



mcsgroup

Construction Management Plan

Starwood House, Avenue One, Letchworth

Construction Management Plan

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Construction Management Plan

Introduction

This Construction Management Plan (CMP) has been prepared to address the requirements set out under Condition 6 of the planning permission Ref: 25/01196/FP relating to the delivery of new flexible employment units at Starwood House, Avenue One, Letchworth.

Having regard to the above, the purpose of this CMP is to:

Identify best practice and control measures to be implemented during the construction phase of the proposed development.

To ensure protective and preventative measures are in place to safeguard local biodiversity and to ensure any disruption associated with the construction phase is minimised as far as reasonably practicable.

A construction Environmental Management plan (CEMP) has also been developed by Aspect Ecology to address the requirements as set out under condition 21 of the planning permission as noted above.

Project Overview

Site address: Avenue One, Letchworth SG6 2TS



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The proposed site location.



Map indicating the site boundary in grey

The site falls within the administrative control of North Herts Council, and the existing office complex formerly known as 'Starwood House' and associated car parking is currently being demolished as part of an enabling works package.

The proposals are for redevelopment of site to create 3 units for flexible employment use (Use Class E(g)(ii) - (iii)/B2/B8) together with associated servicing areas, parking, landscaping and other associated works.

The proposed construction programme for the project is expected to be 40 weeks in duration., this duration also includes 7 weeks demolition.

A summary of the measures proposed in the Construction and Environmental Management Plan to address the site circumstances are set out below:

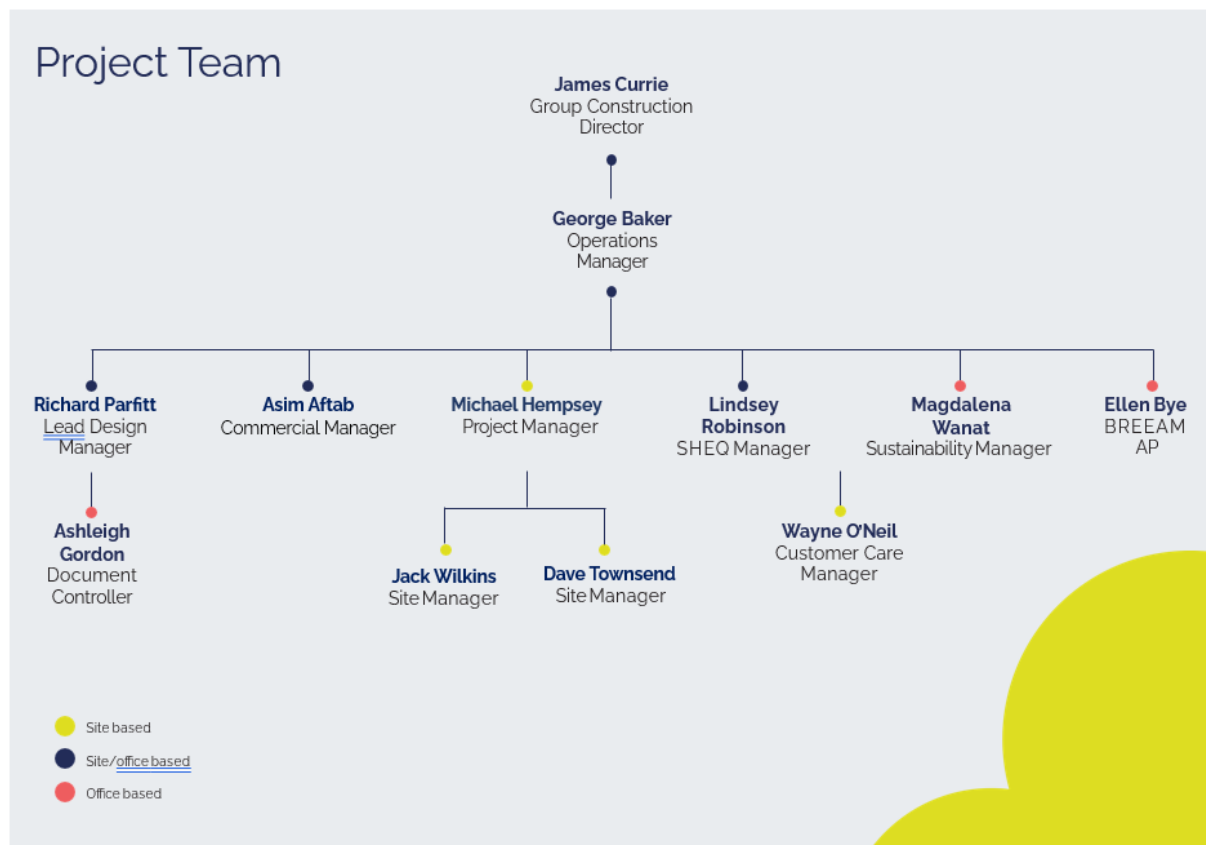
- An asbestos survey was undertaken and identified asbestos was removed and disposed of in accordance with the relevant requirements prior to demolition works taking place.
- A construction logistics plan is included showing the proposed delivery routes, vehicle access / egress points and parking for construction personnel. There is traffic management to ensure that disruption and congestion, caused by the site operations, is kept to a minimum. It's anticipated that there will be no more than 55 people on site at any one time with 30 vehicles. The parking area highlighted within the logistics plan with allow with 40 parking spaces.
- Limiting the hours of working to reduce the potential for nuisance and disturbance; For example, noisy and potentially disruptive works will be undertaken with prior notice to neighbours, techniques will be used to keep these impacts to a minimum.
- To keep the impact of the construction activities within acceptable levels and to minimise disturbance and pollution to adjoining buildings, owners and users, all appropriate precaution measures shall be agreed with the local authority and then implemented to control noise, suppress dust and minimise vibration.

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- Maintain clear, safe access to the public areas surrounding the site and keeping hard surfaces clean and tidy.
- Construction waste is to be segregated into separate waste streams to facilitate recycling, repurposing and recovery.
- Reduce the risk of vandalism, fuel spills and pollution incidents.
- All works will be carried out within the site boundary except for the S278 works which traffic/pedestrian management will be put in place.

Roles and Responsibilities

Proposed Management Team:

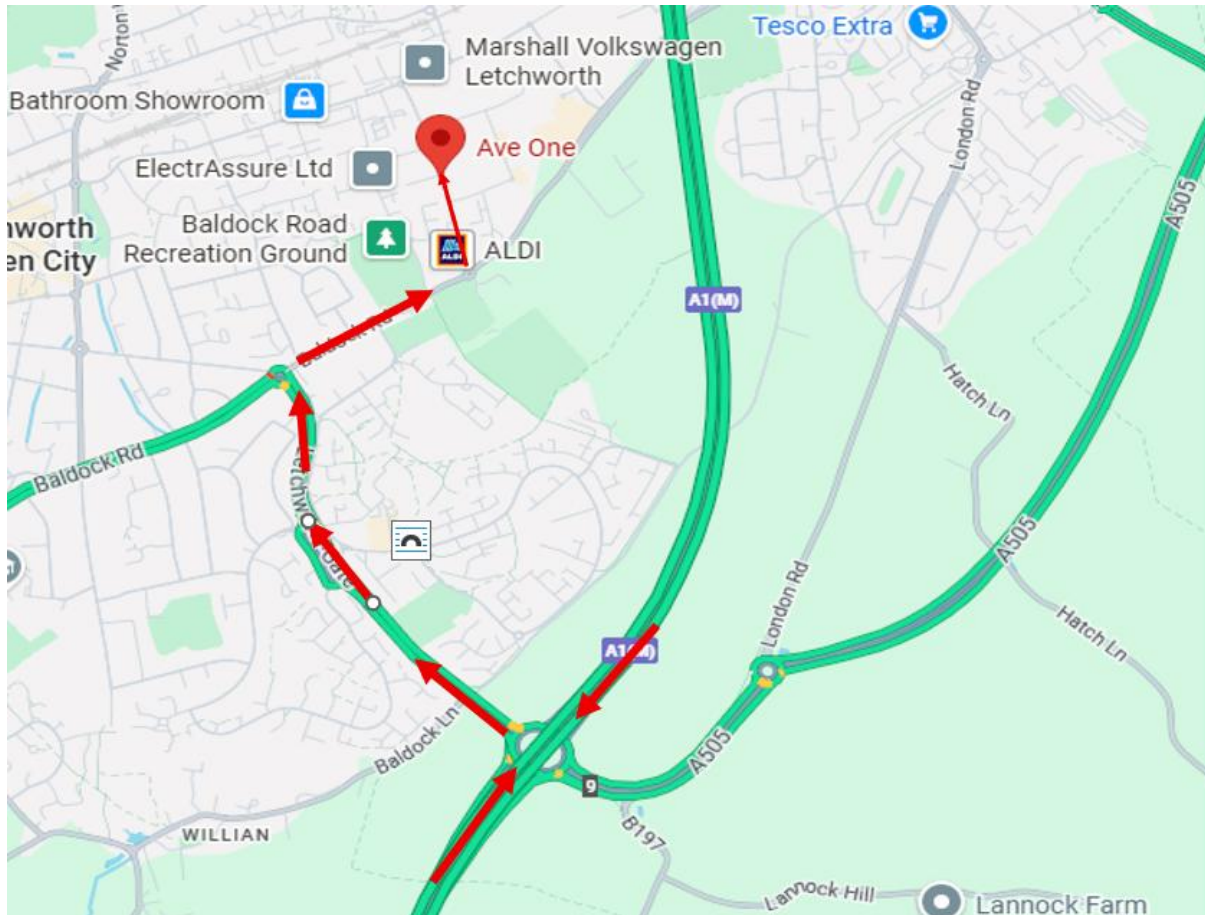


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Site Logistics

Access to the site will be off the A1(M) and onto Letchworth Gate leading onto Baldock Road onto Avenue One, vehicles will enter the site via the existing site entrance.

Vehicles will be met by a banksman on entry and directed to the correct area for unloading. Once unloaded they will turn around within the site and leaving the same way as entering site.



Delivery route to site

All deliveries will be scheduled in with the site team prior to delivery to ensure no congestion build up on the nearby highways.

All suppliers and sub-contractors will be notified of the site delivery constraints and specific directions at the time of order. Specific delivery times will also be included within the orders to ensure no deliveries take place during peak traffic times.

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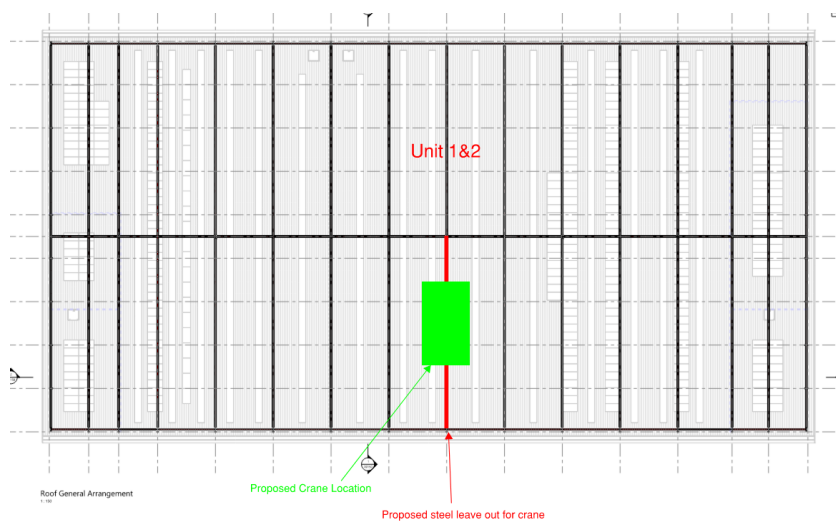
Package	Duration	Vehicle Numbers Per Day
Earthworks & Groundworks	Week 1-30	20
Steelwork	Week 15-22	2
Cladding	Week 18-28	2
Fit Out	Week 26-40	25

Areas for storage will be created onsite as detailed on the site plan to prevent damage to materials.

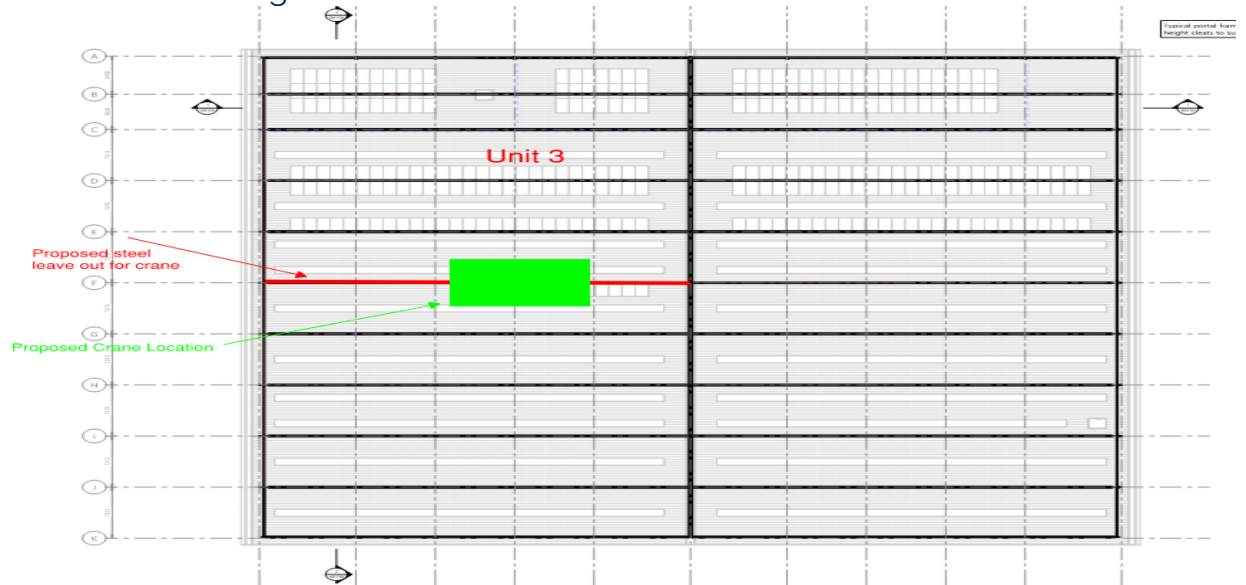
For materials movement around site, we will utilise forklifts to service material unloading (from vehicles) and distribute materials around the site.

For erecting the steel frames and loading out roofing materials, mobile cranes will be utilised. The cranes will be located within the footprints of the buildings for the steel erection then move into the service yard areas for any further lifting.

On appointment a full crane lift plan will be produced as required. Proposed locations are noted on the below but may change once design is progressed. When the crane is not in use, it will be stored within the footprint of the units.



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A full temporary works design will be completed to ensure the suitability of the crane bases/mats required to support the cranes.

Hours of Deliveries

MCS Group will control the times of deliveries, and all attempts will be made to stagger delivery times to minimise congestion on the local highways. Deliveries will only be accepted between the hours of 9am and 3pm.

Materials Movement

Materials will be unloaded from the delivery vehicle once on site, in a safe manner, utilising manual handling aids and mechanical plant such as fork-lifts. Materials will then be relocated to the designated storage areas. There will be no loading or unloading of vehicles outside of the site boundary.

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Site Welfare

As detailed in the logistics plan, we plan on locating the site welfare within the car park area at the North of the site, behind unit 3. We hope to leave the site set up in this location throughout the full construction phase.

The site accommodation will consist of site management offices, meeting room, canteen, drying room, male and female toilets, and secure storage areas.

Site parking for operatives and visitors will be adjacent to the welfare area.

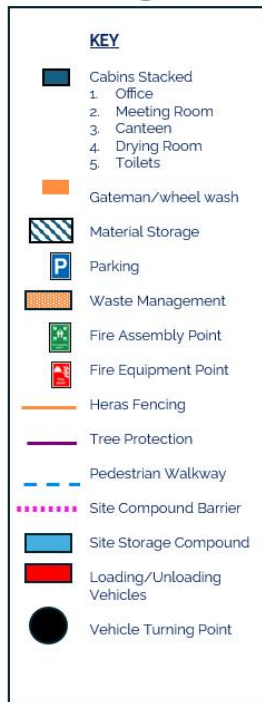
The site will be secured utilising the existing hoardings erected by the demolition contractor and the existing secure fencing. The gates will always remain closed to ensure no un-authorised access on to site and access to the site will be managed by a gateman.



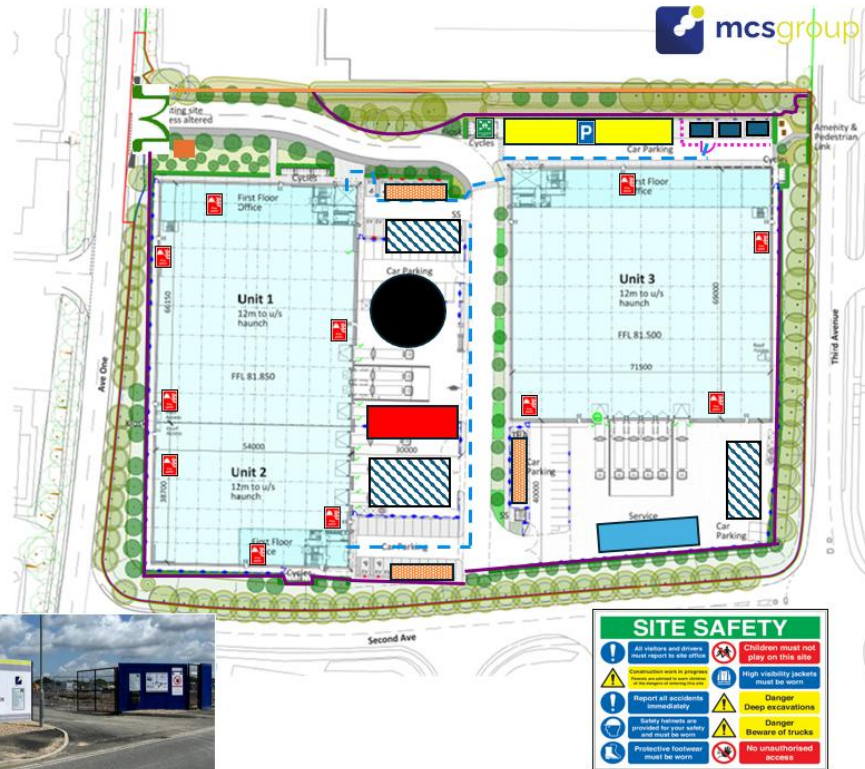
Example of typical MCS site entrance hoarding

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Site Logistics Plan



Site logistics plan



Storage of Plant and Materials

Materials and plant will be stored within the site area and where possible within secure storage containers or within the secured building. Outside of working hours all plant will be immobilised, locked and where applicable vandal guards installed. Segregation zones will be established around the site for unloading and laydown of materials.

Waste management areas will also be established for the segregation of waste into skips.

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Working Hours

Generally, MCS working hours on site are 7:30am to 5:30pm Monday to Friday. However, this may from time to time differ due to the surrounding environment where it may be necessary to undertake some works out of hours for safety precautions or to keep disruption to a minimum. Any works undertaken outside of the standard working hours will be agreed beforehand with the Council's Environmental Team. Once agreed with the Council's Environmental team, a letter will be issued to the surrounding residents and business confirming out of hours work as needed. Within the letter, details of our site management team will be shown if concerns are raised.

Site Security and Fire

The site will be secured using a combination of existing perimeter fencing and solid hoarding panels with secure access gates.

24-hour contact details will be displayed on the fence line in case of emergencies.

A combination of additional security measures may also be utilised at various stages of the project dependant on the risk associated with the site activities, these measures may include:

The use of Armadillo Security Robots

CCTV systems

Manned security guards

Fire Points will be set up utilising fire boards with electronic "screamers", water and carbon dioxide fire extinguishers and a copy of the fire escape plan. These will be in all key locations on site, such as site offices and by the means of exit.

They will be checked weekly to ensure they are in good condition and in date and signed off as required.

A fire assembly point will be established near to the site entrance and fire drills will be carried out on a regular basis and recorded.

Noise and Vibration

MCS realise the control of noise and vibration is paramount during the construction phase to protect nearby residents from pollution.

All construction work and associated activities are to be carried out in accordance with the recommendations contained within British Standard 5228:2009, "Code of practice for noise and vibration control on construction and open sites", Parts 1 and 2'.

All vehicles and plant used during the development will be maintained in good and efficient working order, and in accordance with manufacturer's specification.

All vehicles, mechanical plant, and machinery used during the development shall be fitted with proper and effective silencers and shall be maintained in good and efficient working order.

All plant and machinery in intermittent use shall be shut down in the intervening periods between works.

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Plant and machinery capable of generating significant noise and vibration levels will be operated in a manner to restrict its duration.

Static plant and machinery shall be sited as far away as possible from inhabited buildings or other noise sensitive locations.

All compressors shall be 'noise reduced' models that are fitted with properly lined and sealed acoustic covers which shall be kept closed whenever the machines are in use. All ancillary pneumatic percussion tools shall be fitted with mufflers or silencers of the type recommended by the manufacturers.

Wherever possible mains electricity or battery powered equipment shall be used instead of diesel- or petrol-powered generators.

Acoustic barriers or earth screening will be used when noisy activities are undertaken.



Example of acoustic barrier above

Operations likely to create noise / vibration.

Operation	Hazard	Action
Bulk Earthworks	Noise & Vibration	Ear defenders to be worn, use machines fitted with Silencers, Noise zones, Acoustic barriers / screening
Vibro stone piling	Noise & Vibration	Use machines fitted with Silencers, Use of ear defenders, Noise zones, Acoustic barriers / screening
Steel erection	Noise & Vibration	Use machines fitted with Silencer, Noise zones, ear defenders

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Given the proposed reduction techniques, we do not believe the levels of noise and vibration will be above an acceptable threshold. We will however undertake regular communications with the neighbouring properties to ensure the levels of disruption are kept to a minimum.

Air Quality

MCS Group will endeavour to meet all current standards for air quality as noted within section 6 of the Stantec AQA, issued in May 2025. An inventory will be developed for plant and equipment that is used on site.

All plant and equipment will be serviced in line with PUWER and manufacturer's instructions. All service record logs will be maintained and kept on site.

All non-road Mobile Machinery (NRMM) of net power between 37kW and 560kW, will conform to EU Engine Emissions Stage or have an exemption. Currently the requirement is to meet Stage IIIA of EU Directive 97/68/EC as a minimum.

Further to this, all plant and machinery will have the relevant thorough examination reports available for inspection within the site safety files.

Where possible, plant such as MEWP's will be electric to reduce emissions (once the temporary electricity supply to the site is established).

Mud and Dust

During the works a range of measures will be employed to minimise the creation and spread of mud and dust arising from this work in accordance with Environmental Protection Act 1990:

- Regular inspections for dust and mud outside of the boundary will be undertaken, should works be creating excess arisings, works will be ceased until suitable alternative methods are established.
- Sufficient hardstanding will be placed on commencement of the project and base course tarmac will be laid to assist with clean lay down areas and the reduction of the spread of mud and dust.
- In dry conditions damping down of surfaces will be carried out to control dust.
- Throughout the earthworks, hoses with fine mist sprays will be located close to the work area and used to dampen down the area generally and directed at any airborne dust particles.
- All material for disposal will not be stockpiled for long durations and waste arising from construction activities will be protected from wind erosion when required.
- All lorries and skips will use cover sheets to prevent accidental spillages.
- Dust extraction or damping down systems will be used for all onsite cutting of materials.
- A view will be taken when we commence on site to determine whether a drive on wheel wash will be required or a jetwash and wheel scrubber will suffice.
- All vehicles will be inspected, and any dirt / debris removed before leaving site.
- Regular sweeping of access roads to the site will be carried out where mud is likely to affect residents and highway safety.

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Flood Risk

Whilst we believe the likelihood of flooding on the site is minimal, MCS will implement best practice to ensuring we manage the risk of flooding and do not create potential for flooding whilst undertaking the construction works. Good practice that will be implemented will be as follows:

- Construction surface water management plan will be developed with the input of the key supply chain and reviewed on a regular basis.
- The site will be surveyed to ensure no existing drainage systems will be compromised during the excavation works. Should undocumented drainage be discovered, further surveying will be undertaken to identify if it is live and if so, a redesign of the drainage will be undertaken by the civil engineer to incorporate the outfall.
- Permanent drainage including attenuation will be installed early in the construction phase to ensure onsite water retention in the attenuation tanks.
- Should ground water be discovered during excavations, temporary ditches or swales will be formed to collect water in and safely retain on site.
- Existing drainage to the highway will be inspected on commencement to ensure it is in good working order and that all gullies are clear and running. MCS will ensure that the construction works do not affect the drainage system beyond the site and that they remain in good order throughout. Regular inspections will be undertaken checking drainage runs and gullies are clear, aided by undertaking vehicle cleansing and road sweeping as required.
- Good practice will be followed in regard to temporary water supply installations and lagging to ensure no water pipework leaks occur.
- Fencing will be installed around the existing ponds which are due to be retained during the construction process. The management team will ensure an inspection of the fence is carried out daily as part of the wider fence inspection.

Spillage control

An Environmental Aspect and Impact Assessment for the project will be undertaken to identify activities which pose a risk to the environment, their significance, along with appropriate mitigating actions.

Following this an emergency procedure plan will be created. This document will be held in the Construction Phase Plan and displayed on the site noticeboards.

To minimize the risk of a pollution incident, all operatives must understand the environmental risks associated with their work activity and what control measures are in place to eliminate or reduce negative environmental impact. All operatives are educated in the site-specific risks and control measures during their site induction and via regular Toolbox talks.

Compliance with environmental procedures is monitored daily on site by our management team and regularly by our SHEQ Manager who undertakes ISO audits on health, safety and environment on a monthly basis.

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Artificial Lighting

Flood lighting, security lights, and any other obtrusive external lighting shall be sensitively located to avoid nuisance to neighbouring properties. And ecological features noting the presence of bats etc.

The direction and angle of external lighting will not cause light spill, glare, or nuisance to neighbouring properties or highway users.

Any light sensors fitted will be adjusted as such to ensure that they are only activated from activity on site.

Localised lighting will be used wherever possible to avoid excessive illumination of inactive areas.

The use of external lighting overnight will be minimised consistent with safe access, egress, and security of the development site.

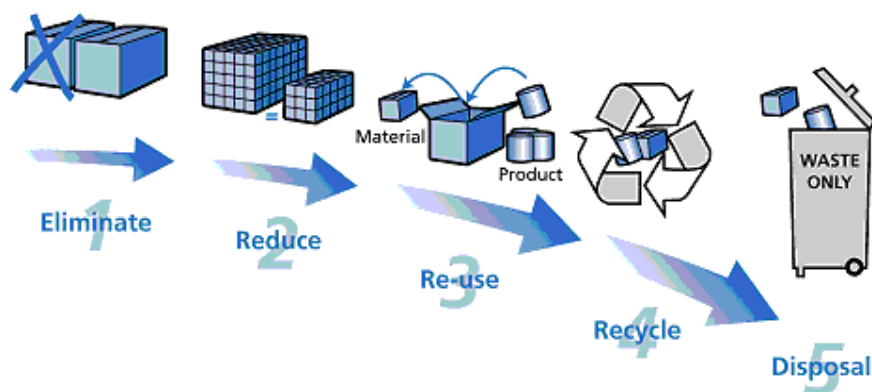
Waste Management

MCS Group will ensure that all waste is disposed of correctly. This means by authorised persons, to an authorised transfer station and finally to a licenced land fill, where not recycled/re-used on site. Every project that requires the development of a Construction Phase Health, Safety and Environmental Plan will complete a waste management plan.

The waste management plan will document:

- The types of waste generated and EWC code.
- Estimated wastes on commencement.
- Who the waste carrier is, their licence number, and a copy of their certificate.
- A log of all wastes removed from site and copies of all transfer notes.
- Total quantities of waste removed.

Every site will use the following waste management principles to ensure the amount of waste generated is kept to a minimum:



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There shall be no burning of waste at any time on the development site.

MCS Group shall have an appropriate means of waste disposal in place for the duration of the development works. Appropriate waste transfer and/or disposal documentation shall be made available for inspection by the local planning authority on request.

MCS Group shall ensure that any waste materials stored on the site are adequately secured to prevent unnecessary and unsightly dispersal of the materials around the site and public areas (streets, laneways, footpaths, and reserves).

All excavated materials to be removed from site will be subject to a testing regime beforehand to identify the waste classification criteria and removed in line with the remediation report. Waste excavated from site (cut) will be temporarily stock piled, then removed from site on a regular basis and taken to an appropriate landfill. Stockpiles created will be in areas without the potential to cause nuisance to neighbouring properties or businesses and be kept at a low level. Should stockpiles be formed from very dry or fine materials these will be damped down or covered over to reduce spread from wind erosion. See the below proposed stockpile locations to allow formation of the new access road and units.



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Communication

Ahead of the site commencement MCS Group (in conjunction with the developer) will arrange to complete a letter drop to residents and businesses advising of the commencement of the project and giving details of who the relevant contacts are. Further letter drops will be undertaken throughout the duration of the project.

Notification will be made to the fire service, police and environmental health to notify them of the project and agree communication strategy.

Any communication to the site can be addressed to admin@mcs-ltd.com or via the phone on 01926 842500.

Any emails/calls will be directed immediately to the Project Manager, who will be able to respond quickly to any concerns.

All calls and correspondence will be logged on a spreadsheet which will be maintained as a live document and the status of each communication will be recorded and monitored weekly to ensure that all matters are dealt with in a timely manner e.g. to close these out in the shortest possible time and to record what actions were taken to resolve each item.

We will also create a community notice board which will be erected on the site hoarding at the front of the site, this will contain details of the 24-hour emergency contact should any members of the public need to contact the team out of hours.

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Considerate Constructor Scheme

On commencement of the project the site will be registered with the Considerate Constructors Scheme.

This nationally recognised Charter encourages "Best Practice" in managing the interface between the building operations and the immediate neighbourhood. This includes providing residents, the council, local businesses, and key stakeholders with written communications on a regular basis, both immediately prior to works commencing on site and in advance of major activities.

A minimum requirement of the CCS scheme is to provide contact details for the Site/Environmental Manager responsible for community relations, a brief description of the works, the anticipated duration, regular newsletter/updates on the planned activities and who to contact with to make any complaints.

The Contractor will be independently monitored and audited during the building works to ensure compliance with their Code of Practice in the hope of improving the image of the Construction Industry.

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CONSTRUCTION METHODOLOGY

We will commence the demolition works with the installation of the site welfare and accommodation installed by our demolition contractor. Once the work has progressed as far as possible, our ground improvement contractor will commence on site with WAC testing and RDC compaction being carried out.

The hard standing and relic foundation materials will be reprocessed to form a suitable Type 1R stone for re-use as the upper 250-500mm Pile Mat/LTP & Working Platform.

Across the fill zone, we will proof roll the made ground to locate any excavated soft spots left by the demolition works and compact the underlying ground and provide a uniform compacted material with a stiffness and bearing capacity confirmed by LWD plate tests and greatly reduce the Long-Term settlement potential.

Rolling Dynamic Compaction (RDC)

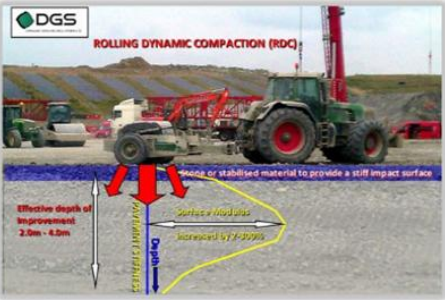
RDC utilising either an 8T or 12T Rolling Mass

Enables Compaction down to 4-5m with benefits observed at 6m in suitable material.

DGS utilise the most effective RDC unit in the UK. Other units only apply around 25 kN/m² of force, however, our units can apply 80 kN/m² giving at least Three times the impact energy of any other unit. This means that DGS's RDC treatment has an increased productivity rate leading to an overall reduction in contract time of upto 50% of alternative systems.



Rolling Dynamic Compaction 8T Module



ROLLING DYNAMIC COMPACTION (RDC)

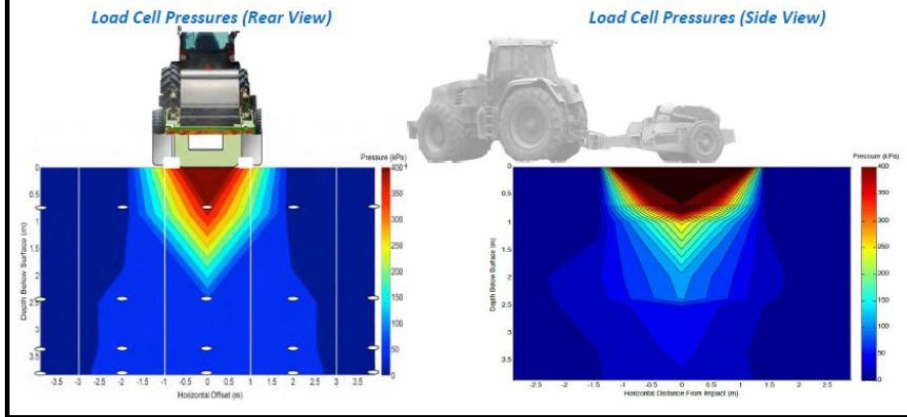
Place or stabilised material to provide a stiff impact surface

Effective depth of improvement 2.0m - 4.0m

Surface modulus increased 67%-200%

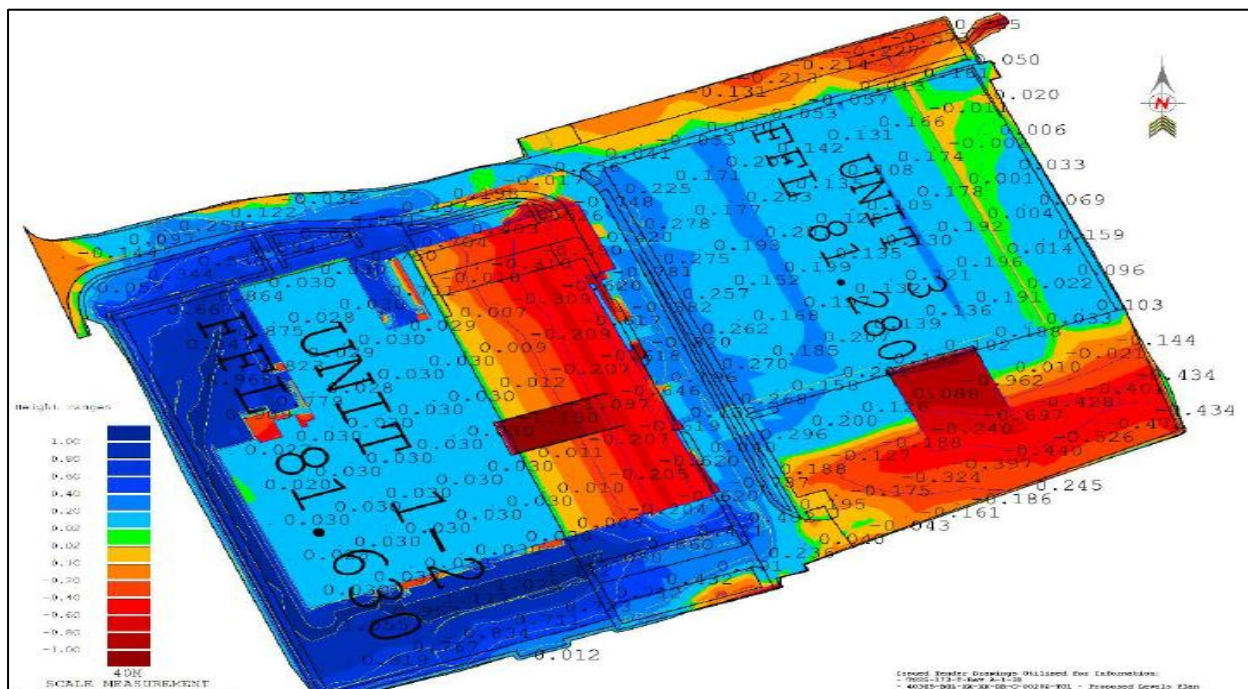
RDC Depth of Influence

At a recent International Symposium, a paper delivered the results of comprehensive testing of the RDC system on a site in Southern Australia. Load cells were placed in a filled embankment and the imposed pressures recorded. Instrumentation and testing confirmed a quantifiable ground improvement occurring in the upper 2m below ground level with positive pressure being measured on the load cells down to cells at 3.85m below ground level indicating that the actual zone of influence (for which there is improvement) extends beyond this depth. CPT testing on UK sites has indicated improvements down to 5m below ground level in suitable soils.



Earthworks Cut/Fill

Following the proof rolling, we will commence the earthworks cut to fill. The cut-fill analysis is summarised as a cut of 4761m³ following the site strip, which shall be placed as part of the fill material requirement (4635m³) to underside of the 150mm stone pavement construction.



Cut and Fill Model Extract

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Sub-Structures

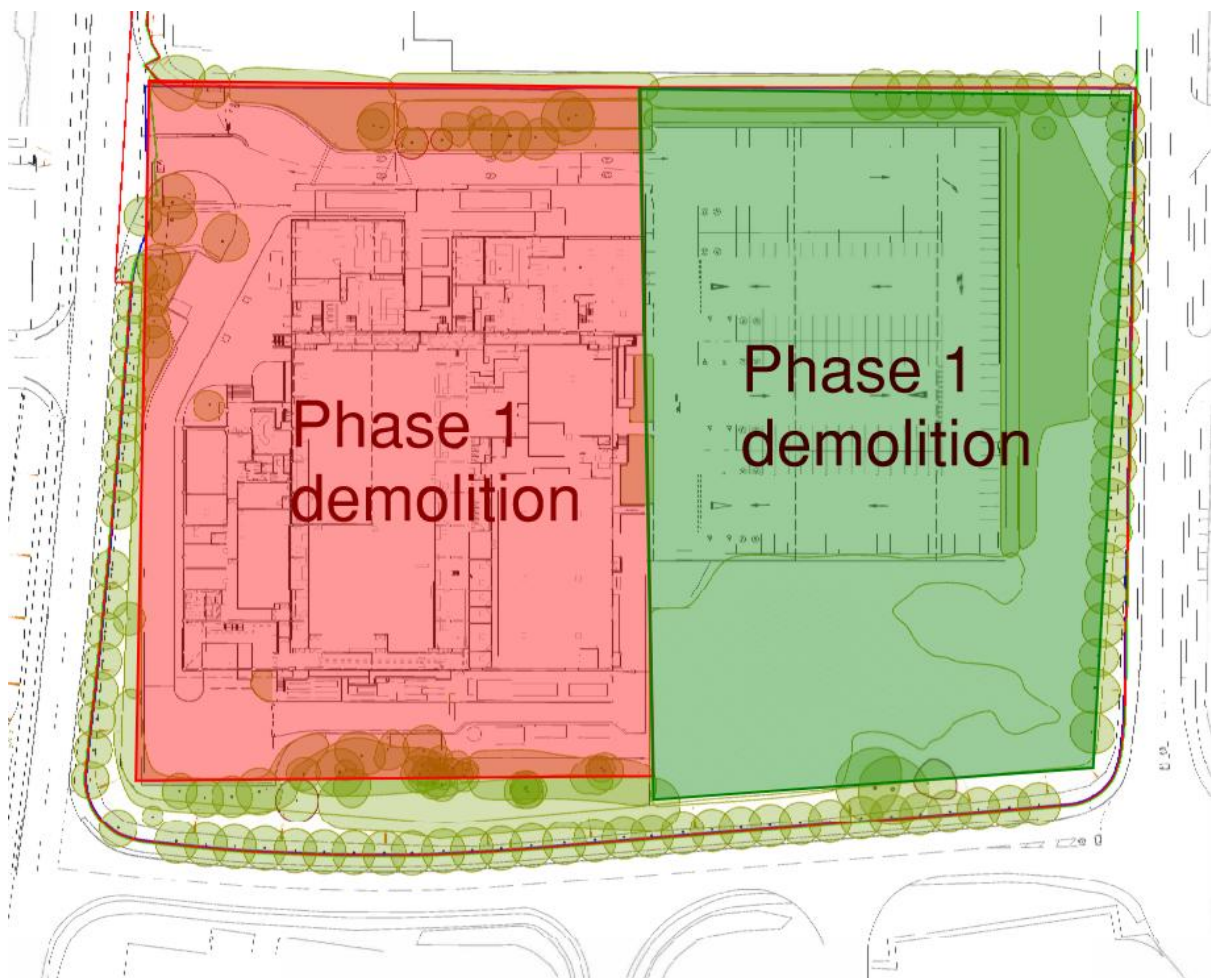
As the earthworks are completed, the building foundations will be excavated and cast. The build sequence will follow the cut, and fill works down the site. Works will start with unit 3, then 1 & 2.

The external site wide drainage will also be undertaken as the foundations are being cast and continue for several weeks, working around the erection of the structures and cladding works.

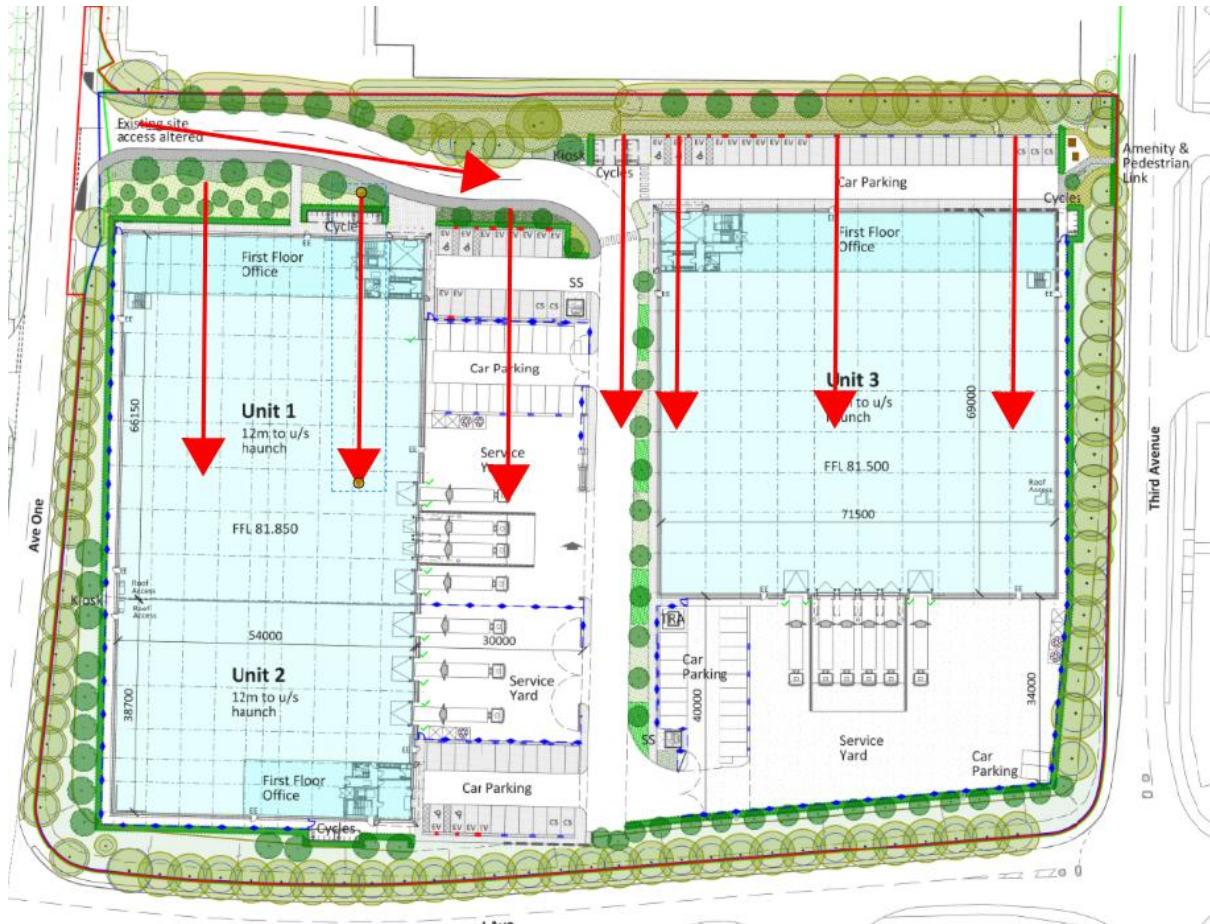
Statutory services trenching and ducting will also be installed at this point.

The service yard concrete slabs and access road tarmac base course will then be placed to keep the spread of mud to a minimum.

All earthworks will work from North to South with all follow on trades commencing on Unit 1&2 North to south then onto Unit 3 North to South. The access road will be installed with will allow trades to safely deliver and remove material through this route.



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Superstructure Works

Once the foundations have cured, the structural steel frames will be erected. The frames will be erected from within the building footprints. The metal decking for the upper floors will be placed as the frames are erected. Upon completion, the frames will be lined and levelled to ensure the correct alignment and tolerances, and column bases grouted. Once the frames have been inspected and signed off by our Engineer, the roofing and wall cladding will commence.

Pre-cast dock pits will be installed as the frames are completed. The Metal decking will then be installed to the upper floors, reinforcement placed, and the floor slabs cast.

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Façade

Roofing will be carried out with the protection of fall arrest netting and edge protection. We will ensure that the nets are extended up to the top rail of the scaffold handrail as to create a barrier for any debris. This will reduce the risk of anything being blown onto neighbouring land or the surrounding roads.

A crane will be used to lift materials onto the roofs. A site-specific risk assessment, method statement and lift plan will be developed for all lifting activities.

Cladding works will commence shortly after the roof works and be undertaken from Mobile Elevated Working Platforms.

Once the cladding has been installed above the feature portico's, the steelwork contractor will return to site to install the portico structures to allow the completion of the cladding.

The curtain walling and external doors will then be fitted thus completing the water-tight shell of the building.

Finally, the brise soleil fins and will be installed.

Floor Slabs

Once the cladding installation is suitably progressed and the areas are not liable to damage from water ingress, works will begin on the ground floor slabs.

The formation will be dressed, membrane installed, inspected and verified before the slabs are cast.

External Works

The external works will be ongoing throughout the project as areas are freed from high level access equipment.

This will include.

1. Installation of kerbs and stone to formation levels.
2. Hard standing for car parks and service yards.
3. Statutory services infrastructure.
4. Hard and soft landscaping.
5. Fencing and street furniture.
6. External lighting and EV chargers

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Fit Out

The internal fit out will commence once the building envelope is sufficiently watertight. The sequence of the fit-out works will be as follows.

1. Installation of the steel stairs (following the floor slab)
2. Intumescent painting
3. White wall
4. M&E installations
5. Internal partitioning
6. Tape and jointing
7. Decorations
8. Raised access floor
9. Tiling
10. Suspended ceilings
11. Joinery
12. Lift installation
13. Floor finishes
14. FF&E

Nearing completion, close out activities commence with testing and commissioning, snagging and cleaning, until project completion and handover is achieved.

Both units will run concurrently and will complete on week 40 of the project
(16/11/2026)