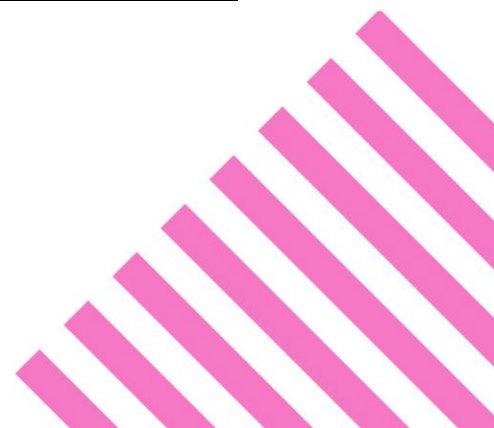


BLADE
Installation & Operations meeting
3rd November 2016

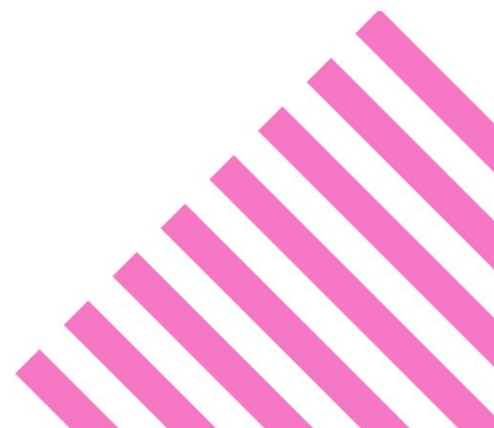
Attending: Chris Clay, Richard Townend, Andrew Knight, Richard Bickers, Milly Hennayake

Apologies: Hazel Colquhoun

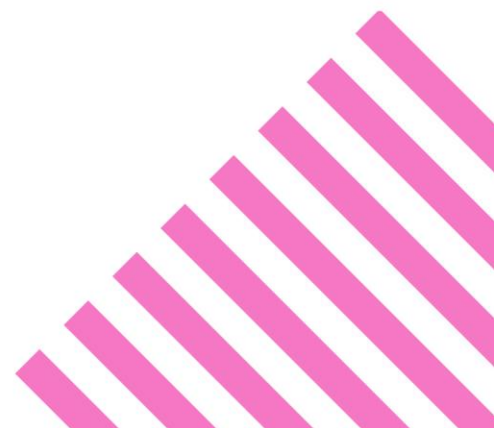
POINT	ACTION
1. REQUIREMENTS FOR AN EVENT LICENCE	
RT to look into highway permit for temporary storage of equipment	RT
CC to forward Hull 2017 public liability insurance details to RT.	CC
2. CONSULTATION WITH HUMBERSIDE POLICE AND ROAD USERS	
<p>2a. Confirm users of Carr Lane</p> <p>RT - public transport is the main concern, only users will be buses, taxis, motorbikes and cyclists.</p> <p>AK - large vehicles to go down Paragon Street.</p> <p>CC - confirmed Hull City Hall load-in is located on Paragon Street.</p>	
<p>2b. Consultation with bus operators</p> <p>RT confirmed bus operators are aware and has a weekly meeting with them.</p>	
<p>2c. Consultation with taxi operators</p> <p>RT to confirm contact for Black Cabs.</p> <p>CC to consult private hire taxis.</p>	RT CC



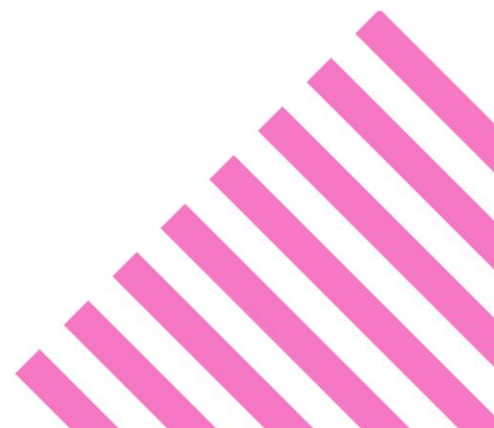
<p>2d. Requirements for signage</p> <p>ALL - No requirement for signage as the structure is motorway bridge height. No requirement for high winds signage as this will have to go directly on the structure which may ruin aesthetics</p>	
<p>3. CLEANSING</p>	
<p>3a. Routine</p> <p>CC - speak to Streetscene around cleaning of Queen’s Victoria Square. Supports are key areas to keep clean - Low level graffiti and litter.</p>	CC
<p>3b. Emergency - graffiti etc.</p> <p>CC to speak to Streetscene to confirm equipment. CC confirmed access to cherry pickers through KWL as they are partners</p>	CC
<p>4. MAINTENANCE</p>	
<p>RB - bolts to be checked regularly. CC - create Hull 2017 formal inspection list (weekly occurrence). AK - trial installation (December) allows 3 week window to troubleshoot RT - Winter maintenance - May require use of de-icer on surface.</p>	CC / RC
<p>5. COORDINATION WITH OTHER 2017 EVENTS</p>	
<p>CC - confirmed “Made in Hull” projections will run until 9pm. Projectors to be loaded out by 02:00 on 07/01/17. CC - to confirm timescale for “Made In Hull” de-rig and share schedule. AK - Area to be clear before Blade install as it wouldn’t be a safe working area to have 2 contractors in at the same time.</p>	CC



<p>RT - street furniture may change in the next 2 months.</p> <p>CC - Hull 2017 has full list of City Hall events.</p>	
<p>6. PLANNING FOR INSTALLATION DAY - 08/01/2017 (tbc)</p>	
<p>6a. Closure of Queen Victoria Street</p> <p>ALL - maintain access to Princes Quay and allocate a viewing spot where pedestrians can come and watch. Crowd control barriers may be a better option and easier to set up.</p> <p>CC - take a draft event safety management plant to ESAG on 10/11/2016. Focus on activity on QVS.</p> <p>MH - pull together a schedule and send to CC ahead of ESAG (focus of public safety)</p> <p>MH - Master schedule will be in 5/10 minute blocks and categorised by work groups - press (BBC), contractor (North Midland) to control risks or time lags.</p> <p>CC - Press to be accredited (notify MM)</p>	<p>CC</p> <p>MH</p> <p>MH</p> <p>CC</p>
<p>6b. Business engagement</p> <p>CC - to assure businesses that the installation won't affect trade and access.</p> <p>RT - be aware of business on Saville Street as they can be negatively vocal.</p> <p>RT - Notify businesses at the root end - Café Nero</p> <p>AK - to meet with Claire from Princes Quay, maintain communication.</p> <p>Consider the load-out date as Princes Quay top floor is reopening at Easter.</p>	<p>CC</p> <p>AK</p>



<p>6c. Security and crowd management ALL - to treat installation as event. Security included with the transport contractors to protect the site.</p>	
<p>6d. Crisis communications CC - speak to Hull 2017 Comms team and invite them to Blade meetings. RT - confirmed public highways already have a plan for this.</p>	CC
<p>7. ONGOING SECURITY</p>	
<p>RT - confirmed CCTV in the area. Option to put anti-climb paint on supports. CC - 24 hr security as a precautionary measure and can reduce to Fri/Sat. ALL - confirm Event Manager and command and control structure. CC to create flow-chart.</p>	ALL / CC
<p>8. VOLUNTEER SUPPORT</p>	
<p>AK - volunteer presence required over 12 week period. Identify dedicated team, regard them as ambassadors. CC / RC put in a volunteer request</p>	CC / RC
<p>9 . NEXT MEETING</p>	
<p>Every two weeks in advance of Blade delivery meetings. RC to schedule.</p>	RC



10 . AOB	
<p>ALL - Mobile catering TBC</p> <p>RT - requires plan with final orientation / location / height.</p> <p>RB - circulate final 3D plan</p> <p>RT - Photography locations. May be an opportunity to have a photo in front of structure from City Hall balcony.</p>	<p>RB</p>

