

Agenda of Ordinary Meeting of Burton Dassett Parish Council
Monday 19th May 2025, 7.30pm at Burton Dassett Village Hall, Northend.

Clerk: Helen Hide-Wright, 12 Meadow Way, Fenny Compton, Warks, CV47 2WD, Tel: 07713 892835
www.burtondassettparishcouncil.com, clerk@burtondassettpc.gov.uk

1. **Apologies for absence:**
Acceptance of apologies:
2. **Declarations of Interest:**
3. **Matters from the Public (limited to 3 minutes per resident):**
4. **Correspondence:** HCI: Cessation of email and hosting services
South Warwickshire Local Plan: Submission to consultation
Consultation: Payphone situated in Northend
5. **Reports** a. County Councillor: Chris Mills (5 Minutes)
b. District Councillor: Alan Scorer (5 Minutes)
c. THVH Chair Update (5 Minutes)
6. **Minutes:** To confirm minutes of meeting held on 18th February 2025 and 4th March 2025.
7. **Finance:**
 - (a) To consider accounts for payment, receipts and bank balances (Ring Fenced Funds: Balances). Verification of balances to bank statements.
 - (b) Transactions using Scheme of Delegation: £348.01 Defibshop: Replacement battery NE Defibrillator (replaced 6.5.25)
 - (c) Warwickshire County Council Streetlight Maintenance 2025/26. (Appendix A).
 - (d) Replacement Defibrillator battery at Northend
 - (e) Website and domain: ongoing contract with Eyelid Productions at £300 p.a., Cloud Next at £180 p.a.
 - (f) Grant application of £1,450 Knightcote Play Area Trust (KPAT)
 - (g) Temple Herdewyke Village Hall Payment/s since last meeting: Inv AA/610/105 AEGIS dated 11th April 2025. Authorised 20th January 2025.
 - (h) Confirmation of reserves at 31st March 2025:

General Reserves	£10,096.24 (Bank Interest added to previous total)
Basket Swing Component (TH)	£ 1,000.00
Green Ground CILs (£4,108.67 + £2,009.34)	£ 6,029.01
S106 Mulberry for TH MUGA	£19,610.79
TH Swings Replacement	£ 2,894.87
Total Reserves	£39,630.91

(i) Authorisation of payments:

Payee	Description	£	Includes recoverable VAT
BD Village Hall	Hall Hire 19 th May 2025	30.00	
Thomas Fox	Invoice 42604 Mowing	61.58	*
Thomas Fox	Invoice 42928 Mowing	92.37	*
Cloud Next	Domain annual charges	180.00	*
Eyelid Productions	Website	650.00	*
Eyelid Productions	Website annual charges	100.00	
WALC	Annual Subscription Inv 1299	574.20	*
KPAT	Grant application 2025/6	1,450.00	
Frank Mann Farmers	Inv 3373	699.00	*
T. Gill	Internal Audit 2024/5	520.00	
H. Hide-Wright	May & June Salary	976.32/m	
WPF	Pension May & June	258.73/m	
H. Hide-Wright	Expenses	55.43	

8. Planning Applications/amended plans/decisions:

(a) Planning Application/s: None

(b) SDC Planning Decision/s:

25/00648/AGNOT: Green Farm, Northend: Prior Approval Not Required

25/00489/FUL: The Old Forge, Knightcote: Permission with Conditions.

25/00490/LBC: The Old Forge, Knightcote: Consent Granted with Conditions.

25/00576/LDP: Temple Herdewyke Primary School: ~Certificate of Lawful Proposed Use or Development

(c) Planning Enforcement: 23/00042/DESOP: 1 The Willows, Northend.

9. Mulberry Homes and S106

(a) S106 Monies for footpaths & bridleway.

(b) To receive a report on meetings with Mulberry Homes including Mulberry Homes' play area.

(c) Update on transfer of TH Village Hall land and MUGA from Mulberry Homes to BDPC.

(d) Transfer of monies held by SDC to BDPC for THVH.

10. Amenity Areas:

(a) To note that regular play area inspections have been carried out.

(b) Mulberry Homes play area – Temple Herdewyke – Planning Enforcement. Safety Inspection commissioned by SDC.

(c) Funding Sources for new Temple Herdewyke MUGA.

11. Matters arising

(a) Roads, Footways & Lighting:

i. Public Rights of Way: Repairs/replacement of stiles.

ii. Infrastructure Funding Statement: Application for footpath between Northend and Temple Herdewyke. Including general footpath provision in the Parish.

iii. Knightcote Railway Bridge: Network Rail: Update

iv. Vehicle Activated monitoring Systems (VAS): Update

12. Temple Herdewyke - Village Hall and MUGA projects

(a) Adoption of Pre-Construction Information document (Health & Safety) (Appendix B) including appointment of:

i. Client contact: Clerk and RFO of Burton Dassett Parish Council.

ii. Project Manager & Client Representative: Chair of BDPC.

iii. Assistant Project Manager: Dan Beddow, Chair of Temple Herdewyke Village Hall Committee.

iv. Construction Project: Summary of operational question response and decision-making roles

13. BDPC Website, emails, hosting and domain

14. County Archive: BDPC Minutes

15. Any other matters arising from the minutes

16. Meetings 2025: Commencing at 7.15pm.

14th July 2025 Temple Herdewyke Primary School

15th September 2025 Knightcote Village Hall

17th November 2025 Burton Dassett Village Hall, Northend

H Hide-Wright, 14th May 2025

Appendix A. Street Light maintenance.

I am writing to offer you my quotation for carrying out the maintenance to your streetlights for financial year 2025/26, which is:

£2.48 plus VAT per lantern for SOX/MBF/LED lanterns.

£12.74 plus VAT per lantern for Non-SOX/MBF/LED lanterns.

(Non-SOX/MBF/LED are SON/COSMOPOLIS/CDO-TT/Compact Fluorescent)

Please also see below for more details of these quotations.

I would be grateful if you could advise me if you would like WCC to carry out your maintenance in 2025/26, if we do not receive a response, we will assume that you want WCC to carry on maintaining your street lighting. Please see further down the page for what is included/not included for each different lantern type.

SOX lanterns @ £2.48 These are Low Pressure Sodium lanterns, also known as SOX, and are the lights which emit a golden orange colour light. If you have any of these lanterns, they are now obsolete and when they fail are unrepairable. The quote of covers:

- cyclic electrical safety testing. You will only be notified if there is a problem, and this will be carried out every six years.
- a standby service to receive and deal with emergency issues with the installation 24 hours a day. Work carried out on site by contractors will be rechargeable.
- a visit by a street lighting crew should there be a fault who will repair the light, if possible, though we can no longer obtain the lamps.
- I would recommend that if you have any SOX lanterns that they are replaced as soon you are able with an LED equivalent which will reduce your annual energy costs. Please let me know if you are interested in a quotation for replacing any of your SOX lanterns and I will provide you with a quotation.

MBF lanterns @ £2.48 These are Mercury lanterns which are also obsolete and unrepairable when they fail. Fortunately, there are few remaining within Warwickshire. The quote covers:

cyclic electrical safety testing. You will only be notified if there is a problem, and this will be carried out every six years.

-
- a standby service to receive and deal with emergency issues with the installation 24 hours a day. Work carried out on site by contractors will be rechargeable.
- I would recommend that if you have any MBF lanterns that they are replaced as soon you are able with an LED equivalent which will reduce your annual energy costs. Please let me know if you are interested in a quotation for replacing any of your MBF lanterns and I will provide you with a quotation.

LED lanterns @ £2.48 per lantern

The reason this quotation is so low and the "what's included" is so minimal is because LED lanterns require significantly less maintenance than traditional light sources.

What's included:-

1. Cyclic electrical safety testing. You will only be notified if there is a problem, and this will be carried out every six years.
2. Initial visit should a fault arise to an LED lantern and identification of the problem. As and when it does become necessary to carry out maintenance to an LED lantern, this will be carried out on a rechargeable basis. This includes the replacement of the photocell should it fail.
3. A standby service to receive and deal with emergency issues with the installation 24 hours a day. Work carried out on site by contractors will be rechargeable.
4. A service that liaises with Western Power Distribution (modern equivalent to the old Electricity Board) should a supply fault develop to the light from their network.

What's not included:-

1. Any repairs to faulty Western Power Distribution cables, cut outs or fuses (only WPD can undertake these repairs).
2. Repairs following road traffic accidents.
3. Cyclic painting.
4. Any improvement works, e.g. replacing old lanterns, replacing time switches with photocells.
5. Immediate attendance to rectify dangerous occurrences such as doors removed or hanging lantern bowls etc. However, attendances to any potentially dangerous occurrence will be carried out immediately and recharged accordingly.
6. Any repairs due to third party damage such as vandalism or vehicle impact.
7. Structural testing of street lighting.
8. Should a fault arise at an LED street lighting point the problem will be identified, and then a recommendation referred to the light owner. Any repairs will be on a rechargeable basis for Plant, Labour, and Materials.

9. If your LED lantern has not been supplied by WCC or via a road adoption, then any warranty queries are not covered, and it will be the responsibility of the owner to contact the installer and/or manufacturer.

Non-SOX/MBF/LED lanterns @ £12.74 per lantern (SON/COSMOPOLIS/CDO-TT/Compact Fluorescent)

What's included:-

1. Cyclic lantern clean and lamp change, and visual structural inspection.
2. Cyclic electrical safety testing. You will only be notified if there is a problem, and this will be carried out every six years.
3. A standby service to receive and deal with emergency issues with the installation 24 hours a day. Work carried out on site by contractors will be rechargeable.
4. A service that liaises with Western Power Distribution (modern equivalent to the old Electricity Board) should a supply fault develop to the light from their network.
5. Repair of virtually all faults, though please be aware that equipment does have a finite life and sometimes it is necessary to completely replace equipment due to old age or being obsolete which would require an additional charge. (We will advise you if this is something that we find and offer you a quotation for replacing any old or obsolete lanterns). **Please note that these faults are only covered if the components are not obsolete. Lamps and components for non-LED lanterns are becoming increasingly hard to obtain and in some cases are being phased out by manufacturers. If the components/lamps are obsolete, you will be contacted and advised accordingly.**

Faults that are covered are defined as:-

- i) Faulty lamp or tube;
- ii) Faulty lamp holder or lamp holder support bracket;
- iii) Faulty lamp or tube support bracket;
- iv) Missing, cracked or broken lantern bowl or faulty gasket;
- v) Loose or mis-aligned lantern;
- vi) Missing or faulty clip, bolt, screw, wingnut, hinge or toggle;
- vii) Missing or faulty Photocell or socket (Photocell will be replaced a maximum of two occasions if missing due to theft without a recharge of costs to yourself);
- viii) Reset mistimed time switch or timing device;
- ix) Faulty wiring having an open or short circuit or defective insulation resistance of less than 0.5 megohms;
- x) Cracked or broken connector block;
- xi) Faulty ballast, ignitor, capacitor, starter, gear tray;
- xii) Faulty, cracked or broken cut out or termination but excluding any Western Power Distribution cut out (we will issue orders to WPD but payment for repair, if applicable, will be the responsibility of the Owner);
- xiii) Faulty fuse or fuse carrier;
- xiv) Missing, damaged or incorrect door locks;
- xv) Loose or mis-aligned road or footway lighting column projection arm;
- xvi) Inoperative isolator;
- xvii) Missing or unreadable (from 5 metres distance) identification numeral(s);
- xviii) Offensive graffiti or unauthorised signs;

Appendix B.

PRE-CONSTRUCTION INFORMATION

**PROPOSED NEW VILLAGE HALL
AT
SANDSTONE PLACE
TEMPLE HERDEWYKE,
WARWICKSHIRE
CV48 2PB**

FOR
BURTON DASSETT PARISH COUNCIL
AA-PCI-001
DATE-
MARCH 2025



Temple Herdewyke Village Hall

Registered Charity No. 1203587

Aegis Consultancy Group

Architects and Designers



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- 5 THE HEALTH & SAFETY FILE

The content of this document complies with that set out in the CDM Regulations 2015 HSE L153 Guidance document and Industry Guidance documentation published by the Construction Industry Training Board (CITB).

1 DESCRIPTION OF PROJECT

- 1 **Location:** Sandstone Place, Temple Herdewyke, Warwickshire CV472PB
- (a)
- 1 **Project** The full extent of work to be undertaken is detailed within the issued tender
- (b) **description** documentation.



In summary, the work comprises the construction of a village hall for community use, formed off an existing car park. The contract excludes new hard and soft landscaping.

The works being undertaken in 2 Phases.

Phase 1 includes site preparation, incorporating security measures, perimeter fencing, welfare facilities, and designated storage areas. Groundworks will commence, covering drainage installation, footings, and underground services. Scaffolding will be erected in advance to facilitate the delivery and installation of the building envelope as a panel system. Panels to be prefabricated off-site.

Phase 2 includes the delivery and erection of the building using finished panels. This phase covers the assembly of the superstructure, installation of internal walls and ceilings, roofing works, and connection of essential services. It also includes flooring installation, followed by the first, second and third fix, leading to final finishes.

The successful Principal Contractor's health and safety roles and managerial responsibilities in respect to the project are as defined within the tender documents and CDM Regulations 12 to 14. In summary these will include:

1. Establishment of appropriate office and welfare facilities.
2. Management of waste from source to disposal off site.
3. Attendance at all necessary risk review / project meetings.
4. In accordance with CDM Regs 2015, plan, manage, monitor and co-ordinate matters relating to H&S during the construction phase.
5. Continually develop and manage the Construction Phase Plan.
6. Ensure safe systems of work are suitable and sufficient for the work being undertaken.
7. Provision of protected zones around work areas, site compounds, i.e. barriers, fencing, signs, etc as required to clearly demarcate areas.
8. Introduce procedures to ensure that the work can be safely undertaken within an operational building.
9. H&S management of any contractors directly employed by the Client.
10. If necessary liaise/communicate with any contractors undertaking work under separate contracts elsewhere adjacent the site.
11. Collation of information from subcontractors /suppliers to enable the completion of the Health & Safety File.
12. On completion of the works provide the Principal Designer with a draft H&S File for review and checking, following then with the issue of a final/completed version of the Health and Safety File incorporating any Principal Designer comments.
13. Implement programme management and controls as required for Principal Contractor and sub-contractors, etc. under CDM and other applicable statutory and regulatory requirements/controls.

The intended works must take into account existing adjacent residential development to minimise disruption, ensure safety, and maintain compliance with regulations.

The successful Principal Contractor will manage all aspects of CDM, site health and safety, subcontractors, equipment, material removal/deliveries.

1 Programme details
(c)

There is an anticipated Total contract time - 27 weeks

Phase 1

Commence: Anticipated June 2025

Duration: Anticipated 15 weeks

Phase 2

Commence: Anticipated September 2025

Completion: Anticipated December 2025

A construction programme has been produced by the Principal Contractor to reflect the above information.

1 **Project**
(d) **Directory**

Client

Burton Dassett Parish Council

Contact:

Helen Hide-Wright

Clerk & Responsible Financial Officer

12 Meadow Way,

Fenny Compton, Southam, Warwickshire, CV47 2WD

Tel No. 07713 892835 / Email: clerk@burtondassett-pc.gov.uk

Principal Designer/Architect

Aegis architects and Interior designers Ltd

Suite 1, 34 Laurel drive

Stockton

Southam

CV47 8FB

Contact: Paul Hurley

Tel No. 01926811635

Email: paul@aegisarchitects.co.uk

Project manager (Primary point of contact)

Contact: Dan Beddow

Tel No. 07757858842

Email: danbeddow@googlemail.com

Client representative (Primary Decision Maker)

Contact: James Gordon Cummings

Tel No. 07786 966376

Email: jamesgordoncumming@gmail.com

Harban Redwood Consulting engineers

38 S Bar St,

Banbury

OX16 9AE

Contact: Vera Kollo

Tel No. 01295 279719

Principal Contractor

Timberworks Europe Ltd, Banbury

Contact: Justin Bentley

Tel No. 01295 738789

Email: justin.bentley@timberworkseurope.com

Health and Safety Executive (Area Office)

Health and Safety Executive
2nd Floor, 2 Broadway
Broad Street
Birmingham
B15 1BG
Tel No. 0300 003 1747 / Email: midlands.central@hse.gov.uk

- 1 **Workplace** Relevant duty holders are to ensure that the intended works comply, in respect of their design and materials
(e) **(Health, with the requirements of the Regulations.**
Safety and
Welfare)
Regulations
- 1 **Existing** Where available existing drawings / documents relevant to the proposed works are available within the
(f) **records** planning application documentation.
The Principal Contractor is to make a thorough investigation of the site and produce appropriate method statements and work sequences to ensure the safety of operatives/sub-contractors.
Any requirement for any additional information is to be identified by contractors prior to commencement on site.

2 CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

2 Structure and organisation:

(a)

Specific Client contact in connection with the project is identified below:

Helen Hide-Wright
Clerk & RFO Burton Dassett Parish Council
Tel No. 07713 892835 / Email: clerk@burtondassett-pc.gov.uk

2 Management Arrangements / Safety Goals:

(b)

- It is the Client's aim to ensure by the effective management of Health and Safety, that there are no fatal or serious accidents on site, and that minor incidents are mitigated as much as possible. To assist management with this objective the members of the project team are to follow the guidance given within CDM Regulations 2015 HSE L153 document published by the Health and Safety Executive.
- To achieve this aim the Principal Contractor must establish a benchmark standard for Managing, Monitoring, Reviewing and Reporting of health and safety management on this project. All contractors will be expected to achieve a similar minimum standard and provide outline procedures for inspecting and auditing during the course of the project.
- The Principal Contractor is to identify their own specific goals in respect to the project and confirm how these will be managed, i.e. zero H&S incidents in respect to the interface with occupants of nearby residential buildings, manual handling, lifting operations, etc.
- The safety of operatives, members of the public will be the primary safety issues for the project. Safe routes of vehicular and pedestrian access will be required at all times. The generous provision of clear signage will as a consequence be required to indicate areas of danger, access routes and general information.

- The Principal Contractor will need to constantly monitor (and police) through regular inspections the safety provisions and requirements such that there are no breaches of the Regulations.
- The Principal Contractor is to ensure that H&S management is provided on site at all times. Should in exceptional circumstances the Principal Contractor's Project Manager/Site Supervisor be temporarily unavailable the Principal Contractor is to confirm to the Clients Representative, operatives and sub-contractors, the temporary managerial arrangements to be implemented.

2 Communication

(c)

- The successful management of the works will be achieved through the close co-operation of the various duty holders within the project team.
- The Contractor must initiate and maintain a 'secure' method of communication with the Client such that necessary safety provisions and requirements may be properly communicated and understood. This is to be achieved via regular co-ordination and information meetings.
- Regular project progress meetings are to be held at which the Principal Contractor will be required to report on Health and Safety issues.
- Within regular design / committee meetings; the risks across all disciplines that should be addressed during the pre const phase will be discussed and relevant feedback provided to the principal contractor. This helping to anticipate potential construction issues, and to identify opportunities for improving the design. Decisions being made on the control measures to be adopted and agreeing the info req'd for the const phase.
- During the pre-construction phase the Principal Designer with input from the design team / committee members will develop the existing Design Risk Management Register. Regular design mtgs providing an opportunity for the documents to be developed during the course of the design. Within these meetings the Principal Contractor being made aware of risks that haven't been eliminated within the design, and the means employed to reduce or control those risks. With decisions being made on the control measures to be adopted and agreeing on the info req'd for the const phase.
- The Principal Contractor is to have daily discussions with sub-contractors, operatives, ref the work intended that day, forthcoming works, H&S issues inc. residual risks, etc.
- Where necessary meetings are to be held with other contractors undertaking work under separate contracts elsewhere adjacent the site. These meetings identifying where work by one contractor may affect that of another. Arrangements for co-operation and co-ordination with other contractors are to be confirmed within the Construction Phase Plan.
- The Principal Contractor should ensure that the Client is notified of all modifications to the approved works and resultant changes to the Construction Phase Plan.

2 Security Arrangements

(d)

- **The Principal Contractor is to adequately safeguard the site, the works, products, materials, plant from damage and theft and take all reasonable precautions to prevent unauthorised access to the site. Contractors must leave all equipment safe and secure at the end of each working day.**

- Both incoming and outgoing movement of operatives, sub-contractors, visitors, etc. is to be controlled and recorded. There must be provision for receiving visitors and recording their name, company or organisation they are representing, date and time they attend and leave the site.
- All contractor's operatives and staff shall display a contractor identification pass at all times.

2 Arrangements for Welfare

(e)

The Principal Contractor is to ensure that sufficient and suitable welfare facilities are available and that these are in compliance with 'The Construction (Design and Management) Regulations 2015. In accordance with Regulation 13(4)(c) suitable welfare facilities are to be provided throughout the construction phase. An area is to be agreed with the Client for an area to be used as a site compound.

2 (f) Site Hoarding/Fencing/Storage/Signage

The Principal Contractor is to ensure the adequate demarcation of the site area/compound. Work areas are to be 'fenced/hoarded' at the start of the works in order to isolated from the general public. See 2(d) ref. site security.

All construction related storage of equipment/materials must be confined to the site areas and designated external areas.

The Principal Contractor must ensure the sufficient use of signage and that all notices required under the CDM Regulations are displayed in prominent locations.

2 Traffic Routes/Deliveries

(g)

General access to the site area is to be via Sandstone Place. External traffic must obey all statutory warning and speed limit signs. The Principal Contractor should provide an observer where the reversing of vehicles is necessary. Loads, transported by forklift must be accompanied by sufficient personnel to ensure safe passage.

All significant deliveries are to be arranged in advance by the Principal Contractor with a site location plan being provided to drivers. The Principal Contractor is to

provide a lockable container for the storage of materials and equipment. The location of the aforementioned is to be agreed with the Client.

The generous provision of clear signage will be required to indicate access routes and general information. The contractor is to ensure that vehicle/pedestrian routes are kept free from site debris/rubbish.

2 Emergency Procedures

(h)

The Principal Contractor shall employ an effective Fire and Emergency evacuation procedure for the site. The aforementioned shall be agreed with the Client.

In the event of the site emergency procedure being put into operation, the Client is to be notified immediately.

Escape routes and access for emergency services/ vehicles are to be maintained at all times.

2 (i) Permits and authorisation:

- THE CONSTRUCTION PHASE PLAN DEVELOPED FROM THE PRE-CONSTRUCTION INFORMATION MUST BE SUBMITTED TO THE CLIENT BEFORE THE PROPOSED DATE FOR THE START OF THE CONSTRUCTION WORK.

- NO CONSTRUCTION WORK IS TO COMMENCE UNTIL:

THE PRINCIPAL CONTRACTOR HAS RECEIVED WRITTEN CONFIRMATION FROM THE CLIENT THAT THEY ARE SATISFIED A CONSTRUCTION PHASE PLAN HAS BEEN DRAWN UP IN COMPLIANCE WITH CDM 2015 REGULATION 4(5)(a).

- The Principal Contractor shall employ a Safe System of Work to ensure the effective management of high-risk situations, e.g. permit to work etc.
- The Principal Contractor shall liaise with the Client and agree times, work methods and precautions for operations that might cause nuisance, danger or disruption.
- The Principal Contractor shall directly liaise and negotiate with the Client for any necessary services shutdowns and/or outages that could have an effect on nearby residential buildings. This agreement shall be in writing detailing the date and time acceptable.

2 (j) Client Site Rules:

- All contractors are required to comply with the 'NCCC Contractors Safety Information'.
- Site vehicles are to exit the ground in a forward direction.
- Construction traffic is not allowed access to the Wider new residential development.
- Contractor personnel are not permitted within the existing LEAP

- Any operative found to have been drinking alcohol or consuming illegal substances must be immediately removed from site. The Client reserves the right to stop work being undertaken should concerns exist.
- The delivery/removal of large/heavy loads is to be supervised.
- Deliveries should be arranged to avoid peak traffic periods.
- Contractors are to ensure that operatives using cut-off saws, or other high hazard tools, are competent and fully trained in their use.
- Operatives are not to leave plant, tools, materials and equipment in a dangerous condition or unattended.
- The contractor is to take all reasonable precautions to prevent nuisance from noise, rubbish, dust etc.
- Smoking is to be only allowed within a designated contractor area.
- Radios and other similar equipment are not to be allowed on site.
- Without written approval from the Client no discharge of any kind will be allowed into existing drains that lead to such controlled waters.
- All uncontaminated waste will be disposed of off-site using licensed waste contractors. Rubbish must not be allowed to accumulate on site.
- The Contractor must establish, maintain and communicate to both operatives and sub-contractors, a system of emergency procedures including fire evacuation.
- Operatives must not enter unauthorised areas or deviate from designated routes.
- The Contractor shall establish, maintain and communicate his own further rules in respect of training, induction, equipment, personal protective equipment, permits to work, accident reporting etc.
- Appropriate PPE must be worn by all operatives at all times.
- The Contractor is to erect and maintain suitable signs indicating the route to the works and site compound.
- No photographs are to be taken without prior permission from the Client.

The above site rules are to be included within the Principal Contractor's Construction Phase Plan and these are to be communicated by the Principal Contractor to sub-contractors and operatives at the site induction.

3 ENVIRONMENTAL RESTRICTIONS & EXISTING ON SITE RISKS

3 (a) Safety Hazards

1 Existing Site

The existing site consists of existing grassland, an existing parking area and LEAP. All of which are to be closed off to the public during the construction phase.

The Principal Contractor as soon as practicable and prior to commencement on site is to undertake a full site survey in order to familiarise themselves with the existing site and any associated risks, hazards and problems involved in undertaking the proposed work.

The Principal Contractor will need to make arrangements and take actions as necessary to ensure that the most disruptive elements of the construction phase occur at times when they will have the least impact. Material delivery routes and scheduling will be particularly important.

2 Boundaries and Access:

Access routes for site traffic and deliveries is to be agreed with the Client. The contractor is to ensure that roads adjacent to the construction site are kept free from debris/spoil during the construction period.

The Principal Contractor shall erect notices and inform operatives of areas where access is not permitted. Any required access to areas outside of the CDM site is to be discussed and agreed with the Client.

The Principal Contractor must identify, plan and execute procedures to minimise risks to operatives, Client personnel and members of the public. See section 2(f) ref. the adequate demarcation/segregation of site areas and the sufficient use of signage.

The Principal Contractor will need to make arrangements to prevent unauthorised access to the site/works/compound. The contractor is also to ensure that pedestrian/vehicle routes are kept free from materials, equipment, site debris, rubbish, etc.

3 *Restrictions on Deliveries/Waste Collection/Storage*

The Principal Contractor is to employ a gateman to manage/control construction traffic and deliveries.

The Principal Contractor is responsible for the regular removal of all waste materials during and on completion of the works. All disposal of waste must be carried out in accordance with the relevant local statutory requirements, including appropriate labelling (clearly showing both the name / description of the waste and any related hazard warnings / symbols).

Contractors must dispose of hazardous waste in accordance with the relevant regulations. Storage of such waste must be secure, to prevent unauthorised access, and appropriate, to prevent release to or contamination of the environment.

4 *Existing Storage of Hazardous Materials*

There are no known materials/substances within the proposed site area that are considered to be hazardous.

5 *Location of existing services:*

The Principal Contractor is prior to commencing work to ascertain sufficient information on the extent of existing services to enable them to carry out the work safely.

As considered necessary, Radar surveys and CAT scanning of site areas are to be carried out prior to commencement on site to identify any existing underground services. Persons

carrying out these surveys being trained and competent to do so. Where services are identified trial holes are to be dug by hand using safe digging techniques.

Some or all of the services are live and the Principal Contractor is to ensure an appropriate programme of work is employed to render them safe should the works necessitate this.

- **ALL SERVICES ARE TO BE TREATED AS LIVE UNTIL PROVEN OTHERWISE.**
- **ALL SERVICES ARE TO BE ISOLATED PRIOR TO ASSOCIATED WORK.**

6 *General Site Conditions*

The Principal Contractor will need to study all sources of information regarding site conditions.

3 (b) **Health Hazards**

- 1 No health risks arising from activities/operations within or adjacent the site have been identified.
- 2 Noise, vibration and air pollution (dust etc) must be kept to a minimum at all times. Contractors will be required to produce and maintain effective noise, vibration and air pollution reduction plans. Reference should be made to guidance given in relevant HSE publications.

4 SIGNIFICANT DESIGN & CONSTRUCTION HAZARDS

4 (a) Assumptions and control measures:

The Principal Contractor is to ensure that procedures for the control of temporary works (scaffolding, hoardings/fencing, etc.) are implemented on site. This will include the production and checking of temporary work designs, inspection of the temporary works, materials and components, control and supervision of the erection, safe use, maintenance and dismantling of the temporary works.

Contractors where also designers are to ensure that the General Principles of Prevention (MHSW Regs) / Design Risk Management (DRM) are considered in the design process. DRM involving the identification of hazards and associated risks relating to the construction work. Designers then being required to eliminate or minimise the identified risks by modifying aspects of the design and providing information about resultant significant residual risks so that these can be managed safely during construction, maintenance and dismantling operations. The Principal Contractor is responsible for establishing the competency of those sub-contractors undertaking a design role.

General considerations

Contractors are to ensure that operatives using cut-off saws, or other high hazard tools, are competent and fully trained in their use.

Hot work such as welding should if possible be avoided. If required a permit to work procedure is to be implemented.

The instructions contained in a permit to work or safe working procedure must be strictly adhered to at all times. No work may commence before any relevant permit is issued and no work other than that detailed in the permit may be carried out. The contractor or his appointed representative will be required to sign his acceptance of the conditions set down in the permit to work and the contractors employees concerned must be made fully aware of the permit to work conditions and comply with them.

The Principal Contractor is to establish the correct method of lifting and moving equipment/materials. Heavy loads are to be lifted by suitable mechanical means as determined by the carrying out of a risk assessment.

The Principal Contractor shall ensure that equipment is located following consideration of safety, ease of access and future maintenance requirements, i.e. facades, roofs, access to plant.

4 (b) **Design liaison**

The Principal Contractor is to liaise with the Principal Designer (PD) in performance of his duties in relation to changes in the design or scope of works.

The following procedure is to be utilised for dealing with substantial design changes:

- No major design changes shall be undertaken before submission of a Designers Report.
- The Principal Designer shall be provided with the Designers Report or Contractors Proposals in reasonable time before a commitment to the design change is made.
- The Principal Contractor shall check the implications for the Construction Phase Plan, adjust as necessary and notify the Client and/or Principal Designer immediately it becomes apparent that substantial design changes will or may prejudice his resources.

4 (c) **Health and Safety Hazards**

These include: -

- General access and traffic movement within and in the vicinity of the site. Ensuring the safety of those using footpaths and roads adjacent the site.
- Work in handling, transporting and locating in position components and materials, i.e. finished panel system /or lightweight materials susceptible to the wind. Safe systems of work are to be implemented in respect to the siting and safe operation of any required craneage. Thorough planning of the operation, along with the selection, provision and use of suitable craneage/personnel is essential. It is to be ensured that all equipment has been maintained, tested and examined as necessary. Operation and supervision is to be undertaken by trained and competent personnel.
- Prevention of collapse in assembly operations. Sequencing of operations to ensure in-built stability.
- Safe access and working practices to any work at high level.
- Work in handling, storing and assembling glass and glazing materials generally.
- Slips, trips and falls. Including falls from vehicles during loading/unloading,
- Manual handling. Where possible heavy loads are to be lifted by suitable mechanical means.
- Excavation works and work in the vicinity of underground services.

- Safe access and working practices to any work at high level.
- Grinding, cutting, welding or other hot work. Hot work should if possible be avoided. If required a permit to work procedure is to be implemented.
- Noise and vibration risks associated with work equipment and tools. Control measures to be implemented.
- Safe storage of all plant, equipment and materials.
- Noise, construction dust and vibration from construction operations must be kept to a minimum. The Contractor shall advise the Client on how this is to be undertaken.
- Work to or in the vicinity of existing M&E services in general. See 3(a)6.

Risk assessments and method statements for the above items are to be produced by the Principal Contractor. The above list is not exhaustive. The Principal Contractor shall take all reasonable steps to ensure that the construction phase plan identifies the risks to health and safety arising from the construction work and includes suitable and sufficient measures to address such risks, including any associated site rules. Where requested copies of specific risk assessments/method statements are to be provided to the Client. These are to be issued in sufficient time for the the Client to comment prior to any work being undertaken.

4 (d) **Materials/Substances requiring particular precautions:**

Contractors must comply fully with the provisions of the Control of Substances Hazardous to Health Regulations 2002.

Consideration must be given to the transportation, storage, handling, and disposal of materials together with operatives hygiene and welfare. Materials and substances should be transported and stored in accordance with manufacturer's instructions and corresponding COSHH assessments

Specific manufacturers and suppliers instructions are to be noted, acted upon and incorporated in the Principal Contractor's Construction Phase Plan.

5 **BUILDING MANUAL/HEALTH & SAFETY FILE**

5.1

Following completion of the construction work a Building Manual/Health and Safety File is to be produced. The aforementioned providing an information source for the Client on the work undertaken.

The Principal Contractor shall identify to each contractor the information relating to the contractor's activity which is likely to be required for inclusion in the health and safety file and as Principal Contractor ensure that such information is provided promptly by sub-contractors as the work is completed and making the information available for review by the Principal Designer.

The Principal Contractor shall submit details on the proposed contents of the health and safety file to the Principal Designer for review and checking 2 weeks prior to practical completion, following then with the issue of a final/completed version of the Building Manual/Health and Safety File incorporating any Principal Designer comments/recommendations at practical completion.

Should 'Sectional Completion or Partial Possession' be agreed with the Client in respect to any completed areas/installations, the Principal Contractor will provide the Client at handover with H&S information applicable to the area/installation. This inc. relevant health and safety, operation and maintenance information and the identification of any residual risks. The aforementioned enabling the relevant part of the installation/building to be operated and maintained efficiently and safely.

In reference to the required contents of the Health and Safety File please refer to Appendix 4 of the CDM 2015 L153 Guidance Document. Typically the contents will be as follows:

- A description of the work undertaken.
- Details of all consultants and designers.
- Names, addresses, telephone, emails of all subcontractors, suppliers and manufacturers.
- Copies of all consents and approvals obtained.
- Copies of any relevant surveys undertaken in connection with the project.
- Details of residual hazards/risks that remain following completion of the project.
- As-installed drawings inc. the modification of existing drawings where available.

Appendix C.

Temple Herdewyke Village Hall Construction Project **Summary of operational question response and decision-making roles**

Burton Dassett Parish Council – 19 May 2025

Principal Designer/Architect

Contact: Paul Hurley

Tel No. 01926811635

Email: paul@aegisarchitects.co.uk

The Contractor will consult with the Architect on all aspects of clarification on the design drawings.

All clarifications and design decisions that do not alter the agreed design in any material way can be dealt with by the Architect without recourse to the Project Manager or the Client Representative.

Where changes to the intent of the agreed design will be necessary (e.g. where practical issues prevent designs being adhered to in any material way), this matter should be referred to the Project Manager, by the Contractor and/or the Architect, in the first instance.

Project manager (Primary point of contact)

Contact: Dan Beddow

Tel No. 07757858842

Email: danbeddow@googlemail.com

The Contractor will consult with the Project Manager on all matters that do not relate to clarifications on the design drawings (dealt with by the Architect).

Clarifications of matters that have already been agreed can be effected without recourse to the Client Representative.

Decisions that have no operational or cost implications can be made by the Project Manager without recourse to the Client Representative.

Matters that impact materially upon the operational use of the finished building (e.g. style of doors/windows, decisions on exposed colours or materials) must be discussed with the Project Manager first. The Project Manager will then discuss with the Client Representative and, where appropriate, the THVH Committee, before a proposal is agreed. Where this proposal has no financial implications, it can then be agreed by the Client Representative without recourse to the Client. The Project Manager will then inform the Contractor of the decision.

Matters that impact the build cost in any way must be discussed with the Project Manager first. The Project Manager will then discuss with the Client Representative and, where appropriate, the THVH Committee, before a proposal is agreed. The proposal will then be made to the Client, via the Client Contact, who will seek the approval of the Parish Council to reallocate funds within the categories and not exceeding the set budget total. In the absence of the meeting, the Client Contact as RFO has discretion to agree the reallocation of funds. . If the change is significant, this may (at the Client Contact's discretion) require a meeting of the Parish Council. Once a decision has been made by the Client, this will be communicated to the Project Manager and thence to the Contractor.

In all cases, where the Project Manager is unavailable and contact is time-critical, the Client Representative can be approached directly. If the Client Representative is not available the Client Contact should be approached directly.

Client Representative (Primary Decision Maker)

Contact: James Gordon Cumming

Tel No. 07786 966376

Email: jamesgordoncumming@gmail.com

The Client Representative is the conduit to the Client. Decisions to be made by the Client will have proposals drawn up and agreed by the Project Manager, the THVH Committee and the Client Representative before they are presented to the Client by the Client Representative.

In exceptional circumstances, where the processes outlined elsewhere in this document cannot be followed and delays to decisions will result in serious delays and/or cost-increases to the project, the Client Representative can make decisions on behalf of the Client. Where possible, the Client Representative will consult with the Client Contact or the Vice-Chair of the Client before making any such decision. These exceptional decisions will always be subsequently discussed and retrospectively approved by the Client, for transparency.

Client

Burton Dassett Parish Council

Client Contact (Parish Clerk & RFO)

Helen Hide-Wright

Tel No. 07713 892835

Email: clerk@burtondassett-pc.gov.uk