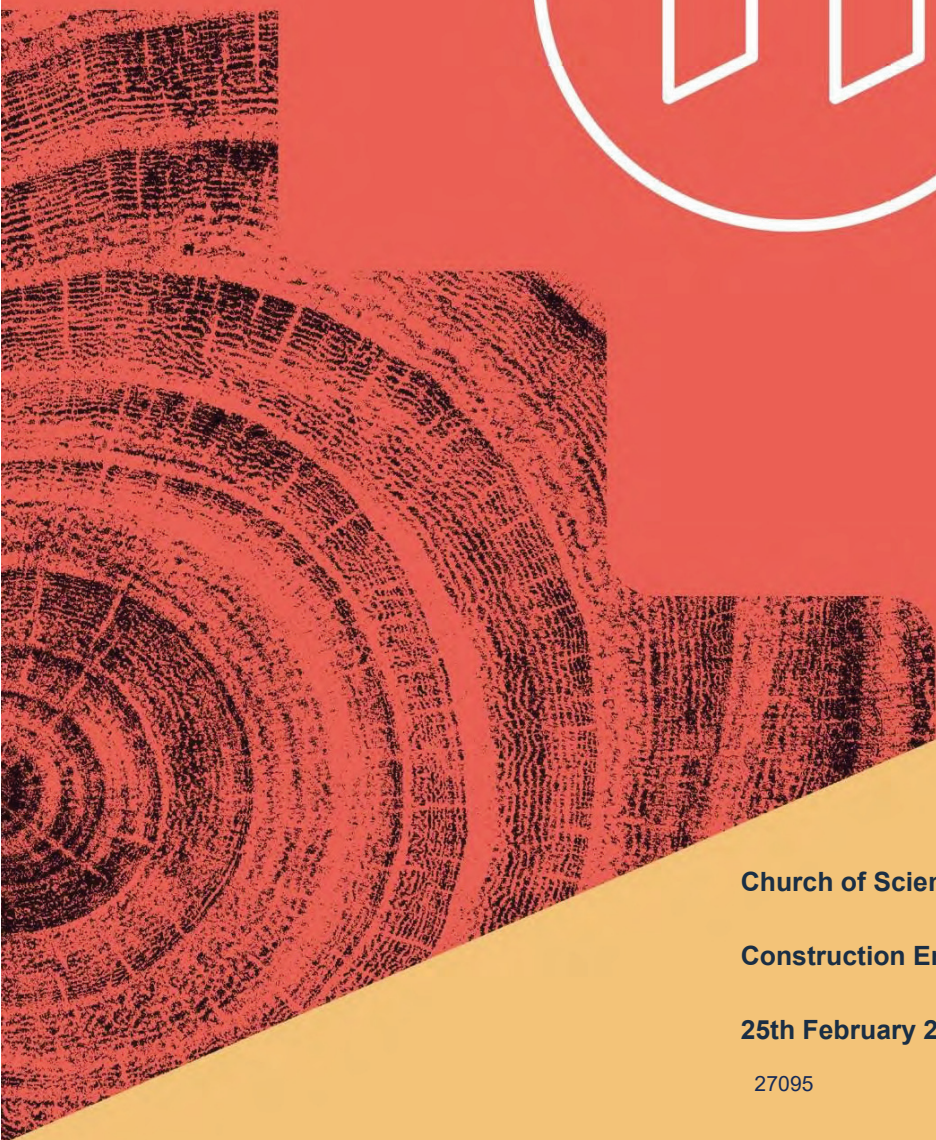




Church of Scientology Religious Education College Institute.

Construction Environment Management Plan.

25th February 2026.

Project Title / Document Title	St Hill
Client / Developer Name	Church of Scientology, Religious Education College, Inc
Project Number / Reference	Saint Hill
Prepared By / Author	Robert Francis – MacConvilles
Prepared date	27 th March 2026
Version	D

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Introduction

Purpose of the CEMP

The CEMP sets out a clear framework for managing and mitigating environmental impacts during the construction phase of development. Its primary aim is to avoid, minimise, and control potential adverse effects on sensitive receptors, habitats, and local communities while ensuring compliance with all relevant legislation, planning conditions, and environmental commitments. It integrates best practice measures for pollution prevention, waste management, and biodiversity protection into day-to-day construction activities and establishes clear roles and responsibilities for all parties involved. The plan also serves as a living document, subject to regular review and updates to reflect changing site conditions, legislative requirements, and industry standards.

This CEMP supports the discharge of planning conditions by demonstrating how environmental risks will be managed and monitored throughout the project. It provides site-specific operational controls and method statements to prevent harm to protected species and habitats, manage risks such as dust, noise, vibration, and water pollution, and minimise disruption to neighbouring properties. Ultimately, the CEMP ensures that construction activities are carried out responsibly, with robust monitoring and adaptive management to maintain compliance and deliver sustainable outcomes.

Scope of Works

The proposed works are for the infrastructure requirements relating to the COSRECI annual event requiring car parking and access requirements. The proposed works include the construction of a WC block, generator enclosure, below ground concrete ring beam and additional infrequent carparking spaces using a reinforced ground surfacing with grass infill and access road to the temporary event field. There are also requirements for dealing with surface water strategy, foul water and associated landscaping.

Link to Planning Conditions

This is related to the planning for 1093 St Hill project in anticipation of planning conditions which may be requested.

Associated Documents

This document is to be read in accordance with the Design & Access Statement and supporting documents as per planning application reference DM/25/2223 (Planning Ref Number).

CEMP Development

The Construction Environmental Management Plan (CEMP) is intended to be a dynamic and iterative document that remains relevant throughout the entire construction phase. It will be regularly reviewed and updated to reflect changes in site conditions, legislative requirements, and best practice standards. This approach ensures that any new risks, findings, or ecological constraints identified during works are promptly incorporated into the plan. The CEMP will be shared with all relevant stakeholders, including contractors and subcontractors, to guarantee that environmental requirements are communicated effectively and integrated into daily operations. All details within the document should be treated as compulsory unless otherwise agreed in writing by the Local Planning Authority, and stakeholders are expected to align this plan with their existing site policies and procedures.

By maintaining its status as a “live document,” the CEMP provides flexibility to adapt to unforeseen circumstances, such as the discovery of protected species or changes in construction methodology. If such events occur, works will cease immediately in the affected area until appropriate mitigation measures are developed and approved. This iterative process ensures compliance with environmental legislation and planning conditions while safeguarding habitats and species. Ultimately, the live nature of the CEMP supports proactive environmental management, continuous improvement, and transparent communication among all parties involved in the project.

Project Team

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Project Description / Site Context

Site Location & Description:

The proposed site location is split between 2 fields at Saint Hill COSRECI site. The upper field known as Juhring will provide the informal overflow temporary parking and the lower field (Hobbs Field) will have the temporary tent, usage details as per the planning application submission.

The sequencing of the construction phase will be as follows:

1. Installation of site setup and temporary entrance formed
2. Installation of main access road to Hobbs Field
3. Construction of Hobbs Field foundations and WC block
4. Informal car park to follow
5. Followed by tarmac surface course to new exit to highway upon completion

The temporary entrance will be formed immediately to ensure all construction vehicles are held on site and not back onto the main highway. The gates will be set back and managed by a gateman at all times. At completion this entrance will be upgraded to final specification.

The site welfare will be located on the overflow car park and will be relocated to allow completion of all car parking spaces.

As soon as the temporary entrance is complete and can accept construction vehicles, the main access road and drainage will be constructed as well as the commencement of the overflow car park. This will allow construction vehicles to access the Hobbs field and construct the foundations. The foundations will be completed as early as possible to ensure the events tent construction is not delayed.

The overflow car park will commence as soon as the main access road is completed and will continue until project completion.

Key Site Constraints:

1. Reduce noise & dust, utilise water in dryer spells and noise baffles to plant where possible
2. Heras fence buffers for ecology
3. Ensure no construction traffic impacts or blocks the highway, traffic management and available turning area and vehicle hold points will be located on site.
4. Maintain operation of Church activities
5. Maintain security levels and ensure separation for public safety

Refer to Appendix A for site logistics at entrance and welfare arrangements.

Grid Reference / Postcode:

Grid Reference	X (Eastings)	Y (Northings)	Latitude	Longitude	Description (Click to Edit)	Address	Postcode
TQ 38236 35878	538236	135878	51.105537	-0.0268385	St Hill East Grinstead	RH19 4JY	RH19 4JY



Site Assessments

Soil and Ground Conditions

A survey has been undertaken by Soil Technics report number STW6679-R01-Rev_A to access soil conditions including the presence of tree roots.

Waste Acceptance Criteria certificate is available within Soil Technics Report.

Existing Habitats and Ecological Value

PJC Consultancy Ltd was commissioned by CLO UK to provide a Preliminary Ecological Appraisal for a parcel of land at Juhring Field & Hobbs Field, Saint Hill Manor, Saint Hill Road, East Grinstead, West Sussex RH19 4JY. The purpose was to classify the habitats present, highlight the potential of the site to support protected species, and recommend suitable avoidance, mitigation, compensation and ecological enhancement measures where appropriate. Key considerations from the report for construction stage:

- Ancient Woodland, North Wood adjacent to the site boundary, south-of Juhring field and north of Hobbs Field. Our mitigation:
 - A strict minimum 15m no construction buffer zone must be implemented between the ancient woodland and the development footprint.
 - A sensitive lighting strategy and general best construction environmental practice should be adopted during the construction and operational phases of the proposed development. The proposed works will be carried out during daylight hours over the summer months therefore construction stage operations should not impact hours between dusk to dawn.
- Habitat of Principal Importance (HPI), One parcel of broadly classified deciduous woodland HPI, North Wood, was recorded immediately adjacent to the Site boundary, south-of Juhring field and north of Hobbs Field. Our mitigation:
 - minimum 5m no construction buffer zone must be implemented between the woodland HPI and the development footprint.
 - A sensitive lighting strategy and general best construction environmental practice should be adopted during the construction and operational phases of the proposed development. The proposed works will be carried out during daylight hours over the summer months therefore construction stage operations should not impact hours between dusk to dawn.
- Bats (Foraging and Commuting) considerations identified in report
 - A sensitive lighting strategy and general best construction environmental practice should be adopted during the construction and operational phases of the proposed development. The proposed works will be carried out during daylight hours over the summer months therefore construction stage operations should not impact hours between dusk to dawn.

- Badger considerations identified in report
 - A pre-work survey to be carried out prior to construction to ensure no badgers remain on site.
 - All chemicals to be stored securely away from foraging animals
- Dormice consideration in report
 - All habitat clearance works should be undertaken under the instruction of a precautionary Non-Licensed Method Statement.
- Great Crested Newts & reptiles
 - All habitat clearance works should be undertaken under the instruction of a precautionary Non-Licensed Method Statement.
- Nesting birds consideration in report
 - Habitat clearance works should be undertaken outside the main nesting bird season (March- September inclusive). Should this not be possible, all trees and buildings must be inspected by an ecologist to determine the presence/absence of any nesting birds immediately prior to clearance.
- Possible presence of Asbestos
- An asbestos demolition survey has been instructed and due to be completed prior to commencement, precautions to be undertaken in line with Control of Asbestos Regulations 2012.

Site operations

Working hours / Deliveries and transport of materials, plant, and equipment to site

The working hours for the development site (including any demolition and construction activity) and deliveries including the transport of materials, plant, and equipment to the development site shall only take place during the following hours.

08:00 to 18:00 on Monday to Friday

08:00 to 13:00 on Saturdays

No working on Sundays or Public Holidays

These working hours cover operations and work which are audible at the site boundary. Because the site is located within ecological interest, no works will be undertaken outside of these hours.

Deliveries and the movement of large vehicles will also not be allowed out of these time constraints. Vehicle movements and deliveries will be manned to ensure that vehicle movements are controlled and managed by the gateman and banksman on site.

The works extend close to the site boundary therefore the works will be sequenced to allow adequate material storage whilst considering double

handling and reducing vehicle movements on site. To reduce the impact we will ensure that materials are delivered and unloaded as close to their final position as possible. Due to the nature of the sequencing and programming, we will be avoiding storage of aggregates where possible, all aggregates will be delivered to final location and immediately compacted, this will reduce vehicle movements as well as risk of dust in dry conditions. Any excavated materials will be banded to reduce risk of dust.

Noise and vibration

As well as being a health and safety concern for workers, we understand that noise and vibration can be a nuisance to neighbours. To this end the following general measure will be in place throughout the works.

- All vehicles and plant used during the development will be maintained in good and efficient working order, and in accordance with manufacturer's specification.
- All vehicles, mechanical plant, and machinery used during the development shall be fitted with proper and effective silencers (where available AND/OR in compliance with health & safety requirements) and shall be maintained in good and efficient working order.
- All plant and machinery in intermittent use shall be shut down in the intervening periods between works.
- Plant and machinery capable of generating significant noise and vibration levels will be operated in a manner to restrict its duration.
- Static plant and machinery shall be sited as far away as possible from inhabited buildings or other noise sensitive locations.
- All compressors shall be 'noise reduced' models that are fitted with properly lined and sealed acoustic covers which shall be kept closed whenever the machines are in use. All ancillary pneumatic percussion tools shall be fitted with mufflers or silencers of the type recommended by the manufacturers.
- Wherever possible battery powered equipment shall be used instead of diesel- or petrol-powered generators.
- The handling of materials shall be conducted in such a manner that minimises noise, including minimising drop heights into hoppers and lorries.

The site is bounded by extensive vegetation which acts as a natural sound baffle. Operations will be limited to surface removal only and there are no deep excavations planned.

Dust and Mud

The dust produced by construction operations has a high silica content and is harmful to the health of both operatives and those in the surrounding areas. The Principal Contractor will ensure that the following control measures are in place to manage this hazard and to be able to demonstrate that this is ongoing throughout the life of the project.

- All plant and equipment shall be maintained in accordance with manufacturer's recommendations to ensure emissions to atmosphere are minimised.
- Any equipment used to cut paving blocks, kerbs, flagstones etc. shall be operated with a water suppression attachment or a dust filter.
- Engines of plant, machinery, and lorries shall be turned off at all times when not in use.
- Delivery activities, plant, stockpiled materials and/or any other activities liable to significant dust generation shall be located as far away as possible from the development site boundaries and neighbouring properties.
- Stored materials liable to dust generation shall be dampened down, covered with tarpaulin, or otherwise contained as far as reasonably possible.
- Drop heights from conveyors, loading shovels, hoppers, and other loading or handling equipment shall be minimised, and fine water sprays should be used on equipment where necessary.
- Skips, chutes, and conveyors shall be covered and if necessary enclosed to ensure that dust does not escape.
- All vehicles carrying dusty materials shall be securely covered. Water suppression shall be used in dry conditions to reduce dust emissions (e.g. mobile bowsers or fixed sprayers as appropriate). A water suppression contingency plan should be included detailing water supply to site and what equipment will be kept available (e.g. number and size of bowsers, sprinklers, mist canons etc.)
- As well as reducing airborne dust within the site, dust and debris must not be transported out of the site on vehicle wheels. The public highway must be kept in a condition whereby it is mud free. This is applicable to both roads and pavements. To this end a wheel wash unit is to be installed near to the site exit point. This shall be a purpose made unit enabling water to be recycled and contained. At no time are jet washers to be used.
- Road sweepers are to be deployed if conditions worsen to the extent that wheel washing is no longer sufficient.

Air quality

The quality of air especially in rural areas is of concern around construction sites and to this end the Project Team will ensure that All Non-Road Mobile Machinery used on site must be compliant with the Non-Road Mobile Machinery (Emission of Gaseous and Particulate Pollutants) Regulations

2018. Evidence that vehicles complying with appropriate emission limits are being utilised by the site shall be available on request.

Artificial lighting

Specific task lighting may be required during the works, however temporary flood lighting of the site won't be necessary as the site is to be completed during the summer period and no nighttime working will be required. In the event lighting is required:

- Security lights, and any other obtrusive external lighting shall be sensitively located so as to avoid nuisance to neighbouring properties as well as wildlife and should only provide the necessary luminance for the relevant task(s).
- Lighting schemes shall be compliant with the Institution of Lighting Professionals Guidance Note 01/21 "The Reduction of Obtrusive Light".

Parking

On site parking will be made available to all operatives and visitors throughout the construction stage. The temporary vehicle entrance gates are set back from the main highway therefore allowing vehicles to be held at the entrance gate and directed to contractor parking.

Deliveries

Material and plant deliveries will be made outside of peak hours to avoid school and rush hour traffic. There is an off-loading point and turning circle available on site to allow all construction vehicles to be off-loaded safely off the highway. Where deliveries are constant such as tarmac deliveries, we will operate a holding location and stagger the deliveries to ensure multiple large vehicles are not on site at the same time. Deliveries will be made during normal construction working hours with no out of hours deliveries.

Site fencing

The existing site is currently fenced, this will be maintained during the works. Heras fencing and construction gates will be added to the existing layouts to ensure separation of general public and construction works. The strategy is to maintain the security fence at all times and use local heras fencing during removal and replacement.

Site Traffic

During the works, we expect there to be approximately 10 vehicles per day accessing the site,. We will ensure car sharing is carried out where reasonably possible. Site deliveries will be an additional approximately 10 vehicles per day. Delivery vehicles will generally 20tonne trucks for aggregates, this will be sequenced to ensure reduced traffic on local roads as well as reduced traffic on site. The tarmac deliveries will be concentrated to 2 to 3 days at a time, this

will be advised to the neighbours, however we will limit tarmac deliveries to one at a time on site to reduce congestion.

All construction traffic will be advised to access site via A264 or A22 towards East Grinstead and egress site in the same manner.

On site services

The site is currently serviced with power and water and locally available, therefore our intention will be to utilise existing services to reduce the use of generators and new connections.

Site Rules (PPE, Speed Limits, Smoking Policy)

Site rules displayed at the entrance and welfare areas: mandatory PPE (hard hat, hi-vis, boots), speed limit of 10 mph, and designated smoking areas. Rules will be communicated during induction. The PC will print signage and brief operatives.

Contractors will be informed of arrangements for smoking on the site.

Traffic flow will be managed by speed limit enforcement.

Manual Handling & COSHH

A manual handling briefing will be given during induction appropriate to the work being undertaken.

COSHH sheets will be available in the site office. There will be an inventory of hazardous substances and lifting requirements.

Fire Safety Plan

PC will put in place fire points with extinguishers and a single assembly point. The Fire procedure will be displayed on notice boards in the welfare facilities. There will be a site layout for assembly point and extinguisher locations.

First Aid Arrangements

There will be a first aid kit in site office and a nominated first aide on site at all times. Emergency numbers will be displayed on the notice boards.

Accident Reporting & RIDDOR Compliance

The PC will maintain a paper-based accident book and verbal reporting to site manager. RIDDOR compliance will be handled reactively.

There will be contact details for HSE on the noticeboards along with reporting thresholds.

Development site layout and welfare arrangements

Because of site constraints, the positioning of welfare accommodation, parking and routes will have to be altered as works progress. Management of these elements throughout the life of the project will be led by the Principal Contractor but will be a collaborative effort between all members of the project team. Welfare facilities will be provided by using a mobile 'EcoSmart' unit. As well as the benefits of being towable and thus moveable around the site as needed, it will incorporate a low noise battery generator and meet sustainability requirements for the development offering:

- Fully insulated wall and roof system with no cold bridging
- LED lighting & hot water without the need for the generator
- Low noise pollution
- Low fuel consumption
- Low CO2 emissions
- Automatic generator timed shut off for unnecessary fuel usage.
- Automatic generators stop/start technology for economical fuel usage

The site layout is available within Appendix A.

The site compound will consist of a single hardstanding area near the main entrance, accommodating welfare units, storage containers, and contractor parking zone. There will be segregation between the vehicles and the pedestrian walkway. The PC will install temporary fencing around the compound and provide basic signage for access points. PC will ensure that are utility connection points for welfare units.

The vehicle entrance will be tarmac at the early stages of the project to assist with reducing vehicle dirt and dust on the highway.

Key points to be covered as well as the safety and health of the delivery team on site will be:

- Mitigation of noise and dust nuisance to nearby residents and wildlife
- Traffic management at the site entrance
- Maintaining a safe access route through the site to ensure construction activities maintain movement and safe access and egress
- Environmental impact management- wheel wash run off, storage of waste

Community Engagement

Communication Strategy

Communication will be essential updates via email and phone calls to key stakeholders. A single point of contact (site manager) will handle all queries. There will be a list of stakeholders and their preferred communication channels. Queries will be promptly responded to as they arise.

Complaints Procedure

All complaints will be logged in a paper-based register and addressed by the site manager within 48 hours. No formal escalation process or trend analysis will be conducted. A complaints logbook will be maintained.

Contact details will be provided to the public for escalation (client or local authority)

Public Liaison & Updates (newsletters, notice boards)

A single notice board will be installed at the site entrance displaying key project information and emergency contacts. Updates will be posted when major changes occur. Information will include basic project milestones and contact details.

Emergency Response Procedures

In the event of an accident requiring emergency services, the Site Manager shall call the emergency services and direct them to the site address. He / She will answer the necessary questions asked by the telephone operator and assist with the instructions requested.

Appointed Person - The Site Manager will be the appointed person responsible for dealing with all emergencies on this contract. In his absence he will nominate another trained person on site to perform his duties.

Environmental Training

Induction Content

Induction will cover essential health and safety rules, PPE requirements, site layout, emergency contacts, and basic environmental controls. Delivered as a short briefing (15–20 minutes) on the first day.

Site layout and access points.

Emergency assembly points and contact details.

Toolbox Talks

Toolbox talks delivered only when issues arise or for high-risk activities.
Topics include basic safety reminders and updates on site rules.

Key hazards and high-risk tasks.

Spill Response Training

Basic spill response covered during induction, with instructions to use spill kits and notify the site manager. No formal drills.

Place spill kits at designated points.

Record Keeping (training logs)

Paper-based training logs maintained in the site office. Updates made manually after inductions and toolbox talks.

Print log sheets and store securely.

Workforce list and subcontractor details.

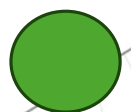
Implementation, monitoring, and corrective action

The Principal Contractor will be expected to appoint a competent person to conduct regular audits and site inspections to ensure that compliance with the CEMP is being maintained. Their specific role shall be to ensure that nuisance is not caused to surrounding uses. Where non-compliance is identified, the person responsible shall ensure that corrective action is taken.

Inspections shall follow these principles

- Project Manager/ Site Manager will perform informal daily and formal weekly inspections.
- Regular formal inspections and audits are carried out by competent persons and report submitted for consideration by Project Team.
- In the event of an accident / incident or occurrence, there will be a prompt investigation by the Project Team and the required follow up action undertaken and recorded.

Site Logistic Week 1 to 14

-  Vehicle routes
-  Temporary access road
-  Temporary contractor parking
-  Welfare Unit/Compound
-  Construction gates
-  No construction traffic
-  Material Store

Gateman at entrance/exit

APPENDIX A

Saint Hill – Construction Environment Management Plan



Site Logistic Week 15 to 30

-  Vehicle routes
-  Temporary access road
-  Temporary contractor parking
-  Welfare Unit/Compound
-  Construction gates

 No construction traffic

 Material Store

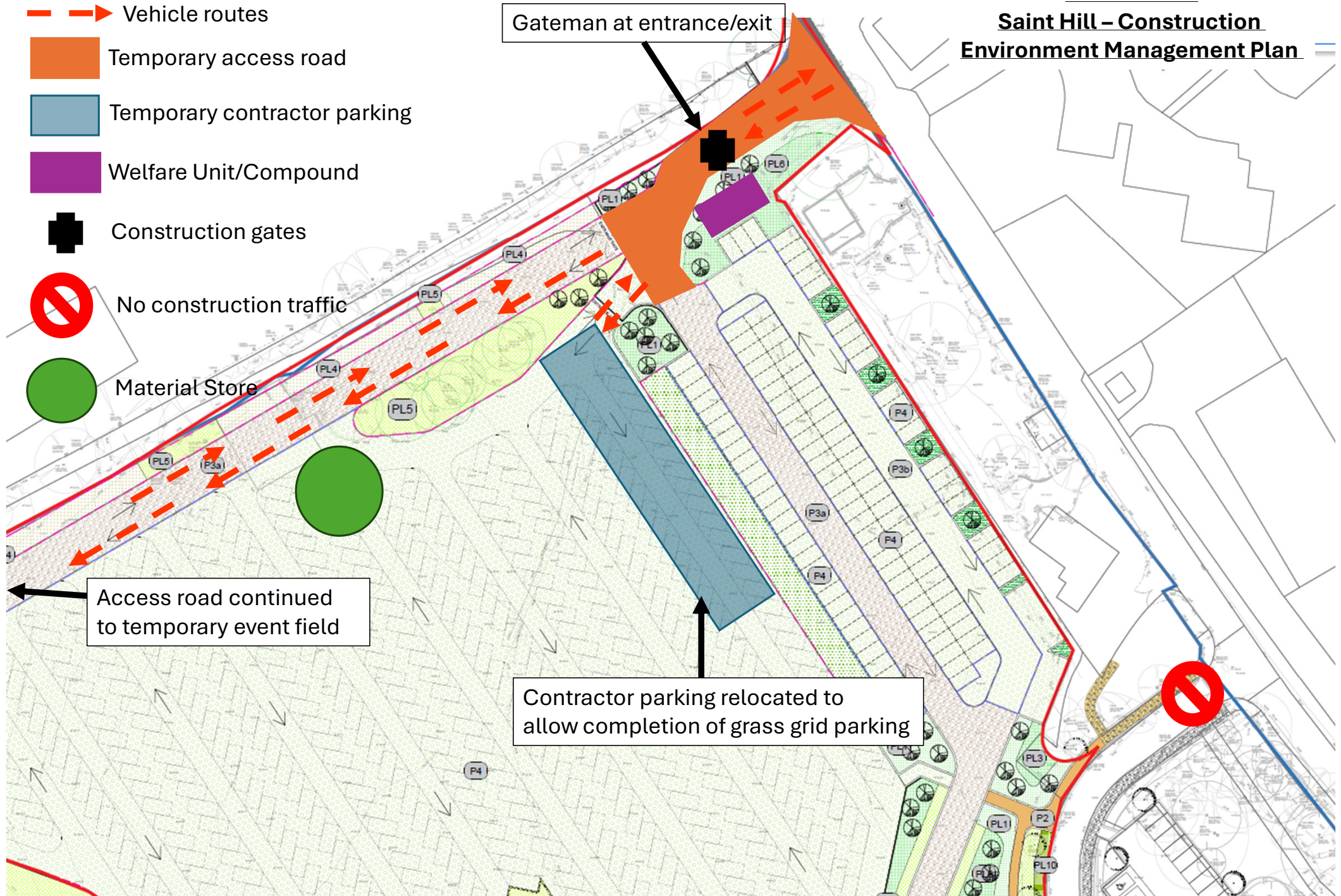
Access road continued
to temporary event field

Gateman at entrance/exit

Contractor parking relocated to
allow completion of grass grid parking

APPENDIX A

Saint Hill – Construction Environment Management Plan





At the core
of surveying
~

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