Construction Environment Management Plan and Code of Construction Practice

15 to 18 FAIRFIELD COTTAGES

COWFOLD

WEST SUSSEX

WRH13 8BL

Planning Application: DC/22/2010

14th March 2025

Rev. A

Contents

1. **Introduction / Context**
2. **Public Consultation and Communication**
3. **Access to Site**
4. **Working Hours**
5. **Frequency of Vehicle Movements**
6. **Contractors Compound, Parking, Material Storage and Distribution**
7. **General Approach to Site Works**
    - 7a. Security and Segregation
    - 7b. Protection of the Public
    - 7c. Signage
    - 7d. Training and Inductions
    - 7e. Road Cleaning and Wheel Washing Facilities
    - 7f. Monitoring Arrangements
8. **Nuisance Mitigation**
    - 8a. Control of Noise and Vibration
    - 8b. Dust Suppression
    - 8c. Lighting Levels during Construction
9. **Environmental Considerations**
    - 9a. Protection of Water and Drainage Systems
    - 9b. Environmental Incident Response
    - 9c. Tree Protection
    - 9d. Fuel Storage and Use
10. **Waste**

1. Introduction / Context

The development comprises the demolition of existing bungalows and erection of 4no 1 bed maisonettes and 4no 2 bed houses with associated car parking, external works and landscaping.

The site location and layout plans are indicated on the following page.

This document has been developed to discharge Condition 3 of the Planning Conditions specified by Horsham District Council on Application DC/22/2010, as set out below:

DC/22/2010: Planning Condition 3

Pre-Commencement Condition: No development shall take place, including any works of demolition, until the following construction site set-up details have been submitted to, and approved in writing by, the Local Planning Authority.

i. the location for the loading and unloading of plant and materials, site offices, and storage of plant and materials (including any stripped topsoil)

ii. the provision of wheel washing facilities (if necessary) and dust suppression facilities

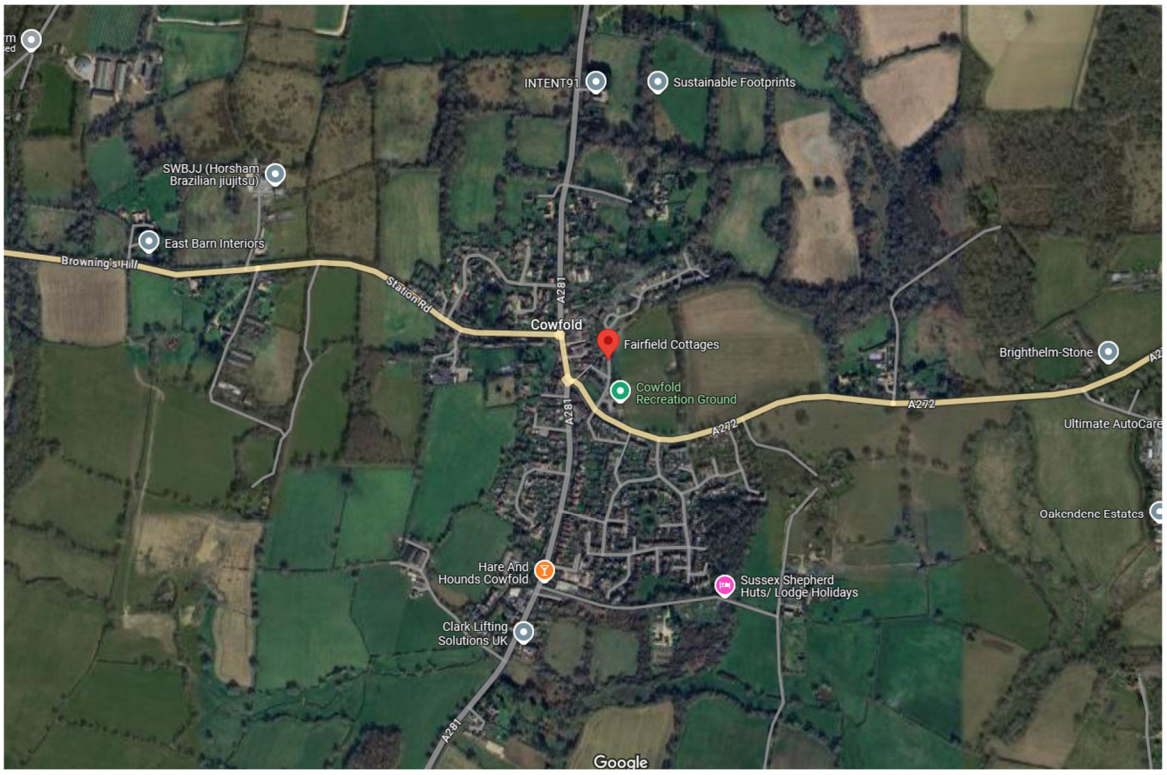
The approved details shall be adhered to throughout the construction period.

Reason: As this matter is fundamental in order to consider the potential impacts on the amenity of nearby occupiers during construction and in accordance with Policy 33 of the Horsham District Planning Framework (2015).

We understand fully the challenges and solutions to ensure the smooth and safe delivery of construction works This will be achieved by effective segregation, excellent communication, and robust implementation of site rules.

This document will be strictly adhered to during the development, by Sunninghill and by any other contractors appointed by the client in connection with the works.

Site Location Plan:



Site Layout and Scope of Works:



2. Public Consultation and Communication.

We will liaise closely with the neighbours and the various local stakeholders during the Pre-Construction and Construction Phases to ensure that we mitigate any disruption resulting from our activities. We will create a communication plan, which will include regular newsletters throughout the Construction Period. The initial mail-drop will be prior to construction commencing and quarterly thereafter.

These newsletters will be informative regarding our proposed works and will also focus on the dangers associated with Building Site Works.

We will liaise closely with our immediate neighbours to plan our proposals for segregation, and we will ensure that all Fire Escapes, Emergency Services Access, and Muster Points are maintained.

Our working site area will be completely and effectively separated using secure anti-climb fencing. The road elevation to Fairfield Cottages will be partially hoarded and this can be branded to Saxon Weald's requirements. This will be installed prior to any significant works commencing. Prior to commencing any activity, we will ensure that services and access routes are identified and protected. All operations that we undertake will be subject to a Risk Assessment.

The Site Manager will be available for contact for any interaction with the public during the works. If complaints are received from residents, these will be recorded by the Site Manager and escalated within the business to ensure satisfactory resolution.

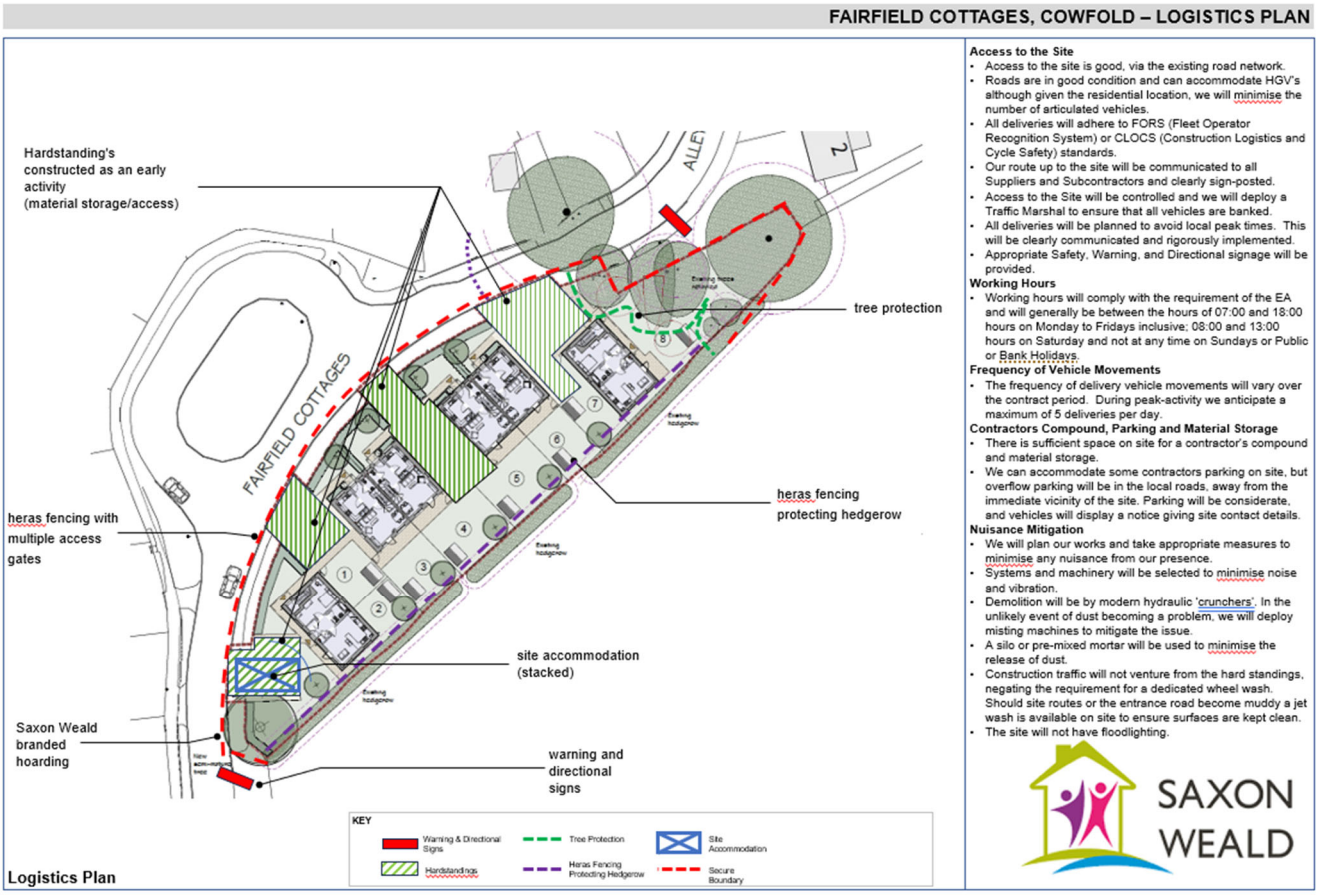
Site Manager: Jimmy Palmer 07545 060876.

Prior to construction works starting, the site will be registered with the Considerate Constructor Scheme (CCS), and we will fully implement its recommendations and best practice guidelines. The site team will target a CCS 2nd visit score of 40.

We will engage regularly with the immediate neighbours, community facilities and businesses and, if considered appropriate, will be happy to explain our activities and associated risks in local School assemblies.

We will also contact Highways, the Police, the Fire Service, the EHO and the local hospital to explain our presence and proposals.

Site Logistics Plan (Refer to Appendix 12a for higher resolution copy)



3. Access to the Site

Access to the site is good, roads are in good condition and can accommodate HGVs, although given the residential location and local amenities around Fairfield Cottages, we will minimise the number of articulated lorries. In collaboration with West Sussex Highways, we will undertake a condition survey of the immediate surrounding roads. This report will be circulated for future reference and any damage caused by our activities reinstated.

All deliveries will adhere to FORS (Fleet Operator Recognition Scheme) or CLOCS (Construction Logistics and Community Safety) standards.

Site access will be via the new crossover, which will be formed as an enabling activity. Appropriate signage and traffic management will be provided to ensure a safe thoroughfare past our works.

Our route to the site will be communicated to all Suppliers and Subcontractors, in pre-order meetings and site inductions. The route will also be clearly sign-posted.

Access to the Site will be controlled and vehicles will be offloaded and can turn within the site boundary. We will deploy a Traffic Marshall to ensure that all vehicles are banked.

We will ensure that all loose loads and materials that are delivered or taken from the site are covered with suitable sheeting to prevent spills onto public roads. In dry and dusty weather conditions all loose loads such as sand/gravel are to be sprayed when being unloaded or tipped on site.

All deliveries will avoid local peak times (including school drop-off and pick-up). This will be clearly communicated in pre-order meetings and site inductions and rigorously implemented. Appropriate safety, warning and directional signage will be provided.

4. Working Hours

Working hours will comply with the requirement of the Environment Agency and will generally be between the hours of 08:00 and 18:00 hours on Monday to Fridays inclusive; 08:00 and 13:00 hours on Saturday and not at any time on Sundays or Public or Bank Holidays.

5. Frequency of Vehicle Movements

The frequency of delivery vehicle movements will vary over the contract period. During peak-activity (May to December 2025) we anticipate a maximum of 5 HGV movements per day and other times it will be around 2 HGV movements per day. Vehicle types: HGV (excluding Articulated), LGV, Transit Vans, small contractor vehicles and cars.

The Site Manager will coordinate deliveries throughout the day to avoid the need for multiple HGVs to access the site at the same time. There will be a designated materials storage area provided within the site compound with sufficient space for loading and unloading HGVs deliveries. No HGVs will be permitted to load or unload from public roads at any time.

6. Contractors Compound, Parking, Material Storage and Distribution

Refer to Site Logistics Plan.

There is sufficient space on site for a contractor's compound and material storage including stockpiles of reduce dug soil. Temporary spoil heaps will be appropriately sited and constructed to store topsoil prior to re-use.

All building materials and plant will be stored within the site, any which represent a hazard to health, will be stored in the locked compound area. Waste segregation, silos and storage containers will be provided within the compound.

We will use Mobile Cranes or Telescopic Forklifts for material distribution within the site boundary. These will be stored within the site boundary on impermeable surfaces and spill protection mats.

We can accommodate some contractors parking on site, but overflow parking will be in the local roads, away from the immediate vicinity of the site. Parking will be considerate, and vehicles will display a notice giving site contact details.

All visitors will report to the Site Office for an appropriate induction by the Site Manager.

All plant and equipment will conform to relevant British Standards in respect of design and performance. In compliance with the Provision and Use of Work Equipment Regulations (PUWER) 1998, all plant and equipment will be inspected and maintained in working order to ensure the plant and equipment remains in safe working order for its intended use.

Welfare Provision - We will provide full welfare facilities in accordance with Schedule 2 of the CDM Regulations 2015 – these facilities will be in place prior to construction works commencing on-site and this will be confirmed by the Principal Designer to the Client, following review of the Construction Health and Safety Phase Plan.

7. General Approach to Site Works

7a. Security & Segregation

We will ensure all boundaries are secured with Heras fencing (as a minimum) and controlled access gates, so the site is completely segregated from any surrounding areas, clearly defined and separated before any works commence on- site, and fully secured from trespassers, members of the public and children.

Visitors will be directed (by signage at the entrance gate) to the site office accessed via clearly defined pedestrian routes. Visitors will sign in and be inducted (as appropriate for the nature of their visit) by the Site Manager, prior to being permitted on-site.

All site boundaries will be monitored daily by the Site Manager to ensure any deficiencies / breaches are dealt with quickly and to ensure when the site is left at the end of each working day, security of the site boundary is robust.

7b. Protection of the Public

Sunninghill are committed to protecting members of the public from the construction risks associated with this project. We will be vigilant to the possibility of works areas being accessed by unauthorised persons. We will ensure a high standard of housekeeping practices are implemented across the site to ensure they reduce the risk of potential injury to trespassers, if they manage to gain access to the site.

Prior to commencing any activity, we will ensure that services and access routes are identified and protected. All operations that we undertake will be subject to a Risk Assessment.

All materials, plant and tools will be fully secured/supervised when not in use and particularly at the end of the working day. Material storage/compound areas will be fully secured.

7c. Signage

Appropriate health and safety signage will be placed around the construction site guiding traffic and pedestrian routes, giving warnings of hazards and potential dangers (such as “Danger: Keep Out” etc.) and instructing conduct within the site boundaries (such as “Do not remove security fencing” / “Appropriate PPE must be worn…” etc.). Directional signage will be placed at all major junctions along the proposed, construction vehicle access route.

7d. Training & Inductions

The Site Manager is responsible for inductions and will ensure each operative receives an induction specific to the site and their activity specific risk assessment. This will take place before the site operative commences work for the first time on site.

The induction will concentrate on the management provisions, site rules and safety provisions as well as the particular site risks and the environmental & ecological considerations of the project. Evidence of all induction training carried out and names of personnel, who have undertaken a formal induction together with when they were inducted, will be recorded.

During the induction process, operatives will be informed of housekeeping matters, particularly the need to respect surrounding neighbours to the site. Working hours and restrictions on timing/method of deliveries will be clearly explained. They will also be informed of the necessity to ensure all parking is within the site boundary and will be given clear instructions on how to deal with deliveries of materials etc., to prevent any congestion on the public highway.

The location of the nearest A&E Hospital, Princess Royal Haywards Heath, will be displayed on site noticeboards.

Contractors working on-site employed by others (e.g. Utilities and other third parties), will be inducted as all other site operatives and visitors. Information concerning their works and co-ordination / co-operation with other site operatives will be discussed and agreed with the Site Manager prior to commencement of their works on-site, as appropriate. Toolbox Talks will be held regularly (as appropriate), and these will be recorded.

7e. Road Cleaning Regime and Wheel Washing Facilities

Sunninghill will ensure that pro-active measures are taken to prevent mud being deposited on the public highway from vehicles leaving site during construction.

Site hardstandings will be constructed to base course as early as possible, to provide a suitable hardstanding area for delivery vehicles. This will reduce the likelihood of HGV wheels becoming covered in mud, and will limit the need for wheel-washing.

When required, a wet wheel-wash facility in the form of a manned jet-washer will be positioned within the site to allow any muddy water to run off prior to vehicles leaving the site.

Sunninghill will ensure a road sweeper is available when required. The road sweeper will sweep the site hardstandings and Fairfield Cottages vicinity in the event any mud is tracked out of the site.

Any temporary Traffic Regulation Orders associated with the works will be implemented and maintained.

Lorries will be sheeted during the transportation of construction materials to and from the site (waste and otherwise).

The Site Manager will regularly monitor the site road into and out of Fairfield Cottages (in the area adjacent to the site entrance) for dirt and debris and will arrange for road sweeps when necessary – this is likely to be more frequent during Groundworks (when there are more earthworks being carried out) and during periods of inclement weather.

Road sweepings and debris will be disposed of in accordance with our waste management arrangements – road sweepers will either be discharged off-site, or if on-site will be discharged using appropriate methods in compliance with the Environmental Protection Act 1990.

7f. Monitoring Arrangements

The Site Manager will be responsible for the day-to-day management of the site and will ensure that all restrictions / provisions noted in this document are undertaken.

A copy of the CEMP and Code of Construction Practice will be kept within the site office for the Site Team to use for reference purposes.

Additionally, all site arrangements will be carried out in accordance with Sunninghill's own Health and Safety and Environmental Management System (details of this can be made to Horsham District Council on request).

Sunninghill's external Health and Advisor (Complete Health and Safety) will conduct fortnightly reviews to ensure that the provisions are adhered to.

8. Nuisance Mitigation

8a. Control of Noise & Vibration

Construction works, by their very nature, can generate significant noise levels which can present a nuisance to the surrounding areas when works are being carried out.

No works will be carried out on the site outside of the approved working hours. We will plan our works and take appropriate measures to minimise any nuisance from our presence. Systems and machinery will be selected to minimise noise and vibration.

Demolition will be by modern hydraulic 'crunchers'. In the unlikely event of dust becoming a problem, we will deploy misting machines to mitigate the issue.

A silo or pre-mixed mortar will be used to minimise the release of dust. Construction traffic will not venture from the hard standings, negating the requirement for a dedicated wheel wash. Should site routes or the entrance road become muddy a jet wash is available on site to ensure surfaces are kept clean.

All plant and equipment brought to site will be well maintained and operated in accordance with the manufacturer's instructions and will comply with the Control of Noise at Work Regulations 2005.

Sunninghill recognise that maintaining good relationships with those living and working in the vicinity of the site is important. Identifying construction-related noise levels that could potentially impact the surrounding area as early as possible in the process is a priority for Sunninghill, in order to ensure that any issues can be dealt with fairly and expeditiously. Local neighbours will be kept regularly informed of progress of works. The Site Manager will be available for contact for any interaction with the public during the works.

Methods for reducing noise levels as far as practicable by the use of attenuation materials or such like, will be specified, and remain in place for the duration of the works. Specifically, the following areas will be required of all work activities.

- Noise levels from the works will be kept to a minimum.
- Fit all compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
- Do not use or permit employees to use radios or other audio equipment in ways or at times which may cause nuisance. Any radios/entertainment devices will only be used at a level which will not cause undue disturbance to the neighbouring areas
- Every care will be taken to avoid unnecessary noise when carrying out manual operations and when operating plant and equipment.
- All plant will be switched off or reduced to idle when not in use.
- Noise producing plant will be sited as far as possible from neighbours.

8b. Dust Suppression

It is likely that dust will be created during dry and windy conditions on the site, particularly during groundworks. Dust mitigation procedures will be detailed in the Construction Phase Plan and will be strictly enforced on-site throughout the work by the Site Manager.

Dust risk will be identified in the newsletters to neighbours, together with contact details for site management and company head office, should an issue arise. These details will also be displayed on noticeboards outside the site boundary.

These procedures will include managing loose materials (damping down / covered in windy conditions). Misting units will be deployed to mitigate dust. In addition, mixing and batching will only

take place on wet, rather than dry aggregate materials. All work areas will be well-ventilated to prevent dust build-up. Dust will be minimised during cutting operations of blocks etc. by ensuring the use of equipment with on-tool water suppression.

Throughout the construction period, care will be taken to ensure adequate control of dust from vehicles delivering and removing materials to and from the site. The site will have a speed limit of 10mph, to minimise dust generation.

Any spoil heaps with the potential to generate dust will be sheeted or seeded.

Drop heights, when loading and unloading materials, will be minimised. All dusty loads will be sheeted appropriately.

To control smoke and noxious fumes, there will be no burning permitted on-site and all plant will be maintained in good working order. All vehicles will switch off engines when stationary. Electric plant will be utilised whenever possible.

8c. Lighting Levels during Construction

The site will not have floodlighting during the construction period. Any task lighting necessary will only be during normal working hours and will be switched off overnight.

9. Environmental Considerations

We will work fully in accordance with the guidance and methodology submitted as part of the Planning Documentation.

An Environmental Risk Assessment will be carried out prior to works commencing and this will include an ECO map identifying specific risks and mitigation measures.

Any unforeseen contamination will be remediated to a plan approved by the Local Planning Authority.

All fuels will be stored in double bunded tanks on impermeable areas. A spill kit will be kept on site and the site team will conduct regular spill drills.

9a. Protection of Water & Drainage Systems

We will ensure the protection and integrity of all watercourses and drainage systems and associated flora and fauna by preventing any surface water run-off or potential sources of contamination from reaching watercourses / drainage systems.

There will be no storage of fuels or other chemicals, construction or other materials near watercourses.

All surface water drainage from impermeable areas and roads will pass through trapped gullies prior to being discharged into any watercourse. There will be no discharge of foul or contaminated drainage from the site into either groundwater or any surface waters, whether direct or via soakaways.

9b. Environmental Incident Response

An Emergency Spill Response Procedure is included within the CPH&SP. Spill Drills are undertaken and Spill Kits are in the vicinity of refuelling areas.

In the event of an environmental incident the following steps of notification will be taken. This will be included within the initial site induction for all operatives:

- Any operative witnessing an incident must immediately report the incident to the Site Manager
- If a spill has reached a surface water drain or watercourse, or soaked away in open ground, the Site Manager will contact the Environment Agency immediately on the 24hr helpline

9c. Tree Protection

All hedgerows and trees to be retained within the proposed development shall be protected during construction. This will involve the use of protective fencing, or other methods appropriate to safeguard the root protection areas of retained trees/hedgerows.

Tree removal, surgery and protection will all accord with the Arboricultural Implications Assessment ref: J62.24 by Broad Oak Tree Consultants Ltd.

9d. Fuel Storage and Use

Any facilities for the storage of oils, fuels or chemicals shall be sited on impervious bases and surrounded by impervious bund walls. The volume of the bunded compound shall be at least equivalent to the capacity of the tank plus 10%.

All filling points, vents, gauges and sight glasses will be located within the bund. The drainage system of the bund will be sealed with no discharge to any watercourse, land or underground strata. Any pipework will be located above ground and protected from accidental damage. All filling points and tank overflow pipe outlets will be detailed to discharge downwards into the bund.

Tanks will be sited in a safe area, away from manholes and surface water gullies. Tanks will be double-bunded. The Fuel tank and hose will be locked secure when not in use and the site will possess a spill control kit. A clearly defined drip control area will be introduced around the tank. Tanks and surrounds will be regularly inspected for damage, spills or leaks as part of weekly inspection.

10. Waste

Waste will be minimised and segregated on site. Waste management is recorded via the BRE developed SMARTWaste programme, which can be made available, as required, to interested parties.