



Meeting Notes



Noise Liaison Group Meeting No. 1

2 June 2011, 10:00 to 13:00

Venue: FETA Offices, South Queensferry

Attendees:

Steven Brown	FRC Employer's Delivery Team (EDT)
Andrew Mackay	FRC Employer's Delivery Team (EDT)
Richard Greer	FRC Employer's Delivery Team (EDT)
Martin Butterfield	FRC Employer's Delivery Team (EDT)
Steve Williamson	City of Edinburgh Council (CEC)
Dermot Connolly	City of Edinburgh Council (CEC)
David Redden	Fife Council (FC)
Tracy Wyllie	Fife Council (FC)
David Brewster	West Lothian Council (WLC)
Brian Carmichael	West Lothian Council (WLC)
Jim Watson	Forth Crossing Bridge Constructors (FCBC)
Paul Hillman	Forth Crossing Bridge Constructors (FCBC)
Ray Browne	Forth Crossing Bridge Constructors (FCBC)

Apologies for Absence:

David Climie	Employer's Delivery Team (EDT)
Niall Corbet	Scottish Natural Heritage
Colin Megginson	Marine Scotland
Mike Bland	Marine Scotland

Item	Subject	Description	Action
1	Introductions and Apologies	<p>All parties introduced themselves. Apologies were received from those parties listed above.</p> <p>It was explained that Transport Scotland and Jacobs Arup will be acting as one team in the management of the FRC project during the construction phase, on behalf of the Scottish Ministers who are the Employer for the Contract. The team will be known as the Employer's Delivery Team.</p>	
2	Minutes and Actions from Previous Meeting	<p>The minutes of the meeting held on 4 April 2011 were agreed.</p> <p>EDT noted the following in relation to the actions:</p> <p>Item 4.6 – Documents regarding control of noise and vibration during construction was issued to all parties on 27 May 2011.</p> <p>Item 4.7 – An overview of key design and construction matters and noise management processes would be provided by FCBC at this meeting.</p> <p>Item 5.2 – Revised draft Terms of Reference were issued to all parties</p>	

		<p>on 27 May 2011.</p> <p>Item 6.1 – The Agenda for the meeting was issued to all parties on 27 May 2011. A future standing agenda would be discussed later in the meeting under agenda item 6.</p> <p>Item 6.2 – This meeting was being held in respect of the action under this item.</p>	
3	Terms of Reference	The draft Terms of Reference issued by EDT were agreed. EDT advised that the Terms of Reference would be placed on the project website.	EDT
4	FCBC Presentation	<p>FCBC provided a presentation covering key design and construction matters and noise management processes. In particular, FCBC noted the following:</p> <ul style="list-style-type: none"> • FCBC’s management structure would include an Environmental Director and Community Liaison Officer; • Key management documents that would be prepared included the Noise and Vibration Management Plan (NVMP) and assessments of construction noise and vibration (Plans for Control of Noise and Vibration – PCNV); • Key objectives are to ensure Best Practicable Means are employed to minimise noise and vibration and comply with the Forth Crossing Act 2011, Code of Construction Practice, Environmental Statement and Appropriate Assessments; • Consideration of environmental matters has been part of the development of the conceptual design that will be completed and constructed by FCBC; • It is intended to plan at least 3 months ahead with the Noise Liaison Group submissions; • The construction approach will use Rosyth Docks as a main hub rather than Echline fields as proposed by Transport Scotland, although smaller offices may be necessary at Echline fields along with the work sites; • The approach for the foundations of the main crossing was different from that proposed by Transport Scotland, with caissons to be used instead of multiple piles. FCBC envisaged this would reduce noise and vibration impacts compared to the design promoted by Transport Scotland; • Early activities would include marine and land ground investigations; • FCBC were focussing on preparing the draft NVMP and initial PCNVs for submission in advance of the next meeting; • FCBC were developing proposals for baseline noise monitoring and considering risk assessment processes to identify potentially noisier activities; and • FCBC confirmed the need to plan ahead, ensure they allow sufficient time for review and approval of their construction approaches and engage with the local communities and aim to make good progress on these matters. 	FCBC
5	Any Other Business	CEC asked regarding the procedures for dealing with enquiries and complaints. EDT advised that a log of all of the enquiries and complaints would be kept, issued to the Noise Liaison Group members and that the Noise Liaison Group would review enquiries and complaints relating to noise and vibration, all as set out in the Code of Construction Practice.	EDT

		EDT advised that a draft standing agenda would be issued in advance of the next meeting and suggested that it would include agenda items for the NVMP, PCNVS, monitoring/compliance and enquiries/complaints.	
6	Next Meeting	The next meeting will be held on 30 June 2011, 10am, Arrol House, Rosyth Europarc.	