

EDINBURGH TRAM INTERNAL PLANNING GROUP

Action Note: 11 June 2008

Summary of Actions

| Item | | Note | Agreed outcome | Action required by |
|----------|---|--|--|--------------------|
| | Present | <ul style="list-style-type: none"> • (Chair), Jim Inch, Donald McGougan, Dave Anderson, Duncan Fraser, Leanne Maberley, Chris Highcock, Alan Coyle Colin MacKenzie Gill Lindsay <p>Note no representative from SFC.</p> | | |
| 1 | Apologies | <ul style="list-style-type: none"> • Tom Aitchison • Rebecca Andrew | <ul style="list-style-type: none"> • Noted | |
| 2 | Note of previous meeting (14/5/08) | <ul style="list-style-type: none"> • Agreed | <ul style="list-style-type: none"> • Noted | |
| 3 | Highlight Report (previously circulated) | <p><u>Tram Subcommittee</u></p> <ul style="list-style-type: none"> • Note some continued lack of clarity regarding the remit of the subcommittee and the appropriate frequency and sequencing of meetings. | <ul style="list-style-type: none"> • Colin MacKenzie to draft a paper for IPG reiterating the remit and that the perspective of the subcommittee is the essential governance issues / political management of the project. • Sequencing with the Transport, Infrastructure and Environment Committee is essential. | Colin MacKenzie |

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| | | <p><u>Approvals</u></p> <ul style="list-style-type: none"> Note some concern re potential financial risks form any departures from standard in the contract specification. <p><u>Financial Update</u></p> <ul style="list-style-type: none"> Discussion of Developers contributions <p><u>Line 1b</u></p> <ul style="list-style-type: none"> Business Case in preparation | <ul style="list-style-type: none"> To be raised with Willie Gallagher by Dave Anderson. Some sort of alarm / traffic light system is needed to highlight any pressures and their implications with respect to the planning process Critical Path needs to be made clear in these issues Report to be drafted for next IPG discussing issues around developers' contributions considering changing market conditions, timing, current issues, sources of finance etc and impact on 1b Note that the current quarterly report taken to the Tram Project Board on this matter should also be circulated to and discussed by the IPG Aim should be to complete by November to allow contracts to be entered into by tie and for application to Transport Scotland. Clarity needed with respect to the dates by which the business case and associated reports are needed | <p>Dave Anderson</p> <p>Duncan Fraser</p> <p>Duncan Fraser</p> <p>Alan Coyle</p> <p>Duncan Fraser Alan Coyle</p> <p>Duncan Fraser Alan Coyle</p> |

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| | | <p><u>Line 3</u></p> <ul style="list-style-type: none"> Detailed briefing note with respect to Line 3 is given in Appendix 5 of the Highlight report Given changed approvals process with Parliament, process would take about 6 months to gain Parliamentary approval. Completion from initial go ahead to trams operating would be around 7 ears. Note potential for guided buses to embed the area onto the transport system – would allow easy future conversion into tramway <p><u>MUDFA</u></p> <ul style="list-style-type: none"> Note some current delays some of which are impacting INFRACO. Mainly due to inefficiencies of utilities companies <p><u>INFRACO</u></p> <ul style="list-style-type: none"> Note archaeology – work is underway in Leith but is being well planned, minimising any financial risk to project <p><u>INFRACO Mobilisation</u></p> <ul style="list-style-type: none"> Note some concerns / delays around demolition of Caledonian Alehouse – some delays due to asbestos on site. Excellent work to expedite Building Warrant | <ul style="list-style-type: none"> Duncan Fraser to draft report regarding potential for developer contributions e.g. from Bio Tech sector, NHS etc Report requested for IPG on implications of delays, focusing on the critical path for INFRACO | <p>Duncan Fraser</p> |

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| | | <p><u>Internal Resources</u></p> <ul style="list-style-type: none"> Note that there will need to be an allowance for additional internal resources for the project beyond the date budgeted – for planning / approvals etc | | |
| 4 | Legal / Governance Issues | <ul style="list-style-type: none"> No current issues. Legal Affairs groups will continue now meeting every 4 weeks | | |
| 5 | Communications Issues | <ul style="list-style-type: none"> Several issues are arising which will need careful management Haymarket diversions will need the trimming of some trees which will cause some public concern Works on George street – to install traffic lights – will also likely meet some objections from shopkeepers Open for Business campaign is going well with successful work in Leith coupled with the Leith Festival and more to come with a spa on Princes Mall Comms officer has been appointed and will focus on broader comms issues – schools work etc. | <ul style="list-style-type: none"> Comms work needed to ensure that there is awareness that this is only a temporary – 5 weeks – arrangement | |
| 6 | AOB | <ul style="list-style-type: none"> Rates Rebate / hardship payments – Greg Ward and Mike Peterson to discuss | | |

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| | | <ul style="list-style-type: none">• SFC should be represented at these meetings• RBS tram stop – Dave Anderson and Greg Ward to visit RBS next week and will discuss RBS ideas / contribution to tram stop at Gogar• Festival – note that moratorium of works during festival only includes city centre – note that there may be fringe venues further away from centre may be affected• Dave Anderson and Norman Ireland have had discussions re impact on Winter Festivals• “Thank you” event is to be held next Wednesday, 18 June | | |
| 7 | Date of next Meeting | 830am 9 July | | |