



Subject: Note to Summarise the Points and Actions Arising from the Steering Group Meeting No. 11

Date: 9 October 2003, 14:00

Venue: CEC Mandela Room

Present:	Alex Macaulay (AM)	tie
	Andrew Callander (ADFC)	tie
	Geoff Duke (GD)	tie
	Steve Fletcher (SF)	tie
	Mark Bourke (MB)	tie
	Barbara McCarthy (BMc)	tie
	Heather Manson	tie
	Barry Cross (BC)	City of Edinburgh Council (CEC)
	Gavin Murray (GM)	Faber Maunsell Consortium (FM)
	Martin Lax (ML)	Faber Maunsell Consortium (FM)
	Doug Blenkey (DB)	Faber Maunsell Consortium (FM)
	Brian Johnstone (BJ)	Halcrow (HAL)
	John Watt (JW)	Grant Thornton (GT)
	Ian McCulloch (IM)	BDB
	Raymond McMaster (RMc)	D&W
	Andrew Oldfield (AJO)	Mott MacDonald (MM)
	Gary Turner (GT)	Mott MacDonald (MM)
	David Hand (DH)	Mott MacDonald (MM)
	Andrew Fitchie (AFi)	DLA
	Lesley Clarke (LC)	Weber Shandwick (WS)
	Jon McLeod (JM)	Weber Shandwick (WS)
Apologies:	Kenneth McLeod (KM)	tie
	John Saunders (JS)	tie
	Lindsay Murphy (LM)	tie
	James Papps (JP)	PUK
	Ann Faulds (AFa)	D&W
	John Macpherson (JM)	DLA
	Ewan Kennedy (EK)	City of Edinburgh Council (CEC)
	Andy Coates (AC)	Faber Maunsell Consortium (FM)
	Rahul Bijlani (RB)	BDB

ACTION

1. Actions Arising from Meeting No.11 Notes:-

- a) There were no comments on the accuracy of the previous meeting notes.
- b) There were the following matters arising / outstanding that were not covered elsewhere in the meeting.
 - 1) Min 1.3 - Access to a PC at CEC has been resolved.
 - 2) Min 2.6 - Planning issues to Gogarburn are progressing. Options tabled to be reviewed at the meeting on 10th October. **FM**
 - 3) Min 2.12 - It was confirmed that a meeting was arranged.
 - 4) Min 2.16H - DPOF / Major Procurement funding to be resolved. **tie**
 - 5) Min 2.18/2.19/2.20/2.21/2.22 - Actions completed.
 - 6) Min 3.3 - Meeting for presentations to senior CEC officials rearranged for this week.
 - 7) Min 3.5 - CEC paper on stop locations to be responded to when submitted. **CEC**
 - 8) Min 3.8 - Completed.

2. Progress Reports:-

2.1 WEBS

- a) The final design is waiting for response from CEC. **CEC**
- b) The problem with structures is to be referred back to Carl Bro for resolution. **FM**
- c) Programmed completion date is to be reported to the next Steering Group meeting. **Halcrow**

2.2 Tram Line 1

- a) A discussion on Transport Modelling and economics is to be held on 10th October.
- b) Risk discovered on the Shorefront – A 12 month bird survey needs to be done on the risk to birds on the seawall, this survey must be included in the Environmental Statement. To be checked whether a similar survey has already been done. **MM**
- c) BC stated his concern over the allegation from traffic signals staff that they have not had any information since July – Has the dialogue been missed? BC requested that **tie** and consultants must sort out this situation, this applies to line 1. **Tie**
- d) Draft design manual to be presented in November 2003. **MM**

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| <ul style="list-style-type: none"> e) Presentation on Junction assessment to be given on 16th October 2003. | <p>MM</p> |
| <ul style="list-style-type: none"> f) BC requested that consideration be given to whether any elements of the Lower Granton Road Residents concerns could be incorporated. A meeting with the Residents Association is arranged for the last week of October. | <p>MM</p> |
| <p>2.3 Tram Line 2</p> | |
| <ul style="list-style-type: none"> a) GM stated that the Health & Safety near miss report on the ground investigations work has been completed and handed to tie. | <p>tie</p> |
| <ul style="list-style-type: none"> b) It was noted that Network Rail will not provide estimates until an agreement has been signed with them. | <p>tie/CEC</p> |
| <ul style="list-style-type: none"> c) Sign off awaited for the Planning solution for Gogarburn. | |
| <ul style="list-style-type: none"> d) The review of Baird Drive section continues. It was noted that the residents have now started a preference for the original scheme. They have been asked to formally notify us of this. | |
| <p>2.4 Tram Line 3</p> <p>No Issues raised.</p> | |
| <p>2.5 Tram Network Effects</p> | |
| <ul style="list-style-type: none"> a) The power supply situation for Line 1 has been completed – the results are to be sent to FM in the next week or so. | |
| <ul style="list-style-type: none"> b) It was noted that there were differences in the Line 1 / 2 Modelling assumptions relating to the position of Haymarket Stop. Increased distance between tram / train stops would adversely affect patronage. To be resolved and made consistent. | <p>FM/MM</p> |
| <ul style="list-style-type: none"> c) It was noted that some Environmental data may be missing from the October 14 Submission. | |
| <p>2.6 Financial</p> | |
| <ul style="list-style-type: none"> a) The date for the second draft Business Case in the financial progress report is incorrect; the correct date is 10th October. | <p>GT</p> |
| <ul style="list-style-type: none"> b) Final Line 2 costs should be available by the 21st October. | |
| <ul style="list-style-type: none"> c) Sensitivity tests are to be agreed for Lines 1 & 2. | <p>tie/GT/FM/MM</p> |
| <ul style="list-style-type: none"> d) To be determined how optimism bias is to be treated. | <p>GT/tie</p> |

2.7 PR & Communications

- a) A meeting is to be set up to discuss how to progress the feedback from the letters which were sent out on the 26th September to all who participated in the consultation. **WS/tie**
- b) AF stated that, for confidentiality reasons, no one is to accept anything from the DPOF Bidders i.e. no dinners etc. Any contact from DPOF Bidders is to be referred to **tie**, (AM or LM). **ALL**

2.8 Legal

- a) IM questioned the status of the Design Manual, IM has only seen parts of a draft copy, IM needs to see all of this to review his advice. **tie**
- b) Environmental Statements – IM stated that draft copies need to be made available to him. There is an issue of the adequacy relating to shared running on Princes Street which needs to be resolved. **?**
- c) The question of 2 Bills or 1 was revisited, a discussion was had and the consensus was to have 2 Bills, AM and IM will discuss this further and report to the Board. IM needs the final drafts by the 1st December. **AM/IM**
- d) It was confirmed that completion of all input for the Bills by 24th December was of paramount importance. **ALL**
- e) IM stated that he had some concerns relating to the ES for Princes Street not incorporating CETM. Recent case now seems to indicate that top up revisions to the ES are not acceptable. AM confirmed that the ES's for Lines 1 & 2 should still be submitted by 24th December on the basis as currently proposed.

3. Topic Working Groups – Issues:-

3.1 Transport Modelling & Appraisal

All issues covered in report.

3.2 Planning

All issues covered in report.

3.3 Traffic Management

All issues covered in report.

3.4 Procurement – DPOF

- a) AF stated that we must all ensure that we do not give out any information, any calls should be redirected to AM or LM. A copy of the DPOF programme was handed out. (see also Minute 2.7 b)). **ALL**

3.6 Risk

- a) A reminder to all, that all risk data must be passed to MB so as to keep the Risk register up to date.
- b) AF stated that MARSH are reviewing the insurance costs, MB has an early draft.

ALL

3.7 Environment

- a) It was stated that the Design Manual is progressing well. No other matters arose.

3.8 Safety

All issues covered in report.

3.9 Third Party Consultation

- a) It was noted that, whilst third party consultations had been undertaken as part of the work strands, there was now a need to look ahead to the procurement / Parliamentary stage. Key third parties and issues are to be identified and reported to **tie**.
(Typical parties quoted were Network Rail, Utilities, BAA and Forth Ports).

AF/IM

ALL

4. Overall Programme

- a) A paper was circulated showing the timescale of the CEC approval process.
- b) A meeting is being held between AM and BC on 14th October to discuss the scheduled dates.

4.1 STAG

- a) The Line 1 draft is required by 23rd October.
- b) The final Line 1 is required by 28th November.
- c) The Line 2 draft is required by 23rd November.
- d) The final Line 2 is required by 28th November.
- e) DB stated that he will try to get the Line 2 draft out earlier (23rd October) for Line 2 to match Line 1's date of 23rd October.

DB

4.2 Business Case

- a) The draft is required by 18th November.
- b) The final is required by 23rd November.
- c) JW needs the executive summary of STAG for the business case.

4.3 Bill

- a) AM stated that he wants clarity on the Bill schedules, who is doing what and dates etc.

BDB

4.4 Bill (Supporting documents)

- a) AM asked who is to collate all these documents? It was decided that this would be the responsibility of BDB.
- b) ES and STAG documents are to be prepared by **tie** and the Engineering Consultants.
- c) The design manual is to be collated by MM.

BDB

**AC/FM/MM
MM**

5. AOB

- a) A date is to be set up for the PR Meeting.
- b) Access to all documents by the Public is to be discussed with BC at Tuesdays Meeting. The results of this will be reported back.
- c) It was noted that each page of each document is to be dated and to record what version / draft it is.
- d) Appointments for consultancy after Royal Assent to the Bills will be considered in early 2004.

ALL

tie

6. Date of Next Meeting

13th November 2003 - 14.00, CEC Mandela Room. Some **tie** employees may be called away from this meeting due to the Council meeting, AM stated that there would be cover for this.