

Construction and Environmental Management Plan
for
The construction of a residential building containing 64
No. apartments with associated access, car parking,
landscaping and ancillary works
at
NCP Car Park on Harlands Road, Haywards Heath, West
Sussex RH16 1LS

for:

Frontier Estates Ltd, 25 Oldbury Place, London W1U 5PN

Date	Issued	Revision
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1. INTRODUCTION

1.1 This construction and environmental management plan (C&EMP) has been developed with the aim of minimising the detrimental effect of the construction work on the surrounding neighbourhood, the area immediately outside the site, the environment and interaction between site traffic and the general public. The development will be carried out in accordance with the approved and most recent version of this document.

1.2 Objectives

1.2.1 The C&EMP includes:

- The proposed work schedule to include the working methods and plant to be used, which identifies key activities/site areas that may give rise to noise, dust and vibration on sensitive properties
- Proposed working methods to reduce the impact on noise, dust and vibration on sensitive properties
- Arrangements for site inspections to ensure that approved working methods and controls are in place and the recording of such inspections
- Responsibilities and management control for key staff including contact details
- Emergency plans in the event of changing circumstances
- Communication with residents and other stakeholders who may be affected by the works
- Vehicle delivery routes
- Loading and unloading of plant and materials
- Storage of plant and materials
- The erection and maintenance of fencing and security hoarding including decorative displays and facilities for public viewing, where appropriate
- Details of measures to prevent mud and other such material migrating onto the highway from construction vehicles
- Wheel washing facilities
- Measures to control the emission of dust and dirt
- Hours of work including staff access, deliveries and plant maintenance

2. PROJECT DETAILS

- 2.1 The person responsible for submitting the construction and environmental pmanagement plan is:

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2.2 Site Address

2.2.1 The work will take place at the NCP Car Park on Harlands Road, Haywards Heath, West Sussex RH16 1LS.

2.2.2 Loading and unloading operations will take place entirely within the confines of the site, therefore not occupying road space or disrupting the road network.

2.2.3 See appendix I – for site location and construction traffic route.

2.3 Brief Description of the Works

The project involves the construction of a residential building containing 64 No. apartments with associated access, car parking, landscaping and ancillary works.

3. CONSIDERATION AND CHALLENGES

3.1 Size, Nature and Challenges of the Development

3.1.1 The following challenges will be addressed during the project:

- Protection of the public including users of the footpaths
- Protection of other road users around access points
- Protection of neighbouring residents

3.2 Consultation During the Works

A newsletter will be sent out to local residents and businesses ahead of the works and periodically throughout the project to inform them of upcoming works and site progress. This newsletter will be accompanied by a contact number to allow residents to contact the developer to raise any concerns or issues.

4. WORK PROGRAMME

- 4.1 The works are to be carried out as a continuous programme of work. The appointed contractor for the works will be expected to produce a detailed programme which will be developed and incorporated into an updated C&EMP.
- 4.2 In advance of any works commencing on site neighbouring residents and businesses will be contacted to inform them of the programme, the activities being undertaken and to provide them with contact details for a member of the project team to liaise with.
- 4.3 All works will take place between the hours of 8am and 6pm on Monday to Friday and between 9am and 1pm on Saturdays. No working or noisy activities will take place outside of these hours or on Sundays or public holidays.
- 4.4 A 24 hour contact name and number for the site will be provided once a contractor is appointed and their details will also be displayed on the site hoarding.

5. SITE LOGISTICS - ROUTING OF CONSTRUCTION VEHICLES

5.1 Routes

- 5.1.1 A traffic route plan is included in appendix I. All vehicles will access the site from the front entrance which is accessed via using the local road network.
- 5.1.2 A designated loading area will be set up within the off road hardstanding area with banksmen available to assist vehicles onto and out of the site if required, this is to protect pedestrians and other road users.
- 5.1.3 Pedestrian diversions are not required as all vehicles are able to load and unload from within the confines of the site.
- 5.1.4 Vehicles accessing the site from the west will travel north on Paddockhall Road, then onto Milton Road, before turning left onto Harlands Road and the left again into the site entrance.
- 5.1.5 Vehicles leaving the site will turn right out of the site onto Harlands Road, merge onto Bannister Way, then turn right onto Market Place, following the road around onto Milton Road, before turning left onto Paddockhall Road to leave the area.

5.2 Communications

All contractors will be supplied with a full copy of this construction and environmental management plan upon appointment and all drivers will be made aware of the specified routes and loading area to use when an order is placed. All contractors and delivery companies will be expected to confirm that they have understood the document before starting work on site for the first time. The site manager will be responsible for ensuring all parties are aware of the requirements.

5.3 Anticipated Number, Frequency and Types of Vehicles During Construction

The table below provides a detailed breakdown of the anticipated number of vehicles present on-site during each phase of the construction works:

Phase	Activity	Vehicle Type	No. of Vehicles (Peak per day)	Duration (Weeks)
Groundworks & Substructure	- Muckaway - Underground Drainage - Foundations	7.5T tippers. - Concrete Mixer Lorries. - Delivery Lorries. 18T tippers (3 axle).	8	10
Superstructure	- Concrete - Floors - Brickwork - Roof Construction - Scaffold - Windows & Doors	- Mobile Cranes. 4 Axle articulated lorries. 4 axle rigid lorries. - Light goods vehicles.	12	25
Internal Fit Out	- Screeding - Mechanical & Electrical (1st & 2nd Fix) - Plastering - Carpentry - Decoration	- Light goods vehicles. - Small vans.	30	25

6. CONTRACTOR AND VISITOR PARKING**6.1 Parking of Vehicles of Site Operatives and Visitors**

- 6.1.1 There will be a significant amount of operative parking available within the site utilising the area of hardstanding to the rear of the site.
- 6.1.2 The site is well served by public transport, with Haywards Heath train Station located approximately 0.2 miles from the site and a number of bus stops within close proximity including one on Bannister Way, approximately 110 yards from the site.
- 6.1.3 All contractors will be encouraged to use public transport where possible and to encourage this; there will be a designated secure storage area within the site for contractor's tools to avoid them having to be brought to and from site each day.
- 6.1.4 Onsite parking will be monitored to ensure enough is available for the contractors who require it each day. Parking by contractors or visitors in any resident parking areas or blocking in any resident vehicles, will not be permitted at any time. This will be highlighted in site inductions and any person found breaking these rules will be sent home for the day. Repeat offenders will not be allowed to work on the site for the remainder of the project.

7. SITE ACCESS

7.1 Access and Egress

Vehicles will be able to enter the site directly from Harlands Road. All deliveries and vehicle arrivals will be planned in advance so that the gateman can ensure that immediate uninterrupted access into the site is maintained. During working hours the gates will remain open and any pedestrian access controlled and overseen by the gateman. All deliveries will report to the gateman for further instruction with overall responsibility for access onto the site being controlled by the site manager.



7.2 Deliveries and Collection

7.2.1 Deliveries and collections will be planned to take place between the hours of 9.30am and 4pm wherever possible to avoid peak traffic hours. All delivery times will be agreed in advance between the delivery/collection company and the principal contractor. An area within the hardstanding area on site will be designated for loading and unloading of vehicles as well as turning to ensure vehicles can enter and exit the site facing forward (not reversing). Vehicle scheduling aims to avoid multiple vehicles arriving on site at the same time however the site will have capacity to facilitate more than one vehicle in the event that multiple vehicles do arrive on site.

7.2.2 It will be made clear to all suppliers that waiting or queuing will not be permitted in and around the site. If any suppliers fail to adhere to this policy, they will be refused future access to the site.

7.2.3 There are no planned expected abnormal loads which could affect the way in which deliveries or collections are carried out.

7.3 Loading and Unloading

All loading and unloading will take place within the site to remove all risk to the general public, the loading/unloading area will be clearly identified with barriers and warning signs. A banksman will be available during loading and unloading operations to protect other site workers.

7.4 Storage of Plant and Materials

Construction materials and contractors' tools and equipment will be securely stored within the site as shown on the site layout plan (appendix II). Traffic diversions will not be necessary during the construction period.

The main contractor will ensure that all vehicles associated with the site do not cause damage or nuisance to neighbouring properties and residents when approaching or leaving the site. Any damage caused will be made good by the relevant contractor at their own cost. The main contractor will ensure that construction traffic and operations do not impede or block emergency vehicle routes in any way.

7.5 Waste Removal

All generated waste that cannot be reused or recycled for the project will be sorted and stored on site and then removed using grab lorries or skips operated by licensed waste carriers. The material will be stored securely within the site until removed.

7.6 Supervision and Monitoring

The site manager will be responsible for supervising, controlling and monitoring all vehicle movements to and from the site.

7.7 Site Security and Protection and Lighting

The site will be secured using 2.4m high closed board timber hoarding, where needed, around its perimeter preventing unauthorised access and protecting the site from arson and theft. Hoardings will be plywood faced, timber framed and designed to prevent collapse or injury to the workforce and/or public and will be independently checked to ensure they are suitable for the function they are intended. Within the hoardings a gate will be constructed for the main site entry point. The responsibility for maintaining the timber hoardings will be with the main contractor.

Lighting will be provided intermittently within the site where required for security purposes. The outdoor lighting shall be provided with proper integrated shielding and will be aimed in a downwards facing direction, so as to avoid unnecessary light overspill and to have no impact to the nearby residential area. Additionally, glare free bulbs will be utilised for the same purpose.

7.8 Tree Protection

Any trees within the site that are being retained and all trees in close proximity to the site boundaries will be properly protected to ensure they are not damaged by construction vehicles or operations. All tree protection measures will be implemented strictly in accordance with the arboricultural advice and will need to be regularly inspected and maintained by the main contractor.

8. **ENVIRONMENTAL CONSIDERATIONS**

8.1 Control of Dust and Dirt

8.1.1 Measures to control and monitor dust and emissions will be undertaken by means of a daily visible dust emissions check by site managers as part of routine observations. This visual monitoring will include observation of dust deposition onto nearby surfaces and dispersion as well as observations of prevailing weather conditions and observation of any significant effects from dust will be recorded. All significant observations will be clearly recorded in a site log and retained for inspection. Refer to appendix III for copies of the Environmental Daily Site Activities Log and Dust Suppression Log.

8.1.2 The following dust control and mitigation measures are proposed during the works:

- Site operations will be planned so that machinery and dust causing activities are located away from sensitive receptors where possible.
- Hardstanding areas will be provided for vehicles where possible including roads with a finished/part finished surface.
- Excavations, earth moving, and storage of excavated material will be planned to minimise exposure of bare ground and material movement around site.
- Materials and waste, specifically those that can be dispersed easily will be stored away from sensitive receptors and located, as far as possible.
- Roads will be dampened down as required, particularly during heavy vehicle movements and periods of dry weather.
- Silos or covered storage for cement and other powdered materials.
- Use of spill trays and the provision of spill kits on site.
- No burning will be permitted on site.
- All vehicles carrying spoil to and from site will be sheeted to prevent dust nuisance and cross contamination.
- Plant and equipment will undergo routine servicing and maintenance to ensure they remain in full working order.
- Regular road sweeping carried out on surrounding road network.
- Where cutting and grinding operations are taking place, equipment incorporating dust suppression measures/extraction systems will be used along with wetting down where appropriate.

- Where possible mains electricity and battery powered equipment will be utilised over petrol or diesel powered equipment to reduce emissions.
- Engines will be turned off when not in use.
- Vehicles, plant and equipment will be regularly serviced and inspected. Any defects, eg leaks or dark smoke, will be reported immediately and equipment removed from use until rectified.
- Speed limits will be adhered to on all site roads.

8.2 Jet Wash – Preventing Deleterious Material from Being Deposited onto Road Network

- 8.2.1 Jet wash facilities will be located at the entrance to the site so that all vehicles leaving the site are clean. The water will then be filtered before being discharged into the site drainage system. This will prevent deleterious materials being deposited on the surrounding highways.
- 8.2.2 The location of the jet wash facilities can be found in the Site Layout Plan within appendix II.
- 8.2.3 A condition survey of the public footpaths and highways on Harlands Road and the surrounding road network will be carried out by the principal contractor while accompanied by a member of the Highway Authorities inspection team. The inspections will occur both prior to any works commencing on site and after the completion of works. It is not expected that any of the surrounding area will be damaged during the works but all damage will be made good at the principal contractor's expense.

8.3 Mitigating Noise and Vibration on Site

Mitigation measures will be implemented on site to minimise the noise from construction activities, these will include:

- Plan noisy works for less intrusive times of the day.
- Use of plant conforming with UK standards, directives or recommendations on noise or vibration.
- Works will only be carried out within agreed working hours detailed within this document.

- Construction plant will be maintained in good condition with regards to minimising noise output.
- All drivers to site, including deliveries, will drive vehicles in a considerate manner in accordance with the specified speed limits on site.
- Construction plant will be operated and maintained appropriately in accordance with manufacturers guidance.
- Plant, equipment and site vehicles will be switched off when not in use.
- The transport of construction materials, waste and spoil will be programmed and routed to reduce the risk of increased noise and vibration impacts.
- Vehicle and mechanical plant used for the purpose of the works will be fitted with effective exhaust silencers and/or mufflers, maintained in good working order and operated in such a manner as to minimise noise emissions.
- Construction plant and activities will be positioned to minimise noise at sensitive locations.
- Mufflers are used on pneumatic tools.
- Where practicable, rotary drills actuated by hydraulic or electrical power will be used for excavating hard materials.

8.4 Waste Management and Recycling

8.4.1 Management Procedures

Site waste management procedures will be developed by the principal contractor. The procedures will identify how construction waste will be either recycled or reused where possible, saving usable waste from landfill. It will identify and sort waste arising through the development process and identify ways of reusing waste and ways of recycling waste. All waste materials that require disposal will be taken to a licenced waste management site and the appropriate certification obtained in accordance with the Environmental Protection Act 1990.

The generation of waste will be minimised at the design stage through implementation of processes which will reduce the amount of waste created.

8.4.2 Reducing Waste

- The quantities of materials ordered to site will be as accurate as possible to avoid wastage

- Deliveries will be scheduled sufficiently to reduce storage time and material losses
- The packaging used for materials delivered to the site will be considered, where packaging can be reduced or recycled where possible
- Storage areas will be secure and weatherproof
- Liquids will be stored away from drains, to prevent pollution
- The site will be kept tidy to reduce material losses and waste

Recycling Waste

- Waste will be recycled where possible this will include suitable spoil, demolition materials, surplus construction material and green waste
- Using surplus construction materials will reduce the need for transportation
- Waste will be segregated on site using different types of waste storage and skips

9. GENERAL MANAGEMENT ISSUES

9.1 Liaison with Neighbouring Residents and Developments

The main contractor will be responsible for coordinating arrangements with neighbouring residents and any local developments in order to minimise disruption when works start on site.

9.2 Sensitive Receptors

9.2.1 Haywards Heath College is a nearby college and is situated 0.2 miles away from the site. The school will have been notified of the works before construction proceeds.

9.2.2 The sensitive receptor within the area is located to the north west of the site. It is not envisaged that these receptors will be exposed to noise, dust and vibration as a result of the works due to their distance from the site. Access to and from any of these sensitive receptors will not be obstructed by the construction traffic.

9.3 Domestic and Commercial Waste Collections

The main contractor will liaise with local authorities with regards to refuse collection dates and times in order to avoid deliveries during these times.

9.4 Complaints Procedure

A contact name and telephone number will be clearly displayed on the site to enable local residents or members of the public to advise of any issues that they may have during the works. This will enable any issues to be dealt with as swiftly and effectively as possible to the satisfaction of all parties.

10. **EMERGENCY PROCEDURES**

10.1 Dealing with spills

Spill kits will be available at various points around the site. Should a spill occur, the following will be implemented:

- Work will be stopped immediately
- All possible ignitions will be extinguished if the spilt material is flammable
- The spill will be contained using spill kits
- The source will be identified and sealed as practical
- Granules/pads will be used to mop up as much spill as possible
- The project lead will be informed of the spill

10.2 Fire Control

10.2.1 The project will ensure that operations are carried out in compliance with the Fire Protection Association's *Joint Code of Practice on the Protection from Fire on Construction Sites and Buildings Undergoing Renovation*.

10.2.2 A fire strategy will be produced in conjunction with the nominated responsible person and relevant parties as appropriate. This will be based on the requirements set out in the *Code of Practice on Fire Prevention on Construction Sites*. This document will identify duty holders, defines responsibilities and establishes procedures on fire prevention.

10.2.3 A site fire safety coordinator will be appointed to ensure adherence to the Site Fire Safety Plan. In addition, they will coordinate the issues below:

- General housekeeping
- Fire extinguishers fire detection and alarms
- Hot work permit regime
- Fire escapes and communications (evacuation plans and procedures for calling the fire brigade)
- Fire brigade access, facilities and coordination
- Fire drills and training
- Effective security measures to minimise the risk of arson
- Materials storage and waste control regime

10.2.4 An initial fire risk assessment of each area will be undertaken and updated as the risks change.

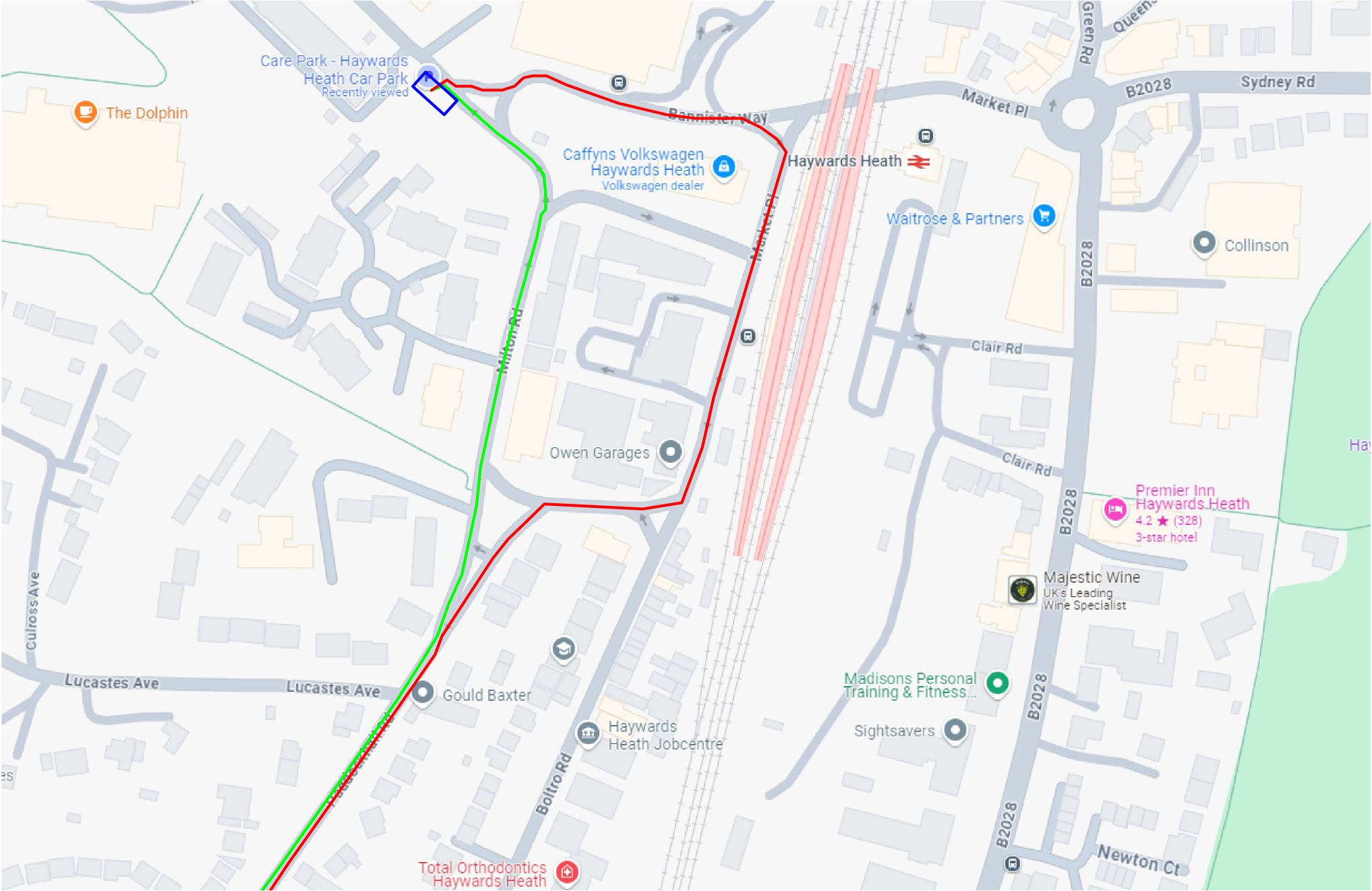
10.3 Environmental Incident or Emergency

In the event of an environmental incident or emergency the following basic steps should be employed:

- **STOP** work
- **REVIEW** the incident and consider:
 - Safety first
 - The nature of the incident
 - Can it be easily controlled (block a drain/stop the noisy/vibration activity)
 - Is additional assistance required?
- **ACT** to stop the environmental harm
- **REPORT** the incident to prevent reoccurrence

APPENDIX I

SITE LOCATION AND TRAFFIC ROUTE PLAN



Key:

Site entrance

Access route

Egress route

A	23/06/2025	Issued for comments	MH / MLS
Rev	Date	Description	By / Chk
Status: PLANNING			
Engineer:	MLS	Date:	June 2025
Drawn:	MH	Scales @ A3:	
Checked:	MLS	NTS	
Project No:	82960	Drg No:	901
		Rev:	A

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Client:
Frontier Estates Ltd

Project:
NCP Car Park on Harlands Road,
Haywards Heath, West Sussex
RH16 1LS

Architect:
-

Title:
Access/Egress Route Plan

Status:
PLANNING

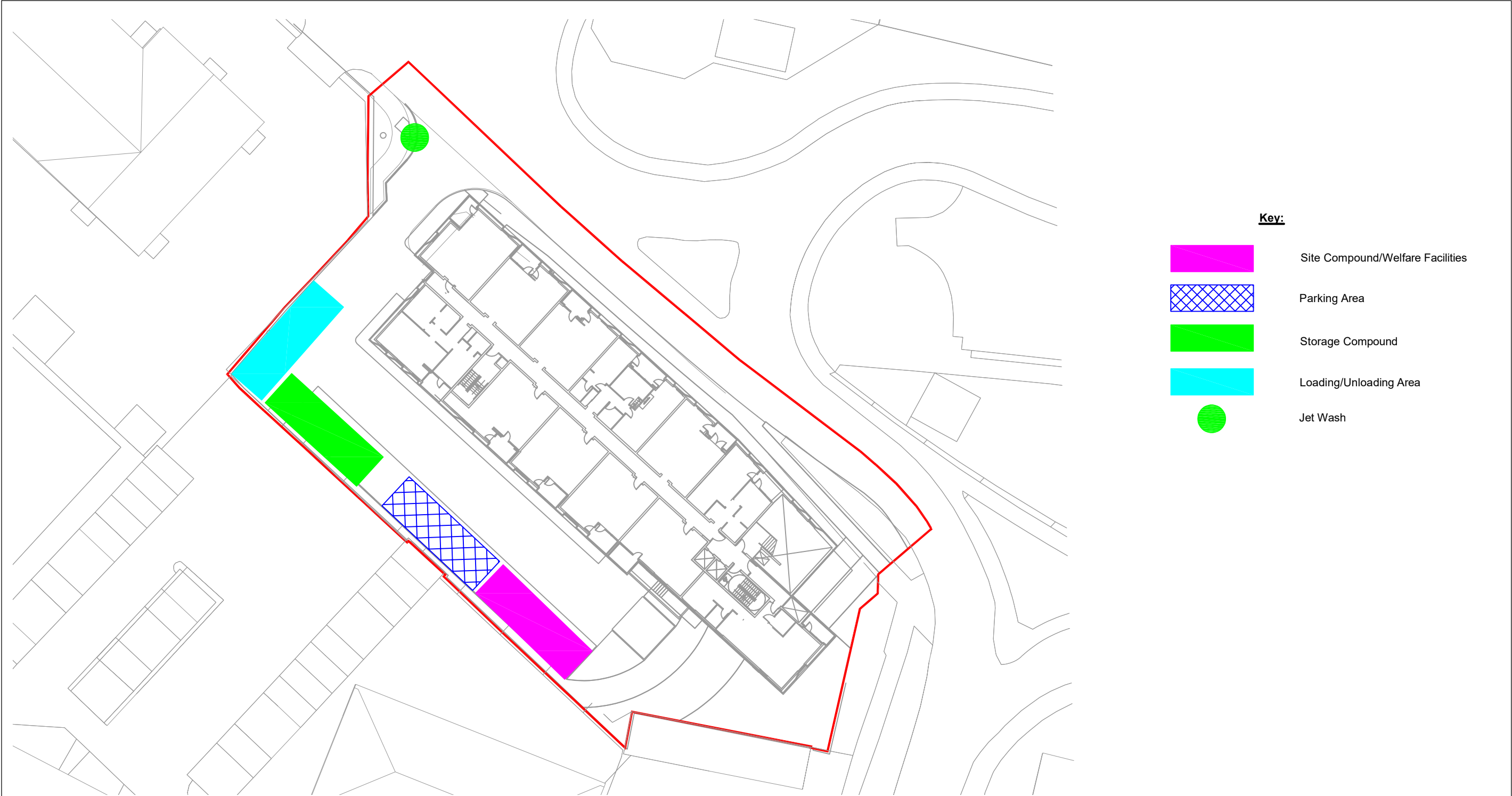
Engineer: MLS
Date: June 2025

Drawn: MH
Checked: MLS

Project No: 82960
Drg No: 901
Rev: A

APPENDIX II

SITE LAYOUT PLAN



Key:

- Site Compound/Welfare Facilities
- Parking Area
- Storage Compound
- Loading/Unloading Area
- Jet Wash

A	23/06/2025	Issued for comments	MH / MLS
Rev	Date	Description	By / Chk
Status: PLANNING			
Engineer:	MLS	Date:	June 2025
Drawn:	MH	Scales @ A3:	
Checked:	MLS	NTS	
Project No:	82960	Drg No:	902
		Rev:	A

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Client:
Frontier Estates Ltd

Project:
NCP Car Park on Harlands Road,
Haywards Heath, West Sussex
RH16 1LS

Architect:
-

Title:
Site Layout Plan

APPENDIX III

DAILY ACTIVITIES & DUST SUPPRESSION LOGS

Ref No:	HSF:X72	Environmental Daily Site Activities Log
Version:	001	
Date:	July 2019	
Approved by:	SHE Dept	

Site:		Principal Contractor:	
--------------	--	------------------------------	--

Date:		Time:	
--------------	--	--------------	--

Weather:	Dry	Wet	Sunny	Cloudy
Wind Direction:				
Wind Speed:				
Weather Forecast:				

Any Site-Specific Environmental Planning Constraints on this Site?

Site Activities:	Deliveries	Muck Shift	Muck Away	Mobile Plant	Excavations	Stockpiling	Asphalt Laying
	Over Pumping	Wheel Wash	Piling	Ecology	Excavations Pumping	Archaeology	Other Activities

Visual Inspection:					
Site Entrance	Public Footpath (Carry Over)	Public Highway (Carry Over)	Site Perimeter (Security/Monoflex)	Neighbours (Impact)	Surface Water Run Off
Drains	Silt Barrier	Concrete Washout	Stockpiles	Dust	Noise
Water Courses	Fly Tipping	Waste	Surface Water	Fuel Storage/Spills	Drip Trays /Spill Kit
Evidence of Pollution	Other:				

Comments/Action Required/Briefings to Workforce:

Ref No:	HSF:X72	Environmental Daily Site Activities Log
Version:	001	
Date:	July 2019	
Approved by:	SHE Dept	

Completed by: (print)		Date:	
Signed:		Position:	

Ref No:		Dust Suppression Log
Version:		
Date:		
Approved by:		

Date	Time	Weather Conditions	Ground Conditions	Actions	Comments	SS Inits
	:					
	:					
	:					
	:					