



mcsgroup

Surface Water Management Plan

Avenue One, Letchworth SG6 2TS

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Surface Water Management Plan

Introduction

This Surface Water Management Plan has been prepared to provide supporting information to discharge the pre-commencement planning condition for the proposed development at Avenue One, Letchworth.

The purpose of this Surface Water Management Plan is to identify best practice and control measures to be implemented during the construction phase of the proposed units. It is also to ensure disruption is reduced as far as is reasonably practical by putting suitable and sufficient control measures in place, that will minimise the impact of the construction activities to the surrounding area.

The intention of this Surface Water Management Plan is to set out the overarching strategy for the future management of the construction activities. The principles set out in this document will be subject to further development, as the site works progress.

Project Overview

Site address: Avenue One, Letchworth SG6 2TS



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The project comprises of demolition works, cut and fill, S278 highway works and the construction of new steel framed building shells to form a new business and logistic space, administration and welfare accommodation.

Condition Requirements

Details of how surface water will be managed during construction including measures to protect on site and downstream systems prior to the final drainage system being operational

A cover letter and drawings should be provided identifying the following where applicable:

- Where site amenity facilities will be located and how foul and surface water will be temporarily disposed of.
- If below ground surface water attenuation or infiltration is proposed, how these areas will be protected from compaction during construction works.
- How silty water from wheel washing and other activities will be prevented from entering the surface water drainage system and / or watercourse.
- Where hazardous materials will be stored and how will drainage systems and/or the watercourse be protected from accidental spillage.
- Phasing of the on-site surface water drainage system for example, the drainage system is constructed in advance and used to manage flows during construction works or a temporary interim system is required to manage surface water flows. A phasing plan should be indicated where applicable.
- Spoil heaps – anticipated locations, frequency of removal, interception of run off from heap.
- Waste disposal – Anticipated locations.
- Details of how surface water will be safely managed on site prior to the completion of the surface water drainage scheme.

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Site Welfare

Site Logistics Plan



As detailed on the site logistics plan above, the site welfare will be located to the right-hand side of the entrance which will eventually be relocated onto the completed northern parking bays behind unit 3. Where possible we will connect onto the proposed foul drainage system, if no drainage connection is available within this location, foul water will be collected in effluent storage tanks, which will be alarmed to ensure they do not overflow and emptied on a regular basis.

Where possible, surface water will be collected into rainwater harvesting tanks and reused for watering the works and jet washing facilities.

Attenuation protection

The new drainage scheme contains two large attenuation areas within the carpark areas adjacent unit 1 & 3. The attenuation arisings are required as part of the cut and fill works. As such the attenuation crates will be installed early in the scheme.

A full temporary and permanent works design will be produced from the system manufacturer/temporary works designer to confirm the required cover over the attenuation to prevent any damage from construction traffic.

The attenuation will be further protected soon after the drainage is installed by the construction of the parking bays, which we plan to install as early in the programme as possible to prevent the spread of mud around the site and on the local highways.

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Wheel Washing

During the initial phases of construction vehicles carrying sediment/materials may inadvertently carry deposits of clay or wet concrete, trapped on their tyres. To ensure that this does not occur, a jet wash will be located near the site entrance to clean off wheel before vehicles leave site.

Temporary bunds and swales will be formed to contain the jet wash water run-off. From this point they will either be disposed of under permit (if required) via silt busters to remove any silt suspended in the water or via licenced tanker.

MCS will sweep the roads and footpaths on the local highway network as required insofar as is reasonably necessary to remove any spoil or debris deposited on the highway resulting from the construction period.

Storage of Hazardous Materials

Any plant compounds, fuel storage areas, generators will utilise bunds/drip trays and will be positioned away from areas where there is risk for potential contaminants to enter the drainage network.

Concrete and cement are alkaline and can cause serious pollution. To minimise the risk of run-off entering any watercourse, concrete and cement mixing will be sited at least 10m away from any watercourse and plant cleaned within designated washout areas.

Water from concrete and cement works will never be discharged into a watercourse and only into the specified concrete washout area using a lined skip to ensure the wash off has been captured on site.

All plant & machinery will carry a spill kit with small plant positioned on top of a plant nappy.

To minimise the risk of pollution from oils on site, measures will be introduced in relation to their storage, use and disposal. Environmentally considerate lubricants, such as synthetic, non-toxic biodegradable hydraulic fluids are available and may be used at sensitive locations.

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Spill Control Procedure

At all times the approach adopted will be to:

Prevent	Have system in place to ensure spills and leaks do not occur.
Contain	By using inert materials such as sand, straw, digging trenches etc.
Recover	By using absorbent pads, booms or skimmers. Bag all contaminated materials and remove to main compound.
Dispose	By an approved contractor to a licensed site. Waste transfer notes to be completed and kept on the waste management plan.
Report	All pollution incidents to the site manager will take the appropriate administrative action

A supply of pollution control equipment will be available on the site, particularly adjacent to water course and water bodies. This supply will be capable of dealing with small incidents (5 litres or less) and medium scale incidents (between 6 and 100 litres).

Spillages on Land - The probability of small (5 litres or less) and medium scale (between 6 and 100 litres) spillage is greatest during refuelling operatives and from burst hydraulic hoses. Operatives will be trained and authorised with refuelling equipment. Refuelling will be carried out using the correct equipment i.e. nozzles of the appropriate size and self-closing, funnels etc.

Each fuel bowser location will carry:

1 no. 120 litre spill kit or similar	Potential bowser leaks
1 no. 15/30 litre spill kit or similar	During refuelling of machines

In each area of machine activity, the following equipment to deal with spillage of polluting material will be made available:

1 no. 15/30 litre spill kit or similar		
Small spillage = < 5 ltrs	Medium spillage = 6 to 100 ltrs	Major Spillage = > 100 ltrs

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Action in the event of a small spillage

1)	Stop the leak.
2)	Use absorbent materials to mop up spill.
3)	Dispose of contaminated soil in heavy plastic sacks and take them to construction compound.
4)	Dispose of sacks at an approved licensed facility following waste management plan.
5)	Repair any leaks in lines or joints before starting machine or refuelling operations again following authorisation.

Action in the event of a medium spillage

1)	Stop the leak.
2)	Contain the spread of the spill using inert material or sandbags as appropriate.
3)	Inform the site manager and obtain assistance from the environmental authorities
4)	Dig trench, of suitable dimensions, downhill of spill to intercept run off . Place absorbent material in trench for fuel leaks. Place plastic sheeting on base of trench to prevent soil infiltration.
5)	Dispose of contaminated material in heavy-duty plastic sacks and arrange for disposal to suitable licensed site.
6)	Notify SHEQ Manager and complete incident report.
7)	Repair and leaks in lines or joints before starting machine or refuelling operations again following authorisation.

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Action in the event of a major spillage

1)	Stop the leak.
2)	Contain the spread of the spill using inert material or sandbags as appropriate.
3)	Inform the site manager and obtain assistance from the environmental authorities and / or the project Emergency Callout Service. Tankers will also be easily obtainable for large spills of fuel.
4)	Dig trench, of suitable dimensions, downhill of spill to intercept run off . Place absorbent material in trench for fuel leaks. Place plastic sheeting on base of trench to prevent soil infiltration.
5)	Dispose of contaminated material in heavy-duty plastic sacks and arrange for disposal to suitable licensed site.
6)	Contact pollution equipment suppliers for emergency deliveries of additional equipment.
7)	Notify SHEQ Manager, complete incident report and report to local authorities.

Spillage into water – Prevention

Storage tanks will not be located near any watercourse. They shall be located on hard standing in an impermeable bund or secondary containment with a capacity of 110% of contents of the tank in accordance with Regulations. At all other times re-fuelling will take place at least 30 metres from a watercourse and preferably at the construction compound.

Spillage into water – Response

In the event of any spill reaching a watercourse, a boom for fuel or oils will immediately be deployed downstream of the spillage. Booms will be secured on each bank and span the entire watercourse.

To enable the recovery of the pollutant, the boom should be deployed at an angle to direct the pollutant to one bank. The pollutant will be removed using floating absorbents and if necessary, skimmers.

All the contaminated material and absorbents will be disposed of at a suitably licenced waste disposal facility. All spillages into water courses will be reported to the Environment Agency as soon as possible.

Drainage installation and Phasing

Prior to any works commencing, the existing drainage system will be inspected for condition and to verify that the assumptions that have been made at design stage. This will be revisited with the design team, should any anomalies occur, so that the design can be updated as necessary.

Before any removal of redundant drainage systems commence, all drainage outfalls and surface water pathways off-site will be stopped up temporarily using drainage gaurds and

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sandbags. This is to avoid any potential unwanted material entering the local drainage network and surrounding areas.

Once existing drainage and hard surfaces have been removed, it is the intention to construct the new drainage outfalls as soon as practicable. This is to ensure that as the new hardstanding's progress, they are free draining in their permanent state, and do not cause the site to flood.

Similarly, it is the intention to install all rainwater drainage, prior to any gutters or roofs being laid, so that as the roof works progress, it is free draining in its permanent state.

During earthworks, temporary bunds and swales will be formed to contain surface water run-off. From this point they will either be disposed of under permit (if required) or via licenced tanker.

Spoil Heaps

Any material for disposal will not be stockpiled for long durations, however, should this not be the case, waste arising from construction activities will be protected from wind erosion where required.

Arisings to be removed from site will be minimal following the cut and fill exercise, as such stockpiling of materials onsite will be limited and small in height.

Any spoil heaps will be positioned away from drainage and watercourses and if required ditching will be created at the base of the stockpile to catch any surface water run-off.

Waste Management

Waste management areas will be set up onsite as detailed on the logistics plan. These areas will be provided with segregated skips for each of the likely waste streams; metal, wood, plasterboard, plastics, general waste etc

To ensure the waste generated by our work activities are controlled the following mitigation measures will be implemented:

- All waste materials will be removed by licensed and authorised contractors
- All skips will be netted to ensure waste materials do not become airborne.
- All lightweight materials will be stored and strapped down to ensure they do not get blown over the boundary fence line
- Where possible crush materials will be re-used on site to prevent export from site.
- Timber pallets will be returned to their suppliers

All waste movement will be documented in the Site Waste Management Plan.

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Site Management & Monitoring

Daily and weekly inspections will be carried out by the site team where Surface Water Management measures will be reviewed for the works at hand.

Any complaints will be recorded using the MCS complaints log and copy held on site file. The inspections will also make note of good working practices being adopted.

Where areas of improvement are necessary, mitigation measures are to be implemented as soon as practicable and a log of action taken kept. This is to be periodically reviewed to avoid re-occurrence.

The complaints log will be made available as and when requested by the local authority.

Communication

Ahead of the site commencement MCS Group (in conjunction with the developer) will arrange to complete a letter drop to residents and businesses advising of the commencement of the project and giving details of who the relevant contacts are. Further letter drops will be undertaken through the duration of the project.

Notification will be made to the fire service, police and environmental health to notify them of the project and agree communication strategy.

Any communication to the site can be addressed to admin@mcs-ltd.com or via the phone on 01926 842500.

Any emails/calls will be directed immediately to the Project Manager, who will be able to respond quickly to any concerns.

All calls and correspondence will be logged on a spreadsheet which will be maintained as a live document and the status of each communication will be recorded and monitored weekly to ensure that all matters are dealt with in a timely manner e.g. to close these out in the shortest possible time and to record what actions were taken to resolve each item.

We will also create a community notice board which will be erected on the site hoarding at the front of the site, this will contain details of the 24-hour emergency contact should any members of the public need to contact the team out of hours.

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Considerate Constructor Scheme

On commencement of the project the site will be registered with the Considerate Constructors Scheme.

This nationally recognised Charter encourages "Best Practice" in managing the interface between the building operations and the immediate neighbourhood. This includes providing residents, the council, local businesses, and key stakeholders with written

communications on a regular basis, both immediately prior to works commencing on site and in advance of major activities.

A minimum requirement of the CCS scheme is to provide contact details for the Site/Environmental Manager responsible for community relations, a brief description of the works, the anticipated duration, regular newsletter/updates on the planned activities and who to contact with to make any complaints.

The Contractor will be independently monitored and audited during the building works to ensure compliance with their Code of Practice in the hope of improving the image of the Construction Industry.