



PRE-COMMENCEMENT, PLANNING & SITE MANAGEMENT

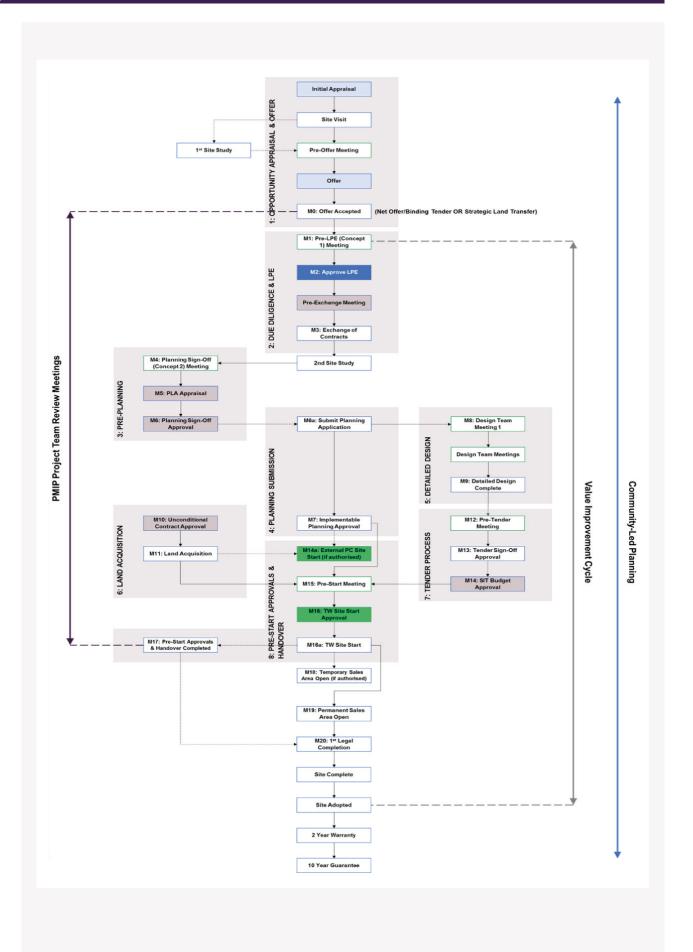
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TAYLOR WIMPEY PROCESS FROM INITIAL LAND TO CUSTOMER GUARANTEE

PRE-COMMENCEMENT, PLANNING & SITE MANAGEMENT



JOURNEY OF A SITE

OF A SITE

Here's the journey of a site, righ from when our teams first identify a potential piece of land, until the site has been built and completed.

> Although no two sites are the same, teamTALK takes a look at what happens on a 'typical' site, and which teams are involved at each key stage of the journey as the site develops.

> > BROWNFIELD

planning to describe land previously

some commercial uses. Such land

may have been contaminated with

feared to be so.

hazardous waste or pollution or is

used for industrial purposes of

wnfield is a term used in urban

IDENTIFY LAND

The Land team source opportunities through the open market, agents and often directly with owners. We think of land in two categories: short term land which generally has some form of residential planning, and strategic land that has none and is therefore longer term. It's important that we choose the right land based on location, customer demand, planning status and BU strategy, all of which is set out in the BU land strategy.

- Land / Strategic land Technical
- Commercial Sales & marketing
- Production
- Customer service ● MD
- Legal

The Land Purchase Exercise (LPF) is the business. case presented by the business unit for purchasing a site. It includes a detailed report on the land from each department addressing its risks, opportunities, constraints and any other issues that need to be considered. This is supplemented by a detailed appraisal, cashflow and a standard suite of plans. The LPE includes a summary report from the MD and authorisation sheet which is signed off by the BUMT, DC, GOD and CEO.

MAKE AND AGREE OFFER

The timescales to submit an offer are dictated by the vendor and the process requires all functions to work together to deliver the best offer by the deadline. After making the offer. the Land team keep in close contact with the vendors and will continue the negotiations as necessary on price and any conditions.

INITIAL APPRAISAL

The BU Management Team (BUMT) are all involved in determining the value of land. The Land team co-ordinate the initial appraisal and structure of the offer. Technical teams complete the site investigation and review the existing information provided by the vendor to understand the site risks, opportunities and constraints. This also includes an Initial Land Risk Assessment being carried out to alert employees, or others that may visit the site, to foreseeable hazards. An initial layout based on a prescribed mix from sales is produced at this stage. Production input on the buildability of the site and potential constraints that need to be considered by Commercial in the appraisal. Sales complete a competitor analysis in the area and provide a suggested mix, sales revenues and sales rate to be included in the appraisal. Finally. Commercial estimate the total build cost for the development and pull all the information together (with Land) to produce the appraisal to support the bid.

GREENFIELD

Greenfield sites are areas or amenity land, which are being considered for urbar development. Greenfield is with Greenbelt.

PLANNING • • • • • SIGN OFF

Approval of the proposed development layout and appraisal (PLA). This is an internal process to ensure al departments are happy with proposals and that they meet our quality standards, and achieve acceptable commercial returns before we submit to the local planning authority. Concept Risk Assessment carried out.

we can enter into a contract and, similar to the LPE process, there is a sign-off procedure prior to exchange of contacts.

During the LPF process the Land and Legal teams

work together with the vendor to negotiate the terms

of a contract. Contracts are tailored to each site and

conditions are often attached to cover specific risks.

risks, however there are cases where unconditional

Conditions will vary depending on the associated

contracts can be agreed when the overall risk is

considered low. The LPE must be approved before

EXCHANGE OF CONTRACTS • •

COMMUNITY ... ENGAGEMENT

Community engagement is an important part of TW's strategy, and in some instances is a planning requirement. For TW, it is an opportunity to:

- 1. Gain local knowledge about the areas we develop in from the people who know - the local residents
- 2. Understand local issues and challenges (can we help with these through our development?)
- 3. Tailor our proposals to suit local needs (provide new facilities or improve existing)
- 4. Discuss our proposals with the local people and exchange ideas. Introduce Taylor Wimpey and our Company's values

PLANNING • SUBMISSION

Formal submission is made to the Local Planning Authority. There are other statutory applications to be made, such as S38 application (technical approval of the roads within the development), S104 application (technical approval of the sewer network), S278 application (technical approval for off-site highway works such as creating a new roundabout or signalised junction to access a site). These technical approvals can be progressed in parallel with the planning process or subsequently, dependent upon the level of confidence in the planning outcome.

SITE BUDGET APPROVAL

The Commercial team are responsible for completing the tender analysis following the receipt of tenders back from suppliers and subcontractors. Once the tender analysis is completed, preferred suppliers and subcontractors are selected jointly by the Commercial and Production teams. The costs are then entered in to Bill of Quantities (BOQ) to create the site budget, which is then pulled into COINs to create the SIT budget pack for approval by the BUMT and DC. Once approved the SIT budget is fixed and we then measure movements against it during the guarterly site valuations (CVRs).



PRE-TENDER • • • • MEETING

Led by the Commercial team, this meeting ensures everyone is aware of what is included in the designs, who the tender packs will be sent out to, and signifies the start of the procurement process HSF risks will be considered within any contractors' tender for works.

LAND COMPLETION • •

Once all the conditions on the contract are satisfied (or on the agreed fixed completion date for unconditional contracts) the Land and Legal teams progress the purchase of the site and transfer the relevant funds to the vendor. Land completion can happen at various stages in the process and will depend on the development and terms agreed in the contract

House Type Risk Assessment carried out. Finalised technical pack will be produced confirming all design elements, such as a detailed house type drawing pack and detailed engineering designs (road and sewers, foundations, external works, cut and fill etc.), to enable tender packs to be sent out to a list of approved TW contractors.



SITE START APPROVAL / • • • SITE START

Start HSE Confirmation process is required before we can commence on site. This process includes the Site Manager who will be responsible for the site and ensures all relevant health, safety and environmental procedures are in place before work commences on site. Once the MD is satisfied all the pre-start approvals have been completed, they present this to the DC for formal site start approval to allow initial site works

Formal approval following the Site

OUTLET • • OPENING

homes. Our preference is always to start selling from a show home so customers can see what a Taylor Wimpey home looks and feels like. Includes a Sales Are Risk Assessment and Safety Appraisal to protect our sitebased sales team and visitors

This is when we start selling ou

WARRANTIES •

We support our customers with a two year TW guarantee, and a ten year NHBC guarantee.

SITE ADOPTION • • •

Involvement with statutory bodies, contractors and provisions to handover the completed site to allow roads, sewers pumping stations, SUDS ponds, play areas and open space to be adopted for long term management. This is when the responsibility of maintenance transfers across to the highway authority in the case of roads, local councils. community land trusts or management companies in the case of open space and other facilities.



COMPLETED SITE

Completion of all elements of the development, including roads being surfaced, the installation of public open spaces / play areas, and any community facilities. Our final customer moves in and we remove compound, sales office, signage etc. As part of our community legacy, we also handover the defibrillator from the site to a selected community group

BUILDING • • COMMUNITIES

As the site progresses and communities develop, we continue to sell homes to customers, interact with the local communities and work together to create a new community.

FIRST LEGAL COMPLETION

This is a big day for the teams when the first customer completes their home purchase



Each BU has its own land strategy which is signed off by the BUMT. Land teams are responsible for sourcing the land that we build our developments on. They identify suitable opportunities then assess the potential constraints and opportunities before co-ordinating the initial draft layout. The Land teams view regional build costs, sales values and determine the structure of each bid. They then negotiate the land value and navment terms with vendors and feed this into the LPE process. The Land teams are also involved in the planning process and work with the Legal team to exchange contracts on the land.



Technical teams are made up of both in-house and external consultants who work to obtain building regulations, NHBC and planning consents. They design the detailed drawings and specifications for each proposed development. This includes architectural design, which looks at the detail of how the homes look and how they go together, including the use of our standard house type range. They are also in charge of the structural engineering element, which calculates and details all the critical elements that make a building robust and safe, as well as the civil engineering aspects of construction which deal with anything to do with the ground or heavier construction, including roads, sewers, retaining walls and service layouts They also design the landscaping for each development, with responsibility for communal spaces, open areas, and planting schemes.



Commercial teams are made up of in-house Quantity Surveyors, Buyers and Estimators. They are responsible for arranging materials (some through TW Logistics) and subcontractors. It is their job to ource subcontractors who can deliver both quality and safety, at the best price. They also input into the viability at the land purchase stage by estimating the cost of all the elements that go into a site. They are in charge of tenders, contracts and delivery schedules of subcontractors and suppliers, and it is their job to minimise waste on our sites. As a site develops, they keep track of costs through valuations (CVRs) based on progress.



Our Sales and Marketing teams are responsible for identifying customers and selling the homes that we build. They provide target market intelligence, marketing reports, housing mix and pricing information to support the land purchase, and also input into site layouts in order to maximise the sales revenue during the planning process. They will finalise local marketing strategies and setup sales areas and show nomes, which act as our shop window to customers; managing expectations from the point of reservation, through the exchange process and completion. They also gather feedback from our customers.



 $\label{lem:condition} \textbf{Production teams are charged with delivering quality homes-undertaking the delivery of the site in}$ a safe, efficient and cost-effective manner, whilst putting health and safety at the heart of everything they do. They are responsible for the build programme and build sequence, which are aimed at delivering quality homes on time for our customers. They manage our suppliers and subcontractors on site during the key build stages and ensure that our homes and developments meet building egulations and our own TW standards. Production teams are also responsible for delivering a mmunity environment for our customers and creating our proud legacy when we finish sites.



Our Customer Service teams look after our customers. Our customers start their journey when they first visit our website or a sales centre. Customer Relations Managers (CRMs) manage home quality inspections, home demonstrations and home aftercare for the first eight weeks before handing over to the customer service teams, while Sales teams manage completions. Our Customer Service teams are responsible for logging, monitoring and tracking calls and defects through to rectification within the first two years of purchase.

THE FOLLOWING TEAMS ARE INVOLVED AT ALL STAGES OF THE JOURNEY:



Finance teams are responsible for managing our money, which is needed throughout the whole lifecycle of a site. Housebuilding is very capital intensive, with the majority spent on land and infrastructure. We don't see a financial return until the home sale has been completed, which can be many months after we first started building, so managing the outgoings and income of a BU is ery important. Finance also helps make sure that the BU achieve what they forecast in the Group budgetary process, and reports progress monthly to the MD, DC and Group Finance.



Our Health, Safety and Environment team (HSE) is responsible for supporting our BUs through the whole site events lifecycle. Our Technical Director is appointed as Principal Designer on every development or an external HSE professional for some of the more complex or joint venture projects. This role ensure ne CDM (Construction Design Management) / EMS (Environmental Management system) is followed. he role is supported by the Regional Health, Safety and Environment Advisors (RHSEA) in driving HSE matters through the various stages. RHSEA's are also responsible for supporting our development team alongside a team of external independent Site HSE Advisors. Together they ensure our employees, subcontractors, suppliers, customers and members of the public are safe on our developments.



DETAILED DESIGN

COMPLETE













PRODUCTION LPE INFORMATION

It is the responsibility of the BUPD to complete the Production element of the Land Purchase Exercise (LPE). The Production team should play an active part throughout the process of the LPE as this is a tool which the business will be held accountable for achieving. Production will be required to complete a business case for LPE. Therefore, it is essential that the Production team are heavily involved in this process. The Production team should submit the following to the Land team, for the LPE:

PRODUCTION SUMMARY

This should be a summary of the site including, HSE considerations, any potential risks or concerns, opportunities, projected build rate and any general observations.

PRODUCTION PHASE BUILD ROUTE

This will illustrate the build direction on a site layout. The build route should consider the customer interface of occupied plots, the impact on the existing wider community, HQI rules and build out plan. The layout will also show the location of compounds, sales area and HQI Plots.

PRODUCTION BUILD PROGRAMME

The offline build programme (via Excel or Microsoft Project etc) will show the forecast delivery for the development. The programme will show the expected duration for groundworks critical path infrastructure, the durations of show homes and the first legal completion. Depending on the site the BUPD may feel more detail is required to demonstrate relevant key points to the business.

PRODUCTION RESOURCE SCHEDULE

This provides the overall resource prelim plan from the beginning of a site to the end. It will show the resource required throughout the life span of the development (see Appendix 1.0). This should be completed at LPE, revised at budget and monitored monthly to ensure accuracy and variance of prelim allocation.

Site Management and Support Teams should be adequately resourced with sufficient, trained and competent personnel to ensure the effective site supervision, coordination and implementation of TW quality, the customer journey and HSE standards at all times. Trainee SiteMs should not be allocated until year three as they are on functional rotation and should not be used as a replacement resource for an Assistant SiteM. If the plan changes, it is incumbent on the BU management team to reassess resource requirements in line with expectations.

Resource allocation points to consider (not exhaustive):

- Planning conditions.
- Consortium site additional resource maybe required if Lead Consortium Member (LCM).
- Bespoke product.
- Standard product.
- Build methodology.
- Non residential build on site (i.e. schools, sports complex etc).
- Complex location (city centre i.e. access and egress control).
- Build rate (making allowance if required for programme adjustment).
- Build complexity (combination of Private Development and Housing Association (HA) Apartments and complex works.
- Skill mix and experience of Site Management.
- Supervision of new subcontractors.
- Supervision and QA processes implemented by subcontractor.
- Level of Work in Progress (WIP).
- s106 / s75 works.
- Ongoing infrastructure works.
- Management of aftercare.
- External works (retaining structures).
- Environmental responsibilities.
- · Control of materials (including earthworks).
- Compound location.
- Customer aftercare.
- Management and control of Health and Safety.
- Access restrictions.
- Appropriate level of resource for annual leave and sickness.



Exit strategy

SITE RESOURCE GENERAL



The Production Resource Schedule should be undertaken at LPE and agreed with the Commercial Director (CD) and BUMD. All resource allocated to a site should consider the non-exhausted list above. However, as a general guidance build rate is based on a 46-week year and is calculated from first Stage 85 to last Stage 85 (excluding holidays). These resource levels are likely to be reduced both at the start and end of the programme which should be reflected on the resource template (see Appendix 1.0) at LPE stage and monitored throughout the life cycle of the project.



The larger table can be found in Appendix 1.0.

To ensure that all developments are adequately resourced to ensure the delivery of our homes are constructed to Building Standards, regulations and delivered in safe, efficient and effective manner in line with our company values and customer centric approach.

The following information is provided as a guide.

GENERAL GUIDANCE

All sites must have well documented processes in which site teams are trained, and competent site management personnel are to ensure the effective management of all construction activities at all times. (O.F 1.1.3)

Responsible: BUPD – Rule Accountable: BUMD – Rule

It is the responsibility of the BUPD and BUMD to assess each individual development. (OF 2.3.1) (The BU Regional Health and Safety Advisor should be consulted on high volume and multiple telehandler developments).

If the plan changes, it is incumbent on the management team to reassess resource requirements in line with new expectations.

Consideration must also be given to ensure adequate cover is available to maintain the level of management resource during periods of annual leave, training etc.

The SiteM should be taken through the prelim budget to ensure full understanding of the resource budget. Following acceptation of this budget, it is the responsibility of the SiteM for managing this budget for the duration of the development.



GROUNDWORK PRINCIPAL CONTRACTOR GUIDANCE

OVERVIEW

At TW, our first option should always be, to take responsibility as Principal Contractor (PC) to ensure we have full control of health, safety, environmental responsibilities and quality from the outset. Where appropriate, TW, as the client can choose to appoint an external specialist who may be deemed more suitable to act as PC during an initial agreed period of works; such as, but not exclusively ground remediation, demolition, civil engineering or RC frame construction. Any proposed use of an external PC must be clearly detailed in the Site Start Authorisation Pack including HSE site start confirmation.

Prior to the commencement of plot works or plot foundations (not including piling) TW must be in the role of PC. Any change must strictly follow our CDM procedure notifying a change in PC. i.e. External PC to Taylor Wimpey PC.

This will provide the following benefits:

- Deliver to our customers the assurance that we have supervised a robust Quality Assurance (QA) process on every plot at all stages within the construction process of their home.
- Prevent potential non-compliance with the use of TW approved specification.
- Reduce the risk of significant remedial costs and negative media.
- Prevent potential detailing not in accordance with TW UK Construction Specification or TW Technical information.
- Impose TW cultural and Health and Safety principles at an earlier stage.

Note:

The Groundworkers guidance will not diminish from any current TW Health, Safety or Environmental current guidance. It is of critical importance that the nominated TW representative conducting the above duties on site act purely as the client's representative and will abide by the external PC's rules and procedures. The TW representative must not directly influence or detract from the external PCs responsibilities and direct instructions must not be given regarding the carrying out of works, depths of foundations etc.

EXCEPTIONS

Any exception, due to specialist or complex nature of works e.g. high rise / concrete frame. The local BU must request dispensation from the relevant Divisional Chairman (DC) with proposed works detailed in the Site Start Authorisation pack.

Where authorisation to permit construction under the supervision of an external PC has been granted, the following QA standards are proposed as a minimum, to ensure the integrity of our QA pathway for our customers.

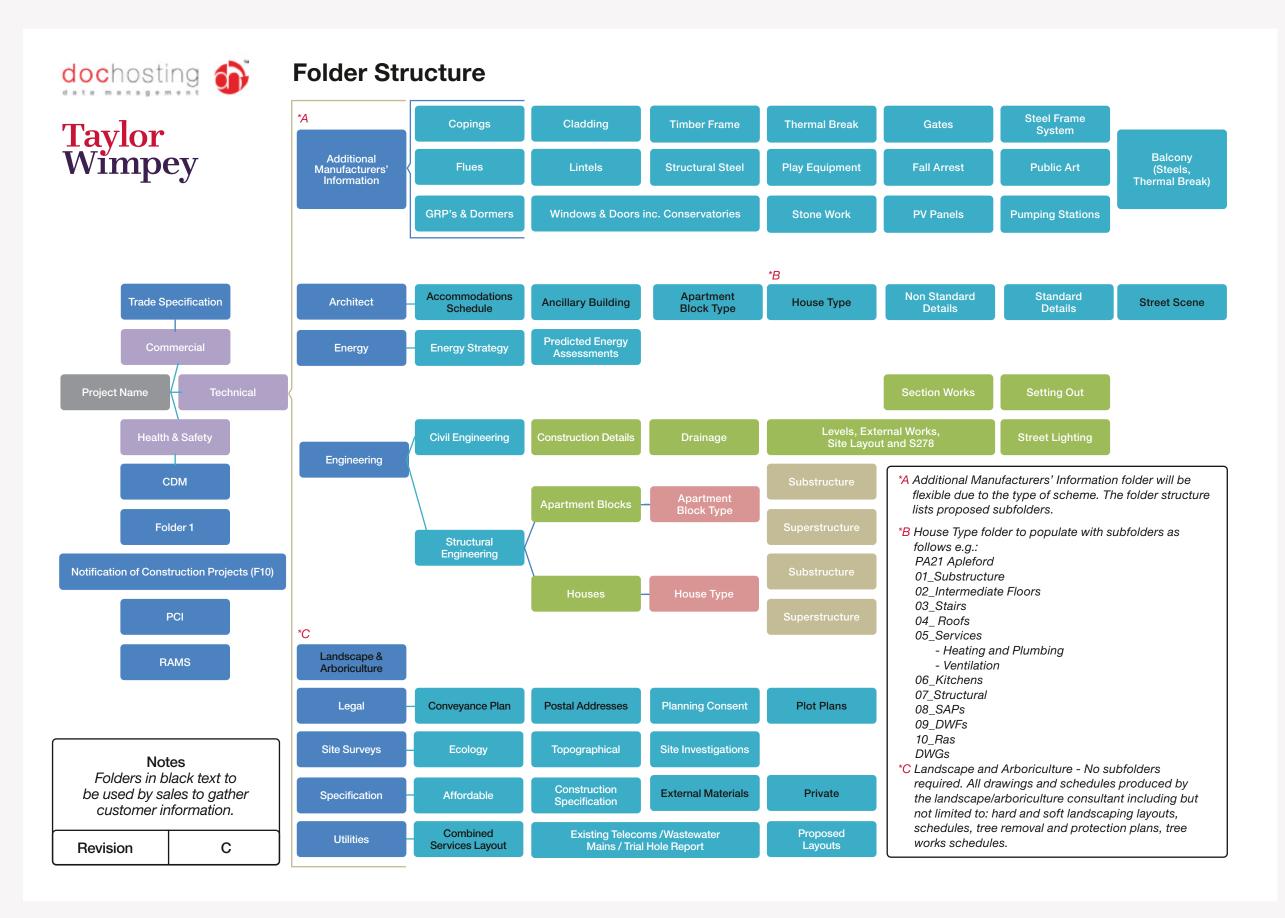
- Prior to site start, the local BUPD must lead a brief to a senior representative from the external PC on foundation designs, material requirements, TW details, UK Construction Specification, SoW, CQA tolerances and to ensure full understanding of TW expectations regarding QA.
- The local BU must satisfy themselves that a robust, auditable QA protocol is in place by the external PC.
- As the client, TW should appoint either of the following listed below to conduct checks on the effectiveness of the QA process during the external PC period. Warranty provider commitments must be observed, managed and recorded appropriately.
- The appointed Production Manager.
- SiteM appointed to the development who is completing the Site Manager Planning Process (SMPP) as detailed in the Production Manual.
- By another Site or Assistant SiteM deemed suitable by the BUPD.

DOCHOSTING FOLDER STRUCTURE

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DOCHOSTING FOLDER STRUCTURE



This is the advised regional folder structure.





SITE MANAGER'S PLANNING PROCESS

INTRODUCTION

The SMPP involves the SiteM being a part of the Pre-Commencement planning stages of a site, to ensure that they start on site with all the required information and resources. The planning of a site can be long and complex, but it is important that all teams liaise with Production throughout the process to have an effective and structured handover, which will ultimately reduce the risk of a late site start resulting in a smoother build and minimise outstanding information. The process requires the SiteM to communicate with various people, both within TW and externally, to understand, plan and organise an efficient and effective site start.

The SMPP form should be passed from the PMIP Project Manager to the SiteM who will then own the form until authority to proceed (ATP) on site is received. All agendas for the meeting will be owned and managed by the PMIP Process. At the end of the SMPP the form should be submitted to the Divisional Chairman (DC) as part of the final site start approval.

The SMPP allows the SiteM:

- Time to understand all drawings, specification, constraints on site, topography and the surrounding environment.
- To understand why we have planned matters in a certain way.
- To provide input throughout the site planning process from a site perspective.
- To take ownership of the site from an earlier stage.
- To check drawings and details for availability.

PRIOR TO SMPP

The Business Unit Management Team (BUMT) and the PMIP Project Manager will sign the SMPP form to confirm that all the information is in place and the SiteM can commence the SMPP process. If information is incomplete and the process is agreed to commence then this should be noted in the PMIP tracker detailing assumptions and risks. The SMPP should start at least six weeks prior to the TW Pre-Start meeting (start of Groundworkers commencing plots works) but potentially earlier if all information is in place and if any key meetings are held which maybe a benefit to the SiteM.

DEFINITIONS OF KEY POINTS DURING THE SMPP:

Visit site throughout the SMPP

The SiteM should arrange a site visit with the Production Manager. Prior to the site visit the SiteM must review the Initial Land Risk Assessment (ILRA) for key information about the site. A site visit is important to understand the constraints on site and in the surrounding area.

Review Dochosting drawings including services

Drawings should be collected from Technical and reviewed by the SiteM to familiarise themselves with the drawings details and to ensure the drawings are relevant to their site. It is important for the SiteM to reference the drawing register to ensure that they are working to the most up to date drawing so that any potential production issues can be raised and fed back prior to site start. Technical will set up Dochosting. Drawings can easily be viewed in line with the Dochosting folder structure on Page 48.

Review status of Pre-Commencement conditions

The Technical department should ensure that all Pre-Commencement conditions have been cleared prior to site start. From the earliest possible opportunity in the SMPP, the SiteM should be aware of the status of any un-cleared Pre-Commencement conditions as they have the potential to impact the build programme.

Review Build Programme in COINS, Build Route and initial Build Release

The SiteM should review the build programme and build route to address any concerns and ensure this is captured in COINS via the Production Manager or Production Secretary. The SiteM should check which plots are registered with the warranty provider, released, to what build stage and registered with the warranty provider.

SITE MANAGER'S PLANNING PROCESS



Understand site and build constraints

Alongside Technical, the SiteM should review all drawings and visit site to understand any site specific build constraints – particularly those with HSE implications. SiteM should cross check the constraints plan and ensure all relevant points are noted. A constraints plan should be available from Technical, as well as other relevant drawings e.g. existing services.

Undertake specific timber frame Pre-Planning meeting if applicable

If applicable the SiteM should complete Pre-Planning meetings with relevant timber frame contractors. Consideration to lead in times, unloading areas, HSE planning requirements and pre / post installation planning.

Understand approvals – S104 (DTA), S38 (RCC) Building Warrants, Planning – S106 (S75) & S278

The SiteM should review the status and scope of any approvals for roads, sewers and delivery of section agreements with the Technical department and understand any other relevant planning approvals / conditions associated with the site. The COINS programme should highlight when the section agreements should be delivered.

Design detailed compound layout and site set up

The SiteM inline with the build route should design a detailed compound layout. The SiteM will need to work with the Groundworker to ensure the compound is in place prior to TW taking PC. Guidance for compounds is set out in Section 7 of the Production Manual and within the HSE Manual. It is in the SiteM interest to ensure the compound is fully set up prior to starting on site to ensure an effective start to build. SiteM must ensure all IT equipment and temporary services are in place to the compound alongside the Production Secretary.

Attend PMIP Project Team review meetings

Throughout the SMPP, the SiteM should attend any PMIP Project Team Review meetings. These will be arranged and chaired by the PMIP Project Manager and attended by representatives from all relevant functions. The purpose of these meetings is to cover all aspects of progress towards site start and drive any outstanding actions. Any relevant milestones e.g. Pre-Start meeting date (M15) and Site Start Date (M16a) will be discussed during the PMIP Project Team review meetings.

Meet consortium members and the local community

SiteM should ensure initial communication is made between consortium members and attend meetings as early as possible to ensure all build programmes and routes are understood to avoid conflicting priorities. This is especially important when we are Lead Consortium Member. It is also important the SiteM engages with the local community to ensure signage is in place. It may be required to meet local schools and colleges to communicate any busy periods on site.

Considerate Constructor's Scheme

Where applicable, the Considerate Constructor's Scheme should be considered and may be part of the planning requirements. The scheme is concerned about any area of construction activity that may have a direct or indirect impact on the image of the industry as a whole. The main areas of concern fall into three categories: the general public, the workforce and its environment.

Create initial infrastructure programme, attend External PC's Pre-Start meeting and complete progress meetings

The SiteM with the Production Manager should create the initial infrastructure programme for the Groundworker and attend the external PC's Pre-Start meeting. The SiteM should be aware of the scope of any external PC works. The SiteM should also arrange meetings on site to ensure they are achieving the programme set and working towards TW becoming PC and starting plot works.

Create Traffic Management Plan

The SiteM with the build route should create the initial traffic management plan for the site. This should include consideration to walkways, material areas, compounds, loading bays, haul roads and stair access to scaffolds.

Attend Pre-Start meetings with contractors

The PM / BUPD with the QS for the site should meet potential contractor's during the tender stage. The QS at this meeting should go through our HSE requirements, QA processes and UK Construction Specification. The PM / BUPD should be part of the decision-making process and give sign off before any orders are placed with a contractor.



SITE MANAGER'S PLANNING PROCESS

Review CDM Folders 1, 2 and 3 / EMS Project Progress Checklist / Contractor RAMS / Review STAC series and meet with Regional HSE Advisor

The SiteM alongside the Technical lead should review the CDM process in line with the HSE Manual. Once the contractors have been approved the SiteM should review the RAMS alongside the Regional HSE Advisor. Any specific site concerns with HSE should be discussed with the Regional HSE Advisor.

Material call off orders and lead in times in place and call off first batch of materials

The SiteM should work with the buying department to ensure material orders are in place with contact details and the COINS ordering system is in use. The SiteM should ensure orders such as silos are in place and first batches of materials are processed in line with material schedules and agreed build programme.

Meet the warranty provider and HA representatives

It is important that the SiteM meets the warranty provider inspector and HA clerks of work as early as possible to ensure a good relationship is in place from the beginning of the site.

Utility / service meetings and initial call offs including temporary supplies

The Service / Utility meeting is held between the SiteM, Production Manager, Engineer, QS Groundworker Contracts Manager and Utility Company / Service Provider. This meeting is to establish the utility programme and any temporary supply required.

Create show home programme

The SiteM should liaise with the Sales department to ensure the show homes and show area information is available and on programme. To add value and to ensure that a completed sales area is available at the earliest opportunity, an accelerated programme will be required to be produced by the SiteM and this should be distributed to all trades.

Create initial programmes of works including projected HA dates

The SiteM team should align their 2 week, 6 week, and 16 week programmes with the master COINS build programme. It is recommended these initial build programmes are produced and distributed to trades. It is important that the programmes are in line with the HA's projected notice periods provided at the beginning of the site. This should be updated in the monthly HA reports and subsequent meetings.

Budget meeting with QS

It is important that the SiteM is aware of the budget they are responsible for on site.

Commercial will give an overview of the budget to the SiteM to ensure awareness of allocations to avoid cost overruns. At this point, the QS and SiteM will agree the process for communicating any excesses and where possible value improvements that can be made.

Create exit strategy

A detailed site exit strategy must be agreed during SMPP. Construction and customer access should be kept separate where possible. The SiteM should consider the build out plan, HQl plan, size of compound and parking for trades at the end of the site. It may not always be feasible to build at a rate of one a week if roads or services are not in place in the vicinity of the plot. Off site parking my need to be arranged through the Land department.

Prepare for and attend TW Pre-Start meeting (M15)

The Pre-Start meeting is the opportunity to ensure that adequate arrangements have been made for a site start. The SiteM should attend and raise any outstanding issues encountered during the SMPP. The SiteM should prepare the information required for the Production items within the agenda and present these points at the Pre-Start meeting.

Handover of PMIP process (M17)

The PMIP Project Manager will conduct a handover between the TW site start (M16a) and 1st Legal Completion (M20). The timing for this may vary on a site specific basis if there are any particular risks / opportunities / issues / constraints that need to be closed-out prior to handover. It is recommended that the handover take place at the first on-site Project Team meeting (PTM). The handover will ensure any outstanding information is passed to the SiteM prior to site start.

Final sign off for the SMPP

Once the SiteM has completed the SMPP process and is content with the information they have received and are ready to start the site. The SiteM should sign the bottom of the SMPP Form. This will then be sent to the DC for approval of a site start. Any outstanding information which is deemed a risk to site starting (agreed by the BUPD and BUMD) should be noted on the PMIP Risk Tracker and the PMIP must continue to track until the items are completed and approved by the SiteM.

SITE MANAGER'S PLANNING PROCESS



SITE MANAGERS PLANNING PROCESS FORM



Site Managers Planning Process Form

Site Name	
Site Address	
Business Unit	
Site Manager Name	

Confirmation SMPP Commencement Sign Off (In line with Production Manual section 4)				
Commercial Director		Land & Planning Director		
Technical Director		Production Director		
PMIP Project Manager		Managing Director		
Start Date of SMPP				

ltem	Date Completed	Site Manager Signature
Visit Site throughout the SMPP		
Review Dochosting drawings including services		
Review Status of Pre-Commencement Conditions		
Review Build Programme in COINS, Build Route and initial		
Build Release including first legal date		
Understand site and build constraints		
Undertake specific frame pre-planning meeting if applicable		
Understand approvals – S104 (DTA), S38 (RCC) Building		
Warrants, Planning – S106 (S75) & S 278		
Design detailed compound layout and site set up		
Attend PMIP Project Team Review Meetings		
Meet consortium members and the local community		
Create initial infrastructure programme, attend External		
Principal Contractor's Pre-Start Meeting and complete		
progress meetings		
Create Traffic Management Plan		
Attend Prestart Meetings with contractors		
Review CDM Folders 1, 2 and 3/EMS Project Progress		
Checklist/ Contractor RAMS / Review STAC series and meet		
with Regional HSE Advisor		
Material call off orders and lead in times in place and call off		
first batch of materials		
Meet the Warranty Provider and Housing Association		
Representatives		
Utility/Service Meetings and initial call offs including		
temporary supplies		
Create show home programme		
Create initial programmes of works including projected HA		
dates		
Budget Meeting with Quantity Surveyor		
Create exit strategy		
Prepare for and attend TW Pre-Start Meeting (M15)		
Handover of PMIP Process (M17)		

Site Manager Signature to confirm end of SMPP and acceptance of Site Start

Once completed by the Site Manager this form, will be part of the Final Authority to Proceed to the DC