

# Tram Briefing

Edinburgh, 25 September 2012

## Attendees:

Sue Bruce (Chair)	The City of Edinburgh Council	<a href="mailto:Sue.Bruce@edinburgh.gov.uk">Sue.Bruce@edinburgh.gov.uk</a>
Colin Smith	The City of Edinburgh Council	<a href="mailto:Colin.smith@edinburghtrams.com">Colin.smith@edinburghtrams.com</a>
Tom Little	The City of Edinburgh Council	<a href="mailto:Tom.little@edinburgh.gov.uk">Tom.little@edinburgh.gov.uk</a>
Greg Ward	The City of Edinburgh Council	<a href="mailto:Greg.ward@edinburgh.gov.uk">Greg.ward@edinburgh.gov.uk</a>
Alan Coyle	The City of Edinburgh Council	<a href="mailto:Alan.coyle@edinburghtrams.com">Alan.coyle@edinburghtrams.com</a>
Alasdair Sim	The City of Edinburgh Council	<a href="mailto:Alasdair.sim@edinburghtrams.com">Alasdair.sim@edinburghtrams.com</a>
Jim Davidson	The City of Edinburgh Council	<a href="mailto:Jim.davidson@edinburgh.gov.uk">Jim.davidson@edinburgh.gov.uk</a>
Ian Buchanan	The City of Edinburgh Council	<a href="mailto:ian.buchanan@edinburgh.gov.uk">ian.buchanan@edinburgh.gov.uk</a>
Dorothy Fenwick	The City of Edinburgh Council	<a href="mailto:Dorothy.fenwick@edinburgh.gov.uk">Dorothy.fenwick@edinburgh.gov.uk</a>
Ross Hornsey	Transport Scotland	<a href="mailto:ross.hornsey@transportscotland.gsi.gov.uk">ross.hornsey@transportscotland.gsi.gov.uk</a>
Graham Porteous	Transport Scotland	<a href="mailto:Graham.porteous@transportscotland.gsi.gov.uk">Graham.porteous@transportscotland.gsi.gov.uk</a>
Danny Chalmers	Transport Scotland	<a href="mailto:Danny.chalmers@transportscotland.gsi.gov.uk">Danny.chalmers@transportscotland.gsi.gov.uk</a>
<b>In attendance</b>		
Councillor Hinds	The City of Edinburgh Council	<a href="mailto:lesley.hinds@edinburgh.gov.uk">lesley.hinds@edinburgh.gov.uk</a>

## ACTION NOTE

	ITEM	ACTION OWNER	DEADLINE
1	<b>PREVIOUS MINUTE 18 SEPTEMBER 2012</b> <b>Decision</b>  To approve the minute of 18 September 2012 as a correct record.		
2	<b>LEITH WALK WORKS</b>  Colin Smith advised that £600k of works had been scoped in Leith Walk with a potential of £400k-500k of un-scoped works. The intention was not to commence any works until the contract had been fully scoped. This would help ensure there was a coherent project plan and programme that integrated with the CEC works. The contract had also not been signed to date.  The tender for the works had been sent out in June 2012 and McNicholas had been identified as the preferred bidder. The work would be coordinated through Bob McCafferty to Ian Buchanan's team and there would be one communications stream.  If work was commenced in October and the work was deferred in certain areas at Christmas there was a potential cost of £100k. The BT works that were to be carried out also bear some risk as they may delay		

**ITEM**

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**DEADLINE**

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works while they were being carried out. The costs of commencing work in January 2013 instead of October 2012 would be unlikely to exceed £5000, with an expectation to negotiate this cost burden to nil.

Councillor Hinds added that the BT works were not significant and may not involve additional excavations.

Councillor Hinds highlighted that the Leith Walk traders were of the opinion that works should not be deferred until after Christmas. Ian Buchanan added that there were divergent views in the area with businesses in Constitution Street concerned that works in the Christmas period could result in many of their businesses failing. It was the intention, if possible, to show the residents and businesses in the Leith Walk area the challenges and the financial impact of delaying works and allow them to feed their opinion into the appropriate approach. It was also important that that CEC team be informed of any issues that arose in Leith Walk.

Colin Smith suggested that he and Ian Buchanan meet to discuss the programme and the impact and report back on the details.

*Post Meeting Note: Action: Colin Smith to provide consolidated scope of works in period October to November, with commencement of works in January 2013.*

Sue Bruce requested that a visual plan of the works be provided showing the start and finish dates and highlighting possible hotspots or blockages. Colin Smith agreed to provide this by 9<sup>th</sup> October 2012.

Councillor Hinds requested that businesses in Constitution Street be considered as she had not been informed of their recent opinion on the works.

**Decision**

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|----|---|---|
| 1) | That Colin Smith and Ian Buchanan would meet to discuss the Leith Walk works programme and the impact and report back on the details.         | <b>Colin<br/>Smith/Ian<br/>Buchanan</b> |
| 2) | That Colin Smith would provide a visual plan of the works showing the start and finish dates and highlighting possible hotspots or blockages. | <b>Colin Smith</b>                      |
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ITEM	ACTION OWNER	DEADLINE
3) That Ian Buchanan would discuss with businesses in Constitution Street about putting their opinion on the works programme in writing.	Ian Buchanan	
<b>3 REVIEW OF IMPACT ON STAKEHOLDERS</b>		
<b>3.1 Road Works</b>		
<p>Alasdair Sim advised that the Princes Street works were due to start in the evening of 24 September 2012 but may not have commenced yet due to the high winds.</p>		
<p>There were traffic signal ducting works in Albany Street which would allow the traffic signals to be installed for Broughton Street.</p>		
<p>There were snagging works taking place in Princes Street, York Place and Elder Street but traffic did seem to be flowing well. There were some delays around 10am and this was being discussed with Lothian Buses.</p>		
<p>Duct works would have to take place in Dalry Road which would result in the suspension of the small taxi rank near Haymarket Station. Passengers would be informed of the change.</p>		
<b>3.2 Utility Outages</b>		
<p>Alasdair Sim advised of an overnight water outage in Dublin Street on 3 October 2012.</p>		
<b>3.3 COCP Relaxations</b>		
<p>Alasdair Sim highlighted COCP relaxations in Coates Crescent and South Gyle Approach.</p>		
<b>3.4 Health and Safety</b>		
<p>There had been four health and safety incidents and any issues had been raised with the contractors.</p>		
<b>4 RED ALERTS</b>		
<p>Colin Smith acknowledged the good work of Peter Widdowson (Infracore) and Alasdair Sim on the traffic</p>		

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switch. In addition he thanked Mark Turley for swiftly providing a traffic warden to "police" the traffic management.

Colin Smith stated that a SEPA were still to submit their report on Baird Drive and a note had been sent by him again to enquire over progress.

Councillor Hinds tabled a terms of reference for a Tram Operational Group. This would be chaired by Councillor Hinds and would input on issues such as provision for bicycles, plans for ticketing and arrangements for special events. Colin Smith had raised this potential work stream at the Lothian Buses operational meeting. Lothian Buses and the Tram team welcomed this approach. Colin Smith to arrange for the first meeting to take place in October.

Colin Smith advised that the tram would be running on the test track by the end of November 2012 but the responsibility and liability for health and safety would lie with the contractor until it was handed over to CEC in March 2013.

Andrew Renwick had been asked to provide a report on the road surface sinking at Dryden Road Bridge. There were two conflicting reports on the road surface sinking and Colin Smith stated he would be investigating the matter.

*Post Meeting Note: Crummock should be requested to submit a planning application for their use of the unit at Shrubhill.*

A letter from the Leith Business Association was tabled. The majority of the questions may have been answered and Ian Buchanan and Jim Davidson agreed to discuss if a further reply was necessary.

**Decision**

That Ian Buchanan and Jim Davidson would discuss if a further reply was necessary for the letter from the Leith Business Association.

**Ian  
Buchanan/  
Jim  
Davidson**

ITEM	ACTION OWNER	DEADLINE
<b>5 STAKEHOLDER AND COMMUNICATIONS UPDATE</b>		
<b>5.1 Stakeholder update</b>		
<p>Jim Davidson advised that there had been a series of construction meetings with the public and stakeholders that had been serviced by Colin Smith and his team.</p>		
<b>5.2 Enquiries Update</b>		
<p>Jim Davidson advised that planning was continuing for the communications around the upcoming Council report on the Tram Project. Enquiries were also continuing to be answered successfully and in good time.</p>		
<p>Jim Davidson advised that Dorothy Fenwick, Caroline Trainer and Campbell Hart would soon be leaving the project. Gareth Jones (a CEC employee) would be replacing Dorothy Fenwick.</p>		
<p>Sue Bruce paid tribute to the work undertaken by Dorothy Fenwick, Caroline Trainer and Campbell Hart and their contribution to the improvement in the communications within the project. Jim Davidson and Councillor Hinds added their thanks.</p>		
<b>5.3 Media Update</b>		
<p>Dorothy Fenwick outlined the updated media schedule. The media schedule included the planning for the communications around the Council report in October 2012. The schedule ran till the end of November 2012 and included depot visits, of which there were approximately 18 planned for the rest of the year.</p>		
<p>The migration of the content on the website to the Council website was continuing. The current URL would remain in use and would take the user to the Council website content.</p>		
<p>Councillor Hinds enquired where the media had got the figure of £10m for the impact of the rates relief onto the public purse. Dorothy Fenwick stated that they had added it up from the cost of Shandwick Place, widening this to a larger area. Alan Coyle agreed to examine the accuracy of this figure.</p>		

	<b>ITEM</b>	<b>ACTION OWNER</b>	<b>DEADLINE</b>
	<b>Decision</b>		
	That Alan Coyle would look into the figure of £10m for the cost of rates relief.	<b>Alan Coyle</b>	
<b>6</b>	<b>AOCB</b>		
	Danny Chalmers, Transport Scotland, introduced himself and stated that he was looking forward to working on the Project.		
	Colin Smith enquired whether the bicycle signs in Princes Street should be removed in their entirety. It was agreed that one at either end would remain with additional signs at each junction.		
	Alasdair Sim agreed to look into the ability to steam clean the cat posts in Princes Street.	<b>Alasdair Sim</b>	
	Sue Bruce enquired how the general cleanliness of sites and the anti-social behaviour had progressed. Jim Davidson stated that the anti-social behaviour had ended and work was progressing to improve the cleanliness of the site. Ian Buchanan added there was a challenge with access but the teams were working together to overcome this issue.		
<b>7</b>	<b>DATE OF NEXT MEETING</b>		
	2 October 2012 at 8am in the Chief Executive's Board Room		