

Central London Freight Quality Partnership



Core group meeting

Date 26 April 2007
10.00 hrs

Venue University of Westminster
35 Marylebone Road
London
NW1 5LS

Tel: 020 7911 5154

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
	John Crook	DHL Exel
	Natalie Chapman	Freight Transport Association
	David Sheppard	John Lewis Partnership
	Roy Turner	London Borough of Camden
	Tim Hockney	London First
	Peter Blaine	Transport for London Freight Unit
	Donald Chalker	Central London Partnership
	Cynthia Grant	Central London Partnership
Apologies	Matthew Mace	Central London Partnership

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Item 1 Welcome and introductions

MB welcomed everyone to the meeting. Introductions were made around the table and apologies made.

Item 2 Minutes of the last meeting

MB gave a brief explanation of the history of the Central London Freight Quality Partnership (CLFQP) and outlined how the core group / sub group had worked and how the core group / working groups would work during this financial year.

RT requested that the minutes of the meetings be posted on the CLFQP web site.

The concept of consolidation centres was briefly discussed. MB stated that ascertaining the costs and benefits was a major issue. JF advised issues with temperature controlled deliveries and consolidation centres. TH thought that retail consolidation was a complicated issue. Congestion reduction, climate change and non-financial benefits could be secured. Critical success factors were the cost model and governance of the project. In London large project at Stratford, White City, Kings Cross and Brent Cross provided opportunities for the development of retail consolidation centres. RT advised that it was difficult to capture all the benefits in a cost model. A visit to the London Construction Consolidation Centre will be arranged for w/c 11 June. It was hoped to arrange a visit to the Heathrow consolidation centre and either visit, or arrange a speaker on the Bristol consolidation centre.

RT will follow up on the outstanding Tottenham Court Road actions. CLP to disseminate information as an example of best practice.

No information had been received from Westminster on their PCN issuing software update or the November parking summit. It had taken Transport for London (TfL) a couple of months to update their software to be able to record commercial vehicle PCN's. TH advised the London First would be willing to arrange to meet with Westminster, at Chief Executive level to discuss various parking issues.

The TfL red route data had not been circulated. CLP to follow up with TfL.

TH enquired about the MVA 'hot spot' survey. RT advised that the loading, unloading and parking group was meeting that afternoon. The group is developing a process for achieving positive dialogue between

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operators and local authorities over hot spot issues. CLFQP is collating data from the Brewery Logistics Group, Brakes and London Linen Supply to provide a broad view of the issues in central London. Hot spots are a symptom of a wider issue. TH suggested that solutions should be found to the symptom and the underlying causes at the same time. RT asked what the definition of a hot spot is. JC advised that working with the City of London and Islington had been productive. M Bra suggested that both strategic and operational solutions were required for this issue. DS advised that the PIE Van operators guide indicates hot spot areas. Could this data be cross referenced with TfL, Borough and operator data and utilised by the FQP. MB informed that initial problems with TfL data were being resolved. MBr suggested that hot spot numbers need to be further investigated as it may include 'lazy parkers' rather than a genuine need to make a delivery.

- Action**
- CLP to add minutes to the CLFQP web site.
 - CLP to investigate a visit to Heathrow and a visit and / or speaker from Bristol.
 - RT to send CLP the Tottenham Court Road project consultation materials and Kentish Town report for circulation.
 - CLP to contact Westminster for an update.
 - CLP to contact TfL to obtain status of red route data for PCN's.

Item 3 Launch review

All agreed that the launch of the CLFQP had been a success. Compared to received CLP wisdom the event had been successful in terms of invitee : attendee and RSVP : actual attendee ratios. CLP had analysed the attendance and kept a list of the publicity that had subsequently been generated. This information would be circulated.

Approx 120 people had attended. MB cautioned that it is commitment and not just quantity that is required for the CLFQP to be successful.

CLP follow up actions would be targeted to three audiences. Those that attended, those that rsvp'd but didn't attend and a selected wider audience that CLFQP wishes to influence and remain in contact with.

15 people had sent back the membership faxback after the event. This was out of an estimated 50/60 organisations that attended the launch that had no previous interaction with the FQP.

MB stated that as there is no membership charge there is no obligation on members. Members should have energy, enthusiasm and input and be in a position to make changes. Once the working groups become established the FQP will have more to offer potential members. DS added that core group members should be committed and provide continuity for the FQP.

DS and MO'B suggested CLFQP organise a large annual event, perhaps involving members of the public. PB advised that the launch was one of the best FQP launches that he had attended. NC informed the meeting that the Brimsdown FQP held an annual conference.

RT said that the task now was to turn this action into involvement. However, the size of the task and the limit of the available resource should not be underestimated. Members expectations would need to be managed. There needs to be clarity over what the CLFQP is going to do with actions focused on motivating people to become involved. Lobbying to move issues forward, information provision and dissemination and social networking are other aspects of CLFQP activity.

PB advised that it is quality rather than quantity that CLFQP should look for in its membership base. MBra and MO'B cautioned against having too many members of the core group. DS suggested that the core group should oversee membership of the working groups.

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RT thought that circulation of the core group and working group minutes would stimulate interest.

A future annual event could be used to sell the freight industry. It could involve the public and the other FQP's. A conference could be one aspect of the proceedings. DC advised that planning should commence in the early autumn for a large scale event.

The web site is one method of attracting and retaining interest. Email is a cost-effective method of communication. NC advise that the West London FQP produce an annual newsletter. PB suggested that a multi-channel approach utilising electronic and hard copy.

- Action**
- CLP to circulate attendance analysis and list of publicity.
 - CLP to target follow up actions to increase membership.

Item 4/5 Core group composition / working groups

The two agenda items were combined into one discussion.

It was suggested that for clarity, the name of the group be changed from core group to steering group. This was unanimously agreed.

It was suggested that the steering group should manage the composition of the working groups. The CLFQP encompasses seven local authorities (Camden, City of London, Islington, Kensington and Chelsea, Lambeth, Southwark and Westminster) with three other local authorities interested in our work (Hackney, Tower Hamlets and Newham). CLFQP needs to ascertain the most appropriate freight contact person in each borough to include both policy and operational dimensions.

Suggestions for other organisations that may be suitable members of CLFQP were Central Government, the RHA, Government Office London, TfL Network Managers, British Retail Consortium, Metropolitan Police, Transport 2000, GLA and the Civic Trust.

The size and composition of the steering group was discussed. A maximum of twenty, or should it be reduced to half a dozen people? The membership base should not be too wide as it would then be too difficult to achieve the desired outcome. It is the person, as well as the organisation that is key, as personal commitment is required. Members should be at the right level of management in their organisation and have the power to make decisions and influence people. Also to be able to cascade information throughout their organisation.

MB outlined the work programme for the working groups.

Working groups would have formal representation on the steering group. RT requested that greater notice be given for working group meetings. PB confirmed that he would be the TfL Contact for the working groups.

Consolidation Centres – no further discussion. Discussed above under item 2.

Loading, unloading and parking – the group was meeting that afternoon.

The South London FQP are taking a lead on night time deliveries. A meeting was held on the 20 April in Croydon with a further meeting

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being held on the 30 April. TH advised that this was an important issue for central London. The meeting requested that a working group meeting be set up for early / mid June. Suggested contacts include M&S (locals), Tesco, Sainsbury. NC suggested that Stephen Kelly at the FTA be contacted for further suggestions of retailers and third party operators. JF suggested that third party operators be contacted as they have a broader view of the issues than individual retailers.

Vans, servicing and utilities working group - The University of Westminster and Momenta van studies will be distributed along with Freight Best Practice Information. Further utilities contacts are required. TH suggested Neil Barnes (BT) and Simon Ashwell (EdF Energy). NC advised that the FTA has a van group. Home delivery is a growth area and operators are also downsizing from 7.5 tonne vehicles to avoid licensing issues and driver shortages. MB attended a SMMT van seminar. A breakfast meeting would be held in June to engage with these sectors, to tease out the issues that they face.

DS enquired about terms of reference for the working groups. These had been agreed at each of the working group meetings. RT suggested that member profiles were posted on the CLFQP web site. MO'B asked what rules existed regarding meetings being quorate. MB responded that there were no rules, but that it would be recognised if a group was not representative of the CLFQP.

- Action**
- CLP to amend title of group from 'Core' group to 'Steering' group.
 - Steering group members to suggest up to three names of possible steering / working group members to CLP.
 - CLP to investigate adding member profiles to the CLFQP web site.
 - CLP to arrange dates of next meetings;
- Consolidation centres – w/c 11 June, (post meeting note, 11 June has been provisionally booked.
- Loading, unloading and parking – 26/04/07, (post meeting note – the next meeting of the group would be on the 22 May 2007.
- Night time deliveries – early / mid june
- Vans, servicing and utilities – Breakfast meeting to be arranged for mid / late June.

Item 6 Finance

The deadline for submission of LIP funding bids for 2008/9 was discussed. PB will confirm if the submission date is 13 June or mid July. Freight related LIP bids can be initiated by either London boroughs or partner organisations e.g. FQP's. London Boroughs are expected to have referenced FQP's in their LIP and to submit bids in conjunction with the FQP. The following suggestions for projects for 2008/9 were made;

- PCN hot spots
- Van activity in the ORB study area
- Freight aspects of the Theatreland initiative
- Freight aspects relating to Emma Cons / Waterloo Road project

Members were asked to suggest ideas for projects to CLP at their soonest convenience.

FQP's can also bid for Freight Unit monies via a separate process, though LIP and Freight Unit monies may be combined in the future. No details of this process are available at this moment. CLP will obtain details for reporting back to the next steering group meeting.

DS asked if all monies for the last financial year had been spent. DC confirmed that this was the case.

- Action**
- PB to confirm 2008/9 LIP funding submission date.
 - CLP to obtain details of Freight Unit funding for 2008/9.
 - CLP to prepare LIP bid(s) for 2008/9.

Item 7 Any other business and date of next meeting

DS asked if the FQP's in London coordinated their activities. PB advised that they did. MB advised that a pan London FQP meeting had been held last December. Quarterly meetings had been held since. PB advised that it should be possible to provide a quarterly update for the steering group meeting. Production of a pan-London FQP leaflet had been put on hold but the freight unit were investigating increasing their web presence which could include further information.

RT asked if more information was available on the Paris experience of managing freight. MB advised that this could be followed up in September. It should be possible to obtain further documentation in English.

JF advised that Brakes were already planning to serve contractors working on the Olympic sites. She had attended a meeting arranged by the FTA about the preparations that would be taken. NC advised that the development of the Olympic route network was a concern, especially for central London. CG asked if a suitable person could be invited to the next steering group meeting. RT suggested that this may be a suitable project for a 2008/9 LIP bid.

MBra asked about the 'charter' that operators in Paris signed up to. It had no legal force and was similar in some aspect to the Freight Operator Recognition scheme (FORS). MB would try to obtain a translation of the charter.

DC updated the meeting regarding the operator and retail surveys. The response rate on the operator survey had been disappointing to date with only fifteen responses received. However, further circulation would take place. It was hoped to collate 100 responses. DC would circulate initial results. CLP had contributed a couple of questions to a retail survey, the results of which were expected during early summer. These would be circulated when received.

It was agreed that to facilitate the work of the working groups the next steering group meeting would be held during the autumn. CLP to circulate suitable dates. In the meantime DC would send out regular updates to keep members informed.

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- Action**
- PB to provide a pan-London FQP update for the next steering group meeting.
 - MB to investigate provision of further information on the Paris experience of managing freight in English.
 - CLP to arrange a presentation on the Olympic route network at the next steering group meeting.
 - MB to obtain an English translation of the Ville de Paris freight charter.
 - DC to circulate initial results from the operator survey and retail survey results when received.
 - CLP to arrange next steering group meeting during the autumn. CLP to keep members updated in the mean time.