

SOUTH EAST HIGHWAY AUTHORITIES & UTILITIES COMMITTEE

MINUTES OF THE MEETING HELD Friday 15th December, 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)
ALAN FLORRY - SGN	ALAN FOSTER – SOUTH EAST WATER
GUY TOWNSEND – GLOBAL CROSSING	IAN ACKERMAN – HANTS COUNTY COUNCIL
PETER BURMAN – THAMES WATER UTILITIES	PETER TAYLOR – ISLE OF WIGHT COUNCIL
GEOFF SPILLER – THREE VALLEY’S WATER	WAYNE SCOTT – BRACKNELL FOREST BC
EDWINA KACZOR – ROYAL BOROUGH OF WINDSOR & MAIDENHEAD	PAT GREEN – SOUTHAMPTON CITY COUNCIL
PETER BLOXHAM – BRIGHTON & HOVE CC	IAN LANCEFIELD - KENT COUNTY COUNCIL
SARAH CAMERON – MID KENT WATER	MARK MILVERTON – AREA 3
PAT MULVIHILL – OXFORDSHIRE CC	ERIC COATES – ISLE OF WIGHT COUNCIL
NEIL AINSWORTH – WEST BERKSHIRE BC	GRAHAM BARNWELL – WOKINGHAM DC
JOHN CLARK – SCOTTISH & SOUTHERN ENERGY	CHARLES REED (Guest)

APOLOGIES FOR ABSENCE:

MARK OSTHEIMER – NTL: TELEWEST	KEITH O’BRIEN – THUS GROUP PLC
JULIE ULLIOT - NG	DAVID HOLLAND – SUTTON & EAST SURREY WATER
GLENN NORMAN – NG GAS	TONY NORMAN – NETWORK RAIL
ROGER HOWARD – WEST SUSSEX CC	JAMES PENMAN – READING BOROUGH COUNCIL
BRIAN WATSON – BOURNMOUTH & WEST HANTS WATER	ROGER KIMPTON – PORTSMOUTH CC
JULIA BURGOYNE – ATKINS TELECOM	MARTIN EDWARDS - HIGHWAYS AGENCY
MARTIN MORRIS – MEDWAY COUNCIL	ROD PORTEOUS – PORTSMOUTH WATER
STEVE LEEKS – EDF ENERGY	R. AMIR – SLOUGH BOROUGH COUNCIL

3. MINUTES OF MEETING HELD ON 15th September 2006

- 3.1 Accuracy –
5.12 – tankered should be ‘tanker’.

4. MATTERS ARISING FROM MEETING 16th June 2006

- 4.1 RH has discussed situation with Scotvec but still needs to find out why information not provided. **RH**
- 4.2 RW has made further representation to the Highways Agency & there is a proposal to change the representative. MM to clarify whether he represents Area 4 or whole of SEHAUC area for Highways Agency. **ongoing**
- 4.3 Victoria Burnham (EDF Energy Sustainability Graduate) was unavailable for today’s meeting - SL to invite to future meeting. Roger Williams is still compiling the list of ARMs that are permitted in each HA area. **MM**
SL
RW
- 4.4 Compliance Testing – RW will resend out forms. **RW**
- 4.5 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**
- 4.6 Openreach s81 website – launch to be demonstrated at January NSWHG

ACTION

SOUTH EAST HIGHWAY AUTHORITIES & UTILITIES COMMITTEE

5.	REPORT FROM SEHAUC WORKING PARTY – Robert Hudleston	
5.1	Traffic Detector Loops – RH recommended acceptance of the document. BB will rebadge for sign off at next meeting.	
5.2		
5.3	Vehicle Crossovers – RH suggested document be signed off. BB will rebadge for sign off at next meeting.	
5.4	Common Co-ordination Form – RH recommended all HA’s started using the form so that cross boundary co-ordination could be assisted.	All
5.5	S81 document –RH apologised for sending out incorrect version & that document will be reviewed regularly.	
5.6	Best Practice in Streetworks & Highway Works – RH mentioned that Mike Talbot is looking for suggestions. BB mentioned that there have been time constraints due to ongoing Consultations.	
5.7	SEHAUC Agenda – RH would like a day earlier if possible, so that available for SEHAUC WG. All to supply any agenda items 7 working days before next SEHAUC meeting.	All
5.8	DfT Timetable – transition likely to be Jan 2008 as DfT want no further slippages. SEHAUC will look into providing seminars next year. Website – BB updated on costs - £600 for revamp by Mr Roffey, with £20-£25 per hour any additional development works required. SEHAUC agreed for website to be updated. BB to give go ahead. BB mentioned all to check Utility/HA links on website & get back to BB confirming they works or provide working link.	BB All
5.9	Grip Fibre – IL believes issue resolved.	
5.10	Barhole Reinstatement – ongoing	
5.11	New Materials – approval list will be put on the website but will require a disclaimer stating that SEHAUC do not necessarily endorse the materials.	
5.12	Footway Boards – Bob Bayley has been contacted & believes there is no spec or criteria for use. Alan Florry to check if British Standard.	A Florry
5.13	Small Hole Reinstatement – to go through Surrey HAUC 1 st for protocol.	
5.14	PB was thanked for his Contributions to the SEHAUC Working Party by all.	
6.	SEHAUC EVENT – Roger Williams	
	Next event programmed for 5 th September 2007, at Sandown. RW asked what SEHAUC members would like to see at the event – themes/presentations/demos. RW needs contributions by all from 15 th January.	All
	Suggestions such as parity, clarity & similarity, practical application of TMA & a SEHAUC stand for small TMA demos. RH suggested that the event should be more generally NRSWA driven.	
	JC suggested a joint presentation regarding the whole life of a notice & defect process. JC & PG agreed to work together to present.	JC/PG
7.	TREASURERS REPORT – Robert Hudleston	
	RH reported that the accounts for 2005 are now back from the auditor & all income from the event received apart from one bad creditor that have been sent 2 reminders – NMDC (Jigsaw). May need assistance of Peter Atkins to help recovery of Debt.	RAC
8.	REPORT FROM HIGHWAYS AGENCY	
	The Highways Agency was not represented at the meeting so no report could be given. MM had no issues to raise on behalf of Area 4.	

9. AGREED WORKING PROCEDURES'S – Section 81

BB asked the opinion of SEHAUC whether this should be an agreed Working Procedure or a Best Practice Guidance document? PB mentioned that TWU could not buy into the document & will be writing to each HA individually.

RAC suggested that it should be a best practice document as Water Companies in the Region have concerns about the timescales.

BB suggested that it be adopted as a Best Practice 'living' document, which could be reviewed in the future & will be versioned.

RW is disappointed that some HA's around the table are dismissing out of hand. PM mentioned should include USRN for HA to supply. MO's comments were also discussed - substitute 2 hours for immediate to mirror the Act, however, working group felt 'immediate' to be ambiguous.

BB will ratify document as Best Practice Document SE/81/BP/001 & add box for USRN. BB to send document out, all to comment back to WP with a view to formally review in 6 months time.

BB
All

10. MATTERS TO BE REFERRED TO ALL REGIONS HAUC MEETING

There were no matters to be referred.

11. CONTACT DETAILS

A list was circulated for updating.

12. SUSTAINABILITY

No sustainability items raised.

13. ANY OTHER BUSINESS

13.1 Performance – RW mentioned that the CoP highlighted that performance issues should be tabled at this forum at a regional level & would like to see performance as an agenda item, to include headline sample, s74, site safety results & attendance at co-ordination meeting figures. JC asked how this would add value to the meeting, especially if figures are one sided. BB stated that as s74 charges are optional as to applying charges or not the level of charges are therefore not a measure of performance. IL suggested number of days overrun could add value, and this was also not agreed to be reported on as days over run does not take into account where an extension was applied but refused. It was also not agreed to level of sample inspection failures to be recorded. After discussion it was agreed that as long as figures have parity, then site safety inspections & co-ordination meeting attendance could be tabled. BB agreed that improvement notices copied to SEHAUC should be tabled as required in the COP & stated that improvement notices had been served in the last quarter by IoW & Hampshire, both on Openreach.

13.2 BB mentioned that 2 Considerate Contractor schemes (Kent & ESCC) will be going live shortly.

13.3 IA mentioned quality of information on apology boards – please ensure all boards display correct 'live' numbers (BB re-iterated that a 'defect' cannot be received for incorrect information).

SOUTH EAST HIGHWAY AUTHORITIES & UTILITIES COMMITTEE

- 13.4 IA mentioned inlay covers for manholes/frames & issues with Health & Safety, District Councils wanting them for street scene purposes etc. BB mentioned that there is a legal point of view under the 1991 Water Industry Act (s174) where apparatus must not be interfered with. However, if the Architect approaches the Utility at design then agreement should be able to be reached. BB can provide Openreach frames & covers to be used in footways only.
- 13.5 RH mentioned that SEHAUC meetings will most likely be held at Grosvenor House next year.
- 13.6 BB mentioned the SEHAUC supplementary meeting scheduled for 22nd February 2007, venue for about 30 people TBA. All to think about future direction of SEHAUC, what we want from SEHAUC, could include re-looking at the constitution. All to attend if possible.
- 13.7 BB extended thanks to work Peter Burman has carried out on behalf of SEHAUC, and thanks were extended from the whole of the group. BB also extended thanks again to Charles Reed for work carried out on behalf of SEHAUC. CR extended thanks for the gesture of gratitude received from SEHAUC, which was very gratefully received.

14. SUBMISSION DATE FOR AGENDA ITEMS

Agenda items to be submitted to the Secretary by 7th March 2007 and Agenda circulated by the Secretary prior to meeting.

15. DATE OF NEXT MEETING

Next meeting to be held:

Friday 16th March, 2007

Venue: Grosvenor House, Surrey CC, Guildford
at 13:00 hrs (unless notified otherwise).

All