

**EDINBURGH TRAM NETWORK
CITY OF EDINBURGH COUNCIL/TURNER & TOWNSEND**

**CLIENT INSTRUCTION AND CONTROL MEETING
TO BE HELD AT 10AM ON FRIDAY 01 JUNE 2012**

AGENDA

- 1.0 Approval of Notes of Previous Meeting
- 2.0 Health & Safety
- 3.0 Presentation and Request of Change Control Sign Off
- 4.0 Review of T&T Sub Project Meetings and request for Instruction or Client Direction
- 5.0 Review of CEC Control Meetings and request for Instruction or Client Direction
- 6.0 Leith Walk Utility Works
- 7.0 Utilities Management
- 8.0 York Place
- 9.0 AOB
- 10.0 Date of Next Meeting

Client Instruction and Control Meeting

Edinburgh, 28 May 2012

Attendees:

Alan Coyle (Chair)	The City of Edinburgh Council	Alan.coyle@edinburghtrams.com
Bob McCafferty	The City of Edinburgh Council	Bob.McCafferty@edinburgh.gov.uk
Ed Foster	The City of Edinburgh Council	edward.foster@edinburgh.gov.uk
Dominic Murphy	Transport Scotland	Dominic.Murphy@transportscotland.gsi.gov.uk
Samantha Watt	The City of Edinburgh Council	Samantha.Watt@edinburgh.gov.uk
Julian Weatherley	Turner and Townsend	Julian.Weatherley@turntown.co.uk
Clive Arbuckle	The City of Edinburgh Council	Clive.Arbuckle@edinburgh.gov.uk
Gary Easton	Turner and Townsend	Gary.easton@turntown.co.uk
Shirley Mushet	Turner and Townsend	Shirley.Mushet@turntown.co.uk

1 Previous Minute 28 May 2012 and Matters Arising

Attendees were asked for an update to the actions of the previous minute.

Gary Easton confirms that the relevant back up information was received and that a meeting is to be held with BBS on Wednesday afternoon.

Gary Easton confirmed that the McNicholas letter in question has been sent to Colin Smith & Alan Coyle.

The Kerb line designs; at York Place and Harvey Nichols differs from what has been done. Andrew Renwick is currently dealing directly with SDS regarding this.

The Harvey Nichols requested boundary change has not yet been investigated.

Bob McCafferty confirms that the building warrant for the demolition of the toilet block at Cathedral Lane has been submitted today.

Turner & Townsend confirm that the forward planning paper for future water and other utility outages has still not yet been actioned. This is to be chased as there is a known outage expected this weekend at Princes Street.

Gary Easton confirms that the drawings and numbers for granite sets have now been sent to Alan Coyle.

Leith Walk Councillors and the Transport, Infrastructure & Environment Convener should be briefed on the change regarding Leith Legacy Works and Gavin King is still to provide timescales on this.

T& T Meeting Document Overview - Julian Weatherley confirms that this has been reviewed and submitted to Colin Smith. This will now be done by Julian on a fortnightly basis.

Decision

- 1) To approve the minute of 21 May 2012 as a correct record subject to the Page 3, Section 2, paragraph 4, Colin Smith will meet with Councillor Lesley Hinds.
- 2) Andrew Renwick is dealing with SDS regarding the difference in design to the kerb line construction.
- 3) That Rob Leech would investigate and provide an update on whether the site boundary could be moved so to provide greater space around the front entrance of Harvey Nichols. This is to be chased up by Julian Weatherley.
- 4) Building warrant for the demolition of Cathedral Lane toilet block has now been submitted, this will need to be chased by Bob McCafferty.
- 5) To note that Rob Leech had not yet completed the forward planning paper for future water and other utility outages. Matter of Urgency as outage is expected at Princes Street this weekend.
- 6) That Gavin King would organise a briefing for Leith Walk Councillors and the Transport, Infrastructure & Environment Convener on the changed schedule for the Leith Walk legacy works. CS and BMcC are to attend this.
- 7) That Julian Weatherley would review the documents outlining key elements of Turner and Townsend's standard meetings and circulate to Colin Smith from now on a fortnightly basis.

2 Health and Safety

Julian Weatherley confirms that he will provide Turner & Townsends information sheet on 'Think Before You Act' Workshop. He confirms this will be provided at close of business for the Wednesday meeting.

Julian Weatherley confirms that the response; to the amount of Headway at York Place, is almost complete and will then be sent to Colin Smith.

Julian has received details of one query, submitted through Colin Smith, from a member of the public regarding Health & Safety breaches. He requests if there is more that this should also be sent on.

A response has now been completed for this one query received by Julian and this shall be sent on to Colin Smith.

Discussion regarding various serious Health & Safety issues that arose from the work carried out at Balgreen over the weekend. Tom Cotter is currently with the contractor to get feedback on these Health & Safety points. A full investigation will need to be carried out.

Bob McCafferty advises that traffic management measures were not in place at Western Corner giving motorists advance warning of the road closures. This caused confusion between motorists who then had to turn back and re-route journeys.

Decision

- 1) That Julian Weatherley would provide Turner and Townsend's information sheet on 'Think Before You Act' initiative to Colin Smith, Alan Coyle and Bob McCafferty by close of business today in line for the Wednesday meeting.
- 2) That Julian Weatherley would provide Turner and Townsend's response to the question on the amount of headway at York Place to Colin Smith for him to release to the Comms team.
- 3) That Colin Smith should send any further queries from the members of the public who had taken photographs of health and safety breaches to Julian Weatherley.
- 4) That Julian Weatherley would send the completed response to the member of the public who had taken photographs of health and safety breaches to Colin Smith.
- 5) Full report required regarding the Health & Safety points from the work at Balgreen over the weekend. Shirley Mushet to chase this up.
- 6) Full report required into the traffic management structure/failure from the weekends work at Balgreen.

3 Presentation and Request of Change Control Sign Off

3.1 TCO 516B – SDS Provision of services from Matt Fell

Extension to dates & cost to be provided.

APPROVED and Signed

3.2 TCO 536 – On Street drainage design changes

Review and amend as required, this should be a credit .

APPROVED and Signed

3.3 TCO 561A – Depot Substation switching

Extension to current TCO to July 2012, value to increase from £16,250.00 to £32,500.00

APPROVED and Signed

3.4 TNC 635 – On Street drainage

Scope deleted from Infracore.

APPROVED and Signed

3.5 TNC 637 – St Andrews Square – Pedestrian crossing

Removal of crossing from St Andrews Sq/Princes & provide supplement crossing.

APPROVED and Signed

3.6 TNC 638 – Guardrail at St Johns Church

Pedestrian guardrail no longer required.

APPROVED and Signed

3.7 TNC 640 –Licensing of vehicles

Licensing of Unimog along with various other vehicles & insurance requirements for BBS.

APPROVED and Signed

Gary confirms he still needs to discuss VE decisions & cost recovery with Mark Millar & Ian Walker.

The Crawley Tunnel remedial works is still an ongoing discussion. Andy Scott & Steven Jackson have discussed further with Bilfinger Berger but it is still a firm no as they see the TQ's being in place. Julian Weatherley to clarify if there were defects liability periods attached to the agreement. More discussion required.

Decision

- 1) Gary to discuss VE decisions & cost recovery further to identify a resolution.
- 2) Julian to confirm whether there was a 'defects liability period' attached to work carried out. Any findings to be sent to Alan Coyle, for further discussion.

4 Review of T&T Sub Project Meetings and Request for Instruction or Client Decision

Grosvenor Street is now in the cleaning out stage. CCTV survey is being carried out this evening to identify what caused the collapse. This survey will also show the state of the sewer, conclusion of this will follow from Julian Weatherley. These

works should be complete by 8th June 2012 assuming there is Scottish Water approval & no unknown damage is found.

Late night working will be complete by middle of June. McNicholas have advised they will not work past 10pm unless any emergencies arise. Bob McCafferty confirms one more email should be required to Councillor Mowat.

Shirley Mushet confirms that meeting scheduled for today with Colin Smith regarding the Eastfield Crossing.

Decision

- 1) That Julian Weatherley is to provide the conclusion, from CCTV survey of Grosvenor Street sewer, to Alan Coyle & Colin Smith.
- 2) That Bob McCafferty to provide further response to Councillor Mowat.
- 3) That Shirley Mushet to update tomorrow on meeting with Colin Smith regarding the Eastfield Avenue crossings.

5 Review of CEC Control Meetings and Request for Instruction or Client Decision

Julian confirms that Cath Leech has provided the report on equipment for tram stops to Colin Smith.

The grading of this equipment still remains ongoing with Colin Smith.

The investigation for temporary CCTV at Tram stops is within the same report provided to Colin Smith.

Alan Coyle advises that Turner & Townsend will need to create a paper on the close out of Scottish Water. Julian Weatherley confirms that this will not be a problem. This needs to show manholes, commercial agreements Betterment etc. Timescale of this is for the middle of June.

Decision

- 1) That Colin Smith is still to finish the grade of each piece of equipment for the tram stops, identifying what should and should not be installed
- 2) Julian Weatherley to provide a report, along with Andy Scott, for the close out of Scottish Water, to be submitted to Alan Coyle by 11th June 2012.

6 Utilities Management

Dates soon to be confirmed for the works in Leith..

Decision

To note the update.

7 York Place

McNicholas have still to provide dates and they have advised this will be issued by the evening of 29th May 2012.

Julian Weatherley confirmed that he has almost completed the Heads of Terms apart from one document, Scope & Mechanism has been completed. Presentation due for Wednesday on the timescales and risks.

Decision

- 1) That McNicholas still need to provide the dates.
- 2) That Julian Weatherley would provide the Heads of Terms completed to Alan Coyle & Colin Smith for approval.

8 AOB

Bob McCafferty confirms that a meeting is to be held tonight regarding the erection of the 'Big Wheel'.

Julian Weatherley confirms that investigation is still ongoing regarding issues with the transfer of the mini test track.

Turner & Townsend confirm that the instruction for Bilfinger Berger to carry out a Stage 3 Road Audit, is going ahead.

Julian Weatherley advised that Scottish Water works in Leith Walk are not progressing. Turner & Townsend need to sit down and discuss this further with CEC. Julian Weatherley to send out invites for this discussion.

Dominic Murphy confirms that he is still not receiving the incident emails.

Bob McCafferty suggests that guidance is required on how close we will allow people to work near the tram, for instance, crane's & scaffolding etc. Rev 5 presentation, to be held tomorrow in BBS training room.

CEC Control meetings are now being help on a monthly basis. Alan Coyle advises that an Operational Risks Register is to be devised.

Decision

- 1) That Julian Weatherley is still investigating if there are any residual issues regarding the transfer of the mini test track.
- 2) That Julian Weatherley to ensure that Dominic Murphy receive the incident emails as previously requested. Hazel Kennedy is to action.
- 3) That Julian Weatherley is to provide information on how close people can work to the Trams.
- 4) That Ed Foster will create a CEC Operational Risks Register.