

Meeting Notes



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Meeting Location Stonehaven Office Client AWPR/B-T Contracting Authority
Meeting Date/Time 7 November 2017 at 12:30 Project AWPR/B-T DBFO
Subject Progress Meeting [REDACTED] Project No. B1033200

Participants [REDACTED] (TS)
[REDACTED] (TS)
[REDACTED] (TS)
[REDACTED] (MA)
[REDACTED] (CA)
[REDACTED] (CA)
[REDACTED] (CA)
[REDACTED] (CA)
[REDACTED] (CA)
[REDACTED] (CA)
[REDACTED] (CA) (Part)
[REDACTED] (ARL)
[REDACTED] (ARL)
[REDACTED] (CJV)
[REDACTED] (CJV)
[REDACTED] (CJV)
Notes Prepared By [REDACTED] (CA)

Apologies None

cc: As above; [REDACTED] (ARL)

	Notes	
1.0	Introductions & Apologies	Action
1.1	On Tuesday 7 November 2017, a site tour was undertaken of the South Section, attended by representatives from: ARL, CJV, CA, and TS.	
2.0	Notes of Previous Meetings [REDACTED]	
2.1	Progress Meeting [REDACTED] was issued to ARL/CJV for comment on 20 October 2017. Final version issued 7 November 2017 and distributed all on the 8 November 2017. Progress Meeting [REDACTED] notes were issued on 20 October 2017. Progress Meeting [REDACTED] notes were issued on 20 October 2017.	
2.2	Progress Meeting [REDACTED] notes were issued on 1 November 2017. The following changes to the notes were agreed prior to reissue:	



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2.3	<p>Item 9.7.2 of Progress Meeting [REDACTED] notes: CA stated that [REDACTED] the CJV needed to [REDACTED] CA requested the CJV provide a [REDACTED]</p> <p>CJV queried whether CA had [REDACTED] TS noted that it considered that [REDACTED]</p>	CA 30/11/17
2.4	[REDACTED] joined the meeting at this point	
2.5	<p>Item 9.3.12 of Progress Meeting [REDACTED] notes: CA noted that a basis had been agreed on which CJV would provide kerbing at certain side road junctions and bellmouths. CJV stated that it was proceeding with the works, [REDACTED]</p> <p>CJV advised that it believed that it had [REDACTED] CA indicated that it [REDACTED] CJV noted that it was proceeding with [REDACTED]</p>	CA 30/11/17
2.6	<p>ARL noted that there were a large number of actions in Progress Meeting [REDACTED] notes and proposed that actions be prioritised, and eliminated where possible.</p> <p>Meeting notes going forward are to include target close out dates against each action, where possible.</p>	CA 30/11/17
3.0	Discussions specific to the South Section following a Site Tour of the South Section on 7 November 2017	
3.1	TS noted that a number of [REDACTED] CJV stated that [REDACTED]	CJV No date
3.2	[REDACTED] TS queried whether the [REDACTED] CJV confirmed that it did.	
3.3	TS noted that the Concrete Step Barrier was among the best seen. CJV to pass on feedback to the sub-contractor	
4.0	Actions Arising from the Previous Meeting [REDACTED] in relation to the Central Section	

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4.1	No actions.	
5.0	Actions Arising from the Previous Meeting [REDACTED] in relation to the North Section	
5.1	<p>Item 4.1 of Progress Meeting [REDACTED] notes: CA queried the [REDACTED]</p> <p>[REDACTED] CJV now has [REDACTED]</p> <p>CA queried if CJV has an [REDACTED]</p> <p>CJV commented that the [REDACTED]</p> <p>[REDACTED]</p> <p>CJV and CA still to discuss [REDACTED]</p> <p>[REDACTED] to meet to agree how to take forward.</p>	<p>CA/CJV 17/11/17</p>
5.2	<p>Item 4.2 of Progress Meeting [REDACTED] notes: CA queried how the [REDACTED]</p> <p>[REDACTED]</p> <p>CA noted that the schedule could be attached to the [REDACTED]</p> <p>[REDACTED]</p> <p>CA queried if all [REDACTED]</p> <p>[REDACTED] CJV confirmed that [REDACTED]</p> <p>[REDACTED]</p>	<p>CJV 17/11/17</p>
6.0	Historical Actions Arising from the Previous Meeting [REDACTED]	
6.1	<p>Item 5.1 of Progress Meeting [REDACTED]: Ongoing action to confirm [REDACTED]</p> <p>[REDACTED]</p> <p>The CJV had issued the [REDACTED]</p> <p>[REDACTED] The CA to meet with [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED] with TS environmental advisors.</p>	<p>CA 17/11/17</p>

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6.2	<p>Item 6.1 of Progress Meeting [REDACTED] were progressing works on the [REDACTED]. CA was liaising with both third parties to [REDACTED] CA to confirm.</p> <p>[REDACTED] to undertake a final review after issuing comments to the CA, before a final discussion between [REDACTED]. Item progressing.</p> <p>CA queried if the [REDACTED]. CJV to check.</p> <p>CJV advised that they will be [REDACTED] CA to arrange an [REDACTED].</p>	<p>CA 07/11/17</p> <p>CJV No date</p> <p>CA 10/11/17</p>
6.3	<p>Item 6.3 of Progress Meeting [REDACTED] CA commented that during previous Quality Meetings, it had been discussed that the CJV is proposing to use [REDACTED]. CA asked if a technical presentation could be prepared to show the proposed system and also demonstrate correlation testing results between the two methods. CJV stated that a package is being prepared, and that the CJV would give a technical presentation, dates to be advised. Action dependant on decision to [REDACTED].</p> <p>CJV stated that it had not yet finalised its approach to this issue, and may not pursue use [REDACTED]. CJV to consider further and advise proposed approach. Item progressing.</p>	<p>CJV 10/11/17</p>
6.4	<p>Item 6.4 of Progress Meeting [REDACTED]: ARL enquired if there was an [REDACTED]. Item progressing.</p> <p>ARL commented that it had [REDACTED]. CA stated that item [REDACTED] responds to the letter from ARL, and that no other response will be provided. Item closed.</p>	<p>CA 10/11/17</p>
6.5	<p>Item 6.5 of Progress Meeting [REDACTED] IRIS: Meeting took place on 19 July 2017 attended by TS, ARL, CJV, DJV, O&M and CA. Final meeting notes to be issued and a consolidation meeting to be arranged.</p>	<p>CA 10/11/17</p>

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6.6	<p>Item 7.1 of Progress Meeting [REDACTED] The long-term status of temporary central reserve crossovers on the A96 were discussed. TS took an action to speak to TRBO to establish their reasoning for requesting the reinstatement works. CA was to provide an update.</p> <p>[REDACTED]</p> <p>[REDACTED] TS suggested that a [REDACTED]</p> <p>[REDACTED] ARL indicated it believed it would require a [REDACTED]</p> <p>[REDACTED] CJV advised that it is [REDACTED] CJV to consider how it wishes to progress.</p>	<p>CA</p> <p>CJV No date</p>
6.7	<p>Item 7.2 of Progress Meeting [REDACTED] CA had noted that the [REDACTED]</p> <p>[REDACTED] CJV believe that the [REDACTED] CA to advise its views.</p>	<p>CA 10/11/17</p>
7.0	<p>Previous Key Issues</p>	
7.1	<p>Item 10.1 of Progress Meeting [REDACTED]: ARL had queried that for [REDACTED] if CA will look at maintenance access to Foveran. CA awaiting response from [REDACTED] before responding.</p>	<p>CA 10/11/17</p>
7.2	<p>Item 10.2 of Progress Meeting [REDACTED]: ARL also notified the CA that there has been an update to [REDACTED], which had been signed off previously, [REDACTED]. Item ongoing.</p>	<p>CA No date</p>
7.3	<p>Item 10.3 of Progress Meeting [REDACTED] CJV stated that they are [REDACTED]</p> <p>[REDACTED]</p> <p>CJV considering [REDACTED]</p>	<p>CJV No date</p>
8.0	<p>[REDACTED]</p>	
8.1	<p>[REDACTED]</p>	
8.1.1	<p>[REDACTED]</p>	<p>CJV 17/11/17</p>
8.1.2	<p>[REDACTED]</p>	<p>CA 10/11/17</p>
8.1.3	<p>[REDACTED]</p>	<p>CJV 17/11/17</p>
8.1.4	<p>[REDACTED]</p>	<p>CJV 17/11/17</p>

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8.1.5	[REDACTED]	CJV 17/11/17
8.1.6	[REDACTED]	CA 10/11/17
8.1.7	[REDACTED]	CJV 24/11/17
8.1.8	[REDACTED]	CA 15/11/17
8.2	[REDACTED]	
8.2.1	[REDACTED]	CJV 10/11/17 CA 24/11/17
8.2.2	[REDACTED]	CA 10/11/17
9.0	Progress Report	
9.1	[REDACTED] and [REDACTED] Reports: Key Issues	
	[REDACTED] report	
9.1.1	Item 9.1.1 of Progress Meeting [REDACTED] notes: The CA has requested details of the [REDACTED] and the CA wishes to be in a position to respond to any related enquiries. CA requests details [REDACTED] CJV indicated that it would prefer written confirmation from [REDACTED] TS noted that it was content to receive details of the proposals [REDACTED]	CJV No date
9.1.2	Item 9.1.2 of Progress Meeting [REDACTED] notes: CJV has issued a [REDACTED] The CJV confirmed when asked by CA that it will be constructing the hardstanding. Item closed.	

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9.1.3	Item 9.1.3 of Progress Meeting [REDACTED] notes: CA had raised [REDACTED] [REDACTED] CA has set up a meeting to [REDACTED] [REDACTED] TS commented that [REDACTED] [REDACTED] Item closed.	
9.1.4	Item 9.1.4 of Progress Meeting [REDACTED] notes: CA carried out an audit of the CJV Environmental Management System on 7 July 2017. CA to issue audit report.	CA 07/11/17
	[REDACTED] Report	
9.2	Appendix A: Health, Safety and Environment	
9.2.1	Item 9.2.3 of Progress Meeting [REDACTED] notes: TS had explained that it was their intention to [REDACTED] [REDACTED] TS had requested information on [REDACTED] [REDACTED] CJV explained that [REDACTED] [REDACTED] TS clarified that it would be content with [REDACTED] [REDACTED]	CJV 17/11/17
9.2.2	CJV provided an update on the [REDACTED] [REDACTED]	
9.2.3	CA queried the [REDACTED] [REDACTED] to discuss with [REDACTED].	CA/CJV No date
9.2.4	CA noted that the [REDACTED] [REDACTED] CJV confirmed that the [REDACTED]	
9.3	Appendix C: Design	
9.3.1	Item 9.3.1 of Progress Meeting [REDACTED]: The CJV issued an email to which the CA is to respond. Road to be adopted by Aberdeenshire Council (ASC) by way of an Order by Scottish Ministers. Road likely to remain a side road the C34K, maintained by ASC, but closed to traffic. CA to confirm.	CA 17/11/17
9.3.2	Item 9.3.2 of Progress Meeting [REDACTED]: Meeting was held with CJV and [REDACTED] [REDACTED] CJV noted that [REDACTED] [REDACTED] [REDACTED] CJV to consult with [REDACTED] CJV to issue [REDACTED]	CJV 10/11/17 CJV No date

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9.3.3	<p>Item 9.3.3 of Progress Meeting [REDACTED]: [REDACTED] The CA is [REDACTED] CA hopes to issue to TS in the next few weeks. Action ongoing.</p>	<p>CA 24/11/17</p>
9.3.4	<p>Item 9.3.4 of Progress Meeting [REDACTED]: The CA has reviewed options for its [REDACTED]</p> <p>Discussions to take place between CA/TS and ARL/CJV after Progress Meeting [REDACTED]</p>	<p>ARL/CJV /CA/TS 7/11/2017</p>
9.3.5	<p>Item 9.3.5 of Progress Meeting [REDACTED]: CJV was to arrange meetings with landowners who had field accesses straying out with the LMA.</p> <p>CJV has appointed [REDACTED] (Land Agent) to meet affected landowners. CJV to provide update.</p>	<p>CJV 17/11/17</p>
9.3.6	<p>Item 9.3.6 of Progress Meeting [REDACTED]: CA targeting [REDACTED]</p> <p>[REDACTED] CJV states that [REDACTED]</p> <p>[REDACTED] CA to send update to CJV.</p>	<p>CA 17/11/17</p>
9.3.7	<p>Item 9.3.8 of Progress Meeting [REDACTED]: TS had noted the issues raised by [REDACTED] regarding the provision of a new access track across a boggy field and related geometry issues to turning vehicles and an option for access across a burn. [REDACTED] have also raised an issue with temporary access across the AWPR/B-T site during construction of the pavement.</p> <p>Following meeting between MA/ARL and [REDACTED], a number of actions are with MA and ARL and construction details had been issued</p> <p>CJV have issued a schedule of pavement make up, but have yet to issue a design for the junction bellmouth to [REDACTED]</p> <p>TS queried when the [REDACTED] CJV replied that the [REDACTED]</p> <p>CJV to confirm date when the [REDACTED]</p>	<p>MA No date</p> <p>CJV No date</p>
9.3.8	<p>Item 9.3.14 of Progress Meeting [REDACTED]: CA had queried if the [REDACTED]</p> <p>[REDACTED] CJV would check and advise if the [REDACTED]</p> <p>CJV advised that there is the [REDACTED]</p> <p>[REDACTED] CJV noted that [REDACTED]</p> <p>[REDACTED] CJV have sent a letter to ARL in response this morning [REDACTED]</p> <p>[REDACTED]</p> <p>CJV to discuss [REDACTED]</p>	<p>CJV 10/11/17 CJV/CA No date</p>

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9.3.9	<p>CJV noted that [REDACTED]</p> <p>[REDACTED] CA noted that the [REDACTED] had been provided for information for both the CA and CJV [REDACTED]</p> <p>CA suggested that the only [REDACTED]</p>	
9.3.10	<p>CA stated that they do [REDACTED]</p>	
9.3.11	<p>CJV queried [REDACTED]</p> <p>[REDACTED] CJV has issued an [REDACTED]</p> <p>The CJV require a quick response as construction is ongoing..TS to consult internally with colleagues to confirm the requirements. CA to respond tomorrow.</p>	<p>TS/CA 08/11/17</p>
9.3.12	<p>[REDACTED] – CJV ([REDACTED]) to provide update.</p>	<p>CJV No date</p>
9.4	<p>Appendix D: Programme</p>	
9.4.1	<p>Item 9.4.3 of Progress Meeting [REDACTED] notes: CA had requested that the CJV provide a schedule of [REDACTED].</p>	<p>CJV 10/11/17</p>
9.4.2	<p>CA requested that the CJV provide a schedule of the [REDACTED]</p>	<p>CJV No date</p>
9.4.3	<p>CA stated that they do [REDACTED]</p> <p>CA stated it [REDACTED]</p>	
9.4.4	<p>CA noted in relation to [REDACTED] and [REDACTED] approvals that all approvals had been provided within the periods set out in the relevant [REDACTED]. ARL confirmed the whole process of [REDACTED]. CA noted that all [REDACTED].</p>	
9.4.5	<p>The transfer of [REDACTED] to [REDACTED] would require an assignation of the [REDACTED] to [REDACTED], which is in progress at present. Once completed ARL will be formally advised.</p>	<p>TS No Date</p>
9.4.6	<p>CA highlighted that this [REDACTED]</p> <p>[REDACTED] CJV stated they were no longer using the [REDACTED]</p> <p>[REDACTED] CA requested some [REDACTED]</p>	<p>CJV 08/12/17</p>

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9.5	Appendix E: Utilities	
9.5.1	Item 9.5.1 of Progress Meeting [REDACTED]: Several months ago, TS provided a copy of its correspondence from [REDACTED] which is being reviewed by TS/CA and a response will be issued. Item ongoing.	CA 17/11/17
9.5.2	Item 9.5.2 of Progress Meeting [REDACTED]: TS and CA had raised [REDACTED] CA had noted that they had received [REDACTED]. CJV had stated that discussions were ongoing with [REDACTED] Item ongoing.	CJV 24/11/17
9.5.3	Item 9.5.4 of Progress Meeting [REDACTED]: CA had [REDACTED] CA confirms that all [REDACTED] The CA had noted that if [REDACTED] CJV stated that it did [REDACTED]	
9.5.4	CA [REDACTED] CA [REDACTED]	
9.5.6	CA [REDACTED]	
9.5.7	CA noted that [REDACTED] CJV advised that they were not aware of any such issues.	
9.5.8	CA noted that as there is no [REDACTED]	
9.5.9	CA noted that the CJV was appointed as the Authorised Representative to consult and comply with [REDACTED].	
9.5.10	[REDACTED] CJV acknowledged that the [REDACTED] CJV stated that [REDACTED] CJV advised that it did [REDACTED] CJV noted that [REDACTED] are carrying out works on the sewer and associated works to manholes.	

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9.6	Appendix F: Consultations	
9.6.1	Item 9.6.1 of Progress Meeting [REDACTED]: CJV had stated that it was awaiting comments from TS TRBO regarding some road layouts and lines and road markings, and it was confirmed comments were provided. Item closed.	
9.6.2	<p>Item 9.6.2 of Progress Meeting [REDACTED]: CA had queried if the [REDACTED] CJV was [REDACTED]</p> <p>CJV noted that following discussions it understood that [REDACTED] CA will not [REDACTED]. Item closed.</p>	
9.6.3	<p>CA [REDACTED]</p> <p>CA also noted that [REDACTED] CJV to issue requisition forms.</p>	CJV 08/11/17
9.6.4	CA noted that the statement referring to Consult and Comply is historic and could be removed from the CJV Report.	
9.6.5	CJV consultation with ACC regarding Charleston is ongoing.	
9.6.6	<p>CJV stated that ACC is signing Consultation Certificates for the A93, kerbing being an example, [REDACTED]</p> <p>[REDACTED] CJV is considering a [REDACTED] CJV advised that they agreed with ACC that a [REDACTED]</p> <p>ARL suggested the possibility of [REDACTED].</p> <p>MA needs to respond to [REDACTED] ACC regarding congestion at Milltimber. CJV to send email to MA with update.</p>	CJV 07/11/17
9.6.7	CA queried the status of procuring regulatory Special Road signs, which indicate the road users that are not permitted on special roads. CJV to provide an update.	CJV No date

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9.7	Appendix G: Quality	
9.7.1	<p>Item 9.7.2 of Progress Meeting [REDACTED] : [REDACTED]</p> <p>[REDACTED] CJV still to</p> <p>CJV is to [REDACTED]</p> <p>CA queried what [REDACTED] CJV confirmed that there were [REDACTED]</p> <p>TS noted that one [REDACTED] CJV confirmed that the [REDACTED]</p> <p>CJV stated that [REDACTED]</p> <p>TS noted that [REDACTED] CJV confirmed that [REDACTED]</p> <p>CJV stated that [REDACTED] TS noted that they expected there to be [REDACTED]</p> <p>CJV confirmed that this would be the case.</p>	<p>CJV 17/11/17</p> <p>CJV No date</p>
9.7.2	<p>[REDACTED]</p> <p>CA noted its [REDACTED]</p> <p>CJV noted that there are still [REDACTED]</p>	
9.8	Appendix H: Sustainability	
9.8	No new issues discussed.	
9.9	Appendix I: Enquiries, Events & Communications	
9.9.1	CJV received an email from TS regarding an event for the River Dee Crossing. It is likely that a visit to the structure will be arranged to commemorate the connection as a project milestone. TS to confirm details	<p>TS 20/11/17</p>
9.10	Appendix J: Lane Occupations	
9.10.1	[REDACTED]	
9.11	Appendix K: Postcode Analysis and SME Review	
9.11.1	No issues discussed.	

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9.12	Appendix L: Landowners and Accommodation works	
9.12.1	No issues discussed.	
9.13	Appendix M: [REDACTED]	
9.13.1	CA and TS stated they do [REDACTED]	
9.14	Appendix N: Insurance Claims	
9.14.1	No issues discussed.	
9.15	Appendix O: [REDACTED]	
9.15.1	No issues discussed.	
10.0	AOB	
10.1	CA queried whether any works were planned during the Christmas Site Shutdown, as the 3 month lookahead programme showed some works were due to take place. CJV confirmed that certain activities may run to 22 December 2017 and recommence on 3 January 2018, depending on the weather, but that some work may be planned for between those dates, subject to progress achieved and weather conditions	
10.2	CA noted that preparation of [REDACTED] CJV stated that [REDACTED] CJV to investigate	CJV No Date
10.3	TS noted that it had received an invitation that morning from Peterculter Community Council to attend a meeting on the evening of 7 November 2017. TS asked whether anyone from ARL or the CJV was available to attend, and ARL enquired who else was going to attend from TS and the CA and it was indicated that they did not have availability to attend due to the short notice of the request.	
10.4	MA queried if there are any [REDACTED] CJV responded that there are [REDACTED] CJV is seeking [REDACTED] TS queries [REDACTED] CJV respond that there is a [REDACTED]	
10.5	TS asked the CJV if they were awaiting any information from TS/CA. The CJV replied that there was nothing outstanding beyond what had been discussed in the meeting.	
11.0	Date of Next Meeting	
11.1	Progress Meeting [REDACTED] will be held in the Balmedie office on Tuesday 12 December 2017, with a site visit in the morning and the meeting in the afternoon.	
11.2	It was agreed that the first Progress Meeting in 2018 will be on 13 th February 2018 commencing at 1:00pm.	All

Meeting Notes



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Meeting Location Stonehaven Office Client AWPR/B-T Contracting Authority
 Meeting Date/Time 09 August 2017 at 09:30 Project AWPR/B-T DBFO
 Subject Progress Meeting Project No. B1033200

Participants [Redacted] (TS)
 [Redacted] (TS)
 [Redacted] (MA)
 [Redacted] (CA)
 [Redacted] (CA)
 [Redacted] (CA)
 [Redacted] (CA)
 [Redacted] (ARL)
 [Redacted] (ARL)
 [Redacted] (CJV)
 [Redacted] (CJV)
 [Redacted] (CJV)
 [Redacted] (CJV) (for part of meeting)
 Notes Prepared By [Redacted] (CA)

Apologies [Redacted] (CA)
 [Redacted] (ARL)

cc: As above; [Redacted] (ARL)

	Notes	
1.0	Introductions & Apologies	Action
1.1	[Redacted] was introduced as TS Project Manager for the scheme and will replace [Redacted]. CA advised that [Redacted] will take up the role as the CA Site Representative (Site) and have issued letter to confirm replacement. CA has recruited a person to take over [Redacted] former role as Central Services Manager. The new employee will undertake a phased start in September 2017.	
1.2	On Tuesday 8 August 2017, a site tour was undertaken of the South Section, attended by representatives from: ARL, CA, TS and MA.	
2.0	Notes of Previous Meetings [Redacted]	



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2.1	<p>The CA apologised for the late issue of Progress Meeting [REDACTED] notes, which affected ARL/CJV ability to provide comments, and have them incorporated in time for this meeting. Progress Meeting [REDACTED] notes to be discussed with ARL before agreement.</p> <p>Progress Meeting [REDACTED] notes were issued to ARL/CJV for comment on 1 August 2017. Progress Meeting [REDACTED] notes to be discussed with ARL before agreement. ARL stated that this still did not provide enough time to review the notes, as it clashed with their preparation of the ARL and CJV Monthly Progress Report.</p> <p>ARL requested that the Progress Meeting Notes are issued no later than the following Friday the week after the meeting. ARL suggested that the Meeting Notes could be issued to ARL/CJV before TS/CA internal review was complete. TS agreed that the Progress Meeting Notes should be released for review earlier. CA to discuss at internal meeting.</p>	<p>CA/ARL</p> <p>CA/ARL</p> <p>CA</p>
3.0	<p>Discussions specific to the South Section following a Site Tour of the South Section on 8 August 2017</p>	
3.1	<p>No issues discussed. Both TS and the CA welcomed the fact that ARL ([REDACTED]) had attended the site tour. It was agreed to pick up any observations going through the minutes.</p>	
4.0	<p>Actions Arising from the Previous Meeting [REDACTED] in relation to the Central Section</p>	
4.1	<p>Item 6.1 of Progress Meeting [REDACTED] notes: Ongoing action to confirm [REDACTED]</p> <p>[REDACTED] The CA has held further discussions with [REDACTED]</p> <p>[REDACTED]</p> <p>CJV [REDACTED] had advised that [REDACTED]</p> <p>[REDACTED]</p> <p>The CJV has issued the [REDACTED] The CA stated that the review of the [REDACTED]</p> <p>[REDACTED]</p> <p>The CJV stated that they are currently progressing preparations for the [REDACTED]</p> <p>[REDACTED] The MA will arrange [REDACTED]</p> <p>[REDACTED] MA queried when [REDACTED]</p> <p>[REDACTED] CJV to advise MA of timescale.</p>	<p>CA</p> <p>MA</p> <p>CJV</p>
5.0	<p>Actions Arising from the Previous Meeting [REDACTED] in relation to the North Section</p>	

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5.1	<p>Item 4.2 of Progress Meeting [REDACTED] notes: Access to land belonging to [REDACTED].</p> <p>The MA and [REDACTED] both met [REDACTED] remaining Accommodation Works [REDACTED] that the remainder of the Accommodation Works on [REDACTED]. The CA has issued [REDACTED] remaining Accommodation works.</p> <p>[REDACTED]</p> <p>It was also noted by the MA that comments regarding [REDACTED] [REDACTED] been included in the [REDACTED] meeting notes which were circulated to the CA, TS, and ARL for comment. Comments on meeting notes returned by ARL on 10 July 2017. These notes have since been issued to [REDACTED].</p>	CA
6.0	<p>Historical Actions Arising from the Previous Meeting [REDACTED]</p>	
6.1	<p>Item 11.1 of Progress Meeting [REDACTED]: [REDACTED] is still progressing works on [REDACTED]. CA are liaising with [REDACTED].</p> <p>CJV stated that [REDACTED]. They also stated that [REDACTED].</p> <p>CA stated they are [REDACTED] correspondence process between [REDACTED] which is still ongoing. CJV queried if there was a [REDACTED].</p> <p>CA stated that they are also looking at alternative solutions to the situation.</p>	CA CA
6.2	<p>Item 11.2 of Progress Meeting [REDACTED]: ARL asked if the CA intended to confirm [REDACTED]. CA will issue its response today, 9 August 2017</p>	CA
6.3	<p>Item 11.3 of Progress Meeting [REDACTED]: CA commented that during the last monthly Quality Meeting, it had been discussed that the CJV is proposing to use a [REDACTED], and this would require a [REDACTED]. CA asked if a technical presentation could be prepared to show the proposed system and also demonstrate correlation testing results between the two methods. CJV stated that a package is being prepared, and that the CJV would give a technical presentation, dates to be advised. Action ongoing.</p>	CJV
6.4	<p>Item 11.4 of Progress Meeting [REDACTED]: ARL enquired if there was an update to the surplus land matter regarding [REDACTED] septic tank area. CA advised that it was still reviewing the matter. Action ongoing.</p>	CA

Meeting Notes

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6.5	Item 11.5 of Progress Meeting [REDACTED]: ARL queried if the [REDACTED] [REDACTED] are currently reviewing the documents and expect to respond next week. CJV noted that [REDACTED] (CJV) offer to meet on site is still available.	TS
7.0	Previous Key Issues	
7.1	Key Issue: [REDACTED]	
7.1.1	The differences between the CA and CJV [REDACTED] This item is discussed at other meetings, and it was agreed by all present that it could be closed in respect of progress meeting minutes.	
8.0	[REDACTED]	
8.1	[REDACTED]	
8.1.1	[REDACTED]	
8.1.2	[REDACTED]	ARL/CJV /OMC
8.1.3	[REDACTED]	CA
8.1.4	[REDACTED]	CA
8.1.5	[REDACTED]	CA
8.1.6	[REDACTED]	CA
8.2	[REDACTED]	

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8.2.1	[REDACTED]	CJV
8.2.2	[REDACTED]	CJV CA
8.2.3	[REDACTED]	CA
9.0	Progress Report	
9.1	[REDACTED] and [REDACTED] Reports: Key Issues	
	[REDACTED] report	
9.1.1	Item 10.1.1 of Progress Meeting [REDACTED] notes: The CA has requested [REDACTED] and the CA wishes to be in a position to respond. CJV indicated that it is [REDACTED]	CJV

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9.1.2	<p>TS queried the reference in the [REDACTED] how this relates to each section. TS used the example of [REDACTED]</p> <p>CJV stated that due to [REDACTED]</p> <p>CJV stated that [REDACTED]</p> <p>[REDACTED] CJV stated that since [REDACTED]</p> <p>CJV commented that there were no major issues between the River Dee and River Don and that pavement for the Central Section should be complete by the end of September 2017 [REDACTED].</p> <p>TS queried if the switch over at PS01 was still planned for 22 or 23 August 2017. CJV confirmed that the switch over for PS01 was still scheduled for 22 or 23 August 2017 and that it could be sooner.</p> <p>TS asked to what extent the [REDACTED]</p>	
	[REDACTED] Report	
9.2	Appendix A: Health, Safety and Environment	
9.2.1	<p>Item 10.2.2 of Progress Meeting [REDACTED] notes: TS explained that they have been asked to prepare a [REDACTED]</p> <p>[REDACTED]</p> <p>In the first instance, TS requested that draft positive communication lines are provided by ARL for consideration. CJV stated that they would be willing to release drone footage to be published on the TS website to show positive progress along the project.</p> <p>A press site visit is also being considered.</p>	<p>ARL/CJV</p> <p>TS/ARL</p>

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9.2.2	<p>Item 10.2.4 of Progress Meeting [REDACTED] notes: CA stated that [REDACTED] to the CA in an attempt to get the issues addressed. In response CJV stated that [REDACTED]</p> <p>CA noted that [REDACTED]</p> <p>[REDACTED] ARL stated that [REDACTED] CJV acknowledged that [REDACTED]</p>	CJV
9.2.3	<p>CA commented that although [REDACTED] CJV stated that many of the [REDACTED] CA appreciated these were [REDACTED]</p> <p>CA raised [REDACTED]</p> <p>TS also noted that the [REDACTED]</p> <p>CA commented that there is potential for [REDACTED] communications between the parties. ARL enquired if this was to be the [REDACTED] Date and venue still to be determined.</p>	TS
9.2.4	[REDACTED] left the meeting at this point.	
9.3	Appendix C: Design	
9.3.1	<p>Item 10.3.1 of Progress Meeting [REDACTED]: The CJV issued an email to which the CA is to respond. Road to be adopted by Aberdeenshire Council (ASC) by way of an Order by Scottish Ministers. Road likely to remain C34K. Discussions ongoing, CA received a response from [REDACTED] CA to respond to [REDACTED] with some minor comments. Action ongoing.</p>	CA
9.3.2	<p>[REDACTED] Work on the [REDACTED] from the CJV has continued, there has been [REDACTED]</p> <p>[REDACTED]</p> <p>CJV also confirmed that the [REDACTED]</p> <p>CJV are speaking with the [REDACTED] to discuss these issues.</p>	CJV CJV/DJV

Meeting Notes

(Continued)

9.3.3	<p>Item 10.3.4 of Progress Meeting [REDACTED]: [REDACTED] The CA has almost completed a review of the information provided and will discuss their findings with TS, hopefully in the next week. Action ongoing.</p>	CA
9.3.4	<p>Item 10.3.5 of Progress Meeting [REDACTED]: The CA has received options for their consideration with regard to the [REDACTED]. CJV have begun to gather information and discussions are ongoing regarding [REDACTED]. [REDACTED] is received from CJV [REDACTED] information the CA will consider the [REDACTED].</p> <p>ARL stated that both the [REDACTED] [REDACTED].</p> <p>TS queried if there are plans for [REDACTED].</p> <p>TS confirmed they would [REDACTED].</p>	ARL/CJV CJV TS
9.3.5	<p>Item 10.3.7 of Progress Meeting [REDACTED]. [REDACTED] will be issued by CA as part of [REDACTED].</p> <p>ARL also requested the CA respond to [REDACTED]. CA stated that [REDACTED] and [REDACTED] responses will be issued next week.</p>	CA
9.3.6	<p>Item 10.3.8 of Progress Meeting [REDACTED]: There are a number of [REDACTED].</p> <p>[REDACTED]</p> <p>The Meeting to discuss these [REDACTED] has been arranged for 15 August 2017 at Stonehaven.</p>	CA CA/ARL/ CJV/DJV/ MA/TS
9.3.7	<p>Item 10.3.10 of Progress Meeting [REDACTED]: CJV and CA had completed a review of approximately 100 field accesses. There are approximately 10-20 that require further review and the CJV and CA will arrange a new meeting. ARL will also be invited to attend, date to be agreed. Action ongoing.</p>	CJV/CA

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9.3.8	<p>CJV noted that it is completing [REDACTED] [REDACTED] [REDACTED] being sent to the CA. CJV confirmed that the [REDACTED] CA stated that it will [REDACTED] All technical issues to be discussed at technical issues meeting arranged for 15 August 2017.</p>	CA
9.3.9	<p>CA queried that item 1.6 Site Supervision in the Monthly Progress Report should be amended as the DSR team now consists [REDACTED] as indicated in the report. CA enquired if the [REDACTED] The CA requested that [REDACTED] CJV confirmed that where required, the [REDACTED] CJV then stated that there will be a [REDACTED] [REDACTED]</p>	CJV
9.4	Appendix D: Programme	
9.4.1	<p>Item 10.4.1 of Progress Meeting [REDACTED] notes: The CJV had issued a [REDACTED] [REDACTED] Action ongoing.</p>	CJV/DJV

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9.4.2	<p>Item 10.4.5 of Progress Meeting [REDACTED] notes: CJV will be submitting final submission tomorrow for [REDACTED], risk assessments have been provided as part of a [REDACTED] stage for early construction activities to commence, and comments are expected from [REDACTED] on the submission.</p> <p>CJV commented that progress has been made and [REDACTED] have advised that they have no objection for the CJV to progress 'low risk early activities' related to [REDACTED]. CJV are currently mobilising accordingly.</p> <p>For [REDACTED], CJV have written requesting [REDACTED] to proceed with low risk activities but to date [REDACTED] will not allow the CJV to proceed with works until [REDACTED] is provided. CJV have closed out [REDACTED] CJV expressed its [REDACTED]</p> <p>[REDACTED] CJV also raised [REDACTED] CJV stated that working through the comments would continue [REDACTED]</p> <p>CJV also stated that [REDACTED]</p>	CJV
9.4.3	<p>CA noted there has been no change in the [REDACTED]</p> <p>[REDACTED] TS added that they do [REDACTED]</p> <p>CA queried if the statement from the [REDACTED]</p> <p>[REDACTED] CJV stated that there is [REDACTED] are still ongoing.</p>	
9.4.4	<p>MA queried that the [REDACTED]</p> <p>[REDACTED] CJV stated that [REDACTED]</p> <p>[REDACTED] CJV stated they are looking at [REDACTED] work activities be carried out during this period.</p>	
9.5	Appendix E: Utilities	

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9.5.1	<p>Item 10.5.2 of Progress Meeting [REDACTED] : [REDACTED] TS provided a copy of its correspondence from [REDACTED] which is [REDACTED] TS/CA and a response will be issued.</p> <p>TS queried why [REDACTED] TS stated this was [REDACTED] CJV [REDACTED] CJV stated that there was [REDACTED] CJV also [REDACTED] made reference to meetings held [REDACTED]</p> <p>TS stated that it [REDACTED]</p> <p>TS noted that CJV had also [REDACTED]</p> <p>TS noted that CJV had [REDACTED]</p> <p>CJV stated that there is a [REDACTED] CA. If the CA does not [REDACTED] then there will be no effect. TS noted appreciation for the clarification but added that [REDACTED]</p>	CA
9.5.2	<p>Item 10.5.3 of Progress Meeting [REDACTED] : CJV have stated that [REDACTED] The CA stated that all [REDACTED] have confirmed this with the CA. CJV provide an update every month [REDACTED] Item closed</p>	
9.5.3	<p>Item 10.5.4 of Progress Meeting [REDACTED] : CA has received correspondence regarding the [REDACTED] CA issued response on 8 August 2016. Item closed.</p>	

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9.5.4	<p>Item 10.5.5 of Progress Meeting [REDACTED]: CJV stated that the consultation was [REDACTED].</p> <p>[REDACTED] CA noted in discussions with [REDACTED] that it had been agreed with [REDACTED] that [REDACTED] would not be included within its scope of works [REDACTED].</p> <p>[REDACTED] CA noted that [REDACTED].</p> <p>[REDACTED] ARL commented that there must have been a [REDACTED].</p> <p>[REDACTED] CA agreed that there was a [REDACTED].</p> <p>[REDACTED] ARL commented that [REDACTED] the CJV [REDACTED].</p> <p>[REDACTED] CJV asked whether the CA/TS [REDACTED].</p>	CA
9.5.5	<p>Item 10.5.6 of Progress Meeting [REDACTED]: CA stated that some of the information [REDACTED].</p> <p>[REDACTED] CA observed that the CJV appeared to be [REDACTED].</p> <p>[REDACTED] ARL [REDACTED] CA noted that [REDACTED].</p> <p>[REDACTED] CA raised [REDACTED].</p> <p>[REDACTED] ARL agreed that [REDACTED].</p> <p>[REDACTED] CJV to [REDACTED].</p> <p>[REDACTED] Item ongoing.</p>	CJV
9.5.6	<p>Item 10.5.7 of Progress Meeting [REDACTED]: TS and CA raised [REDACTED].</p> <p>[REDACTED] CA noted that they have received [REDACTED].</p> <p>[REDACTED] CJV stated that discussions are ongoing with various PUs.</p> <p>Item ongoing.</p>	CJV
9.5.7	<p>CA noted that in the [REDACTED].</p> <p>[REDACTED] CJV to check.</p> <p>CA reiterated the [REDACTED].</p> <p>[REDACTED] CA noted that it did not consider the [REDACTED].</p> <p>[REDACTED] CA [REDACTED] CA [REDACTED].</p>	CJV
9.6	<p>Appendix F: Consultations</p>	

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9.6.1	Item 10.6.1 of Progress Meeting [REDACTED] [REDACTED] A five-way meeting took place with the CA, MA, ARL, CJV and ACC attending on 20 July 2017. Item closed.	
9.6.2	CA enquired if the weekly meeting with the CJV and ACC had been useful. CJV commented that progress had been made, and that ACC had deleted some of its previous concerns. CJV stated that it was awaiting comments from TS regarding some road layouts and lines and road markings. CJV noted [REDACTED] [REDACTED] CJV noted that as a result of the [REDACTED]	TS
9.6.3	CA commented that the External Audits section of the Progress Report showed that the CJV are still awaiting an audit report from the North Section from 24 April 2017. ARL confirmed that the report had been completed and will confirm date of issue.	ARL
9.7	Appendix G: Quality	

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<p>9.7.1</p>	<p>CA noted that for the [REDACTED] close out rate, the North Section had the highest close out rate. In the South Section there has been [REDACTED] the CA [REDACTED] CA queried if there was a [REDACTED]</p> <p>During the site tour of the South Section, [REDACTED] CA noted that it had raised [REDACTED]</p> <p>In relation to the South Section site tour, TS stated [REDACTED] TS noted that [REDACTED] CJV stated that [REDACTED] TS commented that it was the [REDACTED] CA [REDACTED] of the CA, and it is the [REDACTED]</p> <p>CA noted that [REDACTED] the CJV site teams [REDACTED] CA raising [REDACTED] the CA queried [REDACTED] CJV responded that they should [REDACTED] TS added that it would like the CA to be informed of when [REDACTED] ARL agreed that it was beneficial to have [REDACTED]</p> <p>CA commented that there were also structures observed during the site visit for which concrete works appeared to be of a high standard such as the abutments on PS01 and the gallery wall on PS32. TS noted that it was helpful to have ARL ([REDACTED]) with them during the site tour.</p>	<p>CJV</p> <p>CJV</p> <p>CJV</p>
<p>9.7.2</p>	<p>CA noted that for the Centre Section, the CA had [REDACTED]</p> <p>MA commented that in general the [REDACTED] MA questioned if there is an [REDACTED]</p>	
<p>9.8</p>	<p>Appendix H: Sustainability</p>	
<p>9.8</p>	<p>No new issues discussed.</p>	
<p>9.9</p>	<p>Appendix I: Enquiries, Events & Communications</p>	

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9.9.1	Item 10.9.1 of Progress Meeting [REDACTED]: CJV queried if any actions had come from the meeting with the [REDACTED] ARL stated that [REDACTED] ARL also commented that [REDACTED] MA spoke to [REDACTED] MA stated that if the [REDACTED]	
9.9.2	Item 10.9.3 of Progress Meeting [REDACTED]: MA noted there is a meeting scheduled for 18 September 2017 with [REDACTED], and that representation from ARL, CJV and CA will be required.	ARL/CA/ CJV
9.9.3	Item 10.9.4 of Progress Meeting [REDACTED]: ARL noted the [REDACTED] ARL queried when they would [REDACTED] Item closed.	
9.9.4	TS informed those present that a press event is being arranged in September 2017 with ARL on site, with [REDACTED] offering to 'host'. TS enquired if there were any upcoming road closures to be aware of. CA noted that the B979 would be closed soon in order to facilitate PS01 works.	TS/ARL
9.9.5	TS noted that organisation for an event to mark the opening of the road would need to commence soon. TS hoped for a section of the road to be made available to the public for them to cycle or walk. CJV agreed that a section could be made available provided it did not conflict with any ongoing works at the time. Discussions between TS and ARL/CJV to take place going forward.	TS/ARL/ CJV
9.10	Appendix J: [REDACTED]	
9.10.1	No new issues discussed.	
9.11	Appendix K: Postcode Analysis and SME Review	
9.11.1	No new issues discussed.	
9.12	Appendix L: Landowners and Accommodation works	
9.12.1	No issues discussed.	
9.13	Appendix M: [REDACTED]	
9.13.1	CA and TS stated [REDACTED]	
9.14	Appendix N: Insurance Claims	
9.14.1	No issues discussed.	
9.15	Appendix O: [REDACTED]	
9.15.1	No issues discussed.	
10.0	AOB	

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10.1	<p>CA enquired about the progress of the [REDACTED] CA stated that the [REDACTED] CJV commented that [REDACTED] CA queried if the CJV will continue to confirmed that they will [REDACTED] CJV noted that [REDACTED]</p>	
10.2	<p>MA queried progress of the Thin Surface Course System (TSCS). CJV stated that TSCS works had commenced last week. CJV referred to the [REDACTED]</p>	CJV
10.3	<p>IRIS: Meeting took place on 19 July 2017 attended by TS,ARL,CJV,DJV, O&M and CA. Meeting notes have been circulated to CA and ARL prior to sending out to all attendees.</p>	CA/ARL
10.4	<p>ARL noted [REDACTED] CA to investigate.</p>	CA
10.5	<p>ARL commented on the [REDACTED] CA stated that this [REDACTED] CA strongly believes this [REDACTED] CA now state they consider this to be a [REDACTED] ARL confirmed that [REDACTED] CA are writing to ARL in respect of the [REDACTED]</p>	CA
11.0	<p>Date of Next Meeting</p>	
11.1	<p>Progress Meeting [REDACTED] will be held in the Balmedie office on 13 September 2017 at 9:30am.</p>	
11.2	<p>A site tour of the North Section will be held on 12 September 2017 and all present are invited to attend.</p>	

Meeting Notes



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Meeting Location Balmedie Office Client AWPR/B-T Contracting Authority
Meeting Date/Time 12 December 2017 at 11:00 Project AWPR/B-T DBFO
Subject Progress Meeting Project No. B1033200

Participants [Redacted] (TS) (Part) Notes Prepared By [Redacted] (CA)
[Redacted] (MA)
[Redacted] (CA)
[Redacted] (CA)
[Redacted] (CA)
[Redacted] (CA)
[Redacted] (CA)
[Redacted] (CA)
[Redacted] (ARL)
[Redacted] (ARL)
[Redacted] (CJV)
[Redacted] (CJV) (Part)

Apologies [Redacted] (CJV)

cc: As above; [Redacted] (ARL)

	Notes	Action
1.0	Introductions & Apologies	
1.1	On Tuesday 12 December 2017 a site tour was undertaken of the North Section, attended by representatives from: ARL, CJV, CA, MA and TS. Limited access to site due to weather restricted the site tour.	
2.0	Notes of Previous Meetings [Redacted]	
2.1	Item 2.2 and 2.3 of Progress Meeting [Redacted] notes: Progress Meeting [Redacted] notes were reissued on 4 December 2017 including changes agreed in Progress Meeting [Redacted]. Item closed.	
2.2	Item 2.5 of Progress Meeting [Redacted] notes: Progress Meeting [Redacted] notes were revised to reflect the discussion and the Final Notes were issued on 4 December 2017 and accepted. Item closed.	
2.3	Progress Meeting [Redacted] notes were issued on 11 December 2017. Notes were agreed as a true record.	



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2.4	CA advised that due to the Christmas break, Progress Meeting [REDACTED] notes are likely to be issued in the second week of January 2018. All agreed.	CA 12/1/2018
3.0	Discussions specific to the North Section following a Site Tour of the North Section on 12 December 2017	
3.1	No actions.	
4.0	Actions Arising from the Previous Meeting [REDACTED] in relation to the South Section	
	No actions.	
5.0	Actions Arising from the Previous Meeting [REDACTED] in relation to the North Section	
5.1	Item 5.1 of Progress Meeting [REDACTED] notes [REDACTED] had met to discuss [REDACTED] Item Closed	
5.2	Item 5.2 of Progress Meeting [REDACTED] Notes: CJV stated that [REDACTED] [REDACTED] CA queried how the [REDACTED] [REDACTED] CA noted that the schedule could be attached to the [REDACTED]	CJV 15/12/17
6.0	Historical Actions Arising from the Previous Meeting [REDACTED]	
6.1	Item 6.1 of Progress Meeting [REDACTED]: Ongoing action to confirm [REDACTED] [REDACTED] The CJV had issued the [REDACTED] [REDACTED]. The CA has met with [REDACTED] [REDACTED]. CA drafting communication to send to affected residents.	CA CA 15/12/17
6.2	Item 6.2 of Progress Meeting [REDACTED] were progressing works on the [REDACTED] [REDACTED] [REDACTED]. CA confirmed that [REDACTED] [REDACTED] CJV confirmed that [REDACTED] [REDACTED] CJV previously advised that they will be [REDACTED] [REDACTED] CA was to arrange an [REDACTED] CA confirmed that [REDACTED] [REDACTED] CA to confirm when the CJV can commence [REDACTED]	CA 22/12/17

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6.3	<p>Item 6.3 of Progress Meeting [REDACTED] CA commented that during previous Quality Meetings, it had been discussed that the CJV is proposing to [REDACTED]</p> <p>[REDACTED] CA asked if a technical presentation could be prepared to show the proposed system and also demonstrate correlation testing results between the two methods. CJV stated that a package is being prepared, and that the CJV would give a technical presentation, dates to be advised. CJV stated that it had not yet finalised its approach to this issue, and may not [REDACTED]</p> <p>[REDACTED] CJV to consider further and advise proposed approach.</p> <p>[REDACTED] JV issued the [REDACTED] to ARL who issued to the CA. CA stated that it may look for a [REDACTED]</p> <p>[REDACTED] TS took an action to clarify likely [REDACTED]</p> <p>[REDACTED] CA advised that the [REDACTED]</p> <p>[REDACTED] CJV advised that the [REDACTED]</p> <p>[REDACTED] CA to discuss with [REDACTED] A date for the [REDACTED]</p> <p>CJV delivering [REDACTED] to be advised in due course.</p>	CA/TS No date
6.4	<p>Item 6.4 of Progress Meeting [REDACTED] ARL enquired if there was an [REDACTED]</p> <p>[REDACTED]</p> <p>CA issued the response, and advised that a [REDACTED] is being prepared to be sent to TS.</p>	CA/TS No Date
6.5	<p>[REDACTED] joined the meeting at this point.</p>	
6.6	<p>Item 6.5 of Progress Meeting [REDACTED] IRIS: Meeting took place on 19 July 2017 attended by TS, ARL, CJV, DJV, O&MC and CA. Final meeting notes to be issued and a consolidation meeting to be arranged.</p> <p>Final meeting notes were issued to [REDACTED] and [REDACTED] on 8 December 2017. Consolidation meeting to take place on 12 January 2018 (date to be confirmed). Item closed.</p>	
6.7	<p>Item 6.6 of Progress Meeting [REDACTED] The long-term status of temporary central reserve crossovers on the A96 were discussed. TS took an action to speak to TRBO to establish their reasoning for requesting the reinstatement works. CA was to provide an update.</p> <p>CA confirmed that if [REDACTED]</p> <p>[REDACTED] CA clarified that if the [REDACTED]</p> <p>[REDACTED] CJV to include the [REDACTED] if possible.</p>	CJV No date

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6.8	<p>Item 6.7 of Progress Meeting [REDACTED]: CA had noted that the [REDACTED]</p> <p>[REDACTED] CJV believe that the [REDACTED] CA to advise its views.</p> <p>CA advised it would take [REDACTED]</p> <p>[REDACTED] Item closed.</p>	
7.0	Previous Key Issues	
7.1	<p>Item 7.1 of Progress Meeting [REDACTED] ARL had queried that for [REDACTED] if CA will look at maintenance access to Foveran. CA awaiting response from [REDACTED] before responding. CA to issue response.</p>	CA 15/12/17
7.2	<p>Item 7.2 of Progress Meeting [REDACTED]: ARL notified the CA that there has been an update to [REDACTED].</p> <p>ARL advised that it wanted a response [REDACTED] and requires CA input.</p> <p>A discussion specific to [REDACTED]</p>	CA CA/ARL TBC
7.3	<p>Item 7.3 of Progress Meeting [REDACTED] CJV considered [REDACTED]</p> <p>[REDACTED] for CA was discussed, [REDACTED]</p> <p>[REDACTED] ARL confirmed that they will [REDACTED]</p>	
7.4	<p>Item 10.2 of Progress Meeting [REDACTED] CA noted that [REDACTED]. CJV stated that [REDACTED] CJV to investigate.</p>	CJV No Date
8.0	[REDACTED]	
8.1	[REDACTED]	
8.1.1	[REDACTED]	CJV 12/12/17
8.1.2	[REDACTED]	
8.1.3	[REDACTED]	CJV 12/12/17
8.1.4	[REDACTED]	CJV 12/12/17

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8.1.5	[REDACTED]	CA CA No date
8.1.6	[REDACTED]	CA CA 12/12/17
8.1.7	[REDACTED]	CJV 12/12/17
8.1.8	[REDACTED]	CA CA No date
8.2	[REDACTED]	
8.2.1	[REDACTED]	CA No Date
8.2.2	[REDACTED]	CJV No Date
9.0	Progress Report	
9.1	[REDACTED] and [REDACTED] Reports: Key Issues	
	[REDACTED] report	
9.1.1	Item 9.1.1 of Progress Meeting [REDACTED] notes: The CA has requested details of the [REDACTED] and the CA wishes to be in a position to respond to any related enquiries. CJV issued information at the weekend. Item closed.	
9.1.2	Item 9.1.4 of Progress Meeting [REDACTED] notes: CA carried out an audit of the CJV Environmental Management System on 7 July 2017. CA issued audit report 8 November 2017. Item closed.	

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9.1.3	CA commented that the [REDACTED]	
9.1.4	Regarding monitoring and reviewing of change noted within the report, CA noted that the Design Technical Meetings had not occurred for several months.	
	Report	
9.2	Appendix A: Health, Safety and Environment	
9.2.1	Item 9.2.1 of Progress Meeting [REDACTED] notes: TS had explained that it was their intention to [REDACTED] [REDACTED] TS had requested information [REDACTED] Item ongoing, CJV expects to respond before Christmas shutdown.	CJV 22/12/17
9.2.2	Item 9.2.3 of Progress Meeting [REDACTED] notes: CA queried the [REDACTED] [REDACTED] [REDACTED] Item closed.	
9.2.3	CA noted that the [REDACTED] [REDACTED] advised that the [REDACTED] CJV [REDACTED]	
9.2.4	[REDACTED] CJV advised that [REDACTED] CJV is in discussions with [REDACTED]	
9.3	Appendix C: Design	
9.3.1	Item 9.3.1 of Progress Meeting [REDACTED] The CJV issued an email to which the CA is to respond. Road to be adopted by Aberdeenshire Council (ASC) by way of an Order by Scottish Ministers. Road likely to remain a side road the C34K, maintained by ASC, but closed to traffic except for access. CA to confirm. CA advised that [REDACTED] is progressing the issue. Item closed.	
9.3.2	Item 9.3.2 of Progress Meeting [REDACTED]: Meeting was held with CJV and [REDACTED] [REDACTED] CJV noted that [REDACTED] [REDACTED] CJV advised that a meeting is to be held in Stonehaven on [REDACTED] [REDACTED] CJV to consult with the [REDACTED] [REDACTED] CJV to confirm outcome with ARL to help inform [REDACTED]	CJV 22/12/17

Meeting Notes

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9.3.3	<p>Item 9.3.3 of Progress Meeting [REDACTED]. The CA is [REDACTED]. CA hopes to issue to TS in the next few weeks.</p> <p>CA advised that there is a [REDACTED]. The CJV stated that they were about to respond on this. The CA stated that they had identified [REDACTED] and that they wished to discuss these with the CJV. CA to issue their response.</p>	<p>CA/CJV No date</p>
9.3.4	<p>Item 9.3.4 of Progress Meeting [REDACTED]. The CA has reviewed options for its consideration with regard to the [REDACTED].</p> <p>Further discussions took place between CA/TS and ARL/CJV during break in [REDACTED].</p>	
9.3.5	<p>Item 9.3.5 of Progress Meeting [REDACTED]: CJV was to arrange meetings with landowners who had field accesses straying out with the LMA.</p> <p>CJV has appointed [REDACTED] (Land Agent) to meet affected landowners. CJV to provide update. CJV sent an email on 10 December 2017 providing an update on which landowners had been visited, and which were still to be visited. Item ongoing.</p>	<p>CJV No date</p>
9.3.6	<p>Item 9.3.6 of Progress Meeting [REDACTED]. CA targeting [REDACTED]. CJV states that [REDACTED].</p> <p>CA to issue [REDACTED]. ARL suggested arranging a meeting to discuss [REDACTED]. Meeting to be arranged in new year. CA to focus on RFI's before Christmas break.</p>	<p>CA 22/12/17</p>
9.3.7	<p>Item 9.3.7 of Progress Meeting [REDACTED]. TS had noted the issues raised by [REDACTED] regarding the provision of a new access track across a boggy field and related geometry issues to turning vehicles and an option for access across a burn. [REDACTED] have also raised an issue with temporary access across the AWPR/B-T site during construction of the pavement.</p> <p>Following meeting between MA/ARL and [REDACTED], the resultant actions have been closed out. Follow up meeting scheduled for 14 December 2017, [REDACTED] to attend.</p> <p>TS queried when the construction of the permanent access will commence. CJV replied that the [REDACTED]. CJV confirmed that works are to be done in new year. MA to feed back to [REDACTED].</p>	<p>MA/ARL 14/12/17</p> <p>MA 14/12/17</p>

Meeting Notes

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<p>9.3.8</p>	<p>Item 9.3.8 of Progress Meeting [REDACTED] CA had queried if the [REDACTED] [REDACTED], CJV would check and advise if the [REDACTED]</p> <p>CJV letter had been issued to the CA in early November 2017 responding to this action.</p> <p>ARL advised that the [REDACTED]</p> <p>[REDACTED]</p>	<p>CJV/CA No date</p>
<p>9.3.9</p>	<p>Item 9.3.11 of Progress Meeting [REDACTED]; CJV queried the addition of [REDACTED]</p> <p>[REDACTED]. CJV has issued an [REDACTED]. The CJV require a [REDACTED] TS to consult [REDACTED]. CA to respond tomorrow.</p> <p>CA commented that the [REDACTED]</p> <p>[REDACTED] CJV commented that TS [REDACTED]</p> <p>CA advised that the [REDACTED] TS advised that there would be [REDACTED]</p> <p>CA queried what [REDACTED] CJV commented that [REDACTED] Separate discussion to be held to discuss.</p>	<p>CJV/CA No date</p>
<p>9.3.10</p>	<p>Item 9.3.12 of Progress Meeting [REDACTED] [REDACTED] – CJV ([REDACTED]) to provide update. Update provided. Item closed.</p>	
<p>9.3.11</p>	<p>CJV noted that all [REDACTED] have been issued. CJV advised that the [REDACTED]. CJV noted that a [REDACTED] and advise CJV on their feedback. CJV advised [REDACTED]</p>	

Meeting Notes

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9.3.12	<p>CJV advised that production of a [REDACTED] [REDACTED] CJV/DJV likely to carry out initial [REDACTED] including CA/ARL.</p> <p>CA queried if there was an [REDACTED] CJV stated that it was [REDACTED]</p> <p>CA indicated a preference for [REDACTED]. ARL clarified that [REDACTED]. CA commented that [REDACTED] mean that CJV is [REDACTED]. The CJV advised that in some instances, [REDACTED]</p> <p>CJV noted that the [REDACTED]. CA commented that it has [REDACTED]</p> <p>Discussion to be held in January 2018 on way forward regarding ACC/ASC involvement.</p>	<p>ARL/CA /CJV 19/01/18</p>
9.3.13	<p>CA stated that they do [REDACTED]</p>	
9.4	<p>Appendix D: Programme</p>	
9.4.1	<p>Item 9.4.1 of Progress Meeting [REDACTED] notes: CA had requested that the [REDACTED] Information has been issued by CJV. Item closed</p>	
9.4.2	<p>Item 9.4.2 of Progress Meeting [REDACTED] notes: CA requested that the CJV provide a schedule of the [REDACTED] Information has been issued by CJV. Item closed.</p>	
9.4.3	<p>Item 9.4.5 of Progress Meeting [REDACTED] notes: The transfer of the [REDACTED] to [REDACTED] would require an assignation of the [REDACTED] to [REDACTED], which is in progress at present. Once completed ARL will be formally advised.</p> <p>CA received email from TS. CA issued email to ARL. ARL requested CA issue letter regarding transfer received to allow ARL to send on to CJV, OMC, Funders and Insurance.</p> <p>The recent [REDACTED] was discussed; it was confirmed that this occurred approximately 1km away from the project and was an unrelated incident.</p>	<p>CA No Date</p>

Meeting Notes

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9.4.4	Item 9.4.6 of Progress Meeting [REDACTED] notes: CA highlighted that [REDACTED] [REDACTED] CJV stated they were [REDACTED]. CA requested some [REDACTED]. CA noted that [REDACTED]. CA requested that some [REDACTED].	CJV 13/02/18
9.4.5	CA requested that the CJV provide a schedule of the [REDACTED]. CJV to confirm.	CJV 22/12/17
9.4.6	CA stated that they do [REDACTED]. CA stated it [REDACTED].	
9.4.7	CJV explained that the [REDACTED]. CJV to review [REDACTED].	CJV 13/02/18
9.5	Appendix E: Utilities	
9.5.1	Item 9.5.1 of Progress Meeting [REDACTED]: Several months ago TS provided a copy of its correspondence from [REDACTED]. CJV provided documentation to the CA on 13 July 2017 which is being reviewed by TS/CA and a response will be issued. CA to send email to CJV with comments.	CA No date
9.5.2	Item 9.5.2 of Progress Meeting [REDACTED]: TS and CA had raised [REDACTED]. CA had noted that they had received [REDACTED]. CJV had stated that [REDACTED]. CJV to respond.	CJV 22/12/17
9.5.3	CA disagreed with the [REDACTED]. CA [REDACTED].	
9.5.4	CA [REDACTED]. The CA noted that [REDACTED].	

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9.5.5	<p>CA advised that [REDACTED] [REDACTED] [REDACTED]. CJV confirmed that [REDACTED]</p> <p>CA noted that the [REDACTED] [REDACTED]. CJV confirmed that this [REDACTED] [REDACTED]. CJV advised that a [REDACTED]</p>	
9.5.6	<p>CA noted that as there is [REDACTED] [REDACTED]</p>	
9.5.7	<p>CA noted that the CJV was appointed as the Authorised Representative to consult and comply with [REDACTED].</p>	
9.5.8	<p>CA queried if the source of the [REDACTED] [REDACTED] CJV advised that it is likely to be [REDACTED]</p> <p>CA explained that it does [REDACTED] [REDACTED]. CJV stated that they are of the opinion that [REDACTED]</p>	
9.5.9	<p>CA had previously advised that all [REDACTED] [REDACTED] TS now advised that there may be a few [REDACTED]. CA noted that it is [REDACTED]</p> <p>[REDACTED]</p>	<p>CJV 13/02/18</p>
9.5.10	<p>[REDACTED] [REDACTED]</p>	<p>CA No date</p>
9.6	<p>Appendix F: Consultations</p>	
9.6.1	<p>Item 9.6.3 of Progress Meeting [REDACTED] CA noted that [REDACTED] [REDACTED] CJV to issue [REDACTED].</p> <p>Forms sent to CA on 24 November 2017. Item closed.</p>	
9.6.2	<p>Item 9.6.6 of Progress Meeting [REDACTED] MA needed to respond to [REDACTED] ACC regarding congestion at Milltimber. CJV to send email to MA with update.</p> <p>Update sent 14 November 2017 to MA. Item closed.</p>	
9.6.3	<p>Item 9.6.7 of Progress Meeting [REDACTED] CA queried the status of [REDACTED] [REDACTED]. CJV to provide an update.</p> <p>[REDACTED]</p> <p>[REDACTED]. Item closed.</p>	

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9.6.4	<p>CJV advised that there is one outstanding consultation package remaining, for ITS hardstandings.</p> <p>CA commented that it is unclear in the Progress Report if the RFI had been issued. CA understand that the [REDACTED] is with [REDACTED] (CJV). CJV to check status of RFI.</p>	CJV 13/02/18
9.6.5	<p>CA noted that the statement in the [REDACTED]</p>	
9.7	Appendix G: Quality	
9.7.1	<p>Item 9.7.1 of Progress Meeting [REDACTED] : [REDACTED]</p> <p>[REDACTED] CJV still to</p> <p>CJV advised that all [REDACTED]</p> <p>[REDACTED]. CJV awaiting feedback on way forward.</p>	CJV No date
9.7.2	<p>[REDACTED]</p> <p>CA noted its [REDACTED]</p> <p>CA noted that [REDACTED]</p> <p>CA suggested setting [REDACTED]</p> <p>[REDACTED]. CA expressed</p>	

Meeting Notes

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9.7.3	CA advised ARL that there were approximately [REDACTED]. CA explained that [REDACTED]. ARL noted that this was discussed at a recent [REDACTED]. CA highlighted [REDACTED]. ARL advised that it would [REDACTED].	CA No date
9.8	Appendix H: Sustainability	
9.8.1	No new issues discussed.	
9.9	Appendix I: Enquiries, Events & Communications	
9.9.1	Item 9.9.1 of Progress Meeting [REDACTED] CJV received an email from TS regarding an event for the River Dee Crossing. It is likely that a visit to the structure will be arranged to commemorate the connection as a project milestone. TS to confirm details. TS confirmed that this event was no longer going ahead. Item closed.	
9.9.2	CA queried if quarterly briefings for elected representatives and Community Councils are to continue to be held next year. TS to confirm meeting schedule for 2018.	
9.10	Appendix J: [REDACTED]	
9.10.1	[REDACTED]. Meeting between CA/ARL/CJV to be arranged in the new year.	CA/ARL/ CJV No Date
9.11	Appendix K: Postcode Analysis and SME Review	
9.11.1	No issues discussed.	
9.12	Appendix L: Landowners and Accommodation works	
9.12.1	CJV advised that there are a number of landowners that are unwilling to sign Consultation Certificates, including [REDACTED], [REDACTED] and [REDACTED]. CJV to share list with MA.	CJV No date

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9.12.2	<p>MA noted that he has a meeting with [REDACTED] on 13 December 2017 to discuss [REDACTED].</p> <p>[REDACTED] has been sent an email my MA.</p> <p>MA noted that he had previously advised CJV to meet [REDACTED] at [REDACTED]. CA planned to do a joint meeting with CJV, however CJV still collating necessary information in preparation for the meeting. MA explained that among [REDACTED] [REDACTED]. CA advised that a letter had been sent to [REDACTED]. ARL and CJV commented that they were [REDACTED]. MA expressed [REDACTED]. ARL to be invited to the meeting.</p> <p>CJV to consider issuing an RFI advising no requirement for the retained land at this location.</p>	<p>CA/CJV No date</p> <p>CJV</p>
9.13	<p>Appendix M: [REDACTED]</p>	
9.13.1	<p>CA and TS stated they do [REDACTED]</p>	
9.13.2	<p>CA queried if CJV were considering [REDACTED]</p>	
9.14	<p>Appendix N: Insurance Claims</p>	
9.14.1	<p>No issues discussed.</p>	
9.15	<p>Appendix O: [REDACTED]</p>	
9.15.1	<p>No issues discussed.</p>	
10.0	<p>AOB</p>	
10.1	<p>CA queried if there was to be back to work Inductions carried out after the Christmas shutdown. CJV confirmed inductions will happen in new year.</p>	
10.2	<p>ARL queried if the [REDACTED] meeting had been agreed by TS. TS confirmed that it had not been agreed. ARL stated that it would prefer the meeting to be held in Aberdeen rather than Edinburgh. All parties to discuss.</p>	<p>TS/MA/A RL/CJV No date</p>
10.3	<p>ARL queried whether TS had investigated issues with the late issue and tight deadlines of AORs and MACCS cases. TS to respond.</p>	<p>TS No date</p>
10.4	<p>ARL advised that due to the [REDACTED], it has not been possible to consult on installing [REDACTED]. ARL has sent letter on 22 November 2017 to CA regarding the way forward. Options are to remove the [REDACTED] from the scope or to leave the [REDACTED] just now and possibly install later by the O&M team.</p>	<p>CA No date</p>
10.5	<p>ARL expressed its frustration in arranging dates for the PLC Meeting. MA to discuss dates for PLC with CA Representative.</p>	<p>MA No date</p>
11.0	<p>Date of Next Meeting</p>	
11.1	<p>Progress Meeting [REDACTED] will be held in the Craibstone office on Tuesday 13 February 2018, with a site visit in the morning and the meeting in the afternoon.</p>	<p>All</p>

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Meeting Notes



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Meeting Location Craibstone Office Client AWPR/B-T Contracting Authority
Meeting Date/Time 12 July 2017 at 09:00 Project AWPR/B-T DBFO
Subject Progress Meeting Project No. B1033200

Participants [Redacted] (TS)
[Redacted] (MA)
[Redacted] (CA)
[Redacted] (CA)
[Redacted] (CA)
[Redacted] (CA)
[Redacted] (ARL)
[Redacted] (CJV)
(for part of meeting)
[Redacted] (CJV)
(for part of meeting) (CJV)

Notes Prepared By [Redacted] (CA)

Apologies [Redacted] (CA)
[Redacted] (ARL)

cc: As above; [Redacted] (ARL)

	Notes	
1.0	Introductions & Apologies	Action
1.1	CA advised that [Redacted] will take up the role as the [Redacted] and would confirm in writing. CA are currently recruiting a person to take over [Redacted] former role.	CA CA
1.2	On Tuesday 11 July 2017, following a short presentation (video fly-through) by the CJV of on-going works along the Centre Section, a site tour was undertaken between the River Dee and the River Don, attended by representatives from: ARL, the CJV, CA, TS and MA.	
2.0	Notes of Previous Meetings [Redacted]	



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2.1	<p>The CA apologised for the late issue of the previous notes, Progress Meeting No.27, which affected ARL/CJV ability to provide comments and have them incorporated in time for this meeting. It was agreed that for the purpose of Progress Meeting [REDACTED] that the draft version of Notes of Progress Meeting [REDACTED] would be used as basis for recording further actions. ARL indicated that it was difficult to review the Minutes in the first week of the month, as ARL and the CJV were already in the reporting cycle for the previous month. The Notes for Progress Meeting [REDACTED] will be closed out during the next two weeks and the CA would issue Notes of Progress Meeting [REDACTED] for review sufficiently in advance of next meeting.</p>	CA
2.2	<p>All parties agreed the meeting notes from Progress Meeting [REDACTED].</p>	
3.0	<p>Discussions specific to the Central Section following a Site Tour of the Central Section on 11 June 2017</p>	
3.1	<p>The CA commented that there had been good progress made in the Centre Section since the previous site tour of the section. TS and the CA commented that the CSB (Concrete Step Barrier) works in the central reservation appears to be of a high standard and the CA also noted some good practice observed during the tour regarding the verge finishing works.</p>	
4.0	<p>Actions Arising from the Previous Meeting [REDACTED] in relation to the North Section</p>	
4.1	<p>Item 6.2 of Progress Meeting [REDACTED] notes: [REDACTED]:</p> <p>Works are now complete and PS57 is now open to traffic. [REDACTED] at the tie-in on the side road south of the new side road junction [REDACTED]</p> <p>[REDACTED]</p> <p>CJV stated the [REDACTED] has been closed and signed off by DJV.</p> <p>The details for signing off the [REDACTED] were not known by those present and a check will be made as part of the [REDACTED] close out process. Issue to be followed up via quality meetings, closed in respect of Progress Meeting minutes.</p>	

Meeting Notes

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4.2	<p>Item 6.3 of Progress Meeting [REDACTED] notes: Access to land belonging to [REDACTED]</p> <p>The CJV wrote to the CA on 21 April 2017 requesting that requirements for [REDACTED]</p> <p>[REDACTED] attempt to reach agreement with [REDACTED]</p> <p>[REDACTED] that the Accommodation Works on [REDACTED]. The CA will inform ARL and the CJV of the outcome of this meeting.</p> <p>It was also noted by the MA that comments regarding this access issue have been included in the [REDACTED] meeting notes and these will be returned to [REDACTED] following circulation with the CA, TS, and ARL.</p> <p>The CA advised the CJV to continue with those works within the [REDACTED]. The CJV stated they have done [REDACTED] land is largely complete, [REDACTED] to enter land. The CJV noted that they were currently [REDACTED]</p>	<p>MA</p> <p>MA/CA/ TS</p>
5.0	<p>Actions Arising from the Previous Meeting [REDACTED] in relation to the South Section</p>	
5.1	<p>Item 4.1 of Progress Meeting [REDACTED] notes: TS requested a copy of the presentation slides of the South Section Update for information. These have now been issued by CJV. Item closed.</p>	
6.0	<p>Actions Arising from the Previous Meeting [REDACTED] in relation to the Central Section</p>	

Meeting Notes

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6.1	<p>Item 5.1 of Progress Meeting [redacted] notes: Ongoing action to confirm [redacted] of the requirements for provision of [redacted]. The CA has held further discussions with TS regarding the [redacted].</p> <p>The CA is to advise what additional steps are required (if any) to close out the consultation. The focus going forward is the need to demonstrate that all reasonable alternatives have been considered.</p> <p>TS had questioned if the provision of [redacted] has been informally mentioned in discussions, [redacted].</p> <p>The CJV has issued the findings of the [redacted] numbers. The CA stated that the review of the [redacted] assessment was still ongoing.</p> <p>In response to the CJV question as to how long the process will take to complete the CA stated that they expect to have the assessment complete within six weeks.</p> <p>The CJV queried if the [redacted]. The CA confirmed this needs to be completed. The CJV stated that they are currently going ahead with the [redacted].</p> <p>The MA will arrange access for these [redacted].</p>	<p>CA</p> <p>CA</p> <p>MA</p>
7.0	Historical Actions Arising from the Previous Meeting [redacted]	
7.1	No actions remaining.	
8.0	Previous Key Issues	
8.1	Key Issue: [redacted]	
8.1.1	<p>The differences between the [redacted].</p> <p>[redacted] Issue to be followed up in separate discussions, closed in respect of progress meeting minutes.</p>	
9.0	Change Register Review	
9.1	[redacted]	

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9.1.1	[REDACTED]	CA
9.1.2	[REDACTED]	ARL/CJV /OMC
9.1.3	[REDACTED]	ARL/CJV /OMC
9.2	[REDACTED]	
9.2.1	[REDACTED]	CJV
9.2.2	[REDACTED]	
9.2.3	[REDACTED]	CJV
9.2.4	[REDACTED]	CA
9.2.5	[REDACTED] left the meeting at this point.	
10.0	Progress Report	
10.1	[REDACTED] and [REDACTED] Reports: Key Issues	
	ARL report	
10.1.1	Item 10.1.1 of Progress Meeting [REDACTED] notes: The CA has requested details of the CJV [REDACTED] and the CA wishes to be in a position to respond. CJV indicated that it is still awaiting written confirmation from [REDACTED] of its proposals.	CJV
10.1.2	Item 10.1.3 of Progress Meeting [REDACTED] notes: Discussions over approval for a weekend, daytime, 1+1 contraflow at Stonehaven for the beam lift at PS01. Beam lift has taken place. Item closed.	

Meeting Notes

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10.1.3	<p>Item 10.1.4 of Progress Meeting [REDACTED] notes: Discussions with regard to the [REDACTED].</p> <p>CJV stated that they were currently waiting on information from [REDACTED]</p> <p>[REDACTED]</p> <p>ARL confirmed a letter had been issued to the CA, confirming the [REDACTED] CA stated that the information supplied by the CJV was taken from [REDACTED] that reflected these discussions was still awaited.</p>	CA CJV
	[REDACTED] Report	
10.1.4	<p>Item 10.1.6 of Progress Meeting [REDACTED] notes: Query from CA as to whether [REDACTED] has since taken place and one [REDACTED] will be completed on [REDACTED] MA asked if the [REDACTED] CJV confirmed that the [REDACTED] would be required to remove the remaining part of the plug. Item closed.</p>	
10.2	Appendix A: Health, Safety and Environment	

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10.2.1	<p>[REDACTED] The actions implemented were; is as follows;</p> <p>[REDACTED]</p> <ul style="list-style-type: none">• [REDACTED] <p>[REDACTED] A series of workshops have been held [REDACTED]</p> <p>In addition, the CJV has put in place [REDACTED]</p> <p>[REDACTED] The CJV has also [REDACTED]</p> <p>[REDACTED] CJV commented that those already working [REDACTED]</p> <p>CA thanked the CJV for the details of the [REDACTED]</p> <p>[REDACTED] and this would be sufficient.</p>	
10.2.2	<p>TS explained that they have been asked to prepare a [REDACTED]</p> <p>[REDACTED] It is intended this will help to [REDACTED]</p> <p>ARL stated that [REDACTED]</p> <p>[REDACTED]</p>	
10.2.3	<p>CA commented that during the site tour of the Central Section, they were impressed with the knowledge of site operations demonstrated by the gatemen.</p>	

Meeting Notes

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10.2.4	<p>CA stated that [REDACTED] get the issues addressed. In response CJV stated that [REDACTED]</p> <p>CA noted that [REDACTED] ARL [REDACTED] this and CJV advised that the [REDACTED]</p> <p>[REDACTED] CJV stated that the [REDACTED] which had all been signed off.</p> <p>The findings from the [REDACTED] actions identified. The CJV [REDACTED] opinions. CJV stated that [REDACTED] having been informed [REDACTED] to ensure continuous communication, [REDACTED]</p>	CJV
10.3	Appendix C: Design	
10.3.1	Item 10.3.1 of Progress Meeting [REDACTED]: The CJV issued an email to which the CA is to respond. Road to be adopted by Aberdeenshire Council (ASC) by way of an Order by Scottish Ministers. Road likely to remain C34K. Discussions ongoing.	CA
10.3.2	Item 10.3.2 of Progress Meeting [REDACTED]: A meeting was held with [REDACTED] CJV believe that [REDACTED] content with the results provided but have requested some more information [REDACTED] requested that the CJV [REDACTED] CJV is currently revising the [REDACTED] It is hoped that the revised [REDACTED] expectations. CJV is hopeful that [REDACTED] The main conclusion expected to be drawn from the assessment is that [REDACTED]	CJV

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10.3.3	Item 10.3.4 of Progress Meeting [REDACTED]: The CJV sent a letter to the CA dated 22 March 2017 requesting acceptance of x - heights for traffic signs. CA has issued response. Item closed.	
10.3.4	Item 10.3.5 of Progress Meeting [REDACTED]: [REDACTED] for each junction were [REDACTED]. The CA is undertaking a review of the information provided and has [REDACTED]. Action ongoing.	CA
10.3.5	Item 10.3.6 of Progress Meeting [REDACTED]: The CA has received the [REDACTED] [REDACTED] is expected to be completed by the [REDACTED]. CA requires relative dates [REDACTED]. CJV asked if each option could be [REDACTED]. CA explained that [REDACTED] had advised that this [REDACTED] to be completed as quickly as possible. It was also noted that the [REDACTED]. TS explained that any early indication of issues will be discussed with [REDACTED]. [REDACTED]	CA ARL/CJV
10.3.6	Item 10.3.7 of Progress Meeting [REDACTED]: [REDACTED], relating to kerbing at junction bell-mouths for roads to be adopted by ASC was discussed; the CJV has forwarded a further response to the CA. CA has issued a response. CJV stated they are [REDACTED]. Issue to be discussed at separate meeting. Item closed.	
10.3.7	Item 10.3.8 of Progress Meeting [REDACTED]: RFI 0133, relating to the future adoption of B999 was discussed. The CJV has consulted with [REDACTED] of ACC, while ACC are claiming ownership of the existing B999. It is agreed that ACC do not own the road and that the CPO allocates the road to TS. The MA has discussed with ACC. Updated reference points drawing and Schedule 19 to be issued by CA as part of [REDACTED]. The CA stated that no change to the Road Order would be required (and that the stopping up part of the Order would not be carried out) to make this section of the B999 into an O&M road. ARL requested apart from issuing the [REDACTED] the CA respond to RFI 0133.	CA CA

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10.3.8	<p>Item 10.3.9 of Progress Meeting [REDACTED]: There are a number of [REDACTED]. CJV identified the following as being three of the main issues in that list:</p> <p>[REDACTED]</p> <p>CJV stated that a separate [REDACTED] would be required, [REDACTED]</p> <p>The Issues Meeting to discuss these issues to be arranged for 09:00hrs on 26 July 2017 at Stonehaven.</p>	CA CA/ARL/ CJV
10.3.9	<p>Item 10.3.10 of Progress Meeting [REDACTED]: CJV queried if the CA had received the [REDACTED] which have now been provided to TS. CA has issued the letter. Item closed.</p>	
10.3.10	<p>Item 10.3.11 of Progress Meeting [REDACTED]: CJV queried if CA had completed review of field accesses. The CJV advised that several of these field accesses are [REDACTED] CA stated that the review is ongoing and the CJV and CA will reconvene a meeting when the review is complete. Action ongoing.</p>	CA/CJV
10.3.11	<p>CJV noted that it is completing IFC drawings and there is only one design package that currently remains outstanding, regarding [REDACTED] CJV stated it would take until [REDACTED] CA noted this effort will need to continue as we look [REDACTED] CA queried if the CJV had [REDACTED] CA stated that they are [REDACTED]</p>	

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10.3.12	MA stated that there are a number of issues to be discussed with both Councils at the meeting arranged for 20 July 2017 such as [REDACTED] Feedback and comments from this meeting will then be taken to the Issues Meeting arranged for the 26 July 2017 (see item 10.3.8)	
10.3.13	[REDACTED] left the meeting at this point.	
10.4	Appendix D: Programme	
10.4.1	Item 10.4.1 of Progress Meeting [REDACTED] notes: The CJV had issued a summary sheet for the [REDACTED] to finalise contents and issue the plan formally next week. Action ongoing.	CJV/DJV
10.4.2	Item 10.4.2 of Progress Meeting [REDACTED] notes: [REDACTED] CJV has issued an email to the CA to [REDACTED] Item closed.	
10.4.3	Item 10.4.5 of Progress Meeting [REDACTED] notes: CA noted that there were [REDACTED] CJV issued [REDACTED] Item closed.	
10.4.4	<p>CJV provided an update regarding programme activities. Works are ongoing across the project and CJV stated that [REDACTED]</p> <p>Some [REDACTED] issues [REDACTED] for example there was some [REDACTED] however the [REDACTED] CJV received positive feedback from [REDACTED] over their handling of these issues.</p> <p>CRCP and CBGM works are progressing and laying blacktop has commenced at Stonehaven roundabout. In the North Section blacktop surfacing was laid on PS69A and PS70. Concrete step barrier installation has been successful to date, parapets are being installed on various structures, and side road construction is continuing with various switch overs for traffic planned. Landscaping works have also commenced with topsoiling and summer seed planting taking place.</p> <p>CA expressed concern over potential damage to the TSCS during landscaping and finishing works particularly where access over the finished carriageway is required. CJV stated that works will be phased to minimise traffic on the completed TSCS, alternative accesses would be provided where possible and the TSCS will be blocked off with exclusion zones where possible.</p>	

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10.4.5	<p>CJV stated that the ongoing discussions with [REDACTED] regarding approval of [REDACTED] [REDACTED] were causing concerns, and that they were hoping to receive further information today regarding possible timing of [REDACTED]. CA observed that CJV had submitted lift plans for [REDACTED] and that it could take up to two weeks [REDACTED] to receive response. It was noted there has been rigorous checking of the Works Package Plans and lift plans prior to the last submission and no further comments are expected.</p> <p>[REDACTED] is in the process of reviewing the lift plans submitted for [REDACTED] and comments passed to the CJV for further review; there is a meeting scheduled today at 13:30hrs, following which it is expected the lift plans will require to be re-submitted to [REDACTED] later this week.</p> <p>ARL queried whether or not letters of support in case of the CJV and ARL proposal for early commencement of work prior to completion of the [REDACTED] process at [REDACTED], similar to that which the CA had provided for [REDACTED], had been issued. The CA stated that letters had been drafted and are being reviewed before sending to ARL.</p> <p>CA noted that there have been issues with CJV submissions for the lift plans, and with the proposal to lift beams across the structure [REDACTED]. CJV queried if they could continue construction of the bases and walls. CA noted that the CJV are not in a position to start works for two or three weeks, and that things may change in that time period.</p>	CJV
10.4.6	<p>CA noted there has been [REDACTED] stated in the [REDACTED] TS added that they do [REDACTED].</p>	
10.5	<p>Appendix E: Utilities</p>	
10.5.1	<p>Item 10.5.2 of Progress Meeting [REDACTED]: The CA has been in discussion with ARL regarding the [REDACTED]. The CA tabled its progress tracker which showed progress for each of the seven Utility Companies, and also clearly identified: additional, sub-divided, and temporary utility diversions. CA [REDACTED] [REDACTED]</p> <p>CA noted that the CJV had [REDACTED] CJV stated that it will continue to report [REDACTED] A noted that it did [REDACTED] the item was closed for the Progress Meeting minutes.</p>	
10.5.2	<p>Item 10.5.4 of Progress Meeting [REDACTED]: [REDACTED] TS provided a copy [REDACTED] [REDACTED] CA to review documentation.</p>	CA

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10.5.3	<p>Item 10.5.5 of Progress Meeting [REDACTED]: CJV have stated that [REDACTED]</p> <p>[REDACTED]</p> <p>Action still ongoing.</p>	CJV
10.5.4	<p>Item 10.5.6 of Progress Meeting [REDACTED]: CA has received correspondence regarding the Technical Solution for the [REDACTED]</p> <p>[REDACTED] a response is finalised. CA to issue their response next week. Action ongoing.</p>	CA
10.5.5	<p>Item 10.5.7 of Progress Meeting [REDACTED]: CA attended SSEC Technical Meeting at which diversions were being discussed and from which [REDACTED]</p> <p>[REDACTED] This issue has been addressed. Item closed.</p> <p>CA noted in discussions with [REDACTED] prior to issue by [REDACTED] of their [REDACTED]</p> <p>[REDACTED]</p> <p>CA noted that [REDACTED]</p> <p>CA also noted that it understood that the [REDACTED]</p> <p>[REDACTED]</p> <p>in respect of the issue of consultation. Action ongoing.</p>	CJV
10.5.6	<p>CA stated that some of the information included on the [REDACTED]</p> <p>[REDACTED] CA observed that the CJV appeared to be [REDACTED]</p> <p>[REDACTED] CA noted that [REDACTED]</p> <p>CA raised [REDACTED]</p> <p>[REDACTED] ARL agreed that [REDACTED]</p> <p>[REDACTED] CJV to [REDACTED]</p>	CJV
10.5.7	<p>TS and CA raised [REDACTED]</p> <p>[REDACTED] CA noted that they have received [REDACTED]</p> <p>[REDACTED] CJV stated that they were [REDACTED]</p> <p>[REDACTED] and would check on the position of the [REDACTED]</p>	CJV
10.6	<p>Appendix F: Consultations</p>	

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10.6.1	<p>Item 10.6.2 of Progress Meeting [REDACTED]; CJV repeated [REDACTED] attending weekly and monthly meetings with the CJV. CJV are [REDACTED]</p> <p>MA to organise a five-way meeting with the CA, MA, ARL, CJV and ACC. Meeting scheduled for 20 July 2017. The outcome of meeting will be reported on at next progress meeting. Action ongoing.</p>	MA
10.7	Appendix G: Quality	
10.7.1	<p>CJV provided update on position of [REDACTED]:</p> <p>[REDACTED]</p> <p>CJV noted that that the close out rate is increasing and that there is a focus on [REDACTED]</p> <p>CA commented that they recognise the continued improvement, however the improvement will need to be accelerated to achieve PTU.</p>	
10.8	Appendix H: Sustainability	
10.8	No new issues discussed.	
10.9	Appendix I: Enquiries, Events & Communications	
10.9.1	<p>Item 10.9.2 of Progress Meeting [REDACTED]; CJV queried if any actions had come from the meeting with the [REDACTED]. ARL stated that it would prioritise fencing snagging for [REDACTED]. Action ongoing.</p> <p>CJV confirmed that they had [REDACTED] CA reiterated [REDACTED] CJV confirmed that they were [REDACTED]</p> <p>CJV stated that a discussion needs [REDACTED]</p> <p>[REDACTED] CA did [REDACTED] and noted that in order for the CA to advise [REDACTED]</p> <p>Fencing issues to be discussed at the Issues Meeting on 26 July 2017.</p>	ARL/CJV /CA
10.9.2	<p>Item 10.9.4 of Progress Meeting [REDACTED]; CA observed that [REDACTED]</p> <p>CJV have updated the progress report, item closed.</p>	
10.9.3	MA noted there is a meeting scheduled for 18 September 2017 with [REDACTED], and that representation from ARL, CJV and CA will be required.	ARL/CA/ CJV
10.9.4	<p>ARL noted that in its view the requirements [REDACTED]</p> <p>[REDACTED] would be required in the first instance.</p>	CJV/ARL

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10.10	Appendix J: [REDACTED]	
10.10.1	No new issues discussed.	
10.11	Appendix K: Postcode Analysis and SME Review	
10.11.1	No new issues discussed.	
10.12	Appendix L: Landowners and Accommodation works	
10.12.1	<p>Item 10.12.1 of Progress Meeting [REDACTED]: A meeting took place with [REDACTED] and his land agent on 15 June 2017 with CJV, MA and ARL all attending. There are a number of on-going issues of which [REDACTED] [REDACTED] retained drainage is one of them.</p> <p>CJV stated that they will [REDACTED]</p> <p>Previously, the CJV [REDACTED]</p> <p>This would have enabled [REDACTED] to carry out [REDACTED]</p> <p>However, [REDACTED]</p> <p>[REDACTED] could arise. Item closed.</p>	
10.13	Appendix M: [REDACTED]	
10.13.1	CA and TS do [REDACTED]	
10.14	Appendix N: Insurance Claims	
10.14.1	<p>CA queried if the CJV had [REDACTED]</p> <p>[REDACTED] CJV indicated that it related to [REDACTED] and were reviewing options.</p> <p>CA also queried the [REDACTED]</p>	
10.15	Appendix O [REDACTED]	
10.15.1	No issues discussed.	
11.0	AOB	

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11.1	<p>Item 11.1 of Progress Meeting [REDACTED] is still progressing works on [REDACTED], with the [REDACTED] still not fully resolved.</p> <p>CJV stated that [REDACTED]</p> <p>[REDACTED] this could take several weeks to obtain.</p> <p>A further discussion is required between the CA and CJV in respect of [REDACTED] to this location as it may [REDACTED].</p> <p>[REDACTED] have not completed their current review of the [REDACTED] have previously applied conditions which [REDACTED] Correspondence between [REDACTED] and [REDACTED].</p> <p>In the interim, pending completion of the [REDACTED] the CJV stated they are [REDACTED]. No complaints have been registered. Action ongoing.</p>	CA
11.2	<p>Item 11.2 of Progress Meeting [REDACTED]: ARL asked if the CA intended to confirm its [REDACTED] CA indicated that it believed [REDACTED]</p> <p>CA noted that it has received some correspondence outlining [REDACTED]</p> <p>[REDACTED] CJV also noted that they consulted [REDACTED]</p> <p>[REDACTED] CJV queried if this would have any [REDACTED] CA stated they would provide a response this week.</p>	CA
11.3	<p>Item 11.4 of Progress Meeting [REDACTED]: CA commented that during the last monthly Quality Meeting, it had been discussed that the CJV is proposing to use [REDACTED] CA asked if a technical presentation could be prepared to show the proposed system and also demonstrate correlation testing results between the two methods. CJV stated that a package is being prepared, and that the CJV would give a technical presentation, dates to be advised. Action ongoing.</p>	CJV
11.4	<p>Item 11.6 of Progress Meeting [REDACTED]: ARL enquired if there was an update to the surplus land matter regarding [REDACTED] CA advised that it was still reviewing the matter. Action ongoing.</p>	CA

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11.5	<p>Item 11.8 of Progress Meeting [REDACTED]: ARL queried if the [REDACTED]</p> <p>[REDACTED]</p> <p>ARL confirmed that [REDACTED] of the CJV had offered to meet TS if that would assist. The CA indicated that [REDACTED].</p> <p>CA stated that it would [REDACTED] CJV expressed [REDACTED]</p> <p>[REDACTED] and that any change from that required to be recorded.</p>	CA/TS
11.6	TS queried if there were any [REDACTED]	
11.7	TS queried whether any [REDACTED]	
12.0	Date of Next Meeting	
12.1	Progress Meeting [REDACTED] will be held in the Stonehaven offices on 9 August 2017 at 9:30am.	
12.2	A site tour of the south section will be held on 8 August 2017 and all present are invited to attend.	