



**NORTH of SCOTLAND AREA ROADS AUTHORITIES & UTILITIES
COMMITTEE**

**Minutes of the
QUARTERLY MEETING**

Date: Wednesday 1st May 2019

The Beach Ballroom, Beach Promenade, Aberdeen, AB24 5NR

Present:

Peter MacNab (Substitute Chair)	P.MacN	BEAR Scotland N.W. / N.E.
David Armitage	D.J.A.	Aberdeenshire Council
Angus Carmichael	A.C.	S.R.W.C.
Karyn Davidson	K.D.	Vodafone
Nathan Downs	N.D.	BEAR Scotland N.E.
Garry Duncan	G.D.	SSEN
Irvine Ellis	I.E.	SSEN
Stephen Fisher	S.F.	Centurylink
Jim Forbes	J.F.	CityFibre
David Hearty	D.H.	MBNL / EE
Gary Hunter	G.H.	GTC
Ken Lowson	K.L.	Ineos FPS
Fiona McInnes	F.McI.	Scottish Water
Duncan MacLennan	D.MacL.	Openreach
Alison MacLeod	A.MacL.	The Highland Council
Terry MacLeod	T.MacL.	Aberdeen City Council
Craig McQueen	C.McQ.	Scottish Water
Graham Milne	G.M.	O.S.R.W.C.
Susan Pickford	S.P.	Energetics
Kevin Price	K.P.	The Moray Council
Neil Robertson	N.R.	Shetland Islands Council
Ruth Scott	R.S.	SSE Telecom
Chris Skivington	K.S.	SGN
Tommy Smith.	T.S.	Shell
Antony Thorpe	A.T.	Balfour Beatty on A.W.P.R. O & M
Donald Wilson	D.W.	Orkney Islands Council

In Attendance:

George Borthwick	G.B.	Secretary
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Apologies

Kevin Abercrombie	K.A.	Aberdeen City Council
Gerry Cullen	G.C.	Traffic Scotland
Tommy Deans (NoSRAUC Chair)	T.D.	BEAR Scotland N.W. and N.E.
Jane Dunlop	J.D.	O.S.R.W.C.
Donald Macleay	D.A.Macl.	Western Isles Council
Hazel Moore	H.M.	BEAR Scotland N.E.

Apologies (Continued)

David Murdoch	D.M.	Network Rail
Kenny Roy	K.R.	Orkney Islands Council
Kevin Skinner	K.S.	Scottish Water
Derek Smith	D.S.	The Moray Council
Robert Young	R.Y.	Scottish Government (Digital Scotland)

1. Welcome and Introductions

Peter MacNab (BEAR Scotland), in the absence of Tommy Deans (BEAR Scotland), welcomed all to the meeting.

Apologies were recorded as above.

Graham Milne of the O.S.R.W.C. was introduced to the meeting as the new member of staff replacing Nisha Bunting dealing with the statistical data in the Commissioner's Office.

2. Minute of the last Meeting held on 6th February 2019

a. Accuracy

The Minutes of the previous meeting held on Wednesday 6th February 2019 in The Learning Centre Meeting Room, The Highland Archive Building, Bught Road, Inverness, IV3 5SS were agreed as read.

b. Matters Arising

Matters arising from the previous meeting are recorded on the Action Tracking Summary.

3. Local RAUC Reports

a. Aberdeen City Local RAUC

No issues were remitted to this meeting from the Aberdeen City Council Local RAUC.

b. Aberdeenshire Local RAUC

There were some problems with KNN noticing and signing. D.MacL. asked D.J.A. to pass details to him in order that he could investigate them. **Action – D.J.A. / D.MacL.**

c. Highland Council Local RAUC

No issues were remitted to this meeting from the Highland Council Local RAUC.

d. Moray Council Local RAUC

The Moray meeting was held on the previous day. F.McI. had provided information on their processes for dealing with ironwork and hydrant defects.

e. Orkney Islands Local RAUC

No issues were remitted to the meeting from the last Orkney Islands Council Local RAUC but the next meeting is in two weeks.

f. Shetland Islands Local RAUC

A number of problems had led to meetings with SSE.

g. Western Islands Council

No issues were remitted to this meeting from the Western Islands Council Local RAUC.

4. Matters Arising from RAUC(S) Meeting – 6th March 2019

The previously circulated draft Minutes were taken as read with D.J.A. making comment as follows: -

- The draft SROH had been issued by the DfT for consultation with a closing date of 6th May 2019. Although this is not a Scottish Code, all R.As and S.U.s should have reviewed it and commented to DfT as the final document is likely form the base document for the SROR.
- All should have responded to the draft Inspections Code which was issued by the Working Group for consultation (now closed).
- There was some discussion on the matter raised by NoSRAUC relating to the depth of plant laid in the verge. The R.A. view was that the datum should be the adjacent road level, but the matter had been passed to the SROR Working Group to consider.
- The HAUC UK Conference is to be held on 16th May at the Emirates Stadium in Manchester. This is a free event and as many Scottish representatives as possible should attend.
- The Transport Bill went through the Committee Stage and is in Stage 2 which will be completed mid to late summer. It will then proceed to Stage 3 which will last to the end of the year. The Bill is programmed to be enacted this time next year.

All Organisations will need to start preparing their management and processes to accommodate changes required by the Act in readiness for the Bill being enacted.

- The Review of the National Gazetteer Conventions was completed, and the approval process is ongoing through the Gazetteer Group.
- The draft Inspections Code was issued for consultation and comments were received. A meeting is scheduled to consider the final draft. which takes on board the comments submitted. It will be submitted to RAUC(S) for approval at the June meeting.

a) RAUC(S) Working Group Recruitment

Although the Inspections Code review is all but completed there is the possibility that the Transport Scotland Act will throw up some issues which will need to be addressed. The NoSRAUC vacancy on this Group should therefore be filled. Kevin Price (The Moray Council) agreed to be the NoSRAUC representative. **Action – K.P.**

5. National & Local Coring Update

i. National Coring Update

A short verbal update report was given to the meeting as follows: -

- The Sample Report was made available on the Register at the beginning of April so all R.As should have progressed with their proposed sample lists for the relevant S.U.s. These lists should be passed to the S.U.s to check and comment on. The final sites

should be marked, photographed etc in accordance with the Advice Note ready for the coring to commence. **Action – All S.U.s and R.As**

- J.C. will be asked to send out an email reminding all about the dates for completion of the current stage of the programme and stressing the need for the milestones to be adhered to.
- The Tenders from the potential Coring Contractors have been received and the successful candidate will be approved in conjunction with the R.As and S.U.s. C.McQ. on behalf of Scottish Water will review the accreditation qualifications of the potential Contractor.
- C.McQ was thanked for his input to the Programme.
- The GPS Coordinates of the sites should be provided for ease of location.
- Whether it was the R.A. or the S.U. which was marking the sites the data should be recorded on the Appendix A and collated by the R.A. for their area.

ii. Local Coring Programmes Update

The Scottish Water internal programme is ongoing.

Openreach has commenced a programme in Scotland but not as yet in the NoSRAUC Area.

6. SRWC Report & Performance

a. SRWC Report

The following verbal report was submitted from the Commissioner's office: -

- The Dashboard is now being issued as one national report showing all Organisation grouped in peer groups i.e. all Urban R.As together, All Power companies together. This should assist Managers to see how they are performing in relation to the other like Organisations.
- Openreach would like to see the Fibre Toolkit issue in Scotland. The Commissioner indicated that a Scottified document contained very little which was not already being covered in the other Codes and Advice Notes in Scotland as standard practice.

In Scotland there were regular meetings at which problems were discussed and dealt with.

He therefore indicated that Toolkit was not relevant in Scotland and should be ignored for the Scottish Community

- The Scottish Government received a reasonable response to their consultation on narrow trenching and the response summary was now available through the link on the Web Site.
- A revised version of the SROR will be published in the near future. It will contain a section on narrow trenching, and it is hoped that the requirement for no plant in the bound layers will be retained in the Code.
- The Inspections App is now available.
- The invoices for the Annual Fees and Amounts were issued on the 3rd May and they should be paid by the 2nd June. All were asked to ensure the invoices were paid by that date.
- The Aurora Development is progressing well and will be rolled out in early April 2020.
- Gamma sold off its assets in Scotland and it no longer exists as a Utility in the Scottish Community.

b). SRWC Indicators and Statistics Reports

The previously circulated Dashboard Performance Report was taken as read with the following comments: -

- Performance is generally improving.
- The Organisations which are not showing an improvement will be contacted but responses should still as a matter of course be submitted to the O.S.R.W.C. on poor performance shown as red in the report.
- The Commissioner is still concerned about the numbers of works being Registered especially by some Island R.As. Where works are carried out on single track roads a Notice should be submitted but it is suspected that this is generally not happening. He noted that S.U.s were submitting more works than R.As. This is being monitored. D.W. noted the comments in relation to Orkney and would speak to the staff about ensuring works are registered.

b. Improvement Notices – Action Tracking

The previously circulated paper had been issued for information and comment: -

It was noted that no Improvement Notices had been issued in the NoSRAUC Area in the last Quarter.

7. Safety

a. Safety Concerns/Issues

Comments on safety were recorded as follows: -

- P.MacN. indicated that he had brought along copies of various safety bulletins which had been prepared by BEAR Scotland for issue to their work force. There was a list of the documents which were available along with copies of the relevant Bulletin.

All were invited to bring along Bulletins from their Organisations to future meetings for circulation as there were safety benefits in sharing information. Bulletins to be considered at future meetings should be sent electronically to the Secretary who would issue them with the meeting papers.

If anyone required electronic copies of the BEAR Scotland Bulletins, they should contact T.D. and he would arrange for them to be issued.

b. Traffic Management Issues

No Issues remitted to the Committee.

8. Information on Strategic Programmes of Works

a. Roads Authorities

R.A. Works were reported to the meeting as follows: -

Bear Scotland

A9 Berriedale Braes – Improvement works are due to commence on 20th May 2019 and last until 31st January 2020

Site investigation works continue at various sites along the A9 between Inverness and Perth.

The Moray Council – A941 Craigellachie Bridge – Bridge Bearing Replacement / Waterproofing / Resurfacing – Summer through to September / October – Overnight closures as and when required.

b. Statutory Undertakers

CityFibre are due to commence a programme in Inverness. The scheme is at the planning stage and will commence on site possibly before the end of the year.

There were no other major works reported by the S.U.s.

Works programmes were dealt with in greater depths at the Local RAUC meeting.

c. Aberdeen Western Peripheral Road

The work on the Bridge over the Don has been completed and the Bypass is now open over its full length. Work continues as required to deal with snagging.

di. Superfast Broadband – Aberdeen City / Shire Programme Update

DSBB Programme is still on planned Programme Targets and have achieved nearly 3850 LIVE CABS and over 625 LIVE fibre PONS across all the 27 Councils in the Rest of Scotland Area. Only Aberdeen City and Aberdeenshire are in the Rest of Scotland Programme within the North of Scotland Area RAUCS.

Deployment is now mainly through Fibre to the Premise (FTTP) and Exchange Only Line (FTTC EO) solution. FTTP deployment involves less civil engineering works and there should be a reduced impact on Roads Authorities and other utilities. There will probably be potholing and moleplough works in rural areas.

The Extended Build Programme is now running until December 2019 and will be predominantly FTTP deployment.

Beyond that there is a further deployment planned, termed “Reaching for 100”, to cover the remaining premises that will be without access to Superfast Broadband. This contract is currently going through a complex procurement process, with award expected sometime this year.

dii. Superfast Broadband - H.I.E. Programme Update

Programme Overview – Highlands and Islands

As there was no representative present at the meeting there was no update on the programme.

9. Proposed Changes to Road Designations

The new sections of Council maintained roads, constructed as part of the Bypass, will be added to the List of Roads and to the Register.

Old sections of trunk road which are being transferred to the Councils will be de-trunked and added to the relevant Council List of Roads. The Maintenance Authority will be revised in the Additional Data Tables on the Register. D.J.A. will check that the Register will deal with

Notices against these roads and still raise Inspection requests etc which have commenced under one R.A. and will be completed under another. This revision has probably happened before and the experience of the changes should be used in this exercise.

It was noted that the Support Desk would arrange for NSGs to be viewable by an R.A.

10. Management and Operation of the SRWR

A verbal report on the Operation of the SRWR was presented as follows: -

a. Gazetteer Report

- A Forum was held in Dundee in March to discuss the various changes which would be required to accommodate the revision to the National Gazetteer Conventions.
- The actions on the revisions must ensure that the Gazetteer remains robust.

b. Systems Assurance Team

SAT is continuing to work with Symology on the Aurora Development. The discussions on Change Requests have been set aside for the present as there is no value in revising the existing version with Aurora being rolled out in April 2020. The C.Rs will be reviewed and where they are considered to be a benefit to the Register they will be submitted for development in Aurora.

c. Community Apparatus VAULT

The vault system to be tested in England does not appear to have any benefits over that which is already in operation in Scotland.

Discussion is ongoing with Openreach in an effort to get them to submit their plant data to VAULT.

Consideration is being given to the symbology to indicate plant on VAULT. The proposal is to indicate high / medium / low danger level of the plant to increase the health and safety aspect of the facility. While details of the plant can be found by hovering the cursor over the item of plant on the screen it would be more efficient for the line to have symbology which would be immediately clear what the danger rating was.

14. AOCB

a. List of Plant Protection Systems

The list would be circulated to each meeting and all were asked to check the data and advise the Secretary of any additional information or changes so that it could be kept up to date on the Web.

b. Emergency Contact Details

The list would be circulated to each meeting and all were asked to check the data and advise the Secretary of any additional information or changes so that it could be kept up to date on the Web.

c. Road Signs – Distance / Height Plates

The attention of the members was drawn to the email which was circulated recently reminding them that distances and height plate on signs must be indicated in imperial measure. It was noted that height plates for bridges must also be indicated in metric measure.

d. Commissioners Penalties

The Members noted that the Commissioner had issued Stage 1 letters to 2 R.As for failure to respond to him with information he had requested. The response to the letters is awaited and depending on the reaction the Commissioner will decide whether he will proceed to Stage 2 i.e. issuing of a penalty.

e. CityFibre Project – Aberdeen

J.F. asked for the minute to record his appreciation of the assistance from Aberdeen City Staff with the Fibre Broadband Contract.

f. Transport Scotland – Coring Site Allocation

The Trunk Road Operating Companies were asked to note that the Coring Site Allocation was issued to Transport Scotland. The TROCs should contact Transport Scotland and ask them for the details of their sites.

15 Date and Venue of Next Meeting

The Next Meeting will be held on **Wednesday 7th August 2019**

VENUE - The Learning Centre Meeting Room, The Highland Archive Building, Bught Road Inverness, IV3 5SS

Future Meetings: -

November Meeting*** Monday 11th November 2019

Meeting Venues: -

** The Learning Centre Meeting Room, The Highland Archive Building, Bught Road Inverness, IV3 5SS

*** The Beach Ballroom, Beach Promenade, Aberdeen, AB24 5NR

The Meeting Closed at 12.30