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Revision	FINAL
Function	Major Projects

Meeting	Tomatin Community Liaison Group
Date	7 June 2017
Time	6.30pm – 9 pm

#### SSEN attendees:

Simon Robertson (SR)	Lead Project Manager
Dan Thomas (DT)	Environmental Advisor
Kenneth Reid (KR)	Environmental Project Manager
Neil Macdonald (NMac)	Construction Manager
Alistair Muir (AM)	Substation Project Manager
Joanne Seath (JS)	Overhead Line Project Manager
Jenna Black (JB)	Community Liaison Manager

#### Attendees:

Cllr Jarvie (AJ)	Inverness South
Cllr Macpherson (DMac)	Inverness South
Mr Edward Osborne (EU)	Vice-Chair of Strathdearn CC
Mr Steve MacLennan (SMac)	Community Councillor
Mr Peter Bennett (PB)	Local resident
Ms Carol James (CJ)	Local resident
Mr Peter Christie (PC)	Secretary of Strathnairn CC
Mr James Murray (JM)	Chair of Strathnairn CC

#### Minutes

<b>1.</b>	<b>Safety and Environmental Moment</b>
1.1	NMac explained our “safety acknowledgment” for walkers near our site. Drivers are to give a “two thumbs up” signal to walkers which translates to 1. Our driver knows you’re there and 2. Both hands are removed from any controls on the vehicle. NMac explaining he has spoken with local people here about it and it works well.
<b>2.</b>	<b>Introductions and apologies</b>
2.1	Everyone present at the meeting introduced themselves to the rest of the group. Some new faces at CLG 3 – namely, Cllr Jarvie, Cllr Macpherson, Mr Peter Christie, Mr James Murray, Joanne Seath (SSEN) and Alistair Muir (SSEN)  Apologies from James Wheater (JW), Town Planner, SSEN Apologies from Cllr Caddick, Inverness South Apologies from Cllr Gowans, Inverness South
<b>3.</b>	<b>Approval of previous minutes and matters arising</b>
3.1	<ul style="list-style-type: none"> <li>Action 3 – White poles have been fixed into the land from Tower 127 –KR explained this is for Site Investigations</li> <li>Action 7.1 – we are still awaiting S37 consent</li> </ul>
<b>4.</b>	<b>Project Overview – Programme</b>
4.1	Tomatin substation forms a key part of the Network Reinforcement of the overall Knocknagael Tomatin project.

	<p>The new Tomatin substation is a 275/132kV Transmission site and will be connected to Knocknagael via a new 275kV Overhead Line. The substation 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> <p>PB questioned the overall need for the project in light of Tom nan Clach wf no longer requiring a transmission connection – he had also heard a rumour that Glen Kyllachy did not require a connection either. SSEN explained that SHE Transmission still have a connection agreement for Glen Kyllachy and JS was meeting with the customer next week to speak about plans. In terms of the requirement SR explained that the recent change in the Tom nan Clach connection point means that there is no requirement for a new overhead line from the Tom nan Clach windfarm to Tomatin substation. However, the Tom nan Clach windfarm developer has a connection agreement that will instead see the wind farm connect to an existing substation at Boat of Garten. The energy produced by Tom nan Clach windfarm will be required to be transmitted to centres of demand using the existing Boat of Garten to Beaully line, which presently passes Tomatin. Therefore, the need to upgrade the overhead line capacity remains. The most constrained section of the overhead line is between Tomatin and Knocknagael, and the overall capacity required here makes 275kV the appropriate circuit voltage selection for connecting to the Knocknagael substation. The substation at Tomatin is therefore required in order to enable the connection between the new 275kV line and the existing Boat of Garten 132kV line.</p>
<b>5.</b>	<b>Enabling works</b>
5.1	CJ asked if we could place signage on the forestry track down by the public road to avoid walkers walking up the hill to find the track is closed. KR to forward on the Outdoor Access Plan to site so signs can be put in locations agreed with The Highland Council access officer.
5.2	PB queried toxins from mulching materials. DT advised it would be managed on site until re-used.
5.3	All culverts on site flowed well following heavy rain fall but will be attended to and made more robust incase of further rain. NMac.
5.4	NMac confirmed all construction traffic currently on site will leave site via the wf access track/a9 and will not use the Glen Road.
5.5	Enabling works will have completed by July end.
<b>6.</b>	<b>Substation site</b>
6.1	<p>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. Following this condition we have proposed to the CLG an increase to working hours over the weekend and NMac, AM and SR will attend the next CC meeting on Tuesday 13 June to discuss our proposal ahead of submitting to THC.</p> <p>POST MEETING NOTE: The CLG met again on 090817 – Both Peter Bennett and Carol James explained minute 6.1 was not accurate. Both explained they were under the impression that SHE Transmission plc would attend the Community Council and then return to the CLG for further discussion ahead of SSEN submitting the weekend working proposal to THC.</p>
6.2	AM discussing the “park and ride” facilities which will be in place once construction is underway come August end.
6.3	Welfare facilities for substation construction phase will be in place by July.
6.4	DMac asked about workforce numbers at site and welfare facilities – AM explaining that there would be around 50 – 100 members of staff on site although there would be peaks and troughs in terms of men on the ground depending on where we are in the project. Welfare facilities would cater for 75 where there would also be kitchen facilities available. We spoke about a potential spin-off for the local community owned shop but would request an arrangement could be set up whereby deliveries would be made to the site.
6.5	A query was raised about noise from the substation. KR advised the condition relating to noise will be in place for the lifetime of the development and there are not expected to be any concerns in relation to noise.
6.6	A full time Environmental Clerk of Works (ECoW) will be based on site as well as Dan Thomas our Environmental Advisor. Main risks described as Silt Mitigation, salmon fishing and nesting birds – these will all be managed via on-going surveys throughout the project.

7.	<b>Overhead line - Section 37</b>
7.1	JS explained that we are still awaiting the Section 37 for the overhead line (OHL). AJ offered to speak with MSP regarding the signing off of the consent.
7.2	JS explained that no trees would be felled in relation to the OHL project until Section 37 consent was in place.
7.3	Peat management plans are not yet complete due to the location of trees, which as above will not be felled until Section 37 consent is given.
7.4	The OHL contractor has submitted planning application to THC for site office/compound at the old Little Chef site. Application has not yet been uploaded to THC webpage as at 21/06/17.
7.5	Farr – temporary OHL diversion. James Murray to meet on site with Joanne on Wednesday 14 June.
8.	<b>Community queries</b>
8.1	SSE to engage with the local community. Be the difference days to be organised to give something back to the community. Volunteering options will be discussed at Strathdearn CC meeting on Tuesday 13 June.
8.2	Strathdearn CC meet 2 <sup>nd</sup> Tuesday of every month (apart from July '17 and December '17 where there will be no CC meeting).
8.3	Strathnairn CC meet 3 <sup>rd</sup> Monday of every month.
8.4	Queries were raised about the “paying back of trees” and re-stocking. KR explained that SSEN will work with THC in relation to this matter and we do re-stock anything we take down minimising tree loss as far as possible.
8.5	A request was made to send the up-to-date Traffic Management Plan (TMP) to the CLG.
9.	<b>Planning update</b>
9.1	Details required by the conditions of the Planning Permission have been submitted to the Highland Council.
9.2	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.
9.3	Final details of the access track works and environmental management of the works has been approved by The Highland Council for Phase 1 works.
9.4	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.
9.5	We submitted details of the programme of Archaeology which has now been approved by The Highland Council.
9.6	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.
9.7	A section 37 consent is required for a temporary 132kV OHL diversion at Milton of Farr, and an environmental report is currently being prepared. A site meeting with Willie Forbes is being undertaken on 14 <sup>th</sup> June to discuss this proposal.
10.	<b>Terms of Reference</b>
10.1	Finalised and on webpage. Will need updated in light of new councillors.
11.	<b>AOB</b>
11.2	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 July end. We're to submit approx 4 paragraphs in Word format.
11.3	NMac discussed the possibility of management looking for houses to rent for up to 2 years possibly for the duration of the construction. SMac has passed on JB's e-mail address to the management at the Tomatin Distillery as a point of contact as they currently have 2 empty houses but may or may not be renting them out.
11.4	A question was raised about the connection of Aberarder wf. Currently SHE Transmission has a connection agreement with National Grid (NG) to develop a connection to Farigaig substation.
12	<b>Date of next CLG</b>
12.1	Date of next meeting was agreed Wednesday 9 August. 6.30pm – 8.30pm 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 in the diary.

#### Open Actions.

Number	Action / Update	Owner	Open/Closed
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1.	Dan Thomas to come along to the next CLG meeting in March 2017.	SR	<b>CLOSED</b>
2.	Room to be booked for 22 March 2017 6.30pm – 8.30pm.	JB	<b>CLOSED</b>
3.	A map clearly showing the position of the towers would be sent out to PB & CJ.	JB/SR	<b>CLOSED</b>
4.	Invite Cllr Carloyn Caddick and Cllr Jim Crawford along to the next CLG?	JB	<b>CLOSED</b>
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 – next update due mid July .	JB/EU	<b>CLOSED</b>
6.	Next CLG presentation to be split and show Substation programme.	SR	<b>CLOSED</b>
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 Osborne who owns a part of land nearby.	NMac	
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 –  Details added to newsletter and info included on next CLG pack.	All	<b>CLOSED</b>
9.	Date of the next CLG Wednesday 7 June 2017. 1830 – 2000.	JB	<b>CLOSED</b>
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. – All new elected members have been invited.	JB	<b>CLOSED</b>
11.	Neil and Edward are meeting 08/06/17 at 1400 at signage site.	NMac/EU	<b>CLOSED</b>
12.	James Murray to be invited to meeting on site to discuss diversion 14 June with Joanne Seath. – contact details sent to JS.	JS	<b>CLOSED</b>
13.	Site visit for any CLG members – arrange from September?	JB/SR	
14.	Date of next full CLG – Wednesday 9 August 1830 – 2030. To send invites to all. JB has asked Steve Culeen to reserve the room for us.	<b>JB</b>	<b>CLOSED</b>
15.	Arrange to attend Strathdearn CC meeting on Tuesday 13 June to discuss weekend working proposal. Simon, Alistair and Neil to attend 1930. Vivian Roden is Chair of Strathdearn CC.	JB	<b>CLOSED</b>
16.	JB to speak with Strathdearn Community Development (details from EU) re arrangement for food/drink deliveries to site during construction phase.	JB	On-going
17.	NMac was to speak with contractor to finalise our proposal for weekend working to include working hours Summer/Winter and also “do’s and don’t’s” in terms of activities. JB to speak with Vivian Roden (chair of Strathdearn Community council) about church activities and dates.	JB	<b>On-going</b>
18.	A request was made to send the up-to-date Traffic Management Plan to the CLG.	KR/JB	<b>CLOSED</b>
19.	NMac discussed the possibility of management looking for houses to rent for the duration of the construction. SMac has passed on JB’s e-mail address to the management at the Tomatin Distillery as a point of contact as they currently have 2 empty houses but may or may not be renting them out.	JB/NMac	<b>On-going – details have been collated</b>
20.	JB to send on link to planning portal for Section 37 application to James	JB/JS/KR	<b>CLOSED</b>

	Murray and Peter Christie.		
21.	JB to send on contractor's application to THC for site office/compound at old Little Chef site, Tomatin. So far it hasn't been uploaded to THC website.	JB	CLOSED
22.	A question was raised about the connection of Aberarder wf. Currently SHE Transmission has a connection agreement with National Grid (NG) to develop a connection to Farigaig substation.	JB	<b>CLOSED</b>
23.	No through road / construction site signage to be installed at access points from the garbole/glen road to estate tracks.	NMac	
24.	CJ asked if we could place signage on the forestry track down by the public road to avoid walkers walking up the hill to find the track is closed. KR to forward on the Outdoor Access Plan to site so signs can be put in locations agreed with The Highland Council access officer.	KR	On-going
25.	Terms of Reference to be updated with new Cllrs.	JB	
26.	Newsletter update to be sent to Denise Barley w/c 10 July.	JB/TEAM	<b>CLOSED</b>