

Document reference	220317
Revision	FINAL
Function	Major Projects

Meeting	Tomatin Community Liaison Group
Date	22 March 2017
Time	6.30pm – 8 pm

SSEN attendees:

Simon Robertson (SR)	Project Manager
Dan Thomas (DT)	Environmental Advisor
Kenneth Reid (KR)	Environmental Project Manager
Neil Macdonald (NMac)	Construction Manager
Jenna Black (JB)	Community Liaison Manager
Leanne Glen (LG)	Project Coordinator

Attendees:

Cllr Gowans (KG)	Inverness South
Mr Edward Osborne (EU)	Vice-Chair of Strathdearn CC
Mr Steve MacLennan (SM)	Community Councillor
Mr Peter Bennett (PB)	Local resident
Ms Carol James (CJ)	Local resident

Minutes

1.	Safety and Environmental Moment
1.1	<p>Safety Moment – Resident PB brought to our attention that heavy plant has been using the Glen road, which we agreed we wouldn't use during construction.</p> <p>It was explained to the CLG that the plant which used the Glen Road wasn't construction plant; it was to carry out further Site Investigations and confirmation was given on the difference between Site Investigations and GI's – Ground Investigations. It was confirmed that once the access road has been formed the Glen Road won't be used again.</p>
2.	Introductions and apologies
2.1	<p>Everyone present at the meeting introduced themselves to the rest of the group.</p> <p>Apologies from James Wheater (JW), Town Planner, SSEN Apologies from Cllr Caddick, Inverness South Apologies from Cllr Prag, Inverness South Apologies from Cllr Crawford, Inverness South</p> <p>NMac passed out his business cards to the group and advised he will be on call and will take ownership of anything concerning and will do his upmost best to resolve.</p>
3.	Approval of previous minutes
3.1	<ul style="list-style-type: none"> • Action 3 – White poles have been fixed into the land from Tower 127 –KR explained this is for Site Investigations • Action 7.1 – we are still awaiting S37 consent • Action 10.2 – no update was included in last Newsletter
3.2	Cllr Prag is not standing for re-election and suggested if we wish to have a regular councillor attendee, we may like to get

	in touch with Ward 19 (as it will then be) manager Robbie Bain to put it to the new council representatives at their first Ward meeting after May 4th.
4.	Project Overview – Programme
4.1	<p>Tomatin Sub Station forms a key part of the Network Reinforcement of the overall Knockna Gael Tomatin project.</p> <p>The new Tomatin Sub Station is a 275/132kV Transmission site and will be connected to Knockna Gael via a new 275kV Overhead Line. The Sub Station will comprise of 2 x 480 MVA Super Grid Transformers, 2 x 275kV circuits and a 132 KV indoor Gas Insulated switchgear Hall.</p> <p>The enabling works to install the new access track from the Farr WF and to remove the trees associated along the route will be completed by Scottish Woodlands.</p> <p>The construction of the new substation will be delivered by a Principal Contractor formed by a joint venture with GE and Amey.</p> <p>The Overhead Line element of the overall project is awaiting Section 37 consent from the Energy Consents Unit and Scottish Government.</p>
5.	Enabling works
5.1	Pre-construction surveys will be carried out by our Principal Contractor to cover environmental issues (Bird surveys, protected species etc)
5.2	Advised on the tree felling which is starting on site next week w/c 27 March 2017, for the access road and the Substation Platform. Confirmed the trees which have already been felled have been felled by the Estate and not by us.
6.	Substation site
6.1	Working hours - The normal working hours during the construction phase within the site shall be Monday – Friday between 0700hours and 1800hours and on Saturdays between 0800hours and 1300hours. Any work requiring to be conducted outwith these times shall only commence with prior written approval of the Council with an expectation that there will be no deliveries to site on Saturdays or Sundays and any workings outwith the permitted hours be limited to such activities that are not significantly audible beyond the site boundary.
7.	Overhead line - Section 37
7.1	SR explained that we are still awaiting the Section 37 for the overhead line (OHL) from the new substation to Knockna Gael Substation. Determination is expected in April 2017
8.	Community queries
8.1	SSE to engage with the local community. Be the difference days to be organised to give something back to the community. Meeting to take place between project team to put together a Community Engagement Action plan.
8.	Planning update
8.1	Details required by the conditions of the Planning Permission have been submitted to the Highland Council
8.2	Under the requirement of Town and Country Planning we were to submit a notice to the council that notifies them we are starting the development, the date for commencement was submitted as Monday 20 March 2017
8.3	Final details of the access track works and environmental management of the works has been approved by The Highland Council for Phase 1 works
8.4	Outdoor Access will be managed in accordance with our Outdoor Access Management Plan. We will seek to maintain access to existing tracks where possible although temporary closure may be required for certain periods due to the nature of the works
8.5	We submitted details of the programme of Archaeology which has now been approved by The Highland Council
8.6	Our Contractors are looking at options for the removal of rock which may include blasting. Where blasting is undertaken SHE Transmission is required to submit a blasting plan to the highland council under condition 13 of the Town and Country Planning consent. The blasting plan will be developed by specialist sub-contractors in accordance with British Standard BS 5228 (noise and vibration control on construction sites) and it will also detail how local residents will be kept informed when blasting works will be undertaken.
9.	Terms of Reference
9.1	JB handed out the draft terms of reference for comments. A few amendments were to be made and JB advised she would send round with the draft minutes for any final comments.
10.	AOB
10.2	It was agreed that the project would also provide updates through the Community Council Newsletter. This will ensure that all local residents receive a copy. The newsletter is issued quarterly with the next update April end. We're to submit approx 4 paragraphs in Word format.
11	Date of next CLG
11.1	<p>Date of next meeting was agreed Wednesday 7 June 6.30pm – 8pm</p> <p>It was also agreed that if there was nothing more to update the CLG on, an email would be sent out and another date put</p>

	in the diary.
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Open Actions.

Number	Action / Update	Owner	Open/Closed
1.	Dan Thomas to come along to the next CLG meeting in March 2017	SR	CLOSED
2.	Room to be booked for 22 March 2017 6.30pm – 8.30pm	JB	CLOSED
3.	A map clearly showing the position of the towers would be sent out to PB & CJ	JB/SR	CLOSED
4.	Invite Cllr Carloyn Caddick and Cllr Jim Crawford along to the next CLG?	JB	CLOSED
5.	Details to be added to Newsletter which is due end April therefore update to be submitted mid-April. Please submit roughly 4 paragraphs in Word format. EU to confirm contact details of Denise Barley who issues the newsletter	JB/EU	CLOSED
6.	Next CLG presentation to be split and show Substation programme	SR	
7.	Signs to be placed beside the Burger Van to stop plant using the Glen Road. JB to discuss with Dj MacDonald (Project Civil Engineer) and Edward Usborne who owns a part of land nearby.	JB	
8.	SSE to engage with the local community. Be the difference days to be organised to give something back to the community. Meeting to take place between project team to put together a Community Engagement Action plan. Add to agenda for next K-T team meeting	All	
9.	Date of the next CLG Wednesday 7 June 2017. 1830 – 2000	JB	CLOSED
10.	Cllr Prag is not standing for re-election and suggested if we wish to have a regular councillor attendee, we may like to get in touch with Ward 19 (as it will then be) manager Robbie Bain to put it to the new council representatives at their first Ward meeting after May 4th.	JB	
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