



Meeting Notes (Draft)



Marine Liaison Group Meeting No. 1

**Venue: Forth Ports Exmouth Building,
Rosyth**

15th April 2011, 10:00 to 12:00

Attendees:

Billy Minto (BM)	Transport Scotland Main Crossing / Structures Manager	Chair
Bob Lind (RDML)	Jacobs-Arup JV	Chief Resident Engineer / Main Crossing
Martyn Clark (MC)	Forth Ports PLC	Harbour Master
Gary Graves (GG)	Babcock plc	Commercial Port Development Manager
Kevin Woods (KW)	Fife Constabulary	Area Force Commander

Apologies for Absence:

Ian Malcolm, Lothian and Borders Police
Bill McFadyen, Maritime and Coastguard Agency

Item	Subject	Description	Action
1	Introduction	<p>BM advised that the purpose of the meeting was: To establish the preliminary Marine Liaison Group in advance of contract award (parallel working groups are also being held in a similar manner relating to traffic management, noise and environment); and to confirm up-to-date contact details which can be given to the Contractor who will make arrangements for, and chair, all future meetings.</p> <p>All the attendees introduced themselves.</p> <p>The proposed membership of the MLG is stated in the Contract documents. It comprises:</p> <ul style="list-style-type: none"> (a) The Scottish Ministers' Employer's Representative (including his advisors); (b) The navigation authority and harbour control (Forth Ports plc) [<i>Post Meeting Note – MC has advised that Forth Ports' correct designation is "The Statutory Harbour Authority and River control (Forth Ports PLC)";</i>]; (b) The operator of the Rosyth Dockyard (Babcock International Group or their subsidiaries); (c) The Lothian & Borders Police; (d) The Fife Constabulary; (e) The Maritime & Coastguard Agency; (f) The operator of the Port Edgar Marina (Port Edgar Yacht Club); (g) The Contractor (FCBC). <p>Discussion indicated that the following organizations should be added to the list of members:</p> <ul style="list-style-type: none"> (h) The Northern Lighthouse Board; (i) FETA (who are responsible for the existing Forth Road Bridge; and (j) Network Rail Infrastructure Limited (who are responsible for the existing Forth (rail) Bridge). <p>Other parties may be invited as appropriate.</p> <p>BM noted that not all parties will be expected to attend every meeting</p>	<p>BM</p> <p>All</p>

		and therefore, in the interests of brevity and efficiency, members should only attend when their presence is appropriate.	
2	Project update	<p>BM gave an update on the progress of the Forth Replacement Crossing.</p> <p>(i) The Parliamentary Bill has been given Royal Assent and is now the Forth Crossing Act. Scottish Ministers now have the legal powers necessary to build the bridge and network connections.</p> <p>(ii) Tenders have been received and reviewed, after which a preferred bidder, Forth Crossing Bridge Constructors, was selected. It is expected that the Contract will be signed on Monday 18th April.</p> <p>(iii) A new radar station on the north shore, to supplement the coverage of the existing Port Edgar radar, is under construction and is expected to be functional in May 2011.</p>	
3	Stakeholder Consultations	<p>Consultation with some stakeholders has taken place and items raised by them were addressed by the provision of requirements in the Contract. Future consultation is expected to be through the MLG process.</p> <p>There is a project newsletter and the MLG members may wish to use this to keep informed of progress, etc. The project team will maintain a project newsletter which is available on-line HERE</p>	
4	Forth Crossing act and Code of Construction Practice	<p>In addition to the conventional contract documents, the contractor is duty-bound to comply with the requirements of the Forth Crossing Act and the Code of Construction Practice. <i>[PMN - MC has advised that the contractor will also be duty-bound to comply with the requirements of the Forth Ports PLC Byelaws and General Directions, which can be found from the Forth Ports Marine website HERE]</i></p> <p><i>[PMN - The contractor is also required to comply with the Environmental Statement].</i></p> <p>The Forth Crossing Act, Code of Construction Practice and Environmental Statement are available to the public via the TS website. These documents provide contractual and legal obligations, inter alia, in respect of environmental constraints and also marine working. The documents can be accessed on-line via:</p> <p>Forth Replacement Crossing Act</p> <p>Code of Construction Practice</p> <p>Environmental Statement</p>	
5	Contract requirements	<p>There are numerous obligations on the Contractor in respect of any marine working. Some of these have been added as a result of previous communication with the MLG members. The following are the principal points.</p> <ul style="list-style-type: none"> • The Contractor must consult the members of the MLG and obtain agreement prior to any future action that could affect navigation or the safety of vessels using the Firth of Forth; • There are requirements for temporary marine exclusion zones during construction; • There are requirements for the temporary removal of the Beamer Rock Lighthouse; • Blasting will be carried out and the Contractor is required to take adequate safety measures; • The movement of the Contractor's vessels and construction plant need to be controlled; 	

		<ul style="list-style-type: none"> • Additional tugs must be considered during any operations that utilise temporary exclusion zones in the main channels; • There are environmental constraints; • There are requirements to address the safety of vessels from overhead works. 	
6	Terms of Reference	<p>A copy of the “draft Terms of Reference for the MLG” was circulated to all MLG members in March 2011 and comments were sought.</p> <p>MLG members are requested to respond within one calendar month of this meeting.</p> <p>The Contractor will convene, and will chair, all future MLG meetings. It is envisaged that the next MLG meeting will be held in June or July 2011. Once comments are received, they will be considered and appropriate action will be taken.</p> <p>The intention will be to circulate a final version of the Terms of Reference (including comments from the Contractor) before the next MLG meeting and to fix the Terms and Conditions within 1 month after that meeting.</p>	<p>All</p> <p>BM/RDML</p>
7	Likely Construction Methods	<p>Although the exact methods of construction have not yet been finalized, the methods are not expected to change significantly, in general terms, from those based on the Specimen Design and described to the stakeholders in a previous presentation. It is envisaged that the Contractor will present his methods in detail in future MLG meetings.</p> <p>Safety will be a key issue and special attention will be given to ensuring the safety of vessels using the Firth and also the safety of the Contractor’s workforce. In respect of safety, some of the MLG members may also be involved in discussions, emergency procedures and evacuation trials. The MLG will take an overview on safety but it is not the intention of the MLG to discuss specific safety procedures because they will be dealt with by different individuals with specialist safety knowledge.</p>	
8	Construction Programme	<p>RDML advised that the Contractor’s works would be progressed in a way that minimized (or preferably avoided) disruption to the normal shipping movements within the Firth of Forth. Nevertheless, for information, he advised approximate programmed dates for key activities from which the MLG members can obtain an indication of the likely times when there could be a potential affect on any user of the Firth.</p> <p>Meeting note: The contractor is currently finalising the formal programme of works and as such this information cannot be released.</p>	
9	AOB	<p>i) Each member of the MLG is requested to check that all divisions within their organizations who need to be kept informed are identified. If extra copies of minutes or extra names need to be added to the circulation lists, would all parties identify them by return?</p> <p>ii) GG requested that Safety be added as the first agenda item for future meetings.</p>	<p>All</p> <p>BM</p>
10	Next Meeting	To be advised	BM/RDML