

**LONDON UNDERGROUND & NCP – Periodic meeting**  
**Date: 3<sup>rd</sup> January 2018**  
**Time: 10.00am – 12.00pm, Broadway Office, 5<sup>th</sup> Floor Room 549**

**LONDON UNDERGROUND (LU):**

REDACTED                      REDACTED

**NCP:**

REDACTED                      REDACTED  
 REDACTED                      REDACTED  
 REDACTED                      REDACTED  
 REDACTED                      REDACTED  
 REDACTED                      REDACTED

**Apologies:**

REDACTED                      REDACTED  
 REDACTED                      REDACTED  
 REDACTED                      REDACTED

PREVIOUS MINUTES		ACTION
All previous minutes reviewed and confirmed.		
<b>1. FINANCIAL REPORTING</b>		
1.1	REDACTED confirmed all operating invoices for Period 8 2017/18 were satisfactory and REDACTED was to submit to Accounts Payable for payment. REDACTED to confirm by email by COB 3 <sup>rd</sup> January 2018.	REDACTED
1.2	REDACTED stated that the invoice for ANPR Epping, which was due by 13 <sup>th</sup> December 2018, was still outstanding. REDACTED to issue by COB 3 <sup>rd</sup> January 2018 for review.	REDACTED
1.3	REDACTED to confirm if Operating/Management Costs include Epping by 5 <sup>th</sup> January 2018.	REDACTED
1.4	REDACTED to arrange a site visit to the finance department at NCP offices in Saffron Place in the coming weeks with REDACTED w/c 8 <sup>th</sup> January 2018.	REDACTED
<b>2. OPERATIONAL/PERFORMANCE</b>		
2.1	REDACTED confirmed that the latest Period Report has improved, REDACTED to check the financial data, as there was some discrepancies between pages 3 & 4.	REDACTED
<b>3. CCTV / ANPR</b>		
3.1	REDACTED emailed prior to the meeting stating that the cameras that are proposed for ANPR at Walthamstow were not compatible with PayByPhone's equipment and that REDACTED should contact Quadrant. REDACTED should liaise with Quadrant directly as NCP's main supplier of CCTV equipment and share the specification directly.	REDACTED
3.2	REDACTED chased over the CCTV spanning images from REDACTED as referenced in the previous minutes (3.1), for the cameras at Highams Park. REDACTED to chase once again and confirm, by 5 <sup>th</sup> January 2018.	REDACTED
3.3	REDACTED is to provide time scales for completing all the CCTV works by COB 3 <sup>rd</sup> January 2018.	REDACTED
3.4	REDACTED to chase K H Electrical over the electrical issues at Chorleywood and update by COB 5 <sup>th</sup> January 2018.	REDACTED
3.5	REDACTED confirmed that Epping was fully operational and working satisfactorily.	
<b>4. SAFETY &amp; QUALITY</b>		
4.1	Following the recent incidents over the Winterisation, prior to Christmas, NCP are reviewing alternative options, to avoid problems re-occurring in the future.	
4.2	REDACTED to chase operational staff over the sink hole at Hainault, by 5 <sup>th</sup> January 2018.	REDACTED

5. ANY OTHER BUSINESS		
5.1	REDACTED asked to submit a revised price for the re-surfacing works at Gidea Park, as the original scope/cost had lapsed, by 12 <sup>th</sup> January 2018.	REDACTED
5.2	REDACTED to discuss AVC's with REDACTED separately.	REDACTED
5.3	It was confirmed that 21 Rapid Charge Points have been install to date. REDACTED stated that the installations commenced w/c 2 <sup>nd</sup> January 2018.	
5.4	REDACTED received images of the resurfacing works at Brentwood and challenged NCP over quality of work, including a number of areas used with sand. REDACTED stated that the sand was just on top of the repaired area, as it's rather sticky, when laid. In regards to the main area of works, REDACTED agreed that the quality was of a very low standard, but the Contractor confirmed that there was an issue with the tarmac and that this was a temporary fix.	REDACTED
5.5	REDACTED to confirm a new completion date for works mentioned in 5.4, in due course.	REDACTED
5.6	REDACTED confirmed that the car dealer at Arnos Grove had a large quantity of vehicles removed from the car park and hasn't been seen for a while.	

**Date of Next meeting: 31<sup>st</sup> January 2018, LU offices, Room TBC, 55 Broadway**