

# Minutes

<b>Project</b>	SEMMMS A6 to Manchester Airport Relief Road																								
<b>Job No</b>		<b>Date of Meeting</b>	16/10/09	<b>Meeting No</b>	1																				
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<b>Location of Meeting</b>	Hygarth House – Stockport MBC																								
<b>Time of Meeting</b>	12.00 hrs																								
<b>Subject of Meeting</b>	Project Board Meeting No. 1																								
<b>Persons present including representation</b>																									
<table> <tr> <td>Jim McMahon (JMCM)</td> <td>Stockport MBC</td> </tr> <tr> <td>Chris Barber (CB)</td> <td>Manchester City Council</td> </tr> <tr> <td>John Gray (JG)</td> <td>Cheshire East</td> </tr> <tr> <td>Tim Baker (TJB)</td> <td>Scott Wilson – Project Manager</td> </tr> <tr> <td>Graham Martin (GM)</td> <td>Scott Wilson – Deputy Project Manager</td> </tr> </table>						Jim McMahon (JMCM)	Stockport MBC	Chris Barber (CB)	Manchester City Council	John Gray (JG)	Cheshire East	Tim Baker (TJB)	Scott Wilson – Project Manager	Graham Martin (GM)	Scott Wilson – Deputy Project Manager										
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<b>Distribution of notes to</b>																									
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<b>NOTES</b>		<b>DATE</b>	<b>ACTION</b>
<b>1. Introductions</b>			
1.1	Apologies from Andrew Ross (CE) and John Twigg (Manchester Airport).		
<b>2. Summary of Current Position</b>			
2.1	SEMMMS 6 traffic model is to be utilised for Programme Entry, with submission to DfT in February 2010 of supporting Business Case. SEMMMS 7 will be progressed in parallel as model to support planning application and Transport Assessment, late summer 2010 – Agreed.		
2.2	MCC now have agreed layout of junctions at Terminal 1 / Terminal 3 and Styal Road. These would be forwarded to SMBC/SW 19/10/09 and would confirm scheme fix for Business Case. <i>[Post Meeting Note: Peter Davies-Colley (MCC) contacted TJB 19/10/09 to confirm junction layouts will be forwarded to SMBC/SW 20/10/09 pm – received 20/10/09]</i>		
2.3	MCC advised that Metrolink interface and design issues remain unresolved – MCC having meetings with the PTE w.c. 19 <sup>th</sup> October to resolve. MCC to feedback to project team SMBC/SW.	w.e. 23/10/9	MCC
<b>3. Governance</b>			
	<b>(i) Project Initiation Documents</b>		
3.1	Any comments on documents issued 14/10/9 to be sent to TJB/GM. However, scope of documents agreed in principle.		ALL
	<b>(ii) Organisational Structure</b>		
3.2	Strategic Governance Committee: JMCM proposed that Joint Committee between the 3 no. authorities to be established ASAP for prompt decision making – agreed in principle. JMCM to prepare a proposal for consideration and circulate details of similar Joint Committees that have worked.		ALL / JMCM
3.3	MCC, CE and SMBC to review requirements within their LA's for Business Case submission. Executive approval will be required.		ALL
3.4	It was agreed that design needs to be delivered as a single scheme by single design teams rather than 3 authorities working separately.		
3.5	JMCM and CB are represent AGMA on the SEMMMS Project Board.		

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3.6 Project Management Team: CE and MCC to be represented on Core Management Team and provided opportunity to attend monthly progress meetings. SW to update organogram and CE and MCC to confirm/provide appropriate names for representatives. CE and MCC will also be invited to Technical Working Group meetings.		CE /MCC /SW
3.7 SW to correct/update organisational structures within PIDs.		SW
<b>(iii) Organisational Structure</b>		
3.8 MCC and CE to provide comments on Delivery Teams paper (attached) tabled. For certain teams it was agreed that Team Leaders would coordinate delivery of whole scheme. Team leaders with subsections of Delivery Team to communicate between the 3 no. authorities in order to make prompt decisions in moving forward.		ALL
3.9 SMBC, CE and MCC to assess available resource for the various delivery teams and report to SMBC/SW. CE and MCC to consider opportunity for secondment into SEMMMS design team (based at SMBC). MCC will have no resource available on highway design. Potential resource for bridges design.		CE
3.10 Agreed that for various Delivery Teams Working Groups would be set-up to establish consistent standards for delivery with appropriate representation from each Authority.		ALL
<b>(iv) Financial Arrangements between Authorities</b>		
3.11 Draft paper tabled documenting Proposed Allocation of Development Costs between the Local Authorities (attached). CE/MCC to provide comments ASAP to SMBC/SW.		CE/ MCC
<b>4.0 Programme</b>		
4.1 Current programme is: <ul style="list-style-type: none"> <li>• Submission to DfT and approval of Business Case - Feb 2010</li> <li>• Planning application late summer 2010</li> <li>• Construction start late 2012</li> <li>• Opening of scheme 2015</li> </ul> See summary programme (attached).		
4.2 It was agreed to review possibility of going to pre-planning consultation in March 2010 with Opening Year 2015 traffic flows only. This will require some forecasting work but SEMMMS7 could still be used.		

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<b>NOTES</b>		<b>DATE</b>	<b>ACTION</b>
<b>5.0</b>	<b>Cost Control</b>		
5.1	MR will be issuing all Task Orders to external bodies/consultants for delivery of SEMMMS. Any submission for works that would be considered chargeable to SEMMMS to be submitted / cc'd to MR.		
5.2	SW will be managing cost control on behalf of SMBC and report to MR accordingly.		
5.3	Mitigation measures essential for the scheme to be identified and costed at earliest opportunity.		
5.4	Complimentary measures to be reviewed and agreed with SMBC, and other authorities as appropriate, prior to commitment.		ALL
<b>6.0</b>	<b>Planning and Policy</b>		
6.1	Meeting held with SMBC Planners. MCC and CE also to be met and associated Working Group to be set-up to seek to establish consistent approach across the 3 authorities.		ALL
<b>7.0</b>	<b>Business Case and Funding</b>		
7.1	Business Case is being prepared with information currently available for Programme Entry and submission and approval from DfT February 2010.		
7.2	Separate discussions relating to funding ongoing and will be reported and considered by the Board as appropriate.		
<b>8.0</b>	<b>Highway Design Standards</b>		
8.1	Draft paper tabled by TJB and will be circulated in due course. Comments requested on receipt - Item 2.1 of the paper re Design Speed agreed in principle.		SW/ SMBC
8.2	Working Group to seek to achieve consistent standard details (Baseline) across the 3 authorities. Technical workshop tba.		SW/ SMBC
<b>9.0</b>	<b>Environment</b>		
9.1	Mouchel to continue in role of delivery of Environmental Statement.		

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<b>10.0</b>	<b>Public Consultation</b>		
10.1	Agreed that all press releases/media for SEMMMS to be issued only through Louise Gresty SMBC, with relevant approvals from the 3 authorities.		
10.2	Next major public consultation is pre-planning consultation scheduled for March 2010 (12 week duration).		
<b>11.0</b>	<b>AOB</b>		
11.1	Noted that joint presentation (from all 3 no. authorities) to appropriate Members for information purposes.		ALL
11.2	Title of scheme agreed as <b>SEMMMS A6 to Manchester Airport Relief Road.</b>		
11.3	SW to circulate SEMMMS design freeze on receipt of MCC junction layouts (and on further updates). This will be Design Freeze 2.	w.c. 19/10/9	SW
<b>12.0</b>	<b>Date of Next Meeting</b> Monday 16 <sup>th</sup> November 2009 @ 10.00 hrs, Hygarth House, SMBC.		ALL

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