

From: [Dave Sinclair](#)
To: [Crawford McGhie](#)
Cc: [REDACTED]
Subject: RE: Boroughmuir High School - Bus Lay-by Update
Date: 16 June 2026 15:36:12
Attachments: [Viewforth Layby Area](#) [REDACTED]

[RST1119 - Project Information Requirements Template - Boroughmuir HS - Proposed Layby v1](#) [REDACTED]

Afternoon Crawford,

Andy and I have prepared a draft project brief for the appointment of our Structures, Design and Delivery teams to explore the viability of the lay-by proposal.

If you could please consider the scope, and if you're minded to approve provide a cost centre, sign off the form and pass it back to Andy and myself.

Again, apologies for the delay.

Dave

Dave Sinclair | Interim Head of Network Management and Enforcement
Transport | Operational Services | Place | City of Edinburgh Council
Mob [REDACTED]
david.sinclair@edinburgh.gov.uk

From: Dave Sinclair
Sent: 14 May 2026 18:02
To: Kate Fraser <Kate.Fraser@boroughmuir.edin.sch.uk>; Crawford McGhie <Crawford.McGhie@edinburgh.gov.uk>; Andy Edwards <Andy.Edwards@edinburgh.gov.uk>
Cc: [REDACTED]
Subject: RE: Boroughmuir High School - Bus Lay-by Update

Afternoon Kate,

In the interim I've removed Councillor Key from the circulation.

Unfortunately, no progress has been made on the proposed bus lay-by. My colleague Andy arranged a ground penetrating radar survey in May 2024 which from recollection identified underground services and structures. The next step in the process would be to ask colleagues in our Structures team if they had capacity to source as-built information relating to the existing retaining wall and assess a potential increase in loading. The proposed lay-by would need to be considerably wider than the existing disabled parking bays, and as a result buses would ultimately be parked nearer the wall.

The next step was for me to prepare a Project Brief for our Transport, Design and Delivery team to sketch up the proposal and ask colleagues in our Structures team to consider the retaining wall loading, then subject to approval in principle, confirm the brief and budget with Crawford. Unfortunately, later in 2024 I moved on to a different role and haven't had the capacity to take on this legacy scheme.

In the spirit of moving this on I'll ask my colleague Andy if he could assist with the Brief and a sketch (it may exist already) to share with our structural engineers. [@Crawford](#), it would be helpful if you had access to the as-built plans for the school retaining wall.

Apologies for the protracted delay, we just don't have the capacity to programme school infrastructure projects.

Could we please keep this as an internal discussion until I can better establish the capacity our Transport Structures and Design & Delivery teams have to take on additional work.

Finally, there's also the issue of the Traffic Regulation Order (to prohibit general parking) and Redetermination Order (to legally change footpath to road), these matters require a colleague to take on the design, promote the necessary legal orders and take responsibility through the statutory process (occasionally these matters can end up in a public hearing should there be particular objections).

I'm conscious this isn't a positive response, Crawford is aware of the challenges we face, and I believe it's ultimately a matter that should have been fully addressed as a function of the school design; however, we'll do what we can to assist.

[@Crawford](#) – we should have a discussion to consider next steps your available staff resource as Client and budget provision etc.

Dave

Dave Sinclair | Interim Head of Network Management and Enforcement

Transport | Operational Services | Place | City of Edinburgh Council
Mob [REDACTED]
david.sinclair@edinburgh.gov.uk

From: Kate Fraser <Kate.Fraser@boroughmuir.edin.sch.uk>

Sent: 12 May 2026 11:00

To: Dave Sinclair <David.Sinclair@edinburgh.gov.uk>

Cc: [REDACTED]
[REDACTED]
[REDACTED]

Subject: RE: Boroughmuir High School - Bus Lay-by Update

 External email >

Good morning,

I do not seem to have received a response to this email. The team involved might now have changed, as it has been such a long time since approval. Please redirect me to the correct person.

With kid regards,



Kate Fraser
Headteacher
Boroughmuir High School



From: Kate Fraser <Kate.Fraser@boroughmuir.edin.sch.uk>

Sent: 12 March 2026 14:28

To: David Sinclair <David.Sinclair@edinburgh.gov.uk>

Cc: [REDACTED]
[REDACTED]

Subject: Fw: Boroughmuir High School - Bus Lay-by Update

Good afternoon,

I am just looking for an update on these approved works. These were approved before I started in post as headteacher, but the timeline suggests notice of works should have now gone up.

We are regularly getting complaints with regards the bus parking on the street, which is essential to allow us to deliver a PE curriculum because of the lack on on-site provision. An on-going increase in our school roll means more buses continually have to be used.

Many thanks in advance for confirming timelines. Having a bus lay-by will make a huge difference.

With kind regards,



Kate Fraser
Headteacher
Boroughmuir High School