

38 Pentwyn Baglan Road, Baglan, SA12 8EB

Construction Method Statement

11 September 2024

For and on behalf of

Mr Craig Perfect



Project Ref: 2024-863

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1 INTRODUCTION

1.1 LvW Highways Ltd has been appointed by Mr Craig Perfect to produce a Construction Method Statement (CMS) to discharge condition 4 of the approved planning permission (2023/0700/FUL) for the Construction of detached funeral car garage with excavation and retaining works, creation of new vehicular access and revised parking layout to serve Pentwyn Farm, at 38 Pentwyn Baglan Road, Baglan, SA12 8EB.

1.2 The planning application was approved on the 23rd February 2024 and there is a conditions relating to highway and pedestrian safety, condition 4.

1.3 Condition 4 reads:-

No development shall commence, including any works of demolition, until a Construction Method Statement has been submitted to and approved in writing by the Local Planning Authority. The approved statement shall be adhered to throughout the construction period. The statement shall provide for:

- a) the parking of vehicles of site operatives and visitors;*
- b) loading and unloading of plant and materials;*
- c) storage of plant and materials used in constructing the development;*
- d) the erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate;*
- e) wheel washing facilities;*
- f) measures to control the emission of dust and dirt during demolition and construction; and*
- g) a scheme for recycling/disposing of waste resulting from demolition and construction works.*
- h) The Construction Method Statement shall be signed by a competent person(s).*

Reason: In the interest of highway and pedestrian safety, the environment, and the amenity of residents, and to ensure accordance with Policies BE1 and TR2 of the adopted Neath Port Talbot Local Development Plan.

2023/0700 - Condition 4 - Construction Method Statement

1.4 The purpose of the Construction Method Statement is to outline the approach to managing the proposed construction works at 38 Pentwyn Baglan Road, Baglan, SA12 8EB.

1.5 This document includes specific comments on the site access, deliveries and the process of managing the overall traffic and environment surrounding the area. It will also ensure that the construction works cause the minimum disruption to residents to ensure that a safe working and living environment is maintained.

1.6 This CMS provides details of the proposed scheme to allow the condition to be discharged. The report is formatted to group issues in a logical order.

1.7 It has to be noted, that until a preferred contractor is appointed, this CMS provides a best estimate of the number of workers on site during each phase of the works.

Description of the project works

- 1.8 To carry out a program of works to enable the building to be fit for purpose. The design process has been informed by an assessment of the site's significance and site inspections.
- 1.9 The aim is to construct a garage facility that will accommodate funeral vehicles, with sufficient space around each vehicle to enable cleaning and preparation.
- 1.10 The sequence of the works is as follows
- Site Set up;
 - Site clearance inclusive of ecology watching brief;
 - Preparation for building foundations;
 - Belowground foul & storm water drainage and service trenching and ducting;
 - Erection of steel portal frame;
 - Brickwork plinth to the low-level perimeter of the building;
 - Cladding to the walls and roof including roof lights;
 - Construction of internal offices and toilets and other staff amenities;
 - Fit out including M&E;
 - External works to included SUDS as per the agreed SAB approval;
 - External lighting works;
 - External hard and soft landscaping;
 - Construct the new section of footway on Pentwyn Baglan Road.

Site location

- 1.11 Land at Pentwyn Farm is located adjacent to No. 38 Pentwyn Baglan Road. The site is currently accessible via the driveway to no. 38. For the site to be independent it requires a new access off Pentwyn Baglan Road.
- 1.12 The site location in relation to the wider highway network is shown in **Figure 1**.



Figure 1: Site Location Plan

- 1.13 The site is in a pronounced location being elevated above the carriageway, near to the stone wall some 500m south of the A48/A4241 roundabout.
- 1.14 There is no footway on the development side of the carriageway as can be seen in **Plate 1**.



Plate 1: General view of Pentwyn Baglan Road

Site constraints

- 1.15 There are no parking restrictions along the site frontage and therefore there are the occasional vehicles parked adjacent to the stone wall. We shall refer to this as the lay-by within this report.
- 1.16 It is proposed as part of this development opportunity to provide a footway adjacent to the stone wall, but keeping the highway width at an appropriate distance. Therefore, the lay-by will be removed.

Strategy

- 1.17 The Traffic Management Strategy for the project is one of minimising the interface wherever possible of Site Traffic during the project by reducing and controlling vehicular movements on the project.
- 1.18 This document provides practical guidance on the planning of these issues, the control measures that will be implemented and highlights the points for consideration and necessary actions.
- 1.19 The Health & Safety Executive (H.S.E) expect to see traffic management plans that include.
- Planning and managing both vehicle and pedestrian routes;
 - The elimination of reversing where possible;
 - Protection of the public;
 - The provision of signs barriers;
 - Adequate parking and offloading / storage areas.

2 RESIDENT CONSULTATION

- 2.1 The neighbouring residents will be contacted via a letter drop prior to work starting.
- 2.2 In this there will be contact numbers for the site team along with office numbers for reporting any issues and concerns. Any concerns will be logged and actioned immediately.
- 2.3 The concerns to be addressed are:
- Contractor's parking;
 - Limiting of construction traffic;
 - Lorries unloading;
 - Pedestrian routes;
 - Site security, cleanliness and noise.
- 2.4 These concerns have been addressed in this CMS and will be monitored and reviewed by the relevant site personnel during the development. The CMS is an adaptive document and as such will be updated as the contract progresses and after a contractor has been appointed.

3 TRAFFIC MANAGEMENT PLAN

- 3.1 Pentwyn Baglan Road runs in the north-west to south-east orientation through Bagland connected at both ends via roundabouts to the wider highway network including the M4.
- 3.2 There are many suppliers of building materials in the local areas of, Swansea, Neath, Baglan and Port Talbot. It will be down to the appointed contractor to decide where they get their supply of materials.
- 3.3 It is proposed that the contractor and sub-contractors vehicles associated with the works will travel along Pentwyn Baglan Road in a southbound direction and approach the site on their left. However, they will also be able to approach the site from the south with the site being on their right. The outward movements will be the opposite of the inward movements.
- 3.4 The contractor and sub-contractors will be instructed to use this route and follow this arrangement.
- 3.5 For other suppliers where goods have to be delivered using an HGV, they will be directed in the southbound direction to unload within the lay-by, and the goods will then be moved by hand or the telehandler to the building site.
- 3.6 All suppliers are required to give details of proposed timing of materials deliveries to the site. The site manager will be in control of deliveries to ensure there is only one delivery at a time.
- 3.7 If skips or tipper lorries are required to take waste materials off site then they would drive along Pentwyn Baglan Road in a southbound direction and approach the site on their left and reverse into the driveway of No.38 to access the construction site. Either the skips will be unloaded or the waste material will be loaded by hand on to the tipper lorry before being taken away.
- 3.8 Once the new access is formed then all vehicles will use this new access.
- 3.9 The Traffic Management Plan and the control measures will be included in all the trade suppliers' tender enquiries to ensure early understanding and acceptance/compliance with the rules that will be enforced on this project.
- 3.10 Pedestrian access for site workers to the site will be shared with the vehicle access.
- 3.11 Immediately upon commencement, all deliveries, operative and visitors will report to the Site Agent or his representative.
- 3.12 They will be inducted by company staff, and be informed of emergency procedures, assembly points, first-aid, site rules, location of welfare facilities, etc. They will be instructed to sign in and out at the site office each day. PPE appropriate to the tasks being undertaken will be checked upon signing in.

Site access

- 3.13 The existing site access to No.38 Pentwyn Baglan Road will be used by the contractor's vehicles until the new access is formed. When appropriate, there will be Heras Fencing installed to block off the construction site from the public.
- 3.14 Once the new access is formed then all vehicles will use this new access.

Use of access

- 3.15 Pentwyn Baglan Road will remain fully operational, except when materials are being moved. On such occasions, site staff will be on hand will monitor and direct pedestrian and vehicular traffic.

4 SITE ENABLING WORKS

- 4.1 The initial enabling works will be undertaken using minimal labour and machinery, and will comprise:
- Demolition of the outbuilding, creation of new access and work on the concrete retaining wall and removing the materials off-site to the tip;
 - Clear site and strip vegetable soil; stacking material to be retained out of the way;
 - Set up toilet;
 - Set up site hut and equip with drawings and safety equipment;
 - Secure lock-up/lorry container (hired in or purchased) to be positioned;
 - Surveyor marks out building on cleared site and transfers the lines to profiles well clear of any construction work;
 - Bring in building materials and stack clear of future construction;
 - Set up mixer station close to cement store and sand heap;
- 4.2 This work will be undertaken between the hours of 08:00 – 17:00 on weekdays and 08:00 to 13:00 on Saturdays. No work will be undertaken on Sundays or Bank Holidays.
- 4.3 There are likely to be two employees demolishing the outbuilding and working on the existing retaining wall with a third driving a tipper lorry to the tip off site.
- 4.4 There are likely to be a maximum of 4 employees engaged on the works. Two vans are to be parked in the rear courtyard.

Temporary works

Secure site compound

- 4.5 A temporary construction compound will be installed within the site in the remains of the derelict building.

Parking for site operatives

- 4.6 All site operative parking and visitor parking will be accommodated within the site. If extra parking is required this will be within the lay-by on Pentwyn Baglan Road.
- 4.7 There are likely to be a maximum of 6 employees engaged on the enabling works.

Storage of plant and materials

- 4.8 Plant on site will consist of a tracked excavator that will be delivered to the site, using a four wheeled rigid lorry, and stored on site for much of the contract.
- 4.9 Delivery of site security fencing and signage will be by lorry to the lay-by, and items man-handled from there into position along the boundary, if and when required.
- 4.10 All drivers and contractors will be briefed to show due courtesy to the local residents at all times and site access and caution signs will be put in place.
- 4.11 It is anticipated that small to medium delivery vans and lorries will drive past the access and then reverse into the driveway with a 'banksman' always present to direct pedestrians and other road users.

Facilities for site operatives and visitors

- 4.12 The site welfare compound will accommodate up to 2 no. temporary port-a-cabin-type buildings. These port-a-cabins are required for offices, toilets, canteen and dry storage for machines and materials and each will be between 4 metres to 6 metres in length.
- 4.13 Welfare and dry storage facilities will be offloaded from within the site and placed in the site and remain in place for the duration of the contract.

5 CONSTRUCTION PHASE

- 5.1 The Contractor will implement the CMS for the whole project. This should be read in conjunction with the architects drawings.
- 5.2 The Site Agent and Contracts Manager will be responsible for complying with this CMS and keep the document up to date on a daily basis.

Construction programme

- 5.3 The development will be constructed in one phase with an estimated programmed time of 24 weeks, comprising:
- Site Enabling Works – Planned duration 4 weeks.
 - Construction Phase – Planned duration of 17 weeks.
 - Site Restoration Works – Planned duration 3 weeks.
- 5.4 Once the site has been cleared then the Ground workers can get to work on creating the new access, excavating the ground and then laying the foundations, service ducts and drainage runs etc. (Max 4 on site).
- 5.5 Once the foundations are in and signed off by Building control, the main structure of the building can be constructed before the roof is installed. The site has plenty of space and will be used for the storage of equipment and materials. (Max 6 on site).
- 5.6 With the roof on the building, it can be sealed with the installation of windows and doors and the stud walls installed before the electricians and plumbers enter for the first fix stage of the build commences. The site will be cleared of all detritus material and removed to tip off site leaving it clear for storage of materials. (Max 6 on site).
- 5.7 After the first fix where the plumbers and electrician install pipe work and wire networks, the ceilings and dry lining (plasterboard), etc. can be fixed before the doors, skirting boards, flooring are fixed. Most of these materials will be stored in the building in the dry. (Max 6 on site).
- 5.8 The second fix allows the wiring to be connected to each consumer unit (light switches, plugs etc.) and the hot and cold water to be connected to the boiler, radiators and taps. Also the sanitary ware will be fitted and plumbed in. (Max 6 on site).
- 5.9 Once the second fix has been nearly completed, the carpenters and decorators can start to fix all the fixtures and fittings, carpets etc. and decorate the building. (Max 4 on site).
- 5.10 The final stage is for the dwelling to be cleaned thoroughly before hand over to the client. (Max 4 on site).

Staff numbers

- 5.11 It is anticipated that there will be approximately 4 to 6 construction staff on site at any one time, with the exact number depending on each phase of construction. It is considered that there will be a degree of vehicle sharing by construction staff, such that the number of staff vehicle trips is reduced, and this is typically two per van.
- 5.12 It is anticipated that construction operations will be undertaken between 08:00 and 17:00 Monday to Friday and 08:00 to 13:00 on Saturday.

Parking

- 5.13 Depending on the stage of the build i.e. at first fix then there will be room on site for the contractor's vans to park in the site.
- 5.14 Some parking will occur on Pentwyn Baglan Road within the lay-by but this will be for short periods of time only and any contraventions will be dealt with by the Site Manager/Contracts Manager immediately.

Deliveries

- 5.15 All new employees and subcontractors will be inducted by the contracts manager or site agent. Suppliers will be informed by way of their purchase order of the processes and timings for their deliveries to site and will be manned whenever materials are delivered.
- 5.16 The majority of the materials will be offloaded from the contractor or subcontractors vans into the compound and stored on the ground to the side of the building. From there, they will be transported on site by a Manitou telehandler.
- 5.17 All construction activities will be segregated from the public.
- 5.18 Direct deliveries to the site will be limited to concrete, materials and skips. It is anticipated that concrete will be delivered using mixers with a maximum load of 6m³. Materials will be delivered using a Mini-grab in 9 ton loads, and skips will be delivered and collected using a Telehoist fixed arm skip loader.
- 5.19 All other deliveries will unload in the site, and materials transferred from there to the build by the contractor using a telehandler between the hours of 08:00 and 17:00.
- 5.20 It is anticipated that some delivery lorries will drive past the access to no. 38 and then reverse into the site with a 'banksman' always present to direct pedestrians and other road users. However, once the new access has been formed all deliveries will use the new access.

Vehicle call up procedure

- 5.21 All deliveries will be pre booked and allocated arrival times whether (am) or (pm) slots. Delivery instructions will be sent to all suppliers and contractors.
- 5.22 Suppliers shall call the site a minimum of 20minutes before their vehicle arrives at site to confirm that the loading area is available.
- 5.23 If the loading area is unavailable construction vehicles shall not proceed to the site.
- 5.24 Delivery vehicles shall not wait or stack on the local roads. The loading area shall be clear of vehicles and materials before the next lorry arrives.

Wheel wash facility

- 5.25 The access/entrance to the site will be kept clear of mud, debris and materials at all times. Wheel washing facilities (pressure washing facility) will be available at the entrance to the site if required. All vehicles leaving site will be inspected, and wheels to be washed as required to prevent mud/debris being spilled onto the roads. The roads will be inspected/monitored on a daily basis and if required a road sweeper will be implemented.

Management of dirt & dust

- 5.26 The site entrance and courtyard are surfaced with a bound material, and will be kept tidy and clear of mud, debris, and materials at all times. Any dust arising from

the ground/site conditions prevalent in dry spells and generated by wind and plant traversing the site, will be controlled by suitable water suppressant/spraying water as required. The site manager/site staff are to monitor weather conditions, prevailing winds, and site conditions and implement dust suppression as required to avoid causing nuisance to pedestrians and neighbouring properties.

Waste and recycling area

- 5.27 Waste and demolition materials will be segregated into specific skips stored on site and serviced by a skip loader.
- 5.28 Covered skips will be used as necessary to contain any loose packaging. Checks are to be carried out by site management to ensure the site and surrounding areas are kept clean and tidy, which will be recorded on the weekly check form.

Road condition survey

- 5.29 If required by the Local Authority, the contractor can undertake a Road Conditions Survey within the immediate area. It would be proposed to undertake a conditions survey before, during and after construction, to ensure that any damage caused by construction vehicles associated with the development was recorded, thus allowing the contractor to fulfil their responsibility by rectifying any damage.
- 5.30 The survey methodology is normally photographic and this would be agreed with the Local Authority and reports would be prepared as a source of evidence should any damage claims arise.

Environmental protection

- 5.31 Potential impacts of construction traffic including noise, vehicle exhaust emissions, dust, and mud and debris on roads will be mitigated through strict adherence to the proposed construction routes and permitted hours of working.
- 5.32 Controls under health and safety legislation and good construction site practices, will also be adhered to, such as wheel wash facilities on exiting the site and, if required, regular cleaning of the side access lane to ensure there are no mud deposits left on the delivery route.

Monitoring

- 5.33 The measures detailed within this report will be monitored by the contractor to ensure they are adhered to and any potential negative effects arising from the construction deliveries are prevented.
- 5.34 It is in the interest of the construction programme that deliveries are not affected by existing traffic movements and therefore construction routes, delivery timings and access arrangement will be continually recorded and reviewed throughout the construction period to ensure an efficient and smooth construction programme.

Accident information

- 5.35 An accident book will be kept on site within the site office.
- 5.36 The nearest Hospital is Neath Port Talbot Hospital, Baglan Way, Port Talbot, SA12 7BX which can be access via the A48 and the A4241.

6 SITE ADMINISTRATION

Prevention steps

- 6.1 Delivery hours will be limited to a typical working day and outside of highway peak hours. No deliveries will be made between 08:00 and 09:00 and 17:00 and 18:00 on weekdays to ensure disruption isn't caused during peak times along this A-classified highway. Subcontract documentation and subcontractors will be reminded of this at pre-start meetings.
- 6.2 Deliveries will be booked in with the Site Manager, a Gatemen will be in position before any expected delivery.
- 6.3 Offenders will be reported to the Contracts Manager, who will action with the directors of the offending company.

Site administration

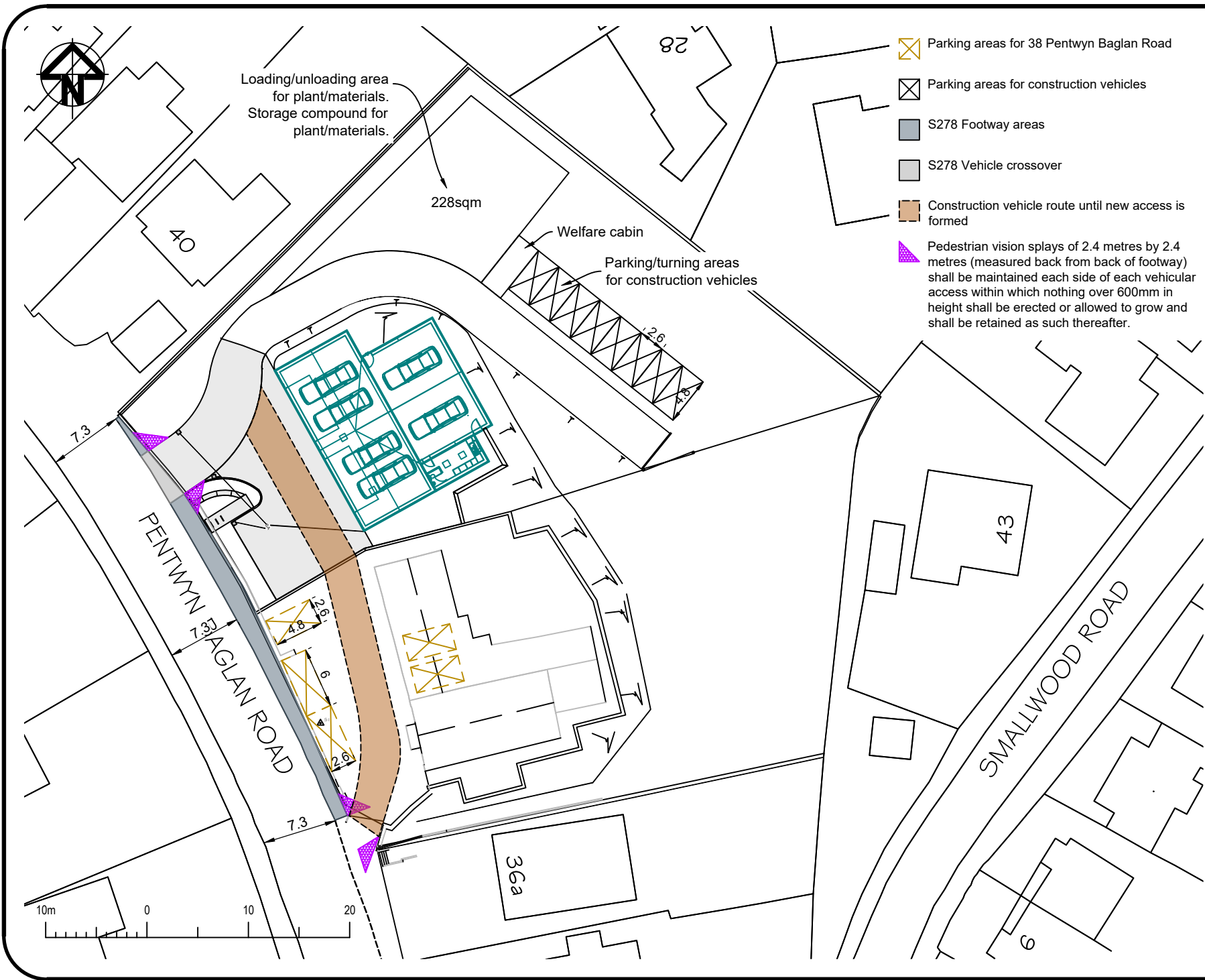
- 6.4 Responsibility for construction traffic movement is that of the Site Manager together with the Site team they will:
- Ensure that subcontractors and suppliers adhere to procedures set out in the pre-site conditions by booking in deliveries and giving the required notices.
 - Prevent unauthorised contractors parking and the congestion of traffic. All personnel in the team will be in contact with each other and site management who in turn will have mobile and telephone contact with the subcontractors.
 - Provide a Gateman at the access gates when required and the loading/unloading area.
 - Maintain roads in a clean and safe condition.
 - The site manager will carry out physical checks on site to ensure that the standards are kept. This will be recorded on their site manager's weekly check form.
- 6.5 It is recognised that not all deliveries are notified to us; such deliveries are usually smaller, deliveries by third parties and on occasion simply not booked in. The site is large enough so such deliveries can be accommodated off the highway. Other options open to the team is to send deliveries away or temporarily send deliveries to the nearby town car park with a return time.

Noise control

- 6.6 The permitted hours of work when noise can be audible at the construction site boundary shall be confined to the opening times identified above. Any noisy operations outside these hours cannot be undertaken.
- 6.7 Noise and vibration must be kept to a minimum by methods of work that conform with the 'Code of Practice for Noise and Vibration Control on Construction and Open Sites' (see BS 5228 Parts 2 and 4: 1997 and EC and UK Noise Legislation, as applicable).
- 6.8 All vehicles associated with the construction phase will be fitted with appropriate silencers etc.

APPENDIX A

Site Layout Plan



- Parking areas for 38 Pentwyn Baglan Road
- Parking areas for construction vehicles
- S278 Footway areas
- S278 Vehicle crossover
- Construction vehicle route until new access is formed
- Pedestrian vision splays of 2.4 metres by 2.4 metres (measured back from back of footway) shall be maintained each side of each vehicular access within which nothing over 600mm in height shall be erected or allowed to grow and shall be retained as such thereafter.

General Notes

- ALL DIMENSIONS ARE INDICATIVE AND IN METRES UNLESS NOTED OTHERWISE.
- DO NOT SCALE THIS DRAWING. USE FIGURED DIMENSIONS ONLY.
- ALL LEVELS ARE IN METRES ABOVE ORDNANCE DATUM (AOD) BASED ON THE TOPOGRAPHICAL SURVEY DRAWING SUPPLIED BY THE CLIENT.
- ANY DISCREPANCIES TO BE REPORTED TO THE ENGINEER.
- THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL OTHER RELEVANT ARCHITECTS AND ENGINEERS DRAWINGS AND SPECIFICATIONS.
- THE SPECIFICATION IN ALL ASPECTS SHALL BE IN ACCORDANCE WITH THE CURRENT RESIDENTIAL DESIGN GUIDE AND SPECIFICATION IN FORCE WITHIN THE COUNTY AT THE TIME OF CONSTRUCTION.
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Site Layout
Site Compound

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