

Tram Briefing

Edinburgh, 7 August 2012

Attendees:

Sue Bruce (Chair)	The City of Edinburgh Council	Sue.bruce@edinburgh.gov.uk
Vic Emery	The City of Edinburgh Council	vicemery@
Colin Smith	The City of Edinburgh Council	Colin.smith@edinburghtrams.com
Mark Turley	The City of Edinburgh Council	mark.turley@edinburgh.gov.uk
Bob McCafferty	The City of Edinburgh Council	Bob.mccafferty@edinburgh.gov.uk
Ed Foster	The City of Edinburgh Council	Edward.foster@transportscotland.gsi.gov.uk
Ross Hornsey	Transport Scotland	ross.hornsey@transportscotland.gsi.gov.uk
Tom Little	The City of Edinburgh Council	Tom.little@edinburgh.gov.uk
Dorothy Fenwick	The City of Edinburgh Council	dorothy@
Greg Ward	The City of Edinburgh Council	Greg.ward@edinburgh.gov.uk
Chris Highcock	The City of Edinburgh Council	Chris.highcock@edinburgh.gov.uk

Also Present:

Councillor Hinds	The City of Edinburgh Council	Lesley.hinds@edinburgh.gov.uk
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ACTION NOTE

	ITEM	ACTION OWNER	DEADLINE
1	PREVIOUS MINUTES 24 and 31 July 2012 Dorothy Fenwick advised that she was is identifying dates with Julie Smith of Lothian Buses for depot visits. Discussion is also taking place regarding who will be invited to attend. Dorothy Fenwick advised that Sarah Taylor of Lothian Buses' communications team will join the Tram Project on 15 August, on a three day per week basis. Decision To approve the minutes of 24 and 31 July 2012 as a correct record.		
2	REVIEW OF IMPACT ON STAKEHOLDERS 2.1 Road Works Bob McCafferty advised that talks with Scottish Power are taking place in relation to using the roundabout as a diversion during the work at South Gyle Access to remove shuttering. South Gyle Access is due to close from 5 October.		

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<p>Bob McCafferty advised that we are currently waiting for Henderson Street to re-open to allow the utilities work at Constitution Street to begin.</p>	Bob McCafferty	
Decision		
<p>Councillor Hinds asked that a letter be sent to the residents of South Gyle to advise of the road closures during October.</p>		
2.2 Beam Lifts		
<p>Bob McCafferty advised that Balgreen Road is due to close from 28 September to allow for removal of shuttering. Russell Road is scheduled to re-open 24 August rather than 19 August.</p>		
<p>A date still needs to be confirmed for the day closure of Carrick Knowe Footbridge, and the work package still needs approval by Network Rail. Councillor Hinds stressed the importance of informing residents and elected members of the closure as soon as possible. Colin Smith advised that a three stage approach would be taken:</p>		
<ul style="list-style-type: none">• Advance notice of work would be posted to residents;• Elected members would also be informed; and• Foot count monitoring would be undertaken to assess an appropriate day for the work.		
Decision		
<p>That communications regarding the closure of Carrick Knowe Footbridge would begin once date has been confirmed. Bob McCafferty advised that notice of the date should be received 3 to 4 weeks in advance.</p>	Colin Smith	
2.3 Utility Outages		
<p>Bob McCafferty provided an update on the upcoming planned interruptions to water supply.</p>		
<p>Work at West Maitland Street on 22 August will have a noticeable impact. Notification will be sent out to relevant properties affected.</p>		
<p>Sue Bruce advised that discussion regarding the sewer collapse at Grosvenor Street took place at the Tram</p>		

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<p>Briefing Meeting held on Thursday 2 August. Mark Turley has requested a visit be made to the restaurant. A full update will be provided at the meeting on Thursday 14 August.</p>		
<p>2.4 COCP Relaxations</p>		
<p>Bob McCafferty provided an update on the COCP relaxations. Requests have been made for work to continue until 6pm on Saturdays and for Sunday work to take place from 10am – 6pm.</p>		
<p>2.5 Health and Safety</p>		
<p>Two new incidents have been recorded since 27 July; one injury at York Place and BT service damage at Roseburn Street. The service damage at Roseburn Street was a localised incident and service disruption was only for a short period of time.</p>		
<p>3 RED ALERTS</p>		
<p>Colin Smith took the opportunity to praise Alasdair Sim for his contribution at the City Centre and East Tram Surgery last night and to the project so far. Sue Bruce also asked that thanks be given to Grant for coming off leave to attend the meeting last night.</p>		
<p>Colin Smith advised of work taking place at Shandwick Place to connect new, plastic water mains to lead piping. Notice will be provided, which will also explain the procedure of flushing systems and that an electrician will have to inspect any properties with old earthing to ensure electrical safety. Mark Turley agreed to provide contact details for an electrician to be made available for this process.</p>		
<p>Decision</p>		
<p>Mark Turley to work with Colin Smith and Dorothy Fenwick on agreeing the wording to be used in notice regarding work at Shandwick Place.</p>	Colin Smith	
<p>The workspace at Princes Street outside the Apple store needs to be pushed back. Mark Turley agreed to look into this further.</p>	Mark Turley	
<p>Colin Smith to check that permission was granted for</p>	Colin Smith	

Comment [91]: Colin, would you be able to confirm Grant's surname please?

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the scaffolding at Charlotte Square.

4 STAKEHOLDER AND COMMUNICATIONS UPDATE

4.1 Stakeholder Update

Councillor Hinds suggested that a progress map be created to keep interested parties up to date on trams progress and business matters in their local areas.

Sue Bruce suggested that the tram surgeries could be split during one evening each month with a 5pm to 6.30pm slot for West issues and 6.30pm to 8pm for matters relating to City Centre and East. Colin Smith agreed this approach would be useful to ensure consistent messages were being communicated to each of the groups.

Councillor Hinds stated that all elected members required an up-to-date briefing. Dorothy Fenwick suggested that mini-bus tours could be arranged for elected members to tour the work taking place around Edinburgh with the tour finishing at the depot. It was agreed that this would take place after the report was submitted to the Board in September.

Dorothy Fenwick advised that directional signs have now been erected on fencing. These have been designed to increase footfall.

Discussion took place around how to use screening and signage of fencing at York Place to promote positive messages about the city. Greg Ward agreed to look into this further.

Dorothy Fenwick provided the group with copies of the following promotional material:

- Letter for hotel visitors to update them on the work going on. Sue Bruce asked that the wording of the letter be refined and Dorothy Fenwick agreed to make amendments following comments. These letters should be placed in the visitor welcome packs in rooms.
- Mark Turley suggested that a flyer should be created, based on the above letter, for shops and bars.
- Information Map for visitors. More work is required on adding key businesses and

Comment [92]: Could you confirm the name of the report please?

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landmarks.		
Dorothy Fenwick thanked the group for their feedback and agreed to report back on proposals for promotional material.		
Decision		
1) Communications Team will create a progress map of what is going on regarding trams and businesses.	Dorothy Fenwick	
2) Dorothy Fenwick to arrange the elected members' briefings/visits during October/November.	Dorothy Fenwick	
3) Jim Davidson and Greg Ward to discuss options of using screening/signage at York Place to promote the city with York Traders.	Greg Ward	
4) Dorothy Fenwick to refine wording of letter for hotels and to report back on proposals for promotional material.	Dorothy Fenwick	

4.2 Enquiries Update

Councillor Hinds gave her thanks to the team for their contribution to the City Centre and East Tram Surgery last night. Sue Bruce extended her thanks to Councillor Hinds for her continued support and role as re-convener.

Colin Smith advised that communications will be issued after tonight's West End Tram Surgery regarding the discussions with the assessor about reducing business rates for those affected by tram works. Colin Smith advised that the assessor had agreed to a 20% reduction for those in Shandwick Place, subject to businesses completing the required form.

The positive news regarding the Bus station remaining open will be communicated when appropriate, with the indication that this will be towards the end of this week.

Mark Turley advised the group that discussions were taking place with Greenside Parking about the provision of parking spaces in New Town to help alleviate parking issues.

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<p>Chris Highcock advised that discussions were being held with the Contact Centre regarding using their service, especially for calls after hours.</p>		
<p>Greg Ward will contact Ian Buchanan about arranging a neighbourhood representative to attend the West End Tram Surgery tonight regarding any street cleaning enquiries that may be raised.</p>		
4.3 Media Update		
<p>Dorothy Fenwick provided an update on the media schedule.</p>		
<p>An on site briefing for key journalists has been arranged for 22 August.</p>		
<p>Sue Bruce advised that an activity is needed for Editorial awareness. Greg Ward suggested that this event could be linked to the launch of the new Economic Strategy on 12 September.</p>		
<p>Dorothy Fenwick advised that regular, monthly media briefings will take place and indicated that these would begin in September. Colin Smith welcomed this proposal as it will allow a more comprehensive and clear message to be communicated to stakeholder groups and the media.</p>		
Decision		
<p>Dorothy Fenwick to arrange a separate, Editorial briefing event.</p>	Dorothy Fenwick	
5 AOCB		
<p>There were no further items discussed.</p>		
6 DATE OF NEXT MEETING		
<p>Tram Briefing Meeting – 14 August at 8am in the Chief Executive’s Board Room</p>		