

NORTH of SCOTLAND AREA ROADS AUTHORITIES & UTILITIES COMMITTEE

Minutes of the QUARTERLY MEETING

Date: Wednesday 7th November 2018

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

Present:

Tommy Deans (NoSRAUC Chair)	T.D.	BEAR Scotland N.W. and N.E.
Kevin Abercrombie	K.A.	Aberdeen City Council
David Armitage	D.A.	Aberdeenshire Council
Iain Campbell	I.C.	Balfour Beatty on A.W.P.R. O & M
Gerry Cullen	G.C.	Traffic Scotland
Graeme Davidson	G.D.	MBNL / EE
Karyn Davidson	K.D.	Vodafone
Garry Duncan	G.D.	SSE Networks
Irvine Ellis	I.E.	SSEN
Jim Forbes	J.F.	CityFibre
David Hearty	D.H.	MBNL / EE
Lindsay Henderson	L.H.	O.S.R.W.C.
Ken Lowson	K.L.	Ineos Forties Pipeline Systems
Caroline McAdam	CMcA.	Network Rail
Fiona McInnes	F.McI.	Scottish Water
Duncan MacLennan	D.MacL.	Openreach
Alison MacLeod	A.MacL.	The Highland 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
John Muir	J.M.	G.T.C.
Kevin Price	K.P.	The Moray Council
Kat Quane	K.Q.	O.S.R.W.C.
Neil Robertson	N.R.	Shetland Islands Council
Kat Quane	K.Q.	O.S.R.W.C.
Kenny Roy	K.R.	Orkney Islands Council
Ruth Scott	R.S.	SSE Telecom
Antony Thorpe	A.T.	Balfour Beatty on A.W.P.R. O & M

In Attendance:

George Borthwick	G.B.	Secretary
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Apologies

Stephen Finch	S.F.	Openreach
Stephen Fisher	S.Fis.	CenturyLink
Ian Humphries	I.H.	Energetics

Apologies (Continued)

Donald Macleay	D.A.Macl.	Western Isles Council
Chris Skivington	C.S.	SGN
Derek Smith	D.S.	The Moray Council
Robert Young	R.Y.	Scottish Government (Digital Scotland)

1. Welcome and Introductions

Tommy Deans (BEAR Scotland) introduced himself as the Chair Person for the next two years and welcomed all to the meeting.

Apologies were recorded as above.

2. Minute of the last Meeting held on 1st August 2018

a. Accuracy

The Minutes of the previous meeting held on Wednesday 1st August 2018 in the Learning Centre Meeting Room, The Highland Archive Building, Bught Road Inverness, IV3 5SS were agreed as read.

Item No. 3a Aberdeen City Local RAUC

Update – Note that since the August meeting the Christmas Embargo will be introduced from 19th November 2018 and will last until the 7th January.

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

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

b. Aberdeenshire Local RAUC

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

c. Highland Council Local RAUC

Openreach - A box built on the line of a ditch on Drumossie Brae needed to be removed or the pipe which was provided would need to be increased in diameter as the restriction would lead to drainage problems. **Action – D.MacL.**

Several failed reinstatements had been repaired in Old Edinburgh Road without Notices being registered. A.MacL will send D.MacL. an email with details of the problem.

Action - A.MacL / D.MacL

Scottish Water – The repair to a drain which had resulted in the removal of a gully had still to be rectified. **Action – F.MacL.**

d. Moray Council Local RAUC

No issues were remitted to this meeting from the Moray Council Local RAUC. the next meeting would be held on 17th April 2019

e. Orkney Islands Local RAUC

No issues were remitted to the meeting from the Orkney Islands Council Local RAUC. The next meeting will be held imminently.

f. Shetland Islands Local RAUC

No issues were remitted to the meeting from the Shetland Islands Council Local RAUC. The next meeting will be held imminently.

g. Western Islands Council

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

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

The previously circulated draft Minutes were taken as read with the following comments: -

Jim Clegg of the Commissioner's Office would provide input to the National Coring Programme. He will check and ensure end dates on the timeline were being achieved.

There was unlikely to be any increase in the Sample Inspection fees.

On Street Electric Vehicle Charging – It was noted that in Scotland the use of the Street Lighting circuits was not possible due to capacity and the fact that the poles were controlled by time switches.

Technology relating to the vehicle charging is moving so quickly that the method of charging may overtake the need for on street charging. Transport Scotland is involved in this matter.

a) RAUC(S) Working Group Recruitment

At present the Groups are fairly well populated but if there is a need for a rep in the NoSRAUC Area. All should consider either volunteering or providing a volunteer with suitable knowledge from their Organisation.

If Committees / Working Groups are not available to deal with Code / Advice Note drafting it is possible that the task will be adopted by others and the documents issued to the Community without their input. There is currently a NoSRAUC vacancy on the Inspections Working Group and there is likely to be a need for this Group to deal with issues arising from the Transport Scotland Act when it is published in 2019 / 20.

Action - NoSRAUC

5. National & Local Coring Update

i. National Coring Update

C.McQ. gave a short verbal update report as follows: -

- The next meeting will take place on Thursday 8th November.
- The review of Advice Note No. 3 was almost completed.
- The arrangements for Transport Scotland to be included in the programme this year is still in discussion. Traffic Management on high speed roads and Access Agreements will need to be accommodated in the Advice Note. The involvement of the Trunk Road Operators will have to be agreed. The T.R.Os could provide the traffic management on the high speed roads. An Order from T.S. would be needed to allow the TROs to provide the T.M. It was noted that samples could be provided on urban and rural single carriageway roads.
- There appeared to have been a lack of consultation with the Island R.As about their inclusion in the programme. This will have to be dealt with before contracts are issued as the cost of coring will be higher on the Islands due to transporting the plant over from the mainland. With tight budgets any increase in expenditure is difficult to accommodate. L.H. agreed to discuss this matter with the Commissioner. **Action – L.H.**
- The non-standard materials used on the Islands would need to be accommodated in the Programme.
- D.J.A. indicated that Aberdeenshire has agreed to be the R.A. Lead Authority.
- The possible procurement of the Coring Contract through Northern Roads Collaboration Joint Committee would be considered. At present the Island Councils and the T.R.Os are not represented on the Joint Committee. This proposal would be considered further.
Action – D.J.A.
- The Advice Note allows for the S.U.s to read the details of the proposed Contactor's competency and method of working details before the Contract is let.

ii. Local Coring Programmes Update

C.McQ. reported that the Scottish Water coring programme was ongoing.

6. SRWC Report & Performance

a. SRWC Report

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

- The Performance Reviews had been issued. There were a number of Organisations which had been asked for a response indicating their improvement plan. Some R.A. responses were late (after the 31st October) and reminders were issued.
- Jane Dunlop will return to work in the Commissioner's Office on the 3rd December and Kat Quane will transfer to Transport Scotland continuing her secondment from South Lanarkshire Council.
- The responses to the Transport Scotland Consultation on Narrow Trench work closes on 7th December. All were asked to respond to the Consultation. **Action – All**
- A reminder was issued that no personal details should be provided in the Free Text Fields.
- Comment was made on the lack of comment in the T.M. / Safety Items on the Agendas at the meetings.
- There are a number of matters which are raised at the Area Meetings which should have been dealt with at the Local Meetings. If the matter cannot be resolved at the Local Meeting it can be escalated to the Area Meeting.

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. On the Quarter 2 Report no responses had been received.

Action - All

- A list of the Targets was now provided with the Reports. Two report sheets had been issued this quarter – one for the R.As and the other for the T.R.Os.
- The timing of the Gazetteer Report and its issue in the quarter can be out of sync. The revision to allow bimonthly uploads will affect the dating of the report and this will be reviewed.
- A.MacL. reported that she had a number of No Contacts Recorded but on further investigation she has been unable to locate them or discover who may have caused the issue. The help desk had been unable to provide any solutions to the record problem.

Orkney had the same problem with their records.

A.MacL. and K.R. were asked to send details to I.R. in order that he could check out the problem.

Action – A.MacL. / K.R. / I.R.

- There is a problem with the T.R.Os not recording Cat A Inspection results. This may be exaggerated by the low number of Inspections carried out.
- Any Organisation carrying out a clear out of old Notices should inform N.B. in order that it can be recorded as mitigation for the increased failures.
- D.J.A. informed K.Q. that they had recently transferred Notices to closed which were previously recorded as clear. This will affect their statistics.

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 in the last Quarter.

7. Safety

a. Safety Concerns/Issues

Comments on safety were recorded as follows: -

- D.J.A reported that Aberdeenshire had called a meeting with Openreach and KNNS to discuss T.M. on the Broadband contract.
- A suggestion was made that a presentation was given on this topic to raise the profile of site safety which could not be ignored and needed to be considered. This could be done in association with the police in Inverness. If this proposal is confirmed A.MacL. will investigate whether or not an alternative suitable room can be provided.

Action – A.MacL. / T.D.

- Concern was expressed about sites being set up with no safety zones.
- Safety needs to be aired at the relevant level to ensure that the knowledge of what is required is circulated and acted on.
- The use of Temporary Traffic Signals needs to be addressed by both R.As and S.U.s. Site are being set up and left with the incorrect timing to accommodate the flow or tidal flow. There are times when manual control is needed and not provided.

- Over the 24 hour period, temporary signing needs to be maintained to ensure that signing and cones are all placed where they should be.
- Where there are junctions within the works the R.A. should be consulted to agree the required layout.
- The site Supervisor should have his ticket for signing, lighting and guarding and where he is not happy with the way the signing is set out by a TM company he should make this known and have it rectified.
- D.J.A. indicated that Aberdeenshire had been involved in a court case in relation to litter on high speed dual carriageways. The Litter Abatement Order had not been placed on the Council as it was shown that they were carrying out litter clearance in a way which minimised traffic problems and maintained the safety of the operatives. T.D. will speak to the N.E. Team so that consultation can be arranged to deal with lane closures to accommodate litter picking and other cyclic maintenance activities. **Action – T.D.**

b. Traffic Management Issues

No Issues remitted to the Committee.

8. Information on Strategic Programmes of Works

a. Roads Authorities

There were no major works planned by the R.As.

b. Statutory Undertakers

The CityFibre / Vodafone Fibre to the Premise (FTTP) programme in Aberdeen is progressing with consultation taking place with the City R.A. All sections are being recorded in the Register.

c. Aberdeen Western Peripheral Road

The project is being progressed with the Tippetty and Blackdog sections north of the City now open.

Snagging work and the construction of the Bridge over the Don are on going.

di. Superfast Broadband – Aberdeen City / Shire Programme Update

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

a. Road Designation – Crovie

The road and embankment at Crovie have now been reinstated and the road reopened.

The road meets the criteria to be categorised as a Site of Special Engineering Difficulty and the papers and attached plan are issued as part of the three month consultation process. The Engineer for the works will be notified daily of any works being proposed on the road and would contact the relevant Organisation to discuss the requirements for the excavation and reinstatement.

10. Management and Operation of the SRWR

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

- The Statistic Reports will soon be available so all Organisations will be able to monitor their works on line on an ongoing basis.
- Apps are now available for Registering the actual start and finish dates, and VAULT. The Inspections App is currently being tested.
- An estimate of the fees and amounts for 2019 / 20 is available for budget setting from I.R.
- Training is available for:-
Permits and Consents module
FPN Administration
Inspectors training
- A meeting of the Super User Group will be held in the near future.
- North Connect has now joined 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 2019 following approval from RAUC(S).

12. Systems Assurance Team

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: -

- Two monthly uploads have been introduced. 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 dates for upload have been circulated
- 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. Smart Meter Installers

A Smart Meter Installer has joined the Register but has not attended the Local Meeting. The O.S.R.W.C. will chase this matter up. **Action – O.S.R.W.C.**

d. Road Closures

All S.U.s were reminded that early starts on sites requiring a closure could not automatically be granted and the work could not commence until the agreed date of the Order.

15 Date and Venue of Next Meeting

The Next meeting will be held on **Wednesday 6th February 2019**

VENUE - The Learning Centre Meeting Room, The Highland Archive Building, Bught Road Inverness, IV3 5SS (This may be revised if a presentation is being provided on Safety at Road Works)

Future Meetings: -

May Meeting***	Wednesday 1 st May 2019
August Meeting**	Wednesday 7 th August 2019
November Meeting***	Monday 11 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 12.45