

**minutes of LAND AND TECHNICAL**

**pre-start 1 meeting**:

Timing – Meeting held around Exchange of Contracts and before Planning is submitted.

Purpose – Confirmation that land conditions are under consideration and issue of Client’s Brief. Clarification of what is required from Technical Department and information handover to Technical Department.

Key Personnel – MD and Land Director handing information pack to Technical/Commercial Director.

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| --- | --- |
| **Site COINS Code :****Site/Phase:** | **Date Held:****Local Authority :** |
| **Sales Name (if known)** | **No. of Units:** |
| **Attendance Required by**: *Managing Director (Chair), Land Director, Technical/Commercial/Construction/Sales Directors and other relevant personnel.***Where Applicable:** *H&S Department, External CDM Co-ordinator.* |
| **Apologies:** |
| **Distribution of Minutes:** *Attendees, Regional Chairman, H&S Dep’t, Legal Dep’t, Fibre-Nest* |
| **Agenda Items:** |
| **1. Site Details** |
| **2. Legal** |
| **3. Planning** |
| **4. Engineering****5. Environmental** |
| **6. Notifications** |
| **7. CDM Regulations**  |
|  |
| **External Consultants Involvement to date :-** |
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| ***Management Issues*** | ***Comments*** | ***Completed/******Date for Completion***  | ***Action*** ***By*** |

**1. Introduction – Site Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| 1.1) Location/Address including postcode  |  |  |  |
| 1.2) Existing land use |  |  |  |
| 1.3) Previous land use |  |  |  |
|  1.4) Surrounding land use |  |  |  |
| 1.5) Proposed development |  |  |  |
| 1.6) ‘Coming Soon’ Sales Signage and website requirements and timing |  |  |  |
| 1.7) Viewing arrangements & Site Security |  |  |  |
| 1.8) Type of build: Traditional, Timber Frame (refer also to Appendix 1& 2)  |  |  |  |
| 1.9) Consortium arrangementsRefer to the HBF Guidance “Safety, Health and Environmental Consortium Agreement” |  |  |  |
| ***Management Issues*** | ***Comments*** | ***Completed/******Date for Completion***  | ***Action*** ***By*** |

**2. Legal:**

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| --- | --- | --- | --- |
| 2.1) Solicitors who purchased the site |  |  |  |
| 2.2) Land Contract obligationsand purchase profile |  |  |  |
| 2.3) Land Registry Title Ref & date |  |  |  |
| 2.4) Summary of Report on Title |  |  |  |
| 2.5) Extent and Ownership of Boundaries and adopted highway |  |  |  |
| 2.6) Existing Easements |  |  |  |
| 2.7) Existing Covenants |  |  |  |
| 2.8) Existing Rights of Way |  |  |  |
| 2.9) Existing services |  |  |  |
| 2.10) Existing Watercourses |  |  |  |
| 2.11) Diversion Orders |  |  |  |
| 2.12) Road Closures/TRO’s |  |  |  |
| 2.13) Party Wall Act |  |  |  |
| 2.14) Any other items |  |  |  |
| ***Management Issues*** | ***Comments*** | ***Completed/******Date for Completion***  | ***Action*** ***By*** |

**3. Planning:**

|  |  |  |  |
| --- | --- | --- | --- |
| 3.1) Outline Planning Permission ref (if applicable and including S106 obligations) |  |  |  |
| 3.2) Access point to site |  |  |  |
| 3.3) Number and mix of units |  |  |  |
| 3.4) Affordable Housing mix and % |  |  |  |
| 3.5) Initial Site Layout |  |  |  |
| 3.6) MD Sign-off sheet confirmed for mix/price points/layout/coverage.**Layout to be issued to Group Planning & Technical for Approval.** |  |  |  |
| 3.7) Ecological Constraints |  |  |  |
| 3.8) Planning Constraints |  |  |  |
| 3.9) Landscape issues |  |  |  |
| 3.10) Key Plans for consideration (i.e. masterplan, parameters, heights, sections etc. |  |  |  |
| 3.11) Design Code & Planning policies |  |  |  |
| 3.12) Planning Application Strategy & Timing.PDP to be reviewed. |  |  |  |
| 3.13) Energy Strategy considerations? I.e. demise of gas, FHS Implementation.3.13a) Cost allowance for energy strategy & viability.3.13b) Any other applicable items.3.14. Any other Items? |  |  |  |
| ***Management Issues*** | ***Comments*** | ***Completed/******Date for Completion***  | ***Action*** ***By*** |

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| ***Management Issues*** | ***Comments*** | ***Completed/******Date for Completion*** | ***Action*** ***By*** |

**4. Engineering:**

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| --- | --- | --- | --- |
| 4.1) Topographical Survey Ref |  |  |  |
| 4.2) Photographs/Video Survey |  |  |  |
| 4.3) Site Investigation Report. Date carried out and by who, along with summary of site ground conditions |  |  |  |
| 4.4) Contamination/Remediation Statement/Strategy |  |  |  |
| 4.4a) Materials Management Plan or SEPA equivalent.Is there a requirement for the above? Complete EMS FORM 012 – Materials Planning Checklist <https://hs.persimmoncloud.com/2-HSandE-forms/EMS-FOR-012-Materials-Planning-Checklist.docx> |  |  |  |
| 4.5) Existing Buildings to remain |  |  |  |
| 4.6) Existing Buildings to demolish (Existing H&S File) |  |  |  |
| 4.7) Asbestos Survey provided/required |  |  |  |
| 4.8) Mining Report Ref and requirements |  |  |  |
| 4.9) Gas/Radon Report Ref and requirements. Refer to **https://shop.bgs.ac.uk/Shop/Department/GeoReports** |  |  |  |
| 4.10) UXO (Unexploded Ordnance) Report |  |  |  |
| 4.11) Traffic Assessment Report ref 4.12) Existing services4.12.1) - Gas4.12.2) – Electric4.12.3) – Water4.12.4) - BT/Telecommunications4.12.5) – Fibre/Communications4.12.6) – Any other private services4.12.7) - Has Sub-scan been undertaken?Greenfield sites – Access points Brownfield sites – Perimeter of site. |  |  |  |
| 4.13) Existing Drainage Details.4.13.1) – Foul4.13.2) – Surface Water4.13.3) – Highway  |  |  |  |
| 4.14) Proposed service and drainage enquiries issued/obtained |  |  |  |
| 4.15) Any other Site Specific Matters/issues to consider?4.15a) Services.4.15b) Geo-technical4.15c) SUDS4.15d) Attenuation4.15e) Adopting Authority4.15f) Nutrient Neutrality |  |  |  |
| ***Management Issues*** | ***Comments*** | ***Completed/******Date for Completion*** | ***Action*** ***By*** |

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| ***Management Issues*** | ***Comments*** | ***Completed/******Date for Completion*** | ***Action*** ***By*** |

**5. Environmental:**

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| --- | --- | --- | --- |
| 5.1) EMS FORM 001 - Pre-start site visit checklist completed |  |  |  |
| 5.2) Ecology Report(s) Ref and recommendations |  |  |  |
| 5.2a) Ecological mitigation / eradication requirements Consider licencing requirements .e.g. protected species, flora & faunaRemoval of invasive speciesE.g. Japanese Knotweed. |  |  |  |
| 5.3) Archaeological Report(s) Ref and recommendationsWSI Required/Completed?Consents may be required if working near to protected site? |  |  |  |
| 5.4) Arboricultural / Tree Surveys and TreePreservation Orders (TPOs) |  |  |  |
| 5.5) Nuisance (noise, dust, vibration)Nearby receptors likely to be affected? Make provision for monitoring. Consider S61 Notice  |  |  |  |
| 5.6) Waste Classification (are soils due for removal from site (as waste) suitably classified in accordance with Technical Guidance WM3)  |  |  |  |
| 5.7) Water ManagementAre works near to or adjacent to a watercourse?Headwall construction – is an ordinary watercourse consent required?Will there be a requirement to discharge or abstract water during construction?Consider permitting/licence requirements |  |  |  |

**6. Notifications:**

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| --- | --- | --- | --- |
| 6.1) Planning Authority |  |  |  |
| 6.2) Building Control & Building Regulations proposed/required for construction |  |  |  |
| 6.3) Any items identified to require deviation from guidance in Building Regulations which require consultation/notification with Fire and Rescue services.I.e. Do buildings exceed 11m in height? |  |  |  |
| 6.4) Warranty Provider |  |  |  |
| 6.5) Adjacent Owners |  |  |  |
| 6.6) Group H&S Dept |  |  |  |
| 6.7) Group legal team |  |  |  |
| 6.8) Fibre-Nest team |  |  |  |
| 6.9) Land Purchase Viability updated and target Professional fee budget |  |  |  |
| 6.10) Management Company requirements for development. |  |  |  |
| 6.11) Any other items |  |  |  |
| ***Management Issues*** | ***Comments*** | ***Completed/******Date for Completion*** | ***Action*** ***By*** |
|  |  |  |  |

**7. CDM Regulation Requirements – Co-ordination/Production of Pre-Construction Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| 7.1) Client |  |  |  |
| 7.2) Principal Designer |  |  |  |
| 7.3) Principal Contractor |  |  |  |
| 7.4) Site Hazard Register Preparation and known main hazards to-date |  |  |  |
| 7.5) Pre-development Program prepared  |  |  |  |
| 7.6) Target Site Start Date and requirement for early specialist sub-contractors  |  |  |  |
| 7.7) F10 Notification |  |  |  |
| 7.8) Any other items |  |  |  |

**ISSUE PRE-START 2 AGENDA PACK TO RELEVANT PROJECT PERSONNEL TO ENSURE DETAILS/INFORMATION ARE PROGRESSED.**

**Anticipated date of Pre-Start 2 Meeting (Target minimum 2 weeks prior to Planning Permission):**

**Note: Information relating to any items outstanding from this meeting must be made available at Pre-Start 2.**

**Appendix 1**

**TIMBERFRAME SEPERATION DISTANCE FIRE SAFETY FLOWCHART**

The flowchart identifies the specific actions including reference to the 3 Part ‘**Design guide to separating distances for buildings during construction’. This** technical data in this guide is based on a conservative calculation model backed by tests to determine the exposure of a neighbouring building to heat radiation during a site fire event. To keep the process straightforward there are a number of underlying assumptions and simplifications to the model used to calculate the separating distances.

The Guidance is in 3 Parts:

Part 1 - Background and introduction

Part 2 - Standard timber frame and construction process mitigation methods

Part 3 - Timber Frame build methods to reduce the separating distances

Is separation distance between plots less the 5 metres?

or

Is a single building over 600m2/6458ft2?

or

Is there multiply buildings/terraces over 300m2/3229ft2 each?

Construct Project as normal and ensure a separation distance as per Table 1 of the UKTFA Design Guide Part 2 is maintained.

Can this separation distance be achieved?

Construct project as normal.

Install fire engineered mitigation measures

or

build with a type B or C timber frame as defined in UKTFA Design Guide Part 3 ensuring a minimum separation distance of 5 metres between properties

or

Traditional Build construction

Yes

Yes

No

No

Refer to UKTFA Design Guide Part 2 table 1 for separation distance required.

**Note:** As an alternative to this guidance, a more precise assessment by a competent fire engineer can be undertaken. Technical Paper 1 and Paper 2 gives information that will enable fire engineers to provide these assessments on a consistent basis.

**Appendix 2**

**Fire RA in line with UKTFA guidance**

This document should be read in conjunction with the UKTFA guidance document ‘Design guide to separating distances during construction’ and associated documents.

The fire safety risk assessment and plan should be completed in line with Group Construction Fire Safety Procedure PHGHPR:020.

|  |  |
| --- | --- |
|  | **Pre Start 1** |
| A | Prepare a fire site plan showing separation distance (as per UKTFA guidance) and detail relevant control measures e.g. Category B timber frame. |
|  |  |
| B | Check site boundary and local building usage (and escape routes) are there any high fire risks? Are there any structures where an incendiary device could be thrown from: e.g. bridges, multi storey car parks |
|  |  |
| C | Is there any history of poor relations with neighbours or history of vandalism and/or arson? |
|  |  |
| D | Are there any historic or current issues raised by fire officers or others relating to the existing buildings use e.g.  |
|  |  |
| E | Send notification letter sent to local Fire Officer |
|  |  |

Relevant control measures to be detailed within the notes of the Fire Site Plan, the Fire Site Plan should be included within the Fire Risk Assessment PHHS037b.