

LOCAL AREA ROADS AND UTILITIES COMMITTEE

MINUTES

MORAY COUNCIL – WEDNESDAY 26th SEPTEMBER 2018

TRAINING ROOM 2 – MORAY COUNCIL HQ ANNEXE

10:30 TO 13:30

Present:

Moray Council

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| Kevin Price | Traffic Engineer, (Chair) (KP) |
| Ken Major | Senior Engineer – Traffic (KM) |
| Linda Guild | Technical Support Officer (LG) |
| Craig Johnston | Roads Inspector (CJ) |
| Derek Smith | Technical Officer (DS) |
| Iain Cameron | Work Planning Engineer (IC) |
| Richard Adam | Principal Support Technician (RA) |
| Claire Rowlands | Technical Assistant (CR) |
| Brian Kidd | Roads Inspector (BK) |
| Vince Woods | Street Lighting Supervisor (VW) |
| Natalie Tompsett | Clerical Assistant (NT) |
| Craig Johnston | Roads Inspector (CJ) |
| Kevin Gordon | Roads Inspector (KG) |
| Phil Peace | Street Lighting Supervisor (PP) |

Utilities

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| Fiona McInnes | Scottish Water (FM) |
| Irvine Ellis | SSE (IE) |
| Hazel Moore | BEAR Scotland (HM) |
| Duncan MacLennan | Openreach (DM) |
| Nathaniel Mair | SSE (NM) |

| ITEM | SUBJECT | ACTION |
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| 1.0 | <p>Introduction and Apologies</p> <p>KP thanked all for attending and advised that there was no scheduled fire alarm. If necessary the assembly point is the HQ annexe Car Park</p> <p>Formal apologies were received from Darren Pointer (Scottish Water), David Munro (SGN), Allan Howie (SGN), Paul Barron (Moray Council) , Donald Macrae (Moray Council), Willie Michie (Scottish Water), Ailsa Caldwell (Scottish Water), Kerry Armstrong (Scottish Water), Clare Callaghan (Scottish Water) , Craig Woodhall (Stagecoach), Graeme Davidson (EE), Andrew Ingram (Asset Coordinator)</p> | |
| 2.0 | Minutes of Previous Meeting (18th April 2018) | |
| 3.0 | <p>Matters Arising.</p> <p>KP indicated that Streetworks Team were still being asked to process traffic signal permits with less than 7 day's notice. Whilst we are prepared to deal with emergency works, resources continue to be stretched to turn around traffic signal permits for minor works notices. We acknowledge the pressure that all Utilities are under to react to issues in a timely fashion, but if there is no improvement Moray Council will reserve the right to insist on 7 days notice.</p> <p>LG advised that Symology does not allow less than 7 days for Traffic Signal Permit, even for emergency situations.</p> <p>KP advised that Claire Rowlands is also dealing with utilities on a daily basis with respect to Roads Maintenance works and has a harder job than most. KP thanked for her continuing assistance.</p> <p>The Inspector from the Commissioners Office, Ken Masters, has now retired and his replacement Tim Craig may be visiting sites anywhere in Scotland. It would be expected that he would make himself known to site operatives in Moray and all normal PPE requirements should be followed. This means that Utilities and Roads Authorities will be under greater scrutiny in the coming months.</p> <p>DM indicated that Openreach had been fined £50k for poor performance but changes have now been made and matters seem to be improving.</p> <p>LG said applications from KNN Traffic Management Company, Freeflow, continued to be poor and duplicates are being received from different sections of KNN.</p> <p>KP suggested that although SGN works in Station Road, Elgin were expected to cause difficulties, no complaints were received and the works were completed without incident. Thanks were given to SGN for their cooperation. The works on Wards Road did create difficulties on the diversion but generally works again went well.</p> | |

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| | <p>Following changes within BEAR Scotland the new Maintenance Engineer is Shaun Christie. Previously there had been a period of difficulties engaging with Bridges Team but the meeting was advised that the new Bridges Contact would be Mike Channing.</p> <p>Derek Smith (DS) reported ongoing problems with lack of information boards and asked all contractors to be aware of their responsibilities. Sometimes traffic management maintenance arrangements are lax and if sites are left over a weekend and often if there are problems, Moray Council get a call and have to respond. If site information is missing then the offending contractor will be recharged any Moray Council costs.</p> <p>Brian Kidd (BK) had previously raised concerns about apparatus being placed in public road and whether they had the right to do this. KP indicated that there has to be a good reason to place apparatus in the road and perhaps earlier involvement with Roads Inspectors would be useful. BK indicated that there were issues with Gas/Electric services and 3rd Party Contractors. It was noted that often that contractors had to try to avoid other services.</p> <p>Fiona McInnes (FM) was questioned about Scottish Water declining defective apparatus notices. She indicated that resources were an issue and that site photographs would assist the decision making process. KP indicated that he would take up individual sites with Fiona if required.</p> | |
| 4. & 5. | <p>Minutes of NosRAUC Meeting – 1st August 2018 – Inverness</p> <p>National Coring Programme</p> <p>KP advised that National Coring Programme would be operating throughout Moray during Summer 2019. The last National Programme experiences some extensive delays although NoSRAUC went fairly smoothly. It is likely that Aberdeenshire is likely to run the 2019 programme. It is anticipated that the Islands and the Trunk Road Operators will be included this time. This requirement may lead to increased costs, especially on the Islands.</p> <p>FM suggested that coring on the Islands will be very different as they do not always follow national standards due to the availability of materials. This would result in all cores failing without the use of agreed local agreements between each Roads Authority and Utility. All agreements will therefore need to be recorded.</p> <p>Irvine (IE) advised that SSE carried out coring in Orkney and Western Isles and the results were good.</p> <p>KP indicated that at this stage a number of issues still need to be decided, especially the issue of coring the high speed roads on the Trunk Road Network. It is likely that the coring contractor will not have the necessary expertise/qualifications to set out Traffic Management on high speed roads and this will mean additional cost to the Trunk Road operator.</p> <p>The revised Advice Note 3 will specify what the Coring Contractors Qualifications need to be, with respect to Coring and Testing.</p> | |

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| | <p>It is hoped that this will reduce the numbers of issues that affected last national programme in 2016. However cooperation will be required between all Roads Authorities and Utilities.</p> <p>Performance Review KP advised that Moray Council had received a performance review which seems to be OK, there are the usual issues of early starts and extensions; we will continue to remind the Utilities. Generally seem quite happy. I understand the Utilities have not got their copies yet; this should be out in the next few weeks.</p> <p>Road Sign Sabotage KP raised issue regarding issue of sabotage of road signs. This is something that happened in Cumbria. Derek is trying to make the Community aware that this has happened. Someone had used razor blades in the back of signs. There was no evidence of such activity happening in Moray, but all Utilities and Operatives were asked to be vigilant.</p> <p>Masts and Poles on Verges KP that a number of Telephone Poles are appearing too close to the carriageway at some locations and we are looking to move them further into the verge. A similar problem is faced with the Communication Poles for Smart Metering, but fortunately this is subject to a consultation period that allows dialogue to take place. Roads Inspectors need to keep an eye on these. Craig (CJ) requested that poles are at least 1m away from the carriageway</p> <p>Duncan (DM) suggested that the list of pole works would be sent to KP and BEAR for consideration.</p> <p>New Commissioners Website The Minutes of all these Meetings will be on uploaded when ready. KP will send Alan Howie a link.</p> <p>Road Restriction Charges It was previously reported that Dundee Council intended to charge up to £2000 for a TTRO. The Road Works Commissioner had declared that the decision was ultra vires and the decision was reversed. Currently Moray Council have no plans to introduce such excessive increases.</p> | <p>Poles Team Openreach</p> <p>KP</p> |
| 6. | <p>Symology</p> <p>KP expressed thanks to Brian (BK, Craig (CJ). Derek (DS) for work in raising Defective Apparatus notices. Care still needs to be taken to identify which utility is responsible otherwise the site will get lost in the system.</p> <p>Fiona (FM) indicated that their Contact Centre received about 1000 calls a month regarding defective apparatus and tried to turn them around as quickly as possible.</p> <p>Claire indicated that 18 Scottish Water notices for Defective Apparatus had been declined for no obvious reason, and some apparatus has been left unrepaired for over 3 years.</p> | |

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| | <p>KP suggested that we must all be mindful of resource issues within the Utilities and Moray Council</p> <p>Good photograph evidence is always required to identify locations of defective ironwork. Thanks were expressed to Inspectors for providing these and to Claire for uploading them to Symology.</p> <p>Craig (CJ) raised issue of Openreach declining a DA notice when the cover was damaging the surrounding area, but was not damaged itself. Details to be provided to Duncan (DM)</p> <p>Fiona (FM) (Scottish Water) asked that details of outstanding Scottish Water Ironworks were forwarded to her.</p> <p>Communication</p> <p>Claire (CR) expressed concerns that responses to defective apparatus notices from Openreach were often in technical jargon or used internal abbreviations, which were difficult to understand. Duncan (DM) advised that he would raise this issue internally.</p> <p>KP advised that Moray Council were looking to revamp the regime of Inspectors to cover both Asset Management and Streetworks. Although discussions were still ongoing it was intended that Brian (BK), Craig(CJ)and Kevin (KG) and one other would cover the full range of activities over 4 geographic areas, although initially Derek (DS) would remain the main contact initially until everything is bedded down. It is intended that Derek will still deal with major projects.</p> | <p>Openreach</p> <p>CR/KP</p> <p>Openreach</p> |
| 7. | <p>PERFORMANCE MANAGEMENT</p> <p>KP has extracted data from Symology up to April</p> <p>Potential FPN's Openreach – 10 SGN – 2 SSE – 1 Scottish Water - 2.</p> <p>Early Starts and Extensions</p> <p>Moray Council have taken the view that we will be amenable to Early Starts/Extensions for Utilities and long as there are no scheduling issues. The numbers are not attributed to Moray Council figures but we still expect works to be planned properly.</p> <p>Moray Council Quarter 4 – Data</p> <p>22 out of 159 works - Early Starts 26 out of 159 works – Extensions</p> <p>Commissioner has been made aware of weather related issues that has driven these numbers.</p> | |

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| | <p>Moray Council Quarter 1 – Data</p> <p>20 out of 260 works - Early Starts 26 out of 159 works – Extensions</p> <p>Although numbers are slightly better colleagues need to continue to keep numbers of early starts and extensions down, otherwise the Commissioner will take a greater interest in our activities and whether we are planning our works properly.</p> <p>Linda (LG) reiterated the effect that extensions have on the TTRO's that are prepared and advertised by our colleagues in Legal Services. Any extensions to TTRO's require additional work and incur additional advertising costs.</p> | |
| 8. | <p>Major Works – Moray Council</p> <p>Ian (IC) advised that all road surfacing works have completed but there may be some new sites upcoming in October. The majority of the Major Works are now completed and there will be a large number of Minor Works due to be started. The next section of lamp column replacement will take place in Lossiemouth. Iain also suggested that due to financial savings it was likely that numbers of works would remain the same.</p> <p>Vince (VW) advised that there would be major street lighting works on Nairn Road, Forbes, Wards Road, Elgin, Dunnyduff Road, Keith and Anderson Drive, Lossiemouth.</p> <p>Major Works - Utilities</p> <p>KP advised that Fibre Broadband works still coming forward with the installation of Cabinets and the completion of the missing links in rural areas.</p> <p>Fiona advised that a number of Road Closures would be required defective apparatus and Darren Pointer had details of upcoming Scottish Water Capital Schemes.</p> <p>KP advised that Scottish Water works in Buckpool will be finished by mid October. Contractor worked well with local community and kept them advised of progress.</p> <p>SGN planning to upgrade gas main on Regent Street, Keith by insertion. Works will be undertaken under traffic signals. Works are planned for April 2019 but will need to access the bridge on A96 to carry out diversion/reinforcement.</p> <p>Linda (LG) asked for Utilities to consider gritting routes when planning road closures for works. Moray Council will also be sympathetic to requests to bring works forward to avoid winter weather, especially small scale ironworks.</p> | |

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| | <p>KP has been informed that SGN will be using direct labour team to carry out connections and their chosen reinstatement contractor will be Seivwright Bros. If resources are stretched Kier may help out with gas connections.</p> | |
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| | <p>MAJOR WORKS – BEAR SCOTLAND</p> <p>Hazel (HM) indicated that works were being undertaken on Fochabers Bridge under traffic signals but resurfacing would be done on a Friday evening. Works are also ongoing to replace the rising main on the old Fochabers Bridge. KP reported a complaint was raised by a resident who missed a hospital appointment due to the works. Details were passed onto HM.</p> <p>Bridge works to be undertaken in Keith from 17/10/19 to 23/12/19 and again after Xmas holidays until 22/03/2019. Union Street would need to be closed to reduce delays.</p> <p>Works will be undertaken on A95 at Ballindalloch and Ben Aigen and all lining will be renewed</p> <p>Works will commence shortly on new roundabout at Barmuckity Business Park on A96 at Elgin.</p> <p>KP asked when new Pedestrian Crossing near Dr Grays in Elgin was likely to start. It has been suggested that works might start during the Summer holidays, but it is likely that the TM will affect much of the Moray Council Network at same time. The programming of the works will need to be agreed with Moray Council to reduce disruption on surrounding routes.</p> <p>Iain (IC) raised issue of Arthurs Bridge, Lossiemouth which will subject to a 26 Tonne Weight Limit and semi - permanent signs due to structural defects. This will have the effect of diverting all the HGV's that currently use it onto A96</p> <p>Richard (RA) suggested that this would sever what is already a major route.</p> | |
| 11. | <p>HEALTH AND SAFETY</p> <p>Continual reminder regarding the use of long sleeved vests – this is an ongoing issue both for the Utilities and Local Firms. Anyone with a short sleeved vest needs to hand it in.</p> <p>KP – Reports continue to be received about Signage/Equipment is being left out overnight. Please ensure that when site is completed all equipment is removed.</p> | |
| 12. | <p>TRAFFIC MANAGEMENT</p> <p>No issues.</p> | |
| 13. | <p>CONTACT DETAILS</p> <p>KP highlighted this at the last meeting. Linda has said that often original contact details are no good when the Contractors sub- contract the work out. These problems are worse for Derek, when he needs a site contact. Can all</p> | |

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| | contractors ensure that current contact details are updated. This is particularly important when multiple contractors for the same utility are working near to each other. | |
| 14. | <p>PUBLIC EVENTS</p> <p>Linda (LG) will request early discussions with event organisers to ensure that clashes with Utility Works can be eliminated/minimised.</p> <p>Currently North Street in Elgin is closed due to a building deemed to be unsafe. Works on this street can be undertaken easily but works on the diversion route will be carefully monitored. It is anticipated that the road will be closed for 18 month to 2 years.</p> <p>Utilities need to discuss with the Streetworks Team if they are intending to do any works on Remembrance Sunday. Any ongoing works will need to be suspended.</p> <p>Although there is no official Xmas Embargo on works during the run up to Xmas consideration should be given to the switching on of Christmas Lights in a number of Moray Towns.</p> | |
| 15 | <p>ANY OTHER BUSINESS</p> <p>Brian expressed concerns about the numbers of notices that have been erected for TTRO's. KP indicated that if Moray Council have received payment for a TTRO then we need to erect/take down. It is expected that Moray Council Contractors fulfil the same function their own works.</p> <p>Vince (VW) expressed concerns that even when Streetlighting Team have damaged cable they are told by Openreach Contact Centre that customer must report it first. Duncan advised that this is the only way that damage can be reported.</p> <p>KP – reported that the new Transport Bill would have important implications for all at the Meeting. There is a move to give the Commissioner more powers regarding fines. With reference to Roads – they are going to bring the Council more in line with what the Utilities are doing at the moment.</p> <p>Fiona (FM) reported that the Commissioner is going to undertake an Inspection Function and make things mandatory. A Policy Memorandum will develop a quality template. Scottish Water already have quality programme.</p> <p>KP – thank you for all attending today.</p> | |
| 16 | <p>Date of next meeting – 30th April 2019</p> <p>Training Room 2 – Moray Council Annexe</p> | |