

CONSTRUCTION MANAGEMENT PLAN TEMPLATE

March 2020

Hertfordshire County Council

Revisions & additional material

Please list all iterations here:

Date	Version	Produced by

Additional sheets

Please note – the review process will be quicker if these are submitted as Word documents or searchable PDFs.

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Introduction

The purpose of the **Construction Management Plan (CMP)** is to help developers to minimise construction impacts and relates to all construction activity both on and off site that impacts on the wider environment.

It is intended to be a live document whereby different stages will be completed and submitted for application as the development progresses.

The completed and signed CMP must address the way in which any impacts associated with the proposed works, and any cumulative impacts of other nearby construction sites will be mitigated and managed. The level of detail required in a CMP will depend on the scale and nature of development.

This CMP follows the best practice guidelines as described in the Construction Logistics and Community Safety (**CLOCS**) Standard.

The approved contents of this CMP must be complied with unless otherwise agreed with the Highway Authority (HA) in writing. The project manager shall work with the HA to review this CMP if problems arise during construction. Any future revised plan must also be approved by the Local Planning Authority (LPA) and the Highway Authority (HA) and complied with thereafter.

It should be noted that any agreed CMP does not prejudice or override the need to obtain any separate consents or approvals such as road closures or hoarding licences.

Please complete the questions below with additional sheets, drawings and plans as required. The boxes will expand to accommodate the information provided, so please provide as much information as is necessary. It is preferable if this document, and all additional documents, are completed electronically and submitted as Word files to allow comments to be easily documented. These should be clearly referenced/linked to from the CMP. Please only provide the information requested that is relevant to a particular section.

(Note the term 'vehicles' used in this document refers to all vehicles associated with the implementation of the development, e.g. demolition, site clearance, delivery of plant & materials, construction etc.)

Revisions to this document may take place periodically.

Contact

1. Please provide the full postal address of the site and the planning reference relating to the construction works.

Address:
Planning reference number to which the CMP applies:
25/01553/FP
54 Church Street, Baldock, Hertfordshire, SG7 5AF

2. Please provide contact details for the person responsible for submitting the CMP.

Name: Simon Dempster
Address: 4 Elm Close, Campton, Shefford, Bedfordshire, SG17 5PE
Email: simondempster@yahoo.co.uk
Phone: 07572 867813

3. Please provide full contact details of the site project manager responsible for day-to-day management of the works and dealing with any complaints from local residents and businesses.

Name: Faye Gooda
Address: 4 Elm Close, Campton, Shefford, Bedfordshire, SG17 5PE
Email: faysieg2003@yahoo.co.uk
Phone: 07912 645310

4. Please provide full contact details of the person responsible for community liaison and dealing with any complaints from local residents and businesses if different from question 3.

Name:
Address:
Email:
Phone:

5. Please provide full contact details including the address where the main contractor accepts receipt of legal documents for the person responsible for the implementation of the CMP.

Name: Faye Gooda
Address: 4 Elm Close, Campton, Shefford, Bedfordshire, SG17 5PE
Email: faysieg2003@yahoo.co.uk
Phone: 07912 645310

Site

6. Please provide a site location plan and a brief description of the site, surrounding area and development proposals for which the CMP applies.

See attached SK02 Site Traffic Routing Plan together with SK01 Site Organisation and Delivery Arrangements Plans which shows the location of the site.

The site comprises an existing 2 storey detached property currently used as a Beauty Salon with treatment rooms and facilities on both floors known as Belle and Bee Beauty. The main entrance to the property is on Church Street and the site has a driveway to the right hand side leading to a rear yard area that then provides access via a driveway at the rear down to Icknield Way. The rear garden and right hand side have boundary walls separating the site from residential properties and the left hand side has a boundary wall separating the site area from a small business property and the carpark that serves the business.

7. Please provide a very brief description of the construction works including the size and nature of the development and details of the main issues and challenges (e.g. narrow streets, close proximity to residential dwellings etc).

The planned construction works are to convert the first floor of the property into two residential flats with new access provided to the side flank of the building via an enclosed external staircase.

Access for operatives will be made via the driveway and existing crossover to the right hand side of the property. Church Street is a two way road with residents parking bays located on the opposite side of the road which will make deliveries restricted at the front so the intention is that delivery vehicles will pull into the concrete hardstanding to the left of the site by using the neighbouring factory unit crossover. Deliveries can then be unloaded here without any issues with the main road being affected and this will also avoid the need to carry materials across the footpath therefore reducing the impact that the works have on passing pedestrians. The residential properties adjacent to the right hand side of the site i.e next to the access into the site are set away from the boundary as their own driveways are immediately next to the site

8. Please provide the proposed start and end dates for each phase of construction as well as an overall programme timescale. (A Gantt chart with key tasks, durations and milestones would be ideal).

See below outline dates for the works;

1. Erect scaffold and carry out roof remedial and external alteration works then remove scaffold
Start 15.09.25
Complete 07.11.25
Duration 8 weeks
2. Main internal alterations and refurbishment
Start 15.09.25
Complete 19.12.25
Duration 14 weeks
3. Final fittings and external works incl staircase
Start 10.11.25
Complete 19.12.25
Duration 6 weeks

Overall programme summary
Start 15.09.25
Complete 21.11.25
Duration 14 weeks

9. Please confirm the standard working hours for the site

Working hours will be;
Monday - Friday 8am to 6pm
Saturday 8am to 1pm
No audible works to be carried out on Sundays or Bank Holidays

Cumulative impact

Sites located within high concentrations of construction activity that will attract large numbers of vehicle movements and/or generate significant sustained noise levels should consider establishing contact with other sites in the vicinity in order to manage these impacts.

The Highway Authority can advise on this if necessary.

10. Consultation

The Highway Authority expects meaningful consultation. For large sites, this may mean two or more meetings with local residents **prior to submission of the first draft CMP**.

Evidence of who was consulted, how the consultation was conducted, and a summary of the comments received in response to the consultation should be included. Details of meetings including minutes, lists of attendees etc. should be appended.

In response to the comments received, the CMP should then be amended where appropriate and, where not appropriate, a reason given. The revised CMP should also include a list of all the comments received. Developers are advised to check proposed approaches to consultation with the Highway Authority before carrying them out. If your site is on the boundary between districts then we would recommend contacting the relevant neighbouring planning authority. Please provide details of consultation of draft CMP with local residents, businesses, local groups (e.g. residents/tenants and business associations) and Councillors.

We have made direct contact with the neighbouring residents at Church Street and Icknield Way including Dartons House and Sanvignes Court together with the owners of the business at 56 Church Street - factory unit.

We have discussed the planned works, working hours and overall durations with them and no one has expressed any concerns. We have also delivered a letter to residents (copy attached) providing outline details of the proposed scheme and contact details should anyone have any questions or concerns

11. Schemes

Please provide details of your Considerate Constructors Scheme (CCS) registration. Please note that Highway Authority requires enhanced CCS registration that includes CLOCS monitoring. Please provide a CCS registration number that is specific to the above site.

We do not have CCS registration however are familiar with the scheme and will fully abide by normal CCS guidelines and requirements

12. Neighbouring sites

Please provide a plan of existing or anticipated construction sites in the local area and please state how your CMP takes into consideration and mitigates the cumulative impacts of construction in the vicinity of the site. The Highway Authority can advise on this if necessary.

We are not aware of any other existing or planned construction schemes to be carried out in the local area however should this change we will make contact with the site managers involved in order to coordinate activities such that site deliveries are arranged to avoid congestion in the local area

Transport

This section must be completed in conjunction with your principal contractor. If one is not yet assigned, please leave the relevant sections blank until such time when one has been appointed.

The Hertfordshire Highway Authority is a CLOCS Champion, and is committed to maximising road safety for Vulnerable Road Users (VRUs) as well as minimising negative environmental impacts created by motorised road traffic. As such, all vehicles and their drivers servicing construction sites within the borough are bound by the conditions laid out in the CLOCS Standard.

This section requires details of the way in which you intend to manage traffic servicing your site, including your road safety obligations with regard to VRU safety. It is your responsibility to ensure that your principal contractor is fully compliant with the terms laid out in the CLOCS Standard. It is your principal contractor's responsibility to ensure that all contractors and sub-contractors attending site are compliant with the terms laid out in the CLOCS Standard. Checks of the proposed measures will be carried out by CCS monitors as part of your enhanced CCS site registration, and possibly highway officers, to ensure compliance. Please refer to the CLOCS Standard when completing this section.

CLOCS Contractual Considerations

13. Name of Principal contractor:

Gooda's Gold Plumbing and Heating Ltd

14. Please submit the proposed method for checking operational, vehicle and driver compliance with the CLOCS Standard throughout the duration of the contract

We will ensure that our supply chain have CLOCS registration. This will be checked at the point that any orders are placed for materials and we will keep a log of their registration details for review by the council authorities as required.

15. Please confirm that you as the client/developer and your principal contractor have read and understood the CLOCS Standard and included it in your contracts.

I confirm that I have included the requirement to abide by the CLOCS Standard in my contracts to my contractors and suppliers:

This is confirmed

Site Traffic

Sections below shown in blue directly reference the CLOCS Standard requirements. The CLOCS Standard should be read in conjunction with this section.

16. Traffic routing: *"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)

Routes should be carefully considered, and risk assessed, taking into account the need to avoid where possible any major cycle routes and trip generators such as schools, offices, stations, public buildings, museums etc.

Consideration should also be given to weight restrictions, low bridges and cumulative impacts of construction (including neighbouring construction sites) on the public highway network. The route(s) to and from the site should be suitable for the size of vehicles that are to be used.

Please show vehicle approach and departure routes between the site and the Hertfordshire's Road Network. Please note that routes may differ for articulated and rigid HGVs. Routes should be shown clearly on a map, with approach and departure routes clearly marked. If this is attached, use the following space to reference its location in the appendices.

Please see attached planned routes for vehicles to and from the site. Wherever possible vehicles will approach the site by heading south down Norton Road (which links to the main road network via the A507 and the A1M) then turning driving left (East) along Icknield Way. Vehicles will then turn right into Church Street and then pull onto the hardstanding directly adjacent to the site. The hardstanding is accessed via the cross over serving the neighbouring factory unit. The vehicle can be unloaded on the hardstanding without any interference with the footpath and passing pedestrians. Once unloaded the vehicle will reverse into the factory unit yard exit back onto Church Lane heading North and turn left onto Icknield Way following the route back north up Norton Way towards the main road network. This route avoids passing any local schools or shops and keeps site traffic away from the local, narrower adjacent residential roads.

b. Please confirm how contractors and delivery companies will be made aware of the route (to and from the site) and of any on-site restrictions, prior to undertaking journeys.

When orders are placed with material suppliers we will issue a copy of this CMP to them highlighting the Construction Site Traffic routing as noted above. The supplying company will also be given the site managers contact details and asked to call 30mins prior to the expected site arrival time allowing the site manager to coordinate deliveries being made so that they are staggered and therefore avoid unnecessary vehicle dwell times and congestion on the local road network caused by site traffic

17. Control of site traffic, particularly at peak hours: *"Clients shall consider other options to plan and control vehicles and reduce peak hour deliveries"* (P20, 3.4.6)

Construction vehicle movements should be restricted to the hours of 9.30am to 4.30pm on weekdays and between 8.00am and 1.00pm on Saturdays. If there is a school in the vicinity of the site or on the proposed access and/or egress routes, then deliveries must be restricted to the hours of 9.30am and 3pm on weekdays during term time.

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.

A delivery plan should ensure that deliveries arrive at the correct part of site at the correct time. Instructions explaining such a plan should be sent to all suppliers and contractors.

Please provide details of the types of vehicles required to service the site and the approximate number of deliveries per day for each vehicle type during the various phases of the project.

For Example:

32t Tipper: 10 deliveries/day during first 4 weeks

Skip loader: 2 deliveries/week during first 10 weeks

Artic: plant and tower crane delivery at start of project, 1 delivery/day during main construction phase project

18t flatbed: 2 deliveries/week for duration of project

3.5t van: 2 deliveries/day for duration of project

Skip loader/lorry - we anticipate 2 per week for the first 2 weeks and then 1 per week for the balance of the project

3.5 T Van - we anticipate 3 deliveries per week

b. Cumulative effects of construction traffic servicing multiple sites should be minimised where possible. Please provide details of other developments in the local area or on the route that might require deliveries coordination between two or more sites. This is particularly relevant for sites in very constrained locations.

As noted above we are not aware of any other sites in the local vicinity either ongoing or planned to start

c. Please provide swept path analyses for constrained manoeuvres along the proposed route.

No constrained manoeuvres are anticipated

d. Consideration should be given to the location of any necessary holding areas/waiting points for sites that can only accommodate one vehicle at a time/sites that are expected to receive large numbers of deliveries. Vehicles must not queue or circulate on the public highway. Whilst deliveries should be given set times to arrive, dwell and depart, no undue time pressures should be placed upon the driver at any time.

Please identify the locations of any off-site holding areas or waiting points. This can be a section of single yellow line that will allow the vehicle to wait to phone the site to check that the delivery can be accommodated.

No holding areas will be required. Drivers or their office will be asked to call 30 minutes in advance of arriving so that we can ensure that clashes of deliveries do not occur

e. Delivery numbers should be minimised where possible. Please investigate the use of construction material consolidation centres, and/or delivery by water/rail if appropriate.

Noted

f. Emissions from engine idling should be minimised where possible. Please provide details of measures that will be taken to reduce delivery vehicle engine idling, both on and off site (this does not apply to concrete mixers).

Vehicles will be required to switch off their engines will being offloaded. It is not anticipated that vehicles will need to dwell awaiting unloading at any time.

18. Site access and egress: *"Clients shall ensure that access to and egress from the site is appropriately managed, clearly marked, understood and clear of obstacles."* (P18, 3.4.3)
Vehicles entering and leaving the site should be carefully managed, using gates that are clearly marked and free from obstacles. Traffic marshals must ensure the safe passage of all traffic on the public highway, in particular pedestrians and cyclists, when vehicles are entering and leaving site, particularly if reversing.
Traffic marshals, or site staff acting as traffic marshals, should hold the relevant qualifications required for directing large vehicles when reversing. Marshals should be equipped with 'STOP – WORKS' signs (not STOP/GO signs) if control of traffic on the public highway is required. Marshals should have radio contact with one another where necessary.

a. Please detail the proposed site access and egress points on a map or diagram. If this is attached, use the following space to reference its location in the appendices.

See attached site plan showing site access and egress point.

b. Please describe how the access and egress arrangements for construction vehicles in and out of the site will be managed, including the number and location of traffic marshals where applicable. If this is shown in an attached drawing, use the following space to reference its location in the appendices.

Vehicles will not enter the site area

c. Please provide swept path drawings for vehicles accessing/egressing the site if necessary. If these are attached, use the following space to reference their location in the appendices.

N/A

d. Provision of wheel washing facilities should be considered if necessary. If so, please provide details of how this will be managed, and any run-off controlled. Please note that wheel washing should only be used where strictly necessary, and that a clean, stable surface for loading should be used where possible.

Not required as vehicles will not access the site area

19. Vehicle loading and unloading: *"Clients shall ensure that vehicles are loaded and unloaded on-site as far as is practicable."* (P19, 3.4.4)

This section is only relevant if loading/unloading is due to take place off-site on the public highway. If loading is taking place on site, please skip this section.

a. please provide details of the parking and loading arrangements for construction vehicles with regard to servicing and deliveries associated with the site (e.g. delivery of materials and plant, removal of excavated material). This is required as a scaled site plan, showing all points of access and where materials, skips and plant will be stored, and how vehicles will access and egress the site. If this is attached, use the following space to reference its location in the appendices.

See attached SK01 Site Organisation and Delivery Arrangements Plan

b. Where necessary, Traffic Marshalls must ensure the safe passage of pedestrians, cyclists and motor traffic in the street when vehicles are being loaded or unloaded. Please provide detail of the way in which marshals will assist with this process, if this differs from detail provided in Q18 b.

N/A

Street Works

Full justification must be provided for proposed use of the public highway to facilitate works. The Hertfordshire's Highway Authority expects all options to minimise the impact on the public highway to have been fully considered prior to the submission of any proposal to occupy the highway for vehicle pit lanes, materials unloading/crane pick points, site welfare etc.

Please note that Temporary Traffic Orders (TTOs) and hoarding/scaffolding licenses may be applied for prior to CMP submission but won't be granted until the CMP is signed-off.

Please note that there is a two-week period required for the statutory consultation process to take place as part of a TTO.

20. Site set-up

Please provide a scaled plan detailing the local highway network layout in the vicinity of the site. This should include details of on-street parking bay locations, cycle lanes, footway extents, relevant street furniture, and proposed site access locations. If these are attached, use the following space to reference their location in the appendices.

See attached drawing SK02 - Traffic Route Plan to be read in conjunction with SK01 Site Organisation and Delivery Arrangements Plan

21. Parking bay suspensions and temporary traffic orders

Parking bay suspensions should only be requested where absolutely necessary and these are permitted for a maximum of 6 months only. For exclusive access longer than 6 months, you will be required to obtain a Temporary Traffic Order (TTO) for which there is a separate cost. Please provide details of any proposed parking bay suspensions and/or TTO's which would be required to facilitate the construction - include details of the expected duration in months/weeks. Building materials and equipment must not cause obstructions on the highway as per your CCS obligations unless the requisite permissions are secured. Information regarding parking suspensions can be found [here](#).

None anticipated

22. Occupation of the public highway

Please note that use of the public highway for storage, site accommodation or welfare facilities is at the discretion of the Highway Authority and is generally not permitted. If you propose such use you must supply full justification, setting out why it is impossible to allocate space on-site. We prefer not to close footways but if this is unavoidable, you should submit a scaled plan of the proposed diversion route showing key dimensions.

a. Please provide justification of proposed occupation of the public highway.

N/A

b. Please provide accurate scaled drawings of any highway works necessary to enable construction to take place (e.g. construction of temporary vehicular accesses, removal of street furniture etc). If these are attached, use the following space to reference their location in the appendices.

N/A

23. Motor vehicle and/or cyclist diversions

Where applicable, please supply details of any diversion, disruption or other anticipated use of the public highway during the construction period. Please show locations of diversion signs on drawings or diagrams. If these are attached, use the following space to reference their location in the appendices.

N/A

24. Scaffolding, hoarding, and associated pedestrian diversions

Pedestrians safety must be maintained if diversions are put in place. Vulnerable footway users should also be considered. These include wheelchair users, the elderly, those with walking difficulties, young children, those with prams, the blind and partially sighted. Appropriate ramps must be used if cables, hoses, etc. are run across the footway.

Any work above ground floor level may require a covered walkway adjacent to the site. A licence must be obtained for scaffolding and gantries. The adjoining public highway must be kept clean and free from obstructions, and hoarding should not restrict access to adjoining properties, including fire escape routes. Lighting and signage should be used on temporary structures/skips/hoardings etc.

A secure hoarding will generally be required at the site boundary with a lockable access.

a. Where applicable, please provide details of any hoarding and/or scaffolding that intrudes onto the public highway, describing how pedestrian safety will be maintained through the diversion, including any proposed alternative routes. Please provide detailed, scale drawings that show hoarding lines, gantries, crane locations, scaffolding, pedestrian routes, parking bay suspensions, remaining road width for vehicle movements, temporary vehicular accesses, ramps, barriers, signage, lighting etc. If these are attached, use the following space to reference their location in the appendices.

With the exception of the front elevation, the site is enclosed on all sides via existing masonry garden walls and fencing. During the works a Heras type security fencing will be installed across the front boundary along the edge of the pavement to ensure that the site activities are kept separate from passing pedestrian's and road users. This will be kept locked via a chain and padlock when the site is not operational. This is indicated on drawing SK01 Site Organisation and Delivery Plan

b. Please provide details of any other temporary structures which would overhang/oversail the public highway (e.g. scaffolding, gantries, cranes etc.) If these are attached, use the following space to reference their location in the appendices.

N/A. All scaffolding on private land

25. Services

Please indicate if any changes to services are proposed to be carried out that would be linked to the site during the works (i.e. connections to public utilities and/or statutory undertakers' plant). Larger developments may require new utility services. If so, a strategy and programme for coordinating the connection of services will be required. If new utility services are required, please confirm which utility companies have been contacted (e.g. Thames Water, National Grid, EDF Energy, BT etc.) You must explore options for the utility companies to share the same excavations and traffic management proposals. Please supply details of your discussions.

N/A

Agreement

The agreed contents of this Construction Management Plan must be complied with unless otherwise agreed in writing by the Highway Authority. This may require the CMP to be revised by the Developer and reapproved by the HA. The project manager shall work with the HA to

review this Construction Management Plan if problems arise in relation to the construction of the development. Any future revised plan must be approved by the HA and the LPA in writing and complied with thereafter.

It should be noted that any agreed Construction Management Plan does not prejudice further agreements that may be required such as road closures or hoarding licences.

Signed: Simon Dempster

Date: 15th Sept 2025

Print Name: Simon Dempster

Position: Contracts Manager

End of form.