

CONSTRUCTION MANAGEMENT PLAN SUBMISSION – DISCHARGE OF CONDITION 6
PLANNING REF: 25/00255/FP

LOCATED AT:

150-152 London Road, Knebworth, Hertfordshire, SG3 6EY

TO NORTH HERTFORDSHIRE DISTRICT COUNCIL

PREPARED BY

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14/07/2025

28/10/2025 – P2

To be read in conjunction with the following drawings:

- 2087_YPUK_P008 – Construction Management Plan

1. INTRODUCTION

1.1. This letter has been prepared by Your Plans UK Ltd in support of the discharge of Condition 6 attached to planning permission reference 25/00255/FP, relating to the change of use of the first-floor office space to create two flats, a first-floor rear extension, and the conversion of the second floor to form one flat, including roof extension and alterations to fenestration at 150–152 London Road, Knebworth, Hertfordshire, SG3 6EY. In accordance with the requirements of Condition 6, we hereby submit the enclosed Construction Management Plan (CMP). This document has been prepared in line with the Hertfordshire County Council template and incorporates all measures required under the Construction Logistics and Community Safety (CLOCS) standard.

1.2. The purpose of this document is to show that the general construction management and logistics, involved in the construction of the development will not have a detrimental effect on the highways or the local community.

2. CONTACT INFORMATION

Planning Reference: 25/00255/FP

Site Address: 150–152 London Road, Knebworth, SG3 6EY

Submitted by:

- Name: Your Plans UK
- Address: Suite A2, Mindenhall Court, High Street, Old Stevenage, Hertfordshire, SG1 3UN
- Email: info@yourplansuk.com
- Phone: (0)1438 587 300

Site Project Manager:

- Name: Ciprian Ghenta

- Address: JMC Construction 4UK Ltd, 2 Primrose Path, Waltham Cross, EN7 5AN
- Email: info@jmcconstruction.uk
- Phone: 07853 273141

Legal Correspondence Contact:

- Name: Cem Alkan
- Address: Arithmetics, 389c High Road, London, N22 8JA
- Email: cem@arithmetics.co.uk
- Phone: 07951404810

3. SITE DESCRIPTION AND PROGRAMME

3.1. Refer to Site Location Plan, drawing 2087_YPUK_P001

3.2. The site is located on the B197, London Road, and comprises a commercial unit with vacant first and second floor space. The development proposes the conversion of these floors into three self-contained residential flats via internal reconfiguration, a first-floor rear extension, and a roof alteration.

3.3. Construction will be constrained by limited working space, proximity to residential dwellings and a classified road frontage. Vehicle access, delivery management and dust/noise control are key priorities.

3.4. The construction programme is to be confirmed, pending contractor appointment. A formal Gantt chart and phasing plan will be submitted to the Local Planning Authority and Highway Authority prior to commencement.

3.5. Standard working hours will be:

3.5.1. Monday–Friday: 08:00 to 18:00

3.5.2. Saturday: 08:00 to 13:00

3.5.3. No working on Sundays or Bank Holidays (unless otherwise agreed)

4. CONSULTATION

4.1. Consultation with local residents and businesses will be conducted via written notification prior to commencement. Contact details for the site manager and community liaison representative will be clearly displayed at the site entrance throughout the project.

5. SCHEMES

5.1. The appointed contractor will register the site with the Considerate Constructors Scheme and shall be responsible for ensuring full compliance with CLOCS (Construction Logistics and Community Safety) standards. The relevant CCS registration number and monitoring contact will be submitted once available.

6. NEIGHBOURING SITES

6.1. Although the site is situated within a mixed-use area, no significant construction works are currently known to be underway in the immediate vicinity. Nevertheless, the appointed contractor will liaise with North Hertfordshire District Council and the Highway Authority to remain informed of any emerging neighbouring developments and will coordinate deliveries and working hours accordingly to minimise cumulative disruption.

7. PRINCIPAL CONTRACTOR AND CLOCS COMPLIANCE

7.1. Principal Contractor: To be appointed.

7.2. The contractor will be contractually required to comply with the CLOCS Standard and all relevant requirements set by the Local Planning and Highway Authorities. The contractor's obligations will be explicitly stated within their formal contract of engagement.

7.3. Monitoring of vehicle and driver compliance will be conducted via:

7.3.1. Advance induction for all delivery drivers.

7.3.2. Signage and access instructions issued with each order.

7.3.3. On-site checks by marshals and supervisory staff.

7.3.4. Regular internal review of compliance logs.

8. SITE ACCESS, ROUTING AND VEHICLE CONTROL

8.1. All construction vehicles will approach and depart via London Road (B197)

8.2. See attached plans showing regional and local routing and access

8.3. Access to the site will be from London Road (B197)

8.4. All suppliers and subcontractors will receive a site logistics pack including:

- 8.4.1. Prescribed access route maps;
- 8.4.2. Permitted delivery times;
- 8.4.3. Contact numbers for the site manager
- 8.4.4. On-site conduct requirements and idling policy.

9. DELIVERY MANAGEMENT AND PEAK HOURS CONTROL

9.1. Delivery and construction vehicle movements will be managed as follows:

9.1.1. Permitted Delivery Hours:

9.1.1.1. Monday–Friday: 09:30–16:30

9.1.1.2. Saturday: 08:00–13:00

No deliveries other than concrete will be scheduled to arrive or be accepted into site during these times.

9.2. Large or rigid vehicles will be scheduled outside peak hours.

9.3. Deliveries will be limited to a maximum of one HGV at a time on site.

9.4. If required communications will be made with the council for an Early Doors agreement to be arranged in order to allow the first delivery of the day to arrive and be accepted into the site from 7-7:30am to be ready for the beginning of the working day.

9.5. Similarly, if required communication will be made with the council in order to agree after-hours delivery

9.6. Deliveries will be on a 'just-in-time' basis and pre-booked to avoid excess material needing to be stored on site.

9.7. Deliveries and collections will be coordinated to optimise the frequency of deliveries, reduce congestion and make more efficient use of delivery vehicles.

9.8. Deliveries and collections will be controlled in order to prevent parking of delivery vehicles on the main road while waiting to access the site and not have any vehicles stacking outside of the site.

9.9. We propose to operate a strict booking system for all deliveries and limit deliveries around peak times. We would also propose that deliveries will call ahead to confirm

they are on route and provide an ETA; this will then allow our site manager to confirm that access can be achieved without additional disruption. It also allows us to assess each situation closer to the proposed delivery time.

Sub-contractors and suppliers should be required to give 24 hours' notice of deliveries. The movement of materials will also be controlled by the Site Manager who will be responsible for the coordination and control of all aspects of material deliveries and movement.

9.10. Engines will be switched off while stationary to prevent idling

9.11. Vehicle Types and Frequency TBC by contractor

10. SITE ACCESS AND MARSHALLING

10.1. A single point of access will be maintained on London Road.

10.2. All access points will be clearly marked and secured with lockable gates.

10.3. A traffic marshal will supervise all reversing vehicles and ensure safe passage for pedestrians and cyclists.

10.4. Where necessary, marshals will be equipped with "STOP-WORKS" signage.

10.5. All vehicles leaving the site will have the tyres and under carriage power hosed to ensure no debris or dirt are taken outside of site to the detriment of the surrounding area.

11. ON-SITE LOADING, UNLOADING AND STORAGE

11.1. All loading and unloading will occur within the site boundary, which will be managed to ensure that sufficient space is available for vehicle manoeuvring.

11.2. Skip and material storage areas will be shown on the CLP.

11.3. No loading will occur from the public highway without specific prior approval and licensing.

11.4. Pedestrian pathways will always remain unobstructed.

12. STREET WORKS AND SITE SET-UP

12.1. The site will be fully enclosed by secure, solid hoarding, with lockable gates to control access. No works will encroach upon the public highway without formal permission.

13. PARKING BAY SUSPENSIONS AND TRAFFIC ORDERS

- 13.1. No long-term parking bay suspensions are anticipated at this time. Should short-term suspensions or Temporary Traffic Orders be required during structural deliveries or scaffold erection, the contractor will submit a separate application to the Highway Authority and provide full justification.
- 13.2. Any such orders will be limited in duration and footprint and subject to Council approval.

14. OCCUPATION OF THE PUBLIC HIGHWAY

- 14.1. The contractor will ensure that no storage of materials, welfare facilities, or construction operations occur on the public highway without formal consent. Site accommodation will be located within the development boundary.
- 14.2. Should a narrow working area necessitate temporary closure or footway diversion, an appropriate scaled plan will be submitted showing signage, ramps, minimum clearance widths, and safe pedestrian rerouting.

15. SCAFFOLDING, HOARDING, AND ASSOCIATED PEDESTRIAN DIVERSIONS

- 15.1. Where scaffold or hoarding is required over public footways, appropriate permits will be sought. Structures may include:
 - 15.1.1. Secure hoarding with no protrusions into pedestrian zones.
 - 15.1.2. Adequate lighting and signage for visibility.
 - 15.1.3. Ramps over any cabling crossing the pavement.
 - 15.1.4. Covered walkways where overhead work is taking place.
- 15.2. All scaffolding will be professionally erected and maintained and will not restrict access to adjacent businesses or fire exits.

The contents of this Construction Management Plan will be strictly adhered to throughout the duration of the project. Any material amendments required as a result of unforeseen issues or changes in site operations will be submitted to the Local Planning Authority and Highway Authority for written approval.