

Tram Briefing

Edinburgh, 3 April 2012

Attendees:

Sue Bruce (Chair)	The City of Edinburgh Council	sue.bruce@edinburgh.gov.uk
Dave Anderson	The City of Edinburgh Council	Dave.anderson@edinburgh.gov.uk
Vic Emery	The City of Edinburgh Council	vicemery@ [REDACTED]
Alan Coyle	The City of Edinburgh Council	alan.coyle@edinburgh.gov.uk
Kelly Murphy	The City of Edinburgh Council	kelly.murphy@edinburgh.gov.uk
Neil Gibson	Big Partnership	Neil.gibson@bigpartnership.com
Colin Smith	The City of Edinburgh Council	csmith@hq-group.co.uk
Ainslie McLaughlin	Transport Scotland	ainslie.mclaughlin@transportscotland.gsi.gov.uk
Lucy Adamson	Transport Scotland	lucy.adamson@transportscotland.gsi.gov.uk

ACTION NOTE

	ITEM	ACTION OWNER	DEADLINE
1	PREVIOUS MINUTE 27 MARCH 2012 AND ACTIONS FROM PREVIOUS MEETING Colin Smith confirmed that a response from SEPA on the soil issue at Baird Drive was expected by the end of the week. Colin Smith confirmed that a cable had been struck by Farrans at the airport. This had been the second strike at the airport and he and Transport Scotland had contacted the Airport to express their disappointment at the incident. Colin Smith would follow up on a report on protocols with the airport. Decision 1) To approve the minute of 27 March 2012 as a correct record. 2) That Colin Smith would report on the protocol with the airport.	Colin Smith	
2	SRO'S REPORT (INCLUDING ROAD REPORT) Colin Smith provided an update on the Project as follows. <ul style="list-style-type: none">Colin Smith would meet with Andy Conway later today to discuss emergency access at the Apple store/Motel One development in Princes Street.BBS had been asked to examine the barriers along the entirety of the tram route. With a view		

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to reducing the site footprint and providing increased space for pedestrians.

- Colin Smith had accompanied Kevin Russell to a meeting with Neil Findlay MSP on the soil issue at Baird Drive. Colin Smith had attended to support the Project and had clarified that the Council was receiving all reports on this issue. No material at Baird Drive would be moved until SEPA had made their determination. A response from SEPA was expected by the end of the week.
- The subsidence of the Railway Track at Murrayfield had been resolved.
- The soil mixing methodology had been approved and the cooling off period had been set aside by Network Rail. The contractor would be commencing work on Monday 9 April 2012 which was within programme.
- There had been a cable strike at the airport on 30 March 2012. While the strike was a relatively low risk in terms of health and safety, it carried a high operational risk and possible financial liability. It was important that there was a greater understanding throughout the Project of the effect that cable strikes could have on the economy and the reputation of the Project. Colin Smith had met with BAA and work was stopped in that area, in line with BAA policy. It had been agreed with BAA that a monthly interface meeting would take place involving BAA, Transport Scotland, Turner and Townsend and Colin Smith. Weekly look ahead meetings had also been agreed involving Farrans that were recorded and decisions tracked.
- The 'Think before you act' initiative was scheduled for the week commencing 23 April 2012. It would be held at Lochside and would be run by the Council. The speaker had not yet been confirmed but a health and safety expert in Turner and Townsend would be the preferred choice. Vic Emery confirmed that he would chair the event. Sue Bruce added that it would be helpful if a series of handouts could be provided that highlighted the importance of the Edinburgh economy to Scotland.
- It was expected that the OCIP insurance policy would have covered any financial liability if the Airport had been affected by the cable strike but

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this would be checked.

- Utility conflicts would be mostly resolved by July 2012.
- Work would be stood down over Easter and traffic management was being stripped down in areas like the Airport to reduce the impact of the works.
- Transport Scotland was investigating the red and blue line boundaries and whether collateral warranties needed to be transferred in regard to the Edinburgh Gateway.
- A meeting to discuss future works at York Place had been held last week. A design had been produced that would have a single lane and would not impact on the adjacent basements. If this design was not delivered then it could delay the Project by one to two years. It was likely that protective work would have to be carried out on the basements when the line was extended to Newhaven.
- The SGN/New Ingilston limited wayleave had been agreed but CEC was awaiting a signed document. SGN had been encouraged to complete the works in that area by 19 May 2012. This completion date was being monitored by Turner and Townsend.
- A meeting with Scottish Water had been held on the three manholes where a design solution had not been identified. Following a site visit, a solution had been found for one of the manholes. The remaining two would still require a derogation.
- A planning and programming meeting had taken place last week. The meeting was set against a backdrop of a briefing note by Turner and Townsend on the Scottish Water manhole issue. BBS were not receptive to this document as it challenged their commercial position. A challenge document had been submitted by Turner and Townsend at the meeting which BBS did not engage with and as a result, the meeting had become challenging.
The next step for the Council would be to forward the minute to all parties and then follow the process up with a Council proposal to BBS.
- Despite many initiatives being discarded from the Turner and Townsend Programme Challenge report, the three main levers for the

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- A solution had been arrived for the lease and sub-lease at Haymarket Station involving Network Rail and Scottish Power. This also involved dealing with an access protocol and mandatory clauses.
- The work forming the blended team was near to completion. Discussions were ongoing with Mark Turley on assimilating members back into SfC and it was hoped to have the blended team operational by the start of June 2012. Sue Bruce added that the Communications Team was now very effective but enquired whether the number of staff was sustainable. It was noted that the Communications Team were not yet resourced to the levels detailed in the chart but its structure would be reviewed as the Project progressed.
- BBS and CAF had very few communications staff and often could not engage satisfactorily because of this under-resourcing. There was also resistance from BBS in agreeing wording on communication releases. Dave Anderson and Ainslie McLaughlin stressed the need for client communications to take place, with the knowledge of the contractors but not necessarily their approval.
- The cost of the core Turner and Townsend team was £7m which was compared to the projected cost of *tie* of £9m.
- Road planing material had been set to be taken off site until following a phone call to Colin Smith this decision was reversed. This though was a good example of joint working that saved the project money. Another example of this was BBS allowing McNicholas to do the necessary work on a manhole at Haymarket as they were best placed to complete the work. Colin Smith to detail a recording and measurement process and have this agreed with Infracore and Turner and Townsend.

Decision

- 1) To note that Vic Emery would chair the 'Think before you act' initiative. Colin Smith would prepare an agenda and organise the event.

**Colin
Smith/Vic
Emery**

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2) To provide a series of handouts for the 'Think before you act initiative' explaining the importance of Edinburgh's economy to Scotland.	Dave Anderson	
3) To investigate whether the OCIP insurance policy covered any financial liabilities arising from cable strikes.	Alan Coyle	
4) Colin Smith to detail a recording and measurement process and have this agreed with Infraco and Turner and Townsend.	Colin Smith	

3 MARKETING AND PROMOTION PROPOSAL FOR THE WEST END

Kelly Murphy provided details of marketing and promotional initiatives in the West End. These included a summer solstice event, a West End passport providing discounts and information to window adverts in empty stores.

Sue Bruce enquired whether the use of lighting had been taken into account. Dave Anderson advised that LED lights had been utilised successfully in Glasgow and there were opportunities to use them in Edinburgh.

Decision

To investigate the use of LED lighting in the West End. **Kelly Murphy**

4 COMMUNICATIONS UPDATE

Kelly Murphy provided a communications update as follows:

- A range of statements had been prepared in any eventuality for the soil issue at Baird Drive.
- The event and update for transport journalists had been postponed till after the Local Government elections.
- There had been a significant drop off in footfall in West Maitland Street. There had been initial discontent with the lack of work on the site but this had reduced as the main works in that area commenced.
- A letter would be sent to all affected traders advising them of the rights in regard to rates

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relief.		
<p>Sue Bruce suggested that the Roads Report could include the investment into the City's infrastructure involved in each set of works. Kelly Murphy agreed to investigate this issue.</p>		
<p>Decision</p>		
1) To send a copy of the rates relief letter to Ainslie McLaughlin	Kelly Murphy	
2) Colin Smith to prepare a flow chart and analysis of 'material change' information that the Assessor would require in order to review rates.	Colin Smith	
3) To investigate whether the investment related to each set of roadworks could be included in the roads report.	Kelly Murphy	
<hr/> <p>5 OPERATIONS UPDATE</p>		
<p>Alan Coyle advised that he had met Faithful and Gould and McGrigors recently to discuss the Mudfa review. The main purpose was to determine if they performed their obligations. The initial results would be reported back in the week commencing 23 April 2012.</p>		
<p>Transport for New South Wales had inspected the technical specifications of the tram vehicles and returned with some supplementary questions. It was not yet known if any lease would be financially viable. Sue Bruce enquired of the position of the maintenance contract and warranties if the trams were disposed of. Alan Coyle confirmed he would investigate this.</p>		
<p>Lothian Buses were set to present their initial thinking on branding later today.</p>		
<p>Colin Smith advised that a number of resourcing issues were emerging with CAF. None of the issues were serious but they would be monitored to ensure that they did not impact on the Project.</p>		
<p>Decision</p>		
To investigate the position of the maintenance contract and warranties if the trams were sold or leased.	Alan Coyle	

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6 PROPOSED ALL PARTY OVERSIGHT GROUP DATES		
Decision		
To agree the dates detailed in the paper.	Gavin King	
7 AOCB		
Dave Anderson gave details on the impact on retail units in the city including the vacancy rates per area compared to the Scottish average, the number of vacant units per area per year and the trends in the vacancy levels.		
Ainslie McLaughlin enquired when the Mound would re-open to all traffic. Dave Anderson confirmed that that decision would be made in conjunction with any consideration of the future use of Princes Street.		
Alan Coyle highlighted that there was a risk in the project of land purchased for the Tram Project being valued at a higher cost and that difference in cost being borne by the Project. Alan Coyle agreed to circulate a briefing paper on the issue of Alternative Development Values.		
Decision		
To provide a briefing paper on the risk of increased costs regarding to land purchased as part of the Tram Project.	Alan Coyle	
8 DATE OF NEXT MEETING		
Turner and Townsend Meeting – 5 April 2012 at 8am in the Chief Executive’s Board Room		
Client Meeting – 10 April 2012 at 8am in the Chief Executive’s Board Room		