
Cover Letter – Condition Discharge

2 February 2026

Planning Department
Reading Borough Council
Re: Application PL/25/1274 – 97 York Road, Reading, RG1 8DU

Discharge of Condition 4 – Construction Method Statement

Dear Sir/Madam,

Please find enclosed a Construction Method Statement submitted on behalf of the applicant in order to discharge Condition 4 attached to planning permission reference PL/25/1274.

The document provides full details of:

- Operative parking arrangements
- On-site storage of plant and materials
- Site security hoarding and enclosure
- Management of any highway occupation
- Measures to maintain highway cleanliness
- Construction waste and recycling arrangements
- Control of site lighting

The Statement demonstrates how demolition and construction works will be managed to minimise impact on neighbouring residents, the public highway and the surrounding area.

We trust this submission provides sufficient information to enable discharge of the condition. Should any clarification be required, please do not hesitate to contact me.

Many thanks

Pelham Vincent
Managing Director
SALVIN Construction Ltd

CONSTRUCTION METHOD STATEMENT (CMS)

Condition 4 Discharge Submission

Project: 97 York Road, Reading, RG1 8DU

Planning Ref: PL/25/1274

LPA: Reading Borough Council

Principal Contractor: Salvin Construction Ltd

Prepared by: Pelham Vincent

Contact: pelham@salvinconstruction.co.uk | 020 3355 4076

Date: 30 January 2026

1. Site & Project Overview

This Construction Method Statement (CMS) is submitted to discharge Condition 4 attached to planning permission ref. PL/25/1274. The condition requires a site-specific method statement to demonstrate how demolition and construction activities will be managed in a manner that protects:

- Residential amenity
- Pedestrian and highway safety
- The character of the area

The site is located within an established residential street with direct frontage onto the public footway and carriageway, making careful logistical management essential.

The works comprise:

- Ground and first floor side extension
- Alterations to elevations and fenestration
- Roof works including installation of roof-lights and solar PV panels
- Associated structural demolition and rebuilding

Due to the constrained nature of the site, the approach focuses on minimal highway impact, controlled deliveries, and tight site management.

2. Parking of Operatives and Visitors (Condition 4a)

The site is a highly sustainable transport location for operatives and visitors, within easy walking distance of high frequency bus routes and Reading Railway Station. It is also easily accessible by bicycle and other personal mobility devices.

There is no provision for on-site parking.

To prevent disruption to York Road and neighbouring properties:

- Operatives and visitors will be instructed to use nearby public parking facilities, including Thameside Promenade Car Park.
- Vans may attend site for short-duration drop-off only and will then leave.
- No contractor vehicles will be left on the street for extended periods.

- Parking rules form part of the site induction process.
- Compliance will be monitored daily by the Site Manager.

This approach ensures the development does not increase on-street parking pressure.

3. Storage of Plant and Materials (Condition 4b)

All plant, tools and materials will be stored strictly within the site boundary to avoid obstruction of the highway or footway.

Location	Use
Rear garden area	Bulk materials
Ground floor internal areas	Tools and small plant
Secured front area	Short-term delivery staging

Deliveries will follow a just-in-time approach, meaning materials are brought to site only when required, reducing the need for large storage volumes.

4. Security Hoarding & Site Enclosure (Condition 4c)

The existing building has both a garage door access to the right hand side, and two folding workshop doors in the main building, all of which can be used for easily bringing materials into the building and storing them.

Site security measures will include:

- Solid hoarding installed over existing front window and door openings
- Solid hoarding/Heras fencing securing the remaining front boundary
- Lockable access point
- Weekly inspections of fencing and hoarding
- Removal of graffiti or fly-posting within 24 hours

These measures prevent unauthorised access and ensure the site remains secure and visually controlled.

5. Footpath / Road Closures (Condition 4d)

No planned footpath or road closures are anticipated.

Where temporary occupation of the highway is required (for example for skips or scaffolding):

- Appropriate licences will be obtained from Reading Borough Council Highways
- Pedestrian access along the footway will be maintained at all times
- Deliveries and collections will be timed to avoid peak traffic periods

6. Wheel Washing & Mud Control (Condition 4e)

Due to the constrained nature of the site, no construction vehicles will access the site itself, eliminating the risk of vehicles transporting mud from within the site onto the highway.

To maintain cleanliness of the surrounding area:

- Regular road and pavement sweeping will be undertaken during the works
- The Site Manager will carry out daily visual inspections of the adjacent footway and carriageway
- Any debris, dust or mud arising from works will be cleared promptly

These measures remove the need for wheel washing facilities while ensuring highway cleanliness is maintained.

7. Construction Waste & Recycling (Condition 4f)

A managed and environmentally responsible approach to waste will be adopted.

Waste Type	Disposal Route
Concrete / masonry	Recycled via licensed facility
Timber	Recycled
Metals	Recycled
Packaging	Segregated
General waste	Licensed disposal

- Waste removed by licensed man-and-van carriers or wait-and-load skips
- Skips on highway only with permits
- No burning of waste permitted

8. Site Lighting (Condition 4g)

To protect neighbouring amenity:

- No floodlighting will be used
- Temporary lighting will be directional, downward facing, and sensor controlled
- Lighting will be switched off outside working hours

9. Working Hours

- Monday–Friday: 08:00–18:00
- Saturday: 08:00–13:00
- No Sunday or Bank Holiday working

10. Noise, Dust & Amenity Controls

- Water suppression during cutting or demolition
- Dust sheets to scaffolding
- Engines switched off when not in use
- No radios/music on site

11. Deliveries & Logistics

- Just-in-time deliveries
- Small vehicles used where possible
- Banksman present during unloading
- Delivery times managed to avoid congestion

12. Structural Demolition Controls

Structural demolition will be controlled and sequenced:

- Temporary propping installed prior to removal of load-bearing elements
- Demolition carried out in stages
- Debris removed progressively
- Dust suppression used throughout

13. Neighbour Liaison

Good communication will be maintained with neighbours:

- Neighbours informed prior to commencement
- Contact details displayed on site
- Any complaints logged and addressed promptly

Contact:

Pelham Vincent

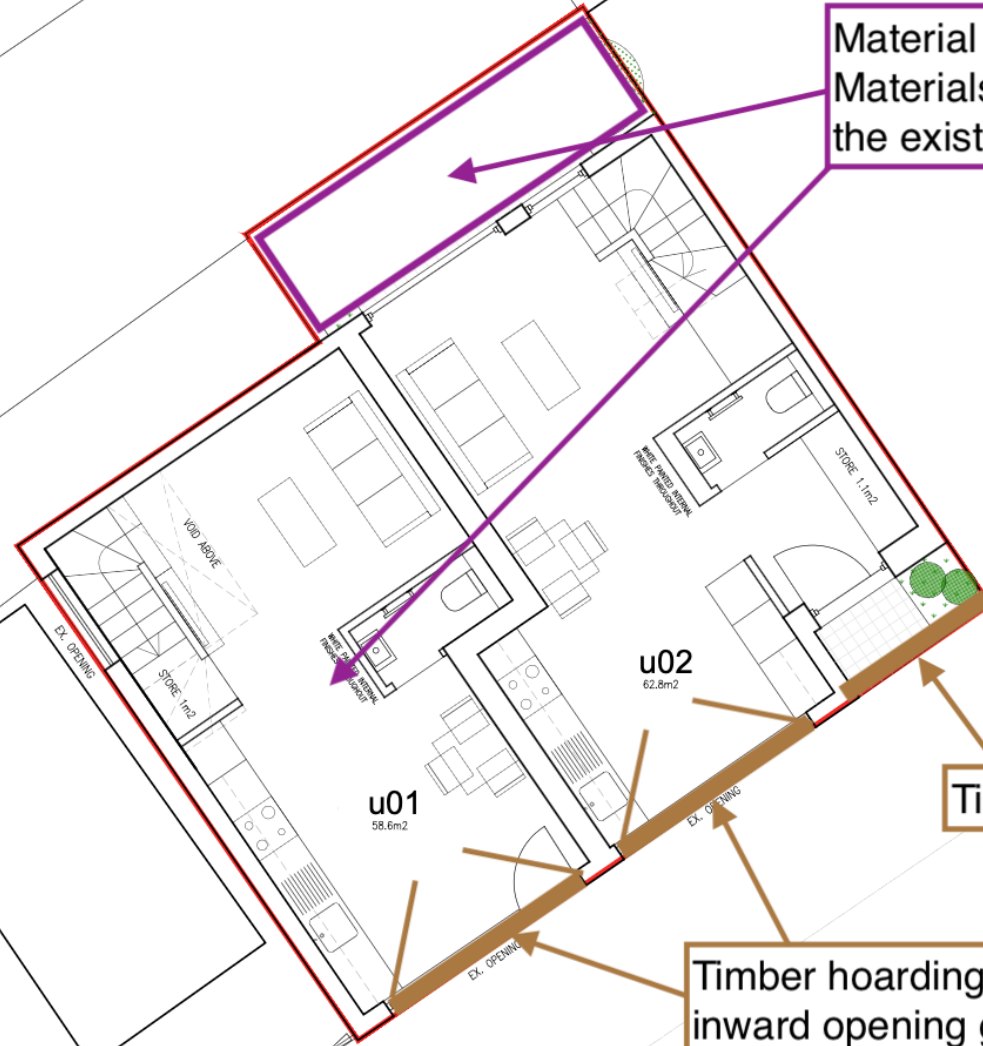
pelham@salvinconstruction.co.uk

020 3355 4076

14. Site Management Responsibility

The Site Manager (TBC) will be responsible for enforcing this CMS, carrying out daily checks, and ensuring compliance with highway and amenity controls.

Material storage area.
Materials can also be stored inside
the existing building footprint.



Timber hoarding/heras fencing

Timber hoarding with
inward opening gate