

Construction Traffic Management Plan

Proposed

New community hall

Address

Land Adjacent 67 Park Lane,
Knebworth SG3 6PW

Ref: 872

Version 002

Date: 01 May 2026

Client

East Herts Gospel Hall Trust



1. Purpose and Scope

This CTMP sets out measures to **prevent, reduce, and manage** environmental and community impacts during construction. It covers:

- (a) Dust mitigation and management
- (b) Location and operation of plant and wheel-washing facilities
- (c) Measures to reduce construction noise
- (d) Construction traffic management, cumulative impacts, and safe movement

It applies to all contractors, subcontractors, suppliers, and visitors. Compliance is mandatory.

2. Roles, Responsibilities, and Contacts

- **Client/Developer:** [Name, Company, Phone, Email]
- **Principal Contractor:** [Name, Company, Phone, Email]
- **Site Manager (Day-to-day management):** [Full Name, Mobile, Email]
- **Project Manager:** [Full Name, Mobile, Email]
- **Environmental/Compliance Manager:** [Full Name, Mobile, Email]
- **Community Liaison:** [Full Name, Mobile, Email]
- **Out-of-Hours Emergency Contact:** [Full Name, Mobile]

The Site Manager holds authority for stop-work powers if environmental controls fail.

3. Site Description and Phasing

- **Existing Conditions:** Existing entrance shared with No. 67. Site is previously undeveloped green field with surrounding mature trees
- **Programme:** [Start date] to [Completion date]
- The construction phase is anticipated to last approximately **5–7 months**
- **Working Hours:** Mon–Fri 08:00–18:00; Sat 08:00–13:00; No works Sun/Bank Holidays

4. Construction Traffic Movements & Cumulative Impacts

Anticipated site delivery and operative traffic [max]

- 32t 8-wheel Tipper: 2 excavation collection or bulk deliveries/day during first 3 weeks
- Concrete mixer during first 6 weeks
- Skip loader: 1 delivery-coll/week during last 6 weeks

- Artic low-loader: 2/3 Site cabin & plant delivery at start of project, and collection towards end of practical completion
- 18t flatbed: 2 deliveries/week for duration of project
- 3.5t van: 2 deliveries/day for duration of project

Permitted Delivery Hours:

- Monday to Friday: 09:30 – 16:30
- Saturday: 08:00 – 13:00
- No deliveries are permitted on Sundays or Bank Holidays.

Mitigation & reinstatement

Contractor to be responsible for protection and repair of verges and crossovers in the immediate vicinity of the site



Construction Logistics

- Access to the construction site shall be managed to minimise disruption to the surrounding area and ensure safety and efficiency.
- The existing access shown above to be temporarily widened with the RH brick pier removed, site hoarding and gates as plan.
- Any deliveries larger than a van to be pre-booked with the site manager to stagger times of arrival to avoid congestion
- Coordinate deliveries, waste collections, and workforce travel to reduce congestion, emissions, and safety risks.
- All contractors and suppliers must be informed of these restrictions and adhere strictly to the approved logistics plan. Non-compliance may result in access being denied and potential enforcement action.

Traffic Routes

- Warning traffic road signs to be placed either side of entrance
- Park Lane is 7m wide with adequate access for HGV delivery vehicles from either direction
- Vehicles should avoid the route via Station Road in Knebworth with the low railway bridge 14' height restriction where there is risk of conflict; e.g.
 - High-cube articulated HGV tipper lorry (8-wheel)
 - Hiab / crane-mounted lorry
 - Modular cabin / plant delivery
 - Trussed rafter delivery
- Logistics should be advised to access from Bury Lane via the B656 in Codicote.



Parking for Operatives During Construction

Vehicles may be permitted to arrive at site at 8.00am if they can be accommodated on site.

Where this is the case, they must then wait with their engines switched off.

5. Dust Mitigation and Management Measures

Objectives: Prevent off-site dust nuisance; minimize particulate matter emissions; protect workers and public.

Controls & Methods:

1. **Site Hoarding & Sheetting**
Continuous solid hoarding 2.4 m with sealed joints to adjoining property boundary to extent of front of garage; debris netting/scaffold sheeting for roofing works if exposed to wind.
2. **Material Handling**
Cover stockpiles; avoid double-handling; sealed skips; no dry sweeping
3. **Cutting/Grinding**
Wet methods to be used where possible
4. **Cement and Mortar**
Enclosed mixing areas; wet suppression; spill kits; bunds.

6. Location and Operation of Plant

Layout & Siting:

- **Wheel Wash:** Not sufficient space or requirement for traffic exiting the site. Manual lance spray to be provided for specific issues.
- **Plant Washdown Bay:** Bunded area for concrete mixers and pumps; labelled "Washout Only."
- **Runoff Management:** No contaminated discharge to surface water soakaway without treatment.

7. Measures to Reduce Construction Noise

The construction activities shall be designed and undertaken in accordance with the code of best practice set out in BS 5228 and the agreed details unless otherwise agreed in writing by the LPA and Highways.

Objectives: Keep noise within agreed limits; minimize disturbance; comply with local authority/consents.

Controls & Methods:

1. **Best Practicable Means:** Select low-noise plant (silenced generators/compressors); acoustic enclosures; rubber skirts on breakers; mufflers.
2. **Time Controls:**
High-noise tasks scheduled within core hours; no impulsive activities at the start/end of day; notify neighbours before exceptional works.
3. **Barriers & Screening:**
Acoustic barriers around stationary plant; orient loud equipment away from receptors.
4. **Plant Management:**
Regular maintenance; switch off idle plant; locate generators on resilient mounts away from boundaries.



Monitoring & Reporting:

- **Complaints Procedure:** Investigate within 24 hrs; share corrective actions.

15. Approvals

Prepared by: Paul Reeves

Principal Designer: Fairbank Consulting

Date	Version	Produced by	
23.04.26	001	PR	
01.05.26	002	PR	HGV routing revised

Appendices

Complaint & Incident Forms (templates)

Drg. No. 827-04

Complaint Form

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Address

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Date of Complaint: _____

Time: _____

Complainant Details:

- Name: _____
- Address: _____
- Contact Number: _____
- Email: _____

Nature of Complaint (tick all that apply):

- ☐ Dust
☐ Noise
☐ Vibration
☐ Traffic / Parking
☐ Mud on Road
☐ Other (specify): _____

Description of Issue:

Location of Issue:

Date/Time Issue Occurred:

Action Taken:

Follow-Up Required:

☐ Yes ☐ No

Date of Follow-Up: _____

Responsible Person:

Name: _____

Signature: _____

Date: _____

Incident Form

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Incident Date: _____

Time: _____

Reported By:

Name: _____

Role: _____

Contact Number: _____

Type of Incident (tick all that apply):

- ☐ Environmental (dust, noise, spill)
- ☐ Health & Safety
- ☐ Traffic / Vehicle
- ☐ Near Miss
- ☐ Other (specify): _____

Description of Incident:

Exact Location:

Immediate Action Taken:

Was Work Stopped?

☐ Yes ☐ No

Duration: _____

Root Cause Analysis:

Corrective / Preventive Measures:

Responsible Person:

Name: _____

Signature: _____

Date: _____

Follow-Up Date: _____

Closed Out By: _____