



NORTH of SCOTLAND AREA ROADS AUTHORITIES & UTILITIES COMMITTEE

Minutes of the QUARTERLY MEETING

Date: Wednesday 1st August 2018

**The Learning Centre Meeting Room, The Highland Archive Building,
Bught Road, Inverness, IV3 5SS**

Present:

Kevin Abercrombie	K.A.	Aberdeen City Council
Nitha Babu	N.B.	Aberdeenshire Council
Angus Carmichael	A.C.	Scottish Road Works Commissioner
Graeme Davidson	G.D.	MBNL / EE
Karyn Davidson	K.D.	Vodafone
Jim Ditchburn	J.D.	Balfour Beatty on A.W.P.R. O & M
Tommy Deans	T.D.	Bear Scotland N.W. and N.E.
Garry Duncan	G.D.	SSE Networks
Irvine Ellis	I.E.	SSEN
Jim Forbes	J.F.	CityFibre
John Johnson	J.J.	Shetland Islands Council
Caroline McAdam	CMcA.	Network Rail
Fiona McInnes	F.McI.	Scottish Water
Duncan MacLennan	D.MacL.	Openreach
Alison MacLeod	A.MacL.	The Highland Council
Donald Macleay	D.A.MacL.	Western Isles Council
Gordon McMillan	G.McM.	G.T.C.
Peter MacNab	P.MacN	Bear Scotland N.W. and N.E.
Craig McQueen	C.McQ.	Scottish Water
Kevin Price	K.P.	The Moray Council
Iain Ross	I.R.	O.S.R.W.C.
Ruth Scott	R.S.	SSE Telecom
Antony Thorpe	A.T.	Balfour Beatty on A.W.P.R. O & M
Matthew Wylie	M.W.	Orkney Islands Council

In Attendance:

George Borthwick	G.B.	Secretary
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Apologies

David Armitage	D.A.	Aberdeenshire Council
Gerry Cullen	G.C.	Traffic Scotland
Stephen Finch (Chair)	S.F.	Openreach
Douglas Haughey	D.H.	Century Link
Damian Irving	D.I.	Level 3 / Century Link
Brian McAteer	B.McAt.	Energetics
Derek Smith	D.S.	The Moray Council
Thomas Smith	T.S.	Shell

Apologies (Continued)

Robert Young

R.Y.

Scottish Government (Digital Scotland)

1. Welcome and Introductions

Duncan McLennan in the absence of Stephen Finch welcomed all to the meeting.

Apologies were recorded as above.

2. Minute of the last Meeting held on 2nd May 201

a. Accuracy

The Minutes of the previous meeting held on Wednesday 2nd May 2018 in The Beach Ballroom, Beach Promenade, Aberdeen, AB24 5NR were agreed with the following correction.

Page No 4 Item No. 7b Traffic management Issues

Paragraph No. 3 should read with Sample replacing Cat: -

A.MacL. reminded all that information boards should be provided on sites. It was a Sample A Inspection failure where they are not provided.

b. Matters Arising

Matters arising from the previous meeting are recorded on the Action Tracking Summary.

3. Local RAUC Reports

a. Aberdeen City Local RAUC

K.A, advised all that the embargoes in Aberdeen would run from 5th November to 7th January but they would appear on the Register.

b. Aberdeenshire Local RAUC

No issues were remitted to this meeting from the Aberdeenshire Council Local RAUC.

c. Highland Council Local RAUC

An issue has arisen where a smell had been reported to Scottish Water who checked the site and without discussion with the R.A. removed a gulley. On raising this issue Highland were informed that the gulley had damaged the sewer which had resulted in the reported smell of sewage. A meeting has now been arranged but the point was that there should have been a consultation before removing the gulley. The location requires a gulley so there will have to be further work to replace it resulting in more disruption.

d. Moray Council Local RAUC

The next meeting will be held on 26th September 2018.

e. Orkney Islands Local RAUC

No issues were remitted to the meeting from the Orkney Islands Council Local RAUC held on 23rd May 2018.

In answer to a query I.R. indicated that the Works Promoter App which had been introduced recently only allows access and action on the users works and did not provide information on other Organisations works. The Inspections App which comes on line on all platforms in November / December will provide the information on all works which Orkney is looking for.

f. Shetland Islands Local RAUC

SSE had provided a Representative which was much appreciated.

g. Western Islands Council

No issues were remitted to this meeting from the Western Islands Council Local RAUC held on 24th May 2018. The next meeting will be held on 6th September 2018.

4. Matters Arising from RAUC(S) Meeting – 6th June 2018

The previously circulated draft Minutes were taken as read.

5. National & Local Coring Update

i. National Coring Update

Kevin Price is the NoSRAUC Representative on the Working Group.

A verbal update report was made as follows: -

- Advice Note No. 3 was being reviewed.
- Problems in the last programme such as accreditation were being considered and improved advice added to the draft.
- The Commissioner had indicated that his Office would be unable to develop and issue a standard Contract for Coring for the whole Community. Jim Clegg would be working in the office part time and will assist in issues such as coordination of the programme.
- Based on the above the programme in each area would require a R.A. lead Authority to issue a Contract and co-ordinate the Area Contractor and Programme. Moray had led the last programme and would prefer if one of the other R.As took the Lead this time.
- The Island Councils and Transport Scotland would be included in this programme.
- The programme would cover the reinstatements carried out between 1st April 2018 and 31st March 2019. The timetable for the coring programme was being developed and the current deadline for commencing the coring was the end of July. The full dateline programme would be issued in due course.
- Tender submissions with qualifications and method statements would be required in time to let Contracts early in June.
- The visit to the Islands would be based on one visit for coring with no return visits so all sites would have to be completely agreed and ready for coring. This would be necessary to get as low a rate as possible, but it was anticipated that it would be higher than the mainland rates.
- The next meeting will be held by the end of August with a planned publication of the Advice Note as early as possible.
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ii. Local Coring Programmes Update

C.McQ. reported that the coring on the Capital works was ongoing with major works being cored monthly. The minor works coring programme would commence soon.

6. SRWC Report & Performance

a. SRWC Report

The following verbal report was submitted from the Commissioner's office: -

- The Performance Reviews for April 2017 to March 2018 are in the final stages of drafting and would be issued in 2 to 4 weeks.
- The target for Noticing Failures had been set at 4%. Some Organisations were already meeting that target but those which were not must review their operations and while they would receive warnings in the immediate future it is likely that penalties would be issued to any Organisation failing to meet the required performance.
- All should note the contents of the Transport Bill including the proposed introduction of Quality Plans, greater powers for the Commissioner, mandatory submission of plant details to VAULT etc. All should submit comments to the Scottish Government by the end of September to avoid having legislation passed which may be unpalatable. The view was that a permit scheme was not required in Scotland and that should be made clear in responses.
- The new TTRO charges which Dundee Council approved for 2018/19 had been declared ultra vires. The Commissioner had met with the Council Representatives and the matter was being reconsidered. Because the decision was made by the Council it is likely that changes would need to be resubmitted to the Council for approval. It was noted that no Organisations had been asked to pay the new charges to date.
- Tim Masters was retiring and Jim Clegg (ex-Glasgow City Council) would take his place. His tasks would include the coring programme, drafting a response to the Bill, following up on Tim Masters work to prepare reports on trends etc.
- The Fees and Amounts were fully collected. Several Organisations had been late in paying.

b). SRWC Indicators and Statistics Reports

The previously circulated Dash Board Performance Report was taken as read with the following comments: -

- All Organisations should comment back to the Commissioner's Office on performance which is indicated as red.
- All should note their performance against the targets and where necessary work towards improvement.
- Some R.As still appeared to be issuing fewer Notices than would be anticipated. Orkney were appointing staff to deal with Register issues.
- Scottish Water were having problems closing some Notices. This should be raised with I.R. in order that he could take the matter up with Symology. While a proper solution is required to deal with this matter the current work round should suffice. **Action – F.McI. / I.R.**
- If an Organisation was carrying out a major clearance of old Notices etc they should report it to the Commissioner's Office so that it could be considered as mitigation in preparation of the Performance Reviews. **Action – Any Relevant Organisation / O.S.R.W.R.**
- Openreach and Vodafone should review the number of outstanding reinstatements on the Register.

- Problems were still being recorded with no T.M and Contact information. Highland Staff have received instruction on this matter. Shetland's statistics on this category were possibly due to late entry.
- If there were problems with the Register they should be passed to I.R. to provide advice or check if there was a Register malfunction. **Action - All**

b. Improvement Notices – Action Tracking

The previously circulated paper had been issued for information and comment: -

It was noted that no Improvement Notices had been issued in the NoSRAUC Area.

7. Safety

a. Safety Concerns/Issues

No issues remitted to the Committee.

ai. Blades attached to Signs

All had noted the content of the previously circulated paper on the problem of craft knife blades being attached to temporary traffic signs endangering site operatives moving them. There had been no reported instances of this problem in the NoSRAUC Area.

aii. Masts in Verges (Western Islands Council)

The previously circulated paper was taken as read with the following comments: -

- D.A.MacL. indicated that a company (WHP Telecom) had moved into the Western Isles to erect masts for transmitting data from smart meters. They had indicated that under the Electronic Communications Code they had powers to erect these masts without reference to the R.As.
- This was being contested by the R.A. and the Organisation was being asked to place the masts 3.0 metres from the edge of the road. The Organisation however was insisting that they would only place them 1.5 meters back from the road. This was to avoid land purchase or the requirement for wayleaves.
- The mast foundation details had been requested and that information was awaited.
- The Committee confirmed that the Electronic Communications Code had to be read in conjunction with the NRSWA and other relevant Legislation and Codes relevant to working on or adjacent to roads in Scotland.
- The requirements of the DMRB for structures could also be introduced to the discussions. This required the erection of safety barriers where the diameter of a structure was over a certain size.
- A.MacL. indicated that the same Organisation had given problems in Highland and in one case they were now having to resite an already erected mast. Highland Council had appointed a Consultant to deal with this Organisation on the erection of their masts. This had proved worthwhile.
- For these works they would be required to contact the Commissioners Office and join the Register. Their powers would be checked to ensure they could operate as an S.U. and would not require to operate under a Section 109 Permit.
- A safety Audit could be requested to ensure that the mast was erected in a safe location.
- Reference should be made to Advice Note No. 28 – Above Ground Apparatus.

- The works are being registered by the Organisation employing WHP Telecom. This is one of the Electricity providers.
- Under the NRSWA the R.A. has powers of direction which could be used.
- The Council will be requesting a meeting with WHP Telecom.
- The Commissioner asked D.A. MacL. To send him details of WHP Telecom.

b. Traffic Management Issues

No Issues remitted to the Committee.

8. Information on Strategic Programmes of Works

a. Roads Authorities

On 24th to 26th August Aviemore will be hosting Thunder in the Glen which results in a major influx of visitors with a high percentage of motor cyclists. There will be ride outs during the weekend. S.U.s should be aware of this event and carry out works only in emergency in Aviemore and the surrounding area.

In Aberdeen there is a sewer / flood prevention scheme affecting Guild Street / Market Street. Discussions are ongoing to reduce the traffic congestion. The plan is to have the project reprogrammed into 2019.

b. Statutory Undertakers

The CityFibre / Vodafone Fibre to the Premise (FTTP) programme in Aberdeen is about to commence and meetings have been held with Aberdeen City Council to agree the requirements of the works.

The Commissioner commented on the improvement in the CityFibre performance over the last year.

SGN have works planned for Kenneth Street, Inverness on weekend 8th / 9th September and again over the period 8th to 29th October. These works will require closures and diversion so traffic problems are likely.

c. Aberdeen Western Peripheral Road

The project is being progressed with an opening in 2 to three months. There will be a phased opening working from north towards the south end. The audit programme is progressing.

di. Superfast Broadband – Aberdeen City / Shire Programme Update

R.Y. provided an update on the programme. Subsequent to the meeting he has provided the following script: -

DSBB Programme is still generally on planned Programme Targets. Have achieved over 3620 LIVE CABS across all of the 27 Councils in the Rest of Scotland Area. Number of Live CABS/FTTP installs and planned activity for this and next Quarter for each LA is shown below (figures are approximate and unverified).

Rest of Scotland Programme applies to Aberdeen City and Aberdeenshire Councils only.

	CABS LIVE	FTTP LIVE	CABS for This and Next Q	FTTP for This and Next Q
Aberdeen City Council	>150	>15	Up to 15	Up to 25
Aberdeenshire Council	>320	>50	Up to 50	Up to 75

Deployment is now almost exclusively for Exchange Only Line (FTTC EO) solutions, which involve 2 new Streetside Cabinets (or an All In One – AIO – Cabinet solution), or Fibre to the Remote Node (FTTrN), in effect a mini fibre CAB. Fibre to the Premise (FTTP) deployment has been fully ramped up, but this involves less civil engineering works and therefore impact on Roads Authorities and other utilities. There may be potholing and mole plough works in rural areas.

The Phase 1 Programme ended in DEC 2017 and a Phase 1 Delivery Report is to be issued to Councils in the coming months. There is further ongoing deployment works in 2018 and perhaps 2019 termed Extended Build from “Gainshare” funding, involving additional new CABS and FTTP installations.

Beyond that there is a further deployment termed “Reaching for 100” to cover the remaining premises that will be without access to Superfast Broadband. This contract is currently under procurement.

dii. Superfast Broadband - H.I.E. Programme Update

Programme Overview – Highlands and Islands

J.C. was not present at the meeting therefore there was no update on the programme.

9. Proposed Changes to Road Designations

No issues were remitted to this meeting.

10. Management and Operation of the SRWR

A verbal report on the Operation of the SRWR was presented as follows: -

- The next SRWR System version no. 3.7 will be released at the end of September.
- The provision of the Reports on line within the Register are being developed and will be released soon.
- The Promoter App for recording actual start and finish dates for works is now available on all platforms. If the wrong information is entered it can be corrected.
- The VAULT App will be available on all platforms later in August
- The Inspections App will be available on all platforms later in the year.
- All should have changed or be preparing to change to the new domain URLs. The existing domains will be closed and if an Organisation has not made the change and there are IT issues it will not be able to access the Register.

11. Gazetteer Report

The Report was taken as read with the following comment: -

- The NSG Specification and conventions are being reviewed and will be reissued in due course

12. Systems Assurance Team

The SAT is looking for a S.U. volunteer to replace Elaine Stewart who has stepped down.

The SAT and Symology are working together on the development and testing of Aurora.

If there are any suggestions for improvements to the Register they should be submitted as a Change Request to SAT via the area Representative. **Action - All**

13. Community Apparatus VAULT

The following comments were made: -

- All telecom Organisations except Openreach are now either uploading or preparing to upload their data.
- Two monthly uploads will be introduced in the near future. For the present the Commissioner will be looking for at least 4 uploads per year. Uploads should be submitted, and they will be dealt with at the next 2 monthly loading.
- The Dash Board has been modified to deal with the 2 monthly loading.

14. AOCB

a. List of Plant Protection Systems

The list would be circulated to each meeting and all were asked to check the data and advise the Secretary of any additional information or changes so that it could be kept up to date on the Web.

b. Emergency Contact Details

The list would be circulated to each meeting and all were asked to check the data and advise the Secretary of any additional information or changes so that it could be kept up to date on the Web.

c. NoSRAUC Meetings 2019

The dates for the NoSRAUC meetings for 2019 were approved as read.

d. Transport Bill

A reminder was issued by the Commissioner to all to ensure that they submitted a response to Transport Bill to the Scottish Government as soon as possible. **Action - All**

e. D2 Inspection Accounts

K.A. indicated that there were outstanding accounts for D2 inspection failures which had been issued to Scottish Water.

F.McI. asked for details in order that she could check for a problem. **Action – K.A. / F.McI.**

15 Date and Venue of Next Meeting

The Next meeting will be held on **Wednesday 7th November 2018**

VENUE - The Beach Ballroom, Beach Promenade, Aberdeen, AB24 5NR

Future Meetings: -

February Meeting**	Wednesday 6 th February 2019
May Meeting***	Wednesday 1st May 2019
August Meeting**	Wednesday 7th August 2019
November Meeting***	Wednesday 6 th November 2019

Meeting Venues: -

** The Learning Centre Meeting Room, The Highland Archive Building, Bught Road
Inverness, IV3 5SS

*** The Beach Ballroom, Beach Promenade, Aberdeen, AB24 5NR

The Meeting Closed at 12. 30