

Asset & Inventory Meeting

01 May 2026– 09:15 Hours
MS Teams Meeting

Present	
Apologies	

New Actions				
Item No	Decision/Action	Action Owner	Timescale	Status
1	Actions from previous meeting			
	Only actions in section 9 were discussed at meeting 01/05/26 due to low attendance. Actions carried over to next meeting		Info	
1.1	<p>(1.2) to set up meeting redesign and support supervision for active travel schemes Workshop arranged for 19/02/25. Feedback will be provided to this meeting.</p> <p>07/03/25 – Meeting held 05/03 – to provide details and report back. Next meeting to be held in approx. 4 weeks.</p> <p>04/04/25 – Meeting still to be arranged re. project assurance.</p> <p>02/05/25 – to meet with w/c 05/05/25</p> <p>25/07/25 – We are still awaiting information from</p> <p>19/09/25 – has contacted today to progress this over the next 4 weeks.</p> <p>17/10/25 – has spoken with but still needs to be concluded.</p>			

	<p>14/11/25 - Draft protocol to comment on design going forward feasibility and design stage and site supervision – [REDACTED] will send email with protocol to [REDACTED]</p> <p>12/12/25 – Protocol still to be finalised and to be circulated to [REDACTED] for comment. [REDACTED] raised issues about how Active Travel communicate with their consultants and how much of an understanding Active Travel have of their designs – [REDACTED] to discuss with [REDACTED]</p> <p>09/01/26 – [REDACTED] to raise this and the lane width issues at the next Street Design Review Group meeting.</p> <p>06/02/26 – Raise at 9/2/26 meeting with [REDACTED]</p> <p>06/03/26 – Meeting was cancelled. Will be raised at the next meeting on 10/03.</p>	[REDACTED]		Open
1.2	<p><u>(1.3) CCWEL</u> – [REDACTED] shared as-built drawings. The stated as-built drawings are proposed construction drawings. [REDACTED] to pass back to [REDACTED] to tell him to supply proper as-built drawings.</p> <p>[REDACTED] has asked AECOM to update as-builts.</p> <p>19/09/25 – [REDACTED] reported that [REDACTED] has gone back to AECOM for as-built drawings as the ones previously received were not considered adequate. These will be checked on-site by Road Ops.</p> <p>17/10/25 – No update.</p> <p>14/11/25 – Title box changed to as-built [REDACTED] to do sample check</p> <p>12/12/25 – [REDACTED] has identified errors in the drawings that have been supplied by Aecom. [REDACTED] to investigate further.</p> <p>09/01/26 – [REDACTED] reported that she had received some updated as-builts. [REDACTED] to pass to [REDACTED] & [REDACTED] to check.</p> <p>06/02/26 – Still being checked by Road Operations</p> <p>06/03/26 – Still working through this.</p>	[REDACTED]		Open

1.3	<p><u>(1.4) Scan Kerb</u> – [REDACTED] to provide a position on using Scan Kerb in future projects.</p> <p>19/09/25 – [REDACTED] to chase up AECOM for the details of cost analysis that was undertaken and pass this to Active Travel as our position on the use of Scan Kerb.</p> <p>17/10/25 – [REDACTED] reported that he has contacted AECOM but is still awaiting a response.</p> <p>14/11/25 - Received info from AECOM - [REDACTED] preparing report on this not being suitable.</p> <p>12/12/25 – Following a meeting between CH/SG and Active Travel [REDACTED] [REDACTED] to meet to agree where it is appropriate for use.</p> <p>09/01/26 – Meeting to be set up to discuss.</p> <p>06/02/26 – No update, [REDACTED] to assess kerbs that are in for reporting at meeting</p> <p>06/03/26 – Some feedback obtained from designers. Still awaiting response from one of them.</p>	[REDACTED]		Open
1.4	<p><u>(1.5) Other Issues</u> – [REDACTED] to contact [REDACTED] to arrange a representative at this meeting.</p> <p>19/09/25 – [REDACTED] to speak to [REDACTED]</p> <p>17/10/25 – [REDACTED] has raised this with [REDACTED]</p> <p>14/11/25 – [REDACTED] to raise again</p> <p>12/12/25 – [REDACTED] to raise again</p> <p>09/01/26 – [REDACTED] to raise with [REDACTED] to get a rep from co-ordination team to attend.</p> <p>06/02/26 – No update</p> <p>06/03/26 – [REDACTED] to raise.</p>	[REDACTED]		Open

1.5	<p><u>(1.6) Holyrood Road</u> – Securing barriers have moved into adopted road. [REDACTED] needs to investigate and mark-up which gullies are still in place before changing status to private.</p> <p>No copy of a stopping up order. [REDACTED] has email Development Control.</p> <p>[REDACTED] to meet with the factor and will provide feedback.</p> <p>[REDACTED] to chase up [REDACTED] for copy of stopping up order. If there is not one, then this needs to be put in place</p> <p>[REDACTED] has no information on this. [REDACTED] to go back to [REDACTED] for more information. Was this done under Planning Powers?</p> <p>19/09/25 – [REDACTED] still awaiting a response from [REDACTED].</p> <p>17/10/25 – [REDACTED] still awaiting a response from [REDACTED]</p> <p>14/11/25 - Still awaiting response</p> <p>12/12/25 – Still awaiting response</p> <p>09/01/26 – Still awaiting response.</p> <p>06/02/26 – Still awaiting response</p> <p>06/03/26 – Still awaiting response</p>	[REDACTED]		Open
1.6	<p><u>(1.7) Annandale Street Lane</u> – Was not adopted back in 1997 but was apparently brought up to standard. To be inspected and report back to this group.</p> <p>17/10/25 – Has been inspected. Needs more info from [REDACTED]</p> <p>14/11/25 – [REDACTED] to revisit – has been inspected</p> <p>12/12/25 – No update</p>			

	<p>09/01/26 – No update</p> <p>06/02/26 – Inspected [REDACTED] to look over to see what needs done</p> <p>06/03/26 -No update</p>	[REDACTED]		Open
1.7	<p><u>(1.9) Baberton Avenue</u></p> <p>Query around extent of adoption. [REDACTED] to respond and further investigation required. Needs meeting between Roads and Planning and date of construction confirmed.</p> <p>12/12/25 – Still to be bottomed-out. [REDACTED] to investigate further.</p> <p>09/01/26 – [REDACTED] investigating.</p> <p>06/02/26 - [REDACTED] still investigating</p> <p>06/03/26 – [REDACTED] reported that he had consulted the planning application and it appears the properties have not been built as per planning. [REDACTED] to check with Roads team re. s.56 application and Planning.</p>	[REDACTED]		Open
1.8	<p><u>(1.10) Hermiston Gait</u> – [REDACTED] to raise the issue of the development with [REDACTED] Econ Dev over being private</p> <p>12/12/25 – [REDACTED] has contacted [REDACTED] and is awaiting a response.</p> <p>09/01/26 – [REDACTED] still awaiting a response from [REDACTED]</p> <p>06/02/26 – No update - being chased</p> <p>06/03/26 – No update.</p>	[REDACTED]		Open
1.9	<p><u>(1.11) GIS – Smallworld/Uniform</u> – [REDACTED] is putting together a project plan. Provisional completion date of November 2025.</p> <p>It is essential that additional street information (Descriptions, notes etc) is transferred with street files. [REDACTED] & [REDACTED] to meet with [REDACTED] to discuss.</p>			

	<p>27/06/25 [REDACTED] still to meet with [REDACTED] but [REDACTED] has been advised.</p> <p>19/09/25 – [REDACTED] reported that the last meeting was cancelled. Next migration meeting on 30/09.</p> <p>17/10/25 – [REDACTED] has raised the matter with [REDACTED]. Meeting arranged w/c 20/10 to outline areas that [REDACTED] needs to be able to update. [REDACTED] queried what info was held on Smallworld that cannot be held on GIS.</p> <p>14/11/25 – [REDACTED] to send email to [REDACTED] and [REDACTED] for Tram info to go on transport hub short term but to put on confirm for the longer term and also re. shape files</p> <p>14/11/25 - [REDACTED] has forum with [REDACTED] - To send invite to others interested</p> <p>12/12/25 – [REDACTED] to seek clarification.</p> <p>09/01/26 – No update.</p> <p>06/02/26 – looking at end of March . After meeting 10th Feb looking to send comms to business managers to make aware and to set a date along with who to contact if any queries. [REDACTED] to issue details on using new set up. [REDACTED]-tech support is for one year due to end at end of March but looking at potential to extend for less than a year if required Meeting with [REDACTED] on 9/2/26 re transport hub and where they are with it. Email sent by [REDACTED] re condition inspections</p> <p>06/03/26 – Looking for feedback from managers concerning the planned replacement. [REDACTED] to go back on behalf of this group to request more information on what they have in place and to get assurance that everything wthat is currently on Smallworld will be on ArcGIS.</p>			
1.10	<p>(1.12) CH – Meeting to be re-arranged with Edinburgh Trams re. areas of liability of maintenance at tram stops.</p> <p>09/01/26 – Meeting still to be arranged</p> <p>06/02/26 – No update</p> <p>06/03/26 – No update</p>			Open

2	Updating of Asset Inventory			
2.1	Nothing			
3	Major Projects			
3.1	<u>Tram</u> – Nothing			
3.2	<u>Active Travel</u> – Nothing			
4	RCC			
4.1	<p>Drainage issues identified after adoption. Process has been revised to ensure the certificate is not issued until the drainage and surfacing has been fully inspected.</p> <p>Where developments have not been adopted due to delays on CEC's part a pragmatic approach needs to be taken with respect to condition. Otherwise, we should be looking for everything to be in "as-new" condition.</p>		Info	
4.2	<u>As-Built Drawings</u> – Important that these are accurate.		Info	
5	Network			
5.1	<u>Section 56</u> – Nothing			
5.2	<u>Dilapidation Surveys</u> – Nothing		Info	
5.3	<u>Other Issues</u> - None			
6	Systems/IT			
6.1	<p><u>Confirm</u> – [REDACTED] has met with Brightly to review digitisation of Road Operations paperwork. This would include work packs, site information, timesheets, and plant sheets. Next meeting to be held on the 19th of March for a demonstration on process.</p> <p>[REDACTED] is preparing a business case for a full-time assistance to R&I to address confirm issues, this will be partially funded by Road Operations. [REDACTED] to keep group updated</p>		Info	

6.2	<u>Gaist</u> – [REDACTED] starting work on extracting new assets to be managed in Confirm. Working with IT.		Info	
6.3	<u>GIS – Smallworld/Uniform</u> – See 1.9 above		Info	
7	Inventory / Gazetteer Updates			
7.1	<u>Engineering Difficulty</u> – No issues raised.			
7.2	<u>Coal Tar</u> – No issues raised.			
7.3	<u>Setts</u> – [REDACTED] advised that Road Ops have no easy access to a supply of setts. Likely to be a significant volume available from the A701 works. Need to look at recycling these. [REDACTED] to advise the designer. 06/03/26 – Understood to be 165sqm of sorted whin setts at Tradstock & 20 tonnes at Barnton.		Info	
7.4	<u>Bus Stops</u> – No issues raised.			
7.5	<u>Departures from Specification</u> – No issues raised.			
8	AOB			
8.1	None.			
9	Roads Adoption Issues			
9.1	<u>Saunders Street</u> – Internal footpaths shown as adopted but have no ESUs. [REDACTED] has liaised with Estates and they are shown as EDC. Needs to be inspected.	[REDACTED]		Open
9.2	<u>New Cut Rigg</u> – Drainage issues should remain the responsibility of the owners and Scottish Water.		Info	
9.3	<u>House O'Hill Avenue/Telford Road</u> – This area should be adopted.	[REDACTED]		Open
9.4	<u>Johnsburn Park</u> – Group agree that this area should not have been adopted. However, a decision was made in 2012 by the SW Neighbourhood that the full carriageway is adopted. Gully should be cleaned by Roads operations.	[REDACTED]		Open
9.5	<u>Lauriston Place</u> – Footway under the canopy at shops should not be adopted. Building owners should be responsible for lighting.		Info	
9.6	<u>Alcorn Square</u> – Information on GIS is Correct		Info	
9.7	<u>The Wisp</u> – [REDACTED] to contact Midlothian Council to agree adoption.	[REDACTED]		Open

9.8	<u>Bavelaw Road Car Park</u> – [REDACTED] to discuss with [REDACTED] for historical maintenance agreements.	[REDACTED]		Open
9.9	<u>Glasgow Road @ Turnhouse Road</u> – Only main footway should be adopted, not small section leading to sign.	[REDACTED]		Open
9.10	<u>Baberton Loan</u> – Section beyond gate should remain unadopted. [REDACTED] to inform Parks	[REDACTED]		Open
9.11	<u>London Road</u> – Meadowbank Stadium. Need more information from developer before any changes in adoption can be made. Contact Parking	[REDACTED]		Open
9.12	<u>Alnwickhill Road</u> – It was agreed that the Council should adopt and maintain in principle. Trustee should provide official request to adopt.	[REDACTED]		Open
9.13	<u>Tower Street</u> – [REDACTED] to contact [REDACTED] for information as this is a Tram issue.	[REDACTED]		Open
9.14	<u>Orchard Toll</u> – This should be changed to match the RCC drawing with the adoption only up to the setted delineation.	[REDACTED]		Open
9.14	<u>Calder Road</u> – Road Ops should repair/remove the brickwork	[REDACTED]		Open
10	Date of Next Meeting			
10.1	Next meeting will be held on 29 May 2026 at 09:15 hrs on MS Teams.		Info	

Longer Term Actions				
Item No	Decision/Action	Action Owner	Date	Status
1.1	<p><u>(1.1) Coal Tar</u> – [REDACTED] raised concerns with the fact that Pothole Pro generates heat that may result in health issues for the operators. [REDACTED] to review and develop current “Coal Tar” procedures to cover smaller works. [REDACTED] raised concerns with the fact that PU Contractors are not testing for Coal Tar so the areas are not being identified.</p> <p>10/01/25 – Still Open</p> <p>07/03/25 – Still Open</p>			

	<p>04/04/25 – Still Open</p> <p>25/07/25 – [REDACTED] to contact ELBF to see how other authorities are dealing with this.</p> <p>19/09/25 – [REDACTED] still to find out how other authorities are managing this with respect to Pothole Pro</p> <p>17/10/25 – No update</p> <p>14/11/25 – No Update</p> <p>19/09/25 - [REDACTED] to contact [REDACTED] to raise this issue at RAUC.</p> <p>17/10/25 – No update</p> <p>14/11/25 – No Update</p> <p>12/12/25 – No update</p> <p>09/01/26 – No update</p> <p>06/02/26 – No update – Move to long term action</p>	[REDACTED]		Ongoing
1.14	<p><u>(9.7) Murrayfield Tram Stop Steps on Roseburn Street</u> – Query over the extent of adoption. Proposal to install a permanent barrier for crowd control purposes. Suggested that the footway adoption be limited to a width of c.2.6m back from the existing kerb line, with all the area behind being Edinburgh Trams responsibility including the responsibility for cleansing.</p> <p>04/04/25 – [REDACTED] has advised Andy Smith that a footway of 2.6m width should be retained with the remaining area becoming the responsibility of Edinburgh Trams. [REDACTED] to contact [REDACTED] and advise [REDACTED] and [REDACTED].</p> <p>Agreed by Trams in principle.</p> <p>19/09/25 – [REDACTED] advised that Edinburgh Trams want to see this once in place.</p>	[REDACTED]	Info	Ongoing

	12/12/25 – Edinburgh Trams have advised they have revised their plans for the permanent barriers due to space constraints. Details to be provided by [REDACTED] when new layout is designed.		Info	
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Closed Actions at Meeting of 06/03/26				
Item No	Decision/Action	Action Owner	Timescale	Status
9.1	<u>Footpath A90/C157 @ Burnshot</u> – Agreed that most of this is adopted as it was constructed by Structures. An area shown as adopted verge at the bus stop on the A90 also needs to be changed to adopted carriageway.	[REDACTED]		Closed
9.2	<u>Inglis Green Road @ Sainsbury's junction</u> – Agreed that the pothole should be repaired.	[REDACTED]		Closed
9.3	<u>Cramond Road South (opp. Tesco)</u> – Agreed that everything behind the gates is private.	[REDACTED]		Closed
9.4	<u>King Neuk</u> – Request for disabled bay on prospectively adopted development. Agreed that dispensation cannot be given. Resident should pursue the matter with the developer and request formally once the road is adopted.	[REDACTED]		Closed
9.6	<u>Station Road, Dalmeny</u> – Steps at Rosshill Terrace. Estates confirm they are Parks & Greenspace. To be passed back to Parks.	[REDACTED]		Closed
9.7	<u>St. Clair Avenue</u> – Parking query – appears to be an anomaly in the adoption. [REDACTED] to make decision.	[REDACTED]		Closed
9.8	<u>Thorntreeside</u> – Parking query – Agreed that the GIS is correct in this instance.	[REDACTED]		Closed
9.9	<u>Albion Gardens</u> - Parking query – Agreed that the GIS is correct in this instance.	[REDACTED]		Closed
9.10	<u>Seagull Lane/Drive (Broomhouse)</u> – To remain on Housing account.	[REDACTED]		Closed

9.11	<u>Unadopted Roads</u> – [REDACTED] to reply to Tracey Bach as agreed. Any roads would need to be brought up to adoptable standards.	[REDACTED]		Closed
9.12	<u>Property Enquiries</u> – Query from a property enquiry company around accuracy of the information on our on-line adoption map and seeking a change to the wording on the website. EM to respond confirming we have no plans to change our current system.	[REDACTED]		Closed
9.13	<u>South Gyle Trade Park</u> – Agreed that the adoption plan is correct re. leg to the east. Change to be made at the south end to line up with the gate.	[REDACTED]		Closed