

SOUTH EAST HIGHWAY AUTHORITIES & UTILITIES COMMITTEE

MINUTES OF THE MEETING HELD

**Friday 12th Dec 2014, at Easthampstead Park Conference Centre, Off Peacock Lane
Wokingham, RG40 3DF**

PRESENT

BOB BEANEY OPENREACH (JOINT CHAIRMAN)	DAVID LATHAM - KENT COUNTY COUNCIL (JOINT CHAIRMAN)
ROY CLARKE (SECRETARY) SOUTHERN WATER	IAN ACKERMAN - HANTS COUNTY COUNCIL
SAM HOWE – BRACKNELL FOREST BC	GRAHAM BARNWELL - WOKINGHAM BC
	JAN CHAPMAN - THAMES WATER
WAYNE SCOTT – BRACKNELL FOREST BC	KEITH O'BRIEN – VODAFONE
MATT JEZZARD – SURREY COUNTY COUNCIL	EDWARD DAY – WOKINGHAM BC
EDWINA KACZOR - ROYAL BOROUGH OF WINDSOR & MAIDENHEAD	GRAEME LAKE – EAST SUSSEX CC
JULIE THOMPSON – NETWORK RAIL	EMMA WENHAM - SOUTH EAST WATER
ANDY MCDUFF - COLAS	PETER SMITH - BBMM
EDDIE HEWITT – SLOUGH BC	KEITH LANGAN - SGN
MALCOLM LYONS - SSE TELECOMS	NEIL AINSWORTH – WEST BERKSHIRE CC
BEN SYDENHAM – SEMBCORP WATER	PAUL TREGUST – PORTSMOUTH WATER
REBECCA WALLACE – PORTSMOUTH WATER	

APOLOGIES FOR ABSENCE:

FRED WILLET - COLAS	BOB EELES – OXFORDSHIRE CC
DARREN HUNTER - SGN	DAVID PARKER – SLOUGH BC
GEOFF SPILLER & VICKI STEWART - AFFINITY WATER	IAIN THORNTON – ISLAND ROADS
JAMES PENMAN – READING BC	ROGER HOWARD – WEST SUSSEX CC
JULIE PAYNE - SCOTTISH & SOUTHERN ENERGY	IAN ADAMS – SUTTON AND EAST SURREY WATER
JEFF ELLIOT /MARK BURGESS - BHCC	MICHELLE LOVE – PORTSMOUTH CITY COUNCIL
BARRY TAYLOR / AMIN MOHAMMED – VIRGIN MEDIA	KEVIN ORLEDGE – SURREY COUNTY COUNCIL
ALISON HEWS - KENT COUNTY COUNCIL	PAUL DOOLEY- UK POWER NETWORKS

2. CONTACT DETAILS

A list had been circulated for updating. Agreed that apologies would be given by organisation at next meeting.

3. MINUTES OF MEETING HELD ON 12th September 2014 – Accuracy 10.2 – DC should read EK (Previous minutes updated)

4. MATTERS ARISING FROM MEETING 12th September 2014

- BB thanked Stef Wreyford (WSCC) for work on the plant ID tool & any further examples of HA plant, and underground apparatus would be welcome. DL has been putting together a process for Highway Stewards using the tool so they can pick the correct owner. Tool now on the website.
- Hollco Temporary Traffic Signals – DL updated that a KCC/ UKPN

ACTION

SOUTH EAST HIGHWAY AUTHORITIES & UTILITIES COMMITTEE

	<p>joint submission will be put in for the next KLRS Board. Objective is to try & remove the need for manual control.</p> <ul style="list-style-type: none"> • 2015 Permit Regulations – will be published by the DfT without any further consultation. • Site Specific Risk Assessment to take into account SASW 2013 Requirements – this piece of work will go back to the working group. • IAck reported that there is a Council motion to investigate the usage of Immediate Works. • SEPS SULF Stakeholder Group –Initial meeting has taken place with Sector representatives present. Terms of reference have been agreed, and any SEPS issues will now go through SULF as opposed to going straight to SEHAUC. • GB reported that Wokingham is now permitted to be a Permit Authority. • DL to put JAG Red Book changes presentation link onto SEHAUC Website 	<p>Working Group</p> <p>DL</p>
<p>5.</p>	<p>CONFIDENTIAL ITEMS ARISING FROM MEETING 12th September 2014</p> <ul style="list-style-type: none"> • None - Updated version of minutes to be put on the SEHAUC website. 	<p>IAck</p>
<p>6.</p>	<p>REPORT FROM SEHAUC JOINT WORKING GROUPS (IAck)</p> <ul style="list-style-type: none"> • BP001 (s81) to be re-written, incorporating ETON 6. RAUC timescales of make safe in 2 hours, & 1 month for low risk to be considered. All to look at RAUC doc & WG will look at producing an updated good practice note. All who can't send s81 attachments via ETON 6 should put the ETON 6 generated reference number in the subject header of the s81 photo to be emailed. • SRV Covers intervention – if cover & neighbouring road surface is tested, and cover is below SRV minimum of road, then cover will need replacing. BB has concerns where anti skid has been added, where cover will not be able to match this SRV. • Inspections Training – BB/IAck happy to go to IoW if IoW happy to pay overheads. Possible 5th mop up session in Wokingham /Surrey area in early Feb. All to give numbers before end December, along with any venue suggestions close to the M25. • Suggestions of further SEHAUC training were discussed such as Permits (which will be revisited after the new regs), defects and a pocked size SRoH flip over guidance document, which could be funded by SEHAUC or KLRS. • Temporary Obstruction Sign – draft was discussed, including JE's concerns by email regarding film crews etc. Following changes were discussed – addition of works promoter contact number (picture & text), comment to be added that full red book requirements still apply. Discussion on usage took place, i.e. would be a permit condition / comment on the notice regarding how traffic managed & when & where to be used. Can only be used if permission given prior to use, otherwise an offence is committed. If abuse takes place, then permission could be withheld in the future. All agreed will be Good Practice 043, with suggested amendments. BB will put on website. • Event – Good feedback was received regarding the venue. Event provisionally booked for July. SEHAUC agreed that an event should take place next year. DL to ask Jennie Edwards to confirm date of booking. 	<p>All Working Group</p> <p>All</p> <p>BB</p> <p>DL</p>

SOUTH EAST HIGHWAY AUTHORITIES & UTILITIES COMMITTEE

7. TREASURER'S REPORT
- SEHAUC funds in credit, with substantial income being received from the Event.
8. HIGHWAYS AGENCY REPORT / ISSUES
- PS mentioned that the Area 4 contract ends 31/5, but Highways England have not yet appointed a new contractor.
 - Updated contact list to be sent out covering all Highways England areas covered by SEHAUC.
9. AGENDA ITEMS & ISSUES TABLED FOR DEBATE
- **Sustainability:** IACK has updated the approved materials list recently.
 - **Sharing Good Practice:** SEJAG have been discussing the potential for further sessions of the defect training.
 - **Performance:** Balanced scorecard was discussed & DL to check with Geoplace whether a Regional Scorecard is available (NB: Geoplace have confirmed it is not available Regionally at present). SEHAUC have been copied in on correspondence between Southern Water & Brighton & Hove CC, regarding a reinstatement performance issue. Island Roads have put Openreach on an Improvement notice, and BB has submitted the improvement plan. Prosecutions – at HAUC(England) level there is no requirement to report to Secretariat, but there is an agenda item. Coring – DL mentioned that a number of promoters are now in the mid to high 80's compliance levels.
 - **HAUC(UK):** HAUC (England) Sector Agreed Conditions Document – DL/PL have now put signed document on the HAUC(UK) website. Kent CC will accept the new conditions, provided they are relevant to the permit. Surrey/ESCC will only accept SEPS conditions at present and are looking at working towards acceptance of the Sector Agreed Conditions next year. Bracknell Forest are using the National Conditions, but are receiving conditions relating to SEPS Model conditions which is causing confusion.
 - **Venues for future meetings:** Oakwood House for March 2015. BB awaiting from some HA's regarding dates for the yearly planner.
Defect Escalation Process – All Utilities to send to SEJAG@kent.gov.uk
10. ANY OTHER BUSINESS
- Materials – EW is unable to open attachments from Surrey CC. MJ to investigate.
 - MJ mentioned a sub contractor laying government data cables that will be moving into the South East. MJ to share DfT code reference.
 - DL mentioned that Mark Ostheimer retires on 31st March 2015.
 - DL & PL will be meeting Robert Goodwill on behalf of HAUC(England).
 - BB will be going to see Stef Wreyford for reward & recognition from SEHAUC.
- SUBMISSION DATE FOR AGENDA ITEMS
- Agenda items to be submitted to the Secretary by 27th February, 2015 and Agenda circulated by the Secretary prior to meeting.
12. DATE OF NEXT MEETING
- 13th March, 2015 at Oakwood House, Maidstone, Kent ME16 8AE
<http://www.oakwoodhousehotel.co.uk/>