

TRANSPORT INITIATIVES EDINBURGH LIMITED

Minutes of MEETING of ITI STEERING GROUP
held In The City Chambers Business Centre
Edinburgh at 12pm on 18th August 2003.

Board Members: Ewan Brown (Chairman)
Maureen Child
Gavin Gemmell
John Richards
Andrew Burns
Bill Cunningham

In attendance: Eddie Bain, CEC, Council Solicitor
Graham Bissett, **tie** Finance Director
Mark Bourke, **tie** Risk Manager
John Burns, CEC, Corporate Finance
Martin Buck, PUK
Andrew Holmes, City Development Director
Michael Howell, Chief Executive of **tie**
Kirsty Lewin, Scottish Executive
Alex Macaulay, **tie** ITI Projects Director
Jonathan Pryce, Scottish Executive
Keith Rimmer, CEC, CDD, Head of Transport
John Saunders, **tie**, Project Integration Manager

Apologies: Lynn Brown
Jim Brown

1. MINUTES OF THE MEETING OF 9th JULY FOR APPROVAL AND SIGNING

Item 7: the last two sentences should be deleted.

2. MATTERS ARISING FROM MINUTES OF THE MEETING OF 9th JULY 2003.

Economic Impact Review

The Economic Impact Review is due for completion at the end of August 2003. Once completed, the review will be submitted to CEC for consideration before being presented to the Transport Advisory Panel.

Action

LUTI Model

The model is now working. There is concern over timing issues, and a joint meeting of CEC and **tie** will be arranged to review strategic and technical risks.

3. TRAMS UPDATE

3a) Line 1 Route Issues:

The paper was discussed. The new CEC headquarters has been delayed as a result of train operators' rights in Waverley station. It was therefore agreed that the tram project should try to avoid station changes as this may result in similar delays.

The issue of the route through Forth Ports land has now been resolved.

3b) Line 2 Route Issues:

The three options – North, South and Hybrid were discussed. The tram team are in favour of the North route as there are environmental benefits to the primary school and it would also minimise rail problems on the Edinburgh Glasgow line.

Councillor Eric Milligan is in favour of the hybrid option, it was agreed that the options should be explained to him in depth and then presented to the Baird Drive residents. The general consensus is that the local community will have to be kept informed of any changes to the route, which may affect their property and surrounding area.

It was noted that Noble Grossart are long-term shareholders of Henshaws, which could benefit depending on the chosen depot site for tramline two.

3c) Line 3 Route Issues:

The paper was discussed.

3d) DPOF Agreement:

It was noted that the operating term had been extended to 10 – 15 years and would be performance related. It was agreed that the DPOF process should continue.

The draft memorandum of understanding between **tie** and Lothian Buses, will require to be amended to avoid any OFT issues.

Action

It was agreed that more detailed conversations would be required with regard to the Memorandum of Understanding with Lothian Buses. It was agreed that MH would move this issue forward.

MH

3e) STAG Approval:

The report was discussed. It was noted that the impact of the recent decisions on tram operation in the city centre would still be under evaluation by the time the STAG was submitted.

3f) Parliamentary submission and supplementary documentation:

It was noted that STAG and the Business Case, although essential, will not be part of the parliamentary submission. The environmental case is required when going to Parliament. It was agreed that the details of the Princes Street tram scheme must be resolved before the bill goes to Parliament and that every attempt should be made to keep to the agreed timetable.

3g) Programme to STAG completion:

It was agreed that an early meeting should be held between **tie** and the Scottish Executive with regard to STAG to determine its content.

AM

The Central Edinburgh Traffic Management Report will be submitted to the CEC in September. **tie** and CEC have agreed to view the CETM as a sensitivity, not the base case, relative to operation of the tram.

4. ITI Update

4a) Statutory Process:

tie would be finalising its report to the council on the details of a Charging Order and the statutory procedures required before the next steering group meeting.

AM

4b) Procurement:

It was agreed that a more hands on approach is required to minimise risk of procurement being delayed, to minimise risk of overspend, and to ensure the appropriate level of risk transfer.

MH/AM

4c) Communications:

The preparation work for the autumn consultation is under way. Weber Shandwick are drawing up a communications strategy. It is intended to publish a consultation leaflet on congestion charging in October, which will define the ITI and the timetable for the statutory process.

4d) ITI Programme August 2003 – October 2004: Key Dates:

A programme was circulated indicating key dates required to achieve an implementation deadline of 2006.

4e) Representation on Lothian Structure Plan:

Approval was given to send in a submission to Scottish Executive.

5. WEBS

Final budget costs based on the re-design are due at the end of August. It was noted that Scottish Executive approval of the departure from the original design will be required.

6. Ingliston Park & Ride

The park and ride scheme preparation is underway. The project manager is Lindsay Murphy. This will require a further addendum to **tie's** Business Plan.

AM

7. Risk Progress Report

A report setting out the key risks to the tram projects and how these risks are being managed was presented.

8. Financial Reports

CAPEX and operating costs are being monitored. The capital and revenue costs for tramline one are still moving upwards but not in large steps. The numbers for line two are changing due to line changes. **tie** continues to work with CEC on property gain.

It was agreed that a meeting was required between GB and The Scottish Executive to discuss the financials further.

GB/JP

9. AOB

It was agreed to appoint an insurance advisor for risk. The advisor would be paid on an hourly rate and the estimated cost for this work is approximately £10k.