

# SOUTH EAST HIGHWAY AUTHORITIES & UTILITIES COMMITTEE

## MINUTES OF THE MEETING HELD Thursday 13<sup>th</sup> December, 2007 Easthampstead Park, Wokingham

### PRESENT

BOB BEANEY (JOINT CHAIRMAN) OPENREACH	ROGER WILLIAMS – (JOINT CHAIRMAN) EAST SUSSEX COUNTY COUNCIL
ROY CLARKE (SECRETARY) SOUTHERN WATER	EDWINA KACZOR – ROYAL BOROUGH OF WINDSOR & MAIDENHEAD
RICH CUNNING - OXFORDSHIRE CC	HARRY PENDLETON – ATKINS TELECOM
ANDY FRIBBENS – THAMES WATER UTILITIES	BRIAN WATSON – BOURNMOUTH & WEST HANTS WATER
ALAN FOSTER – SOUTH EAST WATER	WAYNE SCOTT – BRACKNELL FOREST BC
TONY NORMAN – NETWORK RAIL	ALISON HEWS – SOUTH EAST WATER
IAN LANCEFIELD - KENT COUNTY COUNCIL	GEOFF SPILLER – THREE VALLEY’S WATER
NIA GRIFFITHS – SURREY COUNTY COUNCIL	R. AMIR – SLOUGH BOROUGH COUNCIL
GRAHAM BARNWELL – WOKINGHAM DC	ROGER HOWARD – WEST SUSSEX CC
ALAN FLORRY - SGN	

### APOLOGIES FOR ABSENCE:

STEVE LEEKS – EDF ENERGY	ARTHUR NORTON - HIGHWAYS AGENCY
JULIE ULLIOT – NATIONAL GRID	PAT GREEN – SOUTHAMPTON CITY COUNCIL
NEIL AINSWORTH – WEST BERKSHIRE BC	MARK OSTHEIMER – VIRGIN MEDIA
PETER BLOXHAM – BRIGHTON & HOVE CC	ANDY FINCH – PORTSMOUTH CITY COUNCIL
HELEN BATTY – HIGHWAYS AGENCY	JOHN CLARK – SCOTTISH & SOUTHERN ENERGY
MARK MILVERTON – MOTT MACDONALD	RICHARD KEATES – PORTSMOUTH WATER
ROBERT HUDLESTON – SURREY COUNTY COUNCIL (TREASURER)	ERIC COATES & PETER TAYLOR – ISLE OF WIGHT COUNCIL
IAN ADDAMS – SUTTON & EAST SURREY WATER	IAN ACKERMAN – HANTS COUNTY COUNCIL
PAT MULVIHILL – OXFORDSHIRE CC	JAMES PENMAN – READING BC
KEITH O’BRIEN – THUS GROUP PLC	MAURICE DOWN - INTERROUTE

3. MINUTES OF MEETING HELD ON 21<sup>st</sup> September 2007 - Accuracy
- Accuracy accepted

4. MATTERS ARISING FROM MEETING 21<sup>st</sup> September 2007
- SEHAUC acting as Regional focus for HAUC UK & no specific remits being received from HAUC UK – RW to formulate a question to HAUC UK regarding how SEHAUC can feed into HAUC UK, and how information is fed downwards from HAUC UK. Question will be asked at next SEHAUC meeting when Joint Chairs attend. RH to brief Chairs on question.
  - SEHAUC is disappointed that no feedback has been received from HAUC UK/ DfT regarding the recent letter outlining serious concerns over the lack of consistency with the TMA Tech Spec/CoP etc, and

**ACTION**

**RW/RH**

## SOUTH EAST HIGHWAY AUTHORITIES & UTILITIES COMMITTEE

- |    |  |  |
|----|--|--|
|    | <ul style="list-style-type: none"> <li>requesting that the DfT do their utmost to ensure operability.</li> <li>• SEHAUC Constitution amendment – working party to look at – ongoing</li> <li>• SEHAUC event presentations on website</li> <li>• 2008 SEHAUC Planner on website, BB still requires confirmation of dates from Oxfordshire.</li> <li>• David Hann will attend the next SEHAUC at 11am, regarding the WRAP agreement.</li> </ul>  |  |
| 5. | <p>REPORT FROM SEHAUC WORKING PARTYS – Robert Hudleston/Roger Williams</p> <ul style="list-style-type: none"> <li>• Minutes from Working Party sent out separately</li> <li>• Any new remits for the Working Party to look at, email to RH</li> <li>• WP looking at different Site Safety forms to ensure degree of consistency. Form to be agreed at next WP meeting</li> <li>• Any additions to training part of website, contact Ian Ackerman.</li> <li>• Sample Inspection Common form – Roger Howard will collate in future and will produce proposed common forms, a region wide one &amp; a county wide one. All to send Roger Howard Sample Inspection forms by end January 2008.</li> </ul> <p>EVENT WORKING GROUP – BB</p> <ul style="list-style-type: none"> <li>• Possible themes discussed – Reinstatement/SLG/Inspections, Permits (Kay Jaspal), NSG</li> <li>• Event date is 3<sup>rd</sup> September 2008. 10% discount for stalls if booked &amp; paid for before 1/5/08</li> <li>• Request for storage facilities for bags, handouts etc</li> <li>• Should a stall be provided for NJUG, NSWHG, HAUC UK free of charge (available to non profit organisations only)? Thoughts back to RW.</li> <li>• SEHAUC decided Aldercross running the event to be cost prohibitive.</li> <li>• Event Working group require someone to organise the Demonstrations and assistants to help with admin, exhibitors, delegates, facilities, sponsorship. Volunteers to RW.</li> </ul> | <p><b>All Working Party</b></p> <p><b>All/Roger Howard</b></p> <p><b>All</b></p> <p><b>All</b></p> <p><b>All</b></p> |
| 6. | <p>TREASURERS REPORT – Ian Lancefield on behalf of Robert Hudleston</p> <ul style="list-style-type: none"> <li>• Outgoings due to SEHAUC meeting at Easthampstead Park, registering domain name, Treasurer printer ink, EDF pens, Fetcham Park SEHAUC, and deposit for next years event.</li> <li>• Income from exhibitor to be chased (EXOR).</li> <li>• Estimated balance still healthy.</li> </ul>  |  |
| 7. | <p>REPORT FROM HIGHWAYS AGENCY</p> <ul style="list-style-type: none"> <li>• HA not represented at this SEHAUC (see apologies).</li> <li>• RAC would like clarification in a document/email from Highways Agency/Interroute, to supersede the previous Interroute document sent to SEHAUC members. RAC to chase HA (Note: Helen Batty is seeking clarification at a National Level – once received a note to SEHAUC will be prepared). BB mentioned he will also discuss issues with Simon Duke.</li> </ul>   | <b>Highways Agency/ Interroute</b>   |
| 8. | <p>AGREED WORKING PROCEDURES/ BEST PRACTICE DOCUMENTS</p> <ul style="list-style-type: none"> <li>• <a href="#">SE161-64/002</a> Street Classification - ongoing.</li> <li>• Constitution - ongoing</li> </ul>  |  |

## SOUTH EAST HIGHWAY AUTHORITIES & UTILITIES COMMITTEE

<p>9. MATTERS TO BE REFERRED TO HAUC (UK) / ALL REGIONS HAUC MEETING</p> <ul style="list-style-type: none"> <li>• Nil</li> </ul>	
<p>10. CONTACT DETAILS</p> <ul style="list-style-type: none"> <li>• A list was circulated for updating.</li> <li>• RAC to check list of Primary Contacts &amp; remove any duplicates.</li> </ul>	<p><b>RAC- Done</b></p>
<p>11. SHARING BEST PRACTICE</p> <ul style="list-style-type: none"> <li>• Specific items to be identified</li> <li>• For March – suggested that Clancy Docwra present MMM system &amp; how it fits in with Inspections</li> <li>• For June – Co-ordination Best Practice</li> </ul>	<p><b>RAC to liaise with Clancy Docwra</b></p>
<p>12. SUSTAINABILITY</p> <ul style="list-style-type: none"> <li>• Portsmouth Water recycling – still in trial period - RK to update at next meeting.</li> <li>• Spreadsheet updates to IA</li> <li>• RW mentioned working group set up in ESCC to push forward sustainability. SGN, SW, SEW, EDF, B&amp;H &amp; WSCC involved to date. BB requested date of next meeting from RW</li> <li>• RAC mentioned email to RW regarding SW use of sustainable materials Region wide. Group suggested understanding latest HUAC UK Guidance 1<sup>st</sup>, and then asses at January meeting for SESWHG.</li> </ul>	<p><b>RK</b></p> <p><b>All</b></p> <p><b>RW</b></p> <p><b>SESWHG</b></p>
<p>13. PERFORMANCE</p> <ul style="list-style-type: none"> <li>• Sample Inspection Performance – RAC has received information from WSCC, ESCC, Kent, Oxfordshire, Hants, and Bracknell. All future information to be sent to Roger Howard.</li> <li>• Improvement notices – Current notices running are for Wightcable 2005 from IoW, Openreach from IoW, Bracknell Forest, Hants, and ESCC.</li> </ul>	<p><b>All</b></p>
<p>14. ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> <li>• Partnership – RAC mentioned that Southern Water sees partnership as the way forward and would like to adopt in the future with all HA's. DfT are also very keen and do not want to see adversarial relationships. SW will be entering into Partnership with Kent CC next year.</li> <li>• Wokingham will be a borough next year, and have a 10 year contract with WPS as a consultant (commencing 1/4/07)</li> <li>• Openreach are being sent C2, 3, 4 requests from a consultant, allegedly on behalf of HA's. On investigation, this is not proved to be the case therefore will be charging on a case by case basis.</li> <li>• ESCC TMA Group – SEHAUC discussed the worth of starting a regionwide forum. Hot topics for forum to be sent to RAC by end January. Governance, venue, Chair etc can then be decided.</li> <li>• Network Rail requested all HA's check they are marked up for sending inspections out via ETON 3 protocol, to ensure Network Rail receive them.</li> <li>• WS mentioned still places available of Bracknell Forest TMA courses.</li> </ul>	<p><b>ALL</b></p> <p><b>All HA's</b></p>

## SOUTH EAST HIGHWAY AUTHORITIES & UTILITIES COMMITTEE

- SEHAUC had an informal discussion on Fixed Penalty Notices

### 15. SUBMISSION DATE FOR AGENDA ITEMS

Agenda items to be submitted to the Secretary by Friday 29<sup>th</sup> February 2008 and Agenda circulated by the Secretary prior to meeting.

### 16. DATE OF NEXT MEETING

Next meeting to be held:

Friday 14<sup>th</sup> March 2008

Venue: Grosvenor House, Surrey CC, Guildford  
**at 10:00 hrs (unless notified otherwise).**