



East Midlands Highways Authorities & Utilities Committee
East Midlands Regional Permit Forum
 Minutes of the Meeting Held on Tuesday 31st October 2017 at
Western Power Distribution Derby office

1.0 Present

<u>Name:</u>	<u>Initials</u>	<u>Company</u>
Elaine Coope	(EC)	Derbyshire County Council (Chair)
Samantha Brothwell	(SBr)	Western Power Distribution (Co-Chair) (Secretary)
Chris Brown	(CB)	National Grid Gas
Adam Chambers	(AdC)	Northamptonshire County Council
Andy Chatfield	(AnC)	Anglian Water
Ian Darbyshire	(ID)	Northern Powergrid
Duncan Davison	(DD)	CityFibre
Stuart Goldby	(SG)	North Lincolnshire County Council
Simon Havill	(SH)	Western Power Distribution
Liz Hiskens	(LH)	Nottingham City Council
Wayne Jackson	(WJ)	Northamptonshire County Council
Raj Kataria	(RK)	Leicester City Council
Vikkee Lofas	(VL)	North East Lincolnshire County Council
Kathy Mahfouz	(KM)	Anglian Water
Dave Martin	(DM)	Rutland County Council
Jamie Needham	(JN)	Leicestershire County Council
Chris Nesbitt	(CN)	Vodafone
Tim Patel	(TP)	Leicestershire County Council
Josh Pemberton	(JP)	Leicestershire County Council
Mandi Robinson	(MR)	Lincolnshire County Council
Graham Scutt	(GS)	Virgin Media
Paul Smith	(PS)	Severn Trent Water
Louise Venables	(LV)	Network Rail
Pete Warren	(PW)	Nottingham City Council
Bob Woodland	(BW)	BY Openreach

2.0 Apologies

<u>Name:</u>	<u>Initials</u>	<u>Company</u>
Joanne Brocklehurst	(JB)	Openreach
Steve Burley	(SBu)	Anglian Water
Dave Haxby	(DH)	North East Lincolnshire County Council
James Houghton	(JH)	Lincolnshire County Council
Rhiannon Jones	(RJ)	Network Rail
James Kenney	(JK)	Severn Trent Water

1.0	<p>Welcome and agreement of agenda</p> <p>Elaine Coope (Chair) outlined the proposed agenda items for this EMHAUC Permit Forum, Samantha Brothwell agreed to act as Secretary.</p>	
2.0	<p>Minutes of Previous Meeting – Accuracy & Matters Arising</p> <p>As there were no formal minutes from the previous meeting held on 20 June 2017 as the meeting was taken up by the briefing out of the HAUC England National Permit Guidance, the minutes of the meeting held on 7 February 2017 were reviewed. All actions were complete, except for 3.3 Permit Evaluation reports. Action – Outstanding permit evaluation reports to be produced as required.</p>	Permit Authorities with outstanding reports
3.0	<p>Minutes of National Permit Forum (NPF) meeting 15 September 2017</p> <p>The minutes of the National Permit Forum held on the 15th September 2017 were reviewed and discussed by the group. There were no specific actions for EMHAUC Permit Forum.</p>	SBr/EC
3.1	Date of next National Permit Forum – Tuesday 9 th January 2018.	
4.0	<p>East Midlands Regional Matters</p> <p>This part of the meeting is to allow any specific issues to be raised and discussed with the wider group.</p>	MR
4.1	<p>Lincolnshire County Council</p> <p>MR raised an issue regarding the a situation where a works promoter has a permit granted and then cancels the permit but has already put traffic management up, what is the appropriate action for the Permit Authority to take. Following a group discussion it was agreed to see if this scenario is repeated, with no action for the meeting at this stage.</p> <p>Lincs CC are commencing the work on their permit evaluation report, and hope to produce it by the required 3 month timescale.</p>	
4.2	<p>Leicestershire County Council</p> <p>JN outlined the plans for the Leics CC permit scheme. The planned legal start date is Friday 2nd February 2018. He confirmed that this is a stand-alone scheme, and Leics CC are not part of any other schemes. SBr highlighted the utility-side concerns around the approach taken so far with the permit scheme.</p>	

	<p>A meeting date was arranged with the Utilities to go through the permit scheme and transitional arrangements in detail on Friday 24th November at Leics CC's Croft Depot.</p>	LeicsCC & Works Promoters
4.3	<p>North Lincolnshire County Council SG provided an update that the consultation to move to an all streets permit scheme would end on 3 November 2017. It was expected that the new scheme arrangement would start in January 2018, but official confirmation would be provided following the post-consultation review.</p>	SG
4.4	<p>Leicester City Council RK stated that Leic City are still working on a scheme, but it is early days. Update at the next meeting.</p>	RK
4.5	<p>Rutland County Council DM stated that Rutland are considering working with Peterborough City Council to implement a permit scheme. SBr raised the utility-side concern that this would potentially take Rutland CC outside of the East Midlands HAUC & Permit Forum, and ask why they weren't looking at a county scheme (such as Lincs, Leics or Northants) within East Midlands that would be similar to their road network and shares a greater boundary which would assist with an effective Network Management Duty.</p> <p>DM also informed the group that Rutland CC are planning on changing their EToN software provider from Bentley to Confirm. Further details to be provided in due course.</p>	DM
4.6	<p>Northamptonshire County Council WJ reported that the permit scheme seems to be working reasonably well in Northants CC. The permit fee statements and invoicing had been a problem but this should now have settled down.</p> <p>WJ confirmed that Northants CC needed to review the National Permit Guidance, and implement any required changes following this.</p>	WJ
4.7	<p>Nottingham City Council LH reported that the 2nd annual permit evaluation report had been submitted. Of the regular quarterly reports, Q1 had been circulated and Q2 was being developed.</p> <p>LH informed the group that Nottm City intend to review the traffic-sensitive designations across the network in early 2018.</p> <p>LH also confirmed that Nottm City have changed their EToN supplier and are now using Symology. The 'no condition' issue is now resolved.</p>	LH
4.8	<p>Derbyshire County Council EC reported that the year 1 and year 2 annual permit evaluation reports are due to come out soon.</p>	

4.9	<p>EC also informed the group that works promoters are to be invited to a meeting with Derbys County C on 30th January 2018 to discuss the permit scheme, specifically around compliance with conditions.</p> <p>All All attendees confirmed that they were working to the National Permit Guidance document, with only BT Openreach and Northamptonshire still in the process of rolling it out. Update on progress at the next meeting.</p>	<p>Derbyshire/Works Promoters</p> <p>BW & WJ</p>
5.0	<p>Any Other Business</p>	
5.1	<p>Condition for pedestrian management to be reviewed by National Permit Forum.</p>	<p>SBr/EC</p>
5.2	<p>LV raised issues that Network Rail were having with late invoices or missing purchase order numbers. All to note.</p>	
5.3	<p>SBr raised a query about vehicles parked near works sites. It was discussed and agreed that where a vehicle is legitimately parked in the vicinity of a street works site, then this doesn't need to be included in any permit conditions. If the vehicle is part of the works site, then this is different. All to note.</p>	
6.0	<p>Date of Next Meeting The next meeting will be held on 6th February 2018 at Network Rail offices, Brunel House, Derby. This meeting will follow on from East Midlands HAUC.</p>	

ENDS