DEWSIDGE

CONSTRUCTION MANAGEMENT PLAN

Project	*Conversion of a D1 Educational Building to 24no. Residential Apartments (32 Bedrooms) with infilling of existing undercroft areas, associated car parking, landscaping, cycle spaces, amenity areas, 1.1m high metal fence and new ramp.*
Site address	*Queensmerre House, 49 Queens Road, East Grinstead RH19 1BG*
Local Authority	*Mid Sussex District Council*
Ref	*DM/25/0388*
Date	*11th August 2025*
Version	*1.1*
Issue	*For Planning*

DEWSIDGE

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Contents

1. Document Control

Version	Issue date	Notes	Author	Checked
P01	*08/25*	*For Planning*	KJ	

2. Introduction

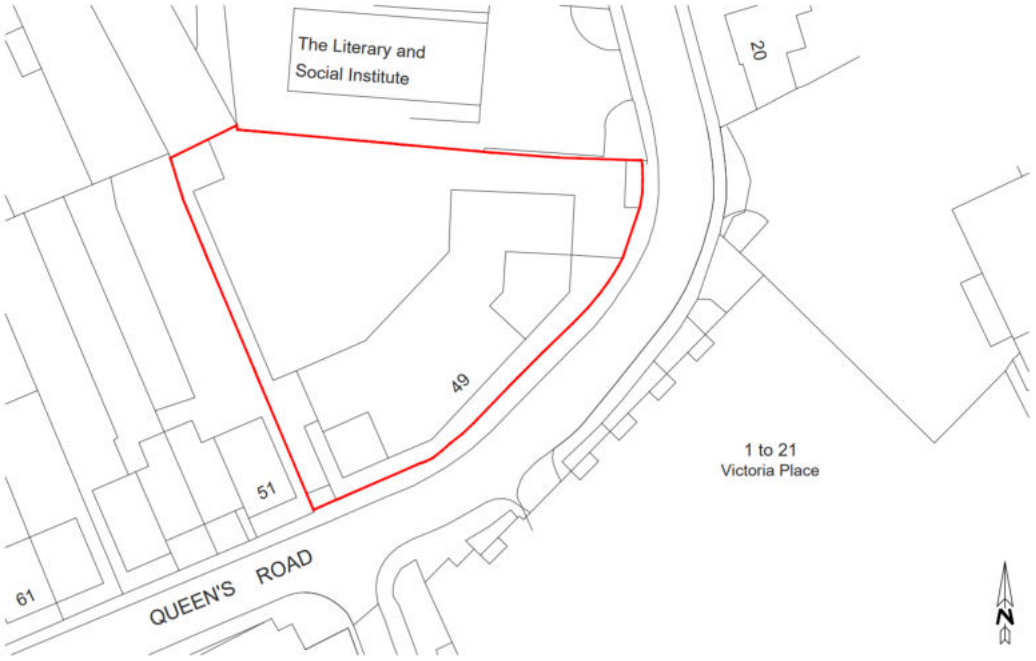
Dewhurst Consult has been appointed to prepare a Construction Management Plan (CMP) for the proposed development at Queensmere House, 49 Queens Road, East Grinstead, West Sussex RH19 1BG.

This plan has been prepared to support the planning application with reference number: DM/25/0388 which was validated on 13th of February 2025.

3. Site Location

Queensmere House is located on Queen's Road, East Grinstead, which can be accessed via London Road through the town centre. The Town Centre location is highly accessible, it is a ten-minute walk to East Grinstead Railway Station which provides a regular service to London Victoria. There are also a range of bus services, with bus stops located on London Road, these include local services Nos. 84, 400 and 409. A number of regional services provide public transport links to the following destinations Uckfield (No. 261); Brighton and Hayward's Heath (No. 270); Lingfield (No. 281) and Tunbridge Wells (No. 291). The surrounding area features a mix of residential and commercial uses, a mix of housing typologies including the Martell's redevelopment, community buildings and car parks. **Figure 1-1** shows the location of the Site.

Figure 1-1: Site Location Plan



4. Proposed Development

The proposed development comprises:

"Conversion of a D1 Educational Building to 24no. Residential Apartments (32 Bedrooms) with infilling of existing undercroft areas, associated car parking, landscaping, cycle spaces, amenity areas, 1.1m high metal fence and new ramp."

The proposed site plan is illustrated in **Figure 1-2**.

Figure 1-2: Proposed Site Plan

The proposed elevations are in **Appendix 1**.

5. Objectives

The purpose of this document is to ensure that all demolition and construction traffic, and the movement of goods are well planned to minimise the impact of construction logistics on the local highway network and in particular the residents and businesses along the HIgh Street.

The overall objectives of this document are to:

- Lower emissions;
- Enhance safety - improve vehicle and road user safety;
- Reduce congestion - reduced trips overall, especially in peak period; and
- Ensure Demolition and Construction are carried out in a safe and sustainable manner

To support the realisation of these objectives, several sub-objectives have been agreed and these include:

- Encouraging construction workers to travel to the Site by non-car modes;
- Promoting smarter operations that reduce the need for construction travel or that reduce or eliminate trips in peak periods;
- Encouraging greater use of sustainable freight modes;
- Encouraging the use of greener vehicles;
- Managing the on-going development and delivery of the document with construction contractors;
- Avoiding queueing and disrupting traffic along the High Street where possible.

6. Document Structure

The remainder of this report is structured as follows:

- **Section 2** - Policy
- **Section 3** - Context, considerations, and challenges
- **Section 4** - Vehicle routing and access
- **Section 5** - Demolition and construction programme and methodology
- **Section 6** - Estimated vehicle movements
- **Section 7** - Strategies to reduce impact
- **Section 8** - Implementing, monitoring, and updating

7. Section 2 - Policy

POLICY CONTEXT

This section outlines the relevant policies considered in the preparation of this document.

NATIONAL POLICY

NATIONAL PLANNING POLICY FRAMEWORK (NPPF)

The NPPF promotes the use of sustainable transport, safe road design and the efficient and sustainable delivery of goods and services.

FLEET OPERATORS' RECOGNITION SCHEME (FORS)

This is an industry led membership scheme (gold, silver, and bronze) aimed at helping van and lorry operators to become safer, more efficient and environmentally friendly. It is mentioned in the Mayor's Transport Strategy which makes it relevant to CLPs and CMSs.

VISION ZERO

Vision zero aims to reduce road danger by removing the dominance of road vehicles on London's streets and works towards the elimination of injury and deaths as a result of road traffic. This is done utilising the following actions:

- Safe speeds: Encouraging speeds appropriate to the streets of a busy and populated city through the widespread introduction of new lower speed limits
- Safe streets: Designing an environment that is forgiving of mistakes by transforming junctions, which see the majority of collisions, and ensuring safety is at the forefront of all scheme design
- Safe vehicles: Reducing risk posed by the most dangerous vehicles by introducing a world-leading Bus Safety Standard across London's entire bus fleet and a new 'Direct Vision Standard' for Heavy Goods Vehicles
- Safe behaviours: Reducing the likelihood of road users making mistakes or behaving in a way that is risky for themselves and other people through targeted enforcement, marketing campaigns, education programmes and safety training for cyclists, motorcycle and moped riders
- Post-collision response: Developing systematic information sharing and learning, along with improving justice and care for the victims of traffic incidents.

LIAISON WITH LOCAL RESIDENTS AND BUSINESSES

It is considered that without adequate liaison with residents and businesses, it is likely that complaints and numerous enquiries will be made directly to the appointed site manager and the local authority.

A site manager will be employed prior to the beginning of the proposed construction works, who will also act as the public liaison officer.

The following measures are proposed to keep residents/neighbours up to date with the progress of the development:

- A contact board will be erected on the site hoarding at the front of the property, providing the contact details of the liaison officer.
- Leaflet drops will be undertaken to neighbouring properties by enclosing leaflets within local papers or by hand delivery giving two weeks' notice prior to commencement of works. The leaflets will include contact details and a brief description of the project.

8. Section 3 - Context, Considerations and Challenges

INTRODUCTION

This section considers the local highway and pedestrian network in the vicinity of the site and outlines the baseline conditions of the area and any potential issues.

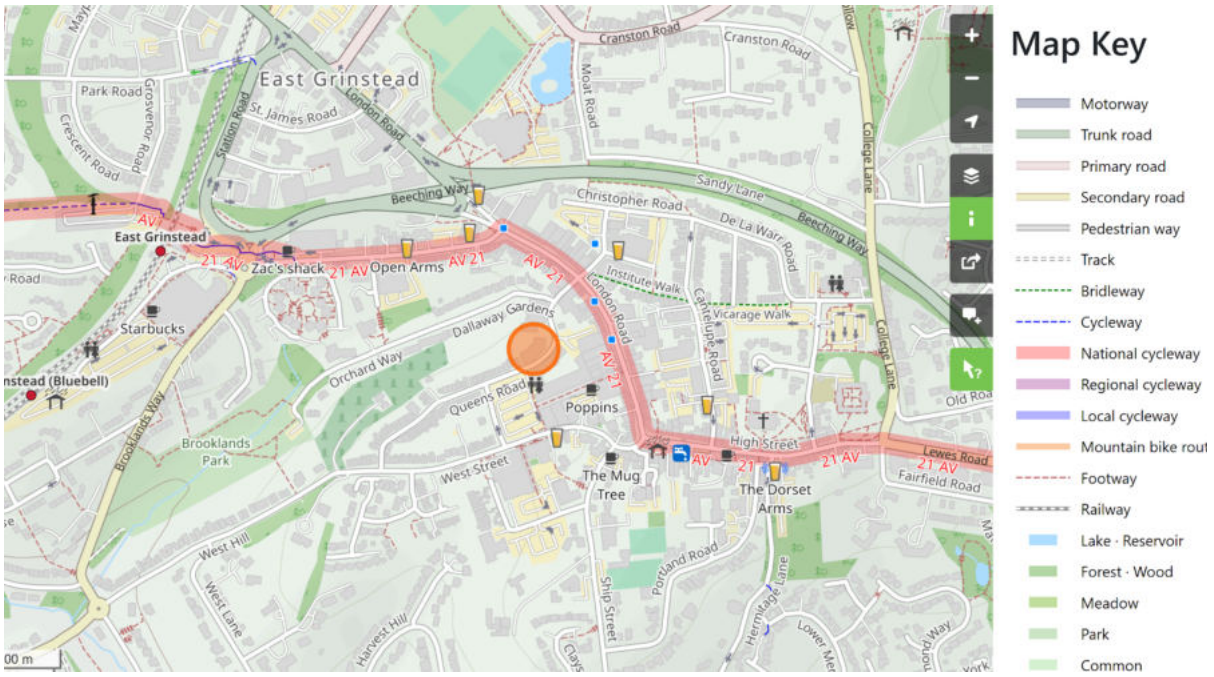
BASELINE CONDITIONS

PEDESTRIAN AND CYCLIST NETWORK

Pedestrian access to the site is provided from Queen's Road at the front of the building. Queen's Road is a single carriageway serving a mainly residential area with streetlights and footways on both sides.

London Road to the north east of the site is on the national cycle network. The location of the site is conducive to cycling given that many of the local roads are quiet and not heavily trafficked. The local cycle network is presented in **Figure 3-1.**

Figure 3-1: Local Cycle Network



Source: OpenStreetMap

PUBLIC TRANSPORT

BUS

The site is located within a 250m walk distance of bus services, with the closest bus stops to the site situated on London Road to the east. The stop provides access to bus routes 84, 270, 281 and 291.

RAIL

East Grinstead train station is a 750 metre walk to the north west of the site via London Road. There are typically off-peak trains per hour to London Victoria.

LOCAL HIGHWAYS NETWORK

LONDON ROAD

London Road is a primary road which carries a substantial volume of traffic daily. Pedestrian footpaths are provided on both sides of its single carriageway which allows one lane of traffic in each direction. The road is 12m in width and it has double yellow lines on both sides with some loading bays present.

QUEEN'S ROAD

Queens Road runs directly in front of the site and connects London Road to West Street. The road is a 5m wide single carriageway with two lanes of traffic. Parking is allowed on one side and there is a footway on each side of the road. Unlike London Road, this road is almost entirely residential in nature

9. Section 4 - Vehicle Routing and Site Access

INTRODUCTION

This section provides details of the proposed vehicle routing and access arrangements for the routing/manoeuvring of construction vehicles to and from the Site.

The construction vehicle routes, and access arrangements have been chosen to reduce its impact on local residential roads as far as possible.

VEHICLE ROUTING

Construction traffic will be required to use strategic roads and minimise the use of local roads where possible.

Construction vehicles will use Queen's Road then London Road to the A22 or A264 and then join the M23 or M25. This route will be used by inbound and outbound construction vehicles.

CONSIDERATIONS

Construction vehicles will be forbidden from arriving at or departing from the site during morning and evening peak periods, 07:00 – 10:00 and 15:00 – 18:00. No construction vehicles will be permitted to wait on-street. A 'Just in Time' system will be implemented to ensure that vehicles delivering goods and materials to the site have sufficient space to pull into the parking area at the rear of the property to load and unload without obstructing the free flow of traffic on the public highway.

There will be a need to ensure that the designated lorry route is kept clear of potential debris, vehicle tyres will be clean before they leave the site. Lorries will load and onload on a hard surface so mud on the highway is unlikely to be a major concern. However, if necessary, wheel washing will be introduced.

Given the nature of the surrounding roads, the level of on-street parking, and the fact that loading is proposed on the parking area to the rear of the site, smaller sized construction vehicles (<7.5t) will be used to facilitate deliveries and minimise any disruption to the neighbouring highways. The proposed construction vehicle routing is described in paragraph 4.2.2 and is shown in **Figure 4.1** and **Figure 4.2** below.

Figure 4-1: Regional Routing Plan

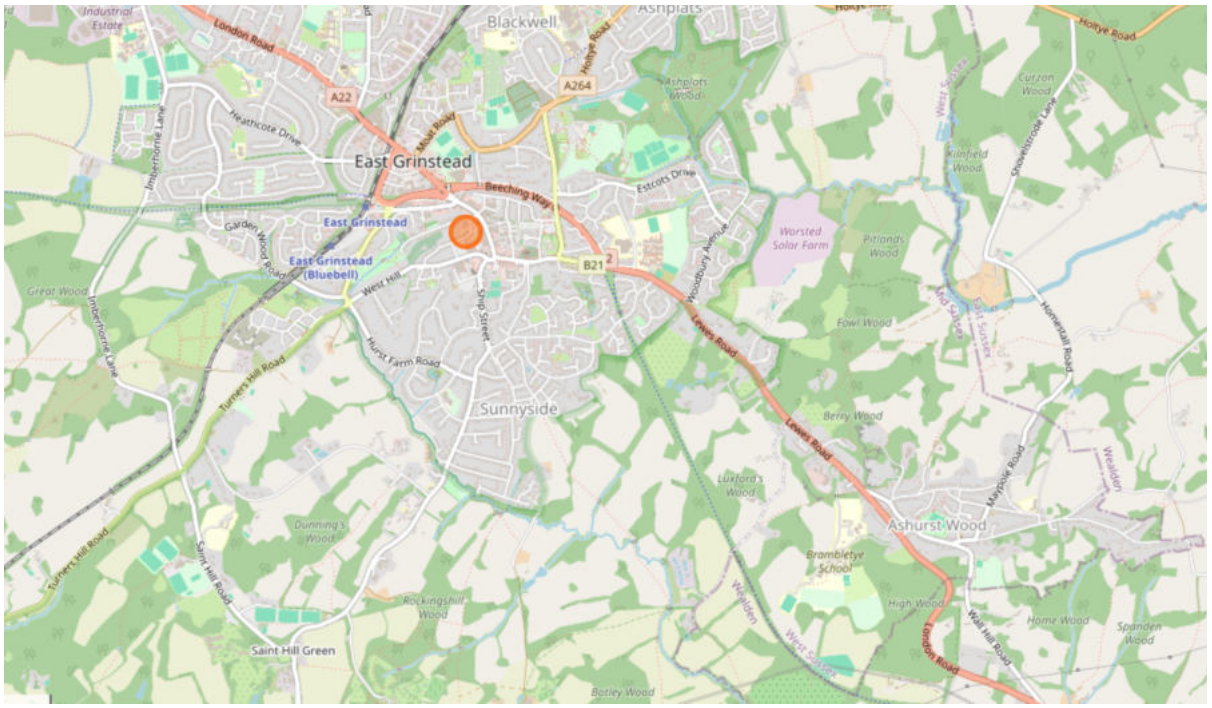
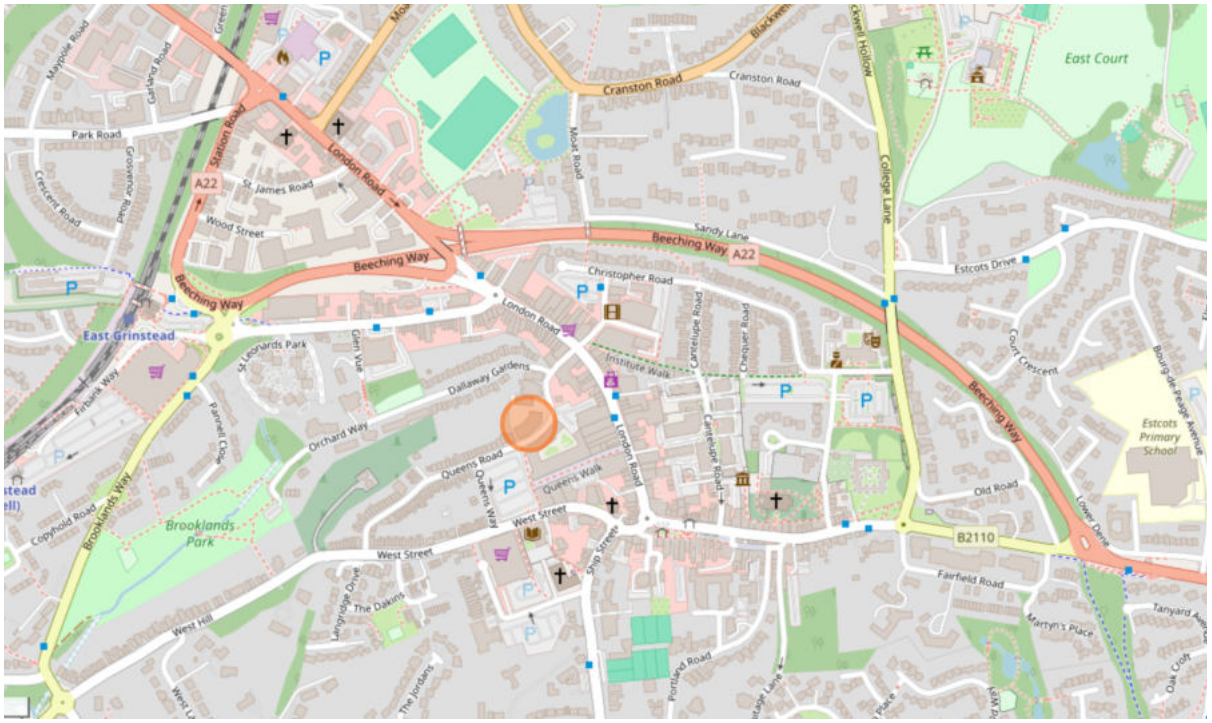


Figure 4-2: Local Routing Plan



VEHICLES RELATING TO SITE PERSONNEL, OPERATIVES AND VISITORS AND MATERIALS STORAGE

Limited parking will be provided on-site for construction vehicles and construction staff. Construction personnel will be encouraged to travel to/from the site by way of public transport or car sharing to reduce the need for parking.

Construction materials and plant will be stored in designated areas within the site as indicated on the site logistics plan **(Appendix 2)**. Separate bin stores will be provided for recyclable and non-recyclable items.

CONSTRUCTION TRAFFIC MOVEMENTS

This section discusses the predicted levels of construction traffic in relation to demolition and construction works, deliveries and the construction workforce.

Specifically, this will include the anticipated number, frequency and types of vehicles anticipated to be used during construction including HGVs, light goods vehicles ('LGV') and cars. These movements will be estimated for the length of the construction programme where possible as well as the busiest period of vehicle arrivals and departures within the construction programme.

VEHICLE TYPES

Where possible, deliveries will predominantly be made via LGVs and HGVs up to 7m lorries, eliminating the need for specialist delivery and traffic implications. It is expected that during the latter construction phases deliveries will predominantly be undertaken by LGVs.

TRAFFIC DIVERSIONS

Given the scale of the development and the estimated volume and type of construction traffic anticipated, no diversion of traffic on the public highway is necessary.

10. Section 5 - Construction Programme and Methodology

INTRODUCTION

This chapter sets out the anticipated programme for the construction of the Proposed Development.

SITE WORKING HOURS

Construction is proposed to occur during the following hours, in accordance with local requirements:

- Monday to Friday 8:00am – 6:00pm.
- Saturday 8:00am - 1:00pm; and
- No Sunday, bank holiday, or public holiday working.

No Heavy Goods Vehicles (HGV) movements to or from the Site are proposed to take place during the morning and evening peak periods when pedestrian footfall tends to be at its highest (i.e., Monday – Friday, 07:00 – 10:00 and 15:00 – 18:00). HGV deliveries will be between 9.30am-3pm and will be to a ‘’Just in Time” arrangement.

Any essential work that needs to be carried out outside these hours will only take place subject to the agreement and approval of the Mid Sussex District Council’s highway department.

The proposed construction programme is provided in **Table 5-1**.

Table 5-1: Proposed Demolition and Construction Programme

Activity	Start Date	End Date
Enabling Works/Site Set up	October 2025	November 2025
Super-Structure	November 2025	June 2026
Internal Fit-Out	June 2026	November 2026

KEY LOGISTICS CONSIDERATIONS

The proposed methodology and key logistics considerations for construction are summarised as follows:

- The site will be fully secured with solid plywood hoarding or Heras fencing. The hoarding will display visible notices indicating that on-going works are being carried out and the contact details of the logistics manager.
- Deliveries will take place at the rear of the site on the hardstanding which will reduce the transfer of mud and debris to the highway network, with wheel-washing and road cleaning deployed as necessary.
- A site office and welfare facilities will be set up.
- Suitable material laydowns will be provided within the confines of the site.

- Scaffolding may be implemented to facilitate the works.
- Where possible, materials will be ordered from one supplier/merchant, thus reducing the number of deliveries as far as practicable. There will be a designated delivery area and storage zones at the front of the site.
- Construction workers/contractors will be encouraged to use public transport to travel to work due to the limited parking space on site.
- The site will be kept as tidy as possible, when not in use materials and equipment will be stored away in a safe manner. The site and neighbouring highway will be swept as and when necessary.
- Outside of construction hours the site and all materials within it will be secured and locked to prevent misuse.
- During construction hours a banksman will be appointed to assist delivery trucks with loading and unloading at the site.
- All deliveries will be scheduled in advance and wherever appropriate a 'Just in time' system will be used.
- All hazardous materials including chemicals, cleaning agents and solvents will be properly sealed, stored and safely disposed of by licensed contractors.
- Signage will be erected alerting nearby residents that construction works are occurring on site.

CONSTRUCTION METHODOLOGY

The various phases of proposed construction works are provided in detail below.

ENABLING WORKS/SITE SET UP AND WELFARE

The main gate for the site will be positioned on Queen's Road and no equipment or material will be deposited on the highway.

Enabling works will entail the site set up. Prior to any work commencing, site offices and welfare facilities will be established on the ground floor. All the main services will be capped and converted to construction use.

A hoarding/fencing will be built along the front and rear of the building to protect the site, and a minimum of 1.2 metres of a passageway for pedestrians will be left in any circumstance in front of the site.

During manoeuvres of the construction traffic, a banksman will always be present to avoid traffic build-up and to reduce the risk of an accident.

SCAFFOLDING

During this phase of works, scaffolding will be erected, the delivery of the material for the installation of the scaffolding will be done by way of a rigid truck with a tail lift. This phase of the works is expected to last for a couple of days and all operations will be carried out within the extents of the

site hoarding. This will serve to protect the public pavement and to preserve the safety of pedestrians. It is considered that during this phase of construction the site will be frequented mainly by 7-8m long lorries.

SUPERSTRUCTURE

The superstructure works will consist of the construction of new walls, floor structures and roof structure to create an additional floor to the building and extension of the existing. In addition, glazing will also be installed at this stage.

NON-STRUCTURAL WORKS AND INTERNAL FIT-OUT

The fit-out will consist of the installation of the Internal partitions, staircase, bathrooms, kitchens, flooring, doors, electrics, plumbing, plastering and decoration.

During this stage, deliveries will be almost entirely undertaken by smaller vehicles,

During the manoeuvres by vans, banksmen will be present on site to assist vans and lorries manoeuvring into the access road at the rear of the site.

SITE CLEAR-OUT

Site clear-out will be the last phase of works and consist of the collection of all remaining rubbish and debris on the site. The use of a wait-and-load truck that will collect the materials from the site is proposed.

11. Section 6 - Estimated Vehicle Movements

INTRODUCTION

This section identified the number of vehicles expected to frequent the site during each phase of works.

VEHICLE NUMBERS

The table below is an estimation of the total number of daily two-way movements expected at the site during each phase of the construction works.

Table 6-1: Estimated Daily Vehicle Movements

Phase	Daily Vehicle Movements
Enabling Works/Site Set-Up	1
Super-Structure	2
Internal Fit-Out	2-3

It is expected that 80% of the vehicles accessing the site will be either HGV or LGV of 7.5t or above. The remaining 20% will be vehicles 3.5t or lower.

The main construction vehicles expected at the site are:

- Standard 8-yard skip lorries
- Ready mix concrete lorry (Length 7.1m x Width 2.5m x Height 3.4m)
- Transit van (Length 6.9m x Width 2m x Height 2.7m)
- 7.0m length, 2.5m width Flat-bed lorry

Workers will be encouraged to use public transport to reduce the number of car journeys to the site and parking stress on neighbouring highways.

Given the low expected number of construction vehicles expected at the site daily, it is not expected that construction works will have a significant impact on the surrounding highways.

Deliveries will be consolidated to further reduce the potential impact of the construction works. Deliveries will also be scheduled in advance to prevent more than the necessary number of vehicles attending the site at the same time.

Drivers will be encouraged to make deliveries outside peak periods (10am to 3pm). Furthermore, it will be ensured that all larger and/or special deliveries will be scheduled outside of peak periods.

12. Section 7 - Strategies to Reduce Impact

INTRODUCTION

The following measures have been identified to help reduce the impact of the construction works on the local community and highway network.

USE OF DESIGNATED ROUTES

A lorry route map will be circulated to all suppliers, contractors, and hauliers. Site contact details will be provided so that drivers are able to contact the site office in transit and on arrival. Delivery vehicles that fail to use designated routes will be warned, reprimanded, and sanctioned.

SCHEDULED DELIVERIES

Deliveries will be booked in advance and the site team will liaise with suppliers to ensure that the necessary provisions are made on site before arrival. This should avoid vehicles having to wait on the public highway and drivers who turn up unannounced will not be accepted. A booking system will be introduced, and all relevant staff will be informed of the delivery schedule for the day. Deliveries vehicles will be able to access and make deliveries at the rear of the site.

CONSOLIDATED DELIVERIES – SMART PROCUREMENT

Efforts will be made to reduce the number of suppliers and consequently trips to the site. The opportunity to procure several items and materials from one supplier will be explored and pursued if viable. Where practicable, suppliers will be asked to collect materials on their return journeys for recycling. A commitment will be made to liaise with other contractors in the vicinity of the site to maximise the potential for consolidation and to minimise traffic impacts.

OFF-SITE MANUFACTURE

The possibility of manufacturing or assembling parts of the structure off-site will be explored.

USE OF FORS MEMBERS FOR DELIVERIES

All suppliers and hauliers will be encouraged to seek FORS accreditation and those who already have FORS accreditation will be considered favourably. Trips will be re-timed to avoid peak periods and consolidated to reduce the number of freight movements.
Hauliers will be encouraged to deliver several materials and take waste away from the site thereby reducing the number of freight trips to and from the site.

SUSTAINABLE TRAVEL BY STAFF

Site staff will be encouraged to travel to work by public transport and car sharing will be promoted. Staff will be directed to websites that provide public transport information. In addition, cycle storage will be provided on site for those who cycle.

CONTROL OF NOISE, DUST AND EMISSIONS

Full-height hoarding (2.4m) will be erected around the site to control the amount of dust and noise on site. In addition, noisy operations will be limited to normal working hours (08:00-18:30hrs on weekdays and 08:00-13:00hrs on Saturdays). If necessary, residents will be informed of noisy operations in advance.

Wherever possible, low noise tools below 85db will be selected and if this is not possible acoustic absorbent material will be used to shield affected areas. Electric power supply and compressed air distribution systems will be used to avoid noisy generators where possible. Electric MEWP will be used to prevent emissions and airborne pollutants.

All plant will be certified to ensure they meet BS5228. All tradesmen must be familiar with BS5228 (parts 1 & 2) and this will be a prerequisite for their appointment.

Considering the nature of the work, no excavations will be carried out. Should any excavation be carried out, vehicles will be instructed to wait on a hard surface. Wheel washing will be available if needed. Manual sweeping will take place and a mechanical road sweeper will be available on call to attend site, if needed. Surface water will be controlled throughout the construction stage to reduce any run-off onto the public highway. Channels will be installed to collect any excess run off before it reaches the public highway.

Water will be sprayed to dampen any excavations to reduce dust emissions. Pollution masks and googles will be issued to staff that carry out tasks that generate dust, fumes, and debris.

SAFE COLLECTION AND DISPOSAL OF WASTE

The disposal of waste can have a severe effect on the environment. A management plan will be developed to organise the segregation of waste into separate containers so that recyclable items such as metals and wood can be recovered or recycled quickly.

There will be an efficient delivery system to stop materials being stockpiled on site. The burning of waste will be prohibited on site.

All hazardous materials including chemicals, cleaning agents and solvents will be properly sealed, stored and safely disposed of by licensed contractors.

HEALTH AND SAFETY

All work carried out on site will abide by the CDM regulations 2015.

It will be ensured that all site managers are aptly trained and qualified First Aiders, there will be at least one site manager on the site during all working hours.

It will be ensured that all workers are given access to and are able to receive PPE equipment before entering the construction area.

All staff and all visitors to the site will receive an induction where they will be briefed on emergency points of exit and protocol in the event of a fire.

HOUSEKEEPING

The site will be kept as clean as possible during works. The site will be regularly inspected to ensure that waste is properly disposed of.

The site will be inspected and tidied at the end of every working day, litter and rubbish will be removed. The road and pavement in the immediate vicinity of the development site will be inspected and kept clean.

The area from the site entrance (pedestrian gate) to the staff welfare building will be inspected daily and kept clear of obstacles and rubbish.

Workers on site will not be permitted to loiter around the main site pedestrian gate.

SITE SECURITY

Access to the site will be gated and locked throughout the construction phase of the development.

All personnel entering the site will be required to sign in and sign out upon exit.

Outside of construction hours, the site will be closed off, vehicle and pedestrian entry locked alongside all doors and windows.

SCAFFOLDING

During construction scaffolding will be necessary to facilitate the works. Workers will be able to construct the roof via stairs implemented in the scaffolding.

Outside of work hours, the scaffolding stairs will be secured to ensure they cannot be used.

PLANNED MEASURES

A table of the planned measures can be seen in **Table 7-1.**

Table 7-1: Planned Measures

Planned Measure	Committed	Proposed	Considered
Designated construction routes	X		
Scheduled deliveries	X		
Consolidated deliveries		X	
Deliveries outside of peak periods	X		
Vehicle Choice			X
Cleaning of the site and access at the end of every working day		X	
Staff to use public transport		X	
Material Procurement			
DfMA and off-site manufacture			X
Re-use of materials on site		X	
SMART procurement		X	

13. Section 8 - Implementation, Monitoring and Updating

INTRODUCTION

The implementation, monitoring and updating of this document will be the responsibility of the Project Manager and their project team on-site.

IMPLEMENTATION

This document will be issued to Mid Sussex District Council for review as part of the planning application.

The duties of the Logistics Manager will be undertaken by the site manager. The following will form part of their duties:

- Recording the total number and type of vehicles visiting the site in the daily signing in record sheet for site operatives.
- Noting unacceptable parking/queuing and disruption caused locally. Operatives will be asked to draw the site manager's attention of any obstructive parking by staff.
- Recording logistics related accidents. An incident logbook will be kept on site and any reportable accidents and risk assessments will be recorded and kept on file in line with H&S policy. Site operations not meeting safety standards will also be noted.
- Documenting breaches of vehicle safety standards. This will be checked, monitored, and brought to the site manager's attention.
- This is a live document and as such it will be updated to reflect any changes or considerations on site.

MONITORING

The document will be monitored during the entire phase of the works to ensure the proposed measures are adhered to. This is expected to include:

- Compliance
- FORS compliance
- Routing compliance
- Data from the delivery scheduling system and the recorded log of vehicle movements to the Site:
- Vehicle type and size
- Duration on-site
- Safety issues including any injuries or near misses
- Breaches and complaints

UPDATING

Once this CMP is submitted and approved, the document will be updated to account for any changes to the construction strategy. In conjunction with the monitoring of the document, this will ensure that the document remains relative to the realities of the Site at any point in time.

14. Appendix 1 Proposed Elevations

Proposed Side Elevation
Adjacent 51 Queens Road
1:100

Proposed Side Elevation
Adjacent Literary and Social Institute
1:100

15. Appendix 2 Site Logistics Plan