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**From:** Damian Sharp  
**Sent:** 19 December 2007 11:22  
**To:** David Crawley; Tony Glazebrook  
**Cc:** Lindsay Murphy; Gavin Murray; Kirsty Wilson; Steven Bell  
**Subject:** Catch up meeting with SDS

<b>Tracking:</b>	<b>Recipient</b>	<b>Read</b>
	David Crawley	
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David  
Tony

I met Steve Reynolds and Jason Chandler for an informal catch up yesterday where we covered quite a lot of ground. Here are some highlights.

#### Progress with deliverables

I started with progress with deliverables and welcomed the recent improvement – there is now some hard evidence that historical delay is being put behind us and there isn't new delay being shown in the tracker. By the end of this week we should have a lot more deliverables – many things are almost complete. That will allow us to focus on the 20-30 outstanding issues and apply some "smart thinking" to making progress and improving IFC dates.

#### Prior approvals

We discussed the fact that 30 of the 62 prior approvals are for tram stops and a clear and agreed position is needed between SDS, CEC and tie to allow prior approvals to go in this week and throughout January. There is a further Prior Approvals meeting on Thursday morning that I will be attending. I have made it clear to SDS that they need to take account of guidance received from the Council but also support SDS's position that they cannot take account of guidance they haven't received. The famous clarification letter on tram stops still hasn't turned up but we do have the letter on Caroline Park from CEC (although the hard copy has never reached Willie). SDS will take account of guidance received but won't delay further submissions to wait for the clarification given how long it has been promised and not delivered by CEC.

SDS are also devoting more resource to Prior Approvals. Now that the Roseburn Corridor design is largely complete, Gavin Clement will spend about 2 days a week making sure that SDS make progress with Prior Approvals.

#### System wide documentation

There are some documents that cover the whole system and by definition can only be "complete" once all the design is complete. Nevertheless in January these docs will be 90% complete and could be shared with tie and BBS as version 1. This would have 2 impacts – (1) it would demonstrate to BBS that many of the issues raised at preliminary design have been dealt with already (eg by reviewing the Hazard Logs) and (2) it would shorten the approval of the final documents because a substantial part would be reviewed ahead of final completion.

#### Novation & financial close

It is clear that Steve Reynolds is very focused on getting novation agreed. He is meeting Geoff regularly on the novation plan and we need to support that where we can. One key area for us will be confirming how much work has been done and closing out changes to allow a final account to be agreed between tie and SDS for work done before novation.

#### Technical approvals

SDS are nearly ready to submit the first roads technical approval. Technical approvals for structures are continuing and we should expect the first structures to come out of technical approval very soon. SDS will seek a similar meeting to that on Prior Approvals in early January to make sure things move forward as expected.

#### Forth Ports

SDS have asked if we have a copy of the latest Forth Ports master plan that we could share with them. Do we have this and can we share it? Jason highlighted the need to ensure the Forth Ports and BBS construction plans are compatible. I hope we are ahead of the game on this but I think we should check.

#### Urban Traffic Control

SDS raised the issue (in a spirit of helpfulness) of who is taking responsibility for UTC changes as a result of tram. They pointed out that in their experience the bigger problems are not once a tram system is up and running but during the transitional phase between junctions being altered and the start of tram operations.

#### Runtime modelling

Matthew Crosse has asked for an update of the runtime modelling with CAF tram data. Jason did try to get this done before Christmas but due to what Jason admits is poor management by Parsons Brinckerhoff both of the people who can run the model are off at the same time! SDS will therefore run the model in early January and reckon this is a week's work in recoding the model with the CAF data and then running it and checking the results.

Damian

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