

**BERKSHIRE HAUC  
QUARTERLY CO-ORDINATION MEETING**

**The Royal Borough of Windsor & Maidenhead**

**Minutes of the meeting held on 21 April 2004 at  
Town Hall, Maidenhead**

**Present**

(Chair) Edwina Kaczor	(EK)	Royal Bor' of Windsor & Maidenhead
Alan Foster	(AF)	South East Water
Pat Emmett	(PE)	Royal Bor' of Windsor & Maidenhead
Peter Brooks	(PB)	Bracknell Forest Council
Graham Matthews	(GM)	Royal Bor' of Windsor & Maidenhead
Mick Lench	(ML)	Transco
Philip Neale	(PN)	Fibernet
Geoff Spiller	(GS)	Three Valleys Water
John Blake	(JB)	Telewest
Graham Barnwell	(GB)	Wokingham District Council
Jason Archer	(JA)	“ “ “
Geoff Petts	(GP)	Mott MacDonald Area 3
Nick McDonagh	(NM)	British Telecom
Paul Willis	(PW)	Scottish & Southern Energy
Richard Herneman	(RH)	British Telecom
Mike Heary	(MH)	Kingston Communications
Kam Hothi	(KH)	Slough Borough Council
R Amir	(RA)	“ “ “
Neil Ainsworth	(NA)	West Berkshire Council
Norman Nancekievill	(NN)	Reading Borough Council
Ian Ackerman	(IA)	Hampshire County Council
Steve Cripps	(SC)	“ “ “

<b>Item</b>	<b>Description</b>	<b>Action</b>
<b>1.</b>	<b>Apologies for Absence</b> Mark Wheatley Steve Jackman Andy Leach Wayne Scott Jim Kelly Dave Dumbrell	
<b>2.</b>	<b>Minutes of Previous Meeting (Accuracy)</b> <b>(20/01/2004)</b>	
2.1	<b>8.1</b> Should read Nine Mile Ride	
2.2	<b>13.4</b> Inspection fee applies to all not just BT	
2.3	<b>10.1</b> Should read 2004	
2.4	<b>3.4</b> Should read South Hill Road, Bracknell	

**3. Matters Arising  
(20/02/2004)**

- 3.1 **3.2** South East Water project for Crowthorne has not been completed yet.
- 3.2 **3.7** Works at Yorktown Road, Sandhurst are nearing completion.
- 3.3 **3.4** SSE works at South Hill Road interrupted. WS awaiting details of recommencement date.

**4. Works Schedules**

- 4.1 PB said Wayne Scott apologises for the late issue of the updated set of Works Schedules as this may have caused duplicate printing.
- 4.2 NN circulated a list of major work, which is in addition to the current works schedule.
- 4.3 **For Works Schedules please see attached.**

**5. Special Events**

- 5.1 EK – Ascot programme as given out at previous meeting.
- 5.2 PW – 9<sup>th</sup> to 13<sup>th</sup> May 2004 The Royal Windsor Horse Show.
- 5.3 PB – Requested all to refer to previous programme.

**6. Performance**

- 6.1 EK handed out core results and last financial year's summary of Sample Inspections.
- 6.2 PB said the BT improvement notice has formally ended and all issues have been addressed and Wayne expressed his thanks to Richard Herneman and Gary West. WS will shortly be sending out the performance figures for last year's final quarter. PB reports problems with Transco (North) on signing and guarding.
- 6.3 RA had nothing to report
- 6.4 NA reported problems with SSEC lighting and guarding.

**7. Notices**

- 7.1 GB said he was still having problems with locations on notices. JA commented that it was hard for the inspectors to locate sites when the details submitted were vague/incorrect. PW explained that a power failure could be reported at one number but the fault could lie at a different location. AF agreed that the report to the control room could state three roads from an actual burst, but said the location should be corrected retrospectively. NM of BT said it was a case of educating the on site team, but as the work progresses through the notice system the correct location should be submitted on the final notice. IA he would like to remind those concerned that location is a mandatory item.
- 7.2 GP said there still seemed to be problems with his IP address, but he wanted to thank everyone for personal calls rather than relying on the notices being received electronically.

**8. Health & Safety**

- 8.1 GB reported that South East Water's standard of signing and

guarding was way above other utilities, followed by Transco. He said the standard of some works was very low. He had seen lorries on footpaths etc. and will be taking photographs for the next meeting.

**9. Any Other Business**

9.1 KH provided a list of roads in Slough subject to S58.

9.2 EK said she requires the following information to enable the IT dept. to set up the return path for inspections:

Outgoing IP address

Incoming IP address

Folders to transfer notices or comments into.

All details to complete the settings for electronic transfer of notices.

Please send to Stephen Allen on tel: 01628 746597

Email: Stephen.allen@rbwm.gov.uk. A.S.AP.

9.3 PB of Bracknell Forest Council said WS had attended Surrey County Council's Co-ord meeting on 6 April 2004 and it seemed quicker and slicker than our own. He would like to discuss this at the next meeting. AF said that our combined meeting format was new and is being modified, but he thought that today's meeting was now on a par with Surrey's. WS is also attending the Hampshire Co-ord meeting on 28 April 2004.

9.4 WS has issued invoices and refunds for inspection fees for the final quarter. PB said Wayne would like to host a work- shop with SSE/SEC and other interested parties for works for road purposes. This is in preparation for changes under the new traffic management bill, which states that works for road purposes will require notices to be submitted in future. IA added that in Hampshire SSE/SEC issue notices on the ETON system like anyone else.

9.5 RA said Slough did not start their coring in January, but he has 100-150 sites in mind and they expect to start in May or June. KH will be in touch with advance notice of locations. Invoices for Slough will be issued shortly for the final quarter.

9.6 NA will be sending his 4<sup>th</sup> quarter invoices shortly.

9.7 NM stated that BT's current contractor, McAlpine, will not be issued any new work and BT will be using their DLO. Contact details to follow.

9.8 NM said he is aware that there have been problems with the issuing of notices for new poles, as opposed to renewing a pole, which does not require a notice. GM pointed out that when a pole is replaced, like for like, an objection notice is still displayed on the pole. NM explained that this is the case because the pole could be a different height. Hopefully the problems are now minimized.

9.9 NM said BT are addressing the problem of defects and have instructed their staff to phone the L.A. in these cases. They are also intending to raise the standard of their interim works.

9.10 AF suggested that as there was a mass of works in the programme, everyone should scrutinize their programmes to ensure that only major works appear.

9.11 AF asked whether surface dressing should be considered as major

ALL  
PU

KH

NM

- works. GP said surface dressing could have a great effect on disruption and so needs to be included in the programme. It was generally agreed that, as the public perceived surface dressing as resurfacing, it needs to be notified to avoid public utilities excavating newly dressed roads.
- 9.12 AF said South East Water are using Clancy Docra, as their only supplier in Berks. He will supply contact details shortly.
- 9.13 AF announced that the SEHAUC event on 9 September 2004 would be held at Sandown Park Race Course. There will be discussions in the morning including the Traffic Management Bill and demonstrations in the afternoon. Sponsorship from highways authorities is needed to support the event, as so far this has only been forthcoming from the public utilities. Information is to be found on the SEHAUC web site.
- 9.14 GS requested that Pat Doherty be removed from the 3VW contact list. He advised that 3VW will be changing their contractor in late May. Contact details to follow.
- 9.15 PN of Fibernet will email his list of works to be included with the minutes, and wants to advise all that if there is a possible clash of works Fibernet will endeavour to work around other utilities.
- 9.16 GP requested a vote of thanks be extended to WS for the hard work he has put in to organising the Berkshire NRSWA meetings and preparing the schedules. This was unanimously agreed.
- 10.**
- Date of next meeting**  
The next meeting will be held at 10am on 21 July 2004 at Wokingham District Council.

### Works Schedules Notes

#### Bracknell Forest Borough Council

Item No.	Notes	Action
3 – 18	Further information can be obtained by contacting Simon Mitchell on 01344 351139. Section 58 notices have been served.	
23 - 33	Confirmation of actual program awaited.	MCI Worldcom
34 – 67	Electronic notices received to date have been relegated to standard works. Notices should remain as Major if notified as Major at co-ordination meetings. This necessitates a one month notice period. AF to discuss implications with WS.	AF
71 – 76	Project meetings are required at least one month prior to anticipated start date.	ML
52	Awaiting further information from Alan Foster. Programme dates will be notified when known.	AF

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### West Berkshire District Council

Item No.	Notes	Action
21	Item should read "M3"	
175	Amir to contact GHP as to how this scheme affects M4 Jct 5	Amir
237	This scheme affects the A34 diversion route – NA to send details as to when etc.	NA
343	GB requires actual dates	GHP

### Mott MacDonald HA Area 3

Item No.	Notes	Action
234 & 237	Geoff Petts highlighted possible co-ordination requirements between these two items (M4 closure and A339 barriers.	NA
4 / 5	Transco list of schemes in Berkshire to be sent to Pat at RBWM	NA
4 / 5	Sheephouse Way, Hangman's Stone Lane to Nodmore – 28/04/04 BT scheme ducting & testing and box construction	NA/RH
6	NA reports SSE leaving barriers up for long unnecessary periods. SSE Rep will take up with SSE Manager, Gary Wiltshire	SSE PW
4 / 5	NA added A340 surfacing due summer at A340 Tadley by Hants CC between roundabout at New Road to County boundary. NA reported all WBC carriageway and footway schemes will brought under S.58 notices.	NA
9	WS wishes to host meeting on noticing under TM Bill with Local Authorities and SEC contractors etc.	
9	Not about to send out 4 <sup>th</sup> quarter invoices for 2003 - 4	NA

### Slough Borough Council

Item No.	Notes	Action
212	Shackleton Road (Structural Maintenance)	
192	Farnham Road (Structural Maintenance)	
187	Cippenham Lane A4 – Ivey Crescent (Structural Maintenance)	

173	Has been completed	
174	Has been completed	
175	Geoff Petts wanted to know any effects on Junction 5 works	Amir to confirm
227	SSE to discuss with SBC	P Willis
	Fibernet to discuss scheme with SBC & RBWM after meeting	F Neale
	Coring programme will be done in Slough May 04	
	Invoices for 4 <sup>th</sup> Quarter will be out soon	

### **Royal Borough of Windsor & Maidenhead**

<b>Item No.</b>	<b>Notes</b>	<b>Action</b>
	No Fibernet return to follow	Phil Neale
107	Potential closures with 158 + 162 – meetings taking place	EK/GM SJ/PW