

Tram Briefing

Edinburgh, 28 June 2012 at 8am

Attendees:

| | | |
|-------------------|---------------------------|--|
| Sue Bruce (Chair) | City of Edinburgh Council | sue.bruce@edinburgh.gov.uk |
| Alastair Maclean | City of Edinburgh Council | alastair.maclean@edinburgh.gov.uk |
| Mark Turley | City of Edinburgh Council | mark.turley@edinburgh.gov.uk |
| Tom Little | City of Edinburgh Council | tom.little@edinburgh.gov.uk |
| Bob McCafferty | City of Edinburgh Council | bob.mccafferty@edinburgh.gov.uk |
| Alan Coyle | City of Edinburgh Council | alan.coyle@edinburgh.gov.uk |
| Colin Smith | City of Edinburgh Council | csmith@hg-group.co.uk |
| Vic Emery | City of Edinburgh Council | vicemery@██████████ |
| Lucy Adamson | Transport Scotland | lucy.adamson@transportscotland.gsi.gov.uk |

Apologies:

| | | |
|--------------------|---------------------------|--|
| Neil Gibson | Big Partnership | Neil.Gibson@bigpartnership.co.uk |
| Greg Ward | City of Edinburgh Council | Greg.ward@edinburgh.gov.uk |
| Ainslie McLaughlin | Transport Scotland | Ainslie.mclaughlin@transportscotland.gsi.gov.uk |

ACTION NOTE

| | ITEM | ACTION OWNER | DEADLINE |
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2. Previous Minute – 19 June 2012

Decision

To approve the minute of 19 June subject to the inclusion of the first bullet on page 3 of the minute (regarding Dublin Street) as a specific decision. Colin Smith advised that he was meeting the relevant owner later today (28 June).

3. SRO's Report

- The hand-over of Princes Street to the Council would occur on Friday 29th June (precise time to be specified). An inspection meeting at 5pm on 28th June would direct the handover. The Tram stop will still require to be built out – resulting in a no drive zone for approx 25m for one carriageway width. (Some works are being finalised relating to the placing of metal studs and some lining and the laying of anti-skid material. Signage will be prominently displayed advising that cyclists take caution in relation to the tram tracks. Colin Smith agreed to contact SPOKES.) The Scottish Water derogation will also come through. Alasdair

CS

28/6

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| Sim will accept the road on behalf of the Council. | AS/CS | 29/6 |
| • Every new traffic crossing has a Braille design. It was, however, agreed to engage with RNIB concerning safety for visibly impaired pedestrians. | BMcC | 3/7 |
| • The airport crossing has been viewed in conjunction with Bilfinger Berger and Siemens. A proposal has been developed and will be put to the Airport's Managing Director. | CS | 3/7 |
| • Collapsed Sewer – Mark Turley to check with Environmental Health that they are satisfied with the restaurant. | MT | 3/7 |
| • West End – acceding to a request from West End Traders, the stretch from the West End to Haymarket will be re-opened in a progressive manner (in that east-west direction). The reintroduction of buses during that progressive re-opening has been explored with Lothian Buses. A proposal will be put to West End Traders on Tuesday 3 rd July. | CS | 3/7 |
| • The potential for cars to operate on Princes Street during the evening and overnight is being considered. Similarly, potential for a car-lane for evening/overnight use is being explored as part of the York Place works. | CS | 3/7 |
| • Tower Bridge – remains on target. Colin Smith will conduct a walk-round inspection at report back. | CS | 3/7 |

4. Finance Update

Alan Coyle advised that:

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| • There has been a further erosion of 3.7 weeks into the 22 week time-bank (leaving a current balance of 12.9 weeks) | | |
| • Colin Smith and Alan Coyle are actively engaged in meetings regarding Commercial Closure with Scottish Water. Scottish Water and Turner & Townsend remain some distance apart. | CS/AC | 3/7 |
| • There is a need to secure the Gateway letter from Transport Scotland (though the matter is cost-neutral to the Project). | AC | 3/7 |
| • MUDFA – a meeting had been held with Faithful+Gould. F+G had been directed to focus on prospects of recourse against Carillion. A paper will be presented to the 3 rd July meeting | CS/AC | 3/7 |

5. Communications Update

Tom Little provided a general overview of the recent flurry of news stories and reaction from businesses and introduced the proposed Communications Structure paper. The following matters were raised:

- We need to ensure that we possess the right number of Communications staff re: trams;
- That they possess the correct skills;
- That they have the requisite access to senior officers
- That Communications staff meet with the appropriate

regularity and are suitably linked in to the central Project Team.

- The distinction between communications/media management and stakeholder liaison was highlighted with each element requiring to be properly resourced. Identifying staff with skills/experience to bolster our stakeholder engagement (across the entire length of the route) should be done in a consistent and measured manner. The Chief Executive would raise with Directors.

SB 3/7
- Elected members should feature on the Tram Structure organogram and specific use should also be made of local ward members such as Cllr Mowat (City Centre).

TL 3/7
- We need to remind of the key/core tram messages and carefully plan all Comms activity as part of a general charm offensive between now and September. Consideration should also be given to encouraging pro-tram organisations (such as the Chamber of Commerce) to help carry the message together with utilising viral media and more youthful advocates.

TL 3/7
- The Chief Executive's attendance at the meeting with West End Traders was well-received. The most prominent individuals (Chief Executive, Council Leader and Convener) should be utilised to carry our message directly to affected areas/organisations. Consideration should be given to arranging such meetings for w/b 2 July.

TL/CS 2/7
- David Haxton is missing from the Tram Structure organogram and should be closely aligned to the media team.

TL 3/7
- Care should be taken to protect staff from burn-out.

TL Ongoing
- The Communications Strategy would be reflected upon in the light of the comments offered and would be brought back to the 3 July meeting. Alastair Maclean, Tom Little and Lucy Adamson should explore possible solutions regarding wider communications. A preliminary discussion could also be had immediately following the Tram Branding meeting on 2nd July.

ALL 2/7 & 3/7

6. Any other business

- Councillor Hinds (and her Departmental Adviser, Alan Howie) to be invited to the meeting on Tuesday 3rd July at 8am at Waverley Court. Councillor Hinds also to routinely receive relevant meeting papers.

CS 29/6
- Clarity regarding who owns the 'Tram brand' flagged as a matter requiring consideration in the future.
- The significant contribution that Lucy Adamson had made was recognised and best wishes extended to her for her new duties.
- It was noted that whilst the Project was currently in its most intensive period, it was important to recognise that this resulted from the huge progress that has been made over the last 18 months.

7. Date of next meeting

Client Meeting – 3 July 2012 at 8am in the Chief Executive's Board Room

Turner and Townsend Meeting – 5 July 2012 at 8am in the Chief Executive's Board Room