

## LOCAL ROADS AUTHORITY AND UTILITIES COMMITTEE (LRAUC)

### Minutes of Quarterly Meetings

| Date & Time       |  | 24th May 2021<br>10:00 |      | Location      | Virtual Meeting<br>(Skype) |        |
|-------------------|--|------------------------|------|---------------|----------------------------|--------|
| Present           |  |                        |      | Apologies     |                            |        |
| Eleni Gigourtaki  |  | ELC (Chair)            | EG   | Kevin Douglas | SGN                        |        |
| Neil Murray       |  | ELC                    | NM   | Ian Flemming  | Scottish Power             |        |
| Rosie Cranmer     |  | ELC                    | RC   |               |                            |        |
| Margaret Millar   |  | ELC                    | MM   |               |                            |        |
| Neil Adamson      |  | ELC                    | NA   |               |                            |        |
| Calum Redpath     |  | ELC                    | CR   |               |                            |        |
| Peter Forsyth     |  | ELC                    | PF   |               |                            |        |
| Andy Hunter       |  | ELC                    | AHu  |               |                            |        |
| Adrian Henzler    |  | Openreach              | AH   |               |                            |        |
| Craig McQueen     |  | Scottish Water         | CMcQ |               |                            |        |
| Mike Hymers       |  | SGN                    | MH   |               |                            |        |
| David Murdoch     |  | Network Rail           | DMu  |               |                            |        |
| Shannon Riley     |  | BEAR Scotland          | SR   |               |                            |        |
| Lewis Stacey      |  | ABS Streetworks        | LS   |               |                            |        |
| Gavin Crowther    |  | Lothian Buses          | GC   |               |                            |        |
| Lorraine Jones    |  | Scottish Power         | LJ   |               |                            |        |
| Courtney Mitchell |  | Scottish Water         | CM   |               |                            |        |
| Lindsay Henderson |  | OSRWC                  | LH   |               |                            |        |
| 1.0               | Welcome and Apologies  |                        |      |               |                            | Action |
| 1.1               | Attendees welcomed. Apologies were given on behalf of non-attendees. Virtual meeting guidelines explained. |                        |      |               |                            |        |
| 2.0               | Matters Arising  |                        |      |               |                            | Action |
| 2.1               | Previous minutes reviewed and agreed by the group. Minutes to be published.                                |                        |      |               |                            | EG     |
| 3.0               | Planned Works  |                        |      |               |                            | Action |

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| 3.1        | <p><b>ELC-CR:</b> Works programme returning to normal. Work force currently in rural areas, but gradually migrating towards towns. Works planned up until September/ October are in the SRWR. Major works planned in Longniddry for Autumn. Major works planned at Queen Margaret University junction around August/ September, but dates may change.</p> <p><b>SP-LJ:</b> Planned works on SRWR, details of new works will be sent on.</p> <p><b>SGN-MH:</b> Ongoing works in Longniddry, Musselburgh and Wallyford. Planned works for Port Seton, expected to start early July.</p> <p><b>SW-CMcQ:</b> Capital works sewer line in Haddington, Court Street, High Street and Neilson Park Road. Most other works are ongoing inside water treatment works, may experience increased traffic visiting those sites.</p> <p><b>SW-CM:</b> No planned major works, customer driven at the moment.</p> <p><b>Openreach-AH:</b> Fibre roll out expanding into Dunbar and Cockenzie. Lightsource is carrying out the work. Will be in touch with details when confirmed.</p> <p><b>Network Rail-DMu:</b> 3 road closures upcoming for night works, 17<sup>th</sup> and 24<sup>th</sup> July.</p> |               |
| <b>4.0</b> | <b>Indicators &amp; Statistics</b>  | <b>Action</b> |
| 4.1        | Local performance dashboards have been sent to Utilites. Indicators reviewed and discussed. Amount of works same as previous Quarter, a few works still need to be registered on the SRWR. More details to be found on the SRWR Dashboard. Please inform your teams that manage the SRWR.   | <b>ALL</b>    |
| 4.2        | <p><b>FPNs:</b> 5 for Openreach, 9 for SW, 6 for SGN, 26 for SP, 0 for VM. Will need to discuss FPNs for SP, mainly a failure to manage notices by one of their contractors.</p> <p>SP-LJ: We will be in touch to discuss.</p>  | <b>LJ</b>     |
| 4.3        | <b>Early Starts:</b> The percentages relative to your works are not very high for Openreach and SW, a bit higher for SGN. But that was after discussions to get works out the way. SP and VM a bit high. But overall no major concerns.   |               |
| 4.4        | <b>Extensions:</b> Low, no issues.  |               |
| 4.5        | <b>Inspections:</b> Most of the Sample Cat A have been done, percentages all acceptable. A couple of issues on the Cat B inspections but due to a low number of inspections one failed job could be affecting percentages. No major concerns. Happy with past inspections, so keep numbers similar for next Quarter.  |               |
| 4.6        | <b>Reinstatements Due:</b> 2 for SW, 2 for VM. Discuss with the inspectors if there are any issues, if not attend ASAP.   |               |
| 4.7        | Thanks to those that have responded to email about sampling. VM has not responded, but will contact to confirm.   |               |
| <b>5.0</b> | <b>Coring</b>   | <b>Action</b> |

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| 5.1 | <p><b>ELC-EG:</b> No local coring undertaken. Invited CMcQ to give a brief update on National Coring.</p> <p><b>SW-CMcQ:</b> Working to update and improve advice note for next program starting in January 2022. Received 12 responses about previous advice note and programme, are taking them on board. Maybe issues over areas being split up during the programme. Lead Authority for South East Area, West Lothian Council. SW are still doing internal coring.</p>   |               |
| 6.0 | <b>SERAUC/ RAUC (Scotland) Update/ RALG</b>  |               |
| 6.1 | <p>Impact of road works on mobility and pedestrian movement. Issues raised about signs on footways not giving enough space to pedestrians. 1.5m should be maintained where possible, with an absolute minimum of 1.0m.</p> <p>Traffic Management signs are not to be left on site once the works are cleared. A lot of signs are being left on side of footway and causing issues.</p> <p>Ramps should always be in place on footway closures, and should always be secured/ fixed in place.</p>   | <b>ALL</b>    |
| 7.0 | <b>Events 2020</b>   | <b>Action</b> |
| 7.1 | Currently in discussion with event organisers, but as restrictions are still in place for parades, nothing has been confirmed. Any confirmed events will be on SRWR, and we will assess any conflicts.   |               |
| 8.0 | <b>Embargo</b>   | <b>Action</b> |
| 8.1 | Summer Embargo to be enforced this year on Tourist Routes and especially on main Town Centres to help with businesses. 1 <sup>st</sup> June 2021 – 31 <sup>st</sup> August 2021. Any works planned during this time will need to be discussed with us first. Minor works ok if not near tourist routes or town centres.  |               |
| 9.0 | <b>Any Other Business</b>  | <b>Action</b> |
| 9.1 | <p><b>ELC – EG:</b></p> <ol style="list-style-type: none"> <li>Conflicts that arise from your notices at proposed or follow up stages should be assessed. Urgent or emergency works might come up in the area after your notices have been raised, so 7 day notice period is critical.</li> <li>Notices requiring a TTRO are to be raised as Major. Notices being raised as Minor or Standard requiring a change in TM to a Road Closure should be abandoned and repropose with correct lead times.</li> <li>TTROs under 5 days require a 3 week lead time, over 5 days require a 6 week lead time. Please submit applications as soon as you are aware of a requirement to allow for internal processes and Bus Operator consultations. We will refuse applications that do not comply with this.</li> <li>Traffic management companies should not be seeking agreements for Early Starts or Extensions for works, as they do not have access to the SRWR and relevant information. This is the responsibility of the Utility or a contractor with access to the Register. We will monitor this behaviour and refuse any requests from traffic management companies. Please check and advise your traffic management companies regarding this.</li> <li>Requests for early start for works next day. This does not follow the code of practise especially when there is a significant impact on traffic. Request like these will be refused.</li> </ol> | <b>ALL</b>    |

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|             | <b>6.</b> Agreements made on site with inspectors should be emailed in for confirmation and request for required references.  |               |
| 9.2         | <b>SW_CMcQ:</b> At previous meeting there were issues mentioned at North Berwick sewage works. Further communications from Peter Forsyth and Keith Scott as expected regarding this.<br><b>ELC-PF:</b> Confirmed that this will be discussed further. |               |
| 9.3         | <b>BEAR Scotland-SR:</b> Embargo in place on the A1, details on the SRWR.   |               |
| 9.4         | <b>ELC – CR:</b> ELC has noticed an increase in damaged apparatus when doing drainage works. This has been highlighted to the relevant Utilities but more consideration for our assets is requested during works.                                     | <b>ALL</b>    |
| 9.5         | <b>ELC-NA:</b> Outstanding defects for some Utilities that have been on the system for a while.<br><b>ELC-EG:</b> Defects to be identified and relevant Utilities to be contacted.  | <b>NA</b>     |
| <b>10.0</b> | <b>Date &amp; Time Of Next Meetings</b>   | <b>Action</b> |
| 10.1        | 23 <sup>rd</sup> August 2021 – 10.00 am - Possibly on MS Teams<br>22 <sup>nd</sup> November 2021 – 10.00 am   |               |