

**SOUTH WEST AREA ROADS AUTHORITIES & UTILITIES COMMITTEE****Minutes of the Quarterly Meeting****Date: - 23<sup>rd</sup> May 2018**

**East Dunbartonshire Council Headquarters  
Council Chambers  
12 Strathkelvin Place  
Kirkintilloch  
G66 1TJ**

**Present:****Duncan Carrick (Chair)**

Stewart Allan	S.A.
Graeme Alison	G.A.
Caroline Auld	C.A.
Neil Brannock	N.B.
George Coles	G.C.
Karyn Davidson	K.D.
Bill Fenner	W.F.
Jim Forbes	J.F.
Clare Gordon	C.G.
Mike Grunwell	M.G.
Crawford Lindsay	C.L.
Lyne Lyle	L.L.
Iain Lynch	I.L.
Brian McAteer	B.McA.
John McCulloch	J.C.
Fiona McInnes	F.McI.
Andy Matheson	A.M.
Kat Quane	K.Q.
Alex Rae	A.R.
George Richardson	G.R.
Stephen Scanlon	S.S.
Ruth Scott	R.S.
John Scougall	J.S.
David Shaw	D.Sh.
Elaine Stewart	E.S.

**D.C.****East Dunbartonshire Council**

S.R.P. M8 DDFO
Dumfries and Galloway Council
East Dunbartonshire Council
Autolink M6
North Ayrshire Council
Vodafone
Sky
CityFibre
Scotland TranServ
Dumfries and Galloway Council
South Lanarkshire Council
Ayrshire Roads Alliance
North Ayrshire Council
Energetics
Balfour Beatty M77 DBFO
Scottish Water
Virgin Media
Office of the Scottish Road Works Commissioner
SGN
GTC-UK
Openreach
SSE (Telecom)
North Lanarkshire Council
Ayrshire Roads Alliance
SP Energy Networks

**In Attendance: -**

George Borthwick	G.B.	Secretary to SW Area RAUC
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## **Apologies:**

John Ashcroft	J.A.	North Lanarkshire Council
David Fleming	D.F.	PAG T.S. Agent M74
Lisa Haston	L.H.	SP Energy Networks
Jock Laidlaw	J.L.	Autolink M6
Caroline McAdam	C.McA.	Network Rail
Chris Murray	C.M.	Sky
Robert Young	R.Y.	Digital Scotland (Scottish Government)

## **1. Welcome, Attendance and Apologies**

Duncan Carrick welcomed all to the May meeting of the SW Area RAUC.

Apologies were recorded as listed above.

### **a. Safety Contact**

No Safety Contact was submitted to the meeting.

## **2. Minutes of the Last Meeting held on 22<sup>nd</sup> November 2017**

### **a. Accuracy**

The minutes of the last meeting of the SW Area RAUC held on 22<sup>nd</sup> November 2017 at the Holiday Inn, Stewartfield Way, East Kilbride, G74 5LA were approved as read.

### **b. Action Tracking**

All Actions are reported on the Action Tracking Summary.

## **3. Local RAUC Reports**

### **a. Ayrshires Local RAUC**

D.S. indicated that Lyne Lyle had taken over as Chair of the Ayrshires meetings.

### **b. East Dunbartonshire & North Lanarkshire RAUC**

North Lanarkshire are still suffering from ghosting on the Register. This has been reported to the Support Desk but has not yet been cured. East Dunbarton and ARA were not now suffering this problem, but Scottish Water are still finding problems locally.

### **c. South Lanarkshire Local RAUC**

The last meeting (16<sup>th</sup> May 18) had to be cancelled. The next meeting will be held on 15<sup>th</sup> August 18.

d. Dumfries & Galloway Local RAUC

A meeting will be held with Openreach to discuss several issues.

**4. Matters Arising from RAUC(S) Meeting held on 7<sup>th</sup> May 2018**

The previously circulated Minutes of the RAUC(S) meeting held on 7<sup>th</sup> May 2018 were taken as read with the following summary: -

- The Inspections Working Group will review the charging for repeat defect inspections. If they decide that charges should be levied there may be a need to revise legislation.
- The S.U.s have been asked to use a revised standard Network Access Form for works they carry out on the trunk road network. Discussions will be held with Symology about auto completion of the form via the Register.
- The S.U.s were reminded that the reinstatements carried out from 1<sup>st</sup> April would be eligible for the coring programme which would commence on 1<sup>st</sup> April 2019.

The Co-Chairs are Craig McQueen and Ian Fines (Fife Council). The members of the Working Group are: - David Shaw (ARA), Kevin Price (The Moray Council), Robert Mackay / Gavin Cook (East Renfrewshire), Alan Heatley (East Lothian), Andrew Mathieson (Virgin Media), Elaine Stewart / Lisa Haston (SPEN), Stephen Scanlon (Openreach) and Julie Greig (SGN).

The Working Group met on 27<sup>th</sup> April when they reviewed the HAUC UK Advice Note to highlight any sections which could be added into Advice Note 3. The Group will meet again on 30<sup>th</sup> May when the review of Advice Note will commence.

- The calculations carried out following the survey of the Sample Inspection Costs Survey suggest that there will be no change in the current Fee.
- The recommendation on the Quality Plans would be that poor performance would require increased supervision / inspection and vice versa.
- David Shaw has agreed to be the R.A. Co-Chair of the Co-ordination Working Group.
- The Secretary was asked to circulate the up to date Working Group Recruitment list.

**Action - Secretary**

- All Organisations are being reminded of the need to carry out regular maintenance on their To Do Lists to avoid build ups of Notices which have not been actioned. This may become a quarterly Commissioner Indicator.
- The HAUC UK Convention was held in Manchester on 17<sup>th</sup> May. The content was mostly related to England and Wales but there was interest in the Register, Commissioner post and methods of operation in Scotland. There was differing views on the access permit system.
- K.Q. is now assisting with the writing of the Transport Bill. Due to restrictions she was unable to comment on the drafting.

- A Direction will be issued by the Commissioner on recording Contact Information on the Register. Contact information should only be provided in the Contact Fields and must not appear in the Free Text Fields.
- I.R. had issued an email asking all to update their Contact Details. If this has not done so, please make the return as soon as possible. **Action – All**
- K.Q. had been seconded to the O.S.R.W.C. to replace Jane Dunlop who is on maternity leave.
- Claire Gardiner has been seconded to Transport Scotland replace Susan Ewart who retired. (Claire has subsequently gone on maternity leave)
- The intermediate Performance Reviews were issued as a guide to how an Organisation were performing since the 2017 Review.
- The Coring Programme Press release had been issued.
- The Annual Report for 2016/17 had been issued and could be viewed on the web site.
- Tim Masters is continuing site surveys and where possible collecting data with the lightweight Deflectometer.
- The Works Promoter Mobile App for recording Actual Starts and Finishes was under trial. Feedback has been good.
- Dundee Council had approved charges for TTROs at £1000 / day for a standard Order and £2000 / day for a short TTRO. There was no limit on the charge which could result on a major cost to the applicant. The Commissioner has asked for a meeting with Dundee Council to discuss the charges which were apparently ultra vires.
- Jim Clegg had retired from Glasgow City Council and Jim Cowan was due to retire from SGN in June.

## **5. National & Local Coring Update**

### **a. National Coring Update**

The Coring Programme was covered in the previous Item.

### **b. Local / Internal Coring Programmes**

No issues were remitted to this meeting.

## **6. SRWC Report & Performance**

### **a. SRWC Report**

The report summarised the items as follow: -

- The 2017 /18 Performance Reviews were being drafted and would be issued to the C.E.Os and Primary Contacts in mid-July.
- All were reminded about good housekeeping on their To Do Lists to avoid problems such as the requirement for bulk cleansing and slowing the system. There is a possibility that an Indicator will be issued in future. All who have additional

channels should check them as they may be receiving Notices but not actioning them. If Notice receipt is not required on a channel it can be turned off.

- There is no penalty for the cancellation of a Notice.
- The Commissioner's (including RAUC(S)) new web site will come on line in the next two weeks. It is more user friendly for searching and is easier to use on mobile phones and tablets.
- All Organisations should have transferred to the new domain using srwr.scot. The old URLs will close down in due course and anyone who has not transferred will be unable to gain access. If your IT prevents access, you should contact I.R.

**Action – All**

- As indicated previously by the Commissioner all R.As should now be using Section 109 permits and not Section 61. This is being monitored and the Commissioner will contact any R.A which issues Section 61 permits.

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

K.Q. summarised the Commissioner's Dash Board Indicators and Statistics Reports as follows: -

- All Organisations with performance in the red zone should contact the Commissioner with comments on the relevant categories.
- Scottish Water to check if they have responded.
- Openreach and Virgin Media should review the number of temporary reinstatements without agreement.
- Where a VAULT Report is in the red it may be due to the most recent upload being out of sync with the Report.
- Responses on performance are awaited from South Lanarkshire, North Lanarkshire and Dumfries and Galloway.
- The Targets which have been set are unlikely to change for some time.
- The Target for Noticing Failures are now the same for R.As and S.U.s.

**c. Improvement Notice Action Tracking**

The Committee noted that the Notices issued to Virgin Media by ARA were still in place but would be reviewed in June.

**7. Safety**

**a. Safety Concerns/Issues**

No issues raised on this Item.

**b. Traffic Management Issues**

No issues raised on this Item.

**8. Information on Strategic Programmes of Works**

**a. R.A Projects**

East Dunbartonshire – Lenzie Town Centre Street Scape Project – August / September 2018

The plans had been issued to the S.U.s and if responses had not been submitted they should be as soon as possible so that any meetings which were required could be arranged.

Glasgow 2018 European Championships

As part of this event a Cycle Race is planned which will involve roads in the East Dunbartonshire Area. This will require embargoes, closures and diversions. Defect Notices issued for the Route will include comments indicating that they are affecting the race route.

ARA – Increased Funding for Resurfacing Works

The resurfacing programme is planned to be completed by the end of October so S.U.s were asked to check the list which had been issued and respond with any comments so that any meetings which were required could be arranged.

North Lanarkshire

J.S. informed the meeting that parades will take place as follows resulting in closures and diversions.

2<sup>nd</sup> June – New Stevenston / Holytown / Bellshill

7<sup>th</sup> July – Shotts / Wishaw

**b. S.U. Projects**

D.S. complimented SGN for the information leaflet which had been issued to householders and businesses ahead of their programme of works in Prestwick and asked other S.U.s to provide a similar service when they intended to carry out works.

G.A. indicated that there had been a lack of communication by SGN on a recent scheme on the trunk road in Heathhall, Dumfries. The work had not considered local roads off the trunk road. A.R. indicated that he would check this matter out and respond to G.A. This may have been a case of the work, temporary traffic signal permits etc being agreed on the trunk road with the Council being missed out of the loop. **Action – A.R.**

**c. Superfast Broadband Rollout**

R.Y provided the following Report.

Programme is still generally on planned Programme Targets. Have achieved over 3450 LIVE CABS across all the 27 Councils in the Rest of Scotland Area. Number of Live CABS and planned activity for this and next Quarter for each LA is shown below.

Dumfries and Galloway	222 CABS Live. 28 CABS / 51 FTTP installs in Deployment Plan for This and Next Q
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East Ayrshire	88 CABS Live. 5 CABS / 11 FTTP installs in Deployment Plan for This and Next Q
East Dunbartonshire	54 CABS Live. 6 CAB / 3 FTTP installs in Deployment Plan for This and Next Q
North Ayrshire	86 CABS Live. 3 CABS / 14 FTTP installs in Deployment Plan for This and Next Q
North Lanarkshire	161 CABS Live. 10 CABS / 6 FTTP installs in Deployment Plan for This and Next Q
South Ayrshire	73 CABS Live. 4 CABS / 3 FTTP installs in Deployment Plan for This and Next Q
South Lanarkshire	164 CABS Live. 13 CABS / 6 FTTP installs in Deployment Plan for This and Next Q

Programme has held Joint Surveys with Openreach and Council Officers to agree CAB placement in some contentious sites.

Deployment is now definitely in the harder to reach areas, where technology is also more difficult to implement. There is now more Exchange Only Line (FTTC EO) solutions required which involves 2 new Streetside Cabinets (or an All in One – AIO – Cabinet solution). Fibre to the Premise (FTTP) deployment has been ramped up, although this involves less civil engineering works.

The “base” Phase 1 Programme ends in DEC 2017 but there is further ongoing deployment works in 2018 termed Extended Build from “Gainshare” funding. There are around 1100 structures of which > 600 involve new CABS and >400 are FTTP.

Beyond that there is potentially a further deployment termed “reaching for 100” to cover the remaining premises that will be without access to Superfast Broadband.

## 9. Proposed Changes to Road Designations

No issues raised under this Item.

## 10. Management and Operation of the SRWR

K.Q. provided a verbal report as follows: -

- New contract went live on 1 April 2018. A suite of 11 User Forums were held across Scotland (and one in England) to introduce the new version of the system to community. So far, the feedback received via the survey monkey has been positive.
- The new SRWR system (version 3.6.9) was released on 26 March 2018.
- A major new version called Aurora will be introduced in about 18 months. There will be User Forums arranged to introduce Aurora to the User Community.
- Open Data is now available to everyone at <http://downloads.srwr.scot>. Most free text fields (e.g. Works Description, Notice Text, Works Comments etc.) have been redacted from the publicly available dataset, to avoid sharing personal data. Non-redacted datasets are available for community users of the SRWR by contacting IR. Redacting fields is a temporary measure to allow users to become accustomed to the correct recording of contact information. If contact information is used in free text fields it should be generic e.g. roads@xyzcouncil.com
- The provision of the SRWR reports online is currently being tested by SRWC. Include ability to download Performance Review directly from SRWR.

- Mobile Device App for Works Promoter is currently being tested by SAT. It is expected to be available for general release very soon.
- All organisations are reminded they should be using the new <http://srwr.scot> domain to access the SRWR. Any organisations experiencing issues should contact IR.
- Invoices for the Prescribed Fees and Amounts have been issued. All organisations are reminded payment must be made by 2 June 2018.
- Inspector training courses are available and can be booked via the Commissioners Office. It includes training on using the Register.

## **11. Gazetteer Report**

The previously circulated Report was taken as read. The Committee noted that Alex Ramage (Transport Scotland) had agreed to Chair the meetings for a limited period. A volunteer to take over the Chair is therefore still required.

## **12. Systems Assurance Team**

The previously circulated Report was taken as read.

- Symology has started consultations with SAT about the development of the new Aurora software, which will replace the current Insight software for running the SRWR.
- Symology / SAT is looking for suggestions on what could be changed to streamline the use of the SRWR. All users are encouraged to pass a Change Request with any improvements they wish to suggest through their respective representative of the Systems Assurance Team.

**Action - All**

## **13. Community Apparatus VAULT**

The previously circulated report was taken as read with the following discussion: -

- There is still a possibility that the provision of plant data to VAULT will become mandatory.
- Due to the way the VAULT upload data is provided to the Dash Board at present can be out of sync with the Report.
- Aurora is a map-based system so the requirement for data to be up to date is more essential.

## **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. Hydrant Covers

Scottish Fire and Rescue Service is considering using yellow covers again.

**15. Date and Venue of the Next Meeting**

**SW Area RAUC Next Meeting: - Wednesday 22<sup>nd</sup> August 2018**

**Future Meetings: -**

November Meeting

Wednesday 28<sup>th</sup> November 2018

**The Venue for these Meetings will be: -** East Dunbartonshire Council Headquarters  
Council Chambers  
12 Strathkelvin Place  
Kirkintilloch  
G66 1TJ

The meeting closed at 12.15