

LOCAL ROADS AUTHORITY AND UTILITIES COMMITTEE (LRAUC)

Minutes of Quarterly Meetings

Date & Time		10 th November 2017 10:00		Location		Saltire Room 2 John Muir House Haddington	
Present				Apologies			
Eleni Gigourtaki		ELC (Chair)	EG	Alan Stubbs		ELC	
Neil Murray		ELC	NM	Gary Ogg		ELC	
Glenn Fergusson		ELC	GF	Owen Harte		Virgin Media	
Peter Forsyth		ELC	PF	Andrew Matheson		Virgin Media	
Callum Redpath		ELC	CR	Lorraine Jones		Scottish Power	
Darren Whyte		ELC	DW	Nadia Othman		ELC	
Lindsay Henderson		SRWCO	LH	Ryan Robertson		ELC	
Neil Adamson		Scottish Power	NA				
Michael Hymers		SGN	MH				
Kevin Douglas		SGN	KD				
Stephen Kitt		Amey	SK				
Adrian Henzler		BT	AH				
Craig Lyall		Scottish Water	CL				
1.0	Welcome and Apologies						Action
1.1	EG welcomed everyone to the meeting. Apologies were given on behalf of non-attendees.						
2.0	Matters Arising						Action
2.1	Previous minutes handout passed around the group for review.						
2.2	Spelling error –Lindsay Henderson’s name to be corrected.						ELC
3.0	Planned Works						Action
3.1	Planned works for Q3- 2017 passed around the group and will be appended to the minutes.						
3.2	EG confirmed that all ELC planned works have been registered on the Scottish Road Works Register, and any future conflicts raised should be discussed for collaborative works.						
3.3	SGN Works in Rothesay Place to be discussed with CR for joint working under a road closure. North Berwick High School works to be discussed with CR to confirm best dates.						
3.4	All Utility representatives present confirmed that their planned works are registered on the SRWR.						
4.0	Indicators & Statistics						Action
4.1	EG pointed out that SERAUCs Performance statistics were sent out by the Commissioner’s Office and they should be reviewed by everyone. Local Statistics were circulated, and each category has been explained and discussed.						

5.0	Inspections	Action
5.1	ELC inspections statistics were passed around the group, which were then broken down and explained to parties present.	
6.0	Coring	Action
6.1	National Coring Programme for 2017 has been completed, all results have been registered on notices. SGN & SP have been in contact and the results have been discussed with future actions agreed. ELC to send further information to AH from Openreach and initiate discussions. SW to clarify next step in discussions.	ELC/AH/ CL
7.0	SERAUC/ RAUC (Scotland) Update/ RALG	
7.1	No major issues raised at last quarter's SERAUC or this quarter's RALG meeting. Inspection Code of Practice to be reviewed after Scottish Water request.	
8.0	Section 117 Completed Works	Action
8.1	"Section 117 June 2017" has been passed around the group.	
8.2	EG pointed out that all s117's should be on the register.	
9.0	Events 2017/2018	Action
9.1	No major events planned for next quarter other than Remembrance Day, Christmas, and New Year's celebrations. Edinburgh Marathon – May Ironman – July MRCC TT Road race – March Scottish Golf Open – End of June 2018 - (Restrictions in Gullane & surrounding areas)	
10.0	Embargo	Action
10.1	Christmas Embargo will be running from 1 st December until 2 nd January. EG mentioned that the extent of the Embargo is registered on the SRWR and will therefore generate conflicts to new notices raised. Utilities were advised to check their planned works within that time period, and re-schedule if the locations are affected by the restriction and works are not urgent. It was also mentioned that there is room for discussion under special circumstances.	
11.0	Any Other Business	Action
11.1	EG raised an issue in relation to communications between the Council and Utilities/ Contractors as there has been a few instances of illegal road closures. The Council should be notified as soon as personnel are on site and a road closure is considered necessary. There has also been occasions where incorrect Traffic Management (TM) types were on the notices and road closures that were taking place were not reflecting on the system. PF pointed out that it is against the law to close a road without the appropriate order issued by the Roads Authority, and that Utilities should always obtain permission before putting one in place. Even on the occasion of an emergency a notice will be produced to cover the restriction.	

11.2	EG asked Utilities and their contractors to adhere to the Code of Practice for Coordination of Works and specifically Appendix E when it comes to requesting early starts and extensions. Last minute requests have been coming in, which result in poor coordination of works. Also using a name as an extension or early start agreement reference is not acceptable and a reference number should always be requested. An Agreement Request can be put through the notice 24hrs after a failed attempt in obtaining one.	
11.3	EG stated that there were occasions where works were undertaken without the notice in progress. There were even occasions where works were completed without a notice put to In Progress. The later works are subject to an FPN.	
11.4	EG stated that Undue Delay Directions put through into Symology were ignored by some Utilities and their contractors. This will not be tolerated in the future. Utilities have 24hrs to respond to the Direction, and when ignored ELC has the right to intervene and recover costs as per the Code of Practice. These failures clearly show either a lack of communication between Utilities and their Symology Teams, or a lack of monitoring the notices.	
11.5	EG raised another problem with Traffic Management Companies not placing advance notices for planned restrictions on sites. This does not give sufficient notice to the public and raises complaints. ELC does not have the resources at the moment to cover the placing of the notices for Utility works, and would therefore require from the Traffic Management Companies to do so on their behalf, as has been agreed in the past. Notices require at least 24hrs advance display on site with Corex Signs, Cones and the TTRO document in order to be enforceable. This will be monitored in the next quarter and if more complaints are raised by the public, then ELC will have to assess and possibly go down a different route by requesting a 6 week lead period for all TTROs.	
11.6	EG informed Utilities that the potential use of Signals does not help with coordination. More detail in the notice should be put beforehand. Traffic Management type should be correct when the works are put in progress. Notes to be put through regarding usage of signals, days of Road Closures etc to help with coordination. If a has not been issued, then no traffic signals should be in place at any time.	
11.7	EG – Applications received from Traffic Management Companies must be as per notice in terms of dates and TM Types. Notices and Applications must reflect what was discussed and agreed on site meetings with our inspector. Going forward in January TM Applications will only be accepted through Symology unless a different method has been agreed. Confirmation on the logistics on the process will be sent via email to Utilities.	
11.8	EG – Emails being sent to Utilities by staff members in Road Services regarding problems, have been ignored. Going forward ELC requires one point of contact for every utility to avoid any further communication issues. All Utility representatives stated that they would be that point of contact for their organisations.	
11.9	EG pointed out that FPNs have not been acknowledged by Openreach. Email with details to be sent to AH, and a response on the matter should be sent back to EG.	EG/AH

11.10	<p>NM raised an issue with tree route damaging on some sites. He has proposed that going forward on any sites that have tree routes close to excavations a site inspection by himself and ELC Tree Officer should be arranged, to ensure all relevant protection will be in place.</p> <p>Utility representatives mentioned that they are aware of the standards they are to follow regarding rooting systems and above ground stems and branches of trees when in close proximity to their works.</p> <p>Guidelines to be attached to the minutes.</p> <p>PF pointed out that information on trees could be uploaded on the VAULT.</p>	EG
11.11	<p>NM let everyone know that there have been numerous complaints from members of the public and Councilors regarding TM on site without works taking place or contractors attending which are also left for a number of days. He advised that no TM should be set up on site without confirmation of works on the day, and contractors on site. TM will be taken off the road by ELC and works will have to be rescheduled in occasions where no works are taking place for several days and the sites are left unattended.</p> <p>AH confirmed that their contractor (APlant) are not setting up any TM until Openreach is on site.</p> <p>KD suggested that TM Companies should be in touch with their clients if there are no men on site.</p> <p>LH stated that Utilities and their Sub-Contractors should communicate any changes to their TM Companies.</p>	
11.12	<p>NM asked Utility representative to inform their TM Contractors that signs placed on footways blocking pedestrian access are not acceptable and are a hazard.</p> <p>The TM company that caused an obstruction recently with signs on footway has been notified to which they responded that further training will be provided for their personnel.</p>	
11.13	<p>NM also pointed out that signals are still not manually controlled when permit specifically states that for peak hours.</p> <p>EG mentioned that manually controlling temporary signals is a condition on permits issued for traffic sensitive locations, and the condition is highlighted on the permit so that it can't be missed.</p> <p>LH agreed that it is probably a service that is being paid for but is not delivered.</p> <p>MH mentioned that he requests from the operators to stand next to the units while manually controlling the signals.</p> <p>MH also stated that battery problems have been a cause of numerous problems and are looking for a better service from TM companies. He also stated that they check their battery pack on a Friday to make sure the signals will cause no problems during the weekend.</p> <p>LH suggested that traffic signals should be on VA and not on Fixed Time during the night to save battery.</p>	

11.14	EG pointed out that when notices are closed with works or TM still on site that is an FPN offence.	
11.15	NA requested that ELC come directly to Scottish Power when issues with their works arise as opposed to getting in contact with their contractors.	
11.16	KD has informed everyone that SGN has a new mailbox for reinstatements (reinstatementnewbridge@sgn.co.uk) Also SG004 is not used anymore and SG023 should be used for defects.	
11.17	NM also mentioned that on defects the joint inspections are not taking place with certain utilities. CL mentioned that SW do not have joint inspections with Local Roads Authorities. EG to raise with Fiona McInnes to get a response on their practices.	
11.18	SK mentioned that Transport Scotland has started issuing FPNs.	
12.0	Date & Time Of Next Meeting	Action
12.1	9 th February 2018 – 10.00 am	

East Lothian Council - Proposed Works 2017-2018 (updated November 2017)

Carriageway Works

Programmed Date

Primary Distributors

B1347	Brownrigg to Highfield	January 2018
A6137	Ballencrieff Roundabout	March 2018
A199	Birkhedges to Gladsmuir	November 2018

Local Distributors

C97	Gifford Port to Longyester	March 2018
B1377	Prora to West Fortune	November 2017

Minor Access Links

U196	Woodhall / Weatherly Road	Complete
C131	Biel Mill to Gingle	November 2017
U184	Lintmill	November 2017
U157	Beanston Mains	December 2017

Urban A & B

A198	Station Road, North Berwick	February 2018
A198	Dirleton Road, North Berwick	February 2018

Urban

Forth View, West Barns	Complete
Balfour Square, Tranent	January 2018
Westgate, Dunbar	February 2018
Newbigging, Musselburgh	February 2018
Manse View, Innerwick	January 2018

Footway Works

A198	Aberlady Nature Reserve to Luffness	November 2017
A1087	West Barns to Belhaven	November 2017
	Dury Way to Wallyford Rail Station	Complete
	North High Street, Musselburgh	November 2017
	Whitecraig Road Cul-de-sac, Whitecraig	December 2017
	Mansefield Avenue, Musselburgh	December 2017
	The Avenue, Gifford	February 2017

Footway Slurry Surfacing Works

Edinburgh North , Lorimer Place ,Cockenzie	November 2017
High Street , East Linton	November 2017
Station Road ,Haddington	November 2017
Park Lane, Haddington	November 2017
Mill Wynd ,Haddington	November 2017
Lyars Rd, Longniddry	November 2017
Eskside East ,Musselburgh	November 2017
Manse Lane, Musselburgh	November 2017
Monktonhall Terrace, Musselburgh	November 2017

Marley Green , North Berwick
Glenburn Road, North Berwick
Law Rd , North Berwick
Old Craighall
B6371, Grain store access to bend
Linlithgow Terrace , Ormiston
Main Street, Ormiston
Links Rd ,Port Seton
Whitecraig Terrace, Whitecraig
Whitecraig Avenue, Whitecraig
Edinburgh Road, West Barns

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