

Appendix E– Section 278 Pre-Start Agenda



S278 Pre-Start Meeting Agenda

Date:

Development:

Developer:

Contractor:

Attendees:

Agenda	
1. Introductions	
2. Previous Meeting Minutes	
3. Roles & Responsibilities (CDM) - Client -Principle Designer -Principle Contractor -Nominated Contacts	
4. Description of Works to be undertaken Brief overview given by developer	
5. Pre-Commencement Details - Stage 1-2 RSA undertaken - Pre-Commencement Conditions Discharged - Agreements signed - Bond/Deposit paid - Superintendence Fees paid - Completion of any easements or wayleaves / third party land	
6. Other potential restrictions - Ordinary watercourse consent - S58 streetworks protection - Structural Approval in Principles - Public Right of Ways - Occupancy Limits	

- Planning Conditions (noise, working hours etc)	
7. Contractual Position - Supervision of the Works / Instructions	
8. Contractor - Emergency Contact Numbers (24hrs) - Insurances in place and provided - NRSWA Accreditations provided - Sub-contractors, (tarmacking etc.)	
9. Programme of Works - Works Programme submitted - Start date - Statutory Undertakers (programmed as below) -Tree protection and monitoring, - Street lighting (designed / agreed / ordered) - Traffic signals (ordered)	
10. Statutory Undertakers - S50's permit for installing new apparatus outside the extent of the S278 - Diversions, protection, new supplies & service connections	
11 Traffic Management & TM Phasing - Road Space booking / permits, public transport notified of closures, - TM Plans agreed – any restricted hours or conditions - 24 hr out of hours contact details - Proposed phasing / pedestrian consideration	
12. Traffic Regulation Orders Status of any permanent and Temporary e.g. speed limit relocation or temporary road closures (has this accounted for in works programme?)	
13. Site Set Up - Construction Management Plan / Parking Storage Areas - Any specified construction traffic routes - Temporary Measures including surface water management – Temporary access - S184 application - Measures to prevent noise / vibration / mud on highway - Proposed working hours, security, - Setting out including visibility splays and highway boundaries	
14. Drawings & Documents Complete construction pack to be provided to DMO. Any major changes on site must be agreed in writing.	
15. Inspection, Materials Testing, Quality Control - Highway Conditions Surveys access road on diversion routes / haul routes - Testing (who's responsible, frequency) - Test Lab to be used	

- DMO to input	
16. Publicity - Letter to residents / press release / comms plan - Advance notice of Roadworks boards 2 weeks prior to starting - Notice/Information/ Streetworks Boards (works on behalf of and consultants name and phone number and permit number) - Public transport notified.	
17. Health and Safety - CDM confirmed above - H&S Construction Phase Plan - Method Statements (eg preventing mud on highway) - HSE F10 Notification - Traffic Signal commissioning - Road Safety Audit procedures	
18. Post Construction - Timely Remedial works - Remedial programme of works - New & extension of road space permits - As-built drawings, health and safety file, - Commuted Sums to be paid	
19. Site Specific Special Requirements	
20. Progress Meetings (Monthly – to be arranged by Contractor / Developer)	
21. Claims by Third Parties - S278 Agreement vests the area to the Applicant for all claims and maintenance. - LHA will grit but not be liable for any damages until adopted.	
22. Any other Business	