

<b>MORAY COUNCIL</b>		Scheme <b>Highland and Moray Area Local Co-ordination Meeting</b>		
<b>SUMMARY NOTES OF MEETING</b>		Job No.	File No.	No. of Pages <b>9</b>
<b>Meeting held to Discuss:</b> Various				
<b>Date/Time of Meeting:</b> Thursday, 7 <sup>th</sup> December 2023 @ 0930 hrs				
Issue Date*	02/10/00	Author	Eilidh Robertson	
				Draft No. 1
<p><b><u>1: Introduction and Apologies:</u></b></p> <p>The group was asked if anyone had objections to the meeting being recorded to assist with minute taking. There were no objections.</p> <p>Colin Matheson opened the meeting and welcomed all. Apologies from Mike Gray and Ryan Newman (Amey); Gary Hay and Edward Johnstone (SSE); David Mair, David Edgar and Darren Bristow (SGN); Andrew MacIver, Stuart Bruce and John Allan (Highland Council); Will Burnish (Moray Council) and Lauren Goodman (Bear Scotland North East)</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>  Gary Slupek <a href="mailto:gary.slupek@highland.gov.uk">gary.slupek@highland.gov.uk</a>  Adam Lapinski <a href="mailto:Adam.Lapinski@highland.gov.uk">Adam.Lapinski@highland.gov.uk</a>  Jonathan Gunn <a href="mailto:jonathan.gunn@highland.gov.uk">jonathan.gunn@highland.gov.uk</a>  Malcolm MacLeod <a href="mailto:Malcolm.MacLeod2@highland.gov.uk">Malcolm.MacLeod2@highland.gov.uk</a></p> <p><b><u>Moray Council</u></b></p> <p>Diane Anderson <a href="mailto:diane.anderson@moray.gov.uk">diane.anderson@moray.gov.uk</a>  Colin Matheson <a href="mailto:colin.matheson@moray.gov.uk">colin.matheson@moray.gov.uk</a>  Vince Woods <a href="mailto:vince.woods@moray.gov.uk">vince.woods@moray.gov.uk</a>  Paul Barron <a href="mailto:paul.barron@moray.gov.uk">paul.barron@moray.gov.uk</a></p> <p><b><u>Scottish &amp; Southern Energy</u></b></p> <p>Andrew Ewing <a href="mailto:andrew.ewing@sse.com">andrew.ewing@sse.com</a></p> <p><b><u>Scottish Water</u></b></p> <p>Darren Pointer <a href="mailto:darren.pointer@scottishwater.co.uk">darren.pointer@scottishwater.co.uk</a>  Emma West <a href="mailto:emma.west@scottishwater.co.uk">emma.west@scottishwater.co.uk</a></p> <p><b><u>Bear Scotland/Amey</u></b></p> <p>Juliette Cumming <a href="mailto:Juliette.Cumming@amey.co.uk">Juliette.Cumming@amey.co.uk</a></p>				<b>ACTIONS</b>

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**SGN**

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**BT Openreach**

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**BT 75/100 Projects**

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**Vodafone**

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**Internetty (WiFi Scotland)**

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**Lothian Broadband**

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**ESP UTILITIES GROUP**

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

**a: Accuracy**

Previous minutes accepted.

**b: Action Tracking**

No items for follow up.

**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:**

No representative present. Previously submitted works programme will stand.

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

No representative present. Previously submitted works programme will stand.

**Ross & Cromarty:**

No representative present. Previously submitted works programme will stand.

**Caithness & Sutherland:**

Jonathan Gunn has submitted list of works (**Appendix 1**) most will fit in now over the next few weeks around the gritting. Notices on Aurora for their works and just weather permitting. Hoping to have most of them tidied up before the Christmas period. Unfortunately, most of money spent for this year so anyone not had potholes done will be upset come January time. Looking for details of someone else for contacts for Network Rail. They were told previously that if they put notices on Aurora for surfacing near a level crossing that Network Rail would automatically respond to them so they could get their representative on site. Done that for works in Sutherland and have had no contact from Network Rail. They also don't have a name or email address for their local people. Just wondering who could point them in the right direction for speaking to Network Rail for coordination of working within 200m of the level crossing.

David Murdoch states that as a matter of course they put a standard comment on for anybody that is working near a level crossing advising that you go to Asset Protection Team. Asked if contact had been made but Jonathan said that he had put the notice on but did not get a note of that. The lady who put the notice on was asked to look out for a note but nothing came back. David asked for the reference and asked when it had been put on. Jonathan said it was put on at the start of November. David said that should have been picked up as they are looked at on a daily basis and the comments should have been on. Asked Jonathan to send details. Jonathan passed details and David said he would check on it. He will also forward on email details for Asset Protection Team mailbox. They should be contacted for any works near the level crossing. If doing any excavation this should go to Asset Protection Team too. Trying to get another internal contact for Controls Team, if it is only for traffic management it might be the case that Asset Protection don't need any involvement and just a case of getting the local Mobile Operation Manager and that

would be through the Control. Looking to put out the 2 different mailboxes depending on the types of works being done.

Colin asked that the email address for the Asset Protection Team is shared with him.

**Skye:**

No representative present.

**Street Lighting Issues:**

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

Adam Lapinski provided plan of works (**Appendix 2**) last week. Primarily, towards the end of the year they are pretty much response driven with column replacement and catching up with some outstanding stuff, single one-off replacements. If you need any more details just to give him a shout. All of it will be noticed on Aurora. For the start of next year their plan is primarily Nairn and towards the second half of January probably February as well. Fishertown will be their main area of concern so if there are any other works there then please get in touch as Fishertown is an awkward enough area as it is. In Inverness, in early January, they are planning to install some new street lighting on Bught Lane and Bught Road, this is the area in front of the rugby club. This is kind of a part of the existing ongoing riverside way project works but it's actually separate from it. There shouldn't be more disturbance that what is happening there right now. Should be in and out in within 2 weeks. Hopefully, there should be no closures going on and should be fairly clear. Rest is in planning stages for next year. If you need any more information, just get in touch.

**Moray Council:**

Roads – Paul Barron stated they have problems with chargehand resource particularly in west Moray seriously affecting their ability to plan the remainder of the resurfacing projects in west Moray area and any footway projects to the year end and any other work projects to year end. They are at ½ resource in their operations for chargehands and struggling to fill any unfilled vacancies. East area substantially completed the whole resurfacing programme in east Moray and between now and Christmas their focus will mostly be footway projects in Tomintoul and Conval Street, Dufftown, probably the new year before that starts. Any remaining drainage and other works projects in the programme circulated will likely be slotted in as and when if they can get out of winter maintenance from now until the end of the year. They will all be noticed in Aurora as they progress. For information they have 2 significant landslips, one on the A939 between Tomintoul and Bridge of Avon which currently has priority traffic management and the other on the C1H the back road from Dufftown to Maggie Knockater where the road is closed. No idea where the budget is going to come to fund these. They are fairly substantial and beyond the means of roads maintenance to resolve. They are currently with consultancy to design up solution and costs so more at a later date.

Street Lighting - Vince Woods said they are currently working in Forres, in Kintail Grove, Bynack Place and in Mosstodloch Findlay Road and Birnie Place. They are struggling with resource of electricians and have 1 electrician and one coming back from sick leave so have 2. They've got area faults happening which they are having to deal with which is giving them a backlog in their own work and a backlog in the private party work which they are trying to get to. Live harbour takes precedence

over capital project so just have to work away at it. Their programme is going reasonably well to plan. They are having issues with getting connections from SSE. They have had a response back from them. They have about 20 jobs with multiple jobs in them and SSE have come back saying that an application has to be made for each individual job. A lot of work but will just have to get on with it. Hoped that there could have been a block booking, but SSE have said that it will have to be individual applications. **(Moray works programme at Appendix 3)**

### **Project Design Unit:**

Gary Slupek sent apologies from Andrew Maciver. Programme for the capital design throughout the Highlands has been submitted **(Appendix 4)**. Most are relatively low impact for the utilities other than for 3 projects; Uig harbour redevelopment which is well established and well ongoing and Corran Ferry which is planned and the only other one which might have a major impact is the redesign of Wick High Street. If anyone has any queries or wants to discuss what the impacts may be then to let Gary know and he will get in touch with the relevant team leaders.

### **Trunk Road Issues – Amey:**

Juliette Cumming from network team Amey North-East. Just stepped in at the last minute so has not much of an update. The works are on the register.

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

Elaine Paterson stated all works on the Scottish Roadworks Register.

### **Network Rail:**

David Murdoch said all the works are on the register. There is a programme ongoing right across Scotland renewing all the old wooden railway access stairs at most of the bridges picking a different area each time. He has noticed 2 or 3 cropping up in Highland and Moray in the next couple of months so you will see them coming in. Usually all over night, 2/3 nights at the most.

### **BT Openreach:**

Ian Dalrymple said that all works are on the register. Shaun Munro will provide update on R100 in Highland and Moray at the moment.

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

Katie Patullo said plan of works for Elgin had been sent over and David has got back with the works they are planning to do to the end of the financial year continuing works in Murray Park area and then start the work in Ness Walk in Inverness, having liaised with the council. A few notices in Aurora for some bulk service projects that are being started next year. Thanked those who had provided street lighting plans. They won't be extensive just 1 or 2 days work at a time. There are about 100 to be done but will just get done when they have time. The notices will go in.

Colin asked if there was an update on Forres. Darren Bristow not present but he has circulated the works programme **(Appendix 5)**.

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

Andrew Ewing apologised for not getting the list of transmission projects affecting roads this morning. If anyone has any questions, he will pass them to project managers. In response to Vince's problem with connections. Don't know if Gary can help with that. Connection business tends to run separately, and they have a problem internally between transmission and their own connections department. Nothing else to report.

### **Scottish Water:**

Darren Pointer said all works are on the register. Upcoming works, the job at Herricks Water Treatment Works is going well doesn't seem to be any major issues there. Up in Wick just now coring the last lot of emergencies, by end of December should be out of Wick. Ongoing works at Occumster and Thurso (**works programme at Appendix 6**).

### **City Fibre Project:**

No representative present.

### **BT 75 / 100 Projects:**

Shaun Munro said that in Highland area R100 is almost finished just a couple of small jobs to finish in the new year. All R100 work is moving to Moray. Elgin and Hopeman ongoing now. Lossiemouth and Alves to start in January with about 6 months of work slightly longer for these 4 areas. Will go on the register as and when their suppliers start to pick up the jobs.

### **Internetty (WiFi) Scotland**

Rob Cowan says he has nothing on the register at the moment. Nothing planned right now if anything crops up they will make sure it is added.

Colin asked about the job at Mulben and wanted clarification if it was on A95 or on council road. Rob said it is on A95. It will be Openreach who will need to put lights up. Just waiting for them to come back on that.

### **Vodafone**

Karyn Davidson said that they have some works in Kingsmill Road, Inverness removing a telecoms pole. There is also a telecoms pole drop. Will get an update as it is due to be completed tomorrow. That is a road closure.

Alison MacLeod asked if we had any response from Lothian Broadband. Jim Moran from Lothian Broadband is in attendance.

### **Lothian Broadband**

Jim Moran said all works on the register. Plan of works will probably be in the new year. Closing down everything they have. Currently in Tain, Portmahomack, Inver, Hilton, Golspie, Brora, Helmsdale, Lerwick, Ardgay and Bonar Bridge and some of them coming to a close. Helmsdale is just starting; Brora and Golspie, Brora nearly complete and Golspie getting on with it. Everything is ongoing. Asked if anyone has any issues or wanted to raise.

Alison Macleod said she hadn't heard of anything but would ask around. Jim is on the ground all the time and in the area full-time so he can deal with any issues.

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

All circulated. No comments.

**(Highland: Appendix 7 and Moray: Appendix 8)**

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

Nothing

**d: Wider issues raised:**

Nothing

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

Nothing.

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

Covered in North area meetings.

**a: Performance dashboard:**

**b): Management report:**

**c: SRWR report:**

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

Nothing

**7: Health and Safety:**

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

Up to date.

**b: Emergency contact details:**

Any changes just email Alistair MacLeod.

Colin asked if Alison could keep an eye on things whilst Alistair is off. Alistair may still be picking up emails. She has asked that she is copied into any changes.

**8: AOCB:**

Alison MacLeod talked about claims from BT about cable strikes. BT's legal side who are driving claims saying we haven't followed the 'Call before you dig' service. We are supposed to call and get a network protection officer every time they dig. This is clearly not the process that takes place in Scotland and our vehicle for notifying works is the register. Asked has anyone else come up against this requirement and if not, it appears that they are taking the view that all our workers have been told you have to get someone out of the office immediately, take lots of photos, lots of records. If it is not to a satisfactory depth then we will not pay the claim, it's as simple as that. Concern that there appears to be no inclination on the part of BT legal service to educate themselves as to what happens in Scotland. Don't know what happens in England, perhaps different legislation. She doesn't want them to have the understanding that we are supposed to contact them as if we are Joe Bloggs building a single house in the country every time we want to dig in our asset. It is our asset. We will not be doing that we will be noticing our works in the register, full stop. Asked if anyone else had come across this.

Rob Cowan, who has been working with Openreach, hasn't come across this. Now that their assets are finally on Aurora then realistically Alison's point of view is correct, you notice and check Aurora and if it is not accurate on that front then there is no valid claim.

Ian Dalrymple spoke to their legal team and advised them that the vault interface should be up and running and should be 100% and that will be the preferred way for most people to get information on their underground apparatus. Notified them of this and would also say that if on a job you are unsure of anything there are the local Plant Protection Officers that you can phone who can give rough indication where cables are. The facility is there. There is a dedicated number or you can go through Ian.

Alison is aware of all these routes. Asked if the information is comprehensive in the countryside.

Ian said it should be. It should be accurate. Send the same information to the vault.

Alison said it doesn't help if the cable is 50mm below the grass.

Ian said he knew about a recent instance raised by Kevin. Ian picked this up and put a note in that this was shallow. Going forward they want to work together to keep a good relationship.

Alison's concern is that in 3 years' time that we might get a claim even though a note is against it. Regardless of if a note has been put against it, but a paralegal may come back stating you didn't 'Call before you dig' therefore you are liable. They don't put these things out straight away, years later, records are hard to find, change of personnel, etc. The legal don't acknowledge anything they just want you to pay up. If it is shallow in future we won't be. Don't have access to notes on internal systems so in time we have no access to that information. So not a huge amount of comfort to us.

Ian will chip away at this to slicken up the whole process. Try to find out why there is a massive lag. At legal side it tends to be slower. Ian has asked that we leave it with him and see what he can do on his side. If anyone else has an issue just to contact Ian.



Paul Barron said they have had few issues with Openreach, claims for damages to cable that have been slung in the bottom of ditches. He has written back to BT legal asking them to provide the written permission from Roads Authority to interfere with our drainage. Doesn't know if he will hear much back about that.

Alison has also had that too. They have recorded them and passed them to BT to get them properly installed.

Ian said that a lot of the cables like that and along bushes, tree lines, etc. definitely not new fibre cables more than likely temporary cables that someone should have dug down. They do come across it. Ian agrees that BT should not be claiming for them and they should be buried to the correct depth.

Shaun Munro says that all new infrastructure and fibre going in will be to the minimum depth in the verge, footway and carriageway. Not aware of any recent issues with the new fibre roll out. They have same issue with suppliers and deal with it internally themselves, they rectify before it is picked up by local authorities.

Ian said that all the cable he has seen has nothing to do with the fibre roll out its purely the old copper network and temporary services, Nothing on the fibre roll out.

David Murdoch went back to Jonathan with his previous enquiry. David said it was an old notice and comment had been added. Jonathan will have to go back and check to see what has happened. Comment went on about an hour after the notice was raised, that has the Asset Protection mailbox detail is on the comment. Being the Street Works team they check all the incoming notes and put the comments on but from there on it is up to the works promoter to contact the Asset Protection Team, they don't get any sight and don't know if anybody has made contact or at what stage the discussions are at. Their part is only to put the comment on.

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

Agreed that the next meeting will take place on Thursday, 7<sup>th</sup> March 2024 at 0930hrs– MS Teams.

Colin closed by thanking everyone for coming and wishing everyone a great Christmas.