

Meeting notes

Project:	Kingston Mini Holland		
Subject:	TfL / RBK Liaison Meeting		
Date and time:	21 th November 2017 14:00	Meeting no:	
Meeting place:	230 Blackfriars	Minutes by:	██████████
Present:	██████████ (JC) ██████████ (NW) ██████████ (OB) ██████████ (RG) ██████████ (RP) ██████████ (ST) ██████████ (AH) ██████████ (SC)	Representing:	RBK RBK RBK TfL (Network Management) TfL (Project Sponsor) TfL (Traffic signal) TfL (Network performance) TfL (Traffic signal)

ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
1	Traffic Signal design & construction coordination		
	KIER's traffic signal programme needs to be discussed with ██████████ and ██████████ for final approval. (██████████ since this has been agreed and the programme is now benchmarked		Done
	Next deadline for traffic signal approval: Wednesday 31 October		SC
	██████████ to provide cost breakdown for each site at the next meeting (██████████ this is outstanding		SC
2	Wheatfield Way		
	Outside library Traffic signal to start on 10th of November, and finish by 15th (██████████ on target		DONE
	Brook street pole to be moved and magnetometres installed (██████████ - outstanding	01/12/18	SC
	Outside Wilko feeder pillard to be moved asap (██████████ to confirm the date by next week) - Outstanding and now very urgent. ██████████ can you please deal with that asap	01/12/18	SC
	Inform TfL well in advance of modifications on signal infrastructure required on site.(KIER)		JCC/OB/NW
	██████████ to send snag list to ██████████ and push button to be made available (██████████ Done		DONE

NOTE TO RECIPIENTS:

These meeting notes record the minute takers understanding of the meeting and intended actions arising therefrom. Your agreement that the notes form a true record of the discussion will be assumed unless adverse comments are received in writing within five days of receipt.

ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
	Fairfiled north JCD sign to be removed [redacted] to chase. <i>Done</i>		DONE
	[redacted] to provide detailed of cost for each junction (final measurement) <i>Outstanding</i>		
	Resurfacing programmed before Christmas moratorium ([redacted] to send programme) <i>Ongoing</i>	01/12/18	SC
	[redacted] to provide [redacted] the drawing of the loops to be replaced and the method statement explaining duration, noise possible, road closure, etc... ([redacted] [redacted] <i>Done</i>)		OB SC
3	Station Forecourt		
	Resurfacing to be coordinated with Wheatfield Way and Cromwell road <i>Ongoing</i>		
	[redacted] to send [redacted] the brief of FW works proposed (JCC) <i>Done</i>		
	23/070 BURO to sent to [redacted] and [redacted], [redacted] the design and back up file including modeling [redacted]		JCC
	23 [redacted] to start programming objectif construction Spring 19		
4	Penrhyn Rd		
	DD TM end next week, draft submission the week after ([redacted]) <i>TM drawings not completed . KIER to action asap</i>	ASAP	OB
	[redacted] to check the ducting survey and modify drawings if needed ([redacted] <i>3 out of 5 design s completed. 2 outstanding</i>)		SC
	[redacted] to work with [redacted] and KIER to finalise the TM plan before submission ([redacted] B + [redacted] <i>not completed</i>)		SC/OB
	[redacted] to send final info to [redacted] for approval planned for 2nd Nov ([redacted] <i>partially completed. outstanding comments are being addressed</i>)		OB
	Works will start with street lighting in Dec 2018.		
5	Kingston Hill/ Vale		

ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
	SYSTRA to provide updated modelling to [REDACTED] ([REDACTED]) [REDACTED] Done		DONE
	[REDACTED] to speak with KIER site manager to arrange access		DONE
	Phase 2 to start next month. Next week TMAN submission. TMAN approved. On target		DONE
	Goldworthy junction TMAN to be discuss in two weeks time with Walk will be organised with Telent and [REDACTED] (required) next week		DONE
	[REDACTED] said SIR modified has not been approved. [REDACTED] said he will have it updated next week. Done		DONE
	Queens Rd part of the package		DONE
	Cambridge rd junction final design will come in two week for [REDACTED] to do signal design ([REDACTED] to provide updated design mi Nov)	25/11/18	NW
	[REDACTED] to prepare all cost estimates. Outstanding and urgent now	ASAP	SC
	[REDACTED] to order duct surveys for all junctions. Outstanding		SC

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Resurfacing to be coordinated with Wheatfield Way and Cromwell road *Ongoing*

[REDACTED] to send [REDACTED] the brief of FW works proposed (JCC) *Done*

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TfL / RBK Mini Holland Liaison Meeting
24 January 2018, 2:00 – 4:00
TfL Offices, 230 Blackfriars Road

Attendees:

[Redacted] (RBK)
 [Redacted] (TfL)
 [Redacted] (Kier)
 [Redacted] (Systra)
 [Redacted]
 [Redacted] (RBK)
 [Redacted] (TfL)
 [Redacted] (TfL)
 [Redacted] (OB)
 [Redacted] (Atkins)
 [Redacted] (TfL)
 [Redacted] (TfL)
 [Redacted] (TfL)
 [Redacted] (SC)

Discussions and Actions		Owner
1	<p>TfL Engineering & Signals JC requested that estimates and invoices are sent through ASAP. SC stated that [Redacted] will complete this when he returns.</p> <p>Any signal works requiring permits need to be raised ASAP to provide adequate time for discussion with Kingston Network operations</p> <p>23/111 The Bittoms Junction – Discrepancy between model and 448. SC to liaise with Systra</p>	SC
2	<p>Contra-flow bus lane outside Kingston bus station SC asked if there were any issues with proposed closure</p> <ul style="list-style-type: none"> • LW – no issues • CE – no issues provided that works complete by 4am and the 3 night schedule is adhered to. CE also requested that closure only occur when works are taking place to avoid an influx in customer correspondence <p>MS to confirm when works are programmed</p>	MS
3	<p>Wheatfield Way Lighting columns currently being relocated – Kier will use temporary connections while waiting for UKPN.</p> <p>Civil works to begin in earnest on 05/02 with the removal of central islands. MS to send CE TM plans.</p> <p>Phase 1 scheme notification is approved. Phase 2 has been submitted. RG to review.</p>	MS RG
4	RSPG / Penrhyn Road / Ewell Road	

	<p>Systra to resubmit model for audit by 26/01. AH to review model with intention to issue VMAP 5 by 05/02</p> <p>RG to send pre-meet and paperwork assessment meeting invites</p> <p>OB and JCC to review Bus Mitigation suggestions and indicate if any of the schemes are non-starters – RAG status preferred</p> <p>RSA received – with Atkins for comment. OB will upload w/c 29/01</p> <p>Atkins to re-submit full package of drawings to RG</p> <p>Side Road Entry Treatments technical note – OB to feed back comments w/c 29/01</p>	<p>AH</p> <p>RG</p> <p>OB / JCC</p> <p>OB</p> <p>CC</p> <p>OB</p>
5	<p>Kingston High Street Detailed Design progressing with expected completion of design by mid-February. Non-standard materials have been pre-ordered with Kier. Construction expected to begin on-site end of March, following the completion of Wheatfield Way works.</p> <p>OB to send DD to RG for high-level check of impacts and to RP for Sponsor Check</p>	OB
6	<p>Kingston to Surbiton Works at Maple Road junction to commence on 10/02</p>	
7	<p>Canonbury Park Road NW applying for permit to start works on-site next week. NW to send DD to RP for Sponsor Check</p>	NW
8	<p>Kingston Hill AH to begin VMAP 5 audit following completion of Penrhyn Road / Ewell Road audit</p>	
9	<p>New Malden to Raynes Park NW to send through further details on widened crossing outside New Malden Station</p>	NW
10	<p>Cambridge Road / Fountain Roundabout JCC to arrange meeting in Kingston with key TfL stakeholders to discuss scheme</p>	JCC
11	<p>Kingston Station Carriageway switchover to occur night of 25/01 (weather dependant). Carriageway works to be completed by 28/01. Footway works to begin from 29/01 while Gloriana works take place.</p>	
12	<p>Kingston Station Access Kingston met with Richmond and Surrey to discuss diversion routes – some changes to be made. JCC to organise meeting with TfL to discuss before TMAN submission</p> <p>RP to arrange meeting with TfL comms team after progress meeting on 07/02</p>	<p>JCC</p> <p>RP</p>
14	<p>Next Meeting PLEASE NOTE: progress meeting on 07/02 will take place at 12pm in Palestra</p>	

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Attendees:

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14	<p>Next Meeting PLEASE NOTE: progress meeting on 07/02 will take place at 12pm in Palestra</p>	

Mini-Holland Programme Board – Notes & Actions

Date and time: 7 February 2018, 14:00 – 16:00

Chair: [REDACTED] (DC)

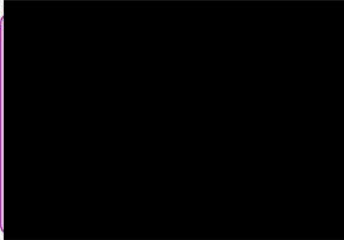
Attendees:

[REDACTED] (MB)	Waltham Forest	[REDACTED] (JO)	TfL
[REDACTED] (RE)	Enfield	[REDACTED] (LS)	TfL
[REDACTED] (TA)	Kingston		
[REDACTED] (NH)	TfL		
[REDACTED] (EW)	TfL		
[REDACTED] (KB)	TfL		
[REDACTED] (RP)	TfL		
[REDACTED] (AW)	TfL		

Apologies: [REDACTED] [REDACTED] [REDACTED]

Notes and Actions	Action For
<p>MINI-HOLLAND PROGRAMME UPDATE</p> <p>Action: TfL to investigate notification received by RB Kingston about changes to TfL infrastructure pricing.</p> <p>Finance</p> <ul style="list-style-type: none"> - EW noted that £15m has been spent across all three boroughs; LB Enfield and LB Waltham Forest confirmed that they are on track to spend their full allocation this year. LB Kingston raised concerns that they may underspend. <p>Action: TfL to liaise with Kingston to understand whether they will be underspent at the end of the FY and if so by how much</p> <ul style="list-style-type: none"> - An email with deadlines to submit VOWDS for this financial year will be sent round to all boroughs. The estimated deadline is mid march. <p>Action: All boroughs to ensure that VOWDS are submitted as per the deadline and for these to be as accurate as possible.</p> <p>Enfield</p> <ul style="list-style-type: none"> - Final junction on A105 to be complete by 06 March ahead of a route ride on 11/03. - Purdah due to start within LB Enfield on 19 March. - A1010 section 3 is progressing. - Possible re-profiling of Quieter Neighbourhoods to reduce the number of schemes but improve the overall quality and outputs. - Salmons Brook junction is near completion. - Quietway Link consultation/construction to be postponed until after election but still be completed in the financial year. - Cycle Hubs – A provider has been selected from a recent tender. This will now go through the approvals process for delivery in 18/19. - Urbo Dockless bikes are due to launch this month. - Consultation on 8 Cycle hangers will take place in the coming weeks. <p>Kingston</p>	<p>TfL</p> <p>TfL / Kingston</p> <p><u>All Boroughs</u></p>

<ul style="list-style-type: none"> - Carriageway resurfacing on the Kingston Station scheme is complete. Footway resurfacing is underway. - Application submitted in both RB Kingston and LB Merton for the New Malden to Raynes Park scheme. - Surbiton to Kingston, Station Scheme, Wheatfield Way, Kingston Hill/Kingston Vale to be delivered in 2018/19. <p><u>Waltham Forest</u></p> <ul style="list-style-type: none"> - GLA Transport Committee visiting the borough on 26 February. - [REDACTED] from City of Westminster visiting the borough on 14 February. - St James Street Cycle Hub is open, possible launch to take place. - Delays on Lea Bridge Road scheme due to leak on bridge widening. - Gyrotory TMAN approval has no issues. - Shortlisted for LTA Transport Borough of the Year for Excellence in Walking and Cycling and ZED. 	
<p>CHANGE CONTROL AND RISK</p> <ul style="list-style-type: none"> - CRF23 - Extra funds required to divert BT Openreach cables to enable bridge widening. Cost: £54,500 – Endorsed for escalation to Cycling Programme Board (please give date of next board) - CRF24 - To enable CCTV camera sharing between Waltham Forest and TfL. Cost: £15,000 - Approved 	
<p>Date of next meeting: 4 April 2018, 14:00 – 16:00</p>	



Mini-Holland Programme Board – Minutes & Actions

Date and time: Tuesday 10 October 2017, 10:00 – 11:30

Chair: [REDACTED] (CC)

Attendees: [REDACTED] (MB), [REDACTED] (NH), [REDACTED] (DK), [REDACTED] (TA),
 [REDACTED] (JCC), [REDACTED] (EC), [REDACTED] (EW), [REDACTED] (SB),
 [REDACTED] (JF), [REDACTED] (MR), [REDACTED] (AB), [REDACTED] (RT), [REDACTED]
 (LD), [REDACTED] (LT)

Apologies: [REDACTED]

	Discussion and Actions	
1	<p>Welcome & Actions</p> <ul style="list-style-type: none"> • Introductions were made. A revised log has been circulated with the minutes. 	
2	<p>TfL Mini-Holland Programme Update, based on TfL Highlight Report (CC)</p> <p>Budget:</p> <ul style="list-style-type: none"> • Noted that 2018/19 forecasts that were agreed with boroughs and submitted in August as part of TfL's Business Planning process. • CC confirmed that TfL will let the boroughs know the outcome of this process as soon as possible and anticipated this would be in January. • Boroughs stressed the importance of knowing their approximate allocations as soon as possible to assist with forward planning. <p>Highlight Report:</p> <ul style="list-style-type: none"> • The highlight report was presented by CC. • Spending across the programme is currently above forecast. The spend is reported against the budget (£14m) and not the updated allocation of £19m. • CC confirmed that Enfield and Waltham Forest performance milestones would be exceeded by the deadline and this will be reported in TfL's Period 7 reporting. Kingston confirmed they were on track to meet their performance milestone. <p>Change Control:</p> <ul style="list-style-type: none"> • CN90 – Revisions to Enfield's programme cost, scope and delivery timetable. Approved. <p>Risk Drawdown:</p> <ul style="list-style-type: none"> • Waltham Forest Lea Bridge Road for Section B – £40,100 - under £250k threshold. Approved. 	
3	<p>Signals Update</p> <ul style="list-style-type: none"> • EC confirmed that the usual inbox for boroughs submitting signal schemes on to the programme still applies. A Project Manager will be 	

	<p>allocated to the scheme and will procure the services of the engineering team to take the scheme through to delivery and will liaise with the modelling team accordingly. [REDACTED] has oversight of the Project Management team.</p> <ul style="list-style-type: none"> • Boroughs highlighted that there had been challenges in making (unforeseen) changes to signal design once the highway scheme had started on site and that they were being told that the 8 week design process started again. • EC recognises this is a new process and fine tuning will be required to ensure it is effective. End to end delivery timescales still need to be confirmed. • EC to circulate a list of contacts for the boroughs. 	<p>EC</p>
<p>4</p>	<p>Borough Programme Updates</p> <p>Waltham Forest (MB)</p> <ul style="list-style-type: none"> • 31 October 2017 - Urbo dockless cycle trial will be launched in the borough. • Hosted the Healthy Streets Conference on 28 September – launched borough wide Green Courier scheme, the borough wide ‘Living Map’ and also the Waltham Forest Cycle Account. Lea Bridge Road won another award in the category ‘Proposal of the Year’ at the Healthy Streets awards and have been shortlisted in a number of other awards including Transport Authority of the year. • Lea Bridge Road section A is complete and Section B is 80% complete. Off highway work for Whipps Cross underway and working with NIMT to secure TMAN approval. MB flagged that the borough will need to submit a risk drawdown request for a drainage issue that has been unexpectedly encountered at Wood Street. • St James Cycle Hub will launch next month and the borough are in negotiation with the developer at Blackhorse Station to install a hub on their site. <p>Kingston (TA)</p> <ul style="list-style-type: none"> • Kingston Station and Wheatfield Way are under construction (note that Wheatfield Way was not reported as on site on the highlight report but will be amended). • All schemes have been consulted on except for the Riverside Boardway, and a number of schemes have now received committee approval including Kingston to Kingston Vale and Penryn Road. Some schemes that have not started on site yet will commence next financial year subject to TfL funding and approvals. • Planning application for New Malden to Raynes Park link will be submitted in December. • JC and TA expressed concern that schemes which are not on/no impact on the TLRN/SRN but have an impact on bus journey times should not be presented to RSPG for approval but another forum should be found. [REDACTED] to confirm process. • TA stressed the importance of certainty of budget for 2018/19 to ensure 	<p>MB</p> <p>GN</p>

	<p>approved schemes can progress to delivery effectively.</p> <p>Enfield (DK)</p> <ul style="list-style-type: none"> • A105 making good progress with substantial completion by November. The final Bourne Hill junction will be complete in January 2018. • The revised Business Case has been approved and a reduction in expenditure and change in scope will be made on the complementary measures part of the programme (Quietways, Quieter Neighbourhoods, hubs). The focus is on delivery of a fewer but higher quality complementary routes. • The measures will be re-profiled over a longer period to allow construction of the A1010(S) in the current financial year. Section 1 is currently on site and substantially complete. The TMAN application for Section 3 is under review due to start in October. • Salmons Brook path costs have been received and due to start on site later this month, connecting into the new toucan crossing over the A10. 	
5	<p>RMS – S (TLRN) (AB)</p> <ul style="list-style-type: none"> • One scheme (Salmons Brook) being delivered on the Enfield TLRN severance programme in 17/18 and one scheme in detailed design (Turkey Brook). • Funding for delivery of Turkey Brook and Lincoln Road schemes has been requested as part of Business Planning process for next financial year. • Noted that the Salmons Brook scheme was not reported as ‘on site’ in the Highlight Report but this will be amended. • SB flagged that some cycling improvements to Deansway and Bullsway subways could be made following a recent site visit. Suggested improvements include dropped kerbs, relocating or removal of bollards and signage improvements. AB to take forward these improvements and update at next Board. • AB/EW to share costs of schemes which have now been removed from programme with Enfield. 	<p>AB</p> <p>EW/AB</p>
6	<p>Finance (EW)</p> <ul style="list-style-type: none"> • EW confirmed that the ‘Mini Holland Portfolio Costs’ budget line is used to cover BCPT staff time spent on programme level activities. EW confirmed this is separate to the borough’s allocations. • EW confirmed that the TfL staff cost budget line that appears in the Cost Plan is to cover TfL staff time and work e.g. Signals on borough schemes. This is part of the borough’s scheme allocations. • JC requested clarity on total budgets including approved risk drawdowns. JF/SB to include summary of approved risk drawdowns for each borough in future Highlight Reports 	<p>JF/SB</p>
7	<p>Mapping and Cycling Infrastructure Database (LT)</p> <ul style="list-style-type: none"> • LT gave an overview of work undertaken to develop an online map of branded Quietway and Cycle Superhighway routes. Routes will be shown on a Google base map and also offer users the chance to explore the route and download a pdf overview of the route online via TfL’s website. • Mini Holland boroughs interested in feeding their routes into this map. 	

	<p>JF/SB to work with boroughs to get up to date maps of routes delivered and under construction to feed into this work.</p> <ul style="list-style-type: none"> • LT explained that the 'Cycle Infrastructure Database' (CID) will record the complete cycling attributes for every road and path in London. London's cycling infrastructure database is not up to date and this project will, for the first time, map all cycling infrastructure and make this data open to third parties. The CID will help TfL with improving cycle wayfinding as well as planning for and investing in the cycle network in the future. • TfL hopes to launch the CID in Spring 2018. 	JF/SB
8	<p>Buses (MR)</p> <ul style="list-style-type: none"> • Scheme Impacts spreadsheet demonstration and discussion moved to 31 October alongside Monitoring workshop. Meeting set up for 31 October at 13.15. 	
9	<p>Press Activity (LD)</p> <ul style="list-style-type: none"> • LD introduced herself and explained that the Press team were planning activity to launch the mapping work presented by [REDACTED] 	
10	Date of next meeting: 12 December 2017, 10:00 - 11:30	

Mini-Holland Programme Board – Notes & Actions

Date and time: 12 December 2017, 10:00 – 11:30

Chair: [REDACTED] (DC)

Attendees:

[REDACTED] (DK)	Enfield	[REDACTED] (JF)	TfL
[REDACTED] (RE)	Enfield	[REDACTED] (KB)	TfL
[REDACTED] (JC)	Kingston	[REDACTED] (RP)	TfL
[REDACTED] (TA)	Kingston	[REDACTED] (AW)	TfL
[REDACTED] (MB)	Waltham Forest	[REDACTED] (JO)	TfL
[REDACTED] (NH)	TfL	[REDACTED] (LS)	TfL
[REDACTED] (EW)	TfL		TfL
[REDACTED] (SC)	TfL		

Apologies: [REDACTED] – TfL, [REDACTED] – TfL, [REDACTED] – TfL

Notes and Actions	Action For
<p>MINI-HOLLAND PROGRAMME UPDATE</p> <ul style="list-style-type: none"> - NH provided an overview of the remit of RSPG to the board. RSPG acts as an advisory group for traffic management on the SRN/TLRN only (no borough roads). They are there to provide a level of scrutiny and discussion before reaching any traffic management decisions. RSPG is not for any policy decisions. - DC advised that his team are discussion a relevant TfL process/forum for schemes on borough roads that have impacts on buses <p>Programme Wide</p> <ul style="list-style-type: none"> - DC noted that all boroughs should have received written formal notification of 2018/19 budgets. NH confirmed that these were sent to the Chief Executive of each borough on the 6th December 2017. - Detailed discussions will be held between TfL and Borough officers regarding the programme for 2018/19. - RE noted that Enfield would have to re-programme due to the expected funding allocated in their revised business case not being available. <p>Action: All boroughs to ensure they have up to date claims on the portal, and to avoid late claims going forward. EW noted it was preferable to claim sooner rather than later.</p> <p>Action: TfL and the boroughs to work together on planning launch and communications activity across the cycle programmes/schemes.</p> <p>Action: Proposal for more site visits as part of board meetings across all Mini-Holland cycling programmes as a tool to share knowledge and lessons learned. TfL to discuss with boroughs on best way to progress going forward.</p> <p>Enfield</p> <ul style="list-style-type: none"> - A105 scheme has been complete except for a signalised junction on Hedge Lane. This will be complete by the end of February 2018. Enfield wishes to launch the scheme in early spring. <p>Action: TfL and Enfield to work together on a route launch for A105 to coincide with the rest of the borough cycling programme activities. - A1010 South section one has been completed. Section three is progressing as planned. LIP funding has been brought forward to enable this. Scheme will be two thirds complete by February. </p>	<p>All Boroughs</p> <p>TfL and All Boroughs</p> <p>TfL and All Boroughs</p> <p>DC/KB/RE/DK</p>

<ul style="list-style-type: none"> - All consultations on quieter neighbourhoods have been closed. Salmons Brook is progressing. Planning permission is being sought on two hubs. <p><u>Kingston</u></p> <ul style="list-style-type: none"> - All Kingston schemes have completed consultation and most have been approved by committee for construction. - Construction on hold over Christmas on Wheatfield Way, first section has been completed. Station section on highway is also on hold, while works on Network Rail land continue. - Kingston High Street and Kingston Vale will progress to detailed design. New Malden to Raynes Park was recently approved at committee for delivery to start in 2018/19. <p><u>Waltham Forest</u></p> <ul style="list-style-type: none"> - 100 bike hangars have been installed across the borough, with another 60 due to be installed by the end of the year. Waiting list for installation is over 3,000 people. - St James Street Cycle Hub has been completed and is open. Blackhorse Road is the remaining hub and discussions are being progressed with TfL (LU). - National Rail Award for Cycle Security was awarded for Leyton Cycle Hub. - Urbo have 250 bikes across the borough and they will be launching in Enfield in Feb. - Process of detailed design being undertaken on the Gyrotory and how this ties in with the Mall planning application. - Forest Road and Leyton schemes are on track for completion at the end of the year. Lea Bridge Road section A is complete, section B is 85% complete. Leyton to Chingford route is undergoing some planning. 	
<p>CHANGE CONTROL AND RISK</p> <ul style="list-style-type: none"> - CRF16: Waltham Forest – Replace part of sewer – Approved - CFR17: Kingston – BT Cables/Footway reinforcement – Approved - CRF18: Kingston – Ride London Impacts – Approved - CRF19: Kingston – Network Rail Issues/Redesign - Approved - CRF20: Kingston – Consultant Demobilisation – Approved - CRF21: Enfield – Footway reconstruction along section of A105 – Approved ahead of further discussions. - CRF22: Enfield – Install non-illuminated bollards on A105 – Approved ahead of further discussions. - CN94: Kingston – Local connectivity to Portsmouth Road – Approved 	
<p>Date of next meeting: 13^h February 2018, 10:00 – 11:30, Palestra</p>	

Mini-Holland Programme Meeting – Notes & Actions

Date and time: 22nd August 2019, 14:00 – 16:00

Chair: [REDACTED] (JF)

Attendees:

[REDACTED] (JF) [chair]	TfL
[REDACTED] (MB)	Waltham Forest
[REDACTED] (RE)	Enfield
[REDACTED] (DK)	Enfield
[REDACTED]	Kingston
[REDACTED] (TA)	Kingston
[REDACTED] (KB)	TfL
[REDACTED] (RP) [minutes]	TfL
[REDACTED] (JP)	TfL
[REDACTED] (JOK)	TfL

Apologies:

[REDACTED] TfL

Notes and Actions	Action For
<p><u>2. Actions from Previous Meeting</u></p> <ul style="list-style-type: none"> • Action: KB to arrange a meeting to discuss SUBBs once the latest report has been circulated - ONGOING • Action: KB to send revised SUBBs report - ONGOING • Action: KB to confirm dates for SUBBs intercept surveys - COMPLETE • Action: KB to confirm receipt of information for LBWF Deep Dive – to be captured in progress meetings • Action: Boroughs to submit project-based risk registers for current schemes - ONGOING • Action: All to submit claims for risk payments through the portal – RP to confirm when funds are to be paid out • Action: JF to provide positive feedback to boroughs on success of MH programme 	
<p><u>3. Finance update – not in attendance</u></p> <ul style="list-style-type: none"> • Enfield - Discrepancy between portal and cost plan. <p>ACTION – JF to escalate discrepancies between Portal and the Cost Plan</p>	JF
<p><u>4. Progress update</u></p> <p><u>Enfield</u></p> <ul style="list-style-type: none"> • Kicked off on A1010 North section 1. • A1010 South minor snagging works left. Celebration ride on 31st August. • Early September engaging with community groups re light segregation • Mini hubs being rolled out at Turkey Street station and Arnos Grove <p><u>Kingston</u></p> <ul style="list-style-type: none"> • Wheatfield Way and New Malden to Raynes Park completed this summer • 3 ongoing shemes 	

<ul style="list-style-type: none"> Kingston to New Malden to be submitted to council early next year 2nd September Deputy Mayor for Transport visiting Kingston <p>ACTION – RP to send details re Deputy Mayor for Transport visit</p>	RP
<p><u>Waltham Forest</u></p> <ul style="list-style-type: none"> Lea Bridge Road scheme to be completed by end of August. Opening date to be agreed Temple Mills Way designs complete and submitted for review <p>ACTION – MB to liaise with [REDACTED] (TfL Press Office) re opening date for Lea Bridge Road scheme.</p>	MB
<p>5. Other Items</p> <p><u>Cycleways update</u></p> <ul style="list-style-type: none"> Existing Quietways need to have signage removed or be resigned as a Cycleway. <p><u>HSPIM Paper</u></p> <ul style="list-style-type: none"> Paper submitted and accepted – authority gained to spend full £100 million. 	
<p>6. Risk</p> <p>Risk Drawdown Requests</p> <ul style="list-style-type: none"> None RD052 & RD053 – presented at next Cycling Programme meeting <p>Action: Boroughs to submit project-based risk registers for current schemes</p> <p>Action: All to submit claims for risk payments through the portal.</p>	All
<p>7. Change Requests</p> <ul style="list-style-type: none"> None presented. 	
<p>8. Gate Approvals</p> <ul style="list-style-type: none"> None presented. 	
<p>9. TfL Milestones</p> <ul style="list-style-type: none"> 2 milestones complete – A1010 South and Wheatfield Way On track to achieve other 4 milestones by March 2020 	
<p>10. AOB</p> <ul style="list-style-type: none"> [REDACTED] leaving TfL and [REDACTED] leaving Enfield. 	
Date of next meeting: 16th October 2019	

Summary of actions

- Action:** KB to arrange a meeting to discuss SUBBs once the latest report has been circulated
- Action:** RP to send details re the Deputy Mayor for Transport visit
- Action:** Boroughs to submit project-based risk registers for current schemes
- Action:** All to submit claims for risk payments through the portal. RP to confirm with finance
- Action:** KB to liaise with [REDACTED] and confirm a date for the opening date for the Lea Bridge Road scheme.



Mini-Holland Programme Board Agenda and Actions

14 November 2018, 14:00-16:00

Regular attendees	
[redacted] [chair]	TfL, Lead Sponsor, Borough Cycling
[redacted]	TfL, Head of Programme Sponsorship
[redacted]	TfL, Principal Sponsor, Mini-Hollands
[redacted]	TfL, Principal Sponsor, Mini-Hollands
[redacted]	TfL, Portfolio Sponsor, Borough Cycling
[redacted]	TfL, Finance Business Partner
[redacted]	TfL, Network Performance
[redacted]	Enfield, Programme Director
[redacted]	Enfield, Programme Manager
[redacted]	Kingston, Portfolio Delivery Manager
[redacted]	Kingston, Programme Director
[redacted]	Waltham Forest, Programme Manager
[redacted]	Waltham Forest, Director of Highways and Traffic Management, Waltham Forest
Additional attendees (to be invited on an ad-hoc basis if required for issues being escalated)	
[redacted]	TfL, Sponsor, Borough Cycling [minutes]

Apologies – [redacted], [redacted], [redacted], [redacted]

Item	Lead	Time
1 Welcome and introductions	[redacted]	5 mins
3 Finance Update - Enfield - Kingston - Waltham Forest Action: Kingston to provide updated forecast for the remainder of the year and for FY 19/20 Action: Kingston to send business case	[redacted]	10 mins
4 Progress update - Enfield - Kingston - Waltham Forest	Boroughs	20 mins
5 Items for escalation Action: KB/DC to push TfL buses for a decision around the Bakers Arms stop. [ongoing]	All	20 mins

6	Risk - Review of top 5 programme level risks - Risk drawdown requests	██████████	20 mins
7	Change requests	██████████	15 mins
8	Progress against TfL milestones	██████████	5 mins
9	MH assurance update	██████████	10 mins
10	AOB	All	5 mins
11	Recap of Actions and Decisions	██████████	5 mins
	Date of next meeting: Wednesday 9 January 2019, 1400 - 1600		

Actions from previous meeting

- **Action:** Kingston to provide updated forecast for the remainder of the year [outstanding]
- **Action:** All boroughs to start thinking about spend in 19/20 and provide an approximate monthly forecast if possible [Enfield and Waltham Forest – complete]
- **Action:** KB/DC to push TfL buses for a decision around the Bakers Arms stop. [ongoing]
- **Action:** Enfield to submit a CR to the next board regarding the revised milestone dates for the A1010 North scheme [complete]

Mini-Holland Programme Board – Notes & Actions

Date and time: 31 May 2018, 14:00 – 15:30

Chair: [REDACTED]

Attendees:

[REDACTED] (MB)	Waltham Forest	[REDACTED] (JM)	TfL
[REDACTED] (RE)	Enfield	[REDACTED] (JO)	TfL
[REDACTED] (DK)	Enfield	[REDACTED] (LS)	TfL
[REDACTED] (TA)	Kingston	[REDACTED]	Kingston
[REDACTED] (KB)	TfL	[REDACTED]	TfL
[REDACTED] (RP)	TfL	[REDACTED]	
[REDACTED] (JN)	TfL	[REDACTED]	

Apologies: [REDACTED] [REDACTED] [REDACTED] [REDACTED]

Notes and Actions	Action For
MINI-HOLLAND PROGRAMME UPDATE	
Finance	
<ul style="list-style-type: none"> - All boroughs were asked to provide Value of Work Done at regular intervals. - Action: Boroughs were asked to claim remaining funds for 17/18 by August - Action: Check if the figure on Waltham Forest budget allocation for 18/19 should be £8 million or £8.25 million - Enfield will investigate bringing in more work for this financial year to ensure budget is spent 	Boroughs TfL
Progress update	
<ul style="list-style-type: none"> - Enfield- A1010S works are commencing next week. A105 complete for the most part except some works surrounding 15 inch gas main. Quietway links are out for consultation. - Kingston- three projects on site (Kingston Station, Wheatfield Way, Kingston High Street), two have completed construction (Surbiton and connector route to Kingston Station), two are set to begin in Autumn (New Malden to Raynes Park and ...), three more schemes are awaiting council approval. - Waltham Forest- Lea Bridge Roaf and Walthamstow Gytratory are main focus. Blackhorse Junction are in the final stages of award. Lea Bridge Road Bridge Widening due for completion in August. - Waltham Forest and Enfield have been conducting visits to their schemes in order to increase buy in. It was suggested that this should be rolled out to all boroughs and done more often. - Action- collate a list of all the awards won across the schemes to highlight success in the MH programme - Action- MH Boroughs and TFL to look at award submissions going forward and to share experiences and best practice 	Tfl Both
Local Elections	
<ul style="list-style-type: none"> - Enfield- Remained in political favour following elections 	

<ul style="list-style-type: none"> - Kingston- new administration are more keen on cycling <p>Risks</p> <ul style="list-style-type: none"> - Top 5 risk drawdowns have remained the same - Action- Details for risk drawdown surrounding unforeseen ground conditions with BT Services need to be sent to KB - Shared Use Bus Boarders- there will be a review of existing and planned SUBBs with TDE and design guidance may be issued. Going forward there will be more comprehensive monitoring. Action- Tfl send boroughs details regarding SUBBs in a briefing note. - Action- Possibility of adding SUBBs to risk register - Action- EW to look into risk drawdowns when there is an increase in cost due to inflation. 	<p>Waltham Forest</p> <p>TfL</p> <p>EW</p>
<p>CHANGE CONTROL AND RISK DRAWDOWNS</p> <ul style="list-style-type: none"> - CN95 for Enfield to reduce the amount of Quieter Neighbourhoods schemes from 24 to 12 was approved - RDF024 for additional works for A105 was approved - RDF022 and RDF023 for Lea Bridge Road works delayed was not approved - Action- boroughs to send TfL their inflation claims to be reviewed in next board meeting 	<p>Boroughs</p>
<p>Date of next meeting:</p>	

Mini-Holland Programme Board – Notes & Actions

Date and time: 9 January 2019, 14:00 – 16:00

Chair: [REDACTED]

Attendees:

[REDACTED] (DC) [chair]	TfL
[REDACTED] (MB)	Waltham Forest
[REDACTED] (VV)	Waltham Forest
[REDACTED] (RE)	Enfield
[REDACTED] (DK)	Enfield
[REDACTED] (TA)	Kingston
[REDACTED] (JCC)	Kingston
[REDACTED] (KB) [minutes]	TfL
[REDACTED] (RP)	TfL
[REDACTED] (EW)	TfL
[REDACTED] (JM)	TfL
[REDACTED] (JO)	TfL

Apologies: [REDACTED]

Notes and Actions	Action For	
<p>MINI-HOLLAND PROGRAMME UPDATE</p> <p><u>Finance</u></p> <ul style="list-style-type: none"> • YTD spend is £17,063,000 out of a budget of £23,700,000 • The programme as a whole is forecast to underspend by £2,563,500 against the budget for the year. This has previously been reported to Finance. • Enfield reported an additional underspend of £153,000 due to delays to the Lincoln Road TLRN scheme. This brings the total expected annual forecast spend for Enfield to £6,647,000. • All boroughs have now supplied a forecast for 19/20 showing period by period spend • EW reminded boroughs that the VOWD needs to be reported on the portal by 15 March 2019 in order for boroughs to claim • Waltham Forest MH programme is expected to be fully completed by end FY 19/20. In view of this DC/EW confirmed that WF will receive funding for all approved risk drawdowns still outstanding by the end of FY19/20 (i.e. these will not roll into the following FY as has happened previously) • The latest cost plan update from Kingston indicates an underspend of approximately £200k for FY 18/19. • Discrepancies were noted between the finance tables circulated by KB in the highlight report and the numbers provided by EW. An updated finance table agreed by KB and EW is attached to these minutes for the record <p><u>Progress update</u></p> <p><u>Enfield</u></p> <ul style="list-style-type: none"> • A105 scheme is now fully complete and SCOOT is up and running. Initial high level analysis of the bus journey time impacts of the scheme matches the 		

<p>modelling, suggesting confidence in the modelling methodology.</p> <ul style="list-style-type: none"> • Construction work on A1010 S is progressing well. The launch of the Mayor's Cycle Action Plan at Edmonton Green roundabout before Christmas went well. • Work to finalise design and approvals for the A1010 North continues. Modelling outputs (not yet validated) suggest a delay of up to 1 minute on some routes. TfL Buses have expressed concern. RSPG is planned for late February. • Enfield are working with dockless bike company Beryl to launch in the borough – bike for the use of council workers are being trialled • Design work on Enfield Town to Ponders End route has started <p><u>Waltham Forest</u></p> <ul style="list-style-type: none"> • Work on Lea Bridge Road, Walthamstow Gyratory and Whipps Cross is ongoing • Signals at Whipps Cross due to be commissioned 19 Jan, cementing its transformation from roundabout to junction • TfL Buses have agreed to the relocation of the bus stop at Bakers Arms, Lea Bridge Road, enabling work on this junction to move forward <p>Action: KB to confirm decision about Bakers Arms bus stop move in writing with Waltham Forest / TfL Buses</p> <ul style="list-style-type: none"> • Work to assess and publicise positive impact Walthamstow Gyratory scheme has had on bus journey times is planned <p><u>Kingston</u></p> <ul style="list-style-type: none"> • Work continues on five schemes currently under construction: Kingston Station (new footbridge due soon), Wheatfield Way, New Malden to Raynes Park, Kingston Hill to Kingston Vale (work now underway on third section) and Penrhyn Road • Cabinet have approved start of detailed design and construction of Ewell Road scheme • Updated business case has been submitted to TfL for review. TfL to provide comments before final release <p>Issues for Escalation</p> <p><u>Signal safety review process</u></p> <ul style="list-style-type: none"> • RE noted that there have been issues with signal safety at two locations on recently completed schemes. <ul style="list-style-type: none"> - Station Road jcn A105 – incorrect staging plan allowed vehicles to turn across a live pedestrian crossing (raised by a member of the public) - Edmonton Green roundabout – straight-stagger pedestrian crossing not being interpreted correctly by pedestrians due to through visibility of far-side green man (raised by the contractor building the scheme) <p>While both these issues are being dealt with, it is a concern that neither issue was picked up in the signal safety audit. Some reassurance that this process is working correctly following Transformation is requested.</p> <p>Action: JM to raise signal safety issue with appropriate contacts in Engineering / PPD</p> <p><u>Light segregation</u></p> <ul style="list-style-type: none"> • RE reiterated concerns about the lack of a clear TfL position on the use of orcas, noting that Enfield council is now the subject of a legal challenge relating to an alleged pedestrian trip. 	<p>KB</p> <p>JM</p> <p>DC</p>
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<p>Action: DC to discuss TfL position on use of orcas at Cycling Programme Board [note – this was raised at Cycling Programme Board. A TDE review of light segregation options is due to be completed shortly, results will be discussed with the borough in the light of this issue as soon as this study becomes available].</p>	
<p>CHANGE CONTROL AND RISK DRAWDOWNS</p> <ul style="list-style-type: none"> • RD034 - Kingston, £77,200 – endorsed to Cycling Programme Board • RD035 - Kingston, £9,510 - approved • RD036 - Kingston (Kingston Station), £20,420 - approved • RD037 - Kingston, £49,600 - approved • RD038 - Kingston, £27,900 - approved • RD039 - Kingston, £6,344 - approved • RD040 - Kingston (Penrhyn Road), £30,770 - approved • RD041 - Kingston, £7,280 - approved • RD042 - Kingston, £5,727 - approved • CN101 –Waltham Forest – removal of Leyton-Chingford from scope, replacement with two new routes - - approved 	
<p>Date of next meeting: 6th March 2019</p>	

Summary of actions

- **Action: KB to confirm decision about Bakers Arms bus stop move in writing with Waltham Forest / TfL Buses**
- **Action: JM to raise signal safety issue with appropriate contacts in Engineering / PPD**
- **Action: DC to discuss TfL position on use of orcas at Cycling Programme Board**

Mini-Holland Programme Board – Notes & Actions

Date and time: 25 July 2018, 14:00 – 15:30

Chair: [REDACTED]

Attendees:

[REDACTED] (MB)	Waltham Forest	[REDACTED] (JO)	TfL
[REDACTED] (RE)	Enfield	[REDACTED] (AB)	TfL
[REDACTED] (DK)	Enfield	[REDACTED] (NH)	TfL
[REDACTED] (JC)	Kingston		
[REDACTED] (TA)	Kingston		
[REDACTED] (KB)	TfL		
[REDACTED] (RP)	TfL		
[REDACTED] (EW)	TfL		

Apologies: [REDACTED] [REDACTED]

Notes and Actions	Action For
MINI-HOLLAND PROGRAMME UPDATE	
<p>Finance</p> <ul style="list-style-type: none"> • Action: Periodic spend profile to be added to the Highlight Report - COMPLETE • Of the initial year to date budget of £9.2 million, £6.6 million has been spent • Kingston believe they will have a better idea on if they will spend all of their 18/19 budget by Ocotber/November • Action: discussions to be held between boroughs and TfL Principal Sponsors to see whether any processes can be fast-tracked in order to get schemes completed earlier in line with Mayoral priorities • Programme level value engineering target is £1.2 million (5% of £24m 18/19 spend) • Action: where value engineering has already taken place on schemes, boroughs to provide written evidence of this • Action: TfL send round email setting out information about value engineering target - COMPLETE • Action: DC to send email to all boroughs regarding management of remaining programme level risk budget - COMPLETE <p>Progress update</p> <p>Waltham Forest- Work on the Lea Bridge Road, Whipps Cross gyratory and Walthamstow Gyratory schemes are progressing well and to schedule</p> <p>Enfield- Utility works have delayed the completion of the final junction of the A105 scheme. Work on the A1010 South scheme is progressing well and to schedule. A programme for the A1010 North scheme is being drawn up – construction start will be pushed back to summer 2019. This means Enfield are likely to have an underspend in 2018/19.</p> <p>Kingston: Works are largely done at Kingston Station. Works beginning in earnest on Wheatfiled Way from August 2018. Bridge by Kingston Station now has a contractor in place, due to start Feb 2019</p>	<p>KB</p> <p>Boroughs</p> <p>TfL</p>

<ul style="list-style-type: none"> • KB explained that the lava chart in the highlight report is updated based on dates provided by the boroughs and will be used at future Board meetings as a visual guide to any slippage has occurred in the programme against a May 2018 baseline • Action: KB to separate TLRN schemes for the lava chart - COMPLETE. <p>Risks</p> <ul style="list-style-type: none"> • Enfield A1010 North scheme to go to RSPG in Autumn 2018 • Concerns regarding increased maintenance costs being requested by TfL for new bus stops. TfL to investigate further whether these increased costs can be contested internally. • It is proposed to ringfence the remaining risk pot by borough according to proportion of work remaining. TfL will also need to claim some risk money to cover historic and forecast staff time costs. No further risk drawdowns to be approved until the ring-fenced amounts have been agreed. SUBBs currently being reviewed by TfL Engineering team • Action: Lessons Learnt workshop to be set up with all boroughs. Potential topics- Borough Boundaries, procurement, cycle hubs, monitoring. 	<p>Boroughs</p> <p>KB</p> <p>KB</p>
<p>CHANGE CONTROL AND RISK DRAWDOWNS None approved</p>	
<p>Date of next meeting: 19th September 2018</p>	

Summary of actions

- KB- Periodic spend profile to be added to the Highlight Report
- Discussions to be held between boroughs and TfL Principal Sponsors to see whether any processes can be fast-tracked in order to get schemes completed earlier in line with Mayoral priorities
- Boroughs- where value engineering has already taken place on schemes, boroughs to provide written evidence of this
- TfL- send email setting out information about value engineering target
- KB to separate TLRN schemes for the lava chart
- TfL to email boroughs with information on ring-fenced risk allowance per borough.
- Lessons Learnt workshop to be set up with all boroughs. Potential topics- Borough Boundaries, procurement, cycle hubs, monitoring.

Mini-Holland Programme Board – Notes & Actions

Date and time: 6 March 2019, 12:30 – 14:30

Chair: [REDACTED] (JF)

Attendees:

[REDACTED] (JF) [chair]	TfL
[REDACTED] (MB)	Waltham Forest
[REDACTED] (VV)	Waltham Forest
[REDACTED] (RE)	Enfield
[REDACTED] (DK)	Enfield
[REDACTED] (TA)	Kingston
[REDACTED] (JCC)	Kingston
[REDACTED] (KB)	TfL
[REDACTED] (RP) [minutes]	TfL
[REDACTED] (JM)	TfL
[REDACTED] (JO)	TfL
[REDACTED] (LM) [minutes]	TfL

Apologies: [REDACTED]

Notes and Actions	Action For
<p><u>2. Actions from Previous Meeting</u></p> <p><u>Bakers Arms</u></p> <ul style="list-style-type: none"> Issue now resolved and scheme can proceed <p><u>Signal safety review process</u></p> <ul style="list-style-type: none"> RE noted that there have been issues with signal safety at two locations on recently completed schemes. <ul style="list-style-type: none"> Station Road jcn A105 – a new prom was installed at the end of Jan 19 to rectify the incorrect staging plan which allowed vehicles to turn across a live pedestrian crossing (raised by a member of the public). The new prom has resolved the issue. Lessons learned – need to focus on planned commissioning and design, and provide extra assurance. Edmonton Green roundabout – straight-stagger pedestrian crossing not being interpreted correctly by pedestrians due to through visibility of far-side green man (raised by the contractor building the scheme). A Look Left/Look Right and tactiles have been installed. Work is ongoing to investigate how to prevent this design issue. <p>Action: KB to escalate signal safety issues with PPD</p> <p><u>Light segregation</u></p> <ul style="list-style-type: none"> KB has set up a meeting with Enfield to discuss the use of orcas. 	<p>KB</p>
<p><u>3. Finance update</u></p> <ul style="list-style-type: none"> [REDACTED] has now left and [REDACTED] is replacing her. VOWD needs to be reported on the portal by 15 March 2019 in order for boroughs to claim. 	

<p><u>4. Progress update</u></p> <p><u>Enfield</u></p> <ul style="list-style-type: none"> • A1010 South substantially complete by the end of Mar 19. • A1010 North going to RSPG on 21 Mar due to significant impact on buses. • Work can start early on the Nags Head junction, commencing Jun 19, with the plan to deliver by May 20. • A mini-hub prototype has been worked up, with delivery of the first hub by the end of Mar 19 at the Civic Centre. • Design for the Ponders End to Enfield Town route will start in the next financial year, with construction to commence the following year. <p><u>Kingston</u></p> <ul style="list-style-type: none"> • Five schemes currently under construction: Kingston Station (new footbridge to be installed on 23 Mar), Wheatfield Way, New Malden to Raynes Park, Kingston Hill to Kingston Vale and Penrhyn Road. <p><u>Waltham Forest</u></p> <ul style="list-style-type: none"> • Work on Lea Bridge Road, Walthamstow Gyratory and Whipps Cross is ongoing. • Whipps Cross - redundant carriageway is being removed, with the area being returned to Epping Forest. • Walthamstow Gyratory - the cycle hub is being extended and a new taxi area is in place, the drop off area has been removed. • Lea Bridge Road – construction complete by May / June 19. TfL marketing will need 3 months notice for the launch, therefore the launch date will need to be fixed once agreed. • Bus journey times have been requested to illustrate actual impact on buses • Consultation complete for Markhouse village, the responses are being processed and analysed. Likely to require targeted re-engagement. 	
<p><u>5. Other Items</u></p> <p><u>Kingston Business Case</u></p> <ul style="list-style-type: none"> • Kingston Programme revised to remove two schemes (Riverside Broadway and Fountain Roundabout) and reduced scope of Cambridge Road/Kingston Road. • JF accepted Business Case, subject to full Business Case document being submitted to TfL. JF agreed that Business Case will be submitted to Cycling Programme Board on 11/03/19 <p>Action: JF to submit Business Case to Cycling Programme Board</p> <ul style="list-style-type: none"> • Updated scope of schemes and updated cost of schemes approved via Change Control. 	<p>JF</p>
<p><u>6. Risk</u></p> <p>Risk Drawdown Requests</p> <ul style="list-style-type: none"> • RD043 – Enfield, external audit consultant RSA, £15,500 – approved • RD044 – Enfield, gas main, £13,150 – approved • RD045 – Enfield, Green Lanes parking issue, £30,961 – approved • RD046 – Enfield, UTC temporary signals, £39,319 – approved <p>7. Change Requests</p>	

<ul style="list-style-type: none"> • CN102 – Updated scope of schemes following revised business case – approved • CN103 – Updated cost of schemes following revised business case – approved 	
8. TfL Milestones <ul style="list-style-type: none"> • Positive progress on two out of three milestones Action: RP to updates milestone progress before end of March 2019	RP
9. AOB <ul style="list-style-type: none"> • JCC asked for update on bus stop boarders design guidance from TfL. JF confirmed that boroughs should continue to implement bus stop boarders. 	
Date of next meeting: 1st May 2019	

Summary of actions

- **Action:** KB to escalate signal safety issues with PPD
- **Action:** JF to submit Business Case to Cycling Programme Board
- **Action:** RP to updates milestone progress before end of March 2019

Mini-Holland Programme Board – Notes & Actions

Date and time: 1 May 2019, 14:00 – 16:0

Chair: [REDACTED] (JF)

Attendees:

[REDACTED] (JF) [chair]	TfL
[REDACTED] (MB)	Waltham Forest
[REDACTED] (VV)	Waltham Forest
[REDACTED] (RE)	Enfield
[REDACTED] (DK)	Enfield
[REDACTED] (DM)	Enfield
[REDACTED] (TA)	Kingston
[REDACTED] (AH)	TfL
[REDACTED] (KB)	TfL
[REDACTED] (RP) [minutes]	TfL
[REDACTED] (JM)	TfL
[REDACTED] (JO)	TfL
[REDACTED] (LM) [minutes]	TfL

Apologies:

Notes and Actions	Action For
<p><u>2. Actions from Previous Meeting</u></p> <p><u>Signal safety issues</u></p> <ul style="list-style-type: none"> KB noted that this has been escalated and will be reviewed after RSA. <p><u>Business case to Cycling Programme Board</u></p> <ul style="list-style-type: none"> The full business case has been sent. <p><u>Milestone Progress</u></p> <ul style="list-style-type: none"> New milestones will be discussed later in the agenda. 	
<p><u>3. Finance update</u></p> <ul style="list-style-type: none"> Actuals are being finalised, P1 figures are not yet available but there were some small slippages. Mini-Hollands risk draw downs were accrued in P13 18/19. 	
<p><u>4. Progress update</u></p> <p><u>Enfield</u></p> <ul style="list-style-type: none"> A105 wayfinding signage is being designed. A1010S substantially complete by mid May 19. Dockless 'Beryl Bikes' system will launch Aug 19. A1010N approved at RSPG, work will commence mid-summer 19. Stage gate 4 is almost complete. Enfield Town to Ponders End route, one signalised element is to be brought into the scheme, which was initially designed by Siemens. 	

<p><u>Kingston</u></p> <ul style="list-style-type: none"> • Five schemes currently under construction, and the new administration at Kingston is very supportive. • 2 schemes are due to complete; launch events with Will Norman are scheduled. <p><u>Waltham Forest</u></p> <ul style="list-style-type: none"> • Walthamstow Gyratory is almost complete, a cycle hub extension is being built; a Jun 19 launch is planned. • Lea Bridge Road is progressing well, signals work is remaining, on track to complete on schedule. • Whipps Cross is progressing well, aiming for completion with new signage in Jul 19. • Blackhorse junction, a contractor has been appointed and work will begin this month. • Leyton-Chingford, a revised scheme has been programmed, to be reviewed this month, with work commencing in the summer. • Markhouse Village, threat of a judicial review from some local residents, due to the decision not to implement the full scheme, as a result of the consultation. The long term plan is to deliver the whole scheme. <p>Action: MB to produce a one pager summarising original and revised plans for Markhouse Road.</p>	<p>MB</p>
<p>5. Other Items</p> <p><u>Cycleways update</u></p> <ul style="list-style-type: none"> • New routes will launch in the summer, it is important that these routes have new signage. TfL will be providing the schedule of signage for New Malden to Raynes Park (Kingston), A105 and A1010S (Enfield), while Waltham Forest are doing their own signage schedule for the Lea Bridge Road scheme. All boroughs will be responsible for detailed design and implementation of signs. There will be a Cycleways press release in late May 19. Communications will be sent to borough officers and councillors in advance of this. <p><u>Quality criteria update</u></p> <ul style="list-style-type: none"> • Routes will require assessment against quality criteria before they can be signed as Cycleways (with the exception of the routes listed above). This could be carried out by boroughs. <p>Action: KB to send boroughs the cycle assessment form and process for unsigned routes.</p>	<p>KB</p>
<p>6. Risk</p> <p>Risk Drawdown Requests</p> <ul style="list-style-type: none"> • RD047 – Enfield, A1010S - Signal design not properly completed due to resource issues, £56,854 – approved for onward submission to Cycling Programme Board. • RD048 – Kingston, station bridge could not be widened and had to be removed, £213,531 – approved for onward submission to Cycling Programme Board. <p>Action: TA to provide background of TfL’s involvement, clarify narrative. Action: All to submit claims for risk payments through the portal.</p>	<p>TA All</p>
<p>7. Change Requests</p> <ul style="list-style-type: none"> • None presented. 	

<p>8. TfL Milestones</p> <ul style="list-style-type: none"> All 18/19 milestones were achieved, reported to senior management. Boroughs confirmed they were happy with the milestones for 19/20 and that these are achievable. 	
<p>9. AOB</p> <ul style="list-style-type: none"> AH requested future MH progress board meetings to take place later in the week, so to be able to provide up to date finance figures. <p>Action: All to confirm by 07/05/19 if this is agreeable.</p> <ul style="list-style-type: none"> JCC asked for update on bus stop boarders. KB confirmed we are in the process of managing visits and working through the current methodology. <p>Action: KB to arrange a catch up meeting to discuss SUBBs once the latest report has been circulated.</p> <ul style="list-style-type: none"> RE asked for update on light segregation. We are going to raise this with the Cycling programme board. <p>Action: JF/KB to share decision with the group.</p> <ul style="list-style-type: none"> MB asked about scheme outcomes, benefits and monitoring – what we are capturing and how this will be presented. <p>Action: KB to arrange a workshop to discuss this.</p>	<p>All</p> <p>KB</p> <p>JF/KB</p> <p>KB</p>
<p>Date of next meeting: 26th June 2019</p>	

Summary of actions

- Action:** MB to produce a one pager summarising plans for Markhouse Road.
- Action:** KB to send boroughs the cycle assessment form and process for unsigned routes.
- Action:** TA to provide background of TfL's involvement for RD048, clarify narrative.
- Action:** All to submit claims for risk payments through the portal.
- Action:** All to confirm by 07/05/19 if moving the board meeting to a day later is agreeable for all.
- Action:** KB to arrange a meeting to discuss SUBBs once the latest report has been circulated.
- Action:** JF/KB to share Cycling programme board decision on light segregation with the group.
- Action:** KB to arrange a workshop to discuss outcomes, benefits and monitoring.

Mini-Holland Programme Board – Notes & Actions

Date and time: 31 May 2018, 14:00 – 15:30

Chair: [REDACTED]

Attendees:

[REDACTED] (MB)	Waltham Forest	[REDACTED] (JO)	TfL
[REDACTED] (RE)	Enfield	[REDACTED] (LS)	TfL
[REDACTED] (DK)	Enfield		TfL
[REDACTED]	Kingston	[REDACTED] (chair)	TfL
[REDACTED] (TA)	Kingston		
[REDACTED] (KB)	TfL		
[REDACTED] (RP)	TfL		
[REDACTED] (EW)	TfL		

Apologies: [REDACTED] [REDACTED] [REDACTED] [REDACTED]

Notes and Actions	Action For
MINI-HOLLAND PROGRAMME UPDATE	
Finance	
<ul style="list-style-type: none"> - All boroughs were asked to provide VOWDs at regular intervals. EW highlighted we are aware that TfL accounting periods do not fall in line with boroughs. - Action: Boroughs were asked to claim remaining funds for 17/18 by 10th August - Action: MB thought the figure for Waltham Forest budget allocation for 18/19 should be £8.25 million rather than £8m as recorded on the Highlight Report. EW to double check and confirm. - Enfield noted that start of construction of the A1010 North is looking likely to slip to next FY. They are in the process of finalising the programme and will also investigate whether it is possible to bring forward other works into this FY to ensure budget is spent. 	<p>Boroughs</p> <p>TfL</p>
Progress update	
<ul style="list-style-type: none"> - Enfield - A1010 South works are continuing. A105 complete for the most part except for resurfacing works at Hedge Lane which await the completion of utility works. Quietway links are planned to go out for consultation in June. - Kingston - three projects on site (Kingston Station, Wheatfield Way, Kingston High Street), two have completed construction (Surbiton and connector route to Kingston Station), two are set to begin in autumn, and three more schemes are awaiting council approval. - Waltham Forest - Lea Bridge Road and Walthamstow Gyratory are main focus. Lea Bridge Road Bridge widening due for completion in August on schedule. ICE Peoples Choice Award won for Orford Road. - Action: MB to provide a list of all the awards won across the Waltham Forest MH programme and share with TfL to highlight successes. - MH Boroughs and TfL to share experiences and best practice around award submissions going forward. 	<p>TfL</p> <p>All</p>

<p>Local Elections</p> <ul style="list-style-type: none"> - Enfield – Labour have retained power. [REDACTED] is now Deputy Leader but has retained control of the MH programme. - Kingston – Liberal Democrats are the new administration - they submitted the original Mini-Holland bid so are expected to continue to strongly support the MH programme. <p>Risks</p> <ul style="list-style-type: none"> - Top 5 risks were discussed - TfL will be leading a review of existing and planned Shared Use Bus Boarders (SUBBs) and design guidance may be issued. TfL will also be initiating a more comprehensive monitoring study of SUBBs. This is being undertaken in response to concerns raised by some bus operators about the safety of SUBBs. - Waltham Forest submitted two risk drawdown requests (RDF022 and 023) relating to the increase in costs for Lea Bridge Road due to the delay in TMAN approval. Some costs relate to inflation increases. - Enfield and Kingston noted that they were likely to submit future risk drawdown requests about inflation-related cost increases caused by slower than anticipated release of TfL funding for the Mini-Holland programme. NH noted the need to review requests of this type from all boroughs at the same time to ensure a fair and consistent approach. - Action: MB to provide a more detailed breakdown of the requested risk drawdown, setting out which elements of the sum requested relate to inflation - Action: EW to look into governance surrounding risk drawdowns when there is an increase in cost due to inflation. 	<p>MB EW</p>
<p>CHANGE CONTROL AND RISK DRAWDOWNS</p> <ul style="list-style-type: none"> - CN95 for Enfield to reduce the amount of Quieter Neighbourhoods schemes from 24 to 12 was approved - RDF024 for additional works for A105 was approved - RDF022 and RDF023 for Lea Bridge Road works delayed were not approved at this board pending further discussions. 	
<p>Date of next meeting: 25^h July 2018, 14:00 – 15:30</p>	

Mini-Holland Programme Board – Notes & Actions

Date and time: 19 September 2018, 14:00 – 15:30

Chair: [REDACTED]

Attendees:

[REDACTED]	TfL
[REDACTED] (MB)	Waltham Forest
[REDACTED] (RE)	Enfield
[REDACTED] (TA)	Kingston
[REDACTED] (KB)	TfL
[REDACTED] (RP)	TfL
[REDACTED] (EW)	TfL
[REDACTED] (AB)	TfL
[REDACTED] (JM)	TfL

Apologies: [REDACTED] [REDACTED] [REDACTED]

Notes and Actions	Action For
MINI-HOLLAND PROGRAMME UPDATE	
Action: Boroughs send a list of value engineering done to date by 17/10/18	Boroughs
Finance	
<ul style="list-style-type: none"> • YTD spend is £11.5 million out of a budget of £23.7 million • The programme as a whole is showing an underspend of £2.8 million against the forecast position for the current period. • While Waltham Forest appear to be on course, both Enfield and Kingston are showing an underspend against the forecast • Enfield – it was noted that payment for the A105 scheme has been delayed while snagging takes place, and that invoices for cycle hubs are awaited. However, this should not affect VOWD which should be reported based on completed work. • Action: Enfield to confirm that VOWD is being correctly reported • Enfield reported that work on the A1010 North scheme is now not expected to begin until FY 2019/20, so the spend against this scheme will need to be reprofiled. In addition the Lincoln Road TLRN junction will now commence in FY 19/20. A reduction in spend of around £850k this FY is expected. • Action: Enfield to provide an updated forecast showing their reprofiled spend for 18/19 and a forecast of their spend for 19/20 if possible • Action: Enfield to submit a CR to the next board regarding the revised milestone dates for the A1010 North scheme • Action: KB to provide Enfield with information on sunk costs and upcoming consultation costs for the Lincoln Rd TLRN scheme so that the remaining planned 18/19 spend can be reprofiled • Kingston – remain confident that spend is on track and that the full spend for 18/19 will be achieved. They have some major projects starting in the next few months so actual spend should soon start to catch up to forecasted spend. These include New Malden to Raynes Park, Kingston to Kingston Vale, and Penrhyn Road. Work on a revised business case is ongoing and this will be provided to TfL within 3-4 weeks 	<p>Boroughs</p> <p>Boroughs</p> <p>Enfield</p>

- **Action:** Kingston to provide updated forecast for the remainder of the year
- **Action:** All boroughs to start thinking about spend in 19/20 and provide an approximate monthly forecast if possible

Progress update

- Enfield- Final re-surfacing work at A105 Hedge Lane to be complete by the end of September. Edmonton Green and Enfield Town cycle hubs complete. Edmonton Green Roundabout opened to schedule 03/09. A1010N Designs ongoing. Consultation ongoing for Quietway routes. Quieter Neighbourhood schemes in sponsor review.
- Kingston- 3 projects complete, 3 on site, and 3 more on site in the next few months. Work on Kingston Hill / Kingston Vale is due to begin w/c 1 October 2018. TA noted that there are only 11 projects, as opposed to TFL's understanding that there were 17.

Action: KB to liaise with TA to ensure that the TfL Master Spreadsheet matches the list of Kingston schemes correctly and that where schemes are being monitored in phases this is clear

- Waltham Forest- Progressing well. Lea Bridge Road Bakers Arms Junction waiting on a decision from TfL buses around relocating a bus stop – this is now delaying the progress of this section. Hole found on Environment Agency's Bridge in LBR Section 1 which could cause delay to this section. Consultation started on Markhouse Village – difficult stakeholder environment and some negative feedback is expected (currently 60% responses negative). Air quality data has been published in report done by Kings College.

Action: KB/DC to push TfL buses for a decision around the Bakers Arms stop. *[UPDATE: This has been escalated internally and a meeting with the B5 for Bus Sponsorship, ██████████ is planned. KB/DC to continue to chase].*

Issues for Escalation

-
- Enfield- non attendance of NIST Network Impact to fortnightly progress meetings

Action: JM to escalate non-attendance of NIST to Enfield fortnightly progress meetings within Network Performance *[UPDATE: NIST have attended the last two Enfield progress meetings, and have committed to ensuring that ██████████ will attend where ██████████ is unavailable. However ██████████ will shortly be leaving TfL so a further update is required on who will be replacing him].*

CHANGE CONTROL AND RISK DRAWDOWNS

- RD025- **Approved**
- RD027- Enfield, A105 gas main – **Endorsed (to Cycling Programme Board)**
- RD029- WF programme delay, Lea Bridge Road - **Endorsed (to Cycling programme board and HSPB)**
- RD030- WF - SCOOT at Willow Walk - **Approved**
- RD031- Enfield programme delay – staff costs – **Endorsed (to Cycling programme board)**
- RD032- Enfield programme delay – scheme costs – **Endorsed (to Cycling programme board)**
- RD033- Enfield – change to orcas on A105 and A1010 S - **Endorsed (to Cycling Programme Board)**

<ul style="list-style-type: none"> Kingston milestone change request- Conditional Approval, pending further discussion between DC and RP to ensure the reasons for the change are fully understood and justified. <p>Action: RP/DC to provide an update on the status of CN97 to Kingston in advance of the next MH programme board</p>	
Date of next meeting: 14th November	

Summary of actions

- **Action:** Enfield to confirm that VOWD is being correctly reported
- **Action:** Enfield to provide an updated forecast showing their reprofiled spend for 18/19 and a forecast of their spend for 19/20 if possible
- **Action:** Enfield to submit a CR to the next board regarding the revised milestone dates for the A1010 North scheme
- **Action:** KB to provide Enfield with information on sunk costs and upcoming consultation costs for the Lincoln Rd TLRN scheme so that the remaining planned 18/19 spend can be reprofiled
- **Action:** Kingston to provide updated forecast for the remainder of the year
- **Action:** All boroughs to start thinking about spend in 19/20 and provide an approximate monthly forecast if possible
- **Action:** KB to liaise with TA to ensure that the TfL Master Spreadsheet matches the list of Kingston schemes correctly and that where schemes are being monitored in phases this is clear
- **Action:** KB/DC to push TfL buses for a decision around the Bakers Arms stop.
- **Action:** JM to escalate non-attendance of NIST to Enfield fortnightly progress meetings within Network Performance

Mini-Holland Programme Board – Notes & Actions

Date and time: 27 June 2019, 14:00 – 16:0

Chair: [REDACTED] (JF)

Attendees:

[REDACTED] (JF) [chair]	TfL
[REDACTED] (MB)	Waltham Forest
[REDACTED] (RE)	Enfield
[REDACTED] (DM)	Enfield
[REDACTED]	Kingston
[REDACTED] (TA)	Kingston
[REDACTED] (AH)	TfL
[REDACTED] (KB)	TfL
[REDACTED] (RP) [minutes]	TfL
[REDACTED] (JP)	TfL

Apologies:

Notes and Actions	Action For
<p><u>2. Actions from Previous Meeting</u></p> <ul style="list-style-type: none"> • MB to produce a one pager summarising plans for Markhouse Road - Complete • KB to send boroughs the cycle assessment form and process for unsigned routes - Complete • TA to provide background of TfL’s involvement for RD048, clarify narrative - Complete – RD048 approved by Cycling Programme Board • All to submit claims for risk payments through the portal - Outstanding • All to confirm by 07/05/19 if moving the board meeting to a day later is agreeable - Complete • KB to arrange a meeting to discuss SUBBs once the latest report has been circulated – Outstanding • JF/KB to share Cycling programme board decision on light segregation with the group - Complete • KB to arrange a workshop to discuss outcomes, benefits and monitoring - Complete 	
<p><u>3. Finance update</u></p> <ul style="list-style-type: none"> • Programme currently behind budget for 19/20 but forecast shows acceleration to spend full year budget by P13 • AH confirmed that final payments for Portal claims for 18/19 is 9th August 2019 	
<p><u>4. Progress update</u></p> <p><u>Enfield</u></p> <ul style="list-style-type: none"> • A105 C20 signing schedule complete by Summer 19. • A1010S substantially complete. • Dockless ‘Beryl Bikes’ system will launch Aug 19. • A1010N – awaiting update on review of costs from TfL Commercial. • Enfield have designed bespoke Mini-hubs that can be purchased by other 	

<p>boroughs</p> <p>ACTION: JF to send through information on TfL’s new Cycle Parking Strategy</p> <p><u>Kingston</u></p> <ul style="list-style-type: none"> • Wheatfield Way scheme launched in June 2019. Launch event for New Malden to Raynes Park scheme scheduled for 13th July 2019 • Three other schemes still under construction. Works on cycle hub at Kingston Station have started. • Ewell Road due to start in November 2019 <p><u>Waltham Forest</u></p> <ul style="list-style-type: none"> • Walthamstow Gyrotory is complete. • Lea Bridge Road civils to be completed by end of July. Signals work is still outstanding. Project on track to complete on schedule. • Temple Mills Link – 10 trees will be removed with 30 trees replanted. Finalising modelling and signal design • Crownfield to Leyton – detailed design complete next few weeks 	<p>JF</p>
<p><u>5. Other Items</u></p> <p><u>Cycleways update</u></p> <ul style="list-style-type: none"> • New routes will launch in the summer <p>ACTION: KB to obtain RAL number for “Cycleways Green”</p> <p><u>SUBBs</u></p> <p>ACTION: KB to send revised SUBBs report</p> <p>ACTION: KB to confirm dates for SUBBs intercept surveys</p> <p><u>HSPB Paper</u></p> <ul style="list-style-type: none"> • Submission to HSPB for final tranche of funding in August <p><u>Deep Dives</u></p> <ul style="list-style-type: none"> • Positive feedback from internal assurance review on the Deep Dive process <p>ACTION: KB to confirm receipt of information for LBWF Deep Dive</p>	<p>KB</p> <p>KB</p> <p>KB</p> <p>KB</p>
<p><u>6. Risk</u></p> <p>Risk Drawdown Requests</p> <ul style="list-style-type: none"> • RD049 & RD050 – Enfield, A1010S - endorsed for onward submission to Cycling Programme Board. • RD051 – Kingston – approved • RD052 & RD053 – Kingston - endorsed for onward submission to Cycling Programme Board. <p>Action: Boroughs to submit project-based risk registers for current schemes</p> <p>Action: All to submit claims for risk payments through the portal.</p>	<p>All</p> <p>All</p>
<p><u>7. Change Requests</u></p> <ul style="list-style-type: none"> • None presented. 	
<p><u>8. Gate Approvals</u></p> <ul style="list-style-type: none"> • A1010N has passed through Gate 4 	

9. TfL Milestones <ul style="list-style-type: none"> • 1 milestone complete – Wheatfield Way • On track to achieve other 5 milestones 	
10. AOB Action: JF to provide positive feedback to boroughs on success of MH programme.	JF
Date of next meeting: 22nd August 2019	

Summary of actions

- **Action:** KB to arrange a meeting to discuss SUBBs once the latest report has been circulated
- **Action:** JF to send through information on TfL’s new Cycle Parking Strategy
- **Action:** KB to obtain RAL number for “Cycleways Green”
- **Action:** KB to send revised SUBBs report
- **Action:** KB to confirm dates for SUBBs intercept surveys
- **Action:** KB to confirm receipt of information for LBWF Deep Dive
- **Action:** Boroughs to submit project-based risk registers for current schemes
- **Action:** All to submit claims for risk payments through the portal
- **Action:** JF to provide positive feedback to boroughs on success of MH programme

Agenda

Subject RBK/TfL Signal Liaison Meeting

Date 21 February 2018

Place 230 Blackfriars

Time 2pm to 4pm

Distribution [Redacted] (TfL); [Redacted] (TfL); [Redacted] (TfL); [Redacted] (TfL); [Redacted] (TfL); [Redacted] (TfL); [Redacted] (TfL); [Redacted] (TfL); [Redacted] (TfL); [Redacted] (TfL); [Redacted] (TfL); [Redacted] (TfL); [Redacted] (RBK); [Redacted] (RBK); [Redacted] (RBK); [Redacted] (RBK); [Redacted] (RBK); [Redacted] (RBK); [Redacted] (Atkins); [Redacted] (Atkins); [Redacted] (Buro Happold); [Redacted] (Buro Happold)

Item	Action
1.0 Introductions 1.1 General Introductions/Initial Discussion/Review of Actions	All
2.0 Wheatfield Way (WW) 2.1 Project updates: <ul style="list-style-type: none"> • Review latest construction programme and TM layouts • London Works / TMAN scheme and works – Update from Kier on construction phasing 	UM / JCC MS MS
3.0 The Station 3.1 Project updates: <ul style="list-style-type: none"> • Review latest construction programme and TM layouts • Overview of construction progress • Detailed discussion on the TM / TMAN approvals for the existing bridge removal. 	RV / JCC MS MS MS / RV
4.0 Eastern Projects Updates 4.1 Project updates: <ul style="list-style-type: none"> • Overview of design progress • London Works / TMAN scheme and works – Update from Kier on construction phasing 	NW
5.0 Kingston to Surbiton / Tolworth Updates 5.1 Project updates: <ul style="list-style-type: none"> • Overview of design progress • London Works / TMAN scheme and works – Update from Kier on construction phasing 	OB
6.0 AOB	All

Agenda

Subject RBK/TfL Signal Liaison Meeting

Date 21 March 2018

Place 230 Blackfriars

Time 2pm to 4pm

Distribution [REDACTED] (TfL); [REDACTED] (TfL); [REDACTED] (TfL); [REDACTED] (TfL); [REDACTED] (TfL); [REDACTED] (TfL); [REDACTED] (TfL); [REDACTED] (TfL); [REDACTED] (RBK); [REDACTED] (RBK); [REDACTED] (RBK); [REDACTED] (RBK); [REDACTED] (Atkins); [REDACTED] (Atkins); [REDACTED] (Buro Happold); [REDACTED] (Buro Happold); [REDACTED] (SYSTRA); [REDACTED] (SYSTRA)

Item	Action
1.0 Introductions	
1.1 General Introductions/Initial Discussion/Review of Actions	All
2.0 Wheatfield Way (WW)	UM / JCC
2.1 Project updates: <ul style="list-style-type: none"> Review latest construction programme and TM layouts London Works / TMAN scheme and works – Update from Kier on construction phasing 	MS MS
3.0 The Station	RV / JCC
3.1 Project updates: <ul style="list-style-type: none"> Review latest construction programme and TM layouts Overview of construction progress Detailed discussion on the TM / TMAN approvals for the existing bridge removal. 	MS MS MS / RV
4.0 Eastern Projects Updates	NW
4.1 Project updates: <ul style="list-style-type: none"> Overview of design progress London Works / TMAN scheme and works – Update from Kier on construction phasing 	
5.0 Kingston to Surbiton / Tolworth Updates	OB
5.1 Project updates: <ul style="list-style-type: none"> Overview of design progress London Works / TMAN scheme and works – Update from Kier on construction phasing 	
6.0 AOB	All

TfL / RBK Mini Holland Progress Meeting Agenda

25 April 2018, 12:00 – 14:00

TfL Offices - Palestra, 197 Blackfriars Road, Kings Cross Room, 10th Floor Yellow Zone

Distribution: [redacted] (TfL); [redacted] (TfL); [redacted] (TfL); [redacted] (TfL); [redacted] (TfL); [redacted] (TfL); [redacted] (TfL); [redacted] (RBK); [redacted] (RBK); [redacted] (RBK); [redacted] (Atkins); [redacted] (Buro Happold); [redacted] (SYSTRA); [redacted] (SYSTRA); [redacted] (TfL).

Item	Owner
<p>1.0 Introductions</p> <ul style="list-style-type: none"> • General Introductions • Initial Discussion • Review of Actions from previous meetings 	All
<p>2.0 Wheatfield Way (WW)</p> <ul style="list-style-type: none"> • Latest construction programme • TM and buses • London Works / TMAN scheme and works 	JCC / MS
<p>3.0 Kingston Station</p> <ul style="list-style-type: none"> • Crossing commissioning • Latest construction programme - next steps for Kingston Station works • Bridge removal + new bridge fabrication 	RV / JCC
<p>4.0 Kingston Hill / Kingston Vale</p> <ul style="list-style-type: none"> • Design progress and construction programme • Sponsor Review • Bus infrastructure 	NW
<p>5.0 New Malden to Raynes Park</p> <ul style="list-style-type: none"> • Design progress • Liaison with Thames Water • Planning Applications 	NW
<p>6.0 Gordon Road</p> <ul style="list-style-type: none"> • Construction completion timeframes 	NW
<p>7.0 Cambridge Road / Fountain Roundabout</p> <ul style="list-style-type: none"> • Design feedback 	JCC / NW
<p>8.0 Kingston to Surbiton</p> <ul style="list-style-type: none"> • Update 	OB
<p>9.0 Surbiton to Tolworth</p> <ul style="list-style-type: none"> • Design progress and construction programme 	OB

10.0 Kingston High Street <ul style="list-style-type: none">• Design progress and construction programme	OB
11.0 Portsmouth Road <ul style="list-style-type: none">• Bus infrastructure monitoring	OB
12.0 AOB	All

TfL / RB Kingston Mini-Holland Progress Meeting

Date & Time	03/07/19 2pm
Location	TfL Palestra
Attendees	[REDACTED] (RP), [REDACTED] (AH), [REDACTED] (JP), [REDACTED] [REDACTED] (OB), [REDACTED] [REDACTED] (SCh), [REDACTED] (SC), [REDACTED]
Distribution	[REDACTED] (RV), [REDACTED] [REDACTED] [REDACTED] (CS), [REDACTED] [REDACTED] (NW)

General

ACTION – updated project programmes to be issued to RP prior to this meeting for assurance purposes

LM.1 Kingston Station

- Ramp defective outside Tesco – potential road closure
- **ACTION** – JC to coordinate with buses
- Completion certificate from contractor outstanding
- Greenery to be installed outside Kingston Station at the same time as Bridge Link and Hub. Design to be determined by Kingston internally

LM.1a Kingston Station – Bridge and Hub

- Bridge structure to be complete by 07/07
- **ACTION** – Completion certificate to be issued
- Hub started and excavations completed. Foundations in progress. Fabrication to be complete in September
- West ramp started this week. Hub blocking east ramp from being completed

LM.2 Wheatfield Way

- Queues of traffic forming due to signals not being optimised
OUTSTANDING ACTION – SCh to organise cutting of signal loops
- Snagging meeting arranged for 5th July
OUTSTANDING ACTION – RP to send formal completion certificate template to Kingston
- Running road closures in next couple of weeks – potential to coordinate with loop cutting
- **ACTION – OB to send dates for closures to SCh**

LM. 4 New Malden to Raynes Park

- Launch event with Will Norman on 13th July 2019
- Site walk-through arranged for 11/07/19

NW.1 Kingston Hill / Kingston Vale

- Resurfacing works at Manorgate Roundabout to be completed early July

OUTSTANDING ACTION – NW to respond to sponsor comments regarding cost estimate

ACTION – RP to arrange a meeting with NW and CS

ACTION – CS to process relocation applications so that sections of route can be opened.

- Derwent Avenue cycleway surface laid incorrectly. Kier to resurface.
- Signals at Station Rd junction to be commissioned next week
- **ACTION – MH to raise issue of last minute suspensions/diversions**

NW.1a Connectivity to Kingston Town Centre

- Scheme complete except for wayfinding and resurfacing of contraflow lane on Canbury Park Road (subject to developer funding)

NW.2 Kingston Bridge connectivity

- Construction scheduled for Christmas period 2019
ACTION – JC to submit change request for construction dates
- Signal design completed Detailed design outstanding

NW.3a Connectivity to Portsmouth Road

- Scheme complete

NW.4 Penrhyn Road

- Progressing ahead of programme – new programme to be issued next week
- Signal covers replaced at Bittoms Junction as per TfL request
- Works outside Kingston University – two crossings to be commissioned by end of July
- Completion date is early October 2019
- Concerns raised on Surbiton Road – blind spot and pinch point
- **ACTION –OB to liaise with buses**
- Cromwell Rd bus station remedial works planned – approx. 5 day closure, relocation of approx. 18 bus routes
- **ACTION – Resurfacing to be coordinated with these works**

NW.5 Cambridge Road

- Design and scope to be confirmed but will include a continuation from the London Road junction.
- Kingston advised that another consultation is not required
- Local engagement work is needed

NW.5a Local Connectivity Kingston Hill / London Road

OUTSTANDING ACTION – NW to provide kerb height levels for all stops along route and provide commentary if kerb height of 125mm has not been achieved. Commentary to be provided where heights have not been achieved.

- Boundary between NW1 and NW5a should be Manorgate Roundabout
- Signal ducts blocked near Tiffin School
- **ACTION – SC to provide options for new duct crossings**

NW.6 Ewell Road

OUTSTANDING ACTION – OB to send through designs to RP and SC

- Full batch of GAs expected by 12/07.
- VE completed. Final estimate to be issued in June 2019. Estimated savings of £250k - £300k following engineering changes. Up to £500k estimated savings when including reduced w/end and night working
- Works unlikely to start until Jan 2020 due to utility works (UKPN). Construction to be completed phased from north to south
- Signal concept design to be complete by end of October 2019
- Works are to be coordinated with Tolworth Broadway scheme – Oct 2019

AOB

Next meeting: 17/07/2019 – TfL Palestra – see main invite for details

TfL / RB Kingston Mini-Holland Progress Meeting

Date & Time	08/05/19 2pm
Location	TfL Palestra
Attendees	[REDACTED] (RP), [REDACTED] (NW), [REDACTED] (AH), [REDACTED] [REDACTED] (SCh), [REDACTED] (JP)
Distribution	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

LM.1 Kingston Station

- Contractors have accepted defect.
- Interim RSA3. RV to provide designer response
ACTION – JC to send completed RSA3 to RP
- Damaged signal pole still not repaired

LM.1a Kingston Station – Bridge and Hub

- Bridge structure installed. Snagging to be completed in 4-6 weeks
- **ACTION – RP to completed sponsor review of ramps**
- Foundations for Cycle Hub to take four weeks to complete. Fabrication to be complete in September

LM.2 Wheatfield Way

- Queues of traffic forming due to signals not being optimised
ACTION – OB to organise cutting of signal loops
- Snagging to be completed by end of May. Formal completion certificate to be issued.
OUTSTANDING ACTION – OB to organise walk-through of route with RP
- Advisory signage has been installed at transition from cycleway to shared areas. A number of issues were discussed. E.g. size, obstruction, safety, etc.
ACTION – JC to advise if signage will be used on other MH routes
- Risk drawdown to be submitted for additional cost of temporary signals
ACTION – SC to provide costs of temp signals by 09/05
ACTION – OB to undertake cost comparison exercise

LM. 4 New Malden to Raynes Park

- Still on target for completion in June 2019.
ACTION: RBK and TfL to arrange Will Norman launch in July 2019
- TfL engineers to complete signage schedule by end of May.
ACTION – NW to send CAD files of route
- Missing fence line behind New Malden Station to be constructed at Network Rail's request
ACTION – NW to update on quote for car park resurfacing

NW.1 Kingston Hill / Kingston Vale

- Works at Manorgate Roundabout to be completed by end of May 2019
ACTION – NW to respond to sponsor comments regarding cost estimate

OUTSTANDING ACTION – NW to provide kerb height levels for all stops along route and provide commentary if kerb height of 125mm has not been achieved. Commentary to be provided where kerb heights have not been achieved.

ACTION – [REDACTED] to process relocation applications so that sections of route can be opened.

NW.1a Connectivity to Kingston Town Centre

- Scheme complete except for wayfinding and resurfacing of contraflow lane on Canbury Park Road (subject to developer funding)

NW.2 Kingston Bridge connectivity

- Preferred option is to raise the carriageway to allow ducting and reprofile carriageway either side.
- Install 2 x 76mm galvanised steel ducts for cables across eastbound carriageway
- [REDACTED] and [REDACTED] (TfL Engineering) confirmed this is a suitable solution
- Construction scheduled for August 2019

ACTION – RV to develop design

NW.3a Connectivity to Portsmouth Road

- Scheme complete]

NW.4 Penrhyn Road

- Bittoms Junction commissioned on 18/04. Issue with signal pole locations.
- **NOTE:** Signal engineers are to mark out signal pole locations for all future upgrades
- Scheme currently on programme and on budget
- **ACTION – OW to confirm completion date and send through latest programme**
- Works outside Kingston University planned for late June to coincide with holidays

NW.5 Cambridge Road

- Design and scope to be confirmed but will include a continuation from the London Road junction.

NW.5a Local Connectivity Kingston Hill / London Road

- SIR – SC to respond to audit comments.
ACTION – NW to provide vehicle tracking for RT from London Road into Cambridge Road
ACTION – NW to provide kerb height levels for all stops along route and provide commentary if kerb height of 125mm has not been achieved. Commentary to be provided where heights have not been achieved.
- Boundary between NW1 and NW5a should be Manorgate Roundabout
ACTION – RP to email NW process for combining these schemes.

NW.6 Ewell Road

- Detailed design for signals scheduled for May / June 2019. Final DD completed in autumn.
- VE to be completed in April 2019. Final estimate to be issued in June 2019

- Estimated savings of £250k - £300k following engineering changes. Up to £500k estimated savings when including reduced w/end and night working
- **ACTION – OB to issue revised cost including this saving once known**

AOB

Next meeting: 22/05/19 – Tfl Palestra – see main invite for details

TfL / RB Kingston Mini-Holland Progress Meeting

Date & Time	10/04/19 2pm
Location	TfL Palestra
Attendees	[REDACTED] (JC), [REDACTED] (RP), [REDACTED] (NW), [REDACTED] (RG), [REDACTED] (AH), [REDACTED] (SC), [REDACTED] (Sch), [REDACTED] (MH), [REDACTED] (CC)
Distribution	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

LM.1 Kingston Station

- Snagging meeting complete. Granite carriageway issues noted – will require closure of carriageway. Target construction for during school holidays.
- RV has commissioned AECOM to undertake interim RSA3. Ongoing
ACTION – RV to confirm when RSA3 will be complete
- Awaiting plan for rebuilding ramp
- Issue raised of signal being hit

LM.1a Kingston Station – Bridge and Hub

- Bridge structure installed. To be ready/accessible for July 2019 Will Norman visit.
- **OUTSTANDING ACTION – RV to send RP updated DD for cycle path either side of bridge with design modification statement. To be sent to RP by 12/04**
- **ACTION – RP to sponsor review**
- Contract for Cycle Hub agreed. Site clearance will take four months, on-site assembly two months, fitting-out four months.

LM.2 Wheatfield Way

- 95% complete. Signals work and resurfacing complete.
- Snagging to be completed between now and the end of April. Snagging meeting to be held end of April.
- Resurfacing to be undertaken before end of FY
- **POST-MEETING ACTION – OB to reorganise QW signage**
- “Drop your Pace” signage has been installed by Kingston on shared areas. A number of issues with this signage were discussed. E.g. size, obstruction, safety, permissions etc.
- —

LM. 4 New Malden to Raynes Park

- Works on ramp ~~to~~ started ed 01/04/19 and last 2-3 months. Still on target. Lamp columns installed. to be installed in next 3 weeks. Base course in place. Path under A3 still needs to be reconfigured. Edging to be completed around Beverly Brook. Comms ongoing with NwR to determine which fences have been damaged and require replacing
- Works to be complete no later than end of June 2019
- ACTION: RBK and TfL to arrange Will Norman launch in July 2019

- **ACTION – Date to be confirmed for launch. 13/07 or 20/07.**
- **Signage has been sent to TfL engineers to be finalised. Kingston need within 4 weeks to have ready for launch.**

NW.1 Kingston Hill / Kingston Vale

- Work on Phases 1/2 ongoing. Resurfacing to take place ~~in mid-April (programmed for Sunday 14/04~~ to Thursday 18/04 night to avoid disruption to buses. Light segregation to be installed in later April / early May
- Works have commenced at Manorgate Roundabout. **Completion of this roundabout in 3 weeks time.**
- **ACTION - NW to send updated construction programme for project Draft phase 5 programme received and to be reviewed.**
- **ACTION – NW to respond to sponsor comments regarding cost estimate**
- **ACTION – NW to provide kerb height levels for all stops along route and provide commentary if kerb height of 125mm has not been achieved. Details to be sent to RP**
- **ACTION – [REDACTED] to process relocation applications so that sections of route can be opened. No movement on this action in the last week. RP to follow up with [REDACTED] for phase 1&2**

NW.1a Connectivity to Kingston Town Centre

- Scheme complete except for wayfinding and resurfacing of contraflow lane on Canbury Park Road (subject to developer funding)

NW.2 Kingston Bridge connectivity

- ~~No current solution agreed for signal design issues~~ **Design currently in progress**
- **ACTION – RV / JC / SC to agree design solution before scheme can progress**

NW.3a Connectivity to Portsmouth Road

- Scheme complete]

NW.4 Penrhyn Road

- Signals at 23/112 and 23/113 (College Rdbt) commissioned on 01/03/19. No problems / complaints received
- Works commenced on Bittoms Junction **– Commissioning on 18/04**

NW.5 Cambridge Road

- Design and scope to be confirmed but will include a continuation from the London Road junction.

NW.5a Local Connectivity Kingston Hill / London Road

- London Road / Cambridge Road junction scheduled for construction in May – August 2019. Signal audit complete – Temporary layout for cyclists to be designed
- **ACTION: SC to update at next meeting.**

NW.6 Ewell Road

- Detailed design for signals scheduled for May / June 2019. Final DD completed in autumn.
- VE to be completed in April 2019. Final estimate to be issued in June 2019
- Estimated savings of £250k - £300k following engineering changes. Up to £500k estimated savings when including reduced w/end and night working
- **ACTION – OB to issue revised cost including this saving once known**

AOB

- Ride London on 4th August 2019 - no works to take place on the day

Next meeting:10/04/19 – TfL Palestra – see main invite for details

TfL / RB Kingston Mini-Holland Progress Meeting

Date & Time	10/04/19 2pm
Location	TfL Palestra
Attendees	[REDACTED] (JC), [REDACTED] (RP), [REDACTED] (NW), [REDACTED] (RG), [REDACTED] (AH), [REDACTED] (SC), [REDACTED] (SCh), [REDACTED] (MH)
Distribution	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

LM.1 Kingston Station

- Snagging meeting complete. Granite carriageway issues noted – will require closure of carriageway. Target construction for during school holidays. Awaiting plan for rebuilding ramp
- RV has commissioned AECOM to undertake interim RSA3. Ongoing
ACTION – RV to confirm when RSA3 will be complete
- Issue raised of signal pole being hit outside

LM.1a Kingston Station – Bridge and Hub

- Bridge structure installed. To be ready/accessible for July 2019 Will Norman visit.
- **ACTION – RP to sponsor review**
- Contract for Cycle Hub agreed. Site clearance will take four months, on-site assembly two months, fitting-out four months.

LM.2 Wheatfield Way

- 95% complete. Signals work and resurfacing complete.
- **ACTION – OB to organise cutting of signal loops**
- Snagging to be completed between now and the end of April. Snagging meeting to be held end of April.
- **ACTION – OB to send snagging meeting invite to RP**
- Advisory signage has been installed at transition from cycleway to shared areas. A number of issues were discussed. E.g. size, obstruction, safety, etc.
- **ACTION – JC to advise if signage will be used on other MH routes**

LM. 4 New Malden to Raynes Park

- Works on ramp started 01/04/19 and last 2-3 months. Still on target. Lamp columns installed.
- Works to be complete no later than end of June 2019
- **ACTION: RBK and TfL to arrange Will Norman launch in July 2019**
- Signage has been sent to TfL engineers to be finalised. Kingston need within 4 weeks to have ready for launch.

NW.1 Kingston Hill / Kingston Vale

- Work on Phases 1/2 ongoing. Resurfacing to take place Sunday 14/04 to Thursday 18/04 night to avoid disruption to buses. Light segregation to be installed in later April / early May
- Works have commenced at Manorgate Roundabout. Completion of this roundabout in 3 weeks time.
- **ACTION – NW to respond to sponsor comments regarding cost estimate**
- **ACTION – NW to provide kerb height levels for all stops along route and provide commentary if kerb height of 125mm has not been achieved.**
- **ACTION – [REDACTED] to process relocation applications so that sections of route can be opened. RP to follow up with [REDACTED] for Phases 1/2**

NW.1a Connectivity to Kingston Town Centre

- Scheme complete except for wayfinding and resurfacing of contraflow lane on Canbury Park Road (subject to developer funding)

NW.2 Kingston Bridge connectivity

- Design currently in progress
- **ACTION – RV / JC / SC to agree design solution before scheme can progress**

NW.3a Connectivity to Portsmouth Road

- Scheme complete]

NW.4 Penrhyn Road

- Signals at 23/112 and 23/113 (College Rdbt) commissioned on 01/03/19. No problems / complaints received
- Works commenced on Bittoms Junction – Commissioning on 18/04

NW.5 Cambridge Road

- Design and scope to be confirmed but will include a continuation from the London Road junction.

NW.5a Local Connectivity Kingston Hill / London Road

- London Road / Cambridge Road junction scheduled for construction in May – August 2019. Signal audit complete – Temporary layout for cyclists to be designed
- **ACTION: SC to update at next meeting.**

NW.6 Ewell Road

- Detailed design for signals scheduled for May / June 2019. Final DD completed in autumn.
- VE to be completed in April 2019. Final estimate to be issued in June 2019
- Estimated savings of £250k - £300k following engineering changes. Up to £500k estimated savings when including reduced w/end and night working
- **ACTION – OB to issue revised cost including this saving once known**

AOB

- [REDACTED] to replace [REDACTED] as NIST representative

Next meeting: 24/04/19 – TfL Palestra – see main invite for details

TfL / RB Kingston Mini-Holland Progress Meeting

Date & Time	16/01/19 2pm
Location	TfL Palestra
Attendees	[REDACTED] (JC), [REDACTED] (RP), [REDACTED] [REDACTED] (TA), [REDACTED] (OB), [REDACTED] (NW), [REDACTED] [REDACTED] (RV), [REDACTED] (GD), [REDACTED] (RG), [REDACTED] [REDACTED] (AH), [REDACTED] (SC), [REDACTED] (Sch)
Distribution	[REDACTED] (MH), [REDACTED]

LM.1 Kingston Station

- Plaza scheme substantially complete except for snagging – project to be closed out
- **ACTION – JC to commission interim RSA3 for works already completed.**

LM.1a Kingston Station – Bridge and Hub

- Kingston looking to appoint contractor for the hub
- Bridge installation programmed for 23/24 March 2019. Work on retaining walls has commenced January 2019.
- **ACTION – RV to send DD for cycle path either side of bridge**
- Permit agreed with Network Rail. TMAN application submitted. TM for bridge lift drawing on lessons learned from bridge demolition. MH has agreed with proposed TM for buses.
- **ACTION – RG to update on TMAN submission at next meeting**
- **ACTION – JC to send RP action plan and comms plan**
- **ACTION – RP to contact TfL comms**

LM.2 Wheatfield Way

- Orchard Road works starting 17/01/19. Signal works starting 24/01/19. No issues anticipated with use of Cubic signals

LM. 4 New Malden to Raynes Park

- Redesign required and implementation has been slower than planned.

NW.1 Kingston Hill / Kingston Vale

- Works at Manorgate Roundabout commencing in February 2019. TMAN application submitted. TM agreed with buses.
- **ACTION – RG to update on TMAN submission at next meeting**
- Galsworthy Road – preferred option to be determined following C4 surveys
- **ACTION - NW to send updated construction phasing for project**
- **ACTION – NW to respond to sponsor comments regarding cost estimate**

NW.1a Connectivity to Kingston Town Centre

- NW confirmed that scheme is complete except for wayfinding and contraflow lane on Canbury Park Road

NW.2 Kingston Bridge connectivity

- Design not finalised.
- Construction expected to start March 2019
- **ACTION – JC to send a copy of design to RP for Sponsor Review following feedback from KCC**

NW.3a Connectivity to Portsmouth Road

- **ACTION – Accounts to be finalised this FY**

NW.4 Penrhyn Road

- Works to begin next week at College Roundabout
- TfL have identified this scheme as a key delivery milestone for FY 19/20
- **ACTION – OB to submit TM plans, TMAN and TMO details to RP to complete Stage Gate by 18/01/19**

NW.5 Cambridge Road

- Restart design and assess scope in Spring 2019
- **ACTION – JC to contact buses re assessment of bus impacts once scope and design are formalised**

NW.5a Local Connectivity Kingston Hill / London Road

- London Road / Cambridge Road junction scheduled for construction in May – August 2019
- Signal drawings still being produced – expected completion in two weeks
- **ACTION: SC to update at next meeting.**
- Temporary solution will need to be constructed for cyclists to travel to and from Cambridge Road
- **ACTION: NW to provide details of temp solution to RP**

NW.6 Ewell Road

- Detailed design ongoing

Next meeting: 30/01/19 – TfL Palestra – see main invite for details

TfL / RB Kingston Mini-Holland Progress Meeting

Date & Time	17/07/19 2pm
Location	TfL Palestra
Attendees	██████████ (RP), ██████████ (AH), ██████████ (JP), ██████████ ██████████ (SCh), ██████████ (NW),
Distribution	██████████ ██████████ ██████████ (RV), ██████████ ██████████ ██████████ (CS), ██████████ ██████████ (OB), ██████████ ██████████ ██████████ ██████████ (SC)

General

ACTION – updated programme to be issued to RP prior to this meeting

LM.1 Kingston Station

- No update
- Remedial works planned for defective ramp outside Tesco

LM.1a Kingston Station – Bridge and Hub

- No update
- Foundations in progress. Fabrication to be complete in September

LM.2 Wheatfield Way
OUTSTANDING ACTION – SCh to organise cutting of signal loops

- Survey completed. All loops are confirmed to be faulty. Dozen loops – 5 sites. Waiting on a programme from Telent. Timings are subject to permits from Kingston.

LM. 4 New Malden to Raynes Park

- Snagging – damaged kerbs to be replaced
- Signage on the cut to be arranged – 2 weeks from 19/07
- Missing fence line between Thames Water and Network Rail land – permits approved, works to be completed

NW.1 Kingston Hill / Kingston Vale
OUTSTANDING ACTION – NW to respond to sponsor comments re cost estimate
ACTION – RP to arrange a meeting with NW and CS
ACTION – CS to process bus shelter relocation applications

- Derwent Avenue cycleway surface laid incorrectly. Kier to resurface as part of phase 3 next calendar year. No permit can be obtained before this.
- Signals at Station Rd junction to be commissioned next week – delayed due to blocked ducts. To be commissioned 24/07
- Section 1 & 2 crossings and line markings to be completed by end of July
- ACTION – CS to submit estimates for phase 3, 4 & 5 bus shelter relocation

NW.1a Connectivity to Kingston Town Centre

- Scheme complete except for wayfinding and resurfacing of contraflow lane on Canbury Park Road (subject to developer funding)

NW.2 Kingston Bridge connectivity

- Construction period for this to be confirmed
ACTION – JC to submit change request for construction dates
- Signal design completed. Detailed Design outstanding
- TMAN works application to be submitted

NW.3a Connectivity to Portsmouth Road

- Scheme complete

NW.4 Penrhyn Road

- Progressing ahead of programme – new programme to be issued next week
- Works outside Kingston University – two crossings to be commissioned by end of July – works starting 18/07
- Completion date is early October 2019
- Cromwell Rd bus station remedial works planned – approx. 5 day closure, relocation of approx. 18 bus routes
- **ACTION – Resurfacing to be coordinated with these works**

NW.5 Cambridge Road

- Design and scope to be confirmed but will include a continuation from the London Road junction. Kingston advised that another consultation is not required
- Local engagement work is needed. Kingston internal communications ongoing
- **ACTION – RP to discuss scheme with buses**

NW.5a Local Connectivity Kingston Hill / London Road

OUTSTANDING ACTION – NW to provide kerb height levels for all stops along route and provide commentary if kerb height of 125mm has not been achieved. Commentary to be provided where heights have not been achieved.

- Boundary between NW1 and NW5a should be Manorgate Roundabout
- Signal ducts blocked near Tiffin School
- **ACTION – SC to provide options for new duct crossings**
- POs to be raised for Queen Elizabeth Rd and Asda crossing.
- Signal works to start 09/09.
- Kingston to confirm approach for signals at Queen Elizabeth Rd junction

NW.6 Ewell Road

- Works unlikely to start until Jan 2020 due to utility works (UKPN). Construction to be completed phased from north to south
- Signal concept design to be complete by end of October 2019
- Works are to be coordinated with Tolworth Broadway scheme – Oct 2019
- **ACTION – RP to discuss designs with OB**

AOB

Next meeting: 31/07/2019 – TfL Palestra – see main invite for details

TfL / RB Kingston Mini-Holland Progress Meeting

Date & Time	19/12/18 1pm
Location	TfL Palestra
Attendees	██████████ (JC), ██████████ (RP)
Distribution	██████████ (OB), ██████████ (NW), ██████████ (SC)

LM.1 Kingston Station

- Plaza scheme substantially complete except for snagging – project to be closed out
- **ACTION – JC to update completion date to Feb 2019**
- **ACTION – JC to send RSA3 to RP**
- **ACTION – JC to update RP following meeting with ██████████**

LM.1a Kingston Station – Bridge and Hub

- Looking to value engineer Hub £400K by using different materials
- Bridge installation programmed for 23/24 March 2018. Permit agreed with Network Rail. Work on retaining walls to start in January 2019.
- **ACTION – JC to send DD for cycle path either side of bridge**
- **ACTION – JC to update completion date to March 2020**

LM.2 Wheatfield Way

- Residual snags to be resolved once way forward on bollards is confirmed
- **ACTION – JC to update construction end to June 2019**

LM. 4 New Malden to Raynes Park

- Proposed new stairs connecting to existing pedestrian overpass and proposed gabion wall removed from scope of scheme due to cost.
- Redesign required and implementation has been slower than planned.
- **ACTION – NW to up date for end of construction**

NW.1 Kingston Hill / Kingston Vale

- Sub-contractor removed – scheme now progressing well
- Manorgate Circus scheme to be bought forward for construction in January 2019
- Galsworthy Road – preferred option to be determined following C4 surveys
- **ACTION - NW to send updated construction phasing for project**
- **ACTION – NW to respond to sponsor comments regarding cost estimate**

NW.1a Connectivity to Kingston Town Centre

- **ACTION – NW to confirm if full scope of scheme (including raised cycle track on Canbury Park Road) is complete**
- **ACTION – Accounts to be finalised this FY**

NW.2 Kingston Bridge connectivity

- Signal Mods Programme will provide £50k funding if MH programme funds civil works. Construction expected to start 2nd week of March
- **ACTION – JC to send a copy of design to RP**

NW.3a Connectivity to Portsmouth Road

- **ACTION – Accounts to be finalised this FY**

NW.4 Penrhyn Road

- TfL have identified this scheme as a key delivery milestone for FY 19/20
- **ACTION – OB to update completion date to Dec 2019**

NW.5 Cambridge Road

- JC to restart design and assess scope from January 2019
- **ACTION – JC to update construction completion date to Oct 2020**
- **ACTION – RP to contact buses re assessment of bus impacts**

NW.6 Ewell Road

- **ACTION – OB to update completion of DD milestone to Oct 2019**

Next meeting: 16/01/19 – TfL Palestra – see main invite for details

TfL / RB Kingston Mini-Holland Progress Meeting

Date & Time	22/05/19 2pm
Location	TfL Palestra
Attendees	██████ (RP), ██████ (NW), ██████ (AH), ██████ ██████ (JP), ██████ (OB)
Distribution	██████ (RV), ██████ ██████ ██████ ██████ ██████ ██████ (SCh), ██████ (SC)

General

ACTION – updated project programmes to be issued to RP prior to this meeting for assurance purposes

LM.1 Kingston Station

- New paving stones with shared use symbols to be installed
- Interim RSA3. RV to provide designer response
ACTION –JC to send completed RSA3 to RP
- Damaged signal pole still not repaired

LM.1a Kingston Station – Bridge and Hub

- Bridge structure installed. Delay with construction of ramps – non-standard item on LoHAC contract
- Foundations for Cycle Hub to start on 17 June and take four weeks to complete. Fabrication to be complete in September

LM.2 Wheatfield Way

- Queues of traffic forming due to signals not being optimised
OUTSTANDING ACTION – SCh to organise cutting of signal loops
- Soft launch to be arranged for mid June (w/c 17/06)
ACTION – OB to arrange snagging meeting for mid-June
ACTION – RP to send formal completion certificate template to Kingston

LM. 4 New Malden to Raynes Park

- Completion end of June 2019.
ACTION: RBK and TfL to arrange Will Norman launch in July 2019
- TfL engineers to complete signage schedule by end of May.
- **ACTION – RP to chase signage designs. Kingston need in 2 weeks to ensure signs are installed for launch**
ACTION – NW to send CAD files of route with Xrefs attached
- Missing fence line behind New Malden Station to be constructed at Network Rail's request
- Car park resurfacing to be given to Kier
ACTION – NW to arrange walk through of scheme prior to completion

NW.1 Kingston Hill / Kingston Vale

- Works at Manorgate Roundabout to be completed by end of May 2019. Excluding resurfacing – to be completed early July
OUTSTANDING ACTION – NW to respond to sponsor comments regarding cost estimate
ACTION – CS to process relocation applications so that sections of route can be opened.
- Derwent Avenue cycleway surface laid incorrectly. Kier to resurface.

NW.1a Connectivity to Kingston Town Centre

- Scheme complete except for wayfinding and resurfacing of contraflow lane on Canbury Park Road (subject to developer funding)

NW.2 Kingston Bridge connectivity

- Preferred option is to raise the carriageway to allow ducting and reprofile carriageway either side. Install 2 x 76mm galvanised steel ducts for cables across eastbound carriageway. [REDACTED] and [REDACTED] (TfL Engineering) confirmed this is a suitable solution. Construction scheduled for August 2019
ACTION – RV to progress design

NW.3a Connectivity to Portsmouth Road

- Scheme complete

NW.4 Penrhyn Road

- Scheme progressing well. Kier are pushing ahead with construction with stretch target of completion by September.
- Lamp columns currently being installed along length of scheme
- Works outside Kingston University planned for late June to coincide with holidays
- 1ST Continuous footway completed across Grove Crescent
- Completion date is November 2019

NW.5 Cambridge Road

- Design and scope to be confirmed but will include a continuation from the London Road junction.

NW.5a Local Connectivity Kingston Hill / London Road

- Works programmed to start on 28 May
- Interim layout for Cambridge Road / London Road junction has been approved
- SIR – awaiting approval from TfL Engineering.
OUTSTANDING ACTION – NW to provide kerb height levels for all stops along route and provide commentary if kerb height of 125mm has not been achieved. Commentary to be provided where heights have not been achieved.
- Boundary between NW1 and NW5a should be Manorgate Roundabout
OUTSTANDING ACTION – RP to email NW process for combining these schemes.

NW.6 Ewell Road

- Detailed design for signals scheduled for May / June 2019. Final DD completed in autumn. 2D designs to be complete 22/05

ACTION – OB to send through designs to RP and SC

- New topographical surveys to be completed. Following this, 3D designs are to be completed and sent to RP for Sponsor Review. 4 weeks pause whilst surveys are completed
- VE completed. Final estimate to be issued in June 2019. Estimated savings of £250k - £300k following engineering changes. Up to £500k estimated savings when including reduced w/end and night working
- Works unlikely to start until Jan 2020 due to utility works (UKPN). Construction to be completed phased from north to south

AOB

ACTION – NW to set up meeting with [REDACTED] to confirm flag locations for bus stops

Next meeting: 05/06/2019 (potentially cancelled due to availability) – Tfl Palestra – see main invite for details

TfL / RB Kingston Mini-Holland Progress Meeting

Date & Time	24/04/19 2pm
Location	TfL Palestra
Attendees	[REDACTED] (JC), [REDACTED] (RP), [REDACTED] (NW), [REDACTED] (AH), [REDACTED] (SC), [REDACTED] [REDACTED] (SCh),
Distribution	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

LM.1 Kingston Station

- Contractors have accepted defect.
- Interim RSA3. RV to provide designer response
ACTION –JC to send RSA3 to RP
- Damaged signal pole still not repaired
- Survey of ped behaviour complete –
ACTION –JC to circulate results
- Additional measures for visually impaired pedestrians to be trialled
ACTION –JC to send proposals to RP

LM.1a Kingston Station – Bridge and Hub

- Bridge structure installed. Snagging to be completed in 4-6 weeks
- **ACTION – RP to completed sponsor review of ramps**
- Foundations for Cycle Hub to take four weeks to complete. Fabrication to be complete in September

LM.2 Wheatfield Way

- Queues of traffic forming due to signals not being optimised
ACTION – OB to organise cutting of signal loops
- Snagging to be completed between now and the end of April. Snagging meeting to be held end of April.
OUTSTANDING ACTION – OB to organise snagging meeting
- Advisory signage has been installed at transition from cycleway to shared areas. A number of issues were discussed. E.g. size, obstruction, safety, etc.
ACTION – JC to advise if signage will be used on other MH routes
- Risk drawdown to be submitted for additional cost of temporary signals
ACTION – SC to provide comparative costs of temp signals v other signals on WWay

LM. 4 New Malden to Raynes Park

- Still on target for completion in June 2019.
ACTION: RBK and TfL to arrange Will Norman launch in July 2019
- TfL engineers to complete signage schedule by end of May.
ACTION – NW to send CAD files of route

NW.1 Kingston Hill / Kingston Vale

- Works at Manorgate Roundabout to be completed by end of May 2019
- **ACTION – NW to respond to sponsor comments regarding cost estimate**
- **ACTION – NW to provide kerb height levels for all stops along route and provide commentary if kerb height of 125mm has not been achieved.**
- **ACTION – [REDACTED] to process relocation applications so that sections of route can be opened.**

NW.1a Connectivity to Kingston Town Centre

- Scheme complete except for wayfinding and resurfacing of contraflow lane on Canbury Park Road (subject to developer funding)

NW.2 Kingston Bridge connectivity

- Preferred option is to raise the carriageway by 200mm to allow ducting and reprofile carriageway either side. Construction scheduled for August
ACTION – RV to develop design

NW.3a Connectivity to Portsmouth Road

- Scheme complete]

NW.4 Penrhyn Road

- Bittoms Junction commissioned on 18/04. Issue with signal pole locations.
ACTION – SC to provide details of pole relocation required

NW.5 Cambridge Road

- Design and scope to be confirmed but will include a continuation from the London Road junction.

NW.5a Local Connectivity Kingston Hill / London Road

- SIR – SC to respond to audit comments.
ACTION – NW to provide vehicle tracking for RT from London Road into Cambridge Road
ACTION – NW to provide kerb height levels for all stops along route and provide commentary if kerb height of 125mm has not been achieved.

NW.6 Ewell Road

- Detailed design for signals scheduled for May / June 2019. Final DD completed in autumn.
- VE to be completed in April 2019. Final estimate to be issued in June 2019
- Estimated savings of £250k - £300k following engineering changes. Up to £500k estimated savings when including reduced w/end and night working
- **ACTION – OB to issue revised cost including this saving once known**

AOB

Next meeting: 08/05/19 – TfL Palestra – see main invite for details

TfL / RB Kingston Mini-Holland Progress Meeting

Date & Time	27/02/19 2pm
Location	TfL Palestra
Attendees	[REDACTED] (JC), [REDACTED] (RP), [REDACTED] (NW), [REDACTED] (RG), [REDACTED] (AH), [REDACTED] (SC), [REDACTED] (Sch), [REDACTED] (MH)
Distribution	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

LM.1 Kingston Station

- Plaza scheme substantially complete except for snagging. Placement of corduroy paving at base of steps delayed.
ACTION – JC to forward snagging meeting to RP
- Toucan crossing outside Rotunda successfully completed
- RV has commissioned AECOM to undertake interim RSA3
ACTION – RV to confirm when RSA3 will be complete

LM.1a Kingston Station – Bridge and Hub

- Pre-fabrication of bridge complete. Work on retaining walls has commenced. Network Rail have not yet agreed to lifting plan.
- **OUTSTANDING ACTION – RV to send RP updated DD for cycle path either side of bridge with design modification statement.**
- **ACTION – RP to sponsor review new design**
- Bridge installation programmed for 23/24 March 2019 between 20:00 and 08:00. TMAN application submitted.
ACTION – RG to approve
- Potential clash with bridge installation and signal works on Seven Kings Way / Sury Basin
ACTION – GD to discuss coordination at meeting next week
- RBK to purchase steel for Cycle Hub upfront due to uncertainty of cost post-Brexit

LM.2 Wheatfield Way

- Last junction - Orchard Road under construction. Kier behind schedule. Telent to start work earlier to ensure signals can be commissioned on 8 March 2019.
- **ACTION – SC to organise cover for commissioning**
- Resurfacing to be undertaken before end of FY

LM. 4 New Malden to Raynes Park

- New structures design for ramp approved by Thames Water, Network Rail and RBK. Structural works to start on-site in three weeks
- Works to be complete no later than end of June 2019
ACTION: RBK and TfL to arrange Will Norman launch in July 2019

NW.1 Kingston Hill / Kingston Vale

- Works have commenced at Manorgate Roundabout. TMAN applications submitted for works at Queen Elizabeth junction and Cambridge Road junction
- Proposed bus stop relocation on Galsworthy Road.
ACTION – NW to liaise with MH re works to avoid clash with junction works
- MH requested additional time to coordinate bus stop closures.
- **ACTION – Programme of works to be discussed at regular Monday morning meetings**
- **ACTION - NW to send updated construction programme for project**
- **ACTION – NW to respond to sponsor comments regarding cost estimate**
- [REDACTED] [REDACTED] raised concerns about the height of kerbs at upgraded bus stops on route.
- **ACTION – NW to provide kerb height levels for all stops along route and provide commentary if kerb height of 125mm has not been achieved.**
- Works near Kingston Vale have been completed but bus shelters have not been relocated
- **ACTION – [REDACTED] to process relocation applications so that sections of route can be opened**

NW.1a Connectivity to Kingston Town Centre

- Scheme complete except for wayfinding and resurfacing of contraflow lane on Canbury Park Road (subject to developer funding)

NW.2 Kingston Bridge connectivity

- Trial holes to be completed by 28/02/19. Kier need to complete ducting and install NAL sockets before Telent can begin work. Kier currently programmed to start on-site on 18 March.
- **ACTION – JCC to confirm Kier start date for construction.**
- **ACTION – SCH to programme Telent works accordingly**
- **NOTE:** Approximately 50% of signals work would need to be completed by the end of March 2019 in order to access Signal Modernisation funding
- **ACTION – RV to update design to send to RP for Sponsor Review ASAP to avoid risk of delay to scheme**
- Signal design approved. AH has reviewed updated timings and the scheme does not require modelling or SIR.

NW.3a Connectivity to Portsmouth Road

- **ACTION – Accounts to be finalised this FY**

NW.4 Penrhyn Road

- Signals at 23/112 and 23/113 (College Rdbt) to be commissioned on 01/03/19 before temp signals are installed at 23/111 (The Bittoms)
- OB raised concerns about cost of bus infrastructure works. [REDACTED] [REDACTED] provided further info re breakdown of costs.
- **ACTION – RP to email OB and JCC**

NW.5 Cambridge Road

- Design and scope to be confirmed but will include a continuation from the London Road junction.

NW.5a Local Connectivity Kingston Hill / London Road

- London Road / Cambridge Road junction scheduled for construction in May – August 2019
- Signal drawings still being produced – audit to be carried out on 01/03/19
- **ACTION: SC to update at next meeting.**
- Temporary solution for cyclists required at London Road / Cambridge Road junction in advance of the Cambridge Road scheme.
- **ACTION: Temporary dropped kerb to be built enabling cyclists coming from Cambridge Road to travel east and west**
- **ACTION: Signal drawings to be updated with push button on signal pole to avoid creating an obstruction on the footway for peds and cycles**

NW.6 Ewell Road

- Detailed design for signals scheduled for May / June 2019
- Value engineering meeting scheduled for mid-February

AOB

- Ride London on 4th August 2019
- No works to take place on the day

Next meeting: 13/03/19 – Tfl Palestra – see main invite for details

TfL / RB Kingston Mini-Holland Progress Meeting

Date & Time	27/03/19 2pm
Location	TfL Palestra
Attendees	[REDACTED] (JC), [REDACTED] (RP), [REDACTED] (NW), [REDACTED] (RG), [REDACTED] (AH), [REDACTED] (SC), [REDACTED] (Sch), [REDACTED] (MH) [REDACTED] (OB), [REDACTED] (CC)
Distribution	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

LM.1 Kingston Station

- Snagging meeting complete. Granite carriageway issues noted – will require closure of carriageway. Target construction for during school holidays.
- RV has commissioned AECOM to undertake interim RSA3
ACTION – RV to confirm when RSA3 will be complete

LM.1a Kingston Station – Bridge and Hub

- Bridge structure installed. To be ready/accessible for July 2019 Will Norman visit.
- **OUTSTANDING ACTION – RV to send RP updated DD for cycle path either side of bridge with design modification statement.**
- **ACTION – RP to sponsor review**
- Contract for Cycle Hub agreed. Site clearance will take four months, on-site assembly two months, fitting-out four months.

LM.2 Wheatfield Way

- 95% complete. Signals work and resurfacing complete.
- Snagging to be completed between now and the end of April. Snagging meeting to be held end of April.
- Resurfacing to be undertaken before end of FY
- **POST-MEETING ACTION – OB to reorganise QW signage**

LM. 4 New Malden to Raynes Park

- Works on ramp to start 01/04/19 and last 2-3 months. Lamp columns to be installed in next 3 weeks. Base course in place. Path under A3 still needs to be reconfigured. Edging to be completed around Beverly Brook. Comms ongoing with NwR to determine which fences have been damaged and require replacing
- Works to be complete no later than end of June 2019
ACTION: RBK and TfL to arrange Will Norman launch in July 2019

NW.1 Kingston Hill / Kingston Vale

- Work on Phases 1/2 ongoing. Resurfacing to take place in mid- April (programmed for Sunday to Thursday night to avoid disruption to buses. Light segregation to be installed in later April / early May
- Works have commenced at Manorgate Roundabout.

- **ACTION - NW to send updated construction programme for project**
- **ACTION – NW to respond to sponsor comments regarding cost estimate**
- **ACTION – NW to provide kerb height levels for all stops along route and provide commentary if kerb height of 125mm has not been achieved.**
- **ACTION – [REDACTED] to process relocation applications so that sections of route can be opened**

NW.1a Connectivity to Kingston Town Centre

- Scheme complete except for wayfinding and resurfacing of contraflow lane on Canbury Park Road (subject to developer funding)

NW.2 Kingston Bridge connectivity

- No current solution agreed for signal design issues
- **ACTION – RV / JC / SC to agree design solution before scheme can progress**

NW.3a Connectivity to Portsmouth Road

- Scheme complete]

NW.4 Penrhyn Road

- Signals at 23/112 and 23/113 (College Rdbt) commissioned on 01/03/19. No problems / complaints received
- Works commenced on Bittoms Junction

NW.5 Cambridge Road

- Design and scope to be confirmed but will include a continuation from the London Road junction.

NW.5a Local Connectivity Kingston Hill / London Road

- London Road / Cambridge Road junction scheduled for construction in May – August 2019. Signal audit complete – Temporary layout for cyclists to be designed
- **ACTION: SC to update at next meeting.**

NW.6 Ewell Road

- Detailed design for signals scheduled for May / June 2019. Final DD completed in autumn.
- VE to be completed in April 2019. Final estimate to be issued in June 2019
- Estimated savings of £250k - £300k following engineering changes. Up to £500k estimated savings when including reduced w/end and night working
- **ACTION – OB to issue revised cost including this saving once known**

AOB

- Ride London on 4th August 2019 - no works to take place on the day

Next meeting:10/04/19 – TfL Palestra – see main invite for details

TfL / RB Kingston Mini-Holland Progress Meeting

Date & Time	28/08/19 2pm
Location	TfL Palestra
Attendees	██████████ (RP), ██████████ (NW), ██████████ (JCC), ██████████ (SC), ██████████ (OB), ██████████ (JP)
Distribution	██████████ (RV), ██████████ (CS), ██████████ (MH), ██████████ (AG), ██████████ (SCh), ██████████ (AH),

General

ACTION – updated Kier programme to be issued to RP prior to this meeting

LM.1 Kingston Station

- Completion certificate outstanding. Final invoice to be issued.
- Remedial works for defective ramp outside Tesco delayed. RBK will continue to monitor. Coordinate with maintenance on road under railbridge. Date to be confirmed with RBK permit team and NIMT.

LM.1a Kingston Station – Bridge and Hub

- Hub foundations finished. Fabrication to be started by end of September.
- Connections to bridge – western access ramp ongoing - retaining wall complete; drainage and landscaping to be completed. Eastern access blocked until January 2020 by construction of Hub.
- Network Rail approval for structural works on hub required. Network Rail closed down site unnecessarily - back on-site now. RBK will incur costs from contractor.

ACTION - JC to send through risk claim for costs incurred.

LM.2 Wheatfield Way

- Signal loops - programme complete. **ACTION: SCh to confirm work completed. AH to confirm loops operational**
- Final accounts to be sent through once signals are finished – expecting refund for signals work
- Defects inspection complete. Some snags raised - to be completed next month. Planting outside library to be undertaken in October.
- RSA3 undertaken – two issues noted. **ACTION: OB to send through RSA3 when complete**
- RBK want to sign as Cycleway. **ACTION: RP to liaise with KB re cycleway signage. ACTION: RP to confirm Quality Criteria assessment for Kingston to Tolworth**

LM. 4 New Malden to Raynes Park

- Snagging list complete in September – kerbs and Network Rail fence to be replaced
- Cycleway signs on The Cut installed

NW.1 Kingston Hill / Kingston Vale

- Meeting re bus infrastructure. Sponsors happy with proposed locations and layout of bus stops. **ACTION: CS to confirm bus stop to remain in place. ACTION: CS to process bus shelter relocation applications**
- Derwent Avenue cycleway surface laid incorrectly. Kier to resurface in 20/21.
- UKPN connections at crossings still outstanding on Phase 1 & 2 - to be completed by end of September.
- Phase 1 – Kier to develop outline TM arrangements. **ACTION: NW to arrange meeting on-site to discuss with AG in September**
- **ACTION - NW to update on modelling of revised toucan option for Galsworthy**

NW.1a Connectivity to Kingston Town Centre

- Scheme complete except for wayfinding and resurfacing of contraflow lane on Canbury Park Road (subject to developer funding)

NW.2 Kingston Bridge connectivity

- Construction start end of September. **ACTION: JC to send DD to RP**
- Reprofiling of carriageway and signals works to be completed first – then move onto off carriageway works to avoid Christmas moratorium
- TMAN to be resubmitted – works to be undertaken overnight. **ACTION: MH to confirm approval for works.**

NW.3a Connectivity to Portsmouth Road

- Scheme complete

NW.4 Penrhyn Road

- Work substantially complete by end of September. Resurfacing programmed for October
- Opening of route dependent on Kingston Uni completing work (before term starts) – likely to be October
- 23/114 to be commissioned – SC to confirm on-site
- Woodbines crossing – needs to be converted to Toucan – OB to install shared use signage and tactiles. SC to inspect
- Sites are being commissioned before works complete – eg white lining. SCh has raised with Telent. OB to raise with Kier.

NW.5 Cambridge Road

- **ACTION: RP to chase [REDACTED] for bus impact assessment**

NW.5a Local Connectivity Kingston Hill / London Road¹

- QE junction – signals commissioned.
- TfL signals quality officer ([REDACTED]) to review sites before start of build going forward to avoid issues
- Cambridge Road junction – end of September start. 8-10 week duration. Need to avoid impact on traffic during moratorium. **ACTION – NW to arrange meeting with SCh and AG re Cambridge Road temps. ACTION – SCh to advise on appropriate system for construction.**

¹ NOTE: Boundary between NW1 and NW5a is Manorgate Roundabout

- Albert Road crossing - civils starting next week.
- POs raised for Queen Elizabeth Rd. Waiting for Asda crossing – still outstanding. NW to confirm

NW.6 Ewell Road

- Main works to start until Jan 2020 – some civils works in December. Construction to be completed phased from north to south.
- Work to be carried out in phases – Phase 1: St Marks Hill to Kingsdown Road. Phase 2: Kingsdown Road to Tolworth Broadway. Works are to be coordinated with Tolworth Broadway scheme – Oct 2019
- Detailed design of signalised junctions needs to be completed before TfL signals can finalise plans. **ACTION – OB to get Atkins to update designs**
- Met Police have raised issues with design of Tolworth Boardway. **ACTION - SC to send through comments on how to improve for safety. RP to send sponsor review comments.**
- RBK applying for TfL funding for resurfacing of Ewell Road. **ACTION - OB to send RP TfL contacts**

AOB

Next meeting: 11/09/2019 – TfL Palestra – see main invite for details

TfL / RB Kingston Mini-Holland Progress Meeting

Date & Time	30/01/19 2pm
Location	TfL Palestra
Attendees	[REDACTED] (JC), [REDACTED] (RP), [REDACTED] (OB), [REDACTED] (RV), [REDACTED] [REDACTED] (GD), [REDACTED] [REDACTED] (RG), [REDACTED] [REDACTED] (AH), [REDACTED] (SC), [REDACTED] [REDACTED] (SCh), [REDACTED] (MH)
Distribution	[REDACTED] [REDACTED]

LM.1 Kingston Station

- Plaza scheme substantially complete except for snagging
ACTION – SC / SCh to discuss plan with [REDACTED] to install toucan crossing signal heads
- Planned closure of bus lane outside rotunda on Feb 25/26 between 22:00 and 06:00
ACTION – MH to confirm date and timing of bus lane closure
- RV has commissioned AECOM to undertake interim RSA3
ACTION – RV to organise snagging meeting for mid-February

LM.1a Kingston Station – Bridge and Hub

- Pre-fabrication of bridge complete. Work on retaining walls has commenced – no issues identified. Bridge installation programmed for 23/24 March 2019 between 20:00 and 08:00. TM meeting programmed for 7th Feb on-site.
ACTION – MH to confirm to RBK what bus routes will be affected
- TMAN application submitted.
ACTION – GD to submit diversion routes to RG
- Two signal poles will need to be removed for bridge installation
ACTION – SCh to organise Telent to undertake works
- Work on Cycle Hub to begin in two weeks time. RBK to buy steel upfront due to uncertainty of cost post-Brexit
ACTION – JC to send RP updated DD for cycle path either side of bridge

LM.2 Wheatfield Way

- Final junction - Orchard Road under construction. No issues with use of Cubic signals. Signals to be commissioned end of March 2019.
- Resurfacing to be undertaken before end of FY
- ACTION – OB to send wayfinding and signing schedule to RP (including Penrhyn Road)**

LM. 4 New Malden to Raynes Park

- Redesign required and implementation has been slower than planned.

NW.1 Kingston Hill / Kingston Vale

- TMAN approved for Manorgate Roundabout works commencing in February 2019.
- Proposed bus stop relocation on Galsworthy Road
ACTION – NW to liaise with MH re works to avoid clash with junction works
- ACTION - NW to send updated construction programme for project**

- **ACTION – NW to respond to sponsor comments regarding cost estimate**

NW.1a Connectivity to Kingston Town Centre

- NW confirmed that scheme is complete except for wayfinding and contraflow lane on Canbury Park Road

NW.2 Kingston Bridge connectivity

- Meeting on 4th of Feb to discuss TM and investigations required e.g. duct surveys
- **ACTION – SC to send AH intergreens for new crossing. AH to develop LINSIG to assess impacts.**
- Construction expected to start March 2019
- **ACTION – JC to send a copy of design to RP for Sponsor Review following feedback from KCC**

NW.3a Connectivity to Portsmouth Road

- **ACTION – Accounts to be finalised this FY**

NW.4 Penrhyn Road

- Works have begun at College Roundabout. Scheme is programmed for completion before December 2019. Programme designed to maximise work around bus stops during university holidays.

NW.5 Cambridge Road

- Design and scope to be confirmed but will include a continuation from the London Road junction.

NW.5a Local Connectivity Kingston Hill / London Road

- London Road / Cambridge Road junction scheduled for construction in May – August 2019
- Signal drawings still being produced – expected completion in two weeks
- **ACTION: SC to update at next meeting.**
- Temporary solution will need to be constructed for cyclists to travel to and from Cambridge Road
- **ACTION: NW to provide details of temp solution to RP**

NW.6 Ewell Road

- Detailed design for signals scheduled for May / June 2019
- Value engineering meeting scheduled for mid-February

Next meeting: 13/02/19 – TfL Palestra – see main invite for details

TfL / RB Kingston Mini-Holland Progress Meeting

Date & Time	30/01/19 2pm
Location	TfL Palestra
Attendees	[REDACTED] (JC), [REDACTED] (RP), [REDACTED] (OB), [REDACTED] (RV), [REDACTED] (GD), [REDACTED] [REDACTED] (RG), [REDACTED] (AH), [REDACTED] (SC), [REDACTED] [REDACTED] (SCh), [REDACTED] (MH)
Distribution	[REDACTED] [REDACTED]

LM.1 Kingston Station

- Plaza scheme substantially complete except for snagging
ACTION – SC / SCh to discuss plan with [REDACTED] to install toucan crossing signal heads
- Planned closure of bus lane outside rotunda on Feb 25/26 between 22:00 and 06:00
ACTION – MH to confirm date and timing of bus lane closure
- RV has commissioned AECOM to undertake interim RSA3
ACTION – RV to organise snagging meeting for mid-February

LM.1a Kingston Station – Bridge and Hub

- Pre-fabrication of bridge complete. Work on retaining walls has commenced – no issues identified. Bridge installation programmed for 23/24 March 2019 between 20:00 and 08:00. TM meeting programmed for 7th Feb on-site.
ACTION – MH to confirm to RBK what bus routes will be affected
- TMAN application submitted.
ACTION – GD to submit diversion routes to RG
- Two signal poles will need to be removed for bridge installation
ACTION – SCh to organise Telent to undertake works
- Work on Cycle Hub to begin in two weeks time. RBK to buy steel upfront due to uncertainty of cost post-Brexit
ACTION – JC to send RP updated DD for cycle path either side of bridge

LM.2 Wheatfield Way

- Final junction - Orchard Road under construction. No issues with use of Cubic signals. Signals to be commissioned end of March 2019.
- Resurfacing to be undertaken before end of FY
- ACTION – OB to send wayfinding and signing schedule to RP (including Penrhyn Road)**

LM. 4 New Malden to Raynes Park

- Redesign required and implementation has been slower than planned.

NW.1 Kingston Hill / Kingston Vale

- TMAN approved for Manorgate Roundabout works commencing in February 2019.
- Proposed bus stop relocation on Galsworthy Road
ACTION – NW to liaise with MH re works to avoid clash with junction works
- ACTION - NW to send updated construction programme for project**

- **ACTION – NW to respond to sponsor comments regarding cost estimate**

NW.1a Connectivity to Kingston Town Centre

- NW confirmed that scheme is complete except for wayfinding and contraflow lane on Canbury Park Road

NW.2 Kingston Bridge connectivity

- Meeting on 4th of Feb to discuss TM and investigations required e.g. duct surveys
- **ACTION – SC to send AH intergreens for new crossing. AH to develop LINSIG to assess impacts.**
- Construction expected to start March 2019
- **ACTION – JC to send a copy of design to RP for Sponsor Review following feedback from KCC**

NW.3a Connectivity to Portsmouth Road

- **ACTION – Accounts to be finalised this FY**

NW.4 Penrhyn Road

- Works have begun at College Roundabout. Scheme is programmed for completion before December 2019. Programme designed to maximise work around bus stops during university holidays.

NW.5 Cambridge Road

- Design and scope to be confirmed but will include a continuation from the London Road junction.

NW.5a Local Connectivity Kingston Hill / London Road

- London Road / Cambridge Road junction scheduled for construction in May – August 2019
- Signal drawings still being produced – expected completion in two weeks
- **ACTION: SC to update at next meeting.**
- Temporary solution will need to be constructed for cyclists to travel to and from Cambridge Road
- **ACTION: NW to provide details of temp solution to RP**

NW.6 Ewell Road

- Detailed design for signals scheduled for May / June 2019
- Value engineering meeting scheduled for mid-February

Next meeting: 13/02/19 – TfL Palestra – see main invite for details

TfL / RB Kingston Mini-Holland Progress Meeting

Date & Time	30/01/19 2pm
Location	TfL Palestra
Attendees	[REDACTED] (JC), [REDACTED] (RP), [REDACTED] (OB), [REDACTED] (RV), [REDACTED] (GD), [REDACTED] [REDACTED] (RG), [REDACTED] (AH), [REDACTED] (SC), [REDACTED] [REDACTED] (SCh), [REDACTED] (MH)
Distribution	[REDACTED] [REDACTED]

LM.1 Kingston Station

- Plaza scheme substantially complete except for snagging
ACTION – SC / SCh to discuss plan with [REDACTED] to install toucan crossing signal heads
- Planned closure of bus lane outside rotunda on Feb 25/26 between 22:00 and 06:00
ACTION – MH to confirm date and timing of bus lane closure
- RV has commissioned AECOM to undertake interim RSA3
ACTION – RV to organise snagging meeting for mid-February

LM.1a Kingston Station – Bridge and Hub

- Pre-fabrication of bridge complete. Work on retaining walls has commenced – problems with costs and residual risks (mainly with Network rail) require a less intrusive solution that may not be fully DDA compliant.
- ACTION – RV to send RP updated DD for cycle path either side of bridge with design modification statement.**
- ACTION – RP to sponsor review new design**
- Bridge installation programmed for 23/24 March 2019 between 20:00 and 08:00. TM meeting programmed for 7th Feb on-site.
ACTION – MH to confirm to RBK what bus routes will be affected
- TMAN application submitted.
ACTION – GD to submit diversion routes to RG
- Two signal poles will need to be removed for bridge installation
ACTION – SCh to organise Telent to undertake works
- Work on Cycle Hub to begin in two weeks time. RBK to buy steel upfront due to uncertainty of cost post-Brexit

LM.2 Wheatfield Way

- Final junction - Orchard Road under construction. No issues with use of Cubic signals. Signals to be commissioned end of March 2019.
- Resurfacing to be undertaken before end of FY
- ACTION – OB to send wayfinding and signing schedule to RP (including Penrhyn Road)**

LM. 4 New Malden to Raynes Park

- Redesign required and implementation has been slower than planned.

NW.1 Kingston Hill / Kingston Vale

- TMAN approved for Manorgate Roundabout works commencing in February 2019.
- Proposed bus stop relocation on Galsworthy Road
ACTION – NW to liaise with MH re works to avoid clash with junction works
- **ACTION - NW to send updated construction programme for project**
- **ACTION – NW to respond to sponsor comments regarding cost estimate**

NW.1a Connectivity to Kingston Town Centre

- NW confirmed that scheme is complete except for wayfinding and contraflow lane on Canbury Park Road

NW.2 Kingston Bridge connectivity

- Meeting on 4th of Feb to discuss TM and investigations required e.g. duct surveys
- **ACTION – SC to send AH intergreens for new crossing. AH to develop LINSIG to assess impacts.**
- Construction expected to start March 2019
- **ACTION – JC to send a copy of design to RP for Sponsor Review following feedback from KCC**

NW.3a Connectivity to Portsmouth Road

- **ACTION – Accounts to be finalised this FY**

NW.4 Penrhyn Road

- Works have begun at College Roundabout. Scheme is programmed for completion before December 2019. Programme designed to maximise work around bus stops during university holidays.

NW.5 Cambridge Road

- Design and scope to be confirmed but will include a continuation from the London Road junction.

NW.5a Local Connectivity Kingston Hill / London Road

- London Road / Cambridge Road junction scheduled for construction in May – August 2019
- Signal drawings still being produced – expected completion in two weeks
- **ACTION: SC to update at next meeting.**
- Temporary solution will need to be constructed for cyclists to travel to and from Cambridge Road
- **ACTION: NW to provide details of temp solution to RP**

NW.6 Ewell Road

- Detailed design for signals scheduled for May / June 2019
- Value engineering meeting scheduled for mid-February

Next meeting: 13/02/19 – Tfl Palestra – see main invite for details

TfL / RB Kingston Mini-Holland Progress Meeting

Date & Time	31/07/19 2pm
Location	TfL Palestra
Attendees	[REDACTED] (RP), [REDACTED] (AH), [REDACTED] (SCh), [REDACTED] [REDACTED] (NW), [REDACTED] (JCC), [REDACTED] (AG), [REDACTED] (SC)
Distribution	[REDACTED] (RV), [REDACTED] [REDACTED] (CS), [REDACTED] (OB), [REDACTED] [REDACTED] (JP)

General

ACTION – updated programme to be issued to RP prior to this meeting

Action – RP to meet with [REDACTED] for overview of programme

LM.1 Kingston Station

- Completion certificate outstanding. Final invoice to be issued.
- Remedial works planned for defective ramp outside Tesco. Works TMAN submitted for Cromwell Road. AG to review. Delayed due to works at Tiffin School and cumulative impact.
- Reduced to 1 lane for 2 weeks.

LM.1a Kingston Station – Bridge and Hub

- Foundations finished this week. Ironwork completed in 2-3 weeks. Fabrication to be started by end of September
- Connections to bridge. Western side retaining wall complete. Eastern side blocked until January 2020.
- Network Rail approval for structural works on hub required (foundation approved).

LM.2 Wheatfield Way

OUTSTANDING ACTION – SCh to organise cutting of signal loops

- Prices confirmed. Waiting on a programme from Telent. Night work are subject to permits from Kingston.

LM. 4 New Malden to Raynes Park

- Snagging list complete – kerbs and Network Rail fence to be replaced in August.
- Cycleway signs on The Cut to be installed
- Reinstatement of Raynes Park construction site – meeting with TfL and Merton.

NW.1 Kingston Hill / Kingston Vale

ACTION – RP to arrange a meeting with NW and CS re Mary Adelaide Close

ACTION – CS to process bus shelter relocation applications

- Derwent Avenue cycleway surface laid incorrectly. Kier to resurface in 20/21. No permit can be obtained before this.
- Signals at Station Rd commissioned 24/07- loops not connected.
- Phase 2 & 3 crossings and line markings to be completed by end of July

- **ACTION – CS to submit estimates for phase 3, 4 & 5 bus shelter relocation**
- Phase 1 – Kier to develop outline TM arrangements.
- **ACTION: NW to arrange meeting on-site to discuss with AG**
- **ACTION - NW to get Systra to model revised toucan option for Galsworthy**

NW.1a Connectivity to Kingston Town Centre

- Scheme complete except for wayfinding and resurfacing of contraflow lane on Canbury Park Road (subject to developer funding)

NW.2 Kingston Bridge connectivity

- Construction start end of September
- Signal design completed. Detailed Design outstanding
- TMAN works submitted. AG to review. Potential impacts on Richmond. Total carriageway works 6 weeks. Total build 3 months.
- Bus Ops to confirm approval

NW.3a Connectivity to Portsmouth Road

- Scheme complete

NW.4 Penrhyn Road

- Progressing ahead of programme – new programme to be issued next week
- Works outside Kingston University – two crossings commissioned by end of July
- Completion date is early October 2019

NW.5 Cambridge Road

- **ACTION – NW to send latest design to RP for assessment**

NW.5a Local Connectivity Kingston Hill / London Road

- **OUTSTANDING ACTION – NW to provide kerb height levels for all stops along route and provide commentary if kerb height of 125mm has not been achieved. Commentary to be provided where heights have not been achieved.**
- **NOTE: Boundary between NW1 and NW5a should be Manorgate Roundabout**
- Kier to unblock signal ducts blocked near Tiffin School. Rutting to be picked up by Kingston maintenance. Pits to be replaced
- Cambridge Road junction - Mid-September start. 10 week duration. Need to avoid impact on traffic during moratorium.
- **ACTION – NW to arrange meeting with SCh and AG re Cambridge Road temps.**
- Albert Road crossing – Leave as Toucan. Small ped waiting area.
- POs raised for Queen Elizabeth Rd. Waiting for Asda crossing.

NW.6 Ewell Road

- Works unlikely to start until Jan 2020 due to utility works (UKPN). Construction to be completed phased from north to south
- Signal concept design to be complete by end of October 2019
- Works are to be coordinated with Tolworth Broadway scheme – Oct 2019
- **ACTION – RP to discuss designs with OB.**

AOB

Next meeting: 14/08/2019 – TfL Palestra – see main invite for details

Meeting notes

Project:	Kingston Mini Holland / Go Cycle		
Subject:	TfL / RBK Liaison Meeting		
Date and time:	7 th February 2018 12:00	Meeting no:	
Meeting place:	Palestra, 197 Blackfriars	Minutes by:	██████████
Present:	██████████ (JC) ██████████ (OB) ██████████ (RV) ██████████ (SJ) ██████████ (CG) ██████████ (RP) ██████████ (CE) ██████████ (MR) ██████████ (SC) ██████████ (MM) ██████████ (JG) ██████████ (MS)	Representing:	RBK RBK Buro Happold (Station) Atkins (WW) Atkins (WW) TfL TfL (Buses) TfL (Buses) TfL (Traffic Signals) SYSTRA SYSTRA Kier

ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
1	<p>Introduction</p> <p>JC chaired the meeting and highlighted that the first part of the meeting would include a review/overview of upcoming design milestones on the Kingston to Surbiton and Eastern Projects, and update on construction works on the Wheatfield Way and Station projects.</p>		JC
2	<p>Wheatfield Way</p> <p>SJ/JC stated that Kier are still delivering the street lighting element of the project.</p> <p>MS (Kier) gave an overview of construction progress to date:</p> <ul style="list-style-type: none"> UKPN booked in for next week Friday (16/02/2018) to connect new lighting columns. JC stated that this is running 2 weeks late. MS discussing the use of poles in barrels with ██████████ similar to arrangement used at the Station. SC agreed that this would be the most appropriate solution to mitigate against delaying traffic. Phase 2 works need to be submitted to RG for TMAN Works approval. 		<p>SJ/JC</p> <p>MS</p> <p>MS</p>

NOTE TO RECIPIENTS:

These meeting notes record the minute takers understanding of the meeting and intended actions arising therefrom. Your agreement that the notes form a true record of the discussion will be assumed unless adverse comments are received in writing within five days of receipt.

ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
	<ul style="list-style-type: none"> Current programme shows works at College Roundabout to commence early February. Phase 2 to commence mid-February. 		
3	Station Forecourt		
	<p>JC stated all PO's for signals works have been issued, SC confirmed invoices have been sent to RBK.</p>		
	<p>RV/MS gave an overview of the status of the Station project:</p>		RV/MS
	<ul style="list-style-type: none"> Carriageway works along Wood Street, lane 1 to 3 in granite setts, were completed end of last week. All 3 lanes re-opened to traffic. Lane markings need to be installed, this has been delayed due to salt gritting of the road. Granite paving within the Station Forecourt on the Wood Street side have commenced. Installation of the Beacon foundations and bollards footings will commence towards the end of February. Paving of footway south of Wood Street, at the junction with Fife Road, will commence following the completion of Forecourt paving. Existing cycle bridge demolition process is underway, possession with Network Rail has been agreed for weekend of 14/15 April 2018. MS has arranged a meeting with RBK Permit team and surrounding boroughs to review TM and diversion proposals. Once this has been agreed, MS will submit the TMAN Works to RG. River Link site clearance and earthworks to formation on the eastern side have been completed. River Link west site clearance of raised planters have been completed, extent of Japanese knotweed has been surveyed and design has been modified to end before reaching this area. EIA will still be developed for this area as mitigation. NR engagement is underway, Form 1 design review has been issued and comments received from NR Asset Protection. Kier are developing Works Package Plans (WPP's) for approval by NR, to include construction methodology and risk assessment. 		MS
	<p>CE (Buses) asked when the Richmond Road duct crossing and works would commence. MS stated that Kier are still awaiting confirmation of RBK permitting.</p>		MS
5	Kingston to Surbiton / Tolworth		
	<p>OB gave an overview of the status of A240 Penrhyn Road.</p>		OB

ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
	Note from previous meeting: Modelling issued to AH for review. AH acknowledged receipt, and agreed to carry out checks and provide comments early/mid-January 2018.		AH
	OB stated that VMAP5 is still under review by AH (TfL Modelling), and this is required before RSPG pre-meet.		AH
	OB stated that revised RSPG presentation with updated numbers will be submitted today (07/02/2018).	07/02/2018	OB/Atkins
	RP asked about response/updates following RSA comments. OB said he would have these/ask Atkins to upload these to London Works for TMAN.	21/02/2018	OB/Atkins
	OB/SJ stated that side road entry treatment comments now closed out/all responded to.		
	Kingston High Road:		OB/Atkins
	<ul style="list-style-type: none"> Detailed Design package is currently being produced by Atkins. Will be issued to Kier next month (March). Discussion with RBK for permitting underway Proposed construction start date will be end of March 2018. 		
	OB stated that UTC temporary signals will be installed along Maple Road this coming Saturday (10/02/2018). Construction works to be completed by end of March 2018.		
	Canbury Park Road / Gordon Road – Permit approved, works started last week Tuesday (30/01/2018).		
	Kingston Hill – Requires VMAP5 audit, this will follow Penrhyn Road audit.		
6	Eastern projects		
	New Malden to Raines Park:		NW/JC
	<ul style="list-style-type: none"> RP stated that they have received money from Merton for the works to be carried out next financial year (post-April 2018). JC stated Detailed Design currently underway. Bi-weekly meetings with NR to get their input and instigate design approvals. Expecting planning approval feedback next week. 		

Meeting notes

Project:	Kingston Mini Holland / Go Cycle		
Subject:	TfL / RBK Liaison Meeting		
Date and time:	21 st February 2018 14:00	Meeting no:	
Meeting place:	Palestra, 197 Blackfriars	Minutes by:	██████████
Present:	██████████ (JC) ██████████ (OB) ██████████ (RV) ██████████ (SJ) ██████████ (RP) ██████████ (CE) ██████████ (MR) ██████████ (SC) ██████████ (JG) ██████████ (MS)	Representing:	RBK RBK Buro Happold (Station) Atkins (WW) TfL TfL (Buses) TfL (Buses) TfL (Traffic Signals) SYSTRA Kier

ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
1	<p>Introduction</p> <p>JC chaired the meeting and highlighted that the first part of the meeting would include a review/overview of upcoming design milestones on the Kingston to Surbiton and Eastern Projects, and update on construction works on the Wheatfield Way and Station projects.</p>		JC
2	<p>Wheatfield Way</p> <p>SJ/JC stated that Kier are still delivering the street lighting element of the project.</p> <p>MS (Kier) gave an overview of construction progress to date:</p> <ul style="list-style-type: none"> MS stated that there are still a number of columns that need to be installed. Once these have been installed Phase 1 will be complete. JC stated that this is running 4-5 weeks late. Need to coordinate delays with RBK Permitting for extensions. MS discussing the use of poles in barrels with ██████████ similar to arrangement used at the Station. SC agreed that this would be the most appropriate solution to mitigate against delaying traffic. This will be in from Monday (26/02/2018). 		<p>SJ/JC</p> <p>MS</p> <p>MS</p>

NOTE TO RECIPIENTS:

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ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
	<ul style="list-style-type: none"> Phase 2 works submitted to RG for TMAN Works approval. RG has issued comments. MS needs to update/resubmit based on new programme. 		
3	Station Forecourt		
	RV/MS gave an overview of the status of the Station project:		RV/MS
	<ul style="list-style-type: none"> Granite paving within the Station Forecourt on the Wood Street side is underway, this will be completed after the Richmond Road crossing has been installed. Slot drain outside Pret will commence towards the start of March, awaiting material arriving on site. Beacon foundations have been set out on site and will commence shortly. Started duct signal duct crossing last night, should be complete today (21/02/2018). Footway paving either end of Fife Road junction to commence next week following installation of duct crossing. Existing cycle bridge demolition process is underway, possession with Network Rail has been agreed for weekend of 14/15 April 2018. MS has arranged a meeting with RBK Permit team and surrounding boroughs to review TM and diversion proposals. Mostly happy, a few comments on TM diversions from Richmond. Should be able to close these out by the end of the week. Once this has been agreed, MS will submit the TMAN Works to RG. Bridge Demolition – Need 1.5-2.0hrs before 5pm to set up signage for TM diversion routes. Comms will start next week Monday. Kier preparing sequencing phasing plans and surveys to include pavement cores and topo. 		MS
			MS
5	Kingston to Surbiton / Tolworth		
	OB gave an overview of the status of A240 Penrhyn Road:		OB
	<ul style="list-style-type: none"> RSPG tomorrow (22/02/2018). [REDACTED] from Atkins will be presenting. 		
	MR (Buses) stated that he still had some concerns with bus delays during the construction phase, would like more details about mitigation. Happy for these to be presented after RSPG, if a similar format to those presented for the Station/WW.		
	Maple Road Junction:		OB/Atkins
	<ul style="list-style-type: none"> UTC temps are up and running 		

ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
	<ul style="list-style-type: none"> • AH (TfL Modelling) had a few issues, there is a discrepancy between agreed TM and what was implemented in site. This has now been rectified. • On target for completion Easter weekend. • 23/11 junction – booked in for next week for RBK Permitting. 		OB/Atkins
	Kingston High Road:		
	<ul style="list-style-type: none"> • Detailed Design package is being finalised by Atkins. Will be issued to Kier next month (March). • Works will follow local elections. • Broadway feasibility study to follow. • Proposed construction start date will be next financial year, with a duration of 3-4 months. 		
6	Eastern projects		
	JC gave an overview of progress (NW not present):		NW/JC
	<ul style="list-style-type: none"> • AH has started Queens Road LINSIG review, needs to start Canbury Road review. • Started works on Gordon Road, Kier will be using a new civils sub-contractor for these works. • Bus gate is being widened. • New Malden to Raines Park – Planning application end of next week. 		AH

Meeting notes

Project:	Kingston Mini Holland / Go Cycle		
Subject:	TfL / RBK Liaison Meeting		
Date and time:	7 th March 2018 14:00	Meeting no:	
Meeting place:	230 Blackfriars Road	Minutes by:	██████████
Present:	██████████ (NW) ██████████ (OB) ██████████ (RV) ██████████ (CC) ██████████ (RP) ██████████ (CE) ██████████ (MR) ██████████ (JS) ██████████ (GP) ██████████ (MS)	Representing:	RBK RBK Buro Happold (Station) Atkins TfL TfL (Buses) TfL (Buses) SYSTRA SYSTRA Kier

ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
1	<p>Introduction</p> <p>OB chaired the meeting and highlighted that the first part of the meeting would include a review/overview of upcoming design milestones on the Kingston to Surbiton and Eastern Projects, and update on construction works on the Wheatfield Way and Station projects.</p> <p>RG reminder – Ride London 2018 in July.</p>		OB
2	<p>Wheatfield Way</p> <p>MS (Kier) gave an overview of construction progress to date:</p> <ul style="list-style-type: none"> • Kier setting up compound for Phase 1 works. Civils will be carried out by an alternative contractor. • Telent still have to install poles in barrels on site. • RP asked if works are running behind programme. MS stated that Kier are hoping to make up time through improved productivity of new contractor. OB reiterated that the updated programme is more realistic and complete, should improve the current situation with RBK Permitting. • MS - Lighting has been completed. • Ms - Major permitting issues with RBK have now been resolved and strategy going forward agreed. 		MS

NOTE TO RECIPIENTS:
 These meeting notes record the minute takers understanding of the meeting and intended actions arising therefrom. Your agreement that the notes form a true record of the discussion will be assumed unless adverse comments are received in writing within five days of receipt.

3 **Station Forecourt**

RV/MS gave an overview of the status of the Station project:

RV/MS

- Bridge demolition - TM VMS layout agreed and finalised. MS had meeting with emergency services (fire) earlier today (07/03/2018) – They are happy with the TM layouts and diversion routes for the bridge demolition works.
- RG asked when the bridge demolition comms are going out? OB stated that Go Cycle Team comms team () have already been speaking to local businesses, including Bentalls and John Lewis.
- Forecourt – MS stated that slot drains outside Pret are currently being installed, and paving towards the Station entrance are underway.
- Require lane closure approvals along the South of Wood Street before Kier can commence paving at Fife Road junction (east and west).
- 1 lane closure would allow for safety zone for workers and to allow site clearance (“muck away”) and material delivery.
- Looking at completing the Wood Street and Fife Road pedestrian crossings (paving and tactiles) by end of March.
- MS noted that installation of Beacon foundations and granite bollards will need to be completed before paving in the Forecourt can be finalised.
- MS – Next meeting (21/03/2018) will focus more on the bridge demolition and upcoming works for the River Link.

21/03/2018 MS

4 **Kingston to Surbiton / Tolworth**

Penrhyn Road:

OB

- OB thanks everyone for helping A240 Penrhyn Road get through RSPG on 22/02/2018. Main focus over the next few week is to finalise the Detailed Design.
- MR (Buses) gave his post-RSPG feedback – Want to get as much bus mitigation as possible, focus on reducing impacts during construction. Would like something similar to WW/Station bus mitigation.
- RG asked that the TMAN submission be updated following the RSPG comments.
- Ewell Road on hold until Penrhyn Road DD complete.

Maple Road Junction:

OB/Atkins

- UTC temps are up and running

ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
	<ul style="list-style-type: none"> On target for completion Easter weekend (resurfacing only). 		OB/Atkins
	Kingston High Road (footway works):		
	<ul style="list-style-type: none"> Detailed Design package is being finalised by Atkins. Will be issued to Kier end of the month (March). CE (Buses) asked about TM drawings. OB stated that he is sitting down with Kier tomorrow (08/03/2018) to finalise before sharing. Works will follow local elections (May). 		OB
	RP asked about Claremont Road. OB stated that 200m have been completed, arranging a walk through with KCIL to review interface with segregated cycleway.		
5	Eastern projects		
	NW gave an overview of progress:		NW
	<ul style="list-style-type: none"> New Malden to Raines Park – Detailed Design end of April 2018. NW asked RP if a TfL Sponsors Review could be arranged in the next 2-3 weeks. RP to arrange. Quietway signage – NW asked RP if he had visibility of the latest TfL guidelines. RP agreed to give comments as part of the Sponsors Review. Thames relining works end in June 2018, still waiting for approvals and agreement with Thames Water (where scheme crosses their main line). Cambridge Road (from Fountain Roundabout) – NW to arrange catch up meeting with RP. Need to include WSP and SYSTRA. 		NW
	Kingston Vale:		
	<ul style="list-style-type: none"> Currently in Detailed Design stage. VMAP5 – NW stated that AH (Traffic Modelling) said its close to being signed off. Still need to receive formal comments, RP to follow up with AH. Connector route currently on site, 1/3 has been built. 4 weeks until completion. NW asked about Sponsors Review this month – NW asked for 28/03/2018. RP to check availability. 6 signalised junctions – NW needs to discuss with TfL signals. 		RP NW

TfL / RBK Mini Holland Liaison Meeting
4 April 2018, 12:00 – 14:00
TfL Offices - Palestra, 197 Blackfriars Road

Attendees:

██████████ (JCC)	Kingston	██████████ (OB)	Kingston
██████████ (RP)	TfL	██████████ (NW)	Kingston
██████████ (CE)	TfL	██████████	Systra
██████████ (MR)	TfL	██████████	Systra
██████████ (RG)	TfL		
██████████ (SC)	TfL		
██████████ (AH)	TfL		

Apologies: ██████████ (Kier), ██████████ (BuroHappold)

Discussions and Actions		Owner
1	<p>Kingston Hill / Kingston Vale</p> <ul style="list-style-type: none"> • Design - Likely to be some pushback from Kingston Cycling Campaign • Signals - Systra to send list of signalised junctions to SC • Modelling - Stage 5 LMAP complete. AH to draft SIRs • Construction - Phase 1 = 1km from Robin Hood Roundabout – no signals • Contractor - Procured through open tender 	AH
2	<p>New Malden to Raynes Park</p> <ul style="list-style-type: none"> • Sponsor Review comments to be sent through • Draft DD underway • Submit draft construction methodology to Thames Water next week • Planning Applications - RBK (April), Merton (Cabinet member decision) • Signals - Crossing outside New Malden station. RP to send designs to SC 	RP NW RP
3	<p>Gordon Road</p> <ul style="list-style-type: none"> • Construction – substantially complete. Permit required for road closure to resurface sinusoidal humps. • Wayfinding – RP to confirm 	RP
4	<p>Kingston to Tolworth</p> <ul style="list-style-type: none"> • Side Road Entry Treatments technical note to be updated with new flows • TMAN to be submitted 	OB OB

5	Kingston High Street <ul style="list-style-type: none"> • DD almost complete – awaiting stats info • RSA2 complete – OB to send to RP • Cost Estimate issued – OB to send to RP once reviewed • Construction start on-site June 2018 (post election) 	OB OB
6	Kingston to Surbiton <ul style="list-style-type: none"> • Maple Road junction commissioned 23/03. Resurfacing to be completed over the weekend of 7/8 April. Kingston to inform CE of bus diversions for closure • Mags removed during resurfacing 	OB
7	Kingston Station <i>Post-meeting note: on-site meeting arranged for Friday to confirm signals. Commissioning scheduled for 19th April</i>	SC / RP / AH
8	Kingston Bridge Replacement <ul style="list-style-type: none"> • On-track for weekend of 14/15 April • Some preparatory works required 2 days before • Kier preparing TM drawings to submit to TfL – CE to view by tomorrow afternoon 	JCC
10	Cambridge Road / Fountain Roundabout <ul style="list-style-type: none"> • NW to send through modelling and presentation for buses to review 	NW
14	Next Meeting: 25/04/18	

Meeting notes

Project:	Kingston Mini Holland		
Subject:	TfL / RBK Liaison Meeting		
Date and time:	21 st September 2017 14:00	Meeting no:	
Meeting place:	230 Blackfriars	Minutes by:	██████████
Present:	██████████ (JC) ██████████ (NW) ██████████ (OB) ██████████ (RV) ██████████ (JF) ██████████ (SC) ██████████ (RG) ██████████ (KJ) ██████████ (MP) ██████████ (MM) ██████████ (JH)	Representing:	RBK RBK RBK Buro Happold (Station) TfL TfL (Signals) TfL (Network Management) TfL (Buses) TfL (Buses) SYSTRA Kier

ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
1	<p>Introduction</p> <p>JC chaired the meeting and highlighted that the meeting would focus on the Wood Street phase of the Station Project and Phase 4 of Wheatfield Way (off-carriageway along Clarence Street outside the Rotunda/Prizm); as well as an update on future projects (Kingston to Surbiton and Eastern Projects).</p>		JC
2	<p>Wheatfield Way</p> <p>RG stated that DO had a number of comments on the TM drawings presented for the Station and WW Phase 4. Atkins to update their TM drawing to include a lane closure for 2 shifts – JH to confirm.</p> <p>Once TM layout agreed, RG to provide updated NIMT/TMAN approval letter for the works along Wood Street.</p> <p>Proposed WW Phase 4 start of works w/c 02/10/2017.</p> <p>JH stated that he has a meeting with TfL taxis earlier in the week to discuss how their bays adjacent to PRYZM would be affected during the Phase 4 works. They had no issues with the temporary relocation position during the works.</p>	05/10/2017	Atkins/JH
	<p>Once TM layout agreed, RG to provide updated NIMT/TMAN approval letter for the works along Wood Street.</p>	05/10/2017	RG

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ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
3	Station Forecourt		
	MP said he was happy to have received modelling for the Wood Street works (2 lanes with a single crossing). MP pleased that the closure duration will be reduced to 2 weeks.		MP
	TfL buses agreed that no bus mitigation will be required for the Wood Street works to be carried out in October/November 2017.		MP
	JH agreed to provide detailed construction programme and risk mitigation register at the next TfL Thursday meeting.	05/10/2017	JH
	Signals – JH/SC to discuss way forward with signal ducting and draw box layouts after this (21/09/2017) meeting. SI to be agreed to carry out the works.	05/10/2017	SC/JH
	SC stated the original plan to use the already installed temporary signals with a “walk with function” for the second crossing is not feasible. This is because this function is still undergoing testing and has not been approved for use by TfL.		SC/JH
	SC recommended poles in barrels as the simple solution. JH/SC agreed that these would be installed before 21/10/2017; aiming for early October.	05/10/2017	SC/JH
	RG stated that DO had a number of comments on the TM drawings presented for the Station and WW Phase 4. JH presented the updated TM drawings for the Station which incorporated the NIMT comments.		JH/RV
	RG to provide updated NIMT/TMAN approval letter for the works along Wood Street.	05/10/2017	RG
5	Kingston to Surbiton / Tolworth		
	JC gave an overview of the future projects on the radar. These included:		
	<ul style="list-style-type: none"> New Maldon to Raines Park (off-carriageway) New Maldon High Street – OB stated that DD would commence after Residence Committee in October. Broadway (off-carriageway) – NW stated that this would commence in January 2018. 	07/09/2017	RG
	Kingston to Surbiton – OB stated that this had been scheduled to go to RSPG 07/12/2017.		
	MP asked about modelling for the scheme.	05/10/2017	OB/MM
6	Eastern projects		

ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
	NW – Eastern projects all off TfL SRN. JC asked the question of whether or not these require RSPG, as they are Kingston Roads.	05/10/2017	RG
	NW stated that Kingston Hill / Kingston Vale have been approved internally by RBK.		
	Cambridge Road scheme is currently being modelled by SYSTRA. Includes the removal of a bus lane. Estimated 36 seconds of bus delays, may change after modelling complete.	05/10/2017	NW/MM
	NW presented the Eastern Projects including the modelling results to TfL.		NW

Agenda

Subject RBK/TfL Signal Liaison Meeting

Date 19 October 2017

Place 230 Blackfriars

Time 2pm to 4pm

Distribution (TfL); (TfL); (TfL); (TfL); (TfL); (TfL); (TfL); (TfL); (TfL); (TfL);
(TfL); (TfL); (TfL); (TfL); (TfL); (TfL); (TfL); (TfL); (TfL); (TfL);
(RBK); (RBK); (RBK); (Atkins); (Atkins); (RBK); (RBK); (Buro Happold);
(Buro Happold)

Item	Action
1.0 Introductions	
1.1 General Introductions/Initial Discussion/Review of Actions	All
2.0 Wheatfield Way (WW)	SJ / JCC
2.1 Project updates: <ul style="list-style-type: none">Review latest construction programme and TM layoutsLondon Works / TMAN scheme and works – Update from Kier on construction phasing	JH JH
3.0 The Station	RV / JCC
3.1 Project updates: <ul style="list-style-type: none">Review latest construction programme and TM layoutsOverview of construction progress	JH JH
4.0 Eastern Projects Updates	NW
4.1 Project updates: <ul style="list-style-type: none">Overview of design progressLondon Works / TMAN scheme and works – Update from Kier on construction phasing	
5.0 Kingston to Surbiton / Tolworth Updates	OB
5.1 Project updates: <ul style="list-style-type: none">Overview of design progressLondon Works / TMAN scheme and works – Update from Kier on construction phasing	
6.0 AOB	All

Meeting notes

Project:	Kingston Mini Holland		
Subject:	TfL / RBK Liaison Meeting		
Date and time:	19 th October 2017 14:00	Meeting no:	
Meeting place:	230 Blackfriars	Minutes by:	██████████
Present:	██████████ (NW) ██████████ (OB) ██████████ (RV) ██████████ (UM) ██████████ (CG) ██████████ (CC) ██████████ (JF) ██████████ (SC) ██████████ (StC) ██████████ (DO) ██████████ (RG) ██████████ (MR) ██████████ (MP) ██████████ (JG)	Representing:	RBK RBK Buro Happold (Station) Atkins (Wheatfield Way) Atkins Atkins TfL TfL (Signals) TfL (Signals) TfL (Network Management) TfL (Network Management) TfL (Buses) TfL (Buses) TfL (Traffic Modelling) SYSTRA

ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
1	<p>Introduction</p> <p>OB chaired the meeting and highlighted that the meeting would give a short summary on the works commencing on the Wood Street phase of the Station Project and Phase 4 of Wheatfield Way (off-carriageway along Clarence Street outside the Rotunda/Prizm); as well as an update on future projects (Kingston to Surbiton and Eastern Projects).</p> <p>RV/OB stated that JH/Kier could not attend they were required on site for the Station and WW projects. Construction update in next bi-weekly meeting.</p>		OB
2	<p>Wheatfield Way</p> <p>JH/Kier to provide update on construction progress in next bi-weekly meeting.</p>	02/11/2017	JH

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ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
3	<p>Station Forecourt</p> <p>RV stated that the project is still on track to commence the Wood Street works on 21/10/2017, with completion date of 12/11/2017 (before morning peak). Materials have started to arrive in site, preparation works for Fife Road and south of Wood Street have been completed. These include installation of kerbs, planning out of asphalt and removal of paving south of Wood Street.</p> <p>Signals – Final signal poles in barrels have been installed south of Wood Street in preparation for the Wood Street works.</p> <p>RG has issued updated NIMT/TMAN approval letter for the works along Wood Street.</p> <p>In the previous meeting JC/JH reiterated that the Richmond Road works will be commencing next year and TMAN approval process needs to start. Proposed deadline for approval February 2018. RG requested that RV/JH (Kier) submit TMAN works for Richmond Road ASAP.</p>	02/11/2017	<p>RV</p> <p>SC/RV</p> <p>RG</p> <p>RV/JH</p>
5	<p>Kingston to Surbiton / Tolworth</p> <p>OB said Surbiton Crescent will be underway soon – OB does not think notification required as not on SRN. Will be completed end of November 2017. Due to bus benefits this is a bus funded scheme.</p> <p>OB said Maple Road / Claremont Road and Claremont Road work also starting and will complete next February 2017.</p> <p>OB said main recent work had been for Penrhyn Road and Ewell Road – finalising the preliminary design and has met with [REDACTED] and [REDACTED] – [REDACTED] has done the Sponsor Review. Still waiting for final inter-green timings from [REDACTED] – should be issued by end of this week.</p> <p>OB said SC is happy that all residual issues can be dealt with in the detailed design – OB said won't therefore affect the modelling and expecting therefore to have modelling sorted by end of next week subject to Systra.</p> <p>SC joined the meeting and confirmed that a lot of the issues can be dealt with in detailed design – [REDACTED] confirmed he was content with this if [REDACTED] was.</p> <p>SC noted he had not done any phase delays – [REDACTED] said he was comfortable with that.</p> <p>OB said grateful for rigorous audit / review proposed by SC – OB said that the scheme has changed over time and that is a</p>	02/11/2017	OB/SYSTRRA

ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
	<p>result of some of the comments – largely been driven by bus journey times and therefore OB wants some agreement from RSPG before addressing issues raised by [REDACTED].</p> <p>CC confirmed some changes had already been made and SC was happy with them.</p> <p>OB summarised the next step as response from CC to the Sponsor Review – if they were resolved it would be fine, if not parties need to resolve promptly.</p> <p>OB said we might have another walk through from [REDACTED] Nunney if required.</p> <p>OB set out the timescales – want to aim for RSPG in 7th December 2017. JF said we can have a back-up for 25th January 2018.</p> <p>SC and AH said they could potentially meet on Monday to go through the inter-greens and phase delays (SQA4) but they will discuss outside the meeting.</p> <p>OB said RSPG was a big milestone and RBK want to build the scheme next summer.</p> <p>RG asked about shared use in the scheme – OB said we don't have any at the moment but if signal positions become a problem then we may need to introduce small areas of shared use.</p> <p>CG asked for the RSPG attendees to be clarified a week or two before the meeting – JF said [REDACTED] would be the main sponsor instead of [REDACTED].</p> <p>[REDACTED] asked about a safety audit – PB said one was done before – OB said he would rather go to Stage 1/2 and not do another one before RSPG / detailed design.</p> <p>OB explained to [REDACTED] in 1-2 weeks' time we would have updated model results for Penrhyn / Ewell Road.</p> <p>JF said [REDACTED] has mentioned a new crossing near Asda which she was worried would get called all the time – JF will check what the query was.</p>		
6	Eastern projects		
	<p>NW said he did a presentation last Friday with ODE, buses and others.</p> <p>NW said [REDACTED] has going to review and come back on some of the detail.</p>	02/11/2017	MR

ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
	<p>MR talked about the scheduled recovery time and what actually happens in reality to identify potential to absorb additional delays – this shows a number of routes in PM Peak there is insufficient resilience for them to operate reliably – for example Route 85 has 20 minutes ‘float’ – currently the service is using 10 minutes because of congestions. The scheme will take another 2-3 minutes, leaving only 8 minutes.</p> <p>MR said there are passenger impacts as well as some routes that will tip over into missing their schedule. MR spoke to [REDACTED] about whether frequencies could be reduced – [REDACTED] indicated that there are already plans to do that to reflect reduced demand. MR has also looked to reallocate time – MR does not think it is possible but it could be another line of enquiry. In summary MR thinks we may need additional buses to the tune of £400-700k per year – some new bus priority would be advantageous but MR has spoke to [REDACTED] [REDACTED] who does not think there is much opportunity for that except Route 85 outside the Borough.</p> <p>JF has fed back to [REDACTED] on the news from MR.</p>		
	<p>JF thought some route walks could be done in a few weeks.</p>	02/11/2017	JF
	<p>NW asked for some urgent progress with this as RBK is trying to meet deadlines and also to coordinate the wide programme scheme implementation.</p>		
	<p>NW will send the designers’ response over by the end of the week.</p>	02/11/2017	NW

Meeting notes

Project:	Kingston Mini Holland		
Subject:	TfL / RBK Liaison Meeting		
Date and time:	2 nd November 2017 14:00	Meeting no:	
Meeting place:	230 Blackfriars	Minutes by:	██████████
Present:	██████████ (OB) ██████████ (RV) ██████████ (JF) ██████████ (SC) ██████████ (RG) ██████████ (MA) ██████████ (CC) ██████████ (MM) ██████████ (JH) ██████████ (MS)	Representing:	RBK Buro Happold (Station) TfL TfL (Signals) TfL (Network Management) TfL (ODE) TfL (Buses) SYSTRA Kier Kier

ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
1	<p>Introduction</p> <p>OB chaired the meeting and highlighted that the meeting would give a short summary on the works commencing on the Wood Street phase of the Station Project and Phase 4 of Wheatfield Way (off-carriageway along Clarence Street outside the Rotunda/Prizm); as well as an update on future projects (Kingston to Surbiton and Eastern Projects).</p>		OB
2	<p>Wheatfield Way</p> <p>Atkins/Kier to provide full update on construction progress in next bi-weekly meeting.</p> <p>OB highlighted that JC has requested Kier to programme in the junction works for July 2018.</p> <p>RG requested TMAN Works submission for the junctions, and is yet to see the TMAN Works for the lighting column works.</p>	16/11/2017	MS/UM
3	<p>Station Forecourt</p> <p>RV stated that although the mid-grey and light-grey granite setts had arrived on site, Kier were not able to deliver the dark-grey setts to meet the start date of 21/10/2017.</p>		RV

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ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
	<p>Over the last 2 weeks a number of mitigation scenarios have been developed to identify which of elements of work could be completed before the Christmas Moratorium, without causing major disruptions and allowing time to make good before 17/11/2017. The cut-off date for arrival of all the setts to facilitate the last scenario (completing Fife Road in setts before the Christmas Moratorium) was today 02/11/2018.</p> <p>RBK's leadership and Go Cycle Team have undertaken a number of emergency meetings with Kier (2 a week) to identify the problem and develop a way forward. The last meeting was this morning (02/11/2017), in which it was decided that no works will commence this side of Christmas, given the lack of insurance from Kier that the all the granite materials will arrive on site in time. Therefore, it was agreed that the Wood Street and Fife Road works will recommence in January, with a start date of 08/01/2017.</p>		RV
	<p>The would will be completed before the end of January 2018 with a duration of 3 weeks. Kier will provide an updated programme in the next weekly meeting.</p>	16/11/2017	MS
	<p>TfL buses and RG asked why the duration had changed from 2 weeks to 3 weeks. MS stated that January weather and temperature may affect construction.</p>		MS
	<p>RG reiterated that the TMAN Works will need to be updated with the dates, although the same TM plans and phasing can be used if this is unchanged. RG did warn that she expects buses to come back with additional bus mitigation and may request modelling.</p>		RG/RV
	<p>RV stated that the modelling previously submitted for the works that were supposed to be carried out in October looked at the peak flows, and is therefore a worst case scenario.</p>		RV
	<p>JF raised concerns about the Wood Street and Fife Road major works being shifted to January 2018. JH requested a breakdown of the cost associated with the delays to works (due to non-delivery of the granite materials).</p>	16/11/2017	JF
	<p>JH asked for an update on the structures procurement. RV stated that the cycle bridge was on the critical path, and the steel fabrication procurement had already started. Looking to have a steel fabricator on board early next year. All Network Rail design approvals and land agreements are in place. Rail possession are being processed.</p>		RV
	<p>Procurement of the cycle hub and beacon will commence in January/February 2018.</p>		RV

5 Kingston to Surbiton / Tolworth

OB said Surbiton Crescent will be underway soon – OB does not think notification required as not on SRN. Will be

ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
	completed end of November 2017. Due to bus benefits this is a bus funded scheme.		
	OB said Maple Road / Claremont Road and Claremont Road work also starting and will complete next February 2018.		
	MA said ODE have reviewed the designs, need to formally issued these to RBK (OB).	16/11/2017	MA
	OB stated that bus delays are the critical factor, SYSTRA are currently updating the new modelling following the Sponsor's Review comments.	16/11/2017	OB/SYSTRA
	RSPG currently pencilled in for December, this may be too soon if buses have any additional comments based on the new modelling. RG stated that January 2018 slot is still booked in as a backup – 25/01/2018.		
6	Eastern projects		
	NW not present, OB asked for any questions or comments on the Eastern Projects.		
	JF stated that RBK need to provide Designer's Responses to Sponsor's Review comments.	16/11/2017	NW
	JF stated that there is a route walk with ODE along bus route 85 scheduled in for next week Tuesday (07/11/2017).		

Meeting notes

Project:	Kingston Mini Holland		
Subject:	TfL / RBK Liaison Meeting		
Date and time:	16 th November 2017 14:00	Meeting no:	
Meeting place:	230 Blackfriars	Minutes by:	██████████
Present:	██████████ (OB) ██████████ (NW) ██████████ (RV) ██████████ (JF) ██████████ (RP) ██████████ (RG) ██████████ (KJ) ██████████ (MM) ██████████ (MS)	Representing:	RBK RBK Buro Happold (Station) Atkins (WW) TfL TfL TfL (Network Management) TfL (Buses) SYSTRA Kier

ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
1	<p>Introduction</p> <p>OB chaired the meeting and highlighted that the meeting would give a short summary on the works commencing on the Wood Street phase of the Station Project and Phase 4 of Wheatfield Way (off-carriageway along Clarence Street outside the Rotunda/Prizm); as well as an update on future projects (Kingston to Surbiton and Eastern Projects).</p> <p>JF introduced ██████████ (RP) as he replacement looking after the Go Cycle schemes.</p>		<p>OB</p> <p>JF</p>
2	<p>Wheatfield Way</p> <p>Kier (MS) provided an update on construction progress. Currently making good on site (Phase 4) in preparation for the Christmas Moratorium starting on 17/11/2017.</p> <p>Lighting columns and VMS sign will be completed next year, late January 2018 (after Wood Street works have been completed). Awaiting UKPN to agree dates for disconnection/reconnection of VMS.</p> <p>Phase 1 will commence next year late January, to include College Roundabout. TMAN Works has previously been submitted. MS asked if a new TMAN needs to be issued. RG stated that the existing TMAN can be modified, need to include new dates. Kier to update and resubmit.</p>	30/11/2017	<p>MS</p> <p>MS</p>

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ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
	Phase 2 and 3 need TMAN Works – Kier agreed to issue these before the end of the year.	31/12/2017	MS
3	Station Forecourt		
	RV requested an update from RG regarding feedback from buses on required bus mitigation. RG stated that buses are still reviewing the impacts. Timelines received from buses are 3-5 weeks for review (started 08/11/2017). RV asked if this could be accelerated given the new start of works date for Wood Street/Station Forecourt of 08/01/2018.	30/11/2017	RG
	RG reiterated that the TMAN Works will need to be updated with the dates, although the same TM plans and phasing can be used if this is unchanged. RG did warn that she expects buses to come back with additional bus mitigation and may request modelling. This can only be done after receiving new bus mitigation. [REDACTED] (MP) is reviewing the bus mitigation and costs.	14/12/2017	RV/MP
	Kier (MS) provided an update on construction progress. Currently making good on site (Fife Road and Wood Street) in preparation for the Christmas Moratorium. Temporary reinstatement works being completed on site currently, include: <ul style="list-style-type: none"> • Fife Road – Temporary asphalt complete, including line markings. • North of Wood Street/Forecourt – Installing temporary (Ready-Well) kerbs to final alignment, forecourt footway has been widened to final width with temporary asphalt. • Wood Street/Station crossing has been widened to final width (9.6m). • Line markings along Wood Street to be carried out tonight (16/11/2017). • Full set of works to “make good” will be complete by 17/11/2017. 		MS
	Kier (MS) noted that Thames Water have emergency works scheduled in within Wood Street scheme extents, proposed be completed tonight (17/11/2017). MS has coordinated with Thames Water to ensure their works are complete before Kier finish temporary works.		MS
	MS stated that works during the Christmas period will all be off carriageway in Network Rail land (River Link).		MS
5	Kingston to Surbiton / Tolworth		
	OB said Surbiton Crescent will be underway soon – OB does not think notification required as not on SRN. Will be		

ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
	<p>completed end of November 2017. Due to bus benefits this is a bus funded scheme.</p> <p>OB said Maple Road / Claremont Road and Claremont Road work also starting and will complete next February 2018.</p> <p>OB asked if, now that ODE have reviewed the designs, can RBK get the go ahead to commence the detailed design.</p> <p>JF asked if the detailed design had been factored in for this financial year 2017/18. OB stated that Penryn Road has been factored in, not the full fee required only 25%.</p> <p>JF asked if there were any concerns from the public regarding Surbiton Crescent? OB stated that no complaints/comments have been received.</p> <p>OB stated that construction works on the footway, cycleway and carriageway are programmed to be completed in February 2018.</p> <p>RSPG currently pencilled in for December, this may be too soon if buses have any additional comments based on the new modelling. RG stated that January 2018 slot is still booked in as a backup – 25/01/2018.</p>		
6	Eastern projects		
	<p>NW gave an update on the Eastern Projects. Coombe Road design have been modified. This has a focus on cyclist safety.</p> <p>Modelling results and associated benefits for the redesign/signal modification have led to the decision to not go ahead with re-constructing the junction.</p> <p>Site works to commence in early February 2018. JF stated that this had previously been down to start in April 2018. JF requested that NW inform MP (buses). NW reiterated that the works starting in February 2018 are minor works with minimal disruptions (mostly off-carriageway).</p> <p>NW asked JF if RBK can go ahead with the detailed design of Kingston Hill/Kingston Vale and the Quietway.</p> <p>NW stated that there is a preliminary design review meeting with TfL on Tuesday 21/11/2017. JF as that her and RP be invited.</p>	<p>30/11/2017</p> <p>21/11/2017</p>	<p>NW</p> <p>NW/JF/RP</p>

Meeting notes

Project:	Kingston Mini Holland		
Subject:	TfL / RBK Liaison Meeting		
Date and time:	30 th November 2017 14:00	Meeting no:	
Meeting place:	230 Blackfriars	Minutes by:	██████████
Present:	██████████ (JC) ██████████ (OB) ██████████ (NW) ██████████ (RV) ██████████ (UM) ██████████ (RP) ██████████ (RG) ██████████ (KJ) ██████████ (ES) ██████████ (MR) ██████████ (MP) ██████████ (SC) ██████████ (MA) ██████████ (JG) ██████████ (MS)	Representing:	RBK RBK RBK Buro Happold (Station) Atkins (WW) TfL TfL (Network Management) TfL (Buses) TfL (Buses) TfL (Buses) TfL (Buses) TfL (Buses) TfL (Signals) TfL (ODE) SYSTRA Kier

ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
1	Introduction		
	JC chaired the meeting and highlighted that the first part of the meeting would include a review/overview of upcoming design milestones on the Kingston to Surbiton and Eastern Projects, and update on construction works on the Wheatfield Way and Station projects. The second part of the meeting would be led by Kier, in presenting the overall construction programme and phasing for the Go Cycle (mH) suite of projects.		JC
	JC acknowledged that there were new faces around the table, and invited everyone to introduce themselves and identify their role.		JC
	JC highlighted quick wins for the Go Cycle projects. These included: <ul style="list-style-type: none"> • Park Road / Gordon Road – Commence off-carriageway cycle route works from mid-January • Gordon Road - Redesign gate for cyclists and buses, make it wider • Kingston Hill / Vale (top half) – Start off-carriageway works in February 2018 		JC

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ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
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- Kingston to Surbiton – Commence Maple Road junction in February.

2 Wheatfield Way

UM (Atkins) gave an overview of progress to date:

UM

- Phase 4 has been completed, everything made good for the Christmas period.
- Quality of machine laid asphalt cycleway very good, this will be the recommended method for the rest of the scheme.
- Next phase Old Road Roundabout to Clarence Street. Materials pre-order has been issued to Kier for them to procure.
- Task requests for Phase 1, 2, 3 have been issued to Kier.

Kier (MS) provided an update on construction progress. Phase 4 works introducing the new segregated cycle way (off-carriageway) were completed before the Christmas Moratorium.

MS

Lighting columns and VMS sign will commence next year, 8 January 2018. The first 3 weeks will all be off-carriageway in the footway.

On-carriageway works (work to the median) will only commence after Wood Street works have been completed. Proposed start date 24 January. This will include decommissioning of existing lighting in the median. Awaiting UKPN to agree dates for disconnection / reconnection of VMS.

MS

Works to the median will be day time off-peak (estimated 10:00 to 15:00). Central island removal duration 2-3 days.

Phase 1 will commence next year late January, to include College Roundabout. TMAN Works has previously been submitted. MS asked if a new TMAN needs to be issued. RG stated that the existing TMAN can be modified, need to include new dates. Kier to update and resubmit.

MS

Works at College Roundabout to commence 5 February. Phase 2 to commence mid-February.

Phase 2 and 3 need TMAN Works – Kier agreed to issue these before the end of the year.

3 Station Forecourt

JC gave an overview of the status of the Station project:

- Temporary works have been installed to the permanent layout, i.e. 3 lanes reduced in width to

ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
	<p>3.25m each, public realm areas (forecourt) have been widened.</p> <ul style="list-style-type: none"> To date, positive feedback with regards to pedestrians having more space, no negative feedback from vehicle users on reduced lane widths. River Link work has commenced and will continue over the Christmas period as this is off-carriageway and on Network Rail owned land. Relocation of the SWR cycle hub is underway, awaiting relocation of CCTV before temporary store can be opened. Granite materials – Enough quantity for Fife Road and Wood Street, the issue is the mix of colours (“greys”). Too much mid-greys compared to “dark” greys. Currently procuring additional “dark” from Portugal, but if this does not come through we are still in a position to alter the pattern and lay in Wood Street. 		
	<p>MP asked about impact on traffic along Wood Street. He questioned the statement that “there has been no impact”, asked for a metric to measure the current traffic situation. KJ stated that from a buses operation point of view, they have not experienced any delays due to the reduced lanes.</p>		
	<p>Kier (MS) provided an update on construction programme for the Wood Street works</p> <ul style="list-style-type: none"> Wood Street work to recommence on 8 January 1 week to remove the temporary asphalt along Wood Street and Fife Road 2 weeks to lay the granite setts within carriageway Installation of signals will be the last activity – commencing 23-25 January 		MS
	<p>MS asked SC for the final permanent and temporary traffic signal drawings. SC agreed to send to MS.</p>	14/12/2017	SC
	<p>SC noted that the signal controllers have been built and are ready for installation (currently sitting in the depot).</p>		SC
	<p>Kier (MS) provided an overview of the off-carriageway works along the River Link:</p> <ul style="list-style-type: none"> Temporary South Western Railways (SWR) cycle store under construction, due for completion early December. Access via the existing SWR cycle store agreed and obtained. Site clearance and earthworks have commenced within the Network Rail land east of the bridge. 		MS
	<p>RG stated that if the dates for Station are now fixed, and the phasing is the same; in line with the Kier programme presented by MS, she is happy to reissue the TMAN Works</p>	14/12/2017	MS/RG

ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
	approval letter. MS to send RG an email with final dates to confirm.		
5	Kingston to Surbiton / Tolworth		
	OB gave an overview of the status of A240 Penrhyn Road:		
	<ul style="list-style-type: none"> Design has been closed out Sponsor's Review comments complete, need to issue responses to TfL Atkins have issued updated drawings, incorporating Sponsor's Review comments SYSTRA will be submitting updated modelling to [REDACTED] [REDACTED] later today 	14/12/2017	OB
		30/11/2017	JG
	JG (SYSTRA) presented latest modelling results. These showed improvements in timings/delays; more greens, less reds. Impact of scheme is now relatively "neutral" on buses.		JG
	MS (Buses) queried which junctions are the most affected, MS asked OM/SYSTRA for commentary so that he can include as part of the bus mitigation.	14/12/2017	OB/JG
	OB stated that a pedestrian comport (PCI) study has been undertaken, OB developing note and will share with ODE.	14/12/2017	OB
	RG requested that OB submit the TMAN request, RG on leave from 01/12/2017.		OB
	Surbiton Crescent – Finished this coming Monday (04/12/2017).		
	Penrhyn Road – Would like to start the Detailed Design. JC asked RP for the go ahead from a funding point of view. RP wants to go through the Sponsor's Review comments first before making a decision.	14/12/2017	RP
6	Eastern projects		
	NW gave an update on the Eastern Projects. Meeting last week with MR (Buses), presented modelling and delays.		
	MR stated that he has had a meeting with Janis to discuss the results. Agreed that local affects not a concern, the main concern is the wider effects of the scheme and how these accumulate with the other Go Cycle (mH) projects.		
	MR agreed to send bus mitigation list to NW, and then RBK can give an indication of which proposals are achievable.	14/12/2017	MR
	MR asked about validation of the model. NW and TfL reiterated that these have/are being validated by TfL's traffic modelling team ([REDACTED] [REDACTED] - AH). MP stated that AH has		

ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
	said in the past – the modelling is “as good as you are going to get”.		
	JC reiterated that RBK have been asking to go to Detailed Design for the last 2 months. Need a go ahead from RP, this work is low risk, and this is a borough road. Amount required £80,000.		RP

Meeting notes

Project:	Kingston Mini Holland / Go Cycle		
Subject:	TfL / RBK Liaison Meeting		
Date and time:	14 th December 2017 14:00	Meeting no:	
Meeting place:	230 Blackfriars	Minutes by:	██████████
Present:	██████████ (OB) ██████████ (RV) ██████████ (SJ) ██████████ (RP) ██████████ (IA) ██████████ (MR) ██████████ (AH) ██████████ (MM) ██████████ (MS)	Representing:	RBK Buro Happold (Station) Atkins (WW) TfL TfL (Network Management) TfL (Buses) TfL (Traffic Modelling) SYSTRA Kier

ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
1	Introduction OB chaired the meeting and highlighted that the first part of the meeting would include a review/overview of upcoming design milestones on the Kingston to Surbiton and Eastern Projects, and update on construction works on the Wheatfield Way and Station projects. RP stated that the P&R meeting for the Kingston mini-Holland projects is also every second Thursday. RP agreed to look into moving the P&R meeting to Wednesday's. RP agreed that the next bi-weekly meeting would take place 10/01/2018. All future meetings will now be on a Wednesday.		OB RP RP
2	Wheatfield Way SJ (Atkins) gave an overview of progress to date: <ul style="list-style-type: none">Phase 4 has been completed, everything made good for the Christmas period..Next phase Old Road Roundabout to Clarence Street.Lighting columns and VMS sign will commence next year, 8 January 2018. The first 3 weeks will all be off-carrageway in the footway.TMAN for phase 2 and 3 submitted.		SJ

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	Kier (MS) reiterated that the programme shared at the last meeting is unchanged with regards to milestones and dates.		MS
	On-carriageway works (work to the median) will only commence after Wood Street works have been completed. Proposed start date 24 January. This will include decommissioning of existing lighting in the median. Awaiting UKPN to agree dates for disconnection / reconnection of VMS..		MS
	Phase 1 will commence next year late January, to include College Roundabout. TMAN Works has previously been submitted. MS asked if a new TMAN needs to be issued. RG stated that the existing TMAN can be modified, need to include new dates. Kier to update and resubmit.		MS
	Works at College Roundabout to commence 5 February. Phase 2 to commence mid-February.		MS
3	Station Forecourt		
	RV gave an overview of the status of the Station project:		RV
	<ul style="list-style-type: none"> All current works are in the Network Rail area, off-carriageway (River Link). River Link work has commenced and will continue over the Christmas period as this is off-carriageway and on Network Rail owned land. Relocation of the SWR cycle hub is underway, awaiting relocation of CCTV before temporary store can be opened. Granite materials – Enough quantity for Fife Road and Wood Street, the issue is the mix of colours (“greys”). Too much mid-greys compared to “dark” greys. Currently procuring additional “dark” from Portugal, but if this does not come through we are still in a position to alter the pattern and lay in Wood Street. 		
	Kier (MS) provided an update on construction programme for the Wood Street works:		MS
	<ul style="list-style-type: none"> MW reiterated that the programme is unchanged, same dates and timescales and previously presented. Wood Street work to recommence on 8 January 1 week to remove the temporary asphalt along Wood Street and Fife Road 2 weeks to lay the granite setts within carriageway Installation of signals will be the last activity – commencing 23-25 January 		

ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
	<ul style="list-style-type: none"> All “black” granite from China now on site – enough to carry out Wood Street and Fife Road works, rest of the granite for Richmond Road and paved areas has been ordered from Portugal (order went in last week) Revised TMAN for Wood Street works has been approved by NIMT (RG) and approval letter received. TMAN for Richmond Road and future phases (Cycle Bridge) need to be resubmitted 		
	AH asked for a copy of the detailed programme from MS so that he can coordinate temporary signals timings in preparation for the works.	22/12/2017	MS
5	Kingston to Surbiton / Tolworth		
	OB gave an overview of the status of A240 Penrhyn Road.		OB
	Modelling issued to AH for review. AH acknowledged receipt, and agreed to carry out checks and provide comments early/mid-January 2018.	12/01/2018	AH
	Pre-meet for RSPG scheduled for 16/01/2017. AH agreed to have modelling back by 12 January for first round of comments. AH stated that he now has everything he needs from RBK/SYSTRA to commence audit.	12/01/2018	AH
	RP stated that following the Sponsor’s Review comment responses from RBK/Atkins, TfL (RP, SC – Signals, MA – ODE) still have outstanding design queries, although mostly minor.		OB/Atkins
	RP happy to draw a line under these, and the final comments can be addressed after RSPG.		
	AI relayed comments from RG:		AI
	<ul style="list-style-type: none"> Need revised set of drawings following RSA1 comments, for TMAN approval. OB stated that a pedestrian comport (PCI) study has been undertaken, OB developing note and will share with ODE/NIMT. RG asked about side road treatment/continuous footway study. OB stated that his is underway, RBK waiting for Atkins note. RG asked for TfL Healthy Streets calculation, required for RSPG. RG requested update on bus mitigation. Atkins/SYSTRA presented the latest modelling results for review by MR and AI during the meeting. 	11/01/2018	OB/Atkins OB/Atkins OB/Atkins
	MR stated that TfL buses have reviewed the modelling results, and will issue his comments to OB. Concerned about routes that are already under stress.		MR

ITEM	DESCRIPTION & ACTION	DEADLINE	RESPONSIBLE
	RP stated that presentation slides need to be submitted prior to the pre-meeting. Suggested deadline for submitting the slides – 29/12/2017.	29/12/2017	OB/Atkins
6	<p data-bbox="256 439 469 465">Eastern projects</p> <p data-bbox="256 501 981 591">NW not present, NW will give a detailed overview of progress in the next meeting. OB gave brief overview of progress/key milestones:</p> <ul data-bbox="309 622 890 685" style="list-style-type: none"> <li data-bbox="309 622 890 685">• SYSTRA will be submitting the VMAP5 to AH tomorrow 		OB

Meeting notes

Project:	Kingston Mini Holland / Go Cycle		
Subject:	TfL / RBK Liaison Meeting		
Date and time:	25 th April 2018 14:00	Meeting no:	
Meeting place:	Palestra	Minutes by:	██████████
Present:	██████████ (JC) ██████████ (NW) ██████████ (RV) ██████████ (RP) ██████████ (CE) ██████████ (SC) ██████████ (AH) ██████████ (RG) ██████████ (JS) ██████████ (GP) ██████████ (NH)	Representing:	RBK RBK Buro Happold (Station) TfL TfL (Buses) TfL (Signals) TfL (Traffic modelling) TfL (NIMT) SYSTRA SYSTRA Kier

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2	<p>Wheatfield Way</p> <p>Note from CE – Buses were not notified about extended works a Penryn Road, works resulted in disruptions at College Roundabout.</p> <p>Response from Kier (NH) – Operative went “rogue”, these works were not scheduled or permitted.</p> <p>RBK (JC) response – JC agreed that this was unacceptable, RBK mechanism to prevent these issues in the future is through early warnings and compensation events for the value of the disruptions. JC stated that CE/buses should notify RBK/Kier immediately when these issues arise to ensure they are resolved immediately.</p>		CE NH JC

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	<p>RP asked for detailed design drawings and cost estimate for High Street works. OB to issue. RP noted that he has not seen the RSA.</p>		OB
	<p>RP reiterated that works can not go to site before the above have been approved by TfL.</p>		
	<p>JC called OB during the meeting, OB stated that the RSA had been received this week, OB will send to RP by Friday 27/04/2018, to include the final cost estimate.</p>		OB
3	Station Forecourt		
	<p>NH/RV gave an overview of the status of the Station project:</p> <ul style="list-style-type: none"> • Bridge demolition – JC stated that all went well on the night, no complaints from RBK side. RG stated that TfL had only received one minor complaint. • Bridge demolition – CE stated that TfL Buses were impressed with the level of TM and running of the works. Disruptions were less than expected, overall 		RV/NH

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they thought that the TM worked very well, and were overall happy with how it was run. RBK comms was also good, and buses were back on network as agreed to time.

- NH stated that Fife Road crossing was complete with regards to permanent signals and tactiles. Granite paving to be completed over the weekend.
- Line marking works will be completed on Sunday.
- 4 to 8 June remainder of temporary signals will be completed, dropped into final NAL socket locations.

Bridge ITT – JC stated that the new cycle bridge ITT went out last week. So far 23 tenderers have shown interest.

Hub ITT will be going out in the next 3-4 weeks.

4	Kingston to Surbiton / Tolworth		
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OB

- Signals - Systra to send list of signalised junctions to SC
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- Construction - Phase 1 = 1km from Robin Hood Roundabout – no signals

5	Eastern projects		
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New Malden / Raynes Park:

NW

- This has gone to planning and received approval last week.
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- Scheme Impact Report (SIR) – Being developed by TfL signals/traffic modelling teams, SC completing his section and will issue to RBK next Wednesday (02/05/3018).
- NW stated that they are looking to start construction September 2018.
- JC stated that KCC want to do a site ride through, there is a new KCC representative for Go Cycle.

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 - RP stated that these works would not be part of mH works, RBK would need to go through RSPG "on its own".
 - Cambridge Road – RP stated that he is happy for this element of the works to remain part of mH portfolio of schemes, although this would require modelling etc.
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