

**Land at Park Lane,
Charvil**

Prepared for

Bellway

**Bellway Homes
(Thames Valley)
Limited**

by

**Stuart Michael
Associates
Limited**

July 2026



Coombe House
Coombe Square
Thatcham
Berkshire
RG19 4JF

T: 01635 867711
F: 01635 861715
E: mail@stuartmichael.co.uk
W: www.stuartmichael.co.uk

SMA Ref: 7473/CP

Issue Status: 02

DOCUMENT CONTROL			
Project	Land at Park Lane, Charvil		
Job No.	7473		
Document Title	Communications Plan		
File Location	"N:\Admin Project\7400 to 7499\7473 - Park Lane, Charvil\Reports\7473 - Communications Plan.02.doc"		
Prepared by	Oliver Dallow	Date	15/07/2026
Reviewed by	Rhys Donoghue	Date	16/07/2026
Approved by	Rhys Donoghue	Date	16/07/2026
Document Issue	Description / Changes	Revised by	Date
01	Issued for client review	OD	21/07/2026
02	Revised as per Client Comment	OD	30/07/2026



COPYRIGHT

The copyright for this document rests with Stuart Michael Associates Limited. Copyright for documents and other published sources of information prepared by others and used in the document may rest with others.

The contents, in whole or in part, of this document are restricted for use by the client and Stuart Michael Associates Limited in connection with the project in accordance with the terms of engagement. Stuart Michael Associates Limited accepts no liability or responsibility for use of this document for purposes other than those originally intended. Third parties relying on the contents of the document do so at their own risk.

No part of the contents of this document may be copied from any digital viewing system maintained to provide access for public scrutiny or any other source without written permission from the Company Secretary of Stuart Michael Associates Limited.

© Stuart Michael Associates Limited 2026

Stuart Michael Associates Ltd. Registered in England and Wales. Registration Number: 3739154

Registered Office: Coombe House, Coombe Square, Thatcham, Berkshire RG19 4JF.

Telephone: 01635 867711 Facsimile: 01635 861715.



CONTENTS

SECTIONS

	PAGE
1.0 INTRODUCTION	2
2.0 AIMS AND OBJECTIVES	4
3.0 COMMUNICATIONS PLAN	5
4.0 COMMUNICATIONS PLAN INITIATIVES	8
5.0 SUMMARY AND CONCLUSION	14

FIGURE

Figure 1.1 Site Location Plan

APPENDICES

Appendix A Site Masterplan
Appendix B Proposed Access Arrangements
Appendix C Template Letter Drop

DRAWINGS

Drawing 7473.004 Construction Phasing Plan



1.0 INTRODUCTION

- 1.1 Stuart Michael Associates Limited (SMA) has been appointed by Bellway Homes (Thames Valley) Limited the 'Developer' to develop a Communication Plan (CP), to provide assistance with the discharge of Planning Conditions for the approved residential development of 75 units on Land at Park Lane, Charvil (WBC Planning Ref: 232704), which shall be referred to as the 'Site'. **Figure 1.1** illustrates the Site's location.

Background

- 1.2 The Site is located to the south of the Hawthorns, to the west of Park Lane, and opposite the primary school in Charvil, within the jurisdiction of Wokingham Borough Council (WBC) which serves as both the Local Planning Authority (LPA) and Highway Authority. To the north of the Site is a recently completed scheme which is comprised of 25 dwellings.
- 1.3 Outline Planning Consent was granted in May 2025 for the erection of up to 75 dwellings with only access to be considered via Park Lane. Appearance, Landscaping, Layout and Scale to be matters reserved. The Site masterplan is provided within **Appendix A**.

Development Proposals

- 1.4 Access to the Site will be served through a simple priority T-junction with visibility splays of 2.4m x 49m achieved in either direction from Park Lane. The access road will be 5.5m wide, with a 6.0m radii, and have 2m wide footways either side. This will connect to the existing footway on the western side of Park Lane. Within the site the access road reduces in width to 5.0m. Uncontrolled crossings are proposed at the Site access and just west of the access, to aid connections to Charvil Piggott Primary School. The proposed access arrangements are provided within **Appendix B**.

Report Outline

- 1.5 A Communications Plan (CP) has been requested by the Local Planning Authority (LPA), Wokingham Borough Council (WBC), prior to the commencement of development on Site, this includes any works, demolition, ground works, and vegetation clearance. This is a live document and should be maintained and updated throughout the course of development.
- 1.6 A CP outlines the proposed methods of communication the Developer will use to engage with the local residents and keep them informed throughout the construction period on Site.
- 1.7 This CP has been prepared to demonstrate that the Developer and or their Agents are aware of their roles, duties and responsibilities with respect to the Construction (Design



Management) Regulation 2015 and in particular Part 3 Regulation 8 General duties. Construction will be undertaken in a manner that secures the health and safety of any person affected by the project.

- 1.8 A Construction Method Statement (CMS) (SMA Ref: 7473/CMS), Road Condition Survey (RCS) (SMA Ref: 7473/RCS), and Construction Traffic Management Plan (CTMP) (SMA Ref: 7473/CTMP) have been prepared as standalone documents, these should be read in conjunction with this report.
- 1.9 This CP has been requested as part of Planning Condition 38

Condition 38: *Communications Plan*

“Development shall not commence until a Communications Plan has been submitted to and approved in writing by the Local Planning Authority. The Plan shall specify methods for communicating with local residents, including the creation of a liaison group to meet in accordance with an agreed schedule. The Plan shall be carried out as approved until the final completion of the development.”

- 1.10 The approved CP shall be implemented and adhered to throughout the construction period.
- 1.11 The remainder of this report will be structured as follows:
- **Section 2.0:** Aims and Objectives.
 - **Section 3.0:** Communications Plan.
 - **Section 4.0:** Communications Plan Initiatives.
 - **Section 5.0:** Summary and Conclusion.



2.0 AIMS AND OBJECTIVES

2.1 It is essential that the Developer communicates with local residents prior to the commencement of any works on Site, this will mark the start of a working relationship which should be maintained throughout the entire construction period.

2.2 With this in mind, the primary aim of this Communications Plan is as follows:

*“To open a line of two-way communication between the Developer and local residents.
This will be achieved by being transparent, managing expectations, minimising
disruption, and listening to feedback.”*

2.3 The aim of the Communications Plan will be achieved through delivering a series of objectives:

Objective 1: Prior to the commencement of construction, contact must be established with local residents to explain what works will occur. An indicative timeline will then be provided to manage their expectations regarding disruptions.

Objective 2: Create a virtual liaison group which will meet quarterly, if necessary, with the Developer, and regularly update a public forum which answers Frequently Asked Questions (FAQs)

Objective 3: Keep local residents informed, provide notices on development activities, on-site mitigation measures, key milestones, short-term disruptions, abnormalities, an updated timeline, and any out-of-hours works.



3.0 COMMUNICATIONS PLAN

- 3.1 The purpose of this CP is to establish an effective line of two-way communication between the Developer and local residents. This will be used to provide progress of the construction on Site, take on/respond to feedback, and notify residents of any out of hours works prior to their commencement.

Communications and Consideration with the Public

- 3.2 The construction process can be very disruptive to those living in close proximity of the development Site. The Developer will aim to act with consideration as to the impacts the development may have on the local community during this process.
- 3.3 The objective is to maintain a line of communication between the developer and local community, in order to minimise the disturbance during construction works.
- 3.4 Immediate neighbours are likely to have concerns over construction activities, therefore, it is essential that any construction works planned near properties are minimised as far as practicable and that any potential works likely to cause a significant disturbance are communicated to residents as and when necessary.
- 3.5 Residents will be notified in advance of potential off-site works, including works to the highway, which may cause disruption.

Hours of Work

- 3.6 Construction operational hours will be between 08:00 to 18:00 from Monday to Friday and 08:00 to 13:00 on Saturday. No construction work will be undertaken on Sundays or bank holidays. Deliveries shall not take place outside of 08:00 to 18:00 hours from Mondays to Fridays, and there shall be no deliveries at any time on Saturdays, Sundays, bank holidays, or public holidays. This will ensure that neighbouring amenities are protected.
- 3.7 To allow for a prompt start on Site, contractors will be allowed to access the Site from 07:30, however, no works will be allowed to commence before 08:00.

Roles and Responsibilities

- 3.8 The Construction Director is responsible for overseeing all communication activities and approving any public statements, such as letter drops.
- 3.9 The Construction Director will also be responsible for liaising with statutory authorities and the Main Works Contractor as required and ensuring that records of communication (including verbal communication) are kept. Statutory authorities should always be accompanied on Site visits and wear the necessary PPE.
- 3.10 The contact details of the Construction Director are as follows:



- Name: Kevin Chapple
- Telephone Number: 07483 679822
- Email-address: Kevin.Chapple@bellway.co.uk

- 3.11 The contact details of other relevant personnel will be provided to the relevant authorities as necessary before work commences on Site.
- 3.12 A designated Community Liaison Officer (or similar) must be appointed, they would act as the main point of contact for the public and local authorities.
- 3.13 The Site Management Team must ensure that all communication is handled appropriately and in accordance with company policy.

Programme, Duration of Construction Works, and Phasing

- 3.14 It is anticipated that the build out period for the whole Site could be up to 2.5 years, which will be constructed in a number of phases, with approximately 50 dwellings constructed per year.
- 3.15 The programme of works will consist of the following:
- Enabling Works
 - Construction Access Measures;
 - Tree removals, trimmings, and works;
 - Secure Site, Hoarding Works;
 - Site Set up. Tree Protection Works;
 - Welfare and on-site welfare measures;
 - Ground Works
 - Groundworks and Site roads;
 - S278 Works;
 - Site clearance, cut and fill;
 - Infrastructure, Drainage & Services
 - Road infrastructure;
 - Service diversion;
 - Construction Stage
 - Foundations;
 - Substructure works;
 - Superstructure works;
 - Sales, Marketing, & Show Homes;
 - Completion & Handover
 - Landscaping;
 - Ecology Mitigation; *and*
 - Construction Measures removed.



- 3.16 The development will be constructed in phases. An indicative phasing plan is illustrated on **Drawing 7473.004**. All construction facilities will be located within land controlled by the applicant.

Provision of boundary hoarding

- 3.17 Enabling works for each phase will include perimeter fencing/security provisions. The construction and maintenance of fencing and hoardings will be carried out to an acceptable condition to prevent unwanted access to the construction Site, provide noise attenuation, screening, and Site security, where required. This will include the need to provide viewing points at relevant locations, if required.
- 3.18 The hoarding must provide Site information boards which includes out-of-hours contact details, a 24-hour telephone for (comments/complaints), community information, information on the works programme, and details of the Site Manager's contact details at key locations.



4.0 COMMUNICATIONS PLAN INITIATIVES

- 4.1 In order to achieve the objectives of this CP set out within **Section 2.0**, a number of initiatives would be implemented by the Construction Director and Site Manager prior to the commencement of development and throughout its entirety. These would seek to open a line of two-way communication and minimise disturbances upon local residents.
- 4.2 The implementation of measures and initiatives would be delivered upon approval of this document.
- 4.3 These initiatives combine a mixture of in-person and online methods to impart information about the construction progress of the development.
- 4.4 The initiatives can be split into two sub-categories:
- Before work commences on-site; *and*
 - Once work has commenced on-site.
- 4.5 Before work commences on-site: Objective 1 and Objective 2 fall into this category, these emphasise the importance of pre-work contact and how this will be established.
- 4.6 Once work has commenced on-site: Objective 3 falls into this category, this discusses the measures that will be taken throughout the entirety of the construction period. This includes regularly conversing and responding to local residents.

Before work commences on-site

Objective 1: Prior to the commencement of construction, contact must be established with local residents to explain what works will occur. An indicative timeline will then be provided to manage their expectations regarding disruptions.

- 4.7 Prior to the commencement of work on-site, a two-way line of transparent communication must be established with local residents. This must be able to successfully impart key information about the construction Site, to achieve this, various measures are discussed below.
- Letter Drops;
 - Indicative Timeline;
 - Enquiry Hotline; *and*
 - Erection of an on-site Noticeboard.
- 4.8 Letter Drops: Before letters are distributed to local residents, the Developer and Construction Director should consult WBC to agree upon a notification area.
- 4.9 Each household within the agreed notification area will receive a letter which briefly introduces the development Site and outlines the on-site construction works, it will outline on-site measures taken to mitigate and minimise impacts on local residents. This



letter will include details about the Site and provide a phone number for general enquiries (see below) and separate a separate 24-hour phone number for complaints, which will go live following the commencement of works on-site.

- 4.10 A template for notifying residents of upcoming works is provided within **Appendix C**.
- 4.11 Indicative Timeline: An indicative timeline must either be included as part of the letter or provided alongside it. This timeline will set out when works/disruptions are expected to occur within the first year of construction.
- 4.12 The letter and timeline can either be posted or handed out via a respectable representative on behalf of Bellway.
- 4.13 Enquiry Hotline: Before the commencement of work on-site, a dedicated phone line and email address will be provided for public complaints, this will go live once work starts on-site. All complaints will be recorded in a logbook within 24 hours (working days) of receipt.
- 4.14 Erection of an on-site Noticeboard: A noticeboard will be erected on-site which will provide copies of the cover letter, an indicative timeline, community information, an enquiry hotline telephone number/email address for general enquiries and 24-hour complaints. The noticeboard will also feature key contact information for the Site Manager.
- 4.15 It should also include space for Frequently Asked Questions (FAQs), which will be added following the first meeting of the liaison group.

Objective 2: Create a virtual liaison group which will meet quarterly, if necessary, with the Developer, and regularly update a public forum which answers Frequently Asked Questions (FAQs).

- 4.16 The creation of a virtual liaison group, to act on behalf of local residents, will ensure that clear, consistent and professional communication is maintained between the Developer, construction Site, and all external stakeholders.
- 4.17 It is anticipated that this group will consist of key members from the development team, Parish Council, local residents and other appropriate stakeholders. However, advice will be sought from the Parish Council in order to determine who should be a member of this group. Once established, a list of members will be submitted to WBC. This information will then be attached to this CP.
- 4.18 The liaison group will meet prior to the commencement of construction on-site. Following the initial meeting, it is expected that the group will meet quarterly, if necessary, to discuss the progress of construction on-site and to address any concerns. Once the schedule of future meetings is agreed it will be submitted to WBC and attached to this report.



- 4.19 The Community Liaison officer will oversee this group.
- 4.20 After the initial meeting, FAQs, will be added to the Site noticeboard and updated regularly.

Once work has commenced on-site

Objective 3: Keep local residents informed, provide notices on development activities, on-site mitigation measures, key milestones, short-term disruptions, abnormalities, an updated timeline, and any out-of-hours works.

- 4.21 After work has commenced on-site the measures discussed in **Objective 1** must be updated. The updates are listed below:
- 4.22 Letter Drops: Letters should be re-issued to residents yearly, outlining what has been discussed by the liaison group, the progress of on-site construction works, what measures have been taken to mitigate/minimise impacts to local residents, and re-iterate the details of the Site's 24-hour phone number for complaints.
- 4.23 Letters may also be issued upon the completion of major milestones, when disruption is expected, or when out-of-hours works may occur.
- 4.24 Indicative Timeline: Indicative timelines should be re-issued to residents yearly and set out when the works/disruptions are expected to occur within the next year.
- 4.25 The FAQs will be reviewed as necessary and updated based upon responses from the enquiry hotline.
- 4.26 Enquiry Hotline: A structured procedure for handling complaints must be followed. After responses have been recorded the issue must be investigated, and a response provided. Where necessary, corrective actions would be implemented and the complainant should be informed of the resolution, this action should take no longer than 24-hours (during working days). This ensures accountability and demonstrates commitment to community satisfaction.
- 4.27 Erection of an on-site Noticeboard: The Site noticeboard will be updated regularly, copies of each new letter or timeline will be provided once issued, and notices regarding disruptive works will be displayed. The FAQs will be updated regularly.

Providing Advanced Notice for off-site works

- 4.28 Prior to the commencement of any off-site works, including works to the highway, local residents must be given a notice period of at least 7 days. This will be communicated with residents in writing via letter drops, a copy of which will be provided on the Site noticeboard. This will ensure that residents can prepare for potential disruption.



Providing Advanced Notice for out-of-hours works

- 4.29 Where possible, all deliveries and construction works should adhere to the agreed Site working hours stated within Paragraphs 3.6 and 3.7. However, when deliveries or works could result in congestion or disrupt local residents it may be necessary to deviate from the standard working hours.
- 4.30 The Construction Director is responsible for authorising any work outside the approved working hours. Once authorisation has been given, a standard procedure will be followed. This involves notifying the Developer and all relevant local authorities, the Construction Director would need to provide a justification for out-of-hours works, measures to be taken to minimise disruption and ensure compliance with contractual and regulatory requirements.
- 4.31 Measures Taken to ensure Residents are aware: Residents must be notified in writing, via letter drops, no later than 7 days prior to the commencement of scheduled out-of-hours works. A copy of this letter must be attached to the Site noticeboard.
- 4.32 During out-of-hours operations, all reasonable steps must be taken to minimise noise, vibration, and light pollution. This may include the use of noise suppressers, quieter equipment, temporary acoustic barriers, restricted vehicle movements, and focused task lighting. A log of the events must be maintained which records the nature of emergency, the authorisation details, timing, and actions taken to mitigate impacts.

Procedures for Emergency Deviation from Working Hours

- 4.33 Emergency deviation from standard working hours may be required in exceptional circumstances, where unforeseen events or critical construction activities necessitate immediate action. The purpose of this procedure is to ensure that any out-of-hours work is properly controlled, justified, and communicated to all relevant parties, minimising disruption and maintaining compliance with contractual and regulatory requirements.
- 4.34 The Construction Director is responsible for authorising emergency work outside the approved working hours. Once authorisation has been given, the Developer, and all relevant local authorities will be informed of the deviation. This involves providing justification as to why works will occur out of standard working hours, expected duration, and proposed mitigation measures.
- 4.35 The local community should be informed as soon as possible, either through direct communication, or public notice via letter drops, and the noticeboard, to ensure transparency and manage expectations.
- 4.36 During emergency out-of-hours works the same steps as stated in Paragraph 4.34 must be followed in order to minimise impacts.



- 4.37 Following completion of the emergency work, a review will be conducted. This will assess the effectiveness of the response, compliance with environmental and safety requirements, and include feedback received from relevant stakeholders.

Reporting and Feedback

- 4.38 Throughout the construction period, all personnel and sub-contractors working on the project shall perform their duties in accordance with the requirements of this statement. The Site Team shall report regularly to the Area Build Manager on the status and effectiveness of its implementation.
- 4.39 This includes assessing the three objectives and whether or not they have been, or are being, achieved.
- 4.40 If necessary, the Site Manager may keep a logbook in order to provide feedback to WBC.

Indicative Schedule

- 4.41 An indicative schedule for the implementation of communication initiatives is outlined below for the first 12 months:
- Prior to the commencement of works (3-months):
 - Agree on a notification area with WBC;
 - Draft notification letters for pre-works letter drops;
 - Draft an indicative timeline to be distributed pre-works;
 - The enquiry hotline and email-address must go live pre-works;
 - The on-site noticeboard must be erected pre-works;
 - A Community Liaison Officer Will be appointed by the Developer; *and*
 - A virtual liaison group will be established.
 - Prior to the commencement of works (1-month):
 - The virtual liaison group will have their first meeting;
 - Notification letters must be distributed to residents in the agreed area;
 - Indicative timelines must be distributed to residents in the agreed area; *and*
 - The Site noticeboard must contain all necessary information, letter drops, phone numbers, email addresses etc, and include an FAQs forum.
 - Once works commence on-site (ongoing until completion):
 - The 24-hour hotline for complaints must go live (day 1 of works); *and*



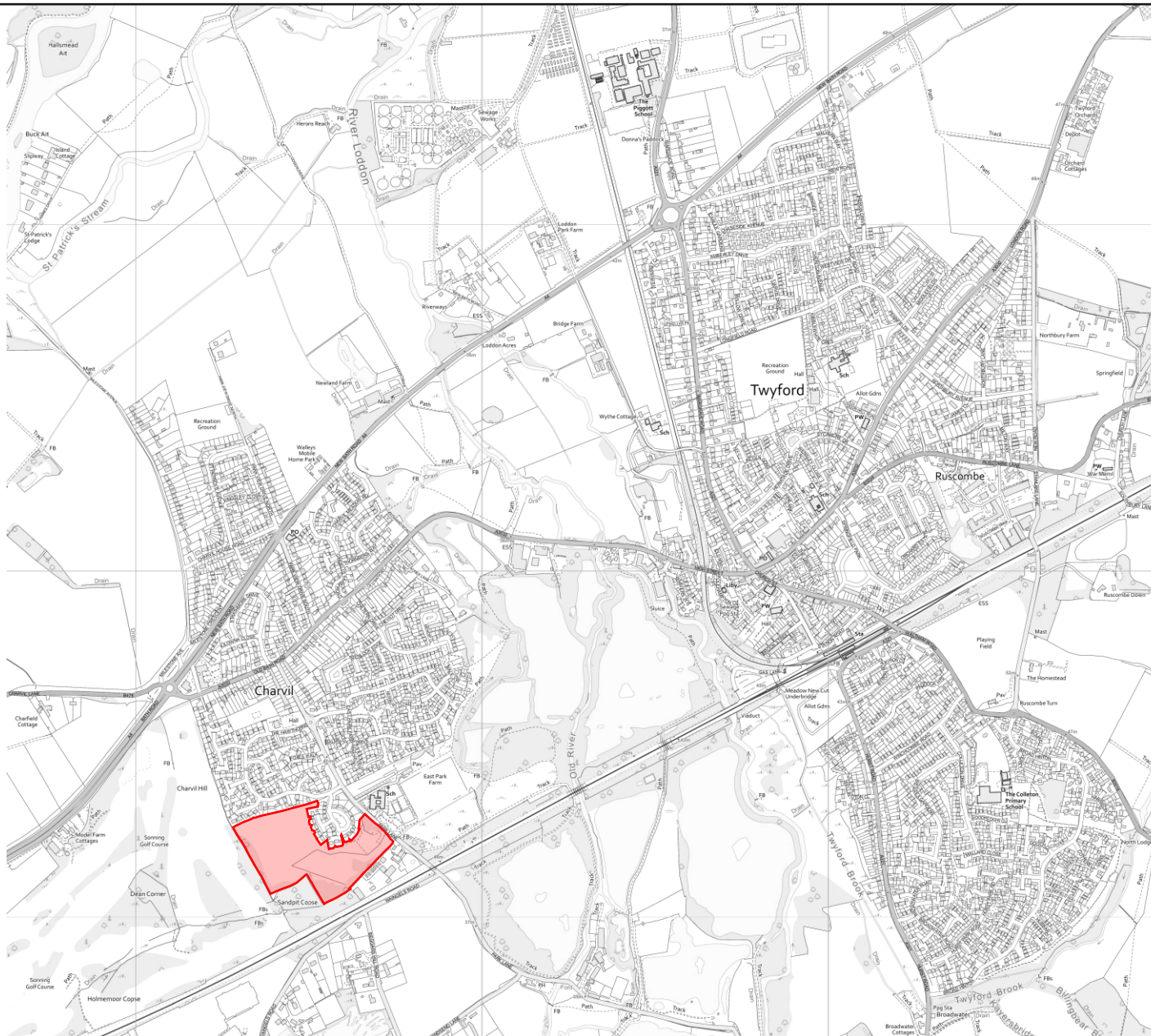
- The noticeboard should be updated regularly, once new information is made available.
- 3 months post commencement of works:
 - Initial quarterly meeting should be held, and, if necessary, a new schedule or next meeting date agreed.
- 12 months post commencement of works:
 - Letters should be re-issued with key milestones;
 - Indicative timelines should be re-issued for the next year;
 - The noticeboard should include copies of the latest letters, notifications, and timelines; *and*
 - Commencement of the 4th quarterly meeting, or updated meeting date in line with agreed schedule.



5.0 SUMMARY AND CONCLUSION

- 5.1 Stuart Michael Associates has been appointed by Bellway Homes (Thames Valley) Limited to develop a Communications Plan in order to discharge Planning Condition 38 on Land at Park Lane, Charvil (WBC Planning REF: 232704).
- 5.2 This statement shall be a live document, which will be continuously reviewed to take into account additional information encountered during the construction phase or concerns of Third Parties. Any revisions to this plan shall be agreed, approved by the Build Director and recorded.
- 5.3 The CP has been prepared to demonstrate that the Developer and/or their Agents are aware of their roles, duties, and responsibilities with respect to the Construction (Design Management) Regulation 2015, and in particular Part 3 Regulation 8 General duties. Construction will be undertaken in a manner that secures the health and safety of any person affected by the project.
- 5.4 This CP demonstrates the measures that the Developer will use to open a two-way line of communication with local residents and the measures that will be taken to minimise disruption. All neighbouring properties will be informed of any disturbances that may arise as a result of the construction period.
- 5.5 Contact details of the Construction Director, Site Manager, and other relevant personnel will be provided to the relevant bodies once they are appointed. Details of the liaison group shall also be provided.
- 5.6 This report should also be read in conjunction with the CMS and RCS, prepared by SMA. The CMS outlines the general procedures the construction Site and staff should follow, including mitigation measures, which should minimise disturbances on the public highway for motorised and non-motorised users. The RCS assessed the condition of Park Lane prior to the commencement of works.
- 5.7 In view of the above it is considered that this Communications Plan and the ongoing monitoring and management of the construction process satisfies the requirements of Planning Condition 38.

FIGURES



KEY

Site Boundary

Reproduced from Ordnance Survey Mapping with the permission of the Controller of HMSO under licence AL 545015 © Crown copyright

STUART MICHAEL ASSOCIATES
CONSULTING ENGINEERS

Stuart Michael Associates Ltd
Coombe House, Coombe Square, Thatcham, Berkshire RG19 4JF
T: 01635 867 711 e: mail@stuartmichael.co.uk
F: 01635 861 715 w: www.stuartmichael.co.uk

JOB TITLE

Land at Park Lane,Charvil

DRAWING TITLE

Site Location Plan

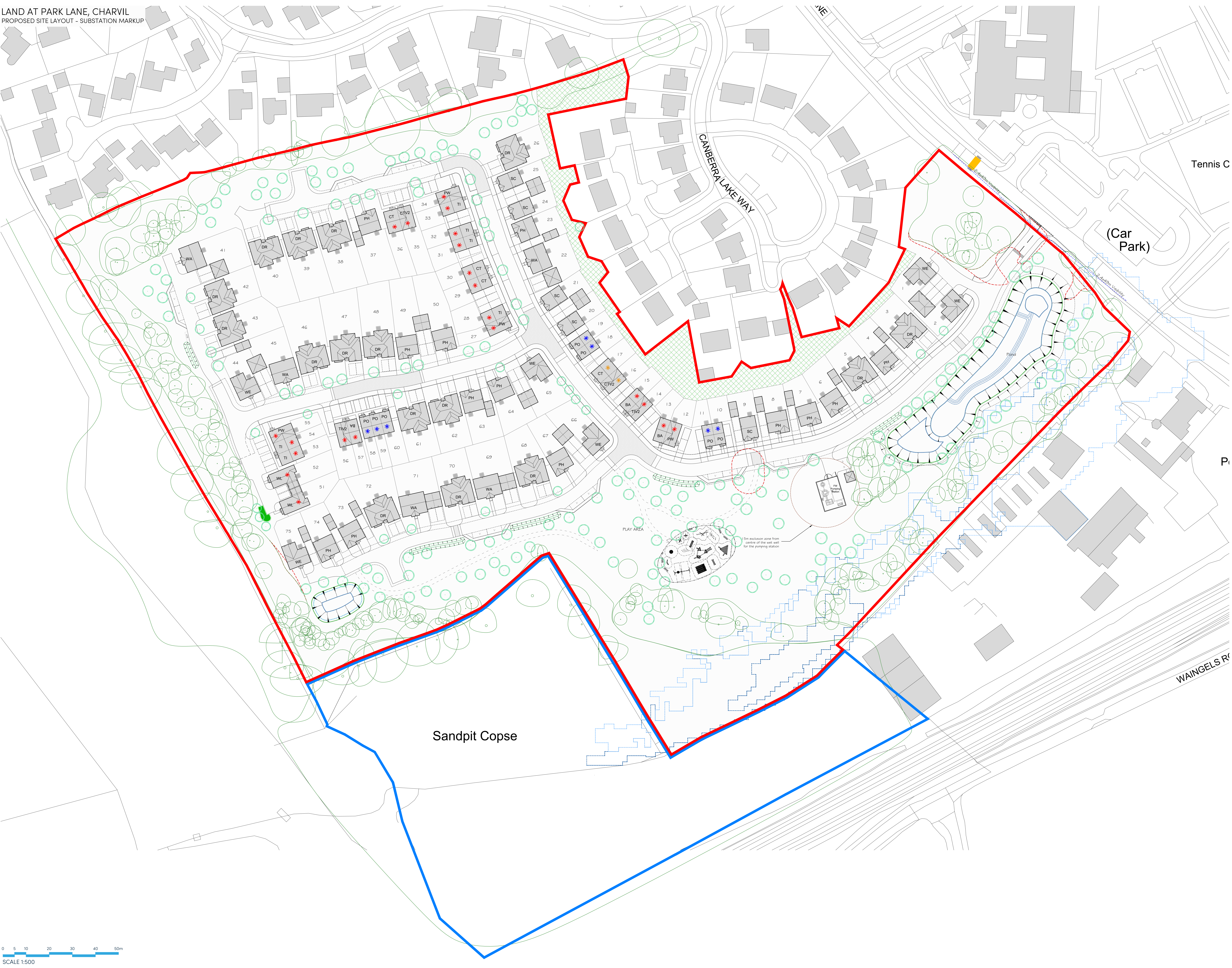
FIGURE NO.

FIGURE 1.1

© This drawing is the copyright of Stuart Michael Associates Limited. It may not be reproduced or amended without the written approval of Stuart Michael Associates.

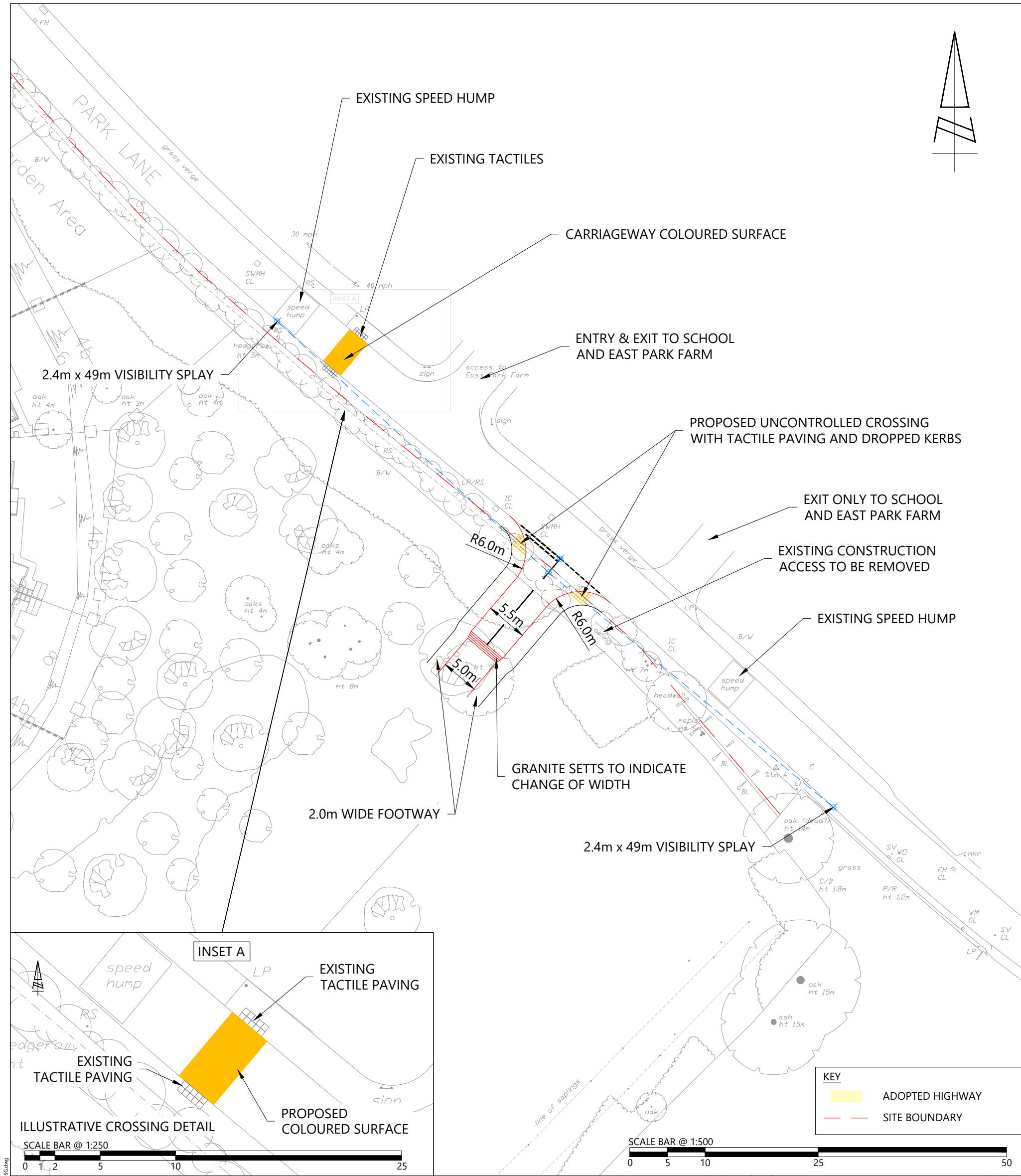
APPENDICES

APPENDIX A



- 50m
- Proposed Site Boundary
 - 1.5m Exclusion Zone from Centre of the New Well for the Pumping Station
 - Proposed 2.4m/3m Visibility at the Site Entrance
 - Indicative Tree Planting
 - Landscape Buffer Planting
 - Existing Trees & associated RPA to be retained
 - Existing Trees / Vegetation to be Removed or Reduced
 - Proposed Affordable Accommodation
 - Proposed First Home Accommodation
 - Proposed Shared Ownership Accommodation
 - Flood Zone -2
 - Flood Zone -3

APPENDIX B



REPRODUCED FROM THE ORDNANCE SURVEY MAP WITH THE PERMISSION OF THE CONTROLLER OF HER MAJESTY'S STATIONERY OFFICE. LICENCE No. 100044286. © CROWN COPYRIGHT RESERVED. DRAWING ISSUED FOR FEASIBILITY CONSIDERATION AND PLANNING PURPOSES ONLY. DRAWING NOT TO BE USED FOR CONSTRUCTION. I-TRANSPORT LLP ACCEPT NO RESPONSIBILITY FOR ERRORS MADE BY OTHERS IN SCALING FROM THIS DRAWING. MEASUREMENTS SHOULD BE TAKEN FROM FIGURED DIMENSIONS ONLY. CDM REQUIREMENTS CONSIDERED AT FEASIBILITY STAGE ONLY. FURTHER CONSIDERATION REQUIRED BY DETAILED DESIGN TEAM.		CLIENT: HICKS DEVELOPMENTS LTD		G	23.10.24	TA	COLOURED SURFACE RELOCATED	PL	TW
				F	02.10.24	TA	PEDESTRIAN CROSSING UPDATED, COLOURED SURFACE ADDED	PL	TW
				E	31.10.23	MM	PEDESTRIAN CROSSING ADDED	PL	TW
				D	15.06.23	MM	BASE MAPPING UPDATED	PL	TW
				C	21.04.23	JD	SITE ACCESS AMENDED	PL	TW
				B	13.04.23	MM	DRAWING TITLE UPDATED	PL	TW
				A	03.04.23	MM	VISIBILITY SPLAYS UPDATED	PL	TW
				REV		DATE	BY	DESCRIPTION	
STATUS:				FOR INFORMATION					
 The Square, Basing View, Basingstoke, Hampshire, RG21 4EB Tel: 01256 637940 www.i-transport.co.uk		TITLE:		DRAWN:		CHECKED:		APPROVED:	
		PROPOSED SITE ACCESS ARRANGEMENT		JD		PL		TW	
		PROJECT:		PROJECT No:		SCALE @ A3:		DATE:	
		LAND WEST OF PARK LANE, CHARVIL		ITB17047		1:500		16.03.23	
		DRAWING No:						REV:	
		ITB17047-GA-005						G	

T:\Project\17000 Series\17047\ITB - Park Lane, Charvil\Tech\Acad\Transport Drawings\Working Drawings\GA\ITB17047-GA-005.dwg

APPENDIX C

Template - Sample Letter used to inform residents of upcoming works

Font: Arial/10 pt

[Insert Date]

Dear Resident,

[Insert Scheme Name and Location]

Developer Letterhead
Address and Contact Details

This is a formal letter to notify you, in advance, of essential road development works in [Insert Area] associated with the approved planning permission application [Insert Number].

Outline the following information:

- Describe the work that will take place, including scheme benefits;
- Where the work will take place;
- Why the work is taking place;
- Who is doing the work (if it is a contractor, contact details may be necessary);
- When works are expected to start, and the anticipated duration of work;
- Hours affected/working hours;
- What are the likely impacts to residents/road users (noise, lane closures, road closures, temporary traffic signals etc?)
- How will residents be kept informed of delays etc (info on website?)

You will be notified in advance of any overnight road closures, which will be kept to an absolute minimum via local signage, in advance of work taking place. [Please amend as appropriate].

A plan of the site and extent of the works is attached for your information. Pedestrian access will be maintained at all times via a diversion of the existing pathway around the construction works. [Please amend/add information to the above as appropriate].

If work is subject to weather conditions state here, likewise if it is a particularly sensitive site from a traffic management point of view, consider advising drivers to take alternative routes where possible and allowing additional time for their journey. If deliveries to commercial premises are affected, suggest minimising vehicle movements within advertised working hours where possible.

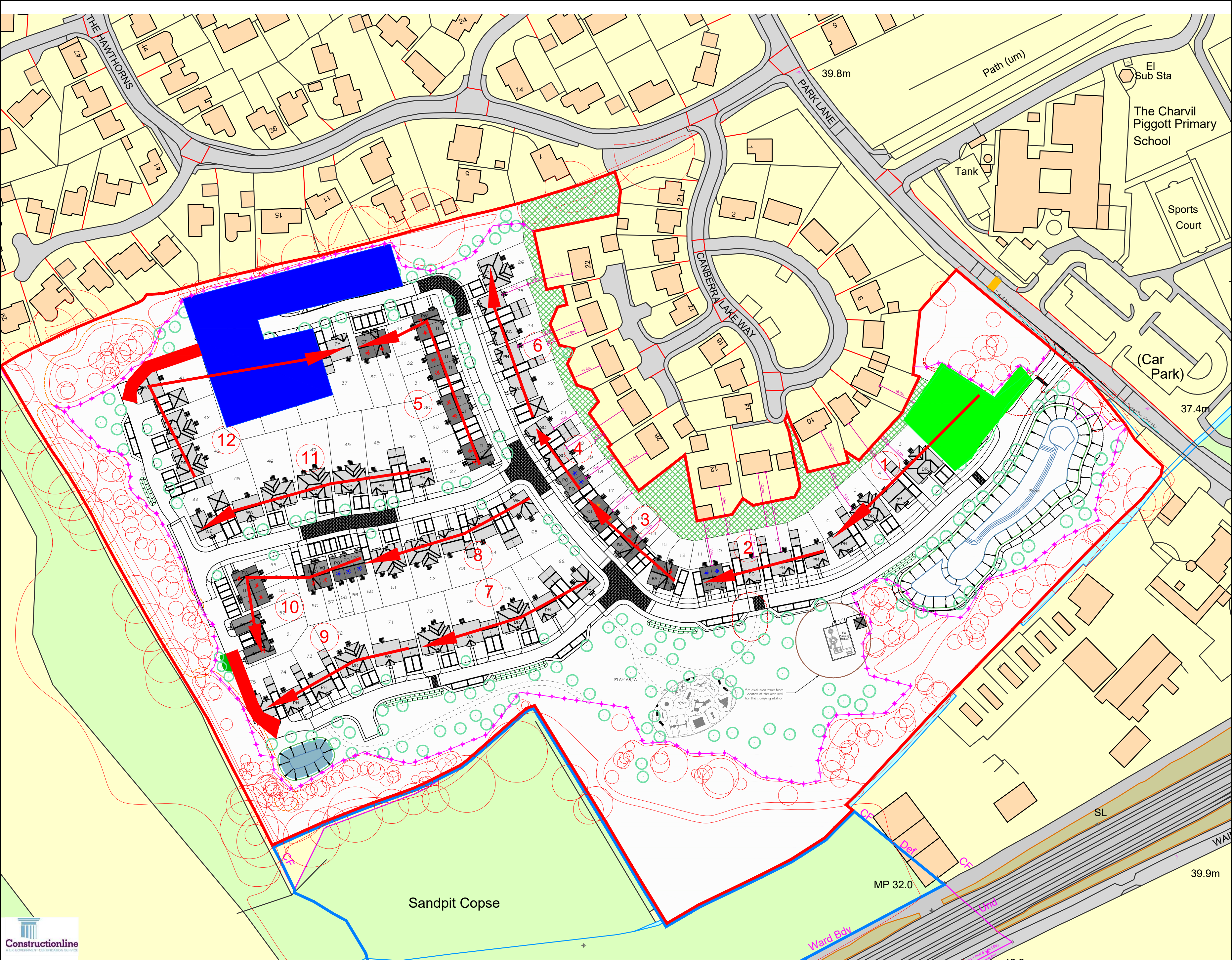
We thank you in advance for your patience and co-operation during these essential works. If you have any questions or comments about the scheme, please feel free to contact us.

24-hour Hotline Telephone Number: [Insert Telephone Number]

Website address: [Insert Website Address]

Yours faithfully, [Insert Developer name]

DRAWINGS



- KEY:
- COMPOUND
 - WELCOME CENTRE
 - HAUL ROUTE
 - TREE PROTECTION PLAN
 - CONSTRUCTION PHASE

PRELIMINARY ISSUE

ST	Rev	Description	Drn	Chk	Date
REVISIONS					
Preliminary Issue		Submitted for S104			
Planning Issue		Issued for Tender			
Submitted for S38		Issued for Construction			
Submitted for S278		As Built			
DRAWING STATUS					

STUART MICHAEL ASSOCIATES
CONSULTING ENGINEERS

Stuart Michael Associates Ltd
Coombe House, Coombe Square, Thatcham, Berkshire RG19 4JF
T: 01635 867 711 e: mail@stuartmichael.co.uk
F: 01635 861 715 w: www.stuartmichael.co.uk

Bellway

JOB TITLE
PARK LANE CHARVIL
DRAWING TITLE
CONSTRUCTION PHASING PLAN

DATE	DRAWN	CHECKED	SCALE	STATUS
JULY 2026	OD	RD	1:1000	©A2
DRAWING No. 7473.004			REV P01	STATUS S0
© This drawing is the copyright of Stuart Michael Associates Limited. It may not be reproduced or amended without the written approval of Stuart Michael Associates				



Coombe House

Coombe Square

Thatcham

Berkshire

RG19 4JF

T: 01635 867711

E: mail@stuartmichael.co.uk

W: www.stuartmichael.co.uk