

Tram Briefing

Edinburgh, 31 July 2012

Attendees:

Sue Bruce (Chair)	The City of Edinburgh Council	Sue.bruce@edinburgh.gov.uk
Vic Emery	The City of Edinburgh Council	vicemery@
Colin Smith	The City of Edinburgh Council	Colin.smith@edinburghtrams.com
Alastair Maclean	The City of Edinburgh Council	Alastair.maclean@edinburgh.gov.uk
Bob McCafferty	The City of Edinburgh Council	Bob.mccafferty@edinburgh.gov.uk
Alan Coyle	The City of Edinburgh Council	alan.coyle@edinburgh.gov.uk
Ainslie McLaughlin	Transport Scotland	ainslie.mclaughlin@transportscotland.gsi.gov.uk
Ross Hornsey	Transport Scotland	ross.hornsey@transportscotland.gsi.gov.uk
Jim Davidson	The City of Edinburgh Council	Jim.davidson@edinburgh.gov.uk
Dorothy Fenwick	The City of Edinburgh Council	dorothy@

Also Present:

Councillor Hinds	The City of Edinburgh Council	Lesley.hinds@edinburgh.gov.uk
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ACTION NOTE

	ITEM	ACTION OWNER	DEADLINE
1	PREVIOUS MINUTE 19 JULY 2012 Decision To approve the minute of 19 July 2012 as a correct record.		
2	PROJECT UPDATE REPORT Bob McCafferty provided a report outlining details on roadworks and road closures, beam lifts, utility outages, COCP relaxations and health and safety incidents. Bob McCafferty confirmed that the snagging works being carried out in Princes Street would occur till 10 August 2012. The upcoming Balgreen bridge beam lift back up closures may not be needed. Vic Emery highlighted the good progress made with the bridge beam lifts and that many back up dates were not required. Sue Bruce enquired whether the neighbours in Balgreen had complained over the out of hours works. Bob McCafferty advised that there had been a complaint over noise at the Water of Leith Bridge but none had been received at Balgreen Road. Sue Bruce		

ITEM	ACTION OWNER	DEADLINE
<p>asked that a letter was sent to residents thanking them for their co-operation. The letter should state that other out of hour works may be necessary.</p>		
<p>Bob McCafferty advised that he had asked Turner and Townsend to report on the use of a jackhammer at 1.45am in Haymarket and enquired if it was part of the Tram Project.</p>		
<p>Colin Smith stated that the revision of the COCP was progressing ahead of schedule. The revision would modernise the COCP but maintain standards and the levels of protection. A comparison with the Tram Act would also be carried out to ensure compliance.</p>		
<p>Decision</p>		
<p>That a letter be sent to residents in Balgreen thanking them for their co-operation in regard to out of hour works.</p>	<p>Jim Davidson</p>	

3 STAKEHOLDER AND COMMUNICATIONS UPDATE

3.1 Stakeholder Update

Jim Davidson advised that significant inroads had been made with stakeholders through face-to-face contact and although there was still criticism it was not as significant as the previous two months.

Councillor Hinds explained that she needed a regular update on the Project and its issues and initiatives. Sue Bruce suggested that Councillor Hinds attend the Tram Briefing meetings every Tuesday, whereupon an update could be tailored to her needs, which could be supplemented with a monthly route visit.

Colin Smith advised that if the Stand Comedy Club wished to fix sign to the site fencing then they should advise of size and materials and Colin Smith would secure approval.

Decision

That Councillor Hinds would attend the Tram Briefing meetings every Tuesday, whereupon an update could be tailored to her needs

ITEM

**ACTION
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3.2 Enquiries Update

Jim Davidson advised that the response to Ms Bourne was nearly complete and would be sent out in the near future. Alastair Maclean confirmed that the response would be sent out by his office on this occasion.

Councillor Hinds stated that it would be beneficial for those members of the public who are very anti-tram to be invited in to speak to the Project Team. Alastair Maclean explained that he had invited Mr Carson to attend a meeting with the Project Team on numerous occasions and he had refused. Any assistance in convincing Mr Carson to discuss his issues and queries with the Project Team would be welcomed.

3.3 Media Update

Jim Davidson confirmed that discussions had taken place with Lothian Buses and a member of their communications team would be seconded over for 3 days a week to the Tram media team at no cost. Councillor Hinds added that improved communications between the Tram Project and Lothian Buses was essential.

Vic Emery enquired whether there had been good coverage of the Project following the transport journalists' depot visit. Dorothy Fenwick agreed to provide the cuttings of the articles to the next meeting.

Dorothy Fenwick advised that the media team needed to keep journalists with up to date information on the Project. This and a greater use of photos to show progress would result in more balanced coverage in the media.

Sue Bruce enquired whether the information had been improved on the website. Jim Davidson confirmed that this was a work in progress but was a priority.

Decision

That Dorothy Fenwick would provide cuttings of the transport journalists' articles following the tram depot visit.

**Dorothy
Fenwick**

4 SRO'S REPORT

Colin Smith gave a project update and advised that:

- The response to John Carson's 50 queries had been completed last week and should be issued.
- Mr Rudland had made a query on the Project's compliance with the COCP. The compliance rate was good at 91-92% but it was expected that further queries would follow this and the media team should prepare a response.
- A request had been made for Alasdair Sim to attend a traders meeting. This continues to put a strain on the resources of the Tram Project technical team. Questions from the public should be answered at the monthly tram surgery. The next surgery was on 7 August 2012.
- It was still an aspiration to reach a 'street clear' position in Shandwick Place, at the Lothian Road end in spring 2013 rather than December 2013. This proposal still had to be confirmed and was work in progress.
- There had been a request from a member of the public for All Party Oversight Group minutes. Colin Smith had reviewed these minutes and had made the appropriate redactions of commercial information. Sue Bruce added that it was important that there was a forum that members could be informed of commercial information. Councillor Hinds suggested that the All Party Oversight Group meetings be split into A and B agendas with the B agenda containing the commercially sensitive information. Gavin King agreed to alter the All Party Oversight Group agenda into an 'A' and a 'B' agenda.
- A control meeting had been established for the works in York Place.
- The survey work on the cellars in York Place was underway.
- There was an impasse between BBS, Scottish Water and Turner and Townsend at Murrayfield. A meeting had been held to flush out the issues and if necessary these would be escalated in a meeting with Richard Ackroyd or Geoff Aitkenhead of Scottish Water.
- A representative of Scottish Water would be

ITEM

**ACTION
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DEADLINE

located in Lochside to enable issues to be resolved more swiftly.

- There had been two valuations where Turner and Townsend had been asked why they had altered the number after agreement had been reached. This was an issue that was required to be stopped so the practice did not continue.
- There were 10 weeks remaining in the timebank created from the cost engineering initiatives.
- Option C of 'Radical II' for York Place appeared to be a viable plan that would allow the bus station to remain open. This information was not yet ready to be shared although it was hoped that the plan would be finalised prior to the Broughton and New Town Community Council.
- The Project Team had investigated the risk register, removing obsolete risks and the main risks remaining were regarding the weather and the levels of resources. An additional three track laying squads had been identified by the Project Team and which could be offered to Infracore. These would be managed through Turner and Townsend.
- The risk of utilities was receding, with type 1 utilities expected to be cleared by October 2012.
- The discussion on the programme would be revised and once completed would be taken to Bilfinger Berger's and Siemen's board meetings in September 2012. A report to the Council was scheduled for October 2012. This work was ongoing and could not be publicised until it was finalised and agreed.
- A tracker had been created of Network Rail commercial and legal issues.
- The meeting with the Assessor on rates relief would take place later this week. Alan Coyle would attend with Colin Smith. Alan Coyle had analysed and extracted the relevant information for discussion.
- The works on the Gateway had been programmed so they did not impact on the Tram Project's overall programme. The tender report deadline was 9 August 2012 with a decision expected on 16 August 2012.

ITEM	ACTION OWNER	DEADLINE
Decision		
1)	To issue the response to Mr Carson and that the reply be copied to Councillors Burns and Hinds and the Chief Executive.	Jim Davidson
2)	To alter the All Party Oversight Group agenda into an 'A' and a 'B' agenda.	Gavin King

5 AOCB

Councillor Hinds stated that there was still a perception with some members of the public that the tram did not stop at the airport and an additional bus was needed. It was essential that the message was put out that the tram did service the airport directly.

Councillor Hinds enquired whether the works in George Street had been completed. Bob McCafferty explained that the works should have been completed but there may still be snagging issues. He would investigate and report back.

Decision

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| 1) | To investigate methods for ensuring that messages such as that the tram stopped at the airport were circulated to the public. | Dorothy Fenwick |
| 2) | That Bob McCafferty would investigate whether the works in George Street had been completed. | Bob McCafferty |

6 DATE OF NEXT MEETING

Turner and Townsend Meeting – 2 August 2012 at 8am in the Chief Executive's Board Room

Client Meeting – 7 August 2012 at 8am in the Chief Executive's Board Room