



Radcliffe House, Hitchin

Construction Traffic Management Plan

Client: Metric & Maker

i-Transport Ref: TH/WF/ITL210646-002A R

Date: 19 January 2026

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# Quality Management

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## Contents

|                  |                                      |           |
|------------------|--------------------------------------|-----------|
| <b>SECTION 1</b> | <b>Introduction</b>                  | <b>1</b>  |
| <b>SECTION 2</b> | <b>The Site</b>                      | <b>3</b>  |
| <b>SECTION 3</b> | <b>Transport</b>                     | <b>6</b>  |
| <b>SECTION 4</b> | <b>Management Measures</b>           | <b>12</b> |
| <b>SECTION 5</b> | <b>Implementation and Monitoring</b> | <b>15</b> |

## Figures

|                                         |    |
|-----------------------------------------|----|
| Figure 2.1 Site Location                | 3  |
| Figure 2.2 Public Transport             | 4  |
| Figure 3.1 Construction Vehicle Routing | 6  |
| Figure 3.2 Site Layout for Works        | 8  |
| Figure 3.3 LGV/Small Skip Lorry Access  | 9  |
| Figure 3.4 HGV Un/loading               | 10 |

## Appendices

|                    |                                  |
|--------------------|----------------------------------|
| <b>APPENDIX A.</b> | <b>Swept Path Analysis – LGV</b> |
| <b>APPENDIX B.</b> | <b>Swept Path Analysis – HGV</b> |

## SECTION 1 Introduction

1.1.1 Radcliffe House, Hitchin gained prior approval consent (Ref:24/01669/PNMA) to change the current use of Radcliffe House, Hitchin from commercial, business and service (Use Class E) to residential (Class C3) under the Town and County Planning (General Permitted Development) (England) Order 2015 (as amended). Permitting the conversion to create 49 residential flats.

1.1.2 i-Transport have been commissioned to support Metric & Maker to discharge condition 3 of the prior approval consent which requires a Construction Traffic Management Plan (CTMP) to be produced prior to the commencement of works:

***“Prior to the commencement of the development hereby permitted full details of a Construction and Traffic Management Plan shall be submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved details.”***

***Reason: In the interests of minimising disruption nearby residents during construction, minimising any environmental impacts, in the interests of highway safety and amenity.”***

1.1.3 This CTMP has been prepared to detail how construction-related activities will be managed on and around the site to minimise disruption, improve efficiency, and ensure safety. It has been produced in line with the Hertfordshire County Council (HCC)’s Construction Management Plan Template, which sets out the necessary inclusions in order to improve the sustainability of construction freight movements by establishing site management and procurement processes to reduce the impact of construction traffic on the road network.

1.1.4 Metric & Maker (and any contractors involved with the works) are committed to delivering the contents of this CTMP and wider operational strategy which is set out in the Transport Statement submitted in support of the prior approval application.

1.1.5 It is intended to be a live document, adapting in response to construction activity progression.

### 1.2 Aims and Objectives

1.2.1 The overall aim of this CTMP is:

*“To minimise the environmental and traffic impacts of construction by reducing emissions, improving safety for all road users, and limiting congestion during construction activities.”*

1.2.2 In order to support the above aim, several objectives have been identified, as follows:

- Encouraging construction workers to travel to the site by non-car modes;

- Promoting smarter operations that reduce the need for construction travel or that eliminate trips in peak periods;
- Encouraging the use of sustainable freight modes;
- Encouraging the use of greener vehicles;
- Managing the on-going development and delivery of the CTMP with contractors;
- Communicating site delivery and servicing facilities to workers and suppliers;
- Encouraging the most efficient use of construction freight vehicles; and
- Coordinating with neighbouring developments and construction activity.

### 1.3 **Structure**

1.3.1 The remainder of this CTMP is structured as follows, in line with HCC's guidance:

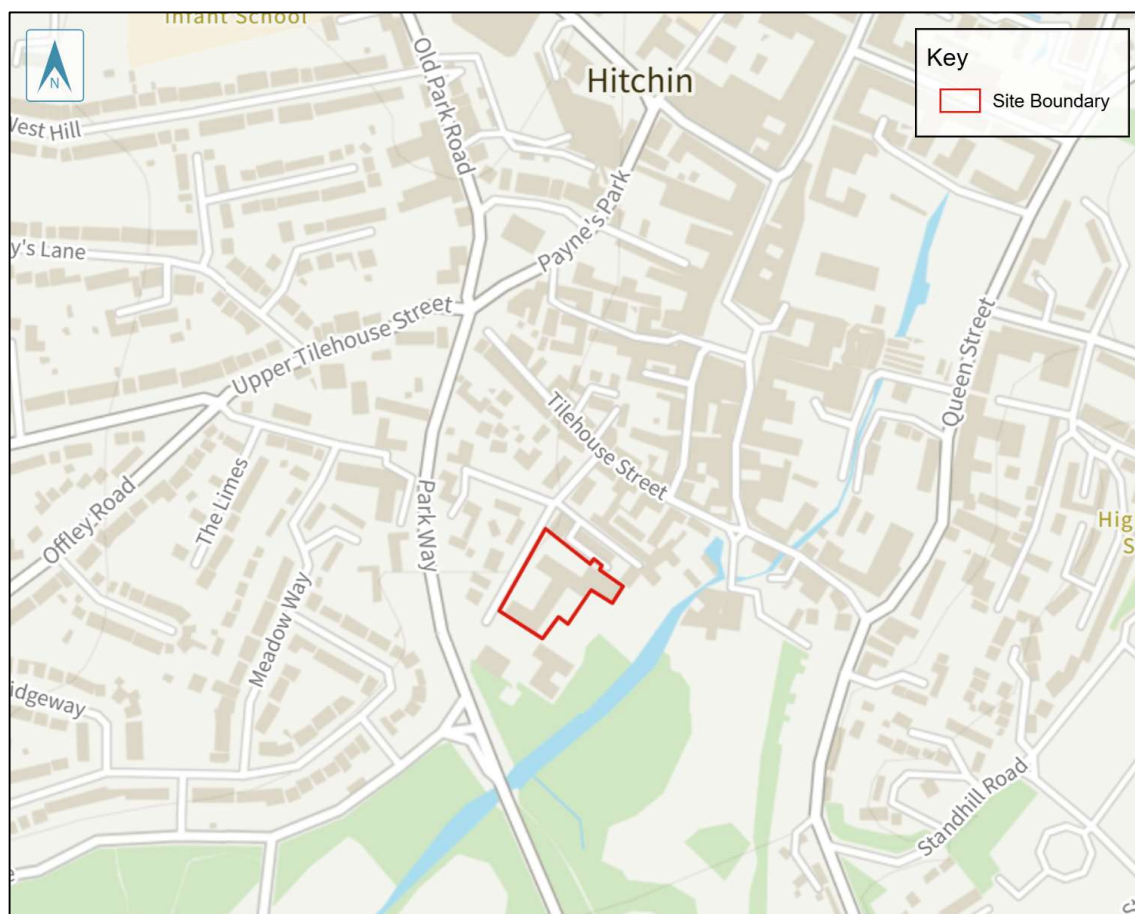
- Section 2 – The Site;
- Section 3 – Transport;
- Section 4 – Management Measures;
- Section 5 – Implementing and Monitoring.

## SECTION 2 The Site

### 2.1 Site Location

- 2.1.1 The site is accessed from Old Charlton Road located south of Hitchin town centre, within the jurisdiction of North Herts Council (NHC) who are the local planning authority (LPA) and Hertfordshire County Council who are the local highway authority (LHA).
- 2.1.2 The area to the southeast of the site consists of open green space, while residential properties are to the northeast and across Old Charlton Road to the northwest. Immediately southwest of the site is Pease House which is subject to a recent prior planning approval application submission (Ref 25/02689/PNMA) for a change of use to 27 residential flats.
- 2.1.3 The site location is demonstrated in **Figure 2.1**.

**Figure 2.1 Site Location**



## 2.2 Access

2.2.1 Pedestrian access to the site is currently available through the vehicular entrance located to the northwest and via a pedestrian gate to the southwest, both from Old Charlton Road. A further pedestrian route is provided from an access road off Tilehouse Street, leading to the south and southeast of the site. The fourth pedestrian access connects from Park Street.

2.2.2 Vehicular access can be gained from Old Charlton Road via a gated access approximately 4.4m in width, and from Tilehouse Street via a private road, with a gated access of approximately 4.4m.

## 2.3 Sustainable Transport

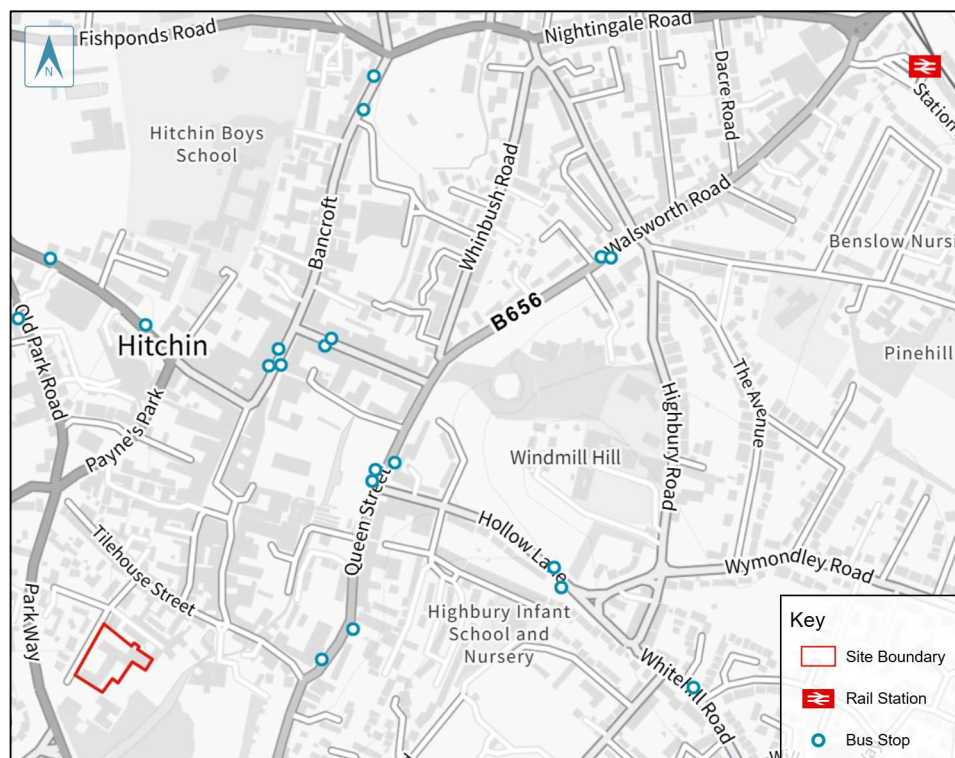
2.3.1 The closest bus stop to the site is 600m away on Queen Street to the northeast, located near Asda. This stop offers good access to frequent services to key local and regional destinations, including Luton, St Albans, Stevenage, Watford, Maulden and Welwyn Garden City.

2.3.2 There is also good railway connectivity, with Hitchin Railway Station located 1.8km to the northeast of the site, which is within reasonable walking and cycling distance.

2.3.3 The station is served by Thameslink and Great Northern trains to a number of key destinations, namely London King's Cross and Cambridge.

2.3.4 The site in the context of local public transport access is demonstrated in **Figure 2.2**.

**Figure 2.2 Public Transport**



- 2.3.5 Pedestrians and cyclists will be able to access the site via the existing access arrangements which include connections to the existing footway / cycle infrastructure along Old Charlton Road.

## 2.4 Construction Overview

- 2.4.1 The existing site is comprised of Radcliffe House and the ancillary building to its rear. The proposals will involve an internal refurbishment and refit to create the 49 residential flats. The construction will also include minor works on the existing building façade, the conversion of existing ground level parking to communal gardens, and improved external landscaping.

## 2.5 Parking Provision

- 2.5.1 There is ample existing car parking available for construction activity. The site currently accommodates parking for 20 vehicles to the front of Radcliffe House, accessed from the gated access onto Old Charlton Road. A further 8 parking spaces are located to the rear, accessed via Tilehouse Street. Additional parking is provided at basement level, offering 65 spaces which are accessible from a ramp. Access to the basement level controlled by a shutter, and the ground-floor parking area is secured by the Old Charlton Road and Tilehouse Street gates.

- 2.5.2 There is cycle parking in the in the basement which will be available during construction.

## 2.6 Construction Times

- 2.6.1 The anticipated construction programme will run from February 2026 to April 2028. The applicant and contractor will engage with HCC to understand whether any other developments or major construction works are to be undertaken locally during the same time period. If necessary, contact will be established with the relevant parties identified to ensure the works being undertaken at local sites are coordinated and considerate of one another.

- 2.6.2 Construction plant and activity will only be allowed to operate within the following hours:

- Monday to Friday: 08.00am to 18:00pm
- Saturday: 08.00am and 13.00pm

- 2.6.3 Vehicles arriving at site between 8.00am and 9:30am will wait with their vehicles switched off.

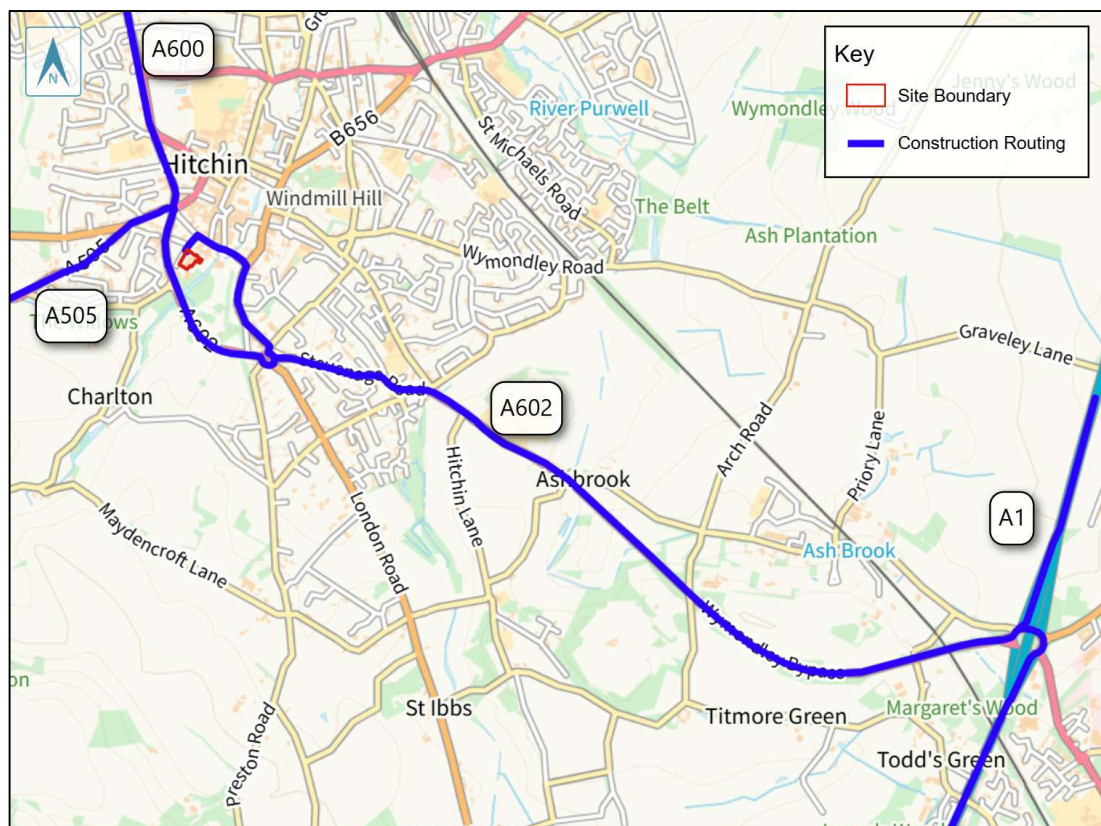
- 2.6.4 In accordance with HCC requirements, construction deliveries will be restricted to the hours of 09.00am to 16.30pm on weekdays and between 08.00am and 13.00pm on Saturdays.

## SECTION 3 Transport

### 3.1 Vehicle Routing

- 3.1.1 The site benefits from good access to the Strategic Road Network (SRN). All construction trips will follow Old Charlton Road east out of the site and route along Tilehouse Street and Park Street to access the A602 via the Hitchin Hill/Stevenage Road/London Road/Gosmore Road/Park Way roundabout.
- 3.1.2 The route to the SRN does not have any weight restrictions, low bridges, major cycle routes, schools or major trip generators.
- 3.1.3 East along the A602 provides access to the A1 at Junction 8, whilst the A505 (towards Luton) and A600 (to access the A6 north) can be accessed at the Park Way/Upper Tilehouse Street/Old Park Road/Paynes Park roundabout.
- 3.1.4 The construction vehicle routing is demonstrated in **Figure 3.1**.

**Figure 3.1 Construction Vehicle Routing**



## 3.2 Control of Site Traffic

### Vehicle Types

3.2.1 The types of vehicles expected are:

- Flatbed delivery trucks (including skip loaders)
- Rigid lorries
- LGVs

3.2.2 The largest vehicle requiring access into the site is a skip loader. Given the nature of the works, a low number of HGV deliveries are anticipated, these will be undertaken on street.

### Vehicle Trips

3.2.3 During construction activity, it is anticipated that there will be on average 20 construction staff on site at any time with an estimated peak of 40. These construction staff will travel to the site via a range of transport modes, including bus, rail, cycling walking, car sharing, as well as by single occupancy private car. All staff will be encouraged to travel to site by sustainable means.

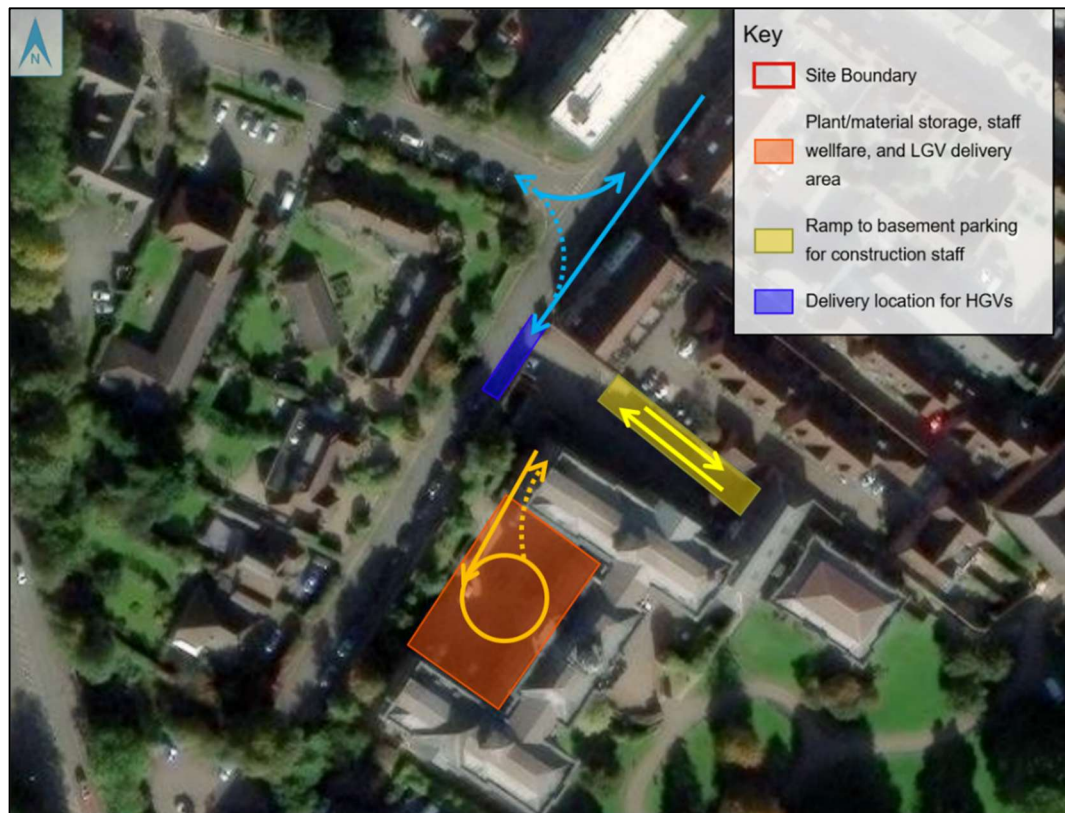
3.2.4 The proposed works would not be expected to generate more than 30 staff car arrivals and 30 staff car departures per day. There is more than sufficient space to accommodate these parked vehicles in the existing basement parking.

3.2.5 Given the works are associated with a refit/refurbishment, a large proportion of the deliveries will be made by LGV rather than HGV.

## 3.3 Site Layout for Works

3.3.1 An overview of the construction site layout is demonstrated in **Figure 3.2** overleaf.

**Figure 3.2 Site Layout for Works**



### Site Access and Egress

- 3.3.2 The site access junction onto Old Charlton Road will operate as a one-way access and egress system. There is a large, tarmacked area inside the site in proximity to the site access which allows vehicles to wait within the site without obstructing other vehicle movements.

### Staff Cars

- 3.3.3 Construction staff cars will enter the site in forward gear and access the basement car park via the ramp (highlighted yellow in **Figure 3.2**). They will egress the site in forward gear.

### LGV deliveries

- 3.3.4 LGVs will enter the site in forward gear and access the service area (highlighted orange in **Figure 3.2**). Deliveries will be made using a delivery zone within service area. LGVs can exit the service area and the site in forward gear.

3.3.5 If an LGV is in the process of leaving at the same time as another vehicle arrives, the incoming vehicle will have priority and the outgoing vehicle will wait inside the site without obstructing any vehicle movements. The route between the Old Charlton Road access and the service area is only wide enough to accommodate one-way movements. LGVs departing the service area will have priority and those incoming can wait inside the site without obstructing any vehicle movements.

3.3.6 Swept path drawings showing the largest expected vehicle accessing and egressing from the service area and site access is demonstrated below and included in full as **Appendix A**.

**Figure 3.3 LGV/Small Skip Lorry Access**

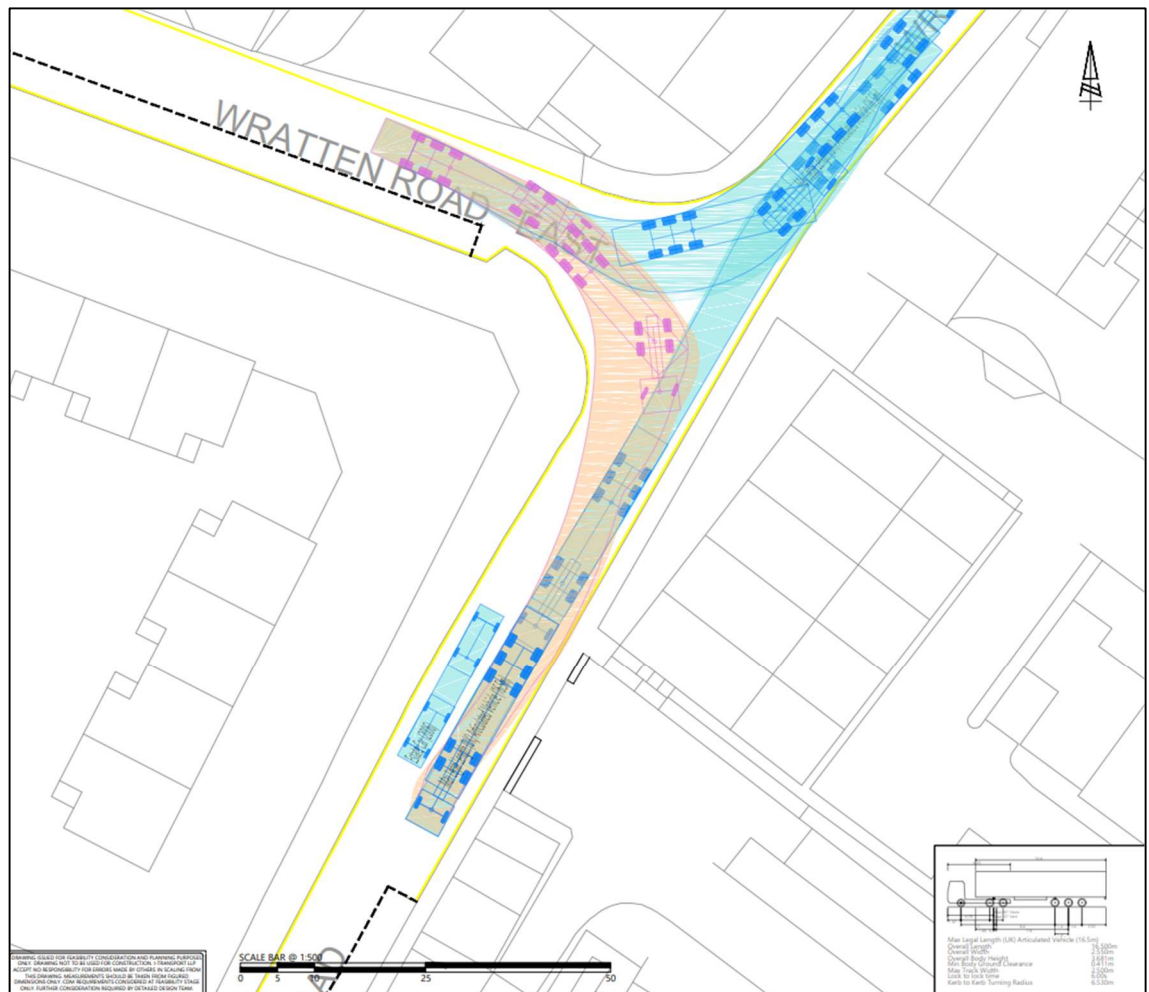


### HGV deliveries

3.3.7 All HGV un/loading will be undertaken on-street adjacent to the site access on the single yellow line. This would not impact traffic flows along Old Charlton Road which is lightly trafficked.

- 3.3.8 HGVs would access the un/loading location in forward gear (highlighted blue in **Figure 3.2**) and reverse to the priority junction with Wratten Road (also a lightly trafficked road providing access to small number of residential dwellings) before departing in forward gear.
- 3.3.9 HGV access and egress will be controlled by marshals to ensure the HGV movements are undertaken in a safe manner.
- 3.3.10 A vehicle booking system will be in place which will set out delivery times for vehicles each day, allowing for a schedule that minimises conflicts between vehicles. This will prevent more than one HGV un/loading at any one time.
- 3.3.11 The swept path analysis for a HGV un/loading adjacent to the site is demonstrated below and included in full as **Appendix B**.

**Figure 3.4 HGV Un/loading**



### **Staff Parking**

- 3.3.12 The existing on-site parking spaces will be used by staff during construction. This includes 20 spaces to the front of Radcliffe House and 65 spaces at basement level. The 20 ground level spaces will be converted to a communal garden during the construction period at which point all staff vehicles will use the basement parking. The basement parking will be rearranged as part of the works although this will not impact the ability of construction staff to use.
- 3.3.13 No parking by contractors, visitors or delivery vehicles will be permitted on the local highway network at any time during the construction phase, and visitors will be advised of the parking arrangements in advance of travelling to the site.

## SECTION 4 Management Measures

### 4.1 Overview

4.1.1 This section outlines the type of measures which can mitigate potential negative effects of construction traffic by:

- Reducing the effects of congestion on the local highway network.
- Reducing the effects of the construction phase on the amenity of the local area and on local residents.
- Preventing adverse safety impacts on the local highway network.

### 4.2 Management

4.2.1 The applicant is familiar with the requirements of Construction Logistics and Community Safety (CLOCS) and the requirement to abide by the CLOCS Standard will be included within the contracts to contractors and suppliers.

4.2.2 The developer will nominate a Site Manager prior to the commencement of works who will be responsible for managing all construction activity at the site, implementing this CTMP and for communicating this CTMP to all construction workers, drivers and suppliers. Details of Site Manager's Considerate Constructors Scheme (CCS) registration will be provided within an updated version of this CTMP once appointed.

4.2.3 Once appointed, details of the Site Manager will be passed to HCC. The Site Manager will retain overall responsibility for the construction work in place at the site. Should the Site Manager change during the construction process, it will be the responsibility of the developer to update HCC with new contact details.

### 4.3 Reducing the Effects on Congestion

#### Adherence to Designated Routes

4.3.1 CLOCS Standard requirements:

***"Clients shall ensure that a suitable, risk assessed vehicle route to the site is specified and that the route is communicated to all contractors and drivers. Clients shall make contractors and any other service suppliers aware that they are to use these routes at all times unless unavoidable diversions occur." (P19, 3.4.5)***

4.3.2 Unless advised otherwise, all deliveries to and removal of material from the site will adhere to the designated routing strategy set out in **Section 3.1**, which utilises the SRN and minimises conflict with other road users and other developments as far as reasonably possible. A penalty can be incurred by a FORS accredited member if they do not adhere to the designated routes.

4.3.3 All necessary signage will be installed to guide deliveries to designated locations. Material orders will include specific directions and routes, which will also be communicated to all subcontractors. Vehicles will adhere to legal highway requirements to prevent damage to nearby streets. No vehicles will be permitted to wait on the streets adjacent to the site.

#### **Construction Deliveries**

4.3.4 In accordance with HCC requirements, construction deliveries will be restricted to the hours of 09.00am to 16.30pm on weekdays and between 08.00am and 13.00pm on Saturdays. Construction vehicles will use the prescribed route to reach the site.

4.3.5 Deliveries will be received by a named individual on site to ensure space is available and be supported by traffic marshals as necessary. Particularly for HGVs loading on Old Charlton Road.

#### **Construction Workforce**

4.3.6 Most construction personnel will arrive and depart before the traditional network peak hours with working hours during weekdays (Monday to Friday) generally 08:00 to 18:00 and 08:00 to 13:00 on Saturdays. Thus, impact on the operation of the road network at its busiest times.

4.3.7 In any case, the level of vehicle movements will not generate a noticeable highway impact.

### **4.4 Road Safety**

4.4.1 The contractor would use companies with Fleet Operator Recognition Scheme (FORS) accreditation when selecting companies to make deliveries to the Site and give preference to those meeting the Construction Logistics and Community Safety (CLOCS) standard for construction logistics.

### **4.5 Highway Impacts**

4.5.1 Given the nature of the development as a refit/refurbishment, it is not anticipated that any wheel-washing facilities will be necessary.

4.5.2 No parking bay suspensions or Temporary Traffic Regulation Order (TTRO) will be required for the works.

- 4.5.3 No welfare, storage or site accommodation will be located on the public highway. All will be within the service area (highlighted orange in **Figure 3.2**).
- 4.5.4 No diversion routes for pedestrians or cyclists are expected across the site surroundings.

## SECTION 5      Implementation and Monitoring

### 5.1      Implementation

5.1.1 The Site Manager will be responsible for the day-to-day organisation and monitoring of construction logistics for the site for the entirety of the construction project.

5.1.2 The information in this document will be communicated to on-site staff and subcontractors by way of toolbox and induction talks, and with suppliers during the arrangements for deliveries to and from the site.

### 5.2      Monitoring

5.2.1 Checks of the proposed measures will be carried out by CCS monitors as part of your enhanced CCS site registration, to ensure compliance.

5.2.2 The CLOCS self-assessment checklist will be used by the Site Manager to uphold compliance throughout the duration of the works. Accordingly, the following aspects of the construction project logistics will be monitored:

- Any deliveries seeking to wait on surrounding public highway so that the sub-contractor and/or supplier can be notified and warned of the need to follow the strategies articulated in this document;
- The number of vehicle movements by vehicle type;
- Construction staff travel patterns; and
- Any incidents/accidents.

5.2.3 Additionally, a log shall be kept of:

- Logistics-related incidents;
- Vehicles and/or operators not meeting safety requirements;
- Associated fatalities and serious injuries;
- Community concerns regarding construction activities;
- Unacceptable parking or queueing; and
- Anti-idling.

5.2.4 It will be the responsibility of the Site Manager to ensure the works adhere to the details continued within this CTMP. In the event complaints are received by the LPA or the LHA, these will be communicated to the Site Manager with appropriate actions to be taken to ensure compliance with the information contained within this document.

### 5.3 **Updating**

5.3.1 The CTMP shall be an evolving document that will take into account any changes in the construction activity as appropriate.

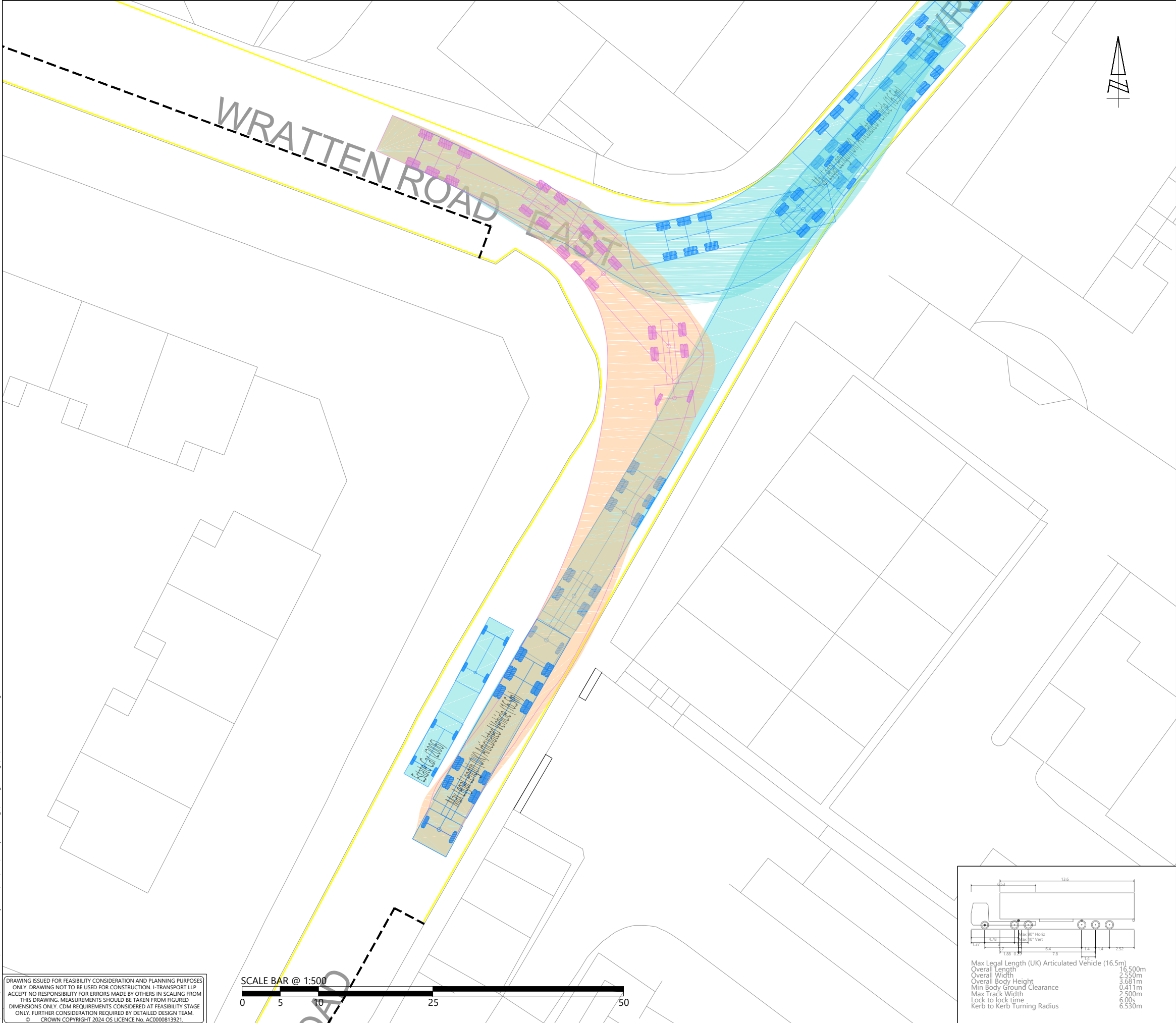
5.3.2 Should updates be required, these will be undertaken and an updated version issued to the LPA or the LHA for review and information.

## **APPENDIX A.** Swept Path Analysis – LGV



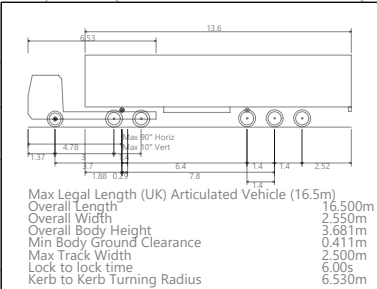
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| TITLE:<br>SITE ACCESS SWEPT PATH ANALYSIS<br>- LGV/SMALL SKIP ACCESS                                                                                                                                            |      |                      |             |                   |           |
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| DRAWING No:<br>ITL210646-003                                                                                                                                                                                    |      |                      |             |                   | REV:<br>- |

## **APPENDIX B.** Swept Path Analysis – HGV



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TITLE: SITE ACCESS SWEPT PATH ANALYSIS - HGV UN/LOADING

PROJECT: RADCLIFFE HITCHIN, HITCHIN

CLIENT: METRIC & MAKER

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