



Construction (Design & Management) Regulations 2015

Construction Environmental Management Plan

Project: Reinventing Borde Hill - Sugworth Farm



Client

Name: Borde Hill

Address: Borde Hill, Borde Hill Lane, Haywards Heath, West Sussex, England, RH16 1XP

Contact: Jay Goddard

Principal Contractor

Name: Blakedown Landscapes (SE) Ltd

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Contact: Martin Wiles

Contents

Contents Amendment / Issue Records	3
Introduction	4
Description of Project	4
Scope of Works	4
Environmental Objectives	4
Site-Specific Environmental Considerations	5
Sustainability Targets	6
Air Quality Management.....	7
Noise and Vibration Control	8
Waste Management	8
Water and Pollution Control	9
Biodiversity and Habitat Protection.....	11
Traffic and Access Management.....	11
Materials Management	12
Public Engagement	13
Communication Onsite	13
Monitoring and Reporting	14

Contents Amendment / Issue Records

Annual Audit Review

Date	Revision	Details
7/3/2013	2	Added Communication between parties Added Design Changes
3/3/2014	3	Added Working in the sun Adjacent land use Health and Safety file
10/4/2015	4	Updated to CDM 2015 standards
15/4/2020	5	Updated with COVID 19 information
1/4/2022	6	Removed Site Operating Procedures as no longer current.

Project Issue Amendments

Date	Issue	Details
12/05/2026	1	Project updated for Reinventing Borde Hill - Sugworth Farm.
30/06/2026	3	Working Hours Amended
31/07/2026	4	Working Hours Amended Page 8

Introduction

This Construction Environmental Management Plan (CEMP) has been prepared for the Reinventing Borde Hill - Sugworth Farm project.

The works comprise external landscaping associated with the construction of a small visitor car park on existing farmland together with soft and hard landscaping to create a community growing garden that is accessible to wheelchair users, children, and adults, including an accessible composting toilet.

This document sets out the environmental controls, management arrangements, and monitoring measures that will be implemented by Blakedown Landscapes (SE) Ltd as Principal Contractor and Principal Designer to minimise adverse environmental impacts during the 12-week construction period and to ensure the works are delivered responsibly, safely, and with due consideration to the surrounding estate, neighbouring properties, and site users.

Description of Project

Project Address: Sugworth Farm
Borde Hill Lane
Haywards Heath
RH16 1XP

Location: The community garden will be at Sugworth Farm, located east of Borde Hill Lane at the north of the site. The site is within the Borde Hill estate but lies outside of the listed heritage parkland.

Access to site: Access to the site is along a private road off Borde Hill Lane.
Turning is at [///tower.baseballs.glider](#).
Due to the narrow lane, deliveries and plant movements will be planned and controlled to reduce congestion and minimise disturbance.

Programme: Construction works will be undertaken in accordance with the agreed programme and contract period.

Contract Period: 12 Weeks

Site Working Hours: Monday to Friday 08.00am to 6.00pm
Saturday 10.00am to 1.00pm
Sunday and Bank Holidays - No working

Site Manager: Martin Wiles - martin.wiles@blakedown.co.uk - 07715 750342

Scope of Works

The scope of works comprises external landscaping works at Sugworth Farm as part of the Reinventing Borde Hill project. The works include the construction of a small visitor car park on existing farmland, associated ground preparation, hard landscaping, soft landscaping, and the creation of a community growing garden designed to be accessible to wheelchair users, children, and adults. The project also includes installation works associated with an accessible composting toilet together with all supporting site operations, deliveries, material handling, and environmental controls necessary to complete the works safely and responsibly.

Environmental Objectives

Establishing clear environmental objectives is a fundamental component of this CEMP. These objectives serve as guiding principles to ensure that the project is delivered responsibly, with a focus on sustainability and minimising environmental impacts.

By adhering to these objectives, the project will not only comply with legal and regulatory requirements but also actively contribute to the preservation and enhancement of the natural environment. Environmental objectives are essential as they help align all parties toward achieving a common goal of environmental protection and continuous improvement throughout the project.

- Ensure compliance with all relevant environmental legislation and regulations.
- Protect and enhance the biodiversity and ecological value of the site.
- Minimise noise, dust, and vibration impacts on local residents and visitors.
- Ensure proper waste management and recycling practices.
- Prevent pollution of soil, water, and air.
- Communicate effectively with all stakeholders regarding environmental issues.

Site-Specific Environmental Considerations

Location:

Sugworth Farm lies within the wider Borde Hill estate and the works are positioned outside of the listed heritage parkland. Environmental controls will therefore focus on protecting the local setting, neighbouring properties, estate operations, and the quality of the surrounding landscape during the construction phase.



Existing Buildings:

Existing buildings on or adjacent to the site include Sugworth Farm House with adjacent stables and a neighbouring house at 125 Borde Hill Lane. Works will be planned to minimise nuisance from noise, dust, vibration, deliveries, and site traffic to these nearby properties.

Site Description:

The works involve the formation of a visitor car park and community growing garden on farmland within the estate. Construction activities will be managed to avoid unnecessary damage to surrounding ground conditions, existing vegetation, and local habitats, with protective measures introduced where required.

Access Constraints:

Site access is via a private road off Borde Hill Lane with a narrow lane approach. Deliveries, inspections, and plant movements will therefore be coordinated carefully, with access provided at reasonable times for both on-site and off-site work and with suitable controls in place for vehicle reversing, unloading, and turning.

Stakeholder Coordination:

Blakedown will act as Principal Designer as well as Principal Contractor and will coordinate environmental matters with the client, the landscape architect, the quantity surveyor, and any other consultants involved to ensure that risks and constraints are identified and managed throughout the works.

Sustainability Targets

The project at Borde Hill - Sugworth Farm is underpinned by a strong commitment to sustainability, aiming to minimise environmental impact while delivering long-lasting benefits to the local community and ecosystem. These sustainability targets are integrated into all aspects of the project, from planning and procurement to construction and landscaping activities.

Reduction of Carbon Footprint

A primary goal is to reduce the carbon footprint associated with the project. This will be achieved by prioritising the use of locally sourced materials to minimise emissions from transportation. Where feasible, materials with low embodied carbon, such as recycled aggregates and sustainably sourced timber, will be selected to further reduce environmental impact. Additionally, where possible construction machinery and vehicles used on-site will be equipped with low-emission engines. Efforts will also be made to consolidate deliveries, reducing the number of vehicle trips to and from the site.

To further support this target, the site team will actively monitor and record energy consumption throughout the project.

Waste Minimization and Recycling

The project will implement a comprehensive waste management plan that prioritises waste minimisation, reuse, and recycling. Excavated topsoil and subsoil will be carefully stored and reused on-site for landscaping purposes, reducing the need for off-site disposal and additional sourcing. Similarly, materials such as bricks, paving, and timber from demolition works will be salvaged and either repurposed within the project or recycled through licensed facilities.

Clear segregation of waste streams will be maintained throughout the project. All waste movements will be recorded using software called Smart Waste to ensure full traceability and compliance with the duty of care. The project team is targeting a recycling rate of at least 90% for all construction and demolition waste generated during the works.

Water Conservation

Sustainable water management practices will be a cornerstone of the project. Water usage will be closely monitored, with measures in place to minimise consumption wherever possible. Where possible dust suppression will be conducted using collected rainwater, reducing demand on local water supplies.

Enhancing Biodiversity

Sustainability targets also include enhancing the site's biodiversity and ecological value. The project will create a variety of new habitats, such as wildflower meadows, native shrub beds, and tree planting areas, designed to attract and support pollinators, birds, and other wildlife. The choice of plant species will favor native varieties and those that are resilient to local environmental conditions, ensuring long-term sustainability and reducing the need for intensive maintenance.

Community Engagement and Legacy

A key element of the project's sustainability strategy is fostering a positive legacy for the local community. Public engagement through signage will ensure that everyone is informed about the project's progress and environmental benefits.

The design of new site features, such as pathways and recreational areas, will balance functionality with environmental sensitivity, ensuring they are both accessible and sustainable. Where possible, permeable materials will be used for pathways and paved areas to reduce surface runoff and enhance groundwater recharge.

Monitoring and Reporting on Targets

To ensure accountability, the sustainability targets will be closely monitored and reviewed throughout the project. Regular audits will assess performance against key indicators, such as carbon emissions, waste recycling rates, and water usage and will also outline any corrective actions taken to address deviations from the targets.

By setting and adhering to these sustainability targets, the project at Borde Hill - Sugworth Farm will demonstrate a strong commitment to promoting sustainable development and leaving a positive, lasting impact for future generations.

Air Quality Management

Air quality management is a critical component of this project, as the activities involved in construction and landscaping can generate dust, emissions, and airborne particulates that may adversely affect the environment, workers, and the public. A multi-faceted approach will be implemented to ensure air quality is protected throughout the project.

To minimise dust generation, water suppression techniques will be used extensively on-site. This includes the damping down of materials, especially during dry weather conditions, to prevent dust from becoming airborne. Roadways and pathways used by construction vehicles will be regularly cleaned and, if necessary, sprayed with water to reduce dust dispersion. Stockpiles of loose materials such as soil, sand, and gravel will be strategically located to minimise their exposure to wind.

Construction vehicles and machinery will undergo regular maintenance to ensure they operate efficiently and emit minimal pollutants. Engines will not be allowed to idle unnecessarily, reducing the release of harmful exhaust emissions into the atmosphere.

The transport of materials from the compound to the working areas will be carefully managed to minimise the impact on air quality. Loads containing loose materials will be securely covered during transportation, and vehicle routes will be planned to avoid densely populated areas wherever feasible. Deliveries will also be scheduled during off-peak hours to reduce congestion and associated emissions.

Communication and collaboration is essential for effective air quality management. Regular updates will be provided to the client regarding site activities that may temporarily affect air quality. Feedback procedures will be established to address concerns promptly, ensuring transparency and fostering goodwill.

Through the implementation of these comprehensive measures, the project will ensure that air quality is effectively managed, minimising potential adverse impacts on the environment and surrounding community while maintaining a safe and healthy working environment for all personnel.

Noise and Vibration Control

Effective noise and vibration control is essential to minimise disturbances to the surrounding community, protect sensitive wildlife within Borde Hill - Sugworth Farm, and ensure a safe working environment for site personnel. Construction activities inherently generate noise and vibration, particularly during demolition, excavation, and heavy machinery use. To address these impacts, a range of mitigation measures and strategies will be employed.

Construction activities will be strictly limited to designated working hours 8:00AM and 6:00 PM Monday to Friday and 10:AM to 1:00PM Saturday, to reduce disruption during early mornings and evenings when noise is more likely to disturb nearby residents and park visitors. For high-impact tasks, the use of quieter machinery and noise-reducing equipment will be prioritised.

Acoustic barriers and noise-dampening screens will be installed if required around particularly noisy areas, such as cutting areas. These barriers will effectively reduce the transmission of noise to surrounding areas, ensuring that noise levels remain within acceptable thresholds.

The client and park authorities will be kept informed of any activities that may temporarily increase noise or vibration levels. Advance notices will be issued for high-impact tasks giving time for concerns to be addressed and provide updates.

To further minimise disturbances, staff training will focus on best practices for noise and vibration management. Toolbox talks and regular briefings will ensure that all personnel are aware of the importance of minimising disruptions and adhering to mitigation measures. Additionally, unnecessary idling of machinery and vehicles will be strictly prohibited, and all equipment will be shut down when not in active use.

By implementing these comprehensive measures, the project will ensure that noise and vibration levels are effectively managed, minimising impacts on the local community, protecting the ecological integrity of Borde Hill - Sugworth Farm, and maintaining compliance with environmental and planning regulations.

Waste Management

Waste management is a critical component of the environmental strategy for the project. A comprehensive Site Waste Management Plan (SWMP) will be developed and implemented to ensure waste is handled responsibly, with an emphasis on reducing waste generation, reusing materials, and recycling where possible. This approach not only aligns with environmental legislation but also promotes sustainability throughout the construction process.

The project will prioritise waste segregation at the source, ensuring that materials such as wood, metal, plastics, concrete, and general waste are separated into designated bins or skips. Recyclable materials will be collected and sent to approved recycling facilities, while hazardous waste will be managed in strict compliance with the Control of Substances Hazardous to Health (COSHH) regulations. All waste carriers will hold valid licenses, and waste transfer notes will be maintained for audit purposes to ensure full traceability.

Excavated materials, such as soil and rubble, will be carefully assessed for potential reuse on-site. For instance, clean and inert soil may be used for landscaping, reducing the need for importing new materials. Surplus materials that cannot be reused will be transported off-site to approved disposal facilities. Transportation of waste will be planned to minimise environmental impacts, with routes avoiding residential areas and vehicles appropriately covered to prevent spillage.

Regular waste collections will be scheduled to prevent accumulation on-site, reducing the risk of pest infestations, odors, and fire hazards. Dedicated storage areas for waste will be clearly marked and designed to contain materials securely, preventing them from being blown off-site or causing contamination.

Efforts will be made to engage with suppliers and subcontractors to minimise packaging waste and encourage the use of sustainable materials. For example, deliveries in bulk or reusable containers will be prioritised where feasible. Monitoring and reporting of waste generation and disposal will be carried out throughout the project, with regular reviews to identify opportunities for improvement and to ensure compliance with project goals and environmental regulations.

By implementing these robust waste management practices, the project aims to minimise its environmental footprint, promote resource efficiency, and contribute to a sustainable legacy for Borde Hill - Sugworth Farm.

Water and Pollution Control

Effective water management and pollution control are central to ensuring that the works at Borde Hill - Sugworth Farm are conducted in an environmentally responsible manner. We will prevent water pollution, manage stormwater runoff, and mitigate risks to nearby watercourses, groundwater, and drainage systems.

Spill kits will be available on site, particularly in areas where fuel, oils, or chemicals are stored or where plant and machinery are in use. These kits will include absorbent materials, containment booms, and other essential tools to quickly and effectively manage spills. To reduce the likelihood of spills, refueling of machinery will take place only within designated area. The refueling point will be located away from sensitive areas, such as drainage systems and watercourses, to further minimise risks.

Materials that pose a risk to water quality, including fuels, oils, and other hazardous substances, will be stored in secure, bunded areas that are designed to contain spills and prevent leakage. These storage areas will be located on impermeable surfaces and will have a capacity to hold 110% of the total volume of stored liquids, in line with best practices.

Groundwater contamination will be mitigated by limiting intrusive activities, such as excavation, in areas of known groundwater vulnerability. Where excavation is necessary, measures will be taken to isolate and protect groundwater from contamination, including the use of low-permeability barriers.

A water monitoring program will be established to regularly assess water quality on and around the site. The site management team will conduct routine inspections to ensure compliance with pollution control measures.

By implementing these comprehensive water and pollution control measures, the project will ensure that all construction and landscaping activities are conducted with minimal environmental impact, safeguarding the natural beauty and ecological value of Borde Hill - Sugworth Farm for future generations.

Tree Protection

A tree report has been prepared by a third party for the Sugworth Farm project, and Blakedown will use that report as the primary document for planning, briefing, and controlling works in the vicinity of retained trees.

Before work starts in any affected area, the report will be reviewed by the management team so that all tree-related constraints, root protection areas, canopy spreads, required stand-off distances, and any special construction or access requirements are clearly identified and incorporated into the site set-up, programme, and method of working. Where the report identifies protective measures, no deviation will be permitted unless the change has been reviewed and agreed through the appropriate project management process.

Blakedown will ensure that all tree protection measures are established before construction activity begins in areas where trees could be affected. This will include setting out and maintaining protective fencing around agreed exclusion zones and root protection areas, keeping plant, vehicles, skips, fuel, chemicals, spoil, topsoil, materials, cabins, and welfare units outside those protected areas, and preventing tracking, storage, mixing, refuelling, washing out, or any other operation that could compact soil, contaminate the ground, or damage roots, stems, or branches. Access routes and working areas will be planned to avoid unnecessary encroachment near retained trees, and where temporary access is unavoidable, it will only be undertaken in accordance with the recommendations of the tree report and any approved protection measures for load spreading or ground protection.

The requirements of the tree report will be communicated to everyone working on site through inductions, pre-start briefings, toolbox talks, and supervisor instructions so that the workforce fully understands the location of protected trees, the limits of working areas, and the activities that are prohibited within protected zones. This communication will apply to Blakedown employees, subcontractors, suppliers, and delivery drivers where relevant. Site supervision will monitor compliance on an ongoing basis, and any person found working contrary to the tree protection requirements will be stopped and re-briefed immediately. Where work fronts change, additional briefings will be given to ensure that new areas are not entered until the relevant protection measures are in place and understood.

Where excavation, edging, surfacing, drainage, service installation, or other construction operations are required close to retained trees, Blakedown will adopt methods that minimise root disturbance and avoid unnecessary damage. Ground levels will not be raised or reduced within protected areas unless specifically allowed by the approved design and tree protection recommendations. No severing of roots, pruning of branches, or alteration to retained trees will be undertaken by site personnel unless it is clearly authorised and carried out in accordance with the project requirements. If previously unidentified roots, unstable ground, or evidence of tree stress is

encountered during the works, activity in that area will stop and the issue will be referred for review before work continues.

Blakedown will inspect tree protection measures regularly throughout the project to ensure fencing remains intact, exclusion zones remain effective, and site activities do not drift into restricted areas as the works progress. These inspections will form part of routine site monitoring and will be supported by management checks and corrective action where needed. Any damage to fencing, unauthorised access, contamination risk, or signs that tree protection measures are not being maintained will be addressed without delay, and the affected area will be made safe before work resumes. Through these arrangements, Blakedown will aim to preserve retained trees, protect the condition of root zones and surrounding soil, and demonstrate full compliance with the requirements of the third-party tree report throughout the contract period.

Biodiversity and Habitat Protection

Protecting the biodiversity and habitats within Borde Hill - Sugworth Farm is a core priority during the construction and landscaping works. Comprehensive tree protection measures will be implemented to safeguard retained trees from accidental damage during site activities. Protective fencing will be erected around the root zones of these trees, creating exclusion zones that prevent soil compaction and root disturbance.

Vegetation clearance will be carefully timed to avoid the nesting bird season (typically March to August) unless prior surveys confirm that the area is clear of nesting birds. If active nests or protected species are identified, work in the affected areas will cease immediately until appropriate mitigation measures are implemented.

Traffic and Access Management

Anticipated construction traffic

Construction traffic will be managed to suit the constraints of Sugworth Farm and the private road approach from Borde Hill Lane. The works are landscape-led and are not expected to generate a high volume of heavy vehicle movements. Traffic is anticipated to comprise site operatives' vans and cars, light goods vehicles, occasional rigid delivery vehicles for bulk materials and plant, and licensed waste carriers. Deliveries will be booked in advance and coordinated so that vehicle arrivals are spread through the working day and peak activity on the lane is avoided as far as reasonably practicable.

Access and routing of vehicles

All construction vehicles will access the site via the agreed route from Borde Hill Lane to the private estate road serving Sugworth Farm. Drivers and suppliers will be briefed in advance on the approved approach route and site access arrangements. Because the lane is narrow, deliveries will be scheduled, controlled, and supervised where necessary, and turning will take place only at the agreed location. A banksman will be used where required to manage reversing or manoeuvring, and the access route will be kept clear for inspections, emergency use, and estate operations.

Parking of site operatives and visitors

Operatives and authorised visitors will park only in designated areas identified during site set-up so that private access routes, neighbouring property accesses, and emergency routes remain unobstructed. On-street or informal parking on verges and narrow access points will not be permitted. The site management team will brief all personnel on the parking arrangements at induction and will monitor compliance throughout the works.

Loading and unloading of plant, materials, and waste

Loading and unloading will take place within the site boundary or other agreed controlled area under the direction of the site team so that activity does not obstruct the highway or estate traffic.

Delivery times will be pre-booked where practical. Plant deliveries, material unloading, and waste collections will be sequenced to avoid conflict with other vehicle movements and to reduce waiting times, reversing, and unnecessary engine idling.

Wheel washing and highway mitigation

Vehicles leaving site will be checked to prevent mud and debris being carried onto the highway or estate roads. Road-sweeping, hand-cleaning, dampening down, or wheel and body cleaning measures will be implemented as necessary depending on ground and weather conditions.

Any temporary signage, barriers, banksman controls, or other mitigation required to protect the public highway will be introduced where necessary. If temporary Traffic Regulation Orders or other highway approvals are required for specific operations, these will be identified in advance and implemented through the relevant authority before the affected activity takes place.

Security hoarding and site boundary controls

Security hoarding, temporary fencing, gates, and warning signage will be erected and maintained as appropriate to secure the working area, protect the public, and clearly define construction boundaries. The exact arrangement will reflect the final site layout and interfaces with estate users, neighbouring properties, and retained access routes. Hoarding and fencing will be inspected regularly and maintained in good condition throughout the construction period.

Because the lane is narrow, deliveries will be scheduled and controlled, and turning will take place at the agreed location. Where required, a banksman will be used to manage vehicle movements, deliveries will be timed to minimise disruption, and the access route will be kept clear for inspections and emergency use.

A detailed site logistics plan, including vehicle routing, delivery management, site compound arrangements, and construction interfaces, will be prepared and appended to this document once the landscaping layout and final site arrangement have been confirmed.

Materials Management

Storage of plant and materials

The project will prioritise the use of sustainable and locally sourced materials to reduce the carbon footprint of the works. Plant, equipment, and materials will be stored in designated areas within the site boundary or other agreed compound area so that access routes, tree protection zones, drainage features, and public interfaces remain clear. Storage locations will be selected to suit the final site layout, protect sensitive ground, and minimise double handling. Topsoil removed during excavation will be stored separately and reused on-site wherever practicable, reducing the need for external sourcing.

Material handling and protection

Efficient storage and handling practices will be adopted to prevent wastage, contamination, and damage. Different material types will be segregated and protected as appropriate from weather, runoff, and accidental impact. All hazardous materials, fuels, and chemicals will be stored and

handled in accordance with COSHH requirements and the pollution prevention measures set out in this CEMP, including the use of secure and, where required, bunded storage areas.

Efficient storage and handling practices will be adopted to prevent material wastage and damage. Dedicated storage areas will be established for different material types, ensuring proper segregation and protection from weather conditions. All hazardous materials will be stored and handled in strict accordance with the Control of Substances Hazardous to Health (COSHH) regulations, with detailed safety data sheets and risk assessments in place.

Public Engagement

Public engagement before construction

Prior to commencement, Blakedown will liaise with the client and project team to confirm the key communication interfaces for neighbouring properties, estate users, consultants, and other stakeholders. Where required, advance notification will be provided regarding the nature of the works, expected duration, site working hours, access implications, and the main site contact for queries or concerns.

Public engagement during construction

Engagement with the client, neighbours, consultants, and other stakeholders will be maintained throughout the works to support good environmental performance and minimise disruption. Key project contacts include Borde Hill as client, Hortus Collective as landscape architect and contract administrator, and MacConvilles as quantity surveyor. Site communications will be coordinated through the Blakedown management team, with Martin Wiles acting as the main site management contact during the works.

Particular attention will be given to managing the interface with neighbouring properties and users of the Borde Hill estate. The site will be kept tidy, access routes will be controlled, and any concerns relating to noise, dust, working hours, access restrictions, or deliveries will be addressed promptly through the site management team. Where activities are likely to cause temporary inconvenience, reasonable advance notice will be given where practicable so that those affected are kept informed during the construction period.

Communication Onsite

Effective communication and engagement between the management team and the site workforce are essential for the successful management of environmental and social issues throughout the project. Promoting a culture of open dialogue, where concerns can be raised, and solutions can be developed collaboratively, will help address any challenges that arise and ensure that all workers are fully aware of their roles and responsibilities in relation to environmental and social performance.

To ensure that the site workforce remains informed about the project's environmental and social issues, regular toolbox talks and briefings will be held. These sessions will provide the workforce with up-to-date information on specific environmental risks. During these briefings, the management team will emphasise the importance of adhering to this Construction Environmental Management Plan (CEMP) and other site-specific protocols.

Toolbox talks will also address broader social issues, such as community engagement, noise control, and the safety and welfare of the surrounding public. These sessions will offer an opportunity for the workforce to ask questions, provide feedback, and discuss any concerns they might have regarding the impacts of the works on both the environment and local communities.

A key element of effective engagement is the ability for workers to report environmental or social concerns promptly. This project will establish clear communication channels for the workforce to report any issues they encounter on-site, including pollution incidents, unsafe work practices, or community-related concerns. Management will ensure that there is a system in place for responding to concerns in a timely and transparent manner. All reported issues will be tracked, investigated, and addressed in accordance with the project's environmental and social management protocols. Workers will be informed about the outcomes of their reports, ensuring they feel heard and valued in the decision-making process.

In addition to formal communication methods, daily interactions between the management team and site workforce will be key to the effective management of environmental and social issues. Supervisors and site managers will conduct daily briefings at the start of each workday, focusing on any immediate environmental or social risks, such as weather-related challenges, site access concerns, or changes to the work schedule that may affect surrounding communities.

This daily communication will ensure that the workforce is always aligned with the project's objectives and can immediately adapt to any changes in the work plan that might impact the environment or the local community.

In addition to managing environmental concerns, the project will foster a strong commitment to managing social impacts and building positive relationships with the local community. The management team will ensure that workers are fully aware of the social aspects of the project, such as engagement with residents and the mitigation of construction-related disturbances.

The workforce will be encouraged to report any observations of local community issues, such as disturbances caused by the works or concerns from nearby residents. Workers will be trained to communicate respectfully with the public and address concerns professionally, redirecting more serious issues to the management team for resolution. By providing the workforce with the tools and knowledge to engage with the community, the project will ensure that social impacts are minimised and that residents feel heard and respected throughout the project.

Monitoring and Reporting

Environmental compliance and performance will be monitored throughout the Sugworth Farm project to ensure that the requirements of this CEMP are implemented effectively. Regular inspections will be completed by the project team, with findings communicated to site supervision and the workforce so that any issues are addressed without delay.

Monitoring will include checks on housekeeping, waste segregation, dust suppression, pollution prevention, vehicle management, protection of adjacent properties, and compliance with the agreed working hours. Particular focus will be given to access arrangements via the private road and the potential effect of deliveries and plant movements on the surrounding area.

Any subcontractors engaged on the works will be required to comply with the environmental standards set out in this document and with project-specific controls issued by Blakedown. Non-conformances, incidents, complaints, and corrective actions will be recorded and reviewed by the management team to support continual improvement during the 12-week programme.

Non-conformances identified during inspections will be documented in a detailed report that outlines the nature of the issue, its potential impact, and the required corrective actions. These

reports will be shared with relevant site personnel, including subcontractors, to ensure accountability and swift resolution of the issue.

Environmental incidents or complaints will be reported immediately to site management and escalated as required so that prompt action can be taken. The results of inspections, audits, and incident investigations will be used to update controls where necessary and to keep the client and relevant stakeholders informed.

Monitoring records will provide evidence that the project is being managed in accordance with the environmental objectives of the CEMP and will support timely intervention where performance falls below the required standard.

Subcontractors will be required to report on their environmental performance as part of their contractual obligations. This will include providing data on waste generated, materials used, and compliance with specific environmental measures, such as protection of ecological features and pollution prevention. The project team will conduct audits of subcontractor activities to verify the accuracy of reported data and to ensure alignment with project objectives.

By implementing these monitoring and reporting arrangements, Blakedown will support the successful delivery of the Reinventing Borde Hill - Sugworth Farm project while protecting the surrounding environment and maintaining effective communication with the client and project team.

Appendix A – Site Logistics Plan

Borde Hill - Sugworth Farm
Phase 1 Works Site Set Up & Logistics Plan

Anticipated Vehicle Movements over Project Duration of 66 Working Days - Deliveries are to Co-ordinated with Neighbouring Properties and a Just in time basis									
	Qty	Unit	M3 Capacity of 8 wheeled Rigid Tipper	Unit	Total Vehicle Deliveries	Max Number of Lorries Per Day	Total Vehicle Movements per Day	Total Vehicle Movements Over the Project	Comments
Site Operative Vehicles	2	no	N/A	N/A	N/A	N/A	4	264	For Duration of the Project
Delivery / Collection of Site Plant via Rigid Lorry	2	no	N/A	N/A	N/A	2	0	8	Start and Finish of the project
Delivery / collection Welfare / Secure store	1	no	N/A	N/A	N/A	1	0	4	Start and Finish of the project
General Waste Skips	3	No	N/A	N/A	N/A	1	0	6	
Import of Type 3 Material	209	m3	20	Tonnes	18	2	0	36	To be delivered to site as required on a just in time basis
Self Binding Gravel	23	M3	20	Tonnes	2	2	0	4	To be brought in towards the end of the project
Materials / Site Furnitue	5	no	N/A	N/A	5	1	2	10	To be delivered as the works proceed
Total Vehicle Movements							6	332	
Average Vehicle Movements per Day								5	
Allowance for vehicle movements if provsional sum instructed for import of 800m3 of fill material	800	M3	14	M3	57	8	16	114	This is a provisional item and may not be required

Notes

All deliveries to be prearranged with the site manager
Any unexpected deliveries will be turned away

No Mud or Debris is allowed to be deposited on the carriageway any accidental spillages will be cleaned up straight away

- General Notes
- Drawings to be read in conjunction with other plans and elevations.
 - This drawing is not for construction and should not be scaled.
 - All dimensions and setting out shall be verified on site by Hortus Collective.
 - Spot heights and contour levels are approximate only.
 - Any discrepancies must be reported to Hortus Collective.

- Key
- Ancient woodland boundary (8.15m offset shown in dashed)
 - Existing trees
 - Existing woodland edge
 - Proposed tree
 - Proposed tree guard 1.2m x 0.6m dia Galvanised steel, rigid wire
 - Proposed native hedgerow
 - Proposed herbaceous planting
 - Proposed wildflower meadow
 - Existing surfaced vehicular track
 - Proposed exposed aggregate concrete surface
 - Proposed Fittleworth self-binding gravel vehicular surface with hidden BS concrete kerb
 - Proposed 1.6m wide Fittleworth self-binding gravel footpath with 75mm timber edge
 - Proposed fencing - post & wire 1.3m high post spaced at 3m with straining posts as required. 12m galvanised stock wire C8/80/15
 - Proposed double leaf galvanised steel field gate with rising hinges
 - Proposed standing bib taps
 - Wayfinding post
 - Doorway
 - Existing contours
 - Proposed contours
 - Existing spot heights
 - Proposed spot heights

- Drawing Notes (Bold = Client supplied/installed)
- Proposed exposed aggregate concrete surface for access & egress to vehicle parking. See Detail BHG-L401.
 - 2x Disabled parking spaces on self-binding gravel.
 - 6x Car Parking spaces on self-binding gravel.
 - 2x Minibus parking spaces on self-binding gravel.
 - Self-binding gravel paths for accessible 121 route to community growing.
 - Compost toilet.
 - Packing shed for tool storage.
 - Rainwater storage IBC with downpipe connection from shed roof.
 - Proposed 1m wider raised hardwood timber beds for various user types in community growing space as per detail BHG-L402, including:
 - 2x H750mm in-built potting benches
 - 2x H950mm beds for standing mobility
 - 4x H650mm beds for wheelchairs
 - 4x H550mm beds for children
 - Community growing in-ground planting beds.
 - Proposed integrated hardwood benches providing central gathering space.
 - Orchard community space for workshops, meetups and dining with free-issue movable log seating.
 - Bespoke curved worktop with integrated community-built pizza oven.
 - Proposed client-supplied orchard trees in traditional 8m hexagonal layout using regionally varieties on semi-vigorous root stocks. Central ring of trees are planted on level grass around the Orchard Community Space.**
 - New mixed native hedge planted to boundary of site, with protective post and wire temporary fencing.**
 - Wildflower meadow grass areas sown on landformed area.
 - Galvanised steel 2 x 2.4m 6-bar field gates with rising hinges.
 - Detention pond to capture storm water run off. Size and position to be determined by a drainage consultant.

