

Highwood, Hitchwood Lane, Hitchin, Herts SG4 7RY

Planning permission Ref No 24/02882/FP

Decision Date 23rd July 2025

Planning Condition 5

Construction Method Statement, Oct 2025, Revision A

Demolition of an existing outbuilding and construction of a new replacement dwelling and associated landscaping scheme.

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APPENDIX A: Site Waste Management Plan

1.0 Introduction

The proposed works are as approved in planning permission Ref No 24/02882/FP (Decision Date 23rd July 2025) which is for:

Erection of one self-build detached dwelling following demolition of existing outbuilding including parking, hard and soft landscaping.

Planning Condition 5 of the Planning Permission states:

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 Management Statement shall include details of:

- a. Access arrangements to the site.*
- b. Traffic management requirements.*
- c. Construction and storage compounds (including areas designated for car parking, loading /unloading and turning areas).*
- d. Siting and details of wheel washing facilities.*
- e. Cleaning of site entrances, site tracks and the adjacent public highway.*
- f. Timing of construction activities (including delivery times and removal of waste) and to avoid school pick up/drop off times.*
- g. Provision of sufficient on-site parking prior to commencement of construction activities.*
- h. Post construction restoration / reinstatement of the working areas and temporary access to the public highway.*
- i. 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 proposed works are reasonably minor but are being carried out in a rural area and therefore need to be carried out sensitively. The proposed development involves the demolition of the existing outbuilding and the construction of a new dwelling.

Highways officers raised no objection to the proposed development.

This Construction Method Statement seeks to address key construction traffic management and other construction issues. The Statement sets out details of the environmental protection, highway safety and community liaison measures that will be implemented to mitigate the impacts from the project. The project will be registered with the Considerate Contractors Scheme. As part of this we will be consulting and notifying our neighbours throughout the project (particularly with respect to major deliveries) and we will be operating an open-door policy so that any issues that may arise can be dealt with as quickly as possible. To minimise the likelihood of any issues arising, robust measures will be put in place to control noise, pollution and dust which may adversely impact on the health or amenity of our local neighbours. The Statement also includes a waste management strategy for handling and disposing of construction waste.

The Contractor acknowledges that this Construction Method Statement will be a live document throughout the construction. The Contractor is committed to having **No Complaints** during the build. If any complaints were to be received, these would be recorded in a logbook and reviewed by the Contractor and also by an independent person. Any required remedial measures will be put in place to ensure further complaints are not received. The Construction Management Method Statement will then be amended accordingly.

The agreed contents of the Statement will be complied with unless otherwise agreed with the Council. The project manager shall work with the Council to review this Statement if problems arise in relation to the construction of the development. Any future revised Statement must be approved by the Council and complied with thereafter.

2.0 A brief description of the site, surrounding area and development proposals

The site is located to the east of Hitchwood Lane, Hitchin. The site is accessed via a long private drive (under the ownership of the client / applicant) whose entrance is just south of the junction of School Lane with Hitchwood Lane. The development site lies wholly within land under the sole ownership of the client / applicant.

The proposed development involves the demolition of the existing outbuilding and the construction of one new dwelling including the formation of a new hard and soft landscaped areas.

The proposal aims to provide living accommodation for the client / applicant with private external amenity within a wider landscaping masterplan.

The proposed property will be accessed via a new driveway connecting to the existing driveway within the boundary of the land owned by the client / applicant.



3.0 Proposed programme duration.

The overall programme of works is between 52 and 70 weeks.

Details of the 24-hour emergency contact will be displayed at the site.

4.0 The proposed working hours within which vehicles will arrive and depart.

The standard working hours for the site will be as follows:

- 8.00am to 6pm from Monday to Friday
 - 8.00am to 1.00pm on Saturdays
- No working on Sundays or Public Holidays

Only under exceptional circumstances will vehicles arrive or depart outside these hours.

5.0 The access arrangements for vehicles

The proposed haulage route for construction traffic is expected to follow the B651, continuing onto Hitchwood Lane, as this provides the shortest and most direct connection to the main road network.

The site is accessed by a single driveway approximately 4m in width allowing easy access for skip lorries etc. The photograph below shows the existing crossover and driveway. Ample space is available in front of the entrance gate to the site for site vehicles to pull off the public highway while waiting for the gate to be opened. The contractor will have access to the gate code.

Any existing potholes to the site entrance off Hitchwood Lane will be repaired and made good prior to the commencement of work on site, to ensure safe and efficient use of the access point.

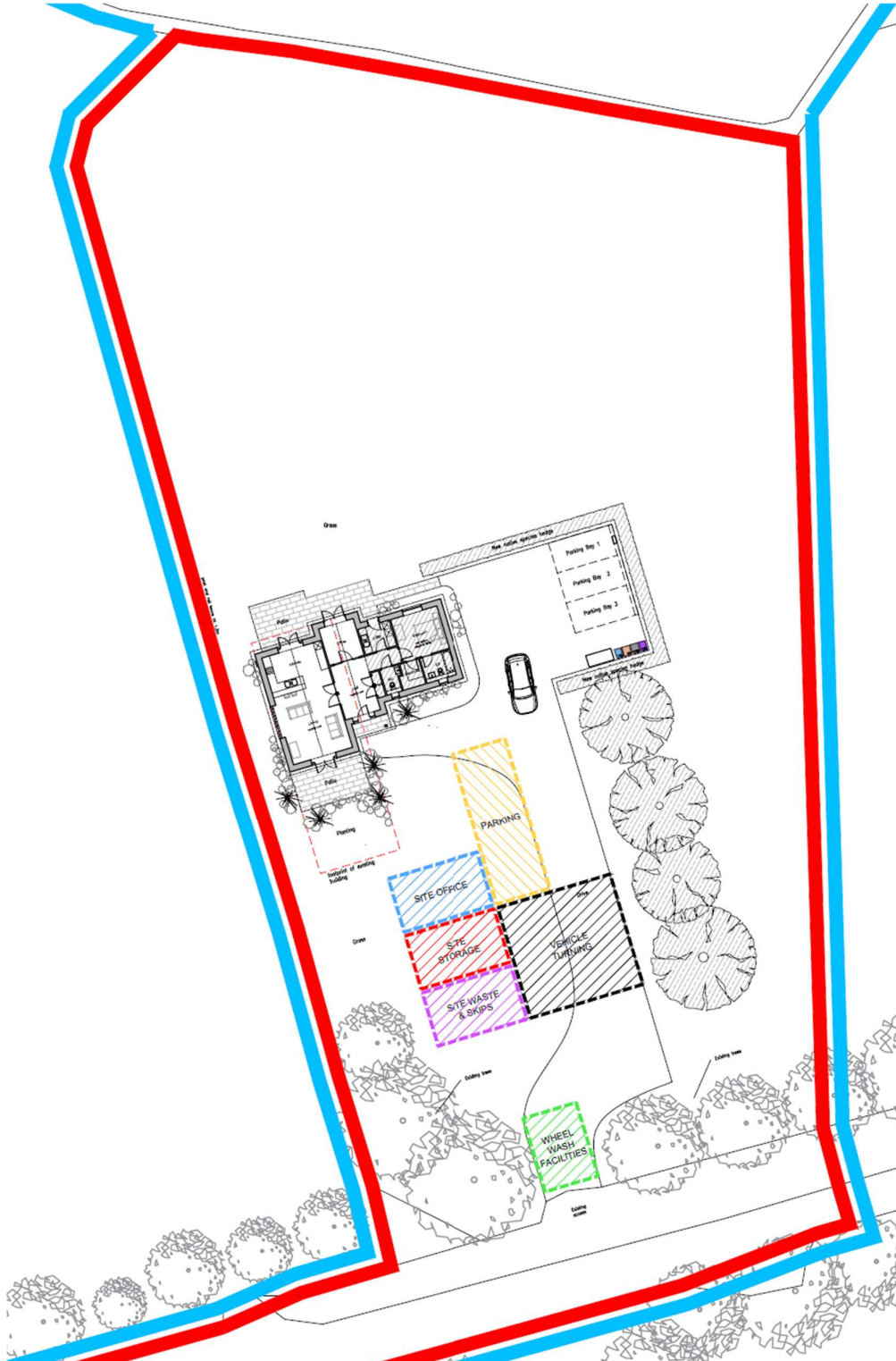
All vegetation, including hedges, will be regularly maintained to ensure that forward visibility is not obstructed when exiting the private road onto Hitchwood Lane, thereby maintaining highway safety.



Concrete, skip and grab lorries will use the driveway to access the development site where ample space exists for them to turn around and exit in the same direction as they arrived. A temporary drive / hardstanding is to be formed within the boundaries of the development site to allow vehicles to enter and manoeuvre within without fear of getting bogged down.

All materials and plant will be stored on site. The Contractor is experienced in the delivery of projects in the area with limited site space. A just-in-time delivery service will be implemented to reduce the space required for material storage. If required, use will be made of the building footprint to provide the required area. Construction waste will be removed from within the site by grab lorry or skip transfer. No skips will be placed on the public highway.

The below plan shows the access to the development site, along with the proposed locations for key operational facilities including wheel wash station, waste storage, site storage, site office, parking bays, and vehicle turning areas. Upon completion of the construction work, these temporary installations will be removed, and the affected areas will be reinstated to lawn and form part of the new driveway.



Typical sizes of all vehicles and the approximate frequency and times of day when they will need access to the site.

A range of vehicle types is expected to be required for deliveries to and from the site, depending on the nature and scale of materials, equipment, and construction activities. These will include:

Skip Lorries (approx. size 7.5m long and 2.4m wide).

Ready Mix Concrete Lorries (approx. size 8.25m long and 2.45m wide).

Flatbed delivery lorries, for items such as steelwork / timber / windows / doors etc. (approx. size 8.5m long and 2.4m wide).

It is not foreseen that there will be a high volume of vehicular traffic entering or exiting the site throughout the construction period due to the small scale of the project.

All deliveries will be coordinated to take place within the proposed hours of work.

A strict delivery procedure will be followed for all parking and loading arrangements. A designated site operative will ensure that traffic flow is maintained at all times and that any inconvenience to other road users (drivers, cyclists and pedestrians) is kept to a minimum.

All subcontractors and suppliers will be required to give 48 hours' notice of deliveries. Deliveries will be allocated time slots to ensure good control and coordination and to minimise the chance of any disruption to other road users.

It is not anticipated that this scheme will require any more than 4-6 deliveries a day on average. It is envisaged that this level of delivery will be fairly constant throughout all construction phases.

To reduce the impact of associated traffic, where possible local suppliers will be used to reduce overall traffic distance by construction related vehicles.

The client and Contractor are fully aware of the need to protect residential amenity throughout this project and to act responsibly and be a 'good neighbour'.

6.0 Details of any highway works.

No highway works are required to enable construction to take place.

7.0 Parking and loading arrangement of vehicles and delivery of materials and plant.

All parking will be provided on site.

All loading / unloading will take place within the confines of the development site.

All materials will be stored within the site boundary. No materials will be stored on the public highway.

8.0 Details of proposed parking bays suspensions and temporary traffic management orders

No parking bays or waiting restrictions will need to be suspended. No temporary traffic management orders will be required.

9.0 Proposed overhang (if any) of the public highway (scaffolding, cranes etc.)

There will be no scaffold / gantry overhanging the public highway.

10.0 Details of hoarding required or any other occupation of the public highway.

No hoarding is to be provided; the site is not open to public access.

11.0 Details of how pedestrian and cyclist safety will be maintained.

All loading / unloading will take place within the confines of the development site.

Pedestrians and cyclists will not be materially affected by the works.

12.0 Details of how traffic associated with the Development will be managed to reduce congestion.

As previously mentioned, deliveries to site will be closely controlled and managed. The timing of deliveries should ensure that any disruption/congestion is kept to an absolute minimum. Where possible, deliveries will be programmed to take place in the off-peak period. It is envisaged that the limited concrete and steel deliveries will be carried out outside the peak period and outside of school arrival and departure times.

Whenever possible, all site deliveries will consist of full loads rather than part loads to reduce the overall number of trips.

All workers and subcontractors will be encouraged to travel to site by public transport or car / van share.

13.0 Other measures designed to reduce the impact of associated traffic.

The proposed development is small in scale with a low traffic generation and as such no further measures to reduce the impact of associated traffic have been proposed.

14.0 Dirt & Dust Strategy

Wheel washing facilities will be provided within the boundary of the development site.

To minimise the spread of dirt and dust onto the public highway, all vehicles accessing the site will be restricted to designated temporary hardstanding areas within the site boundary. This measure will help contain debris and maintain cleanliness on adjacent roads throughout the duration of the works.

If conditions require, dust will be suppressed by spraying with water and equipment will be on site as required. However, as the demolition should be relatively quick and as there will be no site traffic, it is anticipated that this is unlikely to be required.

During construction, waste material will be transported directly into skips. All muck away lorries will be covered to reduce the risk of debris falling onto the highway.

In the unlikely event of materials being deposited on the public highway, site staff will take immediate action to safely remove the material. If a large spill did occur, an approved road sweeper will be hired to remove the material and clean the public highway.

Mitigation measures to ensure dust is kept to a minimum will include:

- Large stockpiles of materials will be avoided and are not anticipated due to the nature of the project and the restrictive available area during the initial excavation.
- Use dust screening where possible.
- Damping down the areas with water to suppress the dust whilst ensuring the application does not create excessive mud.
- Construction plant will be well maintained and operated to minimise emissions.
- Good housekeeping including the regular sweeping of floors will be maintained and debris disposed of in skips.
- Outer surfaces of skip will be washed before leaving site.
- Equipment and techniques such as dust extractors will be used to minimise dust when using cutters and saws.
- Portable knapsack dust suppressors will be employed on floors.
- An Environmental Advisor will brief operatives on good practice and will carry out regular inspections to ensure that BPM is employed across the project.
- Wind conditions will be taken account of when arranging activities that are likely to emit aerosols, fumes, odours and smoke.

Materials will be prefabricated and pre-cut off site where possible to minimise dust from cutting and grinding activities. If cutting and grinding cannot be mitigated off site, then water suppressant systems and or local exhaust ventilation will be employed.

The Contractor is committed to having **No Complaints** during the build. If any complaints were to be received, these would be recorded in a log book and then reviewed by the Contractor and also by an independent person. Any required remedial measures will be put in place to ensure further complaints are not received. The Construction Method Statement will then be amended accordingly.

Visual assessments on dust levels will be taken on a daily basis by the works manager and recorded in the site diary. Should noise/vibration/dust complaints arise from the construction/building works, these complaints must be recorded in a complaints register and made available to the Local Authority, if requested. The complaints register shall provide information on day, time, details of complaint, details of monitoring carried out, and any additional mitigation works.

The recommendations made in BS 5228-1: 2009 "Code of Practice for Noise and Vibration control on Construction and Open Sites" will be specified for adoption by the Contractor and its sub-contractors.

15.0 Site Waste Management

Site Waste Management Plans (SWMP) will be developed to ensure that site waste is managed more effectively through the course of demolition and construction and through to the operation of developments. By virtue of managing the amount of waste produced, it will help reduce the potential harm to both the environment and to human health. Although since December 2013 SWMP's are no longer compulsory for developments in England, the production of a SWMP is still a useful tool to assist in

reducing the amount of waste and increasing the amount of recycling associated with the proposed development.

Any SWMP should develop throughout the various stages of the project, and responsibility for the updating of the plan can transfer between individuals and organisations during these various stages. A thorough approach to site waste management planning will produce a structured plan that can perform three distinct roles:

1. To set out the importance of effective waste management and how this is enshrined in legislation, policy and guidance at all levels from European down to local, and summarising those that are most important and relevant to the scheme.
2. Identify the baseline conditions and set out waste management issues at each of the three main stages – design, construction and operation, and establish a framework for further development of the Site Waste Management Plan which will continue to be a live document throughout the process of construction.
3. To analyse these waste management issues in terms of any significant environmental effects and how the scheme has been able to either avoid, minimise or mitigate against such environmental effects.

The SWMP Template that will be used has been attached as Appendix A to this report. It is noted that no bonfires will be permitted on site.

16.0 Noisy Operations

Where practicable handheld tools will be used. The quietest and newest vehicles / plant machinery shall be used at all times. All vehicles and mechanical plant used for the purpose of the works shall be fitted with effective exhaust silencers, shall be maintained in good and efficient working order and operated in such a manner as to minimise noise emissions.

The Best Practicable Means (BPM), as defined in Section 72 of the Control of Pollution Act 1974, shall be employed at all times to reduce noise (including vibration) to a minimum, with reference to the general principles contained in British Standard BS5228: 2009 'Noise and Vibration Control on Construction and Open Sites'.

The controls will be briefed to the engineers and operatives to ensure they are aware of mitigation measures and controls to be employed. During demolition, the following controls will be implemented:

- Monaflex sheeting will be placed to screen the demolition where possible.
- A soft strip of materials will be carried out prior to structural demolition.
- Materials will be removed from site as soon as possible for appropriate recycling and disposal.
- Drop heights will be minimised as far as possible.

Noise monitoring:

Due to the rural nature of the area, existing noise levels are expected to be low.

Noise levels from construction during the working day will be monitored against indicative 75dB action level and in line with the recommended levels in BS 5228-1: 2009 Annex E for a residential area.

Noise attenuation screening will be used if deemed appropriate. Any mobile screens shall have sufficient mass so as to be able to resist the passage of sound across the barrier and to be free of significant holes or gaps between or under any acoustic panels or board materials as far as reasonably practical. However, due to the nature of the works no noise attenuation screening is currently felt to be required.

Occupiers in the vicinity who may be affected by noise from these works shall be notified of the nature of the works, a contact name, telephone number (including that to be used outside normal working hours), and address to which any enquiries should be directed. Such notification shall take place, where possible, within 2 weeks but in any event at least a week prior to the works commencing.

Vibration is not predicted to be an issue in light of the nature of the proposed works.

Noise and Vibration Mitigation:

The key mitigation measures to be employed are set out below.

All hand operated tools and equipment shall be effectively silenced and will bear the manufacturers guaranteed maximum sound level generated. The recommendations made in BS 5228-1: 2009 "Code of Practice for Noise and Vibration control on Construction and Open Sites" will be specified for adoption by the Contractor and its sub-contractors. Vibration levels shall be compared with the criteria in BS 5228: 2009 part 2 (i.e. 1mms^{-1} PPV for potential disturbance in residential), though Vibration is not predicted to be an issue in light of the nature of the proposed works.

- Any noise emitting equipment on site that is required to run continuously will be housed in a suitable acoustic enclosure.
- Machines in intermittent use will be shut down in the intervening periods between works or throttled down to a minimum.
- The use of and noise from, percussive tools will be limited as far as reasonably possible.
- Excavators will be fitted with hydraulic pulverisers and shears whenever possible in preference to hydraulic hammers.
- All plant and machinery will be fitted with silencers and where hydraulic hammers are used, they will be fitted with bafflers as per BS 5228-1: 2009.
- Sound reduced compressors will be used and/or fitted within acoustic enclosures where necessary.
- The positioning of compressors will also be taken into consideration to reduce noise transfer.
- Pneumatic tools will be fitted with silencers or mufflers.
- Electrically powered tools will be used as opposed to petrol/diesel powered, wherever possible.
- Care will be taken when erecting or striking scaffolds to avoid impact noise

- from banging steel.
- No personal audio equipment will be allowed on site e.g. radios.
- Acoustic blankets will be employed where necessary.

17.0 Details of consultation

The Contractor will be operating an 'open door' policy and will welcome our neighbours if they have any concerns etc. The Site Manager will hopefully be able to quickly answer any queries or concerns. The client is also keen to have a good and close relationship with the neighbours and is again happy to talk to them where this may be of value.

The Construction Method Statement is an important document and therefore the Contractor will consult neighbouring residents and bring this document to their attention. The Statement will be amended where necessary in light of any feedback. A draft copy of the letter is attached below.

DRAFT LETTER TO RESIDENTS OF HITCHWOOD LANE

Oct 2025

Dear Neighbour

COMMENCEMENT OF WORKS AT HIGHWOOD, HITCHWOOD LANE

The purpose of this letter is to inform you of the upcoming works at Highwood, Hitchwood Lane. The proposed development involves the demolition of an existing outbuilding and construction of a new house.

The standard working hours for the site will be as follows:

- 8.00am to 6pm from Monday to Friday
- 8.00am to 1.00pm on Saturdays

No working on Sundays or Public Holidays.

The Principal Contractor will be:

A Construction Method Statement has been prepared to help minimise construction impacts and relates to both on site activities and the transport arrangements for vehicles servicing the site.

To obtain a copy of the Construction Management Method Statement, please e- mail the Contractor at *****

***** the Contractor

18.0 Contact Details

The Principal Contractor is:

The site manager will be the person responsible for dealing with community liaison.

At the site a Contact Board shall be displayed prominently; this is to ensure that problems can be rectified quickly, and that residents and others can channel their questions and complaints to a member of staff who has the authority to take action.

The Contact Board will include the following:

- a) The title 'Contact Board'
- b) Name of the main contractor, address and person to whom correspondence should be addressed.
- c) Name of the site manager.
- d) Month and year of completion of works.
- e) Names and telephone numbers of staff who can take immediate action, so that contact can be made at any time.

As mentioned above, the Contractor will keep residents and others informed about unavoidable disturbance such as from unavoidable noise, dust, or disruption of traffic. Clear information shall be given well in advance and in writing.

Any complaints will be recorded in a log book.

19.0 Considerate Contractors Scheme

This project will be registered with Considerate Contractors Scheme.

APPENDIX A : Site Waste Management Plan

Responsibility

Name of client	
Name of principal contractor	
Name of person who drafted plan	
Notes, amendments	

Construction Project

Location (address, postcode if appropriate)	
Estimated project cost	
Notes, amendments	

Materials Resource Efficiency

Describe here any methods adopted during the conception, design and specification phase to reduce the amount of waste arising.

Method	Resource saving (quantify if possible)

Waste Management

Declaration

The client and principal contractor will take all reasonable steps to ensure that –

- a) all waste from the site is dealt with in accordance with the waste duty of care in section 34 of the Environmental Protection Act 1990 and the Environmental Protection (Duty of Care) regulations 1991; and
- b) materials will be handled efficiently and waste managed appropriately

Signatures

Waste Type	Quantity (m ³ or tonnes)							
	Re-use on-site	Re-use off-site	Recycling on-site	Recycling off-site	Other form of recovery on-site	Other form of recovery off-site	Sent to landfill	
Estimates								
Inert								
Non-hazardous								
Hazardous								
Totals (m ³ or tonnes)								
Actual								
Inert								
Non-hazardous								
Hazardous								
Totals (m ³ or tonnes)								
Difference between estimates and actual								

Waste Records

Date removed	Waste Type	Identity of the person removing the waste	Site the waste is being taken to and whether licensed or exempt	Waste carrier and registration number*	Confirmation of delivery

* evidence of waste carrier registration and waste transfer or hazardous waste consignment notes for each removal of waste should be provided either as part of the plan, or filed and cross-referenced

Post-Construction

[Within three months of the construction work being completed]

Confirmation

This plan has been monitored on a regular basis to ensure that work is progressing according to the plan and has been updated to record details of the actual waste management actions and waste transfers that have taken place.

Signature

Issue	Details
Explanation of any deviation from the planned arrangements	
Waste forecasts – exceeded	
Waste forecasts – not met	
Cost savings achieved	