



Notes from West London Quality Partnership Steering Group Meeting held on 17 March 2009

Draft updated 22 March 2009

Notes taken by Kevin Ratnasingam

Venue: Conference Room, Brent House, Wembley, HA96BZ at 10:00 AM

Present:

Ian Nichol - Chair	WLA
Bjorn Volk	LB Hammersmith & Fulham
Mohammed Khalif	LB Brent
Tim Gould	LB Ealing
Satbir Gill	LB Hounslow
Andrew Saffrey	LB Harrow
Theo Panaye	BAA
Peter Blaine	TfL
John Hix	Faber Maunsell (for presentation)
Mike Slinn	MVA
Kevin Ratnasingam	MVA

Apologies:

Janet Rangely	LB Hillingdon
Sgt. Pete Lawson	Metropolitan Police
Gerry Devine	Park Royal Partnership
Gordon Telling	FTA
Pat Lewarne	Freightliner
Liam Boyle	RHA
Kevin Ford	Royal Mail
Russell Harris	West London Business

Distribution: As above
WLTS Steering Group

		Action
1	Meeting Documents	
1.1	The following documents were emailed to attendees prior to the meeting: <ul style="list-style-type: none">■ Agenda Item 1 - Table of Action Points from Meeting of 10/12/08■ Agenda Item 2 – WLFQP 2008/09 Project Progress Report 13/03/09■ Agenda Item 3 – WLFQP 2008/09 Financial Statement 28/02/09■ Agenda Item 4 – WLFQP Draft 2009/10 Proposals	
2	Briefing on Heathrow Freight Study by John Hix of Faber Maunsell	
2.1	JH provided an overview of the Heathrow Freight Study which was commissioned by LB Ealing in March 2009. The study is jointly funded by TfL, BAA and SEEDA. JH	

Minutes

		Action
	sought the WLFQP's view on suitable locations for driver interview surveys for the study. MVA have provided JH with the WLFQP database of companies based around and at Heathrow. JH will be consulting WL boroughs during the course of the study.	
2.2	IN thanked JH for the briefing	
3	Notes of the Meeting of 10 December 2008	
3.1	Agenda Item 5.2.9 - IN requested that the WLFQP be consulted on the FORS clause to promote good practice which TfL propose to insert into borough procurement contracts.	TfL/MVA
3.2	The minutes of the meeting of 10/12/08 were approved.	
4	Outstanding items from last Meeting	
4.1	The review of the WLFQP Communication and Marketing Plan will be carried out as part of the Borough Freight Workshops.	MVA
4.2	Other outstanding items are discussed in the minutes.	
5	WLFQP 2008/09 Progress Update	
5.1	The Progress Report was attached as the 17/03/09 SGM Agenda Item 2.	
5.2	WLFQP Administration and support (TfL FU Funding)	
5.2.1	The next WLFQP Newsletter has been delayed to April 2009 due to staff sickness. Boroughs are reminded to contribute to the newsletter by the end of March 2009.	All
5.2.2	All agreed that the Borough Freight Workshop was successful in raising awareness of freight issues and solutions among Borough Officers. MK commended MVA's facilitation and content of the Brent Borough Freight Workshop as he received good feedback from his colleagues. BV advised that the freight event needs to be marketed well in advance to the Borough to secure attendance as the previous event at H&F was poorly attended. IN requested Borough Representatives to assist MVA arrange for workshops in their respective Boroughs within the next few months.	MVA/ WL Boroughs
5.2.3	The Harrow Borough Freight Workshop is scheduled for 07/04/09.	
5.2.4	PB requested Boroughs to discuss alternative sources of funding freight initiatives in the freight workshops.	
5.2.5	The NFTE and Uxbridge Freight forums have proven to be successful in securing buy-in from businesses and delivering local improvements and will continue in 2009/10. Due to limited budget in 2009/10, the WLFQP will only be able to provide limited support on the formation/running of the Park Royal Freight Forum. KR is meeting Gerry Devine of PRP to discuss this further on 31/03/09.	MVA

Minutes

	Action
5.2.6 MVA to help arrange meetings between FORS and Borough Fleet/Transport Managers/Depot Managers.	MVA/FORS
5.2.7 IN suggested that FORS contact the West London Strategic Procurement Group to effectively promote FORS and to look into introducing standard contract clauses for good practice. MVA to assist.	MVA/FORS
5.2.8 January/February 2009, MVA updated 86 business contact details in the WLFQP contacts database. MVA to continue with this updating of the WLFQP contacts database on a quarterly basis.	MVA
5.3 Finance Reporting	
5.3.1 KR reported that as of 28/02/09, the WLFQP has spent a total of £171,200 out of the £240k LIP and direct TfL FU funding for 2008/09. The unspent £68,800 is committed expenditure that will be invoiced in 2008/09 and this was confirmed by all Borough Representatives that were present.	
5.3.2 IN commented that the WLFQP IN6 "WLFQP Spending Plan for 2008/09 and 2009/10" dated January 2009 produced by MVA was a useful tool to help with the planning of 2008/09 spend.	
5.3.3 PB reported that the deadline for submitting 2008/09 invoices on FU funded work is the end of March 2009 as the funds cannot be carried over to 2009/10.	MVA
5.3.4 LB Ealing's Accounts Dept. deadline for 2008/09 invoicing is 14/4/09. LB Ealing should be provided with a formal commitment of spend on work that cannot be invoiced by this date. MVA to liaise with Boroughs to ensure all invoicing is in order.	MVA
5.4 Implementing Improvements in Hillingdon IBA	
5.4.1 KR reported on behalf of LB Hillingdon that £2.5k of the funding allocated was spent for implementation works for the Horton Road Ind. Estate and the rest will be spent on design and implementation of signage at other parts of the IBA.	
5.5 Implementing Improvements in North Feltham Trading Estate	
5.5.1 Work is complete and 2008/09 budget spent.	
5.6 Freight Audit – North Wembley Industrial Estate	
5.6.1 MK confirmed that the detailed design work is complete and the implementation will progress in 2009/10.	LB Brent
5.7 Delivery and Servicing Plan Implementation – Ealing Town Centre	
5.7.1 TG confirmed that LB Ealing intend to progress with the loading bays implementation and will spend the full £30k allocation in 2008/09. The site works may be delayed to after the end of March 2009 but will be invoiced to the 2008/09 budget. The works	LB Ealing

		Action
5.15	Develop Home Delivery Centres and Promote their Use	
5.15.1	SG confirmed that the Home Delivery Centre consultation is in progress and that the budget will be spent by the end of 2008/09. The Borough is carrying out consultation with Hounslow Civic Centre based staff to identify demands for implementing a parcel delivery/collection facility at the Civic Centre.	LB H'low/ MVA
5.16	Alternative Freight Routes Investigation – South Ruislip	
5.16.1	KR reported that LB Hillingdon has extended the deadline for this work to end April 2009. The Borough and MVA facilitated a residents consultation meeting to discuss the study recommendations on 17/02/09.	LB H'don/ MVA
5.17	Other Progress	
5.17.1	MVA are to liaise with TfL FU to ensure that "rest-stops/ lorry parks/ overnight parking facilities" are adequately addressed in the London Plan Review.	MVA
6	WLFQP 2009/10 Funding	
6.1	The WLFQP draft 2009/10 Freight Proposals were tabled at the meeting. Comments are as follows:	
6.2	PROPOSAL CATEGORY 1 - WLFQP Administration, Communication and Marketing	
6.2.1	The SG agreed for MVA to continue with this work in 2009/10.	
6.3	PROPOSAL CATEGORY 2 - Improved Signage and Freight Operation in Industrial Estates	
6.3.1	Shadow Scheme - Freight Audit at Greenford Industrial Estate – MVA to check the location of this estate.	MVA
6.4	PROPOSAL CATEGORY 3 - Reducing PCN Hotspots and the rolling out of Delivery and Servicing Plans (DSP) in town centres	
6.4.1	KR clarified that the works actually refer to loading improvements but the term "PCN hotspots" is used to be consistent with the TfL funding category. As part of this work, WL Borough reps are to liaise with their Parking Managers to include a flag for goods vehicles in their PCN system. This will enable Boroughs to identify loading violation hotspot locations in their Borough. PB added that TfL funding is available for this.	
6.5	PROPOSAL CATEGORY 4 - Environment and Road Safety Improvements in West London	
6.5.1	Undertake Further GV accident research – This is follow-up work from the "Review of Goods Vehicle Collision Data in West London" work carried out in 2008/09. MVA are to consult Borough Road Safety Officers and LRSU on the brief for this work. Also, Tom Dickens of the cyclist/P2W Safety Unit at TfL, ROSPA, Freight Associations, IAM	MVA

	Action
and other road safety interest groups.	
6.5.2 Pilot night-time deliveries in selected food retail superstores – MVA to consult identified store managers to seek their initial agreement to participate in this pilot before progressing further with this work.	MVA
6.5.3 Review of bridge strikes by GVs in West London and to identify common solutions for WL - MVA to consult TfL on useful data that may be available from i-bus.	MVA
6.5.4 IN requested MVA to consider add a proposal for identifying the costs of clearing commercial fly-tipping which would be done through 1 or 2 selected Boroughs.	MVA
6.6 PROPOSAL CATEGORY 5 - Develop Home Delivery Centres and Promote their Use	
6.6.1 No comments.	
6.7 PROPOSAL CATEGORY 6 – Promote Construction Logistics Plans (CLP) in West London	
6.7.1 Piloting the use of the Efficient Construction Logistics Toolkit in selected development sites in West London – MVA are to consult TfL FU Construction Co-ordinator on this work.	MVA
7 Update from TfL	
7.1 PB reported that Ian Brooks has left TfL. In the interim FORS is managed by Glen Davies.	
7.2 FORS has recruited 196 companies which operate 26k vehicles in London. 16 Boroughs have signed up to FORS including LBs Hillingdon, Brent and H&F. PB thanked the WLFQP for promoting FORS to WL Boroughs.	
7.3 TfL FU will be producing guidance on Delivery & Servicing Plans (DSPs) and Construction Logistics Plans (CLPs) soon.	TfL
7.4 The www.londonsfqps.co.uk website is live. PB has received initial feedback on the website content and TfL's contractors will be updating the website in due course. KR will meet PB on proposals to improve the management of the website.	MVA/TfL
7.5 TfL's plans to manage FQPs through London Councils will be discussed at the next SGM.	IN/TfL
8 Matters Arising	
8.1 There were no matters arising.	MVA
9 Next Meeting	
Tuesday, 16 th June 2009 at 10 am at Heathrow Point West with a pre-meeting for	

Minutes

	Action
Borough officers at 9.30 am. Wed, 16 th Sept 2009, Wed, 16 th Dec 2009 and Wed 17 th Mar 2010. There not being any further matters, the meeting was closed at 12.05 am.	

KR