

# Client Instruction and Control Meeting

Edinburgh, 11 June 2012

## Attendees:

Colin Smith (chair)	The City of Edinburgh Council	<a href="mailto:csmith@hg-group.co.uk">csmith@hg-group.co.uk</a>
Bob McCafferty	The City of Edinburgh Council	<a href="mailto:Bob.McCafferty@edinburgh.gov.uk">Bob.McCafferty@edinburgh.gov.uk</a>
Ed Foster	The City of Edinburgh Council	<a href="mailto:edward.foster@edinburgh.gov.uk">edward.foster@edinburgh.gov.uk</a>
Dominic Murphy	Transport Scotland	<a href="mailto:Dominic.Murphy@transportscotland.gsi.gov.uk">Dominic.Murphy@transportscotland.gsi.gov.uk</a>
Scott Noble	Transport Scotland	<a href="mailto:scott.noble@transportscotland.gsi.gov.uk">scott.noble@transportscotland.gsi.gov.uk</a>
Gavin King	The City of Edinburgh Council	<a href="mailto:gavin.king@edinburgh.gov.uk">gavin.king@edinburgh.gov.uk</a>
David Fox	Turner and Townsend	<a href="mailto:david.fox@turntown.co.uk">david.fox@turntown.co.uk</a>
Julian Weatherley	Turner and Townsend	<a href="mailto:Julian.Weatherley@turntown.co.uk">Julian.Weatherley@turntown.co.uk</a>
Rob Leech	Turner and Townsend	<a href="mailto:rob.leech@turntown.co.uk">rob.leech@turntown.co.uk</a>
Gary Easton	Turner and Townsend	<a href="mailto:Gary.easton@turntown.co.uk">Gary.easton@turntown.co.uk</a>
Tom Cotter	Turner and Townsend	<a href="mailto:Tom.cotter@turntown.co.uk">Tom.cotter@turntown.co.uk</a>

## 1 Previous Minute 1 June 2012 and Matters Arising

Colin Smith advised that across the project team five to six emails were being received per day from elected members and the public. It was proposed that all enquiries come into a central core and ideally were discussed at the communications meeting. If urgent action was required, the CEC team would determine how this was taken forward. Bob McCafferty noted the importance of discussing this with David Haxton. David Haxton also received a number of phone calls on top of written enquiries and it was suggested that Transport Scotland's approach of asking for enquiries in writing (including emails) was adopted. A protocol would be provided on tram correspondence.

Scott Noble added that Transport Scotland had received an enquiry from an MSP that required an answer and had been asked previously by Councillors. Colin Smith stated that it was essential that enquiries were answered consistently and requested that discussions take place to ensure that the content of the response to the MSP was the same as provided previously.

Colin Smith advised that he had asked Bob McCafferty to chair the Design and Consents Control Meeting on 12 June 2012. Attendees had been asked that any contentious issues were not raised at the meeting and that Colin Smith would discuss the issues with them later that day. This was due to a visit by Councillor Hinds to meet the attendees of the control meeting. Colin Smith would also take Councillor Hinds on a route visit and provide a presentation on traffic modelling. Following the presentation she would be taken through the methodology of protecting the programme, including the detail and the reasons for the planning of the York Place works. Scott Noble added that Keith Brown MSP was scheduled to meet Councillor Hinds in late June 2012 and following that meeting a depot photo-shoot would be arranged.

Attendees were asked for an update to the actions of the previous minute that had not yet been actioned.

Colin Smith highlighted that Harvey Nichols had indicated that the fence that had been moved to provide greater space had now been pushed inwards again. Rob Leech agreed to investigate this.

Rob Leech advised that he had instructed SDS to provide some cross-sections regarding the kerb re-alignment and carriageway reconstruction in the area between Harvey Nichols and York Place. This was necessary to identify if any benefit could be gained from the initiative. Real benefit could be derived if the kerblineline and the carriageway could be left alone. This would only be apparent when the drawings had been produced. The cross-sections were expected later this week and Rob Leech would provide an update at the next meeting.

Rob Leech confirmed that the demolition of the toilet block in Cathedral Lane was still on schedule. Bob McCafferty enquired whether Turner and Townsend had received the building warrant yet but Rob Leech could not confirm this.

Colin Smith advised that he had spoken to Infraco on there being no car parking on site and asked Rob Leech to give the same instruction to McNicholas. Infraco had been informed that if their cars were parked on site then they could receive a parking ticket.

Rob Leech agreed to provide an additional column to the table on water and utility outages outlining an alternative solution.

Rob Leech confirmed that the Leith Walk Public Utility Works tender had been opened by Councillor Hinds on 8 June 2012. The evaluation of the tenders required a lot of work and the team evaluating the tenders had been separated into those looking at cost and those looking at quality. It had been agreed that the winning tender was no longer required to be approved at the Council in June 2012 but could be approved by the Finance and Resources Committee at the end of July 2012.

Bob McCafferty advised that Councillor Hinds had requested a briefing on the issue. Colin Smith stated that this would be rolled into the visit on 12 June 2012. Rob Leech added that Councillor Hinds may enquire whether there was a 'do minimum' option and Turner and Townsend would provide a paper on this to Colin Smith. Colin Smith asked that this take cognisance of Scottish Water's possible reaction.

### **Decision**

- 1) To agree the minute of 1 June 2012 as a correct record subject to the substitution of the word 'lifestyle with 'lifecycle' on page four of the minute.
- 2) To agree that all Project political and public enquiries were handled centrally in accordance with the protocol.
- 3) That Gavin King provides the Tram Project correspondence protocol.

- 4) That the enquiry from the MSP at the Parliamentary Committee was answered in a consistent manner with the previous question on the subject by the Councillor.
- 5) That Rob Leech would investigate whether the fence outside Harvey Nichols could be moved to provide more space for the public at the shop entrance.
- 6) That Rob Leech would provide an update at the meeting on 18 June 2012 on whether the value engineering in regard to the kerb line construction between Harvey Nichols and York Place was viable.
- 7) That Rob Leech would inform McNicholas that there was to be no parking on site.
- 8) That Rob Leech would provide an additional column to the table on water and utility outages outlining an alternative solution.
- 9) That Rob Leech would provide a paper to Colin Smith on Turner and Townsend's investigations into a "do minimum" approach to the Leith Walk Public Utility Works. The paper to take cognisance of Scottish Water's possible reaction.

## **2 Health and Safety**

Julian Weatherley advised that he had requested that the attendees of the 'Think before you act' initiative sign the back of the resulting report to reflect that they agree to its content and to implement the actions. There had been some returns but he would chase up those outstanding.

Colin Smith advised that the first health and safety meeting was on 12 June 2012 and requested that Transport Scotland and Turner and Townsend attend if possible.

Julian Weatherley agreed to send the Project response to the health and safety breaches identified by the member of public to Colin Smith.

Colin Smith enquired whether the issues at Balgreen had been resolved. Tom Cotter advised that there were problems in gaining an isolation for the section they needed to work on. The difficulty had been increased due to Network Rail undertaking scrap recovery, as part of their clear up for the Olympics, at weekends. Colin Smith requested that Turner and Townsend advise him on progress and, if necessary, he would discuss the issue with Bill Lynas at Network Rail and inform him if the situation was not resolved.

Bob McCafferty confirmed that Councillors had requested that a communication be issued regarding the bridge works at Balgreen but also stating that Russell Road was set to re-open in September 2012. Alf Orriell was dealing with this communication.

Rob Leech stated that McNicholas would instigate their first stand down on Thursday to allow those on site to attend a two hour training session on health and safety. There would be senior management participation to reinforce the health and safety message.

#### **Decision**

- 1) That Julian Weatherley would chase up those attendees that had not yet signed the report following the 'Think before you act' initiative.
- 2) That Julian Weatherley would send the Project response to the health and safety breaches identified by the member of public to Colin Smith.
- 3) That Tom Cotter would provide an update on progress in the Balgreen area to Colin Smith and, if necessary, Colin Smith would discuss this issue with Bill Lynas at Network Rail.

### **3 Presentation and Request of Change Control Sign Off**

#### **3.1 TNC 639 Rev A – Traffic Management Design – York Place**

Traffic management required to allow the commencement of work on York Place.

APPROVED and Signed

#### **3.2 TNC 641 – Cathedral Lane, Tram Substation – On Street Construction**

Change in the scope of works. Bob McCafferty enquired what the overall cost was when the omission and additions to scope were taken into account. Gary Easton agreed to provide a note on this.

APPROVED and Signed but subject to a satisfactory note from Turner & Townsend.

#### **3.3 TNC 645 Princes Street – Outstanding Works**

Instruction regarding snagging items in Princes Street.

APPROVED and Signed

#### **3.4 TNC 646 – Princes Street, Cabinet Positions for Street Lighting - Construction**

Change required to meet CEC requirements. There was no cost impact for this change.

APPROVED and Signed

**3.5 TNC 648 - Princes Street, Cabinet Positions for Street Lighting - Design**

Change required to meet CEC requirements.

APPROVED and Signed

**3.6 TCO 574 – Section 1A – Ongoing Traffic Management**

Confirmation of traffic management since 17 September 2011 to 28 May 2012.

APPROVED and Signed

**3.7 TCO 575 – Omission of Track Welding Equipment**

TCO deletes the requirement from the employer's requirements.

APPROVED and Signed

**3.8 TCO 577 and TNC 647 – Edinburgh Tram Network, On Street Works Carriageway Reconstruction – Design**

Provide cross-sections at 5m intervals for east side of St Andrew Square to assist with value engineering initiative.

APPROVED and Signed

**3.9 UNC 012 – Scottish Water Collapsed Sewer Repair - Haymarket**

Works associated with the actions taken and remedial work regarding the collapsed sewer at Grosvenor Street. The costs were £260,000 and this was being covered by insurance.

APPROVED and Signed

**3.10 UNC 012 – Scottish Water Collapsed Sewer Repair - Haymarket**

Works associated with the actions taken and remedial work regarding the collapsed sewer at Grosvenor Street. The costs were being covered by insurance. Colin Smith instructed Gary Easton to pull out the costs of the sewer (of around £400,000) and use this as an opening discussion point with Scottish Water on their insurance covering a proportion of the costs of the collapse.

APPROVED and Signed

**3.11 UNC 019 – Foundation of Heart of Midlothian War Memorial**

APPROVED and Signed

### **Decision**

That Gary Easton pulls out the costs of the sewer (of around £400,000) and uses this as an opening discussion point with Scottish Water on their insurance covering a proportion of the costs of the collapse.

## **4 Review of T&T Sub Project Meetings and Request for Instruction or Client Decision**

Rob Leech confirmed that the pipe, connected to the collapsed sewer, underneath the tram assets at Haymarket was in a good condition and did not need to be replaced. A manhole was also being moved on top of the damaged sewer which avoided rebuilding the sewer on top of constructing the manhole. There was an upcoming meeting with Scottish Water where Turner and Townsend would present their findings on the cause of the collapse. There was no reason identified why tram works would have caused the sewer to collapse. Colin Smith requested that equal information be shared with Scottish Water.

Bob McCafferty confirmed that he had provided a further response on late night working dates to Councillor Mowat.

### **Decision**

That Turner and Townsend share equal information on the sewer with Scottish Water.

## **5 Review of CEC Control Meetings and Request for Instruction or Client Decision**

Colin Smith advised that there was a list of tram stop equipment that should be shared with BBS for their response. BBS should also be informed that the Department of Transport were still to comment on the list. Julian Weatherley agreed to send the list to BBS. There remained two sets of figures for the number of TVMs necessary from those originally requested in 2010 and from more recent sets of drawings. Discussion also focussed on whether there were TVMs at every tram stop. Colin Smith requested that Tom Cotter or Cath Leech raises the issues with TVMs at the upcoming Ready for Operations meeting.

Rob Leech advised that the relationship between BBS and Almex needed to be formalised. Simon Nesbitt was currently working on a short note outlining what BBS required. Colin Smith asked that Cath Leech discuss the formalisation of the relationship at the Ready for Operations meeting.

Colin Smith advised that he would forward on an email to Julian Weatherley regarding the derogations required for the manholes.

**Decision**

- 1) That Julian Weatherley would send the list of Tram Stop equipment to BBS for comment.
- 2) That Cath Leech or Tom Cotter raises the issues regarding TVMs at the upcoming Ready for Operations meeting.
- 3) That Cath Leech raises the formalisation of the relationship between BBS and Almex at the upcoming Ready for Operations meeting.
- 4) That Colin Smith would forward on an email to Julian Weatherley regarding the derogations required for the manholes.

**6 Utilities Management**

Bob McCafferty advised that it had been agreed that the winning tender no longer was required to be approved at the Council in June 2012 but could be approved by the Finance and Resources Committee at the end of July 2012. Works in Constitution Street and Leith Walk could commence in September 2012.

**Decision**

To note the update.

**7 York Place**

Colin Smith requested the figures for the savings related to the York Place 'optimum approach'.

**Decision**

That Gary Easton provides the figures for the savings related to the York Place 'optimum approach'.

**8 AOB**

Rob Leech confirmed that the offer still stood for him to meet traders in the West End.

Following the request from Network Rail to remove graffiti from a bridge on Carrick Knowe Bob McCafferty had enquired whether the CEC team who removed graffiti in the City could be utilised. However, they were not experienced at working alongside

a live rail and thus could not remove the graffiti. Colin Smith advised that this graffiti could be removed at handover.

Colin Smith advised that BB and SEPA had agreed on the appropriate independent overview in regard to any removal of material.

Rob Leech confirmed that Princes Street was on target to be handed over on 29 June 2012 with snagging completed. Colin Smith advised that he would organise a walkaround on 26 June 2012 from Councillors and the Chief Executive to the site.

Colin Smith advised that he had been informed that 10 weeks of the timebank had been used leaving 12 weeks. Colin Smith asked that Paul Robinson, Steve Sharp and Graham Robertson be included in the paperwork for the Design Conflicts on Drainage.

Colin Smith advised that Alf Orriell would be involved in providing relevant information and showing round visitors to the depot.

Colin Smith advised that how the gradient of the pedestrian crossing on Eastfield Avenue was measured should be investigated. Julian Weatherley agreed to undertake this.

Colin Smith advised that Martin Foerder had raised the loss of profit that Crummocks would experience due to their works being de-scoped and undertaken by McNicholas. Discussion focussed on whether a meeting should be held including all parties to explore possible solutions. However, Rob Leech and Gary Easton agreed to write a short paper exploring whether Crummocks had any entitlement for loss of profit under Schedule 45 and whether we had increased their scope in other areas.

Colin Smith advised that the instruction re. the installation of the radio mast, the attenuation tanks and the approval of the Scottish Water assets in regard to the Edinburgh Gateway should be actioned. Dominic Murphy agreed to this suggestion. Tom Cotter stated that Network Rail had advised of a manhole clashing with the new station at Haymarket. Network Rail had requested that the Tram Project moves the manhole at their cost. Colin Smith requested that Network Rail be asked why it should be at the cost of the Tram Project.

Gary Easton highlighted that Alan Coyle was due to provide information on the bus tracker specification today. Colin Smith advised that he would discuss with Alan Coyle and provide the information.

Dominic Murphy stated that programme information on the Edinburgh Gateway was essential, in particular in light of the addition of ground anchors to the design.

### **Decision**

- 1) To remove the graffiti at Carrick Knowe bridge at handover rather than immediately.



- 2) That Colin Smith would organise a walkaround from Councillors and the Chief Executive to the site on Princes Street on 26 June 2012.
- 3) That Paul Robinson, Steve Sharp and Graham Robertson be included in the paperwork for the Design Conflicts on Drainage.
- 4) That Julian Weatherley investigates how the gradient of the pedestrian crossing on Eastfield Avenue was measured.
- 5) That Rob Leech and Gary Easton would write a short paper exploring whether Crummocks had any entitlement for loss of profit under Schedule 45 and whether we had increased their scope in other areas.
- 6) To instruct the actioning of the installation of the radio mast, the attenuation tanks and the approval of the Scottish Water assets in regard to the Edinburgh Gateway
- 7) That Tom Cotter asks Network Rail why the moving of the manhole at Haymarket should be at the cost of the Tram Project.
- 8) That Colin Smith would discuss the bus tracker specification with Alan Coyle and provide the information to Gary Easton.