

## **Officer report to Chigwell Parish Planning Committee**

**Meeting date:** 11 September 2025

**Application:** EPF/1679/25

**Site:** 13 Brook Parade Chigwell IG7 6PF

**Proposal:** Approval of details reserved by Condition 8 of EPF/2701/19 Construction Method Statement for an additional storey forming six two bedroom flats

### **Proposal and purpose of report**

This report considers the Construction Management Statement submitted to discharge Condition 8 attached to the extant permission for the site at Brook Mews. Officers have reviewed the document and the accompanying narrative. For the reasons set out below the submission does not provide the level of detail or accuracy required to safeguard highway safety, residential amenity, business continuity and public safety during construction. Officers therefore advise that Condition 8 is not satisfied.

### **Background and scope of Condition 8**

Condition 8 requires a comprehensive and accurate Construction Management Statement that secures safe site logistics, protects the functioning of the highway, maintains access for residents and businesses that will remain in occupation, and controls noise, dust and waste. It also requires clear plans that can be enforced, including drawings at a known scale and an agreed programme and routing strategy.

### **Summary of the submitted statement**

The statement lists high level steps such as erection of hoarding with lighting and signage, formation of a site compound with temporary power, limited on site parking, just in time deliveries, on site waste handling and an outline fire plan with an assembly point on Brook Mews. It also asserts that roads around Brook Mews have capacity for daytime parking and that the site sits on a main road with emergency access within forty five metres.

### **Principal concerns**

The submission is internally inconsistent and in places factually wrong which undermines its reliability. It states that the site will be under vacant possession yet elsewhere accepts that residents and commercial occupiers will remain in situ throughout. It references an undercroft at 24 Ive Farm Close as a potential temporary store, which is not in Chigwell and is unrelated to this site. It describes the location as a main road yet both Brook Mews and Brook Parade are restricted slip roads. These errors matter because they inform key logistics choices including access for emergency services, routing of deliveries and the siting of welfare and storage.

There is no scaled logistics plan that shows the hoarding line, segregated pedestrian and vehicle gates, gate sight lines, lighting positions, scaffold and sheeting extent, the exact position of the site compound, welfare, materials laydown and plant parking. Without this drawing it is impossible to judge whether the proposal keeps all activity within the site and below the hoarding line as claimed, or how vegetation and existing boundaries are to be protected.

Access for residents and shop owners who must use Brook Mews during the works is not explained. The statement does not set out how frontages will be kept open, how rear parking bays, garages and bin storage areas will be reached, or how assisted collection will be arranged

with the waste authority if normal routes are blocked. There is no pedestrian management plan, no chapter on temporary footway diversions, and no banksman led escort strategy for the periods when large vehicles are reversing or when scaffold is being erected.

Parking and delivery assumptions are not evidenced. The claim that surrounding roads have spare daytime capacity is not supported by a parking survey or a kerbside management plan. There is no booking system protocol for deliveries, no time windows to avoid school peaks, no swept path analysis for the largest vehicle and no holding area identified to prevent vehicles waiting on the network. The daily use of a grab lorry to remove arisings is stated but the location for loading, the method of traffic management and the measures to protect the carriageway are not given.

Waste and materials handling are inadequately addressed for a constrained mews. The document proposes on site crushing yet there is no space to crush and no sub base is required for additional storeys. The statement also aims for segregated skips for brick and concrete, wood, glass, paper and cardboard, metal, plasterboard and electrical waste, but provides no indication of where containers would sit or how they would be exchanged without obstructing resident access. Covering of stored materials to prevent wind blown migration is asserted but cannot be secured without a storage layout.

Dust, noise and vibration control are described only in general terms. There are no method statements for high dust activities, no commitment to on tool extraction, water suppression, acoustic enclosures or real time monitoring with trigger levels and stop work actions. Wheel washing and road cleansing are mentioned but the location and drainage strategy are not shown. The proposal to clean any overspill after the event is reactive rather than preventative.

The fire section is not site specific. The means of escape is described as along Brook Mews with an assembly point on Brook Mews, yet residents and business occupiers will remain in the building and must have their own protected escape routes kept clear at all times. The claim that emergency vehicles can achieve the required forty five metre reach from a main road is not evidenced for this location and no alternative provision is offered. There is no confirmation that scaffolds, hoarding and Monaflex sheeting will be set back to preserve fire appliance access and sight lines.

Security and privacy measures are not reconciled with access needs. The statement proposes timber hoarding with lockable gates, white bulkhead lighting and full scaffold sheeting to prevent overlooking. It does not explain how this will avoid light spill to homes, how CCTV will be managed in compliance with data protection or how residents and traders will be issued with safe routes during out of hours periods when gates are locked.

The construction programme is absent. There is no phasing plan that sequences demolition, structural works, envelope and fit out in a way that coordinates public protection, delivery peaks and noisy operations. Without a programme the authority cannot condition working hours, respite periods or noisy work windows to protect amenity.

Community liaison is missing. There are no named contacts, no letter drop timetable, no complaints procedure and no commitment to keep a live works calendar that residents and businesses can access.

### **Why Condition 8 is not discharged**

Condition 8 requires precise, enforceable and site specific measures that demonstrate the development can be built while protecting safety, amenity and the operation of the highway. The submission is not precise because it lacks scaled drawings, locations, time windows and method

statements. It is not enforceable because it relies on intentions rather than commitments and uses future wording without drawings or measurable targets. It is not site specific because it contains wrong addresses, a wrong description of the road hierarchy and generic text lifted from other projects. On this basis Parish Council officers cannot confirm compliance and consider the condition should remain undischarged.

### **Conclusion and recommendation**

Officers conclude that the submitted Construction Management Statement does not ratify or discharge Condition 8. It is inaccurate, lacks essential drawings and commitments and fails to secure safe access for residents and businesses who will remain in occupation. The Parish is invited to resolve that it objects to the discharge of Condition 8 and to recommend that the Local Planning Authority refuse approval of the details. The applicant should be asked to submit a corrected and fully detailed Construction Management Statement before any further works commence.

### **Officer recommendation**

That the Council consider submitting the following comments regarding the approval of details pursuant to Condition 8 of EPF/2701/19 for the reasons set out in this report:

Chigwell Parish Council considers that the Construction Method Statement is generic, inaccurate and not site specific and that Condition 8 remains unmet.

Chigwell Parish Council asks that any resubmission explicitly confirms that all homes and shops will remain occupied during the build and that the method statement is designed on that basis.

Chigwell Parish Council requests a scaled plan that secures continuous safe access to every shopfront, entrance, staircase, refuse store and rear parking area for residents, staff and customers throughout the works.

Chigwell Parish Council seeks a clear drawing of hoarding lines, gates, pedestrian routes and a maintained emergency egress plan with management arrangements to keep routes open during scaffold erection, lifting and deliveries.

Chigwell Parish Council asks for a delivery and routing plan that reflects the constrained slip road and mews with timed delivery windows, a holding area away from Brook Parade and Brook Mews and swept path analysis for the largest vehicle to be used.

Chigwell Parish Council requests a workforce travel plan that prioritises rail, bus and shared travel and that prevents contractor parking in Brook Parade and Brook Mews.

Chigwell Parish Council asks for a dust, noise and vibration control plan with defined measures hours, of work and on site monitoring and for protection to be provided to nearby facades, doors and windows during high impact phases.

Chigwell Parish Council requests a materials and waste plan that removes reference to locations that are not part of the site, confirms there will be no on site crushing or stockpiling at roof level and identifies a safe method for daily waste removal that does not obstruct resident access.

Chigwell Parish Council seeks a scaffold and lighting strategy that prevents unauthorised access, preserves daylight and ventilation for occupied homes and avoids light spill into windows during darker hours.

Chigwell Parish Council requests a construction fire strategy for a partially occupied building that keeps all existing exits available, identifies any temporary diversions, sets a safe assembly point and confirms engagement with the Fire and Rescue Service on appliance access.

Chigwell Parish Council asks for a named community liaison manager, a contact number and email, a programme of advance notifications for disruptive stages and a complaints process with response times and escalation.

Chigwell Parish Council requests that factual errors are corrected, including the description of the site as a main road and the reference to Ive Farm Close, and that the method statement is revised to reflect the actual constraints at Brook Parade.