South Gloucestershire Council 09 February 2017

# Minutes

## M4 J18a Link Study Project Board

Location: Highways England, Temple Quay (Room M4, 2nd Floor Eagle Wing)

Chair: Emma Blackham.

Attendees: [redacted], Mark King, [redacted], Alistair Rice, [redacted].

Apologies: [redacted], Andrew Birch

| Item | Description | Action |
|---|---|---|
| 1. | Welcome and introductions | |
| 2. | Minutes of last Board<br>• 'Project Execution Plan' should read 'Project Management Plan'.<br>• Public consultation will be mid-August to end of September 2017.<br>• Actions outstanding:<br>  ○ Assumptions & Actions Log | HS |
| 3. | DfT Offer of Grant<br>• Submitted to DfT; no response to-date. | |
| 4. | Highlight Report<br>• Maintain offer re-scheduling MP meeting.<br>• Engagement events generally well-received and helpful feed-back provided by attendees.<br>• Dates for 2nd round of events are:<br>  ○ 8th May, stakeholders<br>  ○ 16th May, South Glos Councillors<br>  ○ 18th May, Town and Parish Councils<br>  ○ Tbc, businesses<br>  ○ Tbc, MPs<br>• CH2M completing a schedule of PCF deliverables and PCF products for dispatch to Highways England and SGC; including a 'Client | EB<br><br>HS |

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| | Scheme Requirements' (using a template to be provided by RC).<br>• CH2M to provide an essay or summary plan of key PCF products<br>• CH2M producing an Appraisal Specification Report, which details transport modelling approach, noting:<br>  ○ Use of existing models<br>  ○ Outstanding request for CH2M to access the SWRTM (RC to chase)<br>• Draft Phase 1 report issued to AR 16/02 and to Board members 21/02<br>• Design progressing, the 'middle' junction location looks to be problematic.<br>• Proposed amendments to objectives discussed and agreed; CH2M to circulate revised objectives and their measures (i.e. benefits realisation) to the Board. | RC<br>HS<br>HS<br>HS<br>RC<br>HS, AR<br>HS |
| 5. | DONMs<br>• Board meets every 2-months.<br>• DONM, 10:00, 5th April, TQH. | All |
| 6. | AOB<br>• Feedback from Environment Agency received; to be included in Phase 1 report.<br>• CH2M setting up a Comms Log; all communications should be copied to HS.<br>• Confirmation of HE's address & contact to permit SGC to raise a purchase order. | HS<br>All<br>RC |
| Attachments | None | |