

## Appendix E– Section 38 Pre-Start Agenda



### S38 Pre-Start Meeting Agenda

Date:

Development

Developer:

Contractor:

Attendees:

Agenda	Minutes
<b>1. Introductions</b>	
<b>2. Previous Meeting Minutes</b>	
<b>3. Roles &amp; Responsibilities (CDM)</b> - Client -Principle Designer -Principle Contractor -Nominated Contacts	
<b>4. Description of Works to be undertaken</b> Brief overview given by developer	
<b>5. Pre-Commencement Details</b> - 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	
<b>6. Other potential restrictions</b> - Ordinary watercourse consent - Structural Approval in Principles - Public Right of Ways - Occupancy Limits - Planning Conditions (noise, working hours etc)	
<b>7. Contractual Position</b> - Start Date	

- Supervision of the Works / Instructions	
<b>8. Contractor</b> - Contact Numbers Details - Insurances in place and provided - Sub-contractors, (tarmacking etc.)	
<b>9. Programme of Works</b> - Start date - Works Programme submitted - Statutory Undertakers (programmed as below) - Tree protection and monitoring, - Street lighting (designed / agreed / ordered) - Traffic signals (ordered)	
<b>10. Statutory Undertakers</b> - S50's permit for installing new apparatus in the public highway i.e. sewer connections - Diversions, protection, new supplies & service connections	
<b>11. Traffic Regulation Orders</b> Status of any permanent and Temporary e.g. speed limit relocation or temporary road closures (has this accounted for in works programme?)	
<b>12. Site Set Up</b> - 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	
<b>13. Drawings &amp; Documents</b> Complete construction pack to be provided to DMO. Any major changes on site must be agreed in writing.	
<b>14. Inspection, Materials Testing, Quality Control</b> - Highway Conditions Surveys access road on diversion routes / haul routes - Testing (who's responsible, frequency) - Test Lab to be used - DMO to input	
<b>17. Publicity</b> - Letter to residents / press release / local member / comms plan	
<b>18. Health and Safety</b> - 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	
<b>19. Post Construction</b>	

<ul style="list-style-type: none"> <li>- Timely Remedial works</li> <li>- Remedial programme of works</li> <li>- New &amp; extension of road space permits</li> <li>- As-built drawings, health and safety file,</li> <li>- Commuted Sums to be paid</li> </ul>	
<p><b>19. Site Specific Special Requirements</b> Ecology / Political / Time of year / School holidays</p>	
<p><b>20. Progress Meetings</b> (Monthly – to be arranged by Contractor / Developer)</p>	
<p><b>21. Any other Business</b></p>	