

CONSTRUCTION MANAGEMENT PLAN TEMPLATE

March 2020

Hertfordshire County Council

Revisions & additional material

Please list all iterations here:

Date	Version	Produced by
12/12/2025	1.0	NHU Group Investments Ltd.

Additional sheets

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

Supporting Document	Version	Produced by	Date
Heathfields Programme	1.2	NHU Group Investments Ltd.	16/01/2026
Heathfields Construction Traffic Management Plan	1.0	NHU Group Investments Ltd.	09/01/2026

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: The Reddings (Land N.E. of Tolydfor), Heathfield Road, Hitchin, SG5 1SY

Planning reference number to which the CMP applies: 25/00892/FP

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

Name: Steve Redding

Address: NHU Group Investments Limited, The Hive, Suite1, Bell Lane, Stevenage, SG1 3HW

Email: steveredding@nhultd.com

Phone: 07956 482245

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: Steve Redding

Address: NHU Group Investments Limited, The Hive, Suite1, Bell Lane, Stevenage, SG1 3HW

Email: steveredding@nhultd.com

Phone: 07956 482245

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.

As item 3.

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: Steve Redding

Address: NHU Group Investments Limited, The Hive, Suite1, Bell Lane, Stevenage, SG1 3HW

Email: steveredding@nhultd.com

Phone: 07956 482245

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.

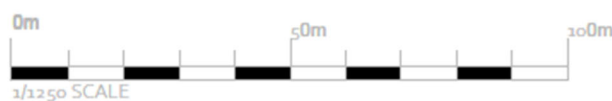
The erection of a two storey 4 Bed Detached property in existing rear garden of a neighbouring property and associated hard and soft landscaping to create a modern 4-bedroom residential dwelling with off road parking.

Heathfield road is an established residential street connecting Strathmore Avenue with Stormont road. There is good vehicular and pedestrian access to the site location, as well as good public transport links and nearby local amenities such as shops and food outlets.

The plot is currently vacant.



SITE LOCATION PLAN @ 1 TO 1250



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 single new dwelling when completed will have a GIA of circa 152m² divided over two floors

The current design intent is for concrete strip foundations, block and beam ground floor, closed panel timber frame superstructure (manufactured offsite), masonry outer skin (face brickwork to front elevation and rendered blockwork to side and rear), tiled roof, internal fit out & external hard and soft landscaping.

Heathfield Road is single lane residential road with parking to either side.

There are existing residential properties along both sides of the road.

The plot has residential dwellings to both sides and gardens to rear.

The plot has limited space to front - welfare and materials storage will take up most available space.

No parking onsite.

There are BT overhead phone lines along the road.

A pedestrian footpath crosses the front of site.

All materials will need to be Hiab lifted into site from kerbside, or carried in from waiting delivery vehicle.

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).

Planned commencement onsite: 02/02/2026

Planned completion onsite: 31/08/2026

Total planned duration onsite: 28 weeks

Heathfields Programme v1.2 is attached.

9. Please confirm the standard working hours for the site

Standard site working hours will be

- 8am-6pm Monday to Friday
- 8am-1pm Saturday
- No planned works on Sunday

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.

N/A – this CMP is being submitted to comply with condition 8 of the approved planning permission.

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.

N/A – the site is not registered with CCS – nor is there an intention to do so.

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.

N/A – unaware of any existing or anticipated construction sites in the locality that would require mitigation.

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:

NHU Group Investments Limited

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

- Ensure that risk assessments consider risks to vulnerable road users as a result of construction logistics activities within the surrounding environment and other locations
- Develop, implement, and maintain a Construction Traffic Management Plan which describes how traffic will be managed when construction works are being carried out, the impact on the roadway and road users and how these impacts are being addressed.
- Include CLOCS requirements in the procurement strategy, tender documentation and contracts, including contracts issued to all applicable and appropriate site and fleet operators, to ensure compliance with the CLOCS Standard throughout the supply chain.
- Ensure site access traffic marshals are ever vigilant for issues that may impact on the safety of vulnerable road users and site personnel
- Review any formal site monitoring assessments and gate checks where non-compliance is identified and ensure that any risks to vulnerable road users have been mitigated.

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:

Yes.

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.

Heathfield Construction Traffic Management Plan v1.0

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.

Construction Traffic Management Plan will be issued electronically with all order confirmations to suppliers.

All deliveries must be confirmed with Principal Contractor 48hrs in advance of proposed delivery slot.

Site supervisor will liaise directly with suppliers and update on any on-site restrictions or local highway issues on a day-to-day basis to minimise the risk of failed deliveries or causing undue

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

32 tonne, 8 Wheel Grab Lorries – Clean Aggregate in, Inert Waste out – Max two deliveries/week, weeks 1- 6 and two deliveries/week, weeks 22-24 of programme
 32T Hiab Delivery Vehicle – on average 1 deliveries/ week, weeks 1-20
 18T Skip Loader – delivery and exchanges – Max once every two weeks throughout programme
 7.5T Luton Type Delivery Van – 1 Delivery/ fortnight, weeks 16-22 of programme
 3.5T Delivery Van – 1 delivery/week throughout programme

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.

Not aware of any other construction works in the immediate vicinity of the site.

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

Not available. No oversized vehicles will be delivering to site. No constrained manoeuvres anticipated as vehicles can drive to and from site without having to turn around on public highways.

See Heathfield Construction Traffic Management Plan v1.0

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.

See Heathfield Construction Traffic Management Plan v1.0 for waiting point.

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. Deliveries via any other method than road is not feasible for this site.

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).

All operators/ drivers of plant or delivery vehicles will be expected to turn off the engines when not actively used for site activity.

Leaving vehicles servicing the site running with engines idling will be actively discouraged by Site Supervisor.

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.

Vehicles will not access site due to restricted space. All deliveries to be kerbside.

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.

Plant equipment – 3T excavator, 1 tonne dumper, 4x4 MEWPs etc...will be tracked in across footpath from kerbside delivery – banksmen/traffic marshal will be provided by site to redirect pedestrians during these short duration events.

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.

Not required – no vehicles are expected to access site.

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 – no delivery vehicles to access site.

Plant equipment will be washed down at front of site (free draining type 1 apron) to remove all mud before being tracked across pavement and onto collection vehicle.

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 Heathfield Construction Traffic Management Plan v1.0 for loading/unloading points on public highway

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.

As Q18b.

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 Heathfield Construction Traffic Management Plan v1.0

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](#).

Not required.

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.

Not required.

All welfare, site accommodation and materials storage will be located onsite.

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.

Not required.

Drop kerb already in place for vehicular access to property once construction works are completed.

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.

Not required.

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.

Not required.

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.

Not required.

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.

Utilities providers for Water, Electric, Data and Sewerage connections have been contacted and initial discussions are underway to bring services into the site. Quotes and detailed designs/cope of works have yet to be received.

Consideration will be taken to minimise any impact on road users, particularly the vulnerable and pedestrians during the connection works.

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: [REDACTED]

Date: 12.12.2025

Print Name: STEVE REDDING

Position: DIRECTOR

End of form.