



Charles Church

CONSTRUCTION MANAGEMENT PLAN

710 – St Ippolyts

Charles Church Developments

First Issue – December 2025



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INTRODUCTION

DEVELOPMENT SITE WIDE CODE OF CONSTRUCTION (SHE PROTOCOL)

FOR THE DEVELOPMENT AT:

St Ippolyts

The Development site is in the ownership of Charles Church Developments who will be wholly responsible for the development. The Development consists of 52 residential dwellings and associated infrastructure.

To ensure the overall development works are carried out in a co-ordinated, safe and controlled manner with full consideration of their impact, Charles Church Developments Limited will endorse the House Builders Federation recommendation for the management of Health and Safety and Environmental issues on sites and will adopt a site wide SHE Protocol.

This Code of Construction will be adhered to by any Principal Contractors, Contractors or Sub-Contractors across the Development to ensure a consistent, co-ordinated approach to traffic management, public and site safety and environmental issues for the safe development of the site as a whole.

1.0 MANAGEMENT

Charles Church Developments Limited will subscribe to this Code of Construction as the overriding Health, Safety and Environmental Protocol upon which all Design, Procurement and Construction activities will be based.

1.1 Health and Safety Management Strategy

Charles Church Developments Limited takes the management of Health and Safety throughout the project (design, procurement and construction stages) very seriously and as such undertakes to ensure that the project is managed in strict accordance with all relevant Health and Safety Legislation, in order to reduce the risk of accidents throughout the life cycle of the development; during the construction phase, the use of the building and the potential future refurbishment and dismantling of structures.

In this regard, Charles Church Developments Limited undertakes to ensure that compliance with the CDM Regulations and the guidance given in the Approved Code of Practice (ACoP) is achieved by itself and all members of the project team, construction partner and design team.

1.1.1 Specific Key CDM Dutyholders

Client	Charles Church Developments Limited
CDM Co-ordinator	Charles Church Developments Limited
Groundworks Contractor	TBC
Site Principal Contractor	Charles Church Developments Limited

Duty holders will undertake to carry out their duties as defined by the CDM Regulations 2015 to ensure that all requirements of the CDM Regulations 2015 are met.

Charles Church Developments Limited will ensure that suitably competent duty holders are appointed to oversee all Project Specific Issues with enough time to plan and mobilise their activities.

1.1.2 The Design Process – looking at Health, Safety & Environmental Issues

Throughout the Design Process, designs will be co-ordinated with respect to Safety, Health and Environmental issues.

The underlying principle of the Design should be to eliminate hazards (so far as is reasonably practicable, taking account of other design considerations) and reduce risk associated with those hazards, which remain; suitable information about the residual risks involved in the design will be communicated from the Design Team to the Principal Contractor.

1.1.3 Project Considerations – for all shared activities

Charles Church Developments Limited will oversee the overall management of Health and Safety conditions as the project progresses. A Project / Site Manager will be appointed to ensure that all Development Issues are properly co-ordinated.

A system of site wide Health and Safety co-ordination will be put in place, managed by Charles Church Developments Limited, that will deal with the planning and monitoring of movement of personnel, vehicles, plant etc. to, from and between individual operational areas as well as operations that interface with each Contractors' works.

The site-wide elements of each Contractor's Construction Phase Health and Safety Plan will be harmonised so that interface issues are addressed in a comprehensive and compatible manner.

Charles Church Developments Limited will ensure provision of welfare facilities in accordance with appropriate standard for number of dwellings being built and anticipated numbers of site operatives on site. These facilities will be maintained throughout and the development will be kept in a clean and tidy state.

1.2 Environmental Management Strategy

Charles Church Developments Limited understand the importance of effective environmental management and as such, undertakes to ensure that environmental risks throughout the project are identified and suitable control measures and procedures to manage those risks are developed with the Contractor for each designated area of work. Control measures will be inspected /reviewed by the Principal Contractor as part of the SHE Site Inspections to ensure their effectiveness and validity.

The project will be undertaken in accordance with all relevant legislation, namely:

- Environmental Protection Act 1990
- Wildlife and Countryside Act 1981
- Water Resources Act 1991
- Water Industry Act 1991
- Land Drainage Act 1994
- The Conservation of Habitats and Species Regulations 2017
- Protection of Badgers Act 1992
- Hedgerows Regulations 1997
- Town and Country Planning (Environmental Impact Assessment) Regulations 2017
- Draft Clean Air Strategy (2018) (*Consultation Document*)
- Common Law Nuisance
- Noise and Statutory Nuisance Act (1993)
- The Contaminated Land (England) Regulations 2006
- The Controlled Waste (England and Wales) Regulations 2012
- The Control of Pollution (Oil Storage)(England) Regulations 2001
- Duty of Care Regulations 1991 and Special Waste Regulations

This list is not exhaustive. All due care and consideration will be given to environmental issues throughout the course of the project and all control measures suitably monitored as the project progresses.

The Principle Contractors Site Manager is to be responsible for ensuring that the above is implemented.

2.0 COMMUNICATION AND CO-ORDINATION

It is recognised that communication and co-ordination is a central consideration, for every success of the project, from a Commercial, Health and Safety, Environmental and Quality Construction Point of View.

As such, meetings will be held regularly between all parties concerned, and will be implemented by Charles Church Developments Limited and directed by the Project / Site Manager.

During the Design stage, meetings will be held regularly (at least monthly) with regular communications (verbal and electronic) between key members of the Project and Design Team.

During the Construction Phase, all notes and minutes of all meetings held between the various parties shall be recorded, issued and a copy filed on site. Frequency, agenda and form of meeting are to be discussed and agreed between all parties. The general rule is monthly Developer Management meetings, weekly Site Management meetings and daily interface with Site Managers. All relevant exchanges of information should also be included within the Site Consultation Meeting minutes.

All communications with the various Contractors will be recorded initially by the Project / Site Manager and thereafter the Developer's Site Managers. Verbal communications will be noted in the site diaries.

Charles Church Developments Limited will ensure reciprocal exchanges of information regarding sales team access and site works considerations, as it is important to safeguard sales team personnel and prospective purchasers.

The Project /Site Manager(s) and the sales team will hold meetings to discuss any / all changes to the site environment, particularly if access to any specific plots is required or not permissible and the meeting should be recorded in minutes and in the site diary.

3.0 DETAILED CONSTRUCTION PROVISIONS

This section relates to the provisions made by Charles Church Developments Limited to ensure the safe, commercial, strategic, environmental and socially responsible progression of the project.

3.1 Site Security and Protection of the General Public

Charles Church Developments Limited recognises the need (from a legal and a socially responsible perspective) to ensure that the whole development site is adequately protected to prevent unauthorised persons from entering the site.

3.1.1 Security and Segregation of Work Areas

Charles Church / Principal Contractor(s) will ensure that the boundaries of their respective site / works area are fully secure from trespassers / members of the public / children and other site personnel as well as being completely separate from those works of other adjacent parties.

The individual development sites will be enclosed with appropriate fencing, with controlled access gates, so that each Principal Contractor's site is autonomous, clearly defined and separated before any works commence on site.

Each site will be autonomous in respect to the CDM Regulations 2015 within its boundaries. Each Principal Contractor and appointed contractor will abide by the agreed site-wide management system co-ordinated by Charles Church Developments.

Visitors will be directed to the site office where they will sign in and be inducted by the Site Manager as necessary.

The site will be secured via Heras fencing, or similar, preventing unauthorised access to construction operations. This fencing will be repositioned as construction areas alter and dwellings are occupied etc.

The fencing will be regularly inspected and any maintenance required will be undertaken to ensure site safety / security is not compromised.

3.1.2 Protection of the Public

Charles Church Developments Limited and its Contractors will ensure that good housekeeping practices are implemented across the development sites. All materials, plant and tools will be fully secured / supervised when not in use.

At the end of the working day, material storage/compound areas will be fully secured to prevent access, should there be any unauthorised access to the site.

3.1.3 Signage

Appropriate Health and Safety signage will be placed around the site guiding traffic routes, giving warnings of hazards and potential dangers (such as “Danger: Keep Out” etc.) and instructing conduct within the site boundaries (such as “Do not remove security fencing”/“Appropriate PPE must be worn ...” etc.). Each individual construction / demolition will have its own identifying and directional signage but will be in accordance with agreed format / type / frequencies, to be decided by Charles Church Developments Limited.

3.1.4 Inductions

The Developer’s Site Manager is responsible for project induction training and will ensure that each site worker receives induction training specific to the site and to the type and place of work. This is to take place before the site operative commences work for the first time on a particular site. Evidence of all induction training, and the names of personnel who have undertaken formal induction training together with when they were inducted, must be recorded and filed on site.

Contractors working on site employed by others (e.g. utilities) shall be inducted as all other site operatives and visitors. Information concerning their works and co-ordination / co-operation with other site operatives shall be discussed and agreed with the Project Manager or Developer’s Site Manager prior to commencement of their works on site, as appropriate.

Tool Box Talks will be held by Contractors and Principal Contractors (as appropriate) regularly and these will be recorded by the Principal Contractors responsible for those areas.

Specifically during the induction process, operatives will be informed of housekeeping matters, particularly the need to respect surrounding neighbours to the site and the need to keep noise to a minimum, particularly when entering and leaving the site. Any radios / entertainment devices should only be used at a level which will not cause undue disturbance to the neighbouring areas.

3.2 Control of On-Site Working Conditions

3.2.1 Site Working Hours and Deliveries

General construction hours & delivery times Monday to Friday 8 am – 6 pm/
Saturday 8 am – 1 pm, No Construction work or deliveries on Sundays or Bank
Holidays

Site Opening Times Monday to Friday 7.30 am – 6.00 pm/ Saturday 7.30 am –
1.30 pm, not open on Sundays or Bank Holidays.

Traffic Management Plan 1062-017 to be updated to reflect the above
updates.

3.2.2 Compound Position, Site Car Parking, Visitor Provisions, Plant and Equipment

Areas for the car parking, office and the developers' site compounds together
with sites for materials, debris and plant storage will be agreed and shown on
the Site Management Plan. Refer to the Traffic Management Plan 1062-017
for details.

All visitors must report to the relevant Site Office for an appropriate induction
by the relevant Site Manager. Car parking facilities will be made available for
visitors to site and clearly signed.

In order to review all plant and equipment brought on to site, any machinery
bought on site by sub-contractors should be notified and authorised by the
Developer's Site Manager or Assistant Site Manager and recorded on the
Mobile Plant Register.

For locations of temp buildings, generator etc. refer to the Traffic Management
Plan 1062-017 for details.

3.2.3 Road Cleaning Regime and Wheel Washing Facilities

Wheel washing facilities will be provided, and utilised as required, at the site
entrance. This will be in the form of a hand held jet washer and hand held
broom to manually scrub wheels when necessary. This is to limit the
spreading of mud /slurry from site vehicles. A hard standing car park area will
also be provided for contractors' vehicles and site visitors to further limit
transfer of mud onto the highway. The cleanliness of site roads will be
inspected regularly by the Developer.

An operator for the wheel wash facilities will be available on site at all times,
when required.



This will be backed up by the use of sweepers on the public highway where necessary and to be co-ordinated with any known large scale earth moving operations

For locations of wheel washing facilities refer to the Traffic Management Plan 1062-017.

3.3 Traffic Management

3.3.1 Key Considerations

- Overall Traffic Management Plan and Emergency Plan for the Development Site.
- Co-ordinated traffic controls and traffic segregation.
- Public road and site signage.
- Safe pedestrian and visitor access.
- Implement “signing in” regime to development site and each developer.
- Agree demarcation zones, plot details on the site plan.
- Include details of the arrangements in developer’s health and safety plan.
- A site speed limit will be agreed prior to works commencing.
- Agree day to day co-ordination, co-operation and consultation arrangements.
- Parking arrangements – provision of adequate parking for developers, contractors and contractors’ vehicles on each developer’s site and a wheel clamping system for all vehicles contravening this rule. No contractor’s vehicles will be allowed to park on the spine roads.
- Deliveries.
- Storage arrangements.

3.3.2 Traffic Management Strategy

The strategy will address the Overall Traffic Management and Emergency Procedures for the Development site including one way systems where possible, avoid the need for reversing or the safe management of reversing vehicles, traffic control measures and safe pedestrian and visitor access, car parking and road cleaning.

The overall traffic management plan, both graphical and written, will demonstrate the principles of the traffic flows, pedestrian segregation, traffic control measures, speed limits, signage, car parking.

Charles Church Developments Limited will hold monthly and weekly development meetings at which these measures will be discussed and updated as necessary.

Vehicular traffic and pedestrian traffic will be segregated at the site entrance, with clearly signed routes being maintained.

The road outside the site must be kept clear at all times with clear access for fire appliances and emergency services.

Charles Church Developments constructed traffic arrows to be located at the site access, installed outside of the Highway to aid deliveries etc.

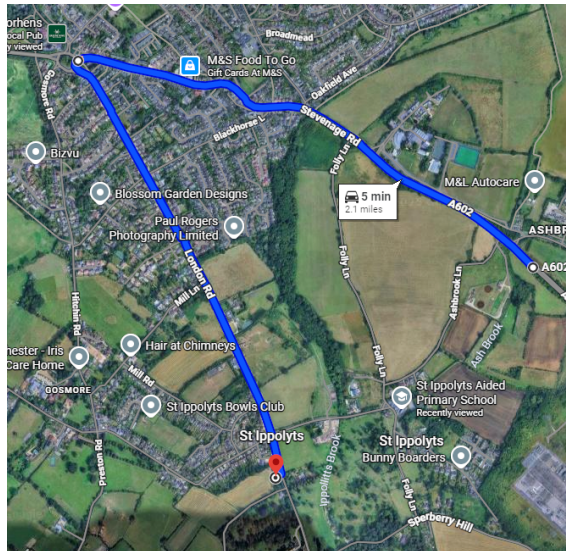
The following documents will be produced by Charles Church Developments Limited.

- Traffic Management Plan

3.3.3 Construction Traffic Access Routes

The access routes from the surrounding highway networks for construction traffic and material deliveries will be defined on the Traffic Management Plan.

All traffic and deliveries for the site will be via London Road. Any traffic coming from A602 must go via Stevenage Road then to London Road on the route shown below:



All sub-contractors and material suppliers appointed to be involved in the development will be provided with a copy of the approved Traffic Management Plan and this document with their order to ensure that the correct access route are maintained from the outset.

Charles Church Developments will review the construction access route arrangements at the monthly development meetings at which these measures will be discussed and up-dated as necessary.

3.3.4 Construction Vehicles

The number, type and frequency of delivery vehicles and associated deliveries cannot be quantified. This will depend upon the build rate and the type of dwellings to be constructed.

Every effort will be made to schedule deliveries so that unnecessary vehicle movements to and from site are avoided.

All construction plant used on site will be of a size and type required to undertake the construction operation safely and efficiently.

3.3.5 Initial Site Clearance

Existing farmers entrance to be stoned to form a temporary access arrangement whilst the site compound/clearance works is being set-up, thus decreasing the likelihood of muck being carried on to the local road network.

4.0 DETAILED ENVIRONMENTAL PROVISIONS

4.1 Protection of Water, Land Environment and Air Quality

Charles Church Developments Limited and its Contractors will ensure the protection of the local environment by preventing any uncontrolled surface water run-off or contamination by adopting best practice also noting that drains/sewers have the potential for carrying water borne diseases such as Weils Disease – this will be communicated to all site operatives, emphasising the need to ensure good personal hygiene, with appropriate welfare facilities being provided.

All surface water drainage from impermeable areas and roads shall pass through trapped gullies prior to being discharged into any watercourse. These drains will be blocked with straw bales or terram.

If a silt or fuel spillage is identified, it will be treated as a priority, using a spill kit where necessary; to stop the flow and contain the spillage before it enters the surface water system.

4.2 Dust Suppression and Monitoring

It is likely that dust will be created during dry and windy conditions on site, until all hard surfaces are removed and replaced. Loose materials will be damped down and covered in windy conditions. Dust will be monitored and recorded through the site inspection process and water will be used for damping down when instructed by the Site Manager.

In areas of work close to sensitive properties, the Site Manager will undertake regular dust monitoring inspections of boundaries (as part of his regular site inspections) to ensure that dust levels are monitored and controlled and, where necessary, will ensure that suitable dust suppression methods are employed to deal with any residual issues in these areas.

Mitigation measures
Site Management
Record all dust complaints identify causes take appropriate measures and record actions taken.
Hold Meetings with Contractor Supervisor to discuss movement of plant.
Brief the use of jet wash to all drivers and vehicles that visit site.
Monitoring
Undertake daily on/off site inspections to monitor dust.(when required) Record inspection.
Carry out regular site inspections to monitor compliance
Maintaining the site
Remove materials that have a potential to produce dust from site where practicable
Cover, seed or fence stockpiles to prevent wind whipping
Ensure that the 10mph speed limit is adhered to
Operations
Only use cutting, grinding, or sawing equipment fitted with suppression measures
Earthworks

Re-vegetate earthworks and exposed areas/soil heaps as soon as practicable. Spoil heaps to be dampened down
Construction
Avoid scabbling if possible
Ensure sand and other aggregates are stored in bunded areas and are not allowed to dry out.
Supplies of fine powder materials are sealed after use and stored to prevent dust.
Trackout
Use water –assisted sweepers on access and local roads (this may require continues use)
Avoid dry sweeping of large areas
Routes to be regularly damped down with mobile water bowsers
All vehicles leaving site need to be jet washed to remove dust

Dust monitoring will be in accordance with the Guidance on the assessment of dust from demolition and construction (version 2.2) this document has been produced by, The Institute of Air Quality Management (IAQM).

4.3 Stabilisation/Re-Stabilisation of Disturbed Land

The Developer will retain records of all areas of broken out ducts and foundations, where applicable, to ensure the ground is suitably stabilised and/or the footprint is avoided for any new foundations.

4.4 Unexpected Contamination

Charles Church Developments Limited will request that Method Statements, Procedures and Protocol deal with potential contaminated materials, testing, auditing, monitoring, storage/stockpiling and disposal of materials will be established prior to works commencing on site.

All operatives should be instructed on the agreed procedures for identifying and proceeding should any potential hot spot or contaminated ground be encountered.

4.5 Soil / Crushed Material Storage

If the site requires any re-profiling, then it is proposed that surplus soil and excavations will be retained on site for re-use where possible.

4.6 Fuel Storage and Use

Tanks will be sited in a safe area, away from manholes and surface water gullies. Tanks must be double-bunded, non-gravity diesel tanks. The fuel tank and hose will be locked secure when not in use. Each site will possess a spill control kit. A clearly defined drip control area will be introduced around the tank. Tanks and surrounds will be regularly inspected for damage, spills or leaks as part of weekly inspection.

4.7 Disposal of Construction Waste

Charles Church Developments Limited has a fully developed Waste Management Policy and Procedure and, as such, construction waste will be managed in line with company policies.

All inert material will be retained and re-used on site where possible. All plasterboard material will be collected and returned and the majority of the remaining waste will be removed in compactable skips.

4.8 Control of Pumped Discharge

No pumped water shall be discharged into the live drainage system without having been filtered through a silt interceptor.

4.9 Additional Environmental Considerations

4.9.1 No Burning on Site

No burning of materials or waste etc. will be permitted on the site.

4.9.2 Protected Species & Physical Protection of Trees & Ponds.

The site contains a large number of perimeter trees (including TPO's) and hedges that are to largely remain. In order to protect and conserve these trees, tree protection measures will be implemented prior to any physical construction within close proximity to the trees. Protective fences will be installed on site following national standards (BS 5837), refer to approved arboricultural /ecology mitigation plans for development for details.

- James Blake Associates: Arboricultural Impact Assessment. 17/147 AR01 Rev B.
- North Hertfordshire District Council: TPO / 00200

4.9.3 Existing Drainage & Services

Charles Church Developments Limited and its contractor will ensure care and consideration is made to the following:

- Existing services on London Road and Waterdell Lane as part of the S278 construction works.

4.9.4 External Lighting

External lighting, other than any provided on the dwellings, will be in the form of streetlights erected as required throughout the development.

5.0 SITE RULES

Charles Church Developments Limited will agree to a set of development wide site rules prior to the commencement of works on site. These will be communicated to all relevant Principal Contractors, contractors and site operatives.

All site rules will be enforced and the Developers will take remedial action where site personnel do not adhere to the rules.

The standards upon which the rules will be based include the following:

- All operatives and visitors to site must wear appropriate PPE (as a minimum hard hat, visibility jacket and protective footwear). Other protective equipment will be used as required by individual Method Statements and/or Risk Assessments;
- All visitors to site must be inducted in the site-wide Health and Safety procedures and those applicable to each Developer's site they visit;
- All operatives and visitors must comply with the Health and Safety guidelines and rules in force on the site;
- All visitors to site, including prospective purchasers, are to be accompanied at all times by a Developer's representative;
- All reversing vehicles must be properly supervised by a trained banksman at all times;
- All power tools using temporary electrics are to be transformed down to 110 volts;
- No operative is to misuse or abuse mechanical plant or equipment used by himself or others;
- Operatives must not report for work if they are under the influence of alcohol or drugs or consume alcohol or take drugs whilst at work or during tea or lunch breaks;
- Inform the Site Manager of any activities or works which you feel may endanger the Health and Safety of others;
- Falls from Height – Work from a safe and secure place. Platforms all with edge protection;
- Manual Handling - Use mechanical means, e.g. tele-handling rather than manual handling;



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- Underground Services – This site will use a permit to dig system. Where no excavating will be allowed without a permit to dig, relevant service drawing and a cable locator scan of area;
- No unauthorised person is allowed on the scaffold or access equipment;
- No alterations to scaffold are allowed except by authorised scaffolders and then only after discussion with the Site Manager;
- Any accident or incident on site which requires medical treatment or time off should be reported immediately to the Site Manager;
- Operatives must respect surrounding neighbours to the site and keep noise to a minimum, particularly when entering and leaving the site. Any radios/entertainment devices should only be used at a level which will not cause disturbance to the neighbouring areas.

6.00 Stakeholder Consultation

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

Occupiers in the vicinity who may be affected by these works will be notified of the nature of the works, given a contact name, telephone number and address to which any enquiries should be directed.

Such notification will take place, where possible within, 2 weeks but, in any event, at least a week prior to the works commencing.

A Contact Board will be displayed on site 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 materials:

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

If general complaints arise regarding the site they should be directed firstly to the Site Manager, whose details will be on the contact board.

The Principal Contractor will also ensure that a staffed telephone line (01604 884600) is available during office working hours when site works are in progress to deal with enquiries and complaints from the local community. The telephone number (and any changes to it) will be publicised widely in the local community affected by the works.

Should the site manager not be available or it is out of hours an email should be sent to the Construction Director (David Ablett) - david.ablett@persimmonhomes.com detailing the nature of the complaint and David will direct it to the relevant person. We will endeavour to respond to email complaints within 48 hours, though this may be longer if complaints are sent in at the weekend.

Should noise/vibration/dust complaints arise from the building construction/building works these complaints will be recorded in a complaints register and will be made available to the Local Authority, if requested.

The complaint register shall provide information on day, time, details of complaint, details of monitoring carried out and any additional mitigation works.