**BLADE**

**Installation & Operations meeting
17rd November 2016**

Attending: Chris Clay, Richard Townend, Andrew Knight, Richard Bickers, Milly Hennayake, Ben Mcknight, Helen Thackeray, Darren Storr, Hazel Colquhoun

Apologies: Alix Johnson

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| **POINT** | **ACTION** |
| **1. REQUIREMENTS FOR AN EVENT LICENCE** |  |
| RT – Confirmed Blade is covered by Highways materials permit (umbrella permit for all works) RT and CC to sign permit | RT/CC |
| **2. CONSULTATION WITH ROAD USERS** |  |
| **2a. Confirm users of Carr Lane**Confirmed users of Carr Lane are buses, taxis, motorbikes and cyclists |  |
| **2b. Consultation with bus operators**RT – Operators are aware of Blade occurring. RT to invite bus operators to Blade meeting mid-DecemberRB – confirmed Blade will be installed more vertically this will reduce risk of vertical oscillation. RB to bring an image for bus operators | RT / RCRB |
| **2c. Consultation with taxi operators**CC **–** to put print in taxi offices on morning of 09/01 RT – Keith Fenner at licensing may have best contact for taxi ranks. H2017 to circulate information morning of 09/01 | CCCC / RC |
| **3. CLEANSING** |  |
| RT – confirmed Adam McCarthy is the best contact at Street SceneMH – Cleansing crew planned in schedule to arrive for 00:00 |  |
| **4. MAINTENANCE** |  |
| RT – confirmed Paul Botham and himself are the best contacts |  |
| **5. COORDINATION WITH OTHER 2017 EVENTS** |  |
| CC – confirmed end time of MiH is 21:00. CC meeting MiH team later to discuss load out |  |
| **6. PLANNING FOR INSTALLATION DAY**  |  |
| RB – suggested Blade moves in steps to allow for buffering time. De-install and install traffic furniture as journey progresses. |  |
| RT – Blade is under police escort, not a generic road closure therefore there is no requirement to advertise road closures |  |
| RT – confirmed all street furniture is removable and if street furniture cannot be removed, it can be disconnected and cut down |  |
| RT – Blade likely to begin journey an hour after closures start |  |
| DS – Police Officers will be on rest day overtime (8 hour shift =45 minute break, 10 hour shift =45+10 minute break, 12 hour shit =45+30 minute break)  |  |
| MH – suggested that entire team to be onsite at the same time to allow for team briefings (North Midland, Police, Hull 2017, HCC) |  |
| HC – Volunteers will receive a separate briefing from Volunteer lead |  |
| DS – There is a need to define who will be around the abnormal load as it moves, for Humberside Police risk assessment. Need to limit the footprint of the convoy. | ALL |
| CC - It may not be possible for Siemens staff to parade with the Blade. Suggested that the staff could form a 'guard of honour' along Alfred Gelder Street and parade down Saville St. | CC |
| **7. SCHEDULE** |  |
| MH – to send schedule to RC to circulate | MH / RC |
| **8. MEDIA** |  |
| CC – to add film crew and accredited journalists to Event Control plan | CC |
| HT – Hull City Hall balcony ideal vantage point. Confirmed JB has previously installed full media suite for the election in Hull City Hall – this is an option.Also suggested open topped media buses (worked well on Spencer Tunick) |  |
| BM – to identify media vantage points and identify who needs to participate in media recce. Possibly to coincide with Fireworks recce in December |  |
| BM – TV SNG trucks may need to be situated. Potential for media to pool  |  |
| CC –necessary to identify media pounds along the route so as not to interfere  | CC / BM |
| HT – suggested having a press representative to follow Parade from the back of a land rover to lighten foot print |  |
| CC – Suggested flying a drone over Blade to gain footage |  |
| HT – Drone doesn’t need to go over roads or pedestrians as it can be flown from elsewhere |  |
| RT – suggested North Midland are involved in the Media recce. BM to invite | BM |
| **7. ONGOING SECURITY** |  |
| **7a. Security team**CC – confirmed requirement for security team once Blade leaves A63 |  |
| **7a. Barriers**HT – confirmed Ferens Art Gallery will be closed. To be aware of Maritime museum opening time of 11am and Café Nero at 7am. CC – confirmed access to Hull City Hall is available on Paragon Street and Carr LaneHT – to build stewarding of Carr Lane closure into Event planCC –confirmed there will be stewards on the barriersRB – confirmed QVS fountain works will be completed by 31/12/2016 | HT / CC |
| **8. VOLUNTEER SUPPORT**  |  |
| HC and AK to meet with Hull 2017 volunteering team to discuss wider Look Up volunteer needs. | HC / AK |
| **10. AOB** |  |
| **10a. Load out** **10b. Catering** |  |