

SOUTH EAST HIGHWAY AUTHORITIES & UTILITIES COMMITTEE

MINUTES OF THE MEETING HELD Friday 16th June, 2006 YMCA, Bridge Street, Guildford

PRESENT

BOB BEANEY (CHAIRMAN) BT OPENREACH	ROGER WILLIAMS –EAST SUSSEX COUNTY COUNCIL (VICE CHAIRMAN)
ROY CLARKE (SECRETARY) SOUTHERN WATER	ROBERT HUDLESTON – SURREY COUNTY COUNCIL (TREASURER)
ROGER KIMPTON – PORTSMOUTH CC	ALAN FOSTER – SOUTH EAST WATER
PAUL FERRONI – COLAS LTD	MARK OSTHEIMER – NTL: TELEWEST
MARTIN MORRIS – MEDWAY COUNCIL	R. AMIR – SLOUGH BOROUGH COUNCIL
CHARLES REED – NTL: TELEWEST	KEITH O'BRIEN – THUS GROUP PLC
PETER BURMAN – THAMES WATER UTILITIES	WAYNE SCOTT – BRACKNELL FOREST BC
NEIL AINSWORTH – WEST BERKSHIRE BC	ERIC COATES – ISLE OF WIGHT COUNCIL
GEOFF SPILLER – THREE VALLEY'S WATER	PAT GREEN – SOUTHAMPTON CITY COUNCIL
PETER BLOXHAM – BRIGHTON & HOVE CC	
MARTIN COSGROVE - SGN	

APOLOGIES FOR ABSENCE:

ALAN FLORRY - SGN	STEVE LEEKS – EDF ENERGY
IAN ACKERMAN – HANTS COUNTY COUNCIL	DAVID HOLLAND – SUTTON & EAST SURREY WATER
GLENN NORMAN – NG GAS	SARAH CAMERON – MID KENT WATER
JOHN CLARK – SCOTTISH & SOUTHERN ENERGY	GUY TOWNSEND – FIBERNET UK LTD
BRIAN WATSON – BOURNMOUTH & WEST HANTS WATER	EDWINA KACZOR – ROYAL BOROUGH OF WINDSOR & MAIDENHEAD
PAT MULVIHILL – OXFORDSHIRE CC	ROD PORTEOUS – PORTSMOUTH WATER
ROGER HOWARD – WEST SUSSEX CC	TONY NORMAN – NETWORK RAIL
JULIE ULLIOT - NG	MARTIN EDWARDS - HIGHWAYS AGENCY
IAN LANCEFIELD - KENT COUNTY COUNCIL	GRAHAM BARNWELL – WOKINGHAM DC

2. INTRODUCTIONS - RAC mentioned that Glenn Norman is the representative for National Grid (Gs Distribution), but extended apologies to the meeting. Details on Contact List.
3. MINUTES OF MEETING HELD ON 17th March 2006
 - 3.1 Accuracy –
Charles Reed was at the last meeting
BB mentioned that Openreach should be added
MC mentioned that Transco should be replaced with SGN
Item 13, 2nd line - WS mentioned it was Bracknell that has given permission as opposed to Berkshire.
Item 14.4. RH mentioned should read 'Intelligent Addressing'
4. MATTERS ARISING FROM MEETING 16th DECEMBER 2005
 - 4.1 BB mentioned that Highways Agency leaflets are distributed at Co-ordination. Should Mark Milverton replace Geoff Petts for Area 3? BB suggested discussing with Martin Edwards, with area 3 feeding back to area 4.
 - 4.2 RAC mentioned that Steve Leeks would bring Victoria Burnham (EDF Energy Sustainability Graduate) to the next meeting. Roger Williams is still compiling the list of ARMs that are permitted in each HA area.

ACTION

RW

**SL
RW**

- mentioned that the Utilities promoting ARMs will provide links to technical specifications.
- 4.3 BB confirmed SEHAUC minutes are on the website & are not password protected. BB suggests that once minutes received all should check & contact RAC/BB if they feel there is something in them that should not be in the public domain. EC mentioned minutes should be ratified 1st before adding to website. **All**
- 4.4 Martin Edwards Network Resilience Presentation – copy of slides not yet received. RAC to chase. **RAC**
- 4.5 BB believes that ‘charging for Inspectors Time’ should not be referred to All Regions. RW mentioned that if specifics around the charging, then should be up to parties involved to resolve & is not appropriate for SEHAUC. If agreement is not reached then Dispute Resolution Procedure should be used.
- 4.6 Intelligent Addressing - BB doesn’t believe there is a problem now with lack of Utilities registering with IA. BB mentioned JUG meeting with Interroute & Martin Hobbs, Highways Agency, where HA identified they would have their own gazetteer using ‘CHADS’ & not USRN’s. Also problems with HA ETON system. As a quick fix, Area 4 will turn off district codes to force system to fax through ETON notices. PB mentioned the problem with Inspection Units & who gets them.
- 4.7 There has been no contact from Fulcrum regarding representation.
- 4.8 BB has received no information regarding Wych Farm oil pipelines.
5. REPORT FROM SEHAUC WORKING PARTY – Robert Hudleston
- 5.1 RH reported that 2 meetings had taken place, where Agreed Working Procedures are looked at, along with Items on SEHAUC minutes. RH thanked RW for sorting out location for this meeting.
- 5.2 Traffic Detector Loops – RH will be writing to the HA’s with regards to the types of permanent markers used.
- 5.3 Co-ordination common form – likely this will be an Exel spreadsheet
- 5.4 Compliance Testing – RW mentioned that a joint programme had started.
- 5.5 Vehicle Crossovers – a best practice document will be created in the future. Works are in progress & being collated by Ian Lancefield.
- 5.6 Temporary Traffic Lights – SEHAUC form Process is supported by the DfT letters, & majority of SEHAUC members happy with this. However, 3 HA’s do not embrace the form & it is recognised that they are at liberty to do this.
- 5.7 Website – was discussed how this could be improved.
- 5.8 S81 document – RH reported the rebadged draft was sent out to consultation & a good number of response was received, from which the WP tried to get a consensus. A final draft will be presented as a guidance document at the end of the month.
- 5.9 Training – TMA workshops, refresher training etc – SEHAUC will pick up the issue as & when appropriate.
- 5.10 Performance Monitoring – WP suggest an annual statement collating site safety surveys, intervention criteria etc. Local HAUC’s will share performance KPI’s, e.g. level of Sample Inspection defects etc.
- 5.11 Business Plan – WP have discussed SEHAUC as an organisation demanding a Business Plan. BB suggested members check YHAUC website to look at Business Plan to see if applicable to SEHAUC or not. **All**
6. SEHAUC EVENT – Roger Williams
- Registration is via the website only. BB suggested booking as early as

	<p>possible as 187 have registered to date. Fairly large list of exhibitors have also registered. The event will focus more on demonstrations this year (SLG, permasoil, SMR etc) as well as RH's presentation on Chapter 8. RW suggests all apply pressure to potential exhibitors. The room limit is 500 delegates & will take a view on cut off when limit is reached as to whether to go for 10% extra or not, but there will be a cut off point. BB mentioned the registration form originally allowed for multiple bookings, but this has now been changed. If any one has booked multiple tickets, please pass email addresses of attendees to BB. RH mentioned the parking deal with Sandown, where SEHAUC attendees parking is paid for, & that those who turn up & haven't registered, may have to pay for parking. Event Working Group to look into a Parking Code.</p>	<p>All All Event WG</p>
<p>7. TREASURERS REPORT – Robert Hudleston</p>	<p>RH reported that he had not yet received statements from Nationwide. Four sponsors had so far promised money for the event & RH reiterated the need to put pressure on exhibitors. There will be a cost implication on the SEHAUC budget for today's meeting also, but the next meeting will be back at AO3 (Grosvenor House). BB suggested RH look into the effect of not having been audited.</p>	<p>RH</p>
<p>8. REPORT FROM HIGHWAYS AGENCY</p>	<p>The Highways Agency was not represented at the meeting so no report could be given.</p>	
<p>9. AGREED WORKING PROCEDURES'S</p>	<p>BB confirmed that these were discussed under Agenda Item 5. Dispute Resolution –Working Procedure 42 – RW asked whether SEJUG understanding of this working procedure is that it applies to any disputes under NRSWA. BB concurred that this is SEJUG understanding.</p>	
<p>10. MATTERS TO BE REFERRED TO ALL REGIONS HAUC MEETING</p>	<p>There were no matters to be referred.</p>	
<p>11. CONTACT DETAILS</p>	<p>A list was circulated for updating.</p>	
<p>12. SUSTAINABILITY</p>	<p>No sustainability items raised.</p>	
<p>14. ANY OTHER BUSINESS</p>		
<p>14.1</p>	<p>Standard Coring Report for the SEHAUC Region – the item was raised on behalf of Ian Ackerman. RW mentioned he had written to IA stating that it wasn't practical as every UKAS Lab will have their own UKAS forms to comply with UKAS conditions. A common format could be used (RW) or a</p>	

SOUTH EAST HIGHWAY AUTHORITIES & UTILITIES COMMITTEE

	list of minimum requirements (BB). RW suggested a list of minimum requirements could already be part of UKAS accreditation & UKAS don't have a standard certification that can be used, content can only be dictated by UKAS.	
14.2	SEHAUC Stand at National Event – Item raised on behalf of Ian Ackerman. BB suggested he would rather put effort into the SEHAUC event. RH & RW suggested it could be costly & would require manning & suggested a SEHAUC table with glossy leaflets at the SEHAUC event, promoting things SEHAUC do – best practice, spirit of co-operation etc. Agreed to consider for next year & put on agenda for Event Working Group.	Event WG
14.3	Roadside Memorials – PG raised the issue on behalf of SERTOOC & pointed out that there could be issues for Utilities with floral tributes damaging plant. MO mentioned the ESCC proposal was well balanced & reasonable as included the 'care' aspect as well as giving time limits. BB mentioned that memorials at the base of BT poles causes H&S hazards for BT workers, & when moved, the Utility comes across as unsympathetic. PB mentioned that Brighton & Hove would be buying into along with WSCC & Sussex Police. RW suggested all HA's take documents away & issue be tabled at SESWHG. PG will go back to SERTOOC with agreement there should be a policy but will not necessarily be the same for each HA. BB suggested SERTOOC also go direct to Highways Agency.	Highways PG
14.4	CR mentioned that this would be his last SEHAUC due to restructuring within ntl:Telewest, but that he would support the event. All agreed that SEHAUC would redress any expenses incurred.	
14.5	RH raised issue of accreditation & that all carrying out activities on the Highway have correct accreditation for that activity, as he will be tightening up on site safety. If correct units of accreditation are not held then RH will prosecute. BB mentioned that it is not a requirement to carry NRSWA accreditation, but that it would be reasonable to provide within 2 hours. RH concurred with this & mentioned he would ask the Operative at 1 st , then go to Contractor & Utility involved. MO suggested Utilities rebrief contractors.	JUG
14.6	RW requested local agreement regarding s58 where London Gazette could be substituted with local press. KoB mentioned that other regions have felt it is not practicable to go against the COP & BB mentioned that it is not now a requirement for a TRO to be advertised in the Gazette. EC suggested using HA websites to advertise. PG mentioned she adds to the Register, but this is only updated every 3 months. After debate, SEHAUC agreed that as a region there is no requirement to place an advert for Section 58 in the London Gazette, but this does not negate regulations & Codes of Practice. Section 58's will be advertised in local press & encouraged to be published on Highway Authority websites.	HA's
14.7	NA reported that a positive meeting had been recently held with Thames Water regarding performance.	
14.8	MO mentioned that he would like to thank Charles Reed for the massive amount of work he has done for the South East Region over the last few years, & wished him well. BB also extended his personal thanks along with the rest of SEHAUC.	
14.9	BB tabled whether the SEHAUC requires a revamp, as he felt it did not look as polished as it could do. If so, how would this be done? BB suggested he put out feelers for cost of getting website professionally revamped. RH seconded the proposal. EC raised question of who will maintain the site? BB & one other can carry out simple uploading but more complex works will need to go back to developer at an hourly rate. SEHAUC agreed for BB to obtain cost for revamping website.	BB

SOUTH EAST HIGHWAY AUTHORITIES & UTILITIES COMMITTEE

15. SUBMISSION DATE FOR AGENDA ITEMS

Agenda items to be submitted to the Secretary at least 1 week prior to meeting (by 8th September 2006) and Agenda circulated by the Secretary prior to meeting.

16. DATE OF NEXT MEETING

Next meeting to be held:

Friday 15th September, 2006

Venue: Grosvenor House, Surrey CC, Guildford
at 13:00 hrs (unless notified otherwise).