**‘Blade’ Delivery Team File Note 011216**

**FILE NOTE**

Project Hull 2017, ‘Blade’/Nayan Kulkarni

Meeting Delivery Team – 1st December 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

 Hazel Colquhoun, Hull 2017 HC

 Ruth Stephenson, HCC

Circulation Ben McKnight, Hull 2017

 Javed Hussain, Arup

 Milly Hennayake, Arup

**1 Apologies**

 Nayan Kulkarni

Garry Taylor

Jason Speedy, Siemens

 Chris Wetherall, Siemens

**2**              **File Note of Meeting 17rd November 2016**

**Actions completed:**

Securing of ‘Blade’ supports reviewed and resolved with HCC (21.11.16)

Derig proposals issued and reviewed (23.11.16)

Updated the risk register issued, changes in red.

(3.7) No activities are planned around 375th anniversary of Beverly Gate on 23rd April 17.

**Actions forward:**

**Action:** AK and HC to check the budget allows Blade longer in situ. Noted that agreements with Siemens and Humber Green Port may require minor amendments to accommodate an install of more than 12 weeks as originally envisaged.

**Action** Siemens to issue Autocad plan of are for trial install to Arup.

**Action:** JG and BK to draft the ‘crisis communications’ plan and liaise with Siemens.

**Action:** CC and GT to review and resolve warranty issues with respect to public realm works in QVS.

**3 Update**

3.1 The derig schedule for Made in Hull is phased, in summary

 22.00 (07.01) QVS secured with barriers and stewards

 24.00 (07.01) Equipment removed to provide two secured crane work areas

05.00 (08.01) Equipment removed and area secured for ‘Blade’ install. Note: Ground Control may still have access to south west area of QVS as a work area.

09.00 (08.01) All Made in Hull equipment removed from QVS

CC advised that it had been agreed that all 56 of the Made in Hull crew will derig Queen Victoria Square as a priority.

3.2 CC asked RB to find out what high vis the team for Blade will be wearing. Made in Hull crew should use a different colour so they can be easily differentiated.

3.3 RB confirmed that after a review of the derig schedule and risk assessment of the two operations happening on the same night, that the install of ‘Blade’ would proceed on the basis of 7th/8th January.

3.4 RB to confirm with ALE what route they will be bringing the cranes in.

3.5 RB to update the risk register and reissue before the next meeting.

 **Action:** Agenda review the risk register for DT meeting 15.12.16.

3.6 The poppy installation, ‘Weeping Window’, is scheduled for the Maritime Museum/QV, front elevation, 22nd March – 29th May, programmed by HC&L. AK has advised NK, noted that the team behind ‘Weeping Widow’ have concerns about the juxtaposition with ‘Blade’.

3.7 Revised dates for Blade to be formally advised to stakeholders including Green Port Hull.

 **Action:** Hull 2017 to update stakeholders in accord with funding agreements

3.8 RB proposed removing Blade on the 24th April on the Monday/Tuesday night starting the derig at 8pm on the Monday night. CC said it’s a discussion to have with Highway and the Police to agree a preferred date.

 **Action:** CC/RB to consult with Highways and Police to agree date for removal operations

3.9 Final draft Commissioning Agreement issued to NK, completion w/c 05.12.12.

3.10 Trial installation – see 5.2 below

3.11 Budget – see 5.1 below

3.13 Action: HWW to check that Hull 2017 volunteers can be briefed at Hull 2017 welcome pod.

**4 Transport Report**

4.1 Detailed method statement is still needed.

4.2 RB received quotation from North Midland on the 30th of November, the sum has significantly increased since their Budget Quotation of 13th September and exceeds the secured budget. There is an urgent need to clarify the quotation and to establish options for cost reduction.

**Action:** RB to arrange a meeting with North Midland, CC and others to review their quotation and negotiate cost reductions.

**5 Structures Report**

5.1 HCC have agreed that the supports for Blade can be fixed into the public realm on the condition that Hull 2017 contract Euroviato oversee the drilling into the drilling into the concrete sub-base and subsequent reinstatement once Blade is removed. RB advised that the employment of Eurovia should alleviate some of HCC warranty concerns.

**Action:** RB to request quote from Eurovia for the works.

5.2 Areas affected will be photographed prior to and during the installation, to provide a clear condition record.

5.3 RB met with Pearl Green on the 30th of November and reported that they have started cutting and fabricating the supports. However he advised that he was not confident that they would be able to make the trial install programmed for 16th of December with. He suggested moving this to the 4th January 2016. AK, CC and SH expressed concerns about the proposed change in date and asked for this to be further considered with the objective of achieving the trial w/c 19th December. AK asked RB to conclude this by c.o.p. Monday 5th December.

**Action:** RB to review rescheduling of trial date with Pearl Green and Siemens.

5.3 Access measures which may be required to be further reviewed during the trial installation and proposals discussed with HCC’s Access Officer.

**6 Operations and Install Report**

6.1 MH has drafted the ten-minute by ten-minute plan of the installation day.

 **Action:** RB to circulate.

**7             AOB**

7.1 There is a need to establish a briefing date for Siemens staff. SH suggested it would be good to have Martin Green present.

**Action:** AK to arrange and confirm briefing date.

7.2 Liz Draper has called a partnership meeting to discuss the evening reception for Blade on the 10th of January. The current plan is to have an early evening reception using City Hall. Liz is planning to send save the dates before Christmas.

**Action:** AK to feedback at the next Delivery Team meeting.

7.3 **Action:** AK/HC to confirm credits needs for the installation with Liz Draper.

7.4 **Action:** HWW to invite the marketing team to the Look Up meeting on the 5th December to talk about interpretation for Blade.

7.5 AK/HC are meeting with Princes Quay (5th Dec) and will formally brief them with regard to the programme for ‘Blade’.

**8 Next Meeting**

Thursday 15th December, 09.00, Hull 2017 Offices.