

Construction Method Statement

For

Two storey side extension and single storey rear extension to the existing dwelling

at

2 Wilshire Crescent, Hitchin,
Hertfordshire, SG4 0PL

1.0 Introduction

The purpose of the Construction Method Statement is to help Builders/Developers to minimise construction impacts and relates to all construction activity both on and off site that impacts on the wider environment.

This Construction Method Statement has been prepared in order to set out the processes for the management of the construction of the approved development at No.2 Wilshire Crescent Hitchin ('the site').

This Construction Method Statement follows the best practice guidelines as described in the Hertfordshire County Council Construction Logistics and Community Safety (CLOCS) Standard.

The approved contents of this Construction Method Statement must be complied with unless otherwise agreed with the Local Planning Authority and/or the Highway Authority in writing.

The project manager shall work with the Highway Authority to review this Construction Method Statement if problems arise during construction. Any future revised plan must also be approved by the Local Planning Authority and the Highway Authority and complied with thereafter.

2.0 Town Planning

Planning Permission has been granted by North Hertfordshire District Council for.

Two storey side extension and single storey rear extension following demolition of existing outbuildings. Insertion of solar panels to existing rear roof slope. Installation of front hardstanding and provision of two parking spaces. Creation of vehicular access off Wilshire Crescent. Associated landscaping. External render,

Reference 26/00501/FPH Dated. 4th June 2026.

Within the Planning Decision Notice, there are requirements, under Condition 4, for the submission of written details to be discharged prior to the commencement of development on site, as follows:

Condition 4

No development shall commence until a Construction Method Statement has been submitted to and approved in writing by the Local Planning Authority, including elements of the CLOCS standards as set out in the Highway Authority's Construction Management template. Thereafter the construction of the development shall only be carried out in accordance with the approved Plan: The Construction Method Statement shall include details of:

- Access arrangements to the site.
- Traffic management requirements.
- Construction and storage compounds
- Timing of construction activities (including delivery times and removal of waste)
- To avoid school, pick up/drop off times.

Where works cannot be contained wholly within the site a plan should be submitted showing the site layout on the highway including extent of hoarding which must be kept within the site boundary, pedestrian routes and remaining road width for vehicle movements

Reason: In order to protect highway safety and the amenity of other users of the public highway and rights of way in accordance with Policies 5, 12, 17 and 22 of Hertfordshire's Local Transport Plan (adopted 2018).

The following Informatives were attached to Planning Decision Notice

- The applicant is advised that the storage of materials associated with the construction of this development should be provided within the site on land which is not public highway, and the use of such areas must not interfere with the public highway. If this is not possible, authorisation should be sought from the Highway Authority before construction works commence.
- It is an offence under section 137 of the Highways Act 1980 for any person, without lawful authority or excuse, in any way to wilfully obstruct the free passage along a highway or public right of way. If this development is likely to result in the public highway or public right of way network becoming routinely blocked (fully or partly) the applicant must contact the Highway Authority to obtain their permission and requirements before construction works commence.
- It is an offence under section 148 of the Highways Act 1980 to deposit compost, dung or other material for dressing land, or any rubbish on a made-up carriageway, or any or other debris on a highway to the interruption of any highway user. Section 149 of the same Act gives the Highway Authority powers to remove such material at the expense of the party responsible. Therefore, best practical means shall be taken at all times to ensure that all

vehicles leaving the site during construction of the development and use thereafter are in a condition such as not to emit dust or deposit mud, slurry or other debris on the highway.

- Where works are required within the public highway to facilitate a new or amended vehicular access, the Highway Authority require the construction of such works to be undertaken to their satisfaction and specification, and by a contractor who is authorised to work in the public highway. If any of the works associated with the construction of the access affects or requires the removal and/or the relocation of any equipment, apparatus or structures (e.g. street name plates, bus stop signs or shelters, statutory authority equipment etc.) the applicant will be required to bear the cost of such removal or alteration. Before works commence the applicant will need to apply to the Highway Authority to obtain their permission, requirements and for the work to be carried out on the applicant's behalf.

This Statement seeks to provide information suitable to discharge Condition 4.

3.0 The Site

The application site is located on the north side of Wilshire Crescent and is within the settlement boundary of Hitchin. The surrounding area to the site is residential in nature.



Location Plan

The Site is very close to the junction of Wilshire Close and Kingswood Avenue.

Wilshire Crescent is approximately 5500mm wide adjacent to the site and has a Footways the site side of the carriageway and a footway/verge the far side, with streetlights both sides of the carriageway and is subject to a speed limit of 30mph.

The existing dwelling is a two storey 3-bedroom semi-detached house, attached to No.4 Wilshire Crescent, with existing out buildings adjacent to No. 2A

The garden area at the front of the house is mainly laid to grass. There are four steps within the path to the front entrance door and a brick retaining wall. The level difference between the footway and the house is approximately 550mm.

The property at No.2A Wilshire Crescent is a single storey bungalow which has a flat roof out building. The floor level of the bungalow is considerably higher than the floor level to the proposed extensions.

The site is easily accessible, and whilst wider strategic routing of construction traffic is not considered necessary for a development of this scale, where impact on local traffic will not be significant, consideration is given to the timing for deliveries of plant, materials etc.

4.0 Contacts

This Construction Method Statement has been prepared by.
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The Property is owned by.
Mr. & Mrs. G. Prowse.
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Mo. 07818078668
Email. gp@mpbuild.co.uk

The Site Manager will be responsible for day-to-day management of the works and dealing with any complaints from residents and businesses.

The Builder is.
Mo.
Email.
To be confirmed

5.0 Site Setup

The front garden area to the property is unfenced at the back of the footway and to the side boundaries to Nos. 2A and 4 Wilshire Crescent. Security Fencing is to be

provided to the site boundary as necessary, with secure gates at the access onto Wilshire Crescent, and maintained for the duration of the works. To prevent unauthorised access the building works

The rear garden area is already securely fenced. This fencing must be retained and maintained during the works.

The front garden area to the property is not very big in area and is to be used for the storage of delivered building materials, whilst leaving access to the works.

Under no circumstances are materials are to be stored on the highway, which includes the footway.

As the proposed construction works are small in scale it is expected no more than 3 or 4 construction workers will be on site at any time and as the site is not large enough to allow parking on the site cars/small vans will be parked on the Highway in a manor which will not cause any disturbance or nuisance to the surrounding property owners or cause hazards to other users of the Highway.

At no time will cars and vans associated with the works to be parked on the footway/grass verge.

All necessary welfare facilities to be located in the rear garden areas.

6.0 Working Hours

All site works and ancillary operations to be carried out between.

07.30 – 1800 Monday to Friday

08.00 – 13.00 Saturdays

Bank Holidays- No working

Operations outside of the permitted times will not be undertaken without prior consent from the Local Authority.

Whilst not anticipated, in the event of ‘emergency working hours’ being necessitated, the Council’s Environmental Team will be advised at the earliest opportunity and the Site Manager will ensure such deviations are kept to an absolute minimum.

In non-extreme scenarios, where works on site must be done outside of allotted hours (crane removal etc), the developer will give the Local Planning Authority and local residents at least one weeks’ notice of works to be undertaken.

7.0 Vehicle Movements

In addition to the working hours noted above, deliveries will be booked and managed at times to suit working hours and arrangements made to avoid peak hours (06.30 – 09.30 and 16.00 – 18.30).

It is the Principal Contractor’s responsibility to ensure that all contractors and subcontractors attending site are compliant with the terms laid out in the CLOCS Standard. All vehicles and their drivers servicing construction sites within

Hertfordshire are bound by the conditions laid out in the CLOCS Standard. All Contractor and suppliers will be notified once appointed and included within contracts.

Delivery instructions to be sent to all suppliers and contractors. The site is too small for delivery vehicles to access the site. A Banks man will direct where all vehicles are to stop on the Highway and be unloaded

The Site Foreman will be responsible for supervising, controlling and monitoring vehicle movements to and from the site as well as avoiding disruption to local roads and obviate the need for any 'off-site' holding areas for deliveries.

All deliveries to the site are to be pre-booked.

During school term time - deliveries to site Monday - Friday will be scheduled to avoid school pick up/drop off hours (delivery hours will be restricted to the hours of 9:00am to 3pm in term time) using the pre-booking system.

Outside of term time - Deliveries will be unrestricted. No deliveries will be permitted outside of site hours.

During construction, vehicles will always be expected to give priority to members of the public and to be courteous. This will be monitored by the banksman.

Vehicle reversing movements are to be kept to a minimum, but when they are required a banks man must accompany all reversing vehicles. All delivery vehicles are to be fitted with mirrors in accordance with SHE 55 and have an audible reversing alarm and hazard warning lights. Operatives assisting vehicles must wear high visibility clothing.

Water, gas BT and electric services are already installed to the existing dwelling. It is not anticipated that there will be any new services to the site or alterations to the existing services within the Highway

8.0 Environmental Precautions and Waste Management

Dust and air quality improvement measures will be put in place to ensure that emissions are controlled on site. These include:

- Moving cutting operations off-site where possible and practical.
- Providing separation on-site or enclosures to control the escape of dust.
- Planning in advance the use/size/quantity of materials to limit cutting on site.
- Considering the use of water suppression where appropriate.
- Using dust extraction and collection methods for mechanical equipment.
- Covering loads on vehicles delivering to the site and covering skips.

- Minimising drop heights into haulage vehicles and conveyors.
- Storing fine building materials within containers, and/or buildings.
- Cleaning up and damping down spillages.
- No burning materials on the site.
- Not using poorly maintained plant and not leaving plant running unnecessarily.
- Listening to complaints, reporting them and dealing with them.

Noise and vibration control to be managed in accordance with good practice and in accordance with relevant legislation.

Waste disposal facilities will be made available on site. The contractors must ensure that any waste materials stored on the site are adequately secured to prevent unnecessary and unsightly dispersal of the materials around the site and in public areas. No burning of waste materials shall be permitted on site at any time.

The client and contractors will adhere to the principles of the 5Rs of Waste Management in the generation and processing of waste materials. These are: 8

- **Repair:** Where possible items that no longer function should be repaired and made good. This can apply to existing materials and structures.
- **Reduce:** Avoiding overordering of materials, ensuring lengths and sizes of materials are ordered to specification to limit the need for cutting. Share spare resources with other sites to avoid wastage and reduce cost.
- **Reuse:** Where materials are excavated from the ground or removed from demolished buildings, seek to reuse these where feasible and appropriate. This could include using the spoil from the ground to help form the landscaping areas and crushing demolished blocks to form hardcore bases.
- **Recycle:** Where Repair or reuse is not possible, recyclable waste is to be segregated into different types on site and will be diverted to appropriate recycling facilities where possible.
- **Reject:** If no opportunities are present to reduce, repair, reuse or recycle materials then it will be sent to landfill. However, this will be a last resort rather than the default position. It is anticipated that the majority of potential waste from the development can be diverted from landfill.

9.0 Construction Logistics and Community Safety (CLOCS) Standard.

A full copy of the Construction Logistics and Community Safety (CLOCS) Standards are available for perusal on the Hertfordshire County Councils Highways web site.

10.0 Conclusion

Given the nature of the site and the scale of the proposals, it is considered that the above measures will be sufficient to effectively manage the construction activities and mitigate any potential issues.

It is considered that through following the above guidance the requirements of Condition 4 will be satisfied.

Prepared by.

Ian Hale

Ian Hale Planning and Design Limited.

Issue One

Date- 25th June 2026.