

## Minutes of the Community Councils Together on Trams/Trams Team meeting on Thursday 10 October 2022 at 5:15pm, at Trams project compound (165 Leith Walk)

Actions and decisions are red italic underlined SmallCaps. 'TT' means 'Trams Team'. Names are mostly abbreviated to initials.

### 0 Summary of actions

1.4, POINT 1	<i>CCTT MEMBERS WHO ARE ALSO MEMBERS OF EDINBURGH BUS USERS GROUP TO PURSUE BUS-PROBLEMS WITH LOTHIAN BUSES</i>
1.4, POINT 2	<i>CCTT/TT TO CONSIDER PLANTER/TREE LOCATIONS DURING WALKTHROUGHS</i>
1.4, POINT 7	<i>RA TO SUPPLY PLAN OF POST-CONSTRUCTION BUS-STOPS</i>
2.1.1	<i>RA TO PROVIDE MAP OF NEW SC2 SECTIONS, ALONG WITH EXPECTED SCHEDULES</i>
2.2.1	<i>TT TO PROVIDE COMMITMENTS REGISTER FOR NOVEMBER CCTT/TT MEETING</i>
2.2.2	<i>HT/RA TO CONFER ON TRANSPARENCY AROUND AND PROGRESS OF COMMITMENTS REGISTER IN EARLY NOVEMBER</i>
2.3.3	<i>HT TO ENGAGE WITH HANNAH ROSS ON FUNDING OF WORK FROM COMMITMENTS REGISTER</i>
2.4	<i>RA TO INVESTIGATE CAUSES OF LIGHTING ISSUES IN OCEAN DRIVE ETC</i>
2.5	<i>CCTT/TT TO DESIGN LESSONS LEARNED PROCESS AT THE DECEMBER MEETING, THEN UNDERTAKE IT IN MARCH</i>
3.1.1	<i>RA TO PROVIDE FUTURE PERIOD LOOKAHEADS IN A VISUAL, SECTION-BY-SECTION FORMAT</i>
3.2	<i>RA TO PURSUE MORE MEANINGFUL VISUALISATIONS OF 'QUALITY' (NON-CONFORMANCE) DATA</i>
3.6	<i>RA TO ADD EFFECTS OF CURRENT WORKS TO FUTURE LISTS OF TRAFFIC MANAGEMENT MEASURES</i>
4.1	<i>CCs TO ARRANGE WALK-AND-TALKS WITH RA</i>

### 1 Prelims

#### 1.1 Present – all in-person

Robert Armstrong	TT	Jennifer Marlborough	CCTT/LHNCC
Mike Birch	CCTT/NTBC	Bruce Ryan	CCTT minutes secretary
Don Giles	C	Harald Tobermann	CCTT/LCCC
Rob Leech	CCTT/LLCC	Chris Wilson	TT/CEC

#### 1.2 Apologies

Charlotte Encombe	CCTT/LCCC	Angus Hardie	CCTT/LLCC	Sally Millar	CCTT/LLC
Andrew Mackenzie	CCTT/LLCC	Carol Nimmo	CCTT/NTBC	Michael Motion	TT

#### 1.3 Draft minutes of **September 2022** meeting

Approved as-is

#### 1.4 Actions from September meeting (not included on agenda below)

TT provided the following responses by email.

- **3.1: RA to investigate possibilities for temporary traffic lights to reduce delays to buses in Leith**
  - Discussions with Lothian Buses (LB) and TMRP resulted in a decision to not install temp signals, this would have a negative impact on busses in this area due to only one service turning right out of Henderson Street junction and no major delays being reported by LB.
  - RA reiterated that LB reports that it has no problems, despite CCTT's reports of problems (e.g. not advertising changes to routes). The 'horrendous' problems with buses were reiterated by JM during item 3.1.1.
  - RA: semi-permanent traffic lights at the Foot of the Walk will be replaced with temporary lights. This should increase this junction's capacity and throughput.
  - *ACTION: CCTT MEMBERS WHO ARE ALSO MEMBERS OF EDINBURGH BUS USERS GROUP TO PURSUE THIS WITH LB*
- **3.1: information on trees at Elm Row and Tesco; 4.3.3: plan of trees, and their specifications**
  - Information is on the website: <https://www.edinburgh.gov.uk/tramstonewhaven/final-designs>
    - MB: plan of [McDonald Rd/ Brunswick Road/ Albert St](#) (sheet 12) shows three trees in the middle of the path. Another section of the plans shows 3 trees at a pedestrian crossing.
    - RA: locations of these planters will be reviewed before implementation. They will be portable (with some effort).
    - MB: plans should be changed so they are put in appropriate places straight away.
    - RA: this topic is on Hannah Ross' radar.
    - *ACTION: CCTT/TT TO CONSIDER PLANTER/TREE LOCATIONS DURING WALKTHROUGHS*
- **3.5: TT to engage with contractor about Brunswick St rat-run**

Brunswick Street is closed, However we have also reversed the one way system on Brunswick Road which will aid the issue reported.

- **3.6: TT to share Grant Crowther (Lothian Buses)'s contact details with CCTT**  
[GCrowther@LothianBuses.co.uk](mailto:GCrowther@LothianBuses.co.uk)
- **3.6: Information on Picardy Place turnback**  
Annandale Street publicised in usual manner. My understanding is that RA has had no adverse comments from Lothian.
- **3.7: business health details**  
Updated business health data being provided w/c 24/10/22 by Local Data Company so information will be provided to next CCTT in November

- **3.8: London Road questions**  
Traffic Management: congestion, diversion, query re; emergency surfacing, crossing point.
  - MB: please supply plan of all post-construction bus shelters along the route, especially Croall Place.
  - RA: these are still under discussion with JC Decaux.
  - *ACTION: RA TO SUPPLY RELEVANT PLAN*
- **4.3.1: RA to provide schematic of vehicular access from/to Leith Walk side streets with outcome expectations**  
Schematic attached (now online at <https://leithccc.files.wordpress.com/2022/10/leith-walk-junctions-10-10-22.pdf>)
- **4.4: RA to send details behind final location of bus stop by Leith Walk police box**  
As below (now online at <https://leithccc.files.wordpress.com/2022/10/croall-place-shelter.pdf>)

## **2 After the recent CCTT deputation to TEC**

It was noted that Hannah Ross and Paul Lawrence appreciated CCTT's deputation.

### **2.1 Pre-project end**

#### **2.1.1 Progress to date of asset handovers ('T-4') to CEC**

- RA/RL: Tower St and York Place sections have been handed over according to the sectional completion (SC2) process.
  - TT is working on Annandale to Pilrig (currently at T-2 stage) and Pilrig to Jamieson (currently at T-3 stage).
  - Queen Charlotte St to Baltic: TT has undertaken T-4 walkthrough.
  - The route is now divided into about 20 SC2 sections. (Leith Walk has now been subdivided.)
  - TT is still on schedule for delivery of completed project. All hands are on deck!
  - CEC needs to be happy with what is handed over, so checks are being made by RA and Kenny Ross (for CEC), TT, the contractors. SC2 checks can be passed even if some defects that are not safety-critical are still present.
  - Then final checks (Feb 2023) will involve staff from the relevant CEC departments. These might raise other defects.
  - CEC roads team walk through the each month, and have been involved in design, so will be familiar with the project.
  - J Marlborough: Melrose Drive area appears to be behind work on other areas.
  - *ACTION: RA TO PROVIDE MAP OF THESE SECTIONS, ALONG WITH EXPECTED SCHEDULES FOR SC2 PROCESS*

#### **2.1.2 Number, types and key locations of identified defects to be fixed by contractor**

RL; this dashboard in preparation. It will go first to the project board, then to CCTT.

### **2.2 Commitments register (defects or design issues that have been agreed to be addressed after project end)**

#### **2.2.1 Agree definition**

- RL: this topic is wider than CCTT, so TT is cleansing its lists by removing defects that have been fixed. The commitments register is not the same thing as the defects register.
- *ACTION: TT TO PROVIDE COMMITMENTS REGISTER FOR NOVEMBER CCTT/TT MEETING*

#### **2.2.2 Transparency and progress**

*ACTION: HT/RA TO CONFER ON THIS IN EARLY NOVEMBER*

### **2.3 Two-year defects period**

It was noted that this relates to defects in construction and discrepancies from final designs that appear after handover.

#### **2.3.1 Target start and end dates**

RL: this period starts at final handover, i.e. when trams are running to the operator's satisfaction.

#### **2.3.2 Who will oversee this for CEC?**

- RA: CEC's public transport team.
- RL: handover planning includes the administrative part of the contract, so TT will either train a CEC official to use relevant systems and understand contractual obligations or (possibly) retain Turner & Townsend (T&T) for this purpose.
- MB: what would happen if the design does not live up to actual conditions, e.g. heavier than expected traffic?
  - RA/RL: CEC would consider adding this to the commitments register. The previous list was about issues arising from traffic diversions. New items/commitments would be handled by CEC roads operations.

#### **2.3.3 How will this be resourced (within FBC)?**

- RL: defect-costs will be covered by the contractor, so are within the FBC.
  - However, If CEC retains T&T, it will pay these costs. Money will be drawn down as needed from the loan facility set up by the FBC.
- *ACTION: HT TO ENGAGE WITH HANNAH ROSS ON THIS TOPIC.*

### **2.4 Parallel measures**

- HT: this covers items such as the [controlled] parking zone, bins, integrated ticketing, low-traffic neighbourhoods. These should be considered for the 'lessons learned' process to improve future business cases.
  - JM: there are concerns about CPZ implementation causing post-construction disruption.
  - HT: these and chargers for electric vehicles will be on side-streets off the route.
  - CW: CEC charges for parking via apps, not meters.
  - RA: there would be small, localised traffic management to install (for example) bin-hubs. The first 10 lighting columns will be installed this week. Other dates are under Scottish Power's control.
  - JM: currently there are no working street lights on Ocean Drive and from Lindsay Road to Ocean Terminal.
  - *ACTION: RA TO INVESTIGATE CAUSES OF LIGHTING ISSUES IN THESE AREAS.*

## 2.5 Lessons learned

*ACTIONS: CCTT/TT TO DESIGN THIS PROCESS AT THE DECEMBER MEETING, THEN UNDERTAKE IT IN MARCH.*

## 3 TT reports and updates

### 3.1 Latest ([October 2022](#)) progress dashboard (page 2) with period lookahead, progress metrics (page 4) and other key metrics (page 5)

#### 3.1.1 Period lookahead

- MB: what does 'completion of reinstatements between Elm Row and Montgomery St' mean? There is a lack of public realm activity here. Does this item refer to work on the roads or on the public realm?
- RA: it would be present information visually, section by section.

*o ACTION: RA TO UNDERTAKE THIS.*

### 3.2 Latest ([October 2022](#)) H&S metrics (page 2)

- RL: the 'Quality' chart shows the numbers of issues raised by the contractor, identifying issues prior to handover.
- RA: this includes everything brought up by all the contractors and CEC. All of these need to be resolved to achieve final completion. The increase in numbers may result from sections being now being open and hence more 'inspectable'. A single item here may refer to, for example, chipped kerbs along a significant stretch, rather than counting each chip.
  - RL: this chart shows non-conformances, not defects. (Non-conformances are raised by contractors; defects are raised either by contractors or by the client, and fall within contractual definitions of 'defect'.)
  - HT: it would be better to measure these by value/cost to remedy, rather than numbers of instances.
  - MB/HT: it would help to show closure of issues over time.

*o ACTION: RA TO PURSUE MORE MEANINGFUL VISUALISATIONS OF 'QUALITY' (NON-CONFORMANCE) DATA.*

### 3.3 Latest ([2022 09 05](#)) route progress map – when will the October version be live?

- RA: resources are currently being concentrated at Antigua St and London Rd, then will be moved to Newhaven.
- CW: the next version will be prepared for the next trams board meeting.

### 3.4 Latest ([October 2022](#)) construction phasing map

No discussion

### 3.5 Latest ([2022 10 07](#)) map showing all current temporary pedestrian crossing points along the route and distances, location of temporary bus stops, and diverted or narrowed (below 1.2m) footpaths

- HT: there are concerns about the 400m gap between crossings at Picardy Place and Elm Row, and access to bus stops.
  - RA: SFN will install a walkway at the north side of Elm Row, enabling pedestrians to walk from the bus stop to the London Rd junction without walking in the road or through the worksite.
  - HT: similar measures – and good lighting – would help on the other side of Elm Row

#### 3.5.1 Separate map or annotation to 3.5 showing planned changes (one month ahead) - what will change in the next 30 days?

- RA: the major change will be at Elm Row (section 3.5).

### 3.6 Map or list ([2022 10 10](#)) of general traffic management measures (locations, brief description, dates) agreed and coming into force in the coming 5 weeks: road traffic diversions and lane closures, bus route diversions

- RA: TT is working very hard on Antigua St. Ducting work is complete but work continues on shaping of ironwork, binding and lining. All of this work will be completed within the 3-week period. The west side will be completed by 23<sup>rd</sup> October, enabling buses to turn in to Annandale St. Traffic will not be able to turn right into London Road, so will go via St David St, Princes St, Waterloo Place, Regent Rd and Montrose Terrace, or via Abbeyhill. Hence use of East London St by buses will cease on 23<sup>rd</sup> October. (There was discussion of bus-gates that may or may not exist on Princes St and Queen St.)
- RA: 'Greenside Lane to Elm Row resurfacing works' includes the London Rd junction. The diversion for traffic from London Rd is via Blenheim Place. The only affected traffic lights will be at Leopold Place. Traffic management will be installed on 23, so work starts on 24<sup>th</sup> or 25<sup>th</sup>. There will be no night-work apart from OLE work. This will not be noisy.
  - RA: NTBCC/CCTT should contact Lothian Buses (via G Crowther) about use of East London St.

*o ACTION: RA TO ADD EFFECTS OF EACH ITEM ON TRAFFIC TO FUTURE ITERATIONS OF THIS TABLE*

### 3.7 Latest (dated) map showing general traffic management arrangements to accommodate site investigations works and utility diversions outside the main area of TTN works - diversions of bus routes and general traffic

See section 3.6.

### 3.8 Ongoing metrics regarding 'business health'

CW: the next data-set will arrive on 24 October, for discussion at CCTT/TT meeting on 10 November.

RL: Steads Place businesses may be suffering due to slower than expected progress here because TT's resources are being used elsewhere.

### 3.9 Latest ([October 2022](#)) comms dashboard (page 6 - Stakeholder & Communications) and latest ([2022 10 09](#)) geographical breakdown of comms

CW: there has been a significant reduction in concerns about the south section due to the clock being returned, Brunswick St issues being resolved, reductions in queries about Picardy Place.

### 3.10 Call centre stats and Support for Business update

See section 3.9.

### 3.11 Summary of the most recent Tram Project Board (and sub-groups) meeting(s) on a confidential basis

- RL: The last board meeting was 'business as usual' because the project is on schedule and within budget.
- RL: no red flags were raised at the 'ready for operations' meeting. (These meetings of a board sub-group have taken place since March 2022, focussing on asset-handover and information governance. There is also a 'finance and risk' subgroup, which delves in-depth into relevant data.)

### 3.12 Summary of TT meetings with Active Travel and Business Groups

- RA: There regular catch-up with Spokes has not happened recently because the Spokes rep has been on holiday.
- CW: I aim to meet with Leith Walk businesses in early November, if there is sufficient interest. I met with Constitution St businesses 2 weeks ago. (The next meeting is on 25 October.) Meetings with these businesses work well.
- CW: there has been a letter drop for Elm Row, but business here have not raised any issues.
- RA: there will be filming in Union St, Gayfield Square etc in November. This does not break the work-embargo.
- CW: the Dalmeny St hub will move to a 'hybrid' operation because that junction is now open. Discussions are in progress.

## 4 Queries and issues identified by CCTT

### 4.1 Update on walk-and-talk (in sections) along the route with key tram team personnel and a community 'delegation' ('to get a sense of where we're really at – on the ground')

- *ACTION: CCs TO ARRANGE THESE WITH RA, INCLUDING RELEVANT BUSINESS REPRESENTATIVES.* They would not include ward Cllrs.

### 4.2 LHNCC

- JM: See my previous concerns about Ocean Drive lighting. Will TT prevent presence of Xmas tree in Kirkgate in 2022?
  - RA: TT has never objected to presence of Xmas trees here, but they cannot be brought in via Foot of the Walk.

### 4.3 LLCC

- HT: how can southbound traffic turn left into Brunswick Road from Leith Walk?
  - RA: traffic should use Dalmeny St. Traffic coming from Pilrig St should go via McDonald Rd. The relevant traffic lights may be rephased to enable such terms, so long as this is a permanent measure.
- RA/RL: building fixings have now been completed. Any work by owners on these façades after energising the tram power-cables will need permission. There will be a big communication effort around this.

### 4.4 LCCC

See Brunswick St issue raised by LLCC.

### 4.5 NTBCC

- CW: During the works starting on 24 October, southbound traffic wishing to turn access London Rd will be diverted via [Duke St and] Easter Rd. Traffic missing this diversion, it would go via Pilrig St, **Bonnington Rd**, McDonald Rd, Brunswick Rd and Easter Rd.

## 5 AOB

none

## 6 Date of next meeting(s) and guests

10 November

**Bruce-query: surely this should be Broughton Road: Bonnington Road does not connect Pilrig St and McDonald Road.**