

Construction Management Plan

Project 77

77 Marlborough Road

Lancing

BN15 8UF

Construction Management Plan

Version 1

Issue date: 28 July 2026



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Version Control

Version	Date	Approved by	Notes
1	28/07/2026	Graham Cuthbert	First Issue

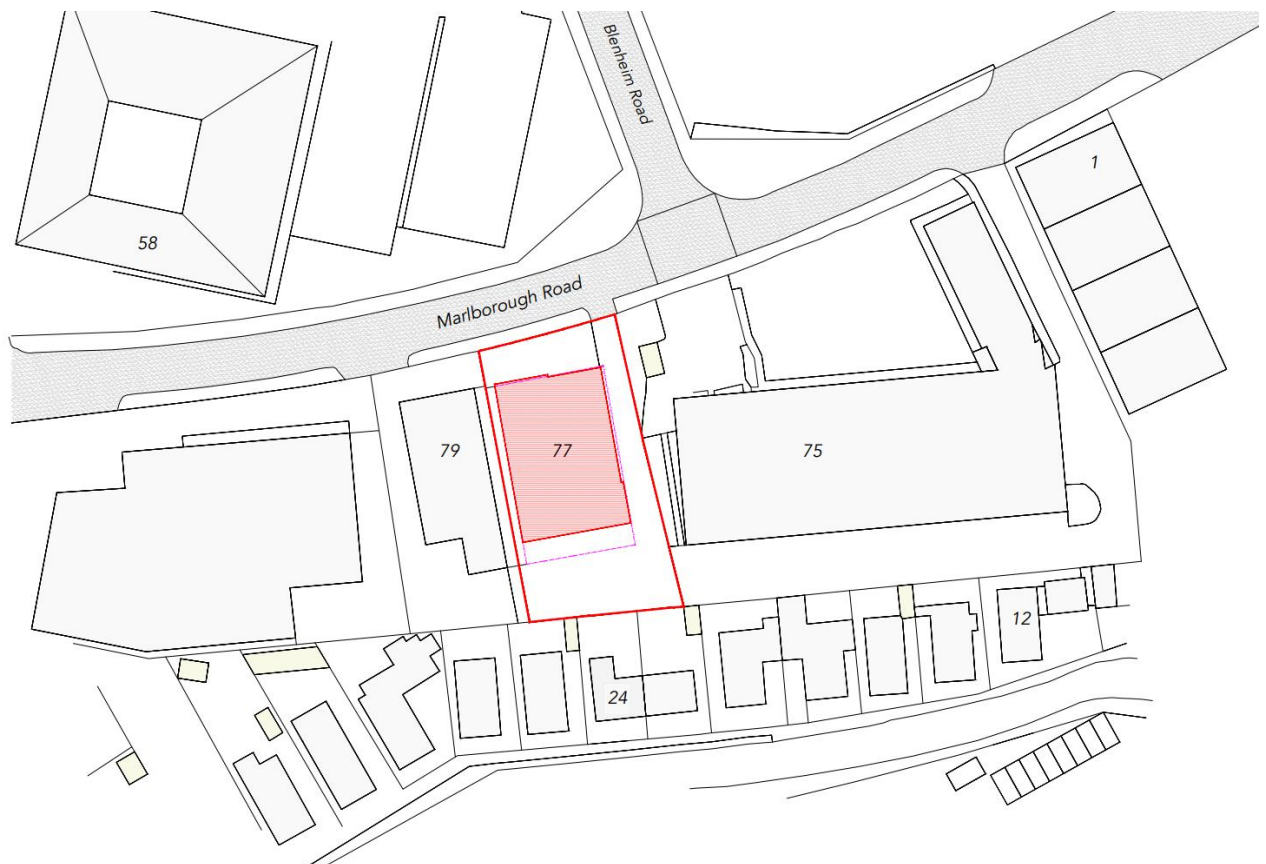
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1. Introduction

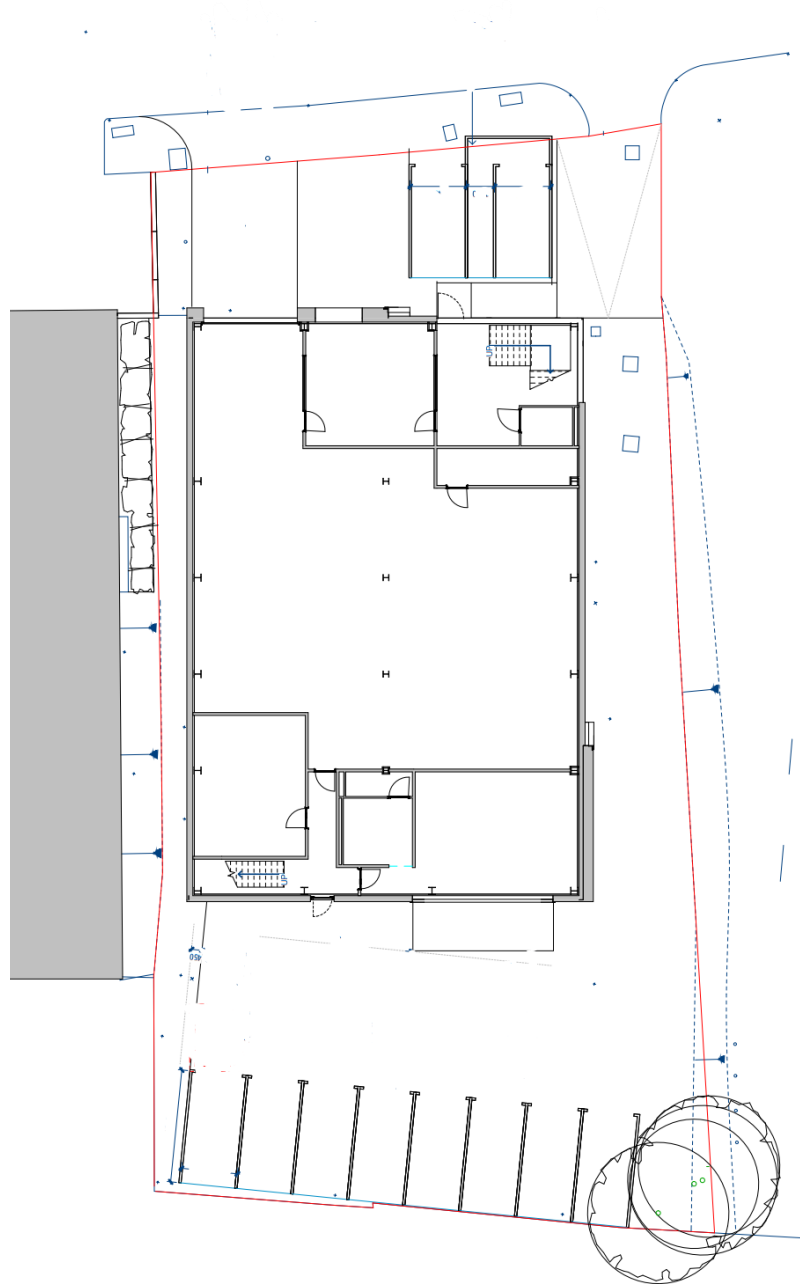
This Construction Management Plan has been prepared for the demolition of the existing single-storey building at 77 Marlborough Road, Lancing and the construction of a new industrial/commercial building including earthworks, foundations, below-ground drainage, structural frame construction, roof and wall cladding, external works, internal works, services and landscaping.

The purpose of this plan is to minimise disruption to neighbouring occupiers, highway users and the local environment during the construction process and to satisfy Planning Condition AWDM/0525/26.

2. Site Layout



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3. Site Working Hours

Works will be strictly limited to those dictated by planning conditions, including 0800-1700 weekdays and 0800-1300 Saturdays if needed. No works on Sundays and Bank Holidays. Saturday working will require

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approval by the Site Manager. Any temporary exception to these working hours shall be agreed in writing by the Local Planning Authority at least five days in advance of works commencing.

4. Programme of Work

Works are programmed to commence in August 2026 and continue for an approximate period of 40 weeks.

5. Demolition and Asbestos Removal

The existing building contains asbestos-containing materials which shall be removed prior to demolition works commencing.

A Refurbishment and Demolition Asbestos Survey shall be undertaken and all asbestos-containing materials identified for removal in accordance with current legislation and guidance. Where required, asbestos removal works shall be undertaken by a licensed asbestos removal contractor and disposed of at an appropriately licensed waste facility.

The asbestos removal works shall be completed and clearance certification obtained prior to demolition of the building structure commencing.

6. Security and Welfare

Suitable welfare facilities shall be provided whenever construction activities are being undertaken on site in accordance with the Construction (Design and Management) Regulations. These facilities will include welfare accommodation, drinking water, washing facilities, toilets and a rest area for site personnel in line with requirements.

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The site shall be secured at all times. Site boundaries shall be protected by the approved hoarding and fencing arrangements detailed within this Plan. Access gates shall remain closed when not in use and locked outside of working hours.

Where works are being undertaken, all personnel and visitors shall report to the designated Site Manager or responsible contractor and receive appropriate site safety information prior to commencing work.

Appropriate first aid equipment, fire-fighting equipment and emergency contact details shall be available whenever works are being carried out on site. Plant, equipment, fuels and materials shall be stored securely when not in use to minimise the risk of theft, vandalism or unauthorised access.

The Principal Contractor shall regularly review site security arrangements throughout the project and implement additional measures where required having regard to the current phase of construction.

7. Traffic Management Plan and Driver Delivery Instructions

The following details the vehicle routing and access arrangements for the routing/manoeuvring of construction vehicles to and from the Site. These arrangements have been designed to minimise the impact of construction traffic on the wider highway network and the surrounding neighbourhood. This section provides details of construction access, on-site loading/unloading, compound and set down.

7.1 Site Address (Sat Nav Address):

77 Marlborough Road, Lancing, BN15 8UF

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7.2 Construction Traffic Routing

Construction traffic will be required to use strategic roads and limit access through the local roads as far as possible. The access route from the Strategic Road Network (SRN) is illustrated below via Busticle Lane, Western Road, Winston Road, Chartwell Road and Marlborough Road.

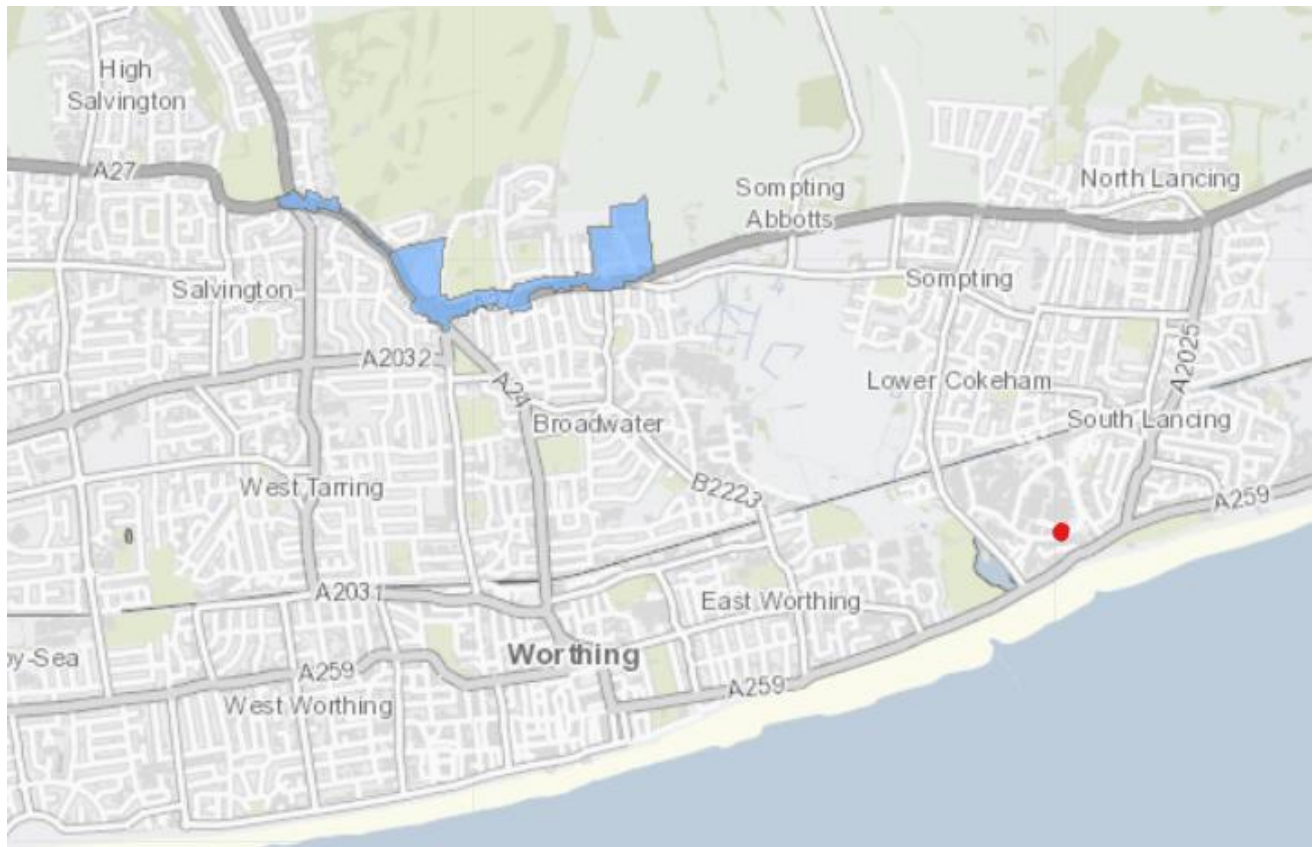
Suitable access is provided from Marlborough Road and there is a one-way system in place that will aid with turning into site (no oncoming traffic).



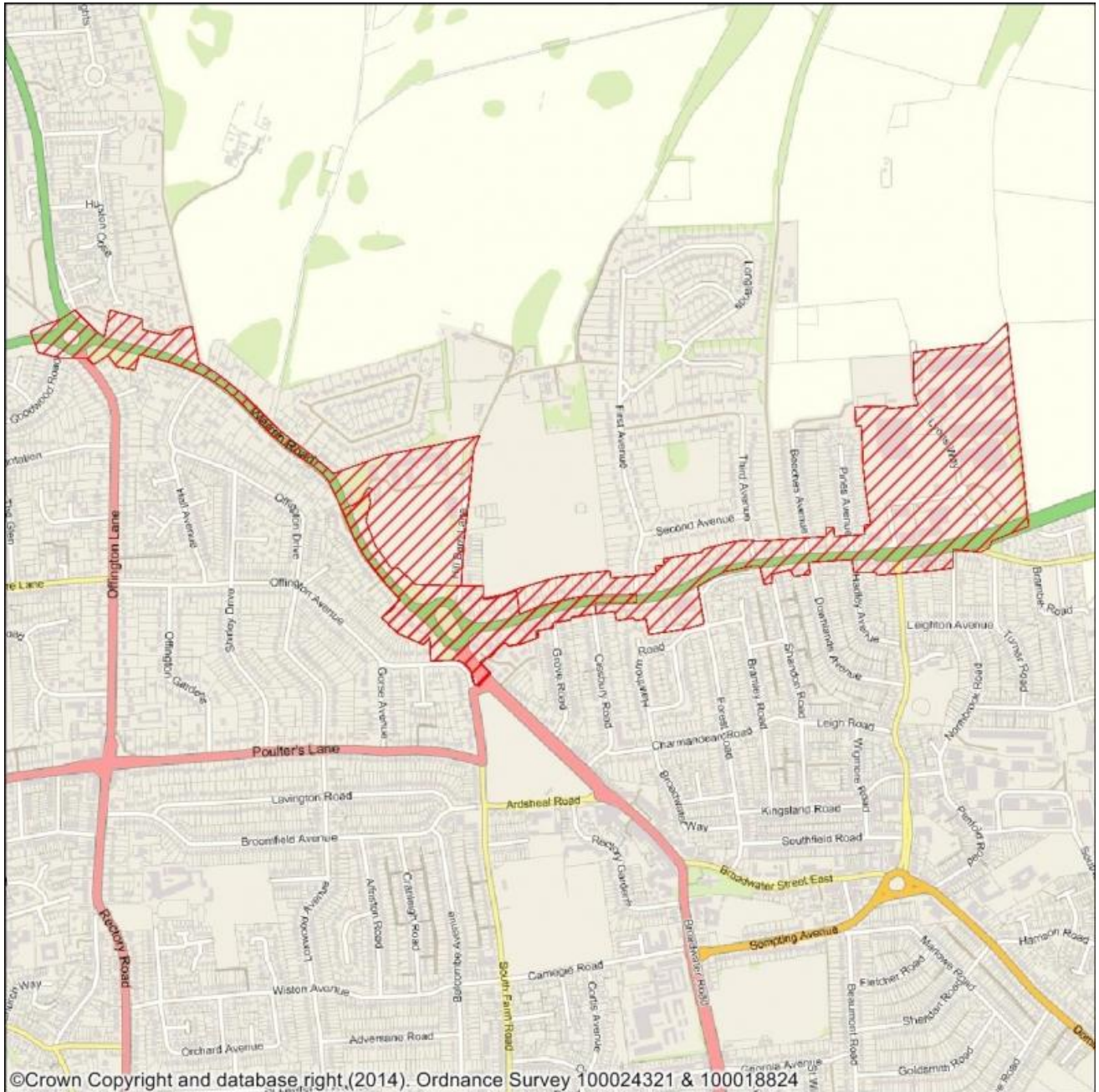
7.3 Local Road Network and Site Accessibility

The existing road network provides good access to the proposed site. However, there are Air Quality Management Areas (AQMAs) on the network to the east of the site around the A27 (Upper Brighton Road) (https://uk-air.defra.gov.uk/aqma/details?aqma_ref=649). The AQMAs are shown in the below images:

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We request that our delivery and construction traffic, especially HGVs make reasonable attempts to avoid these areas, especially through towns and more populated areas. It is noted that there may still be a requirement to travel through part of these zones.

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7.4 Site Entrance

Signage will be present and relevant numbers for contact of Site Management.



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The above photos are of the Site Access Point. Industrial IT Systems/Project 77 signage will be positioned at this entrance and on the lead up. A site gate will be installed at the Site Access Point.

7.5 Contact Prior to Arrival

All deliveries must be booked with the Site Manager or Banksman 30 min in advance of arrival on site.

Contact Name / Number: The Site Manager contact number shall be provided

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Vehicles will not be allowed to wait on any of the surrounding areas as this could potentially cause a nuisance to traffic. Deliveries will be arranged to allow for direct access onto the site without the need for waiting. Should a situation arise where a vehicle is required to wait for any unforeseen circumstance, it will instead be directed to an appropriate waiting area by the Site Team to an area which does not affect local traffic or neighbours.

When approaching, find a safe place to stop and call the Site Manager before arrival to ensure gates are open and no other traffic is on the access road.

Construction traffic should be aware of construction works at Scouts Storage Facility, 75 Marlborough Road, managed by Beard, which has a similar access location. Where appropriate the Site Manager will coordinate deliveries with the neighbouring construction site.

7.6 Construction Traffic Rules

- The deliveries of plant, materials and the removal of waste shall be prior planned with the site management,
- Where practical vehicles are not to enter or leave the site in a reversing gear, rather complete a 3-point turn manoeuvre to then be able to leave the site in a forward motion.
- However, where due to the size of vehicle a three point turn will not be practical then additional care shall be taken with the banksman to ensure that reversing is done with care.
- No reversing or entering site without a Traffic Marshall or Banksman
- **SPEED LIMIT ON SITE – DEAD SLOW, LESS THAN 5 MPH**
- Display your hazards lights when entering the site
- Speed limit of 5mph, observe this when entering and exiting the site.

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- Adequate signage will be displayed directing traffic to/from site and traffic movements into/out of site will be controlled by the Traffic Marshall or Site Manager.

7.7 Unloading Protocol

- All vehicles fitted with suitable edge protection to the vehicle bed to prevent falls from height.
- Where a vehicle is not fitted i.e. flat bed, post and rail type edge protection plus ladder access will be provided to mitigate falls from height.
- When protection cannot be fitted, a slinger will work from a harness attached to a work position/restraint system i.e. a pole and arm or similar system.
- Where required, to aid off-loading suitable mechanical equipment will be made available where appropriate
- Audible warning devices will be fitted to vehicles that need to reverse and they will be supervised by a Banksman during this operation.
- Whilst early ground works are being carried out the site entrance will be monitored with water pressure washers available as / or when required will be located near the entrance to the site if required.
- Deliveries will be planned and co-ordinated to avoid busy times where possible.
- The Site contact number will be issued to all drivers for contact in advance of arriving on site.

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- All this information including a route map to the site will be issued during at pre-start meetings with co-contractors and issued with orders to our suppliers.
- A Banksman will be on Site to control site traffic/plant movement.
- All vehicles will be escorted into the unloading area where they will be unloaded to the material storage area.
- In rare cases deliveries may require unloading from the public highway, all necessary permissions, licences and approvals shall be obtained from the relevant highway authority prior to the works. Lifting operations shall be undertaken in accordance with a site-specific lift plan prepared by a competent Appointed Person. Where lifting activities affect public footways or highways, suitable exclusion zones, pedestrian management measures and traffic control arrangements shall be implemented before lifting operations commence.
- Site egress and access points will always be kept clear.
- Roads/paths/emergency routes will always be kept clear.
- Allocated site parking bays are only to be used by the allocated staff.
- Road and footpaths will always be kept clean.

The estimated number of deliveries to site will be a maximum of **1-2 HGVs** per day and **3 van** deliveries maximum per day. This is not typical and a maximum.

7.8 Temporary Site Signage

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Where appropriate, Industrial IT Systems, will display highways approved construction site traffic signs. These signs be connected to existing streetlamps and will conform with all current highways' regulations and requirements. The signs will not only guide our construction traffic to site but will also be displayed on other entry routes to inform deliveries that they can only use the permitted routes for deliveries. As mentioned earlier in the document as well, there will be general signage out on the main roads, then once within the confines of the space, there will be more directional signage to each of the specific sites.



7.9 Loading and Unloading of Plant Material

The protocol as previously listed is to be adhered to. A member of the Site Team is to be in attendance and adequate barriers to prevent pedestrian access should be in place prior to any loading / unloading of plant.

8. Parking of Site Operatives and Visitors

A suitable hardstanding/access road shall be maintained throughout construction. It is anticipated the existing hardstanding, and access road will be retained at the beginning of the works. Once the existing surface is removed a suitable replacement shall be installed.

Formation of temporary on-site parking will be progressed early to facilitate parking within the construction site boundary.

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Where practical, parking for operatives, visitors and site management will be provided within the site compound carpark areas. Where this is not practical off-site parking shall be within the nearby Marlborough Road Car Park.

However, we do encourage alternative methods of travelling to work, such as car sharing and cycling. Industrial IT Systems will be making every effort to promote alternative means of transport.

9. Storage of Plant and Materials

Storage of plant will be located in the materials section site compound, separated by a fenced area. Materials will be stored appropriately, not over stacked and checked regularly to ensure packaging and protection is in place.

Where practical they will be kept away from boundaries. Once at a furthered stage of the build, materials will be dropped to a lay down area then moved straight into the building to be used.

10. Prevention of Deposit of Materials on the Highway

With the reuse of the existing access and hard standard (or replacement by temporary road surface, and initial formation of a type 1 on site parking we do not anticipate that traffic will need to move off this hard surface, preventing deposit of materials on the highway. In the unlikely event that a vehicle does, a wheel washing facility will be available at the site access / egress point prior to turning on to Marlborough Road.

Adjoining roads will be monitored and swept, if necessary, to remove any spoil or debris deposited on the highway as a result of construction traffic.

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11. On-Site Turning

The existing access road and hardstanding will facilitate vehicle movements within the confines of the site. During construction, delivery vehicles will be controlled by the use of a banksman. This area will also facilitate material and plant unloading.

The site has limited space available for vehicle manoeuvring. Where practicable, vehicles will turn within the site and leave in a forward gear. Where this is not reasonably achievable, reversing movements will be controlled by a trained banksman to ensure safe vehicle access and egress.

Vehicle movements, deliveries and unloading activities will be carefully managed and coordinated to minimise disruption to neighbouring occupiers and users of Marlborough Road. Deliveries will be scheduled where possible to avoid congestion and waiting on the public highway.

12. Suspension of public facilities

As the construction works are carried out within private grounds, there are no requirements for suspension of bus stops, pavements, road space or parking bays. The only exception will be the move of a lamp post and drop kerb which will be arranged with the relevant highways authorities. Or the rare occasion where large deliveries may require delivery from the public highway. As identified above this shall be suitably planned.

13. Details of scheme for disposing of waste

A Site Waste management plan will be developed to suit the works. It will be implemented and monitored throughout the project. It will be kept on site an available for any person to access.

13.1 Demolition waste

Any hazardous materials will be removed in the first instance and removed by a suitably qualified contractor and disposed of in line with local

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regulations at an appropriately licensed facility. Demolition waste will be segregated and removed from site in its category of either:

- Rubble and hardcore
- Plasterboard and gypsum products
- Timber or wood products
- Metals

This is carried out so that waste can be recycled at the highest percentage possible, reducing the need for waste product to be taken to landfill.

13.2 Excavation spoil

Will be classed under Waste Acceptance Criteria (WAC testing) and will be removed from site to a suitable facility based on its characteristics. It will be removed by a suitably licensed contractor.

13.3 Site waste for construction works

This waste will be split into the following categories:

- Canteen/food waste
- Plasterboard and gypsum products
- Timber or wood products
- Cardboard/packaging
- Metal

Appropriate skips or bins for each will be located within the site compound, stored safely and clearly labelled as to what materials will be put into each. Skip exchanges will be carried out by a suitably licenced contractor and all waste transfer notes will be kept as copies on site to ensure compliance with regulations. Where possible all materials taken from site will be recycled as they have been segregated on site.

There will be **NO BURNING OF WASTE** on site at any time. This will not be permitted.

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14. Highway licenses and traffic orders

At the time of preparing this Plan, no Temporary Traffic Regulation Orders are anticipated as part of the general construction activities. Should any works require occupation of the public highway, the relevant approvals, permits and traffic management arrangements will be obtained from West Sussex County Council prior to implementation. However, certain operations, including the delivery and installation of the steel frame, may require temporary traffic management measures or occupation of part of the public highway.

Where such activities are required, an assessment shall be completed and all necessary permits, licences, approvals and traffic management arrangements approved by the Highway Authority prior to the works commencing. Any traffic management measures shall be implemented in accordance with the approved arrangements and maintained for the duration of the activity.

15. Arboricultural report

There are trees and tree protection zones within the boundary of the site. These details are found within the Arboricultural report Arboricultural Impact Assessment, Method Statement and Tree Protection Plan.. These trees are to the south of the site, near the boundary.

Any works in these areas shall follow the guidance within these reports. These reports shall be passed to contractors.

16. Emergency contact number

During the construction works, there will be a direct number to the emergency contact. The emergency contact number will be displayed on the site notice board and communicated to neighbouring occupiers prior to construction works commencing.

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17. Communication to the local community

The site is within a predominantly industrial area however to the rear there are some domestic properties on Lancing Park. To promote clear communication and positive engagement with neighbours and the local community, we will carry out a letter drop prior to commencing works to all neighbouring properties. This will include contact details for the site team and the method of approach for contacting them with any questions or queries.

Where appropriate, throughout the works and ahead of key points in the build, further letter drops with comms would be carried out.

The site front hoarding will also have a notice board that displays contact details.

18. Erection and maintenance of security hoarding

The below image shows the extent of the site boundary.

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The front of the site (purple) will have a solid timber hoarding with a single vehicle access gate at the existing entry point into the site. The timber hoarding will be designed and installed to ensure compliance with wind loading and signage weights. This will be checked daily for its condition by

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the site management team. Any issue with the hoarding will be reported and will be rectified.

The boundary to the east (teal) is shared with the Scouts Storage Facility who have erected their own site hoarding. This hoarding is solid timber and sufficient to provide a suitable barrier to our site. Therefore, this fence shall be used as the eastern barrier to our site. If this fencing is removed prior to completion of works at 77 Marlborough Road a 2.1m anti climb Heras type fencing (or similar) shall be installed. These will be double clipped together, have stays and counter weights at appropriately designed intervals

To the west (green) a boundary a 2.1m anti climb Heras type fencing (or similar) shall be installed (unless ground conditions dictate for a solid timber hoarding). These will be double clipped together, have stays and counter weights at appropriately designed intervals and will be debris netted.. These hoardings will be checked daily by the site management team and checks will be undertaken to maintain their condition, including ensuring all clips remain in place, the Heras panels have no broken sections, stays and counter weights are maintaining where they should be.

To the rear boundary, domestic properties on Lancing Park, (red) there is an existing fence lines already in place. This will be maintained and used as the boundary to the site. However, if during the works there are reasonable concerns with accessibility or condition of the fencing then an anti-climb Heras fence line will be erected.

All gates and access points will be closed when not in use. Out of working hours, these will be securely locked with heavy duty padlocks.

19. Control of Dust

Certain elements of the project may create dust. To minimise the generation and migration of dust, the following measures will be implemented as appropriate:

- **Demolition works** – Demolition will be undertaken in a controlled manner. Water suppression, including hoses or water cannons where appropriate, will be used to reduce airborne dust.
- **Excavation and loading of spoil** – Excavation and loading activities will be managed to minimize dust generation. Material will be dampened as necessary to minimise dust generation. Particular attention will be given during hot, dry, or windy conditions.
- **Cutting of concrete and masonry** – Wet-cutting techniques or other suitable dust suppression methods will be used where reasonably practicable.
- **Water suppression** – Water suppression will be employed where necessary to control dust.
- **Run-off prevention** – Excessive wetting that could create mud or water run-off will be avoided.
- **Housekeeping** – Good housekeeping standards will be maintained throughout the project to minimise dust accumulation and migration.

Site activities will be managed to prevent dust leaving the site boundary wherever reasonably practicable. Site personnel will undertake routine visual inspections, and additional control measures will be implemented if excessive dust is observed especially in periods of high winds or dry weather.

20. Control of Noise and Vibration

Throughout the project, we are committed to following BS5228: Code of Practice for noise and vibration on construction and open sites.

To help aid this, we will continue to review, implement and monitor our construction techniques to ensure the best suited is always applied in terms of noise and vibration reduction.

We will carry this out at each stage of the project and agree suitable methods and restrictions ahead of each stage commencing.

Stages where particular care with noise and vibration would be:

- Demolition
- Excavation for foundations, including spoil away/vehicle movements
- Superstructure works/steel frame
- Cladding Installation
- External hard surface finishes

In addition:

- Plant will not be left idling when not in use.
- Reversing alarms will be minimised where safe to do so.
- Equipment shall be fitted with modern silencers and maintained in accordance with manufacturer requirements.