

CONSTRUCTION MANAGEMENT PLAN

Town Hall Chambers
45–49 High Street
Shoreham-by-Sea
West Sussex

Application Reference: AWDM/2136/20

Prepared by: KSD Ltd

Construction Management Plan

Document Control

Project	Town Hall Chambers
Document	Construction Management Plan
Revision	A
Date	20/03/2026

Construction Management Plan (CMP)

Site Address:

Town Hall Chambers
45–49 High Street
Shoreham-by-Sea
West Sussex

Application Reference: AWDM/2136/20

Description of Development:

Change of use and refurbishment of existing B1(a) office space to create 6 residential units (4 x 1 bed maisonettes, 1 x 1 bed flat and 1 x 2 bed flat) and 1 B1(a) office unit, extension of flat roof at rear plus new mono pitched roof, replacement and refurbishment of windows, new rooflights and vents.

Application for approval of details reserved by condition 9 (AWDM/2136/20)

No development shall take place, including any works of demolition, until a Construction Management Plan has been submitted to and approved in writing by the Local Planning Authority. Thereafter the approved Plan shall be implemented and adhered to throughout the entire construction period. The Plan shall provide details as appropriate, but not necessarily be restricted to the following matters:

- The anticipated number, frequency and types of vehicles used during construction,
- The method of access and routing of vehicles during construction,
- HGV construction traffic routings shall be designed to minimise journey
- distance through the Councils Air Quality Management Areas (AQMA's),
- The parking of vehicles by site operatives and visitors,
- The loading and unloading of plant, materials and waste,
- The storage of plant and materials used in construction of the development,
- The erection and maintenance of security hoarding,
- A commitment to no burning on site,
- The provision of wheel washing facilities and other works required to mitigate
- The impact of construction upon the public highway (including the provision of temporary Traffic Regulation Orders),
- Methods to control dust from the site,
- A commitment to following BS5228:Code of Practice for noise and vibration control on construction and open sites,
- Details of public and neighbour engagement both prior to and during construction works.

Reason: *In the interest of amenity and to avoid undue congestion of the site and consequent obstruction to access having regard to policies 28 and 34 of the AdurLocal Plan.*

1. Introduction

This Construction Management Plan (CMP) has been prepared in discharge of Condition 9 attached to planning permission AWDM/2136/20.

The purpose of this document is to set out the measures that will be implemented during the construction phase to:

- Protect the fabric and setting of the Grade II listed building;
- Minimise disruption to neighbouring residents and High Street businesses;
- Safeguard pedestrian and highway safety;
- Control noise, dust and environmental impacts;
- Ensure responsible site management within a constrained town centre location.

This document addresses all matters required by the planning condition.

2. Site Context

The application site comprises Town Hall Chambers, a Grade II listed building located within Shoreham High Street and within the Shoreham Conservation Area.

The surrounding area comprises:

- Ground floor retail and commercial premises;
- Upper floor residential accommodation;
- High pedestrian footfall environment;
- Limited on-street servicing capacity.

The constrained nature of the site requires careful coordination of deliveries and site operations.

3. Construction Programme and Working Hours

3.1 Anticipated Programme

- Site set-up and scaffolding erection as required
- Internal strip-out and refurbishment
- Roof extension and mono-pitched roof construction

Construction Management Plan

- Window refurbishment/replacement and installation of rooflights
- Internal fit-out and services installation

Total anticipated construction duration: 4-6 months.

3.2 Working Hours

Construction activities will be restricted to:

- Monday to Friday: 08:00–18:00
- Saturday: 08:00–13:00
- Sundays and Bank Holidays: No working

No works outside these hours without prior written consent of the Local Planning Authority.

4. Construction Traffic (Number, Type and Frequency)

Given the refurbishment-led and low-impact nature of the development, construction traffic will be minimal in scale.

Vehicle movements will comprise:

- Light goods vehicles (LGVs) and small vans for operatives, materials and waste removal
- No heavy goods vehicles (HGVs) are anticipated

Vehicle movements will be:

- Infrequent and limited to essential activities
- Managed to minimise disruption within the High Street environment

All deliveries will be pre-booked and coordinated to avoid congestion.

5. Access and Construction Vehicle Routing

5.1 Site Access

All construction-related access and egress will be via Town Quay only.

A banksman will be present where required to supervise vehicle movements and ensure pedestrian safety.

5.2 Routing Strategy

Construction Management Plan

Due to the absence of HGV movements, routing requirements are minimal. However:

- Vehicle movements will be kept to a minimum
- Deliveries will be scheduled, where practicable, outside peak pedestrian periods
- Engine idling will be avoided

5.3 Air Quality Management Areas (AQMA)

As no HGV movements are anticipated, there is no requirement for specific routing strategies to avoid Air Quality Management Areas.

6. Parking of Site Operatives and Visitors

Due to the High Street location:

- No on-street parking by site operatives will be permitted
- Operatives and visitors will utilise existing public car parks in the vicinity
- Operatives will be instructed not to park immediately adjacent to the site
- The Site Manager will monitor compliance

7. Loading and Unloading Arrangements

- All deliveries will be pre-arranged and coordinated
- Loading and unloading will be carefully managed within the immediate site vicinity
- A banksman will supervise activities where necessary
- Materials will be transferred promptly into the building
- No materials will be stored on the public highway

8. Storage of Plant and Materials

- All plant, materials and equipment will be stored securely within the site curtilage
- Storage will be internal wherever possible
- Any external storage will be minimal, secure and appropriately controlled

- No materials will be stored in publicly accessible areas

9. Security Hoarding and Scaffolding

- Approximately 15 linear metres of Heras fencing will be installed along the Town Quay access route
- Fencing will be maintained in a safe and secure condition throughout the works
- Scaffolding will be erected by competent contractors
- Safe pedestrian routes will be maintained at all times
- Appropriate signage and emergency contact details will be displayed

Scaffold fixings will be carefully located to avoid damage to historic fabric.

10. Commitment to No Burning on Site

No burning of waste or materials will take place on site.

All waste will be removed by licensed carriers to authorised recycling or disposal facilities.

11. Highway Protection and Wheel Washing

Due to the nature and scale of the works and the absence of HGV movements, wheel washing facilities are not considered necessary.

However:

- The public highway will be inspected regularly
- Any debris or dust will be cleared immediately
- Measures will be taken to ensure no materials are tracked onto the highway

Temporary Traffic Regulation Orders are not anticipated to be required.

12. Dust Control Measures

Dust will be controlled through:

Construction Management Plan

- Use of water suppression (spray mist systems)
- Dampening down of materials during handling
- Good housekeeping practices
- Covered waste containers where required
- Immediate cleaning of adjacent areas if necessary

These measures will be implemented as required depending on site conditions.

13. Noise and Vibration Control

All works will comply with:

BS 5228: Code of Practice for Noise and Vibration Control on Construction and Open Sites

Mitigation measures will include:

- Strict adherence to permitted working hours
- Use of modern, low-noise equipment
- Avoidance of unnecessary noise
- Switching off plant when not in use

A proactive noise management approach will be adopted to minimise disturbance to neighbouring occupiers and businesses.

14. Heritage Protection Measures

Given the Grade II listed status:

- All works will accord with approved Listed Building Consent
- Specialist contractors will undertake sensitive works
- Protective measures will safeguard retained historic features
- A photographic record of the building will be undertaken prior to commencement

15. Public and Neighbour Engagement

Construction Management Plan

15.1 Prior to Commencement

- Notification letters will be issued to neighbouring occupiers and businesses
- Site notices will be displayed where appropriate
- Contact details for the Site Manager will be provided

15.2 During Construction

- Contact details will remain clearly displayed on site
- Advance notice will be given for potentially disruptive works
- Any complaints will be recorded and addressed promptly

16. Site Management and Monitoring

- A named Site Manager will be responsible for CMP compliance
- All contractors will be briefed on CMP requirements
- Regular inspections will be undertaken
- The CMP will be reviewed and updated as necessary

17. Conclusion

This Construction Management Plan has been prepared in accordance with Condition 9 of planning permission AWDM/2136/20.

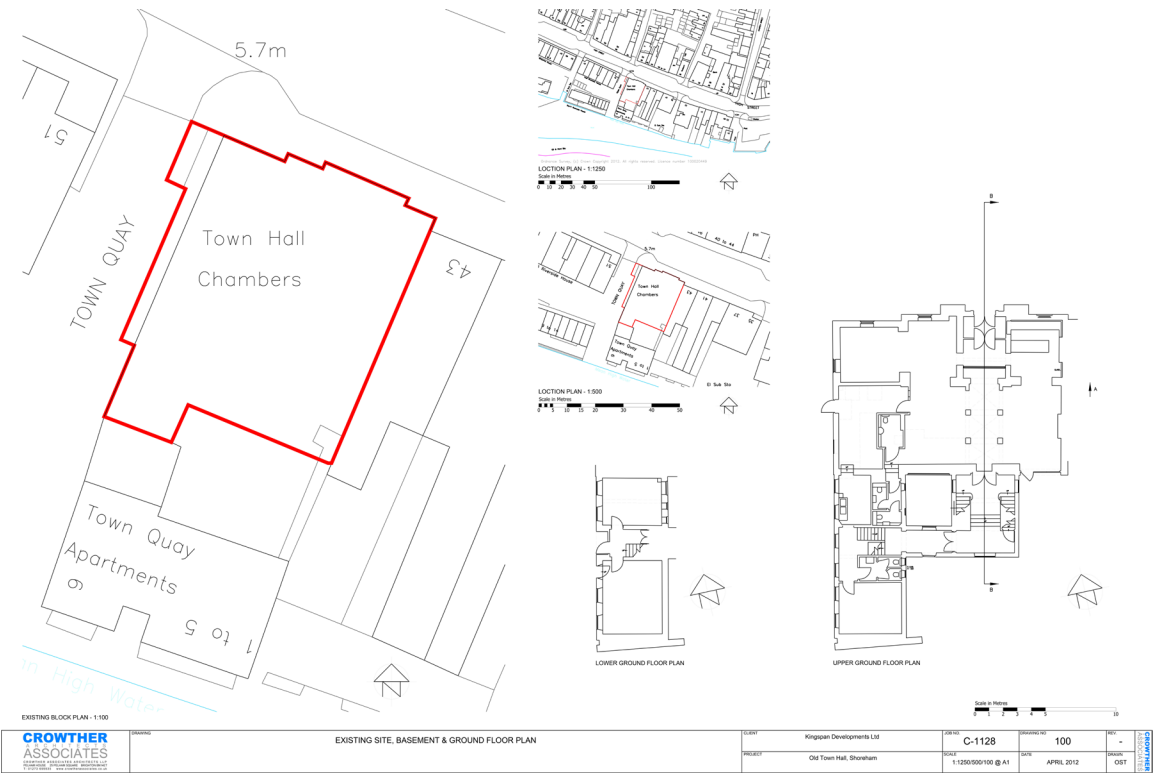
It demonstrates that the development can be carried out in a controlled, sensitive and responsible manner that:

- Protects the Grade II listed building;
- Safeguards neighbouring amenity;
- Maintains highway and pedestrian safety;
- Minimises environmental impacts.

Approval of this Construction Management Plan is respectfully requested to discharge Condition 9.

Appendix A – Site Location and Access Plan

Figure A1 – Annotated Site Plan



Appendix B – Site Photographs

Figure B1 – Town Hall Chambers frontage



Figure B2 – High Street Town Quay access



Figure B3 – High Street Town Quay access



Figure B4 – View to Town Quay from Johns Street



Figure B5 –Town Quay access view to High Street