



Construction Traffic Management Plan (CTMP)

Checklist

Backwell Parish Council

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A checklist for developers and internal use

1. Core Purpose, Safety & Policy Framework

- **Core Purpose:** The primary objective of this Policy is to keep both the construction site and the wider village safe, ensuring that all site operations show utmost respect for the local community, protect vulnerable road users, and minimize environmental impact during build-out.
- **Commitment to Constructive Engagement:** Backwell Parish Council (BPC) is committed to proactive, positive, and ongoing engagement with developers, applicants, and North Somerset Council (NSC) to foster mutual trust, clear communication, and a smooth, well-managed construction process.
- **Integration of Considerate Practice:** This policy weaves the core principles of the national *Considerate Constructors Scheme (CCS)*—Respecting the Community, Caring for the Environment, Valuing the Workforce, and Maintaining a Clean/Professional Site—into local planning controls, using banksman with pedestrians, good communication.
- **National Planning Policy Framework (NPPF) Alignment:** Supported by **NPPF Paragraph 114 & 115** (Promoting Sustainable Transport), requiring safe and suitable access for all users, prioritisation of pedestrian and cycle routes, and prevention of unacceptable highway safety impacts.
- **North Somerset Council (NSC) Local Plan Alignment:** Aligns directly with **NSC Core Strategy Policy CS10 (Transport and Movement)** and **Development Management Policy DM24 (Safety, Traffic and Provision of Infrastructure)** to safeguard road safety, residential amenity, and local infrastructure.
- To be shared with developers who have outline consent to inform joint working.

2. Operational Hours, Delivery Controls & Community Communication

- **Comprehensive Scope:** The Policy governs all site activity, including enabling works, utility connections, groundworks, and any demolition phases.
- **Universal Supply Chain Compliance:** adherence applies to all principal contractors, sub-contractors, site operatives, suppliers, and delivery hauliers.
- **Approved Site Working Hours:**
 - **Monday to Friday:** 08:00 – 17:00
 - **Saturdays:** 08:00 – 13:00 (*Quiet internal setup operations only; strictly no heavy machinery, deliveries, or noisy works*)
 - **Sundays & Bank/Public Holidays:** Strictly **NO** site work, vehicle movements, or site maintenance allowed.

- **Agreed Delivery Window:** All Heavy Goods Vehicles (HGVs) and deliveries are restricted strictly to **09:00 to 15:00 (Mon–Fri)** throughout all project documentation. Deliveries arriving outside these hours will be rejected and required to redeliver during approved times. Vague phrasing such as "deliveries outside peak hours" must be explicitly replaced with the 09:00–15:00 window.
- **3-Week Advance Resident Notice:** Formal written notice must be issued to affected Backwell residents, BPC, and NSC at least 3 weeks prior to site commencement or highway works, detailing project schedules, key contact numbers, and noise/vibration mitigation measures.
- **Considerate Community Liaison:** A named Site Community Liaison Officer and a 24/7 emergency contact number must be visibly displayed on a site entrance noticeboard to handle resident enquiries swiftly.
- **Good Comms as a meaningful community interface ;** Consider providing a site specific community website with FAQs with opportunities to sign up for development updates.

3. Pedestrian Protection & School Route Safety

- **1.0m Minimum Footpath Preservation:** A continuous, safe, and unobstructed pedestrian pathway of at least **1.0 metre width** must remain open at all times along school and village routes, wide enough for buggies, mobility scooters, and wheelchair users.
- **Strict Footpath Closure Restrictions:** Footpath closures, diversions, or side-swaps are strictly prohibited for contractor convenience and must be reserved solely for genuine, verified emergencies with prior statutory notification.
- **Considerate Operative & Pedestrian Interaction:** Site marshalls and banksmen must actively prioritize pedestrian safety, showing courtesy and clear signaling at all site access points during school run periods.

4. Site Appearance, Environmental Care & Drainage Protection

- **Clean & Professional External Image:** In line with Considerate Practice, the site perimeter, fencing, facilities, stored materials, and vehicles must be kept organized, clean, and tidy to present a professional image.
- **Baseline & Rapid Response Road Sweeping:** Daily road sweeping along adjacent public highways, with continuous road sweeper deployment on all active muck shift days. On-demand road sweeping must be dispatched the **same day** upon any report of mud or debris on Dark Lane or school routes to eliminate skidding risks.
- **Drainage & Run-Off Safeguards:** On-site wheel washing facilities must incorporate effective run-off management and silt traps to prevent slurry or muddy water from entering public drains, running onto highways, or contributing to regional flooding.
- **Dust, Noise & Vibration Control:** Site management must deploy active dust suppression systems (including end-of-day site clear-ups) and monitor noise and vibration, taking into account the exposed, windy nature of local sites.

5. Parking, HGV Logistics & Respecting Public Highways

- **100% On-Site Parking Mandatory:** All staff cars, contractor/subcontractor vehicles, visitor vehicles, and mitigation/ecology transport must park entirely within the site boundary from Day 1.
- **Strict Village-Wide No-Waiting Directives:** Unauthorised parking, waiting, or engine idling on residential streets, grass verges, footpaths, or public laybys anywhere within Backwell village is strictly prohibited (referencing Appendix 1).
- **Internal Routing & Phasing:** Defined internal one-way routing systems must be established along spine roads to prevent reversing hazards, with clear phasing timelines provided to minimise reversing on our narrow roads.
- **External HGV routes through the village to access the site must be agreed,** with one way systems considered where appropriate.
- **Agreed phasing and delivery slots with contractors,** approved by NSC with BPC being informed; this will aid multiple HGV vehicles in a constrained area and allow village life to be conducted more safely.
- **Multi-Agency HGV Coordination:** Where multiple local sites or heavy users operate (e.g., Coles Quarry, Civic Amenity Site, local schools), NSC and the principal contractor must actively coordinate HGV flow and start dates to prevent gridlock or provide a **phased delivery plan**.

6. Procurement, Ecological Safeguards & Workforce Standards

- **Supply Chain Procurement Alignment:** All sub-contractor procurement agreements, delivery briefs, and supply contracts must explicitly embed this Code—enforcing the 09:00–15:00 delivery window and the village-wide prohibition on street parking/waiting.
- **Ecological & Wildlife Safeguards:** Vegetation removal must occur strictly outside the bird nesting period with prior notice to the Parish Council. Installation of badger gates or ecology barriers must be notified well in advance to allow safe wildlife relocation.
- **Temporary Site Compounds:** Definitive timeframes must be submitted outlining the exact duration of temporary site compounds before transitioning to permanent locations.
- **Transparent Phasing:** NSC and contractors must explicitly clarify whether development phases are concurrent or cumulative to allow the community to prepare accurately for impacts.
- **Workforce Respect & Welfare:** Contractors must maintain high standards of site welfare, promoting inclusive, courteous behavior, and professional conduct among all site personnel at all times when working within the village.

7. Document Accuracy & Transparency

- **Audit & Errata Removal:** All submission documents must be audited to ensure accidental copy-paste errors or references to unrelated development sites are deleted in a timely manner.
- **Publication of Technical Drawings:** Full technical engineering drawings (e.g., Section 278 highway works) must be uploaded to the public planning portal for resident inspection rather than relying solely on indicative plans.
- It should be noted that the principles outlined in **this policy statement are also valid for CDTMPs**

Appendix 1: Backwell, HVG no parking or waiting zone



No Stopping or Waiting Zone

