

## **Ardersier Community Liaison Group**

### **Note of Meeting**

**Date of Meeting:** Tuesday 10 January 2017

**Location:** Ardersier War Memorial Hall, Station Road, Ardersier

**Present:**

Kevin Reid	Chair
Councillor Roderick Balfour	The Highland Council
Councillor Trish Robertson	The Highland Council
Councillor Kate Stephen	The Highland Council
Robbie Bain	The Highland Council Ward Manager
Shane Spence	Ardersier and Petty Community Council
Mark Dickson	Scottish Water Director of Capital Investment
Paul Morley	Scottish Water Customer Delivery Team Manager
Lynn Taggart	Scottish Water Planning Team Leader
Judy Wakker	Scottish Water Community Relations Manager
Brian James	Scottish Water Horizons

**Apologies:**

Councillor Glynis Sinclair	The Highland Council
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## Agenda

### 1. Welcome & Introductions

Kevin Reid welcomed and introduced all attendees.

### 2. Scottish Water update on Ardersier investment

Mark Dickson updated the members on the current status of the projects in Ardersier.

**Action:** Presentation to be added to the Scottish Water web site  
[www.scottishwater.co.uk/ardersier](http://www.scottishwater.co.uk/ardersier)

**Action:** Scottish Water to circulate the draft communication strategy and key contact details before the next meeting for discussion at the meeting. .

### 3. Community Liaison Group Draft Terms of Reference

Members discussed each item and agreed the following:

- Objective

‘The aim of the community liaison group is to minimise any negative impact and maximise the positive impact on the local community.

The group will provide feedback and guidance on Scottish Water’s programme of engagement and communication with the local community, elected representatives and other stakeholders throughout the construction element of the approved projects. This will facilitate feedback and enable informed debate that will help Scottish Water identify areas of concern, explore solutions, aid communication and progress the projects.’

- Roles and responsibilities

Kevin Reid will chair the Group and Scottish Water will provide administration support.

- Frequency

The Group will meet monthly, but have the option to call a meeting at short notice if required.

- Location and timing

Meetings will be in Ardersier, starting at 5.30pm.

- Publicity of agenda and note of the meeting and actions

The dates of the meetings will be published on the Ardersier Community Facebook page and the Scottish Water website, and also be displayed on community noticeboards in Ardersier. Items for discussion can be submitted to any member. The agenda will be published before the meeting and the actions agreed published after the meeting.

**Action:** Scottish Water to publish date of the next meeting on the Scottish Water website.

- Meeting format and membership

The Ardersier Foundation will be invited to nominate one member to join the Group. The Group will meet monthly and additional invitees to be asked to join meetings as appropriate. Scottish Water will attend Community Council meetings as required.

**Action:** The Chair to invite The Ardersier Foundation to nominate one member to join the Group.

- Standing agenda items
  1. Welcome and introductions
  2. Scottish Water update
  3. Feedback from members
  4. Discussion
  5. AOB.

Other agenda items to be added as required.

#### **4. Next meeting**

Wednesday 15 February at 5.30pm