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| <b>THE HIGHLAND COUNCIL</b><br>Community Services: Highland Area  |                      | Scheme<br><b>Highland and Moray Area Local Co-ordination Meeting</b> |                |   |
| <b>SUMMARY NOTES OF MEETING</b>   |                      | Job No.  | File No.       | No. of Pages<br>7<br>+<br><b>Appendices</b> |
| <b>Meeting held to Discuss:</b> Various   |                      |  |                |   |
| <b>Date/Time of Meeting:</b> Thursday 1st September 2022  |                      |  |                |   |
| Issue Date*   | 02/10/0006/0<br>9/22 | Author   | Kirsten Donald | Draft No. 1                                 |
| <p><b><u>1: Introduction and Apologies:</u></b></p> <p>Alison Macleod introduced everyone present at the meeting and advised of those who had made their apologies at not being able to attend the meeting.</p> <p>She explained that Alistair Macleod who normally chairs these meeting was not able to attend so she would be chair today.</p> <p><b><u>Attending / Contact Details</u></b></p> <p><b><u>Highland Council</u></b></p> <p>Alison Macleod <a href="mailto:Alison.MacLeod3@highland.gov.uk">Alison.MacLeod3@highland.gov.uk</a><br/>         Alasdair Brown <a href="mailto:Alasdair.Brown3@highland.gov.uk">Alasdair.Brown3@highland.gov.uk</a><br/>         Andrew MacIver <a href="mailto:andrew.maciver@highland.gov.uk">andrew.maciver@highland.gov.uk</a><br/>         Jonathan Gunn <a href="mailto:jonathan.gunn@highland.gov.uk">jonathan.gunn@highland.gov.uk</a><br/>         Adam Lapinski <a href="mailto:Adam.Lapinski@highland.gov.uk">Adam.Lapinski@highland.gov.uk</a><br/>         Iain Moncreiff <a href="mailto:Iain.Moncrieff@highland.gov.uk">Iain.Moncrieff@highland.gov.uk</a></p> <p><b><u>Moray Council</u></b></p> <p>Andrew Ingram <a href="mailto:andrew.ingram@moray.gov.uk">andrew.ingram@moray.gov.uk</a><br/>         Diane Anderson <a href="mailto:diane.anderson@moray.gov.uk">diane.anderson@moray.gov.uk</a><br/>         Vince Woods <a href="mailto:vince.woods@moray.gov.uk">vince.woods@moray.gov.uk</a><br/>         Claire Rowlands <a href="mailto:claire.rowlands@moray.gov.uk">claire.rowlands@moray.gov.uk</a></p> <p><b><u>BT Openreach</u></b></p> <p>Duncan Maclennan <a href="mailto:duncan.maclennan@openreach.co.uk">duncan.maclennan@openreach.co.uk</a></p> <p><b><u>Scottish &amp; Southern Energy</u></b></p> <p>Gary Hay <a href="mailto:Gary.Hay3@sse.com">Gary.Hay3@sse.com</a></p> <p><b><u>Scottish Water</u></b></p> <p>Fiona McInnes <a href="mailto:fiona.mclnnes@scottishwater.co.uk">fiona.mclnnes@scottishwater.co.uk</a></p> |                      |  |                | <b>ACTIONS</b>                              |

### **Bear Scotland**

Lauren Goodman [LGoodman@bearsotland.co.uk](mailto:LGoodman@bearsotland.co.uk)

### **ESP Utilities Group**

Shaylyn Landman email address unknown

Stefeni Cownley [stefeni.cownley@espug.com](mailto:stefeni.cownley@espug.com)

### **Apologies / Others**

Kyle MacKie [kyle.mackie@highland.gov.uk](mailto:kyle.mackie@highland.gov.uk)

David Murdoch [David.Murdoch@networkrail.co.uk](mailto:David.Murdoch@networkrail.co.uk)

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## **2: Minutes of previous Highland / Moray Local Co-ordination Meeting:**

### **a: Accuracy**

Previous minutes accepted.

### **b: Action Tracking**

Alison Macleod mentioned that Alistair Macleod was looking to obtain emergency contact information from everyone and if they have not already sent it to Alistair could they send it within the next week.

## **3: Local Co-ordination Meeting Reports**

### **a: Review road works authorities' and undertakers' specific major projects incl:**

- i) **Review planned surfacing works and road closures**
- ii) **SU major works and conflicts**
- iii) **Review and confirm whether any other works / remedial works can be completed**
- iv) **Confirm defects / defective apparatus that may be subsumed by the surfacing works**

## **Highland Council, Roads and Transport:**

### **Inverness:**

Alasdair Brown was representing instead of Alistair Macleod. He stated the previous program was still valid and added in a few other resurfacing works mentioned below:

Bruce Gardens has a day time closure between 12/09/22 – 16/09/22

Seafield Road has a night time closure between 19/09/22 – 23/09/22

Harbour Road has a night time closure between 22/09/22 – 23/09/22

Telford Street has a night time closure between 03/10/22 – 07/10/22

Carsgate Road has a night time closure between 10/10/22 – 14/10/22

All works have road restrictions notices on Auroua.

### **Lochaber, Nairn, Badenoch & Strathspey:**

No representative present.

### **Ross & Cromarty:**

No representative present but a programme of works has been submitted by Trevor and will attached as appendix 1.

### **Caithness & Sutherland:**

Jonathan Gunn stated all surface dressing works had been completed in the Caithness area but took longer than advised due to materials issues. They are going to continue to do resurfacing works in the 2<sup>nd</sup> or 3<sup>rd</sup> week of September 2022 and will continue with capital works.

Sutherland started their surface dressing programme but had to stop due to the same issues mentioned above, so it hasn't been completed.

### **Skye:**

No representative present.

### **Street Lighting Issues:**

#### **Inverness, Nairn, Badenoch & Strathspey:**

Adam Lapinski has provided a programme of works for the Inverness, Nairn, Badenoch & Strathspey areas that can be found in Appendix 2 .

He mentioned that the primary contractor used by them, MM Miller is closing down at the end of September, so they are trying to get some urgent works completed before then.

Specifically, he mentioned works at:

Stratherrick Road -core replacement which is ongoing

Crown Road, Academy Street, Millburn Road Junction – replacement of traffic signals which was planned to start 10/10/22.

It was mentioned that a programme from Lighting Ross and Cromarty would be beneficial.

If anyone has any questions about the programme, please contact Neil Fraser in Inverness.

**Ross & Cromarty:**

No Attendance.

**Caithness, Sutherland & Easter Ross:**

Kyle Mackie has provided a programme of works which can be found attached to Appendix 3

**Moray Council:**

A programme of works for lighting & roads can be found attached to Appendix 4 and of underbridge unit is attached to Appendix 5

**Street Lighting**

Works at Duffus to replace columns' is still ongoing

**Roads**

Surface dressing has been completed all over Moray.

They are now starting works to resurface the North East Buckie area and all the works are on the system.

They have repairs at the Black water Bridge on A941 between 26/09/22- 04/12/22

On the A941 North Elgin they are widening the Road on 20/11/22

Orchard Road Forres plans to widen the pavement and traffic signals.

A1180 – Bridge closure on 30/10/22 and a diversion will be in place.

It was also mentioned that The Moray West Wind Farm project that was brought up at the last meeting is to trench cables across the country.

Jonathan Gunn- asked who was providing Moray with Bitumen and Colin replied he didn't know but would find out.

### **Project Design Unit:**

Andrew Maciver has provided a programme which will be attached to Appendix 6 and if anyone has any questions just to contact him.

### **Trunk Road Issues – Bear (Scotland) Ltd:**

Mike Gray has provided a Bear Scotland North Area Routine Programme found attached to Appendix 7 and the North West area is attached to Appendix 8

Lauren Goodman added that all works were on the register and that there were no other issues to report.

### **Network Rail:**

No Attendance but David Murdoch has provided a Network Rail Programme of Works for Highland and Moray that can be found attached as Appendix 9 and 10 respectively.

### **BT Openreach:**

Duncan was not aware of this meeting, but we will send a programme that will be attached retrospectively. This has now been added to Appendix 14. He brought up that he had not been invited and that in future could he and the regional office be included so it appears in their calendars.

### **Scotland Gas Networks (SGN):**

No Attendance but David Mair messaged to say no major works planned for New Gas Connections.

### **Scottish and Southern Energy (SSE):**

Andrew Ewing Submitted a programme that will be attached to Appendix 11.

He mentioned that there will be temporary works on the A87 @ Kinloch Hourn on 09/09/22 to dismantle conductors.

Gary Hay mentioned about the below works in Aviemore:

Holiday Park – new cables to stretch between the chalets

Public toilets car park – overlay cables for more supply

**Scottish Water:**

Darren Pointer has provided a Scottish water programme of works for both the Highland and Moray Council areas in advance of this meeting and these can be found attached to Appendix 12

Fiona McInnes stated that previous programmes stand and there are no issues on the capital side.  
She also mentioned when doing resurfacing works, the areas can contact her regarding free replacement covers.

**City Fibre Project:**

No Attendance and nothing to add.

**BT 75 / 100 Projects:**

Alison Macleod stated that this is ongoing and there is nothing new to add at this time.

**ESP Utilities Group:**

No issues and nothing to add.

**b: Sample Inspection performance and management:**

Alison Macleod shared the Sample Inspection Returns table and it will also be attached to Appendix 13

**c: Disputes and or Improvement Notices:**

Nothing raised for Highland or Moray areas.

**d: Wider issues raised:**

No issues raised.

**4: Matters arising from previous RAUCs:**

Alison Macleod wanted to remind everyone about the changes to how the register operates and that regardless of notice type they all need to have start and close notices within 2 hours of the work taking place. Alison Macleod just wanted to remind stakeholders present that all staff should be made aware, and that they are currently in the soft launch period of these changes taking place. It would be best practice going forward to implement and act on these changes immediately. Also, this change has been raised in previous area and national RAUC Meetings so everyone should be aware of it. In April 2023 this practice will become mandatory.

## **5: SRWC Report and Performance Management:**

### **a: Performance dashboard:**

Alison Macleod mentioned she was not sure if this was needed in the local meetings as they are used in the Area meetings.

### **b): Management report:**

Fiona McInnes brought up that there is a change request in for a report relating to outstanding defects and a better way to consolidate these. She mentioned having a report would be a lot easier

### **c: SRWR report:**

Nothing to report.

## **6: Working Group Reports – consultations and any feedback:**

Alison Macleod stated nothing has been raised.

Fiona McInnes mentioned that there is a training and consulting group that ends next week, the link for this was sent previously by George.

She also mentioned that there was a working group for Coring, which Alison stated was ongoing and another group for SOIR.

## **7: Health and Safety:**

### **a: List of plant protection systems:**

Nothing to add.

### **b: Emergency contact details:**

Alistair Macleod to collate emergency contact details list and will forward to stakeholders as discussed , if anyone has still to send their details to Alistair, please can you do this by end of next week.

## **8: AOCB:**

**Section 117 of the Transport (Scotland) Act 2019 – amendments to start/stop notices.**

Nothing to add.

## **9: Date of next meeting and venue:**

Will take place on Thursday 1<sup>st</sup> December 2022 at 10.30hrs – MS Teams.