



CALA Homes

West Hoathly Brickworks Hamsey Road, Sharpthorne

Construction Environmental Management Plan

664351

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RSK



RSK GENERAL NOTES

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Where field investigations have been carried out, these have been restricted to a level of detail required to achieve the stated objectives of the work.

This work has been undertaken in accordance with the quality management system of RSK Environment Ltd.

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1 INTRODUCTION

RSK Environment Limited has been commissioned by CALA Homes, to produce a Construction Environmental Management Plan (CEMP) to discharge condition 8 of the approved planning application (reference: DM/23/0827) with Mid Sussex District Council for the proposed residential development of land at West Hoathly Hamsey Road, East Grinstead, RH19 4PA.

CALA Homes shall have ultimate responsibility for the construction works. They will employ a Principal Contractor (and directly or indirectly as required) certain sub-contractors to carry out the works on site.

A copy of this CEMP will be provided to the Principal Contractor, as well as each subcontractor working on behalf of the CALA Homes. The Principal Contractor is required to maintain a copy of the CEMP at all work site offices for reference by the entire workforce. It must be accessible to all site personnel and representatives of the relevant enforcement authority, and all subcontractors.

This CEMP is a live document and is subject to change throughout the project. Where necessary, agreement to the changes will be sought from the Client and statutory consultees.

1.1 Aim

The aim of this CEMP is to provide environmental management guidance so the construction works outlined in this document do not result in unacceptable environmental impacts. In particular, the CEMP shall:

- Provide a mechanism so measures to mitigate potentially adverse environmental impacts are implemented;
- Provide assurance to third parties that their requirements with respect to environmental performance will be met; and
- Provide a framework for compliance auditing and inspection to enable the project to be assured that its aims with respect to environmental performance are being met.

This CEMP has been prepared to satisfy condition 8 of the approved planning application (reference: DM/23/0827) consultation with Mid Sussex County Council which states:

“No development shall take place, including any works of demolition, until a Construction and Environmental Management Plan has been submitted to and approved in writing by the Local Planning Authority. Thereafter the approved Plan shall be implemented and adhered to throughout the entire construction period. The Plan shall provide details as appropriate but not necessarily be restricted to the following matters;

- o the anticipated number, frequency and types of vehicles used during construction;*
- o the method of access and routing of vehicles during construction;*
- o the parking of vehicles by site operatives and visitors;*
- o the loading and unloading of plant, materials and waste;*
- o the storage of plant and materials used in construction of the development;*
- o the erection and maintenance of security hoarding;*

- o the provision of wheel washing facilities and other works required to mitigate the impact of construction upon the public highway (including the provision of temporary Traffic Regulation Orders);*
- o details of public engagement both prior to and during construction works, including site contact details in case of complaints;*
- o measures to control noise and vibration affecting nearby residents;*
- o artificial illumination;*
- o pollution incident control;*
- o dust control measures; and*
- o an arboricultural method statement including indications of all existing trees and hedgerows on the land, and details of those to be retained, together with measures for their protection in the course of development.”*

1.2 Regulatory Requirements

All site works shall be undertaken in compliance with this CEMP and with all applicable legal and regulatory requirements. It is the full responsibility of CALA Homes to ensure their works do not contravene legal requirements, and adherence to this CEMP alone cannot be a full defence regarding legal action.

This document has been produced in accordance with principles outlined in ISO 14001:2015. CALA Homes are expected to promote these values and standards among their staff, sub-contractors and suppliers engaged on the construction works. Best practice and industry guidance will be applied to support good environmental performance.

CALA Homes shall obtain and keep current any necessary consent, authorisation, approval or permission (Section 5.6) and undertake construction works in accordance with current guidance and best practice, including requirements of planning approval DM/23/0827.

1.3 Additional information

The following project specific information provided by CALA Homes, has been used to develop this CEMP:

- Transport Assessment (March 2023);
- Technical Appraisal Report (134285 - R1(1));
- Phase 1 and Phase 2 Geo-environmental and Geotechnical Factual and Interpretative Report;
- Ecological Assessment (March 2023);
- Construction Environmental Management Plan: Biodiversity (February 2025);
- Archaeological Desk-Based Assessment (July 2023); and
- Flood Risk Assessment, Surface Water and Foul Drainage Assessment (July 2023).

1.4 Associated Plans

The following management plans associated with this CEMP will be prepared and implemented prior to construction works:

- Site Traffic Management Plan;
- Material Management Plan;
- Site Waste Management Plan;
- Construction Management Plan;
- External Communication Plan; and
- Emergency Preparedness and Response Plan.

2 THE PROJECT

The main details of the project are summarised in this section. The project description is limited to an overview of the proposed development and key construction methodology, and the site location and general arrangements are described.

2.1 Project Description

The site was proposed for the construction and delivery of 108-unit residential development on the land of Hamsey Road, East Grinstead.

The project will be divided into two areas: Area 1 where construction works will take place, and Area 2 which is subject to Restoration Order and therefore is considered outside the scope of the planning application.

There will be a demolition process to take the multiple existing buildings down to existing slab. The masonry and concrete arisings are likely to be crushed and retained for use during construction.

2.2 Site Location and Description

The site is located on the land at Hamsey Road, East Grinstead, RH19 4PA and the residential element of the development covers an area of 4.61 hectares (Figure 1). It lies within the administrative area of Mid Sussex District Council and West Sussex County Council.

To the north-east of the Site is a farm, beyond which lies open countryside. To the south, are residential dwellings accessed from Hamsey Road beyond which is the settlement of Sharpthorne. To the east and beyond is open countryside, and to the west is the Bluebell railway line – a heritage railway tourist attraction which operates periodically.

The site is classified as a brownfield site which has been used for brick manufacturing using clay extracted from the site. The site is irregular in shape containing multiple buildings most of which were previously utilised in the brickmaking process and are currently at various states of dissipation. Approximately 80 percent of the site is covered with hardstanding as defined below:

- Access roads, tracks, parking, and various storage / laydown areas; and
- Existing buildings.

The southern portion of the site is predominantly covered with bituminous surfacing within two car parks associated with the site office building situated in the south-west corner. Kiln dust is extensively present on the floors of the larger brick sheds in the north-west. The rest of the site is covered by concrete and minor areas of soft landscaping in the north-east.

A band of Ancient Semi-Natural Woodland (ASNW) is present to the immediate south of the application site and lies partially within the application site boundary. This ASNW will be retained unimpacted as part of the proposals and be brought under sensitive management.

An existing pond is located adjacent to the eastern boundary of the site. This pond is to remain as it serves a function in being a receptor for the overspill from the main lake located within the Restoration Area - located approximately 50m south of the site boundary.



Figure 1: Site Location

2.3 General Site Arrangements

2.3.1 Site Set Up and Compound

Access to the construction site will be via Hamsey Road. Vehicle movements around the construction site will be controlled in line with the site traffic management plan.

A secure site compound will be utilised to provide site offices, welfare and meeting rooms. Deliveries will be off loaded in designated material storage areas within the site compound, ahead of distribution to the relevant place of use within the construction site as and when required. These areas will be detailed within the site traffic management plan.

Vehicle fleet is anticipated to include average of 60 small vehicles, 6 HGV, 6 x 8-wheel lorries, 4 concrete mixer lorries. This is based on per day movements when construction phase is established and build output at one plot per week. Additional vehicles such as cranes and skip lorries will be included as and when required.

Wheel wash facilities will be available to avoid mud being tracked onto the road network. These will be located to avoid wash-water leaving the site and entering the road network or associated highway drainage as and when required by site conditions. Mechanical road sweepers shall be employed to clean roads of any dust and debris if it is generated within the vicinity of the site entrance.

2.3.2 Fencing and Site Security

Perimeter Heras fencing will be provided around the full perimeter of the site and the site compound for security. Tree protection fencing will be installed in accordance with the Arboricultural Method Statement. The precise fencing arrangements will be developed by the Principal Contractor.

2.3.3 Working Hours

The normal hours of working (including access and egress) on any part of the development during the construction period will be:

- 08:00 – 18:00 hours Mondays to Fridays;
- 09:00 – 13:00 hours on Saturdays.

CALA Homes will work with their supply chain to ensure this is maintained, including arranging a delivery schedule so vehicles arrive 'on time' and are therefore not waiting on the public highway.

The following controls will also apply to the works:

- No works, including site deliveries and collections, will take place on Sundays or Public Holidays.
- Timing of deliveries to avoid traffic congestion on the local highways network.

To maximise productivity within these working hours, a period of up to one hour before and up to one hour after core working hours will be used for the start-up and close-down of activities. It will not include the operation of any plant or machinery likely to cause disturbance to local residents or businesses. These periods will not be considered an extension of the working hours.

Additional Hours

Except in the case of an emergency, any work required to be undertaken outside standard hours (not including non-intrusive surveys, repairs or maintenance) will be agreed in advance with Mid Sussex County Council.

2.4 Key Project Milestones

The following table lists known project milestone activities and dates.

Table 1 - Key Project Milestones

Key Milestone	Date
Indicative Start on site demolition	June 2025



Indicative Start on site house build	April 2026
Indicative First Occupation	November 2026

3 ENVIRONMENTAL CONTEXT

This section summarises the key environmental receptors which may be impacted by the development. Environmental management measures to avoid or reduce environmental impacts associated with the construction works are detailed in Appendix A.

3.1 Residents and Local Community

The site is located at the end of a residential street (Hamsey Road), beyond which is the village of Sharpthorne. The nearest properties are located immediately adjacent to the southern boundary of the site, and the village of Sharpthorne is approximately 350m to the south of the site.

The following environmental issues could be of concern if not appropriately managed:

- Nuisance including:
 - Mud on roads spread by construction traffic;
 - Excessive or poorly directed light; and
 - Litter.
- Dust and fumes from transport and construction activity;
- Noise and vibration from transport and construction activity;
- Traffic and transport disruption;
- Disruption to business; and
- Reduction of access to amenity space.

Given the location and nature of the development, the construction process is considered to have potential effect upon the nearest residential properties, and effective control measures will need to be considered to limit these impacts.

3.2 Air Quality

The proposed site does not lie within an Air Quality Management Area (AQMA). Potential nearby receptors include the local residents to the south of the site.

Construction activities likely to affect local residents and include fugitive dust emissions from site activities and traffic; and exhaust emissions from site plant, equipment and vehicles.

3.3 Noise and Vibration

Due to the proximity of the neighbouring residential properties (adjacent to the southern boundary of the site), noise and vibration are likely to cause impact on local residents.

Construction phase noise impacts arising from equipment, vehicular movements and construction processes have the potential for a short-term impact. Likely source of noise and vibration include HGV movement and machinery during percussive construction activities and earthworks.

Construction activities and deliveries to and from the site shall be conducted within the core working hours. If necessary, any deliveries required outside of these core hours will be agreed in advance with Mid Sussex County Council.

Plant shall be selected with noise levels in mind and it is important that quiet or silent plant is used. If possible, electrically powered plant should be used.

Standard construction methodologies to control noise and vibration during construction are to be employed, in accordance with current legislation and standards including British Standard 5228-1:2009+A1:2014: 'Code of Practice for noise and vibration control on construction and open sites – Noise'.

3.4 Site Lighting

Due to the proximity of the neighbouring residential properties (adjacent to the southern boundary of the site), site lighting is likely to cause an impact to local residents.

In determining temporary construction lighting arrangements for the site, consideration will be given to local residents who may experience a nuisance by the light, as well as wildlife.

3.5 Traffic, Transport and Public Rights of Way

Access to the construction site will be via Hamsey Road. Vehicle movements around the construction site will be controlled in line with the site traffic management plan. Deliveries will be off loaded in designated material storage areas within the site compound.

Parking on site will be provided within the site compound with clear signage directing traffic to designated area in line with the site traffic management plan.

Two public footpaths are located within 500m from site boundary. The closest point to the site boundary is 30m in the north-western corner.

3.6 Ecology

An ecological assessment of the site was completed in March 2023. Surveys were undertaken to ascertain the general ecological value of the site and identify the main habitats and associated plant species. Subsequently a Construction Environmental Management Plan: Biodiversity, has been produced to discharge of condition 15 of the planning approval (DM/23/0827).

Much of the Site comprises built form, bare ground, and routinely disturbed habitats of no significant ecological interest. Habitats of heightened interest in the context of the site include woodland habitats, the mature tree line along the northern boundary, and waterbodies.

Suitable habitat exists on site for the following species:

- Bats;
- Birds;
- Reptiles; and
- Amphibians.

There are no statutory designated sites of nature conservation interest located within or immediately adjacent to the Site.

West Hoathly SSSI designation is recorded within 200m south-east from the site boundary.

3.7 Water Resource and Flood Risk

The nearest EA Main River is Cockhaise Brook, which is located approximately 4km south of the site and conveys flow south.

There is an Ordinary Watercourse which flows in the northern extent of the site and is culverted beneath the farm access that is linked into Station Road. This watercourse runs adjacent to the eastern / northeastern boundary of the site and falls to the north. This watercourse is required to be maintained and has therefore been integrated into the Surface Water Drainage Strategy for the site.

An existing pond is located adjacent to the eastern boundary of the site. This pond is to remain as it serves a function in being a receptor for the overspill from the main lake located within the Restoration Area - located approximately 50m south of the site boundary.

In the north-east area of the development site, there is a low-lying area which is part of the clay pit which has not been restored. This collects overland flows from a small catchment in the restoration area, then flows overland into the watercourse on the northern boundary.

Private drains are present on site and are still servicing runoff from the site. Outfalls from private drainage are located in the western boundary.

The EA's latest Flood Map for Planning shows that the site falls within Flood Zone 1, which represents an annual probability of flooding from fluvial sources of less than 1 in 1,000. The proposed development is classified as 'more vulnerable' and therefore considered appropriate within Flood Zone 1.

The overall conclusion of the Flood Risk Assessment completed for the site, is that development of the site for residential purposes is appropriate based on the following:

- Fluvial flood risk being very low (Flood Zone 1).
- Tidal flood risk being none due to the distance to tidally influence watercourses.
- Surface water flood risk being very low..
- Ground water risk being very low.
- Risk of flooding from other sources external to the site being very low.

3.8 Archaeology

Archaeological surveys and a Written Scheme of Investigation (WSI) have been undertaken to discharge condition 11 of the planning approval (DM/23/0827).

A desk-based study assessed the archaeological and historical development of the site and 1km surrounding area. Within in the proposed development area, there are no

designated heritage assets, and 4 known non designated heritage assets. The potential for unknown archaeological remains of low significance to be preserved within the site is assessed as low within two small areas; and as negligible to nil across the remaining site.

In light of the archaeological potential of the proposed development site, it is considered unlikely that further archaeological investigation is required.

3.9 Materials and Waste Management

The existing site is predominantly made of hard standing, due to its previous use as a Brickworks. The hard standing will be broken up, crushed and graded for re-use on site.

Below the existing hard standing, at subsoil, there will be a cut and fill process of earth movement around the site to establish formation levels to enable the construction works. The current strategy is to maintain a material balance and restrict the amount of materials to be taken off site. It is likely that a small percentage of materials will be required to be removed off site due to not being suitable for re-use.

A Material Management Plan will be developed to manage the re-use of material on-site and identify necessary waste management consent/ exemption requirements. There will be post demolition surveys of the ground, and a full programme of testing to ensure that materials can be used on site as intended, and that the site is suitable for end use.

A Site Waste Management Plan will be developed prior to construction to include expected waste streams, and help minimise waste generation and maximise reuse, recycling, and recovery. Wherever possible, a principle of reduce-reuse-recycle will be adopted.

The site will operate in full compliance with the Environmental Protection Act 1990, the Environmental Protection (Duty of Care) Regulations 1991, and all other relevant legislative requirements.

An accurate record will be maintained which details all waste disposal from site such as waste types, quantity of disposal route. The site will be maintained in a clean, litter-free condition throughout the works.

It is anticipated that the following waste streams will be generated:

- Wood;
- Metals;
- Bricks and rubble;
- General waste;
- Concrete;
- Tarmac.

All contractors and suppliers will be encouraged to reduce packaging on any materials used on the site. The Principal Contractor will have overall responsibility for the management and recycling of materials during the construction period.

Measures will be put in place to control pests or scavengers should they be noted during site inspections.

4 ENVIRONMENTAL MANAGEMENT PROCEDURES

This section of the CEMP outlines the site-specific control measures currently identified at this stage of the development. Environmental management measures have been developed to prevent, or where that is not possible, minimise the environmental impacts associated with the construction works.

These measures will be implemented by the Principal Contractor. Appendix A includes an environmental management matrix that illustrates the association between construction activities, environmental aspects and impacts and the environmental management measures. The matrix defines responsibilities and frequency of actions.

Environmental mitigation shall be included in relevant Risk Assessment and Method Statement (RAMS) prepared by the Principal Contractor, and all RAMS shall be communicated to the workforce.

The following table identifies key environmental risks associated to the project and summaries consequences and control measures.

Table 2 - Key Environmental Risks

Risk Residents being affected by construction impacts: noise; dust; lighting; mud on roads.	Risk Silt laden surface run-off leaving site.	Risk Disturbance or injury of protected species
Consequences Complaints from local residents. Local authority enforcements.	Consequences Potential silt pollution of nearby waterbodies. Fines and prosecution.	Consequences Delays to programme. Fines and prosecution.
Controls Notification to local residents. Noisy activities limited to agreed working hours. All plant shall be suitability maintained and noise screens shall be used where required. Site lighting to be directed away from residents and checked for glare. Dust suppression to be used. Onsite wheel wash and local roads to be cleared of mud and debris.	Controls Silt traps, spill containment systems and drainage to prevent contaminated water from entering nearby waterbodies. Surface water and drains must be protected from silt run-off (e.g. silt fences/ bunds/ french drains) to prevent silt laden water from entering them. All silt protection measures must be inspected weekly and maintained throughout the works.	Controls Compliance to measures set out in the Construction Environmental Management Plan: Biodiversity. If it is suspected that a protected species has been disturbed, all works in the immediate area must cease until a qualified ECoW attends the site. If an injured animal is found, the ECoW must be immediately consulted and if required the RSPCA Helpline (0300 123 4999) to rescue the animal.

5 GENERAL ENVIRONMENTAL REQUIREMENTS

5.1 Roles, Responsibility and Authority

CALA Homes Senior Management shall make available sufficient time and resource for the effective management of environmental risks that could arise during construction work. This includes appointing suitably qualified personnel with knowledge and capability in the environmental management of construction site works.

Project roles and responsibilities will be defined in the Construction Management Plan. The project team and all appointed contractors will be responsible for ensuring the potential risks to the environment are adequately avoided or controlled by the application of measures as documented within the CEMP, which shall be implemented throughout construction.

Persons having responsibility for environmental site management, and in particular any persons required to undertake and oversee response to any incidents with potential environmental consequences, shall be empowered to make decisions and take appropriate action necessary to avoid or mitigate adverse environmental effects, even when this may lead to delay and/or additional cost to the Principal Contractor.

The key persons expected to be involved in the construction stage works are set out in Table 3.

Table 3 - Key Project Roles and Responsibilities

Project Role	Responsibilities
Project Manager	Resourcing and overall responsibility
Site Manager	Implementing the CEMP; associated plans; and mitigation
Environmental Advisor	Environmental assurance and advice to construction team

5.2 Competence, Training and Awareness

CALA Homes shall ensure appropriate awareness training is delivered to all site operatives and only suitably qualified sub-contractors are appointed. This will be in line with the overall training and awareness programme for the project. The level of training and awareness will depend upon the position and duties the person is to perform.

Training and awareness will include, but not be limited to:

- Technical training;
- Site induction;
- Task briefings; and

- Toolbox talks.

Records of all inductions and Toolbox Talk deliveries shall be maintained and available at the site office.

5.3 Internal Communication

The Site Manager, Environmental Advisor and other relevant team members shall meet regularly to review the status of environmental aspects including but not limited to:

- Works activities underway and planned;
- Mitigation measures required to be implemented;
- Results of inspections and any audit results/feedback;
- Corrective and preventative actions required to be implemented;
- Identification of areas for continual improvement;
- Status of staff competence and training needs; and
- Status of CEMP and of any required consent and approvals and the need for review and updating.

Additional and ongoing communication of environmental performance and requirements is to be determined by the appointed Environmental Advisor and provided as appropriate.

5.4 External Communication

External communication will be carried out by CALA Homes and will include but not limited to:

- Notification to neighbouring properties to inform them of the works; any potential disruption; details of the complaint procedure; and site contact details;
- Engagement with external stakeholder as appropriate;
- Signage and information;
- Complaints or enquiries; and
- Progress reporting to stakeholders.

The site management will develop an external communication plan that will include roles and responsibilities, procedure for complaints and enquiries, record keeping, monitoring and awareness training for the site workforce.

CALA Homes shall consider whether the project should be registered with Considerate Constructor Scheme or other similar associations.

5.5 Documentation

Documents will be managed in line with CALA Homes internal procedures. The CEMP shall be a controlled document and authorised latest version shall be signed and dated by the responsible person[s].

Other site environmental management document would include, but not be limited to the following:

- Compliance obligations: copies of relevant consents, permissions, or other approvals/ authorisations;

- Emergency preparedness and response plan (Appendix B): including of any environmental incidents including actions taken and resolution;
- Monitoring, inspections and audits: environmental data, trend analysis, action trackers.
- Communication records: Minutes of environmental team briefings and key stakeholder consultations;
- Training records: Records of staff training, skills, experience, and qualifications; and
- Management review records: to demonstrate review process and actions taken.

5.6 Environmental Consents

Where construction activities are subject to environmental consents, authorisations and permissions, an Environmental Consents Register will be developed. The register will include a schedule of all consent submissions and a tracker to confirm they are in place for the start of works.

The register will be a live document, reviewed monthly, by Ecosupport.

5.7 Environmental Data

Environmental data will be recorded to support the assessment of environmental performance and continual improvement. Data may include, but not be limited to the following:

- Energy usage (i.e. electricity meter readings and fuel used/delivered to site);
- Water consumption (i.e. water meter readings or bowser water deliveries to site);
- Waste volumes;
- Environmental complaints; and
- Environmental training and awareness.

Trends will be reviewed and action plans developed where improvements need to be made.

5.8 Monitoring, Inspections and Audits

CALA Homes shall be responsible for managing environmental performance during all site works. This will be supported with a programme of monitoring, inspections and audits.

5.8.1 Monitoring

Monitoring will be undertaken to record environmental data such as noise levels; resource use; and verify any consent conditions.

5.8.2 Environmental Inspections

Environmental inspections shall be undertaken to record compliance to the requirements in the CEMP and other requirements such corporate requirements.

Any elements of the site management found to be in an unsatisfactory condition during the site inspection shall be addressed on the day, or reported to the Site Manager to arrange appropriate actions.

5.8.3 Audits

Audits will involve a more detailed assessment of environmental performance, including site management and compliance to procedural and system requirements. All audits shall be documented and actions raised will be addressed within an appropriate timescale.

5.9 Review and updates

5.9.1 CEMP Reviews

The project CEMP will be reviewed every 6 months as a minimum; or following any significant change to the work activities, client requirements or legislation. Therefore, this CEMP is a live document.

The review will include members of the client and CALA Homes senior management team, and project environmental representatives.

Matters such as staffing, training, trends from audits and inspections and performance against KPIs will be discussed. Where there is a shortfall in performance, actions and resources shall be agreed to rectify this.



APPENDIX A – ENVIRONMENTAL MANAGEMENT MATRIX

Environmental Management Matrix

Rev01

ACTIVITY	ASPECT	IMPACT	MITIGATION
Mobilisation/ site clearance and compound set-up			
Site establishment	Ecology	Removal of habitat and disturbance to wildlife	The method of works and mitigations detailed in the Construction Environmental Management Plan: Biodiversity will be adopted to minimise ecological impact during site clearance and construction. If any further works are required to trees, particularly those that are mature or ivy-covered, advice from a suitably qualified ecologist and arboriculturist shall be sought. If during work activities it is suspected that a protected species has been disturbed, all works in the immediate area must cease until a qualified ECoW attends the site. Should an active bird nest be discovered, an exclusion zone (approximately 5m) shall be set up around the breeding site and all activity stopped within the exclusion zone area. Expert advice will be sought in this situation. The barrier should remain in place until the young have flown. To minimise disturbance of nesting birds, site lighting shall be installed at the lowest possible level and shielded to create directional light pointed downward and into site working areas only. Where possible, a daylight only construction schedule will be adopted to minimise adverse lighting disturbance for nocturnal species (e.g. commuting or foraging bats). If an injured animal is found, the ECoW must be immediately consulted and if required the RSPCA Helpline (0300 123 4999) to rescue the animal. A sensitive lighting method statement will be in place and adhered to throughout the construction period Protective fencing will be put in place to protect retained habitat and Biodiversity Protection Zones (BPZs). Any deep excavations will be covered overnight or ramps installed to prevent Hedgehogs and other animals from falling in and becoming trapped. Daily inspections will be carried out to ensure no animals are in excavations. Pipework with a diameter >15cm will be covered at the end of each day to prevent animals such as hedgehogs from entering. All electrical equipment or installations will be secured or fenced to prevent wildlife entering and being electrocuted. A 10mph speed limit will be imposed on site to prevent collision with wildlife. Toolbox talk will be provided to all personnel accessing site to outline ecological features and risks. Regular monitoring will be carried out of fencing. Any damage to protective fencing will be reported to the site manager, who will organize repairs. Ecological monitoring will be carried out including inspection of habitats regularly.
		Bats	A Natural England bat mitigation licence will be obtained for all works potentially affecting the identified roosts within B1 and B4a. All mitigating bat boxes will be installed prior to destruction of the identified bat roosts.
		Badgers and nocturnal mammals	10-15cm gaps will be maintained at least every 200m in external fencing to allow mammals to move within the site. Precautionary measures will be employed during construction Any excavations or trenches will be covered nightly and/or a rough wooden plank will be placed inside at a 45 degree angle to allow animals to climb out.
		Reptiles	HDPE exclusion fencing to be installed. Reptile refugia (e.g. roofing felts and tins) will be placed at high density around all areas to be trapped out. Translocation to be completed by ECoW.
		Great Crested Newt	HDPE exclusion fencing will be installed around the boundary of this area. Pitfall traps and carpet tiles will be installed approximately every 10m along the inside of fences to facilitate capture of GCN. Translocation to be completed by ECoW.
		Dormice	Installation of mitigatory Dormouse boxes. Precautionary measures during any habitat removal.
		Causing harm to retained trees	Tree protection fencing and tree protection measures shall be installed prior to groundworks in order to protect retained trees within the Tree Protection Areas from harm. Tree protection fencing shall be monitored daily and maintained where necessary. No working or storage of plant or material shall occur within Tree Protection Areas without approval by a qualified arboriculturist.
		Visual intrusion	Cabins and site facilities will be placed out of line-of-sight of local residents, where possible. Maintain good housekeeping and site working practices to control litter, insects or vermin. For example, dispose of food into appropriate receptacles. The site shall be set up with hoarding to reduce dust leaving the site. The site boundary shall be secured appropriately and all site gates shall be kept locked / closed out of working hours and kept closed and /or manned during working hours. Wherever possible, lighting shall be located and directed so that it does not cause unnecessary intrusion to local residents. Lighting shall be switched off when not in use unless specifically needed for construction activities or for security and / or health and safety requirements. Glare (and the potential for complaints) caused by poorly directed security and floodlighting shall be minimised by ensuring that light fittings are horizontally mounted and directed inwards on Site. Post-installation checks and monitoring of the lighting installations shall be undertaken to ensure that correct tilting angles and appropriate direction of lighting is achieved. This will allow adjustments to be made should undue light spill or glare be identified.

Site operations/ use of plant and equipment	Local issues (nuisance)	Noise impact to local residents	Mid Sussex County Council consent must be obtained for particularly noisy activities before starting works. For example, crushing and piling. Contractors and operatives must be informed of consi Noisy works and deliveries to and from the site shall be conducted within the core working hours. Where necessary, deliveries outside of these core hours would be agreed in advance with Mid Si Plant shall be selected with noise levels in mind and it is important that quiet or silent plant is used. If possible, electrically powered plant should be used. All plant shall be suitability maintained and noise screens shall be used where required. Use generators should be fully canopied and silenced. To assist with noise attenuation, where possible, generators will be located away from adjacent residents, also taking account of prevailing wind conditions. Position exhausts away from site bound use. All generators (and other noisy plant) shall be switched off overnight and when not in use. If heat is needed for drying rooms this should be provided via storage type heaters.
		Air emissions	All plant and equipment undergoes regular maintenance and servicing to help prevent oil leaks or excessive emissions, while the use of biodegradable lubricants further mitigates environmental r Exhaust systems will be fitted with particulate filters and catalytic converters as necessary. Ensure all vehicles switch off engines when stationary - no idling vehicles. Avoid the use of diesel or petrol powered generators and use mains electricity or battery powered equipment where practicable. Impose and signpost a maximum-speed-limit.
Hazardous material storage and use	Release to water/ groundwater/ land	Polluting environment	Storage and handling of hazardous substances (including fuels) should not occur within 30 metres from any inland waterbody. The secondary containment system must provide storage for at least 110% of the tank's maximum capacity and ensure that any valves, filters, sight gauges, vent pipes or other ancillary equipmen secondary containment system and arranged so that any discharges would be contained. Fuel tanks, secondary containers and storage compounds shall be inspected monthly for damage, corrosion, leaks, faults and vandalism. Repair defects/faults immediately and retain records. All hazardous materials shall be labelled, sealed and stored with their COSHH assessment in a bunded and lockable container away from waterbodies when not in use. Hazardous liquids shall be transferred using a funnel and drip tray and sealed and returned to the container immediately after use. Damaged containers shall be reported to the Site Manager. Fully lockable and labelled 'Fuel Safe Static Tank' will be deployed. All drains located adjacent or near to refuelling points shall be covered before commencing transfer. All fuel transfers to be supervised. Where possible, refuelling should only be carried out in a designated area, which will be secured/locked out of hours. A site drainage plan showing the location of foul and surface water drainage and gullies will be displayed on site. Suitable and sufficient spill kits shall be provided. They will be kept at appropriate locations on the site, clearly marked and signposted.
Deliveries and work force travel	Traffic and transport	Traffic affecting local residents	Effective traffic management will be planned and implemented, where required in agreement with Mid Sussex County Council. Sufficient parking arrangements will be provided for site staff, to prevent parking on the side of the road, with clear signage directing traffic to designated area in line with the site traffic managen
		Mud/ dust on road affecting local residents	Appropriate dust suppressing measures will be put in place. Haul routes shall be hard surfaced and/or effectively damped down and shall be kept clear of soil as much as possible. All vehicles carrying materials off-site must be sheeted. Wash facilities will be available to avoid mud being tracked onto the road network. These will be located to avoid washwater leaving the site and entering the road network or associated highway Mechanical road sweepers shall be employed to clean roads of any dust and debris if it is generated within the vicinity of the site entrance.
	Release to water	Silt run-off entering waterbodies and affecting aquatic life	Measures such as silt traps, spill containment systems and proper drainage to prevent contaminated water from entering nearby waterbodies will be employed, as appropriate. Surface water and drains must be protected from silt run-off (e.g. silt fences/ bunds/ french drains) to prevent silt laden water from entering them. All silt protection measures must be inspected weekly and maintained throughout the works. Tracking or washing out next to drains/surface waters must be avoided. Permit to Pump to be used to remove water from excavations, aligned to statutory guidance. If a discharge consent is required, then all conditions within the consent must be understood before i If necessary temporary bunding and/or settlement ponds will be installed to allow for isolation and onsite treatment of any sediment laden or contaminated water prior to managed discharge. Vehicle washdown facilities shall be appropriately managed to contain contaminants and regulate reuse or disposal of the water.
Site operations	Local issues (nuisance)	Dust generation potentially smothering crops or plants/ affecting local residents	Undertake daily on-site and off-site inspection, where receptors (including roads) are nearby, to monitor dust, record inspection results. This should include regular dust soiling checks of surfaces window sills within 100 m of site boundary, with cleaning to be provided if necessary. Carry out regular site inspections to monitor compliance with the dust management plan, record inspection results, and make an inspection log available to the local authority when asked. Increase the frequency of site inspections by the person accountable for air quality and dust issues on site when activities with a high potential to produce dust are being carried out and during pr
	Waste management	Lack of suitable facilities leading to increased landfill	A waste collection area shall be set up before site works start. This area shall be as close to the site compound as possible with adequate hardstanding for the waste containers and unobstructed i removal vehicles. A waste management plan shall be made available on site and its requirements understood by all Contractors and operatives before starting work on site. Monthly updates on the amount of waste successfully recycled will be made available to the Site Manager and displayed in the site office and can also be issued to the council upon request.
	Use of natural resource	Depletion of natural resources	Mains electricity shall be used where available. If unfeasible, generators are to be used and must be sized for the required output; if diesel they must be set up by the supplier.
Demolition			

Demolition of existing site infrastructure	Local issues (nuisance)	Noise and vibration impact to local residents	Advance notification will be provided to local residents to inform them of demolition activities and expected durations. Mid Sussex County Council consent must be obtained for particularly noisy activities before starting works. Contractors and operatives must be informed of consent conditions. Noisy works and deliveries to and from the site shall be conducted within the core working hours. Where necessary, deliveries outside of these core hours would be agreed in advance with Mid Sussex County Council. Plant shall be selected with noise levels in mind and it is important that quiet or silent plant is used. If possible, electrically powered plant should be used. All plant shall be suitability maintained and noise screens shall be used where required. Use generators should be fully canopied and silenced. To assist with noise attenuation, where possible, generators will be located away from adjacent residents, also taking account of prevailing wind conditions. Position exhausts away from site boundary. All generators (and other noisy plant) shall be switched off overnight and when not in use.
		Dust emissions	Control procedures will be implemented in order to reduce the potential for dust emission / creation as far as practicable. Ensure an adequate water supply on the site for effective dust/particulate matter suppression/mitigation, using non-potable water where possible and appropriate.
	Ecology	Removal of habitat and disturbance to wildlife	The method of works detailed in the Construction Environmental Management Plan: Biodiversity will be adopted to minimise ecological impact during site clearance and construction works. If during work activities it is suspected that a protected species has been disturbed, all works in the immediate area must cease until a qualified ECoW attends the site. Materials will be stored to avoid creating potential refuges for wildlife, and away from valuable retained vegetation where possible (e.g. woodland) to avoid impacts from dust generation or disturbance. If during work activities it is suspected that a protected species has been disturbed, all works in the immediate area must cease until a qualified ECoW attends the site. If an injured animal is found, the ECoW must be immediately consulted and if required the RSPCA Helpline (0300 123 4999) to rescue the animal.
		Bats	A pre-construction check will be carried out immediately before demolition to check for bats. Soft demolition will be carried out with supervision by the licensed ecologist.
	Release to water	Silt run-off entering waterbodies and affecting aquatic life	Measures such as silt traps, spill containment systems and proper drainage to prevent contaminated water from entering nearby waterbodies will be employed, as appropriate. Surface water and drains must be protected from silt run-off (e.g. silt fences/ bunds/ french drains) to prevent silt laden water from entering them. All silt protection measures must be inspected weekly and maintained throughout the works. Tracking or washing out next to drains/surface waters must be avoided. Permit to Pump to be used to remove water from excavations, aligned to statutory guidance. If a discharge consent is required, then all conditions within the consent must be understood before use. If necessary temporary bunding and/or settlement ponds will be installed to allow for isolation and onsite treatment of any sediment laden or contaminated water prior to managed discharge. Vehicle washdown facilities shall be appropriately managed to contain contaminants and regulate reuse or disposal of the water.
Reuse of site material	Positive use of site won material	Reducing the use of imported materials	A Material Management Plan will be developed to manage the re-use of material on-site. Material testing will be undertaken to ensure suitability of re-use material. Necessary waste management consent (exemptions) will be sought prior to processing materials.
	Land	Disturbance of contaminated ground	Known areas of contaminated land will be managed according to a method statement provided by a technical specialist. Where unknown contaminated land is disturbed, works will cease until analysis is completed by a technical specialist and appropriate mitigations have been implemented. Stockpiles of contaminated material must be situated on an impermeable surface/membrane at least 10m from any waterbody. Any generated run-off should be collected within a bund. Potentially contaminated water must be tested before dewatering. Contaminated water must be treated or discharged off site using an appropriate waste permit.
Removal of waste material	Waste management	Increased landfill	A waste collection area shall be set up before demolition works start. This area shall have adequate hardstanding for the waste containers and unobstructed access for telehandler and waste removal. Wastes will be stored appropriately to avoid mixing of material types; to prevent wind blown dust; and to prevent surface run-off from leaving the site. A waste management plan shall be made available on site and its requirements understood by all Contractors and operatives before starting work on site. Monthly updates on the amount of waste successfully recycled will be made available to the Site Manager and displayed in the site office and can also be issued to the council upon request.
		Hazardous waste	Waste testing will be undertaken to identify the appropriate Duty of Care requirements. Hazardous waste will be clearly segregated; appropriately signed; removed as soon as possible by a suitably licenced contractor.
	Traffic and transport	Wagon movements affecting local residents	Effective traffic management will be planned and implemented, where required in agreement with Mid Sussex County Council.
		Mud/ dust on road affecting local residents	Appropriate dust suppressing measures will be put in place. Haul routes shall be hard surfaced and/or effectively damped down and shall be kept clear of soil as much as possible. All vehicles carrying materials off-site must be sheeted. Wash facilities will be available to avoid mud being tracked onto the road network. These will be located to avoid washwater leaving the site and entering the road network or associated highway. Mechanical road sweepers shall be employed to clean roads of any dust and debris if it is generated within the vicinity of the site entrance.
Groundworks			
	Positive use of site won material	Reducing the use of imported materials	A Material Management Plan will be developed to manage the re-use of material on-site. Material testing will be undertaken to ensure suitability of re-use material. Necessary waste management consent (exemptions) will be sought prior to processing materials.

Cut and fill earthworks	Land	Disturbance of contaminated ground	Known areas of contaminated land will be managed according to a method statement provided by a technical specialist. Where unknown contaminated land is disturbed, works will cease until analysis is completed by a technical specialist and appropriate mitigations have been implemented. Stockpiles of contaminated material must be situated on an impermeable surface/membrane at least 10m from any waterbody. Any generated run-off should be collected within a bund. Potentially contaminated water must be tested before dewatering. Contaminated water must be treated or discharged off site using an appropriate waste permit.
	Soil management	Mixing of soil strata and loss of structure	The site works shall be designed to retain as much soil on site as possible whilst maintaining protection of human health and the environment. Excavated material surplus shall be minimised so far as practicable. Stockpiles shall be covered, seeded or fenced (as appropriate) to prevent wind whipping. Topsoil is to be retained and stored onsite for the use in gardens and landscaping. The storage areas for topsoil will be bunded to prevent sediment run off. The storage of soils will be in accordance with best practice for soil and topsoil storage reuse and all completed earthworks will be seeded or planted as soon as is reasonably practicable.
	Local issues (nuisance)	Dust generation potentially smothering crops or plants/ affecting local residents	Haul routes are to be located away from sensitive areas, if possible. Roads to be tarred to base course. Ensure that all dust generating materials transported to and from site are sheeted. Traffic speed on site to be lowered to prevent the generation of dust. Construction methods will be reviewed to limit the generation of dust i.e. wet cutting in lieu of dry cutting where practicable. Site layout shall be planned so that machinery and dust causing activities are located away from receptors, as far as is possible. Where foreseeable and significant dust is to be generated during an operation, dust fencing and/or barriers must be provided to minimise impact. Timing of earthworks and material movements shall be planned to reduce double handling and minimise traffic movements and therefore associated dust and mud. If dust levels remain excessively high when adequate control measures are in place and operating effectively, then reduce or postpone works during such times (e.g. during dry or windy periods).
		Noise and vibration impact to local residents	Mid Sussex County Council consent must be obtained for particularly noisy activities before starting works. Contractors and operatives must be informed of consent conditions. Noisy works and deliveries to and from the site shall be conducted within the core working hours. Where necessary, deliveries outside of these core hours would be agreed in advance with Mid Sussex Council. Plant shall be selected with noise levels in mind and it is important that quiet or silent plant is used. If possible, electrically powered plant should be used. All plant shall be suitability maintained and noise screens shall be used where required. Use generators should be fully canopied and silenced. To assist with noise attenuation, where possible, generators will be located away from adjacent residents, also taking account of prevailing wind conditions. Position exhausts away from site boundary. All generators (and other noisy plant) shall be switched off overnight and when not in use.
	Water	Silt run-off/ excavation dewatering entering waterbodies and affecting aquatic life	Measures such as silt traps, spill containment systems and proper drainage to prevent contaminated water from entering nearby waterbodies will be employed, as appropriate. Surface water and drains must be protected from silt run-off (e.g. silt fences/ bunds/ french drains) to prevent silt laden water from entering them. All silt protection measures must be inspected weekly and maintained throughout the works. Tracking or washing out next to drains/surface waters must be avoided. Permit to Pump to be used to remove water from excavations, aligned to statutory guidance. If a discharge consent is required, then all conditions within the consent must be understood before use. If necessary temporary bunding and/or settlement ponds will be installed to allow for isolation and onsite treatment of any sediment laden or contaminated water prior to managed discharge. Vehicle washdown facilities shall be appropriately managed to contain contaminants and regulate reuse or disposal of the water.
	Archaeology	Disturbance of archaeology	If archaeological remains ('chance finds') are found during groundworks or construction, works will be stopped immediately in the area, the area will be marked to avoid further disturbance, the find will be recorded and reported to the relevant authorities. Fencing/blocking it off, and the Project Manager will be informed immediately.
	Ecology	Removal of habitat and disturbance to wildlife	The method of works detailed in the Construction Environmental Management Plan: Biodiversity will be adopted to minimise ecological impact during site clearance and construction works. If during work activities it is suspected that a protected species has been disturbed, all works in the immediate area must cease until a qualified ECoW attends the site. Materials will be stored to avoid creating potential refuges for wildlife, and away from valuable retained vegetation where possible (e.g. woodland) to avoid impacts from dust generation or disturbance. If during work activities it is suspected that a protected species has been disturbed, all works in the immediate area must cease until a qualified ECoW attends the site. If an injured animal is found, the ECoW must be immediately consulted and if required the RSPCA Helpline (0300 123 4999) to rescue the animal.
		Badgers and nocturnal mammals	10-15cm gaps will be maintained at least every 200m in external fencing to allow mammals to move within the site. Precautionary measures will be employed during construction Any excavations or trenches will be covered nightly and/or a rough wooden plank will be placed inside at a 45 degree angle to allow animals to climb out.
		Reptiles	Fencing to be regularly monitored to ensure it remains in good condition with any damage to be repaired.
		Great Crested Newt	Fencing to be regularly monitored to ensure it remains in good condition with any damage to be repaired.
	Waste management	Increased landfill	A waste collection area shall be set up before demolition works start. This area shall have adequate hardstanding for the waste containers and unobstructed access for telehandler and waste removal. Wastes will be stored appropriately to avoid mixing of material types; to prevent wind blown dust; and to prevent surface run-off from leaving the site. A waste management plan shall be made available on site and its requirements understood by all Contractors and operatives before starting work on site. Monthly updates on the amount of waste successfully recycled will be made available to the Site Manager and displayed in the site office and can also be issued to the council upon request.

Removal of waste material		Hazardous waste	Waste testing will be undertaken to identify the appropriate Duty of Care requirements. Hazardous waste will be clearly segregated; appropriately signed; removed as soon as possible by a suitably licenced contractor.
	Traffic and transport	Wagon movements affecting local residents	Effective traffic management will be planned and implemented, where required in agreement with Mid Sussex County Council.
		Mud/ dust on road affecting local residents	Appropriate dust suppressing measures will be put in place. Haul routes shall be hard surfaced and/or effectively damped down and shall be kept clear of soil as much as possible. All vehicles carrying materials off-site must be sheeted. Wash facilities will be available to avoid mud being tracked onto the road network. These will be located to avoid washwater leaving the site and entering the road network or associated highway Mechanical road sweepers shall be employed to clean roads of any dust and debris if it is generated within the vicinity of the site entrance.
Construction			
Procurement and material management	Housekeeping	Poor management of materials leading to wastage	The environmental impact of materials will be considered in the procurement process. Ordered materials shall be managed to avoid over-ordering or spoilage of surplus materials. A storage compound will be developed to safely store materials to prevent damage from traffic and w Surplus materials are to be reused on site where possible. Surplus dry (powder) concrete, cement and grout is to be collected and reused where possible e.g. as inert rubble. Reuse of dried materi permits or exemptions. Encourage the reuse of cut-offs and arrange for suppliers to take back unused surplus materials and packaging. All reuse and recycling to be carried out in accordance within the terms of a valid waste exemption or voluntary codes of practice/protocols. Hazardous liquids must be re-sealed after use. Empty containers are to be disposed of to the designated container within the waste compound.
General site activities: use of plant and equipment; block cutting; aggregate deliveries etc	Local issues (nuisance)	Exhaust fumes affecting local residents/ environment	All equipment shall be inspected before use and any defects/faults reported to the Site Manager. All vehicle engines will be switched off when not in use to reduce particulate emissions. Exhaust systems will be fitted with particulate filters and catalytic converters as necessary.
		Dust generation potentially smothering crops or plants/ affecting local residents	Haul routes are to be located away from sensitive areas, if possible. Roads to be tarred to base course. Ensure that all dust generating materials transported to and from site are sheeted. Traffic speed on site to be lowered to prevent the generation of dust. Construction methods will be reviewed to limit the generation of dust i.e. wet cutting in lieu of dry cutting where practicable. Site layout shall be planned so that machinery and dust causing activities are located away from receptors, as far as is possible. Where foreseeable and significant dust is to be generated during an operation, dust fencing and/or barriers must be provided to minimise impact. If dust levels remain excessively high when adequate control measures are in place and operating effectively, then reduce or postpone works during such times (e.g. during dry or windy periods).
		Noise and vibration impact to local residents	Mid Sussex County Council consent must be obtained for particularly noisy activities before starting works. Contractors and operatives must be informed of consent conditions. Noisy works and deliveries to and from the site shall be conducted within the core working hours. Where necessary, deliveries outside of these core hours would be agreed in advance with Mid S Plant shall be selected with noise levels in mind and it is important that quiet or silent plant is used. If possible, electrically powered plant should be used. All plant shall be suitability maintained and noise screens shall be used where required. Use generators should be fully canopied and silenced. To assist with noise attenuation, where possible, generators will be located away from adjacent residents, also taking account of prevailing wind conditions. Position exhausts away from site boun use. All generators (and other noisy plant) shall be switched off overnight and when not in use.
	Water	Silt run-off/ excavation dewatering entering waterbodies and affecting aquatic life	Measures such as silt traps, spill containment systems and proper drainage to prevent contaminated water from entering nearby waterbodies will be employed, as appropriate. Surface water and drains must be protected from silt run-off (e.g. silt fences/ bunds/ french drains) to prevent silt laden water from entering them. All silt protection measures must be inspected weekly and maintained throughout the works. Tracking or washing out next to drains/surface waters must be avoided. Permit to Pump to be used to remove water from excavations, aligned to statutory guidance. If a discharge consent is required, then all conditions within the consent must be understood before If necessary temporary bunding and/or settlement ponds will be installed to allow for isolation and onsite treatment of any sediment laden or contaminated water prior to managed discharge. Vehicle washdown facilities shall be appropriately managed to contain contaminants and regulate reuse or disposal of the water.
Laying concrete foundations etc	Release to water/ groundwater/ land	Concrete wash-out water incorrectly treated and disposed of, polluting receiving environment	All drains adjacent or near to concreting works shall be covered before commencing mixing. Concrete wagons should be instructed not to wash-out onsite. A designated wash-out container will be provided to clean the delivery chute. Concrete washings must be treated and tested prior to discharge onsite. RPS 235 ‘Treating and using water that contains concrete and silt at construction sites’ provides further guidance.

Concrete wagon movements	Traffic and transport	Wagon movements affecting local residents	Effective traffic management will be planned and implemented as per the Traffic Management Plan, where required in agreement with Mid Sussex County Council.
		Mud/ dust on road affecting local residents	Appropriate dust suppressing measures will be put in place. Haul routes shall be hard surfaced and/or effectively damped down and shall be kept clear of soil as much as possible. All vehicles carrying materials off-site must be sheeted. Wash facilities will be available to avoid mud being tracked onto the road network. These will be located to avoid washwater leaving the site and entering the road network or associated highway Mechanical road sweepers shall be employed to clean roads of any dust and debris if it is generated within the vicinity of the site entrance.
Deliveries and work force travel	Traffic and transport	Wagon movements affecting local residents	Effective traffic management will be planned and implemented, where required in agreement with the Mid Sussex County Council.
		Mud/ dust on road affecting local residents	Appropriate dust suppressing measures will be put in place. Haul routes shall be hard surfaced and/or effectively damped down and shall be kept clear of soil as much as possible. All vehicles carrying materials off-site must be sheeted. Wash facilities will be available to avoid mud being tracked onto the road network. These will be located to avoid washwater leaving the site and entering the road network or associated highway Mechanical road sweepers shall be employed to clean roads of any dust and debris if it is generated within the vicinity of the site entrance.
Waste management	Duty of Care	Non compliance to legislation	Wastes shall be collected by a licenced waste carrier. A copy of all Waste 'Duty of Care' documentation shall be held on site. Duty of Care documentation must be completed for all waste transfers and copies provided to the Client every week. Waste transfer notes or hazardous waste consignment notes and Duty of Car regularly (monthly as a minimum). Soil and recycled aggregate transfers shall be carried out in accordance with an approved Materials Management Plan and all transfer tickets must be retained on site.
	Segregation	Cross contamination of materials	Where possible, all waste shall be segregated on site. Skips shall be provided to segregate wastes including plasterboard, timber and metal. A designated area shall be provided for inert wastes, for example bricks, clay pipes and roof tiles. A designated container[s] shall be provided for hazardous wastes, which and must be clearly labelled. Hazardous waste streams must be segregated and stored in accordance to their safety data sheets. All plasterboard waste shall be segregated on site and returned for recycling (e.g. to British Gypsum). All timber is to be segregated on site and sent to a local charity (or similar outlet) for recycling. All metal is to be segregated on site and sent for recycling. All inert waste (e.g. bricks, blocks, concrete) will be segregated on site and used under roads, driveways etc (this may require environmental permits or exemptions). All mixed waste removed from site shall be taken to a material recycling facility for further segregation to maximise recycling and recovery.
Demobilisation			
Demobilisation	Traffic and transport	Wagon movements affecting local residents	Effective traffic management will be planned and implemented, where required in agreement with Mid Sussex County Council.
		Mud/ dust on road affecting local residents	Appropriate dust suppressing measures will be put in place. Haul routes shall be hard surfaced and/or effectively damped down and shall be kept clear of soil as much as possible. All vehicles carrying materials off-site must be sheeted. Wash facilities will be available to avoid mud being tracked onto the road network. These will be located to avoid washwater leaving the site and entering the road network or associated highway Mechanical road sweepers shall be employed to clean roads of any dust and debris if it is generated within the vicinity of the site entrance.
	Ecology	Reptiles	All exclusion fencing will be removed after construction is complete.

APPENDIX B - EMERGENCY PREPAREDNESS AND RESPONSE PLAN

Emergency Preparedness

Spill kits

Spill kits capable of dealing with hydrocarbon and chemical spills shall be available at all worksites. Each storage location shall be clearly visible to the workforce, for instance by deploying clear signage.

If a construction compound, fuel storage point or COSHH store is provided then additional spill kits will need to be available at each separate location.

The spill kit contents shall include absorbent pads, absorbent booms, absorbent granules and hazardous waste disposal sacks as a minimum. Regular checks of the spill kits shall be completed to ensure they remain adequately stocked to deal with environmental incidents.

Spill drills shall be performed periodically to confirm that the workforce can effectively contain and clear up potentially polluting spillages. All drills will be documented and details kept on record for the duration of the works.

Fire prevention

Means to raise the alarm in the event of a fire shall be available at the points of work. An assembly point shall be designated a safe distance from the active works locations and will be communicated to all members of the workforce before works commence. The workforce shall assemble at the point for a roll-call and to receive further instructions. All individuals at the worksite, including visitors, will be obliged to immediately sign in on arrival.

Extreme weather

The Principal Contractor's Site Manager shall register to receive Met Office weather warnings. All warnings issued by the Met Office with the potential to impact upon the works shall be communicated by the Site Manager to the workforce in a timely manner so that measures can be implemented where necessary. In the absence of the Site Manager the Works Environment Manager shall also receive and act upon all alerts.

Incident Reporting and Investigation

Reporting

All incidents, including near misses, shall be classified according to the categories outlined in the table below. All categories of environmental incident shall be reported by the Principal Contractor to the Client as outlined below.

Incident Classification

Incident Classification	Definition
Near Miss	An event, controlled through implementation of an effective incident control measure (e.g. drip tray used, effective use of noise barrier).
Minor Environmental Incident	Incidents that have caused minor harm or damage to the environment e.g. • A minor fuel spill below 20 litres onto ground which is immediately cleared; • A minor spill of a chemical not classified as presenting an ecotoxic risk; • Exceeding noise levels; • Silt runoff from site which does not enter into a surface water feature; or Excess dust emissions.
Major Environmental Incident	Incident that have caused or may cause significant harm or damage to the environment e.g. • A minor fuel spill which impacts a sensitive land feature, a water, or drains; • A major fuel spillage or 20 litres; • Any spillage of a chemical which is classified as presenting an ecotoxic risk; • Silt runoff from site which enters a water feature; or Receipt of a nuisance complaint.

Minor incidents and near misses must be reported to the Client within 24 hours. Major incidents must be reported to the Project Manager as soon as reasonably practicable.

The contractor, after informing the Client, shall report all environmental incidents that are required to be reported to the Environment Agency and/or to any other relevant statutory or regulatory bodies. Emergency contact details are outlined in Section 5.2.3 for all contacts relevant to the works.

Investigation

Reporting of an incident to the Project Manager shall, where necessary, commence the incident investigation which shall be jointly conducted between the Client and its contactor[s].

The Principal Contractor shall prepare an investigation report for all environmental incidents. The report is to include:

- Summary of the environmental incident, describing the:
 - Nature of the incident;
 - Details of any pollutant released including the type and quantity of pollutant released;

- Location for the incident (e.g. grid reference);
- Receptors that were or could have been impacted
- An analysis of what led to the incident occurring
- Summary of immediate actions taken to mitigate the incident
- Summary of any remedial action required
- Lessons learned and future measures or actions to be implemented.

The Client will verify the incident investigation and agree with its contractors any further actions which are to be implemented to prevent a reoccurrence of comparable incidents. A timeline for the implementation of all actions shall be established and the contractors shall provide details of when they have been implemented.

An incident investigation shall be complete when all details have been recorded on file.

Emergency Contacts

In the event of an emergency occurrence at the site, the Client and its contractors shall determine the relevant statutory and regulatory bodies that must be notified. Notification shall be in accordance with the measures outlined above.

List of Emergency Contacts

Emergency Contacts	
Contact	Contact Details
Client Site Manager – [tbc prior to construction]	TBC
Contractor Site Manager - [tbc prior to construction]	TBC
Contractor Environmental Advisor - [tbc prior to construction]	TBC
Contracts Manager – Nigel Kirk	07899 062493
Environment Agency Emergency Number	0800 807 060
Health and Safety Executive (HSE Construction)	01519 229 235
Local Authority – Mid Sussex District Council	01444 458166
Major Spill Emergency Response – e.g. RSK Response	0333 999 7687
Fire	999 / 112
Police	999 / 112
Ambulance	999 / 112

Incident Response

All pollution incidents should be managed through the STOP – CONTAIN – NOTIFY concept.

As soon as an incident is identified, the first action should be **STOP** and prevent further discharge to drainage/river/ground.

CONTAIN may constitute control of discharge in the event of a spill, or cessation of works if it is the works that are resulting in the incident, e.g. halting excavations until silt runoff is contained. It is recognised that due to personal health and safety risks it may not always be safe to stop the source of the spill, for instance if a significant volume of an unidentified substance has been released.

NOTIFICATION should take place as soon as practicable, and frequently can take place while further release is being stopped or while a spill is being contained. The emergency contact numbers outlined in Table 4 should be used.

Appendix 4 consists of standard incident response procedures, intended to provide guidance for the contaminant and limitation of adverse effects.

Oil, fuel or chemical spill to ground

- i. Wearing protective clothing, prevent further release at source e.g. switch off tap/valve, correct leaking drum and make the area safe.
- ii. If the spill is migrating, creating a temporary bund to prevent further spread by using spill kit materials / sandbags.
- iii. If drains or field ditches are located nearby, install drain seals / deploy additional spill kit materials to prevent the spill discharging to the drain or ditch.
- iv. Apply absorbent granules or pads (available from spill kit) to the affected area.
- v. The Contractor will notify the Environment Agency regarding the nature and scale of incident. The following information should be included in the notification:
 - o Time of discharge;
 - o Type/quantity of material discharged;
 - o Location of discharge; and
 - o Site contact details.
- vi. The Contractor will notify the Client of the incident and communicate the information provided to the Environment Agency.
- vii. The Client will notify the Local Planning Authority regarding the nature and scale of the incident as per the requirements of the Environmental Damage (England and Wales) Regulations 2015.
- viii. Containment measures should remain in place until the nature and extent of the contamination can be assessed and a remediation strategy must be prepared.

All impacted materials shall be disposed of in accordance with relevant legislative and regulatory requirements and the Duty of Care requirements.

Oil, fuel or chemical to surface water feature

- i. Wearing protective clothing, prevent further release at source e.g. switch off tap/valve, correct leaking drum and make the area safe.
- ii. If the source is not readily identifiable, contain first (see below) then identify and prevent further release at source.
- iii. Immediately deploy appropriately sized boom from nearest spill kit across affected surface water feature. Use stakes to attach it to the sides of the surface water feature. Tie booms together to increase length if required.
- iv. Supplement with additional booms across the surface water feature, as required, to contain any migration of the spill not halted by the first installation.
- v. The Contractor shall notify the Environment Agency regarding the nature and scale of incident. The following information should be included in the notification:
 - o Time of discharge;
 - o Type/quantity of material discharge to surface water feature;
 - o Location of discharge; and
 - o Site contact details.
- vi. The Contractor shall notify the Client of the incident and communicate the information provided to the Environment Agency.

All impacted materials will be disposed of in accordance with relevant legislative and regulatory requirements and relevant Duty of Care requirements.

Oil, fuel or chemical spill to drainage system

- i. Wearing protective clothing, prevent further release at source e.g. switch off tap/valve, correct leaking drum and make the area safe.
- ii. If source is not readily identifiable, contain the visible pollutant first, then identify and prevent further release at source.
- iii. Immediately deploy appropriate drain cover(s) to affected gullies.
- iv. Supplement with booms around the gully to contain any migration of spill.
- v. The Contractor shall notify the Environment Agency and the relevant water company regarding the nature and scale of incident. The following information should be included in the notification:
 - o Time of discharge;
 - o Type/quantity of material discharged to the drain;
 - o Location of discharge, specifically which drain; and
 - o Site contact details.
- vi. The Contractor shall notify the Client of the incident and communicate the information provided to the Environment Agency.

All impacted materials shall be disposed of in accordance with relevant legislative and regulatory requirements and relevant Duty of Care requirements.

Discovery of unexpected contamination

- i. On the discovery of unexpected contamination, the Contractor will immediately halt works in the area.
- ii. If impacted materials have already been removed they shall be returned to the excavation or placed on to a membrane, e.g. terram, to prevent migration of the contaminant to another area.
- iii. Contractor to report the situation to the Client.
- iv. Arrangements will be made between the Contractor and the Client for samples of the contamination to be collected and tested on fast turnaround.
- v. Contractor to only continue with works in the area once the test results have confirmed the contaminant and a safe means of working has been established.

The Contractor shall be free to continue works in areas unaffected by the contamination, BUT the Contractor will not speculatively continue to excavate material to find the extent of the contamination without supervision from a geo-environmental engineer.

All impacted materials will be disposed of in accordance with relevant legislative and regulatory requirements and relevant Duty of Care requirements.

Explosion / Fire Procedure

Explosion/fire incidents should also be dealt with through health and safety procedures. In the event that a fire is detected or an explosion occurs:

- i. Notify the emergency services and evacuate the area.
- ii. Attempt to tackle the fire with site equipment only which it is safe to do so.
- iii. Ensure that pollution of nearby water bodies including surface water drainage from fire control water or other substances is minimised. Where possible and safe to do so, any site drainage systems should be protected through the deployment of drain seals/ spill kit materials to ensure any firefighting waters are captured and can be disposed of appropriately.
- iv. At a time when it is acceptable to do so, the Environment Agency shall be notified regarding the nature and scale of incident. The following information should be included in the notification:
 - o Nature of the incident;
 - o Time and date of the incident;
 - o Quantity of fire control water discharged to surface water feature/drainage, where relevant;
 - o Location of discharge; and
 - o Site contact details.

Silt

In the event of an unexpected discharge of silty water, then:

- i. Prevent further release at source e.g. cease dewatering the excavations.
- ii. Contain silt and protect sensitive receptors from further discharge:

- If a drain is located nearby, install drain seals or deploy spill kit materials to prevent discharge.
 - If silt flow is in the direction of surface water features deploy hay bales around the surface feature.
 - If silt is being generated by runoff from stockpiles deploy spill kit materials, silt fencing or move soil to form a bund at the base to prevent further silt laden runoff from the stockpile.
- iii. If silt is discharged without prior approval the Environment Agency shall be notified. If the silt discharge enters the drainage system the relevant water company shall also be notified regarding the nature and scale of incident. The following information should be included in all notifications:
 - Time of discharge;
 - Type/quantity of material discharged;
 - Location of discharge, e.g. which drain or surface water feature; and
 - Site contact details.

Complaint over a nuisance

This procedure should be followed for all nuisance complaints include noise, dust and light.

- i. Immediately stop the activity leading to the complaint; or where not possible to entirely stop the activity reduce it to the lowest possible level e.g. shut off all non-essential plant.
- ii. Remain polite and courteous. If able to resolve the issue through discussion with the complainant, then determine what action is needed and put it into practice.
- iii. Record the details of the complainant including their name, contact details and address. Contractors shall report the details of the complaint and the complainant to the Client.
- iv. The Contractor and the Client will register the complaint on a Complaints Log.
- v. The Client will act on the complaint and remedial actions shall be put in place within 24 hours.

Contamination of or by waste materials

- i. Assess whether the area needs to be evacuated, such as if fumes are being given off.
- ii. Assess whether the damage can be undone through segregation.
- iii. Complete a risk assessment for the task including consideration of any COSHH risks.
- iv. It is safe to do so segregate the waste. If it is not safe to do so, then the full waste quantity is to be consigned as hazardous waste.
- v. The Contractor is to report the incident to the Client.
- vi. Waste is to be collected from site in accordance with normal practice.

Discovery of archaeological artefact or heritage feature

- i. Immediately stop works in the area of the artefact or feature.
- ii. Ensure the area is isolated from interference by erecting fencing around the discovery. Prevent vehicles from navigating through this area.