

SOUTH EAST HIGHWAY AUTHORITIES & UTILITIES COMMITTEE

MINUTES OF THE MEETING HELD

Friday 11th December 2015, at Easthampstead Park Conference Centre, Off Peacock Lane
Wokingham, RG40 3DF

PRESENT

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| BOB BEANEY OPENREACH (JOINT CHAIRMAN) | GRAEME LAKE – EAST SUSSEX CC (JOINT CHAIRMAN) |
| ROY CLARKE (SECRETARY) SOUTHERN WATER | DAVID LATHAM - KENT COUNTY COUNCIL |
| DARREN HUNTER - SGN | PAUL DOOLEY- UK POWER NETWORKS |
| JULIE PAYNE - SCOTTISH & SOUTHERN ENERGY | SAM HOWE & WAYNE SCOTT – BRACKNELL FOREST BC |
| MALCOLM LYONS - SSE TELECOMS | JASON ARCHER – WOKINGHAM BC |
| GEOFF SPILLER - AFFINITY WATER | DONNA COOPER - COLAS |
| TONY ROBINSON - ROYAL BOROUGH OF WINDSOR & MAIDENHEAD | RUSSELL CHAPLIN – OXFORDSHIRE CC |
| EMMA WENHAM - SOUTH EAST WATER | EDDIE HEWITT – SLOUGH BC |
| TERRY ELLIOT – BOURNEMOUTH WATER | CAROLINE PANTING – B&HCC |
| LINDA PLAYNE - BBMM | ANDY FRIPP – VIRGIN MEDIA |
| NEIL AINSWORTH – WEST BERKSHIRE CC | KEVIN OLIVER – SURREY CC |

APOLOGIES FOR ABSENCE:

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| KEITH O'BRIEN – VODAFONE | DAVID PARKER – SLOUGH BC |
| ALISON HEWS - KENT COUNTY COUNCIL | IAN ACKERMAN - HANTS COUNTY COUNCIL |
| PAUL TREGUST – PORTSMOUTH WATER | JAN CHAPMAN - THAMES WATER |
| JAMES PENMAN – READING BC | ROBERT HUDLESTON – NETWORK RAIL |
| KEVIN ORLEDGE /MATT JEZZARD – SURREY COUNTY COUNCIL | MICHELLE LOVE – PORTSMOUTH CITY COUNCIL |
| MARY ANN CUZNER – SOUTHAMPTON HIGHWAYS PARTNERSHIP | |
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| <p>2. CONTACT DETAILS A list had been circulated for updating.</p> | ACTION |
| <p>3. MINUTES OF MEETING HELD ON 11th September 2015 – Accuracy Item 9 –Sustainability – 8th line – ‘virgin type 1’ should state ‘virgin material’. Venue for future meetings – Fri 25th March should read Fri 11th March. P4 – 2nd last line of Item 10 – Same should read Sam Howe. Last line of Item 10 – SEHAYUC should read SEHAUC.</p> | |
| <p>4. MATTERS ARISING FROM MEETING 11th September 2015</p> <ul style="list-style-type: none">• Utilipro – DH to chase for March meeting.• s81 HA intervention criteria – as the criteria vary so much WG agreed to look at process rather than intervention which tie in to risk assessment & volume traffic surrounding s81. BB reminded that all s81’s should be sent out via ETON.• Defects Roadshow package to be shared with other Regions.• DH - HBM / SMR SEHAUC quality assured criteria /protocol document – DH will get 1st draft out shortly.• Roadmender – KLRS bid successful & includes testing & inspection regime. Trial to take place in Kent, although Southern Water/Clancy Docwra currently trialling in East Sussex CC Hastings area. | DH DH |

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| <ul style="list-style-type: none"> • SGN /ESCC – GL mentioned ongoing issue with planned schemes resulting in s74 charges. However, GL stated that SGN had been very helpful & co-operative regarding Newhaven road crossing works completed without a road closure. • Balanced Scorecard – Geoplace visited SEJAG & gave a presentation. GL to send out slides. • Rogue items of SLG – BB stated needs to be a standard process for the SEHAUC Region. All agreed process should be replace & return SLG, as opposed to remove so no risks to H&S. All agreed on AF’s suggestion that 24 hours be changed to 24 hours or agreed. BB will take the Kent protocol & re-badge as a 1 pager for SEHAUC. Process does not cover theft – crime number will be required for this. • Southern Water aware cones with a small information board – RC reported no issues with these, South East Water rolling out, but Thames Water pulling away from this process due to internal issues. • S81/Defect Photos to be accompanied with each defect – JP mentioned she has issues with opening attachments from Symology, but could be down to URL pathway issues. LP cannot send via ETON attachments so will need to process where photo emailed with s81 reference in subject matter. All to provide s81 email addresses to Linda. • JP - new OD Files due to SEE restructure – JP will notify when ready. | <ul style="list-style-type: none"> • CONFIDENTIAL ITEMS ARISING FROM MEETING 11th September 2015 - None – Amended minutes sent to IAck. | <p>GL</p> <p>BB</p> <p>All JUG members JP</p> |
| <p>5.</p> | <p>6. REPORT FROM SEHAUC JOINT WORKING GROUPS (IAck)</p> <ul style="list-style-type: none"> • IAck ran through minutes of the WG from 7th December (attached). • S81 – adoption of RAUC timescales could leave HA’s open to liability. • TTRO – agreed that Utility has power to close the road if an emergency takes place, then TTRN process would be used. DC has presentation outlining the process & will send to IAck. • BB & EW looking at generic risk assessment doc for SLG • Guidance on TM plans – Google maps agreed as minimum & IAck will draft out a minimum standard doc. • Approved materials list – suggested an annual review of the list every March. If materials cease to be made, let IAck know no longer a current product. All HA’s to review the doc for March meeting. Type 1 recycled material – as long as can prove to be compliant with clause 803 then deemed to be acceptable for use. However, under WRAP protocol need to ensure material being bought meets 803 & certificate required to state it complies with 803. Quality protocol needs to be supplied along with 803 sieve spec & plant specific spec to prove material is handled to comply with 803. DH will cross reference back to WRAP protocol. • Event – booked for 19th July at Kent showground with theme to be ‘Social values’. Chair will be decided at 1st meeting. Alison & Jen thanks from both SEHAUC & Kent CC. Hugh Randall will allow his Network to be used to promote the event. | <p>DC</p> <p>All</p> |
| <p>7.</p> | <p>TREASURER’S REPORT</p> <ul style="list-style-type: none"> • Alison Hews provided the report to RC. • Outgoings for event 2015 venue, Saint Gobain refund & lanyard inserts etc. Further Income received for the event leaving the balance very healthy. | |

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- Position of Treasurer to be revisited at March Meeting.
8. HIGHWAYS ENGLAND REPORT / ISSUES
- LP mentioned that there will be a new service provider for Area 4 which will be in place for 7th June 2016.
9. AGENDA ITEMS & ISSUES TABLED FOR DEBATE
- **Sustainability:** IAck mentioned that Hants CC recycled material is in process. IoW core failures also mentioned where only 1 plant on the Island can be used, and a contaminated batch resulted in failures.
 - **Sharing Good Practice:** RC mentioned the Performance Grid that Southern Water are using based on a traffic light system so that HA's feed back on SW Performance and the overall relationship with SW. IAck stated is a useful tool to show Councillors to demonstrate the level of liaison between both parties. BB uses survey monkey yearly / 6 monthly.

NA has purchased Elgin Comms App for West Berkshire's works. NA to send out link.

EW mentioned the SEW ROMER app on hand held, where picture will be taken at all stages of works.

DL has been attending Parish Seminars & updating on Roadworks & that vast majority completed on time, with a view to changing perception. DL to send out guide.

National Conditions on Notices – IAck is happy to have these used if supplied as a comment, as will get enhanced info & dialogue, and also consistent communications to all HA's. SEW & Hants CC happy to test, as are Colas. Any other Utilities that want to test to let IAck /DC know end of January. BB will check with depots. To be reviewed at September meeting.

LP mentioned trial that is to take place with CCTV on sites, to try & stop jumping of red lights. LP to feed back at next meeting.

Performance: No further issues discussed.
 - **Venues for future meetings:**
 - Fri 11th March 2016 – Oakwood House, Maidstone
 - Fri 10th June 2016 – Portsmouth City Council offices
 - Fri 16th September 2016 – South East Water, Snodland
 - Fri 9th December 2016 – Easthampstead (TBC)
10. ANY OTHER BUSINESS
- Minimum Level of Streetworks SLG qualifications HA's would expect their Inspectors to hold – HA's general view is that they would expect their Inspector to have Unit 10 (Supervisor) but understand that they can only monitor SLG & make minimal actions to make safe. As all have collective duty of care, changes made to SLG on site when not carrying Operatives card will conflict with legal point of view. DC will contact HSE with the response hopefully used as a 'Myth Buster'.
 - DH asked why Surrey, Oxford & West Berks were backing out of approval for Core & Vac. DH will write to the 3 HA's to find out further information.
 - IAck asked if anyone had records of the SMA spec for small excavation (close graded 14mm). Could be an old working procedure written by Kevin Fuller). When found will be put on the website.
 - JP asked about coring outside of 2 year guarantee period – IAck confirmed that the HA can core whatever it wants to core. If targeted,

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can't use as a performance tool, only if random. If the core passes, the liability for the patch passes over to the HA.

- BB asked for those that have not populated the SEHAUC 2016 planner to do so & return to BB.
- Edwina was presented with a gift as a thank you for all the SEHAUC work she had carried out over the years.

All

11. SUBMISSION DATE FOR AGENDA ITEMS

Agenda items to be submitted to the Secretary by 26th February, 2016 and Agenda circulated by the Secretary prior to meeting.

12. DATE OF NEXT MEETING – Friday 11th March 2016