

Present:, Roger Williams, Peter Burman, Alan Florry, Bob Beaney and Ian Lancefield	File Ref: SEHAUC/WG/Feb 06 Date: 10th March 2006 Location: SCC A03 Recorded by: Roger Williams
Distribution: All Present	

ITEM	TEXT	ACTION
1	Apologies for absence	
1.1	Robert Hudleston, Graham Barnwell, Nik Goodman, Steve Leeks and Charles Reed	
2	Agreed Working Practices - Detector Loops	
2.1	The previous minutes indicated an agreement that RH would seek views on what type, if any, of 'permanent' marker might be installed somehow. Letter to be sent to all HA SEHAUC members to seek options.	RH
2.2	The draft of the new Agreed Working Practice was discussed and members were happy to sign off the draft and submit this to full SEHAUC for ratification. A sentence should be added to reflect the drive for best practice for highway authorities to place a marker adjacent to new installations.	RH
3	Main SEHAUC minutes December 2005 and Agenda 17/3/06	
3.1	A discussion took place concerning a venue for the SEHAUC meeting on the 16 th June, RW agreed to research an alternative venue in Guildford (RW has secured the YMCA in Guildford town centre for June meeting)	RW
3.2	RW agreed to provide BB with a list of ARM's currently approved by Highway Authorities with the region	RW
4	Co-ordination – Common Return Form	
	The meeting discussed the problems with collating data for co-ordination meetings and the different requirements of each highway authority within the region.	
4.1	It was suggest that best practice be determined through the examination of the common fields from the returns in current use.	
4.2	RW undertook to draft a common co-ordination format together with guidance notes that will be presented at the next SEHAUC meeting.	RW

5	Compliance Testing	
5.1	The meeting was made aware that the SEHAUC compliance testing document has been discussed at various national forums including the SROH working party.	
5.2	RW has produced a timetable of proposed testing and this will be tabled at the next SEHAUC meeting. It is to be encouraged that all parties within SEHAUC undertake testing.	RW
5.3	East Sussex County Council is developing a joint funding proposal and will report to the working party once a programme of testing has been completed.	RW
6	Vehicle Crossings	
	A discussion took place which established the reasoning for this review of procedure. The utilities requested a clear process from Highway Authorities which ensures sufficient safe guards are in place so the damage to plant can be avoided. Ian undertook to undertake this work through determining the information requirements, to ensure consistency and present his findings at the next working party meeting	
6.1	The questions that need to be researched for each highway authority are; who can do it; Who tells whom who should be doing it; Are these classified as Major Works; is Notification required and who covers plant damage?	IL
6.2	More research work is needed here especially into the requirements of the Highway Act and NRSWA	IL
6.3	IL will gather best practice and Brighton and Hove have developed a vehicle crossing pack which includes utility plant protection which may be used as best practice.	IL
7	Temporary Traffic Signals (Portable Traffic Signals)	
7.1	It was agreed that most highway authorities would continue to use the current SEHAUC form and procedures.	
7.2	BB indicated that he would undertake a scoping exercise to convert the SEHAUC TTL form to an electronic enabled form to allow online completion	BB

8	Website	
8.1	BB indicated that the work to facilitate access to SEHAUC Minutes, newsletters etc was underway and would be completed shortly.	BB
8.2	Access would be restricted through the use of a password protected area.	BB
9	Section 81	
9.1	It was felt that 'Best Practice' should be adopted and therefore a guidance note should be produced by the working party	
9.2	BB indicated that Yorkshire HAUC have produced a S81 guidance note and agreed to circulate the details so this may be discussed at the next WP meeting	BB
10	Training	
10.1	The meeting discussed the TMA new rules which will be introduced in the Autumn and agreed that SEHAUC should run a series of seminars to cover these new areas.	
10.2	RW suggested that once the timescales were known that a separate WP meeting be set up to identify the purpose, format audience, timeframe and frequency of the training	ALL
11	Performance Monitoring - Celebrations For Success	
11.1	The DFT will shortly be publishing the proposed KPI's to measure performance in relation to the TMA.	
11.2	The group discussed the possibility of regional awards but there was a general lack of understanding of how this would add value, however this would be raised at SEHAUC main meeting.	BB
12	Arbitration	
12.1	Following the last working party the Chair of SE JUG and the Highway side Chair (SESWHG) had met and has produced a guidance note outlining the procedures for dispute resolution in line with the draft co-ordination code version 3.	
12.2	The draft procedure will be tabled at the next meeting for ratification and formal adoption as a SEHAUC guidance note.	BB
13	AOB	

There is was no AOB tabled.

14 **Next Meeting Date 3rd May Location to be confirmed**