



**WEST of SCOTLAND AREA ROADS AUTHORITIES & UTILITIES
COMMITTEE**

**Minutes of the
QUARTERLY MEETING**

Date: 26th February 2019

**The Victoria Hall,
Sinclair Street,
Helensburgh
G84 8TU**

Present:

Fraser Smith (Chair)	F.S.	Argyll & Bute Council
Kevin Burns	K.B.	Inverclyde Council
Karyn Davidson	K.D.	Vodafone
Jillian Donaldson	J.D.	Renfrewshire Council
Jane Dunlop	J.Du.	O.S.R.W.C.
Jim Forbes	J.F.	City Fibre
Clare Gordon	C.G.	Scotland Transerv
Douglas Haughey	D.H.	Centurylink
David Hearty	D.He.	MBNL-EE/3
Gary Hunter	G.H.	G.T.C.
Caroline McAdam	C.McA.	Network Rail
Fiona McInnes	F.McI.	Scottish Water
Robert Mackay	R.Mack.	East Renfrewshire Council
Peter MacNab	P.MacN.	Bear Scotland W.W. Area
Graig McQueen	C.McQ.	Scottish Water
Andy Matheson	A.M.	Virgin Media
John Mitchell	J.M.	Verizon
Christopher Murray	C.M.	Sky
Hugh O'Neill	H.O'N.	Argyll & Bute Council
David Paton	D.P.	Bear Scotland M80 DBFO
Alex Rae	A.R.	SGN
Scott Rodgers	S.R.	TT Pag Team / Transport Scotland
Calum Stewart	C.S.	Glasgow City Council
Stephen Scanlon	S.S.	Openreach
Ruth Scott	R.S.	SSE Telecom
Elaine Stewart	E.S.	SPEN
Stuart Watson	S.Wa.	Argyll & Bute Council
Sharron Worthington	S.W.	West Dunbartonshire Council

In Attendance:

George Borthwick G.E.B. Secretary to RAUC(S)

Apologies:

Lesley Craig L.C. Renfrewshire Council
Ian Humphries I.H. Energetics
Robert Young R.Y. Digital Scotland (Scottish Government)

1. Welcome, Attendance and Apologies

Fraser Smith welcomed all to the West of Scotland Area RAUC meeting. He introduced Stuart Watson and Hugh O'Neill who were now dealing with the Register and NRSWA.

Apologies were recorded as listed above.

2. Approval of the Minutes of the Meeting Held on 27th November 2018

a. Accuracy

The minutes of the last meeting of the WOS Area RAUC held on 27th November 2018 in the Victoria Hall, Sinclair Street, Helensburgh, G84 8TU were approved as read.

b. Action Tracking Summary

The comments on the actions from the previous meeting are contained in the updated Action Tracking Summary.

3. Local RAUC Reports

The verbal reports from the Local RAUC meetings were recorded as follows: -

a) **Glasgow City**

- No issues were remitted to this meeting.

b) **Argyll & Bute, Inverclyde, Renfrewshire, E. Renfrewshire & W. Dunbartonshire RAUC**

Issues raised included: -

- Major Projects should be raised at the Local Meeting in order that they can be discussed and all Organisations would be aware of them

4. Matters Arising from RAUC(S) Meeting 5th December 2018

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

- The Coring Programme starts at the beginning of April with the report containing potential coring sites being made available on the Register.
- The coring programme timetable is available in the Advice Note 3 which was discussed at the meeting.
- The Island Councils and Transport Scotland have been invited to take part in the programme.
- All Organisations should send details of their Coring Contacts to R.Mack. / Gavin Cook at East Renfrewshire Council. **Action - All**
- The Inspections App was still being tested and would be rolled out in due course.
- There have been some problems operating the Apps via Chrome.
- All should be trying the Apps, even if it is only a trial for their Organisation.
- The Inspection Working Group advised that the Sample Inspections Rate would remain at £36.00 for 2019/20
- The SROR Working Group
 - There is no plan to allow the use of Cold Lay materials on reinstatements greater than 2 metres Square.
 - The Code will need to be reviewed if the proposed 6-year guarantee is introduced.
 - The full review will not be held until the SROH rewrite is published.
 - Depending on the result of the Narrow Trenching consultation (closed 7th December 2018) the Code may require additional clauses to deal with this topic.
- The subject of the depth of plant laid in the verge was discussed and remitted to the SROR W.G. The result of a case down south will be researched and considered as part of the review. The R.As view at the meeting was that the datum should be the adjacent road level which would maintain the protection if the verge was lowered or drainage grips were provided.

5. National & Local Coring Update

a) National Coring Update

See previous Item plus the following additional update comments: -

- Advice Note No. 3 has been revised based on the comments submitted post RAUC(S) meeting. It has now been published and will appear on the Web Page if not already there.
- All should note the details of the timetable for the programme.
- The S.U.s asked for the first and second choice sites to be marked out in order that no time is lost in agreeing the final lists of sites.
- Before the Coring Contractor is approved the S.U.s must be given the opportunity to view the accreditation details which have been submitted.
- An Addendum to be added to the Advice Note is being drafted for use on the local / internal coring programmes.
- During the first week in April, Symology will provide the report with potential sites for coring.
- All should note the clearance allowed round ironwork where coring should not be carried out.
- The Commissioner would like to see all R.As take part in the programme. At present Western Islands Council have agreed to take part, confirmation is awaited from Transport

Scotland. Shetland / Orkney Councils have indicated they will not be part of the programme.

b) Local / Internal Coring Programmes Update

C.McQ. indicated that the Scottish Water coring programmes were ongoing.

At present there are no R.As coring in the WoS Area.

6. SRWC Report & Performance

a) SRWC Report

J.D. commented on various issues as follows: -

- The News Letter will be published and circulated soon.
- The HAUC UK Conference will be held in the Emirates Stadium, Manchester on May 2019. All should consider attending this free one day event.
- Nisha has moved to her new post with UK Statistics and her replacement has been appointed.
- The Organisations with a poor performance in the Review have met with the Commissioner and if requested they are due to submit their improvement plans.
- The Training and Accreditation review is ongoing. Lindsay Henderson is representing the Scottish Community.
- The updated draft Fees and Amounts Matrix will be circulated to RAUC(S) next week. All should note that the legislation has been delayed and the invoices will be late in being issued. The period for payment has been reduced to 30 days and all were reminded that it is a legislative requirement that the fees must be paid within that time. From 1st April, I.R. will be able to indicate what the final Fee will be on the invoice if it will assist Organisations to make the payment on time. J.D. will ask I.R. if he can circulate a warning email with the amount to be charged. **Action – J.D.**
- The Super User events to introduce the Aurora development were fully subscribed and favourable responses were received about the events. The development was well received.
- The Inspectors App will be rolled out in April.
- The training programme for the next round includes: -
 - Permits and Consents
 - Inspectors
 - FPN AdministrationAll interested should contact enquiries@roadworks.scot as soon as possible.
- The Web Services API which is available to allow transactions to be sent into the SRWR, is not currently in use by any organisation. All should review this facility with a mind to looking at how it could be used by their Organisation.
- The Gazetteer Group has been reviewing the Gazetteer Conventions and are ready to issue them for approval. The changes are generally only affecting the Gazetteer maintenance tool providers.
- SAT is working with Symology on the development of Aurora. The next meeting will review the Change Requests which have been submitted. The review will decide if they will be turned down or introduced in Aurora.

b) S.R.W.C. Indicators and Statistics

The previously circulated Dash Board Report with the performance for the last quarter was discussed as follows: -

- Where an Organisation is preparing an improvement plan that will take priority over this dash board.
- Responses and / or queries about performance should be sent to enquiries@srwc.gov.scot
- S.U.s should be responding to poor performance on a national basis as per the Dash Board.

c) Improvement Notice Action Tracking

There were no new Improvement Plans recorded in the WoS Area over the last Quarter.

7. Safety

a) Safety Concerns/Issues

No issues were raised under this Item.

b) Traffic Management Issues

All S.U.s were asked to make contact with the relevant R.A. Control Room when there was an emergency / urgent out of hours site which conflicts so that it could be coordinated and action could be taken prior to the next working day to avoid rush hour problems.

8. Information on Strategic Programmes of Works

a) R.A. Programmes

The A&B programme is in the Register and the 2019 / 20 programme is being prepared prior to recording the proposed works on the Register.

In East Renfrewshire all should note: -

- The Aurs Road closure in connection with the development in that location.
- Coal Tar is being recorded on the Register where it is found in coring or during works. It should not be assumed that it is not present because it is not recorded. In addition the information may only be related to a core or small area.

b) S.U. Programmes

The Lomond Bridge on the A811 will be closed from October for 6 months. Diversions will be signposted A813 / A82.

The Rest and be Thankful may be affected by works. Stuart will contact T.D. for more information.

c) Update – Broadband Rollout

DSBB Programme is still on planned Programme Targets and have achieved nearly 3800 LIVE CABS and over 550 LIVE fibre PONS across all of the 27 Councils in the Rest of Scotland Area.

Deployment is now mainly through Fibre to the Premise (FTTP). Exchange Only Line (FTTC EO) solutions, which involve 2 new Streetside Cabinets/All In One – AIO – Cabinet/Fibre to the Remote Node (FTTrN), account for the remainder. FTTP deployment involves less civil engineering works and there should be a reduced impact on Roads Authorities and other utilities. There will probably be potholing and moleplough works in rural areas.

The Contract 1 deployment ended in March 2018. An Extended Build Programme is now running until December 2019 and will be predominantly FTTP deployment.

Beyond that there is a further deployment planned, termed “Reaching for 100”, to cover the remaining premises that will be without access to Superfast Broadband. This contract is currently going through a complex procurement process, with award expected sometime this year.

9. Proposed Changes to Road Designations

No changes were raised at the meeting.

10. Management and Operation of the SRWR

See Item No. 6a above.

11. Gazetteer Report

C.G. commented as follows: -

- A meeting has been arranged in the near future in Dundee to review the changes to the Gazetteer Conventions. The invitation may have been issued to the members of staff dealing with the Gazetteer maintenance.

12. Systems Assurance Team

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

- SAT met with Symology on the 7th / 8th January to review the development of Aurora so far.
- The view of the SAT members is positive.
- No C.Rs were considered but time will be allocated at the next meeting to review the outstanding list and decide how they will individually be dealt with. Suggestions for Aurora should be submitted via a change request.
- The programme is for Aurora to be rolled out at the beginning of April 2020.

13. Community Apparatus VAULT

The bimonthly upload facility is now in place but for the present, Statistic Reports will continue to work on the quarterly cycle. All should be updating their data regularly.

East Renfrew had reported problems with the upload of their S.L. data. J.D. was asked to remind I.R. of the problem. **Action – J.D. / I.R.**

14. AOCB

a. List of Plant Protection Systems

The Secretary indicated that this Item would be a standard Item on future Agendas and would give all the opportunity to update their details in order that the schedule was up to date on the Web Site.

b. Emergency Contact Details

The Secretary indicated that this Item would be a standard Item on future Agendas and would give all the opportunity to update their details in order that the schedule was up to date on the Web Site.

c. Caroline McAdam

F.S. informed the meeting that this was Caroline’s last WoS Area meeting as she was retiring in May. F.S. on behalf of the Community thanked her for her input over the years and wished her a long and happy retirement.

d. Virgin Media Notices – Contact Details

Comment was made about the lack of Virgin Media contact information on Notices issued by their Contractor / Agent. This information was required in order that any problems could be raised with the S.U.

15. Date and Venue of the Next Meeting

The Chair thanked all for attending and it was agreed that the next meeting would be held as follows:-

Next Meeting: – Tuesday 21st May 2019

**Venue: - The Victoria Hall,
Sinclair Street,
Helensburgh
G84 8TU**

Future Meetings: - August Meeting
November Meeting

Tuesday 27th August 2019
Tuesday 26th November 2019

Meeting ended – 12.30pm