

Appendix E

Pre-commencement Meeting Agenda

1. Introductions
2. Brief Description of Works (and how they affect the existing highway)
3. Design Approval
4. Section 111 Highway Agreement (Completed – No works permitted in the highway beforehand).
5. Commencement Dates
6. Public / Member Notifications (Letters and Boards on highway)
7. Programme of Works (to be tabled at meeting)
8. Traffic Regulation Orders
9. Statutory Undertakers Apparatus (Utility drawings) (to be tabled at meeting)
10. Traffic Management, (Chapter 8), (to be tabled at meeting)
11. Working restrictions (Protected routes)
12. Emergency Contact Details (Names and numbers 24 Hr)
13. Cleansing of Highway / Wheel wash facility
14. Discharge of pre-commencement planning conditions.
15. Construction Materials
16. Street Lighting
17. Traffic Signage and Road Markings
18. Variations to agreed works
19. Notification of Highway Works to inspector
20. Weekly / Fortnightly progress meetings (site office)
21. Stage 3 and 4 road safety Audits
22. H & S File