

SOUTH EAST HIGHWAY AUTHORITIES & UTILITIES

COMMITTEE

MINUTES OF THE MEETING HELD

Friday 11th September 2015, at Surrey CC, Leatherhead

PRESENT

GRAEME LAKE – EAST SUSSEX CC (JOINT CHAIRMAN)	BOB BEANEY OPENREACH (JOINT CHAIRMAN)
ROY CLARKE (SECRETARY) SOUTHERN WATER	MICHELLE LOVE – PORTSMOUTH CITY COUNCIL
DARREN HUNTER - SGN	PAUL DOOLEY- UK POWER NETWORKS
JULIE PAYNE - SCOTTISH & SOUTHERN ENERGY	JAN CHAPMAN - THAMES WATER
MARY ANN CUZNER - BBLP	ED DAY – WOKINGHAM BC
GEOFF SPILLER - AFFINITY WATER	DONNA COOPER - COLAS
EDWINA KACZOR - ROYAL BOROUGH OF WINDSOR & MAIDENHEAD	KEVIN ORLEDGE – SURREY COUNTY COUNCIL
ROBERT HUDLESTON – NETWORK RAIL	EDDIE HEWITT – SLOUGH BC
SAM HOWE – BRACKNELL FOREST BC	CAROLINE PANTING – B&HCC
LINDA PLAYNE - BBMM	ANDY FRIPP – VIRGIN MEDIA

APOLOGIES FOR ABSENCE:

DAVID LATHAM - KENT COUNTY COUNCIL	DAVID PARKER – SLOUGH BC
ALISON HEWS - KENT COUNTY COUNCIL	IAN ACKERMAN - HANTS COUNTY COUNCIL
PAUL TREGUST – PORTSMOUTH WATER	IAIN THORNTON – ISLAND ROADS
JAMES PENMAN – READING BC	ROGER HOWARD – WEST SUSSEX CC
NEIL AINSWORTH – WEST BERKSHIRE CC	IAN ADAMS – SUTTON AND EAST SURREY WATER
KEITH O'BRIEN – VODAFONE	BOB EELES – OXFORDSHIRE CC
TERRY ELLIOT – BOURNEMOUTH WATER	EMMA WENHAM - SOUTH EAST WATER
MALCOLM LYONS - SSE TELECOMS	

2.	CONTACT DETAILS A list had been circulated for updating.	ACTION DH All JAG members DL
3.	MINUTES OF MEETING HELD ON 12th June 2015 – Accuracy Accuracy agreed	
4.	MATTERS ARISING FROM MEETING 12th June 2015 <ul style="list-style-type: none">• Utilipro – DH to chase for March meeting.• Any s81 HA intervention criteria to be sent Iack/ BB.• Standard plans for approval of portable traffic signals –DL to send out West Midlands protocol when available as a best practice document national document.• GL thanked all involved for their work at the SEHAUC event.• EK - cross boundary co-ordination issue at Blackwater junction. EK has had Highways England in for a meeting, & is now copying in Highways England on notices. BB also raised issue at HAUC England, who acknowledged the issue, but no resolution. LP mentioned BBMM cannot issue a notice unless paper in Area 4.	
5.	<ul style="list-style-type: none">• CONFIDENTIAL ITEMS ARISING FROM MEETING 12th June 2015	

SOUTH EAST HIGHWAY AUTHORITIES & UTILITIES

COMMITTEE

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| 6. | <p>None</p> <p>REPORT FROM SEHAUC JOINT WORKING GROUPS (IACk)</p> <ul style="list-style-type: none">• No WG took place, & to be rescheduled once Ian returns back to work. Date TBC.• Defect training sessions – BB mentioned will try to find ‘quick fixes’ to minimise numbers of defects. Working Group to put together a synopsis for next year’s seminars for December meeting.• Membership – currently 1 County HA and 3 Unitaries, gas, water, telecoms but no electricity rep.• Event – BB will organise a mop up session & no shows will be identified at this meeting. Small profit was made, and exhibitors were happy, and good feedback received from all. BB requested a mandate for another Event. Cost could be up to £12K if no exhibitors attend the event. SEHAUC agreed to an event next year, BB will set up an event working party. Hugh Randall considers to be the best event of its kind and will assist next year. GS mentioned the venue has received the best feedback out of all venues used so far, so no intention to move unless price dramatically increases. | Working
Group |
| 7. | <p>TREASURER’S REPORT</p> <ul style="list-style-type: none">• Alison Hews provided the report to RC.• Outgoings for delegate bags, refreshments etc. Income for the event leaving the balance very healthy. | BB |
| 8. | <p>HIGHWAYS ENGLAND REPORT / ISSUES</p> <ul style="list-style-type: none">• LP mentioned no issues, other than the cross border issue raised by EK. LP will get contact details for other areas within the SEHAUC Region. GL expressed concerns about communicating customer needs of Utilities to highways England Contractors. EK forwards anything on the HE Network coming in, but LP suggested needs a more formal process. LP will into Group emails for each area, once she has received the latest SEHAUC contact list. | LP |
| 9. | <p>AGENDA ITEMS & ISSUES TABLED FOR DEBATE</p> <ul style="list-style-type: none">• Sustainability: DH mentioned the momentum that HBM’s & SMR’s are gaining throughout the industry, and suggested SEHAUC set up a quality assured criteria /protocol document to be placed on the website. BB requested a Working Group sub group to be set up, under DH with Neil Edwards to be invited. As WRAP have their own grid/protocol, DH will take this into account, as well as asking if UKAS, SQS can help. Roadmender – feedback is excellent. PD mentioned concerns about the polymer in the recycled material – BB stated using virgin material at present, but may move to recycled material in the future. KLRS Board looking at purchasing plant for a trial in Kent, and SQS also looking at purchasing.• Sharing Good Practice: GL mentioned the good practice around an SGN patch, where a non SGN pipe under the patch had broken. SGN used a cross channel plate to rectify, satisfying Councillors, MP’s & residents. BB thanked SEPS members & all Authorities involved in the process for developing their Permit Schemes to adapt to the new Regulations. GL concurred that the process lead by KO & Matt Jezzard was a good example of collaboration.• Performance: GL mentioned performance issues with SGN on 3 large schemes in East Sussex, SH also mentioned issues with Direct Mole. | DH |

SOUTH EAST HIGHWAY AUTHORITIES & UTILITIES COMMITTEE

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COMMITTEE

DH happy to forward any concerns to the Senior Manager responsible, and can provide points of contact for escalation. GL to provide examples in East Sussex.

DH/ GL

BB asked whether the balanced scorecard information (TPI's) sent to Geoplace can be shared, so that points of improvement can be gained. RHud suggested contacting Dave Capon & KOB – GL to contact.

- **Venues for future meetings:**

GL

Fri 11th Dec 2015 - Easthampstead (confirmed)

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

- Rogue items of SLG ending up in other promoter's possession – PD suggested having regular audits of depots so that any items that have been picked up from the Highway, and not belonging to them can be returned. BB mentioned the protocol agreed at Kent HAUC, where barriers found would not be removed due to H&S risk, and owner of the barrier would be contacted & has 24 hours to remove.

- GL mentioned that ESCC Highways functionality is being outsourced in May 2016.

- GL updated on previous weeks SEJAG meeting – Defect on Fire hydrant. This was escalated to the National Permit forum, who stated to sort out at local level. The Southampton Scheme states that repairs to a Fire Hydrant will be free of charge, as opposed to remedial repairs to the reinstatement. General consensus in this situation is that the Permit fee will be charged, but is dependant in each on how the Permit Scheme is worded.

Multi Way Traffic signal heads & Permits (for information purposes) served on all 4 heads, could result in FPN's for any breach of conditions x 4, and possible overrun charges. BB mentioned the issue is going to National Permits Forum, permit for a traffic signal head is not a registerable activity & outside of FPN redress. JAG opinion is that it is a registerable activity. KO mentioned the HAUC Co-ordination working group have produced a guidance document (intent likely is that is non chargeable /fineable) but is with DfT at present. General JAG opinion is that they would like a permit for information, and will endeavour to zero charge by setting up 100% discount, with conditions attached only to the main permit. This will be followed until National Guidance received. Thames Water & Affinity cannot always send Permits for information purposes due to system set up issues (on reactive works). GSp & JC to check if information permits can be sent in 95% of cases where required.

GSp/JC

- BB updated on HAUC England – New Minister will honour Robert Goodwill's standards, and will focus on reducing disruption on the strategic network, driving 7 day working. The red tape challenge will continue. Inspections CoP – fee structure can't be changed, and additional inspection items cannot be brought back in, although Inspection Unit criteria may be changed. Permits CoP will be withdrawn. BB asked if a Permit is sent that is compliant with the Permit Scheme, Permit is refused, but work is carried out –is it an illegal Permit, or an illegally refused Permit? Scheme documents must state reasons for refusal to comply with new regulations. GL would expect

SOUTH EAST HIGHWAY AUTHORITIES & UTILITIES

COMMITTEE

SOUTH EAST HIGHWAY AUTHORITIES & UTILITIES COMMITTEE

Promoters to liaise with him before any work was carried out without a valid Permit.

- RH mentioned the latest T&A accreditation consultation, to simplify how units are structured. Lantra & A Plant Lux are now looking towards supplying the training.
- RC mentioned that Southern Water are placing cones with a small information board stating 'SW aware' over minor leaks that are not immediate works, so that customers are aware, and complaints are reduced. These will be placed so as not to obstruct pedestrians & not cause any trip hazards. RC also asked whether photos could accompany each defect received, either via an ETON attachment, or separate email. BB echoed this for s81 photos, and re-iterated the previous SEHAUC agreement where the ETON 6 reference could be placed in the subject header of the email.
- JP mentioned that she was now Streetworks Manager for SSE, and that SSE are now moving to Regions which may require new OD File's being created.
- GL mentioned that Sam Howe is now Vice Chair for SEJAG.
- GL thanked Edwina for all work she had done for SEHAUC, especially the Event WG. Thanks were echoed by all SEHAUC members.

11. SUBMISSION DATE FOR AGENDA ITEMS

Agenda items to be submitted to the Secretary by 27th November, 2015 and Agenda circulated by the Secretary prior to meeting.

12. DATE OF NEXT MEETING – Friday 11th December