



# Construction Environmental Management Plan

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Refurbishment and New lift extension to Witney  
Sports Club Pavilion

Burford Road, Witney, OX29 0NB

August 2025



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#### PROJECT

Refurbishment and new lift extension to Witney Sports Club Pavillion

#### DOCUMENT REFERENCE AND VERSION

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## 1. Introduction

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- 1.1 This Construction Environmental Management Plan (CEMP) has been prepared to support the refurbishment and proposed new lift extension to the Witney Sports Club pavilion on land to the south of Burford road, Witney, OX29 0NB. The proposals have been considered and approved by the council under application reference number 23/02574/FUL. This document seeks to provide information and details of the working practices to be followed by the developer when carrying out the construction works, in response to Condition 6 of the original outline planning consent.
- 1.2 Condition 6 requires the submission of a Construction Environmental Management Plan (CEMP), which provides information on and adequately addresses the following points:
- Noise associated with construction and works traffic
  - Measures to control the emission of dust and dirt during construction
  - Hours of work
  - Procedures for the delivery and removal of plant and materials
  - A scheme for recycling/disposing of waste resulting from the construction works
  - Storage of plant and materials used in constructing the development
  - The erection and maintenance of security hoarding including decorative displays and facilities for public viewing
  - Where appropriate, wheel washing facilities
  - Construction Traffic Management Plan

- 1.4 The CEMP seeks to address the above concerns as well as reduce disruption to the highway network and surrounding areas, minimise detriment to the local and wider environment, and safeguard public and site staff safety. This report and the required actions are to be used to support the appointed Principal Contractor's own safe system of work, construction method statements and the construction phase plan. This document should be provided to the appointed Principal Contractor as part of the pre-construction information package. This report does not absolve any contractor or duty holder of their statutory health, safety, and environmental obligations.
- 1.5 The development will be constructed by 3<sup>rd</sup> party and as such the applicant will appoint the Principal Contractor role for the development.
- 1.6 The applicant shall appoint a Site Manager who will be responsible for the overall management of the works and any sub-contractors. The Site Manager will have the overall responsibility for compliance with this plan.
- 1.7 This report has been written by Jeremy Guenole-Harrison, who is an assistant engineer at Berrys. This report has been authorised by Richard Harman, who is an Incorporated Engineer and a Fellow of the Institute of Highway Engineers.
- 1.8 This report (including any attachments) has been prepared with care and due diligence in relation to the CEMP for the development on land to the south of Burford Road, Witney, OX29 0NB, at Witney Sports Club pavilion and solely for the purpose for which it is provided. Unless we provide express prior written consent, no part of this report should be reproduced, distributed, or communicated to any third party. We do not accept any liability if this report is used for an alternative purpose than is intended, nor to any third party in respect of this report.

## 2. Construction Method Statement

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### Site Overview

- 2.1 The site is located on land to the south of Burford Road, Witney, OX29 0NB, at Witney Sports Club pavilion. The site is accessed from the B4047 Burford Road. Burford Road is a single carriageway with a central white hatched markings in the centre. The speed limit for Burford Road at the site entrance is 30mph. Refer to Figure 1 for the site location.



*Figure 1: Development site location, Site highlighted in red  
(Map credit: © Google Earth 2025)*

### Proposed Development

- 2.2 The development involves refurbishment of the existing pavilion building and the construction of a new lift shaft extension, with associated drainage infrastructure.

- 2.3 The site will be accessed directly by a privately owned access road from Burford Road, the Principal Contractor is to ensure the height restriction gate from Burford Road to the private access is open and will not impede works traffic.
- 2.4 The proposed development has an existing recreational field to the east and carpark to the west, access to the field from the carpark is not to be closed during the works.

### **Proposed Development Programme**

- 2.5 A material start on the development is due to be made in 2025. We anticipate that the overall works would take around 20 weeks to complete (4.5 months). It should be noted the programme timescales are subject to unforeseen circumstances, weather conditions, and resourcing.
- 2.6 The work can be split into seven key phases:
- Enabling works and establishment: Erect work signs and notices, general site clearance and erect hoarding or fencing;
  - Site clearance to wider site, earthworks, and groundworks to establish access and below-ground infrastructure;
  - Internal refurbishment works to the building;
  - Construction of lift foundations;
  - Construction of drainage scheme;
  - Reinstatement of the private access road;
  - Construction of the lift shaft extension and roof covering; and
  - Final decorating and servicing works, external landscaping.

### **Proposed Working Hours**

- 2.7 Normal working hours for the site will be between 7:00 – 19:00 Monday to Friday. Towards the later stages of the development during internal fit out and trades work, it is proposed that these works could continue up to 8pm Monday to Friday.

- 2.8 Work on Saturdays may be required to keep the project aligned to the critical path. Working hours for Saturdays are to be 08:00 until 18:00. Work should be discouraged on Sunday, with any work in line with Saturday's working hours. No work should be carried out on bank holidays.

### Site Enclosure

- 2.9 The site will be enclosed by Heras type fencing and/or timber hoarding to help prevent unauthorised access. Site safety and public information signs shall be displayed at the entrance to the private access road. Contact details for the Principal Contractor will be clearly displayed on the site enclosure, including details of a contact in an emergency.

### Site Access

- 2.10 All site access is to be taken from Burford Road. This will be the access during all phases of work. During works the access will be visually inspected regularly and cleaned if dust/debris or other works associated materials are encountered. The site access is shown in Figure 2 below.



*Figure 2: Development site access  
(Image credit: © Google Maps 2025)*

- 2.11 Access to the site from Burford Road will be controlled by the Contractor or other delegated responsible operative. A signing in and out register will



be maintained. No unauthorised persons will be permitted to access the works site.

- 2.12 For the full proposed site access, delivery/collection, and site operative parking arrangements, please refer to the Construction Traffic Management Plan in chapter three of this report.

### **Community Relations**

- 2.13 The site has commercial properties 40m to the west and residential properties 300m to the east. The site is also located within a community asset setting, where the public have access to the wider facilities. Consequently, there is a need for the developer to establish and maintain a good relationship with the surrounding parties and keep them updated on progress. The intention is to be a 'good neighbour' to the local community during the course of the works.
- 2.14 The site supervisor/manager will be responsible for maintaining community contact for the duration of the construction project. Prior notifications and contact details will be provided to the surrounding properties in advance of the works. The supervisor will be approachable and courteous, and they will work with members of the public to ensure that good relations are maintained.
- 2.15 Contact details for the Principal Contractor will be clearly displayed on a site notice board located in a safe and visible location. An out of hours emergency contact phone number will also be published.
- 2.16 The site notice board will provide information to the public over the construction work being carried out during that particular phase. The names of the other organisations involved in the project should also be provided on the notice board.

### **Keeping the Highway Clear of Mud and Debris**

- 2.17 Action is required to prevent deposits of mud within the highway / private access road during the construction phase of the development. Due to site

constraints, this will be managed by separating out and designating 'clean' and 'dirty' areas of the site and operations as follows:

- A dirty area of work is to be established across the parts of the site where excavation/construction is taking place. Plant carrying out operations in these areas are to remain within the dirty area until the operations are complete, including out of hours work periods. No other vehicles/plant will be permitted to enter the dirty areas of works. Note that a dirty operation consists of any work that requires excavation into the ground strata or involves soil and any other granular or slurry type material which could be transferred on the vehicle tyres to any other area of the site and/or the public highway.
- Following the initial establishment of the site and groundworks, a clean area of the site is to be maintained at all times inside the compound. This area will provide access for any short-term deliveries, allow for general parking, act as a potential holding area for any materials, and as an area for 'transfer points'.
- 'Transfer points' will be established to transfer waste, excavated material or new materials between the dirty areas to/from clean transfer plant.
- Upon completion of each of the dirty operations, all dirty plant will be cleaned using pressure wash before being allowed to leave the site via the clean area.

2.18 The importance of the site cleanliness and the need to abide by the above process will be communicated in site inductions and toolbox talks to all operatives. Compliance with the process should also be written into the site rules and instructions for suppliers as appropriate.

2.19 Whilst compliance with the above will prevent mud or other materials being deposited within the highway and private access when applicable, should this occur, it will be cleared as soon as reasonably practicable by methods commensurate with the volume of material. Where necessary, pressure washing/road sweeping shall be used to ensure the carriageway surface is free of deposits. Should weather conditions result in excessive mud within

the clean areas of the site, then the Principal Contractor will be required to hire in a specific vibratory or wheel washing system to clean all vehicles before they leave the site. Due to the nature and scale of the works, no significant issues with the deposition of mud are anticipated.

### **Environmental Management**

- 2.20 Trees are located immediately to the west of the private access and adjacent to the compound. The Contractor is responsible to ensure low hanging branches are removed, if required, and the trees are clear of nesting birds.
- 2.21 The Principal Contractor will be responsible for ensuring suitable tree root and grass protection systems are used along the access route to ensure vegetation is not adversely affected. The Principal Contractor is responsible for restoring the access route to its original condition at the end of works.
- 2.22 The Contractor will fill all excavations while not in use to minimise the risk of wildlife falling in, alternatively the excavation may be covered appropriately. Covers will have a warning sign placed above if required. All excavations must also be appropriately fenced off with suitable Heras type fencing to prevent access at all times. Where it is impractical to fill excavations that need to remain open, a means of escape shall be provided, in the form of a ramp for wildlife to use.
- 2.23 The use of floodlighting externally will be kept to minimum and only used when required for safety, the floodlights will not be left on overnight. Only directional flood lighting is to be used, to avoid overspill, this is to prevent disturbance to light sensitive wildlife such as badgers, birds and bats.

- 2.24 Whilst protected species are not expected to be encountered on site, Contractors are to be aware the disturbing or impeding the route of a protected species is an offense under the Wildlife and Countryside Act 1981 and Conservation of Habitats and Species Regulations 2017. The Principal Contractor is to hold a toolbox talk at the beginning of works regarding these regulations.
- 2.25 The Principal Contractor will be responsible for providing a system of temporary site drainage during construction. Drainage channels and silting basin shall be provided at any wheel or equipment washing point to trap silt and debris washed off the equipment. Where practical, it is recommended that water from washing shall be captured and reused for further washing down. This will reduce water consumption for the project.
- 2.26 Fuels, oils, and other potentially harmful liquids and materials will be stored within impermeable bunds with a capacity of 110% of the total volume of liquid to be stored. These will be located in appropriately safe areas to meet health, safety, and statutory requirements. Refuelling of plant and vehicles will take place in a designated bunded area without direct flow routes to existing drainage systems or watercourses. Spill kits are to be provided within each vehicle and on site.
- 2.27 The need to prevent pollution from the site is to be communicated to all staff at site inductions and toolbox talks. The Site Manager shall monitor and review compliance with all procedures and policy throughout the works, and take steps as required to inform and educate staff of the need to comply with environmental procedures on the site. Repeated contraventions with these should result in disciplinary action being taken. Ultimately any breach of environmental statutory legislation may result in prosecution by the Environment Agency, with severe penalties for organisations prosecuted.

## Noise Management

- 2.28 No works shall be undertaken outside of the designated site hours as stated above. The works shall be planned, programmed and carried out using 'best practice means' strictly in accordance with BS 5228 'Code of practice for noise and vibration control on construction and open sites'.
- 2.29 The works will inevitably consist of activities which will generate noise; however, the following proposals will assist in mitigating the noise levels so far as reasonably practicable:
- Vehicles and mechanical plant will be maintained in a good and effective working order and operated in a manner to minimise noise emissions. The Contractor will ensure that all plant complies with the relevant statutory requirements;
  - HGV and site vehicles will be equipped with broadband and non-tonal reversing alarms;
  - Vehicle speeds will be kept to the minimum required for efficient operations;
  - Compressor, generator, and engine compartment doors will be kept closed and plant turned off when not in use;
  - All pneumatic tools will be fitted with silencers/mufflers;
  - Care will be taken when unloading vehicles to avoid unnecessary noise;
  - The use of particularly noisy plant will be limited, i.e., avoiding use of such plant early in the morning;
  - Plant maintenance operations will be undertaken at distance from noise-sensitive receptors;
  - Ensure that operations are designed to be undertaken with any directional noise emissions pointing away from noise-sensitive receptors;
  - Drop heights will be minimised when loading vehicles and containers with rubble and other bulky waste;
  - Vehicles will be prohibited from waiting within the site with their engines running or, alternatively, located in waiting areas away from sensitive receptors;

- Local hoarding, screens, or barriers should be erected to shield particularly noisy activities such as cutting hard materials;
- Hours of operation should be strictly enforced and any deviations other than those previously identified will be with the consent of the local authority.
- The use of radios is to be controlled or suppressed as necessary. A policy on the use of radios is to be included within the site rules and this will be enforced by the Site Manager. Repeat offences, inappropriate radio use/high volumes will be subject to disciplinary action.

### **Dust Control**

2.25 Due to the nature of the works on the site, there are potential operations which could create airborne dust, unless appropriately controlled and mitigated. Airborne dust is a source of local nuisance, can cause safety problems through reduced visibility on nearby roads, and in some cases can create health hazards. Examples of activities on the site which could potentially create airborne dust include:

- Site clearance
- Excavations and moving of waste materials on the site
- Bulk storage of excavated fill material
- Removal of waste materials from the site
- Delivery and moving of construction materials on the site
- Cutting and working of construction materials such as stone, brick, concrete, timber, etc
- Release of dust during mixing processes such as mortar, plaster etc
- Generation of dust during cleaning and housekeeping activities (sweeping up, etc)
- Release of dust from uncovered skips or similar waste containers.

2.26 Levels of airborne dust created throughout the project will be minimised through the design of tasks and good working practices. The need to reduce and control airborne dust will be included in any appropriate site inductions, toolbox talks, and safety briefings. Operatives should always consider if an activity is likely to create dust and if so, can it be done in an alternative way to remove or reduce the level of dust released.

2.27 Where the generation of dust is unavoidable, measures to prevent airborne dust leaving the confines of the site into surrounding areas will be employed. Measures to eliminate or reduce the dispersion of airborne dust will include:

- Damping down materials or surfaces during dry periods
- Thorough compaction of fill stockpiles
- Avoiding the use of work processes which generate dust wherever reasonably practicable (e.g. using stone splitters rather than disc cutters)
- Using dust suppression systems on disc cutters and other similar equipment
- Minimising the amounts of dust released during mixing operations
- Covering of skips and other containers which hold materials that could release dust.

### **Material Handling and Waste Management**

2.28 Waste will be properly stored in skips or other suitable containers, with regular collections made from the site to ensure minimal opportunity for overspill waste. A waste collection point is to be established at an accessible point to allow for either skip collection or the potential use of a grab lorry for waste removal. The Contractor shall employ measures where feasible to reuse or recycle materials on site wherever practicable, to reduce the level of waste removed from site.

- 2.29 The collection of waste shall be via licensed waste removal specialists and, where possible, processed by removal specialists post collection and separated into recyclable and non-recyclable materials to reduce the overall level of material sent to landfill.
- 2.30 Where excavated fill material cannot be reused on site, the Principal Contractor shall use reasonable endeavours to separate this material from organic matter and any other potential contaminants. The Contractor should attempt to sell or transfer the material to another development site where fill is required. Transferring this material to a licensed waste removal specialist shall be taken as a last resort for disposal.
- 2.31 High standards of cleanliness will always be maintained on site to prevent any health and safety issues arising from inappropriately discarded or stored materials and waste. If hazardous materials/waste are encountered during the work, these will be handled, stored and disposed of in accordance with the relevant regulations, with the Contractor seeking advice from an appropriately qualified and competent specialist. All waste materials will be disposed of in accordance with the Environmental Protection Act, specifically The Hazardous Waste Regulation 2005, by a licensed waste contractor.



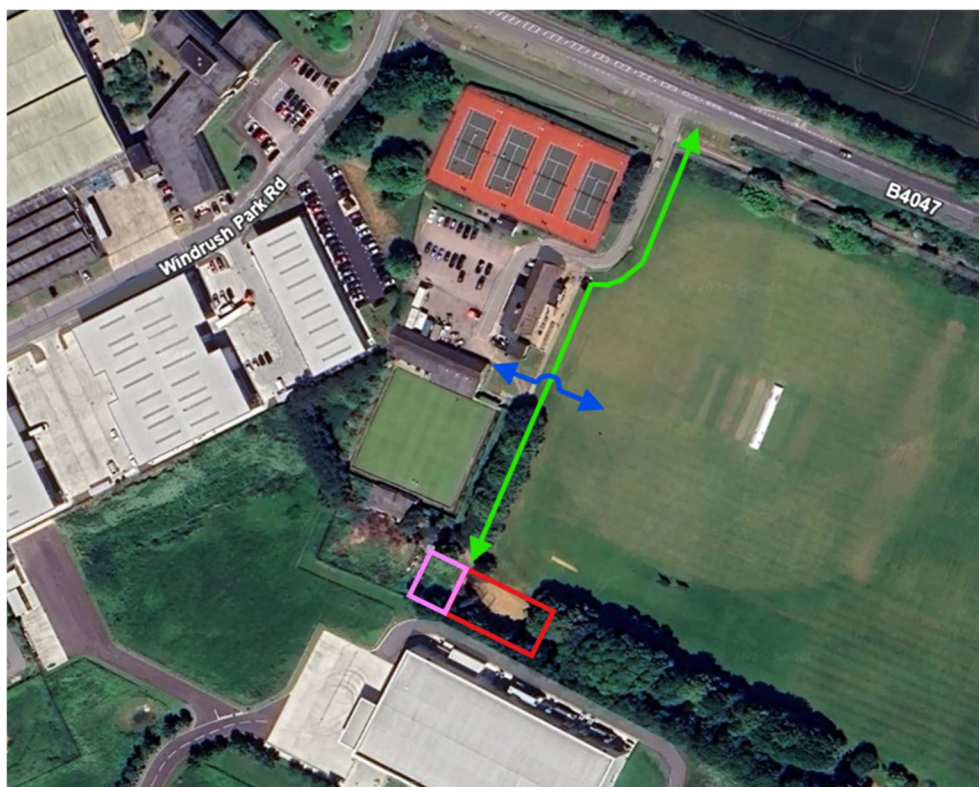
### 3. Construction Traffic Management Plan

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#### **Site Access**

- 3.1 As discussed in Section 2, the site is located on an area of land south of a Burford Road, at Witney Sports Club. All access to the site is from the private access off Burford Road.
- 3.2 The private access has no passing space and will limit site traffic to one way flow in these areas. It is the Contractor's responsibility to ensure the private access is clear before use. Works traffic entering the site will have priority over traffic exiting the site, this to prevent the queuing for access on Burford Road.
- 3.3 Works traffic to the compound will use the private access from Burford Road and proceed on the east of the sports club pavilion. Works traffic will then rejoin the private access to the site compound. To leave the site compound and parking, the reverse of the route above will be used.
- 3.4 A pedestrian crossing will be located to the south of the sports club pavilion, the works traffic must give way to the pedestrians traffic.
- 3.5 Works traffic may use the private access adjacent to the compound to turn around. The Principal Contractor is to appoint a competent trained banksman to aid in the safe turning of vehicles where required. No works traffic is permitted to reverse down the private access at the site entrance or use the sports club carpark to turn around.
- 3.6 An area adjacent to the site compound will be used for parking by contractors and visitors. The Principal Contractor is responsible for ensuring the sports club carpark is not used for parking, the storage of plant, materials and operator vehicles. The Principal Contractor is responsible for ensuring vehicles do not park on the highway, on the grassed verge or impede the cycle/footway of Burford Road.

- 3.7 The compound, parking area and route to compound is outlined in Figure 3 below.



*Figure 3: Site areas and routes. Site compound in red, parking in pink and access route in green. The crossing over the access route is in blue.*

*(Map credit: © Google Earth 2025)*

### **Arrangements for Site Deliveries, Collections and Loading**

- 3.8 Access to the site is constrained due to the narrow width of the private access route. No passing opportunities are available for larger vehicles until alongside the sports club pavilion. Consequently, action is required by the Principal Contractor to carefully plan and manage deliveries and other movements to the site during construction to ensure that delays are not incurred on the surrounding public highway network.

- 3.9 The need for the careful coordination and control of construction traffic movements and the relationship with the local community is recognised. Therefore, a Logistics Supervisor will be appointed on site, who will be responsible for coordinating collections and deliveries of waste, materials and plant, and ensuring that the surrounding highway and private access are kept clear of debris throughout the work.
- 3.10 The Logistics Supervisor shall be appropriately trained and competent for their role. They will be responsible for co-ordinating, scheduling and marshalling safe collections and deliveries from/to the site. They will be responsible for scheduling deliveries and communicating any scheduling requirements with suppliers and contractors. They will manage and monitor the site access and the materials handling areas, will ensure that capacity is maintained in this area for the purposes of safety, and will use reasonable endeavours to ensure that multiple deliveries do not arrive to the site at the same time to prevent vehicles from stopping and blocking the private access as well as queuing for the access on Burford Road.
- 3.11 The Principal Contractor is required to manage pedestrian safety at the site entrance at all times. Suitable Heras type fencing should be installed for the duration of the construction phase as this will act as a physical barrier to prevent public encroachment onto the site, thereby ensuring the security of the site as well as the safety of the public & staff in the event of any conflict with disgruntled residents / members of the public.
- 3.12 The Principal Contractor is required to manage pedestrian safety at the pedestrian crossing over the site access route at all times. There must be clearly visible signs along site access route to the east of the sports club pavilion, to indicate to members of the public the area is used by works traffic. The Principal Contractor is to provide a clearly marked and signed crossing over the access route from the sports club carpark to the recreational field. The Contractor is responsible to ensure the crossing is clear of pedestrians prior to crossing.

- 3.13 The Logistics Supervisor should plan for the site deliveries to take place via appropriately sized delivery vehicles, fitted where necessary with a crane or grab arm.
- 3.14 The site compound shall be used for the delivery and the temporary storage of materials. Materials will be transferred directly from the delivery vehicle to the compound. The Principal Contractor is to ensure that the compound area has been prepared to receive an expected material delivery, in order to minimise any potential delay in the vehicle being able to enter the site.
- 3.15 A 'just in time' delivery method is to be employed by the Principal Contractor as much as reasonably practicable to ensure that excess material is not needed to be stored on site for extended periods of time. This will ensure efficiency within the site confines, and potentially reduce site waste and / or potential damage to materials.
- 3.16 No materials or waste are to be stored on the public highway, private access or sports club carpark and measures may be required to protect surfaces during the delivery of heavy materials. Timber boards or other proprietary load impact systems shall be used to protect surfaces from vehicle outriggers and when depositing loads. The Contractor must ensure that any temporary obstructions on the public highway or private access are kept to a minimum and these are to be supervised at all times. Where possible, any stationary vehicles making collections or deliveries to the site should have their engines turned off to reduce local noise and air pollution.
- 3.17 The Contractor will be responsible for keeping the site clean and tidy and for preventing any contamination of waste and materials. Where practical to do so, waste shall be separated and stored separately on site to ensure ease of recycling. Proactive measures will be taken to prevent any material being deposited on the public highway / private access and if this occurs, the material will be quickly swept and cleared. We recommend that plant, equipment and boots are cleaned prior to leaving, so preventing debris and dust from being deposited on the highway / private access.

- 3.18 Deliveries will be avoided, if possible, during peak times to minimise congestion or delays for road users and the neighbouring occupiers trying to access or leave their premises. Where at all possible, deliveries shall be made to the site between the hours of 09:30 to 15:00 to reduce local congestion.
- 3.19 All deliveries and collections from the site throughout the construction work shall be made via the private access from Burford Road. There are no other suitable routes into the site.

**Arrangements for the Parking of Site Operatives / Construction Vehicles and Visitors Vehicles**

- 3.20 Arrangements for parking of site operatives and visitors' vehicles shall be made in the designated 'clean' areas within the site boundary. No parking is permitted on the adjacent public highway, or sports club carpark, and this shall be written into the site rules and communicated to all staff.
- 3.21 The storage of plant and materials on the adjacent public highway is strictly prohibited and could constitute an offence under the Highways Act 1980. Plant will be stored within the site boundary and removed upon completion of the works.