**‘Blade’ Delivery Team File Note 171116**

**FILE NOTE**

Project Hull 2017, ‘Blade’/Nayan Kulkarni

Meeting Delivery Team – 17th November 2016

Location Hull 2017

Purpose Project Delivery

Present Chris Clay, Hull 2017 CC

 Sam Hunt, Hull 2017 SH

 Hannah Williams Walton, Hull 2017 HWW

 Andrew Knight, Hull 2017 AK

 Richard Bickers, Arup RB

 Jason Speedy, Siemens JS

 Chris Wetherall, Siemens CW

 Andrew Bell, HCC AB

Hazel Colquhoun, Hull 2017 HC

Martin Green MG

Jackie Gay JG

Circulation Ben McKnight, Hull 2017

 Javed Hussain, Arup

 Milly Hennayake, Arup

**1 Apologies**

 Nayan Kulkarni

Garry Taylor

**2**              **File Note of Meeting 03rd October 2016**

**Actions completed:**

**Action** CC to issue to Arup the schedule for Made in Hull derig when available, Arup to advise on interface between the derig of Made in Hull and install of Blade.

**Action:** HWW to bring the clash diary to next meeting.

Proposed to move the trial installation of Blade to the 15th or 16th of Dec 16. NK stated his preference would be for the 16th. The trial mock would start at 8am.

**Action:** RB to confirm new date and programme

**Action:** JS and CW to make sure that Ben McKnight and Alix Johnson from the Hull 2017 comms team are copied into conversations relating to filming and the BBC.

**Action:** RB to circulate the updated risk register prior to the delivery team meeting on the 17th Nov 16.

**Actions taken forward:**

Arup had reviewed how best to mitigate the risk of the support structures slipping sideways and were of the opinion that bolting the base plates to the concrete sub base of the square offered the best solution. GT had expressed concern that drilling into the concrete sub base of the public realm works in QVS would not be acceptable to HCC.

**Action:** Structures group to review.

**3 Update**

3.1 The derig schedule for Made in Hull has not yet been finalised. CC expected that Queen Victoria Square could be clear of contractors and equipment by 3am.

**Action:** CC to circulate Made in Hull derig schedule when it is finalised and RB to feed into the programme.

3.2 MG explained why there was a compelling case for installing ‘Blade’ on 8th January, particularly in view of the media activity planned for the re-opening of the Ferens (12th January). It was understood that now Blade could be moved without a road closure of the A63 there was more planning flexibility. It was agreed, subject to a review of the derig schedule and risk assessment of the two operations happening on the same night, that the install of ‘Blade’ would proceed on the basis of 7th/8th January.

3.3 CC noted that the derig of Made in Hull needs to come under the command and control plan of Blade.

3.4 It was agreed tom plan for the removal of ‘Blade’ 22nd/23rd April, falling one week after Easter.

**Action:** AK and HC to check the budget allows Blade longer in situ. Noted that agreements with Siemens and Humber Green Port may require minor amendments to accommodate an install of more than 12 weeks as originally envisaged.

3.5 The poppy installation, ‘Weeping Window’, is scheduled to be installed at the Maritime Museum/QVS 22nd March – 29th May, programmed by HC&L. It is expected that this work will require 24/7 stewarding, it’s designers will require briefing re; ‘Blade’ to ensure that the two works are not in ‘conflict’ and that pedestrian access around QVS is reasonably maintained.

3.7 Noted that 23rd of April 17 will be 375th anniversary of closing Beverly Gate.

**Action:** SH/AK/HC to find out what activity is planned.

**4 Transport Report**

4.1 Highways England have confirmed that the Blade movement can be facilitated through a ‘rolling police block’ on the A63. Road closures will still be needed for the city centre which will be applied for under the season’s programme title, Made in Hull, to help keep the element of surprise.

**5 Structures Report**

5.1 Martin McGovern, Arup’s structural engineer has been to Alborg to work directly with Siemen’s engineer Erik Christensen to resolve the design issues.

5.2 Pearl Green are gearing up to fabricate the designs issued by Arup the week beginning the 21st Nov 16.

5.3 A letter of intent is required to give Pearl Green ‘comfort’ such that they will commence fabrication in advance of agreements being formalised.

5.4 RB presented Arup’s Root Support Tripod – Stability (Sliding) option sketches. Three options had been identified in order to address the possibility of blade sliding. The preferred method is fixing the support legs into the concrete sub base to the stone paved surface of QVS. The damage to a small number of stone slabs would be localised, controlled and these slabs would be replaced from HCC’s stock of spares on the removal of ‘Blade’. JG expressed concerns about negative feedback from the public in view of the fact that the public realm works would only recently have been completed. Noted that the remedial works could take place without attracting public attention and that there would still be a risk of ‘uncontrolled’ damage should the concrete loading to the supports needed to be increased if bolting was not an acceptable solution.

Further discussions with HCC Officers and Folio holder are required to review the options and agree a solution which accommodates interests of all parties to be pursued.

Action: AK/RB to arrange the meeting.

5.5 It was confirmed that the installation test for Blade should take place on the 16th Dec 16.

 **Action** Siemens to issue Autocad plan of are for trial install to Arup.

**6 Operations and Install Report**

6.1 MH is developing the ten-minute by ten-minute plan of the installation day.

6.2 ‘Blade’ will leave the Siemens factory through the East Gate.

6.3 There will be fixed points along the movement path of Blade to accommodate media personnel.

6.4 It was suggested that the balcony of City Hall could be used for media to watch the installation of Blade.

6.5 **Action:** CC will update the event management plan and circulate it.

6.6 **Action:** RB has updated the programme and will circulate it.

6.7 **Action:** RB has updated the risk register. Changes are in red. This will be circulated.

 **Action:** JG and BK to draft the ‘crisis communications’ plan and liaise with Siemens.

**Action:** CC and GT to review and resolve warranty issues with respect to public realm works in QVS.

**7             AOB**

**8 Next Meeting**

Thursday 1st December, 09.00, Hull 2017 Offices.