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# Central London Freight Quality Partnership

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Date Monday 3rd April 2006  
10:00 to 12:00

Venue Meeting room 1  
29 Heddon Street  
London W1B 4BL

Tel: 020 7 478 8460

## Meeting Notes

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<b>Present</b>	Matthew Mace, Chair Mike Bracey Darren Briggs John Crosk Udoka Madueke Steven Shaw Craig Stansfield Gordon Telling Roy Turner Keely Woods Chris Rebello Sharon Harris	Central London Partnership Brewery Logistics Group Arup Tradeteam / Exel Transport for London London Borough of Islington City of London Freight Transport Association Camden London Borough of Islington Central London Partnership Central London Partnership
<b>Apologies</b>	Pat Brown Joe Culleton Kevin Goad Andrew Gough Richard Lewis Sam Longman Faz Mussa Mark O'Brien Sean O'Riordan Gary Reeves David Sheppard	Central London Partnership London Borough of Islington City of Westminster Arup Securicor London Borough of Camden London Borough of Lambeth AICES NCP New West End Company John Lewis Partnership
<b>Item 1</b>	<b>Welcome and introductions</b> <ul style="list-style-type: none"><li>MM welcomed all the members to the meeting of the Central London Freight Quality Partnership</li></ul>	

## 2 Central London Partnership FQP Minutes 3<sup>rd</sup> April 2006

### Item 2 Actions from last meeting 8<sup>th</sup> April 2006

- **Agenda Item 2**
  - Approved. No additional matters arising

### Item 3 FQP Terms of reference

- **Agenda Item 3a - Draft Terms of Reference**
  - The group suggested minor amendments relating to the bullet point 2. – CLP to send revised document
  - Bullet point four should have freight consolidation centre as an example
- **Agenda Item 3b – Membership**
  - TFL will be part of the Core group.
  - Arup offered resources in terms of time to the group. This may be seen as a conflict of interest as they may be bidding for the work. CLP will have further discussion with Arup on their offer to understand the nature and how best it could be utilised.
  - Suggestion for Rail and Water to join the group – the group agreed that the respective bodies would be approached at the appropriate time to understand implications for modal changes to freight movement as part of the 5 yr plan
  - CLP asked to approach Association of London Government (ALG) regarding their inclusion to the non-core group.
  - As they are heavily involved with production of a consolidation centre CLP are to approach LDA at the appropriate time for guidance upon availability of stock which could be utilised as a CC. Darren Briggs is to supply CLP with his contact at the LDA.
- **Agenda Item 3c – Role and Election of Chair**
  - Chair's hours were amended to 50-60 hours.
  - The Chair would represent the FQP on the Annual London Freight partnership
  - CLP agreed to approach Michael Browne, University of Westminster as Chair
  - Group agreed £100 per hour honorarium be available if required
  - Group asked if CLP could ask MB about using the University's resources for FQP issues.

- Action**
- CLP to add comments to Terms of Reference and re-circulate
  - CLP to approach Michael Browne to act as FQP's Chair and also to confirm the availability of resources to the FQP
  - Darren Briggs to provide LDA contact for CLP
  - CLP to approach ALG for membership of the non-core group

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#### Item 4 Work programme for Freight Quality Partnership

- CLP tabled proposal containing estimates and objectives for discussion.
- It was agreed that £150,000 is the right level of pump priming funding to ask for in the April submission for 2006 / 07.
- The group endorsed the proposal for a dedicated employee, but that in the start-up phase a combination of CLP and consultants could be utilised.
- It was agreed that a baseline and 5 year plan would be produced for 06 / 07.
- This would be complimented by starting one or two projects this year to keep up the momentum of the group.
- UM has information on how to set up a Communication & Marketing Plan for a FQP. UM to forward to CLP.
- Important to acknowledge that there are no funds allocated this financial year in TfL for the FQP. However, CLP's bid for funding will be considered even if the funding needs to be taken directly from the TfL's Freight Unit.
- To compliment TfL funding CLP will explore funding from New West End Company, Business Improvement District. NWECo has £9m agreed by TfL over a three year period and which some has been earmarked for Freight issues.
- The five year plan will also identify Key Performance Indicators (KPI's)

- Action**
- CLP to arrange request funding for FQP establishment & development
  - UM to forward to CLP a draft Communication & Marketing Plan

#### Item 5/6 Any Other Business \ Date of next meeting

- Next sub-group meeting arranged for 28<sup>th</sup> April.
- Meeting to have earlier start, possibly 9.30am
- CLP will arrange next meeting pending Michael Browne's acceptance as Chair

- Action**
- CLP to arrange meeting after MB notification of being chair.