

Agenda Item 1 – WLFQP Table of Action Points from meeting of 10 December 2008

Para	Item	Action PR – Progress Report
Outstanding items from 10/9/08 Meeting		
	The review of the WLFQP Communication and Marketing Plan will be carried out as part of the Borough Freight Workshops.	In Progress. Reported in PR.
2	Follow-up actions by WLFQP following talk on combating fly-tipping by John Seddon.	Done. Reported in PR.
5.2.1	MVA to keep track of SGM action points and produce a rolling-record of progress in the next SGM notes.	Done.
5.2.2	TfL FU is consulting WLFQP Boroughs through IN on their inputs to the soon to be commissioned Heathrow Freight Study. No commissioning date has been set by TfL.	Meeting Agenda Item.
5.2.3	MVA have compiled WL Borough freight concerns relating to the impacts of the 2012 Olympics. The updated list will be submitted to TfL FU at the end of Dec 2008.	Done. Reported in PR.
5.2.4	The next WLFQP Newsletter is due in Feb 2009. All SGM are invited to contribute write-ups.	In Progress. Reported in PR.
5.2.5	The LB Brent Freight Workshop facilitated by MVA on 9/12/08 was well attended by officers from various borough departments. We received feedback that the presentation materials were useful in raising awareness on the challenges faced by the industry and by the borough in addressing them. MVA to roll-out freight workshops in other WL Boroughs.	In Progress. Reported in PR.
5.2.6	The NFTE and Uxbridge Freight forums have proven to be successful in securing buy-in from businesses. All agree that the WLFQP will continue to engage with businesses through local freight forums. MVA to progress with the formation of new forums in Park Royal and other industrial estates in West London in 2009/10. IN requested MVA to review funding provision to ensure that there is sufficient funding for the management of existing and new freight forums.	Done. Reported in PR.
5.2.8	MVA to help arrange meetings between FORS and Borough Fleet/Transport Managers/Depot Managers.	Done. Reported in PR.

5.2.9	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.	TfL to update.
5.2.10	MVA will be contacting businesses in West London in Jan/Feb 2009 to update the WLFQP contacts database.	Done. Reported in PR.
5.2.11	IN instructed MVA to contact lorry park operators to explore their interest in operating an overnight lorry park adjacent to North Feltham Trading Estate.	Done. Reported in PR.
5.3.7	MVA to monitor progress on risky “schemes” and to propose options for possible funding reallocation in the event there is a risk of underspend or delays in scheme implementation by mid-January 2009.	Done. Reported in PR.
5.4.2	WLFQP 2009/10 Funding - MVA to produce a draft plan on possible schemes and shadow schemes that could be taken forward by the WLFQP in 2009/10 based on the 2009-12 LIP proposals.	Done. Reported in PR.
5.5.1	Implementing Improvements in Hillingdon IBA - RT confirmed that works will be completed by end 2008/09.	In Progress. Reported in PR.
5.7.1	Freight Audit – North Wembley Industrial Estate - LB Brent confirmed their intention to implement some of the signage improvements in 2008/09 based on recommendations from the MVA Study. As there is insufficient budget, with the remainder of signs will be erected in 2009/10.	In Progress. Reported in PR.
5.8.1	Delivery and Servicing Plan Implementation – Ealing Town Centre - TG reported that the implementation works has been planned to be completed in 2008/09 but no date can be confirmed at this stage when works will commence. LB Ealing to provide committed work programme by mid-January 2009.	In Progress. Reported in PR.
5.8.2	TG requested MVA to provide details of up to date spend on the scheme.	Done. Reported in PR.
5.9	DSP Implementation – Wembley High Road - MK confirmed LB Brent’s intention to implement some of the improvements in 2008/09 with the remainder being implemented in 2009/10. He expects work to commence after the 11 week TRO objection period. LB Brent to provide committed work programme by mid-January 2009. MVA to continue to promote DSPs to businesses.	Done. Reported in PR.
5.10.1	DSP Implementation – North Harrow - HI confirmed that site works are expected to commence in December 2008 despite the £15k funding shortfall. A decision to reallocate 2008/09 funding to this scheme will be made by the WLFQP at the end of January 2009.	Done. Reported in PR.
5.11.1	DSP Implementation – North End Road - A second consultation meeting is	In Progress.

	planned in January 2009 with the support of New Deal for Communities (NDC). Following this meeting, BV expects work to commence and the 2008/09 funding allocation be spent. MVA to continue to promote DSPs to businesses.	Reported in PR.
5.12.2	MVA to consult WL boroughs on their current costs to clear fly-tipped waste.	Done. Reported in PR.
5.13.1	Identify Goods Vehicle accident hot-spots - MVA will report on the findings of the 2005-07 West London goods vehicle accident data analysis in mid January 2008.	In Progress. Reported in PR.
5.14.1	Use of electric buggies to transport goods in Hounslow TC- Project meeting between LB Hounslow, DHL and Modec planned on 16/12/08 to finalise the preliminary investigation conclusions and costs for implementing a pilot scheme. AP from LB Brent to be invited to attend. <i>Post meeting note: This meeting was postponed and will be rescheduled in January 2009.</i>	Done. Reported in PR.
5.15.1	Use of rickshaws for transporting goods in Hammersmith TC - LB H&F and MVA are meeting with the representatives from the LB Sutton Eco Travel Project in December 2008. The study report will be produced following this meeting.	Done. Reported in PR.
5.16.2	Develop Home Delivery Centres and Promote their Use - MVA to consult BV further on the opportunity of working with the Hammersmith BID to develop a cost-benefit analysis for a pilot scheme.	In Progress. Reported in PR.
5.17	Alternative Freight Routes Investigation – South Ruislip	In Progress. Reported in PR.
6.1	IN requested MVA to compile feedback from WL Boroughs on the West London Partnership’s response to “Way to Go” document by the end of December 2008.	Done. No feedback provided.
7.2	IN suggested that the work include consulting freight operators on their requirements for electric vehicle charging points and challenges that they face in using electric vehicles.	Done. Reported in PR.
8.1	The Pan-London FQP (PLFQP) website launch has been delayed.	TfL to update
9.1.1	MVA to write to LB Hounslow to advise that there is no WLFQP funding provision for the Bridge Road Depot Study in 2008/09.	Done. Reported in PR