complaints register.
- Complainants will be encouraged to leave contact details so that a formal acknowledgement can be issued within 24 hours responding to their query.
- Acknowledge receipts of complaints in writing.
- Evaluate validity of complaints.
- Once the matter has been investigated and resolved, the Site Manager will close it out with the person concerned, confirm this in writing and make an appropriate entry in the complaints register.



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**Appendix 1**

**Site Logistics Plan**



Unobstructed access for refuse lorry maintained at all times.



No Parking Permitted During Planned Flatbed Deliveries

Fire escape & primary site access and egress route - clear and unobstructed at all times.  
Lock replaced - panic push bar internally - digilock handle externally.

Foliage monitored - cut back as appropriate to ensure clear visibility of approaching pedestrians and oncoming traffic.


A traffic marshal / banksman will control the movement of vehicles, pedestrians, and cyclists when lorries are accessing and egressing the site.

Site vehicle entrance.

Scaffold access ladder.

Unobstructed access to bin store maintained at all times.

Fire Points	
First Aid Kit and Eye Wash	
Heras Fencing / Timber Hoarding	
Fire Assembly Point	
Loading / Offloading Zone	
Storage	
Waste Skips	
Bib Tap / Hose / Pressure Washer	
Scaffolding	
Primary Workforce Access Routes	

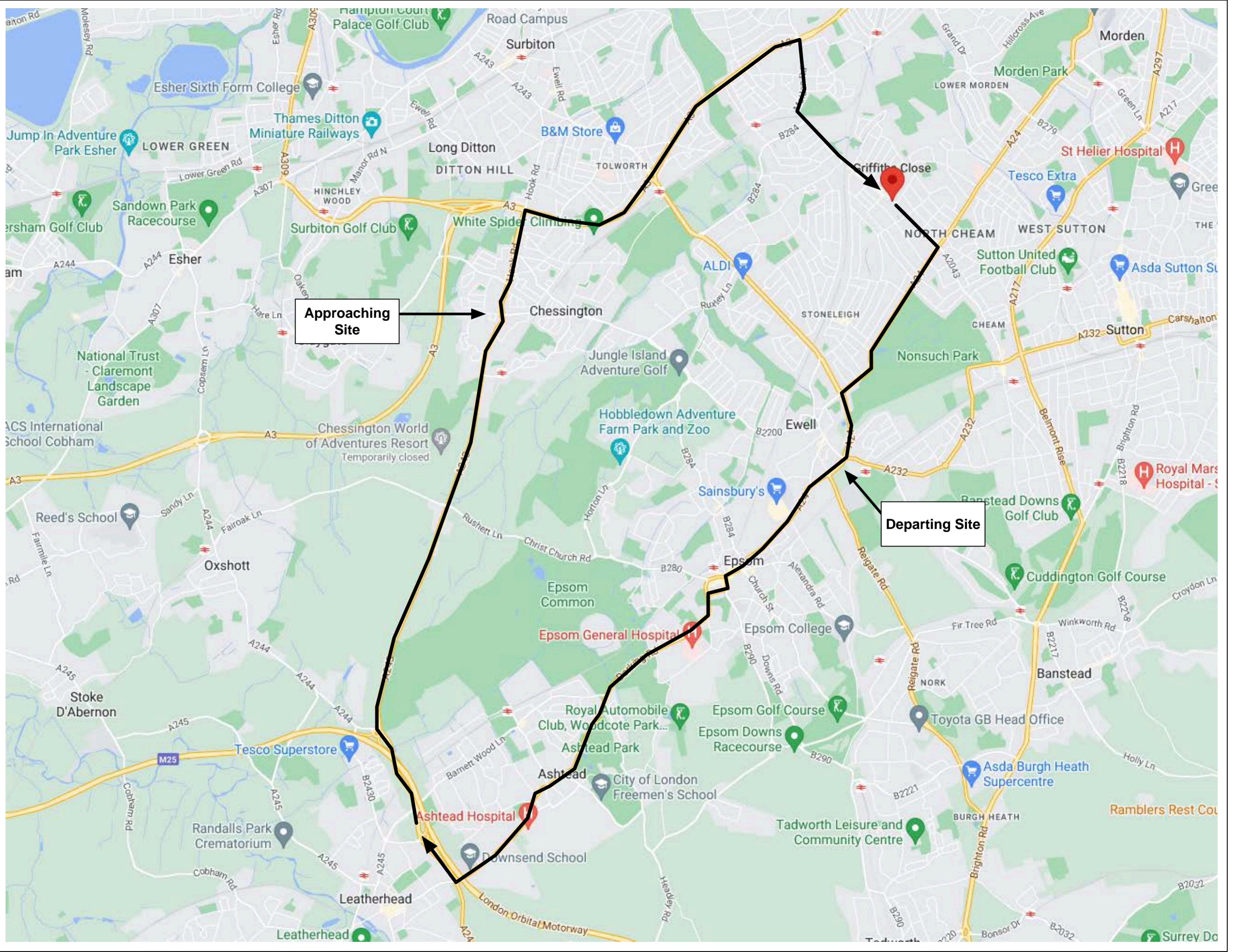


JON JAMES CONSTRUCTION

**14 Griffiths Close**  
**209 Cheam Common Road**  
**Worcester Park**  
**KT4 8SL**

**Site Logistics Plan**

**Revision A - 28/03/2024**



Approaching Site

Departing Site

**Construction Logistics Plan (CLP) &  
Construction Environmental Management Plan (CEMP)**  
14 Griffiths Close, 209 Cheam Common Road



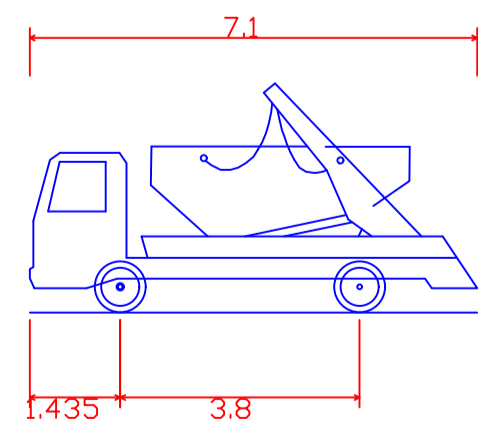
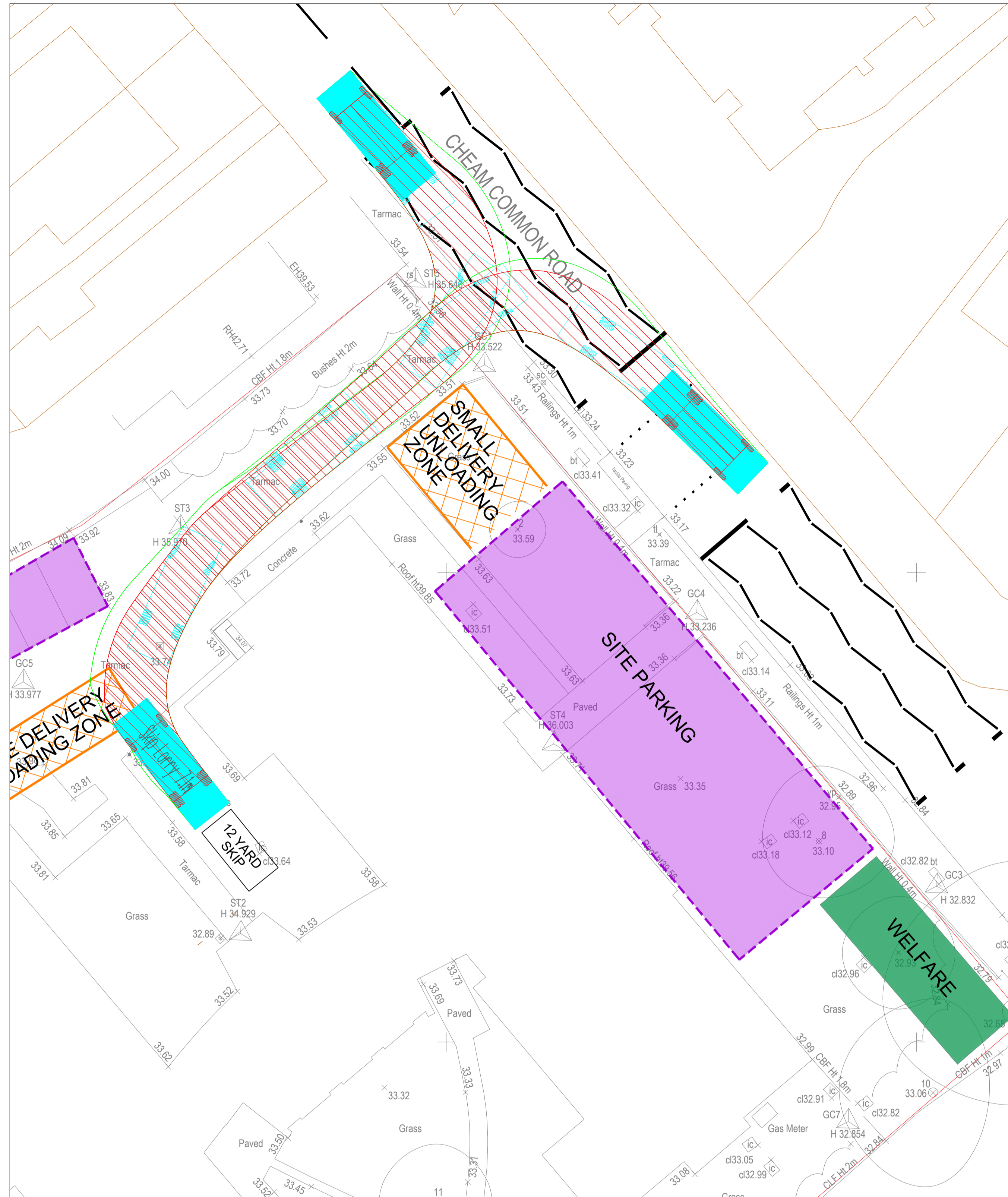
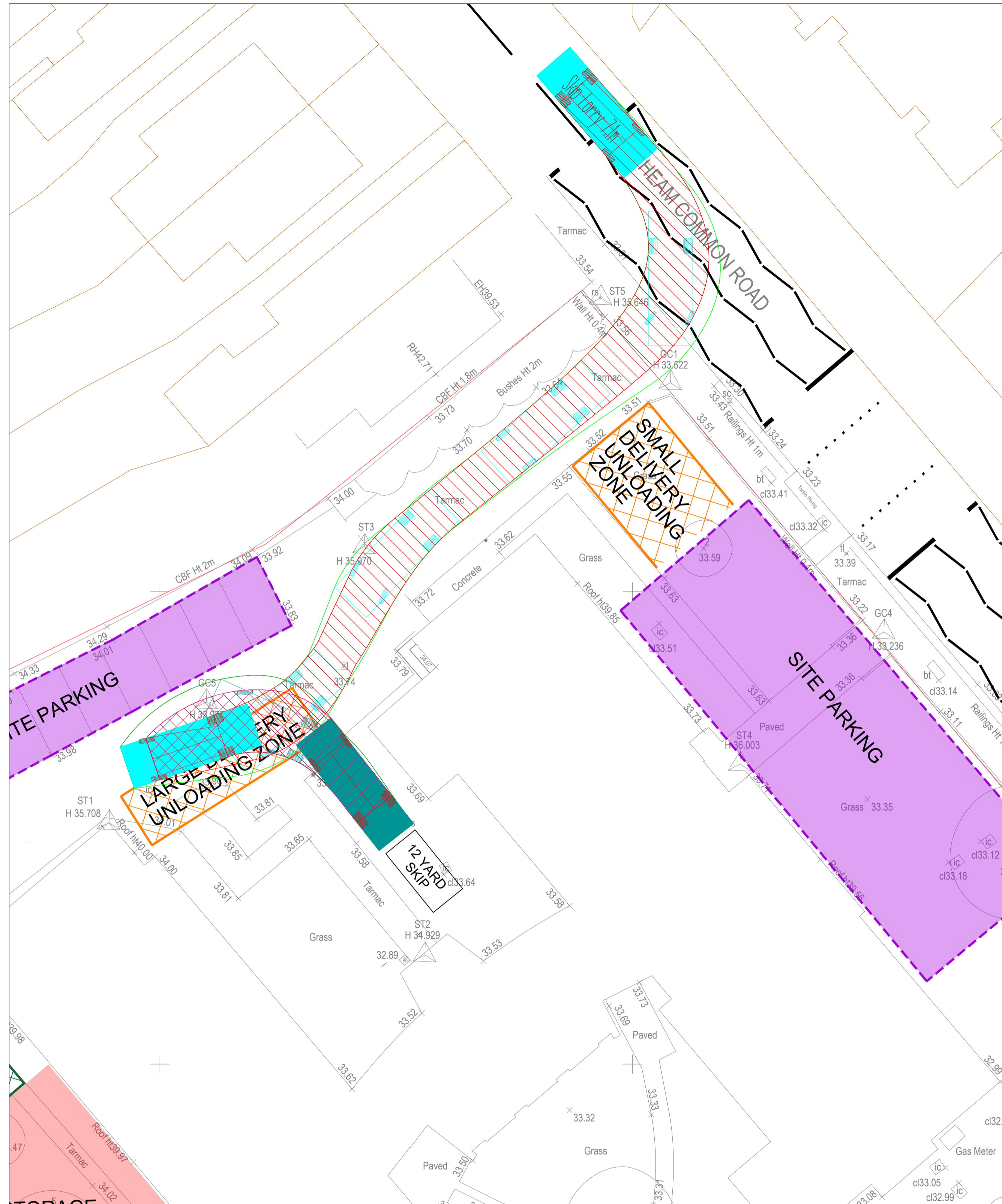
JON JAMES CONSTRUCTION

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**Appendix 2**  
**Swept Path Analysis**

APPROACH FROM THE NORTH, RIGHT TURN INTO SITE, REVERSE TO SKIP LOCATION

EXIT SITE IN BOTH DIRECTIONS



Skip Lorry 7.1m  
 Overall Length 7.100m  
 Overall Width 2.320m  
 Overall Body Height 3.636m  
 Min Body Ground Clearance 0.382m  
 Track Width 2.320m  
 Lock to lock time 6.00s  
 Kerb to Kerb Turning Radius 8.000m

KEY TO VEHICLE ENVELOPES

- CHASSIS IN FORWARD GEAR
- BODY OVERHANG IN FORWARD GEAR
- CHASSIS IN REVERSE GEAR
- BODY OVERHANG IN REVERSE GEAR
- VEHICLE IN FORWARD POSITION
- VEHICLE IN REVERSE POSITION



**HIGHWAY DESIGN LTD**

CLIENT:  
**CJ BELL  
 HEALTH & SAFETY LTD**

PROJECT:  
**GRIFFITHS CLOSE,  
 CHEAM COMMON ROAD,  
 SUTTON**

TITLE:  
**SWEPT PATH ANALYSIS**

DESCRIPTION:  
**SKIP LORRY 7.1M**

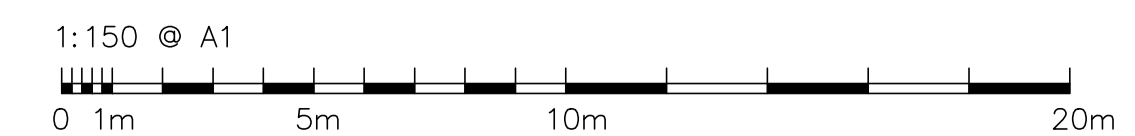
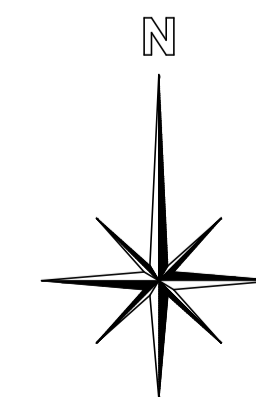
STATUS:  
**PRELIMINARY**

DATE: 24.10.22 DRAWN BY: JG  
 JOB NO: JG.117.21 SCALE: 1:150 @ A1  
 REV: - DRAWING NO: JG01

NOTES

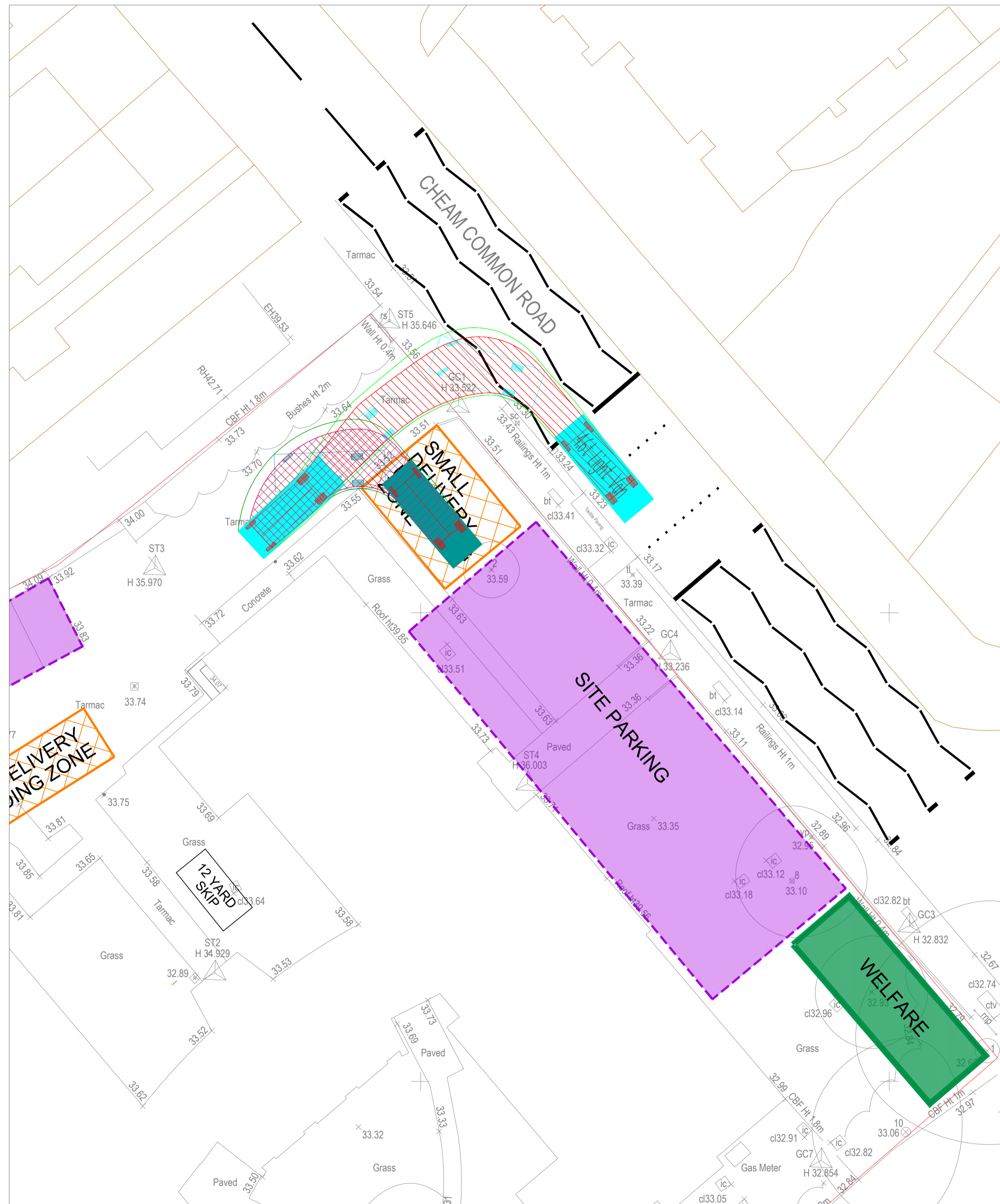
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4. This drawing is to be read in conjunction with all other drawings, details and specifications pertaining to the work described. It should only be used for the purpose marked in the status box above and shall not be used for construction unless clearly marked CONSTRUCTION. Do not scale from this drawing for construction purposes.
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6. The activities required to construct the work, shown on drawings clearly marked CONSTRUCTION, may be subject to the provisions of the Construction (Design & Management) Regulations 2015. The Contractor and Client must ensure that they are adequately conversant with these regulations and that the appropriate procedures required under the regulations are always observed.
7. Swept path analysis: When generic vehicles are used for swept path analysis, they may differ from specific makes and models of that type. Driver ability can vary hugely. What one driver is capable of, another may not be so any analysis shown to be tight on space will come down driver ability and the difference between make and models of vehicles.
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AMENDMENTS

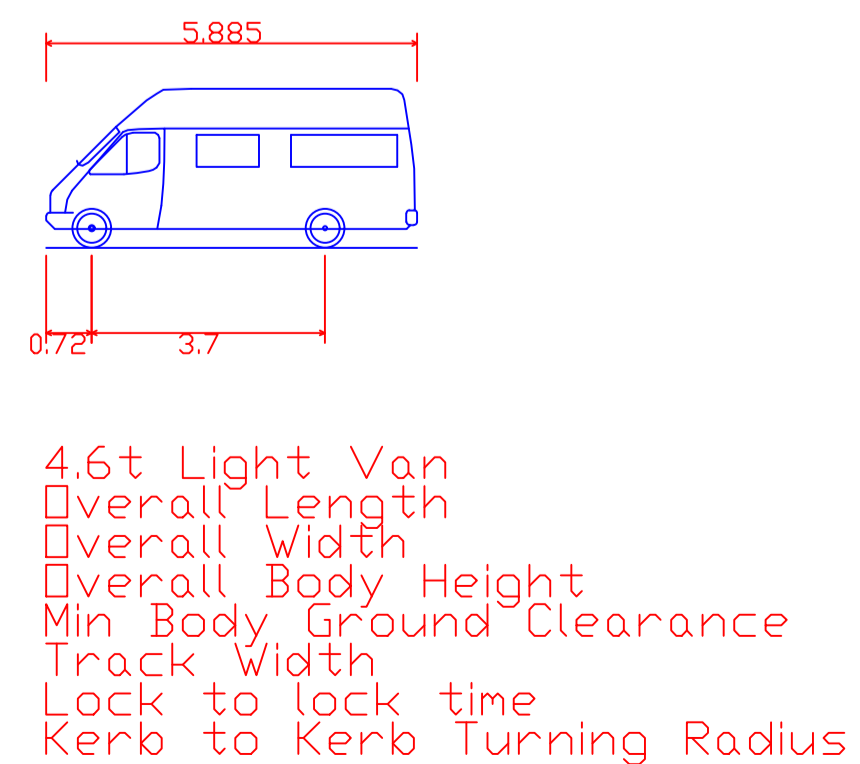
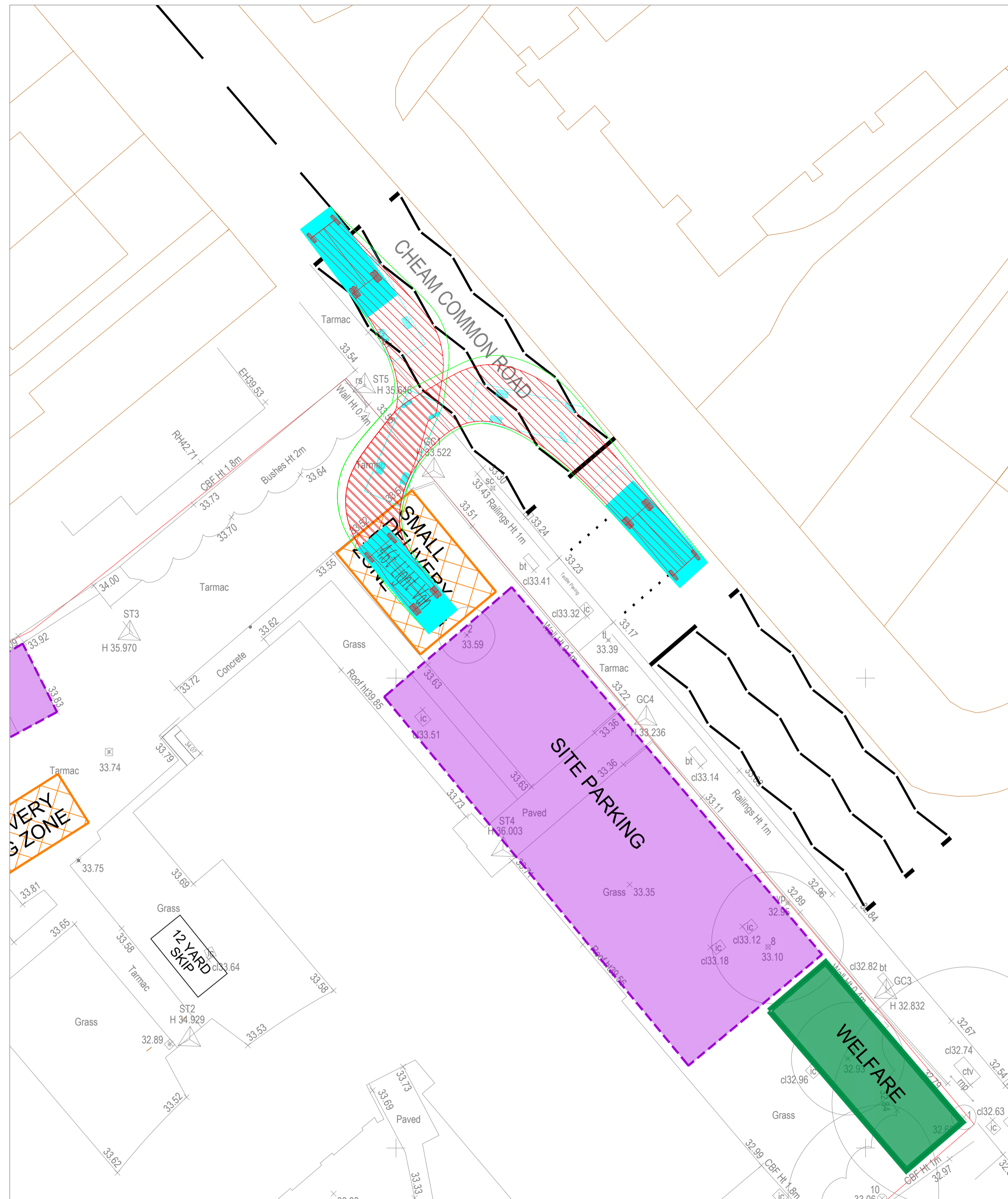




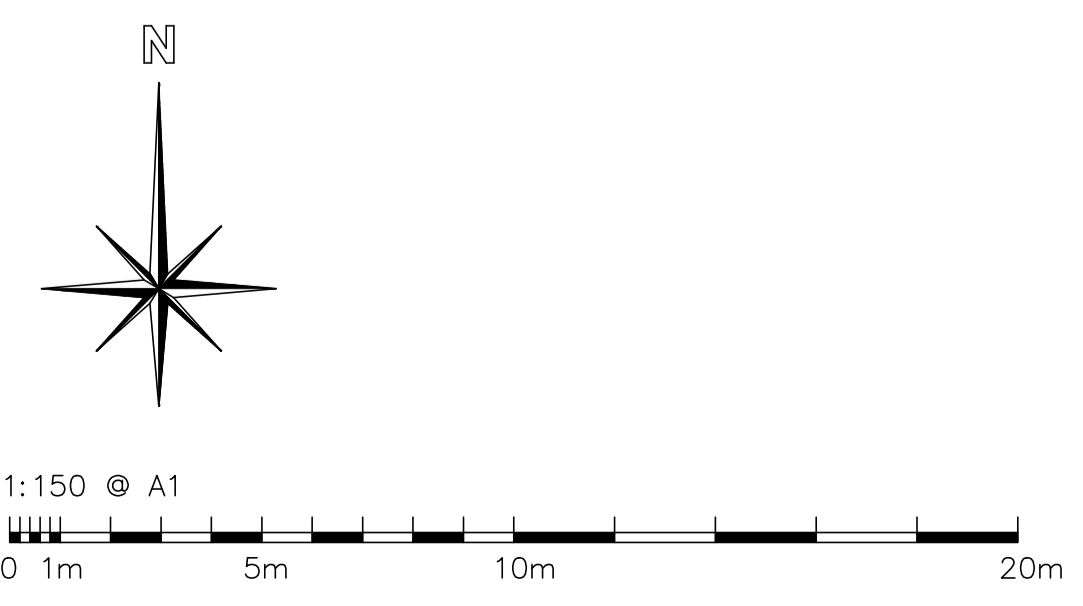
APPROACH FROM THE SOUTH, LEFT TURN INTO SITE, REVERSE TO SMALL DELIVERY AREA



EXIT SITE IN BOTH DIRECTIONS



- KEY TO VEHICLE ENVELOPES**
- CHASSIS IN FORWARD GEAR
  - BODY OVERHANG IN FORWARD GEAR
  - CHASSIS IN REVERSE GEAR
  - BODY OVERHANG IN REVERSE GEAR
  - VEHICLE IN FORWARD POSITION
  - VEHICLE IN REVERSE POSITION



CLIENT:  
CJ BELL  
HEALTH & SAFETY LTD

PROJECT:  
GRIFFITHS CLOSE,  
CHEAM COMMON ROAD,  
SUTTON

TITLE:  
SWEEP PATH ANALYSIS

DESCRIPTION:  
4.5T LIGHT VAN

STATUS:  
PRELIMINARY

DATE: 24.10.22 DRAWN BY: JG

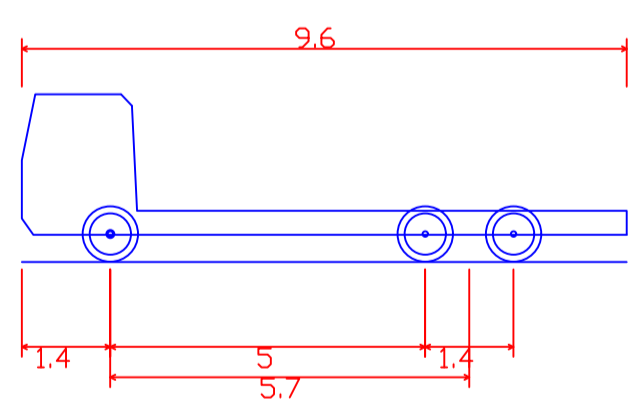
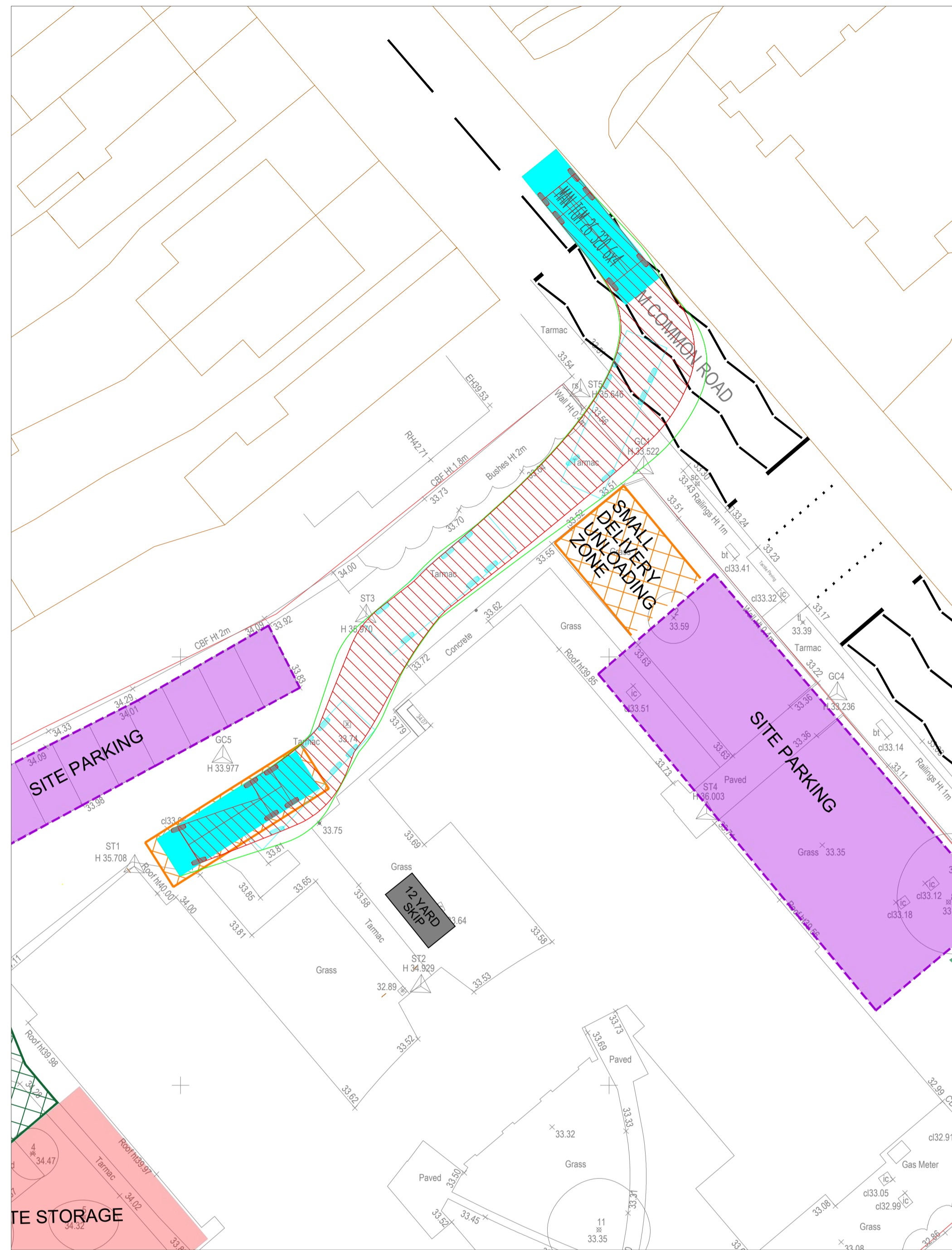
JOB NO: JG.117.21 SCALE: 1:150 @ A1

REV: - DRAWING NO: JG02

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  - Materials and workmanship shall comply to the appropriate British Standards and Codes of Practice unless otherwise stated.
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  - Sweep path analysis: When generic vehicles are used for swept path analysis, they may differ from specific makes and models of that type. Driver ability can vary hugely. What one driver is capable of, another may not be so any analysis shown to be tight on space will come down driver ability and the difference between make and models of vehicles.
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  - Printed drawings not valid in black and white.

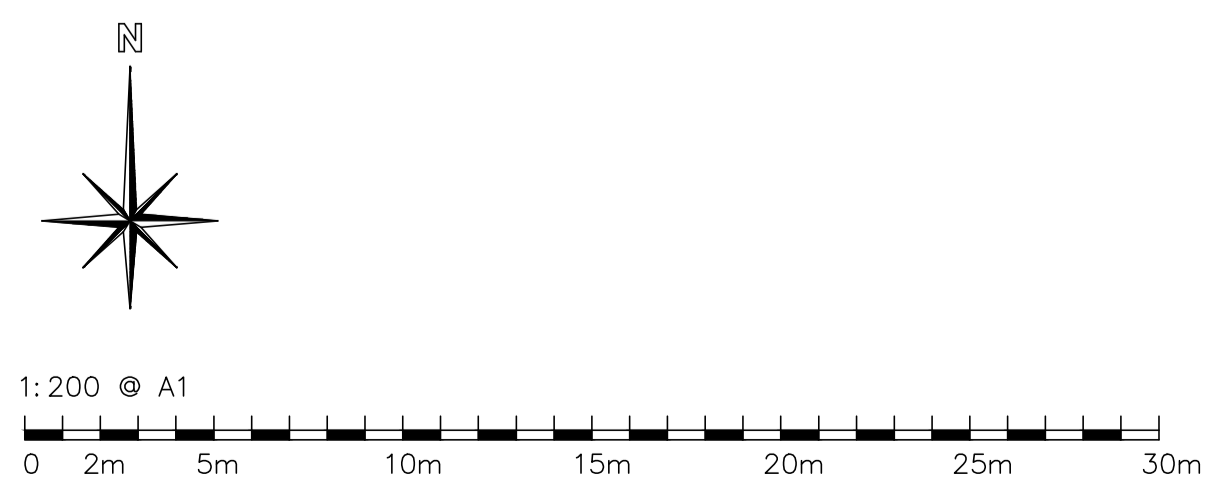
**AMENDMENTS**

APPROACH FROM THE NORTH, RIGHT TURN INTO SITE, TRAVEL TO LARGE DELIVERY AREA

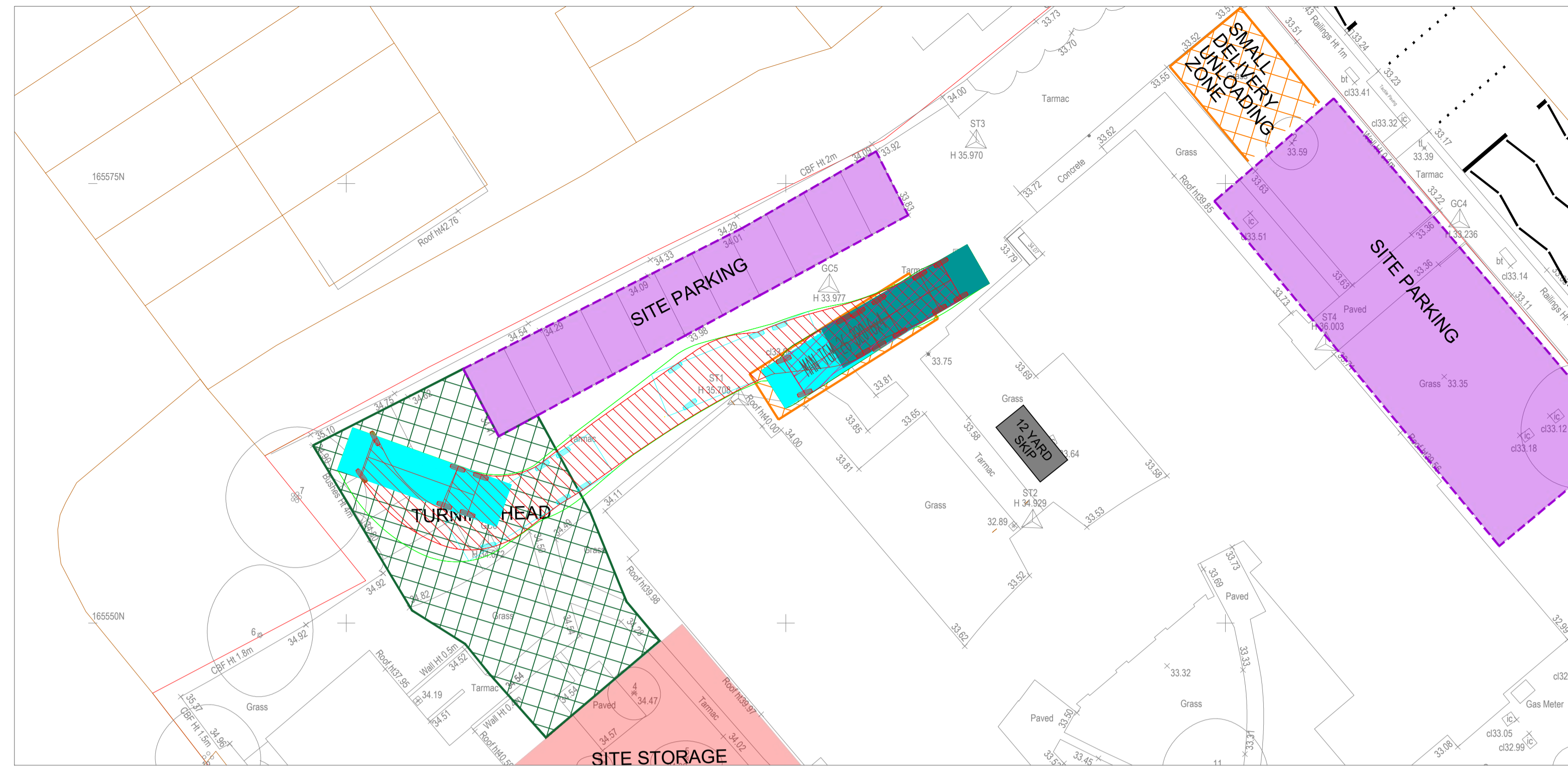


MAN TGM 26 320 6x4  
 Overall Length 9.600m  
 Overall Width 2.550m  
 Overall Body Height 2.661m  
 Min Body Ground Clearance 0.427m  
 Track Width 2.500m  
 Lock to lock time 4.00s  
 Wall to Wall Turning Radius 10.000m

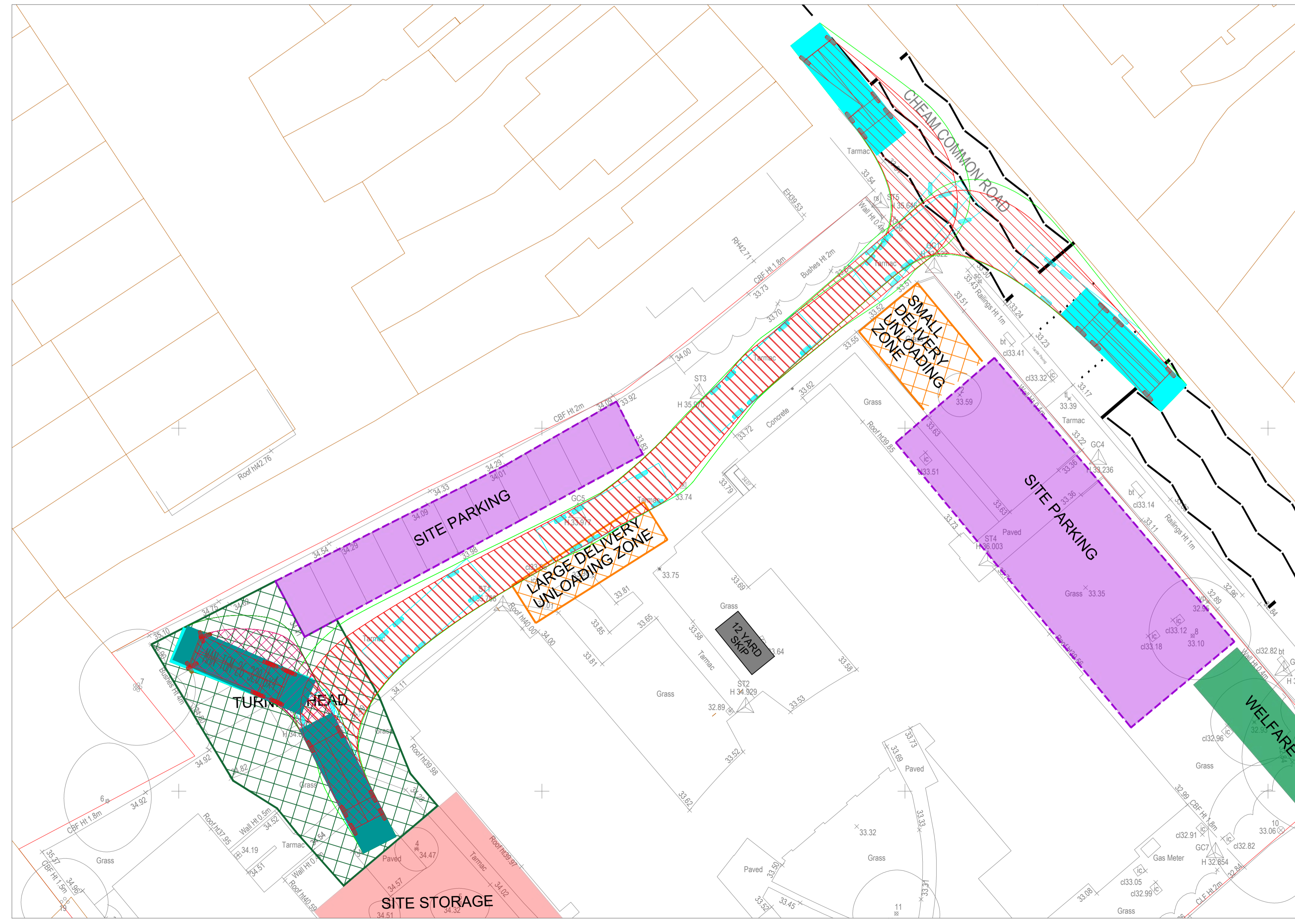
- KEY TO VEHICLE ENVELOPES**
- ▨ CHASSIS IN FORWARD GEAR
  - ▨ BODY OVERHANG IN FORWARD GEAR
  - ▨ CHASSIS IN REVERSE GEAR
  - ▨ BODY OVERHANG IN REVERSE GEAR
  - ▨ VEHICLE IN FORWARD POSITION
  - ▨ VEHICLE IN REVERSE POSITION



EXIT DELIVERY AREA AND TRAVEL TO TURNING HEAD



REVERSE MANOEUVRE TO TURN, EXIT SITE IN BOTH DIRECTIONS



CLIENT:  
**CJ BELL  
 HEALTH & SAFETY LTD**

PROJECT:  
**GRIFFITHS CLOSE,  
 CHEAM COMMON ROAD,  
 SUTTON**

TITLE:  
**SWEPT PATH ANALYSIS**

DESCRIPTION:  
**6X4 26T FLATBED  
 DELIVERY 9.6M**

STATUS:  
**PRELIMINARY**

DATE: 24.10.22 DRAWN BY: JG  
 JOB NO: JG.117.21 SCALE: 1:200 @ A1  
 REV: - DRAWING NO: JG03

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**AMENDMENTS**