

Addendum (V2) to Construction Traffic Management Plan (CTMP)

Prepared 15/07/2026

Tophams Solar

Applicant

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Land west of Ashwell Rd.

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Contents

Contents	2
1. Background and Purpose	3
2. Justification for the Revised Daily Limit	3
3. Exceptional Circumstances Provision	4
4. Traffic Management Measures	4
4.2. Delivery Scheduling and Booking System	5
4.3. Traffic Marshal Provision	6
4.4. Community Notification and Liaison	7
4.5. Route Geometry, Forward Visibility and Updated Survey	7
4.6. Oncoming Delivery Holding Bay	8
4.7. Daily Monitoring and Reporting	9

1. Background and Purpose

- 1.1. This Addendum supports the Construction Traffic Management Plan (s73 - V7.3 CTMP Tophams amended 15.05.26) submitted alongside the Section 73 application (ref. 26/01224/S73) to vary Condition 26 of planning permission 22/00741/FP. The proposals are located within the landholding at land off Ashwell Road, Bygrave, Letchworth, Hertfordshire SG7 5EB, as shown in the Site Location Plan (UKF092_08 Location Plan).
- 1.2. This Addendum (V2) supersedes the previous version prepared 15/05/2026. Following the Highway Authority's consultation response to the application and subsequent discussions between PACE, North Hertfordshire District Council and HCC Highways (meeting of 26 June 2026 and correspondence of 30 June 2026), the application has been amended. The variation now sought is a permanent maximum of three articulated vehicle visits per day (six two-way movements) throughout the construction period, in place of the consented two-artic daily limit, together with an extension of the permitted delivery hours from 09:30–14:30 to 09:00–15:00. In clearly defined exceptional circumstances, a maximum of four articulated vehicle visits per day (eight two-way movements) would be permitted, as set out in Section 3. The temporary four-week uplift to eight visits per day previously proposed is no longer sought.
- 1.3. Where the provisions of this Addendum differ from those of the CTMP (V7.3), notably the daily articulated vehicle limit and the permitted delivery hours, the provisions of this Addendum shall prevail. All other provisions of the CTMP remain in force unchanged throughout the construction period.
- 1.4. At the consented baseline of two artic visits per day, the 226 articulated deliveries required for PV modules and mounting frames would take approximately 22.6 weeks to complete. At three visits per day, this reduces to approximately 14–15 weeks, depending on the final vehicle mix and scheduling efficiency: the extended delivery window materially improves slot reliability and daily scheduling resilience, and provides scope for cabling and ancillary items to be transferred to smaller, non-articulated vehicles, reducing the total number of articulated deliveries required. The revised limit therefore substantially reduces the programme extension that would otherwise arise under strict operation of the two-artic limit, supporting delivery of the project as close as practicable to the 35-week construction period committed to at the time of the planning application.

2. Justification for the Revised Daily Limit

- 2.1. The two-artic daily limit was established at the request of HCC Highways. HCC's stated position was that Ashwell Road/Bygrave Road is not designed for routine articulated lorry movements, and that a daily limit of two artic visits represented an acceptable managed baseline for the construction programme as a whole.

- 2.2. In its consultation response to the Section 73 application (received 16 June 2026), HCC Highways objected to the temporary four-week uplift to eight visits per day as originally proposed. At a meeting held on 26 June 2026 between PACE, the Local Planning Authority and HCC Highways, the Highway Authority suggested an alternative approach: a permanent limit of three articulated vehicle visits per day throughout the construction period, together with an extension of the permitted delivery hours to 09:00–15:00. PACE confirmed its agreement to this approach by email of 30 June 2026, requesting that the amendment include provision for four articulated vehicle visits per day in exceptional circumstances. HCC Highways confirmed on the same date that this provision remains acceptable, subject to the exceptional circumstances being clearly defined (see Section 3).
- 2.3. The revised limit represents a modest increase above the consented baseline and constitutes an agreed position between the applicant and the Highway Authority. It avoids the concentrated intensity of the previously proposed four-week uplift, while reducing the duration of the articulated delivery phase and, with it, the cumulative period over which construction traffic is present on the local road network.
- 2.4. The revised limit will operate subject to the traffic management measures set out in Section 4, which will now apply throughout the construction period rather than to a temporary delivery window only.

3. Exceptional Circumstances Provision

- 3.1. In clearly defined exceptional circumstances, a maximum of four articulated vehicle visits per day (eight two-way movements) will be permitted. Consistent with the range previously suggested by HCC Highways in its correspondence of 2 March 2026, exceptional circumstances comprise deliveries delayed or displaced because of:
- Adverse weather conditions;
 - Temporary road incidents;
 - Emergency works on delivery routes; or
 - Other unavoidable delay to a delivery (with the specific cause recorded in the daily movement log).
- 3.2. Any movements made under this provision will remain subject to the following controls: articulated vehicle movements will not overlap on the highway network along Bygrave Road/Ashwell Road; all movements will take place within the permitted delivery hours; and each occasion on which the provision is used will be recorded in the daily movement log (Section 4.7), together with the specific cause, and made available for inspection at the request of the Local Planning Authority or the Highway Authority.
- 3.3. The precise definition and drafting of the exceptional circumstances provision remains subject to discussion with, and agreement by, the Local Highway Authority and the Local Planning Authority.

4. Traffic Management Measures

- 4.1. The following measures will apply throughout the construction period. They are in addition to, and do not replace, the standard CTMP provisions.

4.2. Delivery Scheduling and Booking System

- 4.2.1. All artic deliveries will be managed through the CTMP's vehicle booking system operated by the site manager. A maximum of three artic visits will be booked per day (or four where the exceptional circumstances provision in Section 3 applies). No walk-in or unscheduled artic deliveries will be accepted at the site.
- 4.2.2. Deliveries will be scheduled within the permitted hours of 09:00–15:00, Monday to Friday, excluding bank holidays. This spaces deliveries at approximately two-hour intervals across the six-hour window, ensuring no two articulated vehicles are on the route simultaneously.
- 4.2.3. The delivery window continues to sit outside the busiest weekday commuter periods and the majority of school-run activity, limiting movements to the quieter times of day.
- 4.2.4. Traffic marshals will be positioned along the consented route. Where a vehicle arrives outside its booked slot, the marshal will instruct the driver to wait in the designated holding area until the route ahead is clear.
- 4.2.5. On-site holding capacity: the construction compound is capable of holding a maximum of 6 articulated vehicles simultaneously (see Figure 1 below). No artic vehicle will be required to wait on the public highway.
- 4.2.6. With this system, eight artic vehicles can be held at any one time (six on site and two on the Great North Road layby). This gives ample buffer capacity to appropriately manage the flow of vehicles onto Ashwell Road.

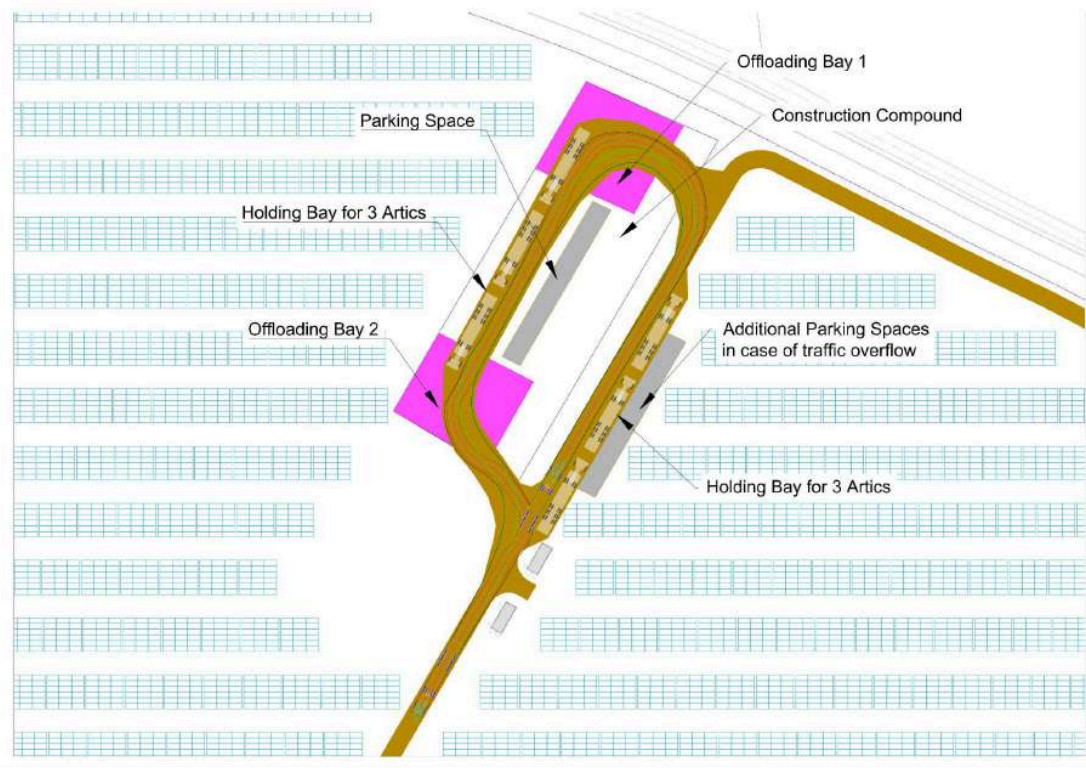


Figure 1: Construction compound plan demonstrating capacity for 6 artics to remain in holding

4.3. Traffic Marshal Provision

- 4.3.1. Two traffic marshals will be stationed along the construction traffic route throughout the module delivery period, liaising with on-site attendants. The marshals' primary responsibilities will be:
- Ensuring artic vehicles do not overlap;
 - Communicating with the site access point to ensure vehicles do not depart until the route ahead is clear.
- 4.3.2. One marshal will be stationed at the southern access to Bygrave (shown below) and the second will be positioned in the ~80m layby along Great North Road (52.001519, -0.195567). Marshal contact details will be provided to Bygrave Parish Council and circulated via the WhatsApp group prior to the commencement of articulated deliveries.



Figure 2: Location of Bygrave Village Traffic Marshal

- 4.3.3. The marshals will be given a daily schedule of deliveries, a radio directly connected to the site office and a clear view of incoming HGVs.

4.4. Community Notification and Liaison

- 4.4.1. A dedicated WhatsApp notification group will be established prior to the commencement of articulated deliveries, connecting PACE's construction manager and site logistics team with Bygrave Parish Council representatives and agreed community contacts. The group will be used to provide:
- Real-time notification of any schedule changes or delays;
 - Direct contact details for the site manager.
- 4.4.2. The Community Liaison will be the site manager, whose details will be confirmed prior to the commencement of development.
- 4.4.3. Not fewer than five working days prior to the commencement of articulated deliveries, PACE will write directly to all residential properties on Ashwell Road and Bygrave Road within 500 metres of the site access. That letter will confirm the start date, the anticipated duration of the main module delivery phase, the daily delivery hours (09:00–15:00) and the site manager's direct contact details. A further written notification will be issued at the conclusion of the module delivery phase.

4.5. Route Geometry, Forward Visibility and Updated Survey

- 4.5.1. The route from the A507/Bygrave Road junction to the site access on Ashwell Road was assessed in detail by Apex Transport Planning in October 2022 (plan ref. C22028-ATPDR-TP-005-P01). That assessment confirmed that carriageway widths are at or above 4.8m for approximately 80% of the route, with generally good forward visibility along most of Bygrave Road. The assessment was accepted by HCC Highways and the case officer, who confirmed the adequacy of the surveys in section 4.5.27 of the case officer's report.
- 4.5.2. Swept path analysis confirming the suitability of the route for 16.5m articulated vehicles was submitted with the original application.

4.6. Oncoming Delivery Holding Bay

- 4.6.1. Based in the layby on Great North Road, this space has the potential to accommodate up to two articulated vehicles at any one time.



Figure 3: Great North Road Holding Bay Location

- 4.6.2. Traffic control to allow vehicles leaving the site and Bygrave Village, directed by the marshal stationed in Bygrave.
- 4.6.3. Consideration of local business use – direct line of contact with farmers and the garage (likely to incur vehicle movements).

4.7. Daily Monitoring and Reporting

- 4.7.1. A daily movement log will be maintained throughout the construction period, recording the arrival and departure time of each articulated vehicle, total movements per day, any use of the exceptional circumstances provision (together with the specific cause), and any incidents or complaints received. The log will be made available to the Local Planning Authority and the Highway Authority on request.