



Construction Environmental Management Plan

Commercial Space to apartments, Reading

READING COUNCIL



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1. INTRODUCTION

1.1. Purpose of a Construction Environmental Management Plan

Berkeley Homes has prepared the Construction Environmental Management Plan (CEMP) to accompany Construction Phase Plan for the residential conversion at Kenavon Drive, Reading.

The overall aim of the CEMP is to outline measures to minimise and mitigate the construction effects of the Proposed Development. More specifically, the CEMP aims to:

- Outline a series of strategies, standards, best practice techniques and procedures that will be observed through the construction process in order to ensure compliance with environmental legislation, regulation, and Berkeley Group Standards.
- Ensure that construction industry best practice standards are adopted throughout the construction process.

The CEMP demonstrates Berkeley Homes commitment to undertaking construction activities in such a way as to avoid or minimise environmental effects, and provides a mechanism for the implementation of recommended mitigation and monitoring measures throughout construction.

Throughout construction, this plan will remain a live document and will be reviewed periodically during the duration of the project.

1.2 Legal Compliance

All relevant legislation, including requirements for licences, permits and/ or consents shall be identified, and Berkeley Homes will provide details of how compliance is to be achieved, as part of the construction process.

1.3 Structure of CEMP

The CEMP is based on established good management practice and includes:

- **Site Information:** including environmental management structure, roles and responsibilities, location of sensitive receptors such as trees, watercourses, local residents, etc.;
- **Construction Information:** a description of the works, construction programme, proposed working hours, details of haulage routes, equipment to be used etc.;
- **Environmental Management:** details of methods for managing environmental risk, emergency procedures, waste and hazardous materials storage procedures, and specific management plans relating to archaeology, dust, landscape, lighting, noise, and monitoring;
- **Monitoring & Reporting:** details of monitoring and reporting requirements for the project and how the project will ensure the relevant public engagement is carried out and any feedback / complaints from the public monitored and any reasonably practicable action taken.

2. SITE INFORMATION

2.1 Site Description

The site is located within the vacant commercial space at Mid block, Reading, RG1 3DH, in Reading Borough Council.

2.2 Proposed Development

Currently vacant commercial space, conversion into 4 apartments.

The external structure, envelop and de-compartmentation will remain unaltered with the exception of new incoming services via the central riser cupboard.

Localised fire stopping will be required to maintain de-compartmentation at all times.

2.3 Sensitive Receptors

Table 1 below lists a number of receptors which have been identified as being potentially sensitive to the works during the construction of the Proposed Development due to their location in proximity to the Site and access roads:

Table 1: Potential sensitive receptors in the vicinity of the site.

Receptor	Location
River Kennett	Southern boundary of development
Surrounding neighbourhood and existing residents	Mid-block occupied apartments adjacent and above. West block occupied apartments to the West and East block occupied to the East.

2.4 Management Structure

The management structure will be confirmed within a detailed Construction Phase Plan.

In principle, the anticipated roles and responsibilities of the parties involved in the construction works are set out below. However, it should be noted that all members of staff are responsible for ensuring the requirements of the CEMP are met:

Principal Contractor Berkeley Homes

The details of the strategic responsibilities are contained in the Construction Phase Plan

Project Manager

The Berkeley Homes Project Manager (PM) will be responsible for the delivery of the CEMP. This will include allocating appropriate resource to enable delivery, communication with the Reading Borough Council and other relevant third parties (i.e. Environment Agency). The PM will also arrange for the periodic review and update of the CEMP (with support from the Operating Company Sustainability Advisor / Manager where required). The Project Manager will regularly review the findings of the monitoring programme, and direct the Principal Contractor as necessary.

Site Manager – Sustainability Champion

A suitably qualified Site Manager will be tasked with assisting the Project Manager in the implementation of the CEMP and any environmental monitoring programmes. The Champion will facilitate communication on environmental matters between the project partners and relevant statutory consultees, will undertake site environmental inspections and audits in conjunction with the Operating Company Sustainability Advisor / Manager, and will co-ordinate the environmental monitoring programme. This role includes ensuring that all relevant legal consents, licences and exemptions are in place in advance of relevant works commencing.

All Project Staff and Subcontractors

All staff and subcontractors have the responsibility to:

- Work to agreed plans, methods and procedures to minimise environmental effects;
- Understand the importance of avoiding pollution on-site, including noise and dust, and how to respond in the event of an incident to avoid or limit environmental effects;
- Report all incidents immediately to their line manager;
- Monitor the work place for potential environmental risks and alert their line manager if any are observed; and
- Co-operate as required during site inspections and audits.

2.5 Contact Information

NAME	POSITION	LANDLINE	MOBILE
Sarah Newton	Sustainability Adviser	N/A	07866 994403
Anthony Byrne	Project Director	N/A	07971 765455
Ben Talpade	Project Manager	N/A	07790 597438
Guy Woolford	Site Manager	N/A	07929 825685
Bruce Lawton	Technical Director	01753 784400	07799 072262
Charlie Vale	Head of H&S	0118 214 8902	07855171554

3. CONSTRUCTION INFORMATION

3.1 Enabling Works

Enabling works include: -

- Installation of welfare & office space

3.2 Construction Works

- Concrete infills to redundant stairwells.
- External works, glazing, roofing, brickworks, firestopping
- Internal works, M& E, carpentry, Drylining, plumbing, Tiling, Painting

3.3 Site Offices, Welfare Facilities and General Site Access

Welfare facilities consist of the following: -

- Office space
- Changing room/drying room x 1
- 2 Male toilets and 1 female toilets
- Canteen

All to be located in the GF space of the vacant commercial unit.

3.4 Hours of Work

Working hours will be set within the planning consent, however are expected to be as follows:

- 8am – 6pm Monday to Friday
- 9am to 1pm Saturdays (as required and agreed by SPM)
- No working Sundays and Bank or Statutory Holidays without prior written approval from the Local Planning Authority

3.5 Screening and Hoarding

The visual intrusion of the construction site on nearby residents and users of local facilities will be reduced as far as reasonably practicable by fenestration to existing glazing.

Security via finished façade and lockable doors.

All works & storage of materials to be kept behind finished glazing within the vacant GF commercial space. Any storage or plant to be temporarily in the public domain will be secured by heras and monoflex.

All Monoflex and hoarding will be maintained during the construction stage, replaced as required to maintain visual standards.

3.6 Waste Strategy

Minimal waste of site will be generated by careful management of the works. Where waste is generated segregation will occur where possible.

3.6.1 Segregation

Waste segregation strategies will be developed and implemented in line with the overall logistics plan for the site.

As a minimum the following will be segregated on site before being transferred to waste management site;

- General waste
- Gypsum / plasterboard
- Wood
- Metal
- Inert (concrete, brick, block)
- COSHH Items

3.6.2 Monitoring of Waste Production

The Berkeley Group Waste Data Tool (WDT) will be used to monitor the volume and type of waste produced on site. Details of the waste produced on site will be analysed periodically. It is proposed that periodic due diligence checks will also be carried at the end disposal facilities accepting waste from the project.

3.6.3 Hazardous Substances / Pollution Control

Berkeley Homes will manage out where possible via CDM. Where this is unavoidable fuels, hazardous materials and wastes to minimise the risk of pollution and contamination by locating all fuel and liquid COSHH storage and refuelling areas:

- At least 10m away from watercourses, open drains, gullies, unsurfaced areas or porous surfaces (at least 50m from wells, springs or boreholes)
- On hardstanding
- Away from areas at risk from flooding and site boundaries
- Away from areas of high vehicle movement, and protected from vehicle collision

The appropriate number of drip trays/spill mats and spill kits will be located by each fuel and COSHH item, and will be regularly checked by the site team and Sustainability Advisor.

Any spillage of hazardous substances on site will be reported to the Project Manager, and Sustainability Advisor immediately and the Berkeley Group SMS procedure on 'Preventing Managing and Reporting Pollution Incidents' followed. The site will have a regularly reviewed and update Site Pollution Incident Response Plan detailing how pollution incidents should be reported.

No light pollution is expected as external areas are provided with adequate street lighting, including CCTV coverage to aid security. Internal works task lighting will be turned off outside of working hours.

3.6.4 Materials

Where possible, materials will be delivered just in time to reduce the likelihood of over ordering. In addition, the use of pre manufactured items will be considered where possible, cutting down the number of deliveries to, and waste collections from, the site.

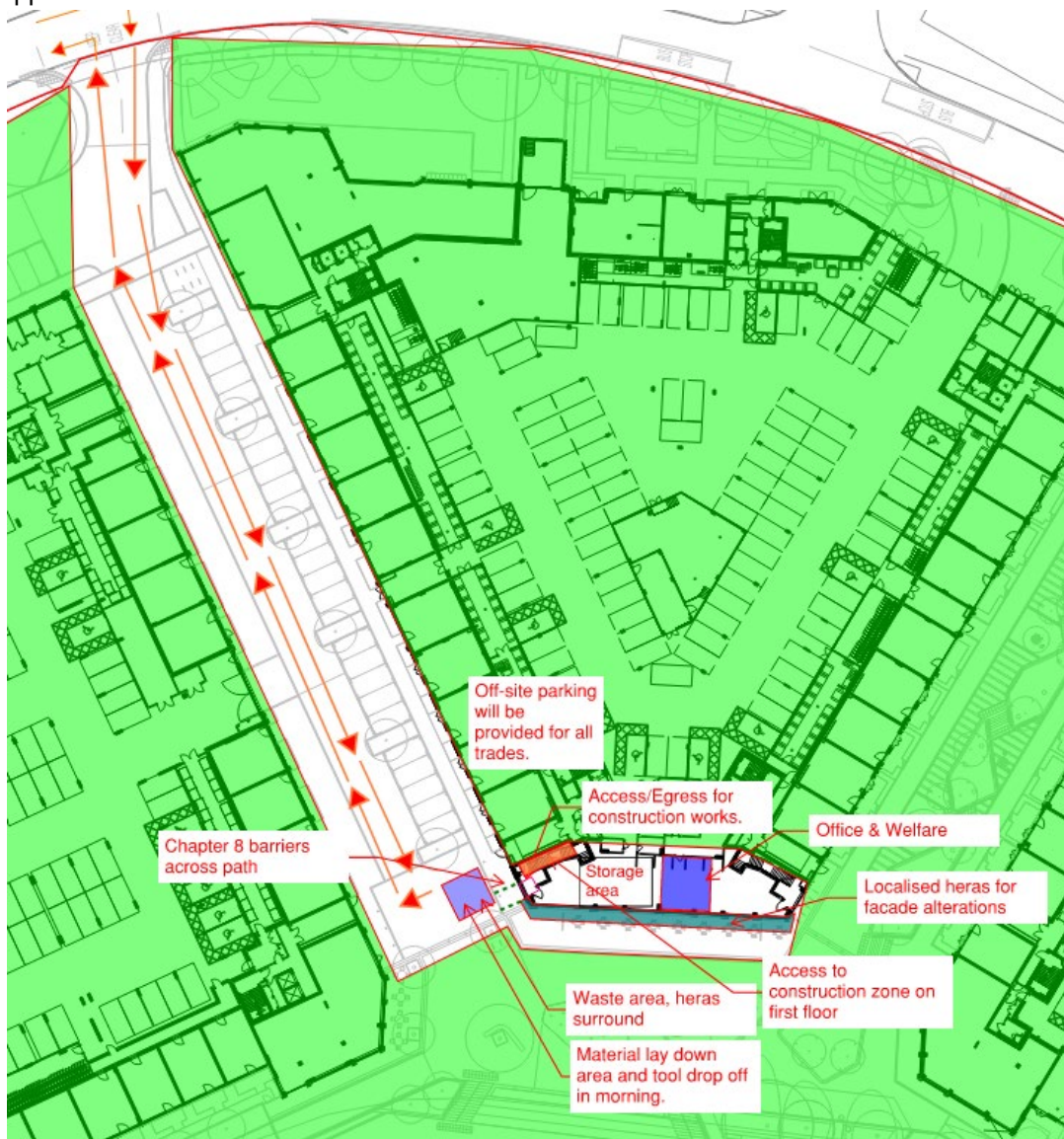
3.6.5 Storage and Housekeeping

Materials will be stored on site in a way to prevent the likelihood of damage and wastage. Construction waste on the project will be stored in suitable containers and appropriately maintained. All materials will be brought into the construction area at the earliest opportunity.

3.8 Traffic Management

The plan below has been developed to facilitate the delivery of the above works with the least disruption to local residents and the wider community. Both the Main Contractor and all subcontractors will be required to ensure that construction traffic is managed in accordance with this plan.

Construction staff and visitors to the site will be encouraged to use public transport arrangements where possible. This will be encouraged by providing information to staff which details local public transport opportunities.



4. ECOLOGY & BIODIVERSITY

The Production Team will maintain an ongoing relationship with the ecologist and if necessary the appointed Ecological Clerk of Works.

4.2 Tree protection

The compound and service routes will be located to avoid planted areas.

4.4 River habitats

No works or storage will be located in the vicinity of the river, flood plain or buffer zone.

Environmental Aspect	Potential Risk or Effects of Construction activities	Relevant Berkeley Group Procedure Or Guidance	Site Specific Mitigation Measures / Local Authority Requirements
Transport	• Increase in congestion on the private road network due to increased vehicle movements • Increased risk of accidents on the private road network due to increased vehicle movements • Transfer of mud, materials and pollutants by vehicles onto the public highway.	• Road Sweeping • Time deliveries	• Banksmen and Security Guards on patrol and managing vehicles and pedestrians • Traffic Management Plans in place • Road sweeper as required.
Noise and Vibration	• Noise arising from the construction works • Increase in noise levels generated by the increase in road traffic as a result of the construction vehicles; and • Increase in vibration levels due to construction works	Managing Noise & Vibration	• Noise and vibration monitoring will be done if it is required in a risk assessment • Any works which will effect local neighbours will occur after local residents are informed. • Working within our planning hours
Local Air Quality (including Dust)	• Increase in dust deposition may affect nearby sensitive receptors during certain construction activities; and	□ Managing Dust	• Dust monitoring will be done if it is required • Local damping down as required • Mobile Air quality monitor to be used as required

Plan

Water Quality & Drainage	• Degradation in groundwater quality as a result of potential spills, soil destabilisation, silt runoff or containment issues for hazardous substances • Potential risk of contamination of surface water and foul drainage	☐ Contaminated Land ☐ Fuel and Hazardous Material Storage and Refuelling ☐ Managing Concrete Washout ☐ Managing Silt ☐ Preventing Managing and Reporting Pollution Incidents ☐ Road Sweeping and Wheel Washing ☐ Water Authorisations	☐ Spill kits at specific locations and in all forklift trucks ☐ Diesel bowzers are double-protected and banded and at least 10 m away from water course ☐ Any concrete washing will be controlled and disposed of as per the Company policies ☐ Construction of hoarding will act as barrier to river. ☐ Blocking existing river outfalls
Hazardous Substances / Pollution Control	• Risk of spillage of hazardous substances; and • Potential exposure of site workers to hazardous material.	☐ Contaminated Land ☐ Fuel and Hazardous Material Storage and Refuelling ☐ Preventing Managing and Reporting Pollution Incidents ☐ Managing Silt ☐ Managing Concrete Washout ☐ Road Sweeping and Wheel Washing	☐ The site will have a regularly updated Site Pollution Incident Response Plan detailing how pollution risk will be managed and outlining the procedure during a spill event ☐ Appropriate hazardous waste control measures in place and removal service for contaminated waste ☐ Appropriate method for dealing with concrete washout ☐ Road sweeper on site when required ☐ Double banded fuel bowzers with appropriate spill kits

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Waste Management	• Direct impacts – additional emissions from the processing and transport of waste • Indirect impacts – energy and raw material consumption in production and recycling of packing and excess / waste material • Potential waste stream contamination or impact on recycling rates from ineffective segregation of waste	☐ Hazardous Waste Management ☐ Processing Waste ☐ Use of Waste in Construction ☐ Waste Management ☐ Waste Paperwork ☐ Waste Reduction and Reuse	☐ The site will have a Waste Management Plan. The plan includes details on waste minimisation strategies incorporated in design and procurement stages. It also includes information on how waste will be managed during the construction phase along with predictions for various waste streams ☐ Waste movements will be logged on the Waste Data Tool ☐ All waste paperwork will be stored electronically, for 2 years and 3 years for consignment notes.
Ecology, Protected Species and Habitats	• Risk to local habitat and species from construction works • Risk to protected species and protected trees	☐ ☐ Invasive Species ☐ Protected Species ☐ Tree Protection	☐ No Invasive Species on site. ☐ Working with the Ecologist on any arising issues. ☐ Induction and toolbox talks to all operatives, for example to be cautious of birds especially during nesting bird season
Energy & Water Consumption	• increased carbon emissions from fuel and electricity consumption as part of construction works • Potential inefficient use of energy due to lack of control measures or inefficient equipment • Increased water consumption	☐ Energy Efficiency ☐ Water Efficiency	☐ Energy and water consumption will be monitored and reported on a monthly basis. ☐ Welfare facilities to follow minimum standards to ensure consumption is kept to a minimum ☐ Plant machinery will be no older than 3 years.
Materials	☐ Potential waste arising from ineffective storage, movement and ordering of materials	☐ Waste Reduction and Reuse ☐ Use of Waste in Construction	☐ The site will follow the waste hierarchy, reusing materials where possible ☐ Just in time deliveries and sufficient storage space to avoid damages

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Archaeology	□ N/A	□	□
Lighting	Task lighting will be required by operatives conducting works internally	Managing Light Pollution	These will be controlled and no light spill into public areas outside working hours

6. MONITORING AND REPORTING

6.1 Monitoring Requirements

The Project Manager, supported by the site Sustainability Champion, will be responsible for any monitoring that will be required for the project. This will also include monitoring compliance with this CEMP on a regular basis.

As part of the Berkeley Group's Sustainability Management System (SMS) the Project Manager, supported by the site Sustainability Champion, will ensure the site monitors the management of the following key areas:

- Waste Management
- Ground and Water Pollution Prevention
- Fuel / COSHH Storage and Handling
- Materials Storage and Housekeeping
- Energy and Water Efficiency
- Dust and Noise
- Ecology
- Transport Management
- Considerate Constructors Scheme (CCS) compliance and Community engagement

These areas will also be periodically assessed by the operating companies Sustainability Advisor / Manager and findings communicated to the Project Manager and Sustainability Champion so any reasonably practicable actions can be taken.

6.2 Reporting

As part of the SMS the site will report on the following Sustainability KPI's:

- Waste
- Energy & Water Consumption
- Co2 Emissions
- Timber Usage

This is to identify whether the site is meeting its performance targets for:

- Waste Reduction and Recycling
- Carbon Emission Reduction
- Water Consumption Reduction
- Sustainable timber consumption

Any spillage of hazardous substances on site will be reported to the Project Manager, Sustainability Champion and Sustainability Advisor / Manager immediately and the Berkeley Group SMS procedure on 'Preventing Managing and Reporting Pollution Incidents' followed. The site will have a regularly reviewed and update Site Pollution Incident Response Plan detailing how pollution incidents should be reported.

6.3 Complaints procedure

All complaints will be recorded by the project team to ensure that any patterns are identified and that any reasonably practicable actions to address these concerns are considered.

Include details of the complaints process to be put in place during the development. Including how this information will be collected, categorised and reviewed. As a minimum the CCS Compliments / Comments / Complaints Record template should be used.

<https://ccsbestpractice.org.uk/wp-content/uploads/2016/07/Compliments-Comments-ComplaintsRecord-Word.doc>

7. CONCLUSION

This document summarises the approach to environmental management on site in order to minimise and mitigate the construction effects of the development. To ensure its continued relevance the document will be used as an on-site reference document during all phases of this development, monitoring will take place to determine compliance with the CEMP and it will be regularly reviewed and updated where necessary.

8 REVISION RECORD

This plan has been reviewed and, where necessary, updated as detailed below.

Project		Kenavon Drive		
Revision	Review date	Purpose	Amendments made	Plan updated by
Original	Original issue	Approved		RV
A	15.05.2025	Update	Amended to reflect conversion	Ben Talpade