From: Sent:

To:

Cc:

Subject:

[EXTERNAL EMAIL] \*Vélo Birmingham and Midlands Event Control Room Final

Details - Stakeholders\*

**Attachments:** 

2019 VB&M - Event Control Car Parking Pass.

- Event Control Room Layout - Event Control Room Contact

Importance:

High

**CAUTION:** This email originated from outside of the council. Do not click links or open attachments unless you are sure the content is safe.

Dear all,

Further to our emails from last week, please find below and attached the final details for the 2019 Vélo Birmingham and Midlands Event Control Room.

There is a lot of vital information in this email. Please read it carefully and make sure you have noted down all addresses, times and phone numbers prior to your arrival.

Attached to this email are the following documents:

- Car Parking Pass this must be completed and on display to ensure free parking within the Pay and Display Car Park.
- Event Control Contact List Please review this and double check your contact details are correct. This also contains off duty phone numbers to cover the whole weekend. If you find that a relevant contact number has been omitted please do email me / asap with the relevant contact details. Please note, we are still waiting on the landline numbers for ECR. We shall send any updates round by COP Thursday.
- Event Control Floorplan for your reference so you know who your neighbours will be for the day! As you can see space is at a premium so unless absolutely critical to operations we are unable to make any changes to this.

# Event Control Address: 1st floor, One Friargate, Coventry, CV1 2GN.

On arrival please go to the Main Entrance, where our receptionist will come and open the door (as it will be locked from the outside), ask you to sign in and provide you with your accreditation. If you have any issues on Sunday prior

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or

Saturday Set Up (if Required): If you have heavy equipment to unload please use the Loading Bay to park your vehicle and unload the equipment. The address is: Loading Bay, One Friargate, Manor Road, Coventry, CV1 2LH. Please ring either myself on present the present of the building. Please note, set up times are between 10:00 and 15:00 on Saturday 11 May only.

Event Control Car Parking: Free Parking is available on Sunday, a short walk from the building at the Grosvenor Road Car Park, CV1 3FF. You will need the attached parking pass printed and displayed in your window at all times. It is a standard Pay and Display car park - but with a pass you will not need to pay. A gentle reminder that the roads in the surrounding area will be closed from 06:30 so please do check the route you are using to ensure you are able to access the car park.

Sunday Arrival: IMPORTANT: please note that the Ringway (A4503) clockwise carriage will be closed (for the event) between 06:30 and 13:30. If travelling after 06:30 please use the following route: A429 – take the slip road as if you going towards Ringway Queens (A4053) and then turn left onto Grosvenor Road car park on the left hand side.

**Event Control Operational times:** CSM/ CSM Suppliers 03:30 – 20:00. <u>STAKEHOLDERS (ELT) 04:30 – 18:00</u>. Whilst we do understand it is an early start it is essential that everyone is fully up and running prior to the event start at 06:30. Please advise me before Friday 10 May if you are planning on arriving at a different time, as we require this information for building control. <u>We advise stakeholders to have arrived and set up before 05:30 before the first briefing at 05:45.</u>

**Event Control Wi-Fi:** The Wi-Fi available on the day is called:

A gentle reminder to only use this Wi-Fi for event work purposes only.

**Catering:** Breakfast: Porridge Pots, Pastries and Fruit will be available upon your arrival. Packed Lunches will be delivered on the day. Please bring your own additional food if you will require more than what is provided.

Briefing Packs: Each desk will have an event pack with the following information in it:

- Event Headline Key Timings
- Event Control Contact List
- Venue Maps Vic Square, Start, Finish, Edgbaston, Coventry
- Route Map Overview (with crossing points/pitstops)
- Route Map Traffic Management Sector Overviews (Sub sectors)
- Route Key Timings
- Event Control Meeting Schedule

If you require other documents to fulfil your role please do ensure that have access to them on your laptop or bring a hard copy with you.

IT set up: You will need to bring your own Laptop, mobile phone and relevant chargers. If you have requested a special IT set up already then this has been accommodated. Please note that there won't be any printing facilities on site. Where possible any electrical items you bring should have been PAT tested please.

If you have any questions on the information provided to you between now and Sunday morning, please do not hesitate to contact me via email or on the state of you have any issues on Sunday prior to your arrival to Event Control, please contact

We are all really looking forward to seeing you all and delivering a fantastic event.

CSM Sport & Entertainment







# **EVENT CONTROL CAR PARKING PASS**

VALID: Sunday 12 May 2019

# GROSVENOR ROAD CAR PARK CV1 3FF

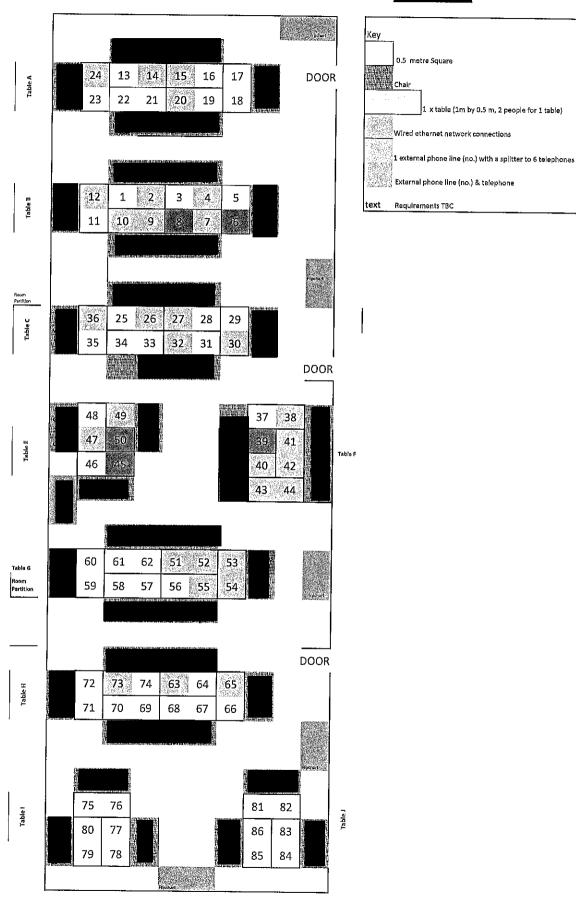
DISPLAY THIS PASS CLEARLY IN YOUR VEHICLE

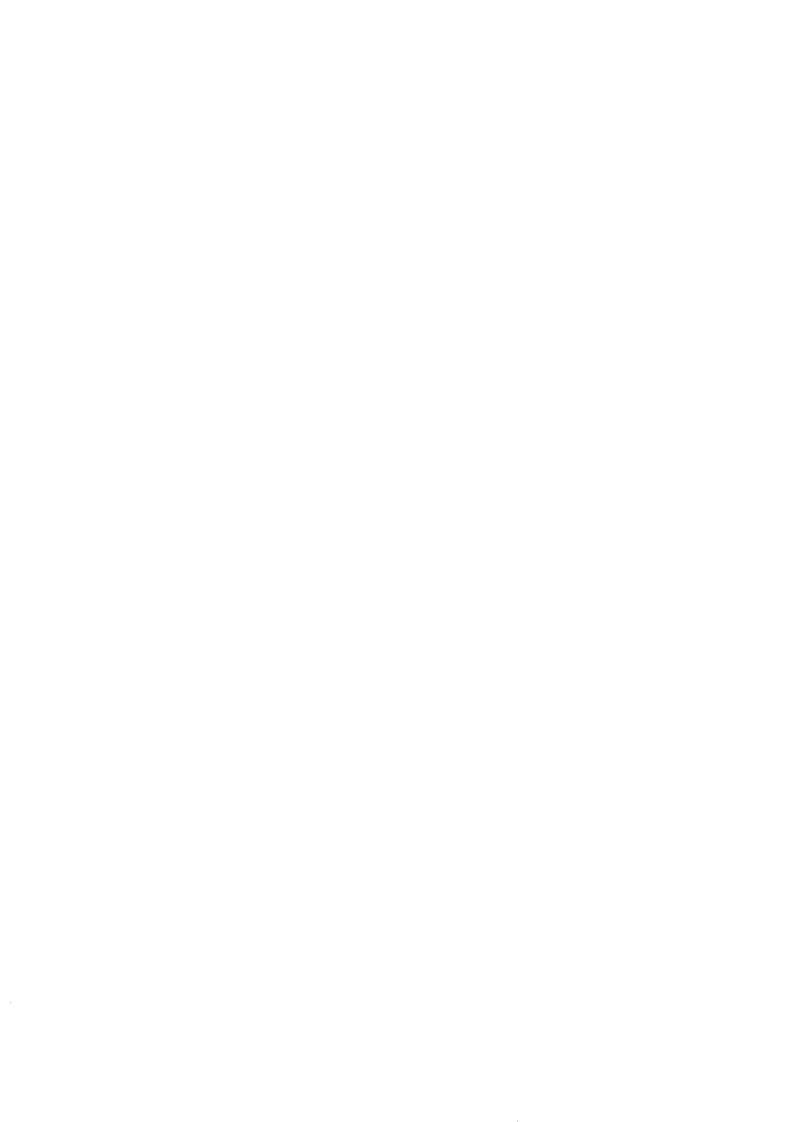
Please check all event road closures before planning your journey. These are available at www.velobirmingham.com and may affect your journey on the morning of the event.

For use in the GROSVENOR ROAD CAR PARK only on SUNDAY 12 MAY 2019









From:
Sent: 10 May 2019 15:58

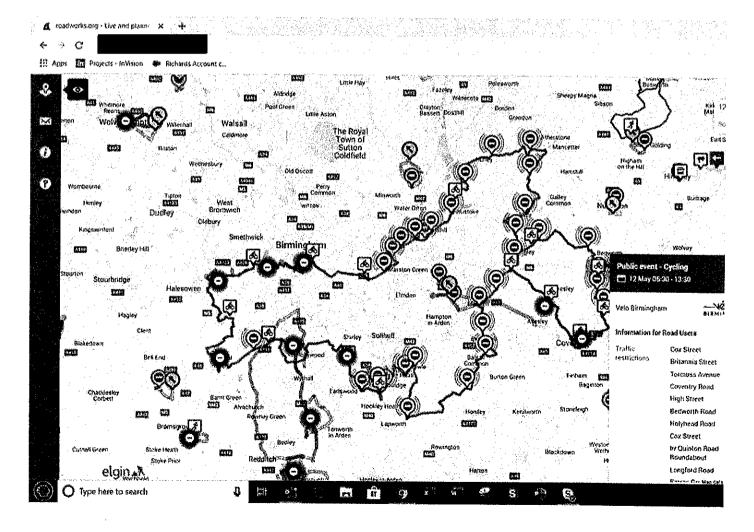
To: (Places Directorate - Solihull MBC); Dursley, Ed;
Cc: [EXTERNAL EMAIL] Elgin's Real Time TM management supporting Velo Birmingham 2019

**CAUTION:** This email originated from outside of the council. Do not click links or open attachments unless you are sure the content is safe.

### Hi all,

I am pleased to say that we will be supporting the Velo Birmingham event again in 2019 with our Real Time TM App. Like the London Marathon in April, the Tour de Yorkshire (last weekend) and the upcoming UCI World Cycling Championships (in September), Velo Birmingham's use of our Real Time services will see these closures syndicated to Google Maps, Apple Maps and TomTom My Traffic connected devices / apps and maps. Other users will see these on the roadworks.org portal.

I enclose a screen shot of the scheme as it is set up for the weekend. This will hopefully support seamless event management in the control centre on the day.



I look forward to our continued development of these services in the West Midlands and I'd be delighted in the near future to visit with you all individually or collectively to discuss how the region could benefit from this technology.

Very best wishes for a successful event.

# | Account Director | Elgin



Elgin - Making roads work.
Plan, manage, communicate better.

elgin.org.uk | roadworks.org

From:
Sent: 09 May 2019 22:45

To:

Cc:
Subject: RE: \*Vélo Birmingham and Midlands Event Control Room Final Details - Stakeholders\*

Attachments: Event Control Room Contact List\_ - Event Control Room Layout\_ - Event Con

**CAUTION:** This email originated from outside of the council. Do not click links or open attachments unless you are sure the content is safe.

Dear all,

Please find attached the updated version of the Event Control Contact List, now complete with all the Landline phone lines, aswell as the updated version of the floorplan for your reference.

We are looking forward to seeing you on Sunday and would like to take this opportunity to thank you for all your help and co-operation.

Kind regards

**CSM Active** 

Velo Birmingham and Midlands

from the outside), ask you to sign in and provide you with your accreditation. If you have any issues on Sunday prior to your arrival to Event Control, please contact

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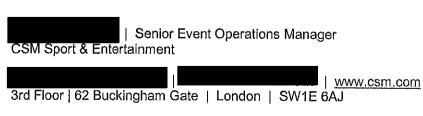
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We are all really looking forward to seeing you all and delivering a fantastic event.







From:

Sent:

24 April 2019 08:43

To:

Subject:

[EXTERNAL EMAIL] Re: Velo 2019

CAUTION: This email originated from outside of the council. Do not click links or open attachments unless you are sure the content is safe.



Apologies, there was due to be a pit stop but this has now been removed. No pit stops within Dudley.

Sent from my iPhone

Head of Cycling Operations CSM Sport & Entertainment

3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ



On 24 Apr 2019, at 08:41,

wrote:

Good Morning

Reading through various plans I note that there are proposals to have a water station / toilets at Howley Grange Primary School, no problems in itself, however, have you details of the operation, is it on the highway only, has the school been notified?

Kind Regards

Team Manager – Asset Manager Dudley M B C Environmental Services Lister Road Dudley West Midlands

DY2 8JT

This Email and any attachments contains confidential information and is intended solely for the individual to whom it is addressed. If this Email has been misdirected, please notify the author as soon as possible. If this email has a protective marking of OFFICIAL — SENSITIVE, PROTECT or RESTRICTED in its title or contents, the information within must be subject to appropriate safeguards to protect against unauthorised or unlawful processing and against accidental loss or destruction or damage. OFFICIAL — SENSITIVE, PROTECT and RESTRICTED information should only be further shared where there is a legitimate need. If you are not the intended recipient you must not disclose, distribute, copy, print or rely on any of the information contained, and all copies must be deleted immediately. Whilst we take reasonable steps to try to identify any software viruses, any attachments to this e-mail may nevertheless contain viruses which our anti-virus software has failed to identify. You should therefore carry out your own anti-virus checks before opening any documents. Dudley Metropolitan Borough Council will not accept any liability for damage caused by computer viruses emanating from any attachment or other document supplied with this e-mail.

Please consider the environment - do you need to print this e-mail?

Sent:  11 May 2019 22:43  Cc:  Subject: [EXTERNAL EMAIL] RE: Vélo Birmingham & Midlands - Multi-Agency Round Robin Email  CAUTION: This email originated from outside of the council. Do not click links or open attachments unless you are sure the ontent is safe.  Dear All,  Please find the final round robin email Saturday 11 <sup>th</sup> May 2019 below.  Chank you for all your on-going support throughout the planning process to date and I'm looking forward to seeing you all tomorrow.  Vélo Birmingham & Midlands - Pre Event Round Robin Circular Response				
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Gatifical Comacaniss	Known issues/i	ncidents that may	/ escalate:	
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		Vélo Birmingham & Midlands - Pre Event Rou	nd Robin Circular Response
Agency:	CSM	Representative Name:	Date of Feedbរ

### **Business as Usual Comments:**

# Long Range Weather Forecast

- Met Office: Settled weather conditions from Sunday with risk of some rain at times
- Met Check: Saturday 11<sup>th</sup> 3% chance of rain with winds up to 13mph with gusts of 22mph. Highs of 12 degrees.
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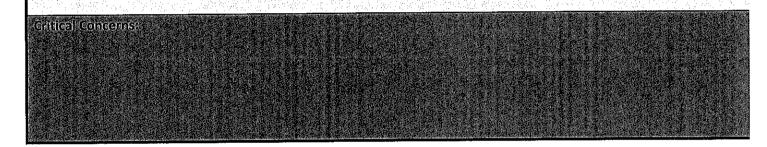
# **Road Surface**

A number of issues and defects on the road unfilled / marked to be filled - progress report on road surface from local au

# Known issues/incidents that may escalate:

# **Event Control**

Still a number of agencies yet to detail who will be present in event control on Sunday 12<sup>th</sup> May. Please confirm asap if you already.



# Round Robin Circulars to come:

- 1) 5 Days to go: Tuesday 7th May
- 2) 3 Days to go: Thursday 9th May
- 3) 1 day to go Conference Call: Saturday 11th May @ 12:00hrs (midday) details to follow.

Best wishes,

| Head of Cycling Operations CSM Sport & Entertainment

| www.csm.com | 3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ



Head of Cycling Operations CSM Sport & Entertainment

www.csm.com 3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ



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3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ



| Head of Cycling Operations CSM Sport & Entertainment

www.csm.com 3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ





From:

Sent: 11 May 2019 08:01

To:

Cc: National Section

ExtremNAL EMAIL] RE: Vélo Birmingham & Midlands - Multi-Agency Round Robin Email

**CAUTION:** This email originated from outside of the council. Do not click links or open attachments unless you are sure the content is safe.

All,

No issues from CSW Resilience

Kind regards,

CSW Emergency Planning Officer

Sent: Friday, 10 May 2019 21:58 To:

Subject: RE: Vélo Birmingham & Midlands - Multi-Agency Round Robin Email

Dear All,

Apologies for the slight delay on sending this out.

Please find the round robin email for Friday 10th May 2019 below. The next update will be tomorrow (Saturday 11th May) in Round Robin format rather than the conference call as previously discussed. I am available on the phone throughout the day should anyone need to reach me.

Thank you for all your on-going support throughout the planning process to date.

Vélo Birmingham & Midlands - Pre Event Round Robin Circular Response

Agency:

**CSM** 

Representative Name:

Date of Feedback Given:

10.05.2019

Business as Usual Comments: Long Range Weather Forecast

- \* Met Check: Saturday 11th: Mostly cloudy with light showers throughout the day. Highs of 13 degrees. Light winds with gusts of up to 20mph. Sunday 12th: Sunny with highs of 15 degrees. No rain forecast and winds up to 8mph.
- \* Met Office: Saturday 11th May: Cloudy changing to sunny intervals by lunchtime. Highs of 14 degrees, light rain until 10am and light winds with gusts up to 20mph. Sunday 12th May: Sunny all day. Highs of 15 degrees, no rain and light winds (gusts of up to 11mph).
- \* Net Weather: Saturday 11th May: Highs of 14 degrees. Showers throughout the day and winds up to 15 mph. Sunday 12th May: Sunny all day. Highs of 12 degrees, no rain and winds up to 10mph.

Successful build in Victoria Square ready for the Registration tomorrow from 08:00-20:00. No issues throughout.

Both CSM and Police have been in contact with the business that had concerns in relation to access and the event road closures. The issue seems to be resolved and the business is happy with the access provided.

Known issues/incidents that may escalate:

Critical Concerns:

Vélo Birmingham & Midlands - Pre Event Round Robin Circular Response
Agency:
CSM
Representative Name:
Date of Feedback Given:
04.05.2019
Business as Usual Comments: Long Range Weather Forecast
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Best wishes,

Head of Cycling Operations

CSM Sport & Entertainment

| www.csm.com < http://www.csm.com > 3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ

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| Head of Cycling Operations
| SW1E 6AJ

| Head of Cycling Operations
| CSM Sport & Entertainment

| www.csm.com < http://www.csm.com > 0000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 0

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\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

From: Sent: 10 May 2019 22:17 To: Cc: Subject: [EXTERNAL EMAIL] Re: Vélo Birmingham & Midlands - Multi-Agency Round Robin Email CAUTION: This email originated from outside of the council. Do not click links or open attachments unless you are sure the content is safe. No issues from WMAS From: Sent: Friday, May 10, 2019 9:58 pm To: Cc: Subject: RE: Vélo Birmingham & Midlands - Multi-Agency Round Robin Email -- CAUTION: EXTERNAL EMAIL --Do not click links or open attachments unless you recognise the sender, are expecting the content, and/or know the content to be safe. Dear All, Apologies for the slight delay on sending this out. Please find the round robin email for Friday 10<sup>th</sup> May 2019 below. The next update will be tomorrow (Saturday 11<sup>th</sup>

I am available on the phone throughout the day should anyone need to reach me.

May) in Round Robin format rather than the conference call as previously discussed.

Thank you for all your on-going support throughout the planning process to date.

	<b>Event Round Robin Circular Res</b>	onse		
Agency:	CSM	Representative Name:		Date of Feedba

### **Business as Usual Comments:**

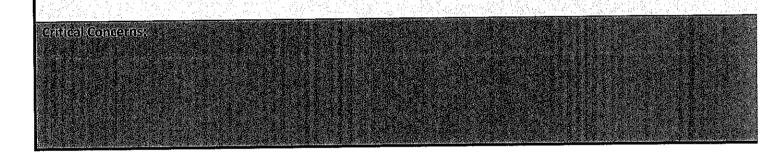
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Successful build in Victoria Square ready for the Registration tomorrow from 08:00 – 20:00. No issues throughout.

Both CSM and Police have been in contact with the business that had concerns in relation to access and the event road cl to be resolved and the business is happy with the access provided.

# Known issues/incidents that may escalate:



	Vélo Birmingham & Midlands - Pre	<b>Event Round Robin Circula</b>	r Response
Agency: CSM	Representative Name:	Matt Hodgson	Date of Feedba

# **Business as Usual Comments:**

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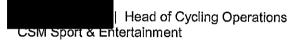
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Catherl Corceans:

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Best wishes,



| www.csm.com | 3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ



| Head of Cycling Operations CSM Sport & Entertainment

| www.csm.com | 3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ



| Head of Cycling Operations | CSM Sport & Entertainment

3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ





From: Sent: 10 May 2019 22:05 To: Cc: Subject: [EXTERNAL EMAIL] RE: Vélo Birmingham & Midlands - Multi-Agency Round Robin Email CAUTION: This email originated from outside of the council. Do not click links or open attachments unless you are sure the content is safe. No issues to report from WMP at this stage that will impact the event. (Force Public Order Tactical Advisor) **OPERATIONS - CENTRAL PLANNING & EVENTS Bournville Lane Police Station** Birmingham. B30 1QX. Wk Mobile: Email: Ops Email: If it's not 999, search WMP Online View all our social network links Operations From: Sent: 10 May 2019 21:58

Cc:

Subject: [Possible SPAM] RE: Vélo Birmingham & Midlands - Multi-Agency Round Robin Email

Dear All,

Apologies for the slight delay on sending this out.

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Vélo Birmingham & Midlands - Pre Event Round Robin Circular Response					
Agency:	CSM	Representative Name:	Date of Feedba		
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with gu - Net W	usts up to 20mph. eather: Saturday	Sunday 12 <sup>th</sup> May: Sunny all day. Highs of 15 deg 11 <sup>th</sup> May: Highs of 14 degrees. Showers through 5, no rain and winds up to 10mph.	rees, no rain and light winds (gusts of u		
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to be resolved	Police have been and the business //incidents that ma	in contact with the business that had concerns in is happy with the access provided.  ay escalate:	relation to access and the event road c		
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	de la la la companya. Na la companya da l				

Representative Name:

**CSM** 

Agency:

Vélo Birmingham & Midlands - Pre Event Round Robin Circular Response

Date of Feedba

### **Business as Usual Comments:**

### Long Range Weather Forecast

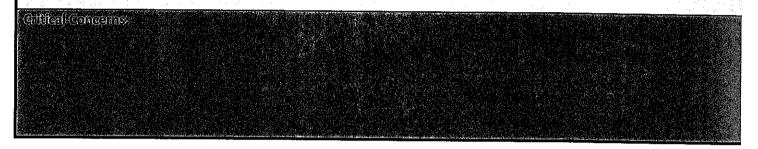
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| Head of Cycling Operations CSM Sport & Entertainment

3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ



| Head of Cycling Operations CSM Sport & Entertainment

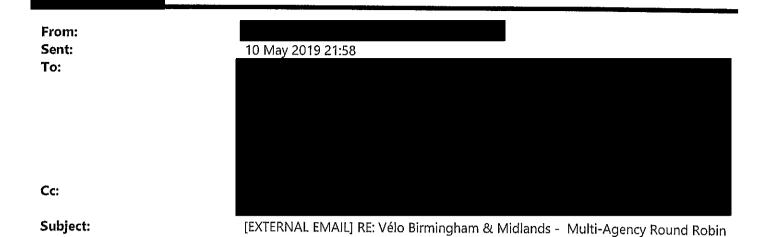
www.csm.com

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		Vélo Birmingham & Midlands - Pre Event Round R	Robin Circular Response
Agency:	CSM	Representative Name:	Date of Feedb

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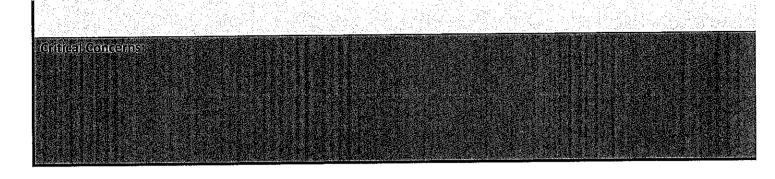
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Known issues/incidents that may escalate:



		Vélo Birmingham & Midlands - Pre Event Round Robi	n Circular Response
Agency:	CSM	Representative Name:	Date of Feedba

# **Business as Usual Comments:**

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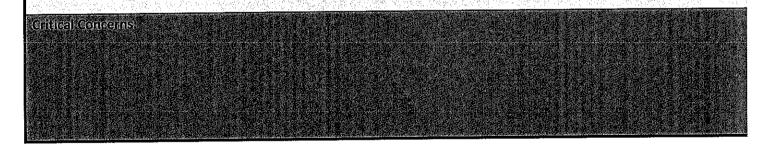
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Best wishes,

csm

| Head of Cycling Operations CSM Sport & Entertainment

| www.csm.com | 3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ

csm

| Head of Cycling Operations CSM Sport & Entertainment

3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ

CSIII



From:	
Sent:	10 May 2019 08:21
То:	
Cc:	
Subject:	[EXTERNAL EMAIL] RE: Vélo Birmingham & Midlands - Multi-Agency Round Robir Email

All,

No issues from CSW Resilience

Kind regards,

CSW Emergency Planning Officer







Find us online at CSWprepared.org.uk Follow @CSWResilience on Twitter

From:

Sent: 09 May 2019 19:05

To:

Cc:

Subject: RE: Vélo Birmingham & Midlands - Multi-Agency Round Robin Email

Dear All,

Please find the round robin email for **Thursday 9<sup>th</sup> May 2019** below. The next update, although not scheduled will be tomorrow **(Friday 12<sup>th</sup> May)** – assuming that there are no critical concerns by COP tomorrow I suggest that the conference call is replaced by a final round robin circular from all stakeholders. Should something critical be raised, we will issue a conference call invite following everybody's feedback.

Please also find attached a 'Route Atlas' that has been produced to help various stakeholders and partners navigate around the route on event day. Please feel free to share this with any colleagues you feel would benefit from this.

		Vélo Birmingham & Midlands - Pre Event Rour	nd Robin Circular Response
Agency:	CSM	Representative Name:	Date of Feedb
er serie so impa			그리즘 얼마나 나를 못 잘 하는 점이 되는 것

## **Business as Usual Comments:**

## Long Range Weather Forecast

- Met Office: Saturday 11th: Sunny with the chance of light showers at lunch time (30%). Highs of 13 degrees and (gusts). Sunday 12th: Sunny with highs of 14 degrees. No rain forecast and winds up to 13mph (gusts).
- Met Check: Weather is now looking more consistent across both Saturday and Sunday. Highs of 12 degrees for boof rain on Saturday Evening and no rain on Sunday. Light winds (6mph) with gusts up to 13mph.
   Net Weather: Similar forecast across both days. Highs of 14 degrees. Small chance of minimal rain on Saturday at Evening. Winds up to 16mph (gusts)

Road Surface largely in good shape – a handful of surface defects reported which will be circulated either later today or f

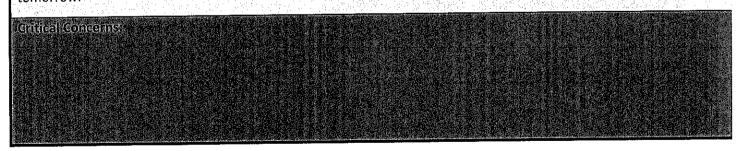
The Bag Drop marquee has been installed in Victoria Sq and our stores location is now live, as is our security programme

Full build for the Venue in Victoria Square will begin tomorrow am.

Towing concerns have now been resolved

## Known issues/incidents that may escalate:

We have been engaging with a particular business in Meriden in relation to access during the event. The business in ques anti the event and made a number of statements which have been shared with West Midlands and West Mercia Police. It hard with our Traffic Management & Stewarding providers and Solihull Highways to mitigate their issues and think we ha solution. Attached is a copy of the agreed access plan for your records. We believe this as resolved their concerns but will tomorrow.



		Vélo Birmingham & Midlands - Pre Event Round R	obin Circular Response
Agency:	CSM	Representative Name:	Date of Feedba

## **Business as Usual Comments:**

## Long Range Weather Forecast

Met Office: Settled weather conditions from Sunday with risk of some rain at times

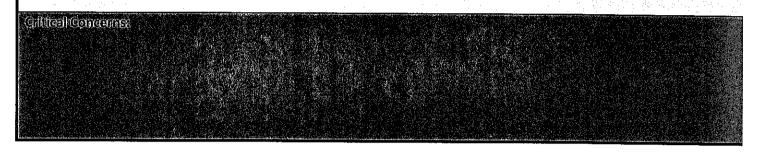
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Best wishes,

Head of Cycling Operations CSM Sport & Entertainment

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CSM Sport & Entertainment

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\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

From:	
Sent:	09 May 2019 19:05
То:	
Cc:	
Subject:	[EXTERNAL EMAIL] RE: Vélo Birmingham & Midlands - Multi-Agency Round Robin
	Email
Attachments:	Access for Meriden v Velo Birmingham & Midlands 2019 - Route Atlas v

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## Dear All,

Please find the round robin email for **Thursday 9**<sup>th</sup> **May 2019** below. The next update, although not scheduled will be tomorrow **(Friday 12**<sup>th</sup> **May)** – assuming that there are no critical concerns by COP tomorrow I suggest that the conference call is replaced by a final round robin circular from all stakeholders. Should something critical be raised, we will issue a conference call invite following everybody's feedback.

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Agency:	CSM	Representative Name:	Date of Feedba

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## Long Range Weather Forecast

- Met Office: Saturday 11th: Sunny with the chance of light showers at lunch time (30%), Highs of 13 degrees and (gusts). Sunday 12<sup>th</sup>: Sunny with highs of 14 degrees. No rain forecast and winds up to 13mph (gusts).
- Met Check: Weather is now looking more consistent across both Saturday and Sunday. Highs of 12 degrees for be of rain on Saturday Evening and no rain on Sunday. Light winds (6mph) with gusts up to 13mph.
- Net Weather: Similar forecast across both days. Highs of 14 degrees. Small chance of minimal rain on Saturday at Evening. Winds up to 16mph (gusts)

Road Surface largely in good shape - a handful of surface defects reported which will be circulated either later today or f

The Bag Drop marquee has been installed in Victoria Sq and our stores location is now live, as is our security programme.

Full build for the Venue in Victoria Square will begin tomorrow am.

Towing concerns have now been resolved

## Known issues/incidents that may escalate:

We have been engaging with a particular business in Meriden in relation to access during the event. The business in ques anti the event and made a number of statements which have been shared with West Midlands and West Mercia Police. It hard with our Traffic Management & Stewarding providers and Solihull Highways to mitigate their issues and think we ha solution. Attached is a copy of the agreed access plan for your records. We believe this as resolved their concerns but will tomorrow.



		Vélo Birmingham & Midlands - Pre Even	t Round Robin Circular Response
Agency:	CSM	Representative Name:	Date of Feedba
	est differential de la co		

## **Business as Usual Comments:**

## Long Range Weather Forecast

- Met Office: Settled weather conditions from Sunday with risk of some rain at times
- Met Check: Saturday 11<sup>th</sup> 3% chance of rain with winds up to 13mph with gusts of 22mph. Highs of 12 degrees.
   of rain with winds up to 13mph with gusts of 22mph. Highs of 12 degrees
- Net Weather: Similar reports to Met Check with higher chances of rain reported for Saturday. Lighter winds on S

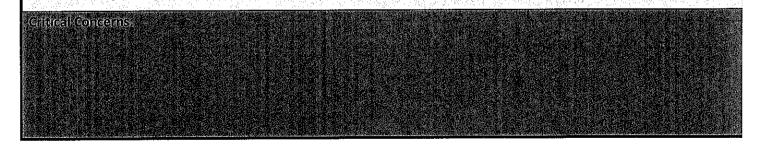
## **Road Surface**

A number of issues and defects on the road unfilled / marked to be filled - progress report on road surface from local aut

## Known issues/incidents that may escalate:

### Event Control

Still a number of agencies yet to detail who will be present in event control on Sunday 12<sup>th</sup> May, Please confirm asap if ye already.



## Round Robin Circulars to come:

- 1) 5 Days to go: Tuesday 7th May
- 2) 3 Days to go: Thursday 9th May
- 3) 1 day to go Conference Call: Saturday 11th May @ 12:00hrs (midday) details to follow.

Best wishes,

| Head of Cycling Operations CSM Sport & Entertainment

| www.csm.com | 3rd Floor | 62 Buckingnam Gate | London | SW1E 6AJ

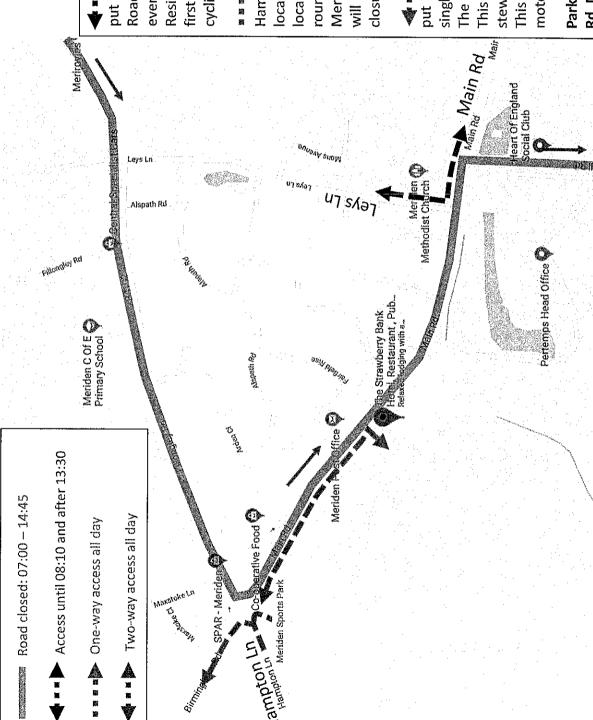


Head of Cycling Operations
CSM Sport & Entertainment

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BENEVE ANDS

◆ ■ ► Local two-way access will be put in place between Leys Lane and Main Road. This access will be managed by event stewards on the day of the event. Residents can use this access ahead of the first cyclists until 08:10 and after the last cyclist at 13:30.

Hampton Lane will be local access only for local residents or those travelling to a local business. One-way access on the roundabout from Hampton Lane and Meriden Sports Park to Birmingham Rd will be maintained throughout the road closures.

Local two-way access will be put in place in alternating directions on a single lane between Hampton Lane and The Strawberry Bank Hotel & Restaurant. This access will be managed by event stewards during the road closure period. This access lane will segregate cyclists and motorists for safety.

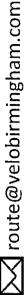
Parking will be suspended on Fillongley Rd, Main Rd and Berkswell Rd. Any cars left parked on the cycling route may need to be removed for safety reasons.

(H) www.velobirmingham.com

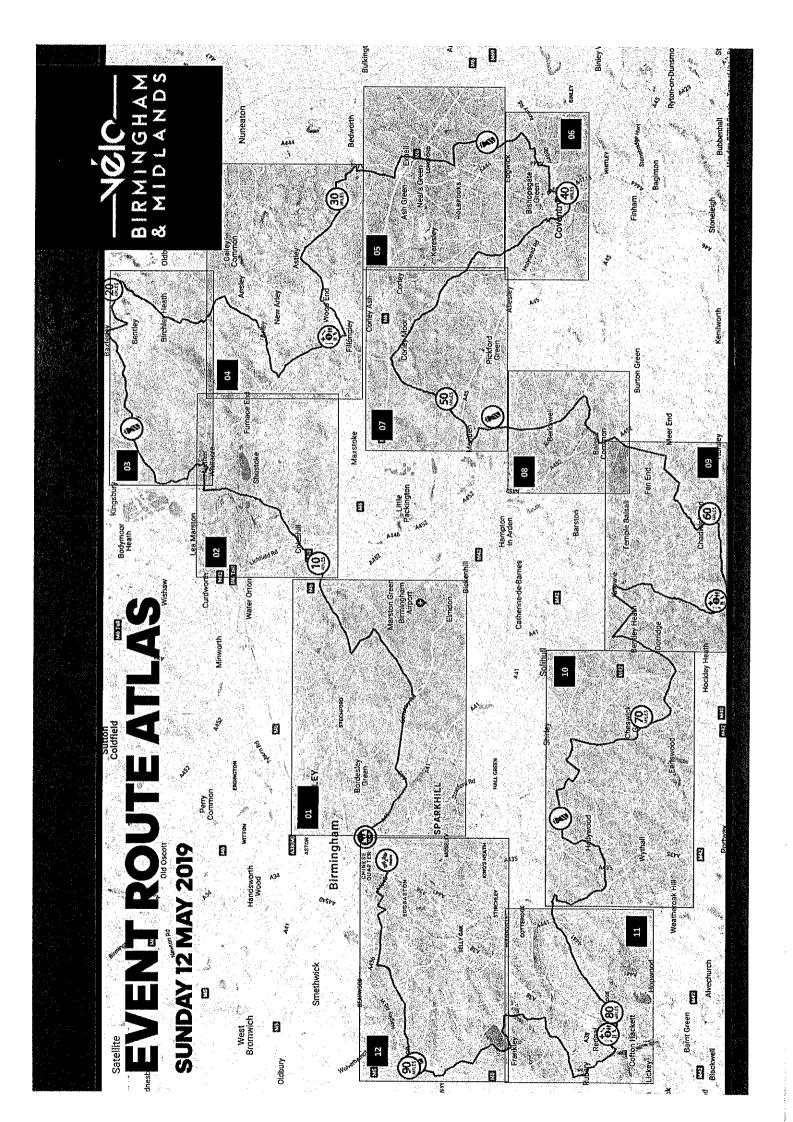
Failure to follow the directions of event staff may result in stewards having to close the access route due to

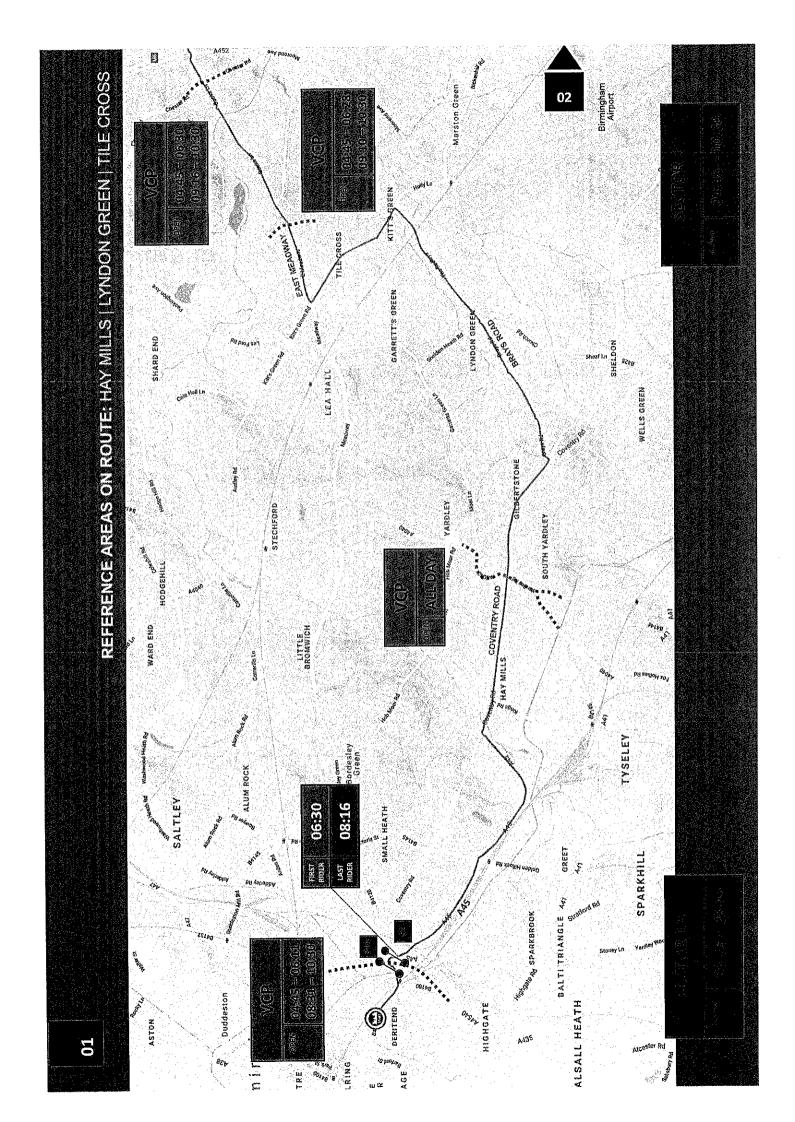
safety concerns. We request your full cooperation for the duration of the road closure.

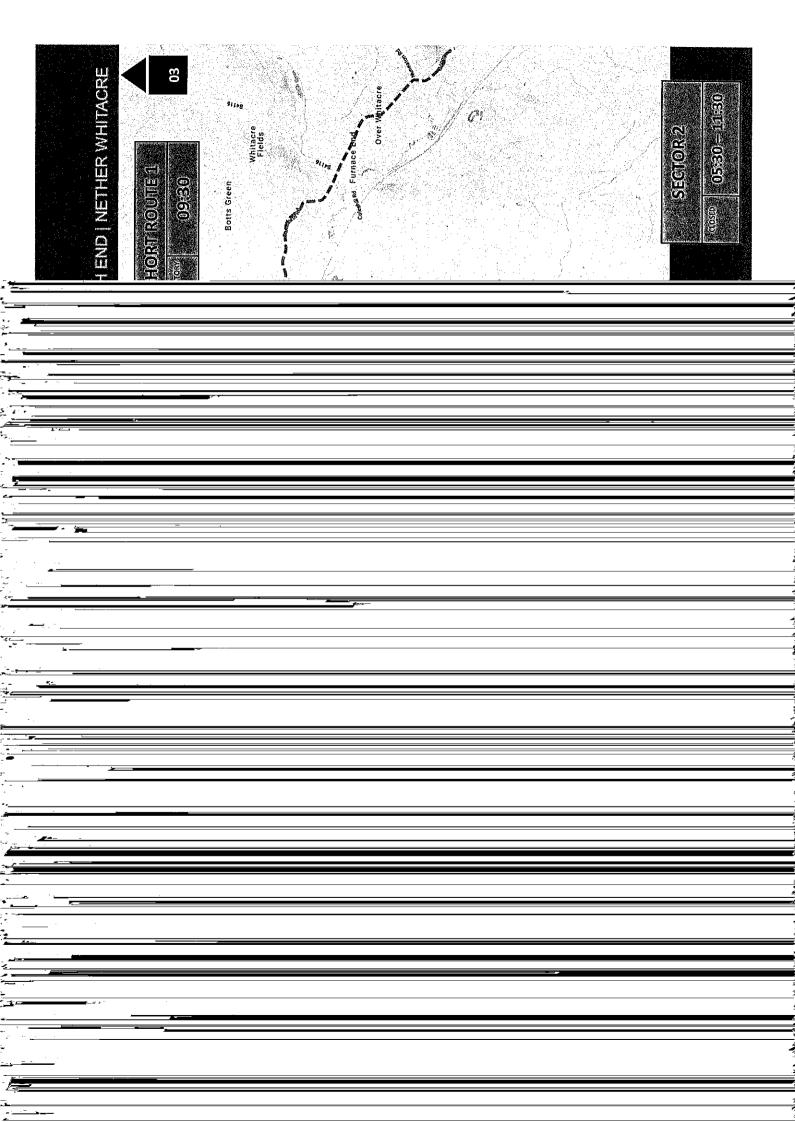


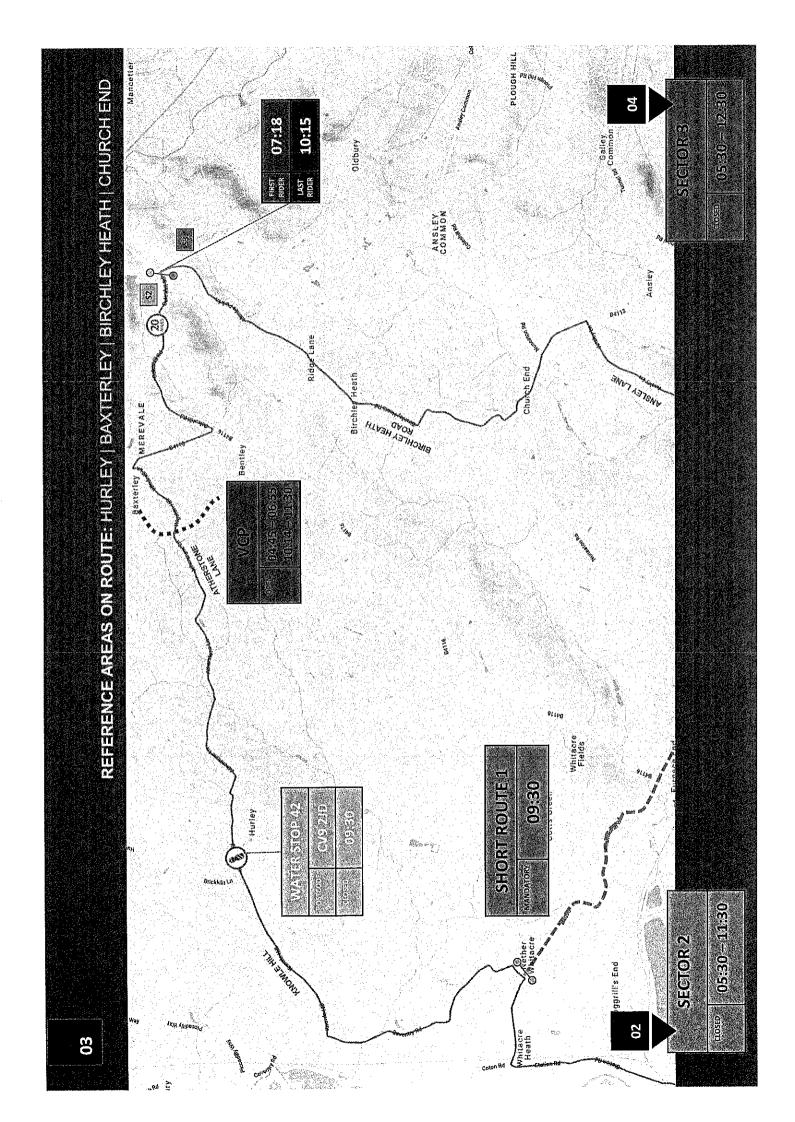


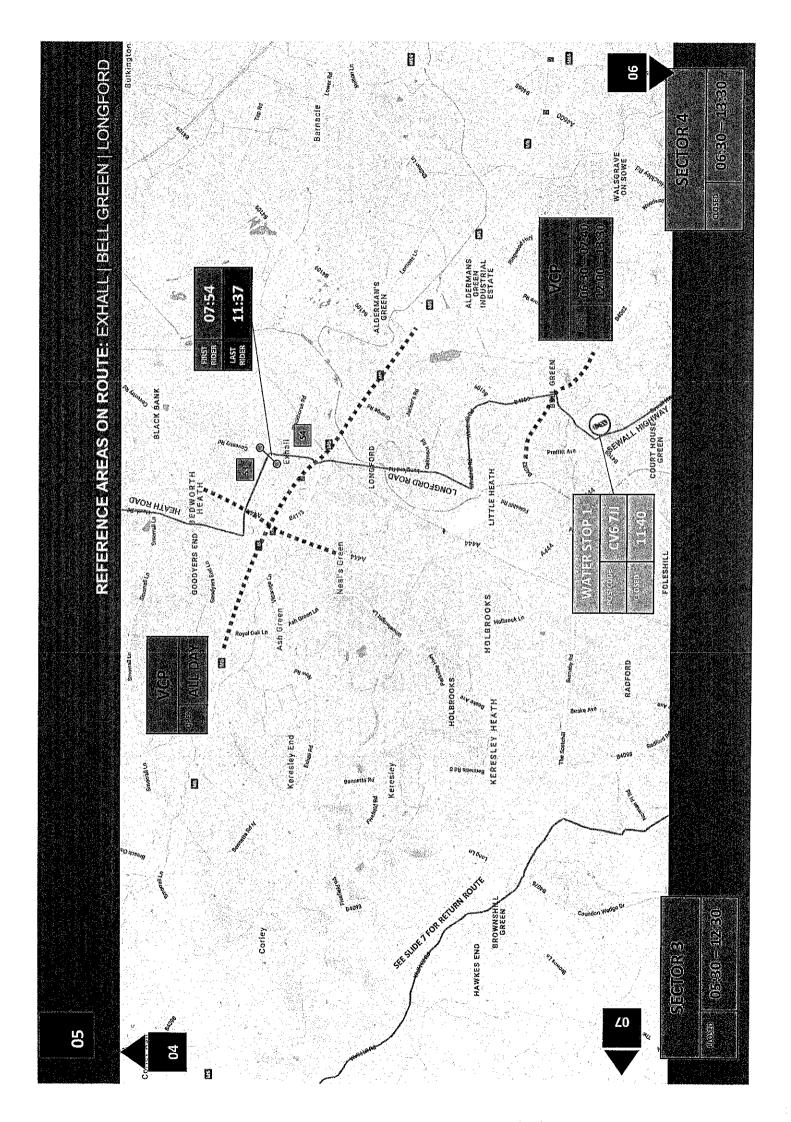


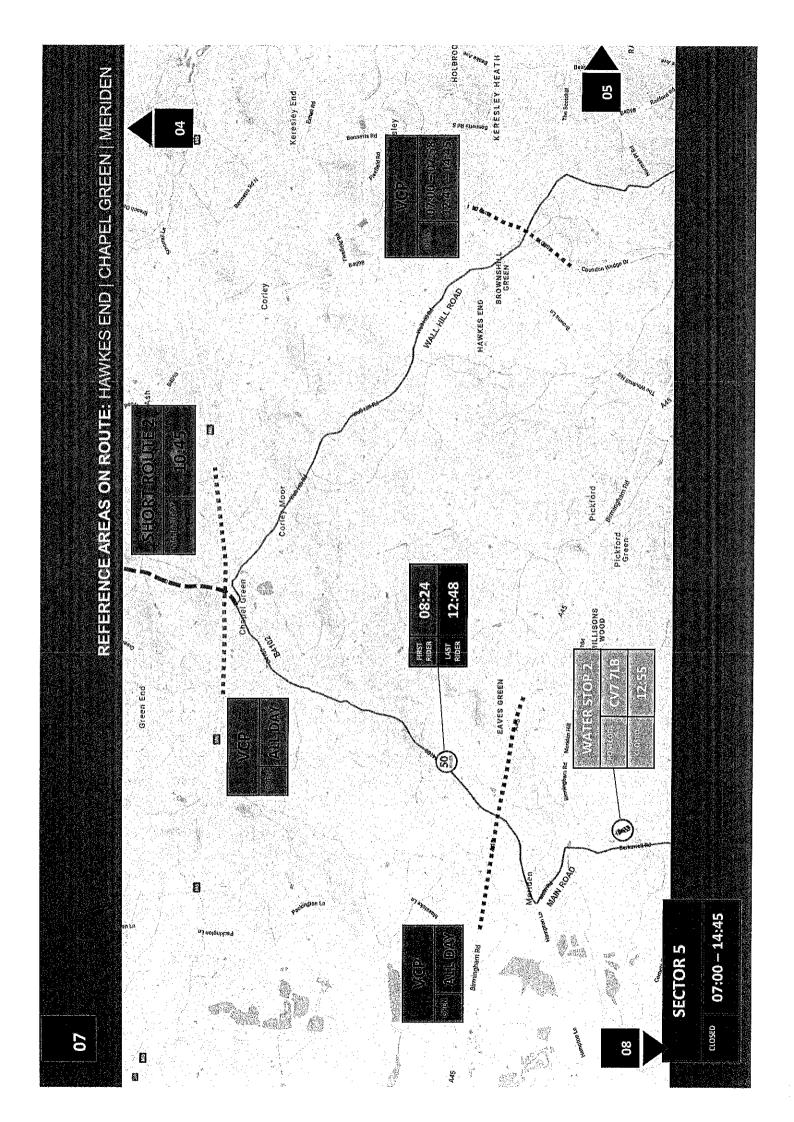


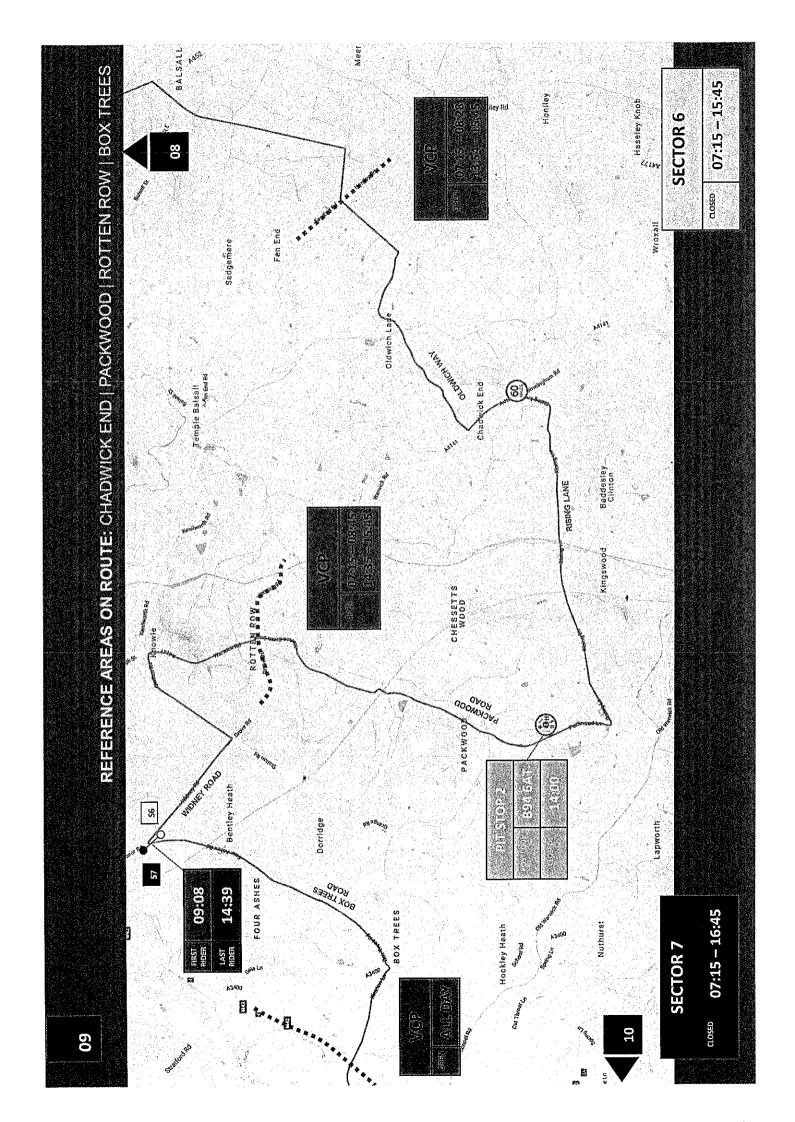


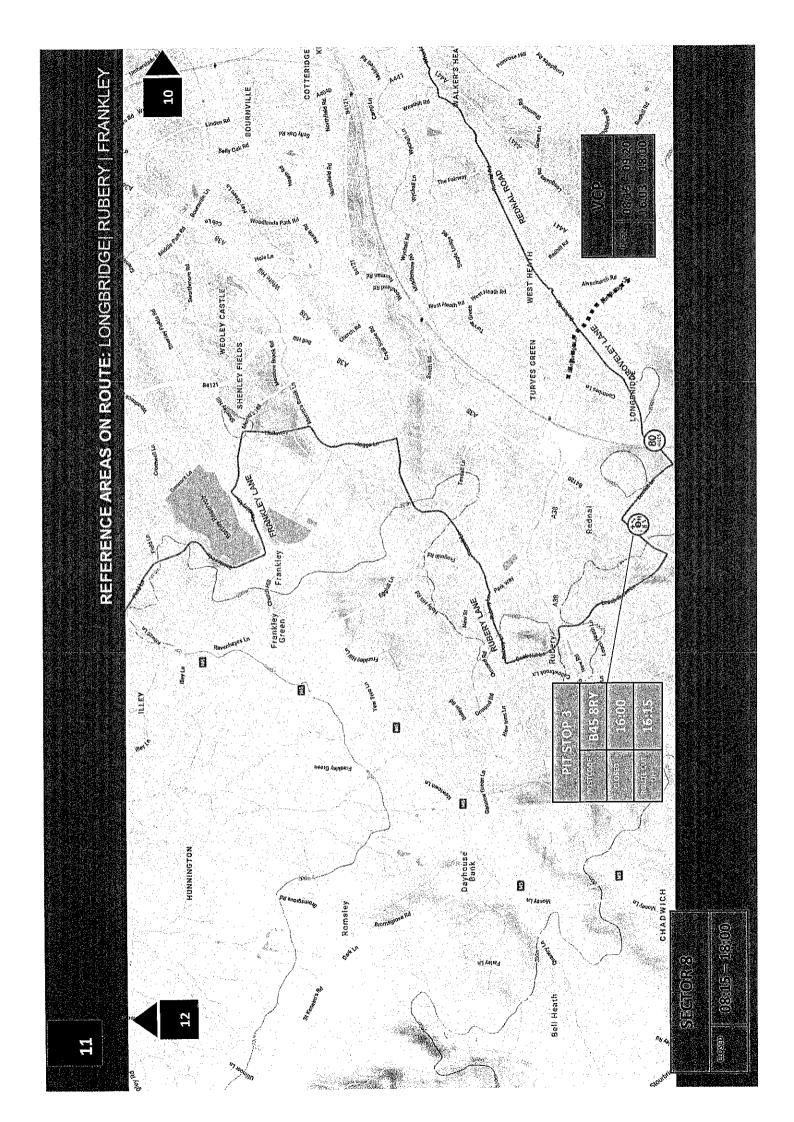












**Event Route** 

Sector Boundaries

S17 0 S18

Sector Boundaries

CLOSED 09:15 - 19:00

SECTOR 18

VCP or Local Access Location

VCP Closure Times

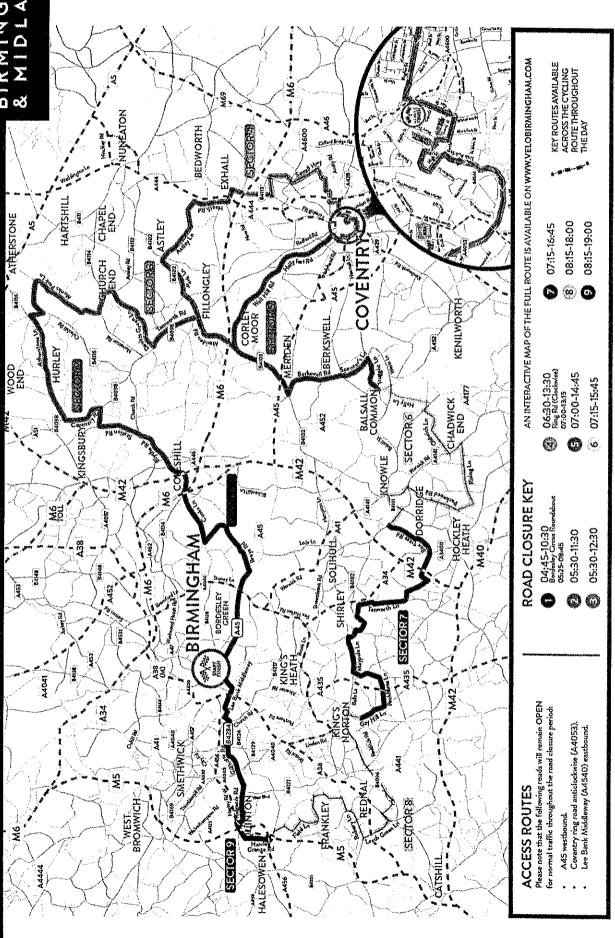
Estimated time of first/last rider

10:46 17:34 PitStop / WaterStop location (Medical and Sanatary point)





## FULL EVENT ROUTE



## TIMING GUIDE

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## DRIVING ON THE ROUTE



The ride can be managed to safely facilitate vehicle movement across, and where necessary, along the event route.

Following the clear instructions of event staff and stewards, and following the below principles will help.

On arrival at a given location on the event route, liaise with the steward and/or traffic marshal and communicate your intention to cross and the reason

Follow the stewards or traffic managers direction to the cross the route, ensuring a clear way is established before any movement occurs. If you are to follow a Motorcycle escort, please do so adhering to the same speed the escort is travelling at.

Please do not stop when either crossing or travelling along the route. If stopping is necessary, consideration needs to be given to the following:

- Try to park off the route footprint where ever possible
- Minimise the space the vehicle occupies of the carriage by using verges, pathways or driveways
  - Do not park near corners, descents or obstructions where visibility may be limited.
- Use cones or signage to provide a guide to cyclists where possible

# All permitted vehicles on the route (emergency and non-emergency) should adhere at all times to the below protocols:

- Access at VCP's along the route is quickest and preferred method to gain entry onto or across the route. Staff at these locations are present to assist your entry and can slow or stop cyclists.
  - Always drive along the route in the cyclists' direction of travel
- Provide maximum awareness to the cyclists by using either Blue Lights (emergency vehicles), Orange Roof lights (non-emergency vehicles), headlights and if appropriate, sirens.
- Drive on the left and follow 'normal' road rules
- Do NOT use hazard warning lights whilst driving. Indicators should only be used to indicate a change in direction or turn. 4, 10, 00
- If it is deemed necessary to travel against the direction of cyclists, it must only be done so under the direction of Event control and with the supervision of Motorcycle Escorts to ensure maximum safety measures can be assessed and implemented.
  - Unless it is an Emergency response, travelling speed should match that of the cyclists around you, and overtaking should be minimised.

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From:	08 May 2019 09:34
Sent: To:	00 May 2010 000 1
Cc:	
Subject:	[EXTERNAL EMAIL] RE: Vélo Birmingham & Midlands - Multi-Agency Round Robin Email
CAUTION: This email originated to content is safe.	from outside of the council. Do not click links or open attachments unless you are sure the
No issues from TfWM.	
Regards	
Network Co-ordination and	Infrastructure Specialist
Notivorit de d'ambien anne	
Website: www.tfwm.org.uk	
Transport f West Midla	or a <b>nds</b>
Building a healthier, happier, Transport for West Midlands,	better connected and more prosperous West Midlands 16 Summer Lane, Birmingham, B19 3SD
and/or may be legally privileg author by replying to this ema any disclosure, copying, distr prohibited and potentially unli	tion in this email may be confidential, contain personal and/or sensitive information, ed. If an addressing or transmission error has misdirected this email, please notify the ail and then deleting the original and your reply. If you have received this email in error, ibution, or any action taken or omitted to be taken in reliance on the email, may be awful. Any views or opinions expressed in this email are those of the sender and do not of West Midlands Combined Authority, unless explicitly stated otherwise.
Find out about WMCA by visi	ting https://www.wmca.org.uk
Please consider the enviro	onment before printing this email.
From:	
To:	

Cc:	Divini and a second	Midlanda Malki Aranga Danad D. L. C	
Dear All,		Nidlands - Multi-Agency Round Robin Email  for Tuesday 7 <sup>th</sup> May 2019 below. The next update is 1	Thursday 9 <sup>th</sup> May
		Vélo Birmingham & Midlands - Pre Event Round I	
Agency:	CSM	Representative Name:	Date of Feedl
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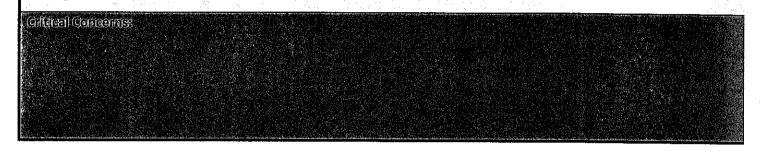
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A number of issues and defects on the road unfilled / marked to be filled – progress report on road surface from local aut Known issues/incidents that may escalate:

## **Event Control**

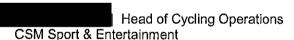
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Round Robin Circulars to come:

- 1) 5 Days to go: <u>Tuesday 7<sup>th</sup> May</u>
- 2) 3 Days to go: Thursday 9th May
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Best wishes,



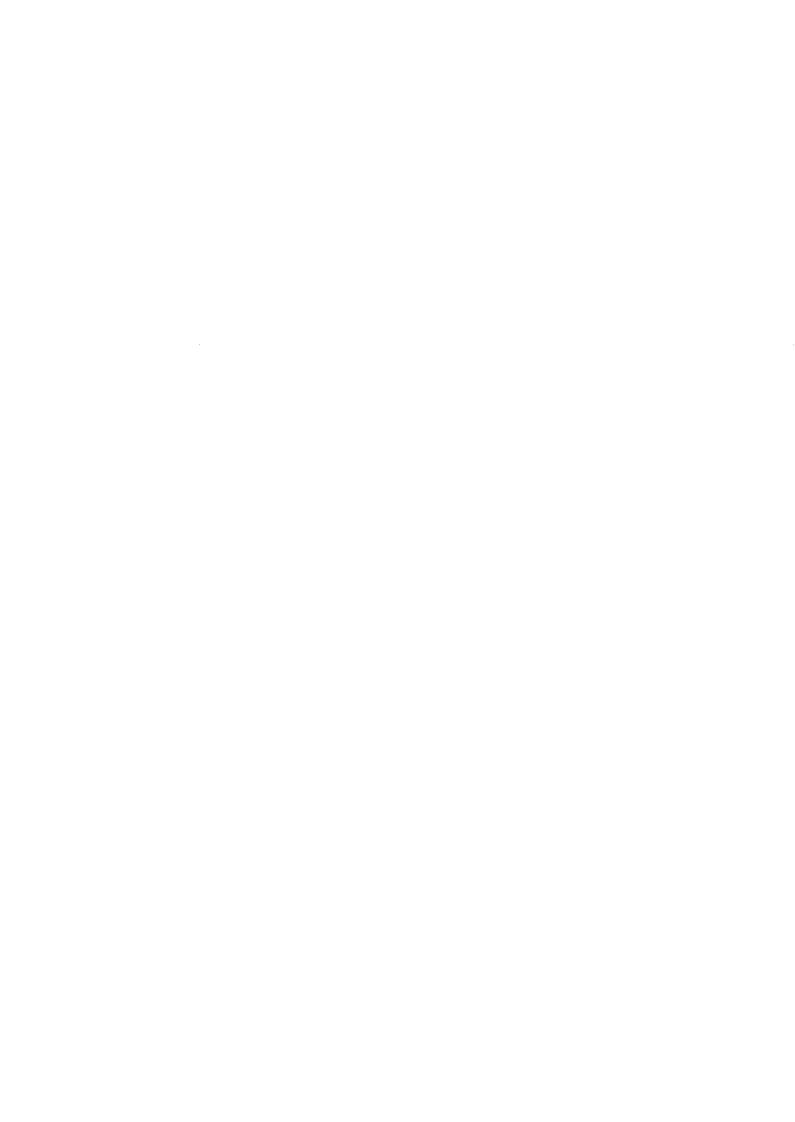
| www.csm.com | 3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ



Head of Cycling Operations CSM Sport & Entertainment

| www.csm.com | 3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ





From:

Sent:

O8 May 2019 08:57

To:

Cc:

Subject:

[EXTERNAL EMAIL] RE: Vélo Birmingham & Midlands - Multi-Agency Round Robin

Email

**CAUTION:** This email originated from outside of the council. Do not click links or open attachments unless you are sure the content is safe.

Αll,

No issues to report from CSW Resilience at this time.

Kind regards,

CSW Emergency Planning Officer







Find us online at <u>CSWprepared.org.uk</u> Follow @CSWResilience on Twitter

From: Sent: 07 May 2019 18:20

**Sent:** 07 May 2019 18:20 **To:** 

Cc:

Subject: RE: Vélo Birmingham & Midlands - Multi-Agency Round Robin Email

Dear All,

Please find the round robin email for Tuesday 7th May 2019 below. The next update is Thursday 9th May.

Vélo Birmingham & Midlands - Pre Event Round Robin Circular Response

Agency:	CSM	Representative Name:	Date of Feedba
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## **Business as Usual Comments:**

## Long Range Weather Forecast

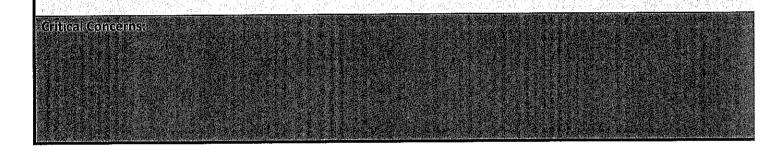
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A number of issues and defects on the road unfilled / marked to be filled – progress report on road surface from local a next Round Robin Email

## Known issues/incidents that may escalate:

Solihull Council have advised that the No Waiting / No Stopping within their TTRO is not enforceable and therefore we ca Solihull. Currently trying to work on a solution.



		Vélo Birmingham & Midlands - Pre Ev	ent Round Robin Circular Response
Agency:	CSM	Representative Name:	Date of Feedba

## **Business as Usual Comments:**

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## Califed Concerns

Round Robbin Circulars its corner 1. 5 Days to go: Tuesday 7<sup>th</sup> May

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Best wishes.

Head of Cycling Operations CSM Sport & Entertainment

www.csm.com 3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ



| Head of Cycling Operations **CSM Sport & Entertainment** 

3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ



\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

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about how the council uses information please refer to the council �€™s website'

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\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

From: Sent: To:

08 May 2019 08:49

Cc:

[EXTERNAL EMAIL] RE: Vélo Birmingham & Midlands - Multi-Agency Round Robin Subject: Email

CAUTION: This email originated from outside of the council. Do not click links or open attachments unless you are sure the content is safe.

On behalf of WMP - no issues to note on this submission...

(Force Public Order Tactical Advisor) **OPERATIONS - CENTRAL PLANNING & EVENTS Bournville Lane Police Station** Birmingham. B30 1QX.



If it's not 999, search WMP Online









View all our social network links

# **Operations**



From:

Sent: 07 May 2019 18:20

To:

Subject: [Possible SPAM] RE: Vélo Birmingham & Midlands - Multi-Agency Round Robin Email

Dear All,

Please find the round robin email for Tuesday 7<sup>th</sup> May 2019 below. The next update is Thursday 9<sup>th</sup> May.

		Vélo Birmingham & Midlands - Pre Event Ro	und Robin Circular Response
Agency:	CSM	Representative Name:	Date of Feedba

#### **Business as Usual Comments:**

#### Long Range Weather Forecast

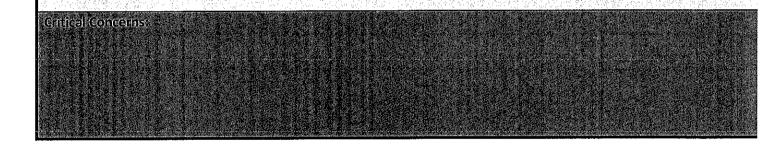
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	Vélo Birmingham & Midlands - Pre Event Round Ro	bin Circular Response
Agency: CSM	Representative Name:	Date of Feedba

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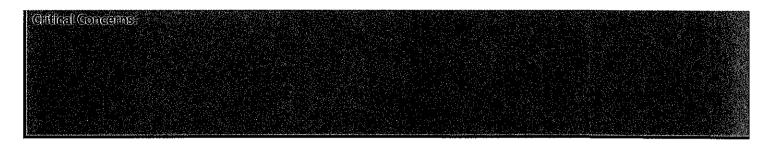
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Best wishes,



| Head of Cycling Operations CSM Sport & Entertainment

www.csm.com

3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ



| Head of Cycling Operations CSM Sport & Entertainment

Name | www.csm.com | www.csm.com | 3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ



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lease find the rou	nd robin email fo	or Tuesday 7 <sup>th</sup> May 2019 below. The Vélo Birmingham & Midlands - Pr		
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Agency:  Business as Usua Long Range Wea - Met Offi 10% chai Less thar - Met Che afternoo Net Wea light sho	CSM  Il Comments: ther Forecast ce: Saturday 11 <sup>th</sup> nce of rain. Sund n 5% chance of ra ck: Saturday 11 <sup>th</sup> n. Sunday 12 <sup>th</sup> : Cother: Saturday 1 twers early aftern ties and defects of	Nepresentative Name:  Representative Name:  Representative Name:  Property of the series of the seri	e Event Round Robin Circulaternoon. Highs of 13 degrees the afternoon. Highs of 15, volumes with gusts of up to 15 grees. No wind. 0% chance of early afternoon. Highs of 1 s, light winds and 0% chance of the statement of the st	Date of Fee Date of Fee  s, winds up to 10mp  winds up to 7mph w  mph in the morning f rain 4 degrees with mini e of rain,

		Vélo Birmingham & Midlands - P	re Event Round Robin Circu	lar Response
Agency:	CSM	Representative Name:		Date of Feedba

#### **Business as Usual Comments:**

#### Long Range Weather Forecast

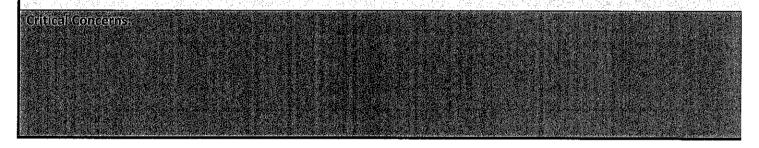
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Best wishes,

| Head of Cycling Operations CSM Sport & Entertainment

www.csm.com 3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ





CSM Sport & Entertainment

www.csm.com

3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ



		:

From:
Sent: 04 May 2019 19:52

To:
Cc:

Subject:

[EXTERNAL EMAIL] Re: Vélo Birmingham & Midlands - Multi-Agency Round Robin Email

**CAUTION:** This email originated from outside of the council. Do not click links or open attachments unless you are sure the content is safe.

Hi

Medical: business as usual - no updates

Thanks

Sent from my iPhone

On 4 May 2019, at 18:32,

Dear all,

I hope you are well and enjoying the Bank Holiday Weekend.

You are receiving this email as you have either responded as the person the round robin circular should be sent to for your organisation or I have not received a response and therefore included someone from each organisation, if you feel there is someone within your organisation better placed please let me know moving forward.

As discussed, please see below the first update from CSM. Moving forward, I would be grateful you (or a suitable colleague) could all come back to me using the same template with any comments you should have.

If you have no updates to give, please reply no updates in the *Business as Usual* comments section of the table. For the success of this circular, it is imperative that you please ensure you 'reply all' to the email chain and collate feedback/pass this update on to all those within your agency that need to see it.

As a reminder, the table below has been ragged into 'Red', 'Amber', 'Green', and status with each giving reference to the nature of feedback you are providing.

- Green comments are those which we as organisers and other authority agencies need to be aware of but will not pose a direct impact to the delivery of Vélo Birmingham & Midlands as currently planned.
- Amber comments are feedback of known issues or incidents that have the <u>potential</u> to
  escalate during the lead up to the event and impact the delivery of Vélo Birmingham &
  Midlands as currently planned. At this current time however these issues/incidents do not
  impact the delivery.
- Red comments are critical feedback where known issues/incidents will directly affected the
  delivery of Vélo Birmingham & Midlands as currently planned. Any comments here will
  require contingency measures to be put in place, the details of which will be circulated to
  this group, and to all those on the event SAG.

		Vélo Birmingham & Midlands - Pre Event Ro	ound Robin Circular Response
Agency:	CSM	Representative Name:	Date o

#### **Business as Usual Comments:**

# Long Range Weather Forecast

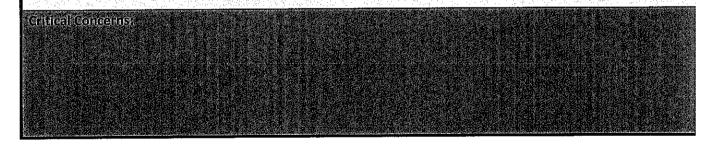
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Best wishes,

Head of Cycling Operations CSM Sport & Entertainment

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From: Sent:	11	May 2019 23:08				
То:						
Cc:						
Subject:	[EX Ema	TERNAL EMAIL] Re: Vélo Birmingh ail	am & M	idlands - Multi-Ag	gency Roui	nd Robin
CAUTION: This content is safe		side of the council. Do not click links	-	nttachments unless	Tarrier of the party	
	WMAS, control room eq e in a few hours	uipment set up and tested, comn	ns and IT	all good to go		
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Dear All,		PROMOTERATE CONTRACTOR			TOTAL STATE OF THE	Profes (Statement Statement Statemen
Please find th	ne final round robin emai	l <b>Saturday 11<sup>th</sup> May 2019</b> below.				
Thank you fo		ort throughout the planning proce	ss to da	te and I'm looking	forward t	o seeing
		Vélo Birmingham & Midlands - P	re Even	t Round Robin Cir	cular Resp	onse
Agency:	CSM	Representative Name:				Date of Feedba

**Business as Usual Comments:** 

#### Long Range Weather Forecast

- Met Check: Sunday 12th: Sunny with highs of 16 degrees. No Rain. Very light winds with gusts of 8mph
- Met Office: Sunday 12th May: Sunny all day. Highs of 16 degrees. No rain. Very light wind, gusts of 8mph.
- Net Weather: Sunday 12th May: Cloudy in the AM. Sunny in the afternoon with highs of 16 degrees. Wind speed:

Successful day of registration with no issues to report. No issues to report leading into Sunday morning.

#### Known issues/incidents that may escalate:



	Vélo Birmingham & Midlands - Pre Event Round R	obin Circular Response
Agency: CSM	Representative Name:	Date of Feedba

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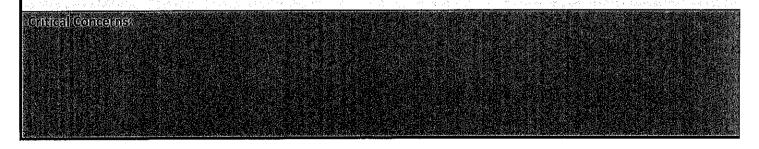
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From: Sent: To: Cc:	10	May 2019 09:05		
Subject:	Em			
content is safe.		side of the council. Do not click link	s or open attachments unle	ss you are sure the
No Issues to rep	ort from WCC			
On Thu, 9 May	2019 at 19:06,		wrote:	
scheduled will tomorrow I sug	be tomorrow (Frice gest that the confe hould something c	for <b>Thursday 9<sup>th</sup> May 2019</b> l l <b>ay 12<sup>th</sup> May)</b> — assuming that rence call is replaced by a fina ritical be raised, we will issue	t there are no critical co al round robin circular t	oncerns by COP from all
partners navig	gate around the ro benefit from this		free to share this wit	h any colleagues
		Birmingham & Midlands -	Pre Event Round Rol	bin Circular Response  Date of
Agency:	CSM	Representative Name:		Date of Gi
	Usual Comments: Weather Forecast			

- Met Office: Saturday 11th: Sunny with the chance of light showers at lunch time (30%). Highs of 13 15mph (gusts). Sunday 12th: Sunny with highs of 14 degrees. No rain forecast and winds up to 13mph (
- Met Check: Weather is now looking more consistent across both Saturday and Sunday. Highs of 12 deg Small amount of rain on Saturday Evening and no rain on Sunday. Light winds (6mph) with gusts up to

**Net Weather:** Similar forecast across both days. Highs of 14 degrees. Small chance of minimal rain on Saturda Evening. Winds up to 16mph (gusts)

Road Surface largely in good shape – a handful of surface defects reported which will be circulated either later tomorrow AM.

The Bag Drop marquee has been installed in Victoria Sq and our stores location is now live, as is our security p areas.

Full build for the Venue in Victoria Square will begin tomorrow am.

Towing concerns have now been resolved

# Known issues/incidents that may escalate:

We have been engaging with a particular business in Meriden in relation to access during the event. The busine particularly anti the event and made a number of statements which have been shared with West Midlands and V have been working hard with our Traffic Management & Stewarding providers and Solihull Highways to mitigate we have come to an agreeable solution. Attached is a copy of the agreed access plan for your records. We believe concerns but will provide a further update tomorrow.

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Fareta a se a a co			

Vélo Birmingham & Midlands - Pre Event Round Robin Circular Response					
Agency:	CSM	Representative Name:			Date of F Give

# Long Range Weather Forecast

- Met Office: Settled weather conditions from Sunday with risk of some rain at times
- Met Check: Saturday 11<sup>th</sup> 3% chance of rain with winds up to 13mph with gusts of 22mph. Highs of -3% chance of rain with winds up to 13mph with gusts of 22mph. Highs of 12 degrees
- · Net Weather: Similar reports to Met Check with higher chances of rain reported for Saturday. Lighter

# Road Surface

A number of issues and defects on the road unfilled / marked to be filled – progress report on road surface from Known issues/incidents that may escalate:

# **Event Control**

Still a number of agencies yet to detail who will be present in event control on Sunday 12<sup>th</sup> May. Please confirm fed back already.

Chilifeal Congressings

#### Round Robin Circulars to come:

- 1. 5 Days to go: Tuesday 7th May
- 2. 3 Days to go: Thursday 9th May
- 3. 1 day to go Conference Call: Saturday 11th May @ 12:00hrs (midday) details to follow.

Best wishes,

| Head of Cycling Operations | CSM Sport & Entertainment

www.csm.com



| Head of Cycling Operations

CSM Sport & Entertainment

www.csm.com

3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ



Senior Development Officer / PinCH Programme Manager

Infrastructure and Regeneration Group

Transport and Economy
Communities
Warwickshire County Council
PO BOX 43
Shire Hall
Warwick
CV 34 4SX

Warwick

Pride in Camp Hill

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Follow us on Twitter: twitter.com/warwickshire\_cc

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rom: ient: fo: ic: Subject:	11 May 2019 10:55	
Cc:		
ubject:		
ubject:		
ubject:		
Subject:		
Subject:		
	[EXTERNAL EMAIL] Re: Vélo Birmingham & Mid Email	lands - Multi-Agency Round Robin
CAUTION: This email originated for content is safe.	m outside of the council. Do not click links or open at	tachments unless you are sure the
No Issues to report - Warwic	rshire	
On Fri, 10 May 2019 at 21:5		wrote:
Dear All,		
Apologies for the slight del	y on sending this out.	
Please find the round robin (Saturday 11th May) in Re	email for <b>Friday 10<sup>th</sup> May 2019</b> below. The rand Robin format rather than the conference of	next update will be tomorrow call as previously discussed.
I am available on the phone	throughout the day should anyone need to rea	ich me.
Thank you for all your on-	oing support throughout the planning process	to date.
	Vélo Birmingham & Midlands - Pre Even	
Agency: CSM	Representative Name:	Date of F Giv
Business as Usual Comi	ents:	
Long Range Weather For		

- Met Check: Saturday 11th: Mostly cloudy with light showers throughout the day. Highs of 13 degree gusts of up to 20mph. Sunday 12th: Sunny with highs of 15 degrees. No rain forecast and winds up to 8
- Met Office: Saturday 11<sup>th</sup> May: Cloudy changing to sunny intervals by lunchtime. Highs of 14 degree and light winds with gusts up to 20mph. Sunday 12<sup>th</sup> May: Sunny all day. Highs of 15 degrees, no rain of up to 11mph).
- Net Weather: Saturday 11<sup>th</sup> May: Highs of 14 degrees. Showers throughout the day and winds up to 1 May: Sunny all day. Highs of 12 degrees, no rain and winds up to 10mph.

Successful build in Victoria Square ready for the Registration tomorrow from 08:00 - 20:00. No issues through

Both CSM and Police have been in contact with the business that had concerns in relation to access and the eve issue seems to be resolved and the business is happy with the access provided.

# Known issues/incidents that may escalate:

Cuiteal Concerns:		44.5			
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					DAMES AND STREET
		The second	Course Services		
				Anna Grand	
		and the property of the same			e processor processors

	$\mathbf{V}_0$	Vélo Birmingham & Midlands - Pre Event Round Robin Circular Response			
Agency:	CSM	Representative Name:	Date of Fe Give		

#### **Business as Usual Comments:**

## Long Range Weather Forecast

- Met Office: Settled weather conditions from Sunday with risk of some rain at times
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Best wishes,

Head of Cycling Operations CSM Sport & Entertainment

www.csm.com 3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ



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Senior Development Officer / PinCH Programme Manager

Infrastructure and Regeneration Group

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PO BOX 43
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Warwick

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Follow us on Twitter: twitter.com/warwickshire cc

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From: Sent: To:



Subject:

[EXTERNAL EMAIL] RE: Velo Birmingham & Midlands 2019 - EMP FINAL CIRCULATION

**CAUTION:** This email originated from outside of the council. Do not click links or open attachments unless you are sure the content is safe.

Dear all,

Once again, apologies for another mass email but this should be the last group email in relation to document submission prior to the event.

The link below will allow you to download and view the 6. 2019 Velo Birmingham & Midlands – Traffic Management Plans. It includes

- Sectors 1 9,
- Start / Finish
- 6. 2019 Velo Birmingham & Midlands Traffic Management Plan Synopsis\_version 4. Which details the rational behind our appointment of Road Traffic Solutions as our Traffic Management provider, our approach to Traffic Management for the Event and details of what's included within the detailed drawings.

# Link to Traffic Management Plan

Please note that these files are very large and the link will expire in 6 days.

Finally, a gentle reminder that the first round robin email will be circulated on **Saturday 8<sup>th</sup> May** – for those that haven't already, please can you confirm who I will be receiving/sending an update to from you organisation.

Best wishes,

Head of Cycling Operations CSM Sport & Entertainment

| www.csm.com | 3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ



From:

Sent: 30 April 2019 22:39
To:

Subject: Velo Birmingham & Midlands 2019 - EMP FINAL CIRCULATION

Dear All,

Our apologies for another mass email, but we wanted to reach out to share with you an update to our Event Management Plan documentation having made some slight amends since the last circulation. This has been a reflection of ongoing planning and some feedback from stakeholders following the last circulation.

We have highlighted below the documentation in **RED** that have seen some amends made to them and in particular the addition of our final pre-event Event Risk assessment. (*Please note that this document is dynamic and will* 

continually be updated if the assessment of risk changes. The final OTD working document will be circulated post event for your records).

Appendices No	Event Management Plan Document Title	
1,500 (4.5)	The Cabalit Schodule	
a	Event Management Plan Submit Schedule	
b	Stakeholder Operational Event Project Plan	A number of updates throughout plan
0	Event Management Plan Synopsis	A fluitiber of appeares throughout plan
1	Venue Overview Plan + Participant Flow Movements	Updated plans for Victoria Square, Edgba
2	Venue Site Layout Plan (To Scale)	Opuateu pians for victoria square, Eugba.
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4	Route Map (with Traffic Management Timings)	
5	Key Route Timings (Road Closure & Participant Timings)	
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12	Risk Assessment - Route	
13	Medical Operations Plan	
14	Steward Plan – Venue	
15	Steward Plan – Route	
16	Crowd Management Plan	
16a	Moto Management Plan	
17	Crisis and Contingency Management Plan	Update to include delayed finish continge
18	Emergency & Incident Procedures	This has been removed as an individual a numbering unchanged
19	Communication & Cancellation Plan (Communication Media Protocols)	Updates to contacts in the plan and renar
20	Contingency Route Options & Distances	
21	Accident Reporting Procedures	Minor title change
22	Lost Person Forms	Adds reference to GDPR.
23	Transport Management Plan (participant arrivals / departures)	
24	Business & Resident Communication Plan	Inclusion of the 2 x Business and Resident footprint.
25	Cleansing Plan	
26	PitStop(s) Management Plan	
27	List of Contractors	
28	CSM Active Public Liability Insurance	

WeTransfer Links (THESE LINKS WILL EXPIRE IN 7 DAYS ON 6/4/19)

EMP Summary Document and Appendices (44 Files):

Local Access Plans \*Complete set of traffic management plans to follow:-

\*\*PLEASE COULD WE ASK ALL STAKEHOLDERS TO CONFIRM RECIEPT OF THIS EMAIL AND THAT THEY HAVE BEEN ABLE TO ACCESS THE LINKS AND DISEMINATE THE INFORMATION TO RELEVANT OFFICERS WHERE APPROPRIATE\*\*

Please can I also ask that the lead representatives who will be sharing the round robin update on behalf of their organisation confirm with me directly via email.

Our thanks again in advance for your ongoing help and support. We're very much looking forward to a successful day on 12 May.

Best wishes,

Head of Cycling Operations CSM Sport & Entertainment

| www.csm.com | 3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ



From: Sent:

To:

02 May 2019 16:31



Subject:

[EXTERNAL EMAIL] RE: Velo Birmingham & Midlands 2019 - EMP FINAL CIRCULATION

**CAUTION:** This email originated from outside of the council. Do not click links or open attachments unless you are sure the content is safe.

l-li

Any news on the meet for a visit to both locations proposed for next week on Tuesday with myself and Please send an invite to attend if you can.

Regards

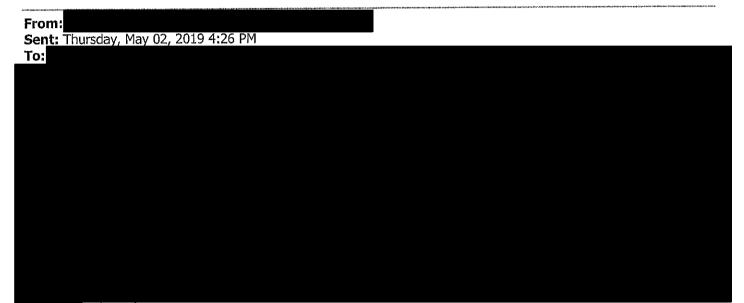
Safety Advisor Birmingham City Council Kings Heath Park House Vicarage Road Kings Heath Birmingham B14 7TQ

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| Head of Cycling Operations
CSM Sport & Entertainment

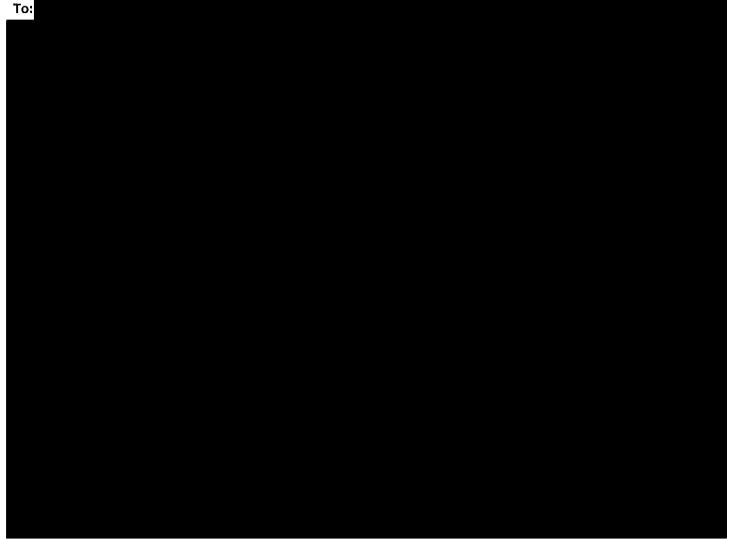
www.csm.com

3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ



From

Sent: 30 April 2019 22:39



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Best wishes,

| Head of Cycling Operations
CSM Sport & Entertainment

3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ



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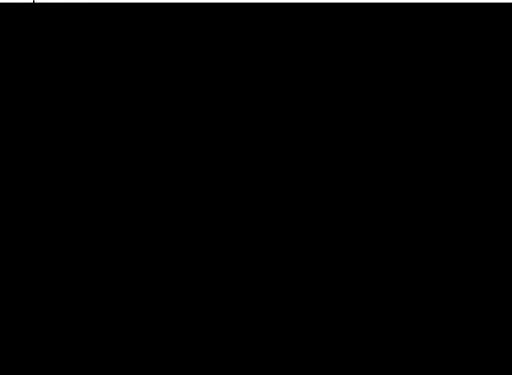
\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

		:
		1.

Sent:

To:

29 April 2019 09:53



Subject:

[EXTERNAL EMAIL] RE: Velo Birmingham & Midlands 2019 - Event Control Room

Requirements \*\*Action Required\*\*

Attachments:

Velo Birmingham ECR requirements template (2).xlsx

Importance:

High

**CAUTION:** This email originated from outside of the council. Do not click links or open attachments unless you are sure the content is safe.

#### Dear All,

Apologies for the mass email but please review the information below and return completed forms or any questions to me asap. With less than two weeks to go it is essential that this information is confirmed to ensure Event Control requirements and details are planned appropriately, aswell as to ensure that there is sufficient time for the circulation of the final Event Control Contact list to all required within your organisations. This is critical to ensure a joined up approach especially for those that are not based in the ECR on event day.

Please see the updated information below in relation to the Velo Birmingham and Midlands Event Control Room on Sunday 12<sup>th</sup> May. Please can I kindly ask you read the below and complete the attached spreadsheet with your event day requirements and return by COP Tuesday 30<sup>th</sup> April. For those of you that replied with full details after the request in February you do not need to resend the details, unless you have details to update e.g. confirmed names / dietary requirements etc.

# General Stakeholder Information

## **Event Control Address:**

The location of Event Control room is at: 1st floor of One Friargate:

One Friargate, Coventry, CV1 2GN

Free parking is available a short walk from the building at the Grosvenor Road Car Park (CV1 3FF). Please note that an Event Parking Pass will be required to be displayed for parking. I will circulate this alongside the final ECR Contact List on Wednesday 8<sup>th</sup> May.

#### **Event Control Operational Times:**

Set Up Times (if required) Saturday  $11^{th}$  May, 10:00 - 15:00hrs (please advise on the attached spreadsheet if you are planning on coming to set up on Saturday including the approx. time)

### Event Day Sunday 12th May:

Event Control (Organisers & Suppliers): 03:30 - 20:00hrs

Event Liaison (Stakeholders): 04:30 – 18:00hrs

Business & Residents Comms Phone Line: 04:30 - 20:00hrs

## **General Information**

There will be guest wifi that everyone will have access to on the day. We kindly request that the wifi is used solely for work / event purposes as there will be a lot of people using the same wifi provision.

We will as standard provide the following for everyone in Event Control: Access to a desk, chair, wifi and 1 x power socket per person. We are working on the assumption that you will use your own laptop & mobile phone for calls, however if a hard-line telephone is required please do advise. If you require any further IT / Phone / Furniture requirements then this must be added onto the attached spreadsheet.

Any equipment that you bring in must be cleared off site on Sunday evening, we do not have access to the room on Monday.

There is a kitchen facility adjacent to the Event Control Room, available for self-service hot drinks and access to a microwave. CSM will provide a breakfast and packed lunch for all attendees, however you are welcome to bring your own supplies/snacks in addition to what will be provided. All dietary requirements are to be added onto the attached spreadsheet and returned by COP 30<sup>th</sup> April in order to meet our catering order deadline)

# INFORMATION WE REQUIRE FROM YOU: PLEASE COMPLETE THE ATTACHED SPREADSHEET AND RETURN BY COP 30<sup>th</sup> April.

- 1. We will require to know in advance ALL attendees within our Event Control Room. Full Names & Roles of all attendees (event accreditation will be provided on arrival and required to be worn, whilst inside the building)
- 2. Email address and mobile phone numbers (relevant for on the event day) for all attendees
- 3. If you require any other additional IT/Phone/Furniture requirements other than what is provided as standard (see above) please include on the spreadsheet. I will be in touch regarding additional requests to confirm availability. All requests must be sent by the deadline above.

- 4. Confirmation of expected arrival time. (For Reception Staff)
- 5. Any special access requirements (please note the room is on the 1st floor, however there is a lift available but this needs to have prior access passes arranged for)
- 6. Any requirement to access the room on Saturday for setting up equipment. If so please advise your preferred timings on either Friday or Saturday (as above).
- 7. Your organisations out of hours duty phone numbers (where relevant) and/or phone numbers for key staff on duty but are not based within Event Control within your organisation for the overall Event Control Contact phone list.
- 8. Dietary requirements (including allergies).

IMPORTANT – Please respond even if you are not planning on having a representative within our Event Control Room. If so please confirm this is the case, together with sending your relevant out of hours / control room contact details to ensure a joined up approach.

Once I have received the information required from everyone, a room layout plan and a full ECR contact list for your internal circulation will be sent to you on Wednesday 8<sup>th</sup> May.

If you have any further queries then please do not hesitate to contact me.

Kind regards

**CSM Active** 

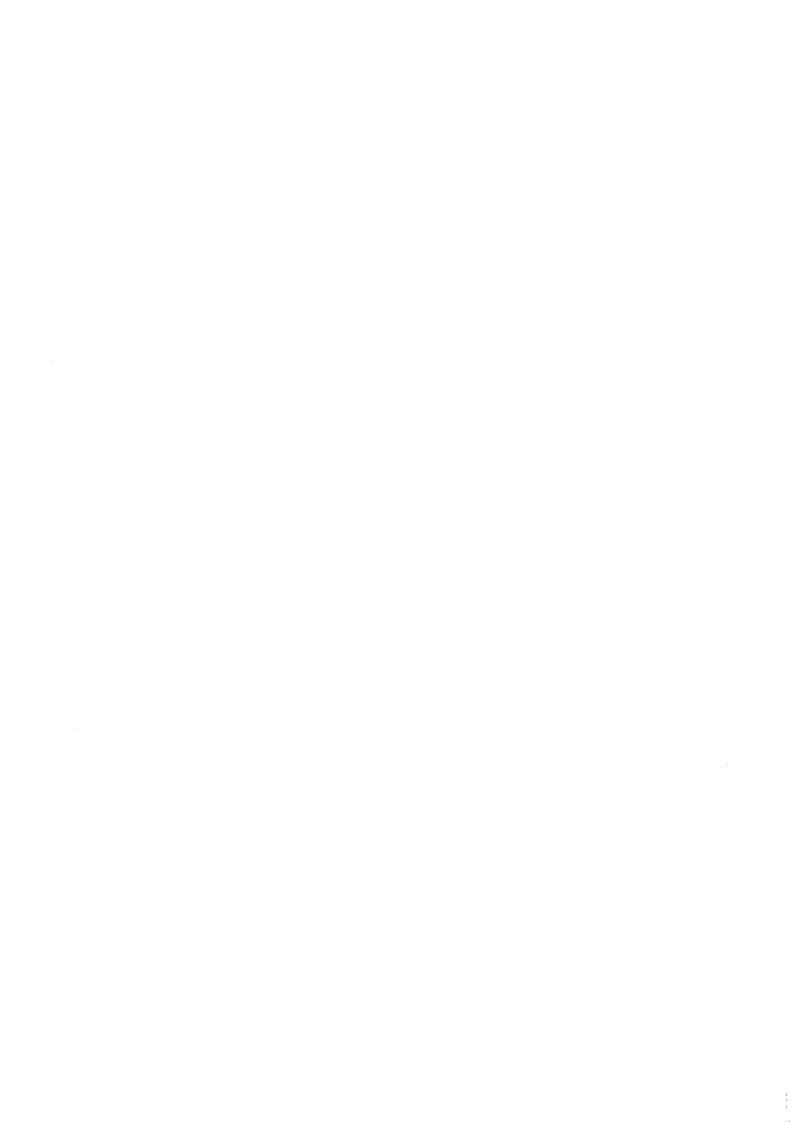
Velo Birmingham Event Control Room Planner and Traffic Management Assist Event Consultant

Project Support and Event Control Manager CSM Sport & Entertainment

www.csm.com



Saturday Set Up
Requirement Yes
or No. If YES
please add approx
time you are
planning on
arriving. Accessibility Requirments On the day Event Control Room Requirements Dietary Requirments (Allgeries / Vegetarian etc) Additional IT / Phone Requirements (TO INCLUDE POWER SOCKETS) Additional contact details if applicable eg. Out of Hours // Duty Managers Phone no. Office Phone Number CONTACT No.) Contact Details Email Address Job Role / Department Organisation / Role Organisation Surname Name First Name



Sent:

26 April 2019 13:09

To:

Subject:

[EXTERNAL EMAIL] Reservation confirmation

CAUTION: This email originated from outside of the council. Do not click links or open attachments unless you are sure the content is safe.

ibis Coventry Centre Mile Lane CV1 2LN COVENTRY

Phone: +44(0) 2476 250 500 Fax: +44(0) 2476 553 548

Object: Reservation confirmation

Dear Madam, Dear Sir, We have registered your reservation under the following name

Arrival date: 11/05/2019 Departure date: 12/05/2019

i.e. 1 night(s)

Number of room(s): 2 Double

Reservation amount: 178.00 GBP Net

Your confirmation number is

We look forward to welcoming you in our hotel. Sincerely

The hotel management

This e-mail, any attachments and the information contained therein ("this message") are confidential and intended solely for the use of the addressee(s). If you have received this message in error please send it back to the sender and delete it. Unauthorized publication, use, dissemination or disclosure of this message, either in whole or in part is strictly prohibited.

Ce message electronique et tous les fichiers joints ainsi que les informations contenues dans ce message (ci apres "le message"), sont confidentiels et destines exclusivement a l'usage de la personne a laquelle ils sont adresses. Si vous avez recu ce message par erreur, merci de le renvoyer a son emetteur et de le detruire. Toute diffusion, publication, totale ou partielle ou divulgation sous quelque forme que ce soit non expressement autorisees de ce message, sont interdites.



Sent:

01 May 2019 17:05

To:

Subject:

[EXTERNAL EMAIL] Sealed TTRO Velo Birmingham & Midlands

Importance:

High

**CAUTION:** This email originated from outside of the council. Do not click links or open attachments unless you are sure the content is safe.

Hi All,

I hope you are well.

With just over a week to go before the event, please can you all provide an update as to when I can expect to receive a copy of the sealed VBM2019 TTRO for our records please?

Many thanks,

| Head of Cycling Operations CSM Sport & Entertainment

www.csm.com

3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ





Sent:

30 April 2019 12:17

To:



Subject:

**Attachments:** 

Velo Birmingham ECR requirements template (2).xlsx

Importance:

High

**CAUTION:** This email originated from outside of the council. Do not click links or open attachments unless you are sure the content is safe.

Dear all,

Just a gentle reminder to send through your attendee details (or confirm if you are not attending the event control room on event day) as per the email below. The deadline is COP today please.

Please do send through any information you have even if it is not finalised.

Thank you to those that have replied.

Many thanks

On behalf of CSM Active Event Consultant

Nicholson Event Management Ltd

Project Support and Event Control Manager

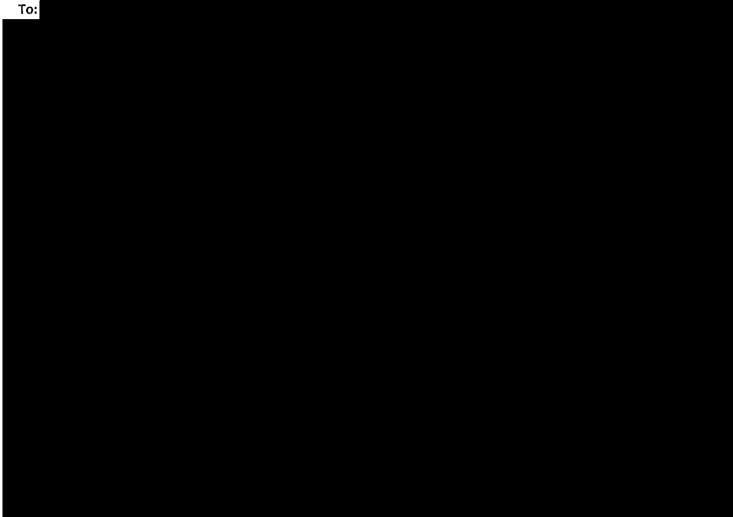
CSM Sport & Entertainment

www.csm.com



From:

Sent: 29 April 2019 09:53



Subject: RE: Velo Birmingham & Midlands 2019 - Event Control Room Requirements \*\*Action Required\*\*

Importance: High

Dear All,

Apologies for the mass email but please review the information below and return completed forms or any questions to me asap. With less than two weeks to go it is essential that this information is confirmed to ensure Event Control requirements and details are planned appropriately, aswell as to ensure that there is sufficient time for the circulation of the final Event Control Contact list to all required within your organisations. This is critical to ensure a joined up approach especially for those that are not based in the ECR on event day.

Please see the updated information below in relation to the Velo Birmingham and Midlands Event Control Room on Sunday 12<sup>th</sup> May. Please can I kindly ask you read the below and complete the attached spreadsheet with your event day requirements and return by COP Tuesday 30<sup>th</sup> April. For those of you that replied with full details after the request in February you do not need to resend the details, unless you have details to update e.g. confirmed names / dietary requirements etc.

# **General Stakeholder Information**

# **Event Control Address:**

The location of Event Control room is at: 1st floor of One Friargate:

One Friargate, Coventry, CV1 2GN

Free parking is available a short walk from the building at the Grosvenor Road Car Park (CV1 3FF). Please note that an Event Parking Pass will be required to be displayed for parking. I will circulate this alongside the final ECR Contact List on Wednesday 8<sup>th</sup> May.

# **Event Control Operational Times:**

Set Up Times (if required) Saturday  $11^{th}$  May, 10:00-15:00hrs (please advise on the attached spreadsheet if you are planning on coming to set up on Saturday including the approx. time)

# Event Day Sunday 12th May:

Event Control (Organisers & Suppliers): 03:30 - 20:00hrs

Event Liaison (Stakeholders): 04:30 - 18:00hrs

Business & Residents Comms Phone Line: 04:30 - 20:00hrs

### **General Information**

There will be guest wifi that everyone will have access to on the day. We kindly request that the wifi is used solely for work / event purposes as there will be a lot of people using the same wifi provision.

We will as standard provide the following for everyone in Event Control: Access to a desk, chair, wifi and 1 x power socket per person. We are working on the assumption that you will use your own laptop & mobile phone for calls, however if a hard-line telephone is required please do advise. If you require any further IT / Phone / Furniture requirements then this must be added onto the attached spreadsheet.

Any equipment that you bring in must be cleared off site on Sunday evening, we do not have access to the room on Monday.

There is a kitchen facility adjacent to the Event Control Room, available for self-service hot drinks and access to a microwave. CSM will provide a breakfast and packed lunch for all attendees, however you are welcome to bring your own supplies/snacks in addition to what will be provided. All dietary requirements are to be added onto the attached spreadsheet and returned by COP 30<sup>th</sup> April in order to meet our catering order deadline)

INFORMATION WE REQUIRE FROM YOU: PLEASE COMPLETE THE ATTACHED SPREADSHEET AND RETURN TO YOUR SET OF THE ATTACHED SPREADSHEET AND RETURN BY COP 30<sup>th</sup> April.

- 1. We will require to know in advance ALL attendees within our Event Control Room. Full Names & Roles of all attendees (event accreditation will be provided on arrival and required to be worn, whilst inside the building)
- 2. Email address and mobile phone numbers (relevant for on the event day) for all attendees
- 3. If you require any other additional IT/Phone/Furniture requirements other than what is provided as standard (see above) please include on the spreadsheet. I will be in touch regarding additional requests to confirm availability. All requests must be sent by the deadline above.
- 4. Confirmation of expected arrival time. (For Reception Staff)
- 5. Any special access requirements (please note the room is on the 1st floor, however there is a lift available but this needs to have prior access passes arranged for)
- 6. Any requirement to access the room on Saturday for setting up equipment. If so please advise your preferred timings on either Friday or Saturday (as above).
- 7. Your organisations out of hours duty phone numbers (where relevant) and/or phone numbers for key staff on duty but are not based within Event Control within your organisation for the overall Event Control Contact phone list.
- 8. Dietary requirements (including allergies).

IMPORTANT – Please respond even if you are not planning on having a representative within our Event Control Room. If so please confirm this is the case, together with sending your relevant out of hours / control room contact details to ensure a joined up approach.

Once I have received the information required from everyone, a room layout plan and a full ECR contact list for your internal circulation will be sent to you on Wednesday 8<sup>th</sup> May.

If you have any further queries then please do not hesitate to contact me.

Kind regards

CSIVI Active

Velo Birmingham Event Control Room Planner and Traffic Management Assist Event Consultant

Project Support and Event Control Manager

Mobile: +44 (0) 7876544015 | www.csm.com

CSIII

Sent:

04 May 2019 18:32

To:

Cc:

[EXTERNAL EMAIL] Vélo Birmingham & Midlands - Multi-Agency Round Robin Subject:

Email

Importance:

High

CAUTION: This email originated from outside of the council. Do not click links or open attachments unless you are sure the content is safe.

Dear all,

I hope you are well and enjoying the Bank Holiday Weekend.

You are receiving this email as you have either responded as the person the round robin circular should be sent to for your organisation or I have not received a response and therefore included someone from each organisation, if you feel there is someone within your organisation better placed please let me know moving forward.

As discussed, please see below the first update from CSM. Moving forward, I would be grateful you (or a suitable colleague) could all come back to me using the same template with any comments you should have.

If you have no updates to give, please reply no updates in the Business as Usual comments section of the table. For the success of this circular, it is imperative that you please ensure you 'reply all' to the email chain and collate feedback/pass this update on to all those within your agency that need to see it.

As a reminder, the table below has been ragged into 'Red', 'Amber', 'Green', and status with each giving reference to the nature of feedback you are providing.

- Green comments are those which we as organisers and other authority agencies need to be aware of but will not pose a direct impact to the delivery of Vélo Birmingham & Midlands as currently planned.
- Amber comments are feedback of known issues or incidents that have the potential to escalate during the lead up to the event and impact the delivery of Vélo Birmingham & Midlands as currently planned. At this current time however these issues/incidents do not impact the delivery.
- Red comments are critical feedback where known issues/incidents will directly affected the delivery of Vélo Birmingham & Midlands as currently planned. Any comments here will require contingency measures to be put in place, the details of which will be circulated to this group, and to all those on the event SAG.

Vélo Birmingham & Midlands - Pre Event Round Robin Circular Response				ponse
Agency:	CSM	Representative Name:		Date of Feedba

#### **Business as Usual Comments:**

#### Long Range Weather Forecast

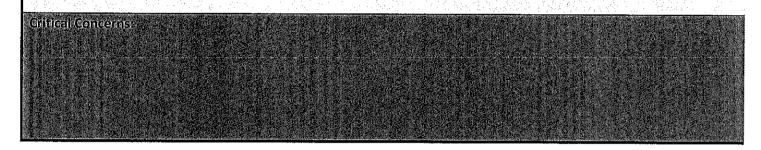
- Met Office: Settled weather conditions from Sunday with risk of some rain at times
- Met Check: Saturday 11<sup>th</sup> 3% chance of rain with winds up to 13mph with gusts of 22mph, Highs of 12 degrees.
   of rain with winds up to 13mph with gusts of 22mph. Highs of 12 degrees
- Net Weather: Similar reports to Met Check with higher chances of rain reported for Saturday. Lighter winds on S

#### **Road Surface**

A number of issues and defects on the road unfilled / marked to be filled – progress report on road surface from local aut Known issues/incidents that may escalate:

#### **Event Control**

Still a number of agencies yet to detail who will be present in event control on Sunday 12<sup>th</sup> May. Please confirm asap if you already.



#### Round Robin Circulars to come:

- 1) 5 Days to go: Tuesday 7<sup>th</sup> May
- 2) 3 Days to go: Thursday 9th May
- 3) 1 day to go Conference Call: Saturday 11th May @ 12:00hrs (midday) details to follow.

Best wishes,



| www.csm.com | 3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ



From: 24 April 2019 18:56 Sent: To: [EXTERNAL EMAIL] Velo Birmingham & Midlands - Multi Agency Meeting 3 -Subject: 18.4.19 - Minutes, Documentation & Key Information Velo Birmingham & Midlands - Multi Agency Meeting 3 Minutes 18.04.19.pdf; FW: **Attachments:** Vélo Birmingham & Midlands - Multi-Agency Round Robin Email High Importance: CAUTION: This email originated from outside of the council. Do not click links or open attachments unless you are sure the content is safe. Hi All, I hope you all had great weekends. Thank you to those that were able to attend the Desktop Exercise and SAG/Multi-Agency Meeting last week. Please find the minutes to the Multi-Agency Meeting attached. As discussed at those meetings, and for those of you that did not receive the link first time route, please use the links below to access both the document submission and the Traffic Management plans. Should you have any issues accessing these documents please let me know. Please also note that the link will expire in 7 days. Traffic Management Plans -EMP Documentation - April Submit

**Key Information:** 

**Event Control** 

As discussed in the Desktop and SAG, for various reasons 16 Summer Lane is no longer available as the location for the Event Control Room.

The Event Control Room will now be located in Coventry within the Coventry Council Offices - 1st Floor, One Friargate, Coventry CV1 2GN. Please come back to me if there are any concerns with this location at this stage.

The Event Control Room will be available on Saturday 11<sup>th</sup> May for those who want to set up the day before. Parking will be available on the day and access to the event control room will be available from 04:00. We will need names of those attending in order to be put on this list for access.

#### **Round Robin Email**

Further to our ongoing planning, the attached email is the structure of the round robin email for the Vélo Birmingham & Midlands explains how we intend to use this tool moving forward as we get closer to the event. This tool will allow agency representatives to share with the group any updates from your respective areas that we should be aware of that may impact the delivery of Vélo Birmingham & Midlands as currently planned.

We will hold the following Round Robin Circulars:

- 1) 8 Days to go:- Saturday 4th May
- 2) 5 Days to go: <u>Tuesday 7<sup>th</sup> May</u>
- 3) 3 Days to go: Thursday 9th May
- 4) 1 day to go Conference Call: Saturday 11th May @ 12:00hrs (midday) details to follow.

ACTION: Please could I request for you all to share with us the name and email address and contact number of the representative to be included within the Round Robin circular. (Ideally only 1 rep per agency). The below agencies are to be included:

- All Local Authority Partners
- West Mercia Police / West Midlands Police
- British Transport Police
- West Midlands Fire & Rescue / Warwickshire Fire and Rescue
- West Midlands Ambulance Service
- Highways England
- TfWM
- NHS England

Please contact me directly if there is anything you would like to discuss.

Thanks.



| <u>www.csm.com</u> | <u>www.csm.com</u> | 3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ





# Velo Birmingham and Midlands SAG 3 – 18/04/2019

### Overall Event Update

TTROs have been written and will be sealed/published next week Some members of the group didn't receive the most recent link to the documentation circulated prior to the SAG

Action – CSM to recirculate the links to the group along with the minutes
 Some outstanding detail to be ironed out in relation to the towing requirements for the event.
 Sandwell, Dudley and Bimingham will all be ensuring the CEO are on site. Further confirmation required from Solihull, Coventry and Warwickshire as to whether this is required or whether permission to tow is covered within the existing TTRO.

The event control on Sunday will go live from 04:00 on Sunday 12<sup>th</sup> May. The control room will now be located on the 1st floor of One Friargate, Coventry CV1 2GN

KN – discussion around WMA crew arriving at the hubs for their shift and how they access the hubs. It was agreed that an ID card would need to be presented to the steward prior to access being facilitated.

Action – send an example of the ID Card

#### 2. Documentation

The third document submission took place on Tuesday 16th April.

The final documents will be sent round week of the event so that everyone's working off most current and up to date documents. A0 maps will be printed (EMP documents 3 and 4) in the Event Control Room.

- Action couple to update numbers and names of water stations and Pit Stops onto timings documents for easier reference within the event control
- Add Coventry Ambulance Hub to command communications control document.

This will be submitted in the final documentation

Need to think about a backup if there is an issue with Event Control.

 Action – to confirm a suitable location as a back up ECR should we be required to move out of One Friargate

- It was raised that some of the documentation stated a September 2018 date. **This has been updated.** 

#### 3. Venue Update

- talked through the plan for the three main venues of the event — Edgbaston Street, Victoria Square and Overview of 3 main — Victoria Square, Edgbaston Street, Coventry University Square. No questions were raised in relation to the venue of the delivery of these venues at this point.

Coventry City Council confirmed that the hoarding in the City Centre would not be removed for the event.

#### 5. Route

took the group through the route updates for the event and the progress made to date.

Coventry City Council raised the section of road at the Pepper Street / High Street junction and our contingencies should it be an issue — additional signage has been put in place for this section and we have the option of missing out this section and continuing along the B4544 if required.

Road Surface – a lot of surface repairs have been carried out, however several repairs are still to be done or have been sprayed in advance of being repaired. Priorities are now the larger or deeper defects in the middle of the road where cyclists are likely to be riding

Action – All local authorities to feedback with the status of their repair works.

#### 6. <u>Business & Resident Communications</u>

Since the second communication to all businesses and residents on or close to the route (650,000) went out we have seen an uplift in emails and calls although still fewer numbers than in 2017.

Enquiries are spread across whole route, so we know that the leaflet has covered the route.

Compared to 2017 the tone of the emails and calls is very different, with the focus on requesting access rather than generic complaints or threats in relation to the event.

Coventry City Council requested a crib sheet of standard answers for any enquiries – can we have a crib sheet of responses for when the advanced warning signs go out.

- all answers can be found on the FAQs section of the website.
- email and website will be on advanced warning signs, not phone as will still be a voicemail service until event day.
- are in touch with a few businesses (over 10) doing local activities on route e.g. opening pubs earlier, community engagement. No specific spectator hubs, all very low key. There are also 12 schools engaged through the school's project.

On Sunday 28<sup>th</sup> April all vehicles parked on the event route will be leafleted with the parking information. This will also take place on the 5<sup>th</sup> of May and again during the event week to capture as many parked vehicles in advance of the event.

Action – to circulate this prior to the weekend for information.

#### 7. AOB

Please submit names/emails of 2 representatives from each stakeholder for round robin email (going out in lead up to the event)

Anyone needs a meeting week of event, let know as will be in Birmingham from Wednesday

• Action – All local authorities to feed back their representatives that will be attending the event control room on Sunday 12th May and their requirements to



rom: ent: o:		4 April 2019 18:54	Dohin Email
ubject:	r\	W: Vélo Birmingham & Midlands - Multi-Agency Round	RODIII EMaii
ear all,			
hope this finds y	ou well.		
Aidlands. This to reas that we sho lanned. The tab	ol will allow agency ould be aware of th	low is the structure of the round robin email for the Vé y representatives to share with the group any updates to hat may impact the delivery of Vélo Birmingham & Midl ragged into 'Green', 'Amber' and 'Red' status with each	from your respective ands as currently
<ul><li>will not p</li><li>Amber colleged up to current t</li></ul>	ose a direct impacomments are feedb o the event and im	which we as organisers and other authority agencies not to the delivery of Vélo Birmingham & Midlands as curback of known issues or incidents that have the potential pact the delivery of Vélo Birmingham & Midlands as cube issues/incidents do not impact the delivery.	rently planned. <u>al</u> to escalate during the irrently planned. At this
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ACTION: Please could I request for you all to share with us the name and email address and contact number of the representative to be included within the Round Robin circular. (Ideally only 1 rep per agency). The below agencies are to be included:

- All Local Authority Partners
- West Mercia Police / West Midlands Police
- British Transport Police
- West Midlands Fire & Rescue / Warwickshire Fire and Rescue
- West Midlands Ambulance Service
- Highways England
- TfWM
- NHS England

Best wishes,

| Head of Cycling Operations
CSM Sport & Entertainment
| www.csm.com
62 Buckingham Gate | London | SW1E 6AJ

| www.csm.com | 3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ

Head of Cycling Operations

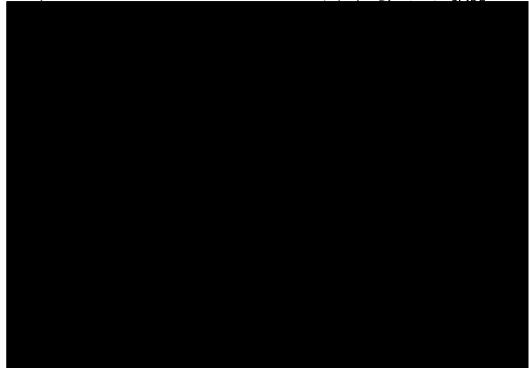


CSM Sport & Entertainment

From: Sent:

To:

30 April 2019 22:39



Subject:

[EXTERNAL EMAIL] Velo Birmingham & Midlands 2019 - EMP FINAL CIRCULATION

**CAUTION:** This email originated from outside of the council. Do not click links or open attachments unless you are sure the content is safe.

#### Dear All,

Our apologies for another mass email, but we wanted to reach out to share with you an update to our Event Management Plan documentation having made some slight amends since the last circulation. This has been a reflection of ongoing planning and some feedback from stakeholders following the last circulation.

We have highlighted below the documentation in **RED** that have seen some amends made to them and in particular the addition of our final pre-event Event Risk assessment. (*Please note that this document is dynamic and will continually be updated if the assessment of risk changes. The final OTD working document will be circulated post event for your records).* 

Appendices No	Event Management Plan Document Title	
a	Event Management Plan Submit Schedule	
b	Stakeholder Operational Event Project Plan	
<u> </u>	Event Management Plan Synopsis	A number of updates throughout plan
1	Venue Overview Plan + Participant Flow Movements	
2	Venue Site Layout Plan (To Scale)	Updated plans for Victoria Square, Edgba:
3	Route Map (with Crossing Points, KM Markers, Pit Stops)	
4	Route Map (with Traffic Management Timings)	

		1
5	Key Route Timings (Road Closure & Participant Timings)	
		Updated to include communicated local a
6	Traffic Management Plans	round of amendments following some fu
7	Event Resources Plan	complete and will be available on the day
8	Key Event Day Roles + Responsibilities	Update for clarity on role of LA in Event C
9	Command, Communications & Control Plan	Update for clarity on role of LA in Event C
10		Updated OTD contacts
11	Event Safety Plan	A number of updates throughout plan to
	Risk Assessment	included. Missed from last circulation. Th
12	Risk Assessment - Route	
13	Medical Operations Plan	
14	Steward Plan – Venue	
15	Steward Plan – Route	
16	Crowd Management Plan	
16a	Moto Management Plan	
17	Crisis and Contingency Management Plan	Update to include delayed finish continge
		This has been removed as an individual a
18	Emergency & Incident Procedures	numbering unchanged
19	Communication & Cancellation Plan (Communication Media Protocols)	Updates to contacts in the plan and renar
20	Contingency Route Options & Distances	
21	Accident Reporting Procedures	Minor title change
22	Lost Person Forms	Adds reference to GDPR.
23	Transport Management Plan (participant arrivals / departures)	
24	Business & Resident Communication Plan	Inclusion of the 2 x Business and Resident footprint.
25	Cleansing Plan	
26	PitStop(s) Management Plan	
27	List of Contractors	
28	CSM Active Public Liability Insurance	
		I

WeTransfer Links (THESE LINKS WILL EXPIRE IN 7 DAYS ON 6/4/19)

EMP Summary Document and Appendices (44 Files):Local Access Plans \*Complete set of traffic management plans to follow:-

\*\*PLEASE COULD WE ASK ALL STAKEHOLDERS TO CONFIRM RECIEPT OF THIS EMAIL AND THAT THEY HAVE BEEN ABLE TO ACCESS THE LINKS AND DISEMINATE THE INFORMATION TO RELEVANT OFFICERS WHERE APPROPRIATE\*\*

Please can I also ask that the lead representatives who will be sharing the round robin update on behalf of their organisation confirm with me directly via email.

Our thanks again in advance for your ongoing help and support. We're very much looking forward to a successful day on 12 May.

Best wishes,

| Head of Cycling Operations CSM Sport & Entertainment

| www.csm.com | 3rd Floor | 62 Buckingham Gate | London | SW1E 6AJ





08 May 2019 11:07 Sent:

To:

Subject:

Birmingham Velo





Report\_2019050...

Updated report attached:

Regards,

Senior GIS Officer Digital and ICT Services Transformation & Performance

■ Save time with myICT



Please consider the environment - do you need to print this e-mail?



UPRN Address

90128179 1 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHY 90058748 2 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHZ 90128180 3 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHY 90058749 4 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHZ 90128181 5 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHY 90058750 6 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHZ 90128182 7 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHY 90058751 8 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHZ 90128183 9 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHY 90058752 10 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHZ 90128184 11 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHY 90058753 12 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHZ 90128185 13 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHY 90128186 15 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHY 90128187 17 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHY 90128188 19 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHY 90128189 21 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHY 90128190 23 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHY 90128191 25 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHY 90128192 27 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHY 90128193 29 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHY 90128194 31 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHY 90058754 33 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHY 90058755 35 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHY 90058756 37 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHY 90058757 39 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHY 90058758 41 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHY 90058759 43 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHY 90058760 45 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHY 90058761 47 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHY 90058762 49 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHY 90058763 51 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHY 90058764 53 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHY 90058765 55 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHY 90119318 57 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHZ 90119319 59 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHZ 90119320 61 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHZ 90119321 63 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHZ 90119322 65 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHZ 90119323 67 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHZ 90058767 69 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHZ 90058768 71 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHZ 90058769 73 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHZ 90058770 75 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHZ 90058771 77 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHZ 90058772 79 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHZ 90058773 81 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHZ 90058774 83 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHZ 90058775 85 BOURNEBROOK CRESCENT, HALESOWEN, B62 OHZ

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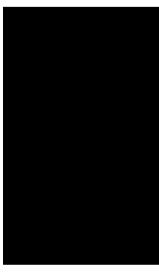
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90093238 64 HOWLEY GRANGE ROAD, HALESOWEN, B62 0HS
90093239 65 HOWLEY GRANGE ROAD, HALESOWEN, B62 OHS
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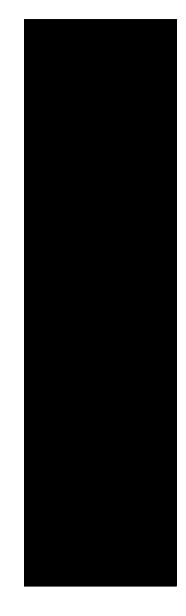




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90157732 12B HOWLEY GRANGE ROAD, HALESOWEN, B62 OHW
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90155164 15B HOWLEY GRANGE ROAD, HALESOWEN, B62 OHN
90124160 17A HOWLEY GRANGE ROAD, HALESOWEN, B62 OHN
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90125068 1 GOWER HOUSE, LOCKINGTON CROFT, HALESOWEN, B62 9BS
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90125070 GOWER HOUSE, 3 LOCKINGTON CROFT, HALESOWEN, B62 9BS
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90131065 FLAT 2, HARRIET HOUSE, SPIES LANE, HALESOWEN, B62 9BN
90131066 FLAT 3, HARRIET HOUSE, SPIES LANE, HALESOWEN, B62 9BN
90131067 FLAT 4, HARRIET HOUSE, SPIES LANE, HALESOWEN, B62 9BN
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From:

Sent:

13 April 2019 10:14

To:

Subject:

Copy of Velo Birmingham ECR requirements Gravelfish - HS.xlsx



Copy of Velo Birmingham EC...

Attached details of representatives from Dudley who will be at the Event Control on Sunday 12<sup>th</sup>, sorry for late response.

Kind Regards

Team Manager – Asset Manager Dudley M B C Environmental Services Lister Road Dudley West Midlands DY2 8JT



Velo Birmingham & Midlands: 12th May 2019 Event Control Attendees and Requirements List

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On the day Event Control Room Requirements	Additional contact details if Additional IT / Phone Requirements pplicable eg. Out of Hours (TO INCLUDE POWER SOCKETS) (Allgeries / Vegetarian (Duty Managers Phone no.	NONE	Dairy Free None	Dairy free None						
	Additional IT / Phone Requirements (TO INCLUDE POWER SOCKETS)	SINGLE SOCKET ONLY	2 Power Sockets - Laptop & Phone	2 Power Sockets - Liptop & Phone						
Contact Details	Additional contact details if applicable eg. Out of Hours // Duty Managers Phone no.	N/A	N/A.	N/A						
	Office Phone Number CONTACT No. ) Additional contact details if applicable eg. Out of Hours CONTACT No. ) Pury Managers Phone no.									
	Office Phone Number	N/A								
	Email Address									
Organisation / Role	Job Role / Department	H&S Advisor	Team Manager - Highways	Asset Management						
	Organisation	Graveffish Itd	Dudley M B C	Dudley M B C						
ame	Surname									
Name	First Name									

