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Revision	FINAL
Function	Major Projects

Meeting	Tomatin Substation - Community Liaison Group
Date	13th September 2018
Time	6.30pm – 8.30pm

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
Louise Anderson (LA)	SSEN – Project Co-ordinator
Peter Bennett (PB)	Local Resident
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
Ray Thomas (RT)	Guest
Apologies	Position
Cllr Margaret Davidson (MD)	Leader of The Highland Council
Cllr Jarvie (AJ)	Inverness South
Cllr Macpherson (DMac)	Inverness South
Cllr Caddick (CC)	Inverness South
Cllr Gowans (KG)	Inverness South
Jimmy Duncan (JD)	Strathdearn Community Developments
Joanne Seath (JS)	SSEN - OHL Project Manager

Minutes

1.0	Safety and Environmental Moment
1.1	NMac advised the CLG of an incident that occurred at his home when he was tidying out his garden shed, where he tripped over a hose reel and hit his head. Raises the awareness of always being aware of your surroundings.
2.0	Introductions and apologies
2.1	Everyone present at the meeting introduced themselves to the rest of the group. Apologies from Joanne Seath for SSEN. Apologies from Cllr Davidson, Cllr McPherson, Cllr Caddick, Cllr Gowens, Cllr Jarvie and Jimmy Duncan.
3.0	Approval of previous minutes and matters arising
3.1	CJ raised an issue on road safety. She has witnessed RJ MacLeod vehicles travelling on the Glen Road in convoy and not obeying the 20MPH speed limit this was also confirmed by PB and PW who have witnessed similar incidents concerning RJ MacLeod's on separate occasions and that several of the vehicles were not numbered.

	NMac and SR apologised and confirmed they would raise this with RJ MacLeods when back on site and provide an update to VR. NMac advised that there is now a mini-bus being used to cut down the number of vans on the road and that they have been instructed previously to not leave site in a convoy. All the vans will be numbered by next week too; 21st September.
3.2	PB raised that he had not received notification of the blasting that took place several weeks ago. NMac apologised and confirmed that all blasting was now finished and that the crushers had also been removed from site.
3.3	SR confirmed that the temporary bypass diversion at the access gate is only in place for 3 months and will be removed by December 2018.
3.4	PB asked why the supergrid was flooded. NMac and AM confirmed this was a test to ensure that the bunding was correct and that it would not leak in the event of oil leaking from the transformer.
3.5	PB enquired as to why there was no weekend working being carried out after SSEN had sought approval for the working. NMac confirmed that weekend working is not currently required, and the substation is working to programme. Next weekend; 22nd September will see working for the transformer build but the main contractor currently will not be working weekends.
3.6	Action 55: PB raised that logs are still in the Marchi burn and this will start to affect the fish spawning season if not removed soon. SR to look at resolving this by the end of the month; 30 September.
3.7	Item 3.2: CJ noted a spelling mistake. SR apologised for the typo and this has been corrected.
3.8	Item 3.3: CJ noted that it should be CC not CK. This has been corrected.
3.9	Item 5.1: CJ raised that the dates within this item referenced April, but this was contained in June's minutes. This section has been removed as not relevant to June's minutes.
3.10	Item 6.5: CJ asked if the hydroseeding was still to take place. KR confirmed that since it has rained it has re-taken and the peat restoration areas are now quite green.
3.11	Action 10.1: CJ confirmed that PW should be included in those that are happy to be invited along to the CLGs. This has been updated.
4.0	Substation site
4.1	The A9 compound, permanent site compound at the substation site, substation platform and drainage and the substation supergrid transformer (SGT) bases are all complete.
4.2	NMac gave an update on the delivery of the SGT's. The first transformer is due to be delivered to Inverness port on 17th September, they will then leave the port at approximately 10.30am to begin to climb the A9 travelling at 17kph. They are due to arrive at the A9 compound at 11.30am with arriving at bridge 2 at approximately 2pm. They anticipate it will take 4 hours to then get them up to the substation with an approximate arrival time of 6pm. They will then de-camp and the transformer will sit on site. The following day they will then begin to skid it onto the transformer plinth. The second SGT is expected to be delivered the following Sunday.
4.3	Primary school children have been involved in a mini project regarding the delivery of the SGT's. They've been looking at how to get the transformers from Venice to Inverness and then up to the substation, along with how heavy the transformers are, how they are landed at the port and what kind of ship is used to transport them. They have also been tracking the vessel across the sea. There is a site visit arranged for the school children on Wednesday 19 September, so they can watch the transformer skidding onto the plinth and the site in general.
4.4	Substation construction is going well. All gantries for air insulation are ongoing. All the bases are expected to be poured by the end of October and full cladding on the building within 4 weeks and then internal work will begin. Noise enclosures are expected to be fully built by the end of November.
4.5	Fencing is 89% complete. It is open at the southern end to allow for the 2 towers to come in.
5.0	Overhead line
5.1	45 out of 60 foundations are now complete, with 12 towers fully erected and 3 partially complete.
5.2	Site Investigations (SI) are complete. Archaeological and Ecological surveys are complete along with tree clearance and the temporary access roads for construction.
5.3	Dips and diversion works are partially complete. Works required to construct the new line are complete but one further diversion will be required to remove the existing 132kV OHL through Farr.
6.0	Community queries
6.1	Security number to be provided to CLG members by tomorrow; 14th September via email by NMac.
6.2	School site visit arranged for 19th September. The children will be transported in SSEN vehicles up to site but will also be accompanied and supervised by school helpers.
7.0	Communications update
7.1	Strathdearn newsletter update is due for mid October 2018.
7.2	VR to send LA dates for webpage updates.
7.3	Safety video for Tomatin substation has been created by project team and contractors on site. Substation community created on site in order to work on what can be done better regarding site safety. Video to be shown at next CLG.
8.0	AOB

8.1	CJ requested that the minutes of the CLGs be sent out in a timelier manner to allow time for review and comment ahead of the meetings.
9.0	Date of next CLG
9.1	23rd January 2019. 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. Update 13/09/18 – The workforce are going to be going through a transition with less RJ MacLeod workers on site and more Amey. Action to remain open.	LA/NMac	On-going
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 13/06/18 – 'No Construction Traffic' sign not in place. NMac to action ASAP Update 13/09/18 – 'No Delivery Vehicles' sign to be put in place by 11th October.	NMac	11.10.18
48.	Shop to provide a list of food that can be made available for re-heating on site. Update 13/09/18 – To remain within hygiene laws the shop would have to install a new sink to provide hot food and this is not viable.	JD	Closed
51.	EU suggested that a poster be displayed in the village shop with a single point of contact for SSEN. JB suggested. Update 13/09/18 – LA's details to be provided along with the security number.	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 13/06/18 – Nmac to chase. Update 13/09/18 – Board to be put in place by w/c 1st October and NMac will update the information posted.	NMac	01.10.18
54.	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. Update 13/06/18 – CLG site visit to be re-organised for 24th July and NMac to organise lunch. Update 13/09/18 – Another site visit to be arranged for 21st November so CLG can see the transformers and progress of the project.	LA/NMac	Open
55.	PB asked why there were logs in the Marchi burn – advising we would speak with Scottish Woodlands about this. Update 13/09/18 – SR to resolve by the end of the month so that fish spawning season is not affected.	SR	30.09.18
56.	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.	AM	Ongoing

	Update 13/09/18 – Naming of access track bridge is still a possibility but different activities ongoing with the school children regarding the delivery of the transformers.		
58.	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. Update 13/09/18 – NMac confirmed this is more of a professional job as it is such a large area.	NMac	Closed
59.	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 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. Update 13/09/18 – Scottish Woodlands have finished work in the area but AM will speak to Andrew Cooper to see if he can still visit the school and do a talk.	NMac/AM	Open
60.	NMac to provide JD with contact details for Northsat, to help find solution for better broadband internet in the area. Update 13/09/18 – Contact information for Northsat are info@northsat.co.uk and 01463 795 365.	NMac	Closed
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 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 were any utility drawings available, but CAT Scanning would be done regardless to locate services. NMac will use community day to supervise works. Update 13/09/18 – Nmac confirmed that grader machine will be on site 8 October and notifications will be sent to households in the area. RJ MacLeod's will be doing survey scans and NMac will monitor.	NMac	Ongoing