

South London Freight Quality Partnership
Steering Group Meeting Minutes
26th March, 2008
Wandsworth Town Hall, Wandsworth, London

Attendees

Name	Affiliation
Iain Forbes (IF)	LB Bromley
Ashley Heller (AH)	LB Merton
Dave Kennett (DK)	LB Wandsworth
Richard Kingsbury (RK)	LB Sutton
Stephen Potter (SP)	LB Croydon
Andrew Saint (AS)	TfL
John Sibson (JS)	LB Wandsworth
Clive Simmonds (CS)	LB Croydon
Eddie Stedman (ES) (part)	LB Sutton
Alan Lewis (AL)	TTR
Arnaud Lagrange (ArL)	TTR
Chris Douglas (CD)	TTR

Apologies

Clive Barker	CSB Logistics
Peter Blaine	TfL
Natalie Chapman	FTA
Alan Lucking	SELTRANS
Stewart Saunders	LB Croydon
Gordon Telling	FTA
Clive Woodhead	PF Whitehead

Construction Consolidation Centre Workshop March 08 - Report

- Report provided on the recent SLFQP Construction Consolidation Centre Workshop
- Good attendance, with multiple parties represented, including developers, operators and local authorities
- Detailed discussion of roles and responsibilities of each party potentially involved in CCC set-up and operations
- Event provided an opportunity for networking and was designed to help bring parties together to discuss the issue and future activity in a positive way

- Integration of the Consolidation Centre concept in the planning system (i.e. through planning applications and possible consideration in associated transport assessments) could provide the key to greater interest and uptake. Particularly relevant to use of consolidation centre during the construction phase of a major development
- An open and detailed business case surrounding consolidation centre operation still remains unclear due to a combination of difficulty in obtaining data, commercial pressures and fragmentation in the current supply chain for construction projects. However, theoretical and anecdotal evidence was presented that suggests that the business case has been demonstrated sufficiently for several national logistics providers to be joining the specialists already involved in this area and offering construction logistics services on a commercial basis. This activity is likely to help clarify the potential economic as well as the environmental benefits.
- West London FQP has developed a Construction Logistics Toolkit to help highlight the key issues and approaches.

Actions

SLFQP to keep in contact with key parties with a view to further collective discussions in the future.

SLFQP to work with Croydon Council to investigate how current changes to working practices when development plans are reviewed can integrate improved construction logistics plans into the planning consent

A copy of the West London FQP Construction Logistics Toolkit will be circulated when publicly available.

Communications Plan - Update

- Ongoing communications work since last Steering Group meeting has included 3rd party event attendance (Logistics Link South) and Press/PR activity (editorial and advert in South London Business magazine March/April 08)
- Primary focus of activity has been on organising own Consolidation Centre events (Construction Consolidation Workshop earlier in March and upcoming Urban Freight Consolidation Centre Seminar & Workshop in Croydon on 23rd April)
- Invitations to the Urban Freight Consolidation Centre Seminar & Workshop on 23rd April were tabled. The aim of the event was outlined in terms of bringing a range of potentially interested parties together to discuss progress to date, hear case study examples from Bristol and Norwich and then, during the Workshop session, develop an Action Plan

- with future tasks, roles and responsibilities to take the issue forward. Steering Group members were invited to confirm their attendance.
- Additional activity has involved arranging Borough Officer briefing sessions within individual member Boroughs. The aim of the briefing events is to increase awareness of SLFQP activities among Borough officers across a range of Departments and encourage direct involvement with the SLFQP. The recent briefing session in Kingston attracted 12 officers, generated good quality discussion and has resulted in subsequent work to develop a freight map and accompanying signage for Chessington Industrial Estate. A similar event is to be held in Croydon on 8th April and scheduled for Merton later that month. Offers to run similar events have been issued to other Boroughs and responses are awaited.

Legal Loading Initiative - Update

- Recommendations previously made by SLFQP for Bromley's Market Square, High St and Tetty Way have been followed up
- These included shared use of private loading bays (multiple retailers using the same loading bay) and a 5 minute short stay parking bay to help alleviate problems caused by illegal car parking within the on-street loading bay
- Success of these measures will be assessed by monitoring levels of PCNs issued
- Shared use of private loading bays may inevitably raise issues relating to responsibilities and accountabilities. A Code of Practice on shared use of private loading bays could help to provide practical guidelines.

Action

SLFQP to follow-up work with local retailers to understand their views on how the situation has improved (or otherwise) by the shared use of private loading bays and the installation of the 5 minute short stay parking bay and associated enforcement of the loading bay.

Night-time Deliveries – Update

- SLFQP discussions with local authorities and retailers continue
- Sainsbury's continues to be interested in potential store trials within Croydon
- Similarly, Sainsbury's discussions with Bromley are ongoing
- An update on developments following the Wandsworth trial was provided by JS. The 'Silent Approach' will be launched at a Noise Abatement Society event at the CV Show at the NEC, Birmingham on 17th April. Initiations to the event were tabled. Copies of the 'Silent Approach' guidance note were tabled. Real interest has been shown by a number of major retailers. The CV Show will provide an opportunity for low noise

technology to be exhibited and for the 'Silent Approach' to be showcased. Profiling the successful case study, ensuring maximum exposure to a potentially interested target audience, is critical. Good coverage of the Wandsworth trial has been received in the trade press in recent months

Action

SLFQP to continue discussions with operators, retailers and local authorities to develop a strategic way forward, leading to further practical implementation. SLFQP has a good opportunity to lead the way on this issue.

PCN Hotspots - Update

- SLFQP continues to assess the content of the preferred TfL template for data collection from PCNs and compare this with the responses received from Boroughs to outline the data actually collected
- Liaison also continues with a small number of Boroughs relating to the potential for PCN data capture upgrades
- Extra field inclusion within the PCN could, in theory, be simple, merely requiring the addition of a 'Commercial Vehicle' category for selection

Actions

RK (LB Sutton) to review potential for new 'Commercial Vehicle' field inclusion

A copy of the newly published DfT "Operational Guidance to Local Authorities: Parking Policy and Enforcement" is to be circulated with the minutes.

Waste & Fly-tipping

- Croydon, Wandsworth, Lewisham and Merton have been identified as Boroughs with fly-tipping hotspots
- Fly-tipping occurs in a variety of locations within Boroughs, including at the front of residential properties, at the rear of commercial premises and in other isolated locations.
- These conclusions have been drawn from on-street observations which have identified up to 15 particularly serious hotspots
- Draft report produced to outline review work undertaken, currently being reviewed internally before submission and circulation.

SLFQP Funding 2008/09

- The proposed funding allocation for SLFQP for 08/09 was circulated by AS and discussed by the group

- The funding allocation anticipated a particular focus on Delivery & Servicing Plan activities, including appointment of the sub-regional DSP co-ordinator as from April 2008. However, the exact nature of the DSP work (and specification for the DSP co-ordinator) still need to be finalised by TfL before either the appointment procedures or the work can get underway.
- It was suggested that there may be some crossover between the role of the DSP co-ordinator and that of the SELTRANS Travel Plan co-ordinator, providing the potential to combine or at least ensure close co-operation between both roles
- It is expected that the DSP co-ordinator will be a TfL-funded Borough employee. This funding is currently only guaranteed until March 2010, although it is anticipated that it will continue beyond that date once the TfL freight unit's future funding is confirmed.
- AH highlighted the issue of the number of trips being generated by the waste transfer sites within the Borough and asked if this was something that SLFQP could help with. AL asked for a more detailed written note on the issue and outline specification of what would be required by 30th April. However, on initial consideration it appeared to fit in respect of the delivery and servicing requirements of such waste transfer sites and hence has the potential to be something that could be followed up by SLFQP. This would, however, need to be confirmed with TfL as it would need to fit in with their waste and DSP activities.
- Prior to the meeting both Kingston (Tolworth local retailer survey) and Merton (loading/unloading rules in Morden & Colliers Wood) had identified possible schemes for funding under the workstream relating to legal loading and PCN issues. AL requested that both Boroughs submit a more detailed outline specification of what would be required by 30th April so that they could be considered with any other Borough requests as part of the production of a final SLFQP workprogramme at the next steering group meeting.
- Any other SLFQP Boroughs that are interested in conducting review or implementation work on issues relating to legal loading and PCN issues should also submit requests for consideration within the proposed programme of work for 08/09 by 30th April.
- It was agreed that measurable targets should be set within future SLFQP programmes of work to help highlight successes resulting from efforts

Actions

Boroughs to consider their own legal loading and PCN issues and to submit work requests for consideration within the proposed programme of work for 08/09. Outline documents (highlighting background to work, technical activity required, expected outcomes and relevance to SLFQP) should be submitted to TTR by 30th April 08. This will enable draft programme of work to be produced shortly

thereafter and circulated to members for review before submission to TfL for initial discussion, prior to final submission.

SLFQP Funding Bid 2009/10

- TfL's LIP Guidance suggests that freight-related LIP content should be provided to SLFQP for inclusion in the SLFQP bid to be made through Croydon as lead Borough, rather than submitted directly in the Borough's own LIP (except for highly localised Borough schemes with no regional significance, and even then the FQP should be aware of them so that the appropriate cross references can be made within the LIP bids).
- Measurable targets to be set within future SLFQP programme of work to help highlight successes resulting from efforts
- Further discussion of 08/09 bid will be held during May Steering Group meeting

Actions

Boroughs to consider their specific needs for potential freight-related projects for 09/10 financial year and provide feedback to AL by 30th April 2008. This will enable a draft bid to be produced shortly thereafter and circulated to members for review at the next steering committee meeting, before initial discussion with and then final submission to TfL.

Next Meeting

Wednesday 21st May, 2008 at Croydon (provisional)

Action

IF to confirm venue availability at Bromley. (Unfortunately no meeting room was available.)

TTR 31/03/08