

Construction Environmental Management Plan

Land at Highfields, West Hill, East Grinstead, RH19 4DL

Field	Details
Planning reference	DM/24/3051
Development	Demolition of existing dwelling and erection of a care home (Class C2) and separate building with additional care units (Class C2).
Applicant / Client	Igloo Care Ltd (Developer) and EQ Care East Grinstead Ltd (Operator)
Prepared for	LPS / EQ Care East Grinstead Ltd
Document status	Rev 1 - for planning submission
Date	16 June 2026

Document Control

Revision	Date	Description	Status
Rev 1	16 June 2026	Initial full CEMP prepared for planning submission	For submission

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1. Introduction and Purpose

This Construction Environmental Management Plan (CEMP) has been prepared for the proposed redevelopment of Land at Highfields, West Hill, East Grinstead, RH19 4DL. The development comprises demolition of the existing dwelling and construction of a care home with associated access, drainage, external works, landscaping and ancillary accommodation.

The purpose of this CEMP is to set out the controls that will be implemented before and during demolition and construction to manage traffic, access, neighbour amenity, dust, noise, vibration, surface water run-off, pollution prevention, waste and site safety interfaces. The document is intended for submission to Mid Sussex District Council in response to the general CEMP requirements attached to planning permission DM/24/3051.

This CEMP does not replace specialist ecology, arboricultural, asbestos, contamination, drainage or highways approvals. It draws those requirements together into a single construction-management framework and identifies where separate specialist reports must be followed.

1.1 Documents to be read with this CEMP

Document	Purpose within CEMP
Planning Permission	Decision notice for DM/24/3051 dated 19 February 2026.
CEMP-Biodiversity	Phlorum, Construction Environmental Management Plan (CEMP), Land at Highfields, East Grinstead, project 14693, V1 dated 15 June 2026.
Tree Report	Tree Survey, Arboricultural Impact Assessment and Method Statement, Rev 2.
SI Report	Compass Geotechnical, Phase 2 Ground Investigation and Contamination Assessment, report 26 3123B-1, June 2026.
Drainage Information	Approved drainage strategy drawings/calculations and any condition discharge documents for Condition 6.
Highways Information	Transport Statement, site access drawings and any West Sussex County Council requirements.
Ecology Reports	Badger Survey Report, Bat Roost Assessment, Preliminary Ecological Appraisal, Ground Level Tree Assessment and relevant method statements.

2. Planning Condition Response

The table below identifies how this CEMP addresses the general pre-commencement requirements of Condition 3 and how it interfaces with the separate CEMP-Biodiversity required under Condition 4.

Condition	Requirement	CEMP response
Condition 3	Anticipated number, frequency and types of vehicles	Sections 6 and 7 set out the delivery, plant and waste-vehicle controls. Final vehicle numbers and booking arrangements will be confirmed by the Principal Contractor before commencement.
Condition 3	Temporary access road retention/surfacing	Sections 6 and 7 require access surfacing, wheel-wash/road cleanliness controls and protection of public highway interfaces.
Condition 3	Method of access and vehicle routing	Section 7 requires all construction traffic to use agreed routes and comply with any West Sussex Highways requirements.
Condition 3	Operative and visitor parking	Section 7 requires on-site parking only where designated and prohibits obstruction of West Hill.
Condition 3	Loading/unloading and material storage	Sections 7 and 12 define loading, unloading, storage and housekeeping controls.
Condition 3	Security hoarding	Section 6 sets out hoarding, fencing, signage and public-safety requirements.
Condition 3	Wheel washing/highway mitigation	Sections 7 and 10 require wheel washing, road sweeping and mud/dust control.
Condition 3	Public engagement	Section 8 sets out neighbour notification and complaints contact requirements.
Condition 3	Noise, vibration and artificial illumination	Section 9 sets out controls and escalation requirements.
Condition 3	Dust control	Section 10 sets out dust suppression and monitoring arrangements.
Condition 3	Surface water run-off	Section 11 sets out temporary drainage, silt control and pollution prevention.
Condition 3	Pollution incident control and site contacts	Sections 11 and 15 set out spill response, emergency and complaints procedures.
Condition 4	CEMP-Biodiversity	Addressed by separate Phlorum CEMP-Biodiversity 14693 Cemp V1. This CEMP cross-refers to that document in Section 14.

3. Project Description and Site Context

The site is known as Highfields and is accessed from West Hill, East Grinstead. It currently comprises an existing dwelling, garage/outbuildings, swimming pool, hardstanding, landscaped grounds, trees and wooded boundary areas. The wider development will introduce a care home, additional care accommodation, access road, car parking, below-ground drainage, external works and landscaping.

The site contains ecological and arboricultural sensitivities, including retained trees, trees subject to Tree Preservation Order controls, potential bat-roost features in selected trees, badger constraints

and vegetation that may support nesting birds. These matters are controlled through specialist reports and the CEMP-Biodiversity.

The Phase 2 site investigation did not identify widespread contamination, but local made ground and an elevated arsenic result were noted.

4. Management Structure and Responsibilities

Role	Responsibility
Client / Developer	Overall responsibility for appointment of competent contractors and consultants, and for ensuring planning conditions are discharged before commencement.
Principal Contractor	Responsible for implementing this CEMP, preparing task-specific RAMS, managing traffic/logistics, maintaining records and briefing all operatives.
Site Manager	Daily implementation of this CEMP, site inspections, neighbour liaison, complaints log, delivery booking and emergency response.
Ecological Clerk of Works (ECoW)	Implements and monitors ecology controls under the CEMP-Biodiversity, including toolbox talks, exclusion zones and supervision of sensitive works.
Arboricultural Consultant	Confirms tree protection arrangements and advises on works near root protection areas.
Asbestos Consultant / Licensed Contractor	Completes R&D asbestos survey and any required removals before demolition or intrusive strip-out.
Environmental / Geoenvironmental Consultant	Advises if unexpected contamination is encountered and supports any required method statement/remediation response.

The Principal Contractor shall provide named contacts, mobile telephone numbers and emergency contacts to the Client before work commences. These details shall also be displayed at the site entrance and included in neighbour communications.

5. Working Hours

Unless otherwise agreed in writing with the Local Planning Authority, works and construction-related deliveries/collections shall be limited to the following hours:

- Monday to Friday: 08:00 to 18:00.
- Saturday: 09:00 to 13:00.
- Sunday and public/bank holidays: no works, deliveries or collections.

Any activity outside these hours, such as abnormal-load delivery, emergency works, utility shut-downs or continuous concrete pours, shall only proceed with the prior written agreement of the Local Planning Authority and, where relevant, the highway authority.

6. Site Establishment, Access and Logistics

- The site boundary shall be made secure where appropriate using suitable fencing/hoarding before demolition or construction works begin.

- Site signage shall identify the project, principal contractor, emergency contact number, site rules, PPE requirements and no unauthorised access.
- Access arrangements shall be planned to avoid obstruction of West Hill and neighbouring accesses.
- Any temporary access surfacing shall be maintained in a safe, clean and trafficable condition.
- Where lighting is required for safety or security, it shall be directional, downward-facing where practicable and arranged to avoid light spill to neighbours, retained habitats and boundary features.

7. Traffic, Deliveries and Parking

The Principal Contractor shall prepare a delivery and logistics plan before commencement. This plan shall reflect the final construction sequence and shall be consistent with this CEMP, the Transport Statement, access drawings and any West Sussex County Council requirements.

7.1 Vehicle Controls

- All delivery and waste vehicles shall be booked in advance and marshalled where necessary.
- Vehicles shall enter and leave in forward gear where practicable and shall not wait on West Hill except where traffic management has been agreed.
- All loads leaving site shall be sheeted or otherwise secured.
- The Principal Contractor shall maintain a delivery log and waste-transfer records.
- Vehicle engines shall be switched off when not in use.
- Banksman shall be used for reversing operations or where pedestrian/vehicle conflict could occur.

7.2 Highway permits and consents

If skips, scaffolding, hoarding, cranes, temporary parking restrictions, temporary traffic management, road space occupation or other highway-interface works are required, the Principal Contractor shall obtain the necessary approvals from West Sussex County Council before those works are undertaken.

8. Public engagement and neighbour liaison

- Nearby residents and affected stakeholders shall be notified before demolition starts and before any particularly disruptive activities.
- The notification shall include a summary of the works, expected duration, normal working hours and a named complaints contact.
- A complaints log shall be maintained by the Site Manager, including date, time, complainant details, issue raised, action taken and close-out status.
- Complaints requiring corrective action shall be reviewed by the Principal Contractor and, where necessary, escalated to the Client and planning consultant.

9. Noise, Vibration and Artificial Lighting

Works shall be planned and undertaken using best practicable means to minimise noise and vibration. Particular attention shall be given to demolition, breaking out, concrete cutting, compaction, deliveries and any piling or retaining-wall works.

- Use modern, well-maintained plant fitted with appropriate silencers and covers.
- Use acoustic barriers, hoarding or local screening where practicable for noisy operations.
- Avoid unnecessary revving, idling, shouting, radios or impact noise.
- Locate generators, compressors and static plant away from sensitive boundaries where practicable.
- Notify neighbours in advance of short-duration noisy or vibration-generating activities.
- Direct lighting away from residential receptors, trees, woodland edges and other sensitive habitats.

10. Dust, Air Quality and Road Cleanliness

The Principal Contractor shall manage demolition, excavation, loading and haulage activities so that dust and mud do not cause nuisance beyond the site boundary.

- Damp down demolition, cutting, crushing, excavation and stockpile areas as required.
- Avoid dry sweeping where dust can be generated; use wet methods or vacuum methods where practicable.
- Keep haul routes and hardstanding clean and free of mud build-up.
- Provide wheel-washing or equivalent wheel-cleaning arrangements before vehicles leave site.
- Use road sweeping if mud or debris is tracked onto the public highway.
- Sheet vehicles carrying dusty or loose materials.
- Locate stockpiles away from boundaries where practicable and damp down or cover where necessary.
- No burning of materials shall take place on site.

11. Surface Water Run-Off and Pollution Prevention

Temporary drainage and pollution-prevention measures shall be installed as necessary before earthworks, demolition run-off or material storage could affect neighbouring land, highway drainage, watercourses or public sewers.

- Prevent silt-laden water from leaving the site or entering highway gullies, drains or sewers.
- Use silt fences, settlement tanks, check dams, drain protection or other temporary controls where needed.
- Store oils, fuels and chemicals in secure, bunded areas away from drains, trees and ecological protection zones.
- Keep spill kits available at refuelling and storage areas and train operatives in their use.
- Refuelling shall be carried out on impermeable or protected surfaces where practicable.
- Concrete washout shall only be undertaken in designated contained areas.

- Southern Water shall be formally notified before demolition works as required by the planning informative.

12. Waste, Materials Storage and Housekeeping

- Waste shall be segregated where practicable and removed by licensed carriers to appropriately permitted facilities.
- Waste-transfer notes and consignment notes, where applicable, shall be retained by the Principal Contractor.
- Materials shall be stored in designated areas only and shall not be stored in tree root protection areas or biodiversity protection zones.
- Food waste shall be kept in closed containers and removed frequently to avoid attracting animals.
- The site shall be left tidy and safe at the end of each working day.
- Hazardous materials, including asbestos if present, shall be managed only by competent and licensed contractors in accordance with statutory requirements.

13. Demolition Controls

Demolition shall be carried out by a competent demolition contractor using task-specific risk assessments and method statements. The contractor shall review the topographical survey, ecological constraints, tree-protection requirements, SI report, utility information and asbestos information before works commence.

13.1 Pre-Demolition Requirements

- Confirm planning pre-commencement requirements and BNG position before starting demolition.
- Complete a Refurbishment and Demolition asbestos survey covering the existing house, garage/outbuildings, sheds, pool plant/ancillary areas and all areas to be disturbed.
- Complete asbestos removal and obtain clearance documentation where required before demolition proceeds.
- Confirm written disconnection/isolation of electricity, gas if present, water, telecoms and other services.
- Notify Southern Water before demolition and protect any retained drainage/sewer assets.
- Install agreed tree protection, ecology exclusion zones and hoarding/fencing before demolition plant is mobilised.
- Hold a pre-start briefing with the demolition contractor, Site Manager, ECoW and arboricultural consultant where required.

13.2 Demolition Methodology Principles

- Demolition shall proceed in a controlled manner to prevent uncontrolled collapse, dust, noise, vibration and debris spread.
- Materials shall be removed progressively and waste shall not be burned on site.

- Debris shall be pulled away from protected trees, neighbouring boundaries and exclusion zones.
- Foundation grub-out, pool removal and hardstanding removal shall be coordinated with ecology, tree and contamination controls.
- Unexpected tanks, suspect asbestos, odours, staining, buried waste or abnormal ground conditions shall trigger the unexpected-discovery procedure in Section 15.

14. Ecology, Arboriculture and Biodiversity Interface

The Principal Contractor shall ensure all operatives receive ecological induction/toolbox talks before relevant works. The ECoW shall confirm when attendance is required, including vegetation clearance, works near badger constraints, works affecting potential bat-roost trees and any unexpected protected-species discovery.

14.1 Minimum Ecology and Tree Controls

- Maintain at least 30 m buffer from the active badger sett unless otherwise agreed through the approved ecology strategy/licence and supervised by the ECoW.
- No heavy machinery shall operate within 30 m of badger setts unless the approved ecology strategy permits it.
- Cover excavations overnight or provide escape ramps for animals.
- Undertake vegetation clearance outside the main nesting bird season where practicable; if works are required during the season, complete an ecologist check immediately before clearance.
- Trees T1814 and T1841 identified for removal require aerial inspection by a qualified bat surveyor and licensed tree climber before felling; any roost finding may require licence/mitigation before works proceed.
- Tree protection fencing and ground protection shall be installed in accordance with the approved Tree Protection Plan before works that could affect retained trees.
- No storage, refuelling, tracking, excavation, fires, washout or waste placement shall occur within root protection areas unless specifically agreed.

15. Emergency, Incident and Complaint Procedures

Incident	Immediate action
Unexpected contamination	Stop works in affected area, cordon off, inform Site Manager and environmental consultant. Do not continue until risk is assessed and any required LPA method statement/approval is obtained.
Suspected asbestos	Stop works immediately, isolate area, prevent access and contact asbestos consultant/licensed contractor. Do not disturb material.
Protected species found	Stop works in affected area and contact ECoW immediately. Works may only restart once advised by the ECoW and any licensing requirements are satisfied.
Fuel/chemical spill	Stop source if safe, deploy spill kit, protect drains, notify Site Manager, arrange disposal of contaminated materials and record incident.
Dust/noise complaint	Log complaint, review activity, implement corrective measures and respond to complainant. Escalate repeated complaints to Client/planning consultant.

Incident	Immediate action
Highway mud/debris	Stop affected vehicle movements if necessary, clean highway, review wheel-wash/haul route controls and record action taken.

16. Monitoring, Records and Review

The Principal Contractor shall maintain records sufficient to demonstrate compliance with this CEMP. Records shall be available for inspection by the Client, planning consultant and relevant authorities upon reasonable request.

- Daily site diary including weather, activities, plant, deliveries and notable controls.
- Induction and toolbox-talk attendance records.
- Delivery and waste-transfer records.
- Dust, road-cleanliness, noise or vibration monitoring records where required.
- Tree protection and ecology inspection records.
- Complaints and incident logs, including corrective action and close-out.
- Asbestos survey/removal certificates and utility disconnection confirmations.

This CEMP shall be reviewed by the Principal Contractor at least monthly during active works and after any material change in methodology, programme, site layout or planning/statutory requirement.

17. Submission Appendices and Referenced Documents

Appendix	Document	Status / Purpose
Appendix A	Site location / existing block plan and topographical survey	To be appended to submission pack.
Appendix B	Phlorum CEMP-Biodiversity, 14693 Cemp V1, 15 June 2026	Submit alongside this CEMP for Condition 4.
Appendix C	Tree Survey, AIA and Method Statement / Tree Protection Plan	Controls tree protection and works near RPAs.
Appendix D	Ecology reports and method statements	Badger, bat, nesting bird, dormouse/reptile and ECoW controls.
Appendix E	Compass Phase 2 SI report and contamination information	Unexpected contamination and disposal context.
Appendix F	Asbestos R&D survey and removal certificates	To be added before demolition commences.
Appendix G	Highway/logistics plan and permits, where required	To be provided by Principal Contractor before commencement.