

Draft Minutes

Stratford Overview Board
19 December 2018
Marketing Suite
Stratford Place

Attendance

Lyn Garner	LLDC
Mark Camley	LLDC
Rosanna Lawes	LLDC
[REDACTED]	LLDC
[REDACTED]	LB Newham
[REDACTED]	LB Newham
[REDACTED]	TfL
[REDACTED]	TfL
[REDACTED]	TfL
[REDACTED]	TfL
[REDACTED]	MTR Crossrail
[REDACTED]	MSG
[REDACTED]	Network Rail
[REDACTED]	Network Rail
[REDACTED]	URW
Graham Gilmore	LS185

1. Welcome and Introductions

Mark Camley opened the meeting and welcomed everyone to the meeting until Lyn Garner arrived to take over as Chair. All apologies were noted.

2. Minutes and Actions for 30 October Meeting

Mark Camley went through the minutes and actions of minutes of the previous meeting were agreed.

3. Stratford Regional Station, short term options

Carpenter's entrance: [REDACTED] will be the lead for LLDC supporting TfL as client for works. Planning consent is in place (but will expire in September 2019 unless works commence) and a funding package for these works has been developed drawing on current and future s106 and other contributions agreed. [REDACTED] raised a number of issues to resolve, staffing, car parking and funding for a replacement/relocated lift. A meeting took place on 14 December to discuss challenges regarding the car park and a wider meeting is taking place on 20 December to discuss programme and timescales drafted by [REDACTED], with a focus on timing and sequencing so as to ensure delivery in advance of the expiry of planning permission. **Action: Circulate timeframe once agreed** ([REDACTED])

Post meeting note: The meeting on 20 December identified that due to [REDACTED] there was a funding gap that needs to be resolved.

- 4. Northern Ticket Hall:** Action to get business case in place to get funding however will not be until February 2019 once LLDC EMT has signed off. [REDACTED] to assist Mark Camley. **Action: Develop business case ([REDACTED])**

Montfichet – platform 1 new entrance: Behind on commission but initial steps taken on the design study. Angel Lane – Finalising land deal by close of 21 December 2018. [REDACTED] to help push at LBN. The Planning permission was granted March 2018.

- 5. Stratford Regional Station, Strategic Outline Business Case**

Two positive meetings have already taken place on the Strategic Outline Business Case. Meeting with modellers building the case for changes to Stratford Station plus wider developments. Need to ensure the most up to date development assumptions for the wider area are included to ensure accurate demand forecasting. **Action: Wider workshop needed in February and agree communication strategy in April.** [REDACTED] and [REDACTED]

- 6. Stratford International Station**

[REDACTED] visit went well, interested but pick up conversations in around 12 months. Area for extended station operations to be safeguarded during further development around Stratford International Station. Business case re traveller numbers needed to back up case to bring [REDACTED] to Stratford.

- 7. Beyond the Station**

Following the Beyond the Station workshop, 3 subgroups have been created: 1 Buses, 2 Sustainability and 3 Innovation. Follow up meetings will take place in the New Year. **Action: set up follow up meetings (Mark Camley)**

- 8. AOB**

Noted that Stratford Overview Board meetings will be monthly until April 2019 and then change to bi-monthly.

- 9. Next Meeting**

31 January 2019 – 11am.

Stratford Overview Board
31 January 2019
Marketing Suite
Stratford Place

Attendance

Lyn Garner	LLDC
Mark Camley	LLDC
[REDACTED]	LLDC
[REDACTED]	LLDC
[REDACTED]	LB Newham - Chair
[REDACTED]	LB Newham
[REDACTED]	TfL
[REDACTED]	TfL
[REDACTED]	MTR Crossrail
[REDACTED]	MSG
[REDACTED]	Network Rail
[REDACTED]	URW
[REDACTED]	Here East
[REDACTED]	LVRPA
[REDACTED]	Lendlease

1. Welcome and Introductions

[REDACTED] chaired the meeting. All apologies were noted.

2. Minutes and Actions for 19 December 2018 Meeting

[REDACTED] went through the minutes and actions of the previous meeting. Minutes were agreed.

3. Stratford Regional Station

Carpenter's entrance:

Planning expires in September 2019. £6 million funding in place and lift included in the works programme. Closing the funding gap being discussed with TfL and others. TfL have appointed project manager, assistant project manager and engineer. Heads of Terms, letters, detailed scoped of works etc still work in progress and an update will be provided at next meeting. **Action: Comfort letter from LBN re: funding to be provided.**

Northern Ticket Hall:

Business case in train. Mark Camley picking this up from [REDACTED] and will

be looking at operational impacts. **Action Mark Camley update at next meeting.**

Montfichet – platform 1 new entrance:

Platform 1 has a head shunt for stabling trains so study looking at how to retain this capacity and provide an entrance. [REDACTED]
[REDACTED]

Now have use of Network Rail designer but going through governance. **Action: [REDACTED] to update at next meeting.**

Angel Lane entrance

Making progress of land acquisition although has gone quiet. Initial conversations have been taking place with [REDACTED] but once finalised land acquisition will be keen to develop site but want to get it right. **Action [REDACTED] to follow up with LB Newham.**

4. Stratford Regional Station, Strategic Outline Business Case

1st phase completed. Internal designer appointed. Team are meeting regularly.

There is a Department of Transport meeting in February to engage in funding to emphasise the problems at Stratford due to current passengers numbers and future growth in passenger numbers. **Action [REDACTED] to follow up with [REDACTED] a 2-page problem statement.**

5. Stratford International Station

Mark Camley gave the update on behalf of Paul Brickell. Paul will be pulling together a briefing note to bring to the next meeting in February but is working on getting a better understanding of likely inbound passengers and their dispersal once they reach Stratford.

Sir Peter Hendy (Chair of LLDC and Network Rail) is meeting with Eurostar's CEO the March and SNCF's President later this month.

6. Beyond the Station (Buses)

Positive meeting held on 11 January. Mark Camley will be sending letter to TfL as proposing reducing 388 bus service from 6 to 5 per hour. LLDC were not consulted. Here East shuttle service from Stratford to Here East has 10 buses an hour and is picking up not only visitors to Here East and Canalside but school children and parents on school run. Over 1 million rides in the last 18 months. May need to consider pass/ticketing system for visitors to Here East/Canalside especially during core hours due to volume. Here East shuttle service may only be in operation for another 18 months to 2 years so vital the 388 bus service is not reduced. [REDACTED] is keen for TfL to see Here East shuttle in action during morning peak. **Action: Lyn Garner meeting with TfL and will pick up them.**

7. AOB

Multiple working groups. **Action: [REDACTED] and Mark Camley to work with Rosanna Lawes on simplifying governance..**

Noted that URW will prepare for the next Stratford Overview Board meeting in February a short presentation re interchange data. **Action: URW**

8. Next Meeting

26 February 2019 - LLDC



Minutes

London Legacy Development Corporation

Meeting Title: BEAP Meeting – MSG Sphere London

Meeting Date/Time: Friday the 1st February 2019 Time: 11.00 – 14.00

Venue: LLDC Offices, One Stratford Place, Montfichet Rd, Stratford, Meeting Rooms 1&2

Attendees:

BEAP Members:

- ██████████ (BEAP Chair) ()
- ██████████ LB Camden (BEAP member) ()
- ██████████ Buro Happold (BEAP member) ()
- ██████████ Victoria and Albert Museum (BEAP member) ()

Observers in Attendance:

- ██████████ LLDC Design Principle - Inclusive Design ()
- ██████████ Toyo University, Japan ()
- ██████████ Attitude is Everything (new BEAP member) ()
- ██████████ LLDC Design Intern ()
- ██████████ LLDC PPDT ()
- ██████████ (Arup Environmental Consultant) ()

MSG Sphere Design Team:

- ██████████ ()
- ██████████ ()
- ██████████ ()
- ██████████ ()

Apologies:

- ██████████ Sport England (BEAP member)
- ██████████ Guide Dogs (BEAP member)
- ██████████ GLA Access Advisor (BEAP member)
- ██████████ Standing Start (BEAP member)
- ██████████ (BEAP member)
- ██████████ (BEAP member)
- ██████████ LLDC Design Team

1. Introductions

1.1. ██████ started the meeting with round the table introductions

2. MSG Sphere London

2.1. The design team introduced the project to the panel running through a PowerPoint presentation

2.2. BEAP members held questions until the end of the presentation when [REDACTED] chaired the following Q&A discussion:

BEAP Remarks

[REDACTED] went around each panel member for their individual points following the design team's presentation:

- [REDACTED] When you are coming from the car park, will the shuttle service be linked up, so you know which one to get off at, then takes you to your seat directly. [REDACTED] I think the answer is yes, but they have not got to that level of planning yet. It is very important that people enter the Sphere at the right point. We want visitors to get to the building from the right level to reduce pressure on the internal lifts.
- [REDACTED] The Angel lane drop off, is that for blue badge taxis? Who will be using that space? [REDACTED] details needs to be worked up. Blue badge drop off will likely be to the north of Montfichet Rd around 5 or 6 drop off spaces. It is expected that the shuttle bus service will drop off at Angel Lane
- [REDACTED] The Westfield link bridge lifts are often out of action and the escalators are dire. Is there anything you can do to reduce the pressure on the lifts as many people will be using them? Can you make the stairs more desirable to avoid pressure on the lifts? [REDACTED] that is what we want to do. Bridge 2, when you are approaching from Stratford Station the first thing you see is stairs case, so we are encouraging everyone who can to use the stairs case, it is not difficult to find. A similar approach has been adopted for Bridge 1. [REDACTED] it is a difficult balance to encourage people to use the stairs and also to ensure that disabled people don't feel the lift location feels like a second-class entrance. [REDACTED] yes, the lifts will be legible. [REDACTED] are the lifts suitable for use in an evacuation? [REDACTED] yes.
- [REDACTED] Mobile food units, most of them will require power source. We should learn from and avoid running cables (like at Granary Square). Glass floors? [REDACTED] you won't walk on glass floors, they have balustrade around them. Glass entrance doors, how are you going to make them obvious? [REDACTED] will need to develop good visual contrast in the detailed design.
- [REDACTED] Wheelchair user viewing positions, will they be one wheelchair user space with an adjacent companion seat? [REDACTED] for the purposes of counting provision, yes. However, the wheelchair user spaces will be designed to be flexible including easily removable seats. [REDACTED] there will be a combination of flexible seats. [REDACTED] consider a design that is flexible to accommodate families etc. [REDACTED] are WAVs within travel distance to accessible WCs? [REDACTED] yes
- [REDACTED]: Will performer facilities be accessible? [REDACTED] there will be at least one unisex accessible changing/dressing room

- The new British Standard BS8300 recommends some sort of support (looped handrails) when you use the auditorium stairs, will the auditorium raked seating provide some kind of hand/grab rail support? ■ Yes.
- Please, when you let the cafe and restaurant leases, make sure they will be accessible and that all front of house staff are provided with appropriate disability equality and awareness training. ■ this is being considered in the management already.
- Angel lane drop off ramp - 1:21 switch back, worth understanding how wide and big that space is. You may need to break the distance down and landscape it to make it feel less onerous to use. ■ there are two large landings half way up. ■ think about how they are integrated and the atmosphere of these spaces. ■ there are rest areas with seating on these large landings
- Consider use of emerging and new technology in terms of wayfinding and joining up journeys etc. both internally and externally. ■
 ■
 ■
 ■
- How intense are the main entrances going to be with the screen content surrounding them? This may be too much for some people. Is there a way to make the main entrances visible but not too bright/intense? Can the media content diminish around the main entrance doors?
- Lift sizes to be proven. The current proposal is for one 21 person lift on each of the x2 new link bridges (Bridge 1 and Bridge 2). Are they through lifts? ■
 – yes, they are through lifts. ■ they need to work for scooter users and show that they meet the anticipated demand. ■: we know that the existing city centre link bridge already has a queue problem at those existing lifts. ■
 - have done some crowd modelling mainly focused on egress when 21,500 capacity are leaving at same time. Estimate there will be an average 5min wait for a lift on average? Does that include factoring in wheelchair and mobility scooter users?
- Currently proposing a 17 and 13 person lift to access the terraces. How will they work for powered wheelchair and mobility scooter users?
- Make sure the triangular shapes of the façade don't create unnecessary hazards at the main entrances

- Quiet spaces, glad to see them included. Consider if they are possibly too removed from the main areas (*i.e. are they too far to reach from main activity areas*)
- Are the internal lifts evacuation lifts? ■ yes, fire evacuation lifts will be provided internally
- **Note:** the Westfield car park is only 2.4m high (*needs confirmed*). Consider that some Blue Badge users will have high top vehicles (carrying mobility equipment and with a hoist etc.) and it is recommended that some accessible parking spaces with a clear head height of 2.6m are available
- The travel distance, particularly, on the bridges is a concern (115m with no rest on the bridge). Someone unaware of the shuttle service could find themselves walking a very long distance with no rest place or seating. Need to ensure that people are informed about travel distances involved
- Is ramp 2 (at Angel Lane) going to be used by the shuttle buses to take people onto the podium? ■ Yes. the shuttle buses would go down ramp 2 and onto the podium. Shuttle likely to collect at station(s) and car park
- Consider people with vertigo and ensure that can avoid the glass floor at the edge of the building. Some people get dizzy when there are close to them. ■ you won't walk on them and there are handrails proposes around them.
- Are there any more than the one proposed Changing Places facility on the plaza? ■ – thinks there is two (to be confirmed) one for GA use and one for Hospitality use. ■ the plan shows only one. ■ there are two in the updated drawings (*to be sent soon*).
- Is it anticipated that the cafes and restaurants will spill out onto the podium? ■ yes. ■ can you put a physical barrier around them? ■ Yes. ■ barriers with tapping rail at bottom. Cafe at bottom of exhibition road is a bad example to learn from.

3. Meeting Conclusions and Actions

The key points listed below will be replicated in a BEAP tracker spreadsheet and issued to the design team for a response. The design team's responses are to be relayed to BEAP at the next panel meeting.

- 3.1. Parking** – clarity required on exact location of Blue Badge car parking spaces as it was noted during the presentation that it would likely be Westfield but there was also another option close by. Integration with any mobility service offered is also going to be key and panel members require confidence that this can work and is deliverable

- 3.2. Mobility Services** – a shuttle bus mobility service is currently being proposed as a solution for visitors that require additional support on ingress and egress. Panel members need detail to feel confident that this can work and is deliverable
- 3.3. Vertical Circulation** – panel members would welcome any additional information that can be provided regarding external lift provision and capacity. In particular, ensuring that manual and powered wheelchair users and mobility scooter users have been considered as well as other users in the people flow calculations. Panel members also keen to see improvements made to existing infrastructure as advised by the design team (*both passenger lifts and escalators on the existing city centre link bridge*).
- 3.4. Lift Locations** – Panel members appreciated the rationale for having stairs face visitors on arrival to Bridges 1 and 2. However, they expressed the need for a balance to ensure that the passenger lifts don't feel like a second-class entrance for disabled visitors. Design team to demonstrate how they will ensure this is not the case.
- 3.5. Travel Distances** – Panel members are keen to see example mitigation measures for people unable to walk the long distances over the link bridges where there are no rest areas with seating (*for safety*)
- 3.6. Façade** – design team to demonstrate how the 'active' façade will not negatively impact visitors with sensitivities to what can be intense digital light and movement, especially at key areas, i.e. around main entrances. (*Note: it would be nice to see some examples of how the 'active' façade could actually help wayfinding and indicate main entrance points*)
- 3.7. Glass Floors** – panel members are keen to see the detail of how these areas will be properly segregated to ensure that people with vertigo and other conditions don't get 'caught out' by the visual impact
- 3.8. Assistive Technology** – much is made of this building's anticipated use of technology to support visitors. The panel would like to see some examples of the kind of assistive technology that might be implemented and the positive impact it could have on disabled visitors' experiences
- 3.9. Quiet Spaces** – good to have these included. Consider the most effective position for these in order to have most impact, both internally and externally
- 3.10. Catering offers** – Panel members are keen to see examples and detail of how catering offer seating and furniture would be contained on the plaza to prevent it becoming a 'no go area' for people with a visual impairment

Stratford Overview Board
27 March 2019
Marketing Suite
Stratford Place

Attendance

Mark Camley	LLDC
Rosanna Lawes	LLDC
[REDACTED]	LB Newham
[REDACTED]	Lendlease
[REDACTED]	MTR
[REDACTED]	MSG
[REDACTED]	Network Rail
[REDACTED]	TfL
[REDACTED]	URW
[REDACTED]	URW

1. Welcome and Introductions

Mark Camley chaired the meeting as neither Lyn Garner or [REDACTED] could attend. All apologies were noted.

2. Minutes and Actions for 31 January 2019 Meeting

Mark Camley went through the minutes and actions of the previous meeting. Minutes from January were agreed.

3. Stratford Regional Station

Carpenter's entrance – Mark Camley:

Land ownership around station needs to be addressed. For example, some confusion around Carpenters Lane entrance –ownership is not TfL but NR, working assumption was mainly TFL land but now not the case. Clear push from partners to hit September start on site date. NR may need to be involved in discharging conditions and previous ownership. Three planning conditions to be resolved. Funding nearly in place, [REDACTED] working on [REDACTED] shortfall.

LB Newham's investment mandate (£1m) approved to Borough's strategic investment board and will be at Cabinet on 7 May 2019, the entrance is the focus but progress of work will also address lift. **ACTION:** [REDACTED] to send **SIB Minutes**.

Northern Ticket Hall – Mark Camley:

Meeting was held earlier this month re: the operational plan – Montfichet Road interface, and crowd modelling and resultant evac and dispersal plans and crowd control considerations. TfL & NR have more to do to assess operational

requirements. MTR operation of station requested involvement in workstream.
Follow up meeting to take place May/June

4. Stratford Regional Station, Strategic Outline Business Case – [REDACTED]

Motts appointed to look at design options and finesse concept options – the focus is the funding of OBC – Grip 1-3 level of development and then progress. End May/June - a view on early design options.

5. Future Governance – Rosanna Lawes

For discussion at next meeting – to look at scale of work being done and to streamline governance and structure to progress future and immediate programmes of work.

6. Beyond the Station – Mark Camley

Discussion with partners about other forms of transport – eg E-Scooters extended to June 19, if continues to be successful (test over summer period when park more active with children and families in warmer weather.) Will look at developing offer. Cycle storage becoming an issue – storage and docking of scooters and bikes needs to be considered. Westfield cycle parking internally – not well used, external options preferred. Behavioural and comms may need to be addressed. Precedence of good work considered by others – [REDACTED] an example and will provide look at examples.

ACTION: [REDACTED] to obtain [REDACTED] example.

7. AOB

UCL received planning consent. Hoardings of site will take place in May and works to commence in June, opening in phases from September 21 – September 22

MSG –planning application has been submitted. Four- day pop-up information event is being held at Westfield from 27 March to 30 March.

Angel Lane – desire to make progress, dependant on land assembly.

8. Next Meeting

Thursday 25th April 2019 – 9.30am.

Items for discussion

Angel Lane
Governance
Westfield Presentation

Stratford Overview Board
25 April 2019
Room 5
Stratford Place

Attendance

Mark Camley



LLDC
LLDC
LB Newham
LB Newham
Lendlease
MTR Crossrail
MSG
Network Rail
TfL
TfL
URW
URW (Item 3)
CACI (Item 3)

1. Welcome and Introductions

Mark Camley chaired the meeting as neither Lyn Garner or [REDACTED] could attend. All apologies were noted.

2. Minutes and Actions for 27 March 2019 Meeting

Mark Camley went through the minutes and actions of the previous meeting. Minutes from March were agreed. There were two actions pending from previous meetings still open .

Agreed that Strategic Investment Board minutes no longer required as now going to LB Newham Cabinet to approve £1million on 7 May 2019. Closed

[REDACTED] still to provide [REDACTED] example of bike storage etc - Open

MTR operation of station requested involvement in workstream. Follow up meeting to take place in May/June – Mark Camley to action.

3. Cross Rail Analysis / Stratford Interchange Date – [REDACTED] -URW / [REDACTED] – CACI

[REDACTED] and [REDACTED] gave a presentation on data that was prepared last year for URW on the impact of Cross Rail to the Westfield Stratford Estate. They are predicting that by 2023 the footfall will reach 60m, (up 20%) although the forecast is that within this growth they will lose 2.2m footfall as a result of the Elizabeth Line which, will make it easier for movement to other large shopping

areas heading west. Presentation attached. **Action:** [REDACTED] **to provide day time peak data.**

4. Stratford Regional Station

Carpenter's entrance – Mark Camley

In a good place with funding to be agreed at the LB Newham Cabinet on 7th May. Planning expires September 2019 and programme is in place to achieve this deadline. Few issues remaining one being car parking and need a Heads of Term agreement and funding agreement. **Action:** Contingency/governance/escalation plan needed – [REDACTED]
Also, to be agreed "what start on site means" i.e. minimum requirement needed. **Action:** [REDACTED] to speak to Anthony Hollingsworth.

Northern Ticket Hall – Mark Camley

Three issues still to be addressed; i) safety; ii) risk /evac mode; iii) costs. There is a meeting in June to finalise these three points.

Angel Lane – [REDACTED]

There is a call tomorrow (26th April 2019) to discuss and agree price of two parcels of land to move things forward.

5. Stratford Regional Station, Strategic Outline Business Case – [REDACTED]

Rail plan data should be received in the next four weeks.

6. Future Governance - Mark Camley

Draft Stratford Governance Structure discussed at the meeting. **Action: Stratford Station Leadership Board to become Stratford Station Board; Stratford Station Project Board to become Stratford Station Project Group. MTR Crossrail to be added to both. List of who attending each of the meetings to be circulated. The E20 Developers Forum – MSG, URW and Frogmore to be invited as part of the public engagement and stakeholder forum. Action [REDACTED] to lead**

7. Beyond the Station – Mark Camley

There is a buses meeting on 8th May. Here East have written to TfL re potential cut to buses servicing Here East. **Action: Mark Camley to email [REDACTED].**

8. AOB – ALL

None.

9. Next Meeting

TBC as part of new governance.