

SOUTH EAST HIGHWAY AUTHORITIES & UTILITIES COMMITTEE

MINUTES OF THE MEETING HELD Friday 15th September, 2006 Grosvenor House, Surrey CC, Guildford

PRESENT

BOB BEANEY (CHAIRMAN) OPENREACH	ROGER WILLIAMS –EAST SUSSEX COUNTY COUNCIL (VICE CHAIRMAN)
ROY CLARKE (SECRETARY) SOUTHERN WATER	ROBERT HUDLESTON – SURREY COUNTY COUNCIL (TREASURER)
TONY NORMAN – NETWORK RAIL	ALAN FOSTER – SOUTH EAST WATER
GUY TOWNSEND – FIBERNET UK LTD	MARK OSTHEIMER – NTL: TELEWEST
PETER BURMAN – THAMES WATER UTILITIES	R. AMIR – SLOUGH BOROUGH COUNCIL
GEOFF SPILLER – THREE VALLEY’S WATER	WAYNE SCOTT – BRACKNELL FOREST BC
EDWINA KACZOR – ROYAL BOROUGH OF WINDSOR & MAIDENHEAD	PETER TAYLOR – ISLE OF WIGHT COUNCIL
PETER BLOXHAM – BRIGHTON & HOVE CC	IAN LANCEFIELD - KENT COUNTY COUNCIL
SARAH CAMERON – MID KENT WATER	STEVE LEEKS – EDF ENERGY
PAT MULVIHILL – OXFORDSHIRE CC	

APOLOGIES FOR ABSENCE:

ALAN FLORRY - SGN	KEITH O’BRIEN – THUS GROUP PLC
IAN ACKERMAN – HANTS COUNTY COUNCIL	DAVID HOLLAND – SUTTON & EAST SURREY WATER
GLENN NORMAN – NG GAS	PAT GREEN – SOUTHAMPTON CITY COUNCIL
JOHN CLARK – SCOTTISH & SOUTHERN ENERGY	JAMES PENMAN – READING BOROUGH COUNCIL
BRIAN WATSON – BOURNMOUTH & WEST HANTS WATER	ROGER KIMPTON – PORTSMOUTH CC
JULIA BURGOYNE – ATKINS TELECOM	ERIC COATES – ISLE OF WIGHT COUNCIL
MARTIN MORRIS – MEDWAY COUNCIL	ROD PORTEOUS – PORTSMOUTH WATER
ROGER HOWARD – WEST SUSSEX CC	GRAHAM BARNWELL – WOKINGHAM DC
JULIE ULLIOT - NG	MARTIN EDWARDS - HIGHWAYS AGENCY
NEIL AINSWORTH – WEST BERKSHIRE BC	

3. MINUTES OF MEETING HELD ON 16th June 2006

3.1 Accuracy –

- BB mentioned that BT should be dropped from Openreach
- 5.6 – ‘3 HA’s do not embrace the form..’ should be separated from 5.6 & should be 5.6 (A).
- 7 – delete last sentence ‘BB suggested....audited’.
- 14.3 – line 7 – Brighton & Hove would be ‘considering it’ as opposed to ‘buying into’.
- 14.5 – Reference to Scotvec not recorded. RH to discuss situation with Scotvec.
- 14.9 – line 1, ‘website’ omitted after SEHAUC.

4. MATTERS ARISING FROM MEETING 16th June 2006

4.1 RW confirmed he made representation to the Highways Agency as to Area 3 & 4 attendance. BB mentioned issues with Area 4. RW will make further representation.

4.2 SL mentioned that Victoria Burnham (EDF Energy Sustainability Graduate) was unavailable for today’s meeting, but SL will invite to the next meeting. Roger Williams is still compiling the list of ARMs that are permitted in each

ACTION

RH

RW

SL

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	HA area.	RW
4.3	Martin Edwards Network Resilience Presentation – copy of slides not yet received. RAC has chased & ME has confirmed he will provide.	ME
4.4	WS mentioned that SEHAUC Constitution (AWP No.1) has disappeared from Website. BB to check & repair link if broken	BB
4.5	Business Plan – The issue was discussed & it was felt that creation of a Business Plan for SEHAUC may be a bit strong. RW suggested re-examining SEHAUC’s general Aims & objectives & the possibility of creation of a timeline chart for SEHAUC’s activities. All to look at aims/objectives & feed back suggestions.	All
4.6	Roadside Memorials – ongoing for HA’s – no further SEHAUC action.	
4.7	SEHAUC website revamp - ongoing	
5.	REPORT FROM SEHAUC WORKING PARTY – Robert Hudleston	
5.1	RH reported that most recent meeting had taken place on Friday 8 th September.	
5.2	Traffic Detector Loops – Ongoing	
5.3	Vehicle Crossovers – IL discussed the background & aim of the draft document is to outline steps required to ensure no damage to the Highway or Utility plant. The draft was kept general so that whole groups of activities could be covered. IL mentioned a few HA additions from the HA morning meeting:- add ‘applicants need to be aware of local planning conditions’, 4E – add ‘protect plant’, add 5 – Following completion of works, update the streetworks register. BB mentioned that the JUG also have comments:- suggest addition of ‘Authorising Authority’ instead of HA (with regards to site checking). RH suggested this could be moving away from a simple message & suggested taking document back to Working Group. Item 3 – add 3A – any plant alteration should be co-ordinated/agreed. PM suggested addition of requirement for HA to issue 7 day notice if working near utility plant. IL mentioned document will not alter any statutory requirement & BB confirmed standing of document being guidance only.	Working Group
5.4	S81 document –final draft guidance document is in progress.	
5.5	Co-ordination common form – copy was distributed by RW, who confirmed form has been agreed by the Highway authorities. RH mentioned will be a PDF document when closed by HA’s. BB suggested use of Utility logo in right hand corner.	
5.6	Compliance Testing – In line with Agreed Working Procedure, all HA’s who have carried out Compliance testing to send out results to RAC in line with Procedure by 31 st October, for collation & review at next meeting.	All
5.7	Latest TMA issues were discussed. The consultation for Co-ordination, FPN’s etc will be purely on mechanics. RH mentioned consultation of Part 6 TMA – Civil Enforcement, which HA’s have a duty to reply to (by end September).	
5.8	Grip Fibre – BB mentioned guidance received from All Regions JUG, compiled by NW Materials Engineers (sent out to SEHAUC members).	
5.9	Barhole Reinstatement – Working Group feel the issue needs to be clarified with an official process & will research.	
5.10	New Materials – approval list will be put on the website but will require a disclaimer stating that SEHAUC do not necessarily endorse the materials.	
5.11	Footway Boards – BB mentioned All Regions JUG looking for BS spec for boards & Westminster issue of roadplates used for Idle charging scheme (need safe method of using).	
5.12	Charles Reed – a tankered has been organised which could be presented at WG meeting 2 nd October. BB suggested CR attend the next SEHAUC in December, which was agreed. RH/BB have contact details.	

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5.13 Training – TMA workshops, refresher training etc – SEHAUC will pick up the issue to meet the training needs of SEHAUC members, but will require setting up of another Working Group. Mark Ostheimer, Steve Leeks, Wayne Scott & Pat Mulvihill volunteered.

6. SEHAUC EVENT – Roger Williams

RW mentioned that Working Group were pleased with attendance (close to 500) & level of exhibitors. The Guide Dogs display was well received & SEHAUC will provide a donation for Guide Dogs for the Blind. All feedback received on forms positive on the whole, although some attendees objected to presentation by Clancy Docwra. BB believed Docwra presenter had a right to express his opinions & SC & RAC suggested there is a difference of opinion within Docwra at corporate to local level. RW believes this to be positive as it generates people talking about the event.

RW thanked the event working party for working incredibly hard, especially SC & BB with exhibitors & delegates. RW wants to review what went wrong/what went right so that format for next year can be improved upon. MO mentioned that London event & SEHAUC event both have different approaches so there is scope for thought on how the event is run. SC mentioned that London have benefit of TfL funding. BB extended thanks to EDF Energy for sponsoring lunch. West Midlands event is 3rd/4th October & SEHAUC have a free place. SC will check to see if can attend & will confirm to BB. BB mentioned there was a rate of drop off & IL believed rate to be about same whether ticket for an event was paid for or free.

**RW/
Event
WG**

SC

Next event programmed for 5th September 2007.

7. TREASURERS REPORT – Robert Hudleston

RH reported that the June statement from Nationwide was never received, although eventually managed to get hold of a photocopy. Account has now been moved from Chichester to Maidstone. RH mentioned Interest Rate was still only 0.1%, and to overcome statement problem he requested switching to E Banking. SEHAUC agreed to change account so that Interest level could be increased and flexibility can be achieved whilst maintaining current protocols - but RH must have Internet Access too. BB required, as joint signatory, to assist in closing existing account and transference to a more flexible account. RH mentioned that Treasurer is becoming a more complex & time consuming job due to large turnover of money, but will be happy to retain position provided new account is a website banking account.

RH/BB

8. REPORT FROM HIGHWAYS AGENCY

The Highways Agency was not represented at the meeting so no report could be given.

9. AGREED WORKING PROCEDURES'S

BB confirmed that these were discussed under Agenda Item 5.

10. MATTERS TO BE REFERRED TO ALL REGIONS HAUC MEETING

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11. There were no matters to be referred.
CONTACT DETAILS
- A list was circulated for updating.
12. SUSTAINABILITY
- No sustainability items raised.
13. ANY OTHER BUSINESS
- 13.1 Agenda Item had been raised by IA regarding quality of information on apology boards. Take forward to next meeting.
- 13.2 RH raised issue of site safety survey results - % pass, fail, reviewed etc to be shared at SEHAUC. Those HA's that do Site safety surveys to feed base figures to RAC in Excel Spreadsheet. **All HA's**
- 13.3 RW mentioned he had been approached by RITAG, an electronic chip to put in reinstatements. AF mentioned Jigsaw had approached also for slot at SEHAUC. PB suggested that as Companies had paid for a stand as the event could be deemed as favouritism. PM suggested link to product on events webpage with disclaimer. Agreed that there is benefit for RITAG attending March meeting (RW to contact) although BB stated that in general he will not endorse commercial pitches at SEHAUC. **RW (Done)**
- 13.4 BB requested change to SEHAUC TTL form so that USRN field could be added. No objections received.
- 13.5 BB mentioned that Openreach will launch a s81 direct report webpage, & will demonstrate & launch at NSWHG on 25/9/06. BB will put links on SEHAUC & Openreach websites. **BB**
- 13.6 RH mentioned he has copy of Bus Timetable & buses run at 14.50, 15.10 & 20 minute intervals until 4pm.
14. SUBMISSION DATE FOR AGENDA ITEMS
- Agenda items to be submitted to the Secretary at least 1 week prior to meeting (by 8th December 2006) and Agenda circulated by the Secretary prior to meeting.
15. DATE OF NEXT MEETING
- Next meeting to be held:
- Friday 15th December, 2006
Venue: Grosvenor House, Surrey CC, Guildford
at 13:00 hrs (unless notified otherwise).