Lakeside MRF Ltd

Odour Management Plan

Coventry Recycling Facility
Templar Avenue
off Torrington Avenue
Coventry
CV4 9AP

WESTBURY ENVIRONMENTAL

PROVIDING SOLUTIONS, ENSURING COMPLIANCE

T 01952 879705 E info@westburyenv.co.uk

A Agriculture House, Southwater Way
Telford, Shropshire, TF3 4NR

W www.westburyenv.co.uk

Document Control Table

Project Reference	25/008f
Project Title	Environmental Management System
Document Title	Odour Management Plan V3
Document Issue Date	04 February 2026
Client	Lakeside MRF Ltd
Status	Issued

Change Log

Version	Changes	Produced by	Checked by	Date
1	Original Odour Management Plan.	Sian Wilcox	Tracey Westbury	30 September 2025
2	Changes 1.3, 2.2, 2.7, 4.2, 4.5, Table 2.1. Removed 5.6, 5.7.	Vicky Cawley	Tracey Westbury	24 October 2025
3	Changes to: drawing version numbers. Paragraph 2.6, 2.7, 2.11.	Vicky Cawley	Tracey Westbury	04 February 2026

Contents

Tables

Figures

Drawings

Drawing No. 25/008a 002	V4	Site Layout Plan
Drawing No. 25/008a 003	V1	Sensitive Receptor Plan

Appendices

1. Introduction

1.1. Westbury Environmental Limited have prepared this Odour Management Plan (OMP) on behalf of Lakeside MRF Ltd (the Operator) at Coventry Recycling Facility, Templar Avenue, off Torrington Avenue, Coventry, CV4 9AP (Site).

1.2. The Environmental Permit Ref. EPR/KP3598CM (Permit) allows for the transfer and treatment of household, commercial and industrial waste.

1.3. This version of the OMP has been prepared to account for the changes made to the Permit. These changes include the increase in annual throughput, tonnage of waste stored on Site and waste codes to be accepted.

1.4. This OMP is structured as follows:

- Section 1 provides an introduction and overview to the Site, including Site setting.
- Section 2 provides a summary of the operations at the Site and the potential sources of odour.
- Section 3 details the receptors sensitive to odour.
- Section 4 describes the ways in which odour is managed and controlled.
- Section 5 describes the ways in which odour is monitored.
- Section 6 outlines the procedure to be followed in the event of a complaint.
- Section 7 describes the complaints contingency plans.
- Section 8 describes emergency measures.

Scope

1.5. This OMP outlines the methods which the operator will use to systematically assess, reduce and where possible, prevent odorous emissions from Coventry Recycling Facility.

1.6. In addition, this OMP outlines the roles and responsibilities of individuals associated with the operation of the Site. The measures to be implemented to control odorous emissions from the Site are described and justified in line with '*H4 Odour Management'* guidance, last updated April 2011.

1.7. When determining the severity of odour pollution, several factors have been taken into consideration:

- Frequency of detection.
- Intensity as perceived.
- Duration of exposure.
- Offensiveness.
- Receptor sensitivity.

Site Information

1.8. The Site is accessed via Torrington Road. The grid reference for the entrance to the Site is SP 29367 77791.

1.9. The Site is in a Flood Zone 1 (low risk). There is a very low risk of flooding from rivers / seas reported for the Site. There is a very low risk of flooding from surface water reported for the Site.

1.10. The Site is not located within a Groundwater Source Protection Zone.

1.11. The Site is located within Coventry City Council AQMA. The declared pollutant in this AQMA is Nitrogen Dioxide (NO2).

Site Management and Using this OMP

1.12. A copy of the OMP must be readily available to all members of staff.

1.13. This OMP forms part of the Environmental Management System (EMS) for the Site. Procedures and forms referenced within the OMP are included within the EMS. Completed forms (records) will be kept, as required by conditions included in the Environmental Permit.

1.14. The contents of this OMP including odour prevention measures will be implemented on the Site through procedures within the EMS. The EMS includes an Environmental Training Checklist that includes all the required training for Site staff. This checklist includes odour prevention procedures. The training undertaken by each member of staff is recorded on their own training record as part of the EMS.

1.15. This OMP is considered a 'live' document. This means that where appropriate, this OMP will be updated in line with changes to the requirements of the Site. It is the responsibility of the Site Manager to be fully aware of the changing requirements at the Site.

2. Waste Operations

2.1. The operations carried out at the Site include the importation, screening/sorting and storage of household, commercial and industrial waste.

2.2. Incoming waste is tipped in the dedicated covered waste treatment area in the southern part of the Site. Waste is hand sorted or mechanically treated in the northern part of the Site, before being moved to dedicated storage areas based on waste type.

Waste Deliveries

2.3. The Site may receive deliveries throughout any working day. The total amount of deliveries received differs from day to day.

2.4. Waste acceptance procedures within the EMS are adhered to, to ensure that only suitable waste is accepted. Only those waste codes detailed in the Environmental Permit will be accepted and stored on Site.

Waste Storage

2.5. Waste types to be stored on the Site is solid waste. The Permit does not allow the acceptance of wastes in the form of sludges or liquids.

2.6. Incoming waste is initially sorted by hand in the waste segregation area with larger items of waste moved to the designated storage bay or shredded in the shredder in the waste segregation building. Smaller items are moved to the picking line and sorted prior to moving to the designated bay.

2.7. Outgoing shredded waste is stored in the Waste Segregation Building. All other waste is stored outside on an impermeable surface with discharge to mains sewer. The Site drainage layout is shown on the Drainage Plan see Drawing No. 25008a 004 V2 Drainage Plan.

2.8. No more than 1,000 tonnes of waste shall be stored on Site at any one time.

2.9. The storage time of any waste that has the potential to produce odour is minimised to reduce the risk of odour emissions generating over time.

2.10. The storage locations are shown on Drawing No. 25/008a 002 V4 Site Layout Plan.

Management of the Waste Piles

2.11. Site staff will manage the waste stockpiles to ensure that they are in accordance with the Site Layout Plan with regard to what waste is stored where and the maximum volumes. Waste is added to stockpiles/waste in bays until such time as that waste is removed from site. The requirements of the Waste Storage Procedure will be implemented to ensure that stock rotation is actioned so that waste is removed on a first in first out principle and that the waste storage areas are regularly cleaned and cleared to avoid the build-up of fluff and dust.

Sources of Odour

2.12. The Environmental Permit allows for the acceptance of waste types that could give rise to odour. Malodorous wastes will not be accepted at the Site and will be rejected in accordance with procedures included in the EMS.

2.13. Table 2.1 presents potential odour sources, their release points, the material odour potential, and factors that may influence the rate of emissions and the potential for variation in the volume of odorous emissions.

Table 2.1: Potential Odour Sources

Potential Odour Source	Waste codes	Release Point(s)	Factors that influence odour emissions	Potential for Variation
Acceptance / Storage of potentially odorous wastes.	02 01 03 Plant-tissue waste. 02 02 03 Animal by-products unsuitable for consumption 02 03 04 Fruit/veg/cereal processing waste. 15 01 02 Plastic packaging. 15 01 06 Mixed packaging. 19 02 03 Premixed wastes composed only of non-hazardous wastes. 19 05 01 Non-composted fraction of municipal and similar wastes. 19 05 03 off-specification compost. 19 12 12 mixtures of paper, cardboard, plastic glass and metal and other non-hazardous wastes from the processing of dry mixed recyclable and source segregated recyclable wastes. 20 01 08 Food waste. 20 02 01 Biodegradable garden/park waste. 20 03 01 Mixed municipal waste. 20 03 02 Waste from markets.	Tipping in the waste segregation area. Movement/handling of waste. Waste screening. Waste storage.	Composition of incoming loads. Quantity of throughput. Environmental factors including temperature and airflow. Duration of storage.	Environmental factors have a higher potential for variation: Higher temperatures will lead to an increased rate of digestion which will increase odour. Higher wind speeds can lead to an increased dispersion rate.

2.14. Table 2.2 describes the intensity of odour and provides a description by which to measure the intensity.

Table 2.2 Odour Intensity

Odour Intensity	Criteria
Negligible	No detectable odour.
Low	Faint odour (barely detectable).
Moderate	Moderate odour easily detectable while walking (possible interference).
High	Strong odour (bearable, but offensive).
Severe	Very strong odour (almost unbearable).

Risk Matrix

2.15. The odour risk in any event can be established using the risk assessment matrix given in Table 2.4 Risk Matrix, below.

Table 2.3 Risk Matrix

		Sensitivity		
		Low	Medium	High
Intensity	Negligible	Negligible	Low	Low
	Low	Low	Low	Medium
	Moderate	Low	Medium	Medium
	High	Medium	Medium	High
	Severe	Medium	High	Very High

2.16. The odour risk assessment is an on-going process. Changes to odour sources and risk can change with potential changes in operational conditions. The odour risk assessment should be reviewed whenever the Site undergoes an operational change which could affect odour.

Odour Pathways

2.17. In the event of a complete odour mitigation failure, such as the acceptance, treatment and storage of malodorous waste, odour could be transported from its source to nearby receptors via the atmosphere. The degree of dispersion and subsequently, the severity of malodour experienced by nearby receptors is determined by atmospheric stability and wind speed/direction.

2.18. Despite these factors being instrumental in determining the severity of malodour experienced, it is considered that odour impacts can occur in almost any weather condition.

Meteorological Data

2.19. The most significant meteorological factors which determine severity of odour experienced by nearby receptors are the predominant wind direction and wind speeds.

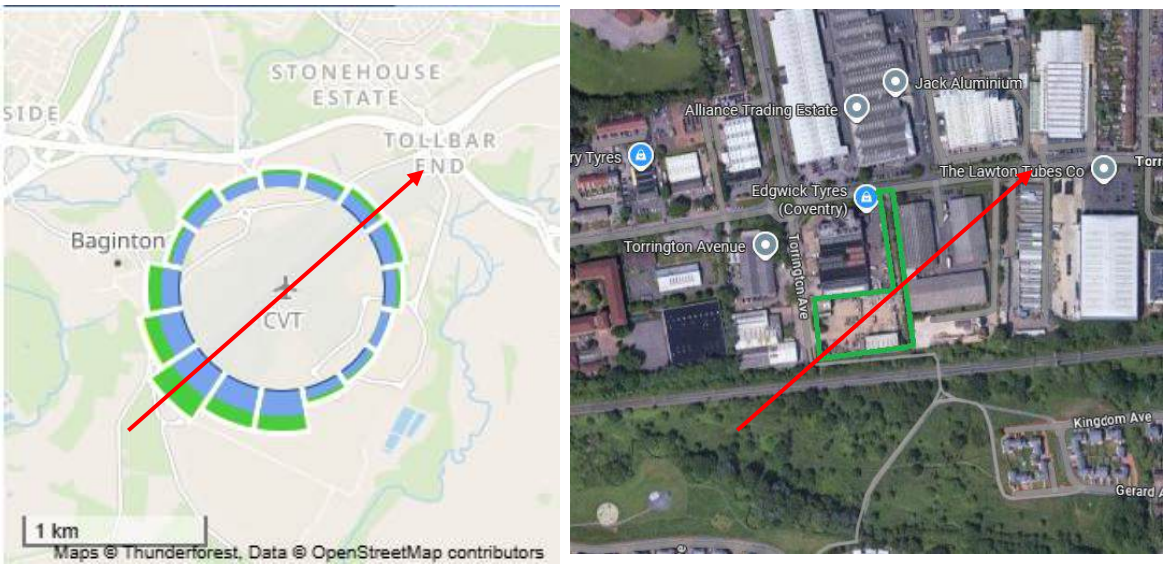
2.20. Wind direction data for the Site has been obtained from Coventry Airport Weather Station, located approximately 6.5km southeast of the site, see Figure 2.1 Windrose from Coventry Airport Weather Station. The Windrose data has been used to determine the likelihood of surrounding receptors being affected by odorous emissions from the Site in the absence of sufficient mitigation.

2.21. There are areas of woodland located to the south, southeast and southwest of the Site that could potentially screen the Site from the impacts of wind from the predominant wind direction.

2.22. The Site is surrounded by commercial buildings that form part of the industrial estate that the Site is situated in. The surrounding buildings may screen the Site from the impact of wind from other directions.

2.23. The predominant wind direction at the Site is from the southwest.

Figure 2.1 Windrose from Coventry Airport Weather Station



3. Sensitive Receptors

3.1. The Site is situated in an industrial estate, with commercial buildings to the west, northwest, north, northeast and north. There is a railway track, areas of woodland and fields immediately southwest, south and southeast of the Site.

3.2. Specific odour sensitive receptors to be considered in this OMP are detailed in Table 3.1 Potential Odour Sensitive Receptors Within 1km.

3.3. A Sensitive Receptors Plan, with a radius on 1km has also been created which illustrates the location of nearby Sensitive Receptors, see Drawing No. 25/008a 003 V1 Sensitive Receptors Plan.

Table 3.1 Potential Odour Sensitive Receptors Within 1km

Receptor	Type of Receptor	Bearing from the Site	Approximate distance to receptor boundary from nearest point on boundary(m)
Refurbdoctor	Commercial	North	0
Reed Carpeting	Commercial	East	5
Recreation Area	Amenity	South	50
Finham Park	School	West	80
LPG Cars	Commercial	West	100
Kite Packaging Ltd	Commercial	North	120
Kingdon Avenue	Residential	Southeast	150
Charter Academy	School	South	185
Peppenham Green	Residential	South	196
Arden Grove	Residential	Northwest	210
Westcotes	Residential	Northeast	265
Templar Primary School	School	Northwest	290
Ten Shilling Wood LNR	Protected Habitat	Southwest	550
Prior Deram Park	Amenity	Southeast	680
Limbrick Wood LNR	Protected Habitat	Northwest	700
A45	Road	East	765
Park Wood LNR	Protected Habitat	Southwest	820
University of Warwick	School	South	840

3.4. The nearest residential receptor is Kingdon Avenue, located 150m southeast of the Site. This residential receptor is not located in the predominant wind direction. A railway line, areas of woodland and fields separate the residential area from the Site.

3.5. Residential receptors to the northeast are located in the predominant wind direction. The residential receptors to the northeast are located 265m from the boundary of the Site. The part of the boundary nearest to this receptor consists of the access road leading to the operational area of the Site. A number of commercial buildings, and Torrington Avenue sit between the operational area of the Site and these receptors.

3.6. There are local nature reserves located within 1km of the Site. These are located 550m southwest, 700m northwest and 820m southwest. These nature reserves are not located within the predominant wind direction from the Site. A number of buildings that form part of the industrial estate and surrounding residential areas, Torrington Avenue, and other minor public highways such as B roads and roads within residential estates, sit between the Site and the local nature reserves.

Other Sources of Odour

3.7. Activities carried out by surrounding businesses on the industrial estate could be considered to be sources of odour dependant on the nature of the activities. The following business types may contribute to odour emissions in the vicinity of the Site:

- Concrete Batching Plant – Potential odour emissions from the production of concrete.
- Vehicle Repair and Paint Shops – Potential odour emissions from solvents, paints and duels.
- Tyre and Auto Services – Potential rubber and petroleum-based odours.
- Logistics and warehousing – Stored materials could potentially produce odour under certain conditions.

4. Odour Management and Control

Odour Control Measures

4.1. Malodorous waste loads will not be accepted at the Site, and will be rejected in accordance with procedures included in the EMS.

4.2. Waste loads are delivered to Site and tipped in the covered waste segregation area. The covering of the tipping area mitigates potential odours generated by the tipping of waste, and any odours generated in the time that mixed waste is stored in this area prior to being transported to the picking line for manual sorting, see Drawing No. 25/008a 002 V4 Site Layout Plan.

4.3. The cover of the picking line minimises the risk of odour emissions escaping during the sorting process.

4.4. Sorted waste is stored outside in dedicated bays based on waste type. The individual bays ensure that sorted waste types are not mixed.

4.5. Gypsum containing wastes that are accepted under the environmental permit have the potential to generate odour if they become wet. Any gypsum containing wastes are stored in a sealed container to prevent water ingress.

4.6. Storage times of wastes are minimised where practicable to minimise the risk of stored wastes becoming odorous.

4.7. Any odorous waste types are stock rotated on a first-in-first-out basis to minimise the amount of time that odorous wastes are stored.

4.8. Waste storage and treatment areas are regularly cleared and cleaned to reduce the potential for significant odour emissions.

Summary of Odour Management and Control

4.9. Potential sources of odour, their release points and mitigation measures are addressed in Table 4.1. Mitigation measures that require monitoring are also discussed in Section 5 of this report and in the EMS.

Table 4.1 Potential Odour Sources, Receptors and Mitigation Measures

Potential Odour Source	Pathway	Receptor	Mitigation Measures
Reception, handling and storage of odorous waste.	Atmospheric dispersion causing air transport then inhalation.	Surrounding sensitive receptors	• Storage times of wastes are minimised where possible. • Gypsum containing wastes that are accepted under the environmental permit, such as plasterboard, is stored in a sealed container to precent water ingress. • Odorous wastes are stock rotated on a first-in-first-out basis. • Operational areas are subject to regular housekeeping. • Daily olfactory monitoring is undertaken on the Site. • It is considered unlikely that further odour abatement will be necessary; however, if it does become necessary, the Operator will consider the use of deodorisers or ‘atomisers’ onsite.

5. Odour Management and Monitoring

Implementation of Odour Management

5.1. The Site is operated in accordance with the Environmental Permit and EMS.

5.2. The Site Manager is responsible for the implementation of the OMP and for ensuring that the mitigation strategies in place are adhered to. Where the Site Manager is unavailable to oversee the implementation of odour management, a suitably experienced Site operative will be allocated responsibility.

5.3. The effectiveness of the OMP is to be reviewed every year or when a change in operations is deemed to have the potential to increase odour emissions at the Site. The review process will amend any mitigation measures that have been identified as areas for improvement in reducing odour emissions on Site.

5.4. All staff members have the necessary training to deliver odour mitigation measures detailed within this OMP. All staff are given training on the EMS for the Site, which includes an Odour Control Procedure, see Appendix 1. Where new odour control measures are to be implemented, refresher training will be provided to ensure staff remain competent. This training is delivered by the Site Manager.

5.5. The Site Manager will complete a daily inspection report and review any issues that are raised on a weekly basis. A copy of the Daily Inspection Checklist is included as Appendix 2.

Routine Olfactory Monitoring (Daily)

5.6. The Site Manager ensures that routine odour inspections are conducted on a daily basis and this monitoring will be undertaken by a suitably trained member of staff.

5.7. The potential sources of odour have been identified in section 2. These potential sources of odour will be monitored during the daily routine olfactory monitoring.

5.8. If a non - routine odour inspection is required; monitoring personnel should be chosen from staff that are unlikely to suffer from odour fatigue. All staff responsible for checking odour will receive specific training from Site management on odour inspection.

5.9. Inspections are completed with due regard to meteorological conditions on the day as well as forecasted conditions, potential odour sources and the location of off-Site potentially sensitive receptors.

5.10. The risk matrix measures the odour risk to off-site receptors during operational hours. If the risk increases, inspections will occur twice daily. During these times, a systematic and documented inspection of the operations area will be conducted.

5.11. Additional surveys may be undertaken at the direction of the Site Manager during periods when there is no established pathway between the Site and potentially sensitive off-Site receptors to qualify the presence or absence of odour from any source beyond the Site boundary.

5.12. Details of monitoring shall be written in the Site Diary, including weather conditions and actions. This will be in the General Office and will be updated daily.

5.13. The ‘Inspector’ must meet specific criteria to carry out these investigations:

- The Inspector should not smoke or consume any strongly flavoured food or drink for at least half an hour before the assessment is carried out.
- The consumption of confectionary or soft drinks should be avoided immediately before and during the assessment.
- Perfumes/deodorants or any other strong scented toiletries should not be applied immediately before or during an assessment.

- If the monitoring personnel has a cold or a sore throat that inhibits the ability to detect odours, then an alternative Inspector should be utilised. If this is impossible, then the condition of the Inspector should be noted in the assessment report and the Site Diary.

Contingency Planning

5.14. Should the odour management fail (odour is identified) whilst monitoring any of the sources of odour listed, then the acceptance of odorous waste will cease, and the odorous material will be taken off Site for disposal at a suitably licensed waste management facility.

5.15. Receipt of odorous waste shall not recommence until the source of the failure has been identified.

5.16. Should the failure be identified as a procedural failure, this Odour Management Plan will be reviewed and updated to account for the necessary change.

6. Odour Action Plan

Complaints Procedure

6.1. The on-Site EMS contains a Complaints Procedure for responding and dealing with complaints. An Odour Complaints Form will be available on Site. A copy of the Complaints Form is provided as Appendix 3.

6.2. In accordance with the EMS complaints procedure, an Odour Complaints Form must be completed and filed, whenever an odour complaint is received.

6.3. The Odour Complaints Form records:

- Who made the complaint.
- What the complaint was about.
- What has been done to resolve the issue.
- What has been done to ensure it does not happen again.

6.4. Once recorded, any odour complaint will be investigated in accordance with the Complaints Procedure. Investigation of complaints is the responsibility of the Site Manager.

6.5. If the excessive odour emission has been caused by a procedure not being carried out correctly, then staff will undertake repeat EMS training on the odour control procedures and site management. If the emission is identified to be a procedural fault, the relevant procedure will be updated and communicated to all relevant staff.

6.6. In all cases, and where the information is available, all complaints will be acknowledged and investigated, with resultant actions reported to all parties involved with the complaint. Any complaints received by the Environment Agency or Local Authority relating to odour emissions from the Site will be dealt with on the same day or as soon as notification is received.

6.7. Where additional time is required to implement the appropriate corrective or preventative action, the complainant will be contacted with details on the actions to be implemented and the estimated timescales for completion. The maximum response time for contacting a complainant will be two working days.

6.8. Should numerous complaints be received at the Site regarding the same issue, the cause of the complaint(s) will be investigated in accordance with the Accidents, Incidents & Complaints Procedure within the EMS.

6.9. Operations on the Site will cease or be reduced should excessive odour emissions be identified following the implementation of other mitigation measures or when instruction from the Environment Agency to cease operations has been received.

Emission Incident / Complaint Response

6.10. Upon detection of a significant odour emission or receipt of a complaint regarding odour, the following actions will be taken:

- Inspection of the reported location of the emission.
- If an emission is identified, then measures will be actioned to quarantine this waste and remove it off Site.
- If no emission is observable, the investigation will identify the activities ongoing at the time the emission was reported to determine if the Site was likely to be the source of the emission.
- If the investigation reveals an on-going cause of an emission, then that activity will cease/ waste will be removed from Site, if remedial measures cannot stop the emission.
- Activities can resume if appropriate mitigation/remedial action is implemented to prevent any further emission.
- An incident / complaint report form will be completed in accordance with the requirements of the EMS, see Appendix 3 Complaints Form.

6.11. In addition to the above, the following actions will be taken following an incident that caused a significant emission from the Site or an emission that gave rise to pollution:

- The Environment Agency will be notified in accordance with the notification form in the permit. This notification form is included in the EMS.
- The complainant(s) (if any) will be notified promptly to inform the complaint is being investigated and estimated timescales for an update/remedy.
- Recording of the reason and action, to prevent recurrence.
- Consideration as to whether the Odour Management Plan requires updating.
- Updating of the Odour Management Plan (if required).

6.12. If the emission is because of a procedure not being implemented properly, then staff will receive repeat EMS training on the odour control procedures and site management.

Engagement with the Community and Neighbouring Businesses

6.13. The Site Notice Board will be placed at the entrance of the Site with the following information:

- The operator's name: Lakeside MRF Limited.
- An emergency contact name and telephone number.
- A statement that the Site is permitted by the Environment Agency.
- The Environmental Permit Reference.
- The Environment Agency national numbers, 03708 506506 and 0800 807060 (incident hotline).

6.14. The provision of the above information will ensure that members of the community can contact the Operator should they be concerned by odour or wish to make a complaint. This also applies to any events that may happen when the Site is unmanned / not operational.

6.15. Interaction with the neighbouring business will mainly be conducted verbally via telephone.

6.16. The Site Manager / Director will make the phone call to the neighbouring business. A phone call will be made to the neighbouring business if the Routine Olfactory Monitoring has identified odour or there has been a complaint made.

7. Complaints Contingency Plans

7.1. In the event of an odour complaint being substantiated, the following contingency plans will be implemented.

7.2. The Site Manager or their delegate will conduct an off-Site, subjective odour survey as soon as practicable.

7.3. If the source of the odour cannot be identified from an off-Site survey, an on-Site survey will be conducted to identify the odour source.

7.4. If on-Site odour source(s) are identified, the appropriate corrective and preventative measures will be taken.

8. Emergency Measures

8.1. The following hazards could result in the release and loss of control of odorous substances resulting in unacceptable short-term impacts on nearby sensitive receptors.

- Odour control failure.
- Containment failure.
- Mechanical/ power failure.
- Fire.

Odour Control Failure

8.2. In usual operation of the Site, waste will be stored for very short residence times. Waste acceptance procedures will ensure significantly odorous waste is not accepted.

8.3. It is considered unlikely that odour emissions will occur during normal operation.

8.4. There is no active odour control measures that are liable to failure.

Containment Failure

8.5. The Operator will maintain storage bays and containers so that they are fit for purpose. Spill kits are also available on Site to mitigate any localised spills.

Mechanical / Power Failure

8.6. All equipment and storage facilities will be maintained in accordance with the Maintenance Procedure within the EMS.

8.7. In the event of a failure which could or has resulted in an odour emission, waste imports will cease until the equipment has been restored.

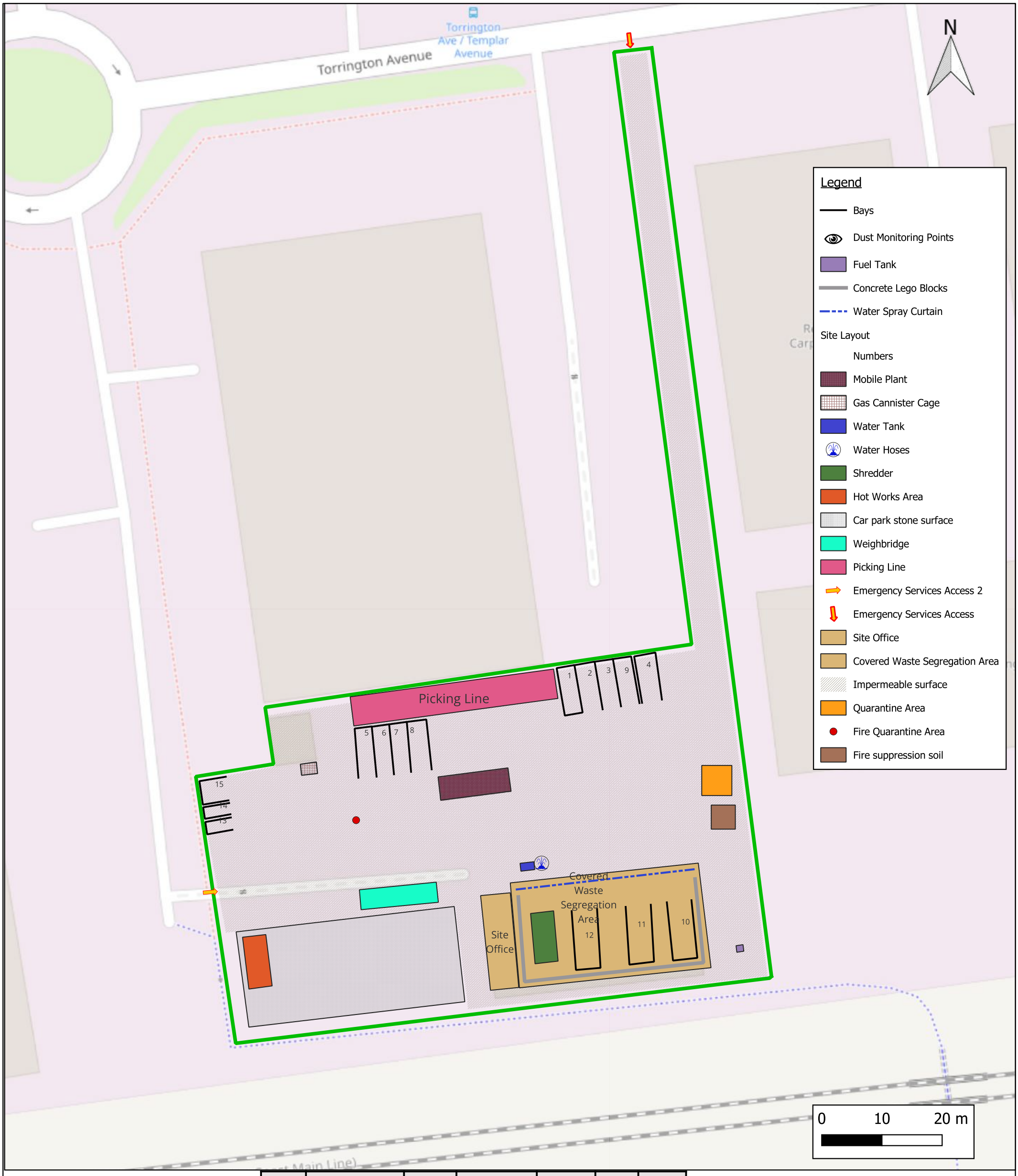
8.8. If waste cannot be removed from the Site (transport / issues with receiving facility), waste will be contained on the Site.

Fire

8.9. The risk of fire on site is minimised and managed by way of implementing the requirements of the approved Fire Prevention Plan.

Drawings

Drawing No. 25/008a 002 V4	Site Layout Plan
Drawing No. 25/008a 003 V1	Sensitive Receptors Plan



Operator: Lakeside MRF Limited

Site Address: Coventry Recycling Facility
Templar Avenue
Coventry
CV4 9AP

Drawing: 25/008a 002 V4 Site Layout Plan

Scale 1:600 @A3

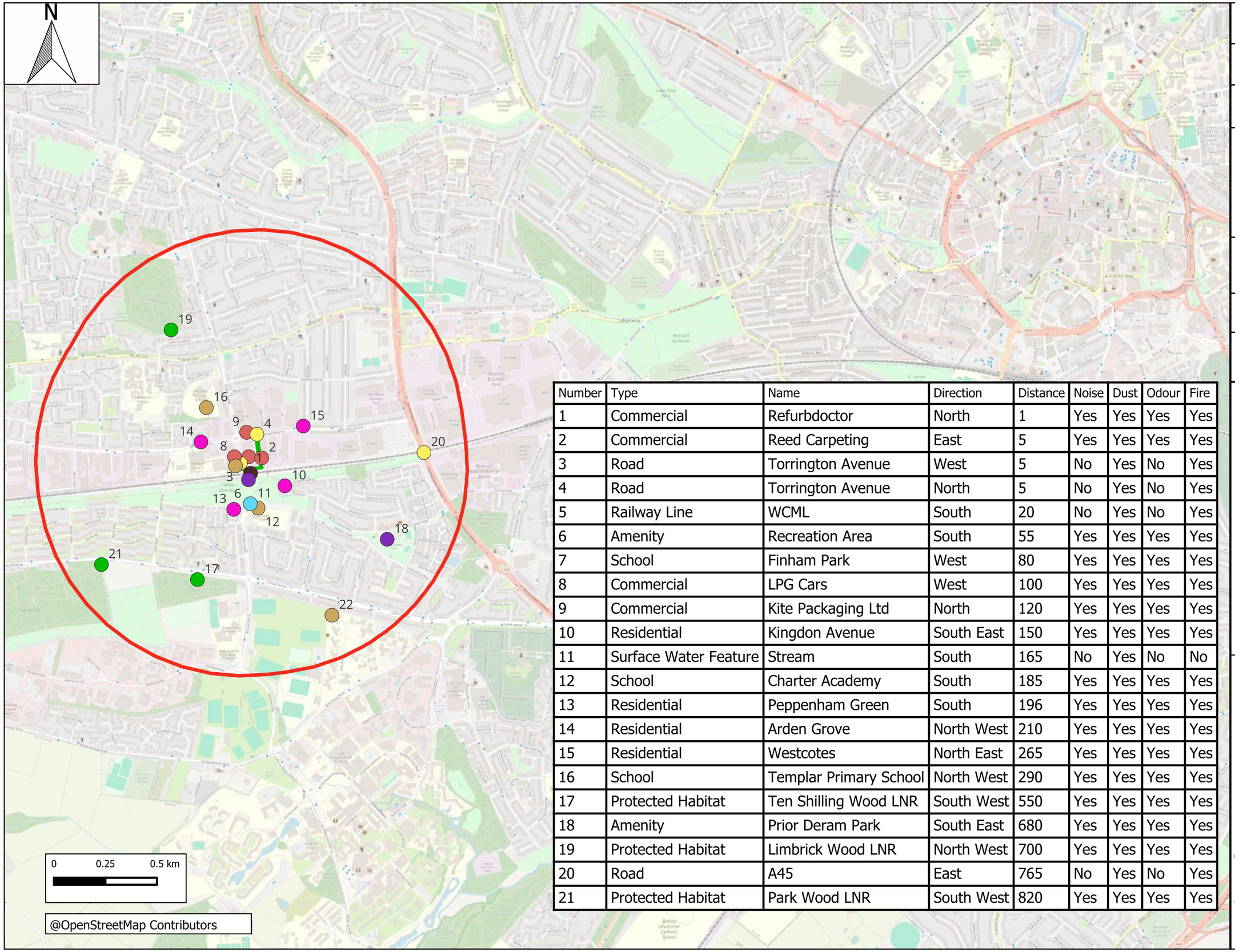
Drawn by: VC

Created: 28th August 2025

Version Control:
10/10/2025 V2 moved weighbridge and hotworks
23/10/2025 V3 Added shredder
04/02/2026 V4 Bays drawn to scale,Waste table updated, quarantine area added, legen updated.
WEEE, Asbestos, and Tyres added.

Number	Waste Type	Container	Dimensions	PileVolume	FPP Vol	Duration
1	Metal	Bay	8m x 3m x 3m	48m3	300m3	3 months
2	Plasterboard	Bay	8m x 3m x 3m	48m3	N/A	N/A
3	Inert Soil/concrete	Bay	8m x 3m x 3m	48m3	N/A	1 week
4	POPS Waste	bay	8m x 3m x 3m	48m3	300m3	1 week
5	Metal	Bay	8m x 3m x 3m	48m3	450m3	3 months
6	Wood	Bay	8m x 3m x3m	48m3	300m3	3 months
7	Plastic	Bay	8 x 3m x 3m	48m3	300m3	3 months
8	uPVC Frames	Bay	8m x 3m x 3m	48m3	300m3	3 months
9	Residual Waste	Bay	8m x 3m x 3m	48m3	300m3	1 week
10	Incoming Mixed Waste	Bay	10m x 4m x 3.6m	144m3	300m3	1 week
11	Outgoing shredded waste	Bay	10m x 4m x 3.6m	144m3	300m3	28 days
12	Outgoing Shredded Waste	Bay	10m x 4m x 3.6m	144m3	300m3	28 days
13	WEEE	12 yard Skip	3.7m x 1.8m x 1.7 m	11m3	n/a	3 months
14	Asbestos	12 yard skip	3.7m x1.8m x 1.7m	11m3	450m3	3 months
15	Tyres	Bay	4m x4m x4m	36m3	300m3	3 months

WESTBURY ENVIRONMENTAL
PROVIDING SOLUTIONS, ENSURING COMPLIANCE
T 01952 879705 E info@westburyenv.co.uk
A Agriculture House, Southwater Way
Telford, Shropshire, TF3 4NR
W www.westburyenv.co.uk



Number	Type	Name	Direction	Distance	Noise	Dust	Odour	Fire
1	Commercial	Refurbdoctor	North	1	Yes	Yes	Yes	Yes
2	Commercial	Reed Carpeting	East	5	Yes	Yes	Yes	Yes
3	Road	Torrington Avenue	West	5	No	Yes	No	Yes
4	Road	Torrington Avenue	North	5	No	Yes	No	Yes
5	Railway Line	WCML	South	20	No	Yes	No	Yes
6	Amenity	Recreation Area	South	55	Yes	Yes	Yes	Yes
7	School	Finham Park	West	80	Yes	Yes	Yes	Yes
8	Commercial	LPG Cars	West	100	Yes	Yes	Yes	Yes
9	Commercial	Kite Packaging Ltd	North	120	Yes	Yes	Yes	Yes
10	Residential	Kingdon Avenue	South East	150	Yes	Yes	Yes	Yes
11	Surface Water Feature	Stream	South	165	No	Yes	No	No
12	School	Charter Academy	South	185	Yes	Yes	Yes	Yes
13	Residential	Peppenham Green	South	196	Yes	Yes	Yes	Yes
14	Residential	Arden Grove	North West	210	Yes	Yes	Yes	Yes
15	Residential	Westcotes	North East	265	Yes	Yes	Yes	Yes
16	School	Templar Primary School	North West	290	Yes	Yes	Yes	Yes
17	Protected Habitat	Ten Shilling Wood LNR	South West	550	Yes	Yes	Yes	Yes
18	Amenity	Prior Deram Park	South East	680	Yes	Yes	Yes	Yes
19	Protected Habitat	Limbrick Wood LNR	North West	700	Yes	Yes	Yes	Yes
20	Road	A45	East	765	No	Yes	No	Yes
21	Protected Habitat	Park Wood LNR	South West	820	Yes	Yes	Yes	Yes

Client: Lakeside MRF Ltd

Sensitive Receptors Plan

Reference: 25/008a 003

Coventry Recycling Facility,
Templar Avenue,
Off Torrington Avenue,
Coventry,
CV4 9AP

Scale: 1:17,000

26th August, 2025

Created by: VC

Legend

Sensitive Receptors

- Amenity
- Commercial
- Protected Habitat
- Rail Line
- Railway Line
- Residential
- Road
- School
- Surface Water Feature

WESTBURY ENVIRONMENTAL
PROVIDING SOLUTIONS, ENSURING COMPLIANCE
T 01952 879706 E info@westburyenv.co.uk
A Agriculture House, Southwater Way
Telford, Shropshire, TF3 4NR
W www.westburyenv.co.uk

Appendix 1

Odour Control Procedure

Procedure No. 4.4 Odour Control V.1 September 2025

Purpose: To ensure that odours from the Site do not cause a nuisance to sensitive receptors.

	RESPONSIBLE PERSON	RECORD
1. This Procedure implements the odour control measures included within the Odour Management Plan.		
2. The Environmental Permit allow for the acceptance of the following waste types that have the potential to be odorous: • 20 01 08 biodegradable kitchen and canteen waste • 20 03 01 mixed municipal waste		
3. Strongly malodourous wastes will not be accepted on to the Site and will be rejected in accordance with the Waste Rejection Procedure.		
4. Any vehicles arriving at the Site that may contain potentially malodorous waste will be enclosed or sheeted.		
5. Waste storage times will be limited to minimise the risk of wastes stored on Site becoming odorous.		
6. Odorous wastes are stock rotated on a first-in-first-out basis to minimise the length of time that odorous wastes are stored.		
7. General housekeeping and regular cleaning of waste storage areas and operational areas is carried out on Site to further reduce the potential for significant odour emissions.		
8. **Monitoring**		
9. Olfactory monitoring (sniff testing) will be undertaken on the Site in accordance with Odour Management Plan, including: • Once per day, around midday, when the risk magnitude is Low or Medium/Low. • Twice per day when the risk, once in the morning and once in the afternoon, when the risk magnitude is Medium. At least every 3 hours when the risk magnitude is High.		
10. Staff responsible for completing odour surveys should: • Not smoke or eat/drink strongly flavoured items for thirty minutes before the odour survey. • Not eat/drink sweet items immediately before or after the odour survey. Not complete odour surveys if they have an illness which can impact the odour survey e.g., cold, sore throat.		
11. Once the above is completed, the Site Manager will determine the action to take using the Risk Matrix in the Odour Management Plan.	Site Manager	
12. **Complaints**		
13. In the event of a complaint of odour being received, the Accidents, Incidents and Complaints Procedure should be followed.	Site Operative	Procedure No 5.1 Environmental Accidents / Incidents / Complaints

	RESPONSIBLE PERSON	RECORD
14. Should a complaint regarding odour be received by the Site, the complaint will be recorded on Complaints Form and investigated in accordance with the Complaints Procedure.	Site Operative	Form No 5.1c Complaints Form
15. The Complaints Form records who made the complaint, what the complaint was about and what has been done to resolve the issue and make sure this does not happen again.	Site Operative	
16. The Site Manager must identify what caused the odour emission to be generated. If the excessive odour emission has been caused by a procedure not being carried out properly, then staff will receive repeat EMS training on the odour control procedures and site management.	Site Manager	
17. In all cases, and where information is available, all complaints will be acknowledged and investigated, with resultant actions reported to the complaint. Any complaints received by the Environment Agency or Local Authority relating to odour emissions from the Site are dealt with on the same day.		

Appendix 2

Daily Inspection Checklist

Form No. 3.3a Inspection Checklists **V.1 September 2025**

Daily Inspection Checklist

Item	Aspects for Inspection	Checked?	Remedial Action	Actioned By
Weather Conditions	Confirm whether conditions have been recorded in the Site Diary.	☐		_____
Litter	Check the vicinity of the Site Office and Weighbridge area for litter.	☐		_____
	Check the waste storage areas for litter.	☐		_____
	Check the waste processing area for litter.	☐		_____
	Check the site boundary (fencing etc.) for litter.	☐		_____
Fire	Complete a Fire watch on plant/equipment. Any evidence of fire/significant heat?	☐		_____
	Complete a Fire watch on combustible waste stockpiles. Any evidence of fire/significant heat?	☐		_____
	Check plant/vehicles 30 minutes after use to ensure they are sufficiently cooled.	☐		_____
Spill Kits	Check that spill kits are available.	☐		_____
Waste Storage	Check that the volume of stockpiles of waste is contained within storage bays.	☐		_____
Roads	Check that the public highway is clear of mud and debris.	☐		_____

Item	Aspects for Inspection	Checked?	Remedial Action	Actioned By
Dust Emissions	Check that there are no significant dust emissions escaping the boundary of the site.	☐ Morning ☐ Midday ☐ Afternoon		_____
	Conduct a walkaround of the external perimeter of the site to check that there are no significant dust emissions escaping the boundary of the site.	☐		
	Check that the water sprays are operational and have a water supply.	☐		_____
Fuel Storage	Check that the locks are operational.	☐		_____
	Check around the fuel storage tanks and where refuelling takes place for evidence of leakage.	☐		_____
Fugitive Emissions to Air	Check if waste on site is causing an odour.	☐		_____

Date: _____

Completed by: _____

Signature: _____

Appendix 3

Complaints Form

Form No. 5.1c Complaints Form **V.1 September 2025**

Who made the complaint?	Name:	
	Address:	
	Phone No.:	
Date and time they made the complaint:		
What happened? What was it about?		
Was anyone else aware of this – other neighbours or your staff? If so, who?		
Did the complaint relate to your site? If so, what happened? What went wrong?		
What have you done to make sure that it does not happen again?		
Was there any significant pollution – for example: dust, odour or noise outside the Site or spillage of polluting liquids onto the ground, into a drain or a watercourse?		
If there was, then you must notify the Environment Agency on 0800 807060 and any other relevant regulators. Have you done so? Yes ☐ No ☐		At what time did you phone?
You must also write or send an email to confirm this to your local Environment Agency office. Have you done so? Yes ☐ No ☐		What date did you contact?
Please print and sign your name:		