

WEP Deliveries & Servicing Group

MINUTES of Meeting

8th September 2016 2pm - 4pm

Room 1b/1c 17th Floor | Westminster City Hall | 64 Victoria Street | London SW1E 6QP

Chair: Steven Medway, New West End Company

ATTENDEES

| Name | Organisation |
|---------------------------------|----------------------------------|
| Penny Alexander | Baker Street Quarter Partnership |
| Susannah Wilks | Cross River Partnership |
| Vicky Keeble | Cross River Partnership |
| Sherry Shangguan | Cross River Partnership |
| Peter Bourne | The Crown Estate |
| Natalie Chapman | Freight Transport Association |
| Sam Clarke | Gnewt |
| Nigel Symonds (for Karen Galey) | London Borough of Camden |
| Steven Medway (Chair) | New West End Company |
| Lucy Turnbull | New West End Company |
| Lydia Clarkson | Shaftesbury |
| Ian Wainwright | Transport for London |
| David Kaner | West End Community Network |
| Richard Barker | Westminster City Council |
| Jennie Preen | Westminster City Council |
| Sarah Rye | Westminster City Council |

1. Welcome & Introductions

Apologies received from Karen Galey (London Borough of Camden); Sharon Davies (DHL); Thomas Layfield (Greater London Authority); Oliver Lord (Greater London Authority); James Robinson (Heart of London); Jerry Ward (John Lewis); Peter Harris (UPS).

2. Actions from previous meeting

- a. Baseline (TfL & WCC) Ongoing.

VK stated information that had been gathered from TfL Data team on existing data in the WEP area (attached in Appendix 1). SR & WCC have concerns over numbers from DfT. It was acknowledged that there is detailed baseline data for Oxford Street but less for the entire West End Partnership (WEP) area, particularly when looking specifically at freight. PA has a lot of information regarding delivery bays but needs to link in with other data. The group also discussed difficulties in extracting small van counts as they are often grouped with cars and taxis. IW suggested that it may be possible to extract these and that TfL Freight team have figures on proportions of small vehicles which are cars, vans, private hire.

David Kaner raised a query about measuring congestion, if it's possible, and if that's what the group is concerned about – more than the number of vehicles.

ACTION 1: IW to send data for stationary vehicles count, and other relevant data specifically collected by the freight team.

- b. Collaboration between WCC & Camden on parking and loading restrictions (CRP) **Ongoing.**

VK is coordinating a meeting late September between WCC and Camden. However, at first glance there does not seem to be much difference between WCC & Camden parking restrictions. Discussions have already been had with WCC, where concern has been raised about our ability to change these restrictions without having drivers take advantage. WCC have suggested that there might be value in a communications exercise with drivers to educate on restrictions across the WEP area. NC said that the FTA have produced a similar document which is available on their website.

A discussion was had around borough autonomy on parking and loading restrictions.

The group agreed that it is useful to continue this discussion because there is a risk of increased congestion and unnecessary vehicle movements where loading and unloading restrictions are ineffective.

ACTION 2: IW and NC to forward data and loading/unloading information to SM & LT

- c. Circulation of TFL business engagement work (Tim Ward) **Ongoing.**

Data is currently being collated by TfL for dissemination to the group.

ACTION 3: IW to circulate information when available

- d. WEP Freight Mapping inc. LB Camden Projects (CRP) **Ongoing.**

VK presented mapping project later in meeting under item 4.

3. Defining the problem

The group drew up a PROBLEM TREE – to assess the root causes, and effects of the problem “Negative Impacts of Freight”. This brought a conversation out about the concerns that each member of the group had about freight. The group agreed that the group's main agenda was to

reduce the volume of freight in central London. Side benefits of improved safety; reduced air pollution; will be realised when this aim is achieved.

Specific concerns and opportunities were raised about:

- hidden costs of deliveries where the supplier suggests that delivery is 'free'
- congestion charge and ULEZ costs will be passed discreetly onto the consumer
- click & collect models are changing due to consumer expectations to be able to return orders for free
- multi – tenanted and hospitality buildings are seen as key trip generators that could be a focus for the group

4. WEP Freight Mapping & Identification of Deliveries & Servicing Priority Areas

Cross River Partnership showed the draft WEP freight map, developed with WCC communications team and requested input from the group to ensure that all current freight projects are displayed.

IW raised a concern that TfL may not be in a position to input lower level detail on this map. There was a discussion about the use of consolidation centres as a solution, and how cost savings could be identified as currently retailers are reluctant to use due to additional costs for them to receive their deliveries. Supplier consolidation was suggested as a more affordable solution

It was agreed to look at multi-tenant offices as initial target project. CRP and SM will take this away to consider the scope of the project. The group needs to understand if it is feasible from budget perspective, economic case important.

ACTION 4: PA yo email boundary of BSQP BID to VK and send information and data from BSQP 'Smarter Deliveries' project.

ACTION 5: All & VK – VK to send freight map link and All to review and suggest any additional projects that are missing from the map.

5. WEP Freight Programme Plan – Update from Sarah Rye

The TIFF Bid is still going through the review process, WCC expect some direction in the autumn statement (November) and if this is positive it will allow the group to move forward with actions. The group has basic funding in place to keep meeting, and begin to develop a WEP deliveries and servicing plan with communications strategy until March 2017.

JP – Added that there is some funding for the Marylebone Low Emission neighbourhood project and that some BIDs also have available budgets for freight reduction. This will enable some best practice to be demonstrated and shared.

6. Oxford Street West (OSW) Business Engagement Project – Vicky Keeble

VK gave an overview of the OSW Business Engagement work on the freight and waste review for the street. Following on from a desktop study completed by WSP PB, CRP will be undertaking

business engagement in 2 trial areas that have been identified as having a specific issue with freight. These trials will be undertaken in October/November with a short report on lessons learned delivered early January. Following, 4 further areas will be surveyed, according to results from the initial survey.

IW suggested that there is information from France on trips generated per building use which may be useful to the project. PA noted that BSQP also have data for specific buildings in their area.

ACTION 6: IW and PA to send trip data per building use to VK

7. WEP Freight Communications - Freight in the City conference; communicating best practice;

SM stated that the group should be shouting about all the great projects that the WEP freight group members are working on as a collective West End as opposed to by BID/borough/organisation. The group suggested that it would be useful for us to share best practice within the group too, and to have presentations of successful projects at future meetings. The general consensus was that it would be very useful to raise the profile of the work that the group are doing to bring projects together, and scale up best practice, in the WEP area.

ACTION 7: SM/CRP to bring projects to the group for example the Commercial Vehicle Reduction Scheme currently operating on Bond Street.

The Freight in The City Event is taking place on the 2nd November at Alexandra Palace. The group's chair, Steven Medway, will be speaking at the event as will Natalie Chapman.

ACTION 8: ALL to let SM know if they have any topics you would like SM to raise

ACTION 9: VK to produce best practice projects on a web page (Case Studies) to celebrate what the group is doing do so that others can replicate and deliver within their area.

8. Forward look – next meeting; developing the freight programme

The next People Group is 4th October and the next WEP Board is 28th September

ACTION 10: VK to circulate briefing documents for the WEP Board in advance

Next Meeting proposed early January before WEP Board meeting at the end of Jan.

9. A.O.B

DK asked if there is any work going on for Hospitality Freight, for example consolidating deliveries coming from New Covent Garden? Is it an opportunity?

IW responded from the point of view of his role sitting on the Board for New Covent Garden. Previous similar projects have tried and failed however it may now be better timing to achieve something. There are currently a lot of changes going on with

developing the market footprint and the new CEO. It could be something we look at in the future.

ACTION 11: VK to add this info to the freight map.

DK asked if there was something that could be done around waste consolidation pre-collection to reduce visibility on the streets? For example exploring underground waste storage.

SR responded that WCC have tried this, underground space is very minimal so makes it very hard, although not impossible.

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Appendix 1: Suggested Existing Data from TfL

| Source | Type | What is it? | How could we use it? | Pros | Cons | Comments |
|--------|----------------------------------|--|---|---|--|--|
| TfL | Automatic Traffic Counts | Magnetic induction loops in road surface that collect traffic counts all day, every day. Usually used at sites of light traffic flow | Can be used for analysing both speed and number of overall traffic movements to identify which roads are the busiest, thereby identify which roads will benefit from freight reduction the most | - Data broken down by day and hours | - Standardised substitute data used when there's gap in data - Data not broken down by vehicle type | Not practical for this specific WEP freight project since it does not break down by vehicle type |
| DfT | Average Annual Daily Flow Counts | Give the number of vehicles that will drive on a stretch of road on an average day of the year | Can be used for analysing year to year changes in traffic flow and to reflect how busy a road is. Would be useful for WEP freight project to monitor year to year changes in freight level, especially on the busiest roads | - Data broken down by vehicle type - Wide data range from 2000- 2015 | - Data not broken down by hours | Suitable for the purpose of the project |
| TfL | Ad-Hoc Survey Counts | Counts from one-off surveys, usually from particular traffic studies. They are mainly manual counts. | Can be used for analysing traffic flow specifically at Classified Junctions, including roundabouts, priority junctions and traffic signals. Would be good to be able to use such data for WEP freight project to demonstrate freight traffic at busy junctions, such as Great Portland St/Albany St junction, Bayswater Rd/Park Ln/Cumberland Gate junction and Trafalgar Square junctions. It can also be used for Origin and destination studies to see much traffic has been generated at one location and which locations are the main recipients | - Data broken down by hour and by vehicle type - Abundant survey sites - Wide data range from 2007 - 2016 | - Spot Speed Survey Counts included - need to check if all vehicles are captured or just the ones above/below certain speed/seed percentile - Because they are ad-hoc we cannot use as a baseline without paying for another survey in the future to compare to | This data would only be useful where the same/similar surveys are run in consecutive years |
| TfL | Thames Screenline | Manual traffic counts at three locations on Westminster, Waterloo and Blackfriars Bridges. Based on 16 hour 6am - 10pm weekday periods, using six minute in fifteen sample counts. | Can be used to analyse changes on freight/general traffic across the three bridges, in response to the freight traffic level on either side of the bridges, or after the Garden Bridge is in place for example. | - Data broken down by hour, direction, and vehicle type | - Data only exists for three cross river bridges - Night time flows are estimates - Survey only done every two years, latest data held is for 2014 | This data would be useful for a specific, river crossing focussed project |