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MINSTER SURFACING LIMITED

VARIATION TO PERMIT EPR/CB3707SB

ENVIRONMENTAL MANAGEMENT SYSTEM SUMMARY

JULY 2024

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PREPARED BY:

Dominiqua Drakeford- Associate Director
Allen



APPROVED BY:

Alison Cook Technical Director



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1 INTRODUCTION

- 1.1.1 Minster Surfacing Limited (“Minster”) have commissioned Wardell Armstrong LLP to prepare an environmental permit variation application to vary their existing waste permit (permit reference EPR/CB3707SB) at their site in Dunholme, Lincoln.
- 1.1.2 The variation application is seeking to permit the storage and treatment of Asphalt Waste Containing Coal Tar (AWCCT), increase the annual throughput on site to 50,000 tonnes per annum. Additionally, the variation seeks to include an amendment to the registered office details, which have changed to Pinnacle House, Breedon Quarry, Breedon on the Hill, Derby, England DE73 8AP.
- 1.1.3 The site is located off Horncastle Lane, Dunholme, Lincoln, LN2 3QF. The National Grid Reference for the site is SK 99142 78283.
- 1.1.4 The additional activities and changes proposed will be incorporated into the EMS. This document provides that summary of the EMS which will be in line with the Environment Agency’s guidance on Developing a Management System¹.
- 1.1.5 This report provides an overview of how the EMS will comply with the Environment Agency’s guidance by providing a summary on the systems that are or will be in place at the time of permit issue.

¹ [Develop a management system: environmental permits - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/develop-a-management-system-for-environmental-permits)

COMPLIANCE WITH ENVIRONMENT AGENCY GUIDANCE

1.2 Site Infrastructure

- 1.2.1 These plans will be made available to relevant members of staff, visitors and the emergency services as necessary to assist in their role and reduce the potential for accidents and pollution events.
- 1.2.2 Plans will show buildings, storage facilities for materials such as oils and fuel tanks, entrances and exists to be used by emergency services and points designated for pollution control.
- 1.2.3 The site location plan will show the proximity of sensitive receptors, including residential receptors.
- 1.2.4 The plans will show the drainage facilities on Site.

1.3 Water, Gas and Electricity

- 1.3.1 Records will be kept detailing the location of all services. This will include plans showing the location of mains water, gas and electricity supplies.

1.4 Site Operations

- 1.4.1 The site operations are described in the Operating Techniques report. The Site will operate in accordance with the measures set out in the Operating Techniques report, adhering to the Environment Agency's guidance on Appropriate Measures guidance.

1.5 Equipment Maintenance Plan

- 1.5.1 The EMS will include procedures for planned maintenance of equipment in accordance with the manufacturer's instructions. All equipment will be inspected and serviced on a regular basis.
- 1.5.2 Records will be kept of all inspections, servicing, maintenance and repairs or remedial actions taken.

1.6 Contingency Plans

- 1.6.1 Should an equipment breakdown occur, which may lead to an impact on the environment, operation of that equipment will cease until repairs are made by an appropriately qualified and competent engineer.
- 1.6.2 All equipment is fitted with safety mechanisms.

1.7 Accident Prevention and Management Plan

- 1.7.1 An Accident Management Plan (AMP) will be in place to deal with any incidents or events that could result in a pollution incident or being unable to comply with the permit.
- 1.7.2 The AMP will include a list of up to date emergency contacts, including out of hours contacts.
- 1.7.3 All incidents will be investigated and suitable remedial actions taken as necessary. Should an accident or incident occur, records will be kept so that the occurrence of incidents can be reviewed and the procedures updated where necessary.
- 1.7.4 The AMP will be reviewed annually to ensure that it reflects the risk of accidents and incidents.

1.8 On-Line Security

- 1.8.1 Measures will be taken to manage on-line security. Back-up copies of records will be made to protect data and to ensure as far as possible that systems are working correctly and records are stored securely.

1.9 Resilience to Climate Change

- 1.9.1 The Site is not in a flood risk area and does not rely on water abstraction.
- 1.9.2 The impact of Climate Change should be minimal, and no specific measures are required at this current time.
- 1.9.3 This will be reviewed on a regular basis.

1.10 Complaints Procedure

- 1.10.1 Should complaints be received, these will be recorded. Details of the complaint, nature of the complaint and the time of the complaint will be recorded.
- 1.10.2 All complaints will be passed onto the management team, who will investigate the complaint as soon as possible. A record will be made of whether the complaint was substantiated, the likely cause and the mitigation put in place to prevent further issues.
- 1.10.3 The complainant will be informed of the outcome of the investigation and the measures taken, unless they have requested otherwise.

1.10.4 Records relating to complaints will be kept for a minimum of 2 years and will be made available to the Environment Agency upon request.

1.11 Managing Staff Competence and Training

1.11.1 All staff will undergo an induction, including health and safety and environmental awareness. They will be made familiar with the environmental permit and procedures relevant to their role.

1.11.2 All staff will be competent in their role, for example having had appropriate training. Records will be kept regarding the qualifications required for each role.

1.11.3 The site will be under the control of a Technically Competent Manager (TCM) who holds the appropriate qualifications. The TCM will ensure that their site attendance will comply with the Environment Agency's requirements on TCM attendance.

1.12 Records

1.12.1 All records will be held securely and will be made available to staff or to the Environment Agency as required, either as hard copies or in digital format. Back-up copies will also be maintained and stored electronically.

1.12.2 Records will include:

- The Environmental Permit;
- Environmental Management System;
- Records of site inspections and audits;
- Records of complaints and subsequent actions;
- Plant servicing and maintenance;
- Abnormal conditions, including plant breakdown and the actions taken;
- Staff training records.

1.13 Review of the Management System

1.13.1 Procedures for checking compliance with the Environmental Permit, procedures and management system will be in place. Records will be kept of the checks carried out, who carried out the checks and what action was taken.

1.13.2 The management system will be reviewed, and updated where necessary, when the following apply:

- Changes are made to the site, the equipment used or the operations;
- If a permit variation application is made;
- Following any accident, complaint or breach to the permit;
- If a new environmental problem or issue is encountered, and any new control measures have been put into place to control it.

1.14 Site Closure

1.14.1 Site closure and environmental permit surrender will take place in accordance with written procedures with due consideration for environmental issues.

1.14.2 A surrender report will be produced and submitted to the Environment Agency.

1.15 Understanding the Operations on Site

1.15.1 All staff will receive training which is appropriate to their role and will be cognisant of the Environmental Permit conditions and the Environmental Management System.

STOKE-ON-TRENT

Sir Henry Doulton House
Forge Lane
Etruria
Stoke-on-Trent
ST1 5BD
Tel: +44 (0)1782 276 700

BIRMINGHAM

Two Devon Way
Longbridge Technology Park
Longbridge
Birmingham
B31 2TS
Tel: +44 (0)121 580 0909

BOLTON

41-50 Futura Park
Aspinall Way
Middlebrook
Bolton
BL6 6SU
Tel: +44 (0)1204 227 227

BRISTOL

Temple Studios
Temple Gate
Redcliffe
Bristol
BS1 6QA
Tel: +44 (0)117 203 4477

BURY ST EDMUNDS

Armstrong House
Lamdin Road
Bury St Edmunds
Suffolk
IP32 6NU
Tel: +44 (0)1284 765 210

CARDIFF

Tudor House
16 Cathedral Road
Cardiff
CF11 9LJ
Tel: +44 (0)292 072 9191

CARLISLE

Marconi Road
Burgh Road Industrial Estate
Carlisle
Cumbria
CA2 7NA
Tel: +44 (0)1228 550 575

EDINBURGH

Great Michael House
14 Links Place
Edinburgh
EH6 7EZ
Tel: +44 (0)131 555 3311

GLASGOW

24 St Vincent Place
Glasgow
G1 2EU
Tel: +44 (0)141 428 4499

LEEDS

36 Park Row
Leeds
LS1 5JL
Tel: +44 (0)113 831 5533

LONDON

Third Floor
46 Chancery Lane
London
WC2A 1JE
Tel: +44 (0)207 242 3243

NEWCASTLE UPON TYNE

City Quadrant
11 Waterloo Square
Newcastle upon Tyne
NE1 4DP
Tel: +44 (0)191 232 0943

TRURO

Baldhu House
Wheal Jane Earth Science Park
Baldhu
Truro
TR3 6EH
Tel: +44 (0)187 256 0738

International office:

ALMATY

29/6 Satpaev Avenue
Hyatt Regency Hotel
Office Tower
Almaty
Kazakhstan
050040
Tel: +7(727) 334 1310