

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