

EDINBURGH TRAM INTERNAL PLANNING GROUP

Action Note: 11 December 2007

Summary of Actions

Item	Present	Note	Agreed outcome	Action required by
		Jim Inch, Donald McGougan, Tom Aitchison (Chair), Duncan Fraser, Gill Lindsay, Leanne Maberley, Chris Highcock, Colin MacKenzie, Alan Coyle		
	Preparation of Council report for 20 December	<ul style="list-style-type: none"> • Taken as first item on the agenda • Colin Mackenzie identified the key current issues of concern with respect to the readiness of council officers to report to Council on 20 December <ul style="list-style-type: none"> • Not all required land is yet in place, especially with respect to station change and depot change • Transfer of risk / readiness of design process and consequent risks for MUDFA and INFRACO • Concerns/discussions with tie re potential additional contract costs 	<ul style="list-style-type: none"> • Duncan Fraser to draft clear timeline to identify how these issues can be resolved by Monday to allow report to go to Council • If issues cannot be resolved consider submitting two reports – basic report plus a subsequent supplementary one. • Aim is to meet all these deadlines and to press tie to achieve a resolution of the issues of concern (which are listed on page 7 of the Highlight report) • Meeting needed at a high level with Willie Gallagher • <u>If late report is needed TNA would have to defend to the political groups on the basis of delivering a better deal</u> 	<ul style="list-style-type: none"> • DF • DF • DMcG/GL/TNA/ JI/DF

PRIVATE AND CONFIDENTIAL

Item		Note	Agreed outcome	Action required by
1	Apologies	<ul style="list-style-type: none"> Mark Turley 	<ul style="list-style-type: none"> Noted 	
2	Note of previous meeting of 15 November	<ul style="list-style-type: none"> Note of previous meeting accepted as an accurate record. 	<ul style="list-style-type: none"> Noted 	
3	Highlight report	<ul style="list-style-type: none"> Report previously circulated; DF narrated and noted key points .Key dates – note that s further report will be needed to either Council or Tram subcommittee once contract is signed Traders are expressing concerns to Leader's office re loss of trade during construction Current timeline for construction was discussed. This was only finalised today. Plan is based on certain proposals for construction on Princes Street that may need additional discussion / consultation Communications Capital Streets – St Andrew's Square 	<ul style="list-style-type: none"> Note Full consultation needed with stakeholders. LM to discuss approach with Leader's office Further discussion needed between DF/AH/TNA with respect to proposals for Princes Street Continual promotion of tram as transport solution for Edinburgh is needed. Note proposal to do work on St Andrews Square at end of INFRACO. 	<p>DF</p> <p>LM DF</p> <p>DF AH TNA</p> <p>LM / ALL</p> <p>ALL note</p>

PRIVATE AND CONFIDENTIAL

Item		Note	Agreed outcome	Action required by
		<ul style="list-style-type: none"><li data-bbox="632 280 905 310">• Risk Register noted		
4	Governance / Legal Matters	<ul style="list-style-type: none"><li data-bbox="632 375 877 404">• Discussed above		
7	AOB	<ul style="list-style-type: none"><li data-bbox="632 529 856 558">• None raised		
8	Date of next Meeting	<ul style="list-style-type: none"><li data-bbox="632 591 1129 651">• To be advised – week commencing 7 January 2008	ALL NOTE	