



CONSTRUCTION MANAGEMENT PLAN

First-floor extension to create five new care rooms

Project information	
Site	Elreg House, 58 Rosslyn Road, Shoreham-by-Sea, West Sussex BN43 6WP
Applicant	Mr Anthony Brown
Planning application	AWDM/0525/24
Appeal reference	APP/Y3805/W/25/3359366
Condition	Condition 3 - Construction Method Statement
Prepared by	Marmont Developments Ltd trading as Creating Spaces
Document	ELR.CMP.01 Revision P01 4 August 2026
Status	For submission to discharge planning condition 3

Important: No development, including demolition, is to begin until this CMP has been approved in writing by Adur District Council. The approved CMP will be kept on site and followed throughout the works.

1. Purpose and status

This Construction Management Plan (CMP) has been prepared to discharge condition 3 of the appeal decision dated 4 June 2025. It controls demolition and construction activities for the approved first-floor extension above the existing rear wing at Elreg House.

Elreg House will remain an occupied care setting. The Contractor will coordinate the works with the care-home manager so that resident safety, emergency access, safeguarding, deliveries and normal operation of the premises are maintained.

The Site Manager will brief all employees, subcontractors, suppliers and drivers on the relevant requirements before they attend. A copy of the approved CMP will be included in site induction information and displayed in the site office.

2. Condition 3 compliance schedule

Item	Planning requirement	CMP response
i	Vehicle numbers, frequency and types; HGV routing to minimise travel through AQMAs	Sections 6 and 7
ii	Parking for operatives and visitors	Section 8
iii	Storage of plant and construction materials	Section 9
iv	Control of dust and dirt	Section 10
v	Recycling and disposal of demolition/construction waste	Section 11
vi	Delivery, demolition and construction hours	Section 12

3. Project and site context

The approved development is a first-floor extension above the existing ground-floor rear wing to provide five new care rooms. The works include selective demolition and removal of existing structures, scaffold and temporary weather protection, structural work, the new envelope and roof, internal fit-out and extensions to existing services.

The site is accessed from Rosslyn Road within a predominantly residential area. Construction activity will therefore be managed to avoid obstruction, minimise noise and dust, and prevent delivery vehicles waiting on the public highway.

4. Management, responsibility and communication

Role	Details
Principal Contractor / Contractor	Marmont Developments Ltd trading as Creating Spaces
Project contact	Adrian Marmont, Creating Spaces
Office contact	0800 180 8978 www.creatingspaces.co.uk

Role	Details
Site Manager	Named Site Manager to be confirmed before mobilisation and displayed at the site entrance
Out-of-hours emergency	999 where there is immediate danger; otherwise the contact displayed at the site entrance

The Site Manager will maintain a delivery diary, carry out daily housekeeping inspections, investigate complaints and record corrective actions. Neighbours will be given a contact number before demolition or other materially disruptive work begins.

Any material change to the approved arrangements will be agreed in writing with the Local Planning Authority before implementation where that change would affect the matters controlled by condition 3.

5. Site establishment and safeguarding

- The construction area will be secured from residents, visitors and unauthorised persons using suitable hoarding, fencing, locked gates and controlled access points.
- A safe pedestrian route between the site entrance, care-home entrance and emergency exits will be maintained. Fire routes, hydrants, refuse access and ambulance access will not be obstructed.
- The occupied building will be separated from the works with dust-tight temporary partitions where interfaces occur. Openings will not be left unsecured.
- The Site Manager will agree particularly noisy, dusty or disruptive operations with the care-home manager and give reasonable advance notice.
- Scaffold, temporary roofs and lifting operations will be designed, installed and inspected by competent persons. Materials will not be lifted over occupied or publicly accessible areas unless those areas are temporarily closed and controlled.

6. Construction vehicle profile

Vehicle figures are anticipated maxima for planning and management purposes. Actual visits will vary by phase and will be consolidated wherever reasonably practicable.

Activity	Vehicle type	Anticipated frequency	Phase
Operative cars / small vans	Cars and vans	Up to 6 vehicles arriving and 6 departing per working day	Throughout
Trade and courier deliveries	Panel vans / LCVs up to 3.5 t	Normally 1-3 visits per day	Throughout
General materials	7.5-18 t rigid vehicles	Normally 1-2 visits per week; up to 3 in peak envelope/fit-out weeks	Structure and fit-out
Scaffold / temporary roof	7.5-18 t rigid flatbed	Approximately 4-6 visits across erection, adaptation and removal	Early works and completion
Steel / structural components	Rigid HIAB, normally no more than 18 t	Approximately 2-4 pre-booked visits	Structural phase

Activity	Vehicle type	Anticipated frequency	Phase
Concrete	6- or 8-wheel mixer, where required	Approximately 1-3 pre-booked visits	Foundations / local structure
Waste and skips	Rigid skip lorry	Normally 1-2 exchanges per week; up to 3 per week during demolition	Demolition and construction

Articulated HGVs will not be used unless a specific abnormal delivery cannot reasonably be divided. Any such delivery will require prior route and access assessment, a booked time, a banksman and any highway permissions or temporary traffic management required by the Highway Authority.

7. Construction traffic routing and delivery controls

7.1 Approved approach route

To minimise travel through designated Air Quality Management Areas, construction HGVs will not route through Shoreham High Street or Shoreham town centre. The normal route from the strategic road network will be:

Movement	Required route
Inbound	A27 -> A283 Steyning Road -> Upper Shoreham Road -> Buckingham Road -> Rosslyn Road -> site
Outbound	Reverse of the inbound route, returning to the A27 without travelling through Shoreham High Street
Avoid	Shoreham High Street/town-centre AQMA and residential short cuts. Drivers must follow the booked route rather than satellite-navigation diversions.

The route reflects the condition requirement to minimise distance through AQMAs. Adur has declared AQMAs at Shoreham High Street and Old Shoreham Road, Southwick; the prescribed route avoids Shoreham High Street and does not require construction traffic to travel through Southwick.

7.2 Booking, arrival and unloading

- All HGV, skip, scaffold, concrete and HIAB movements will be booked with the Site Manager at least 24 hours in advance. Suppliers will receive the route and site rules with the order.
- Deliveries will be timed outside the main commuter periods where practicable, normally between 09:30 and 15:30 on weekdays and within the approved working hours.
- Only one booked delivery vehicle will attend at a time. Drivers must call before arrival and must not wait, queue, park or turn engines over unnecessarily on Rosslyn Road.
- Vehicles will enter the site and unload within the curtilage wherever physically practicable. A trained banksman will control reversing or other constrained movements.
- If a specific delivery cannot safely enter the site, any short-duration highway unloading will only occur following a task-specific assessment and after obtaining any licence, suspension or traffic-management approval required by West Sussex County Council.
- Public footways, private accesses and neighbouring drives will remain unobstructed. Engines will be switched off while stationary and unloading will be completed promptly.

8. Parking of operatives and visitors

- A maximum of six contractor cars/small vans will be permitted within the designated front hardstanding/parking area, subject to maintaining care-home, visitor and emergency access.

- No construction operative or visitor parking is permitted on Rosslyn Road. Operatives will be instructed not to displace residents' parking or block dropped kerbs, junctions, footways or neighbouring accesses.
- The Site Manager will programme labour and reduce vehicle numbers through car sharing and coordinated crew transport so that the six-vehicle on-site capacity is not exceeded. Additional operatives must be dropped off or arrive by public transport and may not bring a vehicle into the locality.
- Visitors and inspectors will book attendance with the Site Manager and will only travel by vehicle where an on-site bay has been reserved; otherwise they must arrive without a vehicle.

9. Storage of plant and materials

A secure materials and plant compound will be established within the site curtilage on existing hardstanding, in a location agreed with the care-home manager before mobilisation. The compound will be fenced or locked and will not obstruct emergency access, fire escapes, refuse collection, drainage routes or retained entrances.

- Skips, small plant and packaged materials will be stored within the compound or within the secured scaffold/work zone; none will be stored on Rosslyn Road or the footway.
- Deliveries will be phased to avoid excessive stockpiling. Long-lead items will arrive only when secure storage and installation capacity are available.
- Cement, plaster, insulation and other dust-sensitive materials will be kept sealed and under cover. Lightweight materials will be restrained against wind.
- Fuels, paints and chemicals will be held in the minimum practicable quantities in locked, labelled storage with secondary containment. Spill kits will be available.
- Plant will be immobilised and secured when unattended. No refuelling will take place near drains, soft ground or public areas.

10. Dust, dirt and pollution control

The Site Manager will assess the daily dust risk having regard to the activity, weather, proximity of occupied rooms and neighbours. Work will be stopped or modified if dust cannot be adequately controlled.

Risk/source	Control measure
Demolition / cutting	Use low-dust methods; isolate the work; mist or damp down; use on-tool extraction; avoid dry sweeping; cut materials in a screened area.
Internal interfaces	Dust-tight temporary partitions, zipped access, local extraction and regular vacuum cleaning using suitable industrial equipment.
Stockpiles / skips	Keep waste within covered skips; sheet loose loads; minimise drop heights; do not allow dusty stockpiles to remain uncovered.
Road and footway	Inspect daily and after waste/deliveries; sweep promptly using damp methods; arrange mechanical road cleaning if tracking occurs.
Vehicles	Use clean, hard-surfaced access; inspect wheels before exit; clean wheels/bodywork where necessary; no mud or debris to be deposited on the highway.
Air and emissions	No burning; engines switched off when stationary; use well-maintained modern plant and mains electric tools where practicable.

Water used for suppression or cleaning will be controlled so that silty or contaminated water does not enter surface-water drains or the highway. Drain covers, absorbent materials and spill response equipment will be used where appropriate.

11. Waste minimisation, recycling and disposal

- The waste hierarchy will be applied: prevent waste, reuse materials where practicable, segregate recyclable streams, then recover or dispose of residual waste lawfully.
- Expected streams include clean timber, metal, plasterboard, masonry/inert material, cardboard/plastic packaging, mixed construction waste and any separately classified hazardous waste.
- Covered and clearly labelled skips or containers will be kept within the site. Waste will not be stored on the highway, burned, buried or allowed to accumulate.
- Only registered waste carriers will be used. Waste will be taken to appropriately permitted facilities and waste-transfer notes will be retained by the Contractor.
- Hazardous waste, including any suspect asbestos-containing material, will be stopped, isolated and managed by appropriately licensed specialists. The Employer will provide the required refurbishment/demolition asbestos survey before intrusive work.
- Suppliers will be asked to minimise packaging and take back pallets, stillages and reusable packaging where feasible.

12. Working and delivery hours

Activity	Permitted period
Construction and demolition	Monday-Friday 08:00-18:00; Saturday 09:00-13:00
Deliveries	Within the same hours; planned HGV deliveries normally 09:30-15:30 Monday-Friday
Sundays and Bank/Public Holidays	No construction, demolition or deliveries
Emergency works	Only works immediately necessary for safety, security or protection from weather/damage; the LPA and affected neighbours will be informed as soon as practicable

Site setup, vehicle loading, radios and other activity audible beyond the site boundary will not take place outside these hours. Particularly noisy works will, where practicable, be concentrated between 09:00 and 17:00 on weekdays and coordinated with the care-home manager.

13. Noise and vibration

- Use the quietest reasonably practicable plant and methods; keep equipment maintained and fitted with effective silencers or covers.
- Locate static plant away from neighbouring homes and occupied care rooms and use acoustic screening where beneficial.
- Avoid unnecessary impact breaking, idling, shouting, radios and the dropping of materials. Switch plant off when not in use.
- Notify the care-home manager and immediate neighbours before unusually noisy or vibration-generating operations and keep their duration to the minimum practicable.

14. Highway, pedestrian and public safety

- Maintain clear sightlines at the site entrance. A banksman in high-visibility clothing will supervise significant vehicle movements.
- Protect the public footway and keep it available. Any temporary closure or obstruction requires prior Highway Authority approval and compliant traffic management.

- Inspect the highway adjacent to the site daily. Damage, mud or debris attributable to the works will be made safe and remedied promptly.
- No crane, scaffold, hoarding, skip or materials will occupy or oversail the highway without the appropriate licence or consent.

15. Complaints, monitoring and corrective action

The Site Manager will record any complaint or incident, including the date, time, complainant details where provided, activity under way, investigation, response and corrective action. Urgent safety or pollution matters will be addressed immediately.

Compliance checks will include daily housekeeping and access inspections; weekly review of fencing, storage, skips, dust controls and delivery records; and additional inspection following high winds, heavy rain or a complaint.

Repeated or serious non-compliance by an operative, subcontractor, supplier or driver may result in removal from site or refusal of future deliveries.

16. Flooding and severe weather

Weather forecasts and any flood warnings will be monitored. Materials and fuels will be secured above areas liable to ponding where practicable, drainage routes will be kept clear, and loose materials will be restrained before high winds or heavy rain. Safe access and egress for residents, staff and emergency services will be maintained.

17. Implementation checklist

Stage	Required action
Before commencement	Written discharge of condition 3 received; approved CMP issued; Site Manager named; asbestos survey available; care-home coordination meeting held; neighbour contact notice issued.
Before each HGV delivery	Booking confirmed; route issued; site space available; banksman present; no conflicting delivery or emergency access requirement.
Daily	Access and footway clear; highway clean; dust risk reviewed; skips covered; compound secure; fire/emergency routes maintained.
Weekly	Review delivery log, waste records, complaints, fencing, plant storage and need for corrective action.
At completion	Remove compound and temporary controls; clear waste; clean access/highway; make good direct damage; retain records.

18. Document control and commitment

The Applicant and Contractor commit to implementing this CMP for the duration of demolition and construction. The approved version will take precedence over any inconsistent general working practice or subcontractor proposal.

Control	Details
Document reference	ELR.CMP.01
Revision	P01 - planning-condition submission
Date	4 August 2026
Prepared by	Creating Spaces / Marmont Developments Ltd
Approved for submission by	Adrian Marmont

19. Source documents

- Planning Inspectorate appeal decision APP/Y3805/W/25/3359366 dated 4 June 2025, including schedule of conditions.
- Approved planning drawings A01-A05 Rev 2 dated 1 May 2024, as listed in condition 2.
- Adur District Council air-quality information identifying AQMAs at Shoreham High Street and Old Shoreham Road, Southwick.