

Tram Briefing

Edinburgh, 2 October 2012

Attendees:

Sue Bruce (Chair)	The City of Edinburgh Council	Sue.Bruce@edinburgh.gov.uk
Colin Smith	The City of Edinburgh Council	Colin.smith@edinburghtrams.com
Tom Little	The City of Edinburgh Council	Tom.little@edinburgh.gov.uk
Greg Ward	The City of Edinburgh Council	Greg.ward@edinburgh.gov.uk
Alan Coyle	The City of Edinburgh Council	Alan.coyle@edinburghtrams.com
Bob McCafferty	The City of Edinburgh Council	Bob.mccafferty@edinburgh.gov.uk
Jim Davidson	The City of Edinburgh Council	Jim.davidson@edinburgh.gov.uk
Ian Buchanan	The City of Edinburgh Council	ian.buchanan@edinburgh.gov.uk
Dorothy Fenwick	The City of Edinburgh Council	Dorothy.fenwick@edinburgh.gov.uk
Graham Porteous	Transport Scotland	Graham.porteous@transportscotland.gsi.gov.uk
Danny Chalmers	Transport Scotland	Danny.chalmers@transportscotland.gsi.gov.uk
In attendance		
Councillor Hinds	The City of Edinburgh Council	lesley.hinds@edinburgh.gov.uk

ACTION NOTE

	ITEM	ACTION OWNER	DEADLINE
1	PREVIOUS MINUTE 25 SEPTEMBER 2012 Decision To approve the minute of 25 September 2012 as a correct record.		
2	LEITH WALK WORKS Colin Smith stated that he had met with Scottish Water last week where the scope of works had been discussed. A workshop had been scheduled in late October 2012 that Ian Buchanan could attend. Colin Smith confirmed that there would be no financial penalty if the Leith Walk works were commenced in January 2013. However, the financial impact could be in the region of £100,000 for commencing work in October 2012 and then the works being delayed. A plan of the works would be available for next week that would show each area of work to be addressed. Ian Buchanan and Colin Smith would look at the detail of the plan so appropriate communications could be issued. Councillor Hinds added that work should commence in Constitution Street in January 2013 to avoid impacting on businesses. It was key that the public were		

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informed why the works were no longer commencing in Autumn 2012.		
Decision		
That Colin Smith would provide the detailed plan of works for the meeting on 9 October 2012.	Colin Smith	9 October 2012
3 REVIEW OF IMPACT ON STAKEHOLDERS		
3.1 Road Works		
Bob McCafferty advised that duct works for traffic signals had resulted in a road closure in Broughton Street but the works had only taken one day rather than two.		
Confirmation was awaited from Siemens on their availability to install the traffic lights this week in Albany Street/Broughton Street.		
There would be a road closure of South Gyle Access Road in October 2012 for bridge works and a road closure in late October 2012 in Bankhead for duct works.		
3.2 Utility Outages		
Bob McCafferty advised of upcoming works in Dublin Street, Coates Place and Palmerston Place.		
3.3 COCP Relaxations		
There were no new COCP relaxations.		
3.4 Health and Safety		
There had been six incidents, none were classified as significant.		
4 RED ALERTS		
Colin Smith advised that SEPA's report had been received into Baird Drive and was inconclusive. Sue Bruce added that it was key that this issue was resolved and the relevant person contacted to solve this.		

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<p>Colin Smith stated that there was an ongoing investigation into the road sinking at Dryden Bridge. Crummocks had been informed that they were required to submit a planning application for their use of the area. This would regulate the use of the site and the hours of use. The roads team in the Council had been contacted over the sinking in the road.</p> <p>A telephone conference would be held with Dr Keysberg and Julie Owen before the Joint Project Forum meeting on Thursday 4 October 2012. Discussions had not yet been held with BBS regarding the article in the newspaper. Sue Bruce stated that an investigation was being undertaken into how the press received the information.</p> <p>Decision</p> <p>That Colin Smith would be discussing the Baird Drive issue with BBS.</p>	Colin Smith	
5 STAKEHOLDER UPDATE		
5.1 Stakeholder and Draft Tram Tour update		
<p>Jim Davidson advised that Alasdair Sim and he had attended the West End Community Council the previous night. Alasdair Sim gave a good account of the traffic management issues and the Community Council had expressed particular interest in the traffic management post tram. The Community Council had been informed of the monthly tram construction public meetings that they could attend.</p> <p>Councillor Orr had recently enquired over the tram depot tour and a draft programme had been taken forward. The aim was to take the All Party Oversight Group in the week commencing 5 November 2012 with the Transport and Environment Committee being offered a visit next. The idea was to take a trip down the tram route in a minibus culminating in a trip around the depot and possibly a small reception.</p>		
5.2 Update on the tram video		
<p>Jim Davidson stated that the tram video would be shown at the meeting next week. The voiceover could be added but would cost an additional £500-£1000</p>		

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taking the cost up to a maximum of £4000. Tom Little stated he was comfortable with this.		
Decision		
To agree that the voiceover should be provided for the tram video.	Jim Davidson	
<hr/> 6 ENQUIRIES UPDATE		
Jim Davidson advised that following a meeting with the contractor, responsibility for the tram helpline would be passed from the contractor to the Stakeholder and Communications Team. Any enquiries for the contractor would then be passed to the contractor. There were approximately 3-5 calls per day.		
<hr/> 7 MEDIA UPDATE		
7.1 Planning for the Council Report on 25 October 2012		
Jim Davidson explained that planning for the Council report was continuing as previously reported.		
7.2 The Media Schedule		
Dorothy Fenwick advised that up to the consideration of the Council report, activity would be low but the media team would continue to provide reactions to any arising issues. After the report the ambition was to hold an event at the Murrayfield tram stop and a ministerial visit to the depot.		
7.3 Website		
Work on the website was ongoing but the draft site looked like a significant improvement. Content was currently being written and it was expected that the website would be shown at the next meeting.		
<hr/> 8 AOCB		
Greg Ward advised that a response to the article about a possible early finish to the project should be issued. This would not necessarily be a press article but there was a need to reiterate the facts to the public.		

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It was highlighted that not every person in the meeting had signed a confidentiality agreement and Alan Coyle agreed to bring agreements to the next meeting.		
Decision		
That Alan Coyle would bring copies of the confidentiality agreement for signature for the next meeting.	Alan Coyle	9 October 2012
9 DATE OF NEXT MEETING		
9 October 2012 at 8am in the Chief Executive's Board Room		