

22 CLIFTON ROAD, WORTHING

Site Management Plan

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Version	Date	Authors	Notes
P1	31/10/24	GC	Draft issue of section 1 – for client review
P2	08/11/24	GC	Updates to Juliet Balconies / Windows
P3	17/12/24	GC	Info added for sections 2 and 3.

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Introduction:

The development comprises of 13no single-bedroom new-build flats, situated off Clifton Road, Worthing. It comprises one of two developments that Hampshire Homes Limited are building on behalf of Worthing Homes Limited. A pre-lease agreement has been signed between Worthing Homes and Turning Tides, a charity focused on aiding homelessness within Worthing and the surrounding areas. As such, both sites are intended to offer temporary housing on a short to medium-term basis.

Of the two developments, Clifton Road is aimed to be lower support, proposed to house residents that are already self-sufficient, or close to. The intention is for this site to perform as a typical residential block of flats would, allowing residents to gain experience and/or confidence living on their own, to get back on their feet. This will set them up to continue to prosper in wider society at the end of their term at the site.

This report seeks to outline how the development shall be maintained post-completion. It has been developed by the builder (Hampshire Homes Limited) in accordance with Turning Tides.

Section 1) Maintenance Management

An essential part of any management regime relating to buildings is overseeing the maintenance of the fabric, services, drainage and internal finishes of them. Building defects can reduce the energy performance of the building, compromise internal comfort and, in severe cases, cause structural defects that compromise safety. For the purposes of this report maintenance is defined as repair and cleaning works.
The scope of this report does not cover any items related to fire safety. It is the expectation the Building Owner or Leaseholder will hire a competent Fire Risk Assessor to conduct inspections at sufficient intervals. Relevant information shall be provided to and approved by the Building Owner by the Builder upon Practical Completion in accordance with Regulation 38 of The Building Regulations 2010 as amended 2023.

1.1 Building Fabric

1.1.1 – Cladding (Repairs & Cleaning)

All facades of the development are clad with traditional clay masonry which shall be cleaned by the contractor on or before the point of practical completion. Cleaning and maintaining the masonry should be infrequent thereafter – efflorescence may appear over time, but this is not damaging to the masonry and does not degrade performance. The building owner may choose to clean this periodically to retain the original aesthetic of the masonry. In instances where they are to be cleaned, it is recommended high-pressure hoses are avoided; instead a gentle spray simulating rain is preferable. This avoids the facework becoming saturated further, which may result in the problem re-occurring. Cleaning is recommended to be done so via an extended pole or telescopic cleaner to avoid working at height.
Both bricks used are rated F2 by way of durability in accordance with EN 771-1 and thus suitable for the weather exposure zone designation of ‘severe’ in Worthing. As a result, degradation of the bricks should be uncommon – particularly during the 40-year lease of Turning Tides. However, we would recommend periodic visual inspection of all facades to ensure no cracks are forming in the mortar between masonry units. Cracks allow the ingress of water which will expand and contract during frost and thaw cycles, which exacerbates the issue.
If cleaning or repairs are needed, it is recommended the manufacturer’s technical support team are contacted prior to commencing works. Both bricks have been produced by Wienerberger, the grey being the Westfield Grey product and the red being the Somerby Multi.

1.1.2 – Structural Elements & External Openings

Whilst the development has primarily been constructed of masonry, there is a large amount of structural steelwork present.
All structural steelwork that bridges the external cavity wall has been shot blast and galvanised to a rate of 140µm (equivalent to 987g/m^2): above the requirements for warranty which stipulates a coating thickness of 710g/m^2 or roughly 100µm. The FLT plates which bridge the cavity are also set 10-15mm back from the facework of the masonry to prevent the edges being exposed to driven rain.
Steel lintels have also been provided above all window openings. These are galvanised and suitable for the weather exposure zone. Cavity trays have been placed above all structural openings, which protrude past the width of the lintel and shall protect the opening from water increase, as well as the structural members from corrosion or degradation.

1.1.3 – Flat Roof

The flat roof system relies on a series of falls, gutters, and sumps to drain; maintenance of these is essential for preventing ponding and reducing the likelihood of leaks. Please refer to Section 1.2.1 for information on maintaining these. Whilst the likelihood of repairs being required to flat roofs is low when installed properly, is recommended that all upstands, trims, parapet cappings and roof membrane is visually inspected periodically to check for any defects that may lead to water ingress.

Any maintenance to the roof must be done so by a competent and qualified tradesperson capable of working at height and in possession of the relevant permits in accordance with the Provision and Use of Work Equipment Regulations 1998 and the Working at Height Regulations 2005. This is particularly relevant to the mansafe systems.

The mansafe systems located on the roof intended for safe working at height are to be maintained annually in accordance with the manufacturer's guidance. It is essential this is done so prior to the system's certification expiring, else a full scaffold tower and edge protection will be required for safe roof access – the parapets provided are below 1100mm and thus do not offer sufficient protection from falling.

1.1.4 – Windows

The windows are constructed of PVCu which have an estimated lifespan of 30 years. They are fully certified under BS 7412 for durability and PAS24 for security.

The windows have been installed with the beading internally. Thus, any remedial works to windows is to be done so via internal means. If a cill height is +1100mm from finished floor level no additional protection measures are required during remediation. In the instance of the cill being <1100mm, or where there are Juliet balconies, consideration should be made for edge protection coupled with a detailed risk assessment where windows are removed for maintenance purposes.

Like the masonry facade, windows are recommended to be cleaned externally via a telescopic cleaner to avoid working from height. Cleaning the windows in the communal stairwell is proposed to be done so via a Dragonfly cleaning system or similar, to avoid the use of ladders in communal areas.

1.1.5 – Juliet Balconies

Juliet balconies are constructed of steelwork galvanised to the same rate as all exposed structural steelwork (987g/m^2) to ensure maintenance on these is minimal. The same principle shall apply to all fixings; it is recommended that fixings are inspected visually periodically to ensure no rust or corrosion is present. This will reduce the risk of a unit falling, causing damage or harm to objects or people below.

1.1.6 – Internal Walls, Partitions and Finishes

Internal party walls are constructed of medium-dense concrete blockwork and repair / maintenance works on these are deemed highly unlikely. In the event of refurbishment (at the end of Turning Tides pre-lease agreement or other relevant time) it is recommended that openings through these walls are avoided where possible (or minimised) in proposed layouts. These blockwork walls support the precast concrete floor planks and thus any works to them are to be designed and/or supervised by a professional structural engineer. Please note, any alteration works within the warranty period are not covered by the Insurer nor the Builder.

Internal partitions within flats have been constructed of timber studwork, a deflection head has been provided at the interface between the underside of the floor plank as these are non-loadbearing. These walls may be knocked down during any alteration works – however due care is to be provided to electrical services. These should be highlighted prior to doing so and disconnected.

1.2 Drainage

1.2.1 – Rainwater Goods

Proper maintenance of rainwater goods forms an essential part in ensuring the building's fabric (particularly the roof) continues to perform as intended. The flat roof is designed so that all water runs off towards a gutter created along the parapet, offset 400-450mm from the face of it. This leads the water to a notional sump around the outlet, which is transferred to the below-ground stormwater drainage system via downpipes.

It is therefore paramount that the gutters and sumps are cleaned and visually inspected regularly. Leaves from trees or debris from storms can easily cause blockages in these areas preventing the water from draining, thus ponding. Ponding, over time, can reduce the durability of elements such as the roof membrane and waterproof parapet upstands which can lead to water ingress and further issues if not remedied.

It is therefore recommended that these areas are thoroughly cleaned periodically (at least twice annually) and visually inspected after periods of inclement weather. Due to risks associated with working at height, it is recommended that this is done so via an extendable system such as the Skyvac or similar. In instances where a Skyvac system is insufficient, a scaffold tower or MEWP shall be utilised by a competent tradesperson to access the roof. Said tradesperson shall connect to the mansafe system provided. As with all works at height, it is recommended that the duration is limited to 30 minutes where possible, longer durations may require additional training and/or competence.

1.2.2 – Foul Drainage

The development's drainage has remained private and thus Building Owner / Leaseholder is responsible for all above and below ground foul drainage pipes up to the site boundary. Post completion, a CCTV survey shall be completed by the Builder to ensure all underground pipe runs are not defective. It is recommended that a further CCTV survey is undertaken at infrequent intervals thereafter, approximately once every 10 years. For further advice on maintenance of below ground drainage, please refer to the drainage maintenance and management report produced by GTA Civils & Transport Ltd *12466_GTA_Drainage Maintenance and Management Plan*.

Above ground drainage is to be checked at frequent intervals. The soil and vent pipe that is atmospherically vented at the head of the run shall be visually inspected to ensure it is not blocked with leaves of debris, preferably at the same intervals the gutters are. All air admittance valves contained within boxings are to be checked at the earliest convenience of the management staff if any residents report foul smells in their flat or gurgling sounds in their taps or shower waste.

All operatives dealing with foul drainage shall be trained for working near water and live sewers, complying with The Health and Safety at Work etc Act 1974. A detailed risk assessment should be compiled by the contractor undertaking maintenance works including provisions for PPE and training suitable for potential hazards.

1.2.3 – SuDS

The development contains a cellular storage system located to the North of the site, next to the flint wall. In the event of severe storm, this will attenuate rainwater and discharge it at a reduced rate into the existing surface water sewer system. It is essential this system works as designed to ensure the downstream sewerage network is not overfilled, potentially causing water to back up, upstream.

Please refer to the drainage maintenance and management report produced by GTA Civils & Transport Ltd *12466_GTA_Drainage Maintenance and Management Plan* for a detailed overview of the maintenance regime of these components.

Section 2) Security Management

2.1 Door Entry Systems
Residents will be given access to:

- Their flat;
- Bin & bike stores;
- Communal entrances;
- Laundry room;

The riser and service cupboards shall be accessible to staff only, to prevent tampering with plant apparatus. These shall be operated on a separate key from other doors.
Additionally, staff will be given a master key for instances of emergency.

2.2 CCTV
CCTV is to be provided throughout the building, all internal communal areas and external areas have been designed to have camera coverage to discourage antisocial behaviour in any area where residents may congregate. This includes:

- Internal corridors & stairwells;
- Communal entrance doors;
- External walkway to the frontage of the building;
- Undercroft external areas (amenity space, cycle store, smoking area);
- All boundaries to the site;

In the absence of full-time site presence and a dedicated on-site staff area, the CCTV is proposed to be remotely accessible. On-duty staff members of Turning Tides shall therefore be able to monitor the development from alternative locations, in accordance with Section 3.1 which outlines provisions for resident support.
The CCTV equipment and monitor shall be securely stored within a service cupboard and made inaccessible to residents to avoid tampering, in accordance with section 2.1.

2.3 Communal & External Lighting
All communal areas shall be fitted with PIR sensor lights.

2.4 Fencing & Gates
The front / rear of the development is proposed to be separated by gates and fencing to restrict access to the communal external amenity space. Details of this are subject to approval of landscaping plans by the planning case officer.
The other boundaries, connecting to Clifton Gardens, are to be remediated in accordance with the agreed Party Wall works. This includes infilling the existing access gate between the two.

Section 3) Operational Management

3.1 Arrangements for occupier support

Residents will benefit from 24h on-call service provided by Turning Tides. Said service will cover any urgent support and responsive maintenance needs. Turning Tides operate a responsive planned maintenance service Monday-Friday 08:30-16:30 in-house. Outside of these hours, there are arrangements in place with 24hr maintenance providers, which can be available via the on-call telephone system.

3.2 Residential agreements

Turning Tides have procured a 60-year lease of the building from Worthing Homes. The initial 3 years of which are covered by SHAP funding, future funding thereafter is unconfirmed. Service tenure past 3 years will be subject to funding. In the event it is ever unviable for Turning Tides to continue operating the building, the lease stipulates Turning Tides are applicable to exit the lease at which point the property and associated tenancies would be under Worthing Homes' management and ownership.

3.3 Public transport info

The property will be fitted with a communal noticeboard that will allow the staff teams supporting residents to provide up-to-date public transport information, advice and resourced. This shall be installed in a communal, high traffic area to ensure it is visible to all residents. Additional support can also be requested from support workers by residents.