MINUTES OF THE MEETING HELD
Fri 7th December 2018 at Easthampstead Park Conference Centre, Off Peacock Lane
Wokingham, RG40 3DF

PRESENT

PAUL DOOLEY (CO CHAIR) – UK POWER NETWORKS	IAN ADAMS– SES WATER
JEFF ELLIOT (CO CHAIR) - WSCC	TRUDI McLEOD – SE WATER
HANNAH HOLMES – SSEN (MINUTES)	EMMA DODD – SE WATER
WAYNE SCOTT – BRACKNELL FOREST	CAROLINE PANTING – BRIGHTON & HOVE
NEAL MASTERSON- HANTS CC	MICHAEL COOMBES - SURREY
IAN ACKERMAN - HANTS CC	HEIDI SAMWAYS - RBWM
DARREN HUNTER- SGN	NATASHA HAIDER - RBWM
MARY-ANN CUZNER - SOUTHAMPTON HIGHWAYS	DAVID CAMPBELL – COMMUNITY FIBRE
KEVIN ORLEDGE – SURREY CC	RICHARD GOURLEY – VIRGIN MEDIA
FIONA SMITHEE – SES WATER	ROBERT HUDLESTON – NETWORK RAIL

APOLOGIES FOR ABSENCE:

TREVOR MERCHANT & KIRSTY WILLS - EAST SUSSEX HIGHWAYS	DONNA COOPER – COLAS
ROY CLARKE (SECRETARY) – SOUTHERN WATER	DAVID LATHAM - KENT CC
ALISON HEWS (TREASURER) - KENT CC	LUKE MASSEY AND JAMES PENMAN READING BC
HARMEET TIWANA – SLOUGH BC	PAUL WOOD - MEDWAY COUNCIL
JULIE PAYNE - SSEN	PAUL HUGHES - VIRGIN MEDIA

		ACTION
2.	CONTACT DETAILS A list had been circulated for updating.	
3.	MINUTES OF MEETING HELD ON 14TH September 2018 Accuracy Agreed	
4.	MATTERS ARISING FROM MEETING 14TH September 2018	
	• Permit reports for SEHAUC website still outstanding & will be looked at after Christmas.	**IAck** **SEJAG** **Members**
	• Anyone else with Lane Rental plans to let IAck know.	
	• DH has sent details for slurry seal to IAck & MC advised that being used in Surrey. IACK asked that MC define the use for material. Surrey using on a case by case, and mostly residential streets (type 4). All agree that use was an opt in unless declared that opt out. IAck to add to the materials grid.	**IAck**
	• Coring (SEJUG wide option) – on hold for present.	
	• Manual control use of PTS as discussed at last meeting to be added to	**IAck**

website.

5. CONFIDENTIAL ITEMS ARISING FROM MEETING 14TH September 2018 –
None – IAck to put on SEHAUC website. **IAck**

GDPR statement:- 'Those who have signed the attendance sheet agree that their details & comments can be used for SEHAUC purposes only'.

6. HAUC (ENGLAND) Update (DL) & REPORT FROM SEHAUC JOINT WORKING GROUPS (IAck/ AH)

Working Groups (IAck/AH) –
IACK– going forward aim is to get together less (once a year – perhaps April/may time) with majority of communications by email due to difficulties to get all round the table. IAck would like timescales for each project, as decided by SEHAUC group, with projects being base dependant.

- Alternative Materials for Reinstatement of small surfaces /anti skid Materials – IAck wants feedback by March meeting (circulated 28/11/18, based on old Terry Lomas doc, with feedback received so far incorporated) - IACK to publish after next SEHAUC meeting.
- TTRO process doc – WG reviewing existing SEHAUC doc, which will form a framework for a 'good practice doc'.
- Website review - ongoing
- ED suggested collaborative working as a project to look at defining responsibility & expectations on both sides, perhaps as a contract type form. PD mentioned that someone in his office is doing a dissertation on this & suggested discussion with his colleague & using outcomes for the basis of a future SEHAUC best practice document.
- DH raised issue of a defect received in the LOPS area for temp marker spray. All in agreement that this is not a defect, but that the defect process can be used to prompt the discussion and get cleared, but shouldn't incur charges initially. On similar subject PD asked about guidance about site wash downs as no official guidance or one size fits all. All agreed that guidance required on washdowns – to incl. the marker spray issue – IACK to take to the WG. **IAck -WG**
- WS suggested that footpaths and legal closure process to be looked at in the future (potential for Street Manager to take process into account).
- IAck has found original constitution for SEHAUC and the Original SEHAUC Regional Agreements (RC has hard copies also)– IACK to update in neutral format. **IAck**

HAUC(England) Update (DL) –
- DL not present, JE advised that he had spoken with DL and nothing new as of yet.
- PD – 2019 SEHAUC Event in July – AH to start the process in January with event group – Paul Chandler will attend, & event will include updates on SROH, Neil Edwards will update on the new Co-ordination CoP, & RHud advised that update for the training and accreditation should be ready to update at this time. CP asked about Inspections CoP – JE and PD said that is delayed due to some legal advice hold ups. PD

asked that anyone wanting to be involved get in contact with AH – always looking for exhibitors.

All HA's advised to look at the wording of their Permits schemes as have to remove any must or should references & and anything that talks about EToN.

7.   TREASURER'S REPORT

Provide in advance from AH with outgoing for the SEHAUC training event at Oakwood House. Balance still healthy.
PD mentioned that the Permit conditions event was a success, with LHAUC and AHAUC looking to take on as well to promote consistency. SEHAUC will look at another event towards the west.
WS said that EPCC venue available at a good rate until April 19.

8.   HIGHWAYS ENGLAND REPORT / ISSUES

Lind Playne not at the meeting, but still plenty of HE schemes in progress and being planned.

9.   AGENDA ITEMS & ISSUES TABLED FOR DEBATE

- **Materials & Sustainability** – DH has nothing new to add. PD/DH advised that EA Disposal of Utility Waste still on the agenda, Southern Water has a representative on the SWUK Working Group. DH will feed in and out of this group. RHud advised that LHAUC are not going to worry as they believe all streets have been resurfaced – to be confirmed when minutes published.
- **Sharing Good Practice** - nothing new to add
- **Performance -** MAC has an improvement plan with SSEN which is going very slowly, pedestrian control issues on sites (HH agreed with) & very much a regional issue with inconsistent working practices across work streams. JP and HH working with all parties to try and resolve. Surrey CC– has an informal improvement plan with SSEN and others & in conversations with all parties to resolve locally. Discussion took place about the response times on High-risk defects. WS clarified that 2-4 hour is the response to the council not the rectification period. TM advised that they are having some issues across the board for HA's reporting high-risk defects via EToN only and not ringing in. A few other utilities also reported same. PD gave apologies to Surrey about the issue in Bagshot – PD and MC were on joint site visits and came across site with broken PTS (3/way) causing both traffic and safety issues. There was complete reluctance from UKPN staff to use stop-go and they advised that they were not adequately trained. MC had to step in and use the stop/go until situation was resolved with other help. MC/PD interested to know what operations training there is across board, with a mixed opinion from all. General consensus that it is more a behavioural issue and that all utilities probably have some in workforce that may behave like this. All agreed that there is no specific training on offer via current SWQR providers, so competence levels vary. ED has been undertaking work on competence and may have feedback for RHud, so that this data can be fed into the ongoing training & accreditation

project.

- Water emerging from Utility apparatus - IAck / NM advised that this had been resolved as was a previous issue raised between themselves and Openreach, where issues over TM responsibility. TM advised that they were also getting some of these incorrectly classed as defects or s81s and asked that all HA's ensure that these are processed correctly.

- Charges for 3 way PTS – Email received from Oxfordshire advising that they intended to charge for the use of 3-way PTS. JE advised that he had had spoken to Oxfordshire and that the issue is now resolved.

- FPN for parking bay suspension when not ticked on permit & FPN for closure of footpath - Both issues discussed & all agreed that correct process should be that TTRO is raised for the footpath works and that permit/notice only needed if USRN is available, but footway box not to be ticked. Process to be looked at for the working group. All agreed that an FPN not necessarily appropriate in either situation.

- Gigaclear digital infrastructure – RHud not happy with standard of works, & Network Rail have stopped them working near network rail apparatus. IAck advised that under schedule 4 they should be agreeing the working method before works starting. RHud advised that design has been a desktop exercise by Australian company and that questions have been raised over the Operations teams actual competencies and qualifications. RHud asked what can be done to get the improvements & WS advised that Bracknell Forest have implemented a 2-street at time policy as they have started works in Bracknell Forest. RHud advised that there is no permission for Network Rail apparatus so HA's should be aware of this and factor into network management accordingly. JE confirmed that dialogue should continue with all parties and that the proactive approach by Bracknell Forest is good.

- **Street Manager update -** KO /WS went to the last DfT roadshow where the message given makes it clear it is not final product or minimum viable product as of yet. Transition from Aug 19 – Mar20 is the current proposal but a long window. This is still being discussed and may shorten. FPN's now exist in Street Manager. KO advised that still no permit fees value function, which is being looked at. Traffic signals – WS said that cost of the system is an issue as will have to duplicate the systems and therefore costs, which is an issue if already on maximum Permit fees. Defects for historical works to be manually uploaded and can be raised retrospectively when defect identified and loaded in to street-manager. TM advised that that security was brought up last week for sign-in for contractor (if they leave one contract and start on another, can they still see the work from previous contract?) Project looking into as matter of urgency. KO mentioned that S58 is still being worked out. Forward plan notices not functional as yet, maybe a draft PAA process. WS asked about Counties being split by boroughs ? PD advised that Street Manager looking for additional funding for sprints, & KO advised that they are looking at initial costs based statutory sample inspection figures. More Road shows to follow in March 19. KO advised that Elgin will be issued as open data. CP mentioned that in ETON it used to be that the HA systems denoted the info required and Utilities had to comply – don't know whether will still be case within Street Manager. Many HA's saying that will continue to use the ETON systems after go live because of the additional functionality. ETON systems providers also having issues developing

the API in time for Street Manager go live.

- **NCT09C -** PD reminded all that removal of pts to include a time scale. If none specified then assumed that 4 hours from completion of works. Completion being denoted by Utility on curing time. All agreed that intent in condition is ok but in practice sometimes falls down.
- **Nct2b** – PD advised that having issues in Surrey, & that the HAUC doc is clear that this is not applicable to immediate activities. ED also advised that having issues and in dialogue with MC.
- From Paul Woods, Medway Council (via email) - For traffic orders where a road is closed or has a banned turn affecting a bus route; It has come to light that the advance notification for buses has been extended from 56 to 70 days however the bus management have also requested an additional 21 days to review so in effect 91 total days. Do we have advice from London (other HAUC's) or Kent? RHud advised that buses have to stick to the time table or be fined by government. All believed that the 21 day period isn't statutory. Planned works more of issue & JE advised that only applicable to the scheduled bus routes. Networks management team should give weight to bus routes. Don't feel there is any guidance but should be given due care.

Venues for future meetings:
- Fri 15th March 2019 - Oakwood House - Confirmed.
- Fri 14th June 2019 - Portsmouth - SG looking to book.
- Fri 13th Sept - A1+ - LP to check if available
- Fri 6th Dec -Easthampstead - WS/ED to book before April.

SG
LP
WS/ED

10. ANY OTHER BUSINESS
- South East Water - EH now no longer works for SE Water. SE Water have had some issues & ED/ TM now working with everyone to get back on board with performance.
- David Campbell mentioned he is new to the business and area and is looking to network and build relationship. Community Fibre currently works in LOPS area and will be expanding out. Community Fibre use Symology.
- MAC mentioned she has a reinstatement guarantee date issue with Southern Water, who have disputed a Cat C defect as defect was issued one day after the guarantee date. Confirm system says defect is valid but SW supplier not agreeing until dates confirmed. JE advised that 'reasonable' is the key word.
  RG mentioned that Virgin Media have a central email address for core reports to be sent to by HA's:- vmcorereports@virginmedia.co.uk
- IAck mentioned that the Hampshire Permit Scheme will go live in April with new staff starting in January. There will be no charge for permits in April. There will be a mix between desk based officers and site based coordinators. Looking at February for a meeting with all in Hampshire HAUC before the scheme starts.
- RHud asked how TTRO costs are established. JE has had a conversation with WSCC legal team and the legal basis for the fees. They can only charge for actual costs & cannot make a profit, so charge should only be for officers time plus overheads. JE has been looking at trying to reduce costs internally for events and only charge for the advertising. May be able to share something in the future.

11.   SUBMISSION DATE FOR AGENDA ITEMS

Agenda items to be submitted to the Secretary by Fri 1st March 2019 and Agenda circulated by the Secretary prior to meeting.

12.   DATE OF NEXT MEETING
10am, Fri 15th March 2019 - Oakwood House, Maidstone