

**SPECIAL TRAM IPG**  
**ACTION NOTE**  
**28 January 2009**

Apologies: Alan Coyle

<b><u>Item No</u></b>	<b><u>Subject</u></b>		<b><u>Action required by</u></b>	<b><u>Timescale /Other Comments</u></b>
1 & 2	<b><u>Action Notes</u></b>  <b><u>23 December</u></b>	<ul style="list-style-type: none"> <li>Approved</li> </ul>		
	<b><u>Highlight report</u></b>  <b><u>IPG Review</u></b>	<ul style="list-style-type: none"> <li>Note in future an edited highlight report is to be circulated to Tram team</li> <li>Highlight report to be made more brief – focus on key issues</li> <li>Work continues to ensure that IPG becomes more proactive</li> </ul>	<b>DF</b> <b>DF</b> <b>DF / ALL</b>	
	<b><u>Statutory approvals</u></b>	<ul style="list-style-type: none"> <li>Planning is making good progress but some technical issues (mainly around prior approvals) may take until December to be resolved.</li> </ul>		
	<b><u>Communications</u></b>	<ul style="list-style-type: none"> <li>Focus is mainly on the closure of Princes Street to traffic– w/c 24 Feb</li> <li>Tie are concentrating on frontages, CEC the wider community; key message is that <b>Edinburgh is open</b>, “Get into Edinburgh”. Princes Street is closed but the shops are not</li> <li><b>ACTION</b> Open letter to TNA in Scotsman yesterday – response to be drafted.</li> <li><b>Key message</b> to be included is that Edinburgh only one of two cities in the upper quartile of best performing cities in Europe without a tram or underground</li> <li><b>ACTION</b> Taxis / PHC – consider mailing to pass key messages to drivers.</li> <li>Mock-up tram to be set up from start of closure.</li> <li><b>ACTION</b> need to review events programme for Gardens Ross Bandstand etc to assess potential impact of works.</li> <li>Note focus is on working 7 – 7 <b>ACTION</b> must encourage work at weekends too</li> <li>Note first school visit – Dalry Primary – gained good media coverage and was well received</li> </ul>	<b>LM</b>  <b>JI / GL / LM</b>  <b>JI</b>  <b>DF</b>	29/1/09
	<b><u>Financial Update</u></b>	<ul style="list-style-type: none"> <li>Forth Ports contribution remains key concern with respect to timescale and gaining a firm agreement</li> <li>Signed agreement anticipated by June but DA is seeking further updates</li> </ul>	<b>DA</b>	

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	<u>Cashflow</u>	<ul style="list-style-type: none"> <li>Briefings have been provided to Tram Project Board and key Councillors. Worst case scenario take us close to maximum funding level. Risk is associated with this and note negotiations continue.</li> <li>Absolute clarity still needed on price.</li> <li>Note also potential impact of exchange rate changes.</li> <li>Note Council meeting 12 March, papers 5 March – report on 1b costs. <b>ACTION</b> needs major communications plan</li> <li><b>ACTION</b> need to consider alternative funding models for future lines (2 and 3)</li> </ul>	LM DF DMcG	
	<u>MUDFA</u>	<ul style="list-style-type: none"> <li>Good progress off road, poor progress on road</li> </ul>		
9	<u>INFRACO</u>	<ul style="list-style-type: none"> <li>Closure of Princes Street (to traffic)</li> <li>MP leading. Ward Room to be established - proactive and reactive responses. Joint: police, tram, CEC</li> <li>Team ready to deal with issues as they arrive.</li> <li>Note still need firm programme from the contractor. Expected in March</li> <li>Police are cooperating well, but are billing us for the work – a matter of concern for precedent that is set</li> </ul>		
10	<u>Tram Mock Up</u>	<ul style="list-style-type: none"> <li>Internal design. All leather upholstery.</li> <li>External design still to be finalised. This is not time critical but needed asap for communications work</li> </ul>	DF	
	<u>Other Progress</u>	<ul style="list-style-type: none"> <li><b>ACTION</b> Fastlink – need for comms work to explain rationale.</li> </ul>	LM	
	<u>Other Issue</u>	<ul style="list-style-type: none"> <li>DF MP to discuss re potential impact of reductions in broader city wide traffic management budget.</li> <li>Governance – CEC decision. <b>ACTION</b> JI drafting detailed project plan to take to March Council</li> </ul>	JI CMcK GL	
	<u>Public Realm</u>	<ul style="list-style-type: none"> <li>Concern re BSC costs – not value for money. Decision needed re how to effect these works.</li> </ul>	DA MT	
	<u>Building Fixings</u>	<ul style="list-style-type: none"> <li>Clear justification awaited re designs. Necessary for court proceeding</li> </ul>		
		<ul style="list-style-type: none"> <li>Note April 2012 current start date for trams to be operational but an earlier start date to be achieved if possible</li> </ul>		
	<u>AOB</u>	<ul style="list-style-type: none"> <li>None</li> </ul>		

**NEXT MEETING** : 25 February 8:30

**PRESENT:** DMcG, JI, MT, DF, CH, TA, CMacK, MP, GL, LM