



**Notes from West London Quality Partnership Steering Group Meeting held on 16 June 2009**

**Draft**

**Notes taken by Kevin Ratnasingam**

**Venue: Room 3, Heathrow Point West, Middlesex UB35AP at 10:00 AM**

Present:	Ian Nichol - Chair	WLA
	Bjorn Volk	LB Hammersmith & Fulham
	Mohammed Khalif	LB Brent
	Theo Panaye	BAA
	Gordon Telling	FTA
	John Hix	Faber Maunsell (for study presentation)
	Mike Slinn	MVA
	Kevin Ratnasingam	MVA
Apologies:	Russell Roberts	LB Hillingdon
	Hanif Islam	LB Harrow
	Tim Gould	LB Ealing
	Chris Calvi-Freeman	LB Hounslow
	Peter Blaine	TfL
	Peter Baxter-Derrington	TfL
	Sgt. Pete Lawson	Metropolitan Police
	Gerry Devine	Park Royal Partnership
	Pat Lewarne	Freightliner
	Chrys Rampley	RHA
	Kevin Ford	Royal Mail
	Russell Harris	West London Business
Distribution:	As above	
	WLTS Steering Group	

		<b>Action</b>
<b>1</b>	<b>Meeting Documents</b>	
1.1	<p>The following documents were emailed to attendees prior to the meeting:</p> <ul style="list-style-type: none"> <li>■ Agenda Item 1 - Table of Action Points from Meeting of 17/03/09</li> <li>■ Agenda Item 2a – WLFQP 2008/09 Project Progress Report 05/06/09</li> <li>■ Agenda Item 2b – WLFQP 2008/09 Financial Statement 05/06/09</li> <li>■ Agenda Item 3a – WLFQP 2009/10 Project Progress Report 05/06/09</li> <li>■ Agenda Item 3b – WLFQP 2009/10 Financial Statement 05/06/09</li> <li>■ Agenda Item 3c – WLFQP 2009/10 Work Programme 05/06/09</li> <li>■ Proposed WestTrans 2010/11 Freight Schemes and Funding Requirement</li> </ul>	

	Action
Version: Draft	
<p><b>2 Heathrow Freight Study Update by John Hix of AECOM</b></p> <p>2.1 John advised that there has been mixed levels of feedback on the study from WL Boroughs despite the attempts to engage and to consult Boroughs. John briefly presented the results of the data collection. The study recommendations are being compiled and the draft recommendations are expected to be issued by the end of July 2009. The Operators and Strategic Stakeholders Workshops that was held on 12/5/09 was attended by Antony Holloway (LB Hillingdon), Chris Deakins (LB Hounslow) and KR. IN thanked JH for the briefing.</p>	
<p><b>3 Notes of the Meeting of 17 March 2009</b></p> <p>3.1 The minutes of the meeting of 17/03/09 were approved.</p>	
<p><b>4 Outstanding items from last Meeting</b></p> <p>4.1 All outstanding items are reported discussed in the minutes.</p>	
<p><b>5 WLFQP 2008/09 Progress Update</b></p> <p>5.1 The Progress Report was attached as the 16/06/09 SGM Agenda Items 2a and 2b.</p> <p>5.2 £27k has been accrued by LB Ealing for the implementation of the loading bay improvements in Ealing town centre. Other than this, the remainder of the £240k LIP and direct TfL FU funding for 2008/09 has been spent.</p>	
<p>5.3 The following 2008/09 WLFQP schemes have been completed and reports produced:</p> <ul style="list-style-type: none"> <li>■ Implementing Improvements in Heathrow/Hayes/Harlington IBA</li> <li>■ Implementing Improvements in North Feltham Trading Estate</li> <li>■ Freight Audit – North Wembley Industrial Estate</li> <li>■ DSP Implementation – North Harrow town centre</li> <li>■ DSP Implementation – North End Road</li> <li>■ West London anti-flytipping actions</li> <li>■ Identify Goods Vehicle accident hot-spots and work with relevant Boroughs to identify possible causes and remedial action (Study Report approved at meeting)</li> <li>■ Use of electric buggies to transport goods in Hounslow TC</li> <li>■ Use of rickshaws for transporting goods in Hammersmith TC</li> <li>■ Develop Home Delivery Centres and Promote their Use</li> </ul> <p>LB Hounslow to progress on the interview survey questionnaire to identify demands for this service.</p>	

	Action
<ul style="list-style-type: none"> <li>■ DSP Implementation – Wembley High Road LB Brent has completed the TRO consultation and will be implementing the scheme in 2009/10 funding. The remaining 2008/09 funding allocation was been spent on the Harlesden Freight Review which was led by the Harlesden Town Centre Manager.</li> <li>■ Alternative Freight Routes Investigation – South Ruislip</li> <li>■ DSP Implementation – Ealing town Centre LB Ealing confirmed the works has been commissioned. The £27k budget for this work has been accrued by LB Ealing.</li> </ul>	LB Ealing
<p><b>6 WLFQP 2009/10 Progress Update</b></p> <p>6.1 As of 05/06/09, the WLFQP has spent a total of £25.5k out of the £218k LIP/TfL FU funding for 2009/10. The unspent £192.5k is committed expenditure for WLFQP in 2009/10 for WLFQP Admin and Marketing (incl Freight Forums) £39k, Freight Studies £68k, Freight Scheme Implementation £72k (+£27K from 2009/10 for Ealing town centre implementation) and Freight Scheme Monitoring £3.5k.</p> <p>6.2 Fuller breakdown of spend is set out in the WLFQP Financial Statement for Period 1 April 2009 – 5 June 2009.</p> <p>6.3 LB Harrow and LB Brent have confirmed that they will invoice TfL directly once the implementation works are complete. LB Ealing Finance Dept has yet to issue a PO for WLFQP projects. MVA are co-ordinating the invoicing arrangements on behalf of the WLFQP. <i>Post Meeting Note: LB Ealing have issued PO numbers on 23/6/09.</i></p>	MVA
<p>6.4 WLFQP IN1 “Draft Project Briefs for Freight Initiatives in 2009-10” dated April 2009 sets out the detailed project briefs for all freight initiatives. These have been distributed and agreed with all borough representatives and with TfL Freight Unit.</p>	
<p>6.5 LB Harrow Borough Freight Workshop held on 7/4/09. The LB Hillingdon BFW planned for 24/6/09. MVA have yet to agree workshop dates for the LB Ealing, H&amp;F and Hounslow BFW. <i>Post meeting Note: LB Hillingdon BFW was postponed.</i></p>	MVA
<p>6.6 The One-stop freight event at Park Royal scheduled for 21/5/09 has been postponed. MVA to agree on an alternative date with PRP and to confirm TfL FU funding for the event.</p>	MVA/PRP
<p>6.7 Work has commenced on the following 2009/10 schemes and work progress is reported in WLFQP 2009/10 Project Progress Report dated 05/06/09.</p> <ul style="list-style-type: none"> <li>■ Monitoring of effectiveness of freight improvement measures in North Feltham Trading Estate</li> <li>■ Implementing study recommendations in Harlesden town centre (this has been changed from Implementing recommendations in Wembley Industrial Estate)</li> </ul>	

**Minutes**

		<b>Action</b>
	<ul style="list-style-type: none"> <li>■ Goods vehicle routing review study in Harrow</li> <li>■ Support to Business Premises on implementing Delivery and Servicing Plans (DSP) and monitoring their effectiveness on North End Road</li> <li>■ Loading Bay Improvements Implementation in North Harrow</li> <li>■ Loading Bay Improvements Implementation in Hatch End Town Centre – HI requested MVA to write to TfL for a further £25k funding to complete this work</li> <li>■ Piloting the use of rickshaws for transporting goods Hammersmith Town Centre</li> <li>■ Pilot night-time deliveries in selected food retail superstores</li> <li>■ Review of bridge strikes by GVs in West London and to identify common solutions for WL</li> <li>■ West London Anti-flytipping Support Actions</li> <li>■ Providing Construction Logistics Plan (CLPs) support to West London Boroughs including promoting the Construction Logistics Toolkit Use</li> </ul>	MVA
6.8	Monitoring of effectiveness of freight improvement measures in Heathrow/Hayes/Harlington IBA	LB H'don
6.8.1	LB Hillingdon proposes to undertake the monitoring in September 2009.	
6.9	Undertake further GV accident research and implement actions in West London to reduce GV collisions	MVA/ WL Boroughs
6.9.1	The WLFQP SG appointed MVA to proceed with actions identified following the review of GV Collision in 2008/09. KR to prepare scope of works and have it agreed with WLFQP Boroughs.	
6.10	Loading Bay Improvements Implementation on Wembley High Road	
6.10.1	MK thanked MVA in particular KR for the support provided on moving this work forward. The site works are expected to commence in September 2009. <i>Post Meeting Note: MK requested MVA to write to TfL requesting for a further £10k to complete the works.</i>	LB Brent/ MVA
6.11	Implementing parcel delivery and collection facility at Hounslow Civic Centre	
6.11.1	Progress on this work has been delayed due to Borough staff hand-over. MVA to help the Borough move it forward.	MVA/LB Hounslow
6.12	Partial Implementation and monitoring the effectiveness of freight improvement measures in South Ruislip	
6.12.1	LB Hillingdon has yet to commission this work	LB H'don

## Minutes

	<b>Action</b>
<p><b>6.13</b> Freight Audit Study in Perivale Industrial Estate</p> <p>6.13.1 LB Ealing has agreed on the scope but have yet to commission this work. MVA to consult TG for confirmation to commence works.</p>	LB Ealing/ MVA
<p><b>6.14</b> Monitoring of Improvements for Loading/unloading in Ealing town centre</p> <p>6.14.1 LB Ealing has clarified that this work which will commence 3 months after the implementation work is complete. MVA to monitor progress.</p>	LB Ealing/ MVA
<p><b>7 MVA Presentation on the "Analysis of Goods Vehicle Collisions in West London" study</b></p> <p>7.1 KR presented the findings and recommendations for action emerging from the above study. The WLFQP SG agreed to the study recommendations. MVA have not received feedback on the study report from WL Road Safety Officers.</p>	
<p><b>8 West London 2010/11 Freight Proposals</b></p>	
<p>8.1.1 MVA produced and submitted draft proposals to all borough representatives for review prior to the SGM. Comments received at this meeting were:</p> <ul style="list-style-type: none"> <li>■ MK confirmed that LB Brent was happy with LB Brent proposals</li> <li>■ BV asked MVA to add support work on sustainable freight operations in Shepherds Bush Town Centre for LBHF's bid</li> <li>■ TP suggested that there would be cost and efficiency savings in carrying out the proposals for freight routing studies, which are presently listed as individual studies for each boroughs, as a sub-regional study. KR clarified that in 2010/11, freight scheme funding will be independently provided to each borough and it would be up to boroughs to decide if they wanted to work together to fund cross borough studies. Additionally, some WL Boroughs have reported local freight routing problems and these may be better addressed as local actions.</li> </ul> <p>8.1.2 MVA to update the 2010/11 freight proposals and to reissue them to all boroughs for inclusion into their draft LIP submissions. <i>Post Meeting Note: The updated proposal has been combined with other transport schemes and has been issued through WestTrans on 23/6/09.</i></p>	MVA/ All WL Boroughs
<p><b>9 Update from TfL</b></p> <p>9.1 KR advised that TfL FU have produced leaflets on Delivery and Servicing Plans and on Construction Logistics Plans which were available from the TfL website for downloading.</p> <p>9.2 KR reported that MVA were supporting TfL FU promote FORS by arranging meetings with the relevant Borough officers.</p>	

## Minutes

	Action
<p><b>10 Matters Arising</b></p> <p>10.1 There were no matters arising.</p>	
<p><b>11 Next Meeting</b></p> <p>Tuesday, 22 Sept 2009 at 10 am with a pre-meeting for Borough officers at 9.30 am. KR to liaise with SG members to agree meeting venue.</p> <p>Wed, 16<sup>th</sup> Dec 2009 and Wed 17<sup>th</sup> Mar 2010.</p> <p>There not being any further matters, the meeting was closed at 12.10 pm</p>	

KR