

Minutes of Meeting

West End Partnership Freight Group Inception Meeting

20th May 2016 2pm - 4pm

CBRE Boardroom | Henrietta House | Henrietta Place | London W1G 0NB

Chair: Steven Medway, New West End Company

Minutes by Lucy Turnbull, New West End Company & Vicky Keeble CRP

1. Welcome & Introductions

Name	Company/Title
Steven Medway	NWEC
Lucy Turnbull	NWEC
Vicky Keeble	CRP
Susan Wilks	CRP
Charles Owen	Shaftsbury
David Kaner	CGC
Ian Wallis	John Lewis
Karen Galey	Camden
Natalie Chapman	FTA
Sam Clarke	Gnewt
James Robinson	HOL
Deborah Karim	HOL
Sharon Davies	DHL
Tim Ward	TFL
Richard Barker	WCC

Apologies

Ben Plowden	TFL
Fiona Fletcher	London
Marion Taylor	Gap
Penny Alexander	Baker Street
Peter Bourne	TCE
Peter Harris	UPS
Ian Wainright	TFL

SM – Introduced the purpose of the group, why it has been set up, and stated the importance of collaborative work on the topic.

2. West End Partnership Freight Group Terms of Reference

DK – Recommend change on the wording, often confusion with the use of Freight. The document should state that it refers to a reduction in vehicles and clarification on the inclusion of freight waste detailed in the text.

NC – Delivering/servicing would be a better way of wording this, TW agreed that this is the terminology that TfL are using.

RB – Good to align what we are all trying to achieve, however there are too many objectives. The number of these should be reduced and the group should start with fewer, clearer priorities.

The group agreed that WEP Strategic Objective 4 'Easy to reach, with less congestion and better air quality' is the priority objective to start work upon.

3. West End Partnership Defining Success

The group agreed that tangible measures are needed, and that more work should be done to clarify on 50% targets for reduction in vehicles. KG suggested the addition of 'softer' targets around number of businesses engaged.

It was also agreed that it is necessary to set a current baseline. TFL have some data but it is not localised enough, which may mean that WEP needs its own camera system.

ACTION - TFL/SB (WCC) to look into baseline and camera system.

SM – Suggested that BID's will have to work together to share data on current project outcomes.

IW (JL) – Need to factor in sales as this will effect freight, seasonality etc.

SR (WCC) – explained that funding for delivery of any initiatives is yet to be secured for WEP and the freight group. The outcome of a bid for funding will be available in autumn 2016.

The scope of the project was discussed including; whether the headings were correct, should the topic be split into e.g. waste and freight be split or e.g. construction, heavy goods, commercial, servicing. It was also proposed that the scope of WEP area could be widened for this topic to encompass the river. NC – FTA stated that freight by water is something that's being looked at however there are many constraints along with adding cost and layers of procurement. The group does not want to add cost and deter businesses from complying however DK countered that a price mechanism can often be used to change behaviour. NC

stated that we need to ensure any price mechanism are however effective and ensure alternatives are readily available.

Royal Mail Tunnel raised as a question – TW confirmed that the nature of the tunnel means it is only fit for removal not delivery due to the way in which the system was built. Therefore rules it out for freight. However Crossrail 2 is investigating the potential for some freight movement.

A discussion was had around the importance of the group understanding and communicating best practice freight projects in the West End. SM stated that it is necessary to ensure BIDS are using their neighbourhood forum links to support this.

4. WEP Freight Programme Plan

The WEP Freight Programme Plan was discussed as a potential for

SC – Requested that one project could be to review on-street loading bays and parking/loading restrictions. Gnewt drivers have to move vehicles because of 20min delivery windows or 40min on a yellow line. It has been difficult to train drivers on the requirements of the 33 boroughs in London and it would be useful to unify the rules between Camden and Westminster as a starting point.

JR – highlighted the need to keep momentum and interest by ensuring that milestones are set and achievements celebrated throughout. SW asked if on-street loading bay consistency is a place to start. It was agreed by the group that this would be a good starting point.

ACTION – CRP to liaise with Camden and WCC to investigate possibility of collaboration.

DK – referred to the need to tackle the ‘white van man’. Ian Wainwright from TfL Freight & Fleet sits on the New Covent Garden group, which does some work to address these vehicles. CO identified the possibility of approaching small/medium enterprises (SMEs).

ACTION – TW to circulate list of companies that TFL are liaising with from Jaz Chani

5. Forward look – next meeting; developing the freight programme and A.O.B

ACTION – CRP to update and map the WCC freight project spreadsheet (to include recent and Camden projects) by the next meeting.

DK suggested that everyone should feed into the mapping and that it would be useful to colour code different projects.

Next proposed meeting dates: **8th September 14:00 – 16:00 & 17th November 9:00 – 11:00**