

SOUTH EAST HIGHWAY AUTHORITIES & UTILITIES COMMITTEE

MINUTES OF THE MEETING HELD Friday 21st September, 2007 Grosvenor House, Surrey CC, Guildford

PRESENT

BOB BEANEY (JOINT CHAIRMAN) OPENREACH	ROGER WILLIAMS –EAST SUSSEX COUNTY COUNCIL (JOINT CHAIRMAN)
ROY CLARKE (SECRETARY) SOUTHERN WATER	ROBERT HUDLESTON – SURREY COUNTY COUNCIL (TREASURER)
PAT GREEN – SOUTHAMPTON CITY COUNCIL	GRAHAM MATTHEWS - ROYAL BOROUGH OF WINDSOR & MAIDENHEAD
RICH CUNNING - OXFORDSHIRE CC	IAN ACKERMAN – HANTS COUNTY COUNCIL
ANDY FRIBBENS – THAMES WATER UTILITIES	ERIC COATES – ISLE OF WIGHT COUNCIL
ALAN FOSTER – SOUTH EAST WATER	WAYNE SCOTT – BRACKNELL FOREST BC
TONY NORMAN – NETWORK RAIL	ALISON HEWS – MID KENT WATER
HELEN BATTY – HIGHWAYS AGENCY	GEOFF SPILLER – THREE VALLEY’S WATER
PETER BLOXHAM – BRIGHTON & HOVE CC	R. AMIR – SLOUGH BOROUGH COUNCIL
ANIS DANDY – EDF ENERGY	ROGER HOWARD – WEST SUSSEX CC
MAURICE DOWN - INTERROUTE	GRAHAM BARNWELL – WOKINGHAM DC
MARK OSTHEIMER – VIRGIN MEDIA	KEITH O’BRIEN – THUS GROUP PLC

APOLOGIES FOR ABSENCE:

STEVE LEEKS – EDF ENERGY	ARTHUR NORTON - HIGHWAYS AGENCY
JULIE ULLIOT – NATIONAL GRID	ALAN FLORRY - SGN
NEIL AINSWORTH – WEST BERKSHIRE BC	GUY TOWNSEND – GLOBAL CROSSING
HARRY PENDLETON – ATKINS TELECOM	ANDY FINCH – PORTSMOUTH CITY COUNCIL
EDWINA KACZOR – ROYAL BOROUGH OF WINDSOR & MAIDENHEAD	JOHN CLARK – SCOTTISH & SOUTHERN ENERGY
MARK MILVERTON – MOTT MACDONALD	RICHARD KEATES – PORTSMOUTH WATER
PAT MULVIHILL – OXFORDSHIRE CC	JAMES PENMAN – READING BC
BRIAN WATSON – BOURNMOUTH & WEST HANTS WATER	IAN LANCEFIELD/LORNA DAY - KENT COUNTY COUNCIL

3. MINUTES OF MEETING HELD ON 15th June 2007 - Accuracy

- Patrick Ryder was present at the previous meeting.
- Item 7 – The Highway Agency wished to clarify their stance re: PSA/NOMS (see Item 7).

4. MATTERS ARISING FROM MEETING 15th June 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.
- Any NJUG issues to be fed through to MO/BB

5. REPORT FROM SEHAUC WORKING PARTYS – Robert Hudleston/Roger Williams

- Water representative from the JUG required.
- Compliance Testing – all urged to use SEHAUC form if carrying out compliance testing works.

ACTION

RW

**BB
All**

	<ul style="list-style-type: none"> • Victoria Burnham unlikely to address SEHAUC in the future re: sustainability. • Site Safety Surveys – working party will draft a form that can be used regionally for reporting results. • Sharing Best Practice – happy to invite Companies but there will be no sales pitch. • ARMS – RW will write to all regions requesting materials used/agreed nationally. • Barholes issue – Not resolved – Anis Dandy to take up. • FPN Application – Working party will look at EDF/ESCC Document • HAUC UK Dates – 14/15 May –Cardiff • HAUC UK SROH Guidance note on ARMS is out for approval- 4 week turnaround – KOB to check it has been sent to All Regions • Event – RW/BB extended thanks to all those who put in a huge amount of work building up to & during the day, resulting in the leading event of the year which was noted nationally. • Next year provisionally booked for Wed 3rd September. Themes required. Safety was one suggestion. 	<p>Working Party</p> <p>RW</p> <p>AD Working Party</p> <p>KOB</p>
<p>6.</p>	<p>TREASURERS REPORT – Robert Hudleston</p> <ul style="list-style-type: none"> • Outgoings due to the event incurred, but overall income calculated will be in excess of outgoings resulting in a healthy bank balance. • Income from sponsors/exhibitors to be chased. • Benefit of payment via BACS system, although transfers not being advised. • A wider pool of people for next years event will be required. 	
<p>7.</p>	<p>REPORT FROM HIGHWAYS AGENCY</p> <ul style="list-style-type: none"> • The PSA target requirement is to reduce congestion between 06.00 & 20.00 hrs & to facilitate, daytime working needs to be escalated. Therefore co-operation & contact is requested regarding works requiring a lane closure. • There is recognition that the above needs to tie in with NRSWA requirements, and there is a duty to co-operate. • RAC would like clarification in a document/email from Highways Agency/Interoute, to supersede the previous Interoute document sent to SEHAUC members. • Martin Beale is now in charge of NRSWA for Interoute. • All were encourage to use the optional Traffic Management fields on the NRSWA ETON notice. 	<p>Highways Agency/ Interoute</p>
<p>8.</p>	<p>AGREED WORKING PROCEDURES/ BEST PRACTICE DOCUMENTS</p> <ul style="list-style-type: none"> • SE161-64/002 Street Classification will be worked on – all to look at & send in comments to BB. • Traffic Detector Loops, Vehicle Crossover documents were ratified as best practice documents (after discussion SEHAUC agreed to keep the ‘best practice’ terminology). • Co-ordination form – master to be amended to include a column for line no. • IA to write guidance note/column definitions on the co-ordination form. 	<p>All</p> <p>IA</p>

9. MATTERS TO BE REFERRED TO HAUC (UK) / ALL REGIONS HAUC MEETING

- See item 11 below – SEHAUC will be raising its serious concerns over the lack of consistency with the TMA Tech Spec/CoP etc, and request that the DfT do their utmost to ensure they are operable.

10. CONTACT DETAILS

- A list was circulated for updating.

11. SHARING BEST PRACTICE

- FPN Guidance document – RW is happy to share document and outlined that the document suggested an FPN may apply if a notice has the wrong location, is served late or not at all.
- ESCC Partnerships – initial partnership with EDF Energy, now Southern Water on board. EDF Energy noticing improved by 15% since partnership started. RW would like all Utilities on board and mentioned that increased performance does not result from taking a Utility to Court. Partnership is the way forward.
- EXOR briefing – RW/IA met EXOR recently and came out seriously concerned due to system developers losing 10 weeks development time, blatant errors in the CoP/Tech Spec and s74 Regulations/Chapter still being outstanding. Also concerns regarding mechanisms/processes for notice exchange. After discussion, it was agreed a date in November would be set (13th November) for EXOR (Pete Rogers) to brief SEHAUC on the issues. The Chairs of other nearby Regional HAUC's will also be invited. The Joint Chairs will also write to HAUC UK, copy to DfT, outlining the issues & requesting HAUC UK champion resolving the issues.
- BB proposed a joint meeting in the future to go through aspects of the CoP highlighted in the individual meetings. Common understandings/challenges can then be escalated upwards & also potential training identified.

BB/RW

12. SUSTAINABILITY

- Portsmouth Water recycling – still in trial period - RK to update at next meeting.
- Spreadsheet updates to IA

RK

All

13. PERFORMANCE

- Sample Inspection Performance - figures received from most HA's & distributed to SEHAUC. Due to differences in format, it was agreed that a league table would be the best way forward, so that 1 collated table with a summary could be presented at the meeting, displaying previous & current quarter. Working Group to work on format of table, and Roger Howard agreed to collate data in the future.
- Improvement notices – when lifted an email from NSWHG goes out so that can be reported at HAUC UK. Lifted & ongoing notices to be reported at SEHAUC – all to inform RAC. Current notices running are for Openreach from IoW & Bracknell Forest.

**Working Group
RH**

SOUTH EAST HIGHWAY AUTHORITIES & UTILITIES COMMITTEE

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| 14. | <p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> • SEHAUC Constitution is not in line with changes to SEHAUC made after the February meeting. The Working Party will amend to reflect the changes. The Working Party Constitution will also be looked at, to reflect SEHAUC feeding into the working group. Any comments back to the Working Party. • WS mentioned the offer of TMA training at £120 per delegate. • RAC asked opinion of SEHAUC regarding how long notices/ attachments will need to be stored. SEHAUC opinion is that the CoP timeframes of 21 years would apply to Utilities also, although it will be a corporate decision at the end. Also, no objections to HA's being given a userID/password to obtain attachments in the future (as outlined by the Tech Spec). • BB will run off CD copies of the event presentations for SEHAUC members. • Anglian HAUC Roadshow – 17th October, Newmarket Racecourse. Event is free but registration required via road.closures@cambridgeshire.gov.uk or on 01480 375182. • Anyone getting emails from training companies stating that Sector 12D training/Lantra accreditation will be mandatory, please contact RH. • IA will be putting a training page on the SEHAUC website in the future (at concept stage currently). • TN requested copies of any road closure / TRO forms available, &/or details of admin/advertising costs. BB has a copy of regulations relating to TRO's - BB to email to RAC. • SEHAUC Planner – Responses still required from some HA's – all outstanding to be sent to BB ASAP. • SEHAUC Website – Steve Roffey happy to carry on work at charge of £25 per month. SEHAUC agreed. • Guestspeakers – lined up for future SEHAUCs – Paul Burns – testing of ARMs, Clive Holloway – Waste Disposal, Bob Lennard (Southern Water) & Peter Bloxham – Brighton Mains renovation scheme & working together. RAC to invite Paul Burns to the December meeting. | <p>All</p> <p>BB</p> <p>All</p> <p>HA's
BB</p> <p>HA's</p> <p>RAC</p> |
| 15. | <p>SUBMISSION DATE FOR AGENDA ITEMS</p> <p>Agenda items to be submitted to the Secretary by Friday 30th November 2007 and Agenda circulated by the Secretary prior to meeting.</p> | |
| 16. | <p>DATE OF NEXT MEETING</p> <p>Next meeting to be held:</p> <p>Friday 14th December 2007
 Venue: Grosvenor House, Surrey CC, Guildford
 at 10:00 hrs (unless notified otherwise).</p> | |