

# Central London Freight Quality Partnership



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## Steering group meeting

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Date 23 January 2008

10.00 – 12.00 noon

Venue Meeting Room 1  
Central London Partnership  
29 Heddon Street  
London  
W1B 4BL

Tel: 020 8478 8593

### Minutes

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<b>Present</b>	Michael Browne	University of Westminster
	Craig Stansfield	City of London
	Natalie Chapman	Freight Transport Association
	Roy Turner	London Borough of Camden
	Helen Fallon	London Borough of Islington
	Peter Blaine	Transport for London
	Donald Chalker	Central London Freight Quality Partnership
<b>Apologies</b>	Mark O'Brien	Association of International Couriers and Express Services
	David Sheppard	John Lewis Partnership
	Steven Shaw	London Borough of Islington
	Tim Hockney	London First
	Gary Reeves	New West End Company

- Item 1 Welcome, introduction and apologies**  
Michael Browne welcomed everyone to the meeting. He advised that Sharon Davies, Director of Communications and Public Affairs at DHL, had been invited to join the steering group to increase the input of the private sector into the partnership.

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**Item 2 Minutes of the last meeting – matters arising**

Item 2) The study proposals on consolidation centres are on hold, pending clarification from TfL about consolidation centre research initiatives. Roy Turner advised that Clear Zones had been awarded 40K of FRACAS funding for 2008 / 9 for the subject. Ian Wainwright is liaising with The Crown Estate on the issue of consolidation centres.

Item 3) Natalie Chapman advised that the FTA would be lobbying Westminster to include vehicles of < 3.5t in the 40 minute rule arrangements that will be implemented when the current pilot finishes.

Item 6) The CLFQP will be presenting verbal evidence to the Parliamentary Select Committee investigation into Freight, specifically on the effectiveness of Freight Quality Partnerships. Patricia Brown, Chief Executive of Central London Partnership, and David Sheppard, Deputy Head of Transport at the John Lewis Partnership, will represent CLFQP views at the hearing on the afternoon of Wednesday 27 February 2008.

Item 7) The results of the Emissions Related Congestion Charge consultation are expected next month. Any changes are expected to commence in October 2008.

Item 7) Information on the Ville de Paris freight experiments is currently being translated.

**Action** • CLFQP to circulate information on the Ville de Paris freight experiments when it becomes available.

**Item 3 CLFQP Activity**

Donald Chalker led the meeting through the report (copy attached).

Natalie Chapman requested that the Loading, Unloading and Parking Working Group review the section on CCTV in the London loading, unloading and parking code of practice that is being amended by City of Westminster before the document is finally agreed.

Roy Turner advised that London Councils had a policy document on the used of CCTV. Also that part 6 of the Transport Management Act 2004 suggested that CCTV should be used sparingly.

It was suggested that the loading, unloading and parking code of practice be dated to indicate current editions.

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The City of London would implement the London Councils 40 minute rule as agreed, i.e. 40 minutes maximum for loading / unloading where permitted at all times. Natalie Chapman requested that the changes be publicised in the trade press.

The results of the central London out of hours deliveries study will be presented by TTR Ltd. on the 15 February. Members of the steering group and the out of hours deliveries group will be invited to attend. Craig Stansfield indicated his interest in the work of the loading, unloading and parking working group.

Donald Chalker would investigate establishing the Utilities and Statutory Bodies working groups and report back to the steering group. Natalie Chapman provided a contact for the FTA utilities group.

- Action**
- CLFQP Loading, unloading and parking group to review final draft of the code of practice that includes section on CCTV to ensure that it reflects the views of all members.
  - CLFQP to invite members of the steering group and the out of hours deliveries group to attend the presentation on the central London out of hours deliveries study.
  - Donald Chalker to report back progress on establishing the vans, servicing and utilities working groups to the steering group.

**Item 4 Finance**

Donald Chalker led the meeting through the report.

Craig Stansfield enquired about the funding split between the Freight Unit and LIP. Peter Blaine will provide the information.

Roy Turner advised that there was approximately £30K of expenditure for work in Tottenham Court Road for the current financial year.

Michael Browne requested that a comprehensive financial report for 2007 / 8 be presented at the next steering group meeting.

- Action**
- Peter Blaine will provide information on CLFQP funding sources for 2007 / 8.
  - Roy Turner will provide information on the Tottenham Court Road monies.
  - Donald Chalker to present comprehensive final outturn at the next steering group meeting.

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**Item 5 Transport for London**

Peter Blaine updated the meeting regarding publication of the London Freight Plan which had been launched on 7 January 2008. Alterations to both structure and content had been made since the draft plan had been published. An executive report had been published as well as the main report, which can be downloaded from the internet (<http://www.tfl.gov.uk/businessandpartners/freight/1292.aspx>). The Freight Plan would input into the Mayor's Transport Strategy.

The first TfL Freight Data report is close to publication.

Roy Turner asked if the major freight projects work stream covered the 2012 Olympics. The TfL Freight Unit and the Freight Transport Association (FTA) had both met with The London Organising Committee of the Olympic Games and Paralympic Games (LOCOG) to discuss freight issues. It was suggested that clarifying issues that are important for central London should be a CLFQP action for 2008 / 9.

**Action** • CLFQP to disseminate the presentation on the London Freight Plan

**Item 6 Next steps for the Central London Freight Quality Partnership**

Michael Browne introduced the item by outlining the proposed London sub-regional changes and the changes in TfL Freight Unit policy that has resulted in the decision that in future all sub-regional FQPs should be supported by means of a coordinator/manager located within a host borough. This is to be phased in across London during 2008/9 and 2009/10. TfL Freight Unit has proposed that the CLFQP coordination/management role be hosted by Islington from the 1 April 2008.

It was noted that funding was currently only available until 2009 / 10. It was explained that this was in line with Freight Unit funding.

Natalie Chapman advised that most FQPs were located in local authorities. The FTA concern was that the private sector was still actively involved following the changes.

Michael Browne highlighted issues surrounding the longer term development of the CLFQP. These included balancing strategic and operational actions, some of which may or may not always align with TfL Freight Unit views and the need for CLFQP to prioritise its work load and ensure that the focus is on central London.

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Helen Fallon stressed that Islington wished the CLFQP to continue as a full public-private partnership with the post holder wholly involved in the CLFQP and not being an additional post solely relating to the host borough.

The need for a planned transfer of the CLFQP from the central London Partnership to the London Borough of Islington was highlighted. There are issues surrounding intellectual property rights, data protection etc. that will need to be clarified and formalised for the future as part of this process.

The CLP would meet with the TfL Freight Unit and the London Borough of Islington to discuss these issues. Peter Blaine would develop a plan to manage the transfer of the CLFQP management.

The TfL Freight Unit has set aside £130K funding for the 2008 / 9 financial year for CLFQP management and administration which was comparable to the other sub-regional FQPs. The CLFQP may also be able to tap into monies from the borough FRACAS funding settlements.

The Freight Unit would be meeting shortly with the central London Boroughs and Donald Chalker to develop the work programme for 2008 / 9. Natalie Chapman highlighted loading, unloading and parking and out of hours deliveries as the FTA's main concerns in central London.

Roy Turner highlighted the issue of developing an action plan for 2009 / 10 LIP funding in the short timescale available. In particular this should address longer term needs and have a strategic focus.

- Action**
- CLFQP to arrange a meeting between CLP and the London Borough of Islington to discuss the transfer process.
  - Peter Blaine will draft a proposal for the practical arrangements involved in the transfer of the CLFQP from CLP to the London Borough of Islington.
  - 2009 / 10 LIP funding to be made a priority action once the new CLFQP arrangements have been finalised.

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**Item 7 Any other business**

Both Matthew Mace and Udoka Madueke have moved on. The meeting noted the contribution that they had made to the development of the CLFQP. It was agreed that the CLFQP would write to them to record their thanks.

Craig Stansfield asked how the sub-regional boundary changes would affect the CLFQP and boroughs engagement with the Freight Unit. He requested that the whole of the GLA family had a common and coordinated approach.

**Action** • CLFQP to write to Matthew Mace and Udoka Madueke to record their thanks.

**Item 8 Date of next meeting**

It was agreed that a steering group meeting would be held prior to the end of the 2007 / 8 financial year on the 26 March 2008, venue tbc.