Minutes of Meeting

Neart na Gaoithe

DOCUMENT REF : DRAFT

Subject	Innerwick Residents Forum				
Meeting location	VC - Teams				
Meeting date	21 JUL 2020	Minutes by	Rosie Scurr	Date issued	22 JUL 2020
Attendees	Julia Harrison (Innerwick RF) – JHA Jason Ormiston (Innerwick RF) – JOR Adam Marshall (NnG) – AMA Rosie Scurr (NnG) – RSC Suzanna Kerr (NnG) – SKE Chris Hamill (VOL) - CHA	Apologies	James MacKinnon (PRY) – JMA		
Distribution	Attendees				

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Meeting objectives

Meeting Objectives
(1) Accept minutes of previous meeting (2) Actions from previous meetings and outstanding actions (3) Progress report and upcoming activities (4) Traffic management (5) Community issues / questions (6) AOB
Objectives Met
Objectives met; meetings will continue on fortnightly basis, unless agreed otherwise, throughout construction

Meeting minutes

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Ref	Item / Action	Who [initials]	When [dd mmm yyyy]	Status
01	Accept minutes of previous meeting • Minutes of 07/07/20 meeting accepted. • RSC to finalise minutes and circulate.	RSC	22 JUL 2020	Open
02	Actions from previous meetings • Communicate any proposed road closures / traffic management which may impact bus service. *No impacts planned at present. JHA received email from Eleni at ELC Roads Dept advising of current and expected roadworks in vicinity.* • Investigate alternative distribution company for next leaflet delivery. *SKE ongoing investigation, considering Royal Mail.* • Update of NnG website to include detail of construction works. *SKE and RSC liaising internally. New website will be in place early August. SKE advised information could be uploaded to current website in meantime.* • Request for 07.21 bus to be given right of way to be made to operatives. *CHA communicated to VOL operatives, RSC raised with GE. JHA advised no complaints received. JOR still working from home so no feedback at present.* • School drop-off/pick-up times to be considered when preparing shift patterns/vehicle movements. *CHA has communicated and will implement once schools open. JHA/JOR to communicate any amendments to school timetable when information available.* • RSC to investigate use of Zoom for meetings going forward instead of Teams to improve video functionality. *NnG IT investigating.* • Meetings to be held on fortnightly basis via video conference for foreseeable. RSC to issue recurring invite. *Confirmed that will be moved to 17.00 going forward.* Outstanding Actions • None yet	RSC SKE RSC/SKE JMA/ CHA RSC JHA/JOR RSC RSC	When required When required 04 AUG 2020 10 JUL 2020 10 JUL 2020 When available 04 AUG 2020 22 JUL 2020	Open Open Open Closed Closed Open Open Open
03	Progress report and upcoming activities Cable Route • Temporary bridge for Thornton Burn has arrived on site and will be installed tomorrow. • Pre-construction drainage installation ongoing. • Majority of fencing now in place. • Construction compound complete. • Most access points completed. • Next fortnight focus will be on topsoil strip and haul road installation. Substation • Construction of passing places on public road. • Continued stone convoys. • Increase in volume of operatives on site, so bus trips between Dunbar compound and substation site will increase.			

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Ref	Item / Action	Who [initials]	When [dd mmm yyyy]	Status
04	Traffic Management • Signage at Access Points 13 and 14 (between Thurston and Spott Road) will be removed by Thu/Fri this week. • Some signage will remain at Crystal Rig area but does not affect traffic flow.			
05	Community Issues / Questions • JOR requested newsletters be included in 'Downloads' tab on website – SKE to add. • JOR asked if there would be any noise associated with the works. CHA advised that most likely noise source would be the horizontal directional drills (HDDs). Where these are close to properties, e.g. Station Cottage at Skateraw (East Coast Mainline crossing), there will be monitoring and liaison with residents. • JOR noted that there had been mud left on road at Oldhamstocks Road from Innerwick junction. It was acknowledged that farming activity could have contributed to this. Questioned what arrangements were for road sweeping, especially once harvesting commences. CHA confirmed that the VOL Traffic Management Plan commits to road sweeping and this will be done regularly. AMA added that the haul roads on site will be stoned which will reduce mud being carried from site on to road. • JHA confirmed no further queries had been received from the community. • CHA noted that any queries can come directly to himself, do not need to wait until fortnightly meeting if pressing (chris.hamill@volkerinfra.co.uk).	SKE	28 JUL 2020	Open
06	AOB • JOR queried if there was any update on community benefit arrangements. SKE confirmed there was not, but that would keep JOR and JHA updated and communities will be involved in consultation. • RSC gave briefing on situation regarding report of speeding stone convoy. Video was passed to ELC Roads Dept by member of public at Hunter Steading showing vehicle escort and stone trucks speeding on return from substation site. Stone convoys were immediately stopped, meeting held with convoy contractor, liaison with ELC Roads Dept and monitoring of convoy once re-started, ELC Roads Dept now satisfied. 20mph speed limit signs now in place between A1 and Crystal Rig site entrance. • RSC provided update on liaison with EDF Torness. Discussions held with ELC and EDF. Temporary Emergency Response Plan now in place and process being developed for ongoing liaison. Iodine tablets due to be delivered this week.			

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