



**Property & Legal Meeting**

**4<sup>th</sup> December 2007**

**Present:** **Duncan Fraser, Colin Mackenzie, Alan Squair, Steve Sladdin, Steve Hajducki, Nick Smith, Alan Coyle**

**Apologies:** **Rebecca Andrew; David Cooper,**

	<b>Action</b>
Clear definition of the Scope of Works from tie	<b>DMF</b>
Copy of Report to be circulated to all at meeting) Edinburgh Tram Contract Acceptance) (SD to circulate for DMF)	<b>DMF</b>
First ScotRail	
Direct negotiation between FirstScotrail and tie this is in reaction to Depot and station at Haymarket. (note from SKS to be included for minutes re pre-conditions)	
Alan Coyle and Steve Sladdin to review Haymarket Report and try to get this closed out today.	<b>AC/SKS</b>
DMF to check that Damien Sharp has submitted SDS documents to NR and has arranged meeting with FSR as per Critical documents/Milestone Schedule in Advance of Report to Council. DMF to send E-mail to D Sharp (sent 04/12.07	<b>DMF</b>
Scottish Power Agreements – still outstanding update required. Assurances of timescales are critical. To be confirmed with Alastair Sim that these will be signed off for MUDFA project.	<b>CMcK</b>
BBS were to agree to sign off a programme for technical and prior approvals however as SDS do not require to deliver this to a set timescale consequently BBS but have refused sign up to this commitment in contract BBS not taking risks novated by BBS Constraints /approvals	
QRA update required to reflect changing risks including late design delivery post financial close - AC to check risks re SDS.	<b>AC</b>

**Planning Approval**

SDS Drawings – unsatisfactory. Tie inability of setting up programme and sticking to it.  
V17 SDS – 22 Programme continued to slip.

	<b>Action</b>
<b><u>Governance</u></b>	
Normal procedures for powers to sub committee including:	
<ul style="list-style-type: none"> <li>• Frequency of Meetings etc (4 weekly)</li> <li>• Reporting to Main Committee</li> <li>• Delegation of Authority to Main Committee</li> <li>• Referral to Full Council</li> </ul>	
DMF to e-mail Committee Services	<b>DMF</b>
<b><u>DLA</u></b>	
Arrange meeting with Donald McGougan/Andrew Holmes with Colin Mackenzie/ Nick Smith to close out the Operating Agreements – early next week (Mon/Tues)	<b>DMF</b>
<b><u>OCIP</u></b>	
Risk Matrix	
<b><u>DTZ Report</u></b>	
Review Draft. Debate – need any changes Gross Values and Net Figures In general quite happy with report. AC to discuss 2 changes – will be able to respond to Conservative motion.	<b>SKS</b>
<b><u>Forth Ports</u></b>	
Fundamental concerns with the Policy – request meeting. AS to discuss with DC.	<b>AS</b>
Tram Developers Contribution Policy Guidelines (Report) David Cooper is finalising report to Planning Committee on 12 <sup>th</sup> December	<b>DC</b>
<b><u>Network Rail/BAA</u></b>	
<ul style="list-style-type: none"> <li>• Lease prepared to sign Legal Agreement Framework Agreement.</li> <li>• Letter of recommendation from DLA</li> <li>• Some way to go on BAA Lease</li> <li>• Tie Lease (D&amp;W)</li> </ul>	
 <b>Next meeting 11<sup>th</sup> December in the Break Out Area 1<sup>st</sup> Floor City Point</b>	



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**11<sup>th</sup> December 2007**

**AGENDA**

1. Timesheets
2. Developers Contributions
3. Final Business Case
4. Operating Agreements
5. BAA
6. Haymarket
7. GVD
8. Network Rail
9. Tram Organisational Structure
10. Gogar Depot Water Pipe – Side Agreement
11. Deliverables
12. CEC Risks
13. A.O.B.