

# Construction Environmental Management Plan (CEMP)

## 7 STOW PARK CIRCLE

January 2025. Rev A



HECTOR ESTATES

## CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN (CEMP)

|                          |                                                     |
|--------------------------|-----------------------------------------------------|
| Project/Contract         | Erection of 7no. 2 bedroom and 1no. 1 bedroom flats |
| Developer                | Hector Estates                                      |
| Site Address             | 7 Stow Park Circle Newport, NP20 4HE                |
| Planning Application No. | 19/0420                                             |

|                                  | Name                       | Title        | Signature                                                                             | Date       |
|----------------------------------|----------------------------|--------------|---------------------------------------------------------------------------------------|------------|
| Document Author                  | Emilio Khan MEng<br>(Hons) | Site Manager |  | 30.01.2026 |
|                                  |                            |              |                                                                                       |            |
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## 1.0 Introduction

This Construction Environmental Management Plan (CEMP) fulfills Condition 2 of the planning approval for the development at 7 Stow Park Circle, Newport NP20. It provides strategies to manage and mitigate potential environmental impacts on the local community and surrounding environment. The CEMP reflects our commitment to implementing high standards in environmental stewardship, health and safety, and community relations across all project phases, from initial groundwork through to site clearance.

The purpose of this CEMP is to ensure that all activities associated with the project adhere to established best practices in environmental protection, aligning with **Newport City Council's** regulatory standards, and to maintain ongoing compliance with **Condition 2** requirements. Specifically, this document provides a structured approach to:

- **Dust and Air Quality Control:** Preventing dust pollution, managing air quality, and ensuring particulate levels remain within acceptable limits.
- **Noise and Vibration Mitigation:** Minimizing noise pollution and vibration impacts on nearby residential and commercial properties.
- **Waste Management and Disposal:** Segregating, managing, and safely disposing of construction waste, including hazardous materials, to prevent contamination of soil, water, and air.
- **Erosion and Sediment Control:** Implementing measures to protect soil and prevent sediment runoff, ensuring nearby storm water systems remain unaffected.
- **Pollution Prevention and Spill Containment:** Establishing procedures for handling and containing hazardous materials, as well as protocols for addressing accidental spills or leaks.
- **Community Engagement and Complaints Management:** Facilitating open communication with local residents, providing information on potential disruptions, and addressing complaints in a timely and professional manner.

## 1.1 Document Purpose and Scope

The CEMP provides an operational framework to ensure environmental and safety standards are met or exceeded throughout the construction process. This document will serve as a **guide for all on-site personnel**, contractors, and subcontractors, who are required to understand and adhere to its protocols. The CEMP is designed to address site-specific risks identified in pre- construction assessments and aims to:

- Comply with **Condition 2** of the planning approval and all related environmental regulations.
- Establish a structured and transparent **environmental monitoring system**, with frequent checks on dust, noise, air, and water quality.
- Provide a **complaints procedure** that promptly addresses concerns from local residents and businesses.
- Detail **emergency response plans** for environmental incidents, including spills, noise exceedances, and dust management breaches.

## 1.2 Regulatory Compliance and Standards

This CEMP complies with the environmental and safety standards and align with the following guidelines and regulations:

- **BRE Guide “Control of Dust from Construction and Demolition Activities”** for managing dust and air quality impacts.
- **BS 5228-1:2009 + A1:2014 Code of Practice** for noise and vibration control on construction and open sites.

- **Waste Management Guidelines** under the **Environmental Protection Act** to ensure the responsible segregation, handling, and disposal of all site waste.
- **The Control of Pollution (Oil Storage) (Wales) Regulations 2016** for pollution prevention and management of hazardous substances.

All personnel and contractors will receive training on these standards as part of the **site induction** to ensure compliance and to mitigate any potential environmental impacts associated with construction activities.

### 1.3 Condition 2 Compliance Checklist

Condition 2 requirements, as specified in the planning approval, are integrated throughout this CEMP to ensure comprehensive adherence. This checklist is central to maintaining regulatory compliance and includes the following focus areas:

1. **Dust Suppression Measures:** Implement control strategies consistent with the BRE Guide, including water dampening, use of dust barriers, and regular sweeping.
2. **Wheel Wash Facilities:** Install and maintain wheel wash stations at site exit to prevent mud and dust from tracking onto public roads.
3. **Noise and Vibration Control:** Equip machinery with silencers, set up acoustic barriers, and conduct regular noise monitoring.
4. **Air Quality Management:** Implement dust suppression methods to manage particulate levels, with corrective actions as needed.
5. **Temporary Lighting Management:** Use downward-facing lights with shields to prevent light spill onto nearby properties.
6. **Contractor Parking and Access Routes:** Designate controlled access and parking zones to reduce congestion and avoid dust generation on local roads.
7. **Pollution Prevention and Spill Response:** Establish spill kits, secondary containment for hazardous materials, and train all personnel in spill response procedures.

## 2.0 Site Management

Effective site management is essential for maintaining regulatory compliance, ensuring safety, and minimizing the environmental impact of construction activities. This section outlines the roles and responsibilities of key personnel, site layout considerations, and housekeeping practices designed to address the specific requirements of Condition 2.

### 2.1 Site Personnel Roles and Responsibilities

Key site personnel are tasked with implementing and monitoring the Construction Environmental Management Plan (CEMP), ensuring all environmental and safety protocols are followed. Each role has specific duties related to Condition 2 compliance, with a structured hierarchy to enable clear reporting and accountability.

## Key Contacts:

### · **Site Manager / Environmental Compliance Officer (ECO): Emilio Khan MEng (Hons):**

**Role:** The Site Manager /ECO has overall responsibility for enforcing CEMP protocols, coordinating site activities, and ensuring that all Condition 2 requirements are met. They act as the primary point of contact for Newport City Council, the Local Planning Authority (LPA), and the community.

Oversees all environmental monitoring and reporting on-site, specifically focusing on dust, noise, air quality, and water management and manage spill containment kits

#### ○ **Primary Duties:**

- Conducts daily briefings with on-site personnel to review environmental protocols and potential risks for that day's activities.
- Ensures all contractors are trained in CEMP requirements, including noise, dust, and pollution control measures.
- Reviews environmental monitoring for compliance and initiates corrective actions when needed.
- Conducts daily site inspections to monitor dust, noise, vibration, and air quality levels.

#### ○ **Contact Information:** [emilio@hectorgroup.com](mailto:emilio@hectorgroup.com) – 07715092 622

### · **Health and Safety Officer (HSO):**

- **Role:** The HSO is responsible for all aspects of health and safety compliance on-site, with an emphasis on safe handling of hazardous materials, PPE usage, and emergency response. They conduct regular training and ensure adherence to safety protocols.

#### ○ **Primary Duties:**

- Oversees site-wide compliance with health and safety protocols, including the proper use of PPE, and monitors adherence to hazardous material storage guidelines.
- Coordinates training for contractors and staff on spill response, waste handling, and site-specific safety measures.
- Maintains a safety log documenting all incidents, corrective actions, and follow-ups for reporting to the Site Manager / ECO.
- Ensure all personnel are trained and responsive to environmental incidents.

## 2.2 Development Site Layout and Design for Compliance

The site layout has been carefully designed to support environmental controls and facilitate compliance with Condition 2 requirements. The Construction Logistics Plan is provided in Appendix A (Drawing Ref 26/7NP204HE/22A, Rev A, dated 29.01.2026), illustrating key areas such as contractor parking allocations, material storage, waste segregation, wheel wash facilities, access routes, the restricted reversing zone and the alternative pedestrian access

### **Wheel Wash Facilities:**

- **Location and Design:** Positioned at the exit point from the site, wheel wash stations to be equipped with sediment traps to capture and filter mud and debris.

- **Maintenance:** The Site Manager / ECO inspects wheel wash facilities daily, clearing any sediment build-up and ensuring full functionality. Weekly maintenance includes filter replacement and sediment disposal.
- **Monitoring and Compliance:** All vehicles exiting the site are required to pass through the wheel wash facility.

#### · **High-Dust Activity Zones:**

- **Enclosures and Dust Suppression:** Areas where dust generation is expected, such as excavation are enclosed with dust control measures. These areas will have mobile water systems to suppress airborne particles.
- **Daily Dust Control Checks:** The Site Manager / ECO conducts visual inspections each morning and after high- wind events to ensure measures remain effective.
- **Additional Measures:** During dry conditions, the Site Manager / ECO may implement additional watering cycles to further reduce dust.

#### · **Hazardous Material Storage:**

- **Location and Security:** A fenced area is designated for storing hazardous substances away from pedestrian pathways and sensitive environmental areas. The storage area is equipped with spill containment kits.
- **Inspection and Maintenance:** The HSO inspects the hazardous material storage weekly, ensuring that all materials are properly labeled, and spill kits are stocked and easily accessible.

#### **Access Routes and Contractor Parking:**

Traffic, contractor parking and delivery management arrangements are set out in Appendix X (Construction Traffic Management Plan) and Appendix A (Construction Logistics Plan: 26/7NP204HE/22A Rev A).

- **Design and Placement:** Access routes and parking zones are marked and segregated to prevent cross-traffic and minimize disturbance to local roads. Routes are positioned to reduce dust generation, particularly near sensitive areas.
- **Traffic Management:** Contractor parking and vehicle staging areas are monitored by the Site Manager / ECO to control site entry and exit, ensuring vehicles follow.
- **Environmental Considerations:** Routes are paved or regularly watered to control dust, and signs are posted to maintain a strict speed limit.

## **2.3 Good Housekeeping Practices**

Implementing strong housekeeping practices is critical to maintaining site organization, safety, and environmental compliance. These practices are designed to support Condition 2 requirements by preventing waste build-up, reducing dust, and minimizing risk to neighbouring properties and the environment.

#### **Daily Cleaning Protocol:**

- **End-of-Day Cleaning:** A team conducts a comprehensive cleanup of the site each day, with particular focus on waste collection areas, high-dust zones, and access routes. Loose materials are securely stored to prevent scattering.
- **Dust and Debris Removal:** Additional cleaning is scheduled after high-activity operations. Waste is collected and disposed of regularly to prevent overflow and ensure cleanliness.

#### **Material Storage and Security:**

- **Weatherproof Storage:** All materials are stored in secure, weather-resistant containers, with loose materials covered and dampened if needed to prevent dust dispersion.
- **Hazardous Material Separation:** Hazardous and non-hazardous materials are stored separately, with clear labels and safety signage indicating the contents of each container.
- **Weekly Inventory Checks:** The Site Manager / ECO conduct weekly checks to ensure materials are stored according to site protocols.

#### **Environmental Controls for Waste Management:**

- **Waste Segregation and Disposal:** Waste bins are color-coded and labeled to separate general waste, recyclables, and hazardous materials. Hazardous waste is stored securely and removed by licensed contractors.
- **Compliance and Verification:** The Site Manager / ECO conducts weekly checks on waste segregation and disposal practices, ensuring that all waste is managed in accordance with environmental regulations.
- **Documentation and Reporting:** Waste Transfer Notes (WTNs) are recorded for each disposal, with copies stored on-site for review by the Environment Agency upon request.

By maintaining rigorous housekeeping and site management protocols, the construction site at 7 Stow Park Circle adheres to the specific standards outlined in Condition 2, reducing environmental risk and maintaining a clean, organized, and compliant work environment. All protocols are regularly reviewed, with updates implemented as needed to maintain optimal operational standards.

### **3.0 Community Liaison and Complaints Procedure**

For this small-scale project, effective communication with the local community will be managed directly by the Site Manager. This approach ensures good relations with nearby residents and businesses in a straightforward, efficient manner.

#### **3.1 Community Engagement Initiatives**

The project team will take proactive steps to inform the community about construction activities and respond to any concerns promptly.

##### **Site Information Display:**

- A display board will be set up at the site entrance, providing essential project details, anticipated work schedules, and the Site Manager's contact information.
- This board will be updated weekly, or as needed, to reflect major changes in construction activities or schedules, such as large deliveries or high-noise operations.

##### **Advance Notification to Neighbours:**

- **Notifications:** A basic notification system will be in place for significant activities. Printed notices will be hand-delivered to properties within a 100-meter radius when potentially disruptive work.

- **Scope of Notifications:** These notices will include a summary of planned activities, potential disruptions (e.g., noise, dust, restricted access), and expected duration, allowing residents to prepare accordingly.

- **Site Manager as Point of Contact:**

- The Site Manager will act as the main contact for any community concerns or questions related to the project. They are available by phone or email and will handle all queries directly to ensure a quick response.

Site Manager contact: Emilio Khan | 07715 092 622 | [emilio@hectorgroup.com](mailto:emilio@hectorgroup.com)

### 3.2 Complaints Procedure

A simple, efficient complaints procedure will be followed to address community concerns in a timely and transparent manner

- **Complaints Log:**

- The Site Manager will maintain a basic complaints log, recording each complaint's details, including the name of the complainant (if provided), contact information, date, and nature of the complaint.
- **Resolution Tracking:** Actions taken to address each complaint will be noted, including any follow-up communication and the resolution outcome.

- **Complaint Management Process:**

- **Acknowledgment:** All complaints will be acknowledged within 24 hours. The Site Manager will provide an initial response explaining how the issue will be addressed or investigated.
- **Investigation and Action:** For issues such as dust, noise, or access concerns, the Site Manager will assess the situation within 48 hours and, if necessary, take corrective actions, such as adjusting working hours, using additional dust control measures, or rearranging vehicle delivery times.
- **Follow-Up:** The Site Manager will inform the complainant of the steps taken to resolve the issue within one week to ensure satisfactory closure.

- **Escalation Protocol for Unresolved Complaints:**

- For complaints that cannot be resolved within the standard timeframe, the Site Manager will conduct an internal review and consult with Newport City Council or other local authorities if further guidance or mitigation measures are needed.
- The Site Manager will keep the complainant informed throughout this process to maintain transparency and ensure that the community feels heard.

- **Access to Complaints Log:**

- The complaints log will be available for inspection by the Local Planning Authority upon request as part of the project's environmental compliance documentation.

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### 3.3 Proactive Measures to Prevent Complaints

Simple, preventive measures will be implemented to minimize the likelihood of complaints related to dust, noise, traffic, and visual impacts.

- **Basic Noise and Dust Control:**

- **Noise Control:** The Site Manager will conduct visual checks to ensure machinery is in good working condition to minimize noise. Loud activities will be scheduled mid-day, where possible, to reduce early morning or evening disturbances.
- **Dust Suppression:** Dust suppression will be managed using basic methods like dampening work areas with water during dry or windy conditions, particularly for excavation work.

- **Traffic and Access Management:**

No articulated vehicles are permitted. Larger rigid deliveries will be supervised by a banksman and reversing will be restricted to the designated reversing zone.

No contractor parking is permitted on Stow Park Circle or the access road; contractor parking will be accommodated on site only as shown on the Construction Logistics Plan.

Deliveries will be pre-booked with the Site Manager (minimum 24 hours notice) and controlled via call-off to prevent queuing on Stow Park Circle or the access road.

Traffic and access will be managed in accordance with Appendix X (Construction Traffic Management Plan) and Appendix A (Construction Logistics Plan).

- **Access Routes:** Site access will be clearly marked to guide delivery vehicles and reduce traffic disruption.
- **Speed Limits and Safety:** A 10 mph speed limit will be enforced on-site to reduce dust and ensure pedestrian safety.

- **Visual and Light Pollution Management:**

- **Temporary Lighting:** Temporary lights will be positioned downward and directed away from nearby residences to reduce light pollution. Flood lighting, security lights, and any other obtrusive external lighting shall be sensitively located so as to avoid nuisance to neighbouring properties and should only provide the necessary luminance for the relevant task(s).
- **Site Fencing:** Simple hoarding or fencing will be installed to secure the site and reduce its visual impact on neighboring properties.
- **Amplified Devices:** No stereos or similar amplified devices shall be audible beyond the site boundary.

## 4.0 Implementation, Visual Checks, and Corrective Actions

To maintain compliance with Condition 2 and ensure environmental protection at 7 Stow Park Circle, this section outlines the procedures for visual checks, response actions, and basic documentation. These approaches help identify potential environmental risks early and implement quick corrective measures without requiring technical monitoring.

### 4.1 Site Visual Checks and Compliance Procedures

Regular visual checks provide a straightforward method to ensure the site remains in compliance with environmental standards. The Site Manager / ECO, will conduct daily site walk-throughs, focusing on critical areas that may impact the local environment or community.

- **Daily Visual Checks:**

- **Dust Control:** Check for visible dust around excavation and high-activity zones. If excessive dust is observed, dust suppression measures (e.g., water misting or covering stockpiles) will be implemented immediately.
- **Noise Levels:** Observe noise-generating activities and ensure they are limited to approved working hours. If noise appears to impact nearby properties, quieter machinery alternatives or sound barriers will be considered.
- **Waste Management:** Verify that waste is correctly segregated into designated bins and that hazardous materials are securely stored. Ensure that bins are not overflowing and that the area is kept tidy.

- **Weekly Environmental Walkthroughs:**

- Conduct a weekly walk-through to confirm compliance with Condition 2 across the site. The Site Manager / ECO will look for signs of erosion, proper storage of materials, and any visible signs of pollution (e.g., oil stains or litter).

## 4.2 Corrective Actions and Non-Compliance Management

If any issues are identified during visual checks, immediate corrective actions will be taken to minimize environmental impact. The Site Manager / ECO are responsible for ensuring corrective measures are swift and effective.

- **Immediate Corrective Actions:**

- **Dust:** Apply additional dust suppression measures if dust is observed. Cease dust-generating activities temporarily if visual dust levels become high.
- **Noise:** If activities generate excessive noise outside of standard hours, work will be adjusted or rescheduled. Acoustic barriers may be deployed around loud equipment.
- **Waste Spills:** If any hazardous material is found outside of containment, spill response kits are available on-site to contain and clean up immediately. Contaminated materials will be stored securely for proper disposal.

## 4.3 Basic Continuous Improvement Measures

To ensure on going compliance and a responsive approach to site management, the following improvement measures will be incorporated:

- **Annual CEMP Review:**

- The CEMP will be reviewed regularly or after any major incident to incorporate improvements or regulatory updates.
- Any community feedback received will be used to adjust practices if needed to better align with Condition 2.

- **Staff Training:**

- Key staff will receive training on dust suppression, noise management, spill response, and waste handling.

This streamlined approach focuses on visual site checks, quick response protocols, and simple logging for compliance with Condition 2 without requiring technical monitoring or frequent reporting.

## 5.0 Site Operations

Site operations for the 7 Stow Park Circle project are managed with strict adherence to Condition 2 requirements, focusing on reducing environmental impact, maintaining air quality, controlling noise and vibration levels, and ensuring safety and efficiency. This section details approved working hours, noise and vibration mitigation measures, and robust dust management practices to protect local residents and the environment.

## 5.1 Standard Operating Hours

To minimize disruption to nearby residential and commercial properties, all construction activities will be confined to approved working hours, with additional restrictions on noise-intensive operations. Adherence to these hours helps reduce impact to community related to noise and vibration.

- **Regular Working Hours:**
  - **Monday to Friday:** 08:00 to 18:00
  - **Saturday:** 08:00 to 13:00
  - **Sunday and Public Holidays:** No work permitted

## 5.2 Noise and Vibration Management

Noise and vibration control are critical components of site operations. The project team utilizes a range of mitigation techniques and continuous monitoring to ensure that sound levels remain within acceptable limits and that high-vibration activities do not disrupt nearby properties.

- **Noise Control Measures:**
  - **Machinery Maintenance and Silencers:** All construction machinery is regularly maintained to minimize noise. Where applicable, equipment is fitted with noise silencers or acoustic barriers.
  - **Acoustic Barriers and Enclosures:** Acoustic barriers are installed around high-noise areas, such as areas with heavy machinery.
  - **Scheduling of High-Noise Activities:** High-noise tasks, such as pile driving or jackhammering, are scheduled during mid-day hours to minimize disturbance to residents and avoid sensitive periods (early morning and late evening).

### **Vibration Control Measures:**

- **Low-Vibration Equipment:** Where possible, low-vibration alternatives are used for high-impact activities to reduce the potential for structural disturbance to neighboring buildings.
  - **Temporary Vibration Reduction Measures:** In cases where high-vibration activities are unavoidable, temporary damping mats or isolation pads are installed around vibration sources to reduce transmission to the ground and surrounding structures.
- 
- **Noise and Vibration Thresholds and Compliance:**
    - **Threshold Limits:** Maximum allowable noise and vibration levels are defined in line with **BS 5228-1:2009 + A1:2014** standards. The Site Manager / ECO ensures compliance with these thresholds by monitoring and implementing immediate adjustments if limits are approached.
    - **Corrective Action for Exceedances:** If noise or vibration levels exceed permissible thresholds, work is immediately halted, and additional mitigation is applied. The Site Manager / ECO conducts a follow-up assessment before resuming operations.

### 5.3 Dust and Air Quality Management

Dust control is a priority to ensure compliance with Condition 2 requirements, protect local air quality, and minimize health impacts on site personnel and nearby residents. The project team employs a combination of permanent and temporary dust control measures, with daily monitoring to confirm effectiveness.

- **Permanent Dust Control Measures:**
  - **Wheel Wash Facilities:** Located at all exit points, wheel wash stations prevent the spread of dust and debris onto public roads. These facilities are maintained and monitored daily, with weekly sediment disposal to ensure optimal functionality.
  - **Dust Barriers:** Fixed dust barriers are positioned around the site's perimeter to limit the spread of dust beyond site boundaries. High-dust zones, such as cutting and grinding areas, are enclosed with temporary structures or barrier fencing to contain airborne particles.
- **Temporary and On-Demand Dust Suppression:**
  - **Water Damping Systems:** Mobile water damping systems are deployed around excavation areas, particularly during dry weather or windy conditions. Frequencies are adjusted based on daily dust level.
  - **Soil Stabilization:** Exposed soil areas are dampened at regular intervals to prevent dust generation, particularly when soil is moved or transported. Covering measures, such as geotextiles or mulch, are also used on stockpiles to prevent dust dispersion.
  - **Vehicle Dust Control:** A strict speed limit of 10 mph is enforced within the site to reduce dust from vehicle movement. Additionally, vehicles carrying loose material are covered before entering and exiting the site.
- **Noise Control Measures:**
  - All vehicles and plant used during the development will be maintained in good and efficient working order, and in accordance with manufacturer's specification.
  - All vehicles, mechanical plant, and machinery used during the development shall be fitted with proper and effective silencers (where available AND/OR in compliance with health & safety requirements) and shall be maintained in good and efficient working order.
  - All plant and machinery in intermittent use shall be shut down in the intervening periods between works.
  - Plant and machinery capable of generating significant noise and vibration levels will be operated in a manner to restrict its duration.
  - All compressors shall be 'noise reduced' models that are fitted with properly lined and sealed acoustic covers which shall be kept closed whenever the machines are in use. All ancillary pneumatic percussion tools shall be fitted with mufflers or silencers of the type recommended by the manufacturers.
  - The handling of materials shall be conducted in such a manner that minimise noise, including minimising drop heights into hoppers and lorries.
  - Wherever possible mains electricity or battery powered equipment shall be used instead of diesel- or petrol- powered generators.
  - Static plant and machinery shall be sited as far away as possible from inhabited buildings or other noise sensitive locations.

## 5.4 Emergency Procedures for Environmental Incidents

Environmental incidents, such as spills or unexpected emissions, are managed through an established emergency response protocol to minimize impact and maintain Condition 2 compliance.

- **Spill Response and Containment:**
  - **Spill Kits and Containment Supplies:** Spill kits are strategically located near fuel storage areas, hazardous materials storage, and high-risk zones. Kits are checked weekly to ensure they are fully stocked and ready for immediate use.
  - **Emergency Containment Measures:** In the event of a spill, absorbent materials are immediately applied to contain the spill, and affected areas are isolated. Any contaminated soil or materials are securely stored for disposal by licensed contractors.

By strictly adhering to these site operation protocols, the project team ensures compliance with Condition 2 requirements, protects local environmental quality, and mitigates potential disruptions to the surrounding community. The structured approach to noise, dust, and emergency management reinforces the project's commitment to minimizing environmental impact while maintaining safe and efficient operations.

## 6.0 Waste Management

Proper waste management is essential for safeguarding the environment, and protecting the local community. Waste management for this project focuses on strict segregation, safe handling of hazardous materials, and adherence to regulatory guidelines for disposal. This section outlines protocols for waste segregation, handling and storage of hazardous waste, and measures for monitoring compliance to ensure all waste is managed responsibly.

### 6.1 Waste Segregation and Disposal Procedures

Effective segregation and disposal of waste are central to minimizing environmental impact and maximizing recycling and reuse opportunities. All waste management practices adhere to the standards set by the Environmental Protection Act and are monitored regularly to ensure compliance with Condition 2.

- **Waste Segregation Zones:**
  - **Dedicated Segregation Areas:** Clearly labeled waste segregation zones are set up on-site to facilitate the separation of recyclable, non-recyclable, and hazardous waste. These zones are located away from high-traffic areas to ensure safety and minimize the risk of contamination.
  - **Waste Types and Labeling:** Separate, color-coded bins are provided for:
    - **General Waste** (non-hazardous, non-recyclable)
    - **Recyclable Materials** (e.g., wood, metal, paper, and plastics)
    - **Hazardous Waste** (e.g., chemical containers, oils, and asbestos materials if encountered)

#### Waste Collection and Disposal:

- **Scheduled Collection:** Waste is collected from segregation zones weekly, or more frequently as required, to prevent overflow and reduce the risk of contamination. Hazardous waste is collected separately and secured in labeled containers until pickup.
- **Licensed Disposal Contractors:** licensed waste contractors dispose of all waste, especially hazardous materials. Contractors are vetted to ensure they comply with all regulatory requirements, and Waste Transfer Notes (WTNs) are issued and logged for each collection.
- **Documentation and Tracking:**
  - **Waste Transfer Notes (WTNs):** WTNs are completed for each load removed from the site, including details of the waste type, quantity, disposal location, and contractor's license. Copies of WTNs are stored on-site and are available for inspection by the Environment Agency and Local Planning Authority (LPA).

## 6.2 Hazardous Waste Management

Hazardous waste is managed with stringent controls to prevent contamination of soil, water, and air, as well as to ensure the safety of personnel and surrounding communities. Specific protocols are in place for the handling, storage, and disposal of hazardous materials encountered on-site.

#### Hazardous Waste Identification and Handling:

- **Waste Identification:** Materials that are classified as hazardous, such as chemical containers, fuel residues, or asbestos (if encountered), are identified, labeled, and stored according to regulatory guidelines. All personnel are trained to recognize hazardous waste and handle it according to safety protocols.
- **Safety Data Sheets (SDS):** Safety Data Sheets for all hazardous substances are stored on-site in a clearly marked binder accessible to all personnel. These sheets provide information on safe handling, storage, and emergency response for each material.
- **PPE and Handling Protocols:** Site personnel are required to wear appropriate Personal Protective Equipment (PPE) when handling hazardous materials, including gloves, masks, and protective eyewear, depending on the substance. Regular PPE checks are conducted to ensure compliance with handling standards.

#### Storage and Containment:

- **Double-Bunded Storage Units:** Hazardous waste is stored in double-bunded, weather-resistant containers in a designated area located away from watercourses and storm water drains to prevent accidental contamination. Each container is clearly labeled with its contents and hazard classification.
- **Spill Prevention and Response:** Spill kits are placed near hazardous waste storage areas and inspected weekly to ensure they are fully stocked. The Site Manager / ECO to ensure that all personnel are prepared for emergency containment.
- **Regular Inspections:** The ECO conducts weekly inspections of hazardous waste storage areas, checking for signs of leaks, damage, or non-compliance. Any issues are addressed immediately, and corrective actions taken.

- **Disposal of Hazardous Waste:**

- **Licensed Disposal:** Only licensed hazardous waste contractors are used for the removal and disposal of hazardous waste. Contractors are required to provide a Certificate of Disposal for each load, confirming that the waste has been processed according to regulatory standards.
- **Documentation and Compliance:** A Hazardous Waste Log is maintained on-site, recording each removal with details including the date, type of waste, quantity, and contractor information. Certificates of Disposal are filed alongside Waste Transfer Notes for audit purposes.

### 6.3 Waste Minimization and Recycling Initiatives

To reduce the project's environmental impact, waste minimization and recycling practices are integrated into daily operations. These initiatives support sustainability and reducing the amount of waste sent to landfill.

- **Waste Minimization Strategies:**

- **Material Ordering and Inventory Control:** Materials are ordered in quantities that match project needs, reducing the potential for surplus. Inventory checks ensure that unused materials are reused where possible or stored for future phases.
- **Designated Reuse Areas:** Dedicated areas for reusable materials (e.g., timber offcuts, metal scraps) are set up on-site to encourage repurposing of materials, minimizing waste generation.

- **Recycling Program:**

- **Separation of Recyclable Waste:** Materials such as metal, wood, and plastics are separated at source and stored in dedicated recycling bins. Waste management contractors collect these materials for processing at licensed recycling facilities.
- **Monthly Recycling Audits:** The Site Manager / ECO performs monthly audits to assess the volume of materials recycled and identify additional opportunities for waste diversion.

### 6.4 Waste Management Compliance and Monitoring

Regular monitoring and compliance checks ensure that waste management practices meet Condition 2 standards and all regulatory requirements. The ECO oversees compliance efforts, with frequent audits and documented reviews to track waste handling performance.

- **Weekly Waste Management Inspections:**

- **Scope:** Weekly inspections cover, hazardous waste storage, spill kits, and disposal records. These checks ensure that all waste management practices align with industry best practices.
- **Corrective Actions:** Any non-compliance identified during inspections, such as improperly labeled waste or excess waste accumulation, is immediately addressed.

- **Monthly Waste Management Audits:**

- **Audit Objectives:** The monthly audit includes a full review of waste disposal records, Waste Transfer Notes, hazardous waste documentation, and compliance with waste segregation protocols.
- **Waste Reduction Review:** The Site Manager / ECO reviews monthly waste data to evaluate the effectiveness of waste reduction strategies and recycling initiatives. Any areas for improvement are noted, with adjustments implemented as needed to enhance waste management efficiency.

## 7.0 Environmental Protection

The project at 7 Stow Park Circle prioritises environmental protection measures to prevent adverse impacts on air quality, soil, water, and local ecosystems. This section provides an overview of the controls and protocols in place to maintain compliance with Condition 2, protect natural resources, and ensure construction activities do not negatively impact the surrounding environment.

### 7.1 Air Quality Management

Maintaining high air quality standards is essential for protecting both site personnel and the surrounding community. Continuous air quality monitoring, dust suppression, and emission control measure protocol to minimise air pollution associated with construction activities.

- **Emission Control for Non-Road Mobile Machinery (NRMM):**

- **Low-Emission Equipment:** All machinery and vehicles on-site are selected based on low-emission standards to reduce exhaust pollutants.
- **Engine Idling Policy:** To minimize unnecessary emissions, all vehicles and machinery are required to shut down engines when not actively in use. The Site Manager enforces this policy through daily site monitoring.
- **Maintenance Protocols:** Machinery undergoes regular maintenance to ensure optimal performance and emissions control.

- **Dust Management and Suppression:**

- **Dust Suppression Techniques:** Water dampening systems operate continuously in high-dust areas, including excavation and stockpile zones, to suppress airborne particles. Additional dampening is applied during windy or dry conditions.
- **Material Covering and Dampening:** All stockpiles of dust-prone materials, such as soil, sand, and aggregates, are covered with tarps or dampened to prevent wind dispersal. Materials are only uncovered when necessary for immediate use.
- **Vehicle Wheel Wash and Speed Limits:** Vehicles are required to pass through a wheel wash station before leaving the site to prevent dust tracking onto public roads. A strict 10 mph speed limit on-site minimizes dust generated by vehicle movement.

## 7.2 Soil and Land Management

Soil and land protection measures are implemented to prevent erosion, soil contamination, and habitat disruption. Controls to safeguard soil quality, prevent contamination from hazardous materials, and ensure that land disturbance is minimized.

- **Erosion and Sediment Control:**
  - **Silt Fencing and Barriers:** Silt fencing and sediment barriers are installed around high-disturbance areas to prevent soil erosion and sediment runoff. These barriers are checked weekly and after heavy rainfall to ensure they remain effective.
  - **Soil Stockpile Management:** Topsoil and subsoil are stored in separate, covered stockpiles to preserve soil quality and facilitate reuse. Stockpiles are stabilized with protective coverings or temporary vegetation where feasible to prevent wind and water erosion.
  - **Storm water Management:** Storm water runoff from the site is directed through settlement ponds and silt traps to reduce sediment load. These systems are regularly maintained and monitored to ensure compliance with local water quality standards.
- **Contamination Prevention and Soil Quality Monitoring:**
  - **Hazardous Material Containment:** Hazardous materials are stored in double-bunded containers away from soil and drainage systems to prevent accidental contamination. The Site Manager / ECO inspects hazardous storage weekly, ensuring that spill kits are available and containment measures are effective.
  - **Spill Prevention and Response:** Spill kits are strategically located around the site, and personnel are trained in immediate spill containment and cleanup procedures.

## 7.3 Water Management and Protection

Water management protocols ensure that construction activities do not compromise local water quality or disrupt natural water systems, wastewater disposal, and groundwater protection.

- **Storm water Management:**
  - **Storm water Diversion and Filtration:** Storm water from high-activity areas is directed through filter systems, including silt traps and sedimentation tanks, before being discharged. These filtration systems are inspected weekly and after rainfall to maintain functionality.
  - **Temporary Settling Basins:** Temporary settling basins are established to capture and filter sediment-laden water from excavation and grading activities. These basins reduce sediment load in runoff and prevent soil erosion around drainage points.
  - **Perimeter Drainage:** Drainage ditches are installed along the site perimeter to channel stormwater away from sensitive areas, preventing flooding and minimizing sediment transport off-site.
- **Groundwater Protection:**
  - **Fuel and Chemical Storage:** All fuel and chemicals are stored in double-bunded containment units with secondary spill protection. The Site Manager / ECO oversees weekly checks on these containment units to prevent accidental leaks or spills.
  - **Refueling Protocols:** Refueling of machinery is conducted in designated areas equipped with spill trays. All personnel involved in refueling are trained in spill prevention and response.

- **Wastewater and Surface Water Management:**
  - **Wastewater Handling:** Wastewater generated from on-site activities, such as vehicle washing, is contained and treated before disposal. All wastewater discharge complies with local regulatory standards and is monitored to prevent contamination of nearby water bodies.

## 7.4 Biodiversity and Habitat Protection

To minimize disturbance to local flora and fauna, biodiversity protection measures are integrated into site activities. Condition 2 requires preservation of green infrastructure and adherence to protocols that protect natural habitats within and around the site.

- **Flora Protection:**
  - **Tree and Vegetation Fencing:** Trees and significant vegetation within or near the construction site are fenced off to prevent accidental damage from machinery and workers. Signage clearly marks protected areas, and site personnel are briefed on the importance of avoiding these zones.
  - **Root Zone Protection:** Barriers are placed around root zones of trees located near construction activities to prevent soil compaction and root damage. The Site Manager / ECO inspects root protection barriers weekly and ensures adherence to established no-disturbance zones.
- **Fauna Protection:**
  - **Wildlife Surveys:** Pre-construction wildlife surveys are conducted to identify any habitats or species at risk, such as nesting birds or small mammals. If protected species are found, a mitigation plan is developed in consultation with local wildlife authorities.
  - **Seasonal Work Adjustments:** Construction activities that may impact sensitive species are adjusted seasonally to avoid nesting or breeding periods. This includes restricting tree removal or heavy disturbance activities during critical wildlife seasons.
- **Light Pollution Reduction:**
  - **Directional Lighting:** Temporary lighting is positioned downward and fitted with shields to reduce light spill onto natural habitats and minimize disruption to nocturnal wildlife.
  - **Night Time Lighting Restrictions:** Non-essential lighting is minimized during evening and nighttime hours to prevent light pollution. Where lighting is necessary for safety, motion-activated lights are used to limit continuous illumination.

Through these comprehensive air quality, soil, water, and biodiversity protection measures, the project at 7 Stow Park Circle upholds Condition 2 requirements and minimizes its environmental footprint. Routine monitoring, staff training, and the use of best practices in environmental protection ensure that all construction activities are conducted responsibly and sustainably.

## 1) Appendix X – Construction Traffic Management Plan (CTMP)

### Appendix X – Construction Traffic Management Plan (CTMP)

**Site:** Land to the rear of 7 Stow Park Circle, Newport, NP20 4HE

**Purpose:** To manage construction traffic, deliveries, contractor parking and temporary pedestrian arrangements to protect highway and pedestrian safety throughout the works.

#### 1. Principles

This CTMP provides site-specific measures to:

- contain contractor parking within the site (no overspill onto Stow Park Circle / access road);
- control deliveries using booking + call-off to prevent queuing on the highway;
- supervise larger vehicle movements via a banksman-controlled manoeuvre procedure;
- maintain a safe pedestrian route and manage any short-term restrictions during exceptional deliveries;
- prevent mud/debris on the highway through wheel wash + inspections + immediate clean-down; and
- **avoid local busy periods** where practicable to minimise disruption and enable smoother deliveries.

This CTMP shall be read in conjunction with the CEMP and the Construction Logistics Plan:

**Construction Logistics Plan:** Drawing Ref **26/7NP204HE/22A**, Rev **A** (dated 29.01.2026).

#### 2. Roles and responsibilities

**Site Manager / CTMP Lead:** Emilio Khan MEng (Hons)

**Contact:** 07715 092 622 | [emilio@hectorgroup.com](mailto:emilio@hectorgroup.com)

**Deputy:** No deputy formally appointed at present. In the Site Manager's absence, a **competent nominated person** will be appointed for that shift/day to manage delivery slots and safety-critical access controls.

**Banksman(s):** Trained/competent banksman appointed as required for delivery movements and any reversing manoeuvres.

#### Duties:

- run the delivery booking and call-off system;
- manage contractor parking and workforce numbers (no overspill);
- implement banksman-controlled vehicle movements and temporary controls;
- communicate with residents ahead of exceptional deliveries where access arrangements are affected;
- ensure wheel washing/highway cleanliness checks and records;
- ensure emergency access provisions are maintained.
- 

#### 3. Site access arrangement and manoeuvre control

**Construction access:** All construction traffic will access via the existing access arrangement from Stow Park Circle to the site, as shown on the Construction Logistics Plan.

**Speed limit:** 10 mph maximum on the access route and within the site.

### **Banksman supervision (end-to-end):**

- A banksman will supervise delivery vehicles from the point the vehicle prepares to enter the site until it has safely re-joined Stow Park Circle.
- The banksman will not have a fixed position; they will position themselves where visibility and pedestrian control are maximised for the manoeuvre being undertaken.

### **Reversing statement (credible for this site):**

- No reversing along Stow Park Circle will be permitted.
- If a vehicle must reverse only to complete the site access manoeuvre (e.g., reverse into the site/access), reversing will be:
  - minimised in distance and duration;
  - undertaken only under banksman direction;
  - carried out only once the entrance area is confirmed clear of pedestrians; and
  - supported by cones/signage/marshalling where required.
- Reversing will be restricted to the **restricted reversing zone** identified on the Construction Logistics Plan.

### **No queuing on highway:**

Vehicles must not wait on Stow Park Circle or the access road. Early arrivals will be turned away (see Section 6).

## **4. Contractor parking (site-only) and workforce management**

### **Designated contractor parking:**

Contractor parking is provided on site within bays **A, B and C** (existing parking area within the red dashed area) and bays **D, E, F, G and H** (within the new car park – blue dashed area), as shown on the plan.

**Total contractor spaces: 8.**

### **No overspill available:**

There is no agreed off-site overspill parking available locally. Therefore, workforce attendance will be actively managed to remain within on-site capacity, including:

- limiting the number of operatives on site to the number of available spaces;
- staggered starts where necessary; and
- encouraging trade leads to coordinate shared transport/carpooling where practicable.

### **Rules / enforcement:**

- No contractor parking on Stow Park Circle, the access road, footways, verges or any adopted highway.
- Parking compliance controlled via induction, signage and daily checks by the Site Manager.

## **5. Construction phasing (traffic-relevant) and parking impacts**

### **Phase 1 – Construct new car park (blue dashed area):**

This phase increases vehicle/storage capacity on a clean constructed surface. During this phase, heavier loads will be required for formation, base material, surfacing, and block paving deliveries. These will be managed through:

- timed delivery slots (no overlapping arrivals);
- banksman control for manoeuvres;
- strict call-off to prevent highway waiting; and
- avoiding local busy periods where practicable.

**Residential parking provision (existing building – 5 flats):**

Upon completion of Phase 1, the new car park will facilitate **5 no. “Residential Only” spaces**, as shown and labelled on the plan.

**Phase 2 – Existing access road widening:**

Works to widen the existing access road will require controlled vehicle movement and, where necessary, short temporary restrictions within the access corridor. Deliveries and construction traffic during this phase will be managed under this CTMP with banksman supervision and temporary pedestrian controls as set out below.

**Retention of contractor parking through later phases:**

Existing bays A–C will be retained for contractor parking until end of development, including until spaces 1 and 2 are developed in their place (as noted on the plan).

## 6. Delivery management (booking, call-off, and unloading)

**Booking system (mandatory):**

All deliveries must be pre-booked with the Site Manager at least **24 hours** in advance. Un-booked deliveries will not be accepted.

**Call-off procedure (prevents queuing):**

- Drivers must call the Site Manager **30–60 minutes** prior to arrival.
- Drivers must not arrive early and wait on Stow Park Circle or the access road.
- Early arrivals will be instructed to leave the immediate area and return only at the allocated time slot.

**Delivery hours:**

Deliveries and construction vehicle movements will occur only within approved working hours in the CEMP:

- Monday to Friday: **08:00 to 18:00**
- Saturday: **08:00 to 13:00**
- Sunday and Public Holidays: No work permitted

Construction CEMP f

**Unloading area:**

Loading/unloading will only take place within the designated unloading area shown on the Construction Logistics Plan. Materials will not be stored in a manner that obstructs the access route or reduces visibility.

## 7. Vehicle types and restrictions

**Articulated vehicles:** Not permitted.

**Anticipated heavier deliveries (rigid only):**

- concrete wagon deliveries (foundations/substructure);
- muck-away vehicles (foundations/substructure and car park works);
- base material deliveries and block paving deliveries (car park construction);
- blockwork deliveries for superstructure.

**Preferred approach for routine deliveries:**

Where practicable, smaller regular deliveries will be arranged using company vehicles (3.5t tippers and panel vans) to reduce manoeuvring risk and improve flexibility.

## 8. Temporary pedestrian/resident management during exceptional deliveries

During large vehicle deliveries and/or manoeuvres where pedestrian conflict risk increases, the following will apply:

**Temporary barriering / control:**

The tenant car park and/or usual access corridor may be temporarily barriered for short controlled periods during the manoeuvre to keep pedestrians clear of vehicle movements. A banksman/marshal will control pedestrian interface.

**Alternative pedestrian access:**

An existing pedestrian route from Stow Park Circle provides access to **both entrances to the existing building**. During controlled delivery periods when the access road corridor is temporarily closed/barriered, pedestrians will be directed to use this existing route so they do not need to come into contact with the access road while it is closed. Clear temporary signage and marshal assistance will be provided where required, and the route will be maintained free of obstructions.

**Resident communication:**

Where access arrangements are expected to be affected by exceptional deliveries, residents will be provided advance notice where practicable (e.g., 24–48 hours), and delivery slots will be planned to minimise disruption.

**Emergency access:**

Emergency access will be maintained at all times. The Site Manager will ensure no delivery or storage obstructs emergency response routes.

## 9. Highway cleanliness (wheel wash, inspections, and clean-down)

All departing vehicles will use the wheel washing facility shown on the Construction Logistics Plan.

**Inspection frequency and trigger actions:**

The Site Manager will inspect the site exit/access route at the end of each shift, and after intensive delivery periods and wet weather. If tracking/mud is observed on the access road or Stow Park Circle, an immediate clean-down will be undertaken (sweeping/jet wash as required) and departures paused, if necessary, until controlled.

**Records:**

Delivery bookings, inspections, and cleaning actions will be recorded in the site diary.

## 10. Program linkage

| Phase | Activity                  | Vehicle activity                                                               | Extra controls                                                         |
|-------|---------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------|
| 1     | New car park construction | Increased deliveries incl. heavier rigid loads (base, block paving, muck-away) | Timed slots; no overlaps; banksman control; avoid busy periods         |
| 2     | Access road widening      | Controlled movements within constrained corridor                               | Banksman/marshal; temporary pedestrian route; short barriering periods |
| 3     | Groundworks/substructure  | Concrete wagon + muck-away                                                     | Booking + strict call-off; banksman for manoeuvres                     |
| 4     | Superstructure            | Intermittent rigid deliveries (blockwork/materials)                            | Timed slots; unload area kept clear                                    |
| 5     | Fit-out                   | Mostly vans / small deliveries                                                 | Parking enforcement; avoid congestion                                  |
| 6     | External works            | Intermittent deliveries                                                        | Maintain controls; keep access clear                                   |

