**Traffic and Waste Management Update  
13/02/2017**

Attending:

Chris Clay  
Jonathon Black

Melissa McVeigh

Apologies: Helen Thackeray

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| **POINT** | **ACTION** |
| **1. Traffic Management** |  |
| CC to meet bus companies weekly from now on  CC to speak to Mike Johnson (BBC) about bus station design  Park & Ride sites yet to be confirmed  4 suggested sites for Park & Ride:  Walton Street / Saltend or ABP / The Old Council Depot or Army barracks (near Beverley)  Interchange to be used for shuttle buses | CC  CC |
| **2. Security** |  |
| CC confirmed Showsec as security and stewarding company of choice  CC to share contact details and MM to complete Addendum  RC to confirm Showsec have signed Framework Agreement and NDA | CC / RC |
| **3. Procurement** |  |
| RFQ – 3 x Waste Management responses received *Biffa, Ryan’s Cleaning, East Riding Council*  RFQ – 3 x Medical responses received  *St. John’s, North East Medical, Event Medical Services*  RFQ - H&S due back 15/02/2017  MM / HT / CC to go through RFQs w/c 13th February | MM/HT/CC |
| **4. BBC visit** |  |
| BBC agenda for w/c 20/02/2017  RC to invite HT/JB/MM to following meetings:   |  |  | | --- | --- | | **MONDAY 20TH – onsite at Burton Constable** | | | 11:00 | O2 Mobile mast site visit | | 11:30 | KCOM site visit | | 12:30 | Ticketmaster site visit | | 13:30 | Proposed Showsec site visit | | 14:30 | Proposed Bars & Concession supplier site visit | | 15:30 | Venue meeting (can we move this from 14:00?) | | TBC | Production / Site contractor visits | | **TUESDAY 21ST – Venue TBC** | | | 09:30 – 10:30 | Traffic management (TBC) | | 10:30 – 12:00 | Security & Stewarding / DPS & Alcohol Management | | 13:00 – 14:30 | SAG | | RC |
| **5. Volunteer Requirement** |  |
| Volunteers required at:   * Transport hubs (tbc) * Outside fence to do wayfinding at on-site bus station and marshalling bus queues   Jack May (BBC) to speak to MM about volunteer requirements inside the fence. CC to share JM contact details with MM  MM to discuss volunteer requirements with HJ/SC | CC  MM |
| **6. Resident Liaison** |  |
| Resident liaison – next Skirlaugh residents meeting tbc  HT to attend | HT |