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Revision	Final
Function	Major Projects

Meeting	Tomatin Substation - Community Liaison Group
Date	13th June 2018
Time	6.30pm – 8.40pm

Tomatin Substation CLG Attendees and Apologies:

Attendees	Position
Simon Robertson (SR)	SSEN - Lead Project Manager
Alistair Muir (AM)	SSEN – Tomatin Substation Project Manager
Kenneth Reid (KR)	SSEN - Environmental Project Manager
Neil MacDonald (NMac)	SSEN – Construction Manager
Cllr Jarvie (AJ)	Inverness South
Vivian Roden (VR)	Chair of Strathdearn CC
Edward Osborne (EU)	Vice-Chair of Strathdearn CC
Steve Maclennan (SMac)	Strathdearn Community Council
Carol James (CJ)	Local Resident
Pat Wells (PW)	Guest
Jimmy Duncan (JD)	Strathdearn Community Developments
Apologies	Position
Cllr Margaret Davidson (MD)	Leader of The Highland Council
Cllr Macpherson (DMac)	Inverness South
Cllr Caddick (CC)	Inverness South
Cllr Gowans (KG)	Inverness South
Peter Bennett (PB)	Local Resident
Ray Thomas (RT)	Guest
Joanne Seath (JS)	SSEN - OHL Project Manager

Minutes

1.0	Safety and Environmental Moment
1.1	<p>Dust Suppression</p> <ul style="list-style-type: none"> Undertaken on areas where men at work as it's a very large area to cover if haul road considered. Extraction into tankers from local burns limited to 10m³/day by SEPA, allowance under CAR regulations general binding rules. <p>Wind/rain forecast so preparation on site undertaken for this weather.</p> <p>Site has multiple users and recently Glen Kyllachy windfarm has started Site Investigations by Natural Power. NMac manging on behalf of SSEN.</p>
2.0	Introductions and apologies
2.1	<p>Everyone present at the meeting introduced themselves to the rest of the group.</p> <p>Apologies from Joanne Seath for SSEN.</p> <p>Apologies from Cllr Davidson, Cllr McPherson, Cllr Caddick, Cllr Gowens, Peter Bennett and Ray Thomas.</p>

3.0	Approval of previous minutes and matters arising
3.1	SR apologised for the late issue of the previous CLG minutes due to Jenna Black's replacement not being in post yet.
3.2	EU/SMac noted no generator provided by SSEN for local fair meant no power. SR apologised for this.
3.3	Item 6.5: CC asked whether blasting had occurred as she had not been informed. NMac confirmed it had been undertaken 5 weeks ago, but as not very loud chances were it wouldn't have been heard.
3.4	Item 8.3: JD raised that the distribution resilience fund was not successful. NMac to check contacts for this via Jenna Black.
3.5	Item 8.8: PW noted the 'No Construction Traffic' sign was not in place. NMac to action this ASAP.
4.0	Project Overview – Programme
4.1	SR did a programme run through as per presentation.
6.0	Substation site
6.1	NMac provided progress photos to the CLG.
6.2	Platform built to sub-drainage level.
6.3	Substation building steel erection commenced.
6.4	Transformer plinth being constructed ready for delivery mid-August.
6.5	Peat removed and re-instated. Hydroseeding commenced 13th June 2018 to vegetate the peat restoration areas.
6.6	Plenty wildlife seen in and around works; tadpoles/frogs, hare, deer, eagles and red kites etc.
6.7	CJ noted no noise issues, except occasional reversing alarm, but it was not clear if this was SSEN works or other works in the area e.g. mobile mast.
6.0	Overhead line
6.1	18 foundations are now complete.
6.2	2 towers are now fully erected.
6.3	65% of access roads complete.
6.4	95% of tree clearance is now complete.
6.5	Temporary 132kV OHL diversion at Milton of Farr has now commenced.
6.6	Main focus will be completing towers over the moor from Farr substation to Tomatin substation to minimise the winter delays in 2018/19.
7.0	Community queries
7.1	Station Road – As per action 61. SSEN to provide Grader machine for re-surfacing of Station Road, and community to provide 60-100 ton of stone. NMac noted it would be done in 8-10 weeks' time once Grader is back on site, but definitely by the Autumn. JD mentioned 2 weeks' notice required for households. NMac asked JD if there were any utility drawings available, but CAT Scanning would be done regardless to locate services. NMac will use community day to supervise works.
7.2	Tomatin Shop Update – The shop is being well used in the morning which is great news.
7.3	Primary School Safety Visit – Head Teacher; Mrs Pirie been very busy lately, so it has been difficult to organise a date for this with Scottish Woodlands. There has been a meeting scheduled for August to confirm a date for this.
7.4	Signage at Access Roads – Signage is complete.
8.0	Communications update
8.1	Strathdearn newsletter update is due for the end of July 2018.
9.0	Terms of Reference
9.1	We discussed the Terms of Reference. PB, RT, PW and JD were happy to continue to be invited along to the CLGs and it was agreed they would be added to JB's distribution list for the "Tomatin CLG"
10.0	AOB
10.1	Invite for transformer delivery to be sent out. Forecast delivery dates are 13th and 26th August 2018.
11.0	Date of next CLG
11.1	12th September 2018. 6.30pm – 8.30pm

Actions.

Number	Action / Update	Owner	Open/Closed
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. – Update 06/12/17, 3 Contractors Staff have moved into local B&B's to date.	JB/NMac	On-going

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	Closed
43.	The forestry signage is untidy when blown over. This should be re-set up and the posts kept straight. Update 06/12/17 – The signs were set up again but some have since blown over again. Further action required	NMac	Closed
44.	A “no construction vehicles” sign was requested for the entrance to the Garbole rd. It was agreed that a “no construction vehicles” sign should be erected on the east side of the approach to the village at the old Little Chef site. - CJ recalls a discussion where we were to change the siting of the sign? PW raised a query re a change of wording? Update 06/12/17 - Additional sign has been ordered and landowner agreement is being sought to mount it in the former Little Chef Site/Verge. KG offered contact details for John Taylor THC Roads Dept (01463 703112, 07766442316) Update 13/06/2018 – ‘No Construction Traffic’ sign not in place. NMac to action ASAP	NMac	12.09.18
47.	The community members of the CLG wish to invite a proposal from SSEN on what options are available for allowing some construction traffic to use the local shop. A proposal should be prepared by SSEN for circulation to the CC (latest date 9th Nov) for discussion at the CC meeting. Update 06/12/17 - A proposal has been submitted to the CC by SSEN. The CC welcomed the proposal and have asked for some amendments relating to the voluntary conditions. SSEN have applied to THC on this basis with voluntary conditions to be firmed up fully and agreed with the CC, if THC are happy for the proposal to proceed. All agreed that the current arrangement of vehicle movements out with school hours and vehicles stopping at the shop is working well and can continue	AM	Closed
48.	Shop to provide a list of food that can be made available for re-heating on site	JD	Ongoing
49.	Clarification to be provided on development plans for the community garden. Update 06/12/17 – The Community Garden initiative may not be going ahead. VR to provide the list of other community development initiatives which are ongoing to SSEN	VR	Closed
51.	EU suggested that a poster be displayed in the village shop with a single point of contact for SSEN. JB suggested.	AM	Ongoing
52.	A project information board with photographic updates at the village shop would be useful. SSEN to liaise with the shop to do this. Update 13/06/2018 – Nmac to chase.	AM/NMac	Ongoing
53.	SSEN to provide information in response to PB queries on the OHL forestry works. As follows; <ul style="list-style-type: none"> There is corridor of felled trees from the forestry track at the borrow pit (near the substation site) down to the OHL corridor. What is this for? Update 13/06/2018 – Tree felling is required for the new 275kV OHL, but also to tie-in the existing 132kV OHL to the Tomatin substation. The landowner has also felled mature trees to prevent windblow. <ul style="list-style-type: none"> On the forestry plan, there are several large blocks of trees shown as hatched in green. Are these to be felled as part of the OHL works? Update 13/06/2018 – KR unsure what PB meant by shaded area, but all trees have been felled in Garbole except for small area by T60 terminal	KR	Closed

	<p>tower at Tomatin substation.</p> <ul style="list-style-type: none"> • What are the requirements on SSEN for compensatory tree planting for the tree felling? <p>Update 13/06/2018 – No requirement for SSEN for compensation re-planting: Substation has landscape planning; and OHL requires safe operational clearance without trees. Any felling by landowner outwith the operational corridor will be re-stocked as obliged to do so by forest licence/forest design plan agreed with Forestry Commission.</p>		
54.	<p>A visit to the substation site was welcomed by everyone at the CLG meeting. A date has been agreed – 9 May 2018 – we agreed we would all meet at Tomatin hall at 12.15pm and NMac would organise lunch! JB will send out an invite to all.</p> <p>Update 13/06/2018 – CLG site visit to be re-organise for 24th July and NMac to organise lunch.</p>	NMac	Open
55.	<p>PB asked why there were logs in the Marchi burn – advising we would speak with Scottish Woodlands about this.</p>	NMac	Open
56.	<p>The CLG discussed the possibility of the school children naming the access track bridge. JB to speak with Mrs Pirie when the schools go back after the Easter break. The proposal would be for the pupils to think of a name and the site would choose. An opening ceremony was discussed.</p>	NMac	Ongoing
57.	<p>SMac asked if we would supply man-power for the Tomatin fun day on Saturday 2 June (field to be confirmed but it'll be close by). Start time for help would be 8.00am to help with erection of gazebos. Help with take down of gazebos is required at 6.00pm. SMac suggested the Be the Difference staff could help on a stall during the day too. JB to put the opportunity on the SSE Be the Difference portal to capture colleagues out with the project team.</p>	JB	Closed
58.	<p>DMac asked if we would help with cutting back some trees of the Daviot foot bridge. NMac to take forward. JB will ask DMac to forward photos onto Neil. It's likely to be a job for the professionals.</p>	NMac	Open
59.	<p>Andrew Cooper (Scottish Woodlands) to visit Tomatin PS for a safety talk – he has contacted Mrs Pirie directly and a date will be arranged after the Easter break. Andrew hoped he could also organise a tree climbing exercise for the pupils</p> <p>Update 13/06/18 - Head Teacher; Mrs Pirie been very busy lately so it has been difficult to organise a date for this with Scottish Woodlands. There has been a meeting scheduled for August to confirm a date for this.</p>	JB	Open
60.	<p>NMac to provide JD with contact details for Northsat, to help find solution for better broadband internet in the area.</p>	NMac	12.09.18
61.	<p>SSEN to provide Grader machine for re-surfacing of Station Road, and community to provide 60-100 ton of stone. NMac noted it would be done in 8-10 week's time once Grader is back on site, but definitely by the Autumn. JD mentioned 2 week's notice required for households. NMac asked JD if there was any utility drawings available, but CAT Scanning would be done regardless to locate services. NMac will use community day to supervise works.</p>	NMac	Ongoing