

Strategic Relevant Authority Meeting Minutes – 13/12/2017

Subject:	Strategic Relevant Authority (SRA) meeting			
Purpose:	This series of meetings is for the SRA to discuss implementation of the River Transport Strategy (RTS) for the Thames Tideway Tunnel. The purpose of the December meeting is to discuss the current project situation as well as other relevant issues.			
Date and time:	Wednesday 13 th December 2017 10.30am to 12.30pm			
Location:	Effra & Fleet, 5 th floor, Cottons Centre, Cottons Lane, London. SE1 2QG.			
Attendees:	Port of London Authority (PLA) – Jim Trimmer (JT) (Chair) Transport for London (TfL) – Paul Wilson (PW) City of London (CoL) – Ed Dunlop (ED), City of Westminster (CoW) – Barbara Terres (BT) London Borough of Hammersmith & Fulham (LBHF) – Elise Lim (EL), Alan Jones (AJ) part London Borough of Lambeth (LBLE) – Shreekant Patel (ShP) London Borough of Southwark (LBS) – Mumtaz Shaikh (MS) London Borough of Tower Hamlets (LBTH) – Bob Bennett (BB) London Borough of Wandsworth (LBW) – Dianne James (DJ) Royal Borough of Greenwich (RBG) – Marcus Shingler (MaS) Royal Borough of Kensington & Chelsea (RBKC) – James McCool (JM), Relevant Authority Coordinator (RAC) – Glynis Youngs (GY) Tideway – James Spikesley (JSp), Nick Butler (NB) part Peter Brett Associates (PBA) – Keith Mitchell (KM) Contractors Representatives (MWCs) – John Davies (JD), Phil Risbridger (PR)	QUORUM -Y/N/Sub	PLA - Y TfL - Y CoL - Y CoW - Y LBHF - Y LBLE - Y LBS - Y LBTH - Y LBW - Y RBG - Y RBKC - Y	
Apologies, No Response or DNA:	Port of London Authority (PLA) – Terry Lawrence (TL) Greater London Authority (GLA) – Kevin Reid (KR) Transport for London (TfL) – Samantha Norman (SN), Karl Wiesmath (KW) City of London (CoL) – Ted Rayment (TR), Kurt Gagen (KG) City of Westminster (CoW) – Anthony Robinson (AR) London Borough of Hammersmith & Fulham (LBHF) – Chris Bainbridge (CBa) London Borough of Southwark (LBS) – Ian Law (IL), Amy Lester (AL) London Borough of Tower Hamlets (LBTH) – Adam Hussain (AdH) London Borough of Wandsworth (LBW) – John Stone (JS), Laura Tinker (LT) Royal Borough of Greenwich (RBG) – Mark Page (MP) Royal Borough of Kensington & Chelsea (RBKC) – William Howe (WH) Richard McBride (RMC) Tideway – Tom Rich (TRi) Contractors Representatives (MWCs) – Kate Centnere (KC), Rob Merchant (RM)	QUORUM -Y/N/Sub	Not present GLA – N Sub - TfL	
Minute taker:	Glynis Youngs			
Doc refs:	000388-MTMS-RAC-GEY AA 18-12-2017			
Abbreviations:	ALARP – as low as reasonably practical ALBEF – Albert Embankment FS Asap – As soon as possible Asaw – As and when needed BLABF – Blackfriars Bridge FS BMB – West Contractor CAF – Contract Area Framework CARRR – Carnwath Road drive site CHAWF – Chambers Wharf drive site CHEEF – Chelsea Embankment FS CLP – Construction Logistics Plan CREWD – Cremorne Wharf Depot Foreshore CSH – Cycle Super Highway CVB – East Contractor DCO – Development Consent Order DFT – Department for Transport DRMST – Dormay Street EA – Environment Agency FLO – Central Contractor GREPS – Greenwich Pumping Station HEAPS – Heathwall Pumping Station HAMPS – Hammersmith Pumping Station IndPan – Independent Panel KEMPF – King Edward Memorial Park Foreshore KRTST – Kirtling Street drive site	LAs – Local Authorities LHAs – lorry holding areas MbR – More by River MDS – Main Drive Site MMO – Marine Management Organisation MWC - Main Works Contractors NC – Not Completed <i>PMN – Post meeting note</i> PUTEF – Putney Embankment FS RA – Relevant Authority RAC – Relevant Authority Coordinator RLA – Relevant Local Authority RTS – River Transport Strategy SPOC – Single point of contact SFTF – Sustainable Freight Transport Framework SFTP – Sustainable Freight Transport Plan SRA – Strategic Relevant Authority TIG – Tideway Integration Group (Thames Water) TBM – Tunnel Boring Machine TMP – Traffic Management Plan TSM – Transport Strategy Manager TW – Thames Water UXO – Unexploded Ordnance VCTEF – Victoria Embankment FS WSLCP – Work Site CLP		

Agenda Item	Notes and Action
1	Safety Moment Do safety checks when driving long distances and consider sobriety the morning after drinking the night before. Website <i>morning-after.org.uk</i> – there is also an App;
2	Apologies for absence RAC - gave apologies and substitutes: <i>PMN - the meeting was Quorate - GLA substitute TfL representative;</i>
3 3a 3b 3c	Chair's introduction Minutes of the last meeting (15/11/2017) (380-MTMS) Change heading; Outstanding actions from Minutes of Last meeting (15/11/2017) None; MINUTES OF SRA MEETING ON 15/11/2017 APPROVED & SIGNED RAC to amend and send Minutes for upload onto website; <i>PMN – Meeting Minutes amended & sent for upload 18/12/2017;</i>
4	Independent Panel – general update IndPan Briefing successfully completed 23 rd November 2017; Thank you to SRA members who attended;
5 5a 5b 5c	Whole project - general update Representatives of MWCs/TSM gave an update in each area; East - identified current status of all the sites in the Eastern area – CHAWF, KEMPF and Deptford Creek; Noted that CVB did a good job liaising with residents in the vicinity of KEMPF after the issue with the jack up barge there; Central - identified current status of all the sites in the Central area – KRTST, BLABF, VCTEF, CHEEF & HEAPS; West - identified current status of all the sites in the Western area – CARRR, PUTEF, DRMST, HAMPS; General - Nothing
6 6a 6b	Monthly Monitoring and reporting – Review of November 2017 Report General November report circulated before meeting; Discussion on progress; Shows ahead of forecast, document format seems OK; Performance Indicators Agreed to include cumulative vessels overall and in the event of derogations have forecast and actual;
7 7a 7b 7c 7d 7e 7f 7g	Sustainable Freight Transport Plans, WSCLPs, CLPs etc. General - Document Summary not issued; Carnwath Road (CARRR) - No information; Chelsea Embankment Foreshore (CHEEF) - Final SFTP document moving forward; Putney Bridge Foreshore (PUTEF) – awaiting final SFTP; Heathwall Pumping Station (HEAPS) – probably move forward in the new year; Discussion on LHAs; Cremorne Wharf (CREWD) - Final SFTP released 24/11/17, closing date 23/1/18; Discussion; Any other documents Kirtling Street drive site (KRTST) – version 2 of CLP is out for comments at the moment; Blackfriars Bridge FS (BLABF) – more in 2018; King Edward Memorial Park (KEMPF) – amended CLP in at the moment; GREPS – ongoing; General - Discussion regarding Specified Materials and quantity of Additional Materials; Agreed that MWCs have done more than any one has ever done and as much as possible; SRA will continue to monitor;
8	Change in frequency of Strategic Relevant Authority meetings AGREED to pursue the changes commensurate with it meeting the requirements of RTS;
9	Any Other Business Members indicated their absence from January meeting and possible substitutes;
10	Date of future meeting:- Wednesday 17 th January 2018 at 10.30am; Cottons Centre – Effra; Meeting closed 11.22am.
Agreed by:	Signature: <u> G Youngs </u> Name: <u> G YOUNGS </u> Position: <u> RELEVANT AUTHORITY COORDINATOR </u> Date: <u> 17/01/2018 </u> Agreeing body: <u> STRATEGIC RELEVANT AUTHORITY </u>