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Subject	Transport Connectivity and Design		
Project	Snow Hill Growth Strategy		
Project No.	B2309015	File	
Prepared by	Letty Askew	Phone No.	0121 237 4210
Location	Birmingham	Date/Time	18th April 2018
Participants	Yusuf Abdillahi, Letty Askew, David Harris, Laura Li, Tim Mitchell, Nick Secker, Marlene Slater		
Copies to	All attendees, AC, PE	Apologies	Andy Chidgey, Phil Edwards

Notes		Action
1	<p>Baseline report</p> <p>The document was resent on 17th April 2018 and is awaiting a particular BCC comment regarding how the report represents the current situation with regards to congestion.</p> <p>TM and DH to discuss and feed back comments to NS and LA.</p> <p>NS and LA to action any comments and issue final report asap.</p>	<p>TM/DH</p> <p>NS/LA</p>
2	<p>Options Appraisal Report</p> <p>Jacobs are approximately 2 weeks behind on this report, but are working to recover this.</p> <p>The “typical” OAR structure does not seem to fit this particular case. NS has proposed a structure, and would welcome BCC’s comments.</p> <p>NS and LA will write up Chapters 1-5 of the OAR and send it in draft form for comment to all attendees of this meeting by 27th April 2018.</p> <p>This work needs to link with the CAZ. It needs to be clear what section of the A38 would be downgraded; previous discussion with BCC had indicated Lancaster Circus-Paradise Circus but also considering significant works to Dartmouth Circus and Holloway Circus (‘Pagoda Island’).</p>	<p>NS/LA</p>

Notes		Action
	<p>The OAR will cover the period up to Steering Group decision. Progress after the Steering Group will be covered in an Addendum Report.</p>	
3	<p>Rescoping</p> <p>The Masterplan Review is now expected to take approx. 6 months, but MS has asked the team to focus early work on the area around Snow Hill station.</p> <p>Discussions with the review team are ongoing. MS is meeting with the team on Monday 23rd April.</p> <p>In the meantime, Jacobs can get on with the outer work relating to the Ring Road, public transport etc.</p> <p>There will need to be some discussion around the modelling, as the BCC model does not include public transport. Could we use TfWM's model, or the model which was built for the CAZ?</p> <p>The previous time pressures have been associated with the Masterplan Review work. If this has been pushed back, does this relax the time pressures for the Snow Hill work? The earliest we can access PRISM is June, but this is dependent on BCC priorities.</p> <p>MS will give an update on timescales following the meeting on 23rd April.</p> <p>TM and LL to review the rescoping note and provide feedback early next week regarding modelling.</p> <p>NS and LA to update the rescoping note and reissue in advance of the Project Board meeting on 24th April</p> <p>Rescoping note to be discussed at the Project Board meeting on 24th April.</p>	<p>MS</p> <p>TM/LL</p> <p>NS/LA</p> <p>MS</p>
4	<p>Co-ordination with other workstreams</p> <p>Links with the Masterplan Review have been covered above.</p> <p>We need to get a clear story between the CAZ and Snow Hill work. This will be easier after 3rd May.</p> <p>We also need to consider the public realm changes at Livery Street and the proposed 3rd entrance at Snow Hill, which West Midlands Rail expect to open</p>	

Notes	Action
within the next 9 months.	
5 Any other business There was no other business	
6 Date and time of next meeting This is dependent upon PE's availability, and may need to be moved. Date: 1 st May 2018 Time: 09:00 – 10:30	
7 Actions TM and DH to discuss and feedback comments on the Baseline Report to NS and LA - asap NS and LA to action any comments and issue final Baseline report - asap NS and LA will write up Chapters 1-5 of the OAR and send it in draft form for comment to all attendees of this meeting plus Andy Chidgey - 27/04/2018 MS will give an update on timescales following the meeting on 23 rd April – 27/04/2018 TM/LL to review the rescoping note and provide feedback early next week regarding modelling – 24/04/2018 NS and LA to update the rescoping note and reissue in advance of the Project Board Group meeting. Rescoping note to be discussed at the Project BoardGroup meeting – 24/04/2018	TM/DH NS/LA NS/LA MS LL NS/LA MS