

CITY OF EDINBURGH COUNCIL (PORTOBELLO PARK) BILL COMMITTEE

Information provided by the promoter following the meeting on 26 March 2014

At the oral evidence session of 26 March 2014, the witnesses appearing on behalf of the City of Edinburgh Council (“the Promoter”) undertook to follow up in writing with further detailed information in respect of certain questions posed by the witnesses in objector Groups 2 and 4 and members of the Committee. I apologise for the slight delay in providing this response.

The Promoter offered to provide certain items directly if the witnesses provided their contact details. Ian Ross and Archie Burns did so via the clerks following the meeting, and the Promoter also has an email address for Stephen Carr. We have therefore sent this letter directly to those witnesses, but should be grateful if the Committee clerks would let the other witnesses know when this letter and the accompanying documents are published on the Committee webpage.

A note of the relevant issues and the Promoter's responses to each are provided below. Copies of or links to the documents referred to have also been provided with this letter.

1 Current use of the artificial pitch at the existing Portobello High School

1.1 In relation to category 1 (Loss of amenity), Gillian Dunn requested details of the access arrangements for the outdoor pitch at the current Portobello High School.

1.2 The pitch at the existing Portobello High School is a small astroturf pitch suitable for five-a-side football. It is not an all-weather pitch, unlike the two pitches proposed should the new school be built on Portobello Park. The surface is not suitable for use in adverse weather conditions, which means it is rarely used between mid-November and mid-February. It is also not floodlit, so evening use is generally restricted to the summer months.

1.3 The pitch can be booked for £25 per hour and has been let out on a small number of occasions on an ad hoc basis. The lack of interest in booking the pitch for use more regularly is likely due to its size and the fact that it cannot be used in all weathers.

1.4 Its use by the High School is also limited as it cannot accommodate PE class sizes, which generally have around 25-30 pupils. It is however used regularly by St John's RC Primary School when it is not required by the High School.

2 Transport Scotland's response to the planning permission renewal consultation

2.1 During the question session for category 2 (Road safety/traffic issues), Ian Ross for objector Group 2 challenged the Council's reference to Transport Scotland's response to the planning application renewal process. Billy MacIntyre for the Promoter offered to provide a copy of Transport Scotland's response, and this has been provided with this letter. An electronic version can be found [here](#), with the documents supporting the application for renewal

of planning permission. As you will see, the quote from the letter which was provided by Billy MacIntyre (Official Report, column 187) is directly from the penultimate paragraph of this letter which at no point makes reference to the issue being a delegated matter for the City of Edinburgh Council to deal with as was later suggested by Mr Ross (Official Report, column 190).

3 The brief provided to AECOM for their original transport assessment

- 3.1 In relation to category 2, Archie Burns for objector Group 4 asked the Promoter to provide the brief that was given to professional traffic consultants AECOM when they were instructed to carry out a transport assessment in connection with the application for planning permission.
- 3.2 We enclose a letter from AECOM to the Promoter from April 2009, in which they confirmed the scope of their instruction.
- 3.3 We note that the objectors made a reciprocal commitment to provide the brief given to the road safety auditor who carried out a road safety assessment on the instructions of the Group 2 objectors. We look forward to receiving a copy.

4 Whether the number of kids crossing Milton Road and Duddingston Park at lunch time has been taken into account

- 4.1 Gillian Dunn for objector Group 4 asked “whether the number of kids crossing Milton Road and Duddingston Park at lunchtime has been taken into account”. This question was asked in the context of a discussion of the transport assessment undertaken by AECOM. In response, Brian Thompson said that “We should provide that information in detail afterwards. I merely confirm that, as part of the overall discussion with the transport department and the assessment that AECOM provided, all conditions at the school during the day were considered”. This exchange is noted at the Official Report, column 193.

- 4.2 Paragraph 5.5.1 of the transport assessment (which can be found [here](#) , with the documents supporting the application for renewal of planning permission) lists a number of “pedestrian measures over and above those identified [earlier in the assessment] that may be appropriate for the site”. Included in this list was “Provide high quality services within the school to save pupils/staff travelling outwith the school boundary at lunch times”. The proposed new High School has been designed specifically to encourage as many young people as possible to stay within the school at lunchtime (see Billy MacIntyre’s evidence at column 193 of the Official Report for 26 March 2014).
- 4.3 Beyond that, pupil movements outside the school grounds at lunchtime would not have been specifically taken into account in the transport assessment. That assessment was prepared in respect of peak travel periods (i.e. at the beginning and end of the school day), which is standard practice for transport assessments and complies with all relevant statutory and planning requirements. The promoter acknowledges that Mr Thomson’s response to Ms Dunn may have given the impression that greater account of lunchtime movements had been taken to date than is in fact the case, and if so both the promoter and Mr Thomson would like to apologise for any misunderstanding.
- 4.4 The anticipated travel patterns of pupils at lunchtime will be taken into account in the road safety audit that will be instructed after the main contractor has been appointed (see the Official Report of 26 March 2014, at column 188). That road safety audit will project the movements of pupils both at peak times and at other times during the school day, and will ensure that full consideration is given to any issues identified and that appropriate additional measures are put in place to mitigate any safety risks that may be anticipated in respect of lunchtime travel.

5 The percentage take-up by high school children of meals in school cafeterias

- 5.1 Gillian Dunn for objector Group 4 asked for confirmation of “the percentage take-up of school dinners [...] across high schools at the moment – not necessarily just at Portobello” (Official Report, column 193).

5.2 The latest available annual data was provided in a report submitted to the Council's Education Children and Families Committee on 10 December 2013, and a link to that report is provided [here](#) . The average percentage uptake for school meals in secondary schools in the 2012/13 school year was 15.8%. It will be clear from the figures in paragraph 2.30 of the report that there has been an increasing trend in the uptake of school meals in secondary schools over the last few years.

5.3 The figures for Portobello High School at present are lower than average, as shown in the analysis table on page 14 of the December 2013 report. Uptake in 2012/13 was 9.2%. The figures show that uptake has increased in recent years, but the Promoter would expect to see a significant further increase in the new school, again for the reasons set out in Billy MacIntyre's evidence of 26 March 2014 (at column 193 of the Official Report).

6 Confirmation that an Equality Impact Assessment was carried out in connection with the planning permission renewal

6.1 Alison McInnes MSP asked whether an Equality Impact Assessment had been undertaken by the Promoter in relation to the proposals, to assess matters such as accessibility for disabled people.

6.2 Page 17 of the Council's Development Management Sub-committee's report of 4 December 2013 on the renewal of planning consent confirms, at paragraph h, that the planning application was assessed in terms of equalities and human rights. A copy of the Equality and Rights Impact Assessment report has been provided with this letter. An electronic version can be found [here](#), with the documents supporting the application for renewal of planning permission.

7 Consultation results for the Christians scheme

7.1 Gillian Dunn asked if the promoter could provide information about the level of support for the Bill in the Christians housing scheme. Currently, the

consultation results for the Christian estate are combined with the results for the Magdalene and Bingham areas. Billy MacIntyre confirmed that if Ms Dunn could specify the particular area she would like to know the results for, the Promoter would endeavour to assess the consultation responses and, if possible, would provide information about the consultation results for that area. Ms Dunn indicated that she could supply a plan delineating the particular area. A list of the relevant streets would also suffice. We presume that the Committee will also wish to see any information provided to Ms Dunn, which we will provide after we receive the necessary clarification from Ms Dunn.

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Director of Children and Families

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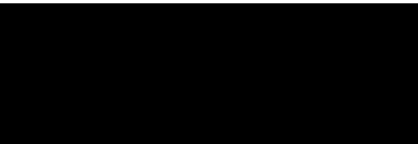
Dear,

Portobello High School – Transport Assessment

Further to our recent discussions, I would like to take this opportunity to confirm our scope of services and corresponding fee for consultancy work relating to relocation of Portobello High School, Edinburgh. This offer is made in addition to our Term Contract for Technical and Electrical services however we have assumed that similar Conditions of Contract and Grade Rates would be acceptable. If you find that this offer is acceptable to you then please confirm your acceptance of our proposal by issuing us with a letter of confirmation or a written instruction to proceed. It is now company policy that staff are not allowed to start work until the acceptance is received and so I look forward to you co-operation on this point.

I trust that you find the attached proposals acceptable and in line with your requirements but if you have any comments or queries please do not hesitate to contact me.

Yours sincerely



Principal Consultant

E: 

Portobello High School
City of Edinburgh Council
TRANSPORT CONSULTANCY FEE PROPOSAL

Appointment

This offer is made in addition to our existing Term Contract for Technical and Electrical Services, however we have assumed that similar Conditions of Contract and Grade Rates would be acceptable.

Scope of Services

Appreciation

This proposal has been prepared in response to a request from City of Edinburgh Council (CEC) to provide a quotation for the consultancy work supporting the relocation of Portobello High School, Edinburgh. The following sections provide our proposed scope of works, based on the our understanding of the key issues, and provides fees for your review and approval.

Scope of Works

Scoping Study

An initial review of relevant information on the likely trip rates and modes (pupil, staff, walking cycling, drop off, bus, service vehicles etc.), proposed access locations and other relevant transport facilities will be conducted and discussion will be engaged with the client team and roads authority to determine the key considerations of the study. It is expected meetings will be arranged at an early stage and that the result of this will be a scoping report to be agreed by all parties. The scoping study would review existing and proposed transport infrastructure and identify key points for discussion and agreement with CEC Roads department, school representative and possibly with other interested parties such as the emergency services, Sustrans and local interest groups. The report would include;

- Review the existing and proposed transport facilities
- Indicate extent of planning policy review to be conducted
- Method for assessing effects on pedestrians and cyclists
- Method for assessing impact on public transport and service vehicles
- Location and form of traffic counts
- Identification of potential constraints
- Traffic modelling/assessment requirements
- Requirements for Travel Planning and Safe Routes to School

To gather basic traffic data to aid the initial discussions it is suggested that Automatic Traffic Counters (ATCs) are placed at the locations of the proposed accesses for a period of 2 weeks. An allowance for gathering and assessing this data has been made in the fee for this section of work.

The draft report would be passed to the client team for review and comment prior to being finalised and issued to the relevant parties for agreement. An allowance for one client meeting and one council meeting has been allowed in the fee.

Transport Assessment

Following agreement on the extent of any future counts with CEC Roads we would gather quotes from survey companies and report the costs for approval. Thereafter we would progress the Transport Assessment in line with the parameters set out in the Scoping Study and complete a draft TA report for agreement with the client team prior to issue to the relevant parties for review, comment and agreement. This would include the following and other relevant data identified through the scoping study;

- Review relevant planning policy
- Assess effects on pedestrians and cyclists and outline practicable provision/mitigation
- Assess impact on public transport and service vehicles and outline practicable mitigation

- Report results of traffic counts
- Review capacity and impact of the proposed accesses
- Report other potential constraints and outline practicable mitigation
- Report on any traffic modelling/junction assessments
- Provide a chapter outlining Travel Plan requirements
- Provide a chapter outlining Safe Routes to School requirements

The draft TA report would be passed to the client team for review and comment prior to being finalised and issued to the relevant parties for agreement. An allowance for one client meeting and one council meeting has been allowed in the fee.

Post Report Discussion and Negotiation

Following submission of the Scoping Study and of the Transport Assessment there will inevitably be some period of discussion and negotiation with CEC Roads and/or other interested parties but the nature and extent cannot be identified at this time. We have made an allowance for an initial limited budget which will be amended subject to client agreement according to how discussions progress. These discussions may include negotiation of reasonable planning conditions, S75 agreements etc.

Professional Fees

We offer to provide you with our consultancy services in accordance with the above scope of services as follows:

Work Package	Description	Fee
Scoping Study	In line with the relevant scope of services detailed previously for a lump sum fee including reasonable expenses (including initial ATC counts).	██████████
Additional Traffic Counts	To be confirmed following agreement with CEC Roads.	To be confirmed
Transport Assessment	In line with the relevant scope of services detailed previously for a lump sum fee including reasonable expenses.	██████████
Post Submission Discussion & Negotiation	In line with the relevant scope of services detailed previously on a time and materials basis with a budget estimate.	██████████
Total		██████████ plus additional traffic counts

These fees exclude third party costs and VAT. An allowance has been made for attendance at four meetings however if more meetings become necessary we will provide an estimate of any additional cost for agreement.

Payment Stages

The above fees would be invoiced in line with following timescales:

Work Package	Payment Stage	% Of Fee Due
Scoping Study	On submission of the draft Scoping Report to the design team.	██████████
Additional Traffic Counts	To be confirmed following agreement with CEC on extent and timing of count periods.	██████████
Transport Assessment	On submission of the draft Transport Assessment report to the design team.	██████████
Post Submission Discussion & Negotiation	Monthly invoices upon commencement of this work stage.	██████████



Should Faber Maunsell be instructed to cease work, or if the project is held in abeyance for a period greater than 60 days, we will submit an invoice covering our costs to that date.

Clarifications

The following items are excluded from our proposal:

- Specialist 3rd party contractor's costs with respect to any ground investigation and survey works required.
- 3rd party costs with respect to any specialist mapping and/or record drawings required for design.
- 3rd party costs in respect to any traffic surveys not detailed above.
- 3rd party costs in respect to planning enquiries with local and statutory authorities.
- Costs in relation to attendance at and travel to additional meetings.
- Additional work following issue of significant major revisions.
- Detailed design of junctions.
- Preparation of drawings and specifications not stated in the scope of works.

Extra Duties and Printing Charges

Subject to client agreement only, any extra duties would be undertaken at the agreed Term Contract time charge rates or for additional lump sums.

As a rule, all reasonable printing and copying costs are included in the above fee. A normal issue would typically be defined as 1 full sets of all documents in hard copy and a single copy of all documents in Adobe © 'Portable Document Format' PDF© on email to direct members of the design team only. Schedule of Rates: - for time charge stages and additional services if applicable:

Programme

Scoping Study

We would commence work immediately upon receipt of instruction to proceed and would aim to produce a draft scoping report for discussion with the client team within four weeks. The timescale for submission would be dependent on the client review and comments but we would seek to address any queries and relevant changes to the draft report in as short a time as possible.

Transport Assessment

Following agreement on any required junction counts, traffic survey quotes would be obtained and approval for costs sought immediately, thereafter we would instruct the traffic counts and progress the TA. We would seek to provide a draft Transport Assessment report to the client team within four weeks of receiving the count data and thereafter issue for approval.

Post Report Submission Discussion & Negotiation

The programme for the discussion and negotiation stage will depend on the submission dates and the time taken by the relevant parties to respond. We would seek to respond to any queries in as short a timescale as practicable and arrange meetings to suit.

Key Project Staff

Project Director



Project Manager

