



# ODYSSEY

DEVELOPING JOURNEYS

**GROVE SERVICE STATION**

**OUTLINE CONSTRUCTION LOGISTICS  
PLAN**



**GROVE SERVICE STATION, OLD BATH ROAD, CHARVIL, RG10  
9QJ**

**OUTLINE CONSTRUCTION LOGISTICS PLAN  
ON BEHALF OF SPEEDY FUELS LTD**

Prepared by

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**DOCUMENT CONTROL SHEET**

Project Name      Grove Service Station

Project No.      24-210

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## DRAWINGS

25-020-001	Construction Vehicle Access
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## 1.0 INTRODUCTION

### 1.1 *Construction Logistics Plan Objectives*

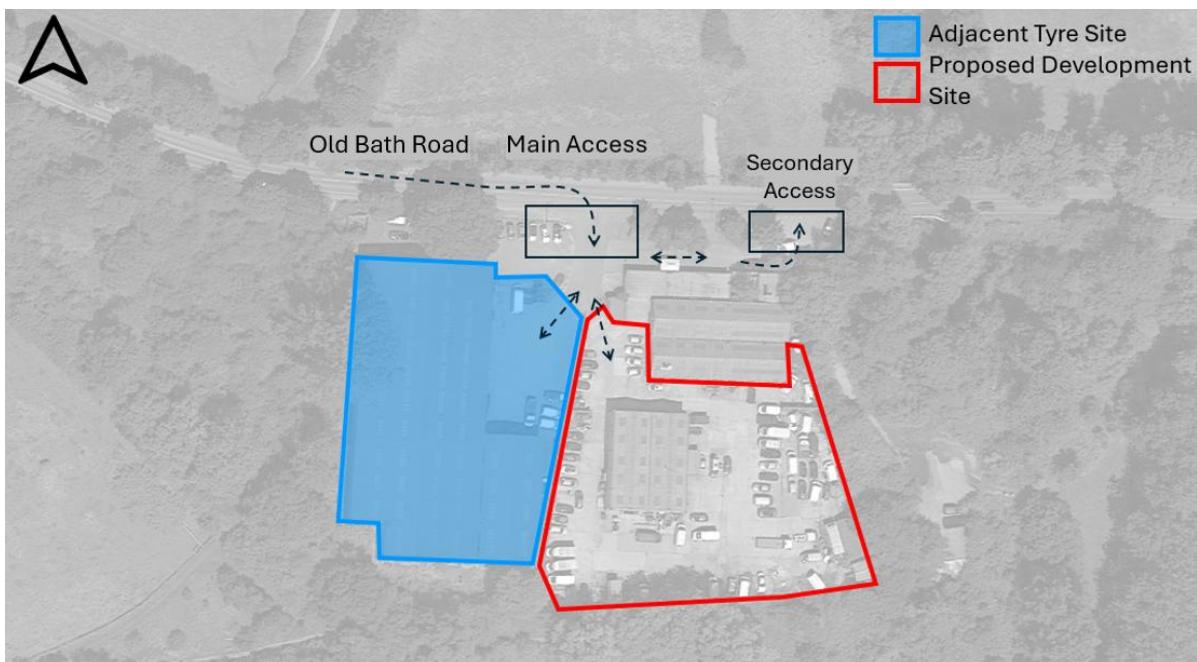
1.1.1 This outline Construction Logistics Plan (CLP) has been prepared by Odyssey on behalf of the applicant, Speedy Fuels Ltd (hereafter referred to as '*The Applicant*'), in respect of a forthcoming planning application proposing the construction of a HGV fuelling facility at the former Grove Service Station, on the Old Bath Road, Charvil, Twyford.

1.1.2 The aim of this CLP is to minimise the impact of construction vehicle activity in the immediate vicinity of the development site, and on the surrounding public highway. The CLP is based on national best practice guidance and pre-application discussions held with Wokingham Borough Council (WBC) officers.

### 1.2 *Site Context*

1.2.1 The site is located on the A3032 Old Bath Road, and currently shares an access with the existing '*Prince Brothers*' site, and adjacent '*Total Tyre Company*'. Currently, two vehicle accesses are provided across the front of the site, with the wider eastern access providing the main vehicle access to the site, and the narrower western access providing a secondary facility. **Figure 1-1** below provides an overview of the existing accesses to the site, demonstrating the eastern main access, western secondary access and the internal access routes within the site and adjacent site.

**Figure 1-1: Site Location**





### 1.3 Pre-application Advice

1.3.1 Prior to the preparation of this CMP, a Transport Pre-application Scoping Note was prepared and sent to WBC and for review and comment. A pre-app meeting with WBC officers (including transport officers) on the 8<sup>th</sup> of November 2024, with the feedback response contained within the accompanying Transport Assessment.

1.3.2 During pre-application discussions, officers advised that they have standard wording for construction management plan conditions, that would provide a helpful framework for the outline CMP. As such, the WBC CMP wording is below in **Table 1-1** below.

**Table 1-1: WBC CMP Wording**

WBC CMP Request	Comments
A construction travel protocol or Green Travel Plan for the construction phase including details of parking and turning for vehicles of site personnel, operatives and visitors.	
Storage of plant and materials.	
Programme of works /phasing /lorry routing and potential numbers (including measures for traffic management and operating hours).	
Piling techniques including types of piling rig and earth moving machinery.	
Protection of the aquatic environment in terms of water quantity and quality.	Outline provided within this report, with further detail to be added by the principal contractor within the detailed CMP.
Details of any site construction office, compound and ancillary facility buildings.	
Lighting on site during construction.	
Measures to ensure no on-site fires during construction.	
Implementation of the CEMP through an environmental management system.	
Details of temporary surface water management measures to be provided during the construction phase.	
Details of the excavation of materials and the subsurface construction methodology.	
Details of measures to prevent mud from vehicles leaving the site during construction.	
Loading and unloading of plant and materials.	
Provision of boundary hoarding.	
Details of proposed means of dust suppression and noise mitigation.	Provided within this report.
Details of haul routes to be used to access the development.	
Appointment of a Construction Liaison Officers.	
Monitoring and review mechanisms.	



## 2.0 CONTEXT PLANS

2.1.1 **Figure 2-1** shows the location of the work site in the context of the main highway network and key infrastructure. The site is located on the Old Bath Road (A3032), which is an A Road that provides a two lane carriageway. To the west of the site, the Old Bath Road Connects to the Bath Road (A4), which is a dual carriageway that provides two lanes in either direction. The Bath Road then provides connections to the strategic road network to the south, providing a link to the A3290 (M) and M4 motorway.

2.1.2 **Figure 3-1** below shows the site in the context of the surrounding highway network.

**Figure 2-1: Surrounding Highway Network**





## **2.2 Local Access for Contractors**

2.2.1 Pedestrian access to the site is made from the footways provided on the Old Bath Road. These footways provide access to the village of Twyford to the east, and to Charvil to the west.

### *Bus Access*

2.2.2 Twyford is served by National Rail and Elizabeth Line services, and both villages are well served by local bus routes. The nearest bus stops to the site are the Waggon and Horses stops, located approximately 150m to the east of the site. These stops are served by the 127, 128, 129, 850 and F30 bus services operated by Carousel, Reading and Thames Valley busses. These bus services provide services to Hugh Wycombe, Wokingham,

### *Rail Access*

2.2.3 Twyford Railway Station is located approximately 1km cycling distance to the southeast of the site. The station as well as its rail services are operated by Greater Western Rail and TfL. Typical destinations from the station include includes services to London Paddington, Henley on Thames, Didcot Parkway and east bound Elizabeth Line services through London to Abbey Wood and west bound services to Reading.

## **2.3 Considerations and Challenges**

2.3.1 The contractor is committed to being considerate to the surrounding environment, and as such has identified the following items to take into consideration when designing the construction access and site plan, and whilst undertaking works on site.

### *Nearby Schools*

2.3.2 Poleham Infant School is located to the east of the site in Twyford, on London Road. All construction vehicles accessing/ egressing the site would be routed west bound on the Old Bath road, and as such would not pass through Twyford or past the school. Staff accessing the site may drive past the school whilst travelling to/ from the site, however staff would be expected to travel to/ from the site outside of school peak hours.

2.3.3 Additionally, The Charvil Piggott School is located in Charvil, on Park Lane. As all construction vehicles would be routed toward the strategic road network, using the Old Bath road and then Bath Road, no construction vehicles would be expected to pass the school.



*Charvil Country Park*

Detailed measures to control potential water run off, spills etc on site would be provided within the detailed CLP. These details would set out measures to ensure that no run off is discharged into the adjacent country park and ensure that water is managed inline with regulations on site.

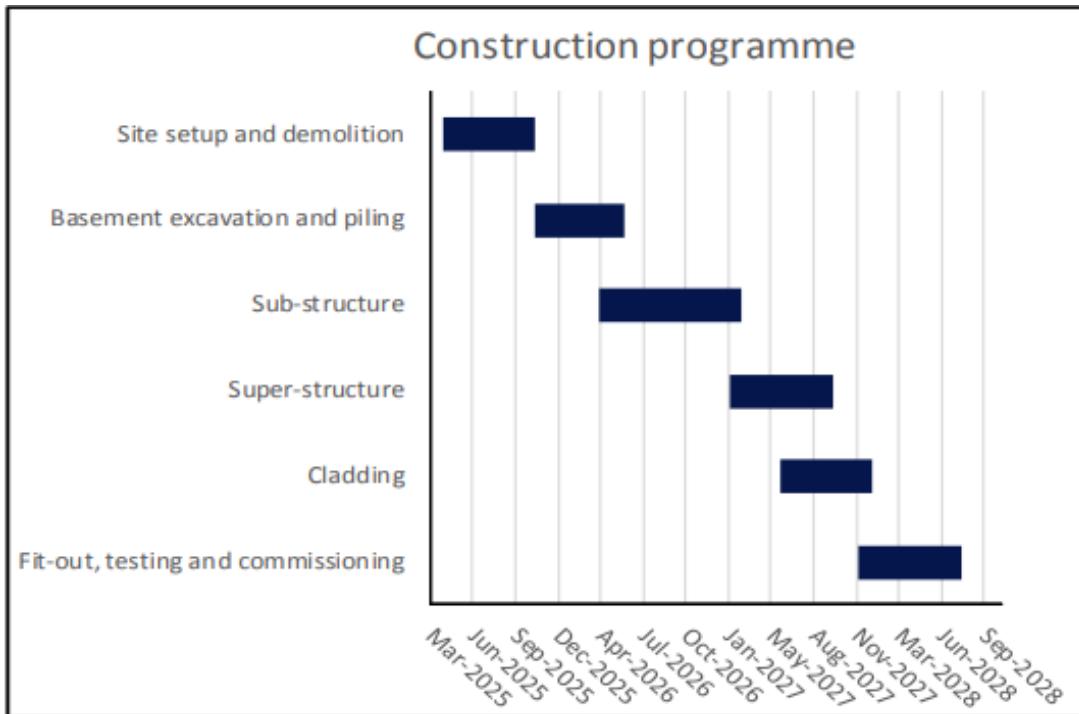
*Incident Reporting Procedures*

2.3.4 The contractor's nominated agent would advise WBC within 24 hours of any incidents of non-compliance with the CLP and would respond to any reports referred by the WBC within 24 hours, or as soon as reasonably practicable. In the event of working practices being deemed dangerous either by WBC or the Health and Safety Executive, immediate remedial action would be



### 3.0 CONSTRUCTION PROGRAMME AND METHODOLOGY

[TO BE COMPLETED ONCE CONSTRUCTION INFORMATION IS RECEIVED AND PRINCIPAL CONTRACTOR APPOINTED]



[TO BE UNDERTAKEN SUBJECT TO CONFIRMATION FROM THE PRINCIPAL CONTRACTOR]

Construction phase	Start	End
Site setup and demolition		
Basement excavation and piling		
Sub-structure		
Super-structure		TBC when contractor appointed
Cladding		
Fit-out, testing and commissioning		

[TO BE UNDERTAKEN SUBJECT TO CONFIRMATION FROM THE PRINCIPAL CONTRACTOR]

3.1.1 Works at the site would be split into phases as indicated below. These works would be undertaken subject to confirmation from the Principal Contractor, and as detailed in the Final CLP.



*The programme would be updated with the dates envisaged for each phase of works once planning permission has been obtained and the date for work to start on site has been determined.*

3.1.2 An indicative list of the types of vehicles that would service the construction site are provided below:

- Large Tipper – approximately 10 metres long and 2.4 metres wide.
- Concrete Mixer – approximately 8 metres long and 2.4 metres wide.
- Rigid Truck – approximately 10 metres long and 2.4 metres wide.

3.1.3 Swept path analysis of a large tipper has been undertaken, shown accessing and egressing the site from the Old Bath Road, as shown in **Drawing 24-210-014**. The construction site layout is further explained in **Section 5** of this report.

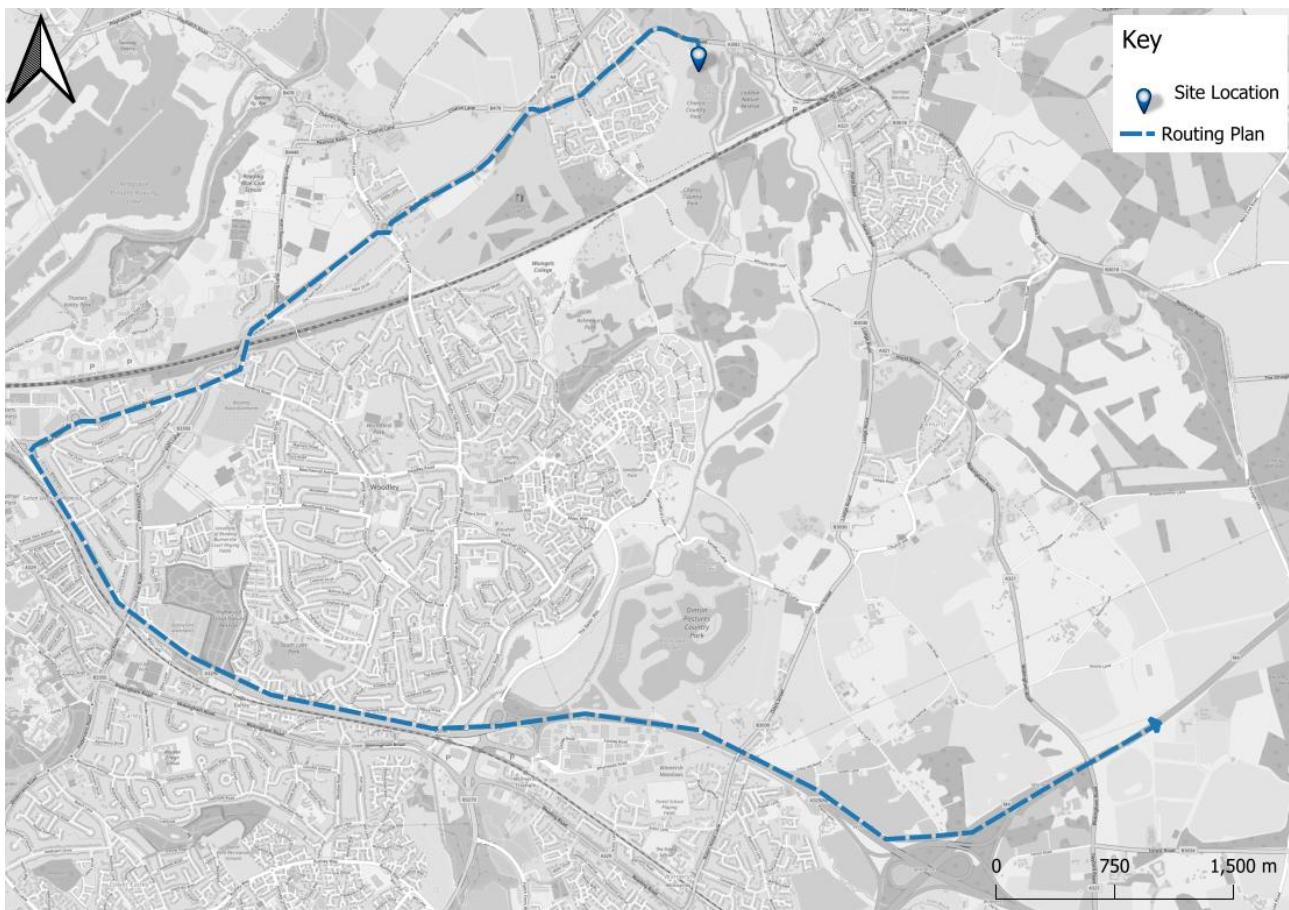


## 4.0 VEHICLE ROUTING AND ACCESS

### 4.1 *Regional Access Plan*

4.1.1 The Regional Access Plan shown in **Figure 4-1** below shows construction vehicle routing to and from the site from to the strategic road network, with vehicles exiting the site onto the Old Bath Road, and progressing onto the Bath Road before joining the A4 London Road and accessing the A3290.

**Figure 4-1: Construction Vehicle Routing Plan**



4.1.2 All vehicles will be required to access and egress the site using this route, which will minimise the amount of time that vehicles require to travel off the strategic road network, and ensure that vehicles avoid the nearby village of Twyford.

4.1.3 It is noted that a 7.5 ton(t) restriction is in place from the Hoe Street/Church Hill Junction along the extent of Bath Road, all contractors will be made aware of this prior to construction works beginning.



#### 4.2 Construction Site Plan

4.2.1 The construction site plan for the site is detailed in **Drawing 24-210-004** and shown in **Figure 5-2** below. This includes site hoarding, access gates, welfare, delivery and waste storage areas. Additionally, wheel washing facilities would be provided to ensure that vehicles are free from dust/ debris when entering/ exiting the site.

4.2.2 Material storage and site welfare areas have been indicatively marked on plan, with detailed to be confirmed by the principal contractor once appointed. Sufficient open space will be retained on site during the construction works to ensure that all welfare and storage can be accommodated within the site compound.

4.2.3 The plan below also provides vehicle tracking for a 10m tipper, which is the largest vehicle expected to access the site during the construction period. This demonstrates that a vehicle would be able to turn right into the site from the Old Bath Road (as required by the routing plan), whilst another vehicle waits to exit from the site. A banksman (shown in green below) would be stationed outside of the site access junction to marshal vehicles entering and exiting the site, and ensure that the construction vehicle route is followed.

**Figure 4-2: Construction Site Layout**





## 5.0 STRATEGIES TO REDUCE IMPACTS

### 5.1 *Measures Influencing Construction Vehicles and Deliveries, Safety, Environmental Standards, and Programmes*

#### *Management of Pollution/Dust Control*

5.1.1 The site would implement suitable measures to ensure minimal dust pollution, with the Principal Contractor overseeing the detailed measures to be implemented in this respect which include the following:

- Ensuring that all relevant materials transported to and from site are in enclosed containers or fully sheeted.
- Ensuring stockpiles of topsoil etc. are kept below hoarding heights and kept damp in dry windy conditions.
- Making sure all dust generating materials are adequately packaged.
- Keeping the loading drop heights of soil into lorries as low as possible.
- Establish air quality procedures to minimise dust generation and control plant and vehicle dust emissions.

5.1.2 Any environmental issues raised by residents or members of the public would be addressed as a matter of priority.

5.1.3 The Principal Contractor would be required to take all necessary measures to avoid creating a dust nuisance. The Contractor would in this respect adhere to relevant guidance relating to dust control set out in the following documents:

- 'The Control of Dust and Emissions from Construction and Demolition; Best Practice Guidance' (2006) – GLA'
- 'Controlling particles, vapour, and noise pollution from construction sites' (2003) - Building Research Establishment.

5.1.4 The Contractor would strictly follow the dust controlling measures set out below:

- Water based dust suppression practice would be followed.
- No dry sweeping of large areas would be allowed.
- Public roads and access routes would be kept clean, using wet sweeping methods.
- No burning of waste materials would take place on site.
- All dust control equipment would be maintained in good condition.



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- All vehicles carrying loose or potentially dusty material would be fully sheeted.
- Bulk cement and other fine powder materials are to be delivered in enclosed tankers and stored in silos.
- Any mixing of concrete (or similar) is to take place in designated areas (enclosed or shielded).
- Materials with the potential to produce dust would be stored away from site boundaries (where practicable).
- Sand and other aggregates would be stored in bunded areas.
- Material stockpiles would be sheeted, sealed, or damped down.
- Water suppression would be used during demolition operations.
- Rubble chutes and conveyors would, where reasonably practicable, be enclosed.
- Drop heights from conveyors, loading shovels and hoppers would be minimised.
- The frequency of site inspections, when activities with a high potential to produce dust are being conducted, would be increased.

### *Management of Noise/ Vibration*

5.1.5 The Principal Contractor would adhere to the key legislation on noise and vibration as detailed in the following documents:

- Control of Pollution Act 1974.
- Environmental Protection Act 01990 (ss 79-82).
- BS 5228:1997 Code of Practice on Construction and Open Site.

5.1.6 Site operations would be controlled so that all plant and machinery noise emissions (including the provision of ventilation, heating, and cooling) shall be designed, installed, and operated at noise levels that do not cause nuisance to the nearest adjoining residential dwellings.

5.1.7 The Principal Contractor would monitor and control levels of noise and vibration from the site as far as is reasonably practicable, so that residents and other sensitive receptors are protected from excessive noise and vibration levels arising from construction activities. The Principal Contractor would apply Best Practical Means (BPM), as defined under Section 72 of the Control of Pollution Act (COPA)1974 to all activities.

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5.1.8 A variety of measures would be used to minimise the noise levels at the site, including:

- Coordinated delivery times and efficient traffic management to prevent queuing of traffic accessing the site.
- Ensuring all plant has sound reduction measures (mufflers, baffles, or silencers).
- Utilising construction techniques that minimise the production of noise.
- Utilisation of acoustic hoarding as appropriate.
- Strict adherence to the site working hours.
- Implementing an action plan where noise levels exceed acceptable levels.
- Positioning plant away from properties.
- Machines not in use would be throttled down to a minimum.
- Cutting operations would be kept off site as much as possible by pre-fabrication.
- Localised shrouding of plant in accordance with BS5228.

5.1.9 Periodical noise surveys would be conducted at perimeter of the site and the findings would be recorded.

*Waste Management*

5.1.10 In addition to the above provisions, the following measures would be taken to reduce any further negative effects on the environment:

- Promoting reuse, recycling, and recovery of waste, rather than disposal.
- Monitoring disposal, re-use, and recycling of waste by keeping a full audit trail of waste removed from the site (in accordance with Waste Duty of Care regulations).
- Increase environmental awareness of the workforce and site management.
- Containers would be clearly labelled for segregated waste streams.
- Storage would take place in appropriate areas to prevent material spoilage and contamination.
- Volatile materials would be stored in appropriate containers within secure compounds in accordance with good site practice and regulatory guidelines.
- Waste generated would be taken to a local recycling centre/ outlet.
- A waste estimate template should be used to record estimates of the levels of re-use, recycling, and recovery of waste at the site.
- Aim to achieve 95% of recycling/reuse of construction material in accordance with the London Plan.



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### *Health and Safety*

5.1.11 To minimise risk and control exposure, the Principal Contractor would provide input at the early detailed design stage on all activities. The Principal Contractor would ensure that all the H&S procedures are diligently monitored throughout the project.

### *First Aid*

5.1.12 Sufficient numbers of suitably qualified First Aiders would be in attendance on-site at all times. Sub-contractors would be required to provide First Aid trained staff, who would clearly be identified by badges.

### *Risk Management Guidelines*

5.1.13 It is confirmed that the Contractors would use Risk Management Guidelines (RMG's) that have been established to improve the specific assessment of risk and development of appropriate controls.

5.1.14 RMG's could be used to assist in the development of method statements, to take the place of method statements for straightforward minimal risk activities, to check submitted method statements by specialist sub-contractors, and to function as an agenda at pre-start meetings with contractors.

5.1.15 RMG's would be completed when the specialist sub-contractors are appointed:

- RMG 67; Noise and Vibration.
- RMG 72: Air Pollution and Dust.

### *Lighting*

5.1.16 Construction lighting would be sited so as to minimise visual intrusion and light spillage / pollution at nearby dwellings, as far as is consistent with the site safety requirements.

5.1.17 The Principal Contractor would comply with the Institute of Lighting Engineers document 'Guidance notes on reduction of light pollution' (2021) to a degree that is practicable and applicable to the construction works.

5.1.18 Adequate security shall be implemented to prevent unauthorised entry or exit from the site. Any site gates would be closed and locked when there is no site activity, whilst accesses would be manned during work periods.



### *Fire Escape Routes*

5.1.19 Fire escape routes, fire-fighting stations, alarm points, muster points and practice drills within the works would be as per the Principal Contractor's standard health and safety procedures and agreed with the local fire officer, all operatives, and sub-contractors.

### *Public Safety*

5.1.20 The safety of the public and protection of pedestrians would be ensured at all times, by having the construction area, materials storage areas and waste storage areas, either hoarded or fenced with lockable access. Relevant signage would be erected to ensure adequate warning/information regarding the health and safety of the general public.

### *Emergency Access*

5.1.21 Access for emergency services during the works would be from Church Street. Local emergency services would be notified of the access point before work starts on site and, in enjoyable time, in the event that access arrangements are altered during the works.

5.1.22 Emergency services would be conducted in accordance with on-site emergency procedures.

### *Asbestos*

5.1.23 An Asbestos survey would be completed at the early detailed design stage. If any Asbestos is present, this would be removed by licensed contractors only, and only after submission of the 14-day notice (ASB5) to the relevant authorities. The Health and Safety Executive (HSE) would be notified of the works prior to implementation and subsequent to completion of asbestos removal method statements. All works areas would be sealed off from members of the public. The HSE would be notified on form NNLW1.

## **5.2 Adherence to Designated Routes**

5.2.1 Routeing information would be supplied to all contractors/suppliers at the site. Records of correspondence with suppliers relating to the agreed access routes would be maintained, so that in the event of non-compliance in this matter, suppliers could be held accountable.



### **5.3 Delivery Scheduling**

5.3.1 The site would operate within timescale noted below;

- Monday to Friday: 08:00 to 18:00.
- Saturdays: 08:00 to 13:00.
- Sundays and Bank Holidays: No operation.

5.3.2 Contractors would be required to provide written justifications to WBC Officers if any deviation from the above working hours is proposed. The works outside normal hours would not commence until WBC confirms all agreed variations in writing, and further mitigation measures may be required for out-of-hours noise control.

5.3.3 The Construction Project Manager (CPM) would engage with the nearby schools to ensure that construction vehicles do not impact on school operations. Delivery scheduling for the site could be modified, if required, to ensure that construction vehicles do not impact on the school.

5.3.4 The CPM would programme all construction vehicle trips such that none takes place outside of the above hours. All suppliers would be informed of the site's hours of operation and any contractors arriving after the identified deadlines would be turned away. Deliveries would be programmed to avoid peak periods at the start and end of each day.

#### *Re-timing for Out of Peak Deliveries*

5.3.5 The supplier would be contacted and asked to provide details of a new date/ time for delivery.

#### *Re-timing for Out of Hours Deliveries*

5.3.6 The supplier would be contacted and asked to provide details of a new date/ time for delivery.

#### *Use of Holding and Vehicle Call Off Areas*

5.3.7 Pre-arranged delivery times would be set by the CPM and would be strictly adhered to in order to prevent more than one delivery vehicle accessing the site at any one time. Drivers would be required to contact the site 30 minutes before arrival to ensure a clear space. The above requirement would form part of all contract documentation with suppliers. In view of the above procedures, no 'wider' off-site vehicle holding areas are proposed in association with the proposed works.



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*Use of Logistics and Consolidation Centres*

5.3.8 It is anticipated that all materials delivered to the site would be coordinated such that consolidation centres are not required. The materials would be weighed and distributed across the vehicles, such that smaller loads could be transported together in one vehicle.

*Measures To Encourage Sustainable Freight*

- **Freight by Water** – not likely to be feasible due to location, however, contractor to confirm once appointed.
- **Freight by Rail** – not likely to be feasible due to location, however, contractor to confirm once appointed.
- **Material Procurement Measures** – If these measures are possible, further details would be provided.
- **Off-site manufacture** – If these measures are possible, further details would be provided.
- **Re-use of material on site** – If these measures are possible, further details would be provided.
- **Other Measures** – This would be further assessed once planning permission has been granted and a Full CLP is prepared.
- **Implement a contractors' staff travel plan** – This would likely be prepared as a condition of the planning consent, if deemed necessary by WBC.



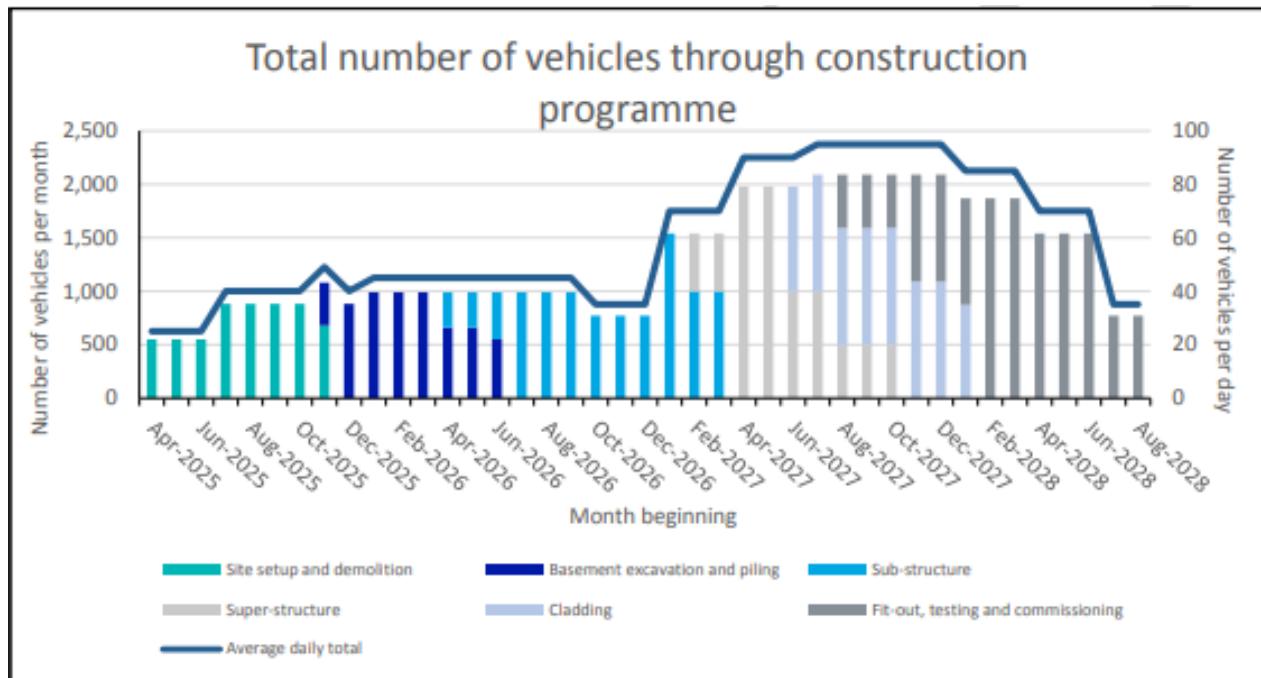
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## 6.0 ESTIMATED VEHICLE MOVEMENTS

6.1.1 [TO BE COMPLETED ONCE THE STAGES AND PERIODS ARE KNOWN AND A PRINCIPAL CONTRACTOR APPOINTED]

## ESTIMATED CONSTRUCTION VEHICLES - MONTHLY AND DAILY

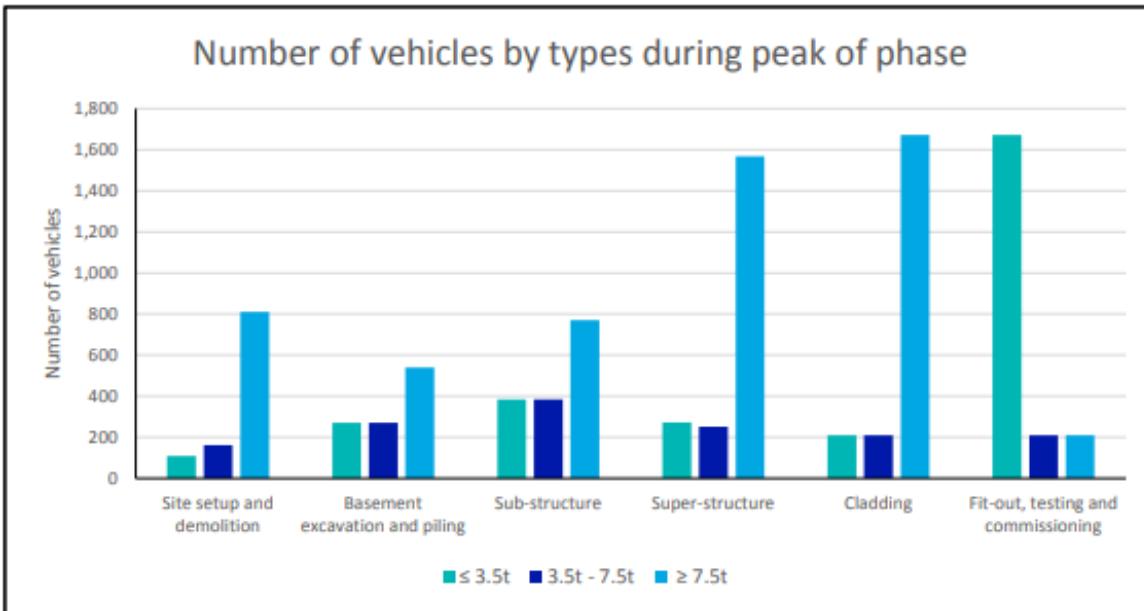
Construction Stage	Period of stage	No. of trips (monthly)	Peak no. of trips (daily)
Site setup and demolition			
Basement excavation and piling			
Sub-structure			
Super-structure			
Cladding			
Fit-out, testing and commissioning			



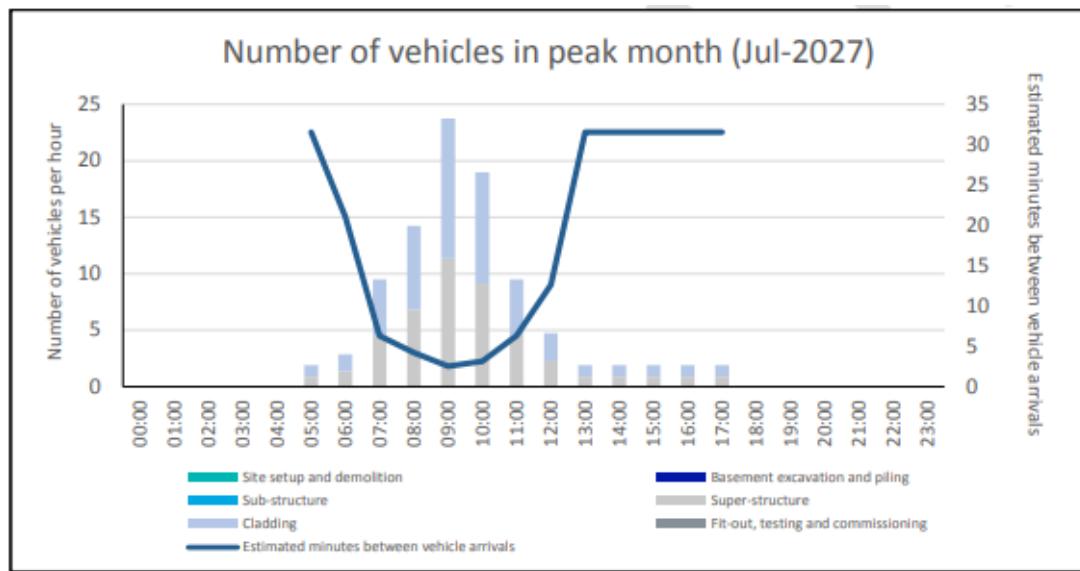
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[TO BE UNDERTAKEN SUBJECT TO CONFIRMATION FROM THE PRINCIPAL CONTRACTOR]



## 7.0 IMPLEMENTING, MONITORING AND UPDATING

7.1.1 This section describes how the CLP would be implemented and how it would be monitored. The Full CLP would include a more detailed description once a contractor has been appointed.

7.1.2 The CLP is a live document that would be updated by the Construction Project Manager (CPM), once appointed by the Principal Contractor. The CPM would consult with local residents and businesses, when necessary, to ensure that these user groups are aware of the programme of works taking place. The Construction Project Manager would deal with any complaints from local residents or businesses, and to this end, the contact details of the CPM would be displayed at the site.

7.1.3 The CPM would also review the Construction Logistics Plan monthly and would update the Plan as required. This would consider local residents, businesses and Council views on how the operation may be improved. Any significant changes to the CLP would be reported to WBC by the Principal Contractor. It is highlighted that the Principal Contractor would be a member of the 'Considerate Constructors Scheme.'

7.1.4 Details of the Construction manager will be provided in **Table 7-1** once the principal contractor is appointed.

**Table 7-1: Construction Project Manager Details**

Contact Details	
Name	
Company and Adress	
Email Adress	
Phone Number	

### *Site Management*

7.1.5 Contact details of Construction Projector Manager would be displayed at the site should local residents or members of the public have any concerns that they wish to raise. Relevant Officers at WBC would be issued with the above details after the contract is awarded. Any issues raised relating to the construction works would be taken seriously and would be addressed promptly by the CPM.

7.1.6 Safety signs and notices would be displayed at all access and egress points as well as at suitable locations across the site. Such boards would display the project particulars, contact details



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of relevant persons, site access and egress procedure, site rules, emergency procedures and health and safety information.

7.1.7 The Principal Contractor would make sure that works vehicles cause minimal obstruction or inconvenience, to the operation of the local public highway and local residents, by strict adherence to the measures set out in this CLP.

7.1.8 Site management would be responsible for seeing that all plant and materials are stored safely and securely after the workday ends.

### *General Management*

7.1.9 The following general measures would be in place:

- All parties to sign in & out (name / time) at main entrance.
- A daily record of visitors would be kept on site.
- Deliveries to site would be restricted between the hours of:
  - 08:00 to 18:00 Monday to Fridays,
  - 08:00 to 13:00 Saturdays, and no other times, including Sundays and Public Holidays.
- Trade contractors are to submit material delivery requests to the Construction Project Manager a minimum of 24 hours in advance.
- The Principal Contractor, once appointed, is to consult with all sub-contractors to inform them of the agreed vehicle routes to and from the site.
- The Contractor is to notify all suppliers that no waiting or queuing is permitted on local roads.
- No vehicles would be left unattended. No stacking of vehicles or parking within on-street parking bays would be permitted. Vehicles not adhering to the above could and would be turned away by the contractor.
- All large vehicles would load/ unload materials onsite, and all vehicles would enter and exit the site in a forward gear.
- A banksman would be provided to manage all loading activity. The banksman would additionally be tasked with ensuring that vehicles can enter and exit the site and adjacent site safely
- The Principal Contractor is to provide evidence of recycling by means of a waste data receipt/ form, which would be forwarded on to the Construction Project Manager.
- Implementing an effective procedure to deal with complaints from third parties to ensure issues are dealt with efficiently and quickly, via an advised and dedicated telephone number.



## 7.2 *Ongoing Management*

7.2.1 This Framework CLP has been prepared by Odyssey on behalf of Speedy Fuels Ltd (hereafter referred to as '*The Applicant*'), in respect of a forthcoming planning application proposing the construction of a HGV fuelling facility at the former Grove Service Station, on the Old Bath Road, Charvil, Twyford.

7.2.2 For further details and assistance in implementing or updating the CLP, please contact:

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Fax: 020 7620 1168

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web: [www.odysseyconsult.co.uk](http://www.odysseyconsult.co.uk)



**DRAWINGS**

