

# Tram Briefing

Edinburgh, 11 June 2012

## Attendees:

Sue Bruce (Chair)	The City of Edinburgh Council	<a href="mailto:sue.bruce@edinburgh.gov.uk">sue.bruce@edinburgh.gov.uk</a>
Vic Emery	The City of Edinburgh Council	<a href="mailto:vicemery@me.com">vicemery@me.com</a>
Mark Turley	The City of Edinburgh Council	<a href="mailto:Mark.turley@edinburgh.gov.uk">Mark.turley@edinburgh.gov.uk</a>
Alastair Maclean	The City of Edinburgh Council	<a href="mailto:alastair.maclean@edinburgh.co.uk">alastair.maclean@edinburgh.co.uk</a>
Colin Smith	The City of Edinburgh Council	<a href="mailto:csmith@hg-group.co.uk">csmith@hg-group.co.uk</a>
Tom Little	The City of Edinburgh Council	<a href="mailto:Tom.little@edinburgh.gov.uk">Tom.little@edinburgh.gov.uk</a>
Bob McCafferty	The City of Edinburgh Council	<a href="mailto:Bob.McCafferty@edinburgh.gov.uk">Bob.McCafferty@edinburgh.gov.uk</a>
Greg Ward	The City of Edinburgh Council	<a href="mailto:greg.ward@edinburgh.gov.uk">greg.ward@edinburgh.gov.uk</a>
Ainslie McLaughlin	Transport Scotland	<a href="mailto:ainslie.mclaughlin@transportscotland.gsi.gov.uk">ainslie.mclaughlin@transportscotland.gsi.gov.uk</a>
Lucy Adamson	Transport Scotland	<a href="mailto:lucy.adamson@transportscotland.gsi.gov.uk">lucy.adamson@transportscotland.gsi.gov.uk</a>
Neil Gibson	Big Partnership	<a href="mailto:Neil.gibson@bigpartnership.co.uk">Neil.gibson@bigpartnership.co.uk</a>

## ACTION NOTE

	ITEM	ACTION OWNER	DEADLINE
1	<b>PREVIOUS MINUTE 24 AND 29 MAY 2012 – ACTIONS FROM PREVIOUS MEETING</b> <b>Decision</b>  To approve the minutes as a correct record.		
3	<b>SRO'S REPORT</b>  Colin Smith gave a project update and advised that: <ul style="list-style-type: none"><li>• Councillor Hinds was set to meet the attendees of the Design and Consents control meeting on 12 June 2012. Colin Smith would also accompany Councillor Hinds on a route visit, provide a presentation on traffic modelling and following the presentation would take Councillor Hinds through the methodology of protecting the programme, including the detail and the reasons for the planning of the York Place works.</li><li>• The financial savings of the York Place 'optimum' approach could be up to £12m and would be partly shared with the contractor. The 'optimum' approach would mean the on-street construction works could be completed by summer 2013 and by late 2013 there would possibly be a commencement of the revenue service.</li><li>• The Rev 5 programme had been approved and BB would be taking the programme for the early</li></ul>		

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<p>completion of the Project to their Board in September 2012.</p> <ul style="list-style-type: none"><li>• There had been a recent increase on the number of enquiries from Councillors to Turner and Townsend, Infraco and CEC. It was proposed that replies would be handled centrally with a fortnightly or monthly tram panel that could answer Councillor questions.</li><li>• BBS and Turner and Townsend had confirmed that Princes Street was still on schedule to be handed over on 29 June 2012.</li><li>• McNicholas and Infraco had been informed that they were not able to park private cars on site. They were also informed that their car may be given a parking ticket if they continued to park within the site.</li><li>• Turner and Townsend had been tasked with requesting attendees to sign the report arising out of the 'Think before you act' initiative. This was to signify that the attendees agreed with the report and to implement the actions.</li><li>• The First Minister's Office had been informed about the re-location of the bus station into Charlotte Square. Ainslie McLaughlin asked whether the bus station could be located on the west or south side rather than the north. Colin Smith agreed to investigate this and report back.</li><li>• The time bank had 12 out of 22 weeks remaining. The works at Shandwick Place and Haymarket had eroded the time bank recently but it was expected there would still be 9 weeks in remaining for the works in York Place.</li><li>• SEPA and BB had agreed on an independent engineer regarding environmental assessments of spoil.</li><li>• The pedestrian crossing on Eastfield Avenue did not comply with regulations. BBS had agreed to rectify the crossing at their cost. Turner and Townsend were currently undertaking measurements and the new solution would be taken to the Airport to ensure that they were content.</li><li>• Alf Orriell would be utilised for tours of the depot.</li></ul>		
<p>Alastair Maclean highlighted that there had not been as much information provided to Councillors in general recently because of the election. Gavin King advised</p>		

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that there was an All Party Oversight Group scheduled for the end of June 2012. Sue Bruce stated there was a need for a city centre briefing to be arranged in the near future.

Ainslie McLaughlin confirmed that Councillor Hinds was meeting Keith Brown MSP on 27 June 2012 and a joint political press release was expected following the meeting.

Alastair Maclean enquired whether the increase in the number of tram project queries was down to a lack of public information. He advised that the Communication team should be more pro-active and provide further public information. Neil Gibson agreed stating that previously communications had been driven by events and that it would be beneficial to release communications on smaller items which would continually build good news stories.

Vic Emery stated that Turner and Townsend had advised that the Edinburgh Gateway was on the critical path. This coupled with the improved plan in York Place meant the critical path was moving to the off-street part of the Project. Colin Smith agreed that the critical path would move onto the off-street area and it was essential that potential threats to the programme such as the works in Murrayfield were resolved. The works in Murrayfield would continue to be monitored closely. Colin Smith did not agree with Turner and Townsend that the Edinburgh Gateway was on the critical path of the overall programme but it was an area of criticality on that section of the programme's completion date and it was essential that any issues were resolved as soon as possible.

Colin Smith advised that there was a member of staff who was losing effectiveness in the Murrayfield Corridor decision-making process. Alastair Maclean suggested that Turner and Townsend were advised that action should be taken to resolve the situation.

Colin Smith advised that a full design solution for the Edinburgh Gateway was expected on Friday 15 June 2012. Colin Smith reported that he intended to have the programme issue also resolved. Ainslie McLaughlin added that a back up design to SDS's design may be necessary as the Edinburgh Gateway should not affect the overall Tram Project programme.

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ITEM	ACTION OWNER	DEADLINE
<hr/> <p>Colin Smith agreed to bring an update on the Edinburgh Gateway back to the meeting on 14 June 2012.</p>		
<b>Decision</b>		
1) To investigate whether the west and/or south side of Charlotte Square could be utilised for the re-location of the bus station.	<b>Colin Smith</b>	
2) To instruct Turner and Townsend to resolve the situation with the member of staff who was losing effectiveness in the Murrayfield Corridor decision-making process.	<b>Colin Smith</b>	
3) To provide an update on the Edinburgh Gateway at the Tram Briefing Meeting on 14 June 2012.	<b>Colin Smith</b>	

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**3 CONSTRUCTION UPDATE INCLUDING REPORTED INCIDENTS**

Bob McCafferty gave an update on construction issues, in particular, focussing on the following:

- Track was continuing to be laid at Carrick Knowe and Edinburgh Park.
- There would be another weekend closure at Balgreen for the new bridge beams to be lifted in. There would be two further closures in August 2012.
- Works were ongoing on the handover for Princes Street.
- Broughton Street would be closed from 16 June 2012 to allow for BT duct works to be undertaken.
- Works on Tower Bridge and reinstating Lindsay Road were nearly complete.
- Tenders had been received for the public utility works in Leith. Work was currently being undertaken evaluating these tenders. There were also major gas works taking place over the summer in Queensferry Street and a closure of Henderson Street which meant that the public utility works could only begin in September 2012. The tender would be submitted for approval to the Finance and Resources Committee on 31 July 2012.

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<ul style="list-style-type: none"><li>The Conan Doyle statue, the pigeons, the clock and other public art would be re-instated in July 2012.</li></ul>		
<hr/> <b>4 OPERATIONS UPDATE</b>		
<p>Colin Smith explained that there was a ready for operations meeting later this week which would include discussion on ticketing vending machines (TVMs). Snagging at the depot was making good progress except for the water leaking under the front door solution which was still being discussed.</p> <p>Alastair Maclean requested that Lothian Buses be asked when they would engage on the Heads of Terms for the Operational Agreement.</p>		
<b>Decision</b>		
To ask Lothian Buses when they would engage on the Heads of Terms for the Operational Agreement.	<b>Colin Smith</b>	
<hr/> <b>5 CHANGE CONTROL UPDATE</b>		
<b>Decision</b>		
To continue consideration of the change control update until the Tram Briefing meeting on 14 June 2012.	<b>Gavin King</b>	
<hr/> <b>6 COMMUNICATIONS UPDATE</b>		
<p>Neil Gibson advised that the trade journalists' visit to the depot was going ahead tomorrow as scheduled.</p> <p>There was a tree replacement report going to Transport, Infrastructure and Environment Committee. A line had been prepared in case of media attention and feedback was requested.</p>		
<b>Decision</b>		
To provide any feedback to Neil Gibson on the line in regard to the Tree Replacement report.	<b>All</b>	

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<b>7 COUNCIL REPORTS – LEITH PUBLIC UTILITY WORKS</b>		
Discussion on the Leith Public Utility Works had taken place earlier in the meeting.		
<b>8 AOCB</b>		
Bob McCafferty highlighted that a motion by Councillor Mowat had been submitted to the Transport, Infrastructure and Environment Committee requesting an update on the Tram Project.		
<b>9 DATE OF NEXT MEETING</b>		
Client Meeting – 14 June 2012 at 8am in the Chief Executive’s Board Room		
Turner and Townsend Meeting – 21 June 2012 at 8am in the Chief Executive’s Board Room		