

YEHAC5002 - CAOL & LOCHYSIDE FPS - COMMUNITY LIAISON GROUP

Approved Minutes for liaison Meeting held on **Tuesday 30th November 2021 at 19:30Hrs**

Meeting held virtually on Microsoft Teams due to current restrictions.

	Item	Action
1	Introductions	
	Garry Smith (GS) – Principal Designer – The Highland Council Gary Kennedy (GK) – Project Manager’s Representative – The Highland Council Scott Marr (SM) – Project Manager – RJ McLeod Craig Donn (CD) – Site Agent – RJ McLeod Allan Henderson (AH) – Councillor – The Highland Council Denis Rixson (DR) – Councillor – The Highland Council Colin Strange (CS) – Secretary - Caol Community Council Joan Laing (JL) – Member - Caol Community Council	
2	Apologies	
	Murray Innes (MI) – Project Manager – The Highland Council Florence Cargill (FC) – Assistant PMR – The Highland Council Emily Currie (EC) – Assistant PMR – The Highland Council Dot Ferguson (DF) – Ward Manager – The Highland Council Carolyn Smith (CSm) – Senior Technician – The Highland Council Colin MacLean (CM) – Contracts Manager – RJ McLeod Andrew Ross (AR) – Technical Manager – Scottish Canals John Gillespie (JG) – Chairman – Caol Community Council Linda Campbell (LC) – Secretary – Kilmallie Shinty Club Greg Riddle (GR) – Member - Caol Community Council	
3	Review of Previous Meeting’s Minutes	
3.1	Item 3.1 - THC to liaise with LC regarding shinty club parking aspirations, location, etc.	GK
3.2	Item 4.3 - THC reviewed and accepted PROG-7. PROG-8 due imminently.	Note
3.3	Item 5.2 – SM to produce press release for TM relocation. SM confirmed that this had been done prior to works starting in the relocated setup.	Note
3.4	Item 6.1 – SM to progress letter drops to residents affected by the relocation of the TM. SM confirmed that this had been done prior to works starting in the relocated setup.	Note
3.5	Item 6.3 – Parking issues along the shorefront. GK to produce some landscaping parking deterrent options for review.	GK
3.6	Item 7.1 – Timescales for flood wall trial section. SM confirmed that this was still scheduled for spring 2022 (March/April).	Note
3.7	Item 7.4 – SM to leave copies of RJM presentation at reception for local distribution.	SM
4	Progress	
4.1	GK introduced Craig Donn as RJM’s Site Agent for the scheme. Craig will be covering for Scott Marr who is off post-Christmas. GK welcomed Craig to the project team.	Note

4.2	Overview of project presented by SM. This included proposals for rock armour deliveries. The presentation is available on THC website (detailed below): https://www.highland.gov.uk/caolandlochysidefloodprotection	Note
4.3	PROG-7 current 'Accepted Programme'. PROG-8 due to be submitted imminently. THC to review and accept if suitable.	GK
4.4	CS queried deliveries through Caol, as he had witnessed some vehicles driving through Lochyside/Caol to access the shinty club end of the works. SM confirmed that the rock armour supplier was well briefed on delivery routes and that RJM operatives would be constantly monitoring deliveries to ensure compliance with prescribed requirements.	Note
4.5	SM confirmed that the site would be closed for the Christmas shutdown on 24/12/2021, and that operatives would return to work on 10/01/2022.	Note
5	Transport Management	
5.1	SM confirmed that there would be a temporary closure of Erracht Terrace/Glenmallie Road to enable installation of utilities early in 2022 (Jan/Feb). SM confirmed that works would last approximately 8 weeks. GS queried access availability during works. SM confirmed that treatment works, emergency services and pedestrian access would be maintained, however resident vehicular access and parking would be temporarily prohibited. GK queried status of notification requirements for this and advised that all relevant information should be included. SM stated this was the intention, and that it was due to be progressed imminently, now approvals/TTRO's are in place.	Note
5.2	SM stated that during the site Christmas shutdown, from 24/12/2021 until 10/01/2022, there would be no TM on Kilmallie Road. TM would be reinstalled from 10/01/2022.	Note
6	Community Liaison	
6.1	SM confirmed that RJM were still seeking applications for operatives at all levels. Recent appointments have been unsuccessful. RJM engaging with existing local employees for possible options. DR suggested local free press to reach those not accessing the formal job seeking routes. SM to investigate and advise. GK thanked DR for his suggestion.	SM
6.2	SM confirmed that RJM were continuing to liaise with local schools/colleges/etc however due to a combination of rising COVID issues and seasonal demands, uptake has been limited. RJM will resume these communications in the new year and advise at subsequent meetings.	Note
7	AOCB	
7.1	GS summarised the contractual process of Value Engineering. THC have accepted RJM's value engineering proposals and it has generated a saving to the contract. THC do not wish to recover this saving, instead preferring to use it for further community benefits over and above those already included in the contract. GS requested suggestions from the Community Council, local Councillors and other groups for how to use this saving. GK confirmed that THC would collate the suggestions and further consultation with the community would determine what would and would not be progressed.	ALL

7.2	DR welcomed vale engineering savings and highlighted an existing project to enhance the area of scrubland adjacent to the community centre/MUGA that could be suitable. GK advised DR to submit details of this option for consideration.	Note
7.3	CS queried whether there would be any issues with planting a Jubilee Memorial tree somewhere within the extents of the flood scheme when the time comes. GK advised CS to liaise with the site team to organise. SM also happy to assist as necessary.	Note
8	Date of next meeting	
8.1	Wednesday 18 th January 2022 at 19:30 Hrs via Microsoft TEAMS.	Note