

Meeting	Tomatin Substation - Community Liaison Group
Date	9 August 2017
Time	6.30pm – 9 pm

**SSEN attendees:**

Simon Robertson (SR)	Lead Project Manager
Neil Macdonald (NMac) – apologies	Construction Manager
Alistair Muir (AM)	Substation Project Manager
Dan Thomas (DT)	Environmental Advisor
Kenneth Reid (KR)	Environmental Project Manager
Neil Anderson (NA)	Manager of Communities Team
Jenna Black (JB)	Community Liaison Manager

**Attendees:**

Cllr Margaret Davidson – apologies	Leader of The Highland Council
Cllr Caddick (CC)	Inverness South
Cllr Gowans (KG)	Inverness South
Cllr Jarvie (AJ)	Inverness South
Cllr Macpherson (DMac)	Inverness South
Vivian Roden – apologies	Chair of Strathdearn CC
Edward Osborne (EU)	Vice-Chair of Strathdearn CC
Steve MacIennan (SMac)	Community Councillor
Peter Bennett (PB)	Local Resident
Carol James (CJ)	Local Resident
Pat Wells (PW)	Guest
Ray Thomas (RT)	Guest

**Minutes**

<b>1.</b>	<b>Safety and Environmental Moment</b>
1.1	There was no S&E moment at this stage and instead a housekeeping note, whereby PW and RT were introduced as guests to the CLG. It was explained that although the group has already been established, both PW and RT would be invited as guests to attend further meetings and we would review membership in 6 months.
<b>2.</b>	<b>Introductions and apologies</b>
2.1	Everyone present at the meeting introduced themselves to the rest of the group.  Apologies from Cllr Davidson, Leader of THC Apologies from Vivian Roden, Chair of Strathdearn CC Apologies from Neil Macdonald, SSEN

<b>3.</b>	<b>Approval of previous minutes and matters arising</b>
3.1	<ul style="list-style-type: none"> <li>4.1 CJ asked if Glen Kyllachy w/f still required a connection. SR advising yes Glen Kyllachy still had a connection agreement.</li> <li>5.1 Forestry track signage – AM has spoken with the site supervisor and asked that signs are also placed at the bottom of the first access track as per OAP (Outdoor Access Plan)</li> <li>6.1 There was confusion over next steps in relation to the weekend working proposal whereby it was minuted on 7 June “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”. Both Peter Bennett and Carol James explained minute 6.1 was not as they thought. They both explained they were under the impression we would attend the CC and then come back to the CLG for further discussion ahead of SSEN submitting the weekend working proposal to THC”. The amended minutes have been sent to PB and CJ for approval on the basis that the rest of the CLG were happy to approve. <b>3.1, bullet point 3, line 8 onwards: This is subject to a post-meeting note, the addition of which was agreed at CLG(5) 25/10/17. The note is included in item 1 of Appendix 1 below. It is a clarification from the Community Council to CLG on the nature of the relationship between the CC and the CLG and the function of the CLG.</b></li> <li>Action 3 – PB advised he had not received the map showing tower positions around Garbole. This had been sent to the CLG on 20 January following our first meeting. JB re-sent to PB on 100817.</li> </ul>
<b>4.</b>	<b>Project Overview – Programme</b>
4.1	<p>Tomatin substation forms a key part of the Network Reinforcement of the overall Knocknagael Tomatin project.</p> <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>
<b>5.</b>	<b>Enabling works</b>
5.1	CJ asked if signage was on the forestry track down by the public road to avoid walkers walking up the hill to find the track is closed. AM has spoken with the site supervisor and asked that signs are also placed at the bottom of the first access track as per OAP (Outdoor Access Plan).
5.2	AM advising the access road to the substation is around 3 weeks from completion. The temporary bridge is up and is working well. Final construction of the new bridge should be complete in around 8 weeks.
5.3	PB queried drainage on the access track. AM advised its on-going and drainage will need tweaked as per weather conditions.
5.4	DMac asked if SSEN were doing any additional mitigation measures in relation to forestry signage following the fatal incident in Oban involving a child and stacked timber. AM advised the forestry industry as a whole is reviewing processes and signage. As a company SSEN have also spoken to project teams and tree cutting division regarding signage.
5.5	Re-visiting Neil Macdonalds (NMac) “thumbs up” policy from the last meeting. Forestry tracks are public roads and therefore we are unable to stop the public from utilising them. NMac explained our “safety acknowledgment” for walkers near our site. Drivers are to give a “two thumbs up” signal to a walker which translates to 1. Our driver knows you’re there and 2. Both hands are removed from any controls on the vehicle and their bucket is on the ground. NMac explaining he has spoken with local people here about it and it works well. AM also explaining that if there happens to be a member of the public walking in our working area then we stop all work until they are escorted through and out of our working area.
<b>6.</b>	<b>Substation site</b>
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

	<p>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 the 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> <p>Please note, CC and AJ took no involvement in discussions regarding weekend working hours.</p> <p>Following AM, JB and SR attending the CC meeting on 080817 where we hoped to discuss amendments to our weekend working proposal following comments from members of the public we re-proposed the paper to members of the CLG on 090817 – we have asked for comments, acceptances by Friday 18 August.</p> <p>CJ asked if we did secure planning for weekend working would we work every weekend or just when we needed to. AM advised initially we would to “get ahead” before winter months.</p> <p>A number of attendees also asked why where we requesting to work weekends so early on in the project. SR/AM explaining the project had already lost 2 weeks due to adverse weather conditions and the aim was to get ahead before the winter months.</p> <p>NA spoke about weekend working at Faragaig and offered Catriona Frasers details if anyone wanted to talk to her regarding their experience. CJ asked for Catrionas details to be forwarded on.</p> <p>KG called JB today and has advised that are we at a point now where we are required to submit a Section 42 application.</p>
6.2	AM advising welfare facilities works will commence when we have received Section 37 consent (consent for the Overhead Line)
6.3	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.
6.4	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.
6.5	CJ asking what “GIS” meant. DT explaining it stands for Gas Insulated Switchgear which is an indoor substation as opposed to AIS (air insulated switchgear) which is an outdoor substation.
6.6	KG asked if the delay in gaining OHL consent would have an effect on the programme for completing the substation works. SR.
6.7	RT asked if signage would be improved on the A9 in order to let contractors know access point to the substation. SR said our contractor will be erecting signage at appropriate points. DMac asked where exactly the access point was on the A9 and KR pointing out on map within the presentation.
6.8	Signage is still required at A9 turn off point at Tomatin to advise of “No construction traffic”. NMac to liaise with EU.
6.9	PB queried as to why we are requesting to work weekends when we are working till 7pm during the week. PB wasn’t concerned by this but SR explained he will speak with the project team and we will not be working after 6pm.
7.	<b>Overhead line - Section 37</b>
7.1	SR explained that we are still awaiting the Section 37 for the overhead line (OHL).
7.2	The OHL contractor has withdrawn their application for a site compound at the old Little Chef site – there were talks of investigating a new site compound at Culloden although SR believes this is no longer the case. We will update the CLG when we have further information.
7.3	Preliminary OHL CLG has been scheduled for 21 August at Farr community hall. 1830 – 1915.
8.	<b>Community queries</b>
8.1	We spoke as a group about SSEN “Be the Difference” day - explaining there are a number of different opportunities available. SSEN have school presentation packs under development, team could use their “Be the Difference” day to present to the school. We spoke about works on other projects, ie, Blackhillock and a local Scout Group helping make bat boxes. JB took an action to speak with the local primary school.
8.2	Strathdearn CC meets on the second Tuesday of every month, except for July, when the CC take a summer break and meet in December.
8.3	Strathnairn CC meet 3 <sup>rd</sup> Monday of every month.

8.4	PB asked if the Bailey Bridge would be replaced on w/f haul road. AM advising it would be.
8.5	PB queried the TMP (Traffic Management Plan) for the substation works. KR advised it would not change from ..... because construction traffic would be using Trunk Roads. The OHL TMP has not been accepted so far by THC but has been circulated to CLG in draft form.
8.6	DMac explained a community query re a road near Moy w/f which has been affected by work by SHEPD Plc (Scottish Hydro Electric Power Distribution). This work is not associated with any part of the Tomatin project or associated overhead lines being carried out by SHET Plc (Scottish Hydro Electric Transmission). NMac is advising he will speak with SHEPD and see if an update is available.
8.7	PB is concerned that construction vehicles are using the Glen Road – he noticed a tractor a few weeks ago. AM has investigated and this will not happen again. We have asked that PB or anyone else contact us if they do see this happening. The site team are briefed regularly in relation to access to the substation site and construction traffic should not be utilising the Glen Road as site access.
8.8	CJ has asked if the CLG can submit a piece in the Strathdearn newsletter therefore advertising the group, the attendees and the purpose. Also giving local people outwith the CLG the opportunity to feed in to the CLG via PB and CJ as representatives of the local community.
8.9	A guest local resident PW and RT requested to become a member of the CLG. PB and CJ advised they would want this to happen. NA advised we had already established the CLG and members of the community were invited to volunteer by the CC. NA advised we would revise the CLG members after 6 months. Pat Wells and Ray Thomas will be invited to attend the CLG meetings as guests until the CLG member review.
8.10	PW explained she had environmental queries – D.Mac asked PW to clarify what these were. PW explained that our EA omitted to mention a significant number of protected species. DT advised consultants had carried out all relevant surveys and liaised with THC, SNH and relevant statutory bodies. SNH had reviewed both EA's including Save our Strathdearn and had no issues with the EA SSEN submitted. PW requested sight of our CEMP (Construction Environmental Management Plan).
8.11	Species protection plans were requested to be circulated by the CLG.
8.12	PB told the group he had noticed the Allt a Mharki burn by access track was an unusual colour – DT advised this would be looked in to although noting we do monitor water courses on a regular basis.
8.13	A sub committee was requested to be established in relation to habitat enhancement.
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 happened on 14 <sup>th</sup> June to discuss this proposal.
9.8	PRI for B861, B851 and Garbole Road has been prepared and approved by THC. We were asked to provide a plan of where these points are for the next CLG on 25 October '17.
9.9	Tomatin substation operational noise assessment has been submitted to THC.
9.10	CJ explained that there is a lot of frustrations locally due to THC only uploading some of the objections received in relation to SSEN weekend working submission.
10.	<b>Terms of Reference</b>
10.1	Will need updated in light of new councillors.
11.	<b>AOB</b>
11.1	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 October end. We're to submit approx 4 paragraphs in Word format.
11.2	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. Details have been passed to our Contractor.
11.3	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.
11.4	Discussed a site visit for the CLG as a whole. October 2017.
<b>12</b>	<b>Date of next CLG</b>
12.1	Date of next meeting was agreed Wednesday 25 October 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.

#### Actions.

Number	Action / Update	Owner	Open/Closed
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.	JB	<b>CLOSED</b>

	Vivian Roden is Chair of Strathdearn CC.		
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 Murray and Peter Christie.	JB/JS/KR	CLOSED
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>
27.	Action 3 on minutes – PB advised he had not received the map showing tower positions around Garbole. This had been sent to the CLG on 20 January following our first meeting. JB re-sent to PB on 100817.	JB	<b>CLOSED</b>
28.	CJ asked if signage was on the forestry track down by the public road to avoid walkers walking up the hill to find the track is closed. AM has spoken with the site supervisor and asked that signs are also placed at the bottom of the first access track as per OAP (Outdoor Access Plan).	AM	
29.	NA spoke about weekend working at Faragaig and offered Catriona Frasers details if anyone wanted to talk to her regarding their experience. CJ asked for Catrionas details to be forwarded on.	NA/JB	
30.	KG called JB today and has advised that are we at a point now where we are required to submit a Section 42 application. James Wheater advising SHE Transmission will submit this application w/c 28 August	JW	
31.	The OHL contractor has withdrawn their application for a site compound at the old Little Chef site – there were talks of investigating a new site compound at Culloden although SR believes this is no longer the case. We will update the CLG when we have further information.	AM	
32.	DMac explained a community query re a road near Moy w/f which has been affected by work by SHEPD Plc (Scottish Hydro Electric Power Distribution). This work is not associated with any part of the Tomatin project or associated overhead lines being carried out by SHET Plc (Scottish Hydro Electric Transmission). NMac is advising he will speak with SHEPD and see if an update is available.	NA	

33.	CJ has asked if the CLG can submit a piece in the Strathdearn newsletter therefore advertising the group, the attendees and the purpose. Also giving local people outwith the CLG the opportunity to feed in to the CLG via PB and CJ as representatives of the local community.	CJ/JB	
34.	A guest local resident PW and RT requested to become a member of the CLG. PB and CJ advised they would want this to happen. NA advised we had already established the CLG and members of the community were invited to volunteer by the CC. NA advised we would revise the CLG members after 6 months. Pat Wells and Ray Thomas will be invited to attend the CLG meetings as guests until the CLG member review.	CLG	<b>To review February 2018</b>
35.	PW explained she had environmental queries – D.Mac asked PW to clarify what these were. PW explained that our EA omitted to mention protected species. DT advised consultants had carried out all relevant surveys and liased with THC, SNH and relevant statutory bodies. SNH had reviewed both EA's including Save our Strathdearn and had no issues with the EA SSEN submitted. PW requested sight of our CEMP (Construction Environmental Management Plan).	KR	
36.	Species protection plans were requested to be circulated by the CLG.	KR	
37.	PRI for B861, B851 and Garbole Road has been prepared and approved by THC. We were asked to provide a plan of where these points are for the next CLG on 25 October '17.	SR	
38.	Discussed a site visit for the CLG as a whole. October 2017.	SR/AM	
39.	JB to speak with Strathdearn Primary school as the project progresses – is there any small projects the school children could help with? Requirement to help build bat boxes etc. Or would the school be interested in a talk from the team regarding safety and electricity should it fit into their curriculum. strathdearn.primary@highland.gov.uk Judith Pirie is the Head Teacher. Pupil roll is 43 between P1 – 7	JB	

## Appendix 1 – added on agreement of minutes CLG (5) – 25/10/17

### TOMATIN SUBSTATION

### COMMUNITY LIAISON GROUP DRAFT MINUTES 9 AUGUST 2017

Whilst I cannot say anything about the accuracy of the Minute as I was not at the meeting, I would like to make some comments as follows:

1. Minute 3.1, bullet point 3, line 8 onwards:

(The relationship between the CC and the CLG)

“Both Peter Bennett and Carol James explained minute 6.1 was not as they thought. They both explained they were under the impression we would attend the CC and then come back to the CLG for further discussion ahead of SSEN submitting the weekend working proposal to THC.”

From conversations with Jenna, my understanding was the same as Peter's and Carol's, and I had said to Jenna that I was agreeable to this – but:

Following the June CC Meeting, allegations were made that the CC had behaved 'undemocratically' and our initial decision to support the extended working hours had been 'ill-informed.' I obviously had to look into this complaint, and sought advice from David Haas, THC's Inverness City Manager, whose judgement was that the CC had had sufficient information with which to make an informed decision at the June Meeting; and we had not behaved undemocratically.

However, he advised me to check the position of the CLG vis a vis the CC, reminding me that the CLG is a condition of planning but has no statutory function and that decisions affecting the community should be taken in the community by the CC. He told me to seek further advice from our Ward Manager, Robbie Bain.

Robbie's advice contained in an e-mail dated 24th October follows:-

"While creation of the CLG was a condition of Planning, it simply exists as a forum for communication between the community and the developer and has no statutory powers of its own. The CC remains the body that would consider and respond to any further Planning Applications relating to the development.

I think it would be expected that the CC Members on the CLG would be able to take a community-wide view of the CLG discussions and be able to highlight to the Developer the range of opinions that might be held in the Community. At the same time, there is inevitably a need to weigh up the balance of views across the community and make some determination on what issues are of a level of importance that they need to be brought back to the CC and what issues can be agreed at CLG. As you say, it is probably best to bring anything that you know is going to be contentious back to the CC for discussion.

It also has to be borne in mind that the function of the CLG is to allow the Community and the Developer to work together to facilitate the development with the minimum of disruption to the community..... It is important that a CLG doesn't simply become a vehicle to block the progress of a development."

## 2. Minute 8.2

(Frequency of Strathdearn CC Meetings)

Strathdearn CC meets on the second Tuesday of every month, except for July, when we take a summer break (we meet in December).

## 3. Minute 8.6

(Community query re: a road near Moy w/f affected by Garbole Substation works)

What is this about?

Vivian M Roden

Vivian Roden