

Minutes

Project	SEMMMS A6 to Manchester Airport Relief Road					
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Location of Meeting	Hygarth House, SMBC
Time of Meeting	10.30 hrs
Subject of Meeting	Progress Meeting - SEMMMS A6 to Manchester Airport Relief Road

Persons present including representation

Jim McMahon (JM)	SMBC
Sue Stevenson (SS)	SMBC
Martin Rigby	SMBC
Tim Baker (TB)	Scott Wilson
Graham Martin (GM)	Scott Wilson
Nasar Malik (NM)	Atkins
Robin Kimber	Atkins

Distribution of notes to

As above +			
Nick Whelan (NW)	SMBC	David Taylor (DT)	SMBC
Neil Stockley (NSt)	Atkins	Naz Huda (NH)	SMBC
Andrew Thornhill (AT)	Mouchel		
Tony Mellor (TM)	GMTU		
Nick Benbow (NB)	MVA		
Ian Keyte	NPS		
John Smith	Corderoy		
John Gray (JG)	Cheshire East Council		
David Bland (DB)	Manchester City Council		
Neil Searle (NS)	Mott MacDonald		
Joseph Roberts (JMR)	Scott Wilson		

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NOTES	DATE	ACTION
Introductions & Apologies		
1.1		
Nasar Malik and Robin Kimber (Atkins) attending with respect to Atkins recent appointment to role of management of SEMMMS 7 Traffic Modelling. Robin Kimber will attend further Progress Meetings to report on progress re traffic modelling matters and liaison with DfT.		
1.2		
Format of Progress Report 1 dated 24/11/09 will form agenda of meeting and cover items of discussion – refer to report (attached).		
Project Management		
1.3	30/11/9	SW
SW to compile comments to the individual comments raised by Charlie Sunderland (DfT) on Project Initiation Documents.		
1.4		SMBC
SMBC (SS) to approve SW response and issue response re DfT PID comments.		
1.5		
CE and MCC to respond to SMBC/SW on Governance issues as raised at Project Board. Confirmed that Joint Committee not acceptable for SEMMMS between the 3 no. authorities.		
ProjectSpace		
1.6	by Jan 2010	SW
SW (JR) to set-up a brief training session to demonstrate the main functions that ProjectSpace is anticipated to be used for re SEMMMS.		
1.7		Note
Agreed that only final versions of documentation; drawings; schedules etc. as appropriate will be uploaded onto ProjectSpace.		
Programme		
1.8	11/12/9	SW
Pre-Planning Consultation start date and duration to be added as key date for reporting on programme.		
1.9	07/12/9	Atkins (RK) / GMTU
RK to assess and review GMTU programme Version 8 with GMTU and Version 9 to be submitted further to review in line with programme that will be aligned to paper Atkins will submit to DfT.		
1.10	11/12/9	SW
High level programme to be revised and re-issued by SW further to receipt and consideration of Traffic Modelling programme (Version 9).		
Risk		
1.11	02/12/9	SW
SW to update the Risk Register and create a base document that will be analysed using @risk by Corderoy.		
Business Case		
1.12	08/12/9	SMBC (SS)/ Atkins (NS)
SS and NS Atkins to meet to discuss objectives to resolve queries such that draft Chapters can be progressed for submission to DfT. [Proposed that this meeting is convened post Modelling Scenario Definition meeting]		

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<p>Traffic Modelling</p> <p>1.13 NM noted that Atkins would be submitting a draft paper with a revised approach to the traffic modelling further to review of the Technical Note previously drafted by MVA. Atkins meeting with GMTU and MVA pm 26/11/09 to discuss proposed revisions to approach in terms of scope; programme; cost and acceptance by DfT. Post Meeting Note: Transport Modelling Approach – Draft Specification submitted by RK to SW/SMBC 29/11/09.</p>		
1.14 SMBC to comment on draft paper - <i>Transport Modelling Approach – Draft Specification</i> - and Atkins to submit to DfT on receipt of SMBC approval.	04/12/9	SMBC / Atkins (RK)
1.15 Agreed that all modelling updates and reporting to be issued to SMBC / SW through Atkins, as part of the scope of works agreed within the Traffic Modelling role Atkins recently appointed to – confirmed at meeting of 20/11/09 between SMBC/SW/GMTU/Atkins.	ongoing	Atkins (RK)
1.16 SMBC to issue information in relation to the LDF in terms of incorporation of related information into the modelling scenario.		SMBC
1.17 Airport has not provided GMTU with data further to requests for information (RFI's) to the Airport. NM stated that Aecom indicated data relative to GMTU's RFI will be issued by 04/12/09.	04/12/9	Airport / Aecom
1.18 Atkins with GMTU will review information issued by Aecom to determine that it is sufficient for progressing SEMMMS 7 modelling.		Atkins (RK) / GMTU
1.19 RK Atkins to attend the Woodford / SMBC meeting in terms of considering incorporation or otherwise into modelling – date t.b.a. by SMBC.	t.b.a.	SMBC / Atkins
<p>Design</p> <p>1.20 DF2 currently circulated amongst SEMMMS team to progress work activities. Agreed that DF3 to be issued Jan '10 will incorporate design modifications at Styal Road junction only (not Airport layout revisions).</p>	Jan '10	SMBC
1.21 The revisions to the SEMMMS layout at the Airport will be developed post DF3. Discussions on current proposals being worked up by SEMMMS design team are being progressed with the Airport.	ongoing	SMBC / Airport / SW
1.22 SEMMMS Design Team to go out to Stats companies in Jan '10 with DF3	Jan '10	SMBC
1.23 SEMMMS Design Team to re-start meetings with Vulnerable Road User groups in Jan '10 with DF3.	Jan '10	SMBC
1.24 Options Appraisal reporting to be developed for Styal Road design – consideration of 4 no. options issued by MCC. Options Appraisal to be developed by the following parties relative to discipline: <ul style="list-style-type: none"> SMBC – Engineering 		SMBC

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<ul style="list-style-type: none"> Mouchel - Environmental NPS – Costings Atkins – COBA (this will be carried out post review of other appraisal inputs as above) 		Mouchel NPS Atkins
1.25 Structures: Meeting to be arranged with Network Rail with DF3 Jan'10.	Jan '10	SMBC
1.26 Metrolink: SS to make contact with Metrolink Sub-group to ensure that JMCM is included as a member of the sub-group to represent SEMMMS.	ASAP	SMBC
1.27 Stats: C3 estimates to be re-issued Jan '10 on the basis of DF3.	Jan '10	SMBC
1.28 Design Standards: SEMMMS Design Team to draft standard details		SMBC
1.29 Environmental Mouchel (at meeting of 21/11/09) proposed to meet with SMBC Planning to discuss draft Scoping Note as passed to Sue Stevenson, so as to assist in defining content within the Scoping Report to be submitted pre-Xmas 09.	ASAP	Mouchel / SMBC
1.30 Mouchel to finalise Scoping Report post Modelling Scenario Definition meeting and submit to SMBC pre-Xmas 09.	18/12/9	Mouchel
1.31 Land & Orders Roles and responsibilities to be defined at meeting scheduled for 03/12/09.		Note
1.32 Planning Conjoined planning meeting to be arranged between SMBC; CE and MCC planning representatives to discuss requirements of SEMMMS in terms of application to be submitted to satisfy the 3 no. authorities.	t.b.a.	SMBC / SW
1.32 JMCM, representing SEMMMS project team, to meet with Government Office North West (GONW) – discuss potential or otherwise for scheme to go to Public Inquiry.	t.b.a.	SMBC / SW
1.33 Consultation Log of consultation carried out to date to be passed to NS Atkins for consideration within appropriate Chapter in BC submission.		SMBC
1.34 Commercial Noted that the recent review undertaken by Corderoy indicates the £290m scheme budget considered reasonable estimate with information available.		Note
1.35 SMBC meeting with Balfour Beatty Jan'10 with a view to appointing in Feb/March '10 in Contractor advisory role, re buildability and cost.	Jan '10	SMBC
1.36 Spend to be mitigated up to year end 2009/10 where practicable whilst still progressing works in line with programme.		Note

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1.37 SW to progress cost monitoring and reporting with information provided to date by SMBC. This will include fees paid to date 2009/10 and fees to be reconciled on existing Works Orders. Fee proposals to be submitted by SEMMMS project team for works from Dec 09 onwards to be included with associated monthly fee scheduling.	Dec '09	SW / SMBC
1.38 SMBC to issue reminder to MCC and CE re outstanding monies due to SMBC on previous cost allocations.	Dec '09	SMBC
Date of Next Meeting		
1.39 17 th December 2009 at 10.30 hrs, Hygarth House, SMBC.		

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