

Dear Neighbour

Dorrington PLC has contracted Forcia for the development at 111 - 117 Marylebone High Street & 4-8 Blandford Street, London W1U 4RZ. Work will begin in early June 2019 with completion expected in early October 2020.

Summary of construction activities

The proposed works are to both refurbish the upper floors and to increase the number of residential units, with a single entrance to Blandford Street.

- A four-storey extension to the rear elevation.
- New staircases and lift provision to all levels.
- Creation of a terrace at first floor level.
- An extra unit on the 4th floor on the corner of Marylebone High Street & Blandford Street.
- Replacement of several of the rooves to accommodate roof lights.
- Renewal of building services throughout.
- Other minor additions and alterations, including new door openings and partition walls.

Site logistics and deliveries

- Normal project working hours will be 8am to 6pm Monday to Friday and 8am to 1 pm on Saturday. Access to and from the site will be via Blandford Street for deliveries. Staff and visitors will enter and exit via the main pedestrian entrance on Blandford Street, adjacent to the scaffolding gantry and loading bay. St Vincent Street will be used as an emergency fire exit only.
- A loading bay will be formed within two suspended parking bays at the eastern end of Blandford Street and a gantry will be erected adjacent to the suspended parking bays.
- Blandford Street and Marylebone High Street will remain open throughout the works. We do not envisage that any road closures will be required to complete this project.

Neighbourhood liaison

- We will endeavour to minimise disruption where possible and will issue regular updates on the progress of the project in the form of a monthly newsletter.
- This project will be accredited by the Considerate Constructors Scheme and Forcia are committed to maintaining excellent community relations throughout the project.
- Westminster City Council have been fully involved with the development of this project and have issued all requisite planning permission.

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Your initial points of contact are:

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James Hickman

Site Manager (Forcia Limited)

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Enclosed is a table summary of key dates and construction phase durations, a summary of proposed traffic management and computer generated images of proposed scaffolding on Blandford Street and Marylebone High Street.

Your support and patience throughout the project will be very much appreciated. Please do not hesitate to contact us if you have any questions or requests regarding this project.

Best regards

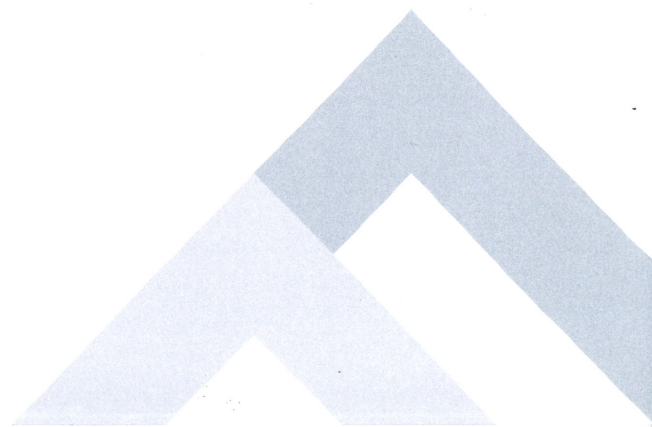
A handwritten signature in black ink, appearing to read "Ed McCabe".

Ed McCabe

Planner

Forcia Limited

Enc.





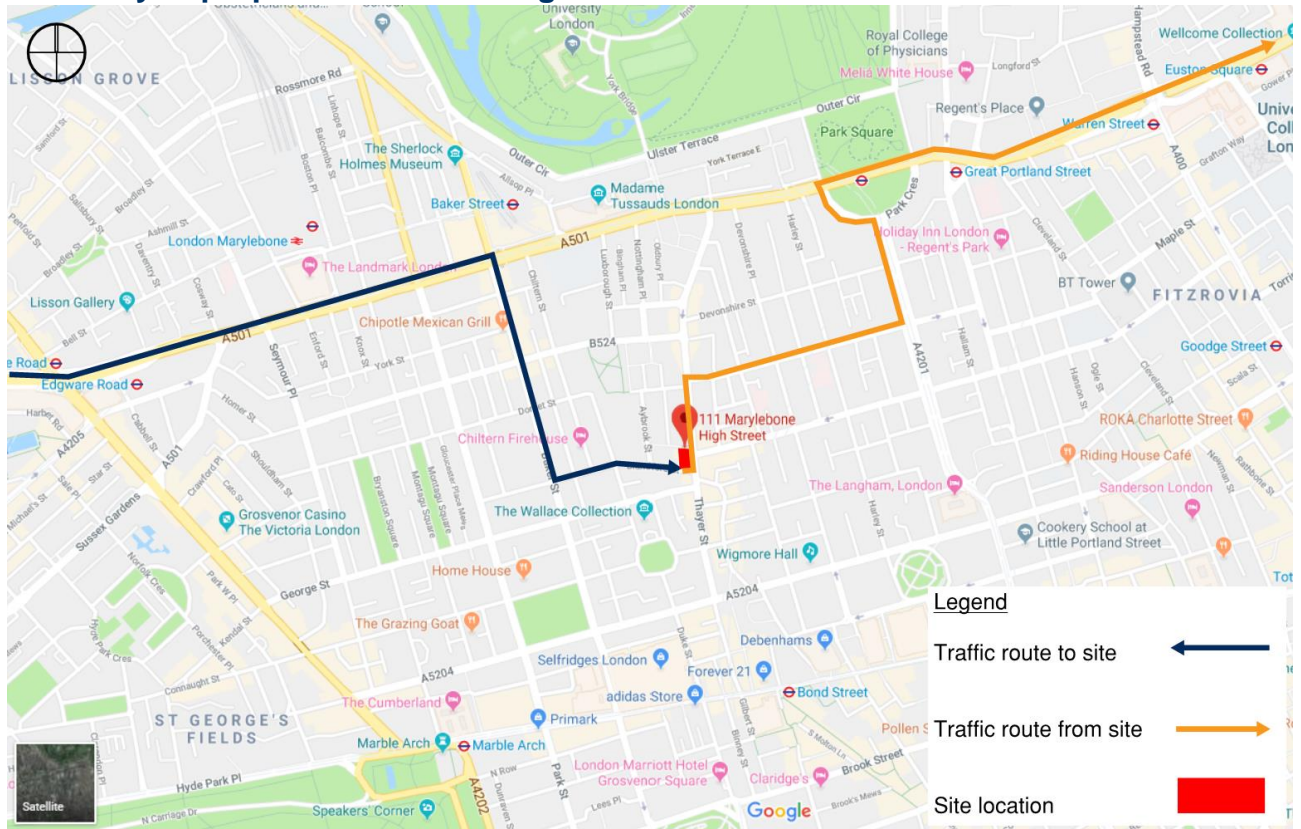
Key construction phase dates – 111-117 Marylebone High Street & 4-8 Blandford Street

| Activity | Date |
|--|---|
| Forcia start on site | 3 rd June 2019 |
| Site set up including Blandford Street scaffold gantry | 3 rd June 2019 – 16 th July 2019 |
| Scaffolding brackets and scaffolding installed to first floor level on St Vincent Street (isolating the walkway outside of term time) | School summer holidays – exact dates TBC |
| Remaining scaffolding installation to all elevations | 19 th September 2019 – 23 rd October 2019 |
| Construction of new extension structure | 1 st July 2019 – 27 th September 2020 |
| Reconfigure existing structure | 31 st October 2019 – 19 th February 2019 |
| Remove scaffolding from all elevations | Early June 2020 |
| Fit out and decoration of building | 26 th March 2020 – 5 th October 2020 |
| Demobilisation | 24 th September 2020 – 8 th October 2020 |
| Forcia complete project and vacate site | 8 th October 2020 |

Please note the dates listed in the table above are subject to change. A monthly newsletter will be circulated to all neighbours which will detail any changes to construction phase dates.



Summary of proposed traffic management



The site is situated adjacent to a number of major arterial routes that will be used by construction vehicles to service the site. Vehicles will reach the site primarily from Marylebone Road, Baker Street and Blandford Street. When leaving the site loading bay, vehicles will use Marylebone High Street and Weymouth Street. It will be necessary to suspend 2nr parking bays at Blandford Street adjacent to the site in order to create an unloading area. (Please refer to site logistics sketch below for location).



Parking bay suspensions will be scheduled and agreed with the City of Westminster.



Scaffolding

A scaffold gantry will be formed on Blandford Street, approximately in the area with the red bubble on the logistics sketch on the previous page. Please refer to computer generated images which are appended with this summary of proposed traffic management for details of the scaffold gantry on the Blandford street side which will be erected in early June 2019, in advance of the scaffolding to the remaining elevations – details of which are also in the computer generated images appended. For full details of construction dates please refer to the table of dates appended.

The scaffolding on St Vincent Street will be suspended at 6m above pavement level. The scaffolding has been co-ordinated with the scaffolding at the neighbouring construction site to minimise disruption to St Vincent Street. The scaffolding will be partially constructed during the school summer holidays up to first floor level so that there is no disruption to the journey to school. The scaffolding will only be fully installed following dismantling of the scaffolding at 110 Marylebone High Street. The scaffolding on St Vincent Street will only be installed for the minimum period necessary to complete the works.

Public access, walkways and highways

Pedestrian access will be fully maintained on the St Vincent Street side, Marylebone High Street side and Blandford Street side of the project site within Westminster City Council regulations. The scaffolding and site boundary will be lit to comply with WCC and TFL regulations so as not to cause a hazard to pedestrians, cyclists and motorists on Marylebone High Street and Blandford Street and especially around the narrow passageway on St Vincent Street.

Pedestrians using the footpath and residents of the occupied and neighbouring properties will have full access to their buildings, though there will be temporary measures to manage safe pedestrian movements around certain works, especially on Blandford Street near the loading bay. Banksman will be present at all times to assist pedestrians. Forcia will ensure access to all commercial properties at ground level is maintained fully during working hours.

Staff and visitor transport and site access

Forcia management will take measures to encourage the use of public transport as the cheapest, fastest, most environmentally sustainable and least disruptive method of transport to the site. A number of London Underground and bus routes are situated in close proximity to the site and the Tube is by far the most convenient means of travelling to the site for all parties. Furthermore, there will be no parking provision made for construction staff or visitors commuting to the site. The reduction of motor vehicles travelling to the site will mitigate the potential disruption to the highways caused by the construction works as well as reducing environmental impact.

Staff and visitors will enter via the main pedestrian entrance on Blandford Street, adjacent to the scaffolding gantry and loading bay. The St Vincent Street side entrance will be used as an emergency fire exit only.

Vehicle movements

Special care will be taken to eliminate any risk for pedestrians and cyclist. All vehicles approaching the site must have FORS compliant signage including “Cyclist Do not Pass on This Side” and will be fitted with a sufficient number of mirrors. Cycle Awareness training will be required for all drivers.

All vehicles must give a 20 minutes notice to the Site Manager before they arrive to site. During this time a sufficient number of banksman will be available to assist and prepare for the delivery prior to the arrival of the vehicle.

During delivery/removal times, traffic and pedestrians will be managed and assisted by the banksman. All relevant signage, physical barriers and other protection measures will be in place to ensure the safety and segregation of pedestrians and road users from the construction works.



During the works all the site personnel will be easily identifiable via their high visibility PPE clothing. All personnel will be advised of the correct delivery times and procedures and will report any complaints back to the Site Manager immediately.

As there is no parking on site and limited parking in close proximity to the construction site, all construction staff and visitors will be encouraged to use public transport.

Vehicle sizes

The following list provides details of the type of vehicles that will need to gain access to the site during the construction process. The vehicles proposed have been checked to ensure that they are of a size that can be accommodated on Blandford Street and the surrounding roads, whilst minimising the potential number of traffic movements to and from the site.

- Building Deliveries 7m (L) x 2.1m (W) x 3m (H)
- Delivery Van (5t) 5.5m (L) x 2m (W) x 2.5m (H)

Site induction summary and ensuring good site behaviour

All staff and subcontractors, as well as any other visitor proposing to attend the site on a frequent basis, will be required to attend a site induction. Upon arrival at site, the inductee will sign in and be escorted via a green route to the site office where a comprehensive induction will be undertaken covering particulars of site welfare, health and safety, and most importantly the expectations of behaviour on and around the site. No smoking, loitering, horseplay or bad language will be permitted anywhere near the site and there will be strict measures in place that will result in any staff or subcontractors breaking the rules set out in the site induction being asked to leave the site permanently.

The project site will be registered with the Considerate Constructors Scheme. Membership of the scheme requires compliance with a Code of Practice and seeks to:

- Minimise any disturbance or negative impact (in terms of noise, dirt and inconvenience) caused by construction sites to the immediate neighbours.
- Eradicate offensive behaviour and language.
- Result in an improved understanding and respect from residents and others in the community and fewer complaints.

Considerate Constructors will carry out frequent inspections of the project and will score the site on the following activities

- Appearance
- Community
- Environmental
- Safety
- Workforce

Please address all complaints, concerns, questions or requests for information to:
James Hickman (Site Manager) - mob: 07432708370 / email: j.hickman@forcia.co.uk

Florin Onea (Contracts Manager) - mob: 07793781368 / email: f.onea@forcia.co.uk

A tracker of complaints and comments will be kept on site at all times and will be distributed to Westminster City Council at regular intervals and on request.



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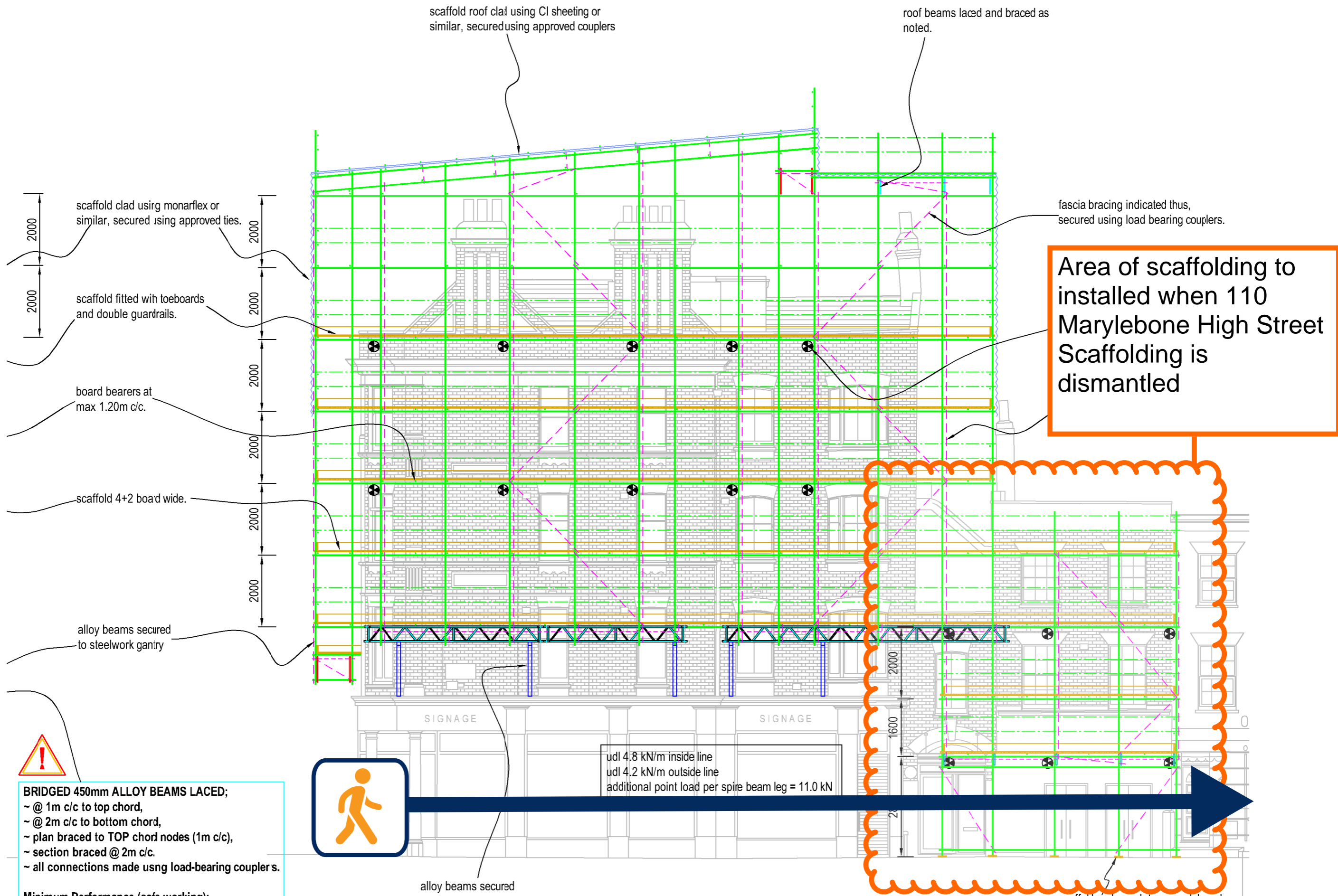
NEAL'S YARD REMEDIES

LIUJO

ADVANCED WARNING
This Road will be CLOSED
16 / 03 / 2019
for Crane Operation



St Vincent Street Scaffolding



Area of scaffolding to installed when 110 Marylebone High Street Scaffolding is dismantled



BRIDGED 450mm ALLOY BEAMS LACED;
 ~ @ 1m c/c to top chord,
 ~ @ 2m c/c to bottom chord,
 ~ plan braced to TOP chord nodes (1m c/c),
 ~ section braced @ 2m c/c.
 ~ all connections made using load-bearing couplers.

Minimum Performance (safe working):
 Bending resistance = 15.7kNm
 Shear resistance = 12.7kN



Clear and safe public access on St Vincent Street

udl 4.8 kN/m inside line
 udl 4.2 kN/m outside line
 additional point load per spire beam leg = 11.0 kN

alloy beams secured to steelwork gantry

roof beams laced and braced as noted.

fascia bracing indicated thus, secured using load bearing couplers.

scaffold clad using monarflex or similar, secured using approved ties.

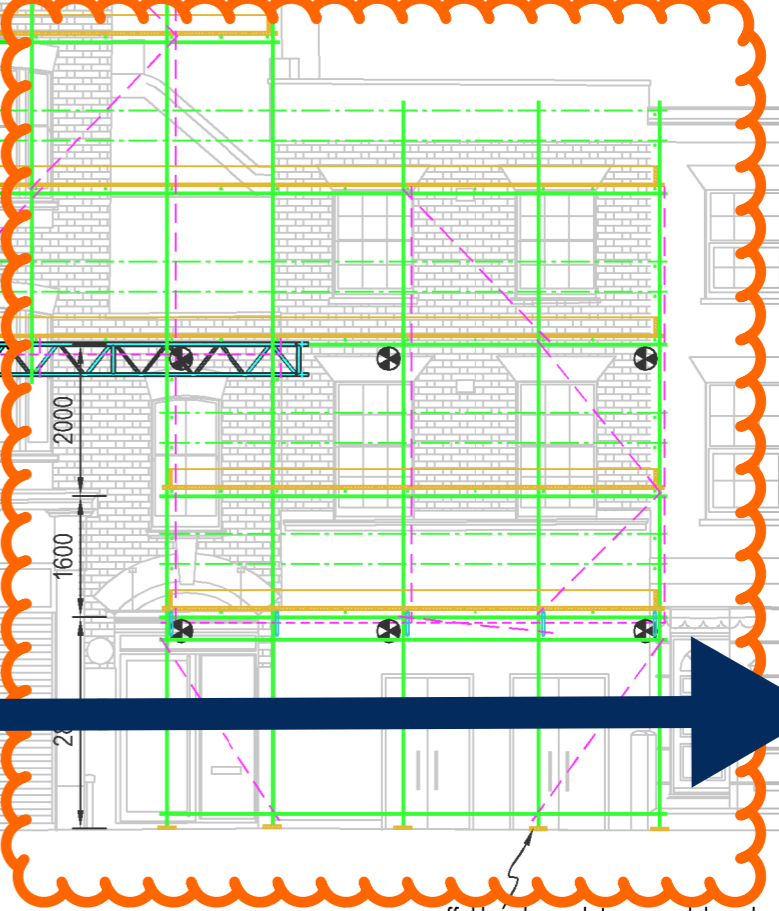
scaffold fitted with toeboards and double guardrails.

board bearers at max 1.20m c/c.

scaffold 4+2 board wide.

alloy beams secured to steelwork gantry

scaffold roof clad using CI sheeting or similar, secured using approved couplers



scaffold on baseplates on soleboards