

Note of Meeting

Joint Project Forum and Principals

Edinburgh, 30 May 2012

Present:- Sue Bruce (in the Chair), Lucy Adamson (Transport Scotland), Bill Campbell (Lothian Buses), Antonio Campos (CAF), Alan Coyle (CEC), Axel Eickhorn (Siemens), Martin Foerder (Bilfinger Berger), Neil Gibson (Big Partnership), Dr Jochen Keysberg (Bilfinger Berger), Tom Little (CEC), Alastair Maclean (CEC), Kelly Murphy (CEC), Julie Owen (Siemens), Graeme Porteous (Transport Scotland), Dr Joerg Schneppendahl (Siemens), Colin Smith (CEC) and Mark Turley (CEC)

Also Present:- Gavin King (CEC).

Item No	Subject	Action Owner
1	<p>Previous Minute – 25 April 2012</p> <p>Decision</p> <p>To approve the minute of 25 April 2012 as a correct record.</p>	
2	<p>Health and Safety – ‘Think Before You Act’ Safety Initiative</p> <p>Colin Smith advised that following two major health and safety incidents, affecting different contractors, which could have had more serious consequences, the Council agreed, acting as a responsible employer, to initiate a workshop. Turner and Townsend facilitated the workshop and all parties working on the Project attended. The report collating the contributions and suggestions from those who attended had been finalised and would be circulated to all parties in the near future.</p> <p>One of the key messages arising from the workshop was that there was not a need for another layer of health and safety management. BBS had offered the health</p>	

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	<p>and safety system they were operating under to all parties and invited everyone to participate in their monthly health and safety meeting.</p> <p>Decision</p> <p>To note the update.</p>	
3	Key Points of Progress – February to May 2012	
3.1	<p>Progress Photographs</p> <p>Martin Foerder provided an update on the Project through a series of photographs. The photographs were two weeks old but showed the significant progress over the previous three months.</p> <p>Colin Smith explained that there had been a significant increase in personnel on site requiring a lot of co-ordination. The spirit of working together and sharing the site had been utilised.</p> <p>Mark Turley enquired whether the photographs could be used as a rolling display in Council libraries. Martin Foerder agreed that this was possible and Kelly Murphy and Kevin Russell could liaise to determine the appropriate photographs. Colin Smith added that the Communications Control meeting should be used for any agreement.</p> <p>Sue Bruce highlighted that the Council had a new administration that were extremely supportive of the project. There was also a new Convener of the Transport, Infrastructure and Environment Committee that it would be beneficial to meet the next time the Principals were in Edinburgh.</p> <p>Decision</p> <p>That Kelly Murphy and Kevin Russell liaise to determine the appropriate photographs to be used in any public displays and that it was taken through the Communications Control Meeting.</p>	<p>Kevin Russell/Kelly Murphy</p>

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<p>3.2</p> <p>3.2.1</p>	<p>Verbal Reports from Martin Foerder, Axel Eickhorn, Antonio Campos and Colin Smith</p> <p>Commissioning and Integration Of Trams – Siemens/CAF</p> <p>Colin Smith explained that Siemens, CAF, Lothian Buses and CEC were all working together to look at the commissioning and integration of trams. The Rev 5 programme would feed into these discussions and support the work being undertaken.</p>	
<p>3.2.2</p>	<p>Third Party Consents/ CEC Approvals</p> <p>A CEC control team had been created which was chaired by Bob McCafferty and ensured that third party consents and approvals were managed in an efficient manner. One early success of this team was the planning consents in York Place.</p>	
<p>3.2.3</p>	<p>Network Rail</p> <p>Raymond Sheridan (Network Rail) had acted as a successful facilitator in the Project with Network Rail. The conveyor belt system that had been established continued to work and ensure that Network Rail consents were expedited in a timely manner. The Murrayfield Corridor was a difficult area to work in and the ongoing policy would be to work around the embankment steadily.</p>	
<p>3.2.4</p>	<p>Scottish Water</p> <p>Colin Smith advised that there had been 33 manholes that required design solutions which had been worked through pragmatically with Scottish Water involved and attending meetings. There were still key challenges regarding manholes in Princes Street and a manhole at the Scotrail depot that required derogations.</p> <p>Sue Bruce enquired whether the work necessary for the manholes in Princes Street could be completed by 29 June 2012. Martin Foerder confirmed that they could if Scottish Water agreed to a derogation. If Scottish Water did not agree to a derogation it would not be completed by the end of June 2012.</p>	

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3.2.5	<p>Scottish Power</p> <p>A minor issue over lighting columns had arisen but had now been resolved.</p>	
3.2.6	<p>Scotrail</p> <p>Work undertaken around the Scotrail depot continued to be carried out in accordance with the agreed protocol.</p>	
3.2.7	<p>Edinburgh Airport</p> <p>Colin Smith advised that he had informed the airport that the road crossing in Eastfield Avenue was compliant but the pedestrian crossing was not. Siemens subsequently had produced an amended design of a compliant pedestrian crossing.</p> <p>Sue Bruce explained that the airport had recently been purchased by Global Infrastructure Partners. A meeting had been scheduled with Sir John Elvidge (Incoming Chairman of Edinburgh Airport) to discuss the airport and it was hoped that the new owners would see the benefits the tram would bring.</p>	
4	<p>Governance</p> <p>4.1 Project Team Structures and Behaviours</p> <p>It had been agreed that any permanent changes to the Turner and Townsend staffing structure were required to be approved at the Change Control meeting.</p> <p>Martin Foerder highlighted that it had been previously agreed that it would be a separate team working in York Place and this did not seem to be the case.</p> <p>Colin Smith advised that Julian Weatherley wished to review his team. He was in discussions with Julian Weatherley on the re-profiling of the on-street team and would report back if there were any issues.</p> <p>Decision</p> <p>That Colin Smith would report back on the Turner and Townsend structure if there were any issues.</p>	<p>Colin Smith</p>

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4.2	<p>Certification, Working Decisions and Agreements</p> <p>There were no issues or items of dispute on this subject.</p>	
5	<p>Cost Engineering</p> <p>Colin Smith advised that the Project Team would review whether there were any further opportunities for cost engineering in Autumn of 2012. This was in line with Dr Keysberg's suggestion at the previous Principal's meeting.</p>	
6	<p>Programme</p>	
6.1	<p>Revision 5</p> <p>The Rev 5 programme had been provided by BBS and was currently with Turner and Townsend. Turner and Townsend's response to the Rev 5 programme was expected later that day.</p> <p>Martin Foerder advised that some of the cost engineering, the de-scoping of certain works and the adaptation of different work methods was included in Rev 5. The Sectional Completion Dates remained the same.</p>	
6.2	<p>Optimum Sequence for York Place Access Proposal – Early Clearance of Utilities</p>	
	<p>Colin Smith explained the process the Project Team took in planning for York Place. The final proposal for York Place took into account the views of stakeholders such as Lothian Buses and Harvey Nichols. The most common request was to complete the works as soon as possible. Operators of the bus station were still to be consulted with. Sue Bruce requested that Colin Smith check with Transport Scotland that the First Minister had been informed of the potential relocation of the bus station to Charlotte Square.</p> <p>The proposal aimed to bring forward the utility works and to protect the October start date for construction works in Rev 5 resulting in one less Christmas being affected for traders.</p> <p>The key upcoming works included that on 18 June 2012 Broughton Street would be closed to allow BT duct</p>	

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	<p>works, and work would continue on the demolition of the public toilet and ducting for the substation in Cathedral Lane. Princes Street (west of Waverley Bridge) was scheduled to be handed over on 29 June 2012 with setts installed, snagging cleared and manholes completed.</p> <p>Martin Foerder agreed that the handover of Princes Street was possible on 29 June 2012. Although this would be changed if Scottish Water did not agree to the derogation on the manholes.</p> <p>The demolition of the toilet block and duct works were scheduled to be completed by 8 and 16 July 2012. Thereafter the utility works in York Place would commence with two lanes operating only for Lothian Buses once the 'plug' in Princes Street was partly removed. Target date was at the end of September.</p> <p>The next phase would include Princes Street re-opening, which would allow for the complete closure of York Place in November 2012. This would also mean the bus station would be temporarily re-located. The 'plug' would be fully open in December 2012 and Infraco would have possession of the site at that time.</p> <p>Decision</p> <ol style="list-style-type: none"> 1) That Colin Smith check with Transport Scotland that the First Minister had been informed of the potential relocation of the bus station to Charlotte Square. 2) To agree that the Programme Options for York Place outlined by Colin Smith be pursued. 	<p>Colin Smith</p> <p>Colin Smith</p>
<p>7</p> <p>7.1</p>	<p>Project Concerns or Threats</p> <p>Haymarket to Shandwick – Handover Procedures/Utility Diversion Progress</p> <p>Martin Foerder advised that there were concerns with the handover packs being provided by Turner and Townsend in an incomplete form. The handover packs were essential to allow Infraco to undertake construction works without potentially causing any damage.</p>	

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	Colin Smith advised that it was essential that the handover to Infracore was conducted appropriately and currently the packs provided were not complete. This had been raised with Turner and Townsend as a critical piece of work.	
8 8.1	Edinburgh Gateway Option 5	
	Colin Smith advised that the option included a King Post wall design rather than gabions.	
8.2	Key Programme Dates – Start/Finish	
	Martin Foerder indicated that works had been programmed for 14 months but the Edinburgh Gateway was not on the critical path of the overall programme, but is critical to that section of works completion.	
8.3	Access for Network Rail Gateway Project	
	This would be identified under the Rev 5 programme.	
9	Communications There were no communications issues.	
10	AOCB Dr Keysberg highlighted the good progress and the high quality of work on the Project over the previous three months. This Project had been one of the worst projects for co-operation but within the short period since the settlement agreement it had become an example of one of BB's best projects for co-operation. Dr Schneppendahl agreed with Dr Keysberg and stated that the Project's progress had been astonishing since the settlement agreement. Sue Bruce welcomed the comments by Dr Keysberg and Dr Schneppendahl and stated that it was credit to all involved that the main discussion of the meeting was about how much of the Project had been delivered rather than issues or disagreements.	

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	Interval – Lothian Buses/CEC Attendees Only	
11	<p>Branding</p> <p>Shaun Burnett (Lothian Buses) gave a presentation on the proposals for the branding strategy for the trams.</p> <p>Mark Turley advised that it was important for there to be an integrated set up and that the trams had the strongest possible link with Lothian Buses in both name and colour. Bill Campbell added that integration was key but that this could occur, as with the airport buses, with a separate livery.</p> <p>Discussion focussed on the whether the name should be changed from Edinburgh Trams. Tom Little advised that the tram could have its own separate identity but with Lothian Buses or the Lothian Buses logo following the name of the tram service.</p> <p>Decision</p> <p>To provide the branding strategy presentation to Councillor Hinds.</p>	<p>Mark Turley/Tom Little/Shawn Burnett</p>
12	<p>Operational Agreement</p> <p>Bill Campbell advised that the procurement was the formal responsibility of CEC procurement but Lothian Buses had been given permission to act for CEC.</p> <p>Sue Bruce noted that the volume of the operational side of the Project was now increasing rapidly.</p> <p>Sue Bruce enquired whether CEC could provide a resource for Lothian Buses to enable guided tours of the depot which would help improve the public opinion of the Project. Bill Campbell explained that discussions were still ongoing on how to best facilitate depot visits, without compromising health and safety. Colin Smith added that the visits could include two or three stopping points that did not bring visitors into the depot workshops and provided information on particular areas of interest. Bill Campbell agreed that this could be a good option and he would investigate what the tour stopping points could be.</p>	

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	<p>Graham Porteous advised that there was a viewing platform for the Forth Road Bridge that also provided information and there were plans for an information centre. Sue Bruce asked that Kelly Murphy visit the information point at the Forth Road Bridge headquarters and that Kelly Murphy provides further information on possible tram merchandising.</p> <p>Decision</p> <ol style="list-style-type: none"> 1) That Bill Campbell would investigate what the tour stopping points could be. 2) That Kelly Murphy visit the information point at the Forth Road Bridge headquarters. 3) That Kelly Murphy provides further information on possible tram merchandising. 	<p>Bill Campbell</p> <p>Kelly Murphy</p> <p>Kelly Murphy</p>
13	<p>Ticketing Vending Machines</p> <p>Colin Smith advised that work was ongoing on Ticketing Vending Machines and a regular update would be provided, as usual, at the Tram Briefing meeting.</p>	
14	<p>AOCB</p> <p>Colin Smith advised that he would be meeting the representative from the Department of Transport who was looking for an update on the status of the Project.</p>	