Appendix (xxiv)

Cranbrook Basements Professional Insurance
To Whom It May Concern

Dear Sirs

Cranbrook Basements Ltd

We are the appointed insurance brokers for the above client and can confirm that liability insurance policies have been arranged on their behalf as follows;

Policyholder: Cranbrook Basements Ltd
Business: Builders of Basements, Extensions & Loft Conversions (including Underpinning &/or Piling as part of a wider contract) on Private Dwelling Houses

Employers Liability: Insurers: RSA
Policy Number: RSAP0061785200
Period of Cover: 03 October 2014 to 02 October 2015
Limit of Indemnity: £10,000,000 any one claim or series of claims arising out of one event

Public Liability: Insurers: RSA
Policy Number: RSAP0061785200
Period of Cover: 03 October 2014 to 02 October 2015
Limit of Indemnity: £2,000,000 any one event including claimants costs and expenses
Excess: £500 for Third Party Property Damage claims increased to £2,500 for Collapse and damage to Underground Pipes, Cables and damage to superstructure as a result of Piling, Excavation or Underpinning

Excess Public Liability: Insurers: AIG Insurance
Policy Number: 24551102
Period of Cover: 03 October 2014 to 02 October 2015
Limit of Indemnity: £8,000,000 in excess of £2,000,000

Contractors All Risks: Insurers: RSA
Policy Number: RSAP0061785200
Period of Cover: 03 October 2014 to 02 October 2015
Maximum Contract: £5,000,000
Hired In Plant: £75,000

Covers are provided subject to terms & conditions of insurer policy wording, schedule and certificates.

Yours faithfully

James Miller Dip CI
Senior Account Handler
Appendix (xxv)
Construction Traffic Management Plan
CONSTRUCTION TRAFFIC MANAGEMENT PLAN

Q1. Please confirm that you have read and understood the Council’s guidance notes included at the end of the document and within the Transport and Streets SPD.

Please delete as appropriate Y

PLAN IDENTIFICATION

Q2. Provide a date of issue for this document and, if relevant, a revision number.

10/08/2015

Q3. What is the full postal address of the site?

35 Edwardes Square, London, W8 6HH

Q4. Please provide the planning permission reference number for the development. Otherwise please confirm this is a Draft CTMP to accompany a planning application.

Draft CTMP to accompany planning application

Q5. Please give a very brief description of the work.

Basement under 50% of rear garden and partly under existing building.

Q6. Please provide contact details for the person responsible for completing this form.

Name: Robert Walker
Address: 26 – 28 Hammersmith Grove, Hammersmith, London W6 7BA
Tel: 0208 498 8359
Email: rw@cranbrook.co.uk
CONSTRUCTION TRAFFIC MANAGEMENT PLAN

PRE SUBMISSION NEIGHBOUR CONSULTATION

Q7. Please detail how neighbours have been involved in the development of this plan. Please confirm you have contacted the Residents’ Association for the street (if there is one). Please identify whom you liaised with and where they reside.

Local people understand the local context and can provide constructive and valuable advice on how best to carry out a development given the context. Any consultation responses submitted to the Council in respect of a Draft CTMP must be responded to in the Final CTMP. Details of the Borough’s Residents’ Associations can be found here.

Chairman Mr Walker - Edwardes Square Scarsdale & Abingdon Association (ESSA)

A description of the proposed works along with a description of the traffic management and proposed drawing emailed to Mr Walker on 07/01/15. Further consultation has taken place since (listed below). Information submitted appended to this CTMP

A meeting was held with Mr Walker (09/04/15 - 14.30pm) in connection with discharging a CTMP condition for another planning application at 16 Edwardes Square. The proposed method of the CTMP was similar to the previously submitted CTMP accompanying the applications for No 35 Edwardes Square. No objection was raised to method of spoil removal, number of vehicle movements proposed, and location of skip placement.

Mr Walker emailed on 15.05.15 and asked for clarification about the clash between the use of a remote site for the skip for No 16 and No 35’s planning application and also for confirmation that the residents in Pembroke Gardens will be notified. Cranbrook confirmed that if either proposal at No 16/35 were to proceed with construction then we would look to revisit the CTMP following planning. We would consult with Mr Walker and ESSA as to the best way forward. We confirmed that we will notify the neighbours of Pembroke Gardens.

Following the refusal of application PP/15/03153 in which the CTMP was one of the two refusal reasons we have taken on board Highways comments and as advised by Slobodan Kostic in email dated 25/06/15:

1. No skips/compound in remote location on corner of Pembroke Gardens.
2. Construction activity is to be confined to the frontage of the property only.
3. Spoil is to be removed from the site (property frontage) by a narrow body vehicle - Nissan Cabstar or similar (2000mm max width).

This update is based on the concern that both developments at No 35 and No 16 are to proceed at the same (“If you use narrow body trucks and load and wait traffic can be split – 35 exit via ken H St and 16 enters from it and exit via Pembroke Gardens, half number per each side.

The principle of using a Narrow Body Truck and suspension of 2 parking bays to allow spoil removal within a narrow street is based on approved applications like CON/15/01688. One parking bay directly outside property (No35) and the 2nd bay outside the neighbours to allow the Narrow Body Truck to park. The 2nd parking will alternate between being outside No 34 and No 36 to reduce the impact on either adjacent neighbour.

Notwithstanding this, we can confirm that Cranbrook Basements is a member of the Considerate Constructors Scheme and will display contact details and telephone number to ensure that neighbour consultation continues throughout the project.
CONSTRUCTION TRAFFIC MANAGEMENT PLAN

Neighbours have already been consulted as part of the planning process in relation to the planning application. Beyond planning there is further consultation through the Party-Wall Award process.

ROUTEING OF DEMOLITION, EXCAVATION AND CONSTRUCTION VEHICLES

Q8. Please describe the construction traffic route to be used to and from the site, showing details of links to the strategic road network (A and B roads) and highlighting any nearby cycling facilities (including roads with contraflow cycling) that would be affected. Provide a plan (numbered and dated with a revision number if necessary) illustrating these details. Construction traffic on other routes is not permitted. The route described must be adhered to. The route should avoid residential side streets wherever possible and vehicles should, in most circumstances, approach the site from the left hand side of the road in two-way streets. It is useful to have a plan of the route to send to visitors and delivery companies. The route should be able to accommodate all vehicles visiting the site in terms of capacity, geometry and height. If necessary use ‘Autotrack’ to demonstrate the suitability of the proposed route. Consider any sensitive sites or major trip generators (e.g. schools, offices, public buildings, museums, etc) on the route, and other planned developments and developments under construction - can they be avoided?

From Holland Road (A3220) head south bound, turning left onto Addison Crescent. Turn into Addison Road which becomes Warwick Gardens (A3220). Turn left onto Pembroke Gardens, which leads to Edwardes Square.

Access to Site

Spoil will be removed from the site using a narrow body vehicle (flat-bed truck) – to be a ‘Nissan Cabstar’ or similar vehicle. Spoil will be bagged up and manually moved by hand to the flat-bed truck - 8-16 movements will take place per day.

After the flat-bed truck has collected its load from the site, it will drive in a forward motion along Edwards Square, bearing left towards High Street Kensington.
Exit from site will be along Edwardes Square turning back onto High Street Kensington, then onto A3220 Holland Road.

Q9. Please confirm that all contractors, sub-contractors, delivery companies and visitors will be advised of and required to adhere to the specified route and all the other terms of this plan.

Please delete as appropriate

Y

PERMITTED CONSTRUCTION TRAFFIC HOURS

Q10. Deliveries and collections must be restricted to between 9.30am and 4.30pm, Monday to Friday. Where there is a school on route, then deliveries must be restricted to between 9.30am and 3pm, Monday to Friday, during term time. Please confirm your acceptance of these requirements and describe how they will be enforced. Any exceptions must be specified here (for example where the delivery of abnormal loads is planned).
CONSTRUCTION TRAFFIC MANAGEMENT PLAN

We confirm that deliveries and collections from the site will be made between the hours of 0930-1500 Mon-Fri. Please note that noise and construction related impacts are subject to control under Control of Pollution Act.

Strict material delivery scheduling and booking systems will be imposed on the project to ensure that where reasonably possible congestion is avoided. Each delivery will be allocated a delivery time period. Any deliveries or collections to fall outside of the permitted hours will be turned away outside of the borough and rescheduled.

All subcontractors will be required to produce a procurement schedule for their materials which will be monitored at their fortnightly meetings and must book delivery slots with the Principle Contractors Traffic Controller. “Just in Time” scheduling of deliveries, where reasonably possible, will minimise storage capacity and reduce congestion around the site.

SITE ACCESS

Q11. Please supply an accurate (to scale) numbered and dated site plan annotated with dimensions showing;

- all points of site access (vehicular and pedestrian);
- where materials, skips and plant will be stored;
- position of hoarding;
- position of nearby trees;
- where construction vehicles would wait to load/unload;
- surrounding properties and their accesses;
- parking bay suspensions;
- a minimum of 1.2m clear footway width to be retained at all times and;
- a minimum of 3m clear carriageway width to ensure that development activity does not block the road.

Please provide the relevant drawing number (s).

*The placing of skips, plant and material should be on the site itself. Their placement on the highway in front of adjoining properties will be unacceptable.*

*The placing of skips, plant or material on the highway in a position that would hinder access to surrounding properties will be unacceptable.*

*A minimum of 1.2m clear footway width is required to allow wheelchair users and push chairs to pass.*

*A minimum of 3m clear roadway width must be maintained to prevent the road becoming blocked.*

*We will require the use of narrow body construction vehicles where 3m clear width cannot be achieved with larger construction vehicles.*

*In circumstances where 3m clear roadway width could be achieved by parking suspensions or the use of narrow body vehicles, we will require the latter.*

*Where the maintenance of 3m clear roadway width is impossible, temporary blockages will only be permitted subject to stringent controls (cf. Q16).*

all points of site access (vehicular and pedestrian);
2209-252, 2209-260. **Point of site access is on the drawing.**

where materials, skips and plant will be stored;
2209-260. **Materials and plant will be stored on site. We will not be using skips.**

position of hoarding;
2209-260, 2209-262. **Position of hoarding is noted on the drawing. Doors in the hoarding will be either inward opening or sliding to ensure that there will be no interruption across the footpath or highway**
CONSTRUCTION TRAFFIC MANAGEMENT PLAN

minimising any possible conflict with pedestrian or vehicular access. Lighting will be provided by wall mounted up and down lighters. These will be located in a way as to minimise any possibility of light pollution from the site whilst ensuring a safe level of light at all times.

position of nearby trees;
See Arboricultural Plan and Report. There will be no material storage or mixing concrete within RPA of any retained tree. The tree is to be fenced off with a protection barrier.

where construction vehicles would wait to load/unload;
Position of construction vehicles is noted on the drawing 2209-260.

surrounding properties and their accesses;
Surrounding properties and access is noted on the drawing 2209-260.

parking bay suspensions;
2209-260. We propose two parking bay suspensions immediately in front of the site address: one directly in front of the site, and the other bay directly in front of the neighbouring property (alternating between No 34 & No 36). This is required, in order to park the narrow body truck which we have proposed. It is not possible to park this vehicle into a single parking bay alone, as we require the space of two bays for turning into and out of the bay. Not only is the parking bay length not sufficient for reverse parallel parking, but the width of the carriageway is also insufficient for turning the vehicle. Please note that the parking bay in front of the neighbouring property is only required to be used during the day. We therefore only require the suspension of these bays during the operating hours (as described above). In general, parking bays will be available for residents outside of operating hours. Please note that we have proposed to use the smallest vehicle possible for accessing site.

The principle of using a Narrow Body Truck and suspension of 2 parking bays to allow spoil removal within a narrow street is based on approved applications like CON/15/01688. One parking bay directly outside property (No35) and the 2nd bay outside the neighbours to allow the Narrow Body Truck to park. The 2nd parking will alternate between being outside No 34 and No 36 to reduce the impact on either adjacent neighbour.

a minimum of 1.2m clear footway width to be retained at all times and;
2209-260

a minimum of 3m clear carriageway width to ensure that development activity does not block the road;
Existing road width is less than 3m however we will ensure that the existing width will be maintained at all times.

All deliveries to site will be made by Ford Transit delivery vehicles or Narrow body trucks such as Nissan Cabstar, which will wait in the suspended parking bay whilst unloading takes place. The vertical clearance of the walkway from the pavement is to be at least 2.4m

Q12. Will vehicles enter and leave the site (Yes/ No)? If yes, please detail how vehicles will enter and leave the site?
If vehicular access is provided vehicles should be able to turn within the site and exit in a forward direction. Alternatively, vehicles may reverse in and drive out in forward gear. Suitably (LANTRA or similar) qualified banksmen MUST be provided at all times when vehicles are manoeuvring. The swept path of the chosen manoeuvre must be shown on the site plan. Trained site staff must assist when delivery vehicles are accessing the site, or parking on the highway adjacent to the site. Banksmen must ensure the safe passage of pedestrians and vehicular traffic in the street when
CONSTRUCTION TRAFFIC MANAGEMENT PLAN

vehicles are being loaded or unloaded.

No vehicles will enter or leave the site.

Q13. What is your proposed method of spoil removal (wait & load, conveyor, grab, skip swap, etc.)? We will not agree to the placing of skips on streets that experience saturated parking conditions overnight (90% occupancy on residents’ parking bays) and where alternative methods of spoil removal could reasonably be carried out. We will only agree to a methodology that maintains 3m of clear roadway width. Where the maintenance of 3m clear roadway width is impossible, temporary blockages will only be permitted subject to stringent controls (cf. Q16). The use of the wait and load methodology means that the kerbside is available for parking at times when any parking suspensions do not apply. The chosen method of spoil removal must avoid damaging any nearby trees.

We propose wait and load method for excavation and structural works. The most effective means of removing spoil from site manually, and which avoids disruption to pedestrians, is for spoil to be bagged on site and held within the property waiting for manual lifting to a small and narrow body truck such as Nissan Cabstar.

When the narrow body truck arrives, spoil will be loaded directly outside the site with the vehicle parked directly outside the property thus removing the need for a skip. Parking bays will be available for residents outside of operating hours.

During hours of site operation banksman in high-vis clothing will be available to help vulnerable pedestrians, and will always be in attendance when the narrow body truck arrives and departs. This type of vehicle will have no impact on the area should an emergency vehicle require access along Edwardes Square.

Q14. How will concrete be supplied to the site, where will the delivery lorries be located and for how long? Where will concrete pumps be positioned? How will concrete be transferred across the footway? Please illustrate with a numbered and dated drawing annotated with dimensions. We will only agree to the use of concrete wagons where a minimum of 3m of clear roadway width can be maintained. Otherwise concrete must be hand mixed on site. At all times safe pedestrian passage across the front of the site must be maintained.

Concrete will be mixed within a hoarding enclosure in the boundaries of the property which will contain any noise associated with the mixing. There will be no truck mounted concrete deliveries.

Q15. How will scaffolding be supplied to the site, where will the delivery lorries be located and for how long? If this question is not applicable please explain why. Please illustrate with a numbered and dated drawing annotated with dimensions. We will only agree to arrangements where a minimum of 3m of clear roadway width can be maintained during scaffolding deliveries. If necessary parking bays must be suspended to achieve this. Where the maintenance of 3m clear roadway width is impossible, temporary blockages will only be permitted subject to stringent controls (cf. Q16).
CONSTRUCTION TRAFFIC MANAGEMENT PLAN

We do not intend to use a significant quantity of scaffolding.

**Scaffolding as well as temporary propping will be delivered to site on a Narrow Body Truck.**

Q16. On narrow streets, where there is no alternative to the street becoming blocked during scheduled deliveries, please detail the management measures to be followed to ensure:

- Pedestrian passage is maintained at all times.
- Vehicular access to adjacent properties is maintained at all times.
- Emergency Access is maintained at all times.
- Motorists are adequately forewarned of the blockage.
- Trees do not become damaged.

*We will only agree to road closures in exceptional circumstances. In most cases good traffic management should ensure that the frequency and duration of blockages is managed so that vehicular traffic can pass the site. We will only agree to blockages occurring between 9.30am and 3pm. The driver must stay with the vehicle at all times and be ready to move on request if vehicular access to a neighbouring property is required and no alternative is available or in the event of an emergency. Banksmen must be positioned on all approaches to the site to forewarn highway users and advise of alternative routes.*

Edwardes Square is a narrow street and blocking the road at any time is not acceptable.

We require two suspended parking bays which will provide a loading area for the Narrow Body truck, and therefore no there will be no obstruction at any time.

The width of the street and use of Narrow Body Trucks is sufficient that trees will not be damaged.

**Pedestrian access is to be maintained at all times with the existing footway to be retained at all times and construction activity halted to allow safe pedestrian passage when required.**

A Banksman will be in attendance during loading or unloading operations to ensure pedestrian safety.

Emergency Access is to be maintained at all times.

There will be no road blockage and in which case there will be no need to forewarn motorists, or neighbouring properties.

Q17. Please confirm that appropriate measures will be taken to protect the public highway from damage arising from construction related activity and to prevent concrete and other detritus from being washed into the public highway drainage system. In addition, please confirm that the Council will be informed promptly should any such damage to the highway occur and will be duly reimbursed for the cost of the repairs.

*The Council will require reimbursement for any damage caused to the highway or drainage system. Under no circumstances should concrete residue or other detritus be washed into the drainage*
CONSTRUCTION TRAFFIC MANAGEMENT PLAN

Consideration must also be given to protecting the road and pavement surfaces from HGV movements, skips, outriggers and other related plant, materials and equipment etc.

Q18. Please confirm you accept the below requirements:

- The depositing of mud/detritus on the highway originating from the site or from any construction vehicle associated with the development is unacceptable.
- A wheel wash facility shall be provided at all vehicular access gates to the development site to ensure that mud/detritus originating from the site is not deposited on the public highway.
- Where the deposition of some dirt on the highway is unavoidable, any mud/detritus shall be expeditiously cleared using street cleansing vehicles or similar. No development dirt shall be evident on the highway at the end of any working day.

Q19. In order to devise a robust scheduling strategy, the approximate number of construction vehicle movements necessary to complete the proposed development must be established. Please provide a breakdown of the number, type, capacity and dimensions of the construction vehicles that would service the site. Estimate the average daily or weekly number of vehicles per vehicle type during each major phase of the work. Please specify the maximum dwell time for each construction vehicle type.

The Council understands the exact number of construction vehicle movement cannot be known from the outset however the scheduling strategy must be sufficiently robust to satisfactorily deal with the construction traffic volumes that do arise. Accordingly maximum vehicle sizes and maximum dwell times for each construction vehicle type must be set to ensure conflicting deliveries never arise and to maintain highway operation.

Nissan Cabstar – Length 4909mm/5469mm, Width 1900mm
Transit Van: Length 5,905mm Width 1,993mm

Structural Phase – 33 weeks – Temporary works 3 weeks, concrete underpinning 27 weeks, steel work 6 weeks.
Fitting out phase – 30 weeks (estimate)
Total Construction – 66 weeks

We will ensure that deliveries and spoil removal will not happen on the domestic waste collection times.

The contractor is to submit the traffic plan to their suppliers to ensure that their suppliers closely follow the approved CTMP.

The maximum length of steel will be 3M and all longer elements have been designed to be manufactured in smaller sections incorporating splice connections to allow for easier delivery to the site due to the restricted access. We will use a Narrow Body truck to deliver the steels so that the same traffic access method is maintained.
Q20. Please confirm that no more than a single delivery vehicle associated with the development will be positioned on the highway in the vicinity of the site at any given time.

For basement extensions to residential properties we will not agree to there being more than a single vehicle on the highway servicing the site at any given time (save for when a concrete pump is being used in conjunction with a concrete wagon).

Please delete as appropriate

For some large development schemes, and solely at the discretion of the Council, it might be appropriate for more than a single construction vehicle to be on the highway in the vicinity of the

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CONSTRUCTION TRAFFIC MANAGEMENT PLAN

Site at a given time. The maximum number of such vehicles simultaneously on the highway in the vicinity of the site must be specified and justified here.

VEHICLE CALL UP PROCEDURE

Q21. Please confirm you accept the below requirements.

• All deliveries shall be pre booked and allocated set arrival times.
• Delivery instructions shall be sent to all suppliers and contractors including the maximum dwell times specified above.
• Suppliers shall call the site a minimum of 20mins before their vehicle arrives at site to confirm that the loading area is available.
• If the loading area is unavailable construction vehicles shall not proceed to the site.
• Vehicles shall not wait or stack on any road within the Royal Borough.
• The loading/collection area shall be clear of vehicles and materials before the next lorry arrives.
• Contractors’ vehicles shall not park in any suspended parking bays or on suspended waiting and loading restrictions.
• The engines of contractors’ vehicles shall not be kept idling.

Please delete as appropriate  

IMPACT ON OTHER HIGHWAY USERS

Q22. How will you protect pedestrians from the construction works, particularly vulnerable users?

Vulnerable footway users include wheelchair users, the elderly, people with walking difficulties, young children, people with prams, blind and partially sighted people, etc. A secure hoarding will be required to the site boundary with a lockable access. 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. Lighting and signage must be used on temporary structures/ skips/ hoardings, etc. Appropriate ramping must be used if cables, hoses, etc. are run across the footway. A banksman must be in position on the footway during the transfer of materials across the footway to ensure that safe pedestrian passage in maintainted.

The proposed hoarding will be erected around the facade of the house and contained within the site boundary. In addition, the site will be safeguarded with a lock and security system at all times, to prevent outside public from accessing the site.

There are no proposals to divert the existing footpath and our plan 2209-260 indicates that the existing footpath width is to be maintained and our use of the parking bay will not affect the flow of traffic on Edwardes Square.
CONSTRUCTION TRAFFIC MANAGEMENT PLAN

There are no proposals to use the public highway for construction activity with the exception of loading and unloading of delivery vehicles and transporting materials into the site.

A Banksman will be in attendance during loading or unloading operations to ensure pedestrian safety.

Q23. Confirm that you have assessed the risks to cyclists and pedestrians of the proposed construction traffic arrangements and accept the requirements related to safety bars, additional mirrors and advisory signage set out in London Council’s and Transport for London’s Consultation for a Safer Lorry Scheme.

Drivers must have undertaken cyclist safety awareness courses and construction vehicles must be provided with safety aids such as side Information on how to implement these measures is included within the Transport and Streets SPD.

The applicant confirms construction vehicle are required to be road legal and will conform to Transport for London’s requirements for a Safer Lorry Scheme.

All drivers will have undertaken the necessary vehicle driving test to enable the use of motor or construction vehicles.

A cycle awareness leaflet produced by Transport for London ‘Sharing London’s Roads – Advice for drivers and cyclists’ to be distributed to contractors.

All haulage and delivery firms will be compliant with the latest Council and TfL directives, with side signage, additional mirrors and cycling awareness initiatives in implementation. The contractor to review haulier compliance on a regular basis.

PARKING SUSPENSIONS AND HIGHWAYS LICENCES

Q24. The number of parking bay suspensions and the duration and frequency of those suspensions shall be the minimum necessary to carry out the development while maintaining at least 3m of clear roadway for vehicular passage.

Please specify any waiting/loading restrictions or parking bays that you will apply to have suspended and identify them on the site access plan. Please specify the frequency and duration of the suspensions and identify what they are for e.g. loading, access, storage. Please provide justification for all intended parking bay suspensions.

Consider existing waiting, loading and parking arrangements in the street. Parking bay suspensions are normally only permitted outside the property being redeveloped. Parking bay suspensions do not apply outside hours of parking control, except where an associated skip or hoarding licence has been issued. Once the CTMP is agreed you will need to apply to the Council’s Parking Section to implement the waiting and loading restriction suspensions outlined in the CTMP.

We propose two parking bay suspensions immediately in front of the site address: one directly in front of the site, and the other bay directly in front of the neighbouring property (alternating between No 34 & 36). This is required, in order to park the flatbed truck which we have proposed. It is not possible to park this vehicle into a single parking bay alone, as we require the space of two bays for turning into and out of the bay. Not only is the parking bay length not sufficient for reverse parallel parking, but the width of the carriageway is also insufficient for turning the vehicle (refer drawing for vehicle bay access and
Q25. Do you intend to apply for a licence to use the public highway for construction activity or for the storage of materials and will this include the diversion of an existing footpath?

*Use of highway for storage or welfare facilities is at the discretion of the Council 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. Please provide details of all safety signage, barriers and accessibility measures such as ramps and lighting etc.*

We will not use the public highway for construction activity or for the storage of materials. We will not divert the existing footpath.

Q26. Do you propose to install a traffic diversion during the construction period?

*If so, you should submit detailed dated and numbered plans showing the impact on the surrounding highway network including the extent of the closure; the proposed diversion route for vehicular traffic and pedestrians; traffic management; the affected waiting/loading restrictions; affected parking facilities; emergency services access; public transport; refuse collection; deliveries; local businesses; etc. Temporary Traffic Management Orders and consultation will require an 8 week lead-in time. Road closures will require Councillor involvement and may need public consultation.*

N/A

Q27. Please confirm whether a temporary crossover licence is required to enable construction vehicles to enter the site?

*The Borough’s footways are not engineered to take heavy loading from construction vehicles. A temporary crossover licence must be obtained where either a new crossover is required for a temporary period for construction access or where construction vehicles are to cross the footway using an existing crossover. Under such a licence a suitable crossover can be provided for a temporary period after which the footway will be reinstated in traditional paving material by the Council at the expense of the licence holder.*

N/A

Q28. Do you intend to erect scaffolding on, over or adjacent to the public highway?

*If so we will require full details and you will need to apply for a licence if it is on or over the public highway.*
CONSTRUCTION TRAFFIC MANAGEMENT PLAN

All obstructions and diversions on the public highway must be provided with temporary signage complying with Chapter 8 of the Traffic Signs Manual and/or the Code of Practice for Safety at Streetworks and Roadworks. Signage must be regularly inspected and maintained. TfL issues scaffold licences for developments adjacent to the TLRN.

Please refer to Q15 and Q22
Please see drawings 2209-260, 261, 262

GENERAL MANAGEMENT ISSUES

Q29. Please confirm that you will make all reasonable efforts and always when specifically directed by the Council to coordinate the scheduling of construction traffic movement with other nearby developments and those on the construction traffic routes specified above. Please identify relevant development sites with which you will coordinate. When more than one development is occurring on a narrow street or on cul de sacs where access is constrained, deliveries to development sites must be coordinated so as to maintain access at all times and minimise disruption.

We confirm that we will make all reasonable efforts and always when specifically directed by the Council to coordinate the scheduling of construction traffic movement with other nearby developments and those on the construction traffic routes specified.

We have already amended this CTMP to take on board the development at No 16 Edwardes Square as advised by Highways. Load and wait meaning traffic can be split – No 35 to exit via Kensington High Street and No 16 enters from it and exits via Pembridge Gardens.

The person responsible:
The Traffic Controller – Cranbrook Basements
C/O 35 Edwardes Square London W8 6HH
Telephone 020 8551 5555

Q30. Please confirm that you will ensure domestic and commercial waste collections are not disrupted. You will need to establish the days and times of collections and ensure that there is no conflict. These can be viewed here.

Please delete as appropriate

Y - Tuesday and Friday

Q31. Please identify who is responsible for the day to day implementation of this CTMP and provide their contact details. This person must be responsible for the supervising, controlling and monitoring vehicle movements to/from the site and coordinating and allocating time slots. Notwithstanding the details given here under the developer/ owner will necessarily, as a condition of their planning permission, be responsible for ensuring this plan is adhered to in full.
CONSTRUCTION TRAFFIC MANAGEMENT PLAN

Name: The Traffic Controller – Cranbrook Basements
Position:
Address: C/O 35 Edwardes Square London W8 6HH
Tel: 020 8551 5555
Email:

PROGRAMME/KEY DATES (FOR INFORMATION)

Q32. Please supply a broad-brush programme and total timescale for the project, giving the duration of each major phase of the construction and the anticipated start date if known.

The Council understands the exact duration of the development works cannot be known from the outset. Nevertheless, an approximate programme is required to properly inform residents and to assist in the management of cumulative development impacts.

<table>
<thead>
<tr>
<th>Start Date – Unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structural Phase – 33 weeks</td>
</tr>
<tr>
<td>Fitting out phase – 30 weeks</td>
</tr>
<tr>
<td>Total Construction – 63 weeks</td>
</tr>
</tbody>
</table>

Guidance notes

A Draft Construction Traffic Management Plan (CTMP) must be submitted with all planning applications for subterranean development or other developments, including major schemes, likely to generate significant volumes of construction traffic.

The Council’s Planning Advice Service can be used to inform the preparation of a Draft CTMP. Details of the service are available here.

Liaison with neighbours is also vital when developing a Draft CTMP in order to address potential traffic and access issues at an early stage.

The Draft CTMP will be subject to public scrutiny through the planning application process. All comments received in respect of the Draft CTMP must be duly considered and addressed within the text of the Full CTMP to be prepared by the lead contractor pursuant to a planning condition prior to implementation.

To implement the planning permission without discharging this condition could result in enforcement action being taken by the Council. The application form to discharge the condition can be found here. The application is made to the Department of Planning and Borough Development who consult the Council’s Transport team.

The condition will need to be formally discharged by the Department of Planning and Borough Development before any licences for temporary structures on the highway and parking suspensions will be granted.
CONSTRUCTION TRAFFIC MANAGEMENT PLAN

You should be aware that developments that are on or adjacent to the Transport for London Road Network (red route) will require additional liaison with Transport for London (TfL) and some licences (such as scaffold licences) will be issued through TfL.

Other than through the Planning Advice Service, it is not possible to meet contractors or review drafts of CTMPs before a formal application is submitted.

This form sets out the information required to process your CTMP. Please provide a response to all questions in the box provided. Questions or statements that you feel do not apply to your development should be marked ‘not applicable’ (N/A). Guidance notes are shown in blue.
Hi Rob,

Please see email below from Dave Smith,
Appendix (i)

Architectural Plans
Note
- Average daily traffic flow (both directions) along A3220 is approximately 15,500 vehicles as indicated by department for transport data (2011, 2012 & 2013) - dft ref 28109.
- An additional 5 no vehicles per day would result in a 0.03% percentage increase in daily vehicle flow along the A3220.

Access to site

Exit route from site

Scale 1:200 @ A3

Date: 18 Jun 14

Client: Mrs Layfield

Project: 35 Edwardes Square
London
W8 6HH

Drawing: CTMP Layout

Cranbrook
Basement design & construction

35 Edwardes Square
London
W8 6HH

T +44 (0)208 551 5555
F +44 (0)208 551 1580
admin@cranbrook.co.uk
www.cranbrook.co.uk

Mrs Layfield

E 10/08.15 Alteration to CTMP
D 16/05.15 Alteration to CTMP
C 06/05.15 Alteration to CTMP
B 25/05.14 Alteration to suspended parking bay

No. Date Amendment Initials

© 2015 CRANBROOK BASEMENTS. This drawing is the copyright of Cranbrook Basements Limited. It shall not be in any way used or reproduced without our prior written consent. All dimensions are to be verified on site. In the event of any discrepancy, the architect's original drawing is the controlling plan for construction only.

No Entry

Pembroke Studios
White Eagle Lodge
The (Spiritualist Church)

Note
- Average daily traffic flow (both directions) along A3220 is approximately 15,500 vehicles as indicated by department for transport data (2011, 2012 & 2013) - dft ref 28109.
- An additional 5 no vehicles per day would result in a 0.03% percentage increase in daily vehicle flow along the A3220.
Parking bay suspension Monday to Friday working hours to allow narrow body truck to turn into and out of the bays. (2nd bay to alternate outside No 34 and No 36).

Client: Mrs Layfield
Project: 35 Edwardes Square
London
W8 6HH

Drwg No: MA2-2209-260
Scale: 1:75 @ A3
Date: 04 Jul 14
Status: Consultation
Drawing: Hoarding Layout

A1: The drawing is not readable and contains many abbreviations and symbols. It appears to be a plan for a construction project, showing various elements such as parking bays, footpaths, and road widths.

A2: The drawing includes a note about protecting existing railings during construction and a reminder to check all dimensions on site or in the workshop before commencing any work.

A3: There are amendments listed for the drawing, dated from 23.07.14 to 10.08.15, related to changes in suspended parking bay locations.

A4: No scale is provided for the drawing, and the dimensions are not clearly visible due to the format of the image.
Parking bay suspension Monday to Friday working hours to allow narrow body truck to turn into and out of the bays. (Shown outside No 34 but to alternate outside No 36).

PreliminaryCad
Parking bay suspension
Ground protecting dpm
over existing paving
overlaid with double
layer of 18mm ply.

Existing Footpath
Pavement
Existing Road Width
Parking
Parking
Existing Footpath

Mrs Layfield
35 Edwardes Square
London
W8 6HH

Cranbrook Basements
26-28 Hammersmith Grove,
Hammersmith,
London, W7 7BA
T +44 (0)208 551 5555
F +44 (0)208 551 1580
admin@cranbrook.co.uk
www.cranbrook.co.uk

No. Date Amendment Initials
06 Jul 14 Consultation

Hoarding Layout - Alternating
2nd Suspended Bay

Materials Storage

All existing railings are to be protected during construction

No material storage or mixing concrete within RPA of any retained tree.

No access to any retained tree.

Parking bay suspension Monday to Friday working hours to allow narrow body truck to turn into and out of the bays. (1st to alternate outside No 34 and No 36).
Extent of Monoflex as part of Construction Impact report (Noise & Dust)

No. 35
Edwardes Square

Proposed Hoarding Elevation

Scale: 1:75 @ A3

Date: 04 Jul 14

Client: Mrs Layfield
Project: 35 Edwardes Square
London
W8 6HH

Drawing: Proposed Hoarding Elevation

Scale: 1:75 A3

Date: 04 Jul 14

Drawing No: MA2-2209-261

Client:

Project:

Drawing:

Scale:

Date:

Amendment

Ink:

Cranbrook

Cranbrook Estates

30-31 Queen Street

London, W1U 8RE

Tel: +44 (0)20 7935 5555
Fax: +44 (0)20 7935 7777
admin@cranbrook.co.uk
www.cranbrook.co.uk

Cranbrook Estates

04 Jul 14

Layout amended

A 04.05.15

Layout amended

B 05.05.15

Layout amended

C 10.08.15

Layout amended

RW

RW

RW

No.

Date

Amendment

Ink

0 5 METRES

SCALE

Cranbrook

Cranbrook Estates

30-31 Queen Street

London, W1U 8RE

Tel: +44 (0)20 7935 5555
Fax: +44 (0)20 7935 7777
admin@cranbrook.co.uk
www.cranbrook.co.uk

Cranbrook Estates

04 Jul 14

Layout amended

A 04.05.15

Layout amended

B 05.05.15

Layout amended

C 10.08.15

Layout amended

RW

RW

RW

No.

Date

Amendment

Ink

0 5 METRES

SCALE
Monoflex to fully enclose construction zone as part of Construction Impact report (Noise & Dust)

All existing railings are to be protected during construction

Hoarding to form tree protection zone
Appendix (iii)

Refuse Collection Information
<table>
<thead>
<tr>
<th>ROAD</th>
<th>PROPERTY NUMBERS</th>
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<td></td>
<td>MON  THU</td>
</tr>
</tbody>
</table>
Appendix (iv)

Cycle / Driver Awareness Guidance
Sharing London’s roads
Advice for drivers and cyclists
Cycle safety: it’s no accident
Introduction

Cyclists and drivers need to work together to share London’s roads safely.

By following these hints and tips you can reduce the risk of a collision and help ensure that everyone travels safely and easily.
Before you travel

Switch on before setting off

All road users

- Make sure you’re properly prepared for your journey

- Regularly refresh your knowledge of the Highway Code to make sure you’re not putting yourself or others in danger

- If you need glasses (or contact lenses) to meet the Highway Code’s minimum vision standards, you must wear them at all times while driving

- Don’t allow yourself to be distracted by your mobile phone or by wearing earphones to listen to music

- Never cycle or drive under the influence of alcohol or drugs

- Make sure your training is up to date
Map out your journey

Drivers

• If possible, plan your journey to avoid routes that are popular with cyclists

• If you can’t avoid cyclist commuter routes, try to travel at quieter times

• Be particularly vigilant near schools

Cyclists

• Consider using designated cycle lanes and other dedicated routes, such as Barclays Cycle Superhighways, when possible

• Try to plan your route along quieter roads where you are less likely to encounter lorries

• You can order free local guides showing direct routes, quieter roads and Greenways from tfl.gov.uk/cycleguides
Before you travel

Are your tools up to the task?

Drivers

Complete a walk-round check of your vehicle before each journey to make sure that:

- Mirrors are correctly adjusted, set to minimise blind spots and clean
- Indicators are working, clean and can be seen
- Signs for cyclists are clean and easily visible
- Any technology, including Fresnel lenses, side proximity sensors, blind spot cameras and sideguards, is fitted correctly, working and clean

Cyclists

Consider wearing a helmet and check that your bike is roadworthy. You should make sure that the:

- Brakes are working properly
- Tyres are inflated correctly
- Saddle is at the right height for you
- Bell is in good working order, if you have one

If you will be cycling after dark, your bike must also have a white front and red rear light illuminated.
Are you seeing the full picture?

Drivers

- Keep checking for cyclists, pedestrians and motorcyclists who may weave through stationary traffic

- Look out for cyclists, especially when checking your mirrors before indicating, varying your speed or changing direction

- Keep scanning your mirrors when approaching junctions in case a cyclist enters your blind spot

- Before pulling away from junctions, look over the dashboard (even if you have a Class VI mirror fitted) and try to make eye contact with any cyclists around your vehicle so they know you’ve seen them

- Check your nearside blind spot every time you turn left

- Check over your shoulder for cyclists and other road users before opening your door to ensure it doesn’t swing into their path

Cyclists

- Watch out for traffic turning ahead of you at junctions and never pass left-turning vehicles on the nearside

- Be particularly careful around lorries – there are blind spots around all large vehicles so it’s often safer to hang back

- Wear reflective or fluorescent clothing at night to help make sure you’re seen
Sending out the right signals

Drivers

• Use your indicators when turning or changing lanes, even if you don’t think anyone is near you

• Indicate in good time to allow others to react

• If it doesn’t do so automatically, turn the indicator off once you have completed your manoeuvre to avoid giving misleading information to others

Cyclists

• Watch out for other vehicles and pedestrians, and use appropriate hand signals before turning to show your intentions

• When waiting for traffic lights to change, try to make eye contact with the driver of a vehicle behind you to make sure they know you’re there
Give a little respect

Drivers

• Give cyclists plenty of space so that they can manoeuvre to avoid potholes, drain covers or car doors

• When overtaking, give cyclists and motorcyclists at least as much space as you would a car

• Do not cross stop lines or encroach on Advanced Stop Lines at traffic lights

• Do not drive or park in a cycle lane marked by a solid white line while it is operational, or drive or park in one marked by a broken white line unless it is unavoidable

Cyclists

• Only overtake if there is enough room and it is safe to do so

• Only cycle on the pavement if it is signed as a shared use path

• Don’t cycle the wrong way along one-way streets unless it’s clearly marked as a two-way route for cyclists

• Don’t ride through red traffic lights – it’s dangerous and you could be fined £30

• Ride in a straight line past parked cars, rather than dodging between them, and allow at least a full door’s width between you in case a car door opens suddenly
FTA Cycling Code

Delivering safe, efficient, sustainable transport

June 2011
Improving the safety of cyclists around commercial vehicles

Cycling in London has doubled in the last 10 years and the Mayor’s objective is to see it increase fourfold in the next 10. Road space will not increase at all over that period so measures to promote harmonious sharing of the road are essential.

As operators of commercial vehicles regularly making tens of thousands of journeys every day to deliver essential goods and service to London residences and premises, we are acutely aware of the risks posed to other road users, especially cyclists.

As responsible businesses we wish to take the initiative to promote a Cycling Code of best practice to be followed by vehicle operators and their drivers, cyclists themselves and their employers.

The code developed by FTA in full co-operation with the London Cycle Campaign, the Metropolitan Police, the Institute of Advanced Motorists and Transport for London (TfL), sets out reasonable expectations of all road users and provides a standard for on-road behaviour that if observed by all would lead to a material and enduring reduction in collisions and casualties.

FTA is inviting other operators and cyclists’ organisations to add their support to the Cycling Code and will be working with TfL and other local authorities around the country to promote awareness of the code widely in London and across the UK.

Stewart Oades
President, FTA

Supported by:

Amey
Brewery Logistics Group
Cemex
Clancy Docwra
DHL Trade Team
FM Conway

Hanson
John Lewis Partnership
Keltbray
Keystone
SCA Recycling
Travis Perkins
Purpose of the Cycling Code

The Cycling Code is a strategy to reduce the number of collisions between commercial vehicles and cyclists.

The approach of the code is to identify areas of risk in the shared use of road space by cyclists and commercial operators, particularly heavy goods vehicles (hgv's), sometimes referred to as large goods vehicles (lgvs).

The Cycling Code provides a toolkit for three specific groups of stakeholders; cyclists, drivers/operators and employers.

Cyclists

Cyclists are very vulnerable road users. They are less well protected and tend to occupy a position on the road that makes them particularly vulnerable to sideswiping and left turn manoeuvres. The nature of collisions with hgv's means that the outcome is often 'serious' or fatal (reported as Killed or Seriously Injured – KSI) – more than a dozen cyclists are killed each year in London, with around half of those fatalities involving an hgv.

Drivers/operators

Drivers and operators (ie the driver's employer) have responsibilities to all road users. Operators also have responsibilities to the drivers themselves, as well as needing to identify and mitigate potential risks arising from the use of vehicles.

Employers

Employers have a duty of care to their employees and need to make certain that they have properly appraised the business impacts of losing a member of staff either for a long period or permanently. There are strong, positive messages conveyed when employers take an active interest in promoting the safety and well-being of their staff. Employers are also 'freight clients' and should consider how they can plan deliveries to minimise peak-time trips.
Key messages

FTA’s approach is threefold.

- Aim to reduce KSIs to zero
- Promote investments to reduce casualties
- Work in partnership with others

Our message varies depending upon the audience and is summarised as follows.

Summary of FTA objectives and messages

<table>
<thead>
<tr>
<th>Goals</th>
<th>Cyclists</th>
<th>Drivers/operators</th>
<th>Employers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero KSI Zero collisions</td>
<td>- Save your life</td>
<td>- Avoid the trauma to drivers of a serious collision</td>
<td>- Ensure business continuity and productivity</td>
</tr>
<tr>
<td></td>
<td>- Get to work safely – and home again</td>
<td>- Be aware of ‘duty of care’</td>
<td>- Promote positive CSR image</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Avoid the financial and reputational risks</td>
<td>- Show commitment to staff</td>
</tr>
<tr>
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<td></td>
<td>- Promote CSR image</td>
<td>- Avoid the financial and reputational risks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Promote a health and safety culture</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>- Demonstrate commitment to workforce</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Avoid prosecution</td>
<td></td>
</tr>
<tr>
<td>Invest for safety</td>
<td>- Be seen – Personal Protective Equipment (PPE)</td>
<td>- See/hear the cyclist – mirrors</td>
<td>- Training courses – eg bikeability</td>
</tr>
<tr>
<td></td>
<td>- Bicycle lighting</td>
<td>- Keep them away from your danger zone – sideguards, proximity sensors</td>
<td>- Appropriate proper facilities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Sponsor street furniture, eg Trixi mirrors</td>
<td>- Provide PPE</td>
</tr>
<tr>
<td>Work in partnership</td>
<td>CTC/London Cycling Campaign (LCC)/Sustrans/TfL</td>
<td>Freight Councils/Cycling Working Group/Road Haulage Association</td>
<td>London Chamber of Commerce/Federation of Small Businesses/other UK chambers</td>
</tr>
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Future development of the code

Develop reporting and investigation process for KSI and slight injuries

In order to monitor progress FTA needs to gather company-level data about collisions and near misses. If such data is not available
then FTA should be encouraging members to record it. Data can also be shared with the Freight Operator Recognition Scheme (FORS) Silver scheme that gathers this data. Processes should cascade to include sub-contractors.

**Journey planning (route planning tools)**
FTA will work with a mapping company to develop routeing tools to avoid the Cycle Superhighway network – could be done in partnership with London Councils (like LLCS) or added into TruckNav algorithms. Also link to TFL Journey Planner.

**Governance group for developing the code**
A governance group has been established to oversee the future development of the code and further actions needed to deliver the code’s objectives. Early outcomes will be a review of the ‘Ignorant Cyclist; Ignorant Driver’ leaflet and a stakeholder plan to broaden the participation in the code.

**Develop training offer (supporting FORS DCPC and developing FTA DCPC module)**
The FORS Driver CPC module focuses on driving safely in London. As long as FORS training is available, FTA should continue to direct operators towards it.

**Support Met Police in developing enforcement and awareness activities (‘Exchanging Places’)**
This is a key opportunity for promoting safety messages that FTA can support by encouraging members to provide vehicles for events.

**Develop agreed position on vehicle engineering/street furniture (and funding pot)**
With the tightening of TfL and Greater London Authority (GLA) budgets there are opportunities to sponsor the installation of Trixi mirrors and other street furniture. There is a large amount of ‘evidence’ to support vehicle modifications – this needs to be appraised by a third party, eg TRL to get an agreed position.
Annex I

Top tips for cyclists

1 Know the law and observe it
   The law is clear that as road users, cyclists are bound by all the same rules as motorised vehicles. Whether this relates to alcohol, roadworthiness or traffic signals, failure to observe the law puts both cyclists and other road users in harm’s way.

2 Leave that lorry alone
   Never undertake a lorry on the left, especially if you are at a junction. Don’t do this even if there is a cycle lane. Remember if you cycle on the left-hand side of a lorry you are in the driver’s blind spot and if the lorry turns, you will have no escape. It is difficult for drivers of large vehicles to see you, so don’t hide by the side of the vehicle.

3 Make eye contact
   Make eye contact with other road users, particularly at a junction, coming out of side roads and at roundabouts; this may tell you if the driver has seen you or not.

4 Look behind you
   Regularly look over your shoulders to see what is happening all around you. Check behind you when moving away from the kerb, before you signal to manoeuvre and at regular intervals to communicate with other road users.

5 Look ahead
   Look well ahead for obstructions in the road, such as drains, potholes and parked vehicles, so that you do not have to swerve suddenly to avoid them. Planning ahead helps you to be prepared for junctions, roundabouts and traffic lights.

6 Ride on the road, not the gutter!
   Your road position should not be less than one metre from the kerb and should be further out if it is not safe for a vehicle to pass. If someone does pass you inconsiderately then you have more room to get out of harm’s way. Keeping away from the gutter will enable drivers to see you and also help you miss the drain covers and debris on the side of the road too. Take extra care to hold your position near road humps and other traffic-calming features.
7 Don’t be floored by car doors
Leave plenty of room when passing parked vehicles and watch out for doors being opened into your path.

8 Make your intentions clear
Make your signal and manoeuvre well in advance, and only when it is safe to do so. Keep your position in your lane so vehicles cannot undertake closely on your left.

9 Cover your brakes
Keep your hands on your brake levers, so that you are ready to use them. Always use both brakes at the same time. Take extra care when it is wet or icy.

10 Lights
By law, when it is dark or there is bad visibility you must have lights on the front and rear of your bike. Always carry spare small lights in case your main lights are not working.

11 Cycle training
If you are a beginner or even if you are an experienced cyclist, you can benefit from an adult cycle training session. Find out more about cycling safely in today’s road conditions by contacting your local instructor at www.ctc.org.uk/instructors.

12 Be seen
Make sure you wear hi-visibility clothing, especially when the light is poor. Remember – bright, light clothes in daytime and reflective material at night.

13 Stay sober
Don’t ride when you’ve had drink or drugs. Riding a bike under the influence of alcohol or drugs is just as serious and dangerous as if you were driving a car.

14 Listen
Make sure you can hear the traffic around you – don’t listen to music. Many vehicles have warnings to tell you they’re turning left – you won’t hear them if you’re plugged in.

15 Remember that large vehicles move to the right before turning left
Top tips for drivers

1. Respect other road users
   Remember that cyclists are road users too and have the same rights as motorised vehicles. Make sure you know the speed limits and observe them – remember that the correct speed may be much lower than the legal limit.

2. Always check the field of view of your mirrors as part of the daily walk around check, or if the mirrors are dislodged during the shift
   Vehicles now have many mirrors and it is easy for these to be dislodged. Consider using floor mats to map out the correct area that mirrors should be covering – paint them at the exit gate.

3. ‘Give a metre’ or hold back until there’s room
   Many roads have too little space for cyclists and hgv at the same time. If an hgv cannot give a cyclist at least a metre’s clearance then they should hold back. Drivers should bear in mind that cyclists are trained not to ride too close to the kerb. The Highway Code advises that you should give at least as much room as when overtaking a car.

4. Plan journeys to avoid cycle superhighways at peak times
   The cycle superhighways are intended to show cyclists – both regular and occasional – how best to get from the suburbs into central London and back. Drivers should be aware that where they see the blue cycle superhighway path there are likely to be more cyclists than normal – where possible drivers should avoid these routes at peak times, ie between 07:00 and 09:00 and between 16:00 and 18:00. Operators should work with their customers to develop delivery and serving plans or construction logistics plans to minimise peak-time journeys.

5. Look over the dash
   There have been fatalities that arose because the cyclist wrongly assumed that the driver had seen them. Drivers should always take a moment to look to the front of the vehicle, even if they have a class VI mirror.

6. Concentrate
   Drivers – focus on driving – do not use hand-held phones and minimise use of hands-free equipment.

7. Always indicate
   Always use your indicators even if you don’t think there’s anyone there and indicate early, ie when cyclists are still behind you and most able to see your indicators.
Top tips for operators/transport managers

1. Consider using a Fresnel lens or class VI mirror to reduce the remaining blind spots
   Fresnel lenses are cheap and can help to reduce blind spots. When used by left-hand drive vehicles they dramatically reduced sideswiping incidents. Fresnel lenses are available from TfL through the FORS scheme. Consider retrofitting a class VI mirror to older (pre 2007 vehicles).

2. If you currently use an exemption for sideguards think about whether you need to
   Sideguard exemptions are not necessary for most construction vehicles in urban areas and operators should consider whether a lightweight modification would afford better protection to cyclists and pedestrians.

3. Make sure drivers regularly check the field of view of their mirrors as part of the daily walk around check
   Vehicles now have many mirrors and it is easy for these to be dislodged. Consider using floor mats to map out the correct area that mirrors should be covering – paint them at the exit gate.

4. Send drivers on Driver CPC for safer driving in London as part of TfL's FORS programme
   Training is available from TfL's FORS programme for drivers who are regularly driving in London – it’s free.

5. Train drivers to look over the dash
   There have been several fatalities because the cyclist wrongly assumed that the driver had seen them. Drivers should take a moment to look to the front of the vehicle, even if they have a class VI mirror.

6. Establish ‘near miss’ reporting
   Near misses are often ignored but recording them and providing additional training will prevent a near miss becoming a fatality. Use ‘How’s my driving?’ stickers to enable cyclists to report near misses that drivers may be unaware of.

7. Install cameras – forward facing/in-cab
   Consider using in-cab cameras – these have been used successfully to record both driver behaviour and the actions of other motorists. Some discounts are available through the FORS scheme.
8 Review use of ‘Sidescan’ or similar
A range of sensors are now available to alert the driver to the presence of pedestrians or cyclists alongside the vehicle. The system may also give an audible warning to those people alongside, eg ‘this vehicle is turning left’. Some discounts are available though the FORS scheme.

9 Look at putting signs on the back of the vehicle or on the left-hand side
There are various warning signs available at low cost (or free from TfL) to warn cyclists about the dangers of undertaking.

10 Consider using driver profiling
Many providers now offer technology to monitor driver behaviour in terms of speed and smooth driving. This data can be used to focus training to the drivers in greatest need.

11 Concentrate
Remind drivers that they can lose their vocational licence for using a hand-held phone. Discourage and minimise the use of hands-free phones – evidence shows that the risk while using hands-free is the same as mild drink-driving!

Top tips for employers

1 Provide training for staff
For example using Bikeability – give time off or pay for a course. Encourage non-cyclists to get on a bike too – it’s easier to understand the dangers that motorists pose if you’ve been there.

2 Provide bike servicing or a deal with local bike shop to ensure bikes are roadworthy

3 Investigate whether company insurance policy includes/ could include cycling
Otherwise encourage cyclists to get insurance and register their bike frames against theft.

4 Extend driving at work policy to cover cycling

5 Develop delivery and servicing plans and/or construction logistics plans to reduce peak-time journeys

6 Provide Personal Protective Equipment for staff
In the same way as you would for company car drivers – eg helmets, high visibility clothing and lights. (Consider providing car drivers with hi-visibility clothing too for breakdowns.)
Annex 2

London Cycling Concordat
The FTA/TfL Memorandum of Understanding on Cycling

An agreement between the Freight Transport Association (FTA), on behalf of its members, and Transport for London (TfL).

FTA and TfL agree to work co-operatively to promote the uptake of cycling as a safe and sustainable mode of travel and to promote sustainable and efficient logistics. They will deploy their respective resources and influence to address the following challenges.

- To identify locations and times of day where loading and unloading activity or commercial vehicle routeing might conflict with the objectives of a clear, safe and effective cycle route and establish mutually suitable, feasible and acceptable solutions for addressing these.
- To identify key safety messages for all road users, particularly cyclists and large vehicle drivers, and deploy the most effective means and channels to convey them.
- To identify training needs for all road users, particularly cyclists and large vehicle drivers and the best opportunities for funding and delivering them.
- To identify more equitable approaches to road traffic enforcement and traffic engineering measures which strike the balance between enforceability and practicality.
- To share details of forthcoming events and announcements with a view to adding value by broader engagement.
- To promote the uptake and effective use of properly appraised vehicle engineering interventions.
- To identify, develop and report on suitable metrics to measure the effectiveness of the agreement.

Jim Valentine
Chairman, Greater London Freight Council on behalf of Freight Transport Association

Kulveer Ranger
Mayor's Director of Transport Policy on behalf of the Mayor of London

6 July 2010
Appendix (xxvi)
Temporary Propping Layout
Temporary Propping Basement Layout

Props @ horizontal max centres 1500mm @ each wailing position and vertical max centres 2000mm @ each wailing position

Denotes Timber waler

Denotes RMD Kwikform super slim props to be installed as shown

Boundary Wall

Boundary wall to be plyfaced at props for wall protection

Garden Level

Basement Roof

Cross Section Temporary Propping

Temporary Propping Basement Layout

Denotes Timber waler

Denotes RMD Kwikform super slim props to be installed as indicated

Scale 1:50 @ A3

29 Jun 14

Preliminary

Client: Mrs Layfield

Project: 35 Edwardes Square
London
W8 6HH

Drawing: Temporary Propping Basement Layout

Scale: 1:50 @ A3

Date: 29 Jun 14

Rev: A

No. Date Amendment Initials

22/01/15 General update

RW

Cranbrook Basements
26-28 Hammersmith Grove
Hammersmith
London, W12 7BA
T +44 (0)208 551 5555
F +44 (0)208 551 1580
admin@cranbrook.co.uk
www.cranbrook.co.uk

Without the prior written consent. All dimensions are to be checked on site or in the workshop prior to commencing any work. Work shall be carried out in accordance with drawings. Any discrepancies are to be reported to the Architect.
Condition 1 - Existing condition

Condition 2 - Underpin shaft excavation
- Introduce Protection Board to boundary wall
- Introduce lateral bracing in pairs using adjustable props
- Introduce trench sheets to perimeter

Condition 3 - Underpin base construction
- Install RC base & stem
- Reduce height of Prop D
- Connections dowels to project up through stem
Note: Stem will be further forward than inner face of wall due to stem thickness

Condition 4 - Underpin stem construction
- Install RC wall
- Remove Prop D
- Reduce width of Props A & B

Condition 5 - Installation of dry packing

Condition 6 - Mound reduction 1
- Reduce central mound
- Remove trench sheets
- Install Prop E - RMD Superprop

Condition 7 - Mound reduction 2
- Reduce central mound further
- Install Prop F - RMD Superprop

Condition 8 - Base slab completion

Condition 9 - Final condition of underpin
- Omit Props E & F

Client: Mrs Layfield
Project: 35 Edwards Square
London W8 6HR

Cranbrook Basements
26-28 Hammersmith Grove
Hammersmith, London, W7 7BA
T +44 (0)208 551 5555
F +44 (0)208 551 1580
admin@cranbrook.co.uk
www.cranbrook.co.uk

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