

CONSTRUCTION MANAGEMENT PLAN

This document sets out the approach that will be adopted during the enabling works under the planning permission reference 19/01740/HYBRID at Catalyst, land adjacent to The Promised Land Farm, Wendlebury Road, Chesterton, Bicester. Oxon. OX25 2PA.

The work will commence with site security, fencing and statutory / public advice safety signage, followed by cut and fill for the development, construction will be as follows:

A 2m high Heras fence hoarding will be erected to the full perimeter of the site, this will prevent any unnecessary access of construction plant into adjoining ownerships, whilst prevent general public access into the site, this will be inspected daily and recorded on a weekly basis

The works will comprise of plateauing the site, installation of foul and storm drainage, together with gas, water, electricity and BT services to each plot, the construction of the estate road together with units 1 to 9 will follow.

Phase 1 – Plots 1 to 4, estate road, service route, swale and wetlands

Phase 2 – Plots 5 & 6 and amenity areas

Phase 3 – Plots 7 to 9 and wetlands

The construction will include concrete foundations, steel frame construction, wall & roof cladding, concrete ground floor slabs, concrete first floor slabs, curtain walling screens & windows, translucent wall light screens, vertical & horizontal clad elevations, feature rain screen areas, sectional overhead doors and steel fire exit doors. Plasterboard internal partitions, mechanical and electrical installations, floor finishes and all associated external works including drainage, block paving paths with concrete hard standings, tarmac carriageways together with perimeter fencing, swales, bunds and landscaping.

The challenges identified for the construction team which are specific to this project have been identified as follows –

- Maintaining clear and uninterrupted highway access
- Keeping Wendlebury Road clear of materials, plant and lorries at all times
- Keeping Wendlebury Road clear of dirt and general construction rubbish at all times
- Maintaining a dust free and noise compliant site at all times
- Maintaining all “live” services on, under, over and around the site.





- Working safely at all times throughout the construction phase of the project
- Ensure that the enabling works does not impact on the residents of Bicester, especially the adjacent Garden Centre, the Thames Water treatment works and the newly constructed Hotel on the corner of Vendee Drive.
- Ensure that any wildlife that may be found within the site confines is removed in a sensitive and appropriate manner, utilising professional ecologists when required.
- Ensuring impact on the surrounding areas and environment are kept to a minimum throughout the works
- Work to the approved clients brief.
- Maintaining programme and quality of construction to realise the project design concept and to meet the planning and client's requirements
- Properly plan and manage the highway improvement works to minimise any impact on road users
- Letter drop all properties adjacent the site informing them of the project start, duration, team etc, giving phone and email contacts for everyone involved.
- Update the occupiers of the garden centre, the new hotel, the TW works and the Promised Land Farm on a 4-weekly basis of the works that are planned and co-ordinate all activities with them.
- We have ensured site traffic routing is designed and implemented to minimise disruption to the residents of Bicester. The detailed Routing plan will be a condition bound into all orders placed for works and materials and will be rigidly enforced by the site.
- All site staff and operatives will park in the carpark provided, this has been sized to accommodate all vehicles travelling to the site, and under no circumstances will any of these vehicles be allowed to park on the highway surrounding the site

This method statement sets out to demonstrate our ability to carry out the works in optimum time, in the safest manner to achieve a completed project to the satisfaction of all parties involved.



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1. General

This method statement has been prepared and issued to give an indication of our general approach to the construction and management of the project.

Specific operations will be the subject of specialist considerations and site-specific detailed method statements relating to specialist activities will be submitted to Parkway Construction (MK) LTD for comments and approval prior to commencement of the works.

2. Planning and Programming

The whole project has been programmed to complete within a 2-year period in line with the following working hours, these hours and days may need to be extended on occasions for safety reasons:

- Monday to Friday - 7:00am to 6:00pm
- Saturday - 7:30am to 13:00pm
- Sunday, Public & Bank Holidays – Site Closed

The construction programme will be monitored, tracked and updated on a regular basis and any corrective action applied as necessary.

A Procurement Schedule will be prepared from the construction programme that will identify the key dates to be achieved within design, detailing, approval and manufacture/procurement processes for individual trade operations.

Highway widening works and services diversions will all be planned to comply with Highways Departments requirements, whilst ensuring the minimum of disruption to road users.

Due consideration has been given to the effects of the development on hedgerows & trees, species including Bats, Birds, Invertebrates, Reptiles and other mammals, no tree or hedge removal works will take place in the bird nesting period, as set out in the CEMP.

Due consideration has been given to the local properties whilst planning site lighting, particular consideration has been given to residential receptor in the form of light spill, dark sky, glare, curfew periods, working hours etc, we will use lighting and switching to ensure lights are not unnecessarily left on and are sensitively angled to avoid nuisance.

Due consideration has been given whilst planning environmental management of the site, our Project Manager will be the "Environmental and Biodiversity Champion" on this project, together with this we are a "Considerate Constructor" and have robust Compliments, Complaints and reporting procedures to ensure compliance at all times.

This site will be registered with the Considerate Constructors Scheme

3. Site logistics

The way in which the site is established and managed is critical to the success of the project.

It is our intention to complete the works from within the confines of the site boundaries. On this site all boundaries will be screened using Heras fence hoarding

A schedule of dilapidation's will be undertaken with, and issued to, OCC Highways for highway areas and carriageways around the site.

All materials will be off loaded, loaded and incorporated into the works from within the site confines.

Loading and unloading of materials will take place wherever practical at their point of use in order to reduce double handling which could create a noise nuisance.

Loading and unloading of the various material types used for construction will be undertaken by various means, lorry mounted Hiab cranes, mobile cranes, forklifts and/or excavators, all of which are designed and sized for the specific operation, in order to minimise noise nuisance.

Loading and unloading areas are highlighted on the Site Setup Plan and have been placed to ensure they are screened from sensitive noise receptors

4 Site Management

The management for this project will comprise of site based, trained and competent, experienced managers, i.e. a visiting Contracts Manager & QS with a team of 1 Senior Project Manager, 1 Project Manager and a setting out engineer, with non-working trades foremen and labour as required.

The site team will be fully supported and assisted by our head office together with the Construction Director and Commercial Director to ensure the implementation and compliance with legal, planning, company procedures/requirements and safety policies and to monitor the ongoing quality and operational standards set by Parkway Construction.

The management structure on site is as described below:

- Construction Director – Allan Carr (07971 533328)
- Contracts Manager – James Higgins (07720 737846)
- Senior Project Manager – Keith Powel (07790 698559)
- Senior Quantity Surveyor – James Bell (07711 595382)
- Safety Advisor – Wayne Hodgson – SML



These details will be provided to the local residents as part of a letter drop introducing our team prior to works commencing.

5 Security and Site Establishment

A Heras fence hoarding will be erected to the site perimeter as shown on the attached site setup plan. The site perimeter fencing will be regularly inspected and recorded weekly, it will be maintained throughout the contract and adapted as required to suit operations during the contract. As part of the weekly site perimeter inspection regime the safety signage and fencing will be inspected to ensure it is still visible.

No access will be allowed for plant, heavy machinery or storage outside of the site confines.

6 Personnel

All personnel entering site will attend Parkway Construction's site safety and environmental induction prior to gaining access to site. Site specific rules and details will be given during this induction.

7 Site Access and Deliveries

Vehicular and pedestrian access to the site parking and compound will only be from the existing farm entrance off of Wendlebury Road, all site traffic including HGV traffic will enter and exit through this site entrance.

Deliveries / arrivals to site shall not arrive before 07:00 in the morning, 07:30 on Saturday. HGV's, delivery vehicles or trades vehicles (cars & vans) will not be allowed to wait outside of the site entrance on Wendlebury Road before 07:00, 07:30 on Saturday. The site setup has been designed so that all vehicles will pull directly into the site upon arrival

For the avoidance of doubt, Parkway are committed to avoiding deliveries arriving and leaving the site in peak traffic hours (8:00/9:00 & 17:00/18:00)

Temporary pedestrian routes will be provided within the site boundary to gain safe access to the site parking, compound, accommodation and working faces.

Clear signage will be installed to ensure safe access and egress onto and off of the site. When required a road sweeper will be in attendance during the movement of materials onto or off the site to ensure a clean road.

Deliveries of materials, plant and equipment will be strictly controlled and co-ordinated to prevent congestion and disruption.



Wheel wash facility comprising of high-powered petrol driven jet washers will be set up at the final exit point out of the site. All vehicles leaving site will be inspected for cleanliness by the banksman before being allowed to exit onto the highway.

All deliveries to site will be directed to use the A41 to the Vendee Drive Roundabout, progress along Wendlebury Road and enter the site through the existing farm access. Signs will be placed on Wendlebury Road detailing "Caution Site Entrance" "Caution Vehicles Turning" etc, once Highways approval is granted. This requirement will be written into sub-contract and material orders, it will also be signed into their pre-let meeting minutes and contracts.

See drawing reference Construction traffic Routing Agreement Plan

8 Signage

Adequate signage will be installed such that vehicle access to the site is clearly identified within the general site area. Small directional fingerboards will be placed discretely to direct deliveries directly to the site in order to prevent congestion.

Site signage will be provided at the entrance and within the confines of the site to notify all visitors of the following –

- Mandatory traffic route requirements
- Office, accommodation and toilet location and access routes
- Access and delivery instructions
- Pedestrian crossing and vehicle movements
- Site speed limits
- Underground services
- PPE requirements
- Location of first aid station and welfare facilities
- Pedestrian routes
- Fuel and material storage areas
- Site management details and numbers
- Considerate constructor details and banners etc

Signage will be erected on the highway, subject to highway approval, to prevent unauthorised HGV access to restricted areas, see the Construction traffic Routing Agreement Plan attached

9 Storage and Handling

Designated storage areas will be provided within the site boundary and adapted as the site progresses.

Where possible materials will be delivered and off loaded adjacent to their point of use to minimise vehicle movements and handling.

Vulnerable materials and equipment will be stored within locked site containers.

Construction Plant will be secured and locked in the compound at the end of each day, i.e. within range of surveillance from our monitored, police response approved CCTV security system.

10 Waste Management

The generation of site waste will be continuously monitored and updated throughout the project. Site skips will be stored within the site boundary in the designated area.

Parkway Construction (MK) Limited is conscious of its responsibilities for the protection and improvement of the environment and is committed to minimising environmental impact throughout its sphere of activities.

It is the aim of Parkway Construction (MK) Limited to carry out its operations, according to the procedures given herein, together with its targets and goals detailed in its ISO 14001 registrations and to the latest good practice guidelines.

Management and Site Staff are responsible for the operation and implementation of the Policy and all sub-contractors are expected to co-operate with the company in order to fulfil its legal obligations.

Our procedures will cover the following areas and will be reviewed annually or as changed in legislation dictate:

- Segregation of waste on site to, as minimum, inert material, wood, metal, paper and cardboard, and mixed materials prior to removal from site.
- Waste will be removed from site by a registered waste carrier who will sort and recycle the waste. Reports will be issued detailing the percentage recycled from each skip with the volume sent to land fill also identified.
- We will work with our suppliers to reduce packaging (including the use of pallets) and recycle as required.

We will work with our designers to review construction procedures and products (to minimise waste and use recycled materials where specification allows and where it is economically viable) and to keep as much material on site in the overall scheme design.

It has been identified that naturally occurring materials on this site are suitable to be reused using the CL:AIRE Definition of Waste Development Industry Code of Practice, therefore this will be implemented.



We will look to re-use spare, surplus materials on site where this is appropriate, what we cannot use we will provide FOC to Bicester College for apprentice training use.

Our staff will be dedicated to the management of waste on site (All skips will leave site full and correct waste transfer procedures followed.) Our staff and Sub Contractors will actively reduce waste by ordering the correct quantities of materials, they will then store and use them in order to minimise waste. Materials will be ordered, when economic, to arrive just on time to minimise the possibility of damage through handling and storage and will be rejected if they arrive damaged or incorrect. Rejected materials will be recycled by the supplier.

During Site Induction all labour will be informed of our onsite procedures and actively encouraged to run a 'TIDY' safe site.

All sites will display the relevant Waste Carriers registration certificate and the licence for the disposal site.

All sites will have a competent person responsible for full implementation of Site Waste Management, on this site it will be Keith Powell & James Higgins.

[Materials Scheme](#)

11 Temporary Services

Temporary site power will be provided via a site generated supply, if mains power is not connected, it will be used for small power for tools and equipment as well as the site accommodation and facilities.

Water will be taken from a new, mains water supply which will be AWA metered to record the usage.

Site accommodation and toilets will discharge to an onsite storage tank and be tankered off of site, until the mains are connected, it will then be piped to discharge directly into the main foul sewer running within the site boundaries.

Site telephones will be via mobile phones and internet provided for email from 3G/4G dongles.

12 Dust, Debris and Wheel Wash Control

The site will be accessed from Wendlebury Road, this will be swept regularly and damped down with water to reduce the amount of dust on site should this be necessary.

The majority of material are retained on site, the bulk earth moving / filling operations will be undertaken in the most efficient manner to ensure that open ground will not dry and dust up causing a nuisance. Should it be required, damping down will be adopted using on site dust suppression in the form of sprinkler hoses, mist spray cannons and dumpers with dust suppression bowsers.

All dust suppression will be as described in the HSE publications, No 36 and 54.

During delivery muck shift periods and times of high vehicle movements the site wheel wash will be set up at Site Entrance off of Wendlebury Road. This will include the use of a pressure washer controlled by our banksman to ensure mud transfer is minimised to the surrounding roads. The Pressure washer, labour with brushes and shovels will be the first line of defence on a day to day basis. [Vehicle Wheel Wash](#)

Road sweepers will be available throughout the duration of the project to collect and clean any mud or debris accidentally transferred on the surrounding roads, this will be planned and managed by site as "planned" work activities dictate, it will not be used simply as a reactive measure, it will be programmed around the specific site activities. The sweeper will be fitted with an external pressure washer lance to give flexibility to the cleaning activities to the surrounding roads and paths.

Parkways Site Project Management will ensure compliance with the above at all times.

See copy of Parkways [Guidance Notes for Site – Noise & Dust Control](#) for further details.

13 Safety

Full recognition and regard will be given in the management and execution of the project of the current HSE and Construction Design and Management Regulations.

All trade contractors are obliged to provide safety policies, safe working procedures, risk assessments and method statements which will be reviewed, revised as required and signed approval will be issued by Parkway Construction (MK) LTD 2 weeks prior to commencement of the works.

Safety Management LTD will provide external safety inspections and support with frequent site visits to review and monitor safety standards as they deem appropriate.

14 Noise Control

Management of noise pollution and vibration control will be given a high priority on this scheme.

Possible impacts have been assessed and no unacceptable effects have been identified when using modern, well maintained equipment.

As the construction site is in reasonably close proximity of residential buildings, Parkway Construction will ensure acceptable levels of noise are adhered to where possible and will work to the following hours:

- Monday to Friday - 7:00am to 6:00pm
- Saturday - 7:30am to 13:00pm
- Sunday - No noisy work
- Public / Bank Holidays - No noisy work

In all cases Parkway Construction will adhere to its Guidance Notes detailed in the "[Guidance Notes for Site – Noise & Dust Control](#)" which is attached.

15 Sequence of Works

Sequence of works to be followed are as the agreed programme

16 Handover Documentation and Training

Prior to the completion of the project Parkway Construction will implement monitoring procedures to ensure information production relating to the handover documentation are implemented to allow handover of operation and maintenance for PC.

17 Conclusion

The above method statement has been developed to demonstrate Parkway Constructions understanding of the project requirements and methodology required to carry out a project of this nature successfully.