



# Forth Replacement Crossing Community Councils Forum (North) Contact Report

**Meeting Location** Queensferry Hotel

**Meeting Date/Time** 15 June 2011 - 7pm Our Ref

**Subject** FRC Community Council Forum Your Ref (North)

**Participants** **Community representatives**  
Bill King (Rosyth Community Council) (BK)  
Brian Armstrong (North Queensferry Community Council) (BA)  
Jim George (North Queensferry Community Council) (JG)  
Juliet Sheriff (Inverkeithing Community Council) (JS)

**Transport Scotland – Employers Delivery Team (EDT)**

Lawrence Shackman (LS)  
Ross Hornsey (RH)  
Keavy O'Neill (KON)  
Allan Buchan (c/o The BIG Partnership) (AB)

**Forth Crossing Bridge Constructors (FCBC)**

Carlo Germani (CG)  
Ewen Macdonnell (EMacD)  
Derek Chambers (DC)  
Scott Chalmers (SC)

**Observers**

Two South Forum Members

**Cc**

**Date of Distribution** 16 August 2011

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Notes		Action
	<b>Meeting chaired by Lawrence Shackman</b>	
<b>1</b>	<b>Project Overview</b>	
1.1	<p><b>Contract award updates</b></p> <p>LS outlined the main purpose of the first Community Forum which was to introduce representatives from the Forth Crossing Bridge Constructors (FCBC), the consortium awarded the Principal Contract on 18th April.</p> <p>Regarding the additional contracts LS confirmed that:</p> <ul style="list-style-type: none"> <li>- Fife ITS - John Graham had been awarded the contract on 10 June and would attend the next meeting</li> <li>- M9 Junction 1a - Transport Scotland was currently assessing 4 tenders and is on-schedule to award this contract in July.</li> </ul> <p>LS confirmed that formal meetings of other liaison groups – Traffic Management, Noise, Marine and Environment would have their agendas published and minutes published as agreed under the Code of Construction Practice (CoCP).</p>	<p>Noted</p> <p>Noted</p>
1.2	<p><b>Contact &amp; Education Centre (C&amp;EC)</b></p> <p>LS confirmed that the tender documents for construction of the C&amp;EC will be issued on 17<sup>th</sup> June to five companies, following a prequalification competition. A temporary C&amp;EC will be opened at FETA's offices in early July initially to deal with pre-construction preparatory works. The Community Liaison Officers (CLOs) for each contract will be based there until the new facility is built – this is scheduled for completion by August 2012 with fitting out by a month later.</p>	<p>Noted</p>



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2.2	<p><b>FCBC introductions</b></p> <p>The other members of the FCBC team present introduced themselves:</p> <ul style="list-style-type: none"> <li>- <b>Ewen MacDonnell</b> is Community Liaison Officer (CLO) for the Principal Contract. He has been with Morrison Construction for 32 years and has worked on several major projects including the M74 in Glasgow and in Fife, the Redhouse roundabout and Windygates by-pass. Ewen has lived in Kinghorn for 32 years.</li> <li>- <b>Derek Chambers</b> is Corporate Social Responsibility Manager. This role brings together project elements such as health &amp; safety, environmental issues, quality management, training and community relations. He is currently working on the M74 and will be moving full time to the FRC project in two-weeks time. He has been with Morrison Construction for 33 years.</li> <li>- <b>Scott Chalmers</b> is Commercial Director for the project and has worked for Morrison Construction since 2003. He too will be completing work on the M74 and plans to relocate locally. Previous projects in Fife include working on the cable stayed bridge in Glenrothes.</li> </ul>	Noted
2.3	<p><b>Q&amp;As</b></p> <p>LS asked if there were any questions?</p> <p><b>Q</b> Is this a design and build project?  <b>A</b> CG - Yes. Considerable design work has already been done as part of the tender. Detailed design work is being undertaken principally in Copenhagen by a joint venture of four design companies.</p> <p><b>Q</b> Will the design remain the same?  <b>A</b> CG - Yes, it will look very similar to what you have seen previously. The design work is looking at the detail.</p> <p><b>Q</b> Is John Graham part of FCBC?  <b>A</b> LS – No – they are the Contractor for Fife ITS which is an entirely separate contract and they will attend the next Forum meetings.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>



4	<b>Engaging with Communities</b>	
4.1	<p><b>Draft “Engaging With Communities” document</b></p> <p>RH outlined that the purpose of the document was to provide a focused summary in plain English of the commitments of engagement made within the Code of Construction Practice and the Forth Crossing Bill. It was mainly aimed at people not currently engaged with the project or who have had limited involvement to help them understand the project and signpost where they should go to for help and information.</p> <p>RH confirmed that an email address and 24 hour telephone number to facilitate dedicated public contact via the projects’ Community Liaison Officers (CLO’s) will be established very soon.</p> <p>LS asked if it would be possible for community representatives to feedback any comments by 1<sup>st</sup> August at the latest? Earlier feedback would be appreciated. A revised version, also incorporating feedback from the contractors, would then be issued for further comments, with the intention of achieving sign off approval at the next Forum meeting.</p>	<p>Noted</p> <p>Noted</p> <p>All</p>
4.2	<p><b>Complaints Procedure</b></p> <p>RH outlined that a draft document is in preparation. The main principle is that the first point of contact for resolution will be one of the three CLO’s (and their teams) i.e. appropriate to the contract in question e.g. Ewen MacDonnell’s team for the Principal Contract. There will be one unified helpline number.</p> <p>RH added that an escalation protocol will be developed in conjunction with the contractors. In basic terms, if FCBC is unable to resolve an issue it will escalate to Transport Scotland and then to an Ombudsman.</p> <p>RH confirmed this process would be formalised over the next couple of months.</p>	<p>Noted</p> <p>TS</p>

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5	<b>Meet the Contractor Event</b>	
5.1	<p><b>Local communities event</b></p> <p>RH outlined that a “Meet the Contractor” event for local communities and stakeholders was being planned for w/c 29<sup>th</sup> August or w/c 5<sup>th</sup> September. An update on the latest progress would be provided and the public could discuss any issues one-to-one with representatives of Transport Scotland and the Contractors. One event in the north and one in the south are being considered.</p> <p>The community representatives were asked for their views on the format. Following discussion it was agreed that there may be benefits from an afternoon/evening exhibition culminating in a public meeting in the evening.</p> <p>Community Representatives asked that events be organised after the school summer holidays.</p> <p>BK highlighted that</p> <ul style="list-style-type: none"> <li>- residents in Rosyth would be more interested in Fife ITS than the Principal Contract (although this may change when further details are known)</li> <li>- a meeting with John Graham could not wait until late August</li> <li>- previous community exhibition events in Rosyth were well attended and so residents were less likely to travel to North Queensferry.</li> </ul>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
	<p>TS to consider appropriate dates and venues. TS to share plans as soon as possible to allow representatives to feedback to their Community Councils. LS suggested a note regarding these plans is included when draft minutes are circulated.</p> <p>EM emphasised that the temporary Contact &amp; Education Centre will be open in July and anyone can drop in.</p>	<p>TS</p> <p>Noted</p>

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5.2	<b>Meet the Buyer Event</b>  RH indicated that a separate event would be arranged for businesses. This was intended as a follow-up to the business event in January and would also involve local business representative groups (e.g. Chamber of Commerce) and Public Contracts Scotland.  TS to consider appropriate date and venue.  BA indicated that when works are imminent this is the time to have a public meeting. The community need to know information regarding programmed works in advance. This was agreed by all.	Noted  TS
6	<b>Specific Community Issues</b>	
6.1	<b>General</b>  RH asked that if there were any issues the community representatives would like to raise at future Forum meetings, to let Transport Scotland know as far as possible in advance to allow TS to bring appropriate information and, if required, specialists.	Community reps



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6.2	<b>Deep Sea World Car Park</b>  JG highlighted problems with congestion within North Queensferry at peak tourist times and the need to ensure that car parking for Deep Sea World was available during these periods as a minimum.  CG emphasised that local concerns can be considered when phasing the works relating to the replacement of the car park and that it may be possible to include this in a 3D computer model to demonstrate how the project will develop.  DC requested that if there were any other similar issues, to let FCBC know and they would try to take this into account in their planning.  LS highlighted interest from other organisations such as Fife Council on the phasing of works at Ferrytoll which would be addressed in the plans in due course.  CG outlined FCBC's intention to generate a 3D computer model based on the construction plan to show how it will evolve.	Noted  Noted  Noted  Noted
6.3	<b>Park Lea</b>  BK highlighted recent issues regarding Park Lea and hoped the situation would improve from now on. He reiterated his request for a public meeting very soon to include the Fife ITS Contractor. LS agreed that this would be arranged.  CG emphasised that, while not contracted for Fife ITS, FCBC involves international contractors that recognize "we are visitors in your country and want to go back as friends".	TS  Noted

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7	<b>AOB</b>	
7.1	<p><b>Next Community Forum Meetings</b></p> <p>LS suggested that, given the timeframe for project progress, that the next two meetings should be held after two months rather than three (quarterly). They could then revert to quarterly or as appropriate. At the next meeting, this would enable the Contractors from Fife ITS and M9 Junction 1a to attend.</p> <p>TS suggested the following dates:</p> <ul style="list-style-type: none"><li>- North – Wednesday 24<sup>th</sup> August</li><li>- South – Thursday 25<sup>th</sup> August</li><li>- J1a – Tuesday 30<sup>th</sup> August</li></ul> <p>Post meeting note: The South Forum will be held on Tuesday 23 August 2011.</p> <p>RH to email dates and Forum members to advise if appropriate.</p> <p>LS thanked attendees for participating in a constructive meeting.</p>	<p>Noted</p>     <p>TS</p>  <p>Noted</p>