**BLADE**

**Installation & Operations meeting
3rd November 2016**

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

Apologies: Hazel Colquhoun

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| **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** |  |
| **2a. Confirm users of Carr Lane** RT – public transport is the main concern, only users will be buses, taxis, motorbikes and cyclists. AK – large vehicles to go down Paragon Street. CC - confirmed Hull City Hall load-in is located on Paragon Street. |  |
| **2b. Consultation with bus operators**RT confirmed bus operators are aware and has a weekly meeting with them. |  |
| **2c. Consultation with taxi operators**RT to confirm contact for Black Cabs. CC to consult private hire taxis. | RTCC |
| **2d. Requirements for signage**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 |  |
| **3. CLEANSING** |  |
| **3a. Routine** CC - speak to Streetscene around cleaning of Queen’s Victoria Square. Supports are key areas to keep clean – Low level graffiti and litter. | CC |
| **3b. Emergency – graffiti etc.** CC to speak to Streetscene to confirm equipment. CC confirmed access to cherry pickers through KWL as they are partners | CC |
| **4. MAINTENANCE** |  |
| RB - bolts to be checked regularly. CC – create Hull 2017 formal inspection list (weekly occurrence).AK - trial installation (December) allows 3 week window to troubleshootRT – Winter maintenance - May require use of de-icer on surface. | CC / RC |
| **5. COORDINATION WITH OTHER 2017 EVENTS** |  |
| 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. RT – street furniture may change in the next 2 months. CC - Hull 2017 has full list of City Hall events. | CC |
| **6. PLANNING FOR INSTALLATION DAY** - 08/01/2017 (tbc) |  |
| **6a. Closure of Queen Victoria Street**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. CC - take a draft event safety management plant to ESAG on 10/11/2016.Focus on activity on QVS. MH – pull together a schedule and send to CC ahead of ESAG (focus of public safety)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.CC - Press to be accredited (notify MM)  | CCMHMHCC |
| **6b. Business engagement** CC - to assure businesses that the installation won’t affect trade and access.RT – be aware of business on Saville Street as they can be negatively vocal.RT – Notify businesses at the root end - Café NeroAK – to meet with Claire from Princes Quay, maintain communication. Consider the load-out date as Princes Quay top floor is reopening at Easter. | CCAK |
| **6c. Security and crowd management**ALL – to treat installation as event. Security included with the transport contractors to protect the site. |  |
| **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. | CC |
| **7. ONGOING SECURITY** |  |
| 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. | ALL / CC |
| **8. VOLUNTEER SUPPORT**  |  |
| AK - volunteer presence required over 12 week period. Identify dedicated team, regard them as ambassadors. CC / RC put in a volunteer request  | CC / RC |
| **9 . NEXT MEETING** |  |
| Every two weeks in advance of Blade delivery meetings.RC to schedule. | RC |
| **10 . AOB** |  |
| ALL - Mobile catering TBC RT - requires plan with final orientation / location / height.RB - circulate final 3D plan RT - Photography locations. May be an opportunity to have a photo in front of structure from City Hall balcony.  | RB |