**‘Blade’ Delivery Team File Note 031116**

**FILE NOTE**

Project Hull 2017, ‘Blade’/Nayan Kulkarni

Meeting Delivery Team – 3rd 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

Garry Taylor, HCC GT

Hazel Colquhoun, Hull 2017 HC

Nayan Kulkarni, Artist NK

Circulation Ben McKnight, Hull 2017

 Javed Hussain, Arup

 Milly Hennayake, Arup

**1 Apologies**

**2              File Note of Meeting 20th October**

Actions completed:

SH to consult Corner Shop/Bolton & Quin and review what dates would work best for media coverage.

CC to speak to the police about Road Closures.

CC to schedule a meeting with the bus companies.

Actions taken forward:

Decision as to date of install to be resolved by Wednesday 26th October 2016.

JS and CW to assist with access to 3D model of the Blade for RB and NK

**3 Update**

3.1 AK advised that 2017 had decided that ‘Blade’ should be installed on 8th January following on from the opening event, ‘Made in Hull’ projections which are scheduled to conclude at 21.00 on Saturday 7th January. AK explained that it had iinitially been considered that the blade movement could be facilitated through a ‘rolling police block’ however Highways England have advised that the movement should be undertaken through a road closure of the A63 (24.00 – 06.00am).   The approach will be to treat the installation site as Victoria Square and those roads which will be used for the movement of the blade (note should blade start its journey and then need to be temporarily stopped there is nowhere to park it without blocking the road system!).  Arup have commented that before the transport of blade can be initiated confirmation will be required that there are no other contractors operating in QVS – having two sets of contractors operating within the same site (e.g. derig of projection equipment and install of blade would be an unacceptable risk). Given the timings it may be necessary to start the process earlier than 24.00, thus we will be looking for the closure order to be operative from 23.00.  Therefore, before the departure of the blade from Siemens can be sanctioned assurance will be required that QVS is clear of public and contractors not associated with Blade and available for the safe delivery an install of Blade.

GT expressed concern that the proposed date of install of the 8th of January would stretch HCC’s capacities as these will have been significantly engaged in the delivery of the opening ceremonies and ‘Made in Hull’, running 1-7 January. This was not HCC’s preferred date and further consultation would be appreciated.

CC advised that he would shortly be able to review the derig schedule for ‘Made in Hull’, which would inform a better understanding of what or what might not be acceptable in terms of providing a safe working site for the installation of Blade within the determined timescale.

RB noted that the programme would also have to accommodate handing back the A63 in a safe and fully operational mode at the conclusion of the road closure, 06.00.

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

3.2 Blade has always been proposed for 12 weeks, therefore consideration needs to be given to the options regarding date of removal. These could be

* 1/2 April (conclusion of Made in Hull Season)
* 8/9 April (weekend prior to Easter)
* 22/23 April (weekend after Easter)

Agreed to ‘take soundings’ and determine date of removal at DT meeting scheduled for 17th November.

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

**4 Transport Report**

4.1 Highways have requested that we close the A63 from midnight to 6am during the installation of Blade.

4.2 ALE, HCC, North Midlands walked the transport route again, revised schedule scheduled for issue Friday 4th November.

4.3 ALE and North Midlands are preparing detailed method statement.

4.4 RB met with HCC Tree Officer who confirmed that the tree at the end of Saville Street could be trimmed to allow the Blade to access QVS.

4.5 Two other trees were discussed with HCC Tree Officer –one outside the Courts opposite the Guildhall and one on the roundabout outside Siemens factory. These will need to be trimmed. RB to ask HCC Tree Officer for costs.

4.6 RB mentioned the Bench and Street Sign on Saville Street sign. It was suggested that the bench goes in after Blade while the sign could be removed and reinstalled.

**Action:** RB and GT to confirm.

**5 Structures Report**

5.1 Martin McGovern, Arup’s structural engineer, will be going to Siemens, Alborg, to work directly with their engineer Erik Christensen to resolve outstanding design issues.

5.2 The structure group is still working on the design of both structures. These should be finalised by the next meeting on the 17th of November.

5.3 RB and NK discussed how to stop the potential of the structure sliding. GT stated that drilling into the concrete sub base of the public realm works in QVS would not be acceptable.

 **Action:** Structures group to review.

5.4 Briefing discussions have been progressed with Pearl Green, who will be appointed on the basis of a negotiated contract.

5.5 Fabricating programmed to begin w/c 21st November.

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

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

5.7 SH confirmed there should be a photographer present on the 15th or 16th of December to take photos for stakeholders.

**6 Operations and install Report**

6.1 First meeting took place on 3rd of November at 8am prior to the deliver team meeting.

6.2 CC is drafting the Event Safety Management Plan to go to ESAG w/c 7th November.

6.3 Richard Townsend is looking into the Highways Permit.

6.4 CC has consulting with the bus companies regarding Carr Lane and will continue to keep them updated.

6.5 CC reported that on looking at the impact to businesses in the local area they will notify Café Nero and Princes Quay in advance.

6.6 BK to attend the next meeting to start to draft a crisis comms plan.

6.7 MH from Arup to draft a detailed draft schedule for the install day.

6.8 CC to draw up a command and control structure.

6.9 Overnight security needed for Blade for the first week. Then potentially change to just overnight for Fri/Sat nights. CC to liaise with Civil 1.

6.10 Operations and install group to draft a weekly inspection checklist.

6.11 JS and CW confirmed Siemens could provide paint for the Blade in case of graffiti.

6.12 The group discussed the potential of snow or ice forming on the Blade. CC to ask Richard Townsend to provide any extreme weather updates. If needed it was suggested the Blade could be sprayed with de-icer, however the group will look into the quantity needed and if it could drain into existing systems.

**7 Programme**

7.1 BBC have been in touch with JS and CW about filming. Siemens are happy to go ahead with this. BBC have proposed interviewing staff at the factory. JS and CW would like to arrange a small group to receive a briefing around Blade prior to filming.

**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.

7.3 NK to brief all of Siemens staff about Blade closer to the installation date.

**8                     Risk Register Review**

8.1 RB to check when tide forecasts, noting that combination of Spring Tides and low pressure have previously caused the A63 to flood close to the city centre. If necessary, add to risk register.

**Action:** RB to circulate the updated risk register prior to the delivery team meeting on the 17th November 2016.

**9             AOB**

**10 Next Meeting**

Thursday 17th November, 09.00, Hull 2017 Offices.