

Agenda Item 1 – WLFQP Table of Action Points from meeting of 17 March 2009

Para	Item	Action PR – Progress Report
5.2.1	The next WLFQP Newsletter is due in Feb 2009. All SGM are invited to contribute write-ups.	Done. Newsletter issued in May 2009
5.2.2	IN requested Borough Representatives to assist MVA arrange for freight workshops in their respective Boroughs within the next few months.	In Progress. Reported In PR
5.2.5	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.	Done. Reported in PR
5.2.6	MVA to help arrange meetings between FORS and Borough Fleet/Transport Managers/Depot Managers.	Done. Reported in PR
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.	Done. Reported in PR
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.	In Progress. Reported In PR
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.	Done. Reported in PR
5.6	Freight Audit – North Wembley Industrial Estate MK confirmed that the design work is complete and the implementation will progress in 2009/10.	Reported in PR
5.7	Delivery and Servicing Plan Implementation – Ealing Town Centre - The works programme has yet to be issued.	In progress. Reported in PR
5.8	DSP Implementation – Wembley High Road - MK confirmed that LB Brent have spent part of the £30k allocation for the Wembley High Road Loading Bays on detailed design, consultation and TROs. As the implementation work will not commence by the end of March 2009, the unspent budget will be spent on the Harlesden High road Freight Study which MVA have been appointed to undertake.	Done. Reported in PR

5.10	DSP Implementation – North End Road - BV confirmed that the focus of remaining work in 2008/09 will focus on promoting DSP measures to major stores on North End Road. This will be carried out by MVA with the support and involvement of the Fulham Town Centre Manager.	Done. Reported in PR
5.11	West London anti-flytipping actions- IN proposed that the WLFQP work with 1 or 2 Boroughs to identify the costs of clearing commercial fly-tipping in 2009/10 instead of spreading the budget for this work across all 6 WL Boroughs.	Done. Reported in PR
5.12	Identify Goods Vehicle accident hot-spots - The draft “Review of Goods Vehicle Collision Data in West London” had been distributed to WLFQP SGMs for comment. MVA are meeting with Chris Lines of TfL Road Safety Unit to discuss the report conclusions on 14/04/09. IN requested MVA to present the findings of the study at the next WLFQP SGM.	Done. Reported in PR Done. Included in to 16/6/09 Meeting Agenda.
5.13.1	Use of electric buggies to transport goods in Hounslow TC - The draft Report, produced with inputs from DHL and Modec was submitted to LB Hounslow in January 2009. MVA have yet to receive comments.	Done. Reported in PR
5.15.1	Develop Home Delivery Centres and Promote their Use - 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.	Reported in PR
5.16.1	South Ruislip Freight Routes Study - 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.	Done. Reported in PR
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.	Done. To be actioned by TfL FU
6.1 - 6.7	Comments on WLFQP 2009/10 Funding TfL FU will be producing guidance on Delivery & Servicing Plans (DSPs) and Construction Logistics Plans (CLPs) soon. 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. TfL’s plans to manage FQPs through London Councils will be discussed at the next SGM.	Done. Reported in PR Done. Agenda Item Done. Agenda Item

