

YEHAC5002 - CAOL & LOCHYSIDE FPS - COMMUNITY LIAISON GROUP

Approved Minutes for liaison Meeting held on **Thursday 20th May 2021 at 19:30Hrs**
Meeting held virtually on Microsoft Teams due to current restrictions.

1	Introductions
	<p>Ben Thompson (BT) – Independent Councillor – The Highland Council John Gillespie (JG) – Chairman – Caol Community Council Colin Strange (CS) – Secretary - Caol Community Council Joan Strange (JS) – Member - Caol Community Council Greg Riddle (GR) – Member - Caol Community Council Pamela Hendrie (PH) - Member – Caol Community Council Garry Smith (GS) – Principal Designer – The Highland Council Gary Kennedy (GK) – Project Manager’s Representative – The Highland Council Florence Cargill (FC) – Assistant Project Manager’s Representative – The Highland Council Carolyn Smith (CS) – Senior Technician – The Highland Council Steve Scott (SS) – Project Manager – RJ McLeod</p>
2	Apologies
	<p>Denis Rixson – Councillor – The Highland Council Allan Henderson – Councillor – The Highland Council Dot Ferguson – Ward Manager – The Highland Council Mike Stephens – Project Manager – The Highland Council Stewart Easthaugh – Access Officer – The Highland Council Andrew Ross – Technical Manager – Scottish Canals Jock MacGillivray – North Ranger – West Highland Way Linda Campbell – Secretary – Kilmallie Shinty Club Robert Osbourne – Contracts Manager – RJ McLeod</p>
3	Review of Previous Meeting’s Minutes
	N/A
4	Programme
	<p>Overview of project presented by SS, including approximate scheduling of work stages. SS also highlighted the scale of works, particularly the traffic impact given the quantities of materials. The presentation is available on THC website (detailed below): https://www.highland.gov.uk/caolandlochysidefloodprotection</p> <p>Programme 1 submitted by RJM post-meeting. Currently being reviewed by THC, prior to acceptance. Further programme information will be available at the next Community Liaison Meeting on 24/06/2021.</p>

5	Current Issues/Queries
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SS stated Turf Cutting Ceremony arrangements underway. Further information to follow.

SS referenced the removal of the existing large diameter pipe from aluminium smelter to the BSW sawmill area that passes through the site. Removal and reinstatement will be a large operation and is likely to cause some access disruption. Further information on how any disruption is managed will be released nearer to the commencement of the activity.

GR queried the transportation methods for the large quantities of imported fill that is required on the embankment section of the works. Was by HGV/road the only option or had barge/boats been considered given the coastal location? SS responded stating that options were still under analysis, however the topography of the shore at Caol did not allow any proposed cargo vessels close enough to offload. SS also stated that RJM would endeavour to minimise the environmental impact wherever possible.

GR queried the proposed monthly frequency of project updates/liaison meetings. Is this often enough when works are progressing at pace? SS responded that work patterns will establish reasonably quickly and then will be quite repetitive, therefore monthly meetings were enough to cover any issues that may arise. SS also stated that he is happy to review moving forward.

GR queried whether RJM had any community benefits over and above those prescribed in the contract. SS stated that RJM had a charitable fund administered by the employees, and that most of their workforce on this project were local to Caol. SS also stated that RJM are open to suggestions for any non-obligatory community benefits moving forward and was happy to assist with the Community Council noticeboard.

BT queried hours and dates for HGV movements. SS responded that deliveries would generally be between 08:00 and 17:00 Hrs, and that traffic would be minimal during works establishment however would increase during embankment construction.

GK stated that the Traffic Management Plan for the construction works was still under development and would be subject to extensive consultation with stakeholders (Emergency Services/THC Roads Officer/etc) prior to being accepted/implemented. CS added that Caol Community Council would be happy to be involved in the consultation process.

GR queried the availability of information from community liaison meetings. GS responded that all information from meetings, both Contractor's Presentation and Approved Minutes, would be uploaded quickly following approval.

CS queried the impact of the proposed works on access to the shore. SS responded stating that access would always be maintained at the prescribed locations. SS also stated that there may be infrequent, short periods of inaccessibility depending on works requirements however these would be minimised, and alternative access would be provided.

CS queried whether SS would attend the Community Council monthly meetings. SS agreed to attend when available. CS to send invitations to SS.

CS queried where the access for HGV deliveries was proposed. SS responded stating that options were still under analysis however discussions had directed them towards using Glenkingie Terrace as a one-directional access route, following any widening and strengthening works deemed necessary.

BT queried whether residents were aware of this possibility. SS responded stating that they had not been consulted yet as it was early in the process however would be visited and letter dropped once proposals had been finalised. SS also stated that RJM's priority was to minimise disruption to the community wherever possible.

GS added that Glenkingie Terrace was identified in the contract as an access route for the works.

JG stated that the Community Council was happy to assist the Project Team in sharing information on the works with the community. GK added that the new Community Council notice board would be useful for posting information.

SS noted that copies of the newsletter would be distributed to local cafes/businesses where residents may view them, if not able to go online. SS also stated that letter drops would be undertaken in advance of the commencement of any works adjacent to residential properties.

JG queried the length of consultation during the Traffic Management Plan development? When is it due and how long does it take. GK responded stating that the CTMP was due, with submission expected imminently.

JG queried where the other access routes prescribed in the contract were located. GS responded stating that one was through the croft land adjacent to the site compound, where the temporary access road is planned, and another was at the shore front, off Kilmallie Road. GS also stated that the public roads were also included in the contract as the primary access routes.

JG queried the material quantities required, and the proposed source for materials. SS responded stating that discussions were ongoing and suppliers were still to be confirmed however it would likely be whoever is able to supply the required quantities.

JG queried the availability of the Project Team for queries during the works. SS responded stating that, pre-COVID, community engagement was welcomed in person however not so

	<p>much now with remote enquiries/feedback preferred. GK added that all contact information for the Project Team will be available for email/phone enquiries.</p> <p>JG queried whether there had been any issues from the public to date, given the minimal notice of the commencement of works on site. JG noted that there had been some comments on the increase in traffic. SS and GK both responded stating that no adverse feedback had been received to date, and that information availability would improve as the Project Team gets established on site.</p> <p>BT stated that the community had been surprised by the site activity, and that ‘Complaints & Issues’ should be added to the Community Liaison Meeting Agenda for future meetings. GK committed to revising the agenda and will circulate for review prior to next meeting.</p> <p>JG requested information on the THC website for the project, where meeting presentations/minutes will be available and information posted. CS added the link to the meeting chat however I have also included it below: https://www.highland.gov.uk/caolandlochysidefloodprotection</p> <p>BT endorsed the proposed frequency of monthly meetings moving forward, and stated he is happy to fulfil the role of Chair at future meetings. GK happy with this proposal.</p> <p>BT suggested blanket communication for the Caol/Lochyside communities containing contact information for the projects team. SS responded stating that localised letter drops would be undertaken where works directly affect residential properties, however releasing information to all residents was better served through the newsletter/website/notice boards.</p>
6	AOCB
	<p>GK noted interest for installing planters by a local charitable group. GS to set up separate discussion forum for this.</p> <p>SS stated that the Community Council notice board installation works were scheduled for Friday 21/05/2021 (post meeting update, works were completed successfully).</p>
7	Date of next meeting
	<p>Thursday 24th June at 19:30 Hrs via Microsoft TEAMS.</p>