



**South London Freight Quality Partnership
Steering Group Meeting Minutes
20th January 2010
Merton Civic Centre
London Road Morden**

QUALITY PARTNERSHIP

Attendees:

Name	Organisation
Alan Lewis	TTR/Chair SLFQP
Chris Douglas	TTR
Donald Chalker	TTR
David Scott-Smith	Road Haulage Association
Ashley Heller	LB Merton
Clive Simmonds	LB Croydon
Alan Lucking	LB Bromley
Peter Stunell	LB Lewisham
Richard Kingsbury	LB Sutton
Alex Forrest	LB Sutton
Peter Hitchings	Surrey CC
Stewart Saunders	LB Croydon
Peter Blaine	TfL
Ken Gwam	LB Richmond
Dave Kennett	LB Wandsworth
Iain Forbes	LB Bromley
Jill Phillips	LB Wandsworth
Paul Dearman	RB Kingston
Dick Allard	The London Forum

Apologies:

Morag Robertson	Sainsbury's
Roseline Holt	Sainsbury's
Chris Ktorides	LB Croydon
Natalie Chapman	FTA
John Sibson	LB Wandsworth

1. Welcome, Introductions and Apologies

A welcome was extended to David Scott-Smith, Road Haulage Association, attending his first Steering Group meeting.

2. Review Minutes of Last Meeting – 20th October 2009

The minutes from the meeting held on 20th October, 2009 were approved.

3. Report of 2009/10 Progress Updates

Sutton Town Centre Delivery and Servicing Study

- Report complete and presented to Town Centre Forum
- Also discussed at Borough Liaison Event
- Recommendations on:
 - i. Times of access to the High Street
 - ii. HGV access routes
 - iii. Vehicles reversing on the gyratory system
 - iv. Freight aspects of the Town Centre Area Action Plan
 - v. Future management of delivery and servicing activity – DSPs, CLPs, FERS audits

Kingston Freight Zoning Review

- Report and draft map prepared
- Discussions ongoing concerning number of zones and geographical coverage
- Kingston – Will be appointing a project officer to progress the lorry zoning scheme

Construction Logistics Plans

- Kingston – Meeting held in September based on Town Centre AAP possibilities. Awaiting further information from Borough
- Sutton – Meeting held last week to inform Town Centre AAP and DC procedures
- Croydon – CLP for Borough office development reviewed and found wanting. Follow up meeting held last week and requirements clarified
- Bromley & Wandsworth – Possibility of meetings discussed, but still to be confirmed
- Major project planned in Wellesley Road, Croydon including wide grass central reservation, which may have impact on accessibility in parts of Croydon Town Centre.
- Jill Phillips queried the contact in Wandsworth.

Action: Alan Lewis to redouble provide contact name to Jill Phillips.

Delivery & Servicing Plans

- Croydon – Met with procurement and held discussions with Office Depot. Including DSPs in their updated Environmental policy.
- Sutton – Ecolocal are preparing the business case for their DSP.
- Bromley – Inception meeting held in September. Discussions taking place with facilities management procurement. Resourcing problems are causing problems progressing.

- TRAILBLAZER €2.2M project: EU wide promotion of Delivery and Servicing Plans to promote best practice in freight energy efficiency amongst local and regional authorities and the private sector.
- 4 x Trailblazers – Borlange - Sweden, DHL, London Borough of Sutton, TTR
- 4 x Pathfinders - Eskilstuna (Sweden), Vaxjo (Sweden), Vercelli (Italy) and Zagreb (Croatia).

Night-time Deliveries

- Beckenham trial ended late June 09
- Sainsbury's collating operational data
- Case study drafting underway
- DfT, FTA and NAS have just commissioned TTR to run the 'Quiet Deliveries Demonstration Scheme
- Inviting Retailers and Local Authorities to participate in 6 trials across the country

Action: TTR to redouble efforts to chase Sainsburys for operational data.

Commercial Vehicle PCN Flag

- Implemented – Croydon and Sutton
- Wandsworth: updating systems next financial year and will look to incorporate in specification.
- Kingston: no room within Council programme this year – will keep the opportunity under review
- No other immediate prospects.
- Discussion around data being produced by the new system in Sutton. Number plates were not recorded. Data is also being generated by central London boroughs.

Action: PB to arrange a meeting with Bashir Khan and Richard Kingsbury to discuss detailed data and consistency of processing.

Wimbledon Station Approach Delivery and Servicing Review

- Study works largely complete
- Report being finalised
- Draft recommendations regarding:
 - i. Design of the combined loading and kiss and ride bay
 - ii. Discussions with selected operators
 - iii. Enforcement
 - iv. Physical environment e.g. Location of cycle stands, surface materials, shop displays etc.

New Project – Purley Town Centre Freight Study

- Observe current delivery and servicing activity in town centre
- Undertake FERS audit

- Assess impact of wider D&S activity in context of wider town centre scheme planned for 2010/11
- Kick off meeting with town centre manager 20th Jan 10

4. SLFQP Borough Freight Events

- Borough liaison events – Both Wandsworth and Sutton meetings in Nov 09 went well, attended by a wide variety of disciplines
- DC volunteered to attend a London Forum of Amenity and Civic Societies meeting to present on FQPs.

Action: PB to investigate availability of TfL report on public attitudes towards freight.

5. Finalising 2009/10 Work – Overnight Lorry Parking Study

- Proposal document was circulated in advance to lead Borough members and FTA
- Proposed study will comprise desk-based review of existing facilities (expected to be none), consultation with Borough officers and key stakeholders, flying audits, along with driver and operator interviews.
- Work will identify capacity and demand for HGV overnight parking and also illustrate where hotspot locations exist within Boroughs and neighbouring authorities
- Boroughs will have the opportunity to suggest specific locations for review and comment on their planning policies in relation to flexible / temporary release of land and approval of spaces on industrial areas
- Approval needed urgently to allow work to be completed on time

6. Planning for 2010/11 – initial discussion

- Discussions needed early March, rather than late
- CS stressed that process should be kept as simple as possible – Boroughs procuring TTR services should do so via Croydon, via the FQP
- Keep as close as possible to the existing model

Action: Alan Lewis to investigate arrange a planning meeting for lead members of each Borough.

7. Any Other Business

- PB explained TfL plan for mapping of industrial estates
- The next stage of the partnership review is currently underway

8. Next meeting

- 10am on 13th April 2010 at Croydon Town Hall.