

<b>Bam Nuttall Ltd Meeting Minutes</b>		<b>PROJECT:</b> Boscastle, Bossiney & Tintagel Sewage Treatment Scheme	
<b>SUBJECT:</b> Boscastle, Bossiney & Tintagel Liaison Group Meeting		<b>LOCATION:</b> Boscastle, Wellington Hotel <b>DATE:</b> 24/06/09 <b>TIME:</b> 14.30hrs to 16.45hrs	
<b>PREPARED BY:</b> BAM Nuttall			
<b>PRESENT</b>			
Mike Court	South West Water Project Manager	Sue Moth	Tintagel Parish Council Clerk
Peregrine Leigh	South West Water Lead Estates Surveyor	David Hodge	Tintagel Parish Council
Ian Lake	South West Water Programme Manager	Adrian Prescott	Boscastle Chamber of Trade & Commerce
Kate Stokes	South West Water Ecologist & Environmental Planner	George Findlay	Forrabury & Minster Parish Council
Don Higgs	Bam Nuttall Contracts Manager	Ian Dawson	Forrabury & Minster Parish Council
Steve Moore	Bam Nuttall Project Manager	Roger Wickett	Tintagel Parish Council
Chris Edwards	BAM Nuttall Site Agent	Dr. Chris Jarvis	Trevalga Traders
Sharon Baylay	Trevalga Parish Meeting Clerk	Matt Ward	English Heritage Operations Manager
Jacqueline Jarvis	Trevalga Parish Meeting Chair		
<b>APOLOGIES</b>			
Ian Kemp	National Trust	Chris Rogers	Pell Frischmann Project Manager
Cllr G B Brown	Cornwall Council	Mark Beard	Natural England
Brian Doney	CC Highways	John Pask	Environment Agency
Colin Lewis	CC Highways		

Abbreviations: BNL = BAM Nuttall Ltd    PF = Pell Frischmann    SWW = South West Water Ltd		
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1.0	<b>INTRODUCTIONS</b>	<b>ACTION</b>
1.1	Personal introductions were made of the attendees and apologies recorded.	
1.2	<b>Agreement of last meeting minutes.</b>	
	The Minutes of the previous meeting held on 20/05/09 had been distributed prior to the meeting for comment and have been agreed.	
1.3	<b>Actions</b>	
	All actions complete except for items 5.9, 7.1, 7.3, 8.1 and 8.2 that are ongoing.	
2.0	<b>PROGRAMME UPDATE</b>	
	A revised programme, (Rev G) taking note of local activities including half term week in October, was distributed by S Moore.	
2.1	<b>Archaeology</b>	
2.1.1	K Stokes introduced SWW's approach to archaeology, stating that as this is a very specialised field, SWW relies on number of archaeological experts for advice from a national to the local level. SWW works particularly closely with the archaeological planning authorities at Cornwall Council.	
2.1.2	K Stokes confirmed that Cornwall Council Archaeological Department have stated that the preferred method of treating archaeological findings is to record, protect and cover up and leave in situ.	
2.1.2	<b>Pipelines &amp; Pumping Stations</b>	
2.1.2.1	K Stokes informed everyone that geophysical surveys have been undertaken that flag up possible areas that may contain archaeological interest and this will enable pipeline routes to be redirected around these areas where possible.	
2.1.2.2	K Stokes informed the Liaison Group that 18 cist graves have been discovered at the Forrabury compound and were catalogued for further investigations as they are of at least County importance. All the graves bar one have been covered with sand and a geotextile to protect them in order for the compound works to continue. The one uncovered grave has been fenced off.	
2.1.2.3	S Baylay voiced concerns that the archaeological findings may be destroyed by the works. K Stokes stated that this may not be the case as most can be protected, left in place and recovered, plus it may be possible to redirect the pipeline route around the findings. However, in some cases, this may not be possible. The archaeologists see this as an opportunity to record unknown archaeological finds which are preserved by very detailed records.	
2.1.3	<b>Trevalga WWTW</b>	
2.1.3.1	K Stokes informed that at the Trevalga WWTW site three 'blobs' were identified from the geophysical survey. Following the topsoil strip, a hollow set roundhouse dating to the middle of the bronze age was discovered. This discovery is unique to the SW and will take 2 to 3 weeks to investigate. The investigation is being overseen again by Cornwall Council Archaeological Department, with a report being produced once the investigation is complete. It was noted that it could take months or even years before the final report is issued by Cornwall Council. Other findings on this site include a snapped stone, a boundary and two square stone settings, which are being investigated.	

2.1.3.2	Other findings along the route include a truncated ploughed pit, possibly Neolithic 2500BC, which contained a flint point and some burnt animal bone flecks. Two further pits were found with no significant findings.	<b>ACTION</b>
2.1.3.3	J Jarvis requested that a copy of the archaeological report be passed to the Liaison Group. K Stokes stated that these are public documents and would be available to all once published. Publication can take many years as the facts are researched in considerable detail.	
2.1.3.4	J Jarvis requested that a site visit be arranged for the local Trevalga community before the archaeological areas are covered up. S Baylay asked that the Trethevy community is included in this. I Lake stated that Health & Safety issues need to be covered before anything can be arranged.	<b>SWW</b>
2.1.3.5	M Court informed everyone that an ITN reporter has visited site and that a report may appear on the news within the next few days.	
2.1.3.6	S Baylay asked if the roundhouse would be destroyed due to the intended works. I Lake stated that the roundhouse would be destroyed by the archaeological investigation. S Moore stated that the archaeologists were more interested in the artefacts that may be found rather than the structure itself. K Stokes stated that it would be preserved by record and there is a very detailed method of doing this.	
2.1.3.7	M Court stated that the archaeological investigations would delay the works on the WWTW for approximately 2 to 3 weeks.	
2.1.3.8	S Baylay and R Wickett requested that photos and information of the archaeological findings are made available and posted on the notice boards. S Moore stated that these would be made available after consulting with Cornwall Council Archaeological Department, to ensure that the risk from unauthorised treasure hunters destroying or removing the findings has been sufficiently removed. If required, a site tour could be organised for the local community.	<b>SWWL/BNL</b>
2.1.3.9	J Jarvis stressed that there is mistrust within the community over the archaeological findings. K Stokes stated that SWW did not have internal expertise in archaeology and are being fully advised by Cornwall Council Archaeological Department who are very cautious about announcing the findings due to a serious concern of unauthorised treasure hunters destroying and removing any important artefacts. This is why SWW could not invite people to visit the cyst cemetery. However, a visit to the round house is a very possible option.	
2.1.3.10	J Jarvis agreed that everything was being handled correctly and honestly and would ensure that this is conveyed this back to the community.	<b>Parish Councils/Meeting</b>
<b>2.2</b>	<b>Pipelines from Boscastle to Trevalga WWTW</b>	
2.2.1	S Moore reported that for the pipeline from Forrabury to Welltown, the method has been modified to reduce the topsoil strip to a minimum and therefore reduce the risk of disturbing archaeological findings.	
2.2.2	Trevalga Hamlet to WWTW is progressing with the installation of the 180mm rising main.	
2.2.3	All archaeological findings along the pipeline route are being noted and recorded by Cornwall Council Archaeological Department to enable further investigation at a later date if required.	
2.2.4	G Findlay noticed that the Under Road access was being used more than the agreed main access at Hunters Moon. S Moore stated that the archaeological issues have prevented more use of the Hunters Moon access.	

		<b>ACTION</b>
<b>2.3</b>	<b>Pipelines from Tintagel to Trevalga WWTW</b>	
2.3.1	Section of works from WWTW to the Caravan Club entrance is complete and reinstatement underway.	
2.3.2	Caravan Club entrance to Rocky Valley to commence 29/6/09 with erection of stock proof fencing. Topsoil stripping shall be overseen by Cornwall Council Archaeological Department as will be the case throughout the pipeline route through the fields.	
2.3.3	The pipe route from Rocky Valley to Back Lane has been altered to skirt the outside of a medieval village rather than passing directly through it.	
2.3.4	G Findlay stated that the Welltown road section should have been started by now. S Moore reported that the start date was missed due to the WWTW road crossing and as such will not start until 5/10/09.	
<b>2.4</b>	<b>Trevalga WWTW</b>	
2.4.1	S Moore reported that the works has been delayed by the archaeological findings, but has been accommodated within the programme contingency. However, the ability to absorb further findings has been significantly reduced and therefore may affect the programme.	
2.4.2	D Hodge stated concerns with the amount of concrete and stone being placed at the works compound. S Moored confirmed that the compound would be reinstated to its original field state in accordance with the approved planning drawings.	
2.4.3	S Baylay asked if a generator was to be used for the site compound at Trevalga WWTW. S Moore confirmed that one would be used and this would run 24hrs. G Findlay stated that the generator used at the Forrabury compound produces negligible noise and is not noticed by the adjacent residents.	
<b>2.5</b>	<b>Pumping Stations</b>	
	S Moore reported that all pumping stations were on programme and the first to commence would be Forrabury.	
<b>2.5.1</b>	<b>Forrabury Pumping Station</b>	
2.5.1.1	G Findlay requested that if Forrabury could start sooner, it would help with completing it in time for the football season. S Moore informed that BNL were awaiting National Trust access approval. P Leigh asked if Forrabury & Minster Parish Council could email their agreement for early access to enable P Leigh to forward to NT. G Findlay also offered further assistance should this be required.	<b>GF/SWW</b>
2.5.1.2	G Findlay requested that the grass verge/hedge line at the site entrance for Forrabury compound be trimmed and a number of large stones just before the entrance, though not disturbed by the site works, be placed back along the hedge line. K Stokes to check ecology before BNL carry out any trimming.	<b>SWW/BNL</b>
<b>2.5.2</b>	<b>Bossiney Back Lane Pumping Station</b>	
2.5.2.1	No change	
<b>2.5.3</b>	<b>Boscastle New Road &amp; Harbour Pumping Stations</b>	
2.5.3.1	No change	
<b>2.5.4</b>	<b>Tintagel Castle Road &amp; Haven Pumping Stations</b>	
2.5.4.1	No change	

		<b>ACTION</b>
<b>2.5.5</b>	<b>Outfall</b>	
2.5.5.1	S Moore reported that the use of a rope subcontractor was to be investigated and this would result in the majority of the works being undertaken using rope access.	
2.5.5.2	Key date for commencing these works will coincide with the spring tides in August 2009.	
<b>3.0</b>	<b>Working hours</b> – No change.	
<b>4.0</b>	<b>Public Health and Safety</b>	
4.1	D Higgs re-enforced that the public are required to visit the main site office in order to ensure safe access to any specified areas of the construction site.	
4.2	S Moore requested that the message is sent out to the community to inform them that all issues/concerns/queries are directed to the main site office at Trevalga. At the main office entrance there will be a gateman to direct people to the main office	<b>Parish Councils/Meeting</b>
4.3	G Findlay asked if the Forrabury compound setup will be for the duration of the project. S Moore stated that this setup shall only be used for the duration of the Forrabury and Boscastle works.	
4.4	D Hodge questioned where materials will be kept for the pipeline works. S Moore confirmed that storage compounds will be located at Bossiney and Gavercombe Farm, Tintagel, but these will be smaller than Forrabury.	
<b>5.0</b>	<b>Diary of Local Events Update</b>	
5.1	It was agreed that BNL would provide a generator for the Boscastle Food, Arts and Crafts Festival, A Prescott to confirm size required.	<b>AP</b>
	A request was also made for a water bowser and power pack for the same event.	<b>SWW</b>
5.2	S Baylay reminded the Project Team that assistance was offered for the Trevalga Fete and suggested that this could involve the provision of portaloos, but she will confirm after Monday 29/6/09 Fete meeting. S Moore confirmed that BNL would be able to provide these if required.	<b>SB/BNL</b>
5.3	Tintagel Battle of Camlaan No Change	
5.4	Tintagel Carnival No change	
5.5	Tintagel 5km Family Fun Run & 10km Road Race Challenge No Change	
5.6	Duck Race No change	
5.7	Harbour Festival No change	
<b>6.0</b>	<b>Considerate Constructors Scheme</b>	
	S Moore stated that there had been no calls to the Considerate Constructors hotline since the start of the scheme.	

		<b>ACTION</b>
6.1	<p><b>School Visits</b></p> <p>S Moore confirmed BNL will visit Tintagel Primary School on 15 July at 14:30 and Boscastle Primary School on 16 July at 9:30, to emphasise a safety message to school children.</p>	<b>BNL</b>
6.2	<p><b>Newsletters</b></p> <p>S Moore confirmed a newsletter has been produced and is on the website plus the newly installed notice boards. The July Newsletter will be issued the first week of July.</p>	<b>BNL</b>
6.3	<p><b>Letter Drops</b></p>	
6.3.1	<p>Several have been completed to those directly affected by the present works and letter drops will be on going throughout the project. S Moore stated that BNL would be grateful for any feedback if anyone has been missed out.</p>	
6.3.2	<p>J Jarvis offered to help to distribute letters to the community that may have been missed. BNL would like to take up this offer of help.</p>	<b>BNL</b>
6.3.3	<p>S Baylay and D Hodge stated that they had received a letter regarding disruption to their water supply. S Moore stated that this was not related to the project but would arrange to investigate its origin.</p>	<b>SWW/BNL</b>
6.4	<p><b>Web Page</b></p>	
6.4.1	<p>This is now up to date and will be regularly updated throughout the duration of the project. It was requested that progress photos be added.</p>	<b>BNL</b>
6.4.2	<p>I Lake asked for feedback about gaining access to the website. S Moth stated that there had been some issues with access, but I Lake informed that these problems should now be resolved and would welcome feedback if further issues arise.</p>	
6.4.3	<p>S.Moore stated that there had only been 6 emails sent to the web site so far and that they had all been replied to. 3 of these were sent from the Museum of Witchcraft.</p>	
<b>6.5</b>	<p><b>Public Display / Notice Boards</b></p>	
6.5.1	<p>BNL will provide internal display boards – one for Trevalga Village Hall and one for Visitor Centre at Tintagel. An external display board is to be sited at the lower end of the car park in Boscastle.</p>	<b>BNL</b>
6.5.2	<p>An information leaflet has been produced and is being hand delivered to all residents/businesses.</p>	<b>SWW</b>
<b>7.0</b>	<p><b>Group Feedback / Issues</b></p>	
7.1	<p>P Leigh to visit Ms Sue Foley.</p>	<b>SWW</b>
7.2	<p>Parish Magazine 'Boscastle Blowhole' – S Moore provided a contribution for the latest edition.</p>	
7.3	<p>G Findlay expressed disappointment that the article for the Blowhole was so brief and asked if we could provide a two page spread for the next issue. S.Moore &amp; M Court confirmed this would be provided by the end of August deadline for the next edition of the Blowhole, to be issued in September 2009.</p>	<b>SWW/BNL</b>
7.4	<p>M Court expressed disappointment that a letter had appeared in the Blowhole that was highly critical of the scheme, which stated inaccurate and wrong information. It is important that that the Liaison Group</p>	<b>All</b>

		<b>ACTION</b>
	members communicate with correct and factual information outside of the Group.	
7.5	S Baylay and D Hodge expressed concerns on the speed of site vehicles in and out of the villages. S Moore stated that a toolbox talk will be conducted with all site personnel and suppliers would be contacted with regard this issue, to ensure correct and acceptable driving practises are followed.	<b>BNL</b>
7.6	Trevalga Hamlet residents requested further signage at the entrance to the construction area.	<b>BNL</b>
7.7	S Baylay requested the intended dates for the pipeline works through Trevalga Hamlet, in order to inform the mobile library that this area will not be available for parking. S Moore stated that this would be as per the current programme, last week of July 2009.	
7.8	S Baylay offered Andrew Cobbledick contact details (tel. 01840 250497) if information and details of the septic tank required.	
7.9	S Moth had received a request from a resident of Trethevy to attend future liaison meetings. This matter to be considered.	<b>BNL</b>
7.10	It was noted that Trevalga and Trethevy were not on mains water or sewage.	
7.11	D Hodge stated that Mr Paul Hearth of Ivy Cottage, Trethevy, had just emptied his septic tank and within 24hrs it was full again. S Moore confirmed that BNL had not carried out any works in this area that could attribute to the refilling, but would contact Mr Heath.	<b>BNL</b>
7.12	G Findlay stated that there were concerns that the works may extend into next summer. D Higgs replied that all endeavours will try to ensure that this does not occur and that it is highly unlikely to go into next summer.	
7.13	I Dawson asked if there had been any liaison with the Highways Agency, regarding the landslide repair at Old Road, Boscastle. S Moore stated that the embargo may mean that this will not happen until the autumn but that BNL will liaise with Highways Agency.	<b>BNL</b>
7.14	D Hodge asked where surplus spoil from the works along Rocky Valley will be disposed and if it will go to the local farm. P Leigh confirmed that it may go to the local farm, but stated that dumpers would be used as an option to transport it. However, there may be a requirement to dispose of surplus spoil from other areas of the scheme to the farm using lorries. D Hodge stated that using larger vehicles on this route would be frowned upon locally. P Leigh stated that due to the improvement works on the farm, non-scheme related large spoil carrying vehicles would be required to travel along this route anyway at some date in the near future.	
<b>8.0</b>	<b>Any Other Business</b>	
8.1	P Leigh stated that Trevalga Trust had requested a quantity of spoil from the waste water treatment site to be used for the intended building works at the bottom of Trevalga hamlet.	
<b>9.0</b>	<b>Date, Time &amp; Venue of Next Meeting</b>	
	The next meeting will be held at the same location, The Wellington Hotel in Boscastle, at 14.30hrs until 16.30hrs on Wed 29 July 2009.	
	I Lake stated that it must not be forgotten that meetings are intended to be held at the Trevalga WWTW site once site setup is complete.	