

Construction Method Statement

HMTCS Reading

**Planning Condition 6 –
Site-Specific
Construction Method Statement**



1. Purpose & Compliance Statement

This Construction Method Statement (CMS) is submitted to discharge **Condition 6** of the planning approval for HMCTS Reading. It sets out the detailed arrangements for managing construction activities at Sovereign House in a manner that protects public safety, complies fully with Reading Borough Council (RBC) requirements, and ensures safe delivery of the refurbishment works.

Sovereign House is currently empty office accommodation. There are no HMCTS staff, judiciary, public users or operational functions within the building. HMCTS will only occupy the building after B+K complete the refurbishment works and handover.

The CMS therefore focuses on:

- safe delivery within a **vacant building**,
- protection of the surrounding public realm,
- compliance with AQMA, tree-protection and transport requirements,
- and ensuring the building is prepared for future HMCTS occupation.

This CMS is **fully self-contained** and incorporates all relevant technical detail from the project's design development, surveys, logistics planning, risk management and construction methodology.

2. Site Context & Constraints

Sovereign House is a vacant office building undergoing refurbishment. Although unoccupied, it sits within a busy urban environment characterised by:

- high pedestrian and cyclist flows between Christchurch Bridge, Thames Path and Reading Station
- significant traffic volumes along Vastern Road
- adjacent commercial and residential properties
- trees forming part of RBC's designated "treed corridor"
- AQMA designation requiring enhanced air-quality controls

There is **no operational HMCTS activity** within Sovereign House during construction. The building is being refurbished to HMCTS standards for future occupation.

3. Construction Phasing & Programme

The construction programme spans **48-50 weeks** and is structured to minimise disruption to the surrounding public realm. The programme includes in sequence:

- Enabling works including hoarding, welfare setup and temporary services (4Wks)
- Internal Strip out of existing Fitout and services to empty Shell & Core, no external strip out works in phase 1.(6wks)
- Construction of new Lift Shaft Extension to the Rear of the building. (12wks)
- Roof plant deck works including structural adaptation and new plant installation (10Wks)
- Floor-by-floor internal fit-out ('8-10wks per Floor)
- External works including hard landscaping, drainage adjustments and signage (18wks)
- Testing, commissioning and handover (4wks)

The programme incorporates realistic output rates, supply chain coordination, time-risk allowances and sequential phasing to ensure safe and efficient delivery. Items are run with overlaps and adjustments possible to accommodate the requirements of RBC where possible.

4. Site Setup & Establishment

Site establishment will occur within the rear car park, where welfare cabins, offices, drying rooms and secure stores will be positioned. Hoarding will be erected around the perimeter using 2.4m anti-climb panels, positioned to avoid tree root protection areas. Regular maintenance arrangements including regular inspection, prompt removal of graffiti or fly-posting, and ensuring hoarding remains structurally sound and visually appropriate throughout the works.

Temporary services will be installed, including power from the existing building supply and a metered water connection. A wireless WES fire alarm system will provide temporary fire detection throughout the building & externally.

Although the building is empty, security protocols remain essential to:

- prevent unauthorised access
- protect materials and equipment
- safeguard the building fabric

Pedestrian access around the building will be segregated from vehicle movements, with a dedicated route from Norman Place into the compound for Contractors and Visitors. Daily inspections will ensure hoarding integrity, signage clarity and safe access.

5. Traffic, Access & Delivery Management

Deliveries will be restricted to **09:30–15:30** to avoid peak congestion and protect pedestrian flows to Reading Station. Vehicles will approach from **M4 J12 → A4 Bath Road → A329 IDR → Vastern Road**, entering from the west to avoid U-turns.

Contractor parking on site is prohibited. Contractors will use off-site parking as listed below.

Meadows Hills Car Park - George Street Reading RG4 8DH

Kinds Meadows Car Park - Napier Road Reading RG1 8DF

Thames Side Promenade Car Park Thames Side Promenade Reading RG1 8BD

A minimum **2m footway or existing maintain**, at all times, with temporary barriers separating construction activities from public routes. Cycle lanes will remain unobstructed. No Wheel wash is required as ground works restricted to trial pits and small works, with existing road structures retained.

Crane lifts and abnormal loads will be scheduled for weekends where possible. Any temporary traffic regulation orders will be agreed with RBC Highways.

Traffic Management

Our TMP covers all traffic-related activities for the enabling and main works at Sovereign House. It defines measures to protect workforce, road users, pedestrians and cyclists during deliveries, potential lane closures and site access.

- Ensure segregation of pedestrians, cyclists and vehicles on and off site.
- Maintain two-way flow on Vastern Road & emergency access at all times.
- Minimise peak-hour disruption & queue lengths.
- Comply with DfT Traffic Signs Manual (Ch. 8) and local TTRO requirements.
- Carriageway: dual-carriageway with 3 lanes eastbound; daily two-way flow of Circa 25,000 vehicles.
- Footways & cycle lanes run along both sides, linking Christchurch Bridge and town centre. Footpath from the Thames Path link Caversham into Reading Town Centre Transport Hub.
- High footfall of pedestrians from Thames Walk into Transport hub during peak periods.

Traffic Management Strategy

We adopt a phased approach aligned to programme milestones:

1. Mobilisation & Enabling Works – establish TM infrastructure.
2. Substructure & Services – controlled lane closures for plant movements.
3. Superstructure & Fit-out – limited closures for abnormal loads.

Advance Signing & Stakeholder Communication

- Advance warning at 200 m and 100 m upstream: “Roadworks Ahead” and “Men at Work.”
- Local liaison: 14-day letter-drop to residents/businesses; pre-works briefings with Reading Buses & emergency services. Pedestrian & Cyclist Management
- Segregated walkways maintained behind kerb separated by barrier boards; maintained 2 m clear width. Vehicle Routing & Deliveries
- Dedicated haul routes: site access/egress.
- The recommended route to site from the M4 will be via J12 and the A4 Bath Road into Reading via the A329 Inner Distribution Road. This route aligns to the Entrance and Delivery Road as a left turn into site, avoiding “U Turns”.
- Delivery windows restricted to 09:30–15:30 to avoid peak congestion.
- M4 J11 could be used via A33, but does get congested, along with the M329/A3290 Spur road from Winnersh Triangle Road.
- Open map route below, shows the site is less than 8 Miles via the M4.



Lane Closures & Traffic Control

- Extension of working hours to 07:00–19:00 Mon–Sat, as to be agreed with RBC to reduce overall closure days if required.
- Banksman (CSCS & Chapter 8-qualified) to manage live traffic during abnormal loads.

Monitoring & Review

- Daily inspections: check signs, cones, barriers; respond to defects within 2 hrs.
- Monthly reviews with RBC as required, bus operator and emergency services as required; adjust windows if queue > 100 m.
- Incident reporting: all TM-related incidents logged and reviewed in weekly IPT meeting.

Emergency & Contingency Procedures

- Alternative route: if Vastern Road inaccessible, divert via Queen’s Road–Friar Street loop.
- B+K Contact list issued to: RBC Highways, Thames Valley Police, Reading Buses, ambulance and fire brigade.

Site Logistics Plan – Transport Route



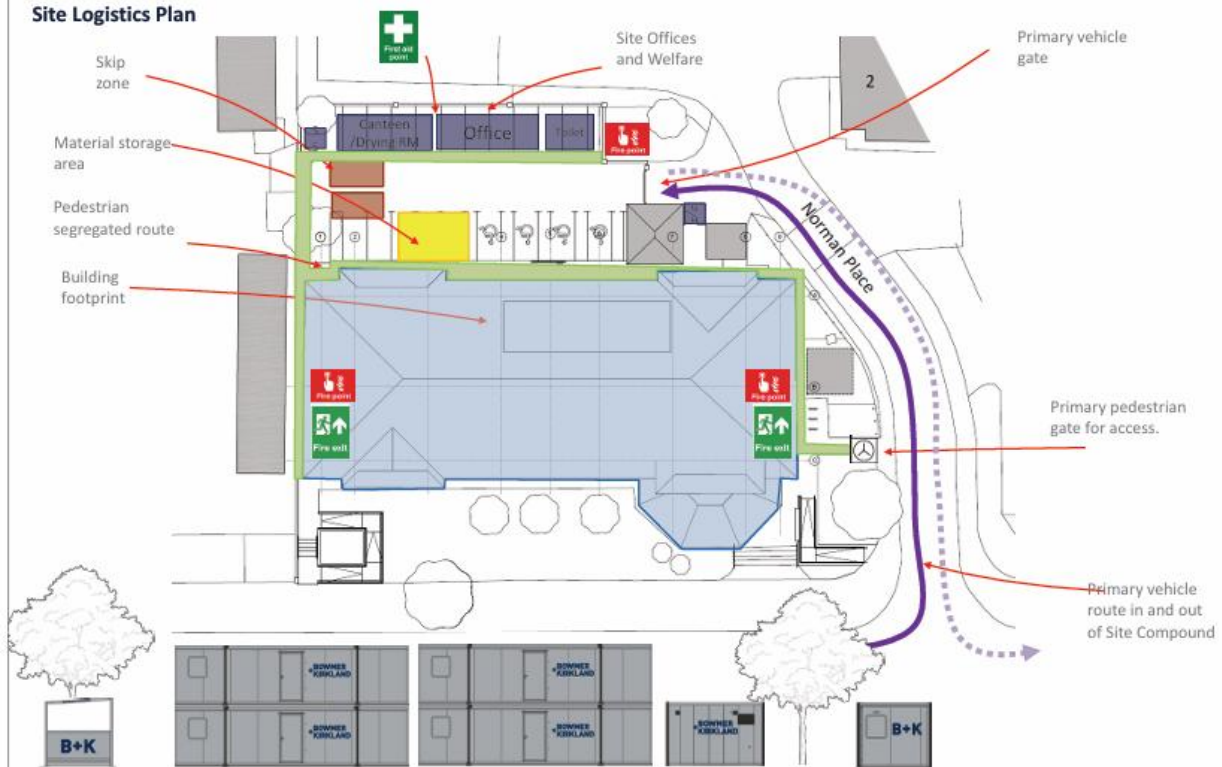
- Primary Vehicle/Delivery Route Along Vastern Road
- Primary Route from Public Transport Hub
Reading Train Station & Bus Station < 700m.
- Primary Walking Route from Local Car Parks at
Meadow Hills & King Meadows Car Parks < 1.5km

Project Title: HMTCS - Reading
 Client: MOJ
 Drawing Title: Site Logistics Plan – Transport Plan
 Ref:
 Status: For Information

Rev: P02
 Date: 17/04/25

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Site Logistics Plan



Site Setup Elevation

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The diagram illustrates the site logistics plan for the HMTCs - Reading project. It shows a large blue building with a red outline representing the site compound. A red line indicates the primary vehicle route in and out of the compound, passing through a primary vehicle gate. A purple line indicates the primary pedestrian route for access, passing through a primary pedestrian gate. The plan also shows a first aid point (green cross icon), fire points (red flame icons), and fire exits (green exit icons). A 2.4m high site hoarding is located under the trees on all elevations. The plan is titled 'Site Logistics Plan - Site Setup' and includes a project title, client, drawing title, reference, status, revision, and contact information for B+K.

Site Logistics Plan – Site Setup

Primary vehicle gate

Primary pedestrian gate for access.

Primary vehicle route in and out of Site Compound

2.4m high site hoarding, this is located under the trees on all Elevations

Project Title: HMTCs - Reading
 Client: MOJ
 Drawing Title: Site Logistics Plan
 Ref:
 Status: For Information

Rev: P02
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Site Logistics Plan - Lifting

Crane platform / lifting zone.

Avoiding Drainage runs and other services. Geo Survey to finalise the location.

Project Title: HMTCS - Reading
 Client: MOI
 Drawing Title: Site Logistics Plan - Lifting
 Ref:
 Status: For Information

Rev: P02
 Date: 17/04/25

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Approved Contractor Parking Locations

Three off-site car parks have been identified as appropriate for contractor use throughout the construction period. All are open-air facilities with **no height restrictions**, making them suitable for vans, support vehicles, and trade operatives.

Hills Meadow Car Park

Address: Hills Meadow Car Park, George Street, Reading, RG4 8DH Hills Meadow provides a large open-air parking area with good all-day availability. It is located north of the River Thames and is typically less congested than central Reading car parks. The walking route to Sovereign House is approximately 10–12 minutes via Christchurch Bridge, offering a safe and direct pedestrian connection.

Kings Meadow Car Park

Address: Kings Meadow Car Park, Napier Road, Reading, RG1 8DF Kings Meadow is an open-air car park located east of the town centre. It is easily accessed from the A329 and IDR, making it suitable for contractors arriving from the M4 corridor. The walking route to Sovereign House is approximately 10–12 minutes along the Thames Path and Vastern Road.

Thames Side Promenade Car Park

Address: Thames Side Promenade Car Park, Thames Side Promenade, Reading, RG1 8BD Thames Side Promenade offers reliable all-day availability and is typically quieter than Hills Meadow and Kings Meadow. It is an open-air facility with no height restrictions and is well suited for contractor vans. The walking route to Sovereign House is approximately 12–14 minutes via Caversham Road and Vastern Road.

These three locations provide sufficient capacity for the contractor workforce and avoid pressure on local residential streets, commercial forecourts, or short-stay town centre parking.

Contractor Parking Management

To ensure compliance with RBC expectations, B+K will implement the following measures:

- All operatives will be briefed during induction on approved parking locations.
- Daily site briefings will reinforce the prohibition on parking in residential streets or on Vastern Road.
- Supervisors will monitor compliance and report any issues to the Site Manager.
- Clear walking routes from each car park to Sovereign House will be issued to all operatives.
- Parking locations will be included in the Traffic Management Plan and updated if RBC requests changes.

This approach ensures safe, predictable contractor movements and avoids congestion around the site entrance.

Public Transport Options for Operatives

Sovereign House is located within 700m of Reading's main public transport hubs. Contractors will be encouraged to use public transport where practical, reducing vehicle movements and supporting RBC's sustainability objectives.

Reading Train Station

Distance: Approximately 5–7 minutes' walk Reading Station provides frequent services operated by Great Western Railway, South Western Railway and CrossCountry, connecting to:

- London Paddington
- Oxford
- Newbury
- Basingstoke
- Guildford
- Gatwick Airport
- Birmingham and the Midlands

The station's proximity makes rail travel a viable option for supervisors, managers and specialist subcontractors.

Reading Bus Station (Interchange)

Distance: Approximately 6–8 minutes' walk Reading Buses operate extensive routes across the town and wider Berkshire area. Key services suitable for contractor travel include:

- Routes 4, 5, 6 (Caversham / Emmer Green)
- Routes 17, 21, 22 (Tilehurst / Whitley / Lower Earley)
- Routes 26, 27 (Calcot / Purley)

The bus station is adjacent to the rail interchange, providing integrated public transport access.

Cycling & Active Travel

Sovereign House is located directly adjacent to:

- National Cycle Route 5
- The Thames Path
- Dedicated cycle lanes along Vastern Road

Contractors will be encouraged to cycle where possible. Secure cycle storage will be provided within the site compound.

Contractors Parking Summary

This contractor parking and public transport strategy ensures that construction activity at Sovereign House is delivered in a manner that fully supports Reading Borough Council's transport, environmental and public-realm objectives. By directing all operatives to designated off-site car parks with no height restrictions and reliable all-day capacity, the strategy removes pressure from surrounding residential streets, protects the operational efficiency of Vastern Road, and maintains safe pedestrian and cyclist movement along key desire lines linking Christchurch Bridge, the Thames Path and Reading Station. The provision of clear walking routes, reinforced through site inductions and daily briefings, ensures predictable contractor movements and minimises conflict with the public realm. In parallel, the close proximity of Reading Station, the bus interchange and established cycle routes provides strong sustainable travel alternatives for supervisors and specialist trades, reducing vehicle trips and supporting RBC's wider air-quality and active-travel ambitions. Collectively, these measures demonstrate a responsible, well-managed approach that aligns with RBC's expectations for construction activity within the Central Core and AQMA.

6. Environmental Controls

Environmental controls reflect the AQMA designation and proximity to sensitive receptors.

Dust will be managed through:

- extraction tools
- sealed skips
- prohibition of idling engines

Noise-generating activities will be limited to **10:00–16:00**. Vibration monitoring will be used where works occur near neighbouring properties. Provisions will be made to minimise noise emissions from the site, including restricted working hours, use of low-noise equipment, acoustic barriers where required, and adherence to BS 5228.

Water pollution risks will be controlled through spill kits, secondary containment and strict storage protocols.

Lighting will be limited to task lighting to avoid light spill into neighbouring properties, these will be off during the hours of 22:00hrs to 05:00, but 3 lights externally will be on PIR for Security coverage.

Prior to internal demolition, pest control inspections will be undertaken and appropriate measures implemented. This will include capping of drains/sewers where necessary, baiting arrangements, and ongoing monitoring to prevent infestation during construction.

7. Waste Management

The Site Waste Management Plan (SWMP) sets out project-specific waste targets:

- ≥80% construction material recovery
- ≥80% demolition material recovery

- ≥10% recycled content
- 98% diversion from landfill
- All waste processed within 30 miles

Waste streams will be segregated into timber, metals, plasterboard, insulation, packaging and mixed waste. Encore Environment will manage waste operations and deliver associated social-value initiatives. These Align with the BREEAM requirements for the project as directed by the MOJ.

8. Surveys & Intrusive Investigations

A full suite of intrusive surveys has been undertaken early in the programme, including:

- geotechnical
- geo-environmental
- asbestos R&D
- structural
- fire integrity
- legionella
- GPR surveys/PAS Surveys

These surveys have been completed to minimise disruption to the surrounding public realm and neighbouring properties. Works near trees were supervised by an arboricultural specialist.

9. BREEAM Pre-Commencement Survey Package

All pre-commencement surveys for Sovereign House have now been completed, providing a verified and comprehensive understanding of the existing building before intrusive works begin. The survey programme confirmed the structural integrity, service condition and environmental baseline of the property, validating design assumptions and ensuring that refurbishment works proceed on a sound technical foundation. The completed surveys support compliance with MoJ Technical Standards, statutory obligations and BREEAM requirements, while reducing programme risk and preventing unplanned variations.

Specialist teams undertook detailed investigations across all disciplines. The asbestos Refurbishment & Demolition survey confirmed safe working conditions and validated historic records. Structural and temporary-works assessments verified load paths and slab capacities, while M&E validation live services, confirmed isolation points and tested building-management systems. Fire-engineering and compartmentation reviews established compliance of fire stopping, doors and alarms; acoustic testing provided baseline data for courtroom design; and façade, roof, lift and drainage inspections identified minor remedial works now incorporated into the construction plan. Environmental and BREEAM baseline surveys captured waste characterisation,

responsible-sourcing data and embodied-carbon metrics, forming the foundation for project sustainability reporting.

All recommendations have been integrated into the design risk register and BIM model, ensuring that vulnerable building elements are protected and that the refurbishment can progress confidently into Stage 5. The completion of these surveys demonstrates proactive management of technical risk and full alignment with Reading Borough Council's expectations for thorough pre-construction assessment within the Central Core and AQMA.

10. Site Security

Security measures include:

- retaining steel security screens
- CCTV across all elevations
- Biosite access control
- PID360 and SmartWater tagging
- night and weekend patrols
- daily hoarding inspections

All openings created during works will be secured at the end of each shift. The hoarding layout has been designed to sit entirely on existing hardstanding and to avoid all Root Protection Areas (RPAs) identified by Surety WT and Middlemarch Ecology Services. Along the Vastern Road frontage, the hoarding follows the paved boundary line and is deliberately set back from the soft-ground verge where the RPAs of the treed corridor extend. No hoarding posts, fixings or temporary foundations are placed within these zones, ensuring that root systems remain undisturbed.

Around the rear car park, the hoarding encloses the welfare and storage compound on hard surfacing, well clear of any arboricultural constraints. As the hoarding returns along the northern elevation, it continues to track hardstanding only, maintaining safe clearance from canopy edges and avoiding the need for pruning or crown lifting. This arrangement ensures a secure construction boundary while fully protecting retained trees from soil compaction, root disturbance and hydrological changes, in accordance with BS 5837:2012 and Reading Borough Council's Tree Strategy 2021.

11. Emergency Procedures

Emergency access for fire and ambulance services will be maintained throughout the works. The WES wireless fire alarm system will provide temporary detection. Spill response plans, evacuation routes and emergency contact details will be displayed on hoarding.

12. Risk Management

Risk management will follow B+K's ISO9001 SecureDelivery process and Key2Risk system. Weekly risk reviews will be chaired by the Contracts Manager. Key risks include:

- fire strategy development

- electrical capacity and SSEN coordination
- acoustic compliance
- window removal
- site security

Mitigation actions will be tracked in the live risk register.

13. Tree Protection & Arboricultural Summary

The Tree Protection Plan and Arboricultural Method Statement prepared by Surrey WT and Ecology Services provide a clear and robust framework for safeguarding all trees located within and adjacent to the Sovereign House site, including those forming part of Reading Borough Council's designated *treed corridor*. Their assessment confirms the condition, value and constraints associated with each tree, establishes accurate Root Protection Areas (RPAs), and sets out the protective measures required to ensure that construction activities do not result in damage, decline or loss of canopy cover.

Both consultants have undertaken detailed on-site inspections and ecological appraisals, mapping tree positions, canopy spreads, RPAs and any arboricultural sensitivities that could be affected by access, hoarding, temporary works or external construction activities. Their combined plan specifies the installation of protective fencing, ground protection, and no-dig zones, alongside strict controls on material storage, plant movement and excavation near RPAs. Where works interface with tree roots or canopies, Ecology Services provide ecological oversight to ensure compliance with best practice and to prevent disturbance to associated habitats. Arboricultural methodology also outlines supervision requirements, monitoring intervals and procedures for addressing any unforeseen issues during the construction phase.

Together, these documents demonstrate a proactive and compliant approach to tree protection that aligns fully with Reading Borough Council's Tree Strategy 2021, the site's treed-corridor designation, and BS 5837:2012. They ensure that all retained trees are safeguarded throughout the works, that ecological value is preserved, and that the completed development will integrate successfully with the existing landscape character of Vastern Road.

Compliance Statement

This CMS meets all requirements of Reading Borough Council's Condition 6, including AQMA controls, tree-protection measures, transport management, waste strategy compliance and public-realm protection. It aligns with HMCTS future operational needs, BREEAM obligations and CDM 2015.

Bowmer + Kirkland commits to implementing this CMS throughout the construction period and updating it as required by RBC or HMCTS.