

Highway Development Coordinator

The provision of a Highway Development Coordinator with the required level of experience and competence to provide the following support and services to on the following sites where required which can be amended from time to time with agreement;

- 1.
- 2.

The initial (subject to yearly review) annual cost for services for each site has also been indicated. Fees for this service are in addition to any other fees, as specified within Highway Development Agreements Guidance, which are incurred for any S278 or S38 works associated to the development. Payments are to be made equally over a quarterly period, with an initial fixed term of 12 months.

Provision of the Highway Development Coordinator does not guarantee that HCC will give Technical Approval for any S278 or S38 design submission nor does it guarantee that HCC will enter into a S278 Legal Agreement or S38 Legal Agreement.

The Highway Development Coordinator will be unable to perform any statutory function, such as instruct HCC legal, enter into legal agreements or make formal decisions. This service is to provide coordination and project management services above and beyond and distinct from the core functions of instructing and approving highway legal agreements and licences.

The Highway Development Coordinator will perform the following tasks on behalf of the developer and use reasonable endeavours to deliver the following items to the developer, where appropriate for each development;

- Co-ordinate and oversee the development S278 and S38 design submissions and agreements from a Highways Planning and Agreements perspective on behalf of the developer;
- Oversee and assist with the progression and co-ordination of all of the development S278 schemes requirements, including Technical Approvals and Legal Agreements,
- Oversee and assist with Technical Approvals and Legal Agreements, aiming to secure early engagement and sign up to Agreement in Principle S38 prior to final S38 agreement,
- Provide advice from a construction phase perspective and order of delivery of internal roads and site access points in relation to development requirements,
- Develop and maintain the Development Status Tracker; detailing the status of the S106 Highway requirements, the type, status and next steps for each of the agreements and technical approvals required for both onsite and offsite works,
- Provision of Progress Update Reports on a quarterly basis, detailing the position of each element of offsite and onsite works including technical review status, outstanding issues and items to be progressed,
- Provision of financial Update Reports on a quarterly basis, detailing fees paid to date, outstanding fees, bonds in place and forecast of upcoming fees and bonds

¹New design submissions to HCC will be made through HCC's Developer Portal system

- Organise and hold Highways Planning and Agreements Progress Meetings on an 8 weekly basis, or other as agreed by both parties,
- Assisting developer in working with HCC with the Co-ordination and liaison with Highways England where appropriate,
- If required organise and hold National Highways Liaison meetings (representing the developer) on an 8 weekly basis, or other as agreed by both parties,
- If required act as a point of contact to facilitate the submission of items for review and subsequent approval to National Highways. i.e. advise of items required by National Highways, receive items from the Developer or their Consultant and submit them to National Highways in the method prescribed.
- If required act as a point of contact to pass comments received from National Highways on items issued for review and approval back to the Developer or their Consultant.
- If required assist with the booking of road space with National Highways where appropriate,
- If required facilitate and assist developer to work with HCC Client Team with negotiations of a Section 6 agreement (or other agreement as appropriate) with National Highways,
- Assist with the development of a Master Document Register to clarify all design documents, drawings, method statements, Road Safety Audits and other documents as appropriate required by National Highways in order for National Highways to give Technical Approval. Confirming the responsibilities of each Highway Authority for the purposes of Approvals and information only submissions,
- Production of a forward plan, to assist with visibility of likely road space and constraints,
- Assistance with liaising with key stakeholders and provision of Communications Support for the duration of the development.

The Highway Development Coordinator **will not** perform the following functions, these tasks will be undertaken by others or through the normal S38 and S278 Design Audit processes;

- Undertake any design function on behalf of the developer or their consultants,
- Submit or transfer design information to HCC on behalf of the developer or their consultants,
- Instruct on any legal agreements associated with the S278 or S38 schemes nor liaise with HCC legal (n.b. all communication with HCC legal to be via HCC Client Team),
- Give authority to enter into, complete or amend S106 Agreements, S278 Agreements or S38 Agreements

Any pre-application reviews or pre-submission reviews will need to be undertaken through the existing service and will not be undertaken through this agreement.

Performance of the role will be monitored on a 6-monthly basis via a meeting between team or area leads from each party. Any issues or concern with the level of service should be escalated to the Team Leader of the Highway Development Client in the first instance.