

Code of Construction Practice

PROPOSED RELOCATION OF THE 13TH HOLE IN RESPONSE TO SAFETY CONCERNS

AT
MID KENT GOLF CLUB,
SINGLEWELL ROAD, GRAVESEND DA117RB.

Compiled by Bruce Weller

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V2

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Weller Designs Limited

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1 EXECUTIVE SUMMARY

1.1 Overview

- 1.1.1 This Code of Construction Practice (CoCP) outlines the commitments, methods and measures that will be adopted by the Principal Contractor during the landscape works at Mid Kent Golf Club. It relates to and will ensure that the earthmoving activity will have a minimal effect on the environment, the development site, and the surrounding area during the construction process.
- 1.1.2 Environmental controls and methods will be followed to protect Ecology, and the Environment and to control the emissions of dust, noise, vibration, and traffic impact during the construction phase of the redevelopment.
- 1.1.3 The project will span circa 4 weeks.

2 INTRODUCTION

2.1 Background

- 2.1.1 Mid Kent Golf Club have recognised there is a safety issue with regards to ball escape from their course towards some house owners on Wrotham Road (A227). These properties abut the current 13th hole. Due to the proximity of the hole to the boundary of these properties, golf balls are occasionally hit over the fence, therefore risking both property damage and personal injury.
- 2.1.2 In response to this potential issue Mid Kent Golf Club commissioned Weller Designs Limited to look at ways to improve the current safety situation.
- 2.1.3 Planning permission was granted for the relocation of the golf hole (subject to discharge of conditions) highlighted on approval notice 20231115 dated 28th December 2023.
- 2.1.4 This document has been prepared in order to discharge condition 6 of the approval notice, namely ;
- 2.1.5 *No development approved by this permission shall be commenced until a comprehensive Code of Construction Practice covering all environmental impacts of this development is provided by the applicant and submitted for approval to the Local Planning Authority. The development hereby permitted shall be carried out in accordance with the approved Code of Construction Practice.*

2.2 Approved Planning Drawings

- 2.2.1 The construction of the new golf hole shall be undertaken to the approved drawings:-
- 2.2.2 Mid Kent GC 13th Hole Proposals 851.04 Rev A 03112023
- 2.2.3 Mid Kent GC Application Location Plan 851.01 rev A 03112023
- 2.2.4 Mid Kent GC Cross Sections Plan 851.05 Rev A 03112023
- 2.2.5 Mid Kent GC Current Safety Issues Plan 851.03 Rev A 03112023
- 2.3 Mid Kent GC Existing Site Details Plan 851.02 Rev A 03112023

3 OBJECTIVES OF THE CODE OF CONSTRUCTION PRACTICE

3.1 General

- 3.1.1 The CoCP outlines the details of the measures which the Principal Contractor will implement to ensure safe, efficient, and environmentally responsible construction in compliance with Policy CS19 of the Gravesham Local Plan: Core Strategy (Sept 2014).
- 3.1.2 The CoCP sets out the control of the construction process, site operations, and the traffic management measures which will be undertaken during construction.
- 3.1.3 The CoCP has been developed considering the overall environmental objectives of the Principal Contractor and compliance with all relevant legislation.

3.2 Responsibilities and Overseeing of The Code of Construction Practice

- 3.2.1 The responsibility of carrying out the requirements and objective of the CoCP will rest with The Principal Contractor.
- 3.2.2 It is the responsibility of the on-site manager to ensure that a copy of the CoCP is always held at the contractor's administration office and that all the site operatives (including sub-contractors) are fully aware of the requirements set out within the document.
- 3.2.3 The CoCP is to be reviewed by the site manager every week and any changes to procedures, accidents, incidents, or non-compliance determined by the site manager and or Local Planning Authority inspections are to be recorded by way of an addendum/diary attached to the document.

3.2.4 Principal Contractor

3.2.5 For the development works the Principal Contractor will use its direct resources supplemented by the appointment of external specialist consultants and sub-contractors. The CoCP will be implemented through contractual arrangements with its Subcontractors.

3.2.6 The Principal Contractor will hold overall responsibility and oversee any environmental issues. The Principal Contractor will:

3.2.7 Appoint a suitably qualified Project Director.

3.2.8 The Project Director will be an employee of The Principal Contractor. The role of the Project Director will be to:-

3.2.9 Verify that the Contractor and Sub Contractors have allocated sufficient resources to allow delivery of the CoCP;

3.2.10 Participate in communication with the Local Planning Authority and other third parties as required;

3.2.11 Regularly review the findings of the monitoring programme, coordinated by the Project Environmental Manager (PEM) or those delegates with environmental responsibility;

3.2.12 Arrange for periodic review and update of the CoCP; and,

3.2.13 Provide specific responsibilities for those who will be employed in the scheme as provided below.

3.2.14 To ensure compliance with the phasing requirements as set out in the documentation and planning approval notice/conditions.

3.2.15 Provide 'As Built' surveys for each completed phase at the appropriate time.

3.2.16 Project Environmental Manager (PEM)

3.2.17 A suitably qualified PEM will be appointed by The Principal Contractor to be responsible for the day-to-day management of the development. They will coordinate the monitoring and reporting of the CoCP implementation and report to the Project Director. The PEM shall;

3.2.18 Oversee a programme of noise, dust and vibration monitoring;

3.2.19 Review and comment on the appointed sub-contractor's detailed plan for delivering the CoCP;

- 3.2.20 Participate in Contractor performance review meetings as required;
 - 3.2.21 Contribute to communication on environmental matters between project partners and any relevant statutory consultees.
 - 3.2.22 Carry out site inspections, environmental inspections and audits, as necessary.
 - 3.2.23 Monitor the implementation of any corrective action identified and communicate accordingly.
 - 3.2.24 Manage Environmental Complaints.
 - 3.2.25 Ensure all legal consents, licenses, permits, exemptions etc. are in place and up to date;
 - 3.2.26 Ensure all objectives of the CoCP and all relevant regulations are being adhered to and met.
 - 3.2.27 All Staff & Subcontractors
 - 3.2.28 Through detailed site induction and specific documented toolbox and awareness talks ALL staff and subcontractors shall;
 - 3.2.29 Work to agreed plans, methods and procedures to limit environmental impacts.
 - 3.2.30 Understand the importance of adjacent sensitive sites e.g. close neighbours retained trees and hedgerows, etc. and the significance of avoiding pollution on site, including noise, dust and vibration, and how to respond in the event of an incident to avoid or limit environmental impact;
 - 3.2.31 Report all incidents to their line manager.
 - 3.2.32 Be aware of the ecology activities which need to be taken account of.
 - 3.2.33 Monitor the workplace for potential environmental risks and alert the immediate line manager if any are observed.
 - 3.2.34 Co-operate as required, with site inspections and audits.
- Take PRIDE in their JOB and the contribution they are making to improve the quality of the golf course, improve the existing ecology and overall improvement to the surrounding environment.
- 3.2.35 Training & Raising Awareness - ALL staff will undergo environmental and ecology awareness training, initially as part of the induction process and through regular toolbox talks, to be made aware of the roles and responsibilities, procedures to be followed and to ensure competency.

- 3.2.36 Reporting - Reporting procedures will be defined by The Principal Contractor with overall responsibility held by the PEM providing feedback on the environmental performance of the development.
- 3.2.37 Monitoring Continual Improvement & Review - Monitoring of noise, dust and vibration will be carried out following the environmental control measures outlined in Section 4. The PEM will hold the responsibility of maintaining a register of all environmental monitoring, which should be made available for auditing and inspection.
- 3.2.38 The CoCP will be a live document and updated during the life of the project to ensure that it remains suitable and relevant to effectively deliver the project's environmental commitments.
- 3.2.39 Monthly reports will be available for inspection by statutory consultees to provide evidence of the monitoring undertaken.
- 3.2.40 Environmental Complaints & Incidents - ALL complaints and incidents will be recorded and responded to. These are to be reported to the site manager and the PEM, who will provide advice on how to deal with the incident.
- 3.2.41 Training shall be provided to prevent environmental incidents and to ensure that personnel are aware of the actions to be taken if they identify an incident.
- 3.2.42 In the event of an environmental incident, works will be ceased, and the Site Manager and Technically Competent Manager will be informed.
- 3.2.43 Following a significant incident the procedures detailed in the CoCP relevant to the event will be reviewed and improved where required.
- 3.2.44 Public Relations & Community Relations - There will be a regular and proactive liaison with the Local Planning Authority and other third-party groups as appropriate on environmental issues throughout the project implementation.

4 CODE OF CONSTRUCTION PRACTICE.

4.1 Considerate Constructors Scheme

- 4.1.1 In order to ensure and monitor a high standard of good practice the Principal Contractor will sign up to the Considerate Constructors Scheme (an independent third party monitor) and will adhere to the schemes code of practice. The scheme is voluntary and represents best practice in the industry. The aim of the code of practice is to;
- 4.1.2 - Minimise any disturbance or negative impact for example noise, dirt and inconvenience sometimes caused by construction sites to the immediate neighbourhood.
- 4.1.3 - Eradicate offensive behaviour and language from construction sites and to be courteous to the general public.
- 4.1.4 - Recognise and reward the contractor's commitment to raise standards of site management, safety and environmental awareness beyond statutory duties.
- 4.1.5 - The scheme sets out a code of practice against which the site performance is monitored by an independent Monitor under the scheme.
- 4.1.6 The Code of Practice is summarised below and details provided in Appendix C. The areas covered are:-
- 4.1.7 •Considerate Good Neighbour Responsible
- 4.1.8 •Environment Respect Accountable
- Cleanliness Safe

4.2 Health and Safety Management

- 4.2.1 The Principal Contractor must be committed to promoting a positive safety culture.
- 4.2.2 The enforcing authority for Health & Safety on construction sites is the Health & Safety Executive who will be notified of this project which is a legal obligation. The site will also be managed in full compliance with the current Construction Design and Management Regulations (CDM).
- 4.2.3 Registers will be maintained to record accidents, incidents, near misses and complaints which will be reviewed by the PEM.

4.3 Construction traffic management

- 4.3.1 Construction traffic generated by the project will include low-loaders delivering and removing plant and machinery. This will essentially be at the start and end of the project and will cover the delivery and removal of a dozer, excavator and a dump truck. Due to the length of the project there is no requirement to bring in a welfare cabins. (NB staff will have access to facilities in the greenkeepers maintenance building).
- 4.3.2 Once the construction vehicles required to undertake the work are on site they will be kept on site for the duration of the works and all construction staff will either commute to the site or stay at local accommodation. No caravans will be brought to site.
- 4.3.3 Hours of work of construction site plant, equipment and machinery, will be restricted to not earlier than 8.00 am. and not later than 6.00 p.m. weekdays and Saturday will be restricted to not earlier than 8.00am. and not later than 1.00 p.m. No work shall be carried out on Sundays, Bank or Public Holidays.
- 4.3.4 During the works there will be deliveries of materials for green and tee construction namely specialist rootzone, gravel, sand drainage pipe, irrigation equipment , seed and turf. This is likely to be no more than x5 lorry deliveries over the duration of the project.
- 4.3.5 Heras protective fencing will be in place around the proposed works to prevent unauthorised access to the works area. This will be removed on completion of the works
- 4.3.6 The construction period is likely to be as follows :-
- 4.3.7 Mobilisation – 2 days
- 4.3.8 Construction of new hole - 16 days
- 4.3.9 Completion and removal of construction equipment - 2 days
- 4.3.10 *Site Access & Egress*- Access for construction vehicles will be via the existing entrance to the maintenance facility off Wrotham Road.
- 4.3.11 Under no circumstances will lorries be permitted to queue at the site entrance during the duration of the project.
- 4.3.12 The delivery of these vehicles and materials will have no impact on transport network.
- 4.3.13 During low-loader deliveries a banksman's will be stationed at the entrance to ensure safe access and egress of the vehicles and to ensure the safety of any pedestrians using the pavement.

4.4 **Footpaths**

- 4.4.1 There are no public footpaths on or near the application site. Normal measures will be undertaken as regards avoiding dust drifting over any footpath in the vicinity.

4.5 **Protection Of Utilities**

- 4.5.1 There is a sewer running through the application area. It is the Contractors responsibility to contact the utility company and ensure he is fully aware of the exact location of the pipe (including wayleave) and what protection measures are to be put in place including the crossing of the pipe with heavy earth moving equipment.

- 4.5.2 See also Appendix 2

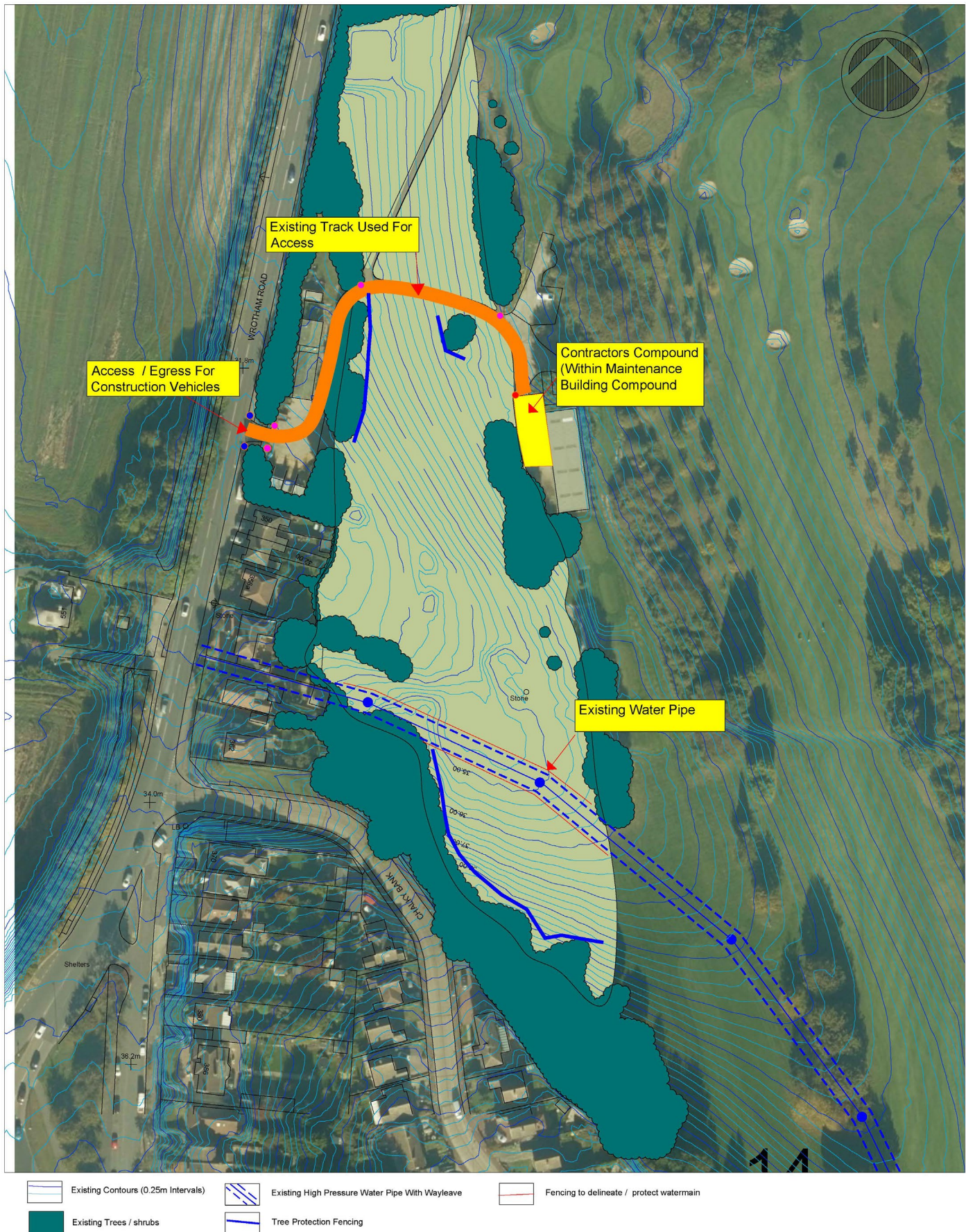


Figure 1 - Contractors Plan



Figure 2 Warning Signs - See Figure 1

- 4.5.3 *Construction Traffic Movement on Site* – Low-loaders bringing machinery to the site will offload equipment within the greenkeepers compound. The dozer, excavator and dumper will then progress directly onto the works area which is adjacent to the maintenance compound.
- 4.5.4 A 5mph speed restriction shall be enforced on the site for safety reasons and to minimize dust generation.
- 4.5.5 Prominent signage will be displayed within the site to enforce routing around the application site, together with obvious signage for the site compound (within the maintenance building compound turning areas, and visitor and staff parking (all within the current maintenance building compound)).
- 4.5.6 For the avoidance of doubt, details of access arrangements to and from the site will be distributed in advance to lorry operators and suppliers servicing the construction works.

4.6 The Parking of Vehicles of Site Operatives and Visitors

- 4.6.1 Parking for all site operatives and visitors to the site shall only be within the golf course maintenance compound (see figure 1). Access to the contractor's compounds will be via the existing track that runs from Wrotham Road.

4.7 Loading & unloading of plant and materials

4.7.1 Loading & Unloading of Plant The following machinery that will be based permanently at the site for the construction duration includes:

4.7.2 X1 Bulldozer (e.g. Caterpillar D6)

4.7.3 X1 360 – Excavator (e.g. Caterpillar 320)

4.7.4 X1 Dump Truck, (e.g. Volvo A25)

4.7.5 The following machinery that will be based at the site for a limited period includes:

4.7.6 X1 Trenching Machine (for drainage installation)

4.7.7 Delivery of machinery shall only be via the Contractors Works entrances.

4.7.8 The above machinery will be brought to the site following completion of the site setup (i.e. installation of security and tree protective fencing and warning signage).

4.7.9 As the machinery will be brought to the site by a low loader, delivery will be restricted to out of peak traffic periods (i.e. not between the hours of 7.00 am to 10.00 am (ie after 8am) or between 3.00 pm and 6.00 pm. The site manager shall ensure that machinery arrival is spread out to avoid any potential queuing/blocking of the public highway.

4.7.10 The machinery will be unloaded within the golf course maintenance compound (see figure 1) which has plenty of capacity for the required machinery. The plant will then be driven to the areas of re-landscaping as and when required.

4.7.11 On completion of the groundworks machinery shall be loaded onto low loaders within the confines of the golf course maintenance compound. Machinery shall be driven from the site outside of peak traffic periods (ie not between the hours of 7.00 am to 10.00 am (ie after 8am) or between 3.00 pm and 6.00 pm). Removal of machinery from the site shall only be via the approved works entrance off Wrotham Road.

- 4.7.12 Loading & Unloading of Materials - The following materials are to be used at the site (no materials will be leaving the site other than incidental rubbish);
- 4.7.13 Delivery of materials shall only be via the Contractors Works entrances.
- 4.7.14 Gravels (drainage)
- 4.7.15 Sand (Drainage)
- 4.7.16 Drainage pipe
- 4.7.17 Amenity grass seed
- 4.7.18 Soft landscaping (trees, shrubs, wildflower seed)
- 4.7.19 Fencing (Heras and Fencing for Pond Irrigation Perimeter)
- 4.7.20 Irrigation Equipment
- 4.7.21 Materials - Other materials brought to the site will be delivered on an as-need basis. Delivery of materials shall only be via the Contractors Works entrance. Should the materials not be for immediate installation, they shall be stored at the Contractors' site compound.
- 4.7.22 Lorries having delivered materials shall only leave via the designated Contractors access/egress.

4.8 Storage of plant and materials used in constructing the development

- 4.8.1 Materials brought to the site that cannot be installed immediately shall be stored at the secured Contractors' site compound (located at the maintenance building).
- 4.8.2 When machinery is not being used or outside of construction/operating hours, all machinery shall be stored within the confines of the secured at the maintenance building.
- 4.8.3 Figures 1 illustrates the area where plant and materials are to be stored.

4.9 **Wheel washing facilities:**

4.9.1 The volume of lorry movements does not necessitate the use of a closed wheel wash and wheel spinner. Nevertheless vehicles leaving the site shall be checked for mud and debris and if present removed by jetwash.

4.9.2 All lorries shall sheet up before leaving the site to prevent spillages of mud and debris.

4.10 **Security Fencing :**

4.10.1 Heras security fencing is to be installed on the site during the construction works to protect any nearby vegetation and to prevent unauthorized access to the working area.

4.10.2 There are no proposals to have decorative displays on the hoarding. There will be no specific facilities for public viewing of the works.

4.10.3 Daily checks are to be made on the fencing by the site manager to ensure that it is properly secured and in place.

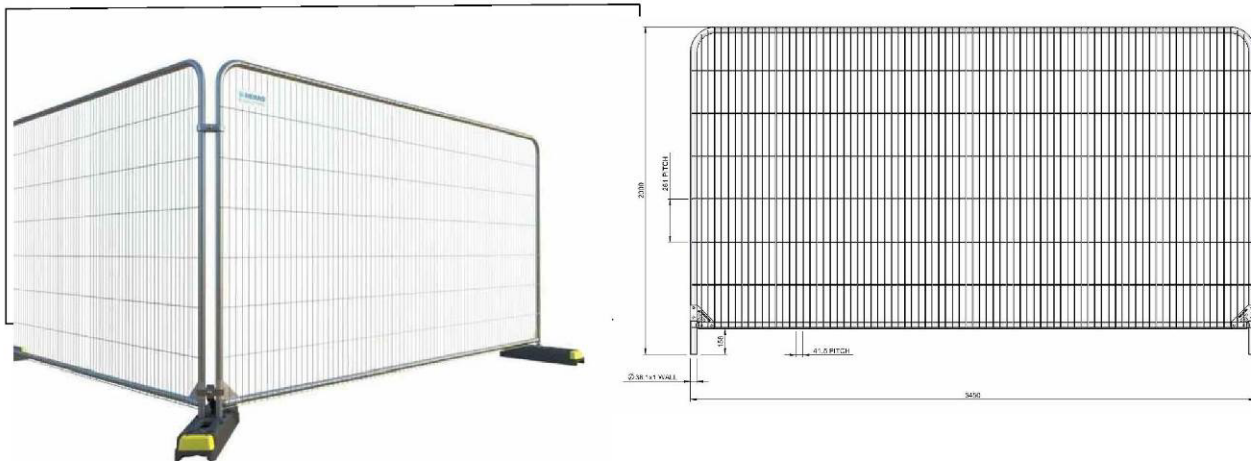


Figure 4 Heras fencing for Vegetation Protection & Security

4.11 Measures to control the emission of dust, dirt and emissions

4.12 Measures to control the emission of dust, dirt and emissions to air during construction; including but not confined to non-road mobile machinery (NRMM) requirements;

4.12.1 Dust and emissions- Impacts on air quality may arise from the operation of the construction plant associated with on-site activities and from journeys to and from the site by construction-related traffic and the construction workforce. Construction plants and road vehicles emit a mixture of exhaust gases, which could add to the level of air pollutants in the locality.

4.12.2 During the construction phase, there will be various construction activities undertaken which all have the potential to generate dust smoke and particulate matter.

4.12.3 The land use surrounding the site is mainly golf / agricultural but also includes residential areas. The low intensity of the work is not anticipated to cause significant dust emissions, however, provisions are to be put in place.

4.12.4 General Provisions - The Contractor will ensure that air quality impacts (principally dust) from construction-related activities and construction traffic are controlled through careful planning of works and effective site management. With respect to general provisions, the Contractor will as far as practicable:

4.12.5 -ensure that the site is managed in accordance with the requirements of the CoCP and relevant legislation (including health and safety);

4.12.6 ensure all operatives are aware of the sensitivity of land uses to dust emissions from the site activities, in particular haul routes. Works will be carefully supervised and designed to prevent significant fugitive emissions in these areas;

4.12.7 ensure the appointed person(s) will be responsible for controlling activities and handling complaints.

4.12.8 All complaints will be recorded and investigated at the earliest opportunity and any corrective measures implemented.

4.12.9 undertake regular liaison with the local authorities and other relevant parties regarding the air pollution control measures implemented and their effectiveness, and operate a 'no burning' policy.

4.12.10 The main sources of particle emissions during construction activities will include;

4.12.11 Haulage routes, vehicle and construction traffic

4.12.12 Materials handling, storage and spreading

4.12.13 Site preparation and restoration on completion

- 4.12.14 The Principal Contractor will adopt the following measures to prevent/mitigate dust and particulate matter generation;
- 4.12.15 Monitoring
- 4.12.16 Daily site inspections will be undertaken of potentially problematic areas (e.g. unloading areas and internal site haul route), of the site and boundary by site staff during normal operations. This will consist of visual inspections of areas.
- 4.12.17 Dust control within the sites will incorporate the following measures:
- 4.12.18 The materials will be directly placed and formed to the required shape.
- 4.12.19 Material drop heights from plant and equipment will be minimised during loading/unloading;
- 4.12.20 Inspections will be recorded in the Daily Site Diary.
- 4.12.21 No Fires shall be lit on the site.
- 4.12.22 Importation of plant and fill material will only be on the surfaced haul route. Internal haul routes will be re-graded regularly, as necessary.
- 4.12.23 Surfaced and un-surfaced haul roads will be dampened during dry periods using bowsers to minimize dust.
- 4.12.24 Regular checks on the wind direction will dictate areas of fill. Alternative “fallback” fill areas will always be available to provide immediate alternative solutions if activities are causing concern.
- 4.12.25 Entrance areas will be regularly inspected throughout the day and cleaning carried out as required.
- 4.12.26 Speed restrictions shall be enforced along the haul roads to minimize dust generation from the haul road. Any drivers of vehicles waiting to enter or leave the site will be required to switch off.
- 4.12.27 Water suppression will be used both on haul roads, graded areas and stockpiles. As required and on a proactive basis, dust suppression shall be used on the haul road using a tractor and bower. Haul routes shall be damped down sufficiently well to control dust. Sustainable water sources on site will be investigated. Stockpiles will be sited away from sensitive areas.
- 4.12.28 Monitoring of particle emissions during the construction phase will be undertaken which will include establishing a baseline deposition/soiling rate being measured before starting Works.
- 4.12.29 Construction Plant and Equipment - To minimise emissions from the construction plant and equipment, the Contractor will ensure that as far as practicable:
- 4.12.30 Plant and equipment will be procured with the least potential for pollutant emissions, allowing for economic constraints and practicability;

- 4.12.31 wherever practical, plant and equipment will be powered by mains electricity;
- 4.12.32 all plant and equipment will be routinely serviced in line with the manufacturers' guidance or if either a site inspection or a review of an incident identifies a malfunction;
- 4.12.33 no vehicle or equipment emitting visible black smoke from its exhaust system other than during ignition will be used on the construction site; and the plant will not be left idling when not in use or, where this is not practicable, reduced to the lowest setting.
- 4.12.34 Management of Unforeseen Incidents - In the unlikely event that controls fail to be applied in an area of the site, there is a low risk that downwind properties would be impacted by dust from site activities.
- 4.12.35 If significant fugitive dust emissions are being generated at the site, monitoring indicates elevated standards or a complaint is received, the following corrective measures will be implemented:
- 4.12.36 The cause of the elevation will be immediately identified and reviewed; relevant operations will be suspended whilst control is applied; appropriate corrective measures will be applied. This may include, for example; the increased use of bowzers or misting systems for dampening, replacement of faulty machinery or compaction of stockpiles; visual inspection frequency will be increased to twice daily to assess whether the measures are effective and will not be reduced until measures are successful; and the actions undertaken will be recorded in the Site Diary.
- 4.12.37 Odour - Given the types of operation and nature of the site-derived material, it is not considered that odour will be a concern during the proposed activities and consequently no mitigation is required.
- 4.12.38 Site Drainage - A suitable temporary drainage system will be. This is designed to allow the adequate collection of surface water run-off and prevent its transfer to the public highway.
- 4.12.39 The Site Manager will have the responsibility for ensuring that nuisances and hazards arising from the movement of vehicles out of the site are minimized. A record of weather conditions shall be kept, including wind speed and direction to validate potential off-site issues. A record of all activities is to be maintained and held throughout the works. All records shall be made available to third parties as required.

4.13 Refuelling

- 4.13.1 All refuelling and maintenance of construction vehicles is to be undertaken in a designated area of the maintenance building. All refuelling and storage of oil and other chemicals shall be undertaken in accordance with the Environment Agencies Pollution Prevention Guidelines (PPG)
- 4.13.2 www.gov.uk/government/collections/pollution-prevention-guidance-ppg).
- 4.13.3 A process of best practice shall be introduced which includes:-
- 4.13.4 Establishing a plant storage, maintenance and refuelling area in a location where it will not need to be moved during the course of the contract.
- 4.13.5 Fuel, oil and chemical storage facilities are to be located on impermeable surfaces with controlled drainage, away from ditches and channels.
- 4.13.6 The storage of all fuels, chemicals and oils within bunded or drip trays. Bunds will be able to contain 110% of the volume of the largest container stored within it or 25% of the aggregate capacity of all storage containers. For drum storage a drip tray with a capacity of 25% of the maximum volume of material stored is sufficient. The maximum number of barrels and/or containers that can be stored in a bund at any one time will be indicated on a notice close to the bund. It will be ensured that the bund volume is not compromised by rainwater.
- 4.13.7 All funnels, buckets, containers, brushes and other associated equipment are to be kept in the bunded area when not in use.
- 4.13.8 All tanks are to be clearly labelled with their contents and storage capacity; to reduce the risk of overfill and spillage.
- 4.13.9 When storing oils such as mould release oils or hydraulic oils in barrels from which they will need to be transferred in small quantities to other containers before use, a tap shall be fitted to the barrel. Barrels are to be stored on a stand within a bunded area. Typical details of the bunded trays to be used on the site are illustrated below. (Note: The bunded area refers to the location of purpose-built ‘trays’ or ‘bunds’ for the safe storage and use of oils and fuels). No earth ‘bund’ is required around the compound.



Fig 10 Examples of ‘bunded ‘ oil cans and double skinned

- 4.13.10 Buckets or containers are to be placed under the taps to safeguard against drips and leaks. This will also prevent fuels and oils from mixing with any water in the base of the bunded area. The bunded area will be inspected daily by the site manager for any spills, drips or leaks. Should leakages or drips be discovered the equipment shall be repaired/replaced and the contamination immediately dealt with using the appropriate spill kit. The incident shall be recorded in the CMP log/diary.
- 4.13.11 Where there is a risk that the plant or vehicles could collide with or damage a fuel storage area, barriers should be installed (jersey™, Armco™ or similar) between the fuel storage tank and areas where the plant and vehicles operate.
- 4.13.12 Protect hydraulic hoses and connections from damage and regularly check for leaks and faults.
- 4.13.13 Fuel storage tanks should be locked when not in use to prevent unauthorised access and to reduce the risk of vandalism.
- 4.13.14 Care will be taken to ensure that adequate spill kits are available for immediate use should any accidental spills occur within the site compound.
- 4.13.15 On completion of the construction works the bunded area shall be removed and the original surface shall be inspected for contamination by a suitably qualified specialist before it is restored. Any areas exhibiting evidence of potential contamination shall be tested and if necessary remediated before restoration.
- 4.13.16 An area within the compound shall be designated for the collection of any rubbish or debris so that it can be efficiently segregated to optimise recycling potential. Rubbish is to be contained within a sealed skip to avoid windblown littering of the site and surrounding areas.

4.14 Noise and Vibration Control

- 4.14.1 The construction work and associated activities are to be carried out following the recommendations contained within British Standard 5228:2014 'Code of practice for noise and vibration control on construction and open sites', Part 1 and 2.
- 4.14.2 No specific noise fencing is required due to the low intensity and low sensitivity of the works.
- 4.14.3 As part of best practice, the following procedures will be adopted to minimise noise;
- 4.14.4 The Contractor will implement daily site inspections at site boundary locations during normal operations, to assess the noise emissions from the site to nearby sensitive receptors. The assessor will determine whether noise levels are considered excessive. In the event of either sustained excessive noise or a complaint, the Contractor will employ a competent acoustic technician to monitor the boundary.
- 4.14.5 In the event that the noise level is deemed excessive, works will be suspended until corrective measures can be implemented. This includes, but is not limited to, relocating an activity, undertaking maintenance on the plant, and replacement of non-performing equipment.
- 4.14.6 The results of any quantitative monitoring and daily inspections will be recorded in the site diary and will be made available to Local Planning Authority.
- 4.14.7 The following measures will be implemented throughout the project construction to ensure that noise levels are attenuated as far as is reasonably practicable:
- 4.14.8 Working hours and delivery hours will be strictly adhered to. Delivery vehicles will be prohibited from waiting within the site with their engines running;
- 4.14.9 Strict Controls on the sequencing of work will be developed on an area-by-area basis. Examples include turning off the mobile plant when not in use, restricting times of work along the specific sensitive boundary;
- 4.14.10 The quietest plant that can be reasonably and practicably obtained will be used for each construction task. Percussive and Pneumatic plant will not be required for any construction activities on site. All plant will be properly and regularly maintained and sited as far from sensitive receptors as possible to help minimise noise;
- 4.14.11 Use of radios, other sound systems or tannoy's will not be permitted anywhere on site. Cutting or similar operations are not expected to be carried out;
- 4.14.12 The mobile plant will be fitted with smart audible alarms adjusted to background noise levels at all times; the plant will be orientated away from the noise-sensitive receptors;
- 4.14.13 Machines which are used intermittently will be shut down between periods of activity;

4.14.14 All machinery will be well-maintained (abnormal increases in noise are often associated with wear and tear or are indicative of mechanical failure), and all construction work will be undertaken following codes of practice as outlined in BS 5228;

4.14.15 Any material screening will be undertaken, where possible, behind temporary bunds made from onsite material.

4.15 **Vibration**

4.15.1 Given the types of operation and the distance to any property it is not considered that vibration will be a concern during the proposed activities and consequently no mitigation is required.

4.16 A nominated Developer/Resident Liaison Representative with an address and contact telephone number to be circulated to those residents consulted on the application by the developer's representatives. This person will act as the first point of contact for residents who have any problems or questions related to the ongoing development.

4.17 **Illumination**

4.17.1 Lighting is unlikely to be required for the works due to the operating hours and proposed time of construction.

4.17.2 There maybe a need for some lighting for site safety and security. If required, the Contractor will take precautions to avoid shadows on the Public Highways and positioned so as not to cause distraction or confusion to passing drivers. In the event of any lighting on or adjacent to the Public Highway, the contractor will obtain the prior approval of the Highway Authority.

4.17.3 The Project Manager will ensure that lights are managed to avoid any direct beams towards sensitive properties and land uses. Lights will be directed as such that light does not spill beyond the site boundary and does not affect adjacent habitats. Where lighting is necessary at the edge of the site, baffles will be fitted to ensure there is no light spillage outside the site boundary.

4.18 Ecology

- 4.18.1 All works will be completed in accordance with mitigation and controls set out in the detailed ecological and arboricultural assessment.

4.19 Surface Water & Groundwater Resources

- 4.19.1 During the induction briefing all site personnel will be briefed on the importance of water resources, their location and pollution prevention measures. A Spillage Plan will be produced and implemented by the Contractor to manage spillages and environmental incidents.
- 4.19.2 Spill kits will be held on-site, close to main storage areas, with a variety of absorbent materials to be used in the event of a spill of fuel, oils or chemicals. Staff will be trained on how to use these correctly and on other details of the Spillage Plan. The Contractor shall take full account of the EA Pollution Prevention Guidelines (PPGs).
- 4.19.3 The storage of all potentially polluting substances (primarily fuel, oil and lubricants for plant) should be in accordance with the Oil Storage Regulations. All areas presenting a risk of spillage, such as vehicle maintenance areas and fuel stores, will be located on impermeable surfacing, and will have controlled drainage or appropriate drip trays/bunds. Any damaged, leaking or empty drums will be removed from the site and disposed via a registered waste disposal contractor.
- 4.19.4 Measures will be undertaken to prevent pollution to the adjacent water environments. During the site setup, topsoiling / cultivation, measures shall be put in place to deal with surface water runoff.
- 4.19.5 Surface water shall be intercepted using temporary grips, bunds, drains and ditches to channel excess water to either temporary attenuation/holding lagoons, or once constructed to the proposed water harvesting scheme.
- 4.19.6 The grips shall be constructed so as to reduce the velocity of water as far as is reasonably practicable prior to discharge into the attenuation basins.
- 4.19.7 The temporary drainage infrastructure shall be kept well maintained and fully operational at all times. All temporary interceptors and settlement areas shall be provided with cut-off valves to enable discharge to be stopped in the event of spillage of oils or other chemicals and staff shall be trained in their use.
- 4.19.8 Staff shall be provided with necessary training in order to implement clean-up procedures in the event of any spillage and a spill management plan will be in operation.
- 4.19.9 There will be no requirement for collection of foul effluent as staff will be using facilities located at the maintenance building.

4.20 Topsoil Stripping

- 4.20.1 Topsoil shall be stripped from the areas where there is a proposed change in level.
- 4.20.2 The stripped topsoil's are to be handled and stored in accordance with Defra 'Construction Code of Practice for the Sustainable use of Soils on Construction Sites' (2009).
- 4.20.3 Topsoil is to be pushed and stored in bunds around the perimeter of each phase. Topsoil shall be stored in bunds of no greater than 2 meters in height. Care is to be taken to avoid placement over saturated ground and that the bunds are kept free of pernicious weeds.
- 4.20.4 All topsoil will be handled and stored carefully in accordance with standards to minimise the potential for damage to the soil structure. A detailed Method Statement will be produced by the PEM clearly identifying correct stripping, soil handling, storage, placement and programming requirements to avoid over compaction and moving the material in unsuitable weather conditions.
- 4.20.5 Stripping of topsoil is not to take place during inclement weather, this would be classified as during, on, or just after prolonged rainfall or during dry and windy conditions which would result excessive dust generation.

Topsoiling And Cultivation

- 4.20.6 Having achieved the subsoil levels as set out in the approved grading plan, stockpiled topsoil shall be reintroduced to all areas other than the green and tee surfaces .
- 4.20.7 Spreading and cultivation of topsoil is not to be undertaken in wet weather or during dry, windy periods that could result in dust generation. The Site Manager will have the responsibility for ensuring that nuisances and hazards arising from the movement of spreading and cultivation machinery is minimized through the use of the on-site mobile tractor and bowser. A record of weather conditions shall be kept, including wind speed and direction to validate potential off-site issues.
- 4.20.8 Following topsoil cultivation the ground will be seeded.

4.21 Construction De-mobilisation

- 4.21.1 Any areas exhibiting staining or other evidence of potential contamination shall be tested and if necessary remediated before restoration.
- 4.21.2 Any temporary drainage features are to be removed from site and contractor's compound.
- 4.21.3 All temporary fencing is to be removed from site on completion of the works.
- 4.21.4 Any rubbish or debris on the site or within the Contractors Compound is to be removed from site to an appropriate location.
- 4.21.5 All signage relating to the construction works is to be removed on completion of the project.

4.22 Planting

- 4.22.1 In the first full planting season (November to March) after the completion of the grading works, soft landscape works shall be undertaken in accordance with the approved landscape details and management plans.
- 4.22.2 This will not require a site compound to be installed or haulage routes to be constructed.

1 LOCAL LIAISON

1.1 General

- 1.1.1 The site will be operated with due respect to the local environs. Working hours will be adhered to and persons employed on the site will be required to deal with any issues raised by third parties in a courteous and responsive manner.
- 1.1.2 A representative will be assigned to the site for contact by members of the public or other interested parties. Full contact details will be made available to the local authority and community via a project newsletter (see below).

1.2 Distribution Of Statement Of Construction Practice

- 1.2.1 A copy of this document will be made available to all local residents that border the site or are deemed to be a receptor in the immediate locality. A telephone number and contact details will be published on the site notice board so that members of the public can request a copy be sent to them.

1.3 Newsletter

- 1.3.1 A monthly newsletter will be produced for circulation to all interested parties advising the progress of the works and full site contact details for further information, queries and concerns.

1.3.2 Notice Board

- 1.3.3 A notice board is to be located near the site entrance giving a telephone number for the site to communicate comments or complaints to the contractor. It shall also provide information about the project including operating times and progress.

1.3.4 Complaints

The contractor shall produce a report of complaints and actions taken and issue it to all parties present at each monthly site meeting

2 Site Waste Management Plan (SWMP)

2.1 Demolition and Waste

2.1.1 There is no demolition envisaged on site just the reuse of recovered soils for the building of the golf course features.

2.1.2 Waste Forecast

2.1.3 The quantities of waste estimated to be generated from the Project are detailed below :-

2.1.4 Estimated Waste Arisings

2.1.5 Plastic (packaging)

2.1.6 Hazardous (oil, grease, fuel chemicals)

2.1.7 Mixed Non-Hazardous

2.1.8 Metal

2.1.9 Wood Paper & Card

2.1.10 Estimated Waste Quantities

2.1.11 Estimated Waste Quantities (m3)

2.1.12 Construction 3

2.1.13 Demolition 0

2.1.14 Waste Prevention and Minimisation

- 2.1.15 Waste minimisation is at the pinnacle of the waste hierarchy and is essentially concerned with avoiding the production of waste in the first place. Whilst complete avoidance of waste is impossible, adopting certain waste minimisation practices will ensure that the overall quantity of materials not beneficially used on site is kept to a minimum.
- 2.1.16 Overall, the following practices will be adopted to help to minimise waste on site:
- 2.1.17 Improved precautions in handling materials onsite. Wherever possible materials will be kept in locked and /or covered storage, until the time of use, to avoid damage from vandalism, theft, vehicle movements, weather, etc.;
- 2.1.18 “Just in time” delivery of materials when they are required to prevent spoilage;
- 2.1.19 Ordering the correct materials as specified;
- 2.1.20 Maintaining a record of materials delivered onsite and dispatched - recording the number of skips used so that the amount of material consumed, sent for landfill or recycling can be determined;
- 2.1.21 Packaging is designed to protect raw materials and wherever feasible will be kept on until the last moment. Material suppliers will be asked to collect packaging for reuse;
- 2.1.22 Avoidance of over-ordering materials according to the stage of construction need; and
- 2.1.23 Responsibility for overseeing waste minimisation activities will be assigned to specific site personnel (e.g. construction site manager) who will monitor the progress and smooth running of waste minimisation activities.
- 2.1.24 If there are any surplus materials from the CD&E works, it may be possible to use these on other projects, either through contact with the buyer or by advertising them. Materials could also be donated to local community projects or charities. These options avoid the cost of disposing of surplus material resources as waste.
- 2.1.25 Waste that cannot be eliminated or reduced falls into one of the following four management categories:
- 2.1.26 Reuse
- 2.1.27 Recycling
- 2.1.28 Other recovery
- 2.1.29 Disposal

2.1.30 Preparation for Re-use

- 2.1.31 Implementing an SWMP as early as possible will reduce the amount of waste produced as part of the Project. The Principal Contractor will maximise opportunities for the potential for reuse and recycling of all waste streams onsite.
- 2.1.32 Over-purchasing can lead to significant wastage and must be avoided in the first place. Ensuring materials are ordered for delivery shortly before they are used on the Project will also avoid possible damage and therefore wastage. Construction waste or waste arising from imported material will be minimised through careful product specification and use. A continual review of the type of surplus materials being generated onsite will aid in identifying approaches to reduce the amount produced.
- 2.1.33 Materials delivered to the Project will be received and controlled by the Principal Contractor. Materials will be stored to minimise the potential for damage or wastage. Measures will include off-ground storage e.g. on pallets, remaining in original packaging, and protection from rain damage or collision by plant or vehicles. The materials storage area in the contractor's compound is secured during out of hours to prevent unauthorised access.
- 2.1.34 Where avoidance of excess materials onsite is not feasible, all available materials will be recorded and considered for possible reuse onsite before recycling. Excess materials that cannot be reused onsite will be considered for reuse elsewhere - if they can still be used in their present form, they will be classified as materials which can be reused off-site. Materials such as timber, bricks, tiles, paving blocks and topsoil would be stored separately onsite within the existing footprint and would all be considered for reuse elsewhere. The purpose of storing reused materials in separate skips/ areas is to reduce the potential for contamination and to encourage the reuse of materials by offering clean material streams from which to choose.
- 2.1.35 Options for reuse include:
- 2.1.36 use of reclaimed materials (where appropriate);
- 2.1.37 onsite reprocessing of materials; and
- 2.1.38 reuse of packaging materials in limited circumstances.
- 2.1.39 The use of a data-recording sheet will allow the construction site managers to keep a record of all available materials onsite, hopefully reducing the need to over-order and increasing opportunities for reuse where possible.

2.1.40 Waste Minimisation Measures Include;

- 2.1.41 Monitor, audit and measure site waste through the implementation of SWMP Investigate options for recovering site-won materials for reuse on site
- 2.1.42 Retain topsoil, treat it onsite with compost (or other remediation) and use it for soft landscaping etc.
- 2.1.43 Use existing soft landscape that can't be retained (trees, shrubs) as compost and soft landscape top mulch Use recycled aggregates (either onsite or off site) in a concrete mix, as fill, etc.
- 2.1.44 Reuse packaging by returning to the supplier/ manufacturer or using it for other purposes (e.g. Timber packaging pallets can be chipped and used for landscaping top mulch
- 2.1.45 Embed all of the design options to be pursued into project briefings and procurement
- 2.1.46 Use an on-site baler to compact paper, card and plastic packaging to take up less space ready for recycling Use the national colour coding scheme for waste containers to ensure waste is separated efficiently
- 2.1.47 Order materials in bulk where appropriate with minimal/ reusable packaging where possible
- 2.1.48 Put in place a Material Logistic Plan looking at supply routes, handling, storage and security for the main construction phases of the project
- 2.1.49 Incorporate rainwater harvesting into the design
- 2.1.50 Specify biodegradable packaging where possible
- 2.1.51 Specify the use of recycled material in a compost
- 2.1.52 Specify recycled content in hard landscaping, e.g. eco kerb 75% quarry waste
- 2.1.53 Specify recycled plant pots or root ball wrapping
- 2.1.54 **Recycling**
- 2.1.55 If excess materials cannot be reused in their present form but could be used on-site in a different form they are classified as recycled onsite (provided they were processed onsite). If the material cannot be reused onsite in any form, it may be classified as recycled off-site, e.g. non-returnable pallets reprocessed off-site to make chipboard.
- 2.1.56 Successful recycling relies upon early planning, clear responsibility and space within a compound for segregation and storage.
- 2.1.57 Enclosed and lockable skips will be used to prevent the deterioration of waste and also stops unauthorised access to the skips. The skips will be kept clean and marked to avoid contamination of materials.

- 2.1.58 Differently coloured skips will be used to ensure that workers are clear about where to put each type of waste. This will reduce the levels of contamination in the skips and increases the likelihood that a load will not subsequently be rejected once the waste stream has been sent off-site for reprocessing. In cases where the load is rejected, the likely destination would be landfilled (which would increase the costs of the Project).
- 2.1.59 The segregated skip categories are as follows :-
- 2.1.60 Hazardous (red)
- 2.1.61 Plastic (orange);
- 2.1.62 Wood (yellow)
- 2.1.63 Metal (Blue)
- 2.1.64 Paper & Card (Green)
- 2.1.65 Welfare Waste (brown)
- 2.1.66 Space within the maintenance compound is to be provided to accommodate the skips and storage of reusable materials. Individual waste streams will be kept separate including the use of an excavated material-only area.
- 2.1.67 Audits will be undertaken by Waste Contractors (by the Principal Contractor) to ensure that waste from the Project is being managed appropriately.
- 2.1.68 **Other Recovery**
- 2.1.69 Where it is not possible to reuse or recycle materials, the residual fraction of waste will be taken to an appropriate residual treatment facility or landfill site. Recovery of waste, rather than disposal to landfill, will be prioritised where material types are suitable for recovery and the Waste Management contractor has access to competitively priced recovery capacity.
- 2.1.70 Recovery mainly refers to energy recovery (e.g. reuse as fuel) or biological recovery (e.g. composting).
- 2.1.71 **Disposal**
- 2.1.72 Disposal of waste is at the bottom of the waste hierarchy as this is the least sustainable method of waste management.
- 2.1.73 For construction waste, suitable treatment, recycling and disposal facilities within reasonable proximity of the Project will be identified by the Principal Contractor.
- 2.1.74 The Landfill Directive requires that disposal sites are classified into one of three categories depending on the chemical composition of the material; these are hazardous, non-hazardous or inert. The ability for waste to be deposited at these sites will be dependent on the available space and the conditions imposed on the Project through the relevant licence/permit.

- 2.1.75 For excavated materials that are confirmed to be non-hazardous or inert, several reuse and recycling options could be explored, both on and off-site. (not applicable to this site)
- 2.1.76 For any vegetation removed, consideration will be given to mulching and/or composting. Reuse of such materials will be considered where possible i.e. mulch or compost to be reused back in the project for landscaping purposes.
- 2.1.77 The Principal Contractor will further identify and appoint appropriate Waste Carriers and Waste Management Facilities before the construction elements of the works commence.
- 2.1.78 **Off-site Waste Management**
- 2.1.79 As described above, off-site waste recycling, treatment and disposal will be undertaken by a suitably qualified Waste Management Contractor who specialises in reprocessing and recovery of construction waste arisings.
- 2.1.80 For the purposes of the Project, the transportation of material resources and waste arisings will take place by road and rail to and from material suppliers and waste management facilities.
- 2.1.81 The Principal Contractor will be responsible for identifying and procuring one or more waste management companies to provide the containers (skips), collection, transportation and management of waste produced at the site. Skips will be collected using a standard skip vehicle or a roll-on roll-off vehicle for larger skips.
- 2.1.82 Waste management companies (eg Skip hire) will be requested to remove full skips and replaced them with appropriate empty ones, once they become full. Welfare waste shall be collected weekly by the local waste collection service.
- 2.1.83 **Monitoring**
- 2.1.84 Under the Waste (England and Wales) Regulations 2011 and in line with this document , the Principal Contractor has several responsibilities which it will execute as follows:
- 2.1.85 to ensure that suitable storage is made available, including correct signage;
- 2.1.86 to check the waste carrier has the appropriate waste carrier licenses; and
- 2.1.87 to retain Waste Transfer Notes/ Consignment Notes for 2/3 years as appropriate.
- 2.1.88 Responsibility for waste management lies with the Principal Contractor unless a contractual agreement with subcontractors to manage their waste arisings exists - the Principal Contractor will ensure that the Doc process is in place when this situation occurs.

2.1.89 **Training**

- 2.1.90 The Principal Contractor will provide training to employees on the Project on the use of the SWMP, roles and responsibilities and DoC requirements.
- 2.1.91 Onsite instruction and training covering appropriate waste separation, handling, storage, recycling, and reuse and return methods to be used by all parties (e.g. subcontractors), at all appropriate stages of the Project will be provided by the Principal Contractor.
- 2.1.92 Training will consist of an initial toolbox talk that will form part of the site induction process that introduces and explains the requirements of the SWMP and the concept of the waste hierarchy, as well as regular toolbox talks that provide updates on wider environmental issues. Workshops and other forms of training may be utilised where appropriate. Appropriate staff will be identified to attend these.
- 2.1.93 The Project will appoint a Waste Champion to act as a point of contact to deal with any waste queries from staff, promote best waste management practices and be responsible for the upkeep of the SWMP.

2.1.94 **Waste Recording**

- 2.1.95 Doc details are to be logged. Details are to include the waste management licenses, waste carrier licenses and exempt site licenses for waste management contractors employed on the Project. All waste management contractors' licences must be checked and verified before any waste movement occurs.
- 2.1.96 All WTN (Waste Transfer Notes) will be safely stored for two years following the Waste Regulations 2011. Consignment notes for the transport of hazardous waste will be held for three years in accordance with the Hazardous Waste Regulations 2005. The Project may consider using electronic transfer notes rather than paper-based ones. An example of such a system is Department for Environment Food & Rural Affairs Electronic DoC (Defra Edoc).
- 2.1.97 In addition to monitoring and recording the performance of contractors, waste management facilities may be monitored periodically throughout the lifespan of the contract. This will ensure that high standards of compliance and environmental performance are maintained throughout the supply chain, including accurate recording of waste types and the origin/destinations of wastes.
- 2.1.98 Waste monitoring will be included as an agenda item at construction progress meetings. In addition, the SWMP will be communicated to the whole Project team at regular management meetings.
- 2.1.99 Throughout the works, the Principal Contractor will be responsible for reviewing the performance of all parties which are involved in the management of waste at the Project.
- 2.1.100 Progress towards the commitments contained in the Outline SWMP will be reported regularly and performance will be reviewed and monitored in line with the SWMP guidance.

- 2.1.101 A comparison of forecast and actual waste streams with key associated notes will be documented. This information could consist of an explanation for diversion, lessons learnt and revision of plans.
- 2.1.102 **Actual Quantities**
- 2.1.103 Within the Outline SWMP, a record of the types and quantities of waste being produced and including the eventual fate of the waste will be kept.
- 2.1.104 Maintaining these records will also help to identify which waste streams are not achieving anticipated recycling potentials so that alternative methods to handle that waste stream can be explored for the remainder of the Project.
- 2.1.105 The actual quantities table will be completed during the construction phase and data taken from the amounts recorded on waste transfer notes and hazardous waste consignment notes.
- 2.1.106 This information will then feed into Key Performance Indicators, which detail key commitment information such as the amount of recycled, reused/beneficially reused and diverted from landfill quantities.
- 2.1.107 **Review**
- 2.1.108 The SWMP will be reviewed regularly, with waste data being entered frequently i.e. fortnightly or monthly. Further reviews will take place where any significant changes occur. A log will be kept of when the plan has been reviewed and the outcomes.
- 2.1.109 An appropriate monitoring regime of the waste objectives and targets will be put in place.
- 2.1.110 **Post Project Completion**
- 2.1.111 At the end of the works, the Principal Contractor is responsible for reviewing, revising and refining the SWMP as necessary, to ensure best practice and to identify if lessons could be learned for the next time a similar project is undertaken. This review will aim to identify the following:
- 2.1.112 confirmation that the SWMP has been monitored and updated within the defined timescales;
- 2.1.113 an explanation of any deviation from the original plan;
- 2.1.114 a comparison of the estimated quantities of each waste type against the actual quantities generated; and
- 2.1.115 an action plan to address the lessons that have been learnt from the Project that could be implemented for the next project.
- 2.1.116 An estimation of the cost savings (if any) that have been achieved through the measures undertaken to minimise, reuse, recycle or recover waste arisings.

2.1.117 **Summary**

- 2.1.118 This SWMP report provides a review of CD&E waste arisings and management methods for the proposed Project. It is estimated that the Project is likely to produce in the region of 200m³ of waste.
- 2.1.119 This SWMP intends to reflect the Project's envisaged design and the associated quantities of waste arisings that are anticipated to be generated and enable better control over material resources and waste arisings throughout the CD&E phases of the Project.
- 2.1.120 The project should have comprehensive controls on their waste monitoring processes and follow where appropriate the hierarchy of waste management.
- 2.1.121 The waste minimisation recommendations should follow as necessary
- 2.1.122 Waste management practices have been identified which can assist in minimising waste generation for the Project. Where waste is generated, the document identifies management methods to aid material reuse or recycling before waste disposal.
- 2.1.123 The provision of a suitable area on site for the management and storage of waste will assist in reducing waste disposal and the environmental impacts of disposal.
- 2.1.124 It is recommended that the construction contractor monitors material delivery and waste generation onsite to identify opportunities for waste minimisation and reuse. Monitoring of waste activities will also help to ensure materials are recycled where viable and therefore the environmental impact of the Project is minimised.

1 Appendix 1 – Considerate Contractors Scheme

- 1.1.1 There are 8 main terms of reference against which a project's performance under the schemes is measured;
- 1.1.2 Considerate:
- 1.1.3 1. Show consideration to site neighbours and the general public.
- 1.1.4 2. Send letters to neighbours at the start of site work informing them of what will be happening and giving your contact name and telephone number.
- 1.1.5 3. Inform neighbours in advance of any unusual activities, such as large loads, early deliveries, noisy work, late or weekend working, etc.
- 1.1.6 4. Monitor parking, especially on neighbouring roads, by ensuring off-site parking is dealt with considerately.
- 1.1.7 5. Be mindful of people with sight, hearing or mobility difficulties.
- 1.1.8 6. Make sure any existing signs are still visible or have been appropriately relocated.
- 1.1.9 7. Make accesses clear and well signed.
- 1.1.10 8. Instruct all operatives to escort visitors to the site offices and request that they sign in.
- 1.1.11 9. Deal personally with comments or complaints from the public or neighbours.
- 1.1.12 10. Resolve all complaints swiftly.
- 1.1.13 11. Consider the use of public signage in languages other than English.
- 1.1.14 12. Restrict the times of deliveries in traffic sensitive areas, especially during rush hour and near schools.
- 1.1.15 13. Minimise grinder and cutter noise and dust close to the general public.
- 1.1.16 14. Make site accommodation and vehicles non-smoking areas.

1.1.17 Environment:

- 1.1.18 1. Ensure that work does not start too early or finish too late. Be flexible.
- 1.1.19 2. Keep down the noise of plant, vehicles, skips, radios, etc.
- 1.1.20 3. Protect all flora and fauna.
- 1.1.21 4. Ensure that the hoarding and site hutting is clean, tidy and painted in a colour appropriate to the surroundings.
- 1.1.22 5. Ensure boundaries used by the public are well lit.
- 1.1.23 6. Have a specific environmental policy for the site.
- 1.1.24 7. Segregate, reuse and recycle all waste.
- 1.1.25 8. Monitor all material waste.
- 1.1.26 9. Have energy saving measures in place.
- 1.1.27 10. Avoid pollution and wastage at all times.
- 1.1.28 11. Have fuel oil spillage clean-up equipment available.
- 1.1.29 12. Make sure all lights are non-polluting.
- 1.1.30 13. Provide unobtrusive, clear signage.
- 1.1.31 14. Ensure lorries take the most appropriate route to the site, creating minimal disruption.

1.1.32 Cleanliness:

- 1.1.33 1. Keep accesses clean and clear.
- 1.1.34 2. Ensure roads and footpaths adjacent to the site are kept clear of construction materials, mud and spillage.
- 1.1.35 3. Ensure materials and plant are kept within site boundaries and are stacked neatly.
- 1.1.36 4. Take all possible measures to reduce dust.
- 1.1.37 5. Clean the site on a regular basis, especially around canteens and toilets.
- 1.1.38 6. Ensure welfare facilities are kept clean.

- 1.1.39 7. Provide covered rubbish bins.
- 1.1.40 8. Control discarded paper/materials and other general rubbish around the site.
- 1.1.41 9. Maintain a clean hoarding/fence.
- 1.1.42 10. Box out temporary works where they may affect passers-by and/or neighbours.
- 1.1.43 11. Ensure skips are emptied before they become overfilled.
- 1.1.44 12. Cover skips.

- 1.1.45 Good Neighbour:
- 1.1.46 1. Deal with all neighbours as you would expect to be dealt with yourself.
- 1.1.47 2. Ensure site lighting does not affect neighbours.
- 1.1.48 3. Where appropriate, provide viewing apertures in your hoardings.
- 1.1.49 4. Maintain full and regular communications with affected neighbours regarding site activity.
- 1.1.50 5. Have a 24hr published hotline.
- 1.1.51 6. Minimise false alarms from security systems.
- 1.1.52 7. Make sure your site always looks professional and well presented.
- 1.1.53 8. Use all possible methods to reduce noise.
- 1.1.54 9. Radios, if allowed on site at all, should be controlled and the volume maintained at a reasonable level.

- 1.1.55 Respectful:
- 1.1.56 1. Maintain a respectable standard of dress code.
- 1.1.57 2. Do not accept 'wolf whistling' or any other form of heckling.
- 1.1.58 3. Do not allow the display of potentially offensive material.
- 1.1.59 4. Include training about consideration for neighbours and the general public in the site induction.
- 1.1.60 5. Provide suitable welfare facilities, including showers and changing facilities.

- 1.1.61 6. Provide female and disabled welfare facilities.
- 1.1.62 7. Do not allow breaks in view of the general public.
- 1.1.63 8. Encourage operatives not to leave site in dirty clothes.
- 1.1.64 9. Designate an operative as the site 'shopper'.
- 1.1.65 10. Screen toilets from public view.
- 1.1.66 11. Understand that, for the duration of the construction work, you are an 'intruder' in an established community, so show respect for your neighbours.
- 1.1.67 12. Site personnel should be encouraged to realise they are representing the construction industry as a whole and they are expected to help in improving its image.
- 1.1.68 13. Provide barrier creams and sun creams where necessary.

- 1.1.69 Safe:
- 1.1.70 1. Position warning signs where they are required.
- 1.1.71 2. Have appropriate signs for both the pedestrian and the road user.
- 1.1.72 3. Adequately light all signage.
- 1.1.73 4. Keep all walkways to, from and around the site in a good condition.
- 1.1.74 5. Access to site offices should be unobstructed, safe, well signed and lit.
- 1.1.75 6. Provide ramps for wheelchairs and pushchairs where your activities affect the pavement.
- 1.1.76 7. Temporary road crossings should be suitably located.
- 1.1.77 8. Where appropriate, box-in or tape-off all scaffolding.
- 1.1.78 9. Light your scaffolding or hoarding.
- 1.1.79 10. Use scaffold netting where appropriate. Make sure it is well maintained.
- 1.1.80 11. Provide an obvious, well signed escape route.
- 1.1.81 12. Record all accidents.
- 1.1.82 13. Record and investigate all 'near misses'.
- 1.1.83 14. Where necessary, have fire drills.

- 1.1.84 15. Clearly and appropriately locate fire prevention equipment.
- 1.1.85 16. Be prepared in case of a serious accident.
- 1.1.86 17. Make the site secure, especially during non-working hours.
- 1.1.87 18. Follow all Health and Safety procedures.
- 1.1.88 19. Make sure the site boundary cannot be penetrated.
- 1.1.89 20. Test operatives to make sure they have an acceptable understanding of English.

- 1.1.90 Responsible:
- 1.1.91 1. Be aware of and clearly display the location and contact details of the nearest hospital and/or minor injuries unit.
- 1.1.92 2. Keep the Local Authority Environmental Health Office informed of relevant issues.
- 1.1.93 3. Show respect for Building Control Officers, Health and Safety representatives and Environmental Health Officers.
- 1.1.94 4. Have a qualified, visibly identifiable First Aider on site at all times.
- 1.1.95 5. Keep a record available of the names and telephone numbers of all people affected by the site.
- 1.1.96 6. Clearly locate First Aid equipment.
- 1.1.97 7. Check sub-contractors' First Aid records.
- 1.1.98 8. Keep the site neighbours informed.
- 1.1.99 9. Provide local out of hours cover to the site.
- 1.1.100 10. Offer to do a talk/presentation to a local school.
- 1.1.101 11. Keep detailed records of site personnel including any medical conditions.
- 1.1.102 12. Provide ID cards/badges for operatives in contact with the general public.
- 1.1.103 13. Get to know the local police and any neighbourhood associations.
- 1.1.104 14. Make sure manhole covers are not obstructed.
- 1.1.105 15. Make provision for the employment of disabled operatives.

1.1.106 Accountable:

- 1.1.107 1. Maintain a log of all community initiatives/events undertaken by the site.
- 1.1.108 2. Clearly display the Scheme posters/banners on the outside of the site at all times.
- 1.1.109 3. Carry out regular safety visits, with reports.
- 1.1.110 4. Maintain a clean, presentable company sign board with the relevant telephone number and website address.
- 1.1.111 5. At induction inform all involved with the site about the Scheme and the Code of Considerate Practice.
- 1.1.112 6. At induction, train all operatives as to how best to deal with the general public.
- 1.1.113 7. Tell your client about the Scheme.
- 1.1.114 8. Show the Monitor's report to your client.
- 1.1.115 9. Record all complaints and comments.
- 1.1.116 10. Be personally available to anyone who has a query or complaint.
- 1.1.117 11. Monitor non-reportable accidents.
- 12. Consider the use of the CCS operatives' handout

2 Appendix 2 – Sewer Line

