

Central London Freight Quality Partnership



Loading, unloading and parking working group

Date 8 January 2008
10.00 – 13.00pm

Venue University of Westminster
35 Marylebone Road
London
NW1 5LS

Tel: 020 7911 5073

Minutes

| | | |
|------------------|------------------------|--|
| Present | Michael Browne (Chair) | University of Westminster |
| | Mark O'Brien | Association of International Courier and Express Services |
| | Joanne Frankish | Brakes |
| | Mike Bracey | Brewery Logistics Group |
| | Sally Keiller | City of Westminster |
| | Blake Shepherd | City of Westminster |
| | John Crosk | DHL Tradeteam |
| | Jerry Ward | John Lewis Partnership |
| | Frazer Praag | Kuehne & Nagel Drinks Logistics |
| | Peter Blaine | Transport for London |
| | Christophe Ripert | University of Westminster |
| | Chris Smith | Waterloo Quarter Business Alliance |
| | Donald Chalker | Central London Partnership |
| Apologies | Natalie Chapman | Freight Transport Association |
| | Roy Turner | London Borough of Camden |

- Item 1 Welcome, introduction and apologies**
Michael Browne welcomed everyone to the meeting, requested introductions around the table and accepted apologies.

2 Central London Freight Quality Partnership Loading, unloading and parking working group, 8 January 2008 - Minutes

Item 2 Minutes of the last meeting

It was noted that the minutes were circulated at short notice prior to the meeting for which MB apologised. Minutes, or meeting notes would be circulated ASAP after future meetings.

The response to the DfT Better parking – keeping traffic moving, operational guidance draft is available on the CLFQP web site. It can be found on the News and Events page at

<http://www.centrallondonfqp.com/files/pdf/DfT%20Consultation%20Response%20Pro-forma%20-%20FINAL.pdf>.

Discussion took place around the subject of loading and unloading 'hot spots' and how these could be managed. This is a complex subject as there is no simple, agreed definition of a hot spot. Hot spots also impact differently on individual supply chains. BS advised that in the next financial year the City of Westminster is looking to include a section on its web site providing information to operators which will include management of hot spots.

John Burns from Kent County Council was suggested as a contact to speak on implementation of their county-wide parking strategy at the next working group meeting.

- Action**
- Michael Browne / DC to ensure that minutes / notes of meetings are sent out promptly.
 - DC to circulate the CLFQP web link to the Better Parking consultation response.
 - DC to obtain various definitions of a hot spot from operators and statutory parking authorities.
 - DC to contact John Burns to obtain availability to speak at the next working group meeting.

Item 3 Implementation of the 40 minute rule

The Westminster pilot commenced the previous day on Monday 7 January 2008. This is a blanket allowance for HGV's only of 40 minutes where loading / unloading is allowed to take place. Westminster predicts that this will reduce their PCN income by £886,000 per annum. The changes have been publicised to NCP and the back office. Any PCN's issued in error under the old rules will be cancelled.

Camden, Islington and Kensington and Chelsea had also implemented their 40 minute rule policies. City of London, Lambeth and Southwark are required to implement their policies by 1 April 2008. It wasn't known if the Boroughs would alter their observation periods as well.

3 Central London Freight Quality Partnership Loading, unloading and parking working group, 8 January 2008 - Minutes

The CLFQP has a parking page under development. It would be useful to develop a table showing implementation of the 40 minute rule, on a borough by borough basis for central London. This would include the start date of their change, the observation period (casual and / or constant) and if unlimited loading / unloading was permitted prior to 11.00am.

Discussion took place around various issues regarding observation periods. This included casual v continuous observation, differing lengths of observation period in each borough and potential changes in observation period as the 40 minute rule was implemented. It was felt that this would lead to operational problems for drivers and PA's. It appears that the changes will bring greater diversity rather than the hoped for commonality. It was requested that the CLFQP write to London Councils and the central London boroughs, cc'd to the other London Boroughs, at cabinet member level, highlighting these issues and requesting that they implement common practices on this issue.

- Action**
- CLFQP to add borough information on the 40 minute rule to the web site.
 - CLFQP to write to London Councils to highlight the issues surrounding observation periods and requesting a common approach.

Item 4 Loading, unloading and parking code of practice

The code of practice has been approved by Partners in Parking, though they are not able to endorse the document with their logo.

The Red Route section will be updated by PB and SK. The paragraph on observation periods will be retained but the table deleted due to the level of anticipated changes. The section on CCTV will be added as well as a note on casual and constant observation. SK will oversee the editing process which should be completed by 17 January.

Colin Sims will take the document to the London Councils Parking Managers meeting on the 24 January 2008 for their approval.

Once these updates have been made and the approvals have been received the document can be used to assist engagement with boroughs and operators and promotion of loading and unloading issues.

It is envisaged that the document will be produced in PDF format for posting on the internet and to facilitate dissemination. A limited number of hard copies will be produced if funding can be obtained. It was suggested that A5 is the best size for issuing to drivers.

- Action**
- SK / PB to provide text to update document. SK to edit and forward to Colin Sims.
 - CLFQP to investigate production and dissemination of document.

4 Central London Freight Quality Partnership Loading, unloading and parking working group, 8 January 2008 - Minutes

Item 5 Partners in Parking (PiP)

Several outer London boroughs have, or will shortly join the central London boroughs that set up Partners in Parking, which is leading to changes in the partnership's focus.

As PiP grows, the dynamics of the partnership are changing. The work of Project 4: Standardisation of Parking Controls and Practices is in the process of being reviewed to meet these new challenges as well as the ongoing e-government agenda. Harmonisation of parking policies across London is a complex task. The review will consider the potential for a central London sub-group.

Discussion took place around progressing the issues of policy harmonisation, e-dispensations and appeals, flagging commercial vehicle PCN's and geocoding PCN's. It was agreed that the CLFQP would write to PiP to outline its concerns, highlight these issues to the review and suggest that the CLFQP work with PiP to progress these issues once the review has been completed. In particular, CLFQP would like to see continuing work to coordinate policy about parking in central London as well as the more operational issues such as procurement of stationery.

- Action**
- CLFQP to write to PiP regarding its review and progressing the above issues.

Item 6 Implementation of the Better Parking: Keeping Traffic Moving, operational guidance

It is anticipated that the operational guidance will be published by the DfT by the end of January. The statutory requirements will need to be implemented by the boroughs by 31 March 2008.

Following the consultation the only major change was removal from the Notice To Owner (NTO) of a specific final 'date' for payment, as opposed to date of service (letter date + 2 + 28 days) as that may have been open to legal challenge.

Discussion took place about 'ghost' PCN's where the first an operator knows about the offence is the receipt of an NTO. Concerns were expressed that these would increase following the changes in legislation and the increase in CCTV issued PCN's. There is a role for the CLFQP in monitoring this issue to identify the extent of the problem.

City of Westminster advised that they were unable to separate out commercial vehicle from private vehicle NTO's.

- Action**
- CLFQP to consult with operators to set up and maintain a simple system to monitor the issuing of 'ghost' PCN's.

5 Central London Freight Quality Partnership Loading, unloading and parking working group, 8 January 2008 - Minutes

Item 7 Collection and dissemination of loading, unloading and parking best practice

A draft outline of the proposed best practice document was circulated to the meeting for member's comments.

All present agreed that the document would provide useful guidance for receivers and delivers of freight. It would clarify the internal steps that an operator could take as well as advising on issues that the borough could provide assistance with. The document could be added to the TfL freight portal.

Further comments and feedback should be sent to DC, if possible prior to any visit to operators.

- Action**
- Members to provide comments and information to DC for inclusion in the document. The intention is to prepare a final document by the end of March 2008.

Item 8 Next steps for the CLFQP loading, unloading and parking working group

Michael Browne outlined the potential changes taking place at a sub-regional level in London, leading to the end of a defined central London sub-region and the development of the central activity zone.

Peter Blaine confirmed that TfL is changing the hosting arrangements for the London FQP secretariats. The CLFQP secretariat would transfer from Central London Partnership to the London Borough of Islington with effect from 1 April 2008. It is expected that this change will build on and develop relationships with the London Boroughs, assist with delivery of the London freight Plan and improve staff knowledge retention.

Discussion took place around the location of the CLFQP secretariat. It was suggested that the post should be directly employed by TfL or should be hosted by a neutral organisation. Concern was also expressed about the ongoing role of, and engagement with the private sector within the partnership.

TfL confirmed their commitment and funding to the Central London Freight Quality Partnership through the coming changes.

The working group confirmed that they wished the group and its work to continue during the next financial year.

6 Central London Freight Quality Partnership Loading, unloading and parking working group, 8 January 2008 - Minutes

Item 9 Any other business

The freight plan would be launched shortly. (Post meeting note – the London Freight Plan – sustainable freight distribution: a plan for London was launched virtually on Wednesday 9 January 2008. It can be found on the TfL web site at

<http://www.tfl.gov.uk/assets/downloads/businessandpartners/London-Freight-Plan.pdf>).

The University of Westminster made copies of the BESTUFS Good Practice Guide on Urban Freight Transport available for working group members. Further copies are available if required.

The London leg of an exchange visit involving Parisian freight transport professionals and representatives of professional associations is being held on the 24 / 25 January 2008. The Friday afternoon session is dedicated to public / private sector working. Michael Browne extended an invitation to working group members to attend. Mike Bracey suggested that group members may wish to view a brewery delivery to observe the issues involved.

- Action**
- (Post meeting note – CLFQP to publicise the London Freight Plan to its members).

Item 10 Date of next meeting

The next meeting of the loading, unloading and parking working group will be held on the 6 March 2008, from 10.00am – 1.00pm at the University of Westminster.