

## Minutes of Meeting:

Date of meeting:	23 <sup>rd</sup> July 2020
Version:	1
Date of Issue:	
Venue:	Microsoft Teams
Subject:	Access Oversight Board
Attendees:	David Horne (chair), Ed Akers, Matthew Allen, Andrew Danson, Arthur Borkwood, Mark Bell, Rob Cairns, Craig Leaper, Isobel Crockford, Mark Curran, David Lindsey, Alan Desport, Laura Freeman, Paul Harwood, Keith Jipps, Malcolm Knight, Paul McKeown, Rod Moorcroft, Toby Patrick-Bailey, Peter Fawcett, David Peters, Phil Hutchinson, Jack Pocock, Andy Pope, Rachel Bain, Ricky Barsby, David Roberts, Paul Rutter, Sam Hodder, Tom Moran, Jon Tunney, Warrick Dent
Minutes prepared by:	Harriet Copsey
Date of next meeting:	20 <sup>th</sup> August 2020

Item	Notes
1	Ed Akers - Network Rail proposal for King's Cross partial closure. 2 options: option 1 or option 0. Partial closure is now 7 months away. EA noted thanks to Mark Bell & Toby PB for work done over the past 4 weeks on developing these options
2	Options Summary: <ul style="list-style-type: none"> <li>Option 1 RAG's as deliverable although performs slightly poorer on passenger handling than Option 0.</li> <li>Network Rail is putting forward Option 1 for endorsement today.</li> </ul>
3	Option 1: <ul style="list-style-type: none"> <li>MB provided a summary of option 1. This option is back to a 50/50 where the east side (fast lines) is delivered first.</li> </ul>
4	TPB provided an overview of timetabling recommended proposal: <ul style="list-style-type: none"> <li>The model is preferred as number of development periods is significantly reduced.</li> <li>TPB suggests that practioners need to be brought together to develop May 21 timetable to include King's Cross rather than build a separate timetable. S</li> <li>Stage 2 timetable Feb until 16<sup>th</sup> May. Stage 4 timetable until end of KX works. Then May timetable implemented afterwards.</li> </ul>
5	RB presented a passenger handling – socially distance & non-socially distanced - comparison: <ul style="list-style-type: none"> <li>Capacity is available in peak hours with social distancing in place</li> <li>TM raised challenged with GTR on passenger demand is increasing.</li> <li>PH metro routes req's inner London area are getting stronger.</li> <li>Sept will be next marker for GTR on passenger demand.</li> </ul>
6	Training: <ul style="list-style-type: none"> <li>Project can achieve 6-month lead time for material subject to prompt instruction</li> <li>Simpler as no platform zero oddities to train for</li> <li>WD raised request for consultation between project &amp; TOCs for agreeing training</li> <li>TM raised GTR would need to relook at their training plan &amp; would request earlier material date if possible.</li> </ul>
7	Access Planning: <ul style="list-style-type: none"> <li>Access presented by MB to enable Option 1 start in Feb 21</li> <li>DH suggested peer review of project disruptive weekends</li> <li>MB to share roadmap of works planned in disruptives</li> <li>PM agreed need to explain change in projects access requirements as works sequences have changed.</li> <li>TPB presented recommended access plan for national picture</li> <li>CL raised that W29 bids is a big ask &amp; noted a planning load issue. Uncomfortable on W4 &amp; Wk 48 due to event clashes.</li> <li>TPB noted Week 5 makes the situation worse due to May Bank Hol. Week 3 requires Wk 48 to move to 47 which is too early for the project to meet.</li> </ul>
8	Covid-19 second wave mitigation: <ul style="list-style-type: none"> <li>Project has covid mitigations in place &amp; working well BAU</li> <li>Measures in place to minimise project impact if any positive tests on project team</li> </ul>
9	DH asked TOCs to go round the table to discuss endorsesment of option.

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10	<p>GTR:</p> <ul style="list-style-type: none"> <li>• A letter has been written of what is needed to endorse option 1.</li> <li>• GTR willing to endorse option 1. Requirements to endorse it are around train planning resource; driver training; customer handling.</li> <li>• 1 major point to highlight: Passenger number studies currently show breach of government guidelines on socially distancing. From a GTR perspective they cannot control by reservation service.</li> <li>• 14 requirements listed which would need to be noted or met for GTR endorsement.</li> <li>• Timetable availability is key</li> </ul>
11	<p>LNER:</p> <ul style="list-style-type: none"> <li>• Need to capture assumptions at this stage behind making this decision. E.g. Social distancing assumptions.</li> <li>• Train planning element has a huge amount of work to be done to make this work &amp; is key to be mapped out so can be watched closely.</li> <li>• Customer handling plans need to be very good.</li> </ul>
12	<p>East Midlands:</p> <ul style="list-style-type: none"> <li>• Expecting impact on weekends</li> <li>• Endorse subject to conditions:</li> <li>• Migration of passengers over to MML – quants to understand numbers migrating over</li> <li>• Capacity study on Wk 4 as particularly concerning.</li> </ul>
13	<p>Cross Country:</p> <ul style="list-style-type: none"> <li>• Mainly concerned about ALB weekends</li> <li>• Raised concerns on rushing works due to lower passenger numbers causing more issues</li> </ul>
14	<ul style="list-style-type: none"> <li>• DH raised we'll need a 5* comms campaign</li> <li>• Assurance and safety validation needs resourcing</li> <li>• EA recruiting a Senior Programme Manager to coordinate industry readiness.</li> </ul>
15	<ul style="list-style-type: none"> <li>• DH summarised that collectively as a group happy to endorse Option 1 for Feb 2021 start, conditional on requirements being met.</li> <li>• One of the largest issues we have to reconcile &amp; work on is the passenger handling/social distancing piece.</li> <li>• PM raised need to action having base passenger handling plans in place</li> <li>• Extraordinary mitigation plans required</li> <li>• EA &amp; PF raised that as work stops now on 3-way split, if group decided to go back to it, December 21 cannot be met.</li> <li>• There are plenty of issues to work through however &amp; workstreams developed – EA to action creation of these</li> </ul>
16	<p>Werrington :</p> <ul style="list-style-type: none"> <li>• EA noted that team have been instructed to plan for January delivery so it's a right-side failure if closure stays in February as planned.</li> </ul>