



Construction Management Plan for Hillcrest and land at Tussocks, The Causeway, Therfield (Condition 19 of 24/01371/FP)

Hanson Services Ltd

Construction management plan for d Hillcrest and land at Tussocks, The Causeway, Therfield

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1.0 Introduction

This Construction Management Plan (CMP) sets out the proposed arrangements for the management of construction activities at:

Site Name: Hillcrest & Tussocks

Location: The Causeway, Therfield, Royston, Hertfordshire, SG8

Developer / Contractor: Hanson Services Ltd

Planning Application Reference: [Insert LPA ref if available]

This plan has been prepared to support the planning approval and ensure that construction activities are undertaken in a safe, controlled, and considerate manner, minimising disruption to the surrounding environment and community.

The document outlines how the site will be set up and managed during construction, including traffic routing, public safety, working hours, environmental control, and communication protocols with local residents. It is designed to comply with the requirements of the local planning authority and relevant statutory regulations, including:

Construction (Design and Management) Regulations 2015 (CDM)

Control of Pollution Act 1974

Environmental Protection Act 1990

BS 5228 – Noise and vibration control on construction sites

The plan will be reviewed regularly and updated as the project progresses, particularly as site conditions change or in response to stakeholder feedback. It forms part of the project's wider approach to ensuring safety, environmental responsibility, and good neighbourliness throughout the build.

Please remember that construction management plans do not prejudice or replace the need to obtain any separate consents or approvals such as road closures or demolition notices.

2.0 Site management

2.1 Site personnel

- **CMP Author / Coordinator:**
Daniela Saiz – Project Support
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- **CMP Compliance Lead:**
James Hanson – Site Manager
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- **Day-to-Day Project Manager:**
Liam Austen – Site Lead
✉ liam@hansonsservices.co.uk | ☎ 07854841455
- **Community Liaison Contact:**
Daniela Saiz – Project Support
✉ daniela@hansonsservices.co.uk | ☎ 07491965462
- **Main Contractor Registered Address:**
Hanson Services Ltd
6A Melbourn Street
Royston, Hertfordshire, SG8 7BZ
- **Legal Document Address:**
As above
- **Commercial Oversight:**
Tom Hanson – Director
✉ tom@hansonsservices.co.uk | ☎ 07816888312

2.2 Development site layout and welfare arrangements

2.2.1 A site layout drawing is attached showing:

- Site compound and office location
- Material storage and plant storage areas
- Waste segregation and skip locations
- Staff parking area (gravelled hardstanding)
- Wheel wash station at access point
- Generator location (if required)
- Delivery/unloading zone inside site gate
- Heras fencing enclosing the perimeter
- Acoustic barriers to be installed along sensitive boundaries (as required)

REFER TO DRAWING: 478.01 – LOCATION AND BLOCK PLAN

2.2.2 Welfare cabins include:

- Toilet units (serviced weekly)
- Drying room
- Staff canteen with potable water

- First aid point and noticeboard
 - Units are provided by Herts Tools or equivalent
 - Location shown on site plan
- 2.2.3 Pedestrian and Vehicle Segregation
- Dedicated pedestrian routes fenced off within the site
 - Banksman assistance required for all vehicle movements
 - Where applicable, temporary barriers and signage will separate construction traffic from public footpaths and PRoWs
 - Site access is controlled with a gate marshal and traffic management signage at The Causeway entry point
-

2.3 Site personnel and visitors

2.3.1 Induction and Visitor Procedure

- All operatives and visitors:
- Must report to the site office on arrival
- Must sign the Site Induction Register
- Will receive a full induction covering site-specific risks, PPE, and emergency procedures
- Delivery drivers complete a self-assessment and sign the Delivery Induction Register

2.3.2 Communication of CMP

The content of this Construction Management Plan will be:

- Shared with all subcontractors during pre-start meetings
 - Displayed on the site noticeboard
 - Included in all site inductions and toolbox talks
- 2.3.3 Communicated to delivery drivers via briefings and signage
- Updated as required and reissued to all active contractors
- 2.3.4 Where applicable, temporary Heras fencing and safety signage will be installed to separate construction vehicles from public footpaths and any affected Public Rights of Way (PRoWs) near The Causeway access. Warning signs will be displayed at entry points and pedestrian diversion routes clearly marked.
- 2.3.5 Site access is controlled by a gate marshal, who will oversee all vehicle entries and ensure compliance with scheduled deliveries. Traffic management signage is positioned at the site entrance on The Causeway to warn of construction activity ahead.
- 2.3.6 All visitors and suppliers must comply with entry protocols. Delivery drivers will complete a self-assessment and sign the Delivery Driver Induction Register before being permitted onsite.
- 2.3.7 The contents of this Construction Management Plan are communicated via:
- Site induction for all new operatives and subcontractors
 - Daily briefings and weekly toolbox talks
 - Noticeboard display within the welfare unit
 - Electronic distribution to subcontractor leads and suppliers

- Key procedures are reinforced with on-site signage and updates via site management
-

2.4 Managing Materials, Site Storage, and Good Housekeeping

- 2.4.1 Materials (timber, cement, drainage fittings etc.) will be stored within the secure storage compound located near the site entrance, as shown on the layout plan.
- Demolition arisings (e.g. rubble or spoil) will be stored temporarily in designated areas awaiting skip collection.
 - Skips will be located on hardstanding away from footpaths and PRowS.
- 2.4.2 The site will maintain high standards of housekeeping to prevent visual nuisance and maintain operational safety.
- All materials will be stored on pallets or racks, separated by type
 - Wheel washing facilities and dust suppression will be used to prevent spoil dispersal
 - The site manager will conduct daily site walkovers to ensure the work area remains tidy
- 2.4.3 All stored materials are to be:
- Strapped or covered (e.g. sheeting over sand/gravel heaps)
 - Weighted down to prevent dispersal by wind
 - Placed within secure fencing away from public access
 - Hazardous materials will be locked within designated COSHH containers or cabins
-

2.5 Site Security

- 2.5.1 The site boundary will be fully enclosed using 2m-high Heras fencing with mesh panels and anti-climb fixings.
- Fencing will be secured with ballast blocks or ground pins
 - Warning signage will be displayed at 10–15m intervals
 - Site lighting (low-energy floodlights) will be used in winter months or early start conditions
 - Access gates will be locked outside working hours and checked daily by site management
 - Additional security measures such as CCTV or motion sensor lighting may be introduced if needed

3.0 Community liaison and communication, including complaints procedure

To ensure that the construction process at the Hillcrest & Tussocks site is delivered considerably and transparently, Hanson Services Ltd will implement the following communication and complaint management measures.

3.1 Site Display Board

A prominently placed site display board will be erected at the main entrance to the development, visible from The Causeway. The board will include:

- Site name and nature of works
(e.g. “Construction of 7 residential dwellings – Hillcrest & Tussocks”)
- Site contact name: Daniela Saiz
- Working hours contact number: 07854 841 455
- Out-of-hours contact number: [Insert secondary mobile or landline]
- Postal address for correspondence:
Hanson Services Ltd
6A Melbourn Street
Royston, Hertfordshire
SG8 7BZ

3.2 Ongoing Communication with the Community

Regular updates will be issued to nearby residents and stakeholders via:

- Letter drops or email bulletins
- Updates posted to the site noticeboard
- Advance notice of major deliveries, disruptions, or out-of-hours works

Key milestones (e.g. road closures, crane lifts, utilities works) will be communicated at least 5 working days in advance wherever possible.

A community liaison contact (Daniela Saiz) will be available to answer queries and concerns during standard working hours.

3.3 Complaints Procedure

A Complaints Register will be maintained on-site and updated in real-time.

Each entry will record:

- Complainant's name and contact details
- Date and time of the complaint
- Nature and cause of the issue
- Investigation summary
- Actions taken to resolve it

- Date and time of resolution
- If unresolved, justification or escalation

All complaints will be acknowledged within 24 hours, and resolution will be pursued within 48–72 hours, depending on the issue.

Copies of the complaints register will be made available to the Local Authority upon request.

4.0 Implementation, monitoring, and corrective action

4.1 Monitoring of CMP Implementation

The implementation of this Construction Management Plan (CMP) will be actively monitored on a weekly basis by the Site Manager (James Hanson) and overseen by the Project Manager (Liam Austen).

Monitoring will include:

Weekly site inspections recorded in the Daily Site Log

Compliance checks against the key elements of the CMP:

- Site access and security
- Delivery protocols
- Waste and material storage
- Noise/dust suppression
- Community engagement activity
- Toolbox talks used to reinforce specific actions (e.g. dust or traffic control)

A formal CMP review will be undertaken monthly, or:

- Following any serious complaint
- Following a reportable incident
- At each key project phase (e.g. enabling works > superstructure > finishes)

All inspection and monitoring forms will be retained in the site file for audit by the Local Authority or CDM Coordinator upon request.

4.2 Corrective Procedures for Non-Compliance

Where any part of the Construction Management Plan is found not to be followed or is underperforming:

- A non-compliance entry will be made in the Site Log or Corrective Action Log
- The Site Manager will identify the source of the issue (e.g. subcontractor, delivery error, weather disruption)
- An immediate Toolbox Talk or one-to-one briefing will be issued if workforce behaviour is involved

- Physical measures (e.g. fencing repairs, signage reinstatement) will be restored or improved within 24 hours where possible
- Repeat issues will be escalated to the Project Manager (Liam Austen) and formal warning procedures may be issued for subcontractors

Each corrective action will include:

- Description of issue
- Date/time identified
- Action taken
- Responsible person(s)
- Closure date

A record of all corrective actions will be maintained as part of the CMP documentation and will be available for review by the Local Planning Authority or Health & Safety Executive if requested.

5.0 Site operations

5.1 Working hours

The working hours for the development site (including any construction and demolition activity) shall be:

- 08:00 to 18:00 on Monday to Friday
- 08:00 to 13:00 on Saturdays
- No working on Sundays or Public Holidays
- No Piling operations should commence prior to 09:00

These working hours cover operations and work which are audible at the site boundary. Any noisy operations outside these hours shall not be undertaken without prior written approval from the local planning authority. These hours may be amended by the local planning authority where local circumstances demand as necessary.

Construction traffic movements will be restricted during peak school hours:

Morning: 07:30 to 09:30

Afternoon: 14:30 to 16:30

Planned Works Outside Standard Hours

Although the site will adhere to standard working hours (08:00–18:00 Mon–Fri, 08:00–13:00 Sat), there may be exceptional circumstances where specific activities must occur outside of these times. These include:

Planned Works:

- Concrete pours: Certain large foundation pours or floor slabs may require early morning starts or extended evening hours to meet technical requirements (e.g. curing and delivery constraints).
- Utility connections: Works by utility providers (e.g. gas, water, electricity) may need to occur during evenings or weekends as dictated by the service provider and to minimise disruption to public networks.
- Cranes and oversized plant deliveries: These may require early morning or late-night arrival times due to escort routes and road network permissions.

Expected Duration:

- Typically, no more than 2–3 hours outside of normal working hours on any occasion.
- Works will be pre-notified to residents a minimum of 48 hours in advance.

Mitigation Measures:

- Limited personnel to reduce overall site activity and noise.
- Low-noise equipment used wherever possible (electric or battery-powered).
- No reversing alarms used outside of working hours (unless white noise only).
- Site lighting controlled via timers and shielded to prevent light spill.
- Deliveries coordinated to avoid idling and queuing on public roads.
- Out-of-hours contact number will be displayed on the site board and included in all resident communications.
- Noise and activity logs maintained for all out-of-hours works.

All such works will be agreed in advance with the local authority if required, and Hanson Services Ltd will remain in communication with affected residents.

5.2 Deliveries and transport of materials, plant, and equipment to site

NB: DELIVERY TIMES MAY NEED TO BE AMENDED WHERE THE COUNCIL CONSIDERS THE STANDARD TIMES BELOW SHOULD NOT APPLY FOR E.G. WHERE THERE ARE SCHOOLS NEARBY

Essential

Deliveries including the transport of materials, plant, and equipment to the development site shall only take place during the following hours:

- 08:00 to 16:30 on Monday to Friday
- 08:00 to 13:00 on Saturdays

Any deliveries outside the above hours cannot be undertaken without prior written approval of the local planning authority.

If a school is in the vicinity of the development site or on the proposed access and/or egress routes, deliveries shall be restricted to between 9:30 and 15:00 on Monday to Friday during term time.

Delivery vehicles shall not be permitted to wait, queue, or circulate on the public highway when the development site is not open for deliveries.

5.2.1 Out-of-Hours Deliveries

Out-of-hours deliveries will be kept to a minimum. Where they are required (e.g. due to supplier restrictions, police escorts for abnormal loads, or early crane plant movements), the following controls will apply:

- Pre-notification to the Local Authority and nearby residents at least 48 hours in advance.
- Delivery coordination via gate marshal and site manager.
- Use of low-noise practices during setup or unloading.
- No unnecessary engine idling, radios, or mechanical operations.
- These will only be permitted in exceptional circumstances and subject to prior approval.

5.2.2 Loading and Unloading Procedures

- All deliveries will be managed within the site boundary, as shown on the Site Layout Plan.
- Dedicated loading/unloading areas are marked and secured to prevent interface with pedestrian routes.
- Banksmen and traffic marshals will guide all large vehicles and assist with reversing manoeuvres.
- No vehicles will be permitted to wait on the public highway.
- Delivery times will be staggered to avoid congestion on The Causeway and surrounding roads.
- All HGVs will arrive following the agreed routing strategy to and from the A505.

5.3 Highways and development traffic management

NB: All construction-related traffic and activities affecting the public highway will be managed in accordance with local authority's requirements and best practice guidance. Safety of road users, pedestrians, and cyclists will be prioritised. Any traffic management measures implemented on the public highway must be carried out by an accredited Traffic Management company.

5.3.1 Temporary Construction Access

- The primary access point for the development is located via The Causeway, Therfield.
- Access will be clearly marked with temporary construction signage and controlled by a gate marshal during working hours.
- Site access will be monitored and closed off when not in use.
- The intention is to use the permanent access for construction, which a Section 278 has already been submitted.

Tip #1

Planning permission is required for a new temporary access onto a classified highway.

These roads include:

- A roads
- B roads
- Classified unnumbered roads (C roads)
- Trunk roads

Separate consent from Warwickshire County Council's Highways Department is required for a new temporary access onto an unclassified highway (D roads, E roads, and F roads).

Consideration should also be given to the accesses proposed to serve sales offices as they will be used by the public

- Please refer to swept path analysis drawing 2212-005 SP12 A showing swept path analysis for construction access onto The Causeway. The swept path analysis is based on a 10m rigid (18ft) vehicle, which is the maximum size of vehicle entering the site during construction.

5.3.2 Site Parking

- All site operatives and visitors will park within the site compound.
- There will be no parking on public highways or verges.
- Visitors will be directed by the gate marshal upon arrival.

5.3.3 Routing Plan for HDVs

- All construction vehicles will approach the site via the A505, then access Therfield via designated local roads as agreed with the Highways Authority.

- Routes will be selected to avoid school zones during peak hours, and to minimise impact on residential streets.
- Please refer to swept path analysis drawing 2212-005 SP11 A showing how construction vehicles can safely navigate the turn at the junction between Baldock Road (A505) and Therfield Road junction without causing damage to the highway verge.

5.3.4 Temporary Signage on the Highway

- Warning and directional signage will be installed in accordance with Chapter 8 of the Traffic Signs Manual.
- Signs will include “Construction Traffic Ahead”, speed advisory signs, and delivery zone markers.

5.3.5 Traffic Management Plan

- A full Traffic Management Plan (TMP) will be submitted for approval (if required by the Highways Authority).
- This plan will include vehicle tracking, turning zones, access scheduling, and marshalling arrangements.
- Traffic marshals will be deployed during high-traffic phases (e.g. groundworks, large deliveries).

5.3.6 Pedestrian and Cyclist Safety

- Temporary pedestrian barriers will be erected around the site entrance.
- A pedestrian diversion will be implemented if access routes are obstructed.
- Signage will clearly mark safe pedestrian and cycle routes where needed.

5.3.7 Disruption or Use of the Public Highway

- No road closures or diversions are planned during the main phase of works.
- Any partial or full disruption (e.g. utility connections) will be agreed with the Local Highway Authority in advance.
- Local residents will be notified in writing at least 5 working days before any works affecting the public road.

5.3.8 Structures Overhanging the Highway

- No scaffolding, gantries, or cranes will overhang the public highway unless fully approved by permit.

If such works are required:

- A permit will be obtained from the Highway Authority
 - A Risk Assessment and Method Statement (RAMS) will be submitted
 - Barriers and warning signage will be installed for the duration
-

5.4 Noise and vibration

All construction operations will be carried out in accordance with best practice and guidance set out in BS 5228-1:2009+A1:2014 (Code of practice for noise and vibration control on construction and open sites), as well as the specific measures outlined below.

All vehicles and plants used during the development will be maintained in good and efficient working order, and in accordance with manufacturer's specification.

All vehicles, mechanical plants, and machinery used during the development shall be fitted with proper and effective silencers (where available) and shall be maintained in good and efficient working order.

All plant and machinery in intermittent use shall be shut down in the intervening periods between works.

Plant and machinery capable of generating significant noise and vibration levels will be operated in a manner to restrict its duration.

Static plants and machinery shall be sited as far away as possible from inhabited buildings or other noise sensitive locations.

All compressors should be 'noise reduced' models that are fitted with properly lined and sealed acoustic covers which shall be kept closed whenever the machines are in use. All ancillary pneumatic percussion tools shall be fitted with mufflers or silencers of the type recommended by the manufacturers.

Wherever possible mains electricity or battery powered equipment shall be used instead of diesel- or petrol-powered generators.

All generators used on site should not be audible at or beyond the site boundary outside of approved working hours

The handling of materials shall be conducted in such a manner that minimizes noise, including minimising drop heights into hoppers and lorries.

No stereos or similar amplified devices shall be audible at the site boundary.

Tip #2

There are British Standards (BS) that provide codes of practice for the control of noise and vibration on construction and open sites (BS 5228-1: 2009 + A1: 2014 and BS 5228-2: 2009 respectively). The measures and procedures contained within these documents are considered to represent best practicable means for noise control on construction sites. These codes of practice should be used to inform your proposed site specific control measures included within this construction management plan.

5.4.1 Noise and Vibration Mitigation Measures

The following measures will be implemented across the development site to reduce the impact of noise and vibration on nearby sensitive premises:

- All vehicles and machinery will be maintained in good working order and operated in line with manufacturer's specifications.
- All plant and machinery will be fitted with effective silencers and acoustic hoods where available.
- Intermittently used equipment (e.g. generators, pumps) will be shut down or throttled down when not in use.
- Static equipment (e.g. compressors, mixing stations) will be sited away from sensitive boundaries such as residential properties.
- Battery or electric-powered equipment will be used in place of diesel/petrol equipment wherever practical.

- Where diesel generators are required, these will be 'super silent' models and positioned to minimise noise escape.
 - Material handling will be carried out using low-drop methods, minimising noise during loading/unloading.
 - Radios and amplified devices are strictly prohibited on site.
-

5.4.2 Noise Monitoring and Corrective Action

The site will operate a complaints-based noise monitoring system.

All complaints will be recorded in a Noise & Vibration Log, including:

- Date/time of complaint
- Nature of the noise
- Source (if identified)
- Mitigation or corrective actions taken

Where persistent issues arise, formal noise monitoring will be conducted, and equipment schedules may be revised.

5.4.3 Noise Assessments

At the time of submission, no formal noise assessment has been required by the Local Planning Authority. However, the site is within proximity of residential dwellings and a local school, and as such:

- The above measures will be enforced as standard.
 - A Noise Management Statement will be submitted if conditions require it at a later date.
 - Toolbox Talks will be used to regularly remind operatives of best practice.
-

5.4.4 Hoardings and Acoustic Screening

The full perimeter will be enclosed with 2.4m Heras fencing.

Where works are within 10m of sensitive receptors, acoustic mesh hoarding panels will be deployed to limit transmission.

Additional acoustic screens will be considered for operations such as drilling, mechanical demolition, or heavy vehicle idling where these occur close to homes.

Tip #3

Where frequent vehicle movements are expected at the development site, a risk assessment should be undertaken to consider whether the noise impacts from reversing vehicle alarms can be reduced by considering the following controls:

1. Design traffic routing and vehicle selection to avoid / minimise the requirement for vehicle reversing.
2. Switch off alarms and introduce a banksman (where feasible).
3. Where vehicle reversing alarms are required, they should be designed to cause the lowest practical noise impact; preferably they should be directional sound reversing alarms (white noise), or alarms that automatically adjust to ambient noise levels.

5.5 Dust

Dust control is a key priority for this site given the proximity of residential neighbours and rural surroundings. The site will operate in line with the Control of Dust and Emissions during Construction and Demolition SPG and the principles of good housekeeping at all times.

All plant and equipment shall be maintained in accordance with manufacturers' recommendations to ensure emissions to atmosphere are minimised.

Any equipment used to cut paving blocks, kerbs, flagstones etc. shall be operated with a water suppression attachment or a dust filter.

Engines of plant, machinery, and lorries shall be turned off at all times when not in use.

Delivery activities, plant, stockpiled materials and/or any other activities liable to significant dust generation shall be located as far away as possible from the development site boundaries and neighbouring properties.

Stored materials liable to dust generation shall be dampened down, covered with tarpaulin or otherwise contained as far as reasonably possible.

Drop heights from conveyors, loading shovels, hoppers, and other loading or handling equipment shall be minimised and fine water sprays should be used on equipment where necessary.

Skips, chutes, and conveyors shall be covered and if necessary enclosed to ensure that dust does not escape.

All vehicles carrying dusty materials shall be securely covered.

Water suppression shall be used in dry conditions to reduce dust emissions (e.g. mobile bowsers or fixed sprayers as appropriate). A water suppression contingency plan should be included detailing water supply to site and what equipment will be kept available (e.g. number and size of bowsers, sprinklers, mist canons etc.)

Areas where there is regular vehicular movement should have a consolidated surface which shall be kept in good repair.

Tip #4

The Institute of Air Quality Management (IAQM) has published guidance on the assessment of dust from demolition and construction. The document outlines an assessment procedure for dust arising from development and provides example mitigation measures that can be implemented.

Available at www.iaqm.co.uk

5.5.1 Dust Mitigation Measures

The following control measures will be implemented to minimise dust emissions from site operations:

- All plant and equipment will be maintained to ensure low emissions.
 - All cutting operations (e.g. for bricks, blocks, kerbs, slabs) will be performed using water suppression tools or dust extraction units.
 - Idling engines will be switched off when not in use.
 - Stockpiles of sand, gravel, topsoil, or demolition material will be covered and/or dampened as required.
 - Drop heights from excavators or hoppers will be minimised.
 - Wheel washing and damping of haul routes will prevent dust uplift from vehicle movement.
 - Skips will be covered and positioned away from boundaries.
 - Dust barriers or screens will be installed at boundaries where high dust risk is present.
 - Vehicle loads will be securely sheeted before leaving site.
 - Toolbox talks will reinforce good practice among site operatives.
-

5.5.2 Dust Impact Assessment

At this stage, a full Dust Impact Assessment has not been required by the Local Planning Authority. However:

- The site has been reviewed and classed as moderate sensitivity due to adjacent dwellings.
 - Proactive measures will be in place to reduce emissions.
 - If dust complaints arise or activities intensify, a full impact assessment will be commissioned.
-

5.5.3 Prevention of Dust on Public Highway

- A wheel wash system will be installed at the site exit.
 - A road sweeper will be deployed during periods of bulk earthworks, groundwork activity, or dry conditions to prevent dirt tracking.
 - All vehicles will pass through the wheel wash before exiting onto The Causeway.
 - Site access roads will be maintained with a consolidated surface and kept clean.
-

5.5.4 On-Site Processing Activities

- No concrete crushing or bioremediation is planned on site.
 - Where minor stonecutting or dry mixing is carried out, these will be done using suppressed or enclosed methods.
 - Any future high-risk activities will be agreed in advance with the LPA and included in an updated CMP
-

5.5.5 On-Site Processing Activities

At this stage of the project, no large-scale processing activities such as concrete crushing, mobile screening, or bioremediation are proposed for the Hillcrest & Tussocks development.

However, the following low-impact activities may take place as part of standard site operations:

✓ Stonecutting and Small Concrete Works:

All block and slab cutting will be carried out using bench saws fitted with water suppression attachments.

Small on-site mixing (e.g. mortar, post mix) will be undertaken using enclosed or wet processes.

Mixing stations will be sited away from sensitive receptors and kept clear of pedestrian routes.

✓ Dust Control Measures for Processing:

All stonecutting and mixing operations will be:

- Undertaken in designated areas with sealed surfaces
- Dampened regularly to reduce dust
- Monitored by the site supervisor for compliance
- A dedicated dust suppression unit (e.g. hose-fed mist sprayer) will be kept on-site and used in dry or windy conditions.

If any additional dust-generating processes are later introduced (e.g. mobile screening or infill batching), the Construction Management Plan will be updated and submitted for approval accordingly.

if necessary.

Tip #5

Dust suppression techniques should be properly designed, used, and maintained

in order to be effective. For example, where water is used for dust suppression, an adequate supply of water will be needed and water suppression systems will need to have adequate frost protection.

5.6 Air quality

This section outlines measures to manage emissions from Non-Road Mobile Machinery (NRMM) and ensure air quality is not adversely impacted during the works.

All operations will comply with applicable emissions legislation and guidance, including the EU Directive 97/68/EC (as amended), and local authority standards.

Where development sites will be using non-road mobile machinery (NRMM) with a net power between 37kW and 560kW it will be required to meet the standards set out below. These standards are applicable to both variable and constant speed engines and apply for both particulate matter (PM) and nitrogen oxide (NOx) emissions. These standards should be read in conjunction with Stratford-on-Avon District Council's Air Quality and Planning Supplementary Planning Document (2018)1:

NRMM used on any construction or demolition site within urban areas will be required to meet Stage IIIB of EU Directive 97/68/EC (as amended) as a minimum.

NRMM used on any MEDIUM or MAJOR classified development will be required to meet Stage IV of EU Directive 97/68/EC (as amended) as a minimum.

The requirements may be met using the following techniques;

Reorganisation of NRMM fleet

Replacing equipment (with new or second-hand equipment which meets the policy)

Retrofit abatement technologies

Re- engining.

All eligible NRMM should meet the standards above unless it can be demonstrated that the machinery is not available or that a comprehensive retrofit to meet both PM and NOx emission standards is not feasible.

5.6.1 NRMM Compliance

a) Use of NRMM on Site

The development may involve the use of NRMM with a net power rating between 37kW and 560kW (e.g. mini-diggers, rollers, telehandlers). These machines will:

- Meet or exceed Stage IV emissions standards for both PM (particulate matter) and NOx (nitrogen oxide).
- Be sourced from certified hire providers who supply compliant plant.
- Be subject to spot-checks by the site manager to verify compliance.

b) Inventory of NRMM

An up-to-date NRMM inventory will be maintained on-site and made available upon request. This will include:

- Type and description of machine
 - Power rating (kW)
 - Emission stage
 - Make/model and serial number
 - Dates of use on site
 - The inventory will be updated as machinery is brought on or off site.
-

5.6.2 Servicing and Maintenance

All plant and equipment will be serviced regularly in line with manufacturer's guidelines.

Service logs and inspection records will be retained in the site office for review by the Local Authority or HSE.

5.6.3 Emission Verification Records

For all relevant NRMM, legible photographs of engine data plates showing the emission stage and serial number will be retained.

This evidence will be stored alongside the NRMM inventory and made available to enforcement officers on request.

5.7 Mud

Prevention of mud and debris being tracked onto the public highway is a key priority throughout the construction period. Measures will be in place from the start of enabling works and remain in effect until final surfacing is completed.

Essential requirement

Regular sweeping of access roads to the site must be carried out where mud is likely to affect residents and/or highway safety. In dry conditions damping down of road surfaces will be carried out to control dust. A vehicle wheel wash will be provided to minimise carry-over to the highway.

5.7.1 Wheel Washing Facilities

A dedicated wheel wash area will be installed at the site exit on The Causeway.

The facility will consist of:

- Gridded or ramped surface to dislodge loose material
- Manual or automated jet wash system with a water supply
- Hardstanding area with drainage to sediment tank

All vehicles exiting site will be directed through the wheel wash and inspected for visible dirt.

The area will be regularly cleaned and maintained.

5.7.2 Road Sweeper Use

A road sweeper will be contracted during heavy groundwork phases and periods of inclement weather.

Sweeping will occur:

- Daily during bulk excavation and muck-away
- As required during concrete pours or utility trenching

The sweeper will cover:

- The Causeway near the site entrance
- Any site-adjacent turning points or vehicle waiting zones

Operations will be monitored by the Site Manager and recorded in the site diary.

5.8 Artificial lighting

Temporary site lighting will be installed and managed to ensure site safety during darker months while preventing nuisance to nearby properties.

All lighting installations will follow guidance from the Institution of Lighting Professionals (ILP) – Guidance Notes for the Reduction of Obtrusive Light GN01/21 and local authority environmental health recommendations.

Essential requirements

Flood lighting, security lights, and any other obtrusive external lighting shall be sensitively located to avoid nuisance to neighbouring properties and should only provide the necessary luminance for the relevant task(s).

The direction and angle of any external lighting will not cause light spill, glare, or nuisance to neighbouring properties or highway users. Where practicable, the use of shields or covers will be used to minimise the level of obtrusive light beyond the site boundary.

Any light sensors fitted will be adjusted as such to ensure that they are only activated from activity on the development site.

On large development sites the use of localised lighting will be used wherever possible to avoid excessive illumination of inactive areas.

The use of external lighting overnight will be minimised consistent with safe access, egress, and security of the development site.

5.8.1 Lighting Strategy and Controls

Directional LED task lighting will be used across work zones and site access points.

Lighting will be:

- Angled downward and fitted with cowls or shields to avoid overspill onto residential boundaries
- Mounted at appropriate heights to provide visibility without glare
- Positioned away from sensitive receptors such as homes, footpaths, or schools

Motion sensors and timers will be used to ensure lights are only active when required (e.g. during early morning set-up in winter).

No lighting will be operated outside of permitted working hours unless required for health & safety or emergency works.

If out-of-hours lighting is required, it will be:

- Restricted to essential areas only
- Monitored by the Site Manager
- Communicated in advance to local residents where appropriate

6.0 Waste management

All waste generated on the Hillcrest & Tussocks site will be managed in accordance with the Waste (England and Wales) Regulations 2011, the duty of care under Section 34 of the Environmental Protection Act 1990, and the principles of the Waste Hierarchy: Reduce, Reuse, Recycle, Recover, Dispose.

Essential requirements

There shall be no burning of waste at any time on development sites.

The appointed contractor(s) shall have an appropriate means of waste disposal in place for the duration of the development works. Appropriate waste transfer and/or disposal documentation shall be made available for inspection by the local planning authority on request.

The appointed contractor(s) shall 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 public areas (streets, laneways, footpaths and reserves).

6.1 Waste Management Approach

Hanson Services Ltd is committed to minimising construction waste and ensuring safe and legal disposal through approved waste carriers and facilities. A Site Waste Management Plan (SWMP) will be maintained on site, even if not legally required due to project size.

Any traffic management measures implemented on the public highway must be carried out by an accredited Traffic Management company.

6.2 Waste Types Anticipated

Common waste streams expected on site include:

- Inert spoil and excavation waste
- Concrete and masonry off-cuts
- Timber packaging and pallets

- Cardboard, plastic, and metal
- Plasterboard and insulation
- General mixed construction waste
- Hazardous waste (e.g. paint cans, oils – stored in COSHH-compliant units)

Each stream will be separated where reasonably practicable.

6.3 Site Waste Handling Measures

- Designated waste areas marked on the Site Layout Plan
 - Covered skips for general and segregated waste types
 - Licensed waste carriers only – Waste Transfer Notes (WTNs) retained on site
 - Hazardous waste stored separately in bunded, labelled containers
 - Daily inspections of waste areas by Site Manager
-

6.4 Reuse and Recycling

- Pallets and offcuts will be reused where possible
 - Packaging materials returned to suppliers if reusable
 - Off-site recycling partners used for clean loads (e.g. timber, cardboard, plasterboard)
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6.5 Documentation and Records

- A Waste Transfer Note will be completed for each waste collection
- A Register of Waste Movements will be kept in the site office
- Records will be available for inspection by the local authority or Environment Agency

7.0 Environment

Hanson Services Ltd is committed to delivering construction activities at Hillcrest & Tussocks in a way that minimises environmental impact and complies with all relevant environmental regulations, planning conditions, and best practice guidelines.

7.1 Soil and Land Management

Hanson Services Ltd recognises the importance of responsible soil handling, contamination control, and minimising environmental disturbance during excavation and groundworks.

7.1.1 Storage of Site-Won and Imported Materials

Topsoil and Subsoil Storage:

- Stored in bunded heaps no higher than 2 metres, in designated locations shown on the Site Layout Plan.
- Separated by type and kept away from drainage routes or tree protection zones.
- Stockpiles shaped to minimise erosion and seeded if stored for extended periods.

Crushed or Demolished Materials:

- Reused on site where possible (e.g. temporary roads or sub-base).
- Stored on a consolidated surface and monitored for dust and runoff.

Hazardous/Contaminated Ground:

- No known areas of contamination currently identified.
 - Any unexpected materials will be isolated, tested and managed in line with the procedure in 7.1.3 below.
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7.1.2 Spillage and Stockpile Control Procedures

Spill Control:

- Spill kits maintained in key areas (fuel storage, refuelling points, site compound).
- Trained operatives to respond immediately using correct PPE.
- Report logged with any clean-up actions taken.

Stockpile Management:

- Minimise number and volume of stockpiles.
- Damp down during dry or windy periods.
- Maintain a 2m buffer zone from hoardings, boundaries, and ditches.
- Monitor for leachate or run-off, particularly during heavy rain.

Environmental Monitoring:

- Weekly checks by the Site Manager to ensure heaps remain stable and compliant.
- Record of inspections kept in the site environmental log.

7.1.3 Unforeseen Contamination Discovery

If suspected contamination is discovered during excavation or groundworks:

All works will stop immediately in the affected area.

The area will be fenced or taped off to prevent disturbance.

The Site Manager will:

- Notify the client and the Environmental Consultant (if appointed)
- Arrange for soil sampling and analysis by a UKAS-accredited lab
- Review findings and agree next steps (removal, remediation, or encapsulation)

A report will be submitted to the Local Planning Authority (LPA) and Environment Agency if required.

Affected material will be tracked and handled separately, including Waste Transfer Notes and consignment paperwork if hazardous.

7.2 Control of Watercourses and Groundwater

Protection of groundwater, surface water and the surrounding environment is essential throughout the construction process. All activities will follow the guidance set out in the Environment Agency's Pollution Prevention Guidelines (PPGs) and the CIRIA C648 Control of Water Pollution from Construction Sites.

7.2.1 Protection of Water Resources

The following measures will be taken to protect water quality on and around the Hillcrest & Tussocks site:

- No direct discharges into watercourses, ditches, or surface drains will be permitted.
- All refuelling and fuel storage will occur:

- On an impermeable base
- At least 10m away from any drains or watercourses
- Within bunded containers or cabinets with 110% capacity containment

Spill kits will be available at all refuelling and storage points.

No materials will be stored within Root Protection Areas (RPAs) or areas of potential groundwater infiltration.

Washout of concrete or plastering tools will occur in designated areas, away from the drainage system and never onto bare ground.

7.2.2 Prevention of Water Run-off and Silt Pollution

To prevent sediment pollution during groundworks and drainage activities:

- Temporary silt fencing or straw bales will be installed around vulnerable boundaries and slopes.
- A wheel wash with sediment trap will be used to prevent tracking of soil/mud onto highways.
- Surface water flow routes will be mapped and monitored, and any stockpiles positioned outside flood-prone or low-lying areas.
- Works will be scheduled to avoid wet weather periods where possible.
- Site roads and haul routes will be constructed from crushed aggregate to reduce run-off and soil disturbance.
- In the event of a spillage or water contamination, the incident will be logged, isolated, and reported immediately to the Site Manager and appropriate authorities if required.

8.0 Appendices and supporting documentation

Appendix A – Site Drawings and Layouts

- 478.01 – Location and Block Plan
 - 478.02F – Updated Block Plan
 - 478.03J – Final Site Layout Plan
 - 478.08D – Street Scenes
 - 478.10 – Materials Plan
 - 478.11E – Sewer Diversion Plan
 - 478.15C – Policy D1 / HS5 Plan
 - 478.17C – Plot Layouts
 - 478.18A – Floor Plans & Elevations
 - Plot 1–7 Block and Beam Layouts
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Appendix B – Waste and Materials Management

- Site Waste Management Plan (SWMP) Template
 - Waste Transfer Note Log Template
 - Skip and Material Storage Location Plan
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Appendix C – Site Setup

- Site Welfare & Compound Layout
 - Staff and Visitor Parking Plan
 - Access and Traffic Flow Diagram
 - Emergency Escape and Assembly Plan
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Appendix D – Registers and Records

- Site Induction Records
 - Delivery Driver Induction Register
 - Toolbox Talk Register
 - Daily Site Inspection Sheets
 - Accident/Incident Report Form
 - COSHH Register and Risk Assessments
 - Permit to Work Records
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Appendix E – Ecology, Arboriculture and Heritage

- TCTC-18755 – Arboricultural Impact Assessment
 - Tree Protection Plan
 - Applied Ecology AEL2120 Reports (BNG + StatMetric)
 - Heritage Statement (June 2024)
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Appendix F – Communication and Complaints

- Resident Notification Letter Template
 - Contact Board Template
 - Complaints and Observations Register
 - Community Liaison Strategy
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Appendix G – Transport and Road Safety

- Stage 1 Road Safety Audit (Feb 2025)
 - 2212-005 SK01B – Access & Highway Narrowing Plan
 - Temporary Signage Plan (if applicable)
 - Traffic Management Overview
 - Swept path analysis drawing 2212-005 SP12 A showing swept path analysis for construction access onto The Causeway.
 - Swept path analysis drawing 2212-005 SP11 A showing how construction vehicles can safely navigate the turn at the junction between Baldock Road (A505) and Therfield Road junction.
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Appendix H – Planning Approvals

- Full Planning Approval Notice (Ref: 24/01371/FP)
- Approved Drawings List
- Schedule of Planning Conditions
- Conditions Tracker (linked to evidence provided)

9.0 Glossary

AIA	Arboricultural Impact Assessment
BNG	Biodiversity Net Gain
CDM Regulations	Construction (Design and Management) Regulations 2015
CMP	Construction Management Plan
COSHH	Control of Substances Hazardous to Health
CPP	Construction Phase Plan
FRA	Flood Risk Assessment
HGV	Heavy Goods Vehicle
Hoarding	Temporary perimeter fencing or structure to secure the site
LPA	Local Planning Authority