



Notes of Meeting

Meeting Roads Authorities and Utilities Committee (Scotland)

Place of The Business Centre, Edinburgh City Chambers, High Street, Edinburgh

Date: Wednesday 5th September 2018

Present:

Alex Rae (S.U. Co-Chair)	A.R.	SGN
Martin Polland (R.A. Co-Chair)	M.P.	South Lanarkshire Council
Kevin Abercrombie	K.A.	Aberdeen City Council
David Armitage	D.J.A.	Aberdeenshire Council
Angus Carmichael	A.C.	Scottish Road Works Commissioner
Duncan Carrick	D.C.	East Dunbartonshire Council
Gavin Cook	G.Co.	East Renfrewshire Council
Gerry Cullen	G.C.	Transport Scotland
Karyn Davidson	K.D.	Vodafone
Stephen Finch	S.F.	Openreach
Jim Forbes	J.F.	City Fibre
Darren Grant	D.G.	SSEN
Julie Greig	J. G.	SGN
Lisa Haston	L.H.	SPEN
Alan Heatley	A.H.	Midlothian Council
John Henderson	J.H.	Scottish Borders Council
Ewan Hogg	E.H.	Falkirk Council
Robert James	R.J.	Network Rail
Ian Jones	I.J.	Fife Council
Caroline McAdam	C.McA.	Network Rail
Fiona McInnes	F.McI.	Scottish Water
Andrew Matheson	A.M.	Virgin Media
Gary Neill	G.N.	Falkirk Council
Robin Pope	R.P.	Highland Council
Iain Ross	I.R.	O.S.R.W.C.
Ruth Scott	R.S.	SSE Telecom
David Shaw	D.S.	Ayrshire Roads Alliance
Fraser Smith	F.S.	Argyll and Bute
Calum Stewart	A.T.	Glasgow City Council
Scott Walker	S.W.	Clackmannanshire Council
Mark Wrightson	M.W.	Openreach

In Attendance:

George Borthwick	G.B.	RAUC(S) Secretary
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Apologies:

Anthony Black	A.B.	Transport Scotland
David Capon	D.C.	JAG UK
Stuart Harding	S.H.	City of Edinburgh Council
Owen Harte	O.H.	Virgin Media
Robert Mackay	R.Mack.	East Renfrewshire Council

Apologies Continued:

Nigel Myers	N.M.	Virgin Media
Kevin Skinner	K.S.	Scottish Water
Elaine Stewart	E.S.	Scottish Power Energy Networks

1. Introduction and Apologies

Martin Polland welcomed everyone to the Meeting.

The apologies were noted as above.

2. Minutes of Meeting of 7th March 2018

a. Accuracy

The Minutes of the previous meeting held on 6th June 2018 were agreed as read.

b. Matters Arising / Action Tracking Summary

See the Action Tracking Summary for update.

3. Presentation – Scottish Street Gazetteer Conventions

Martin Polland welcomed Alex Ramage (Transport Scotland), who is currently the Interim Chair of the Gazetteer Group, to the meeting and invited him to give his presentation on the above subject.

Alex Ramage gave the presentation as follows: -

- BS7666 is being reviewed to deal with – Spatial Data – sets for geographic referencing
- Geoplace Ltd involved because of their experience in making significant changes to the England and Wales document.
- Make the documents easily understandable for a new Custodian
- Where changes are made they are brought in as optional but identified that they will become mandatory in time
- Bringing Advice Note 5 into the main conventions document including Street Polygons Conventions

Examples of changes are: -

- Defining exactly when a record should be in the Gazetteer and when it should not.
- ESU id, for new ESU will be based on the 4 digit custodian code, with a incrementing number for that custodian. (Guaranteed unique)
- There will be an additional Island attribute to allow better addressing for Gazetteer users on the Islands e.g. Shetland.
- To provide additional support, Improvement Service have appointed a “Street Gazetteer” officer.

Document Ownership

- One Scotland Gazetteer Conventions are owned by Improvement Service and they look after the Address Gazetteer Standards
- Chapter 12 onwards are owned by the Street Gazetteer Community through the RAUC(S) Gazetteer Group

Consultation

- Consultation will include the software Manufacturers, Local Authorities and RAUC(S)
- The document is almost ready to be passed to the Gazetteer Group in October and to the Community in November.

- It is planned that the revised / final document will be prepared by January.
- The Document will be submitted to RAUC(S) in March for their approval.

Other comments

- RAUC(S) need to be involved as the Gazetteer is the basis of the Register.
- The Highway Data Set will be open data.

M.P. / A.R. thanked Alex for the presentation.

4. RAUC(s) Working Group Reports

a. National Coring Programme

The Committee noted that:-

- The Preparation of the revised Advice Note No. 3 is progressing.
- Jim Clegg will assist in the coordination of the programme and collating the results when they are available.
- The Lead Authorities in all Areas have been appointed.
- The SW Area Document which proved satisfactory last year will be shared with any other Area which takes up the offer. The contact to get a copy is David Shaw in the Ayrshire Roads Alliance.

b. Inspection Fees

The following comments were made: -

- The survey data has been analysed and it appears there will be no change from the existing Fee. The Group will meet, and a recommendation will be submitted to the next meeting in December. **Action – A.R. / S.H.**

c. SROR

There was no report submitted to this meeting.

d. Inspections

The Inspections Working Group was due to meet so there was no update submitted.

e. Co-ordination

The Co-ordination Working Group has not yet met.

f. Working Group Recruitment

The updated Schedule had been circulated to this meeting. The Chairs of the Groups / Teams should advise the Secretary of any changes to their membership in order that the Schedule can be kept up to date. **Action – Group Chairs**

5. Area RAUC(s) Action Reports

a. NoSRAUC Area

No issues remitted to this meeting.

b. South East Area RAUC

A.H. reported that East Lothian were being pressured to allow slot cutting to lay fibre optic cables in the road in Gifford and RAUC(S) were being asked for a formal response to support their case.

Comment was made as follows: -

- The view was that the process did not meet the requirements of the SROR.
- This was based on the difficulty to reinstate and for the maintenance of the road and other S.U. apparatus in the future.
- The photographs circulated indicated that the work was being carried out on a low category road.
- A Scottish Government Consultation on narrow trenching will be issued in the near future. All should make a response when it is circulated.
- The plant needs to be below the construction layers or it is very likely to be damaged by maintenance even for patching.
- There have been problems before on sites where an agreement has been made on maintenance but when the responsible parties changed the agreement was dropped leaving others with the problems of maintenance and damage to plant.
- There was no doubt that this was a quick efficient process, but it still needed to meet the requirements of the Code.
- RAUC(S) could only indicate that any process which was out with Codes or Specifications was not permissible.
- If there was a trial it would have to prove that it could meet the Codes.

Rope and Cone Traffic Management

Scottish Water and Edinburgh City Council had been unable to come to an agreement on this matter and RAUC(S) were being asked to set up a Dispute Panel.

The following decision was agreed by the Committee: -

- The two parties were asked to send reports as soon as possible to the Co-Chairs who would review them and decide if they considered the matter to be a complex dispute or if not refer it back to the Area to set up a Dispute Panel.

c. South West Area RAUC

No issues remitted to this meeting.

d. TayForth Area RAUC

S.W. reported that Angus, Dundee and Perth & Kinross had amalgamated to hold one Local Meeting rather than the 3 meetings. The attendance had been poor at the two meetings so far, but the decision was to hold one more amalgamated meeting but revert to the 3 meeting format if there was no improvement. S.U.s were asked to note this arrangement. **Action – S.U.s**

e. WOS Area RAUC

The following three topics were commented on: -

Section 109 Sites

- A site in the WoS area had been excavated pending the provision of a Scottish Water connection. No Section 109 permit had been issued and there was no signing, lighting and guarding.

The request was made for Scottish Water to be more proactive in these instances and to ensure the permit was in place and where the site was not properly protected the information was passed to the R.A.

Commissioner's Statistics – Zero Tolerance Reports

- The Commissioner was asked to review the Zero Tolerance Reports to see if there was some easement on the required target. **Action – The Commissioner**

Coring Programme 2019 - Lead Authority

- East Renfrewshire had volunteered to be the Lead Authority for the 2019 Coring programme.

M.P. indicated that papers should be submitted at least two weeks before the meeting and earlier if possible in order that they could be discussed at the Agenda Setting Meeting.

6. RAUC(s) Business

a. Safety – Issues for Consideration

The previously circulated paper about craft blades being attached to the frames of temporary road work signs was taken as read. None had been reported in Scotland, but should they be found, they should be reported to the police and the Community. **Action - All**

If Organisations have Safety Bulletins they were asked to circulate them to the Community for information and training. **Action - All**

b. Improvement Notices

The previously circulated Action Tracking summary was taken as read and comments were made as follows:

All five of the main Utilities still had live Improvement Notices although there had been some indication of improved performance.

West Lothian has Notices issued to Virgin Media (2) and Openreach (3) and the performance was being monitored.

South Ayrshire and Midlothian both have improvement Notices issued to Virgin Media.

The South Ayrshire Notices are due to be closed.

c. FPN Hearings

No new Hearings reported.

d. Remits from SRWR Steering Group

There were no issues remitted to RAUC(S) from the SRWR Steering Group.

7. HAUC (UK) and Associated Sub Group Reports

a. Report

Comment was made on the Fibre Toolkit as follows: -

- An associated group met yesterday 4th September to discuss this document.
- The document had been developed with no reference to the Scottish Government, the Commissioner, the Scottish Community, RAUC(S), Scottish Legislation, Codes and Advice Notes.

The Commissioner would be attending HAUC UK next week and would take any RAUC(S) remits to the meeting.

ai. Convention Update

No update was available.

aii. The Street Manager Project

No update was available.

aiii) DfT S.R.O.H. Version No. 4 Update

No update was available.

b. HAUC (UK) Advice Notes

No new Advice Notes were issued for comment in the last quarter.

c. Training and Accreditation

The previously circulated paper was taken as read.

Darren Grant (SSE) has agreed to be the S.U. representative on this Group. Training is an essential

d. Diversionary Works

No issues were raised.

e. Reinstatements

Note previous comment in the Minutes.

f. Safety at Road Works

No issues were raised.

g. Records

No issues raised.

h. Representation on HAUC UK Sub Groups

The Secretary was asked to revise the Schedule and reissue it to the Community. **Action – Secretary**

8. Standing Reports

a. The Scottish Road Works Commissioner’s Report

The previously circulated Bulletin was taken as read with the following comments: -

- The closing date for the payment of the Prescribed Fees was the 2nd June. Reminders were sent out and all fees eventually collected.
- All Organisations should submit their comments on the draft Transport Bill to the Scottish Government by the 27th September.
- The Performance Reviews will be issued in the next two weeks. They are shorter than in previous years and should be easier to read and understand. All Organisations with poor performance must respond as requested in their Review.

Red, amber, green is used to indicate the level of performance.

- Tim Masters has retired, and his post has been filled by Jim Clegg. Jim will work on the coring programme (coordination and collation), the Bill and the Permits and Licencing Module amongst other matters which are required.
- All Organisations should have moved over to the new domains as the old domains will be closed later in September. If there are internal IT problems I.R. can offer assistance.

Action – All

The changes to the domains are as follows: -

Old	New
https://srwr.symology.net	https://live.srwr.scot
https://srwrtest.symology.net	https://test.srwr.scot
https://srwrnsq.symology.net	https://nsq.srwr.scot
https://srwrvault.symology.net	https://vault.srwr.scot
https://srwruat.symology.net	https://uat.srwr.scot
https://srwrtrain.symology.net	https://train.srwr.scot

- The Mobile Apps were commented as follows; -
The Works Promoter and VAULT Apps are now operating on all platforms
The VAULT App will be issued on all Platforms in October / November
- The Street Manager Development has a budget of £10 Million to provide a Register for England and Wales.
- Fibre Toolkit – A letter has been sent out to the Chief Executives in Scotland. As indicated above it is, in its present form, unfit for use in Scotland. There is reference to the use of Permits which the Scottish Community generally considers unnecessary for use in Scotland where the performance on Noticing provides a standard in excess of that predicted in England using permits. The Scottish Community is also looking to improve on its current performance.

K.Q has already produced a draft document which could be used in Scotland but would need the approval of the Community.

Scotland needs to work with the Department for Culture, Media, and Sport to roll out Broadband in Scotland, but the method needs to fit with the existing Scottish Legislation, Codes, Advice Notes, Co-ordination and above all Co-operation.

- Development, all be it at a slower rate, is continuing on the web site. Diary transfer will be provided as budget allows.
- There is interest in some areas in introducing Permits. If you do not want this development in the Scottish Legislation you must inform the Scottish Government via the response to the Draft Bill. The Commissioner pressed all Organisations to submit their responses to the Scottish Government as soon as possible as the closing date for responding is 27th September 2018.

b. Policy Development Group

The P.D.G. has been considering the issues raised by the Draft Transport Scotland Bill.

c. Management and Operation of the S.R.W.R.

ci) Quarterly Management Report (Includes Vault Update Report and Gazetteer Update Report)

The previously circulated reports including the Commissioner's Bulletin were taken as read with the following comments: -

- The Fees for 2018/19 have all been collected but some Organisations were late in making their payment.
- Some Organisations are not making their payment for training in the required period. Action will be taken to deal with this problem.
- If Operatives need access to the Apps an application need to be made to Symology.
- SAT are working with Symology on the development of Aurora. Any suggestions for improving the service should be submitted to SAT in a Change Request.
- There are several Organisations indicated in Yellow on the Gazetteer upload report. They should be preparing an Upload and submitting it sooner than later.

cii) Gazetteer Highlight Report

See minute of the Presentation (Item No. 3 above) for information on the review of Gazetteer Conventions.

d. SCOTS Report

There was no report from SCOTS.

9. A.O.C.B.

a. PAS 128:2014 Specification for Underground Utility Detection, Verification and Location

An S.U. Representative will be appointed to deal with the review of this Specification. This is ongoing. **Action – A.R.**

b. Dates for the 2019 Meetings

The dates for the 2019 meetings were approved as tabled.

The calendar for all the meetings will be produced and posted on the RAUC(S) web site. The dates will also appear on the monthly diary on the Site. **Action - Secretary**

The costs of venues for the meetings need to be kept down so the Dome may have to be used if the Business Centre is not available. I.R. will contact S.H. to discuss the availability of the Business Centre for the 2019 meetings and report back to the December meeting. **Action – I.R. / S.H.**

c. S.R.W.R. Steering Group Draft Terms of Reference

The previously circulated draft document was taken as read with the following comments: -

- All the S.U. groups e.g. Water Gas etc should be represented on the Group.
- All Areas should have a Representative on the Group.

d. Electric Vehicle On-Street Charging

With the increasing numbers of electric vehicles on the road the pressure is going to increase on R.As to deal with the provision of charging facilities.

It was noted that the supply available from street lighting systems is not sufficient to accommodate vehicle charging.

SPEN indicated that they are already investigating solutions to this requirement.

Information on methods of provision and developments should be shared round the Community as all are face with increasing numbers of requests for facilities.

10. Dates of Next Meetings:

AGENDA MEETING (Venue see Below)

RAUC(s) Meeting (Venue see Below)

Wednesday 21st November 2018

Wednesday 5th December 2018

Future Meeting Dates:-

RAUC(s) Agenda
Setting Meetings (Venue as Below)

RAUC(S)
Meetings (Venue see Below)

Wednesday 20th February 2019
Wednesday 22nd May 2019
Wednesday 21st August 2019
Wednesday 20th November 2019

Wednesday 6th March 2019
Wednesday 5th June 2019
Wednesday 4th September 2019
Wednesday 4th December 2019

RAUC(S) Agenda Setting Meetings Venue: - Dean of Guild Waiting Room, Edinburgh City Chamber, High Street, Edinburgh

RAUC(S) Meeting Venue: - Edinburgh City Chambers, High Street, Edinburgh

The meeting Closed at 13.36