

Tram Briefing

Edinburgh, 28 August 2012

Attendees:

Sue Bruce (Chair)	The City of Edinburgh Council	Sue.bruce@edinburgh.gov.uk
Colin Smith	The City of Edinburgh Council	Colin.smith@edinburghtrams.com
Tom Little	The City of Edinburgh Council	Tom.little@edinburgh.gov.uk
Alan Coyle	The City of Edinburgh Council	alan.coyle@edinburgh.gov.uk
Bob McCafferty	The City of Edinburgh Council	Bob.mccafferty@edinburgh.gov.uk
Greg Ward	The City of Edinburgh Council	Greg.ward@edinburgh.gov.uk
Jim Davidson	The City of Edinburgh Council	Jim.davidson@edinburgh.gov.uk
Ainslie McLaughlin	Transport Scotland	Ainslie.mclaughlin@transportscotland.gsi.gov.uk
Ross Hornsey	Transport Scotland	ross.hornsey@transportscotland.gsi.gov.uk

ACTION NOTE

	ITEM	ACTION OWNER	DEADLINE
1	PREVIOUS MINUTE 21 AUGUST 2012 Decision To approve the minute of 21 August 2012 as a correct record.		
2	REVIEW OF IMPACT ON STAKEHOLDERS		
2.1	Road Works Bob McCafferty gave details of upcoming road and lane closures. It was confirmed that Russell Road had now re-opened and the fireworks for the festival at the weekend would have no impact on the Project.		
2.2	Utility Outages Bob McCafferty advised that there was an upcoming water outage in Lothian Road on 28 August 2012. Alf Orriell was investigating whether any hotels would be affected.		
2.3	COCP Relaxations Bob McCafferty advised of the extended working hours in York Place. Colin Smith agreed to formulate some information for Jim Davidson to distribute. Bob McCafferty explained that weekend working had been approved for works on the plug.		

ITEM	ACTION OWNER	DEADLINE
Decision		
That Colin Smith would provide information on the extended working hours in York Place to Jim Davidson for distribution.	Colin Smith	
2.4 Health and Safety		
Bob McCafferty advised of three health and safety incidents since the last report, of which two related to cycling accidents and one to damage to a Virgin Media cable encased in foam concrete.		
Sue Bruce suggested that the cycling incidents and the potential of further road accidents were raised with Spokes. Jim Davidson agreed to do so.		
Colin Smith advised that Lothian Buses had confirmed that they were willing to look at bicycles being allowed on trams after an initial period of them being prohibited.		
Sue Bruce enquired whether the foam concrete had been installed as part of the tram works. Colin Smith confirmed that they were Mudfa works and the damage to the cable was caused by digging the cable out.		
Decision		
That Jim Davidson would raise with Spokes potential cycling accidents on tram tracks.	Jim Davidson	
3 RED ALERTS		
Colin Smith advised that in Leith Walk the dual pipes in the one trench would be retained. This would be beneficial financially and in terms of time. Work was ongoing with Turner and Townsend and Scottish Water on the scope of the works and a contract would not be signed until this scope had been defined.		
Infraco had identified a non-conformance with their works in St Andrew Square. This was a 13m length of track which was outside the tolerance. The remedial works were scheduled to be completed by the end of the week.		
Colin Smith explained that he needed more time to provide the necessary information on the sinking on		

ITEM

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the Dryden Street Bridge. The sinking was due to the road being heavily used by Crummocks for their construction projects throughout the city. It was confirmed that the structure of the bridge was sound. Sue Bruce asked that it be investigated how much of their city business was tram and thus how much of the sinking could be attributable to the Project. Colin Smith agreed to investigate this.

Colin Smith advised that the bus station would now remain open. The bus operators had supported it staying open, Stagecoach though would review their position after one week. The bus station switch would take place at the end of September 2012 although the exact date of the switch would be clear on 7 September 2012. Jim Davidson added that he would ensure the necessary communications were in place.

Colin Smith stated that the construction site of the Apple Store would be reduced so there was no encroachment on the carriageway.

Colin Smith confirmed that black hoarding would be used in York Place although Rhino fencing, painted black with a screen and Heras fencing would be used where hoarding was inappropriate. Sue Bruce advised that lighting should be used on the Rhino fencing so it was visible to vehicle users. It was agreed that hazard lights could be installed and the bottom of the fencing could be painted red and white.

Colin Smith advised that the workmen on site had been spoken to in regard to the reports of offensive comments. The woman who had reported the incident was invited to come on site to identify the perpetrator but was unable to attend. It had been instructed that all staff on site, including management were issued with identifying numbers on their hats.

Colin Smith stated that the Russell Road reopening had turned out well but there had been potential for an 'own goal'. He asked that the communications protocol be followed and that any times for events needed to be signed off by Colin Smith, Alan Coyle or Bob McCafferty. Jim Davidson added that the press coverage of the re-opening had been good as it was covered in the Evening News and on STV.

ITEM	ACTION OWNER	DEADLINE
<hr/> Decision		
1) That Colin Smith would investigate how much of Crummocks' business in Edinburgh was tram and thus how much of the sinking could be attributable to the Tram Project.	Colin Smith	
2) That Jim Davidson would prepare the necessary communications for the bus station.	Jim Davidson	
3) To include hazard lighting on the black Rhino fencing in York Place to ensure it was visible to vehicle users.	Colin Smith	

4 DRAFT VIDEO FOR USE ON THE WEBSITE

A video was played showing the tram route including relevant information. The video would be shown on the website, social media sites, Council offices and the library.

Decision

That Jim Davidson:

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| 1) Investigates whether a full line animation of a tram running from the Airport to York could be used and the subsequent costs. | Jim Davidson |
| 2) Investigates the cost of inserting a voiceover. | |
| 3) Checks the accuracy of the airport passenger numbers and ensures the video made it clearer that the information was about the airport. | |
| 4) Improves the picture showing Princes Street and that it was a current depiction rather than when the street was closed. | |
| 5) Investigates further positive messages about the airport, Edinburgh Park and Haymarket as transport hubs. | |
| 6) Includes visitor numbers for shops in the city centre. | |
| 7) Blanks out car number plates. | |

ITEM	ACTION OWNER	DEADLINE
8) Finds improved wording for York Place to take out "last tram stop" reference.		

5 RATES RELIEF UPDATE

Jim Davidson advised that a letter had been sent to businesses apologising for the delay since in providing them with information on the Council's discussions with the Assessor.

Jim Davidson explained that he had met with the Assessor the previous week and the Assessor had confirmed that the 20% reduction would only apply to retailers in Shandwick Place facing onto the tram works. Bars and restaurants could apply to the Assessor for relief and their circumstances, based on turnover would be taken into account. Offices would not be considered for any form of relief and this precedent had been set by recent previous cases.

Letters informing businesses of the situation would be redrafted and sent out this week. A letter would be sent to places affected by tram works but outside Shandwick Place stating that they could appeal to the Assessor for rates relief. The Assessor had indicated that she would be sympathetic to relief in these areas but 20% was a unique reduction for Shandwick Place. A press release would also be prepared.

6 STAKEHOLDER AND COMMUNICATIONS UPDATE

6.1 Stakeholder Update

Jim Davidson advised that the West End Business Promotion meeting, chaired by Greg Ward, had been successful and work was ongoing following this meeting.

Jim Davidson highlighted that Paula Hoogerbrugge had resigned from the Council and had been replaced on the Project by Trevor MacDonald who would manage the stakeholder team. He was an ex-Council employee engaged through Blue Arrow. However, work was in progress to engage him on a temporary contract.

Greg Ward advised that Natalie Wilcock, Town Centre Co-ordinator would leave the Council at the end of

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September 2012 but would be replaced.		
Greg Ward enquired whether dates had been identified for the Tram Surgeries. Colin Smith agreed to discuss possible dates following the meeting.		
Sue Bruce asked that when work was completed in Shandwick Place that a clean up of windows and the public realm took place.		
Jim Davidson advised that the Omar Khayyam was to re-open shortly, but had erected another poster blaming the tram project for the flooding. Jim Davidson agreed to discuss this with the owner of the Omar Khayyam. If this was not successful, Alan Coyle would liaise with Legal Services.		
Decision		
1) That Colin Smith, Greg Ward and Jim Davidson would discuss possible dates for tram surgeries.	CS/GW/JD	
2) That a deep clean of windows and the public realm took place in Shandwick Place once tram works had been completed.	Colin Smith	
3) That Jim Davidson would discuss with the owner of the Omar Khayyam taking down the posters. If this was not successful, Alan Coyle would liaise with Legal Services.	Jim Davidson	
6.2 Enquiries Update		
Sue Bruce enquired whether the helpline issue had been resolved. Jim Davidson stated that discussions were underway on bringing the helpline into the Stakeholder and Communications Team.		
Jim Davidson stated that a full report on tram enquiries would be provided at the next meeting.		
6.3 Media Update		
Jim Davidson provided details on the updated media schedule.		
The media event with the transport journalists had been successful, with positive stories from the BBC and the Evening News. The media team were		

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continuing to look for further possible good news stories.		
Alan Coyle advised that there may be a piece on the S75 legal agreement (planning) regarding the Caltongate Development. The contribution had reduced from £500k to £50k. However, the original contribution had been agreed before the recession and either figure had not been included in the budget.		
7 AOCB		
The draft presentation for the All Party Oversight Group was provided.		
Sue Bruce enquired over the position with surplus trams and the track teams provided by Carillon. Colin Smith advised that a discussion was needed with Ainslie McLaughlin on the surplus trams. The track teams were not needed yet but they may be needed in the future.		
Sue Bruce stated that it would be useful for her and Ainslie McLaughlin to schedule a meeting with the Minister around the time of the Council report.		
Decision		
1) To provide comments on the All Party Oversight Group to Gavin King.	All	
2) That structure charts of the Project and the teams would be included in the presentation.	Gavin King	
8 DATE OF NEXT MEETING		
4 September 2012 at 8am in the Chief Executive's Board Room		