

MINUTES OF THE MEETING HELD

Fri 16th June 2017 at Portsmouth City Council, Guildhall Square, PO1 2BGPRESENT

PAUL DOOLEY- UK POWER NETWORKS (CHAIRMAN)	JEFF ELLIOT – B&HCC (JOINT CHAIRMAN)
ROY CLARKE (SECRETARY) SOUTHERN WATER	MICHELLE LOVE & STACEY GRANT – PORTSMOUTH CITY COUNCIL
IAN ACKERMAN - HANTS COUNTY COUNCIL	DAN LESLIE – EAST SUSSEX HIGHWAYS
ED DAY - WOKINGHAM BC	JULIE DAY – B&HCC
ROB JAMES – SOUTHAMPTON HIGHWAYS PARTNERSHIP	JAN CHAPMAN & HEATHER NUNN - THAMES WATER
ANDY FRIPP – VIRGIN MEDIA	FRED WILLET - COLAS
IAIN THORNTON – ISLAND ROADS	HANNAH HOLMES -SSE
KEVIN ORLEDGE – SURREY COUNTY COUNCIL	TRUDI MCLEOD - SOUTH EAST WATER
DAN DICKSINSON - OPENREACH	ALISON HEWS - KENT COUNTY COUNCIL
ROBERT HUDLESTON - NETWORK RAIL	GEOFF SPILLER - AFFINITY WATER
BRIAN LOMAS – WEST BERKSHIRE CC	DARREN HUNTER - SGN

APOLOGIES FOR ABSENCE:

FIONA SMITHEE – SES WATER	NEIL AINSWORTH – WEST BERKSHIRE CC
EMMA WENHAM - SOUTH EAST WATER	DONNA COOPER - COLAS
CAROLINE PANTING – B&HCC	PAUL TREAGUST – PORTSMOUTH WATER
KEITH O'BRIEN – VODAFONE	MARK BURGESS – MEDWAY COUNCIL
JULIE PAYNE - SSE	DAVID LATHAM - KENT COUNTY COUNCIL

2. CONTACT DETAILS

A list had been circulated for updating.

ACTION3. MINUTES OF MEETING HELD ON 17th March 2017 – Accuracy

Accuracy Agreed

4. MATTERS ARISING FROM MEETING 17th March 2017

- DH - HBM / SMR SEHAUC quality assured criteria /protocol document – DH to send WRAP & SHW link to IAck for adding to website.

DH/IAck

- Rogue items of SLG – Kent protocol to be re-badged as a 1 pager for SEHAUC - RC has found reference only in Kent HAUC minutes dated 19th July 2011 – ‘For SLG equipment found being used by those other than the owner, there will be a 24 hour period for it to be exchange for their own equipment, rather than being removed immediately and leaving site unsafe.’ All agreed as a process, discussion around how this would be documented. IAck/ SEHAUC WG to agree whether to re-draft /expand or keep as process per the minutes.

IAck /WG

- SEHAUC website web links to other Authorities / Utility co’s – Many still need amending. Changes to be sent to IAck. Ongoing.

All

- Virgin Media Project Lightning – VM meetings with HA’s ongoing.
- Road Markings & s74 – JE advised that HA’s can legally use, but has to be reasonable and only where appropriate. JE confirmed he will not support any money making charges being applied, and should only be used to ensure works are finished & not financial gain. What is being charged has to be reasonable & related to what is found for example, use of the mitigated £100 charge. SEHAUC also agreed that lines could

	<p>be defected as per current custom & practice, and that a 2 hour response would get a quicker response.</p> <ul style="list-style-type: none"> • Surrey CC slurry seal - KO confirmed issues resolved, and agreed spec in place. KO to forward spec to IAck for website purposes. • Oxford City Council duration challenges – JE has spoken to Oxford CC & asked for specific reasons for the challenges. JE will continue to assist where possible. • Surrey CC out of hours contact for bus stop suspensions is 0330 3332113. • Medway Council JUG meeting – PD confirmed that no dates for a meeting have been supplied as of yet. TM mentioned the difficulty in paying FPN’s to Medway Council. RC had the same issues & Medway provided an alternative method of paying via the website. RC to provide to TM. 	<p>KO</p>
<p>5.</p>	<p>CONFIDENTIAL ITEMS ARISING FROM MEETING 17th March 2017 - None – IAck to put on SEHAUC website</p>	
<p>6.</p>	<p>HAUC (ENGLAND) Update (JE) & REPORT FROM SEHAUC JOINT WORKING GROUPS (IAck/ AH)</p>	
	<p><u>HAUC(England) Update -</u></p> <ul style="list-style-type: none"> • Permit Operational Guidance Document – clarification ongoing, and KO confirmed that all feedback from SEHAUC sessions have been fed back to HAUC (England), who will review comments on 5th July, with the aim of updating the document with clarifications. NCT02A & usage for discount, along with streetworks working week including Saturday morning appear to be the biggest 2 issues. West & Shire (WaSP) permit scheme will not follow the document as they have their own operational guidance, although discussions still ongoing. NCT06A appears to be the main issue in London, with different interpretations between Utility & HA. RH confirmed on-site risk assessment should drive the decision. • Lane Rental – phone app being developed to manage streetworks using Lane Rental funds. • Training & Accreditation – WG revising all documents, units & training, as issues with training banks not meeting the CoP. Training strategy being sent to all 4 awarding bodies. Hugh Randall leading on the certification of Noticing administration. DfT have sent out a communication regarding rectification of colour of cards issue, along with which paragraphs have been updated in the DfT guidance :- www.gov.uk/government/publications/street-works-qualifications-in-england • DH asked about qualifications for HA inspectors. Due to HA having to comply with SHW (Specification for Highway Works) & not SROH, the HA’s have to prove competency, rather than SU’s having to gain accreditation. • RH mentioned a paper going through HAUC(UK) where deadlines will be imposed on active working groups, and if groups are not achieving, proposal is to suspend the group. • Street Manager Project – Alpha stage begins in November. DfT have funds for the project, so it will happen with the aim of one system for all. 	<p>RC Done -</p>

Working Group -

- S81 – IAck outlined the process that was circulated, which wont necessarily solve s81 as a whole, as different LA’s have different priorities & inspection regimes, and apparatus is to be maintained to the satisfaction of the LA. Process suggests LA checking s81 is complete would be picked up by normal LA process. IAck confirmed NRSWA is open ended so for non dangerous s81’s the only course of action if not completed is to prosecute. IAck to check 5 day response suggested in HAUC(UK) best practice doc, as very difficult to comply with. AH asked about noisy / rocking covers keeping customers awake & causing damage to the Highway, which could be reported as dangerous if causing Environmental Health issues. RC suggested these be differentiated (as definition of dangerous in the co-ordination CoP) by using urgent. ED provides videos where customer issues due to noisy covers. IAck to look at adding to the document. Suggested SEHAUC escalation point of contact used if not rectified by the 3rd inspection. All to feed back comments to IAck on the process.

IAck
- Utility led coring – IAck confirmed that Hampshire CC are interested, and would like to target some himself, with Utilities focusing on Cat B’s. JE would like the opportunity to core himself, as doesn’t want to lose control. Suggested that it should be badged as collaborative coring rather than Utility lead. ‘Self defect’ cores - LA’s would need assurances that once identified by the Utility, these would be fixed. RC mentioned the tracker used by SWS which gives planned dates for remediation once failure identified, and date completed – RC will bring to Performance meetings. IAck happy to do trial in Hants, using self defects identified going back 1 year, and provide initial information for next meeting. RH suggested linking main reasons of failure to T&A Assessments so that compliance is reinforced. IAck highlighted air voids as being biggest issue in Hants. DH highlighted the mis-interpretation of results in some areas where UKAS will need to have a part to play.

IAck
- ARMs SEHAUC Grid – IAck still working on this & will be updating with surface dressing. Any comments /updates to IAck.

All

SEHAUC Event -

- 5th September, Kent Showground, Detling. AH has 15 exhibitors so far, but really need 25 (list circulated) – live issues for the forums are encouraged! Registration go live is imminent.

7. TREASURER’S REPORT

- AH reported outgoings for the event flyer & event venue deposit. Income received from exhibitors, & balance still very healthy.
- AH in the process of setting up a NatWest Account for SEHAUC, which will allow for online banking, debit card etc, which is not catered for under the current account.

8. HIGHWAYS ENGLAND REPORT / ISSUES

- No report from Highways England.

9. AGENDA ITEMS & ISSUES TABLED FOR DEBATE

- **Sustainability:** Discussed above.
- **Sharing Good Practice:** RC reminded all about the good practice of providing photos for defects either as ETON attachments or via email.

Dan L mentioned an issue with the Mayrise android app, which crashes Mayrise when trying to attach photos. TM mentioned a missing // on a URL which needs adding each time a photo is picked up, and also dangerous defects not always getting through ETON.

Performance: KO updated on the SLG Openreach improvement notice, which will now be lifted due to Openreach responding exceptionally well. IAck mentioned issues with Openreach & s56 Directions. DD will contact IAck to review. Dan L asked about agreements/ SEHAUC good practice from minutes of meetings – should these be collated into documents by SEHAUC WG? Dan L outlined a few issues ESH have with the HAUC(England) Permits Guidance Doc – Immediate works over a weekend – ESH may not waive the fee as a matter of course. KO suggested that if the permit is processed they may charge a fee to cover their time, although no co-ordination is involved, needs to be reviewed by the system. KO will get clarification. TM raised issue of charging for PAA for signal heads. PAA not required for signal heads, as permit is for information purposes only, so could be done on minor permit at zero charge, or if PAA is required, then at zero charge also. PAA should only be required for the works themselves. TM asked about downgrading of TM on site, the variation not being charged for in Kent. Wokingham wants TM reflected correctly on Elgin so waives the fee. BHCC takes on a case by case basis –if aware will waive fee, if no pre-warning at all will charge. FW mentioned he has SLG issues with one Utility. TM mentioned SEW have asked all HA’s for copies of their Inspection sheets for comparison purposes. RC said that this is available in the ETON 6 Tech Spec, for Sample Inspections, Permit compliance inspections etc, and all have to comply with this format.

SEHAUC
WG

KO

- **Venues for future meetings:**

- Fri 15th September – SGN Aldershot - DH confirmed that Room 1 had been booked.
- Fri 8th December – Easthampstead House agreed. WS to book.

10. ANY OTHER BUSINESS

- SEHAUC adjudication – Affinity Water received FPN’s on Day 1,2, 3 etc from Surrey CC for not manually controlling PTS on site. Affinity Water view is that only 1 FPN is valid, as it is not a continual offence, and Affinity were given the FPN’s retrospectively, so were not aware of the 1st offence. General principle is required, so escalated up to HAUC (England). Parking / speeding can get repeated offences which lead to an ultimate sanction. Discussions took place around the HA manually controlling & recharging the Utility, phone call should be received as soon as non compliance found, and also the principle of manual control needs further thought, as opposed to a more blanket approach.
- Storage of equipment on the highway & s74 charges – Discussion took place around works in street A, spoil in street B, which is non registerable, so nothing to trigger a s74 charge. KO would use s74 if barriers to another street & could be proved to be related to the works. IAck would use s169 Highways Act. Spoil in another road should require a materials on the highway licence.
- IT mentioned Island Roads are reviewing their s81 process to tighten down & trying to match SEHAUC process as best they can. Reinstatement of a fillet was discussed & RC mentioned the LB Tower Hamlets V BT case law, that was raised at SEHAUC in 2002. Judge’s conclusion was that the definition of the Utility apparatus did not extend to the fillet. RC to re-circulate. Island Roads also looking at a

RC -Done

Considerate Contractors document, for Utilities to sign up to.

- AH mentioned registering reinstatement around a cover in ETON. Common practice is to register around the cover /box & including the box. According to the SRoH should be a linear length. JC confirmed ETON only allows for length & width measurement, so will include the cover.
- TM mentioned footpaths more than 25m away from a USRN indicates private on their system. To allow noticing, the street naming authority should assign a USRN, or discussion with the HA can take place to get a provisional USRN. If no USRN is available, then an FPN cannot be assigned. KO mentioned that Bracknell Forest will be creating USRN's on a needs basis.
- RH mentioned about pre coning works the day before an urgent works, as has received an FPN for working without a permit. General practice is that cones are not put out until permit is in progress, or can go to the Police & put out no parking cones.
- RH mentioned that Portsmouth Water failed to notify of works within 30m of a level crossing. Reminder to submit notices / let Network Rail know in these instances –Guidance in Appendix C of the Co-ordination CoP.
- ML mentioned that DC has sent TPI report several times to Geoplace for the scorecard, but has had no response from them. Is DC getting emails to ask her to submit as other HA's are?
- DD mentioned that WSCC are requesting full TM drawings for all works using 2 way lights for Morrisons, & WSCC rejecting all permits until received. Iack has concerns that Morrisons don't look at the actual site. DD is getting Morrisons to up their game, and will arrange a call with Iack to discuss.
- PD mentioned Tobias Hemmings producing 6 month review for Medway Council's Permit Scheme which went live mid January, and that a JUG meeting is still required, with timing now best after 6 month review.
- ED – Wokingham need to produce comms plan for members of public for promoters to follow (e.g. letter drops etc) with Wokingham CoP for major works. More aimed at developers. All will be looked at reasonably & on a case by case basis.

DD

11. SUBMISSION DATE FOR AGENDA ITEMS

Agenda items to be submitted to the Secretary by Fri 1st September 2017 and Agenda circulated by the Secretary prior to meeting.

12. DATE OF NEXT MEETING

Fri 15th September – SGN Aldershot