

**COUNTY SURVEYORS SOCIETY
Engineering Committee
Street Lighting Group**



Minutes of the Meeting held on Tuesday 17th October 2006

**At the Royal Institution of Naval Architects
10 Upper Belgrave Street, London, SW1X 8BQ**

Page 1 of 9


Present:

Roger Elphick (Chairman)	<i>Durham County Council</i>
Glyn Williams (Secretary)	<i>Cornwall County Council</i>
Dave Coatham	<i>Institute of Lighting Engineers</i>
Bryan Geeves	<i>County and City of Cardiff</i>
Dave Johnson	<i>Transport for London</i>
Mike Smith	<i>Highways Agency</i>
Alan Micklethwaite	<i>Road Services Northern Ireland</i>
Lindsey McGregor	<i>Dundee City & Perth and Kinross Councils</i>
Stuart Bulmer	<i>URS (Buckinghamshire County Council)</i>
Peter Hosking	<i>Leicestershire County Council</i>
Colin Payne	<i>SEC Lighting Services</i>
Derek Powell	<i>Worcestershire County Council</i>
Mel Harwood	<i>Dudley MBC</i>
Robert Willmott	<i>Jacobs Babtie (Kent County Council)</i>

<u>Item</u>		<u>Action</u>	<u>Link</u>
1	Apologies The Secretary reported apologies from:		
	Ian Jones	Cheshire County Council	
	Trevor Rawson	London Borough of Hackney	
	Lee Evans	Caerphilly CBC	
	John Beaton	Highlands Council	
2.	Minutes of the Previous Meeting The Minutes of the meeting of the 15 th June 2006 were approved.		
3.	Matters arising from Previous minutes		
3.1	<u>(4h) Road Workers Safety Group</u> The Chairman reported that the Traffic Safety Group had now been set up by the IHT and that they were in the process of producing the Terms of Reference, a copy of this would distribute through the secretary to the SLG for comment.	RE	


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<p>3.2</p>	<p><u>(4i) Agency Issues</u> Mike Smith made reference to the fact that he felt that liaison and consultation was undertaken with RLG. The Chairman questioned whether there was scope for any research to be broadened to cover the requirements and implications for local network.</p> <p>Mike Smith reported that the recent Symposium facilitated by HA had been a great success and the Safety Action plan was now available on the HA web site (Link: To Follow see Mike Smith).</p>	<p>MS</p>	
<p>4.0</p> <p>4.1</p> <p>4.2</p>	<p>Engineering Committee</p> <p>The Chairman presented a verbal report on the last Engineering Committee held on the 6th October 2006. Points discussed</p> <ul style="list-style-type: none"> • Framework for HAMP have been endorsed • Review of AMP by Atkins • Review of the RLG and the CSS Boards • Discussion on backlogs • Regulation of SAT NAV systems • Web Site Updates being progressed • Research Projects <p><u>2006/07 Business Plan</u></p> <p>The Chairman presented the latest Business Plan for the Engineering Committee and the Street Lighting Group (see previously circulated documents). Unfortunately none of the street lighting CSS research bids for this year have been allocated funding at present, although one of them is on the top reserve bid list. Research will need reviewing at the next meeting.</p> <p>Lindsey McGregor circulated Scots Liaison meeting Key Priorities (see imbedded attachment opposite)</p> <p>The updated Business Plan and Mission reference will be updated on the web site: (http://www.cssnet.org.uk/members/committees/engineering/activities/eng-activities.htm)</p>		 <small>C:\Documents and Settings\williams\</small>

Minutes of the Meeting held on Tuesday 17th October 2006

**At the Royal Institution of Naval Architects
10 Upper Belgrave Street, London, SW1X 8BQ**

5.0	Road Liaison Group (RLG)		
5.1	<p>The Chairman presented a verbal report on the last Engineering Committee held on the 12th July 2006. Points discussed</p> <ul style="list-style-type: none"> The Chairman confirmed that the Traffic Managers Group has now been set up to co-ordinate all activities. Membership includes CSS, TAG, TfL and the London Boroughs. The Group will provide a conduit to the UK TMB, a member of which will be represented on it. It will be chaired by Mark Kemp of Cambridgeshire County Council. CSS and TAG will sponsor the Group. The Group is currently England only but would like to involve Scotland and Wales. The next meeting is scheduled for 21 July. The Chairman again highlighted the need to disseminate the 'Maintaining a Vital Asset' leaflet which had now been published and could be downloaded from the RLG website (www.roadscodes.org) to Members and Officers to increase awareness of the purpose of the RLG and the Boards, and to highlight the importance of highway maintenance during the current budget setting climate. 	ALL	
6.0	<p>Lighting Board Minutes</p> <p>The Minutes of the last meeting of the Lighting Board that were held on the 30th June 2006 were noted. The Chairman did not raise any particular issues as many of the items were on the Agenda.</p> <p>Comment was made by the Lighting Group that sometimes the information only seems to pass one way. This was accepted by the Chairman who agreed to send a briefing note out for comment prior to each Lighting Board meeting, it was agreed that there was benefit to all parties.</p>	RE/ GW	
7.0	<p>Increased Energy Charges</p> <p>7.1 <u>National Survey</u> The Chairman reported that the feedback response was at the time of this meeting still unknown, all representative of the Group should check at their regional meeting that the survey has been completed. Comments were raised within the Group about late responses, and was confirmed that these should still be made and were still welcome.</p> <p>7.2 A number of the Group made reference to the fact that a number of Authorities within their representation had made energy purchase the Office of Government Commerce (OGC).</p> <p>7.3 Lindsey McGregor reported that Scots Lighting Group had surveyed the 12 Authorities 800K lights and energy costs had risen from the £13.2m reported in 2004/05 to £21.5m in 2006/07, an average increase from the previous 36% to 51 % (see imbedded attachment opposite)</p>	ALL	 <small>C:\Documents and Settings\jwilliams\</small>

Minutes of the Meeting held on Tuesday 17th October 2006

**At the Royal Institution of Naval Architects
10 Upper Belgrave Street, London, SW1X 8BQ**

Page 4 of 9

<p>7.4</p> <p>7.5</p>	<p>Mike Smith reported similar increases for the Highways Agency lighting energy. The Chairman requested any additional information be gathered; he also reported that discussions were underway with HEMSA and ASLEC as to the influence and impact of these increases to lighting works budgets.</p> <p><u>Lighting Board energy management review</u> The chairman opened this item up to the Group for ideas. It was agreed that a small working group be set-up to review Whole Life Costing's and whether savings could be made through investment of equipment and, creating an Appendices to support the "Invest to Save" document.</p> <p>Commitment was given by a number of the Group to formulate a working group, with Dave Coatham volunteering to co-ordinate by email and produce the terms of reference.</p> <p><u>Initial Working Group Nominees</u> - GW, DC, SB and Paul German (Plymouth)</p> <p>Stuart Bulmer made comment that a similar case study (LIFT) had been undertaken in the industry in the mid-seventies and he would try to circulate a copy of the document.</p> <p>Dave Coatham reported that the latest amendment including Scottish Law had been updated on the ILE Web site: http://ile.org.uk/index.php?mact=News,cntnt01,detail,0&cntnt01articleid=50&cntnt01returnid=15)</p>	<p>DC</p> <p>SB</p>	
<p>8.0</p> <p>8.1</p> <p>8.2</p>	<p>Competition for Connections/Service Level Agreement</p> <p><u>National SLA Trial Update</u> Lee Evans to update the Lighting Group at the next meeting in February.</p> <p><u>OFGEM Work Shop Feedback</u> Mel Harwood reported on the OFGEM workshop held on 12th October 2006 within the intention to develop timescales; ASLEC gave a talk on opening market in the in the AM session and then the attendees (Regional Champions and DNO's) were divided into groups to pool ideas, OFGEM to review all of the suggestions. It was expressed by all who attended that recognition for both Competition In Connections (CIC) and Service Level Agreement (SLA) guidance was needed. OFGEM committed to a decision on the guidance by January (Final Report on the Consultation), Mel Harwood reported during the day's proceeding some movement on the 1 metre connection (suggestion should be made to a change wording to include phrase "to working on the service cable") had been made.</p> <p>An SLA average level of performance was defined during the day it expected that some Authorities currently experiencing a good service may suffer.</p>	<p>LE</p>	

Minutes of the Meeting held on Tuesday 17th October 2006

**At the Royal Institution of Naval Architects
10 Upper Belgrave Street, London, SW1X 8BQ**

Page 5 of 9

9.0	LTP Issues		
9.1	<u>Inventories and APR Update Requirements</u> The Chairman clarified the letter from DfT and confirmed that only the Annex A was required to be submitted this year. However he continued to say that Dft (Andrew Odlin) would accept the full Appendix B data if it had been submitted by an Authority. Concern was raised by the Group as to the file format and it was stated that the easiest readable format was a CSV file. The Chairman also confirmed that in future there would be requirement to submit the information so all Authorities should be working towards it completion and population, this is the message that should be sent out.	ALL	
9.2	<u>Indicative Funding</u> The Chairman reported that an indicative funding allocation for lighting will be in the December settlement figures in England (Dft currently looking at the formulae) and it will be based on the next 2 year period.		
9.3	<u>APPLG</u> The APPLG will meet on the 14 th December 2006 with the "Invest to Save" theme being the topic of discussion.		
9.4	Lighting Asset Management Plan progression to be agenda as an item for the February 2007 meeting.	RE/ GW	
10.0	Street Lighting Maintenance Backlog		
	David Coatham reported that the ILE, LIF and ASLEC were coordinating a review of the 'Protecting a Vital Asset' (PAVA) leaflet and that they hoped this would be produced in time for the next APPLG meeting in December.	DC	
11.0	Research		
11.1	<u>TR22 Progress</u> Glyn Williams reported that he had completed Revision 3 of TR22 and it was currently with Dave Coatham for editing and review. It was hoped to be published ready for sale at the ILE/ Surveyor Conference in December but it was felt that this was probably not going to happen and it is expected to be available in January 2007. Due to the changes on inspection concept, asset management and the need for consistency during the inspection phase, the ILE/ ASLEC and HEA are considering including it as part of training requirement. However it was confirmed that Glyn Williams would be presenting the concept and changes incorporated in TR 22 revision 3 at the December Conference.		
11.2	<u>Future UK Lighting Board research Projects:</u> Guidance on Design and Maintenance Guidance on Commuted Sums		

Minutes of the Meeting held on Tuesday 17th October 2006

**At the Royal Institution of Naval Architects
10 Upper Belgrave Street, London, SW1X 8BQ**

Page 6 of 9

	<p>Adoption of the above projects by the LB releases CSS money. CSS prioritised the following list standing last January:</p> <ol style="list-style-type: none"> 1. HM1 Class of Lighting 2. HM 3 Overall Condition 3. New – Maintenance Factors? (Philips Lighting + Contribution) 4. Spend to Save Options 		
<p>12.0</p> <p>12.1</p> <p>12.2</p>	<p>Performance Indicators</p> <p><u>Fault Rectification BVPI 215a & b Consultation Update</u> The Group discussed the experiences of a number of Authorities who have recently undergone the National Audit. One question being asked is the requirement to Scout or not and its importance. A number of other comments being received were about the report start dates and the lack of information from DNO when the fault has been closed.</p> <p>It was agreed that the definition is fine but maybe that Audit Commission are not being flexible enough, Derek Powell was tasked to draft a letter highlighting a number of points which would be forwarded to the Lighting Board for action. Comment was also made that the Single non-emergency 101 number – report back to the customer within 96 hours, is expected to be rolled out within the street lighting indicator because of the links to Crime and Disorder (being run by the Home Office). This is yet to be confirmed.</p> <p><u>Condition indicators</u> At a meeting on 30 June 2006, the Lighting Board agreed to adopt a street lighting column condition indicator representing ‘the percentage of the lighting column stock within the authority with a Current Priority greater than zero, in other words where the Current Age is greater than the Action Age’. It is proposed that for local highway authorities the Condition Indicator should be reported separately for each of the three road categories included in the hierarchy recommendations in the Code of Practice for Highway Maintenance Management (Well Maintained Highways). These are the road categories 2, 3a/3b and 4a/4b that should have been identified as an attribute for each lighting column in your lighting inventory as “Traffic Flow”. This will be directly comparable with the current method of reporting for road condition.</p>	<p>DP/ RE</p> <p>ALL</p>	
<p>13.0</p>	<p>Highways Agency Update</p> <p>Mike Smith reported that Agency was critically reviewing the Design Manual for Roads & Bridges (DMRB) Lighting Standards with an early draft for comments being available to the Group soon. The review is relation to the Agency network and the project is expected to be complete in 2007. The scope of the review includes strategic roads</p> <p>Consultation will follow the process under ITAC (30 working day period) and before the revised standard is released a presentation to RLB will take place – TA49 & TD34 (amalgamate TD30).</p>		

Minutes of the Meeting held on Tuesday 17th October 2006

**At the Royal Institution of Naval Architects
10 Upper Belgrave Street, London, SW1X 8BQ**



Page 7 of 9

	<p>Mike Smith verbally updated the Lighting Group on the following:</p> <ul style="list-style-type: none"> • Norwegian Delegation visit HA used CBE to install lighting and stated they are also using CBE to evaluate end of life lighting. • Buckinghamshire trialling intelligent studs with a number of scenarios to illuminate lanes being piloted (see HA Web for Press release). Early indications are that the Semi-recessed shoe option may be the preferred option. 		
14.0	Light Pollution Issues		
14.1	<p><u>Clean Neighbourhoods and Environment Bill</u></p> <p>As minuted in the June 2006 meeting, the Clean Neighbourhoods Act had now been enacted and this included light pollution. Dave Coatham reported to the Group that as the ILE Technical Services Manager he was receiving an increasing number of enquiries from Environmental Health Personal requesting comment on the impact of street lighting. The Group are reminded that guidance on light pollution and the interpretation of the Act has also been published by DEFRA and could be accessed on their Website. Whilst street lighting as such does not come under this legislation the DEFRA guidance recommends that any complaints about light pollution should be treated sympathetically by the local authorities.</p> <p>Dave Coatham confirmed that the latest ILE Guidelines had been updated and are available on the web site; Scottish Executive Guidance is also now available.</p>		
15.0	Lighting Code of Practice Feedback	ALL	
	<p>The Chairman confirmed to the Group that the Lighting Code of Practice Feedback is now being sought and CSS Representatives should inform their regions. WS Atkins have been appointed the consultant to review the codes, the feedback process has been set up and correspondence should be directed to cop@atkinsglobal.com</p> <p>One of the items likely to be included in the review is attachments to lighting columns linked to festive lighting. Feedback from the regions on the application of the documents is critical and welcomed.</p>		
16.0	Lighting Column Technical Forum		
	<p>Representation from the Lighting Group had been sought by the LCTF but the Chairman reported that there was no requirement for a member because Dave Coatham is already on the panel and will report relevant information in the normal manner.</p>		
17.0	Sector Schemes		
17.1	<p>The Chairman reminded the Group that the Society is committed to the adoption of the Sector Schemes by local authorities, although it was noted that there was a need to ensure that there was compatibility with any local QA scheme that may be in place.</p>		

Minutes of the Meeting held on Tuesday 17th October 2006

**At the Royal Institution of Naval Architects
10 Upper Belgrave Street, London, SW1X 8BQ**

Page 8 of 9

17.2	Stuart Bulmer informed the Group that there was now a new briefing on the HEA website and that a new Sector was being prepared for Design and Corrosion.		
18.0	<p>Regional Meetings and Regional Representation</p> <p>This item was unable to be covered due to time restraints and it was agreed that at future meeting the item should move up the agenda and papers should be circulate and communicated to the members – Feedback from the Regional Meeting should also be available for discussion at the Lighting Group.</p>	ALL	
19.0	<p>AOB</p> <ul style="list-style-type: none"> • CPL34/8 Has a new Chairman and Stuart Bulmer will replace Colin Payne on the review panel. • Following the incident involving the CU Phosco column, the question was raised to the Group whether a review of the IET/ ILE guidance document should be motioned? To be discussed at the next meeting (link http://www.gnn.gov.uk/Content/Detail.asp?ReleaseID=234871&NewsAreaID=2) • Glyn Williams informed the Lighting Group that he would contact each of them to confirm there contact details and representation, he will update then members listing. (see imbedded document opposite) • During the Group discussions on Inventory and TR22 Glyn Williams agreed to attach the findings from the case involving Devon County Council and a pole bracket that structurally failed. (see imbedded document opposite) 		 
20.0	<p><u>Date of Next Meeting – 20th February 2007 at the RINA</u></p> <p><u>Provisional Dates for the Lighting Group</u></p> <ul style="list-style-type: none"> • 26th June 2007 (Tuesday) • 23rd October 2007 (Tuesday) 		
21.0	<p>Future Dates Future dates of Interest for the diary – Provisional Dates for the coming year</p> <p><u>Road Lighting Board</u></p> <ul style="list-style-type: none"> • 28th March 2007 (Wednesday) • 4th July 2007 (Wednesday) • 31st October 2007 (Wednesday) 		

Minutes of the Meeting held on Tuesday 17th October 2006

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10 Upper Belgrave Street, London, SW1X 8BQ**

Page 9 of 9

	<p><u>Roads Liaison Group Meetings</u></p> <ul style="list-style-type: none"> • 28th March 2007 (Wednesday) • 18th July 2007 ((Wednesday) • 14th November 2007 (Wednesday) <p><u>ILE Technical Committee</u></p> <ul style="list-style-type: none"> • 6th February 2007 (Tuesday) • 15th May 2007 (Tuesday) • 1st August 2007 (Wednesday) 		
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ACTION SUMMARY

3.1	Roger Elphick	Traffic Safety Group Terms of Reference to be forwarded to the Lighting Group
3.2	Mike Smith	Safety Action Plan link to forwarded to Glyn Williams
5.1	Lighting Group	Continued dissemination "Maintaining a Vital Asset" leaflet.
6.0	Roger Elphick & Glyn Williams	Briefing note to be sent out to the Group prior to each Lighting Board Meeting
7.1	Lighting Group	Feed back on the National Energy Survey still welcomed
7.5	Dave Coatham	Produce Terms of Reference for Working Group and Co-ordinate electronically
7.5	Stuart Bulmer	Forward a copy of the LIFT report to Glyn Williams for distribution
9.1	Lighting Group	
9.4	Roger Elphick & Glyn Williams	Lighting Asset Management Plans to 20 th February Agenda
10.0	Dave Coatham	Progress report on Maintenance Backlog to Lighting Group
12.1	Roger Elphick & Derek Powell	Draft Audit Commission points on BV215 and present to :Lighting Board
21.2	Lighting Group	Disseminate the need for data collection and population with reference to the expected Pi
15.0	Lighting Group	Lighting Code feedback to WS Atkins
18.0	Lighting Group	Forward Regional meeting minutes to Secretary prior to Lighting Group meeting