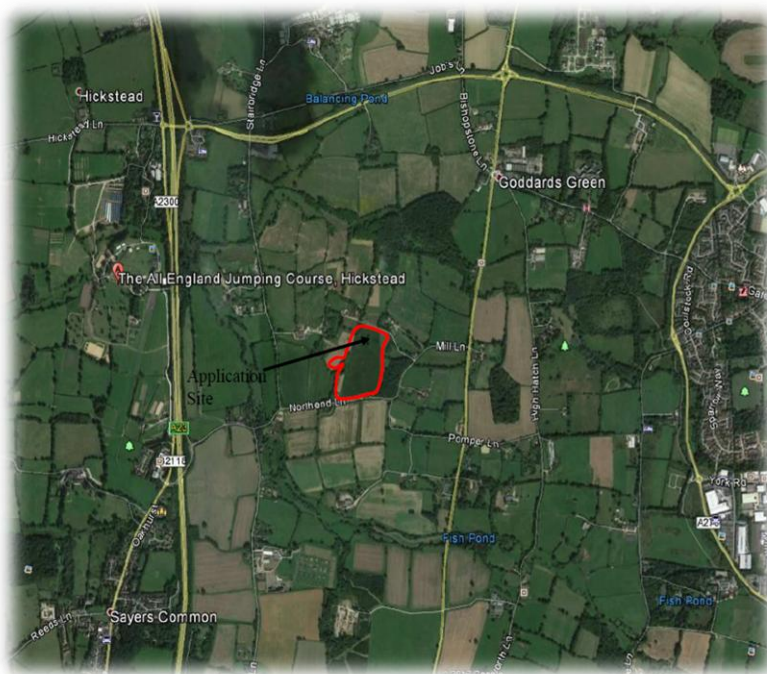


Construction Management Plan

Creation of Polo Pitch and Formation of Lagoon, Landscaping and Vehicular Access



Site Address

Naldretts Farm
Pookbourne Lane
Sayers Common
Hassocks
West Sussex
BN6 9HD

Prepared By

Penfold Verrall Limited
The Haulage Yard
Dial Post
Horsham
West Sussex
RH13 8NY

Revision A – 13.03.2025

Contents

1. Project description
2. Site setting
3. Contact details
4. Details of public engagement
5. Enabling works
6. Site compound and parking of vehicles by site operatives and visitors
7. Method of access and routing of vehicles during construction
8. Erection and layout of security fencing and protection of existing trees
9. Wheel cleaning facility
10. Placement methodology
11. Control of dust and noise

Appendices

Appendix A – site location drawing

Appendix B – site setup drawing & wheel cleaning position

Appendix C – complaints procedure

Appendix D – traffic routing plan

Appendix E – site layout & sections plans

Appendix F – material rejection procedures

1.0 Project description

- 1.1 The proposed development includes the creation of a polo pitch with access to the south and a balancing pond to the west of the pitch. The works involve the importation of approximately 93000m³ of naturally occurring soils to create the polo pitch with the associated works and landscaping.
- 1.2 The material to be deposited at the site will be clean naturally occurring soil and mineral material and will be imported to site under a Materials Management Plan (MMP) under Direct Transfer (DoWCop) Definition of Waste Code of Practice (CL:AIRE). The MMP must be prepared that provides evidence / information that the 4 factors of the Development Industry Code of Practice (DoWCoP) have been met: suitable for use (without further processing); certainty of use, the correct volume is to be used, and no more than is absolutely necessary and where using those materials it will not cause pollution of the environment or harm to human health (evidenced by a risk assessment).

2.0 Site setting

- 2.1 The site is located to the east of the A23 and south of the A2300. The site is unutilised arable land bounded by a private driveway into Naldretts Farm.
- 2.2 Mill Lane is to the east of the site, Northend Lane to the south and Pookbourne Lane to the west. The central grid reference is TQ27901928.
- 2.3 The site is relatively open with land dropping by approximately 5m to 7m from the north of the site from the south and southeastern boundaries. A few mature trees are located around the southern and western periphery of the site with a small, wooded area to the east of the site (Hungerfields Wood) and to the north of the site are hedges of varying quality and scale either side of the private access road between Mill Lane and Naldretts Farm.

3.0 **Contact details**

3.1 Darren Lynch: Managing Director: 07803 179308:

dlynch@penfoldverrall.co.uk

Adam Bish: Director: 07803 179322:

abish@penfoldverrall.co.uk

Mark Nunn: Director : 07860 182801

[mnunn@penfoldverrall.co.uk](mailto:munn@penfoldverrall.co.uk)

Tony Medhurst: Safety and Environmental Manager: 07766 524 769

tmedhurst@penfoldverrall.co.uk

Paul Lynch: Operations Manager: 07917 758741

plynch@penfoldverrall.co.uk

Head office: 01403 710836

info@penfoldverrall.co.uk

Out of hours number: 01403 710836 (calls to the out of hours number will be automatically directed to a managers mobile number).

Plant Operators: TBA: All operators of plant hold full CPCS training, and all plant is certificated.

4.0 **Details of public engagement**

4.1 Prior to any works being undertaken residents local to the works will be informed of the anticipated start of the works in the form of a posted letter

4.2 There will be a notice board placed at the entrance of the site, this will have the contractors name and contact details and out of hours number so there is contact information for residents. Any correspondence with locals will have reference to the out of hours contact number 01403 710836 attached. Out of hours number will be automatically directed to a managers mobile number.

4.3 Any complaints regarding works will be dealt with via Penfold Verrall Procedures and acted upon accordingly. Refer to Appendix C: Complaints Procedure

4.4 Temporary signage will be erected at each junction to warn drivers of the possibility of meeting a large vehicle in the middle of the road.

- 4.5 A low loader will be required to deliver plant to the site and to collect plant at the end of the project. Prior to delivery residents will be forewarned of these movements. On the day of delivery, a safety vehicle will drive the route to ensure adequate passage.

5.0 Enabling works

- 5.1 At commencement heras fencing will be erected to establish a site compound. The fencing will be delivered to site by a 7.5 ton lorry and will then be taken to the correct areas by labour to prevent vehicle access to root protection zones. Suitable signage will be placed to this. On completion of access works and compound set up, a topsoil strip will be undertaken; this material will be placed to the perimeter of the site to create a bund. The topsoil bund will be shaped and sealed for reuse at the completion of the works, the bund will also act as a barrier to the works area and a demarcation from existing trees to remain. Refer to Appendix B: Site set up drawing.

6.0 Site compound and parking of vehicles by site operatives and visitors

- 6.1 A temporary road access from the new entrance will be constructed that will be laid on a geotextile membrane to the existing subsoil (topsoil to be stripped and placed in a sealed bund for reinstatement on completion of works).
- 6.2 The site compound will be established by laying a geotextile membrane to the existing ground and laying a recycled stone upon this and consolidating. The compound will be used for the parking of a site vehicles and visitor parking. Of an evening the compound will be used to secure the onsite plant (excavator & dozer). Refer to Appendix B: Site set up drawing.
- 6.3 Welfare for the site will be a standalone 12ft welfare unit that provides facilities up to 7 site operatives. The welfare unit incorporates a mess room / kitchen, drying room, chemical toilet, seating area and integral 6kva generator and is HSE compliant. A Wheelwash facility will be incorporated to the temporary access road (refer to proposed site compound layout appendix B).

7.0 Method of access and routing of vehicles during construction

- 7.1 Pre-construction vehicular movement to facilitate the removal of existing vegetation and undertake hedgerow works shall be limited to the minimum requirement in order to fulfil the vegetation removal works and no vehicular access shall be permitted over unmade ground within any tree protection area of existing trees to be retained and protected. Only vegetation that that has been approved by planning authority shall be cleared.
- 7.2 Access will be from Cuckfield Road onto Mill Lane to site, vehicles egressing the site will turn right onto Mill Lane to join A23. Refer to Appendix D: Traffic routing plan

7.3 Access to the site itself shall be made at all times via the new access point at the end of Northend Lane. A temporary hard track would be provided at the end of the new tarmac access and will be constructed from recycled stone laid on a geotextile membrane to allow enabling lorries to access the working area safely. The track would be 4 metres wide with passing bays incorporated to allow safe passing of on-site traffic and will be located outside of any tree root protection. The existing topsoil would be stripped and stored separately to a height of no more than 2.0m and also outside the tree root protection areas. The track will be removed once the site operations have been completed prior to re-spreading the topsoil. Vehicular movements during the construction period shall be limited to areas of existing and new temporary hard standing or newly protected ground only. Refer to proposed site compound layout appendix B

7.4 Plant will be brought to the site on a low loader and will be escorted to its destination. The vehicle will drive into Northend lane and will be off-loaded at the start of the temporary haul road. All vehicle movements will be overseen via a banksman. This procedure will be repeated on completion of the works. The plant to undertake the works will be a CAT dozer with GPS and a Volvo 220 excavator.

7.5 It is anticipated that there will be 50 vehicle movements to the site per day Monday to Friday. The vehicles entering the site will be 8 wheeled 32-ton tipper lorries all fitted with on board cameras, tracking devices and automatic sheets.

7.6 A S59 Agreement will be entered in to provide a before-and-after road condition survey, with commitment from the Landowner/Penfold Verrall to repairing any identified faults in/on the public highway attributable to vehicles used during the construction process and that No works shall commence until the 'before' survey has been undertaken in accordance with the S59 Agreement as may be agreed with representatives of the Highway Authority. Following that, no other works shall commence until the site access to Northend Lane and passing bays on Mill Lane have been completed in accordance with the detailed drawings forming part of a S278 Agreement as may be approved by the Highway Authority.

8.0 Erection and layout of security fencing and protection of existing trees

8.1 Heras fence panels will be erected to the site to form the site compound / parking area and to secure the site at the main entrance at an evening.

8.2 A bund will be constructed from the topsoil strip to the exterior of the polo pitch away from the root protection zones of any trees. This will allow protection of existing trees; high visibility bunting can be added to this if further protection is required and to highlight sensitive areas on site. Suitable signage will be erected to fencing and site entrance.

9.0 Wheel cleaning facilities

9.1 Wheel cleaning facilities will be established at the entrance to the site on the temporary stoned access. All vehicles leaving the site will use this facility. When exiting the wheel cleaning area drivers will park the vehicle and check their tyres for any loose materials so not to take dirt or debris onto the existing road systems. Refer to Appendix B: Wheel Cleaning Location

9.2 The site operator will monitor the roads as well as senior management during site visits. Penfold Verrall road sweeper will be in regular attendance if required.

10 Placement methodology

10.1 It is proposed that soil works for the construction of the polo pitch would be commenced at the furthest end of the site with lorries importing and placing soils directly onto the ground, within the proposed footprint area, so the operator may work immediately and shape and consolidate the soils, as proposed in the site layout sections plans. It is proposed that the imported soils would be mainly worked when the soils are dry and friable in order to avoid smearing and damage to the structure of the soil and in the interest of a good quality restoration of the finished regrading. Refer to Appendix E: Site Layout and Sections Plans.

10.2 The drivers of all vehicles delivering material to the site must report to the site supervisor to disclose the nature of the material they are carrying and provide relevant documentation. The site source report will ensure this material is acceptable, however checks from the drivers will ensure this.

10.3 The site representative will record the movement of vehicles to and from the site and identify the loads they are carrying. The operative will complete delivery notes; the delivery note will be signed to confirm the details are correct and that the inspected material is suitable for use.

10.4 All loads delivered to site will be visually inspected at the tipping area and again when deposited. The objective of this inspection is to try and detect the presence of unauthorised material. Vehicles will remain sheeted until they arrive at the deposit area. If the site operatives inspection detects any unauthorised material it will be dealt with in accordance with the rejection procedures. Refer to Appendix F: Material Rejection Procedures

10.5 There will be a tracking system in place for the acceptance of material and this will be for the acceptance of direct transfer which is specific to low risk clean naturally occurring soil and mineral and will be in the form of a CL:AIRE delivery ticket.

11 Control of dust, noise and artificial illumination

11.1 Any control measures implemented need to be monitored to ensure the practices being undertaken are working correctly and if not need to be reviewed and new controls put in place. Due to the nature of the works keeping potential dust problems under control is an everyday job; therefore control measures have been put in place to eliminate /reduce the amounts of airborne dust produced from our work activities. Dust does not only affect the existing environment but can also cause serious respirable problems with our workforce and members of the public, especially those with existing respirable problems. Our operatives will need to ensure that best working practices are followed at all times. The following identifies the activities that are most likely to produce dust.

11.2 The site will be monitored daily for dust produced by site activities; this plan will be in affect during all hours of operation at the site. During non-business hours there will be no activities generating dust; therefore dust control activities will be restricted to hours of operation only. However if winds are high on close of business, site personnel should evaluate vulnerable areas and implement controls, as appropriate, to minimise off hours emissions.

Activities with potential to produce dust

- Driving on haul roads (especially on dry and windy days)
- Hauling of soils for the regrading works
- Depositing of soils
- Moving soils on site
- Stockpiles
- Vehicle emissions

Receptors

- Local human population / residents
- Site staff
- Users of Naldretts Farm
- Deciduous woodland and surrounding trees
- Existing roadways

Pathway

- On air currents
- From back of tipper lorries delivering soils
- Dust can turn to slurry / silt on wet days and find way onto existing road systems

Controls for site activities – haul roads

- Temporary access road to be dampened down
- All vehicles entering the site will abide by a set speed limit 5mph
- All vehicles entering the site must be sheeted until point of deposit
- All vehicles leaving the site will ensure they are visually checked for debris and use the wheel cleaning facilities that will be sited near the access to site.
- Road sweeper to be used if material enters onto main roadways
- Stagger site movements

Controls for site activities – plant emissions

- All Penfold Verrall vehicles are constantly being upgraded and most of our current plant is new including excavators, this ensures that our equipment have Euro 5 or 6 engines. Plant is to be maintained on a regular basis.

Controls for site activities – stockpiles

- Limit the height of stockpiles (topsoil) to be no more than 2m in height
- Limit the disturbance of the stockpiles
- Apply water to the surface of stockpiles (if required in dry conditions)

Controls for site activities – material depositing

- Monitor wind conditions (daily onsite decision by site operator and during visits by site management)
- Do not let materials fall at too great a height
- Use water suppression where necessary
- Vehicles depositing material must be sheeted until area of placement
- Areas nominated for the depositing of material; all loads must be overseen by plant operators.
- Place and compact material on deposit.

12 Noise

It is envisaged that noise from the operations will be minimal. However controls will be put in place to reduce the noise produced from our activities.

Activities with potential to produce noise

- Lorry Movements
- Excavator / Dozer Operations
- Reversing Beacons

Receptors

- Local human population / residents
- Site staff
- Users of Naldretts Farm

Pathway

- Air Currents
- Strong Winds
- Ground Vibration

Control measures

- There are natural defences already in place such as large trees and bushes that should muffle some of the noise produced by the work activities. Also, our plant and equipment is constantly being upgraded and is regularly maintained, this ensures they function correctly and any muffling devices fitted are working correctly.
- To ensure works noise is not a nuisance it is proposed that working times and no construction or HGV movements shall take place outside the hours of 0700 to 1800 (Monday to Friday) and 0730 to 1300 (Saturday). There will be no working on Sundays, public or bank holidays.
- No use of vehicle horns unless it's a genuine emergency.
- Tipping of materials to be undertaken slowly to ensure tailgates do not slam.
- The temporary access road to the works areas are to be regularly maintained to reduce pot holes etc so to prevent noise from vehicle using it.
- Stagger vehicle movements on site.
- Reduce the amount of reversing on site; however this cannot be completely eliminated.
- The dwellings on site should not be affected by vibration from the works as construction plant will be kept to a minimum.

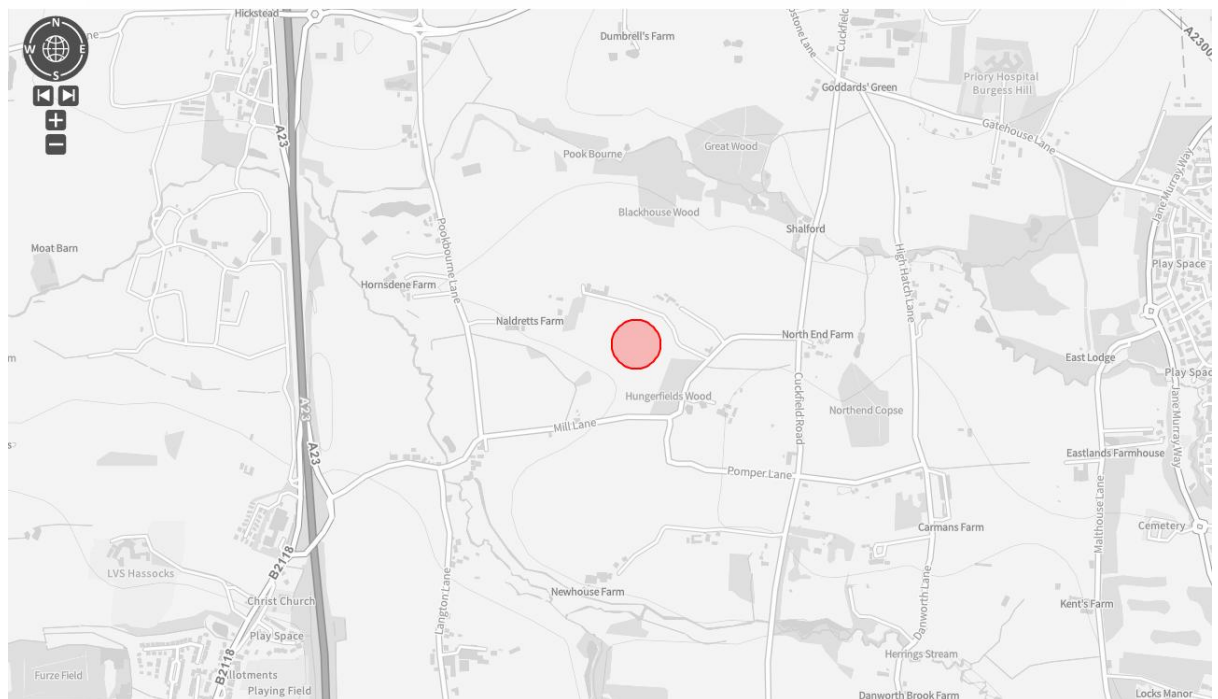
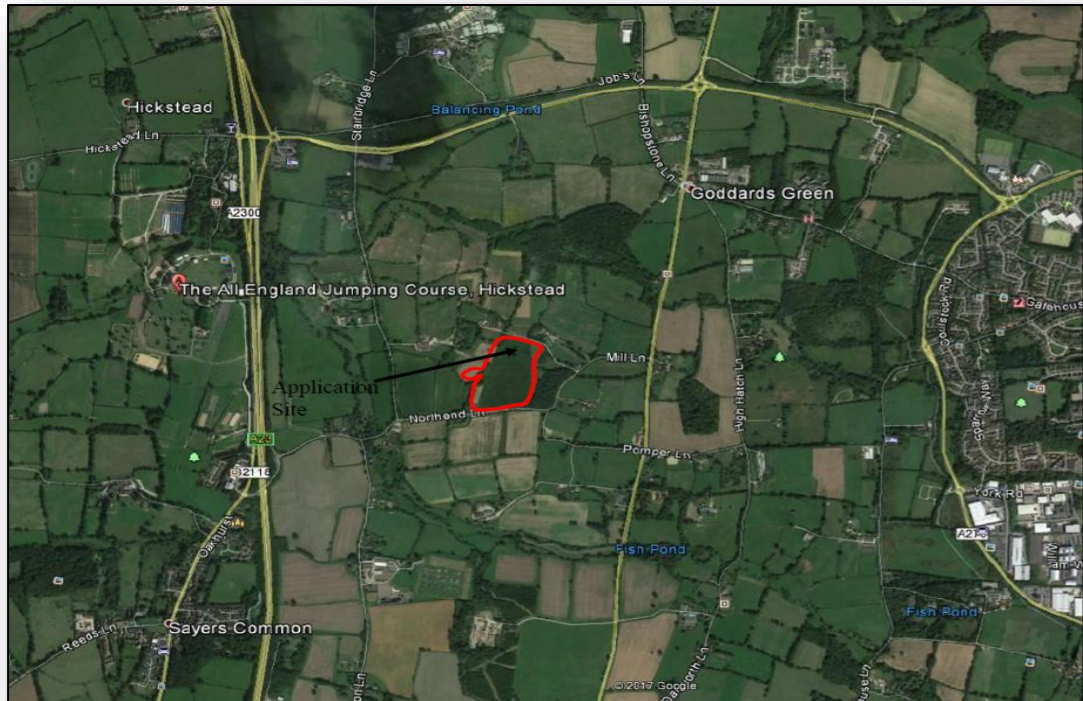
All Penfold Verrall operators of plant and HGV will be informed to give consideration to site users and local receptors whilst using the site at all times. This plan will be in effect during all hours of operation on site. During non-business hours there will be no activities generating noise; therefore, noise control activities will be restricted to hours of operation only. Any complaints must be recorded in the complaints procedure form. Refer to Appendix C complaints procedure.

Artificial Lighting

During the construction phase works will be undertaken during day and will be limited to the agreed site working times. Works will be undertaken in daylight hours thus eliminating the requirement for artificial lighting. If lighting is required than this will mainly be plant fitted and flashing beacons on visiting delivery vehicles that will have minimal affect on the surrounding environment and properties.

Appendices

Appendix A – site location drawing



Appendix C – complaints procedure

Penfold Verrall Complaints Timeframes PVL007 (A)

Objectives

Penfold Verrall aims:

- To provide our customers with the best possible service
- To resolve complaints immediately
- We learn from our mistakes and find ways to improve our services.

Responding to complaints

HIGH RISK

- To be dealt with immediately, preferably at source if possible. This is only to be undertaken if there is no risk to the individual from the source or complainant.

MEDIUM RISK

- To be dealt with within 24hrs

LOW RISK

- To be dealt with within 5 days

All complaints must be filled out in the complaints book found in the site office. The head office must also be informed immediately so we can address the severity of the complaint and solve any issues rising.

If complaints take longer than the recommendations above; then the complainant will receive an explanation to why and when to expect a reply.

COMPLAINTS FORM PVLP007 (B)

We treat complaints seriously and learn from them to prevent any re-occurrence and to improve our services. So please record all complaints and inform head office at the earliest convenient time.

Who made the complaint (name)	
Address	
Phone Number	
Date and time the complaint was made	

What happened, what was it about?

Was anyone else aware of this – other neighbours or your staff? If so who?

Assuming the complaint relates to the site, what was the problem, what went wrong? If you can't find the source of the problem you should contact the head office on 01403 710836

What have you done to make sure it does not happen again? (immediate resolution)

Was there any significant pollution – for example: excessive odour which can be smelt off site, large volumes of dust or excessive noise levels?

If there was then you must notify the head office
Have you done so?

Yes/no/not applicable

At what time did you phone?

Please print and sign your name:

HEAD OFFICE

Has an email been sent to the local Environment Agency

Yes/no/not applicable

Time:

Date:

EA incident number:

Outcome: what has been done to prevent re-occurrence?

Please print and sign your name:

Key:

- Existing contours (1m intervals)
- Proposed contours (1m intervals)
- Proposed drainage pipe
- Proposed Water Storage Lagoon
- Proposed Fish & Hatchery

Client Name: Naisvalla Farm Fish Hatchery
 Project No: 1283
 Drawing Name: Grading Plan
 Drawing No: 1283-08 Rev A
 Scale: 1:1000 (20m)

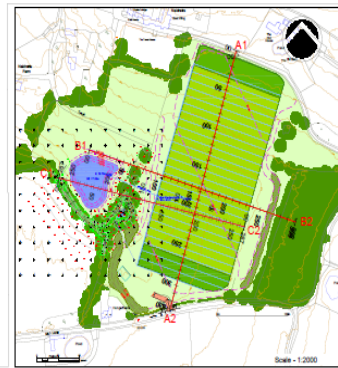
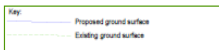
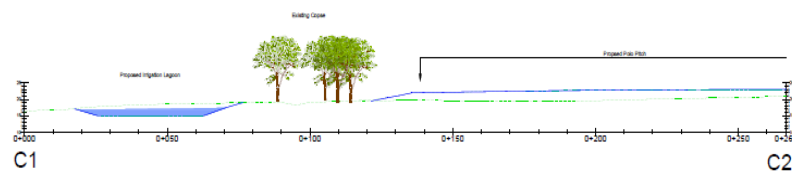
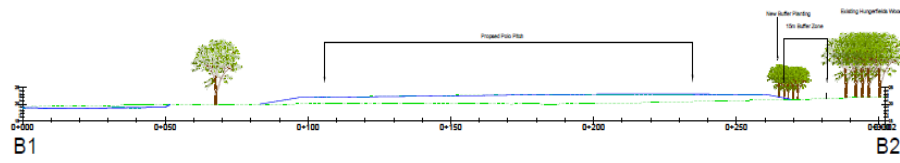
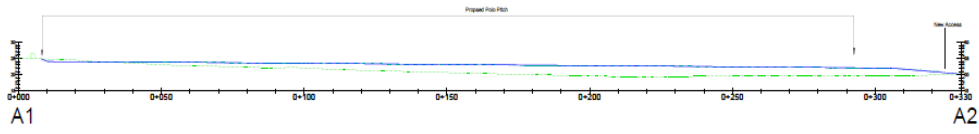
Date: 29th October 2017
 Project No: 1283
 Drawing No: 1283-08 Rev A
 Scale: 1:1000 (20m)

Notes:

- Rev A 1/10/17 - addition of woodland survey - lagoon added

Logo: sodb sports & design

Scale - 1:500



Client: Andy Robinson	Date: 7th July 2017	Revisions:	Notes:
Project Name: Nantwistle Farm Pitch	Project No: 1261		
Drawing Name: Cross Sections	Drawing No: 1261.04		
Drawn By: DW	Checked By: BW	Scale: 1:500 and 1:2000 (mixed)	



Appendix F – material rejection procedures

Load failure report

Site Address:

Delivery Ticket Number:

Transport Company:

Reject Load Vehicle Registration:

Site Rejected Load Loaded From:

Reason for Failure:

Contact Name and Number for Transport Company Regarding Load Failure:

Date Material Removed from Site: