



*Coombe Park Ltd*

Coombe Park Limited

Coombe Park Private Estate

Kingston Upon Thames

**Code of Conduct for Building Work**

10/08/2016

## **CONTENTS**

### **CODE OF CONDUCT FOR BUILDING & REDEVELOPMENT WORKS WITHIN COOMBE PARK PRIVATE ESTATE.**

#### **1. INTRODUCTION**

- 1.1 Application Process
- 1.2 Special Contribution

#### **2. DESIGN GUIDELINES**

- 2.1 Signage
- 2.2 Trees
- 2.3 Verges
- 2.4 Gates
- 2.5 External Lighting

#### **3. SITE MANAGEMENT GUIDELINES**

- 3.1 Construction Traffic Management Plan
- 3.2 Site Hoardings and Advertising
- 3.3 Site Huts/Containers
- 3.4 Deliveries
- 3.5 Rubbish and Waste
- 3.6 Hedges, Trees and Planting
- 3.7 Roads and Verges
- 3.8 Parking
- 3.9 Cranes & Contractor's Plant
- 3.10 Good Conduct and Non Compliance
- 3.11 Working Hours
- 3.12 Utility Companies

## **1.0 INTRODUCTION**

Coombe Park Limited (“CPL”) is responsible for the maintenance of the private (unadopted) section of roadway which forms part of the Coombe Park estate as set out in its Deed of Covenant (“DoC”). The following Code of Conduct has been drawn up to ensure that all contractors carrying out works within the private section of the estate adhere to the terms set out in the DoC, comply with local and national legislation relating to planning and building works and help to maintain a pleasant and safe environment for all residents and visitors to Coombe Park.

### **1.1 Application Process**

When a planning application is submitted to the local authority; at the same time the applicant should advise CPL through its agent and providing copies of the plans. The applicant should also provide CPL with a Construction Traffic Management Plan as detailed under 3.1 below.

### **1.2 Special Contribution**

The agent will calculate the ‘special contribution’ due under clause 1.19 & 5.10.1 of the Deed of Covenant; this payment will fall due within 2 months of due Notice given by CPL.

## **2.0 DESIGN GUIDELINES**

### **2.1 Signage**

The design and location of all signage must be approved by CPL prior to installation.

### **2.2 Trees**

To protect the character of the Estate, existing trees, shrubs and landscaping features are to be preserved where practicable.

If it is necessary to remove trees to carry out a development, CPL will expect them to be replaced on a one for one or in some cases a two for one basis.

As a guideline, replacement trees should be planted at a minimum size of 200 - 250 mm girth and should be of species native to the local area.

Suitable species of trees deemed acceptable within the Estate are; English Oak, Beech, Birch, Rowan, Hawthorn, Maple, Spindle, Hazel, Pine and Chestnut.

Leylandii are not deemed a suitable species for the Estate.

(The above notes are guidelines, where they conflict with Council Planning Obligations, the latter take precedence)

### **2.3 Verges**

Under no circumstances are any additional trees shrubs, flower beds, lights, stones, logs, bollards, fences, signs, hedges, brick piers, walls etc. permitted on the verges nor anything else other than approved driveways and grassed areas without the express consent of CPL.

Where the above paragraph has been contravened, then the Developer will be instructed to reinstate the verge to comply with the above paragraph.

### **2.4 Gates**

All new gates must be located within the property boundaries and must open inwards.

### **2.5 External Lighting**

Garden and security lighting can be very obtrusive if it is not designed sensitively. Care should be taken to minimise its impact on neighbouring properties and prevent unnecessary light pollution of the sky.

Under no circumstances shall any external lighting be installed in, on or over the adjoining verges.

## **3.0 SITE MANAGEMENT GUIDELINES**

### **3.1 Construction Traffic Management Plan**

This document is required prior to commencement of works and should include the following information:

- Site details
- Description of works
- Site management contact details (including out of hours)
- Proposed measures to prevent damage to and protection of roads & verges
- How mud and other deposits on the roads & verges will be prevented.
- Scheduling of deliveries and anticipated numbers
- Programme/key dates

### **3.2 Site Hoardings and Advertising**

All security hoardings shall be erected to a maximum of 2.4 metres high or that not to exceed the recommendations of the Local Planning Authority and to be constructed from timber and finished in a single approved colour. The siting of the hoardings shall be behind the verge unless prior agreement has been reached with CPL.

The Applicant will be expected to install clear signage in accordance with Health and Safety restrictions relevant to The Site. Signage is restricted to the hoardings and should not exceed 20% of the overall surface area.

Site signage must contain contact details of relevant site personnel and must contain a 24 hour emergency contact number.

Hoarding gates must open into the site and must be locked or supervised at all times.

### **3.3 Site Huts/Containers**

These must be located well within the boundary and preferably single storey not stacked.

### **3.4 Deliveries**

Estate roads must not be obstructed at any time. Vehicles must not be parked in such a way that other residents have difficulty in entering their drives or within 20m of a road junction or so as to create a hazard for other drivers. Delivery vehicles must not arrive outside the working day (8 a.m. – 6 p.m. Mon – Fri; 8 a.m. – 1 p.m. Sat) and stand with engines running anywhere within the Estate. Delivery vehicles are restricted to a weight limit of 26 tonnes for a 3 axle articulated lorry and 30 tonnes for a 4 axle rigid lorry. Larger vehicles may be permitted, with the Company consent, but a levy will be charged. All Suppliers will have been deemed to have been advised of the current rules relating to the 20mph speed limit and courtesy to residents and other visitors to the Estate by the contractors. CPL reserves the right to prohibit entry to any Supplier breaching this rule.

### **3.5 Rubbish and Waste**

No rubbish or waste shall be burned on the site. All roads affected by mud from the site will be cleaned to the satisfaction of the Company on a daily basis; it is highly recommended that a process is established whereby all construction vehicles' wheels are washed clean before leaving the site; care should be taken not to wash concrete and other building debris into the Estate's drains, which should be kept clean and clear at all times. All litter from the area shall be removed to an approved receptacle and emptied on a regular basis. No debris or litter shall be stored, left, discarded or otherwise disposed of on any of the roads, verges, or other common areas within the Estate.

### **3.6 Hedges, trees and planting**

All hedges, trees and planting on the verges must be fully protected during the course of the works and no alterations whatsoever to the existing screening thereto can be carried out without further consultation both with the adjoining owners and CPL.

### **3.7 Road and Verge Protection**

It will be the responsibility of the Owner of the property and their main contractor to protect the roads and verges as far as practicable throughout the contract period; measures are to be agreed with CPL before construction work commences.

A condition survey will be carried out of the immediate roads and verges prior to the works commencing and a review will take place on completion and any repairs highlighted at that time will be made good by the main contractor. CPL will reserve the right to instruct other contractors if necessary and contra charge the main contractor accordingly.



# Coombe Park Ltd

Roads and verges shall not, at any stage of the works, be used for the storage of materials, skips, plant and waste arising out of the works, without the express permission of CPL.

### **3.8 Parking**

The Contractor is encouraged to park vehicles within the confines of the site where possible. Where this is not practical, the Contractor will be permitted to park vehicles on the estate road along the frontage of the property they are developing and not along the frontage of other properties without the express permission of the owners of that property. Vehicles are to be parked in such a manner so as not to hinder other passing traffic.

### **3.9 Cranes & Contractor's Plant**

If mobile cranes are to be used, then details are to be forwarded to CPL for approval prior to commencement on site. The Contractor must give CPL at least 7 days' notice prior to arrival on site. A joint inspection of the roads will be undertaken the day before the crane arrives and the day after it leaves. The use of contractor's plant on estate roads should be kept to an absolute minimum and no plant with metal tracks should be driven over estate without the use of timber boards for protection.

### **3.10 Good Conduct and Non-Compliance**

The Contractor is expected to carry out works in a responsible manner. The playing of radios to an excessive volume will not be permitted. In addition to the above, the works must be controlled to comply strictly in accordance with the conditions of "Environmental Protection Act 1990" and "Control of Pollution Act 1974". You are strongly advised to contact Kingston Borough Council for more detailed information.

### **3.11 Working Hours**

The site working hours are governed by the Planning Conditions but in any event shall not exceed 8am to 6pm, Monday to Friday and 8am to 1pm on Saturdays. Saturday working is restricted to quiet work only. There is to be no work on Sundays or Bank/Public Holidays.

### **3.12 Utility Companies**

When works are required to facilitate new, or repairs, to underground services such as water, gas, electric and telecoms within the roads or verges managed by CPL then the relevant Utility Company must obtain CPL's consent in advance. Any reinstatement of the roads and verges are to be undertaken to the satisfaction of CPL and are to be inspected during re-instatement. Where possible moles should be used to avoid excavation of trenches.