

BERKSHIRE



*WEST BERKSHIRE DISTRICT COUNCIL * READING BOROUGH COUNCIL * WOKINGHAM DISTRICT COUNCIL *
BRACKNELL FOREST BOROUGH COUNCIL * ROYAL BOROUGH OF WINDSOR & MAIDENHEAD * SLOUGH BOROUGH COUNCIL*

QUARTERLY CO-ORDINATION MEETING

COUNCIL CHAMBER, EASTHAMPSTEAD HOUSE, TOWN SQUARE, BRACKNELL.

10:00 AM - WEDNESDAY 8 OCTOBER 2003

Present: Wayne Scott (WS) - Bracknell Forest BC (Chair)
Kam Hothi (KH) - Slough BC
R Amir (AMIR) - Slough BC
Neil Ainsworth (NA) - West Berkshire Council
Graham Matthews (GM) - Royal Borough of Windsor & Maidenhead
Edwina Kaczor (EK) - Royal Borough of Windsor & Maidenhead
Geoff Spiller (GS) - Three Valleys Water
Steve Jackman (SJ) - TRANSCO (S3 Slough)
Erick Muriithi (EM) - TRANSCO (SW)
Andy Leach (AL) - TRANSCO (SW)
Mac Andrade (MA) - TRANSCO
Jim Kelly (JK) - TRANSCO
John Blake (JB) - Telewest
Alan Sanderson (AS) - Kingston Communications
Michael Heary (MH) - Kingston Communications
Peter Twist (PT) - Kingston Communications
Guy Townsend (GT) - Fibernet
Alan Foster (AF) - South East Water
Neil Morton (NM) - South East Water
Bill Calladine (BC) - Easynet
Mark Wheatley (MW) - Thames Water
Dave Dumbrell (DD) - Morrison/TRANSCO

ITEM	DESCRIPTION	ACTION
	Introduction Wayne Scott opened the meeting and welcomed everyone to the trial HAUC Co-ordination meeting, hopefully to be the first of many quarterly meetings, which will cut down the number of area meetings per year.	

1	<p>Apologies:</p> <p>Graham Barnwell – Wokingham District Council Norman Nancekievill – Reading Borough Council Phil Neale – Fibernet Leighton Mitchell – Parkman (WDC) Geoff Petts – Mott McDonald (HA - Area 3)</p>	
2	<p>Minutes of Last Meeting</p> <p>RBWM and BFBC - These were taken as read.</p> <p>Slough – These were taken as read.</p> <p>Reading BC, Wokingham DC, W Berkshire DC – Neil Ainsworth read out his notes and agreed to circulate at a later date.</p>	
3	<p>Matters Arising</p> <p>Royal Borough of Windsor and Maidenhead</p> <p>9.1 SEHAUC meeting – new traffic lights form – Notice of use of 2 way & multi phase. Highway Authorities have a conflicting opinion of the legislation. BFBC accepting the new form on the basis of permission being sought for all traffic signals. Slough and RBWM also accepting the form. WBC not accepting the form until clarification from HAUC. Wayne Scott to check legal opinion from HAUC.</p>	WS
3.1	<p>Slough</p> <p>No matters arising from minutes.</p>	
3.2	<p>West Berkshire</p> <p>Thames Water – working without a notice. MW to investigate.</p>	
4	<p>Work Schedules</p> <p>Wayne Scott distributed a hard copy of the database he had compiled in relation to the Utilities returns from each Authority.</p> <p>Alan Foster of SE Water suggested perhaps an excel spreadsheet/index could be sent out prior to the next quarterly meeting.</p> <p>Wayne Scott advised that this had been done for this meeting but he would look into formatting the spreadsheet in a different manner, as at the moment it was in alphabetical order by Parish/Village and Town.</p>	

	Each Authority in turn went through the data to enable the Utilities to respond/comment if necessary to each one in their area.	
4	West Berkshire Council Neil Ainsworth read through the data and made comments to various utilities. NA specifically highlighted some road closures being undertaken by WBC and encouraged Undertakers to use these to carry out their own work if possible. RH raised a possible clash at Everington Lane (WBC Bridge Works) with proposed BT works. NA to investigate and report back to RH to confirm if any conflict exists.	
5	Reading BC No representative attended meeting	
6	Wokingham DC No representative attended meeting.	
7	Bracknell Forest BC Wayne Scott to look into the South East Water project for Crowthorne as the area is divided between WDC & BFBC.	WS
7.1	Steve Jackman to meet with WS and go over the data as he is new in post at Transco.	WS
7.2	WS to meet with Scottish and Southern Energy to discuss (Item 40 – South Road, Crowthorne)	WS
7.3	WS to meet with South East Water to discuss (Items 41 to 121) and (124 to 181)	WS
7.4	Item 225 – Notice from BT received, 7 th October start from SCANSKA/CDL who classified as a major project. Description implies an over classification. RH to investigate.	RH
7.5	Item 271 – Yorktown Road - WS to report on this item next meeting.	WS
8	Royal Borough of Windsor & Maidenhead Edwina Kaczor went through data and commented:	
8.1	Item 204 – Covering of red line, which designated a shared footway/cycleway (Section 58) served on this.	
8.2	Item 207 – Waltham Road, Maidenhead, replacement of water main. EK asked Alan Foster SE Water – temporary traffic lights at the site were constantly on red. NM advised that the heads of	NM

	the light were being disconnected by local residents, and now had to be hard wired which may have caused the problem.	
8.3	Item 208 – Going according to plan. Diversion is going through Maidenhead.	
8.4	Item 291 – Edwina Kaczor – Richard Herneman BT – one-month notice? Site meeting requested work due to start on 9 th October. Meeting to be arranged.	EK/RH
8.5	Item 294 – All Transco works are to be restricted to the footway as there is a S58 on the carriageway. EK also commended Transco on their works in Stuart Way.	
8.6	Item 202 – Developer-King Street, Maidenhead –Notice served on builder who has gone bankrupt. Meeting to be arranged.	EK
8.7	S E Water then advised the group of various jobs they were involved in within the RBWM area.	
9	Slough BC R Amir looked through the data connected to Slough	
9.1	Item 26 – Cycleway Scheme	
9.2	Item 28 – A4 Bath Road, Structural Maintenance Slough – this scheme delayed.	
9.3	Item 30 – Chapel Street, Carriageway widening still not finalised.	
9.4	Item 32 – This is a major scheme. Tenders to go out near future, for scheme to start in 2005.	
9.5	Item 35 – Telewest Communications – John Blake advised that the job would start with new boxes.	
9.6	Item 36 – A4 Bath Road Junction improvement – Tenders just returned.	
9.7	Item 222 – Bath Road this major scheme had been delayed.	
	Utilities <ul style="list-style-type: none"> • BT – Comments on schemes outside Council Yard (old) • TeleWest – No comments • SS Electric – Item 277 - No comment • Transco- Item 279 – dates still correct – to be checked • SBC – Item 281 – No comment • SBC – Item 282 – Not finalised • SBC – Item 288 – December start 	
10	Undertakers Performance BFBC- Wayne Scott WS advised the group that BFBC figures issued for the year to date and the last quarter. Some figures were difficult to decipher for improvement notice purposes due to the complexity of the	

	<p>qualifying data required in the Inspections code of practice.</p> <p>WS to write to any under performing Undertakers individually.</p> <p>Neil Morton queried some of the figures and percentages. WS replied that BFBC are currently under inspecting due to resource issues and that until a consistence level of inspecting occurs the pursuit of an improvement notice is not viable.</p> <p>Alan Foster enquired whether BFBC were to employ a consultant for inspections as mentioned in past meetings. WS confirmed that this option had been investigated but not pursued by BFBC. WS also confirmed that employing a dedicated NRSWA Inspector was being considered by Senior Management. The under inspecting issue will be addressed internally by BFBC.</p>	
	<p>RBWM – Edwina Kaczor</p> <p>Paul Willis to Street lighting – no notice received for works in Highfield Lane. Signing and guarding in disarray. Photo's given.</p> <p>Disparity in numbers of inspections. All inspections completed.</p>	
	<p>Reading BC /Slough BC /W Berks DC /Wokingham DC – no comment on Undertakers Performance.</p>	
11	<p>Planned Special Events</p> <p>BFBC – Wayne Scott – copy distributed of all known events and road closures including BFBC Half Marathon.</p> <p>RBWM – Edwina Kaczor – To circulate information.</p>	
12	<p>Any Other Business</p> <p>Alan Foster questioned why not even a deputy representative had attended from Reading BC and Wokingham DC.</p> <p>WS commented that this was disappointing and had happened in the past with the Utilities but seems to be improving. WS to discuss with other Berkshire HA's in a debrief meeting.</p> <p>South East Water – under new ownership – Macquarie Bank Group</p> <p>Slough BC – List of schemes under construction required. Especially (Section 58) to be notified in advance.</p> <p>Slough BC – advised they had received no feed back from companies on coring results and no meetings had been arranged etc. Kingston to take up separately.</p>	

	<p>Slough BC made the group aware they would be engaged in a lot of coring next year 2004.</p> <p>RBWM – They had increased their 5 areas to 8 inspectors with multi tasking. List circulated for information.</p> <p>RBWM – Coring programme in progress at this present time.</p> <p>EK requested that when the Council Contractor has made safe a section 81 defect that Authorities be given back cones and steel plates when leaving the site.</p> <p>Paul Willis requested that EK circulate a list of streets for the Christmas Street Works Embargo.</p>	
	Thames Water - Mark Wheatley – Section 81 inspection forms not being filled in accurately if dangerous.	
	The issue of section 58 information was raised by Amir. It was suggested that in addition to the section 58 3-month notice being issued that a list of new section 58's be issued at co-ordination meetings. WS said he would look into this issue and discuss with other Berkshire HA's.	WS
13	<p>Venue and Date of Next Meeting</p> <p>Next meeting to be held in West Berkshire on Tuesday 20 January 2004 at The Council Chamber, Council Offices, Market Street, Newbury, RG14 5LD - (01635) 42400. Bob Beaney advised of dates for 2004 which are confirmed as;</p> <p>21 April 2004 21 July 2004 20 October 2004</p> <p>Venue and Chairmanship to be rotated between HA's.</p>	
	<p>The meeting finished at 11.10</p> <p>Wayne Scott asked for comments back on the format of the first joint co-ordination meeting via e-mail.</p>	