

London Councils' Transport and Environment Committee

Thursday 11 December 2014

2.30pm in the Conference Suite, London Councils, 59½ Southwark Street, London, SE1 0AL

Labour Group: Meeting Room 4 at 1.30pm (1st Floor)

Conservative Group: Meeting Room 1 at 1.30pm (1st Floor)

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Agenda item	
1	Declarations of Interests*
2	Apologies for Absence & Announcement of Deputies
3	Flood Risk Management in London & the Thames Regional Flood & Coastal Committee (RFCC) – Introduction by Amanda Nobbs, (Chair of the TRFCC)
4	Draft Car Club Strategy
5	Chair's Report
6	Consultation on Fixed Penalty Notices for Anti-Social Spitting
7	Safer Lorry Scheme Update
8	Cycle Wayfinding Report
9	Roads Task Force – Street Types Programme
10	Concessionary Fares: Settlement & Apportionment 2015/16
11	Freedom Pass 2015 Renewal Update

12	Proposed TEC Revenue and Borough Charges 2015/16 – For Decision	
13	Minutes of the TEC Executive Sub Committee held on 13 November 2014 (for noting)	
14	Minutes of the TEC Meeting held on 16 October 2014	
	Exclusion of the Press and Public (Exempt) To resolve that the press and public be excluded from the meeting during discussion of the following item(s) of business because exempt information, as defined in Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information) of the Local Government Act 1972 is likely to be made known at the meeting	
101	Parking on Private Land Appeals – Potential for Continuation of Service	<i>To Follow</i>

Declarations of Interest

* If you are present at a meeting of London Councils' or any of its associated joint committees or their sub-committees and you have a disclosable pecuniary interest* relating to any business that is or will be considered at the meeting you must not:

- participate in any discussion of the business at the meeting, or if you become aware of your disclosable pecuniary interest during the meeting, participate further in any discussion of the business, or
- participate in any vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

It is a matter for each member to decide whether they should leave the room while an item that they have an interest in is being discussed. In arriving at a decision as to whether to leave the room they may wish to have regard to their home authority's code of conduct and/or the Seven (Nolan) Principles of Public Life.

*as defined by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

If you have any queries regarding this agenda or are unable to attend this meeting, please contact:

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TEC Declarations of Interest 11 December 2014

Freedom Pass Holders/60+ Oyster Cards

Cllr David Cunningham (RB Kingston-upon-Thames), Cllr Alan Smith (LB Lewisham), Cllr Caroline Usher (LB Wandsworth) and Michael Welbank (City of London)

North London Waste Authority

Cllr Dean Cohen (LB Barnet), Cllr Phil Jones (LB Camden), Cllr Chris Bond (LB Enfield), Cllr Feryal Demirci (LB Hackney), and Cllr Clyde Loakes (LB Waltham Forest)

Western Regional Waste Authority

Cllr Wesley Harcourt (LB Hammersmith & Fulham) and Cllr Jenny Brathwaite (LB Lambeth)

East London Waste Authority

Cllr Ian Corbett (LB Newham) and Cllr Baldesh Nijjar (LB Redbridge)

South London Waste Partnership

Cllr Kathy Bee (LB Croydon) and Cllr Colin Hall (LB Sutton)

London Waste & Recycling Board

Cllr Clyde Loakes (LB Waltham Forest)

Car Club

Cllr Feryal Demirci (LB Hackney) and Cllr Colin Hall (LB Sutton)

Thames Regional Flood & Coastal Committee (RFCC)

Cllr Cameron Geddes (LB Barking & Dagenham)
Cllr Feryal Demirci (LB Hackney)
Cllr Tim Coleridge (RB Kensington & Chelsea)
Cllr Alan Smith (LB Lewisham)
Cllr Nick Draper (LB Merton)
Cllr Mark Williams (LB Southwark)
Cllr Stuart McNamara (LB Haringey)

London Cycling Campaign

Cllr Feryal Demirci (LB Hackney)

Director of "Living Streets" (non-pecuniary)

Cllr Colin Hall (LB Sutton)

Crossrail 2 (pecuniary)

Cllr Dean Cohen (LB Barnet)

London Councils' Transport & Environment Committee

Flood Management and Thames Regional Flood and Coastal Committee (TRFCC) Item no: 03

Report by: Katharina Winbeck **Job title:** Head of Transport and Environment
Date: 16 October 2014
Contact Officer: Katharina Winbeck
Telephone: 020 7934 9945 **Email:** Katharina.winbeck@londoncouncils.gov.uk

Summary: TEC considered flood management at its meeting on 16 October 2014. Members agreed that they needed to see a business case to make a more informed decision on the flood levy for the Thames catchment area. This report gives an update and presents the business case as requested.

Recommendations: The Committee is asked to:

- Note the report
- Note and comment on the Business Case provided by the Environment Agency
- Note that Members of the Thames RFCC will determine on 21 January 2015 the investment programme and levy

Background

1. TEC received a report on flood management and flood levy at its 16 October meeting. Members discussed the report and stated that in order to have an informed discussion on flood management and flood levy for the Thames catchment area, a business case was required.
2. This has been discussed with the Chair of the Thames Regional Flood and Coastal Committee (RFCC) and it was agreed that a business case will be prepared in time for the December TEC meeting, so that Members can have an informed discussion.

3. The business case has been prepared by the Environment Agency and is presented in Appendix I. The business case explains the sources of funding for flood alleviation schemes, the current spend within the six year programme, how projects are assessed, the roles of the different stakeholders, options for the levy, the benefit cost ratio and a list of current projects.
4. TEC Members are asked to note and comment on the business case presented in Appendix I.
5. Members on the Thames RFCC will determine the investment programme and levy at their meeting on 21 January 2015.

Levies in previous years

6. In 2013 the Thames RFCC voted to increase the flood levy payable by local authorities by 5 per cent for the financial year 2013/14, bringing the total flood levy payable by London boroughs to just over £6m. Table 1 below shows the historic breakdown of levy payable by borough and the cost for 2015/16 for a 0 per cent increase and a 1.99 per cent increase respectively.
7. In 2014 the Thames RFCC voted to keep the levy as is with 0 per cent increase.

	2011/12	2012/13	2013/14	2014/15	2014/15		
					0% increase	Sub-Committee Recommendation of 1.99% increase	Difference (£)
London Boroughs							
Barking and Dagenham	102,700	102,700	108,729	108,729	108,729	110,893	2,164
Barnet	273,400	273,400	293,248	293,248	293,248	299,084	5,836
Bexley	63,022	63,022	66,067	66,067	66,067	67,382	1,315
Brent	191,867	191,867	201,532	201,532	201,532	205,542	4,010
Bromley	197,902	197,902	205,659	205,659	205,659	209,752	4,093
Camden	189,366	189,366	199,386	199,386	199,386	203,354	3,968
Croydon	251,688	251,688	264,512	264,512	264,512	269,776	5,264
Ealing	232,800	232,800	245,131	245,131	245,131	250,009	4,878
Enfield	218,115	218,115	226,155	226,155	226,155	230,655	4,500
Greenwich	144,083	144,083	153,732	153,732	153,732	156,791	3,059
Hackney	146,297	146,297	158,427	158,427	158,427	161,580	3,153
Hammersmith and Fulham	157,246	157,246	163,439	163,439	163,439	166,691	3,252
Haringey	169,586	169,586	178,145	178,145	178,145	181,690	3,545
Harrow	171,786	171,786	180,523	180,523	180,523	184,115	3,592
Havering	164,995	164,995	171,763	171,763	171,763	175,181	3,418
Hillingdon	194,840	194,840	205,297	205,297	205,297	209,382	4,085
Hounslow	171,506	171,506	179,623	179,623	179,623	183,197	3,574
Islington	171,381	171,381	183,886	183,886	183,886	187,545	3,659
Kensington and Chelsea	198,035	198,035	204,197	204,197	204,197	208,261	4,064
Kingston	123,142	123,142	129,377	129,377	129,377	131,952	2,575
Lambeth	206,259	206,259	222,272	222,272	222,272	226,695	4,423
Lewisham	174,048	174,048	183,142	183,142	183,142	186,787	3,645
Merton	147,694	147,694	153,233	153,233	153,233	156,282	3,049
Newham	148,388	148,388	157,768	157,768	157,768	160,908	3,140

	2011/12	2012/13	2013/14	2014/15	2014/15		
					0% increase	Sub-Committee Recommendation of 1.99% increase	Difference (£)
London Boroughs							
Redbridge	179,763	179,763	186,728	186,728	186,728	190,444	3,716
Richmond	176,826	176,826	184,316	184,316	184,316	187,984	3,668
Southwark	191,791	191,791	204,878	204,878	204,878	208,955	4,077
Sutton	146,600	146,600	151,850	151,850	151,850	154,872	3,022
Tower Hamlets	167,770	167,770	186,028	186,028	186,028	189,730	3,702
Waltham Forest	150,109	150,109	158,257	158,257	158,257	161,406	3,149
Wandsworth	248,557	248,557	262,894	262,894	262,894	268,126	5,232
Westminster	257,737	257,737	269,143	269,143	269,143	274,499	5,356
Corporation of London	11,801	11,801	12,427	12,427	12,427	12,674	247
Total	5,741,099	5,741,099	6,051,764	6,051,764	6,051,764	6,172,194	120,430

Recommendations

8. The Committee is asked to:

- Note the report
- Note and comment on the Business Case provided by the Environment Agency
- Note that Members of the Thames RFCC will determine on 21 January 2015 the investment programme and levy

Financial Implications

9. There are no financial implications to London Councils arising from this report.

10. London boroughs will need to ensure adequate budget for 2015/16 is available based on the outcome of the TRFCC vote on 21 January 2015.

Legal Implications

11. There are no legal implications to London Councils arising from this report.

12. London boroughs have a legal duty as LLFAs to manage flood risk in their areas.

Equalities Implications

13. There are no equalities implications to London Councils arising from this report.

London in the Thames catchment

**Business Case:
Flood Risk and the six year
investment programme**

1. Summary, Headline facts and statistics

London's flood risk

	Surface Water			Rivers/Sea		
	Residential	Non residential	Total	Residential	Non residential	Total
High	59,000	7,000	66,000	11,000	3,000	14,000
Medium	96,000	13,000	109,000	29,000	5,000	34,000
Low	445,000	54,000	499,000	423,000	56,000	485,000
Total at risk	600,000	74,000	674,000	465,000	65,000	536,000

The Six Year Investment Programme

The Thames Regional Flood & Coastal Committee decide (RFCC) which projects make up the programme. The allocation of central Government funding to the projects is based on Defra Policy.

- £180m of Flood Defence Grant in Aid (FD GiA) investment planned in the Thames Estuary to maintain the World Class standard of protection for London from tidal flooding.
- £77m of FD GiA investment within London in the next six years to directly protect 10,000 properties from tidal flooding
- £36m of FD GiA investment planned to reduce the risk of river and surface water flooding to 6,800 properties in London
- At least £25m of contributions are required to unlock all of this investment over the next six years. Levy provides a mechanism for local authorities to pool resources to achieve this.

The return on the investment in flood risk management is high. Within Thames the average benefit to cost ratio's for schemes within the six year investment programme are;

- Protecting London from tidal flooding: 117:1
- Reducing the risk from river flooding: 10:1
- Reducing the risk from surface water flooding: 7:1

Levy

The levy is used only to part-fund capital projects led by either local authorities or the Environment Agency. All other Agency costs are met by central Government.

2. How flood risk management is funded and how value for money is ensured

The flood risks across London, an illustration of the impacts of local flooding during a typical year (2014) along with examples of what gets built through the investment is set out in a series of Annexes (1 to 5) at the end of this paper. These are the factors that drive investment.

The core of this paper focuses on value for money, governance, funding and the six year programme.

Ensuring value for money

Every capital project has to pass a series of gateways to ensure they are economically and technically robust before construction can happen. The National Audit Office scrutinise these processes every two to three years. Their most recent report was published this November. Their conclusions on the flood and coastal risk programme are set out below:

“The Agency has a robust process in place to prioritise maintenance spend, based on the benefits and risk identified by flood risk model data. Annually, it undertakes an exercise to allocate funding for asset maintenance, using its national database of maintenance needs.”

“Benefit–cost assessments for capital flood defence projects are robust and well thought through. The Agency’s approach to benefit–cost analysis is consistent with HM Treasury’s Green Book. The Agency has produced detailed guidance on identifying the typical benefits and costs of projects, and investment appraisals are clear and thorough.”

“There is a healthy benefit–cost ratio for floods projects. The Agency anticipated it would achieve a programme benefit–cost ratio of at least 8:1 for its flood defence projects funded through grant-in-aid for the current spending review period. As of March 2014, it has achieved 9.5:1”

“The Agency has made efficiencies, including a saving of £44 million between 2011 and 2014 in respect of capital construction projects. However, the risk of more severe weather events will put pressure on existing budgets.”

Source: NAO Report into Strategic Flood Risk Management, November 2014

<http://www.nao.org.uk/wp-content/uploads/2014/11/Strategic-flood-risk-management.pdf>

How projects are assessed

Table One – How Projects are assessed		
Stage	The tests, costs and outcome	London Picture
Pre-Gateway 0 – Decision to investigate a problem	Usually a short assessment of evidence to establish whether there <i>could</i> be a capital solution to a flooding problem. A high level assessment of costs and benefits to establish whether the project should be put forward onto a future programme. Generally carried out internally by Local Authorities or the EA. There is a need to produce sufficient evidence for the RFCC approve putting the project on the programme and developing a business case.	67 Projects £27m of investment planned within the 6 year programme
Gateway 0 – Decision to develop a business case for a project.	All business cases are carried out using a common appraisal method that ensures compliance with MH Treasury rules. The business case needs to provide evidence to show: <ul style="list-style-type: none">the economic return on a project is (lifetime costs, houses protected, commercial damages avoided)the costs of constructionthat the risks are understood and accounted forthat the funding contributions are secure	

	<p>The work will involve some flood modeling, engineering assessment of options and consultation with the affected community.</p> <p>On a simple project – for example to construct a flood wall to protect a small group of houses this stage may only take a few months. On a large complex project such as the £15m Lewisham and Catford scheme this phase can take 18 to 24 months.</p>	
Gateway 1 – Approval of business case	If the business case is approved, the project can progress to detailed design. On larger projects, where the appraisal stage is particularly detailed we award ‘Design and Build’ contracts where it is more efficient to do so. This stage ensures that the option selected through the business case can be built for the cost expected.	<p>24 Projects</p> <p>£26m of investment planned within the 6 year programme</p>
Gateway 2 – Approval of detailed design	This gateway checks that the project design has been carried out in accordance with the approved business case and that the client has been involved in the design process and approves the detailed design.	
Gateway 3 – Construction Contract Award	This gateway checks that a contract may be awarded and that everything necessary is in place to ensure that there will be value for money. This will include ensuring the procurement strategy is in place, that all land, legal and planning agreements are secure, ensuring sufficient time for mobilisation and that risks will be managed.	<p>26 Projects</p> <p>£68m of investment planned</p>

Flood Risk Management funding

There are three main sources of funding for Flood Risk projects;

- Flood Defence Grant in Aid from central Government
- Local levy contributions
- Partner / beneficiary contributions

The maximum amount of central Government funding on offer to each project is based on the value of qualifying benefits for each of the outcomes set by Defra.

Those projects that have large outcomes relative to their cost are eligible for 100% funding from central Government. For example, works to the tidal defences through London are eligible for full funding.

Many projects to address surface water, groundwater and river flooding do require contributions to secure the central Government funding and progress. The RFCC take the decisions on where levy contributions should be used to achieve this. Across the 6 year programme in Thames the RFCC have agreed that levy should be used to make up the difference between central Government funding (and beneficiary contributions) and the total cost of a project for surface water and groundwater projects being implemented by Local Authorities. This approach recognises that Local Authorities have only had these responsibilities for a few years and there is a very significant surface water risk across urban locations in Thames.

Governance & roles

London in the Thames catchment

Regional Flood & Coastal Committee	<p>The RFCC brings together members appointed by Lead Local Flood Authorities and independent members with relevant experience:</p> <ul style="list-style-type: none"> • to ensure there are coherent plans for identifying, communicating and managing flood and coastal erosion risks across catchments and shorelines; • to promote efficient, targeted and risk-based investment in flood and coastal erosion risk management that optimises value for money and benefits for local communities; • to provide a link between the Environment Agency, LLFAs, other risk management authorities, and other relevant bodies to engender mutual understanding of flood and coastal erosion risks in its area
Environment Agency	<p>The EA is responsible for taking a strategic overview of the management of all sources of flooding and coastal erosion. This includes, for example, setting the direction for managing the risks through strategic plans; providing evidence and advice to inform Government policy and support others; and providing a framework to support local delivery.</p> <p>The Agency also has operational responsibility for managing the risk of flooding from main rivers, reservoirs, estuaries and the sea.</p> <p>The EA requires the consent of the Regional Flood & Coastal Committee to implement its programmes.</p>
Lead Local Flood Authority	<p>Lead Local Flood Authorities (upper tier councils) are responsible for developing, maintaining and applying a strategy for local flood risk management in their areas and for maintaining a register of flood risk assets.</p> <p>They also have lead responsibility for managing the risk of flooding from surface water, groundwater and ordinary watercourses.</p>
Water and sewerage companies	<p>Water and Sewerage Companies are responsible for managing the risks of flooding from water and foul or combined sewer systems providing drainage from buildings and yards.</p>
All Risk Management Authorities	<p>Under the Flood and Water Management Act 2010 all risk management authorities mentioned above have a duty to co-operate with each other and to share data. A key theme of the Pitt Review was for flood risk management authorities to work in partnership to deliver flood risk management better to the benefit of their communities.</p>

3. The six year programme

Each of the twelve RFCCs across the country have submitted their 6 year investment proposals to

London in the Thames catchment

Defra. On the 3rd December the Chancellor will announce where the £2.2bn of investment will be targeted over the six year period.

The Thames Committee have taken a catchment-wide and long-term approach for many years now and this is strongly reflected in the programme put forward.

The catchment approach is very important because flooding happens across political and administrative boundaries. Within the programme, London benefits from work being proposed outside of its boundary;

- Flood storage is being developed on the River Roding in Essex to hold water back to protect property and infrastructure in North East London .
- Options to reduce groundwater risks in Surrey are being developed to reduce the risk in South London boroughs.
- Works in Hertfordshire are being implemented to ensure that the River Lee Flood Alleviation Scheme continues to operate effectively reducing the risk of flooding through Central North London.

London also benefits from very large scale schemes that cross borough boundaries. Most notably the River Thames Scheme will benefit Windsor & Maidenhead, Surrey and the London Borough's of Richmond and Kingston. The Thames Estuary 2100 Plan, which ensures London will maintain its World Class standard of protection from tidal flooding extends across Essex, Kent and London.

A list of the projects within London in the six year plan is shown in Annexe 6. In summary, within London the six year plan comprises;

- £21m of investment at the Thames Barrier to ensure it continues to operate to a World Class standard,
- £43m of investment in the walls and embankments along the Thames to ensure that all of London is protected from tidal flooding. This is the first phase of £1.2bn of investment over the next 25 years in the tidal defences.
- £15m of investment to start to reduce the risks from surface water flooding in London.
- £42m of investment to reduce the risk of flooding from rivers including large scale schemes for Bromley, Kingston, Ealing, Hillingdon, Redbridge, Waltham Forest, Brent and Harrow. These are areas at high risk of river flooding where there is the opportunity to reduce the risk of flooding to property, businesses and infrastructure before a serious flood happens.

All of the projects have very healthy benefit cost ratio's (typically between 5:1 and 15:1) but under the Governments Partnership Funding policy some require contributions.

4. Levy Options

The Thames RFCC have built up a Major Project Fund to help implement some of the larger projects across the Thames catchment within the six year plan. At present this fund stands at £8.7m.

The table 3 below shows the levy income year on year (based on no increase and also the 1.99% annual increase recommended by the RFCC sub-committee) and indicative levy spend based on the agreed 6 year programme.

London in the Thames catchment

Table 3: Impact of levy on the Major Project Fund					
Year	Indicative Investment	Levy (with no annual increase)	Major Projects Fund (with no levy increase)	Levy (with a 1.99% annual increase)	Major Projects Fund (with a 1.99% annual increase)
2015/16	8,976	10,500	10,224	10,708	10,432
2016/17	10,082	10,500	10,642	10,922	11,272
2017/18	17,855	10,500	3,287	11,139	4,556
2018/19	15,717	10,500	-1,930	11,361	200
2019/20	11,138	10,500	-2,568	11,587	449
2020/21	11,601	10,500	-3,669	11,817	665

This shows that the programme can be delivered with a 1.99% annual increase but that the Major Projects Fund would be drawn down and would therefore impact on the Committee's ability to take forward major projects into the next Spending Review period. By way of comparison, if levy was held at current levels through the 6 year period, £3.7m of projects would need to be removed from the programme for it to be affordable whilst a 5% annual increase would lead to the Major Project Fund being £8.0m at the end of the six years.

The Environment Agency's role is to advise Members on the programme and the potential implications of decisions relating to levy.

On this matter we have advised Members that there are factors that could push the demand for funding upwards (which would place even greater demands on levy contributions or contributions from other partners) and some factors that would take the demand downwards and therefore reduce the demand.

Factors likely to drive the total levy demand up include;

- Cost inflation for all schemes,
- Lead Local Flood Authority schemes arising from investigations in 2015/16 – our judgement is that the costs for these schemes will be higher than currently estimated,
- Strengthening of the business case development in Years 4 to 6 in readiness for the next programme period,
- Strengthening of the business case development in Years 2 to 4 to replace delayed and abortive schemes.

Factors that could drive demand down;

- Efficiencies attained in delivery. The EA has a target to achieve a further 10% efficiencies in the delivery of the capital programme,
- Environment Agency led schemes where a solution is not yet certain (up to approx £10m),
- Lead Local Flood Authority schemes that prove abortive,
- External contributions not available so schemes are not financially viable and cannot progress.

The figures quoted in Table 3 above are the best available information available now, but there are factors that will lead to changes up and down through this period.

David Bedlington

Area Flood & Coastal Risk Manager, Environment Agency

Annexe One:

Overview of the flood risk in London & the Thames

London is at risk from tidal, groundwater, river and surface water flooding. These sources all have very different characteristics.

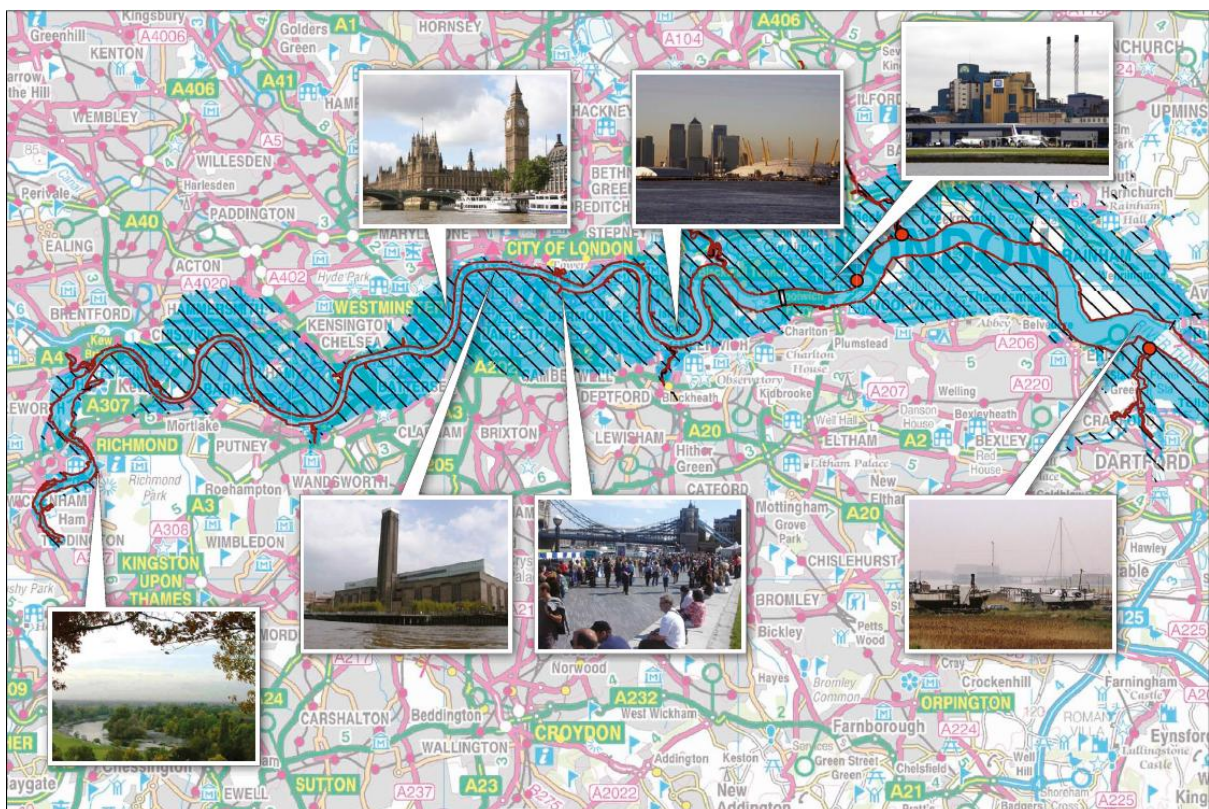
Surface Water

If the rainfall that fell across central Southern England on the 20th July 2007 had fallen fifty miles further east over London the impacts on the city would have been severe. A map showing what is at risk from surface water flooding and would have been impacted in a 2007 type event over London is shown in Annexe 3.

Surface water flooding will happen in any year. A description of the events in 2014 – a normal year for surface water flooding – is provided in Annexe 4.

Tidal Flooding

London has a World Class standard of protection from the Thames Barrier and 197km of walls and embankments along the Thames. Those defences protect the area shaded blue:



Within this tidal floodplain is £200bn of assets including 500,000 homes, 40,000 commercial properties, 35 tube stations, 1000 electricity sub-stations and 400 schools.

£180m of Flood Defence Grant in Aid will be invested over the next ten years to ensure that the defences in the Thames Estuary continue to provide this World Class standard of protection. £77m will be invested within London in the next six years. This investment has a benefit to cost ratio of over 100:1.

London in the Thames catchment

Annexe Two:

Reducing the risk of flooding through capital investment – what gets built?

The purpose of this section is to show Members what is created through capital investment.

All of the levy is only used for capital investment by Local Authorities and the EA. All of the EA operational work, including staff costs, incident response, flood warning and maintenance are funded entirely from central Government.

Surface Water flooding

Local Authorities carry out works to reduce the risks from surface water flooding. These projects are funded in exactly the same way as those carried out by the Environment Agency to reduce the risks from river and tidal flooding; through Flood Defence Grant in Aid along with levy and partner contributions.

In general projects to manage risks from these sources utilise open spaces to store water so that it can then be released slowly without causing damage. This also helps safeguard green space and often to enhance or restore public open spaces and parks.



Works being carried out by LB Southwark this Autumn. This shows construction of a flood storage area to stop water flooding homes and businesses. This project is funded through levy contributions, FD GiA and Thames Water.

River Flooding

London in the Thames catchment

In general the projects carried out to reduce the risks from river flooding achieve similar outcomes; reducing risks to homes and businesses along with enhancements and provision of green space.

This photograph shows the Quaggy Scheme in LB Greenwich. The scheme to protect property in Greenwich and Lewisham involved creating a large flood storage area in the park. It also opened up the river, which was in culvert, to create an open space and park that is used by local residents.



Tidal Flooding

Thames Tidal Defences work

Over £60m of investment is planned within the six year programme to ensure London is protected from tidal flooding. This includes work on the Thames Barrier and the tidal walls through London. This is a typical example of how this investment is used. This work cost £3.25m.

Minoco Wharf is a wharf on the River Thames in Newham. The 200m long timber frontage had deteriorated and in places, voids were beginning to appear. Works to repair or replace the wall were urgently required. 2,540 properties are at risk of flooding should the frontage fail completely.

The repair works were approved in 2013 as part of the Thames Tidal Frontages Programme. The Environment Agency entered into a legal agreement with the landowner, the agreement compelled the



Minoco Wharf: before repair

Minoco Wharf: post-construction

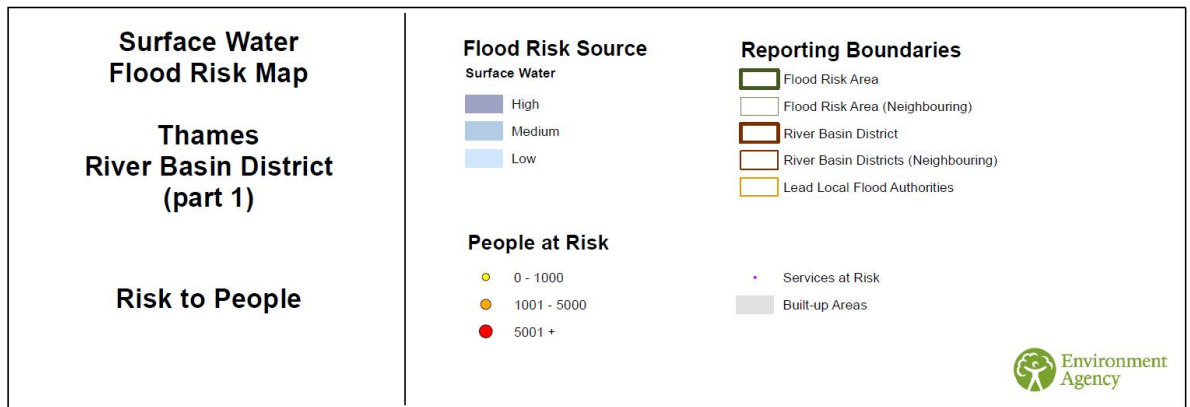
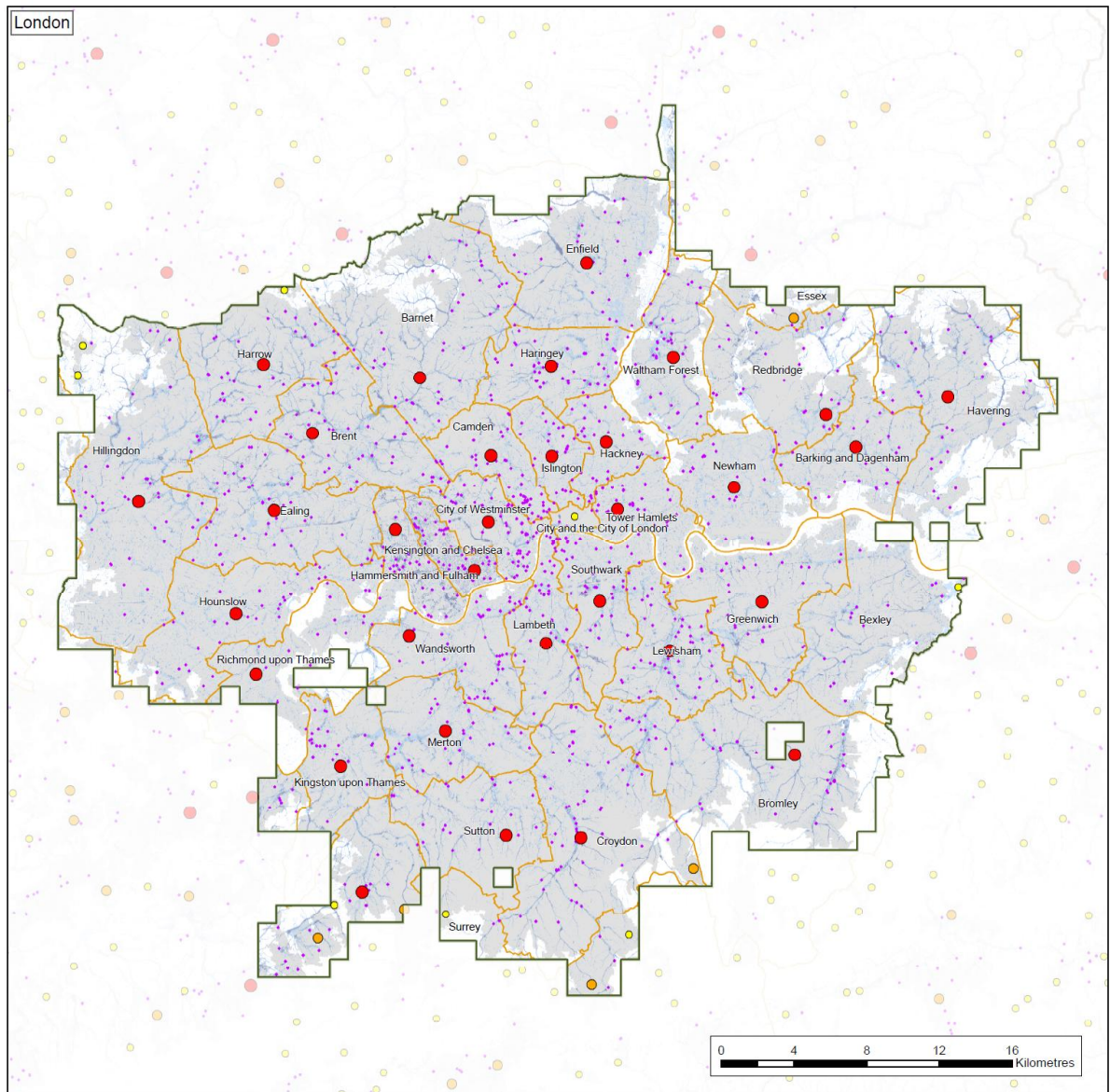
landowner to complete the works to the Environment Agency's programme with the landowner responsible for 70% of the final costs.

The works to rebuild the frontage at Minoco Wharf were completed in early 2014. The dilapidated timber frontage was removed and a new steel sheet pile wall was installed.

A tidal terrace has been installed on the riverside of the wall which will provide intertidal habitat and the new frontage will provide a 1in1000 standard of protection to 2065.



Annexe Three: Surface water risk in London



Annexe Four: Impacts of surface water & groundwater flooding in 2014

Surface water flooding happens regularly and impacts would normally happen several times in any year. This summer for example there were numerous flooding incidents across London. London Borough's are still carrying out their investigations and will report in due course, but some of the known impacts are listed below.

In July 45 minutes of intense rainfall led to serious flooding in Hillingdon. The impacts included;

- The A40 shut for a day
- The Metropolitan and Piccadilly line closed
- South Ruislip Station closed
- 15 properties flooded with residents unable to return until the New Year
- 19 other roads flooded



A40 underpass flooding leading to the route being closed for a whole day

In mid-August London Fire Brigade attended 30 flooding incidents across Greenwich and Lewisham with people having to be rescued from basement properties after 90 minutes of intense rainfall. In September flooding across parts of North London was most concentrated in Hackney where up to 90mm fell in less than an hour. Hackney Borough are working with residents to establish how many properties flooded but the wider impacts included closure of the A106 junction with the A12 and A12 Hackney Wick Tunnel.

Hackney had already started work funded by FD GiA and levy to investigate the options to reduce flooding in these locations. Development and implementation of these schemes are part of the six year programme.

London in the Thames catchment

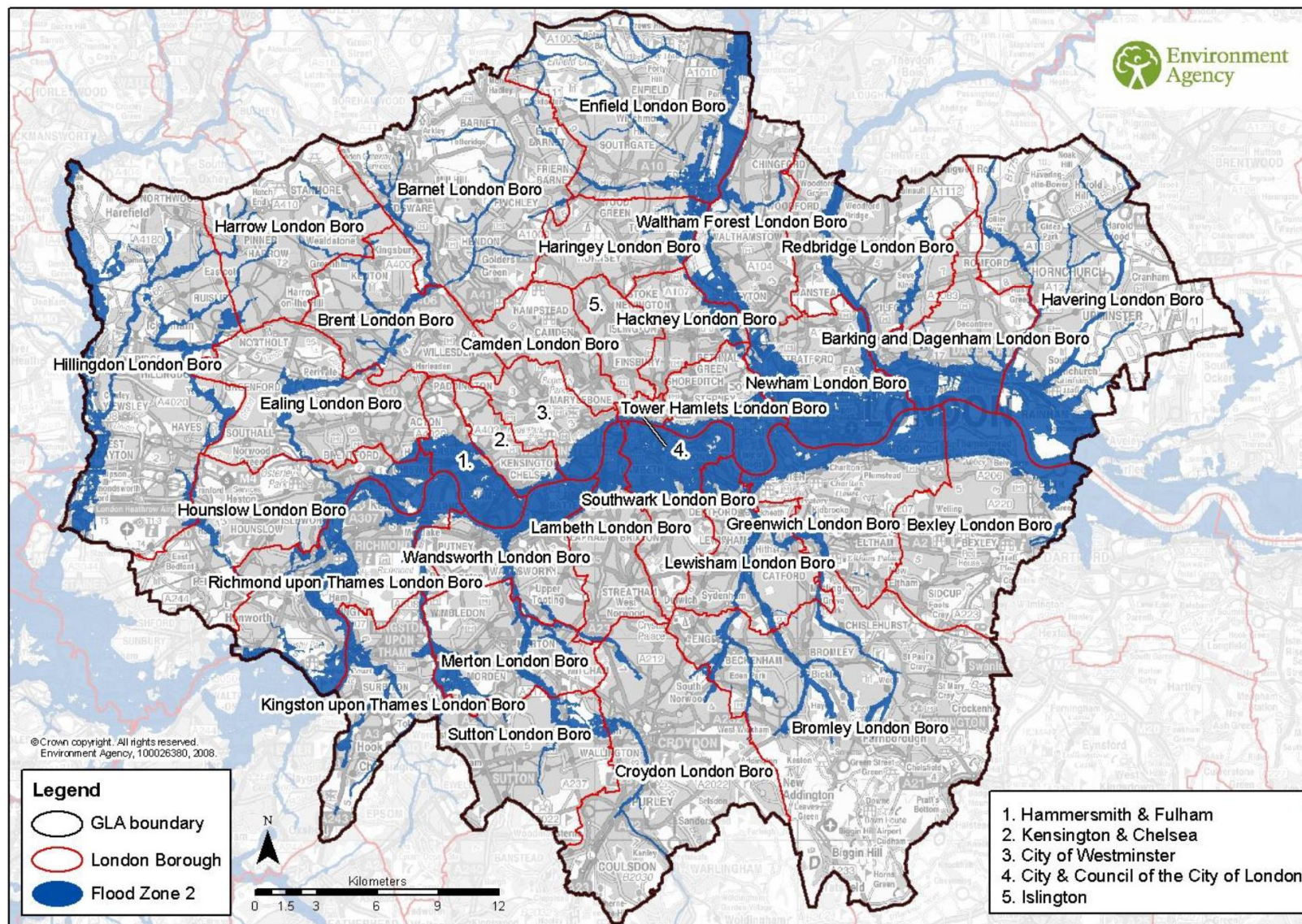
This summer was not unusual and we saw events in different parts of London throughout July, August and September.

During last winter, South London experienced serious and prolonged Groundwater flooding with the most significant impacts in Croydon. The multi-agency operational response necessitated a tactical Silver and Bronze command through all of February into early March with a Strategic Gold Command from the 8th to 28th February. Resources and temporary defences were brought in by the EA, Water Company and LFB to assist Croydon protect property but also the Kenley water Treatment plant that supplies drinking water to 42,000 local residents. Without this multi-agency response drinking water would have been cut off to those residents.



Temporary defences put in place at Kenley (February 2014)

Annexe Five: Areas at risk from tidal and river flooding in London



Annexe Six: Projects in the six year plan

Partnership	Project Name	Borough	Risk Management Authority	6 Year Grant-in-Aid funding	6 Year Local levy proposed contribution
London - Central North	Thames Estuary Phase 1 Programme (TTD)	London	EA	43,113,675	-
London - Central North	TBAG Drive Equipment	London	EA	21,978,848	-
London - Central North	Thames Tidal Frontages Programme 1	London	EA	10,000	-
London - Central North	Highgate Flood Alleviation Scheme	London Borough of Camden	LA		15,000
London - Central North	Islington Central	London Borough of Islington	LA	20,000	20,000
London - Central North	Islington North	London Borough of Islington	LA	20,000	-
London - Central North	Islington South	London Borough of Islington	LA	20,000	-
London - Central North	Westminster North West Strategy	London Borough of Westminster	LA	1,203,000	1,716,000
London - Central North	Westminster Central Strategy	London Borough of Westminster	LA		-
London - Central North	Westminster South Strategy	London Borough of Westminster	LA		-
London - Central South	Streatham Vale Flood Alleviation Scheme	London Borough of Lambeth	LA	680,000	-
London - Central South	East Camberwell Flood Alleviation Scheme	London Borough of Southwark	LA	517,427	782,573
London - Central South	Peckham Rye Flood Alleviation Scheme	London Borough of Southwark	LA	2,794,000	-
London - Central South	West Camberwell Flood Alleviation Scheme	London Borough of Southwark	LA	50,000	-
London - Central South	North Peckham Flood Alleviation Scheme	London Borough of Southwark	LA	47,000	263,000

London - Central South	Central Camberwell Flood Alleviation Scheme	London Borough of Southwark	LA	58,000	-
London - Lee	Salmons Brook FAS	London Borough of Enfield	EA	900,000	-
London - Lee	Enfield LA Projects	London Borough of Enfield	LA		200,000
London - Lee	Queensway Access Ramp & Track	London Borough of Enfield	EA		-
London - Lee	CDA_029: Lordship Rd, Grazebrook Road, Stoke Newington	London Borough of Hackney	LA		-
London - Lee	Wick Road CDA 17 SWFAS LB Hackney	London Borough of Hackney	LA	72,000	-
London - Lee	Norcott Road CDA 19 SWFAS LB Hackney	London Borough of Hackney	LA	60,000	-
London - Lee	Hackney Wick CDA 12 SWFAS LB Hackney	London Borough of Hackney	LA	82,000	100,000
London - Lee	Amhurst Road Dalston Lane SWFAS LB Hackney	London Borough of Hackney	LA	60,000	-
London - Lee	Larkspur Close Tottenham SWFAS LB Haringey	London Borough of Haringey	LA	10,000	50,000
London - Lee	Moselle Brook Culvert Refurbishment	London Borough of Haringey	EA		612,500
London - Lee	Ching Brook Flood Alleviation Scheme	London Borough of Waltham Forest	EA		30,000
London - Lee	HNL Refurbishment Package: Leyton Tidal Flap, Leyton - Modification Works	London Borough of Waltham Forest	EA		-
London - Lee	HNL Refurbishment Package: Dagenham Brook Flap Valve, Leyton - Replacement of Flap Valve	London Borough of Waltham Forest	EA		-
London - Lee	FILLEBROOK SURFACE WATER INVESTIGATION	London Borough of Waltham Forest	LA		25,000
London - Lee	SOUTH CHINGFORD SURFACE WATER INVESTIGATION	London Borough of Waltham Forest	LA		25,000
London - NE	HNL Refurbishment Package: Horseshoe Corner, Dagenham - Replacement Hinges	London Borough of Barking and Dagenham	EA		-
London - NE	Dagenham Brook Flood Alleviation Scheme	London Borough of Barking and Dagenham	EA	1,391,610	245,000
London - NE	Mayes Brook & Ripple Road, Barking - actuator improvements	London Borough of Barking and Dagenham	EA	150,000	-
London - NE	Fords Pits, Dagenham - Access Improvements	London Borough of Barking and Dagenham	EA		-
London - NE	Mayes Brook - Clare Gardens and Westrow Drive	London Borough of Barking and Dagenham	EA		10,000
London - NE	Wandle Weirs Investigation	London Borough of Barking and Dagenham	EA		-
London - NE	Beam Tidal Sluice & Horseshoe Corner, Dagenham - Cladding Removal	London Borough of Barking and Dagenham	EA		-
London - NE	Ravensbourne Access	London Borough of Barking and Dagenham	EA		-
London - NE	HNL Refurbishment Package: Coldharbour Lane, Rainham - Flap Valve and Penstock	London borough of Havering	EA		-

London - NE	Ray Park Embankment Repair, Woodford	London Borough of Redbridge	EA		-
London - NE	Illford, Seven Kings Water Flood Alleviation Scheme	London Borough of Redbridge	EA	35,000	-
London - NE	Chadwell Heath Flood Alleviation Scheme	London Borough of Redbridge	LA	175,000	25,000
London - NE	Clayhall Flood Alleviation Scheme	London Borough of Redbridge	LA	125,000	-
London - NE	Mayes Brook SWFAS LB Redbridge	London Borough of Redbridge	LA	85,000	-
London - NE	Loxford Water Seven Kings Surface Water Alleviation Scheme LB Redbridge	London Borough of Redbridge	LA	20,000	-
London - SE	Darent Industrial Estate Fluvial Flood Alleviation Scheme Works	London borough of Bexley	EA	500,000	-
London - SE	Wynham Stream Catchment	London Borough of Bexley	LA		-
London - SE	Ravensbourne West Wickham to Shortlands flood alleviation study and works	London Borough of Bromley	EA	6,010,000	4,490,000
London - SE	The Beck (East Branch) at Langley Park flood alleviation study	London Borough of Bromley	EA	30,000	-
London - SE	Ravensbourne West branch Integrated flood risk study (inc groundwater mitigation measures) and Main River Culvert improvement works.	London Borough of Bromley	LA	115,000	-
London - SE	Culvert Capacity and Trash Screen Investigation and replacement / removal Kidbrooke in the vicinity of Bromley.	London Borough of Bromley	EA	36,430	3,570
London - SE	Mottingham Lane Trash Screen Effectiveness Investigation, Quaggy, Bromley	London Borough of Bromley	EA		-
London - SE	Culvert Capacity and Trash Screen Effectiveness Investigation on the Spring Brook, Bromley	London Borough of Bromley	EA		-
London - SE	Ravensbourne (East Branch) at Southborough flood alleviation study	London Borough of Bromley	EA		-
London - SE	Culvert Capacity and Trash Screen Effectiveness Investigation on the Quaggy River in the vicinity of Eltham, Greenwich	London Borough of Greenwich	EA	150,000	-
London - SE	RBG Groundwater preperation	London Borough of Greenwich	LA	505,000	-
London - SE	Wickham Valley Water Course Flood Storage Scheme	London Borough of Greenwich	LA	20,350	24,650
London - SE	Clothworkers Wood - Wet Woodland Flood Storage Scheme	London Borough of Greenwich	LA	16,350	33,650
London - SE	Lewisham and Catford FAS	London borough of Lewisham	EA	9,920,242	4,383,500
London - SE	Quaggy at Hither Green flood alleviation study	London borough of Lewisham	EA	30,000	-
London - SE	Culvert Capacity and Trash Screen Effectiveness Investigation on the Casterbridge and Lee Road Screens	London borough of Lewisham	EA		-
London - SW	Welcomes Road and Kenley Station surface water flood alleviation scheme, Croydon	London Borough of Croydon	LA	282,000	-
London - SW	Beddington Park	London Borough of Croydon	EA	110,500	-
London - SW	Caterham Bourne Flood alleviation scheme	London Borough of Croydon	LA	970,000	-

London - SW	Kingston Town Centre Flood Alleviation Scheme	London borough of Kingston upon Thames	EA	2,597,000	2,103,000
London - SW	Seely Road Flood Alleviation Scheme	London Borough of Merton	LA	285,000	50,000
London - SW	Cottenham Park Flood Alleviation Scheme	London Borough of Merton	LA	520,000	-
London - SW	East Merton Flood Alleviation Scheme	London Borough of Merton	LA	34,674	-
London - SW	Derwent Road Flood Storage Area Improvements	London borough of Merton	EA		-
London - SW	Mereway Sluice Gate Replacement	London Borough of Richmond on Thames	EA	350,000	-
London - SW	Mereway Sluice, Twickenham - Gate Replacement	London Borough of Richmond upon Thames	EA	385,000	-
London - SW	Beverley Brook Tidal Flap valve improvements	London Borough of Richmond upon Thames	EA		-
London - SW	St Margaret's Community at Risk, Richmond on Thames London Flood Alleviation Scheme	London Borough of Richmond upon Thames	EA		-
London - SW	Teddington Weir "A"	London Borough of Richmond upon Thames	EA		-
London - SW	Waldergrave Road FAS	London Borough of Richmond upon Thames	LA		-
London - SW	Hampton Court Road	London Borough of Richmond upon Thames	LA		-
London - SW	Burton's Road FAS	London Borough of Richmond upon Thames	LA		-
London - SW	Anton Crescent FSA	London Borough of Sutton	EA		122,500
London - SW	CDA 33 Hackbridge Town Flood Alleviation Scheme	London Borough of Sutton	LA		55,000
London - SW	CDA 28 Carshalton Centre Flood Alleviation Scheme	London Borough of Sutton	LA		65,000
London - SW	Flood Storage Area at Overton Grange Playing Field	London Borough of Sutton	LA		-
London - SW	Beddington Gardens Flood Alleviation Scheme	London Borough of Sutton	LA		-
London - SW	Clapham Junction Flood Alleviation Scheme	London Borough of Wandsworth	LA	845,000	50,000
London - SW	Graveney FAS	London Borough of Wandsworth	EA		-
London - SW	Tooting & Earlsfield Flood Alleviation Scheme	London Borough of Wandsworth	LA	50,000	-
London - SW	CDA 18 Hook Kelvin Grove Flood Alleviation Scheme	Royal Borough of Kingston upon Thames	LA		95,000
London - SW	CDA 09 New Malden North Flood Alleviation Scheme	Royal Borough of Kingston upon Thames	LA		95,000
London - SW	RB Kingston-Upon-Thames Surbiton Stream refurbishment	Royal Borough of Kingston upon Thames	LA		55,000
London - SW	CDA 08 Acre Road Kingston Flood Alleviation Scheme	Royal Borough of Kingston upon	LA		65,000

		Thames			
London - SW	Robinhood Way Replacement Trash screen	Royal Borough of Kingston upon Thames	LA		45,000
London - W	Decoy Brook Catchment (CDA 018) Flood Alleviation Scheme.	London Borough of Barnet	LA	266,300	128,700
London - W	Mill Hill Circus CDA Option 3 flood storage south of st Josephs College Grounds	London Borough of Barnet	LA		25,000
London - W	Pymmes Brook Flood Alleviation Scheme	London borough of Barnet	EA		-
London - W	Bury Farm Flood Storage Area and Edgwarebury Park Flood Storage Area Access Track	London Borough of Barnet	LA		-
London - W	North Circular at Brent Cross Flood Alleviation Scheme	London Borough of Brent	LA		10,000
London - W	Tokyngham & Stonebridge FAS (LB Brent Tokyngham)	London Borough of Brent	EA	2,865,000	1,135,000
London - W	CDA 008 Northfield Avenue	London Borough of Ealing	LA		60,000
London - W	Critical Drainage Area 007 - High Street Acton Flood Alleviation Scheme	London Borough of Ealing	LA		37,000
London - W	CDA 001 Aintree Road, Perivale	London Borough of Ealing	LA		530,000
London - W	Greenford FMS	London Borough of Ealing	EA	48,950	161,050
London - W	Upminster FAS	London Borough of Ealing	EA	21,109	10,891
London - W	HNL Refurbishment Package: George V Flood Storage Area, Pinner - Telemetry kiosk refurbishment	London borough of Harrow	EA		-
London - W	Headstone Flood Alleviation Scheme	London borough of Harrow	EA		90,000
London - W	Wealdstone Brook FAS	London Borough of Harrow	EA	130,000	2,520,000
London - W	Bentley Priory FSA	London Borough of Harrow	EA		-
London - W	Kendall Close / Ullswater Close / Charville Lane	London Borough of Hillingdon	LA		50,000
London - W	The Common West Drayton Middlesex UB7 7HQ	London Borough of Hillingdon	LA		10,000
London - W	Hydraulic Ram Replacement at Huntsmoor Weir	London Borough of Hillingdon	EA		-
London - W	Yeading Brook West Flood Storage Area - Decommissioning - Northolt - Middlesex	London borough of Hillingdon	EA		-
London - W	Pinn FAS	London Borough of Hillingdon	EA	88,440	51,560
London - W	Cannon Brook & Mad Bess Brook FMS	London Borough of Hillingdon	EA	60,000	-
London - W	Huntsmoor Weir Site Access Track	London Borough of Hillingdon	EA		-
London - W	River Crane Banks Repair/Replacement	London borough of Hounslow	EA		-
London - W	HNL Refurbishment Package: Kidds Mill Sluice- Electrical kiosk refurbishment	London borough of Hounslow	EA		-
London - W	Brentford	London borough of Hounslow	EA		10,000

London Councils' Transport & Environment Committee

Draft Car Club Strategy

Item no: 04

Report by: Lilli Matson **Job title:** Head of Strategy & Outcome Planning, Transport for London

Date: 11 December 2014

Contact Officer: Rhona Munck, Senior Strategy & Planning Manager (Environment), Transport for London

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Summary

The Draft Car Club Strategy (Appendix 1) has been jointly developed by members of the Car Club Coalition. The Coalition includes representatives from the industry and key stakeholders including London Councils, GLA and TfL.

The draft Strategy, the analysis behind it and the action plan are not yet complete or agreed between the Coalition. Its purpose at this stage is to get an early reaction to the direction of travel from TEC members. There will be further work between now and March when a final draft will be brought back to TEC for further consideration. Please note that this draft has not yet been approved by the Mayor or the Deputy Mayor for Transport.

The aim of strategy is to enable the growth of car clubs as a mainstream sustainable transport option and alternative to private car ownership, helping to address a number of challenges faced by London in the coming years, including population growth, congestion and environmental issues.

The Coalition has identified barriers to achieving the significant growth needed to become a mainstream mode of transport, which include parking availability, public awareness and policy/governance constraints. The Strategy seeks to address these barriers and sets out specific actions that will be undertaken by the respective members of the coalition.

Members' comments are invited during this meeting and boroughs will be specifically circulated to give a further opportunity to comment.

Recommendations The Committee is asked to REVIEW the Draft Car Club Strategy

1. Background

Car clubs and flexible car sharing offer a cost-effective alternative to car ownership for both private and commercial customers, providing access to shared vehicles to members on a pay-as-you-drive basis. The promotion of car clubs was identified in the Roads Task Force report in 2013 as one of a number of demand management measures which can reduce overall car dependence by making access to cars more flexible, therefore reducing pressure on road space, including parking space. Car clubs can also bring wider benefits such as improved air quality through use of cleaner vehicles (particularly if electric vehicles are used in the fleet) and a greater use of sustainable transport options.

London has one of the largest car club markets in Europe but car clubs are not yet a mainstream sustainable form of transport. The sector is currently innovating rapidly with new operators entering the field and there is considerable potential for growth, particularly with respect to one-way and flexible car sharing which has seen rapid growth in cities like Paris and Berlin. This strategy has been developed through a collaborative approach between the various commercial and public sector players to accelerate the growth of the sector in London and take car clubs from a niche service to a mainstream transport option. If this growth is achieved, there is potential to achieve benefits including reduced pressure on parking spaces, improved access to cars without private ownership and reduced emissions. Parking is an important requirement for car clubs, so the boroughs have a key role to play in unlocking the potential growth of the sector and achieving these benefits.

The Car Club Coalition was established in September 2014 as an outcome of the Car-Lite event on 10 July. It includes representatives of the car club operators, London Councils, GLA, TfL and industry. Since its inception, the Coalition has met regularly to develop a Car Club Strategy for London, which will be owned by the industry but endorsed by all parties in the Coalition. Fortnightly meetings, facilitated by TfL and London Councils, have been held to discuss the evidence base, to identify the challenges for the industry and to agree on necessary actions to overcome these challenges. The Draft Car Club Strategy, attached at Appendix 1, is the result of these meetings.

Comments from members on the Draft Strategy are invited during this Committee meeting and boroughs can continue to give comments in writing until 11 January 2015. Please send comments to Rhona Munck, rhonamunck@tfl.gov.uk. If any boroughs would like to participate in the next stages of drafting the Strategy at an officer level, please inform Rhona Munck.

It should be noted that sections of the draft are currently greyed out as these have not yet been agreed by the Coalition and are still subject to ongoing development:

- **Analysis and validation of the appropriate ambition for car club membership in London.** The coalition intends to set a feasible yet challenging ambition for growth in car club users by a specific point in time.
- **Identification and qualification of the benefits for London**
- **Development of potential parking management solutions**

Further work will be undertaken on these sections and the results included in the final draft of the Strategy. The Coalition would welcome input from the boroughs on these matters.

Following discussion and comments from the Transport and Environment Committee on this draft, the Car Club Strategy will be revised by the Coalition before being approved by the Deputy Mayor for Transport. It is intended that the final draft will be presented to the Transport and Environment Committee on 12 March 2015 for approval.

2. Financial Implications for London Councils

There are no financial implications to the boroughs.

3. Legal Implications for London Councils

There are no legal implications to the boroughs.

4. Equalities Implications for London Councils

None

5. Background Papers

None

APPENDIX 1 – Draft Car Club Strategy – For REVIEW

A Car Club Strategy for London

Achieving the growth to unlock mainstream car club use

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1. Executive Summary

Introduction

This Strategy has been jointly developed by members of the Car Club Coalition, which was established in September 2014 and represents car club operators, London Councils, the Greater London Authority (GLA), Transport for London (TfL) and key stakeholders.

London has one of the largest car club markets in Europe. The sector is currently innovating rapidly with new operators entering the field and there is considerable potential for growth. The Strategy sets out a collaborative approach to accelerate the growth of the sector in London and take car clubs from a niche service to a mainstream transport option.

Facilitated by TfL, the Coalition has been involved in an Evidence Review to bring together all the key pieces of research from the UK. The results of this exercise to date form the evidence base for this strategy. The work has also highlighted remaining evidence gaps and need for further research.

N.B. Work on the Evidence Review ongoing and the final version will be included in the final Strategy in March 2015.

What is a car club?

Car clubs provide access to shared vehicles to members on a pay-as-you-drive basis. They provide much of the convenience of owning a car but without the hassle or costs of repairs, depreciation, insurance, servicing or parking. Car clubs tend to be organised on an area basis with cars located in clusters so that if one car is not available, a member will only have a short walk to access another car.

There are three main types of car clubs:

- Round-trip car clubs
- Fixed one-way car sharing
- Floating one-way car sharing

Using car clubs to tackle London's challenges

London is experiencing a sustained period of population growth and the latest GLA projections estimate that by 2031 London's population will rise to over 10 million. Unless significant action is taken, congestion will increase by up to sixty per cent in central London by 2030. Congestion currently costs London approximately £4billion a year in delays and lost productivity; this is only going to increase as the population grows and the pressure on road space increases.

The promotion of car clubs was identified in the Roads Task Force report in 2013 as one of a number of demand management measures which can reduce overall car dependence by making access to cars more flexible, thereby reducing pressure on road space and encouraging sustainable transport.

Car clubs can also bring wider benefits such as:

- **Freeing up parking spaces** – through members selling a car or deferring a planned purchase of a car
- **Environmental benefits** – including improved air quality, reduced CO₂ emissions through use of cleaner vehicles (particularly if electric vehicles are used in the fleet) and greater use of sustainable transport
- **Increased familiarity with electric vehicles** – making them more visible, desirable and accessible to a wider audience
- **Reduced costs of living** – the true costs of owning a car (including upkeep, maintenance and depreciation) are often under-estimated by owners. Car club users can make significant savings when switching from private ownership.
- **Reduced costs of doing business** – car clubs can have financial benefits for businesses through rationalised business travel and reduced commuting by car

The challenges preventing car clubs from becoming mainstream

The car club sector is still at an early stage of development and has yet to become a mainstream mode of sustainable transport. The Coalition has identified a number of challenges to growth.

These challenges fall under the following headings: Policy and governance; Delivery; Awareness and Visibility.

1) Policy and governance

In London, there is no one governing body with overarching responsibility for parking and streets. This responsibility is shared between TfL and London's 32 boroughs and the City of London. This situation poses a number of challenges for operators, including: varying policy approaches across the boroughs; requiring support from multiple stakeholders; the need for supporting policies; and some boroughs continuing with single operator contracts.

There is also an opportunity for greater UK-wide policy direction and national government support for car clubs as some policies, such as vehicle taxation and local authority procurement contracts, are managed at a national level.

2) Delivery

To make a convincing case for potential customers, car clubs need to operate at scale and be a reliable transport option. A wide range of challenges related to delivery impact this, including: the availability of sufficient parking space; the limitation of EV charging infrastructure; motor insurance costs; local authority capacity; and a lack of incentives.

3) Awareness and visibility

Low awareness of car clubs remains a barrier to car club growth. TfL's research in 2014 found that 37 per cent of respondents had not heard of car clubs. Specific challenges include a lack of integration with other travel choices, low levels of awareness, a lack of on-street visibility, and a lack of awareness among businesses.

Action Plan

The Action Plan sets out ten actions which will help grow the car club market. The actions are related to the challenges identified above and responsibility for each action is designated to different parties within the Coalition.

The actions are set out in Chapter 7, and summarised below:

- 1) Building the evidence for the impacts of car clubs
- 2) Lobbying key stakeholders to support car clubs
- 3) Transforming London's public sector fleets
- 4) Building capacity and creating a framework for supportive policy development
- 5) Helping Londoners make the switch from private cars
- 6) **Making parking management smarter and easier** - *to be agreed*
- 7) Driving the uptake of low emission vehicles
- 8) Transforming the profile of car clubs in London
- 9) Driving the uptake of car clubs in London's commercial fleets
- 10) Car club integration

The Action Plan will be reviewed at quarterly Coalition meetings, the first in July 2015, three months after the publication of the Strategy in April 2015.

2. Background

2.1. Introduction

- 2.1.1. Cars are essential for many trips in London but many journeys could be made by other means. Car clubs enable flexible access to cars, where the car is not privately owned but shared between members who use it on an occasional basis. This provides a cost-effective alternative to car ownership for both private and commercial customers.
- 2.1.2. Car clubs can bring benefits such as reduced pressure for car parking, access to cleaner vehicles, improved air quality (particularly if electric vehicles are used in the fleet) and a greater use of sustainable transport options. The promotion of car clubs was identified in the Roads Task Force report in 2013 as one of a number of demand management measures which can reduce overall car dependence by making access to cars more flexible, therefore reducing pressure on road space¹.
- 2.1.3. London has one of the largest car club markets in Europe. The sector is innovating rapidly and there is considerable potential for growth, particularly with respect to one-way car sharing (fixed and floating model – see below for definitions), which has seen rapid growth in cities like Paris and Berlin. This Strategy sets out a collaborative approach between the various commercial and public sector players to accelerate the growth of the sector in London and take car clubs from a niche service to a mainstream transport option.

2.2. What is a Car Club?

- 2.2.1. Car clubs provide vehicles to members on a pay-as-you-drive basis, providing much of the convenience of owning a car but without the hassle or costs of repairs, depreciation, insurance, servicing or parking. Car clubs tend to be organised on an area basis with cars located in clusters so that if one car is not available, a member will only have a short walk to access another car. Most car clubs enable members to reserve cars online or by smartphone app, unlock the vehicle with their membership card or smartphone app and drive off.

Types of car club

- **Round-trip car clubs** involve a car club member booking a specific car, located in a dedicated parking bay, for a period of time and then returning the car to the same dedicated parking bay, before the end of the reserved time.
- **Fixed one-way car sharing** involves a member starting a reservation in an available car at a designated parking bay and driving to another designated parking bay, where the reservation ends.
- **Floating one-way car sharing** involves a member spontaneously identifying an available car nearby (using a smartphone app), reserving that car and driving it to their destination (within a specified geographic operating area), where the reservation ends.

¹ www.tfl.gov.uk/roadstaskforce

- 2.2.2. With operators, Carplus has outlined 5 criteria that help to define a car club:
- 24/7 on-demand access;
 - Self-service access;
 - Cars located conveniently: normally local to home, workplace or transport hub;
 - Ongoing access to the service following some form of sign-up and membership; and
 - The tendency for a sense among users of mutual responsibility for the shared resource, hence the term car “club”.
- 2.2.3. There are a number of variations on how car club schemes operate. In the UK, the main model to date has been the round-trip or ‘back to base’ scheme, where the member rents a vehicle from a designated bay, usually on-street and controlled by the Borough, and returns it to the same location at the end of the rental period. A more recent innovation is the emergence of one-way or ‘free-floating’ schemes, whereby cars are available for one-way rentals and can be dropped off at a location other than the pick-up point.
- 2.2.4. This strategy addresses round-trip, one-way and free-floating operations. For the purposes of this strategy, the term ‘car club’ will be used to cover all these models, unless referring specifically to one particular model.
- 2.2.5. This strategy is one part of a wider plethora of activities in London to manage demand and promote effective and sustainable movement of goods and people. Peer-to-peer car sharing, which involves sharing private vehicles, is out of scope of this strategy. More information on peer-to-peer car sharing can be found on the Carplus website: carplus.org.uk.

3. About the Strategy

3.1. The Car Club Coalition

- 3.1.1. This Car Club Strategy has been jointly developed by members of the Car Club Coalition which represents the industry and key stakeholders. The members of the Coalition are:
- **Car club operators:** car2go, City Car Club, DriveNow, E-Car Club, Europcar, Hertz 24/7, IER Bolloré and Zipcar.
 - **Key stakeholders:** Transport for London (TfL), London Councils, Greater London Authority (GLA), Councillor Feryal Demirci from Hackney, Carplus and the British Vehicle Rental and Leasing Association (BVRLA).
- 3.1.2. The Coalition was formed in September 2014 as an outcome from the Car-Lite event held at City Hall in July 2014 with representation from the Deputy Mayor for Transport, TfL, car clubs and London boroughs. The Car-Lite event sought to unite the industry and raise awareness of the benefits of car clubs with a view to achieving the ambition of growing the car club market in London. Subsequent Coalition meetings, facilitated by TfL and London Councils, were held to discuss the evidence base, the challenges for the sector and the necessary actions to overcome these challenges.
- 3.1.3. This unprecedented demonstration of cooperation, solidarity and positive action underpins the Strategy and marks a change of gear in the car club sector which will help bring car clubs to a mainstream audience.

3.2. Gathering the evidence

- 3.2.1. Facilitated by TfL, the Coalition has been involved in an Evidence Review to bring together all the key pieces of research from the UK and abroad under three key topics:
- Impacts on the transport network
 - Benefits of car clubs
 - Challenges and opportunities
- 3.2.2. The results of this exercise to date form the evidence base for this strategy. The work has also highlighted remaining evidence gaps and need for further research.

N.B. Work on the Evidence Review ongoing and the final version will be included in the final Strategy in March 2015.

3.3. Next steps

- 3.3.1. This draft of the Strategy was prepared for presentation at the London Councils Transport and Environment Committee (TEC) on 11 December. Comments are invited from the London Boroughs at this meeting and until 11 January 2015.
- 3.3.2. Following discussion and comments from TEC on this draft, the Car Club Strategy will be revised by the Coalition before being approved by the Deputy Mayor for

Transport. The final draft will be presented to the Transport and Environment Committee on 12 March 2015 for endorsement by London Councils.

4. Statement of Direction

4.1. The Vision for Car Clubs in London

- 4.1.1. The overarching vision for this Strategy is for car clubs to grow as a sustainable transport solution to help address a number of challenges faced by London in the coming years, namely population growth, congestion and environmental issues.
- 4.1.2. London is experiencing a sustained period of population growth and the latest GLA projections estimate that by 2031 London's population will rise to over 10 million. TfL is also taking action to improve public spaces and reallocate road space to walking and cycling to improve quality of life and to enable efficient movement of people by sustainable modes, which further reduces road space for private and commercial motorised vehicles.
- 4.1.3. However, eighty per cent of all trips made by people and ninety per cent of all goods moved in London every day are on roads. Unless significant action is taken, there will be significant increases in congestion of up to sixty per cent in central London by 2030. Congestion currently costs London approximately £4billion a year in delays and lost productivity; this is only going to increase as the population grows and the pressure on road space increases.
- 4.1.4. At the same time, despite significant improvements in recent years, London's air pollution is still a concern. Particulate Matter (PM) and oxides of nitrogen (NOx) are damaging to human health. Road transport produces 79 per cent of PM in central London and 46 per cent of NOx in Greater London².
- 4.1.5. Innovation in how we use cars, particularly through new technology and the sharing economy, presents a unique opportunity to address these challenges. Shared use of cars through car clubs could play a central role in revolutionising car use in our city. It could help London to meet its mobility needs, while reducing reliance on the private car and addressing environmental problems through more efficient use of cleaner vehicles.
- 4.1.6. Therefore, the car club sector has an integral role to play in London's ongoing development. Whilst London already has one of the largest car club markets in the world, there is significant potential for further growth. To do this, car club providers need to provide a customer-focussed solution that appeals to a wider market than currently. In recognition of this, together the Coalition has agreed the following Statement of Direction:

² Mayor's Air Quality Strategy, 2008 figures

This strategy sets out how the operators, representative bodies and public authorities will work together to grow the car club industry in London and reach a wider market.

The ambition is to reach 1 million users by 2020.

Achieving this ambitious growth will help to reduce the negative impacts of cars. This forms an important component of a broader strategy to overcome the challenges for London's road network.

N.B. The ambition has not been agreed by the Coalition. The ambition for the number of users will be set by March 2015.

5. Using car clubs to tackle London's challenges

5.1. Overview

- 5.1.1. Changing social trends, such as growth of the sharing economy and development of new enabling technology, means that car clubs could be an increasingly attractive option for Londoners and they have the potential to play an important part in London's future transport strategy. This chapter of the Strategy outlines how they could play a role in overcoming some of the key challenges London faces, including congestion, air quality and cost of living, as part of an overall sustainable mobility plan for London.
- 5.1.2. The reported benefits vary between studies depending on the specifics of the operator and city, particularly when looking at the relative benefits of the different car club models. The effect of one-way car sharing on car use and reducing the need to own a car has not yet been determined as it has not been introduced as a large scale operation in London. Once the one-way model operations launch in London, they will be closely monitored to assess their impacts and see how comparable the impacts are to those demonstrated in other countries.

5.2. Reducing the need to own a car

- 5.2.1. Providing access to a car without having to own a car is one of the key benefits of car clubs referenced in the literature [*Evidence Review to follow in final draft*]. Car clubs will play a vital role in reducing the need to have a car because they offer an alternative to conventional car use models and can reduce habitual car use while still enabling access to a car for essential journeys. The 2013/14 Carplus Annual Survey calculated that for each car club vehicle in London, 5.8 cars were removed from the road as a result of car club members selling a car, equating to almost 13,000 vehicles fewer cars in London.³ A further 30 per cent of survey respondents reported deferring the planned purchase of a car.

5.3. Reducing congestion

- 5.3.1. It is estimated that congestion costs London £4 billion per year⁴. As the population of London is predicted to rise to over 10 million by 2031, the number of cars on the road is set to increase, which will increase congestion further.
- 5.3.2. TfL's Roads Modernisation Programme will deliver unprecedented investment in improvements to the road network to tackle congestion and the pressures of a rapidly rising population. In addition to capital investment, Demand Management measures, such as integrated urban mobility, will be an important component in reducing the number of non-essential car journeys made on London's roads in a way that is attractive to Londoners.
- 5.3.3. Owing to the cost of usage, round-trip car club vehicles have traditionally tended not to be used in peak times as they are generally used for one-off leisure or business

³ Carplus (2014), Annual Survey: London, p25. As only round-trip car clubs operated at the time of the survey, these findings apply to round-trip car clubs.

⁴ TfL (2014), Traffic Note 4, TfL Road Network Performance Traffic Analysis Centre

journeys rather than regular commuting. As vehicles are hired on a time-basis, the cost of spending time in congestion is felt by the driver more acutely than in a privately owned vehicle.

- 5.3.4. Congestion is worsened by drivers looking for a free parking space. In Paris, the Autolib' system enables bays to be reserved to reduce time spent on the road just looking for a place to park.
- 5.3.5. The impacts of car clubs on use of other modes (including private cars, public transport, taxis, walking and cycling) are documented in the literature [*Evidence Review to follow in final draft*].

5.4. Freeing up parking spaces

- 5.4.1. Our streets and public spaces are dominated by parked cars. The average city dweller's car is used for only 4.6 hours a week, meaning that their vehicle is parked for 97 per cent of the time⁵. This is an inefficient use of valuable road space and of the vehicle itself.
- 5.4.2. When parking spaces are freed up by car club members selling or deferring the purchase of cars, those spaces could be reallocated to other uses such as cycle parking space, play or amenity areas or electric vehicle charging points to benefit the wider community.

5.5. Environmental benefits

- 5.5.1. Air quality is a significant issue for many parts of the city. Considerable steps have been taken over recent years to improve air quality and reduce air pollutants from transport, particularly in terms of reducing Particulate Matter (PM). However, London is projected to continue to exceed the legal limit for Nitrogen dioxide (NO₂) beyond 2020. London also has an ambitious target to reduce annual emissions of CO₂ by 60 per cent by 2025 on a 1990 base.
- 5.5.2. Environmental benefits accrue as the result of lower vehicle emissions and changed travel behaviour of users. Car club vehicles tend to be newer than the average vehicle and typically produce 33 per cent less CO₂ than the national average car.⁶ The vehicles used by car clubs have lower average oxides of nitrogen (NO_x) and PM emissions than average private cars.⁷ Car clubs also offer the opportunity to control the emissions of the fleet, through requiring emission standards and maximum age limits of vehicles.
- 5.5.3. The introduction of electric vehicles in car clubs will increase the environmental benefits as these vehicles have zero tailpipe emissions. This will also result in reduced noise pollution.

⁵ S Cairns for RAC Foundation (2011) 'Accessing cars – different ownership and use choices'

⁶ Carplus (2014), p7.

⁷ TRL (2012) 'The emission impacts of car clubs in London'; Firnkorn & Müller (2012) 'What will be the environmental effects of new free-floating car-sharing systems? The case of car2go in Ulm'

- 5.5.4. With respect to round-trip car clubs, where members reserve a car in advance, pay by the hour or day, and return the car to its dedicated parking bay, these members tend to exhibit more considered use of the car and only drive when it is necessary.

5.6. Increasing familiarity with electric vehicles

- 5.6.1. Electric vehicles have the potential to make a significant contribution to improving London's air quality and to reducing carbon dioxide emissions from transport. A strong market for electric vehicles in London will help to give the UK automotive industry a leading edge in this technology and encourage inward investment. It could also improve our energy security by reducing our reliance on imported oil.
- 5.6.2. The electric vehicle market is still in the 'early adopter' stage, with owners tending to be represented by those on high incomes and with an interest in the technology. High purchase cost and lack of charging infrastructure are significant barriers to mass market adoption. By including electric vehicles in car club fleets in Greater London, car clubs could help 'normalise' electric vehicles by making them visible, desirable and accessible to a much wider audience, as demonstrated in Paris through the Autolib' scheme.
- 5.6.3. Plug-in hybrid electric vehicles can also facilitate urban journeys, using electric power, as well as allowing longer journeys without range anxiety.
- 5.6.4. Carplus reported positive experiences of EV use in car clubs:
*"Around one in five [survey respondents] had tried either an electric or hybrid car club vehicle. Of those who had experienced these vehicles, over three quarters had a "good" or "very good" experience."*⁸

Autolib' reports that through their members in Paris, over 178,000 people have tried an EV.

5.7. Reduced costs of living

- 5.7.1. Car clubs provide the opportunity for Londoners who cannot afford their own car to have access to a vehicle for journeys where using one is necessary. Purchasing a car is expensive and its value depreciates quickly; by the end of the first year a new car will have lost up to 40 per cent of its value⁹. Private car owners often underestimate the true costs of owning a car, including up-keep, maintenance and depreciation. In contrast, car clubs provide much of the convenience of owning a car without the hassle or costs of repairs, insurance, servicing or parking.
- 5.7.2. The Carplus Cost Saving Calculator estimates that new members could save up to £3,500 a year when switching from private ownership to a car club¹⁰. Currently the calculation of costs saved is based on a number of assumptions, such as the value

⁸ Carplus (2014), p 4.

⁹ The AA (2012) http://www.theaa.com/motoring_advice/car-buyers-guide/cbg_depreciation.html

¹⁰ This is calculated using the RAC Foundation's real annual cost of car ownership, deducting the cost of car club membership and use over a comparable mileage.

of the car being replaced, but also need to take into account potential additional costs, such as train fares and hire car costs for longer journeys.

- 5.7.3. The personal financial benefits of being able to give up owning a car could also be translated into local economic benefits through members having more disposable income.

5.8. Costs of doing business

- 5.8.1. Car clubs offer potential cost savings to commercial and business users, including company car and pool car operators. While there is currently relatively low awareness of car clubs among business users, some successful examples have shown that business use can deliver benefits include reduced commuting and rationalised business travel by car.¹¹

¹¹ Fergusson (2014), Car-Lite London

6. The challenges preventing car clubs from becoming mainstream

6.1. The current situation

- 6.1.1. With over 130,000 members, London has one of the largest car club markets in Europe. The industry is innovating rapidly with new companies seeking to invest substantial amounts into London in the next few years.
- 6.1.2. However, the car club sector is still in an early stage of development and has yet to become a mainstream mode of sustainable transport in London; currently less than 2 per cent of Londoners are members of car clubs and there are low levels of awareness amongst the general public. The Coalition has identified a number of challenges to achieving the goal of entering the mainstream. This section of the Strategy sets out those challenges so that they can be tackled through the Action Plan.

6.2. Policy and governance

- 6.2.1. In London, there is no one governing body with overarching responsibility for parking and streets, with responsibility shared between TfL and London's 32 boroughs and the City of London. Each organisation also has its own planning and environment policies. This situation poses a number of challenges for operators looking to enter the market and to expand:
- 6.2.2. **Varying policy approaches across boroughs** – Different boroughs have different policy approaches, reflecting their socio-demographic profiles, housing densities and environmental priorities. Some are significantly more involved than others in car clubs.
- 6.2.3. **Multiple stakeholders** – Within boroughs, the implementation of car clubs depends on action and support from many parts of the local authority, including Elected Members, Parking Managers and Transport Planners.
- 6.2.4. **Need for supporting policies** – Car clubs are often not included in wider policies in related areas including planning, parking and road space management (for example reallocating road space to car clubs, as well as cycling and public transport).
- 6.2.5. **Single operator boroughs** – Some boroughs have implemented single operator contracts which can have some benefits and can be the best option when schemes are small scale and local awareness is limited. However, as schemes mature and grow and awareness increases, facilitating competition can consolidate networks across London and expand the options for customers and developers looking to install car club vehicles in new developments.
- 6.2.6. There is also an opportunity for greater UK-wide policy direction and national government support for car clubs. Some policies, such as vehicle taxation and local authority procurement frameworks, are managed at a national level and are currently not fully exploited for the promotion of car clubs.

6.3. Delivery

- 6.3.1. To make a convincing case for customers to switch to a car club, car clubs need to be in operation at scale and be a reliable transport option. There is a wide range of challenges with regard to delivery which have significant influence on the rate of growth of car clubs and their benefits for London.
- 6.3.2. A number of the delivery-related challenges are related to the policy and governance challenges discussed above, demonstrating the strong influence of policy on successful delivery on the ground.
- 6.3.3. **Parking** – Parking management, availability and charges are all significant challenges. The following issues were particularly highlighted by the Coalition:
- **Availability of bays** – There is a lack of dedicated and visible bays on-street. Access to parking bays in off-street parking areas and main hubs such as airports and business centres is also a challenge.
 - **Parking management** – Obtaining access to parking in different Boroughs can be challenging for new and existing operators looking to implement large-scale networks of vehicles. This impacts the ability to provide enough cars in the right locations to allow a convenient and reliable service.
 - **Parking bay fees** – permit charges, which vary by borough, can slow down expansion.
 - **Business case** – The business case for reallocating parking space to car club bays needs to be compelling for boroughs.
- 6.3.4. **Limitations of EV charging infrastructure** – The ability to access charging infrastructure is a challenge for car clubs. In addition, when they are available, the reliability of charge points can impact negatively on the customer experience. There are high upfront costs involved in installing charge points and operators have found it difficult to access grants from the Office of Low Emission Vehicles (OLEV). The challenges of installation are compounded by long Traffic Regulation Order (TRO) lead times¹².
- 6.3.5. **Motor insurance costs** – Operators are increasingly experiencing high insurance premiums with uncertainty over the future availability of cover.
- 6.3.6. **Local authority capacity** – local authorities have to allocate staff resource to progress car club programmes and electric vehicle infrastructure programmes. In the context of continued reductions in resources, this can be a challenge.
- 6.3.7. **Lack of incentives** – it can be challenging to encourage drivers to change their behaviour without incentives. If car clubs are to expand into more hard-to-reach areas, such as the outer London boroughs, incentives could kick-start car club services in these new areas.

¹² Long TRO lead times also impact conversion of bay to a standard (non-EV) car club bay

6.4. Awareness and visibility

- 6.4.1. Low awareness of car clubs remains a significant barrier to car club growth in London. TfL's research in 2014 has found that that 37 per cent of survey participants had not heard of car clubs.¹³
- 6.4.2. **Lack of integration with other travel choices** - Car clubs are not yet widely seen as one of many travel options in London, and they are not integrated with public transport. TfL has recently included car clubs on the TfL online map, which allows visitors to the website to see where their nearest vehicle is, click through to the car club website, and book a car.
- 6.4.3. **Low level of awareness** – Despite a heavy marketing spend, there is still a low level of awareness in the market. Potential car club members are either not aware of the service or, if they have heard of car clubs, do not think that car clubs could work for them. This may be in part because at present only round-trip car clubs are available which do not appeal to all potential customers. In lower density suburban areas and lower income areas, the challenge is to develop and present car club models appropriate to these areas and needs. Given London's highly transient population, there is a constant and ongoing need to promote car clubs, their benefits and how they work.
- 6.4.4. **Lack of on-street visibility** – car club bays and vehicles are currently not sufficiently distinctive to be effective in raising awareness.
- 6.4.5. **Lack of awareness in businesses** – There is a general lack of awareness of car clubs and their benefits for commercial fleets, though a number of successful case studies are emerging from businesses ranging from Small and Medium Enterprises (SMEs) to large public sector organisations.

6.5. Challenges specific to the round-trip model

- 6.5.1. The top challenges that relate specifically to the round-trip car club model are felt to hinder the further growth and commercial success of this model. These include:
- 6.5.2. **Unbalanced use of vehicles across the week** – Weekend and evening use of the car club vehicles is high, but the potential for business use during the week has not yet been realised. Balancing the high weekend and evening use with increased off-peak weekday use would result in a more cost-effective service and enable investment in more vehicles to expand the fleet and improve the service for all users.
- 6.5.3. **Cost of doing business in London** – Several factors make London an expensive city in which to operate a car club, e.g. crime, insurance, Congestion Charge. These issues have been raised by the round-trip operators through their experience of operating in London but are expected to also be challenges for future operators.

6.6. Challenges specific to one-way car sharing

¹³ TfL, forthcoming.

- 6.6.1. The top challenges for the one-way model are primarily concerned with barriers to the entry into the market.
- 6.6.2. **Data sharing** – Better data and information from the operators on the benefits would help to make the case for the one-way model in London.
- 6.6.3. **Attractiveness to boroughs** – The ‘newness’ of the one-way model is a challenge to some boroughs and can mean that gaining acceptance takes longer.
- 6.6.4. **Area of operation** – In many cases, users of one-way car sharing will want to drive between boroughs. This means that in order to be successful, one-way operators are likely to need to operate in multiple, contiguous boroughs.

7. Action Plan

7.1. Introduction

- 7.1.1. This Action Plan sets out ten actions which will help deliver the ambition to grow the car club market. The actions are related to the challenges raised in Chapter 6 and responsibility for each action is designated to different parties within the Coalition.
- 7.1.2. The Action Plan will be reviewed at quarterly Coalition meetings, the first in July 2015, three months after the publication of the Strategy in April 2015.

7.2. Policy and Governance

Action 1. *Building the evidence base for the impacts of car clubs*

Challenge: Need for more cohesive and supporting policies (6.2), data sharing (6.6.2)

- 7.2.1. The evidence review for this strategy is a starting point in making the Coalition's case that car clubs are an important mobility solution in London. However, more needs to be done. TfL will work with the car clubs and industry bodies to develop and enhance the monitoring of car clubs to capture their impacts on other modes, in particular in terms of mode shift and benefits in terms of traffic/congestion reduction and air quality. This should include getting a better understanding of the way customers interact with different models of car club, car sharing and car rental, and how the combined use of these models helps reduce overall car use.

Responsibility: TfL, with support from Carplus, BVRLA and operators

Timescale: Development of monitoring and evaluation principles – by March 2015

Monitoring implementation – April 2015 onwards

Action 2. *Lobbying key stakeholders to support car clubs*

Challenge: Need for more cohesive policy and supporting policies (6.2)

- 7.2.2. The creation of the Coalition presents a unique opportunity to lobby central government, London boroughs, and key stakeholders, in a joined-up fashion. A unified voice from the Coalition could help overcome some of the key challenges to taking the industry mainstream.
- 7.2.3. TfL, GLA and London Councils will develop a lobbying strategy to manage engagement with key stakeholders.

Responsibility: TfL (leading development of lobbying strategy), all members of Coalition to be involved in lobbying as appropriate.

Timescale: Commence development of lobbying strategy in April 2015, finalise June 2015.

Action 3. *Transforming London's public sector fleets*

Challenge: Need for cohesive policy (6.2) and opportunity to lead by example (6.4.3)

- 7.2.4. There are many examples where public procurement has been successful in supporting change, for example in promoting cycle safety as part of the Construction Logistics and Cycle Safety (CLOCS) scheme. TfL will encourage local authorities to introduce policies which support the use of car clubs. This would allow the public sector to lead by example, for example through procuring car clubs rather than fleet vehicles or using grey fleet¹⁴ vehicles.
- 7.2.5. At a national level, the GLA and TfL will lobby Government, presenting the benefits of national policies to help build on the work being done at the local level. For example, TfL will encourage Government to include car clubs in its procurement frameworks.
- 7.2.6. This would set an example to businesses and private users that car clubs are a viable alternative to private cars, and increase the visibility of car clubs.
- 7.2.7. TfL will investigate opportunities among boroughs to develop car club schemes to replace or augment grey fleet use. This will include information collected through the public sector grey fleet audit project, which has been funded by DfT.

Responsibility: GLA/TfL (lobbying of government) and local authorities (procurement of car clubs for business travel)

Timescale: Lobbying: has started already through BIS shared economy work. Will continue through this forum

Council grey fleet: commence December 2014, complete list of opportunity boroughs by April 2015.

Action 4. *Building capacity and creating a framework for supportive policy development*

Challenge: Varying policy approaches (6.2.2) and local authority capacity (6.3.6)

- 7.2.8. TfL provides funding for boroughs through the Local Implementation Plans (LIP) and requires boroughs to report on the number of new car club bays delivered using LIP support. TfL will review the guidance surrounding this funding and investigate possibilities to further support the uptake of car clubs and encourage the implementation of the Strategy at a sub-regional level through collaboration between neighbouring boroughs.
- 7.2.9. TfL will encourage the promotion of car clubs in planning policies, for example through recommending the allocation of further space and priority to car clubs as part of new developments in future revisions of the London Plan.

¹⁴ Where business use of a private vehicle is expensed

- 7.2.10. Best practice guidance on car clubs for local authorities exists already, however in a rapidly developing market is important that local authorities have the most up to date guidance and access to the skills needed to understand and respond to the demand for car club vehicles. London Councils and TfL will work to identify where further guidance is needed from a borough perspective. Carplus will build on the existing suite of guidance and training, aimed at the various stakeholders within boroughs, to ensure that opportunities for further market development are maximised.

Responsibility: TfL (LIPs), in cooperation with London Councils and GLA, with advice from Carplus

London Councils & TfL (identifying areas where guidance is needed), Carplus (development of guidance)

Timescale: LIPs: Commence January 2015

Best practice: Commence April 2015 by identifying existing best practice and opportunities to augment this. Develop suite of best practice documents and training programme by October 2015. Training programme launches October 2015.

7.3. Delivery

Action 5. *Helping Londoners make the switch from private cars*

Challenge: Lack of incentives (6.3.7), low uptake in certain areas (6.4.3).

- 7.3.1. There is an opportunity to use incentives to encourage private car users to make the switch to car club membership. These could be delivered via a number of channels, via targeted campaigns at areas identified with high car ownership, as well as in new developments.
- 7.3.2. London Councils will work with the Coalition to develop a set of potential policy measures that could be selected by boroughs to encourage uptake. Example measures could include:
- Incentives linked to public transport use
 - Graduated parking permit charges for multiple vehicles in a household
 - Scrappage schemes
 - Resident parking permit surrender incentives (e.g. free/discounted car club membership, free mileage)
- 7.3.3. There is also a potential opportunity to access untapped demand for car clubs in London. The Coalition will investigate options to:
- Support the entry of car clubs into markets which are otherwise harder to reach, e.g. outer London boroughs, and incentivise their uptake
 - Set out best practice on the timing, criteria, and selection of single-operator or multi-operator contracts in boroughs

Responsibility:	Developing policy measures: London Councils and TfL Parking: London Councils
Timescale:	Options development: Start April 2015, finalise shortlist July 2015, commence lobbying and discussions with government and local authorities August 2015. Delivery date of incentives will depend on measure.

Action 6. *Making parking management smarter and easier*

Challenge: Parking availability and policy variation across the boroughs (6.3.3)

- 7.3.4. In order to operate successfully, all car clubs need space to park their vehicles where they are visible and members can access them conveniently. London Councils will establish a working group between the Coalition and boroughs to discuss the challenges around parking for car clubs and develop a way forward.
- 7.3.5. The industry will provide information on how much parking space is needed to support a healthy car club industry.
- 7.3.6. TfL will work with London Councils and London Boroughs to discuss options to facilitate car club parking including:
- More consistency across the boroughs with regards to parking permit policy (regional or whole of London)
 - Provision of more parking in the right locations
 - Provision of parking in key hubs, e.g. at rail stations, airports, other transport hubs and business centres
 - Reducing the cost of parking for car club vehicles
 - Offering electronic parking permits
 - Streamlining the parking permit application process
 - Developing associated policies and service level agreements in relation to situations such as unauthorised cars in bays, bay suspension etc.
- 7.3.7. London Councils will work with the boroughs to consider whether it is an option to provide more provision for car club than at present when introducing new CPZs in full for the first time.
- 7.3.8. If parking spaces are freed up as members sell cars and reduce/end car ownership, the benefits of this could be locked in by the borough parking teams, or in other borough teams that can accrue other benefits to local communities such as introduced public amenities or cycle parking. London Councils will work with TfL to build a case for the benefits of the conversion of parking spaces for the benefit of all. This will include setting out the options for the reallocating of these spaces, for example to cycle parking space or electric vehicle charging points.

Responsibility:	London Councils will set up a working group to establish roles and responsibilities. All members of the Coalition and boroughs will be invited to attend.
Timescale:	Commence options development and lobbying in April 2015. Options development complete by March 2016. Implementation of options agreed as feasible to commence in April 2016.

N.B. This action has not been agreed by the Coalition. Further work will be undertaken to agree this action by March 2015.

Action 7. Driving the uptake of Low Emission Vehicles

Challenge: Limitations of EV charging infrastructure (6.3.4)

- 7.3.9. Car clubs provide a major opportunity to boost the uptake of Low Emission Vehicles in London. This has been demonstrated in Scotland and in Paris.
- 7.3.10. The availability of charging infrastructure will be key to achieving this growth. In order to meet this aspiration, London Councils will encourage the boroughs to install points, access funding from the Office of Low Emission Vehicles (OLEV) and grant car clubs access to charging infrastructure.
- 7.3.11. The GLA, TfL and London Councils will continue to lobby OLEV to provide funding for the provision of charging infrastructure for car clubs.

Responsibility: GLA, TfL and London Councils

Timescale: Borough engagement: commence January 2015

7.4. Awareness and visibility

Action 8. Transforming the profile of car clubs in London

Challenge: Low level of awareness (6.4.3, 6.4.4)

- 7.4.1. Although membership of car clubs is growing in London, this can be accelerated through raising awareness of car clubs and their benefits. In order to achieve this, the Coalition will investigate a range of options including:
 - Improving the visibility of bays / vehicles
 - Developing dedicated signage for car club bays
 - Promoting car clubs via the TfL website, including investigating options to show the locations of one-way vehicles on the map
 - Promoting car clubs via car rental branches in London

Responsibility: Signage/visibility: Operators; Boroughs

TfL website: TfL

Promotion in car rental branches: BVRLA.

Timescale: Commence options development in April 2015. Agree options in December 2015. Implementation January 2016 – September 2016

Action 9. *Driving the uptake of car clubs in London's commercial fleets*

Challenge: Lack of awareness among businesses (6.4.5)

- 7.4.2. There is an opportunity to promote the uptake of car clubs in commercial and business fleets, including company cars and pool cars. This would allow businesses to take advantage of having access to vehicles which fit their business needs without the ongoing running costs of owning or leasing a vehicle.
- 7.4.3. Operators will investigate options to promote car clubs to commercial and business fleets. Leasing and fleet management providers already offer vehicle rental as a 'white label' product (i.e. a product that can be rebranded by the customer) to their larger customers and car clubs could work in a similar way.
- 7.4.4. Operators will explore incentivised programmes for parking permit surrender and workplace parking capacity reduction.

Responsibility: Operators, BVRLA and Carplus

Timescale: Promotion to businesses campaign to start June 2015

Action 10. *Car club integration*

Challenges: Lack of integration with other travel choices and low awareness (6.4.2, 6.4.5)

- 7.4.5. The car clubs will explore together how to integrate their offerings so that members can easily access all car club vehicles.
- 7.4.6. There is an opportunity for car clubs which are currently operated by a single organisation (e.g. corporate car clubs or those operated by a local authority) to explore how they can join forces so that members can share use and improve the business case for these services.

Responsibility: Operators, BVRLA and Carplus

Car club offerings: Commence June 2015. Determine options and timescales for integration by December 2015.

8. Achieving 1 million car club users

8.1. Overview

- 8.1.1. This strategy sets out a bold ambition to grow the car club market and an action plan to put us on track to achieve this. This aspiration is motivated by the global benefits that we could expect to see if we achieve this ambition. These fall into three main categories:
- Vehicle trips removed
 - Environmental benefits
 - People with access to cars

8.2. Vehicle trips removed

- 8.2.1. Every car club vehicle on the road is estimated to remove 5.8 privately owned vehicles. The car club industry is currently working to estimate how many vehicles would be needed to meet the demands of 1 million users. Further work will be undertaken to understand how 1 million car club users would affect overall car trips in London.

8.3. Environmental benefits

- 8.3.1. The environmental benefits from car clubs will come from two sources:
- Cleaner vehicles
 - Changes in travel behaviour
- 8.3.2. The total benefits will be determined by assessing the changes to travel behaviour as calculated in 8.2.1, and factoring in the effects of cleaner vehicles.

8.4. People with access to cars

- 8.4.1. As mentioned above, the car club industry is currently working to estimate how many vehicles would be needed to meet the demands of 1 million users. The more vehicles available, the greater number of people will have access to cars.
- 8.4.2. The number of people who did not have previously have access to a car but will have this option as a result of a car club will also be a key social benefit of achieving this aspiration.

N.B. This section is subject to agreement with the Coalition. It will be completed by March 2015.

London Councils' Transport & Environment Committee

Chair's Report

Item no: 05

Report by: Katharina Winbeck **Job title:** Head of Transport and Environment
Date: 11 December 2014
Contact Officer: Katharina Winbeck
Telephone: 020 7934 9945 **Email:** Katharina.winbeck@londoncouncils.gov.uk

Summary This report updates Members on transport and environment policy since the last TEC meeting on 16 October 2014 and provides a forward look until the next TEC meeting on 12 March 2015.

Recommendations Members to note this report.

Update included in this report:

Transport

Buses

Meeting with CELC leads for Transport and Environment

Crossrail 2

ULEZ

Environment

Air quality

Flooding

Energy

Green Infrastructure

LWARB

Forward Look

Introduction

1. This report updates Members on London Councils' work on transport and environment policy since the last TEC meeting on 16 October 2014 and provides a forward look until 12 March 2015.

Transport

Buses

2. 8 October saw a Bus Seminar hosted by TfL with speakers from TfL, London Councils (Nick Lester) and London Travel Watch. The slides are attached as Appendix I for your information.
3. TfL is keen to work with boroughs to
 - I. target the sources of bus delay in central London;
 - II. help London grow in new opportunity areas;
 - III. tackle congestions across London.
4. TfL has put aside £200m until 2023/24 for bus priority measures and is keen to work with boroughs on schemes. TfL will visit all London boroughs in the near future to discuss any potential locations for schemes.
5. TfL has pledged to;
 - I. Consult and engage in all bus service changes
 - II. Hold regular Passenger Transport Liaison meetings
 - III. Communicate through the London borough's sub-regional forums
 - IV. Engage regularly with borough officers and Councillors over specific issues
 - V. Send regular letters to Local Authorities and other stakeholders detailing the tendering programme and inviting comments on any bus service/issue.
 - VI. Provide an annual overview for each London borough

Meeting between Chair and Chief Executive Leads for Transport and Environment

6. On 27 October 2014, I met with the two Chief Executive leads for Transport and Environment to discuss current issues and priorities.
7. We covered issues on road safety, walking & cycling initiatives, buses, rail, waste, flooding, air quality, energy and Local Environment Quality.
8. I have found this a useful exchange and will continue to meet with these officers on a regular basis.

Crossrail 2

9. DfT have started the [consultation](#) on updating the safeguarding direction of 2008 on 20 November 2014. The consultation runs until 29 January 2015.
10. Parts of the proposed Crossrail 2 route have been subject to safeguarding since 1991, known as the 'Chelsea – Hackney Line' (CHL). TfL has carried out a number of planning and design studies and run two consultations, which have led to a proposed new Direction to safeguard the route alignment.
11. Safeguarding is a formal process, undertaken by the Department for Transport (DfT), to protect land required for major new infrastructure projects from future development.

12. Depending on the outcome of the consultation, the Secretary of State for Transport will give a 'Safeguarding Direction', that will instruct local planning authorities to consult TfL on planning applications for land within the safeguarded area. The Direction also requires the local planning authority to follow TfL's recommendation when determining an application for planning consent. If it does not follow TfL's recommendation it must give the Secretary of State 21 days' notice of its intentions and forward the information listed in the Direction to the Secretary of State.
13. The revised safeguarded area includes the possible route of the tunnels as well as land at ground level that may be used for the construction of the tunnels, stations and ventilation and emergency access shafts.
14. Safeguarding does not necessarily prevent developments taking place: it ensures that when they take place the design can accommodate the addition of railway infrastructure.
15. The Secretary of State for Transport is committed to review this safeguarding Direction by 2021.
16. The major changes are:

Wimbledon – Victoria

The CHL route from Wimbledon to Victoria using the District line between Wimbledon and Fulham Broadway is abandoned in favour of one via Tooting Broadway to relieve the Northern line and Clapham Junction. The route continues to Victoria via either World's End, Chelsea, or Kings Road, Chelsea. The CHL alignment is joined on the west side of Victoria station.

Victoria –Angel

The only significant change in central London is a deviation between Tottenham Court Road and Angel to an alignment north of the Euston Road which would serve the redevelopment of Euston station to accommodate HS2 and the new St Pancras station entrance. North of Angel the line approaches Dalston on a north – south axis rather than the previous east – west one.

Angel – New Southgate and Tottenham Hale

The CHL route from Dalston Junction to Leytonstone and connection with the Central line has been abandoned in favour of a route to Alexandra Palace and New Southgate which relieves the Piccadilly and Victoria lines. Between Angel and Dalston Junction the safeguarding provides for a possible branch to Hackney Central. The routes to New Southgate and Tottenham Hale diverge at a second junction at South Tottenham.

Network Rail works South of Wimbledon

Strategic planning studies by NR suggest that additional capacity will be required on routes from Waterloo through Wimbledon towards New Malden. The proposed safeguarding direction allows for this development by providing surface connections at Wimbledon.

Network Rail works North of Tottenham Hale

Strategic planning studies by NR suggest that provision should be made for the widening of all or part of the line between Tottenham Hale and Cheshunt to accommodate increasing demand for local services on this route. The proposed safeguarding direction includes provision to connect into the NR lines at Tottenham Hale.

17. There are 11 boroughs directly affected by this consultation; Westminster, Haringey, Islington, Barnet, Merton, Camden, Waltham Forest, Hackney, Wandsworth, Hammersmith & Fulham and Kensington & Chelsea.

18. More information can be found at <https://www.gov.uk/government/consultations/crossrail-2-safeguarding-directions> and a map is included as Appendix II

ULEZ

19. TfL has started [consultation](#) on ULEZ on 27 October and it closes on 9 January 2015.
20. Given that the next TEC Executive is on 12 February and the next full TEC on 12 March 2015, we will not be able to take our draft response to this consultation to the TEC Committee. However, there was an extensive discussion at the meeting on 16 October and the points raised then will be included in our response. We will ask the chair and vice chairs for any additional comments and sign off in late December 2014 / early January 2015.
21. The response will be shared with TEC within my Chair's report in March 2015.

Environment

Air Quality

22. London Councils and the City of London hosted an air quality breakfast event on 4 November 2014, to discuss the activities being undertaken to improve air quality in London.
23. I spoke at the event, and raised, amongst others, the following points:
- Government should prioritise improving air quality in London and other big cities
 - We need to clarify the role of all stakeholders, including government, in improving air quality
 - Passing on EU fines to local councils or other organisations would be unfair, unreasonable, disproportionate and counter-productive
 - Highlighted borough successes through specific examples
 - Showed cross borough co-operation through examples
24. There were other interesting presentations, resulting in good discussions. The panel also included Dr Gary Fuller, Environment Research Group, King's College London, Elliot Treharne, GLA, Dr Iarla Kilbane-Dawe, Par Hill Research, and was chaired by John Pienaar.
25. The Guardian's Dave Hill has written a [piece](#) on the event.
26. I presented at the national air quality conference organised by air quality news along similar lines on 26 November 2014.

Flood Management and Thames Regional Flood and Coastal Committee (RFCC)

27. The TEC agenda includes a separate item on Flood management and the Thames RFCC. Here, I wanted to highlight that I met with Amanda Nobbs, Chair of Thames RFCC on 13 November 2014. We talked about the current working relationship and how it could be improved in the future. This has resulted in the document included in Appendix III. This will mean that TEC will get an update on flooding issues at its AGM in June each year in addition to the usual levy paper in October or December.

Energy

28. TEC Executive on 13 November received a [paper](#) on the new phase of RE:NEW.
29. On 15 July 2014, RE:NEW was awarded just over £2.5m from the European Investment Bank (EIB) and has appointed Capita Symonds as the new RE:NEW support team until 14 July 2017.

30. The Support Team provides free, end-to-end project development support for carbon reducing retrofit projects. The initial focus will be on supporting the social housing sector, however supporting delivery to the private rented sector and owner occupied sector are also within the remit.
31. I spoke at the breakfast event on 14 November 2014 organised by the GLA to highlight the issue of fuel poverty, rising energy prices and poorly insulated homes. I also talked about some of the important projects that boroughs are currently undertaking to address retrofitting and fuel poverty more general.

Green Infrastructure

32. As part of the London Infrastructure Plan 2050, a Green Infrastructure Task Force has been set up. I will be the London Councils representative.
33. The purpose of the Green Infrastructure Task Force is to bring together a wide range of interests and expertise to identify how the sector can take a more strategic and long-term approach to investment.
34. This is to the background of ever decreasing local government finances, which are about to hit parks and open spaces in the not too distant future, if they haven't done so already.
35. It is planned that the Task Force will look at the following broad themes;
 - I. Functions of Green Infrastructure (including for example sustainable drainage, leisure and sports)
 - II. Accounting for Green Infrastructure
 - III. Governance for Green Infrastructure (looking at UK and international experience)
 - IV. Rethinking parks (innovation) and funding models

LWARB

36. LWARB and WRAP are looking to form a partnership in London to help London local authorities to deliver the Mayor's 50 per cent household waste recycling target. The work of the partnership will be focussed on:
 - delivering consistent and efficient waste management services throughout London;
 - increasing the recycling performance of London boroughs;
 - ensuring boroughs can recover high quality recycling and maximise the income generated from that material;
 - helping boroughs realise and generate more value from their waste management services; and,
 - the promotion and encouragement of waste prevention and re-use.
37. LWARB has also recently announced its new investment framework for 2015-2020. Compared to previous calls, the new infrastructure fund offers a wider variety of investment opportunities suitable for projects at different development stages. Options include:
 - A £6 million capital fund for new infrastructure projects in or around London;
 - A £5 million corporate loan fund for existing waste companies in London seeking to expand or upgrade their equipment;
 - A £1 million development loan fund to support prospective projects in their earlier stages;
 - A new £1 million venture capital fund will be launched next year; and LWARB will also explore opportunities for a further £7 million investment in a new equity fund.

Forward Look

December 2014

04 - TEC / TfL Commissioner meeting.

London Councils offices close from 4pm 24/12/2014 until 02/01/2015.

January 2015

09 - [ULEZ Consultation](#) closes, London Councils will submit a response.

21 – Thames RFCC meeting with levy decision

February 2015

12 – TEC Exec

19 – TEC / TfL Commissioner Meeting

March 2015

12 – TEC Main to include presentations from Matthew Pencharz, Mayoral advisor for the Environment and LWARB representative



Big, red and reliable

Bus Network and Priority Seminar

Wednesday 8 October



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Bus Network and Priority Seminar

Chair

Colin Mann

Head of Borough Engagement, TfL

Agenda

16.15	Keynote addresses	Mike Weston, Director of Buses, TfL Nick Lester, Corporate Director of London Councils Vincent Stops, Policy Officer, London TravelWatch
16.45	Developing the bus network	John Barry, Head of Network Development - Buses, TfL
17.05	Developing bus priority	Ben Plowden, Director of Surface Strategy and Planning, TfL
17.25	Q&A session	Presenters
17.45		Tea break
18.15	A new approach to stakeholder engagement	Peter Bradley, Head of Consultation, TfL
18.35	Panel discussion	Presenters
19.00	Summary and close	Leon Daniels, Managing Director, Surface Transport, TfL
19.10		Networking session



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Keynote address



Mike Weston

Director of Buses, TfL



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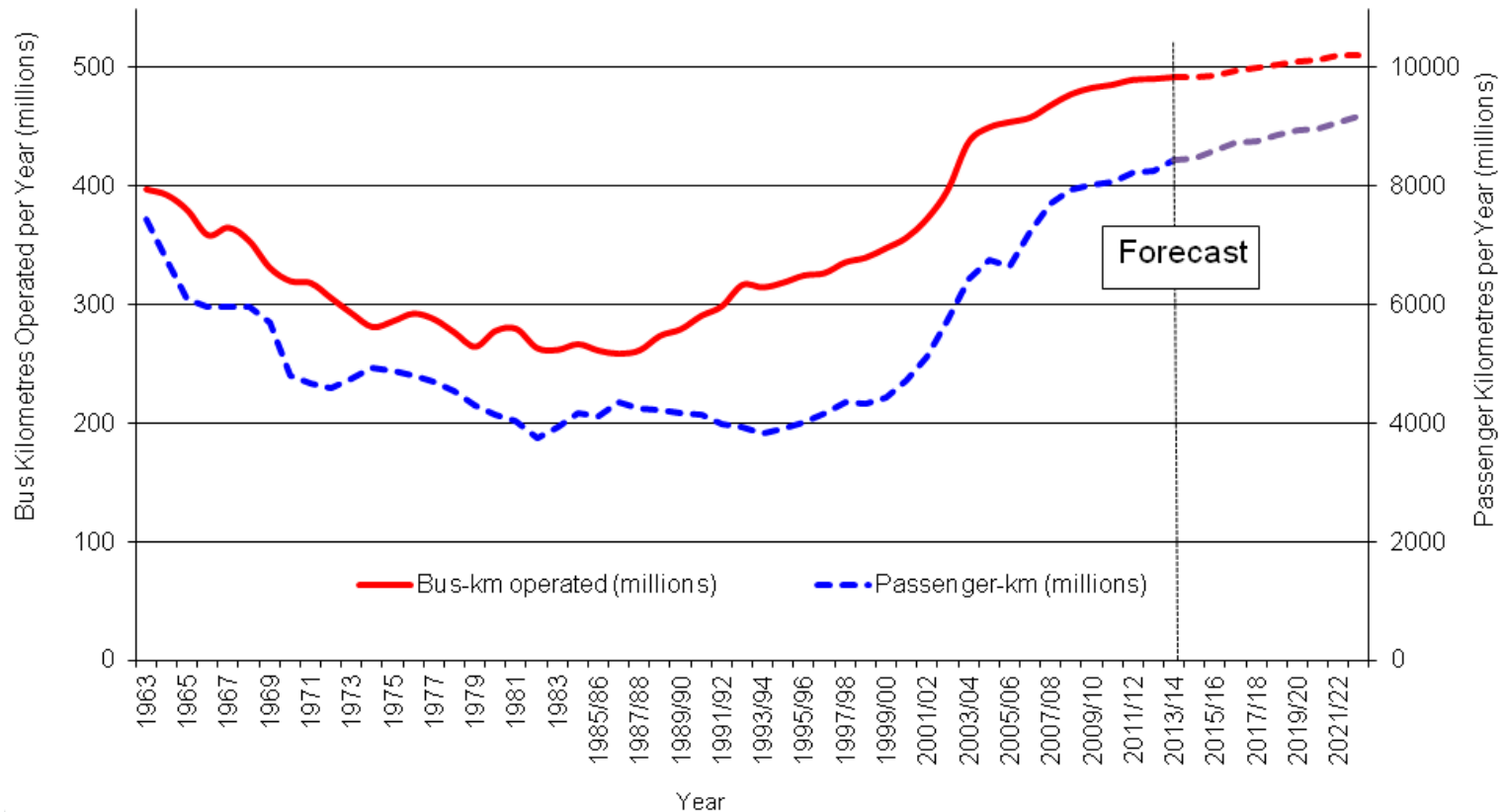
Buses Directorate is responsible for:

- Planning the bus network
- Tendering the services
- Managing the operator's performance
- Supporting operations (e.g. CentreComm)
- Developing new technology such as iBus and the New Routemaster



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London bus network: service volume and usage
1963-2014 (and forecasts to 2022)





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The importance of the bus

- 95% of Londoners live within 400m of a bus stop
- Buses are the most used form of public transport in London
- Nearly a third of morning peak rail journeys include a bus trip
- The bus is the most common mode to access London's town centres
- Bus passengers spend on average 25% more than car users on a weekly basis in visits to London's town centres



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The challenges ahead for London's buses

- Maintaining reliability and customer satisfaction at their best ever levels
- Maintaining and enhancing network coverage
- Supporting London's rising population
- Supporting the transformation of London's roads



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Keynote address

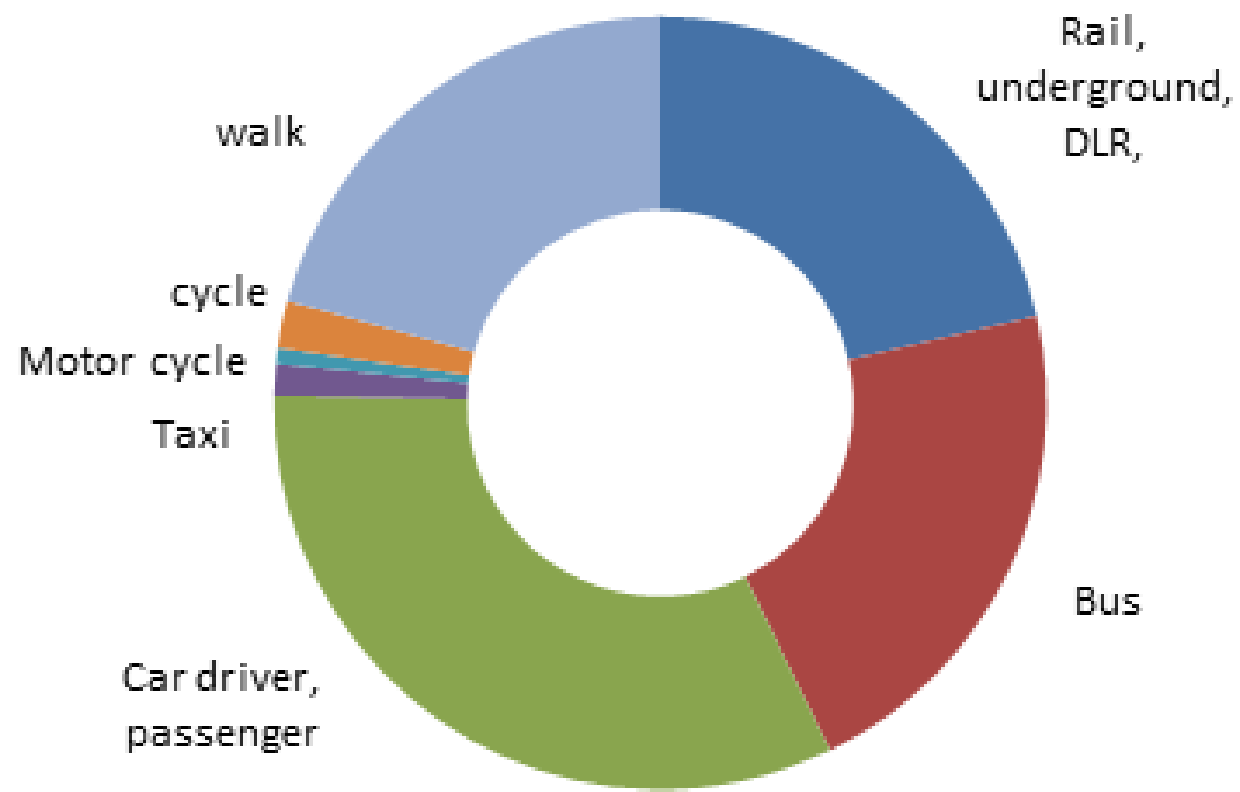


Nick Lester

Corporate Director of London Councils



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Developing the Bus Network

John Barry

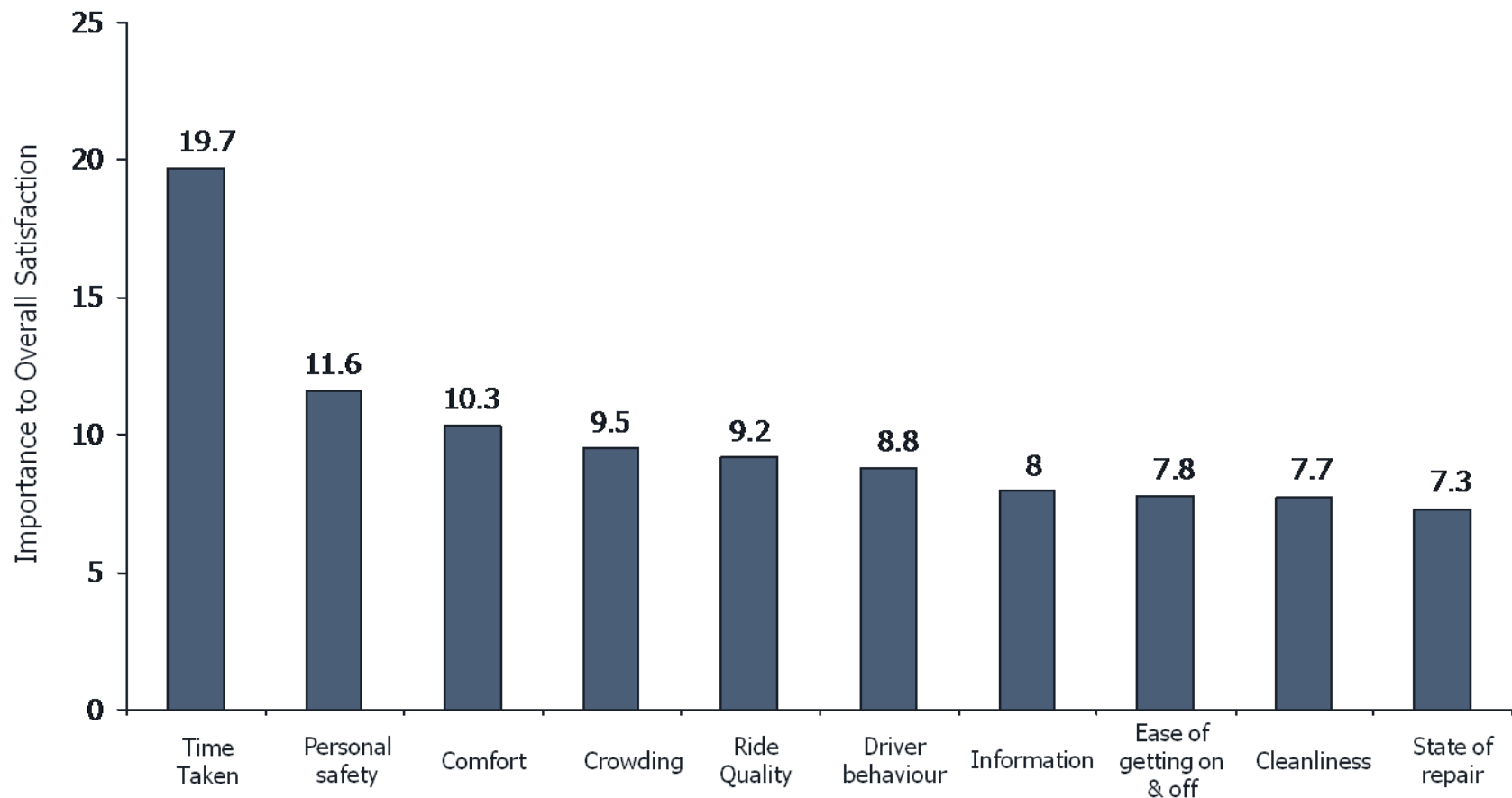
Head of Network Development, TfL

The network in context



What do passengers want from us?

Passengers want a safe and reliable service, taking them where they want to go, when they want to go. Drilling down, they consistently place 'time' factors as their top priority:



Source: TfL analysis of Customer Satisfaction data

How should the network look?

Simple

- Standard routings
- Simple timetables

Frequent

- 'Turn up and go' if possible
- Running from early to late

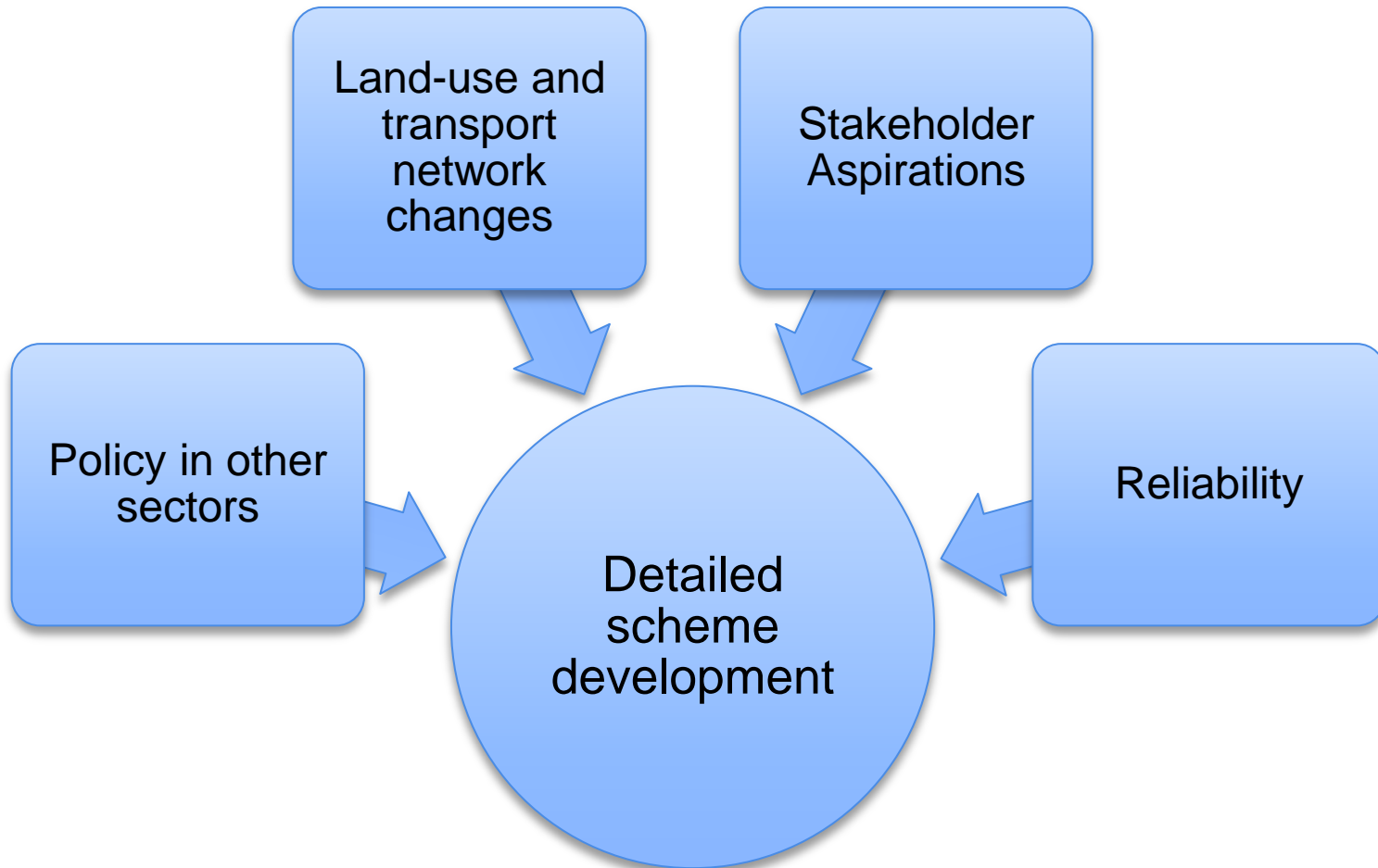
Comprehensive

- Within about 5 minutes of home
- Going to the heart of town centres

Reliable

- Even intervals between buses
- Enough capacity

Where do service change proposals come from?



How are proposals developed and evaluated?

Schemes must be:

Affordable

- Within overall funding
- Include any external support

Beneficial

- Maximising benefits
- Balance new / existing users
- Quantified (where possible)

Consistent

- Addresses original objective
- Response to consultation

Deliverable

- Road network
- Bus infrastructure
- Operator resource

What are our challenges?

- Support London's growth
- Support the transformation of London's roads
- Provide access for all
- Maintain and enhance connectivity
- Maintain and develop support /funding





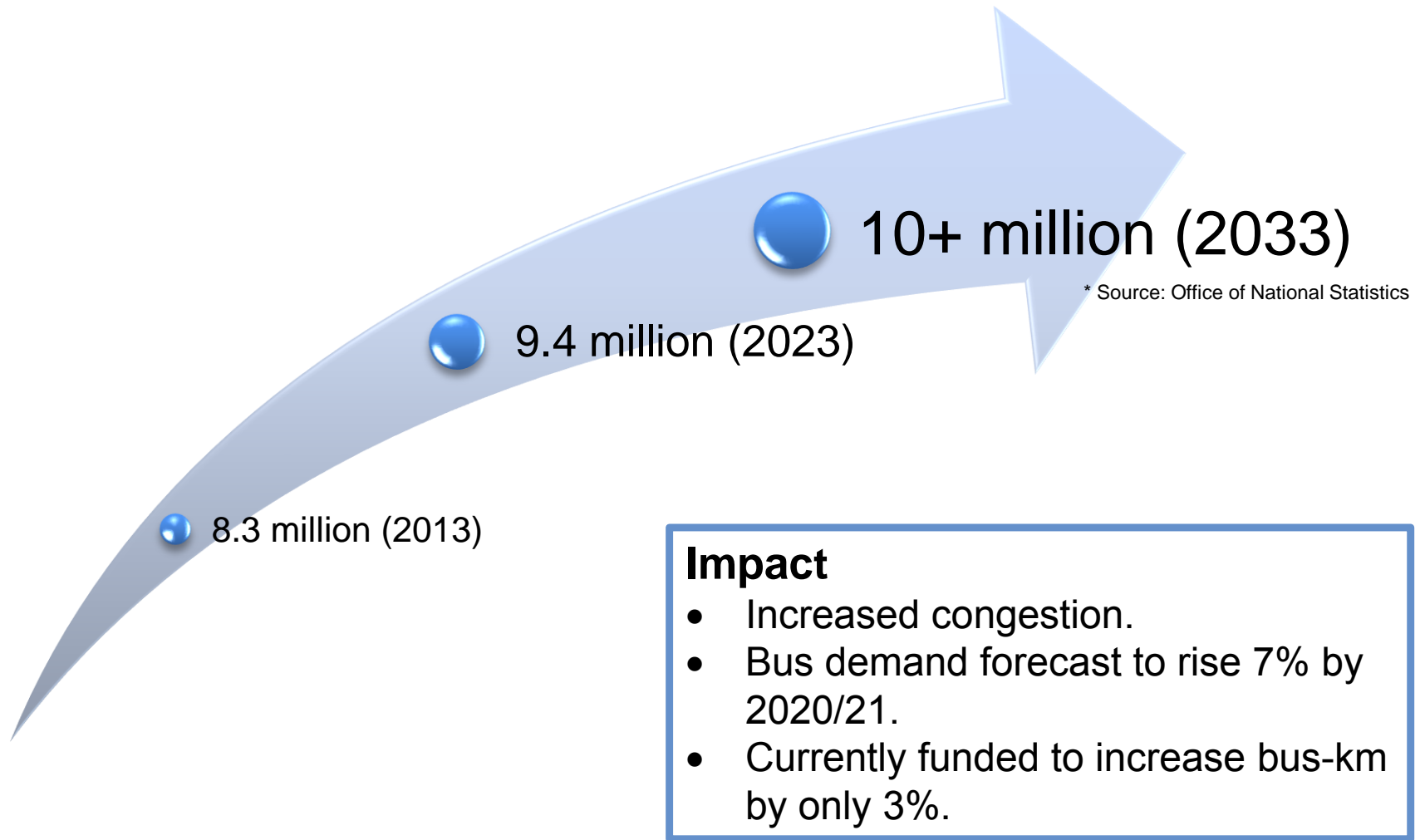
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Developing the Bus Priority Programme

Ben Plowden

Director of Surface Strategy and Planning, TfL

London's population is rising ...



Bus Priority Programme

Working with boroughs to effectively target sources of delays

Supporting the reliability in Central London

Helping London grow in new opportunity areas

Tackling congestion and delay across London



Central London

Sustaining bus reliability while investing record amounts on London's roads.



Growth & Opportunity areas



Helping London grow in new opportunity areas



Tackling congestion and delay across London

Bus Priority in action: Right-hand turns

London Borough of Bexley - A206 North End Road

Bus Routes: 89 and 428

Allowing two right turns which reduces route length.



The next steps ...

TfL to visit all London boroughs to discuss potential schemes

Boroughs to identify potential locations for schemes

TfL to assess all schemes

Schemes

Schemes designed and delivered



Big, red and reliable

A new approach to Stakeholder Engagement

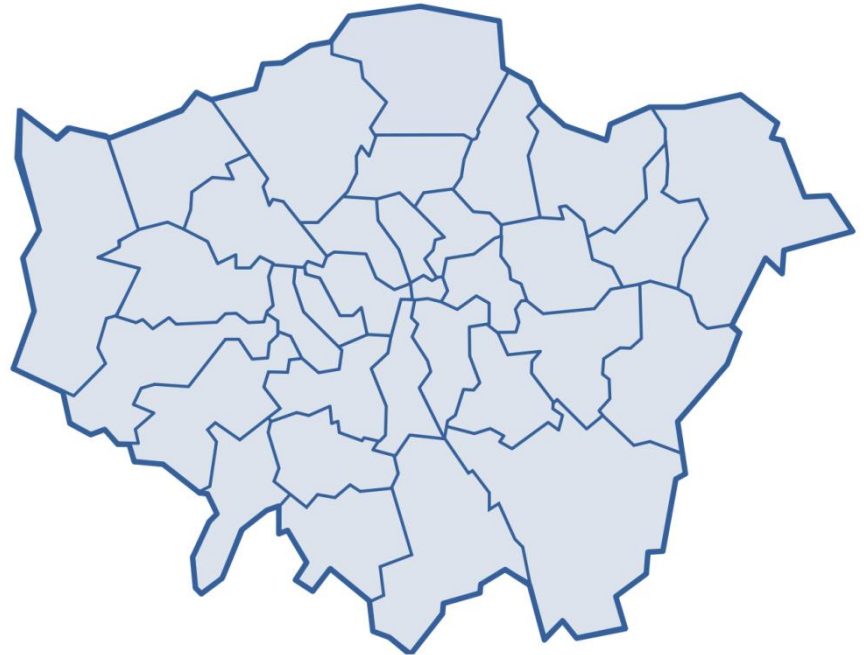
Peter Bradley

Head of Consultation, TfL

Our relationship with local authorities

Working with boroughs is essential in the provision of bus services:

- Buses run on borough roads (and local authority roads outside London)
- They provide a service for those who live, work and visit individual boroughs;
- We value the insights that the boroughs have on future developments and plans;
- It ensures we get a balance between providing a London wide network and local needs



What happens now?

- Consult and engage in all bus service changes (above and beyond the statutory duties as laid out in the GLA Act 1999)
- Hold regular Passenger Transport Liaison meetings
- Communicate through the London Borough's sub-regional forums;
- Engage regularly with borough officers and councillors over specific issues
- We also sent regular letters to Local Authorities and other stakeholders detailing the tendering programme, but inviting comments on any bus service / issue.



What have we done so far?

- Run ideas and concepts through London Councils, London TravelWatch and some local authorities:
- Discussed ideas with those involved in the London Assembly report.
- Used feedback from the borough engagement survey undertaken earlier this year



What are we proposing?

- Continue to consult and engage on all bus service changes
- Continue the regular Passenger Transport Liaison meetings
- Annual overview for each local authority in London



What outcome are we looking for?

- Informed stakeholder opinions
- Enhanced borough planning
- Improved strategic engagement ,both on specific network aspirations and service planning principles



What happens next?

- Welcome views on proposals (please use Q&A session)
- Initial annual meetings to be arranged with each local authority...





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Accessible Bus Stop Design Guidance consultation

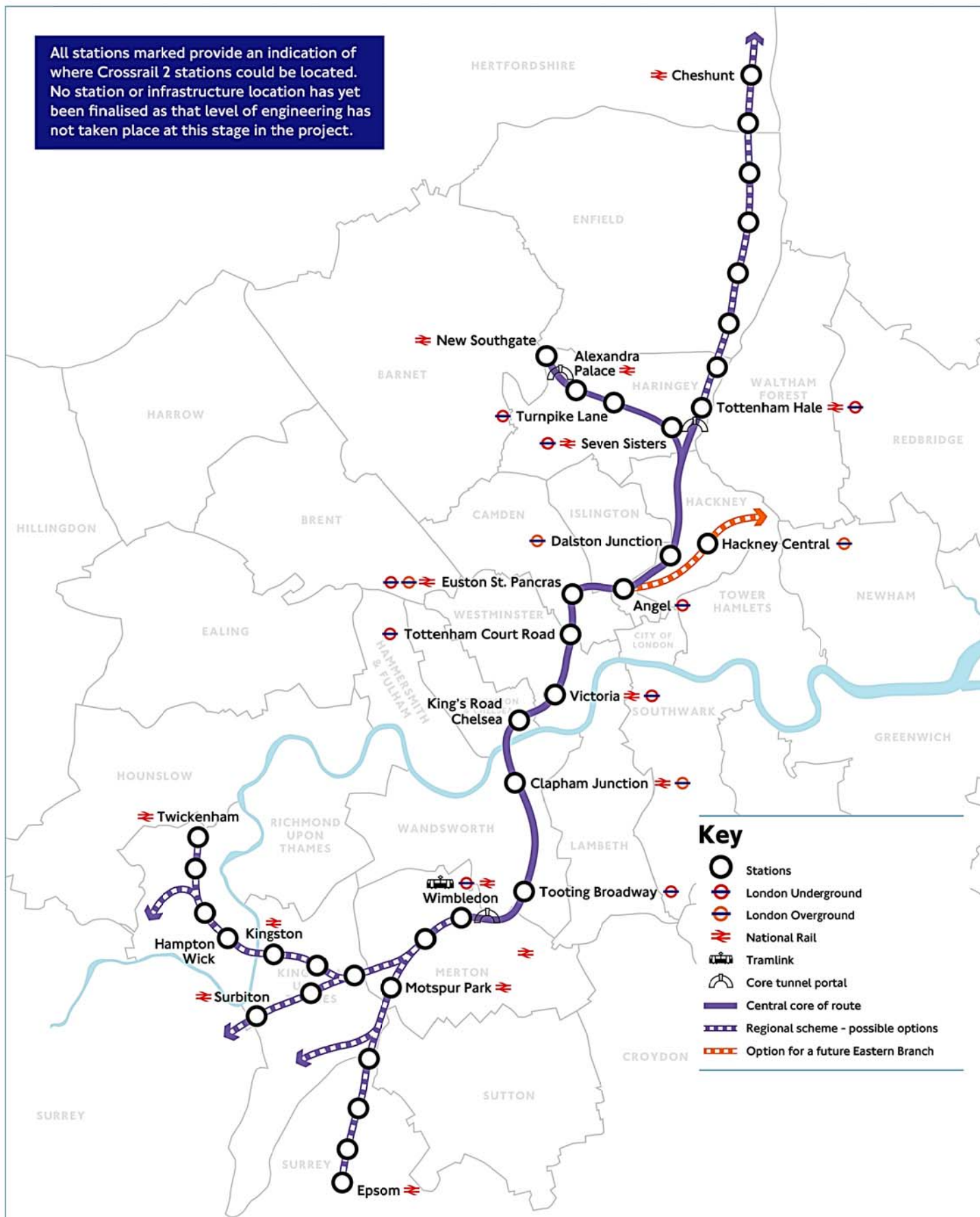
Open until Friday 31 October. Visit www.tfl.gov.uk/accessible-bus-stops

For further information, email consultations@tfl.gov.uk

Seminar close

Crossrail 2 route (autumn 2014)

All stations marked provide an indication of where Crossrail 2 stations could be located. No station or infrastructure location has yet been finalised as that level of engineering has not taken place at this stage in the project.



Key

- Stations
- London Underground
- London Overground
- National Rail
- Tramlink
- Core tunnel portal
- Central core of route
- Regional scheme - possible options
- Option for a future Eastern Branch

MAYOR OF LONDON



**TRANSPORT
FOR LONDON**
EVERY JOURNEY MATTERS

London Councils Transport and Environment Committee (TEC) and Thames Regional Flood and Coastal Committee (RFCC) Proposed Joint Working Arrangements

1. London Councils TEC nominates the Members to the Thames RFCC Committee on an annual basis in June of each year at their AGM.
2. Feedback between the two Committees is currently only on an informal basis and the new Chair of TEC wishes to strengthen the relationship.
3. This will be of mutual benefit to both organisations who have overlapping interests.
4. The chairs of both organisations met on 13 November 2014 and agreed to have a more formal mechanism of Member to Member communication.
5. Thames RFCC chair suggested that she would ask the Committee to consider appointing two vice chairs from local authority membership.
6. TEC will appoint a lead Member from the seven it nominates, who would become the vice chair if so agreed by the Thames RFCC. This lead Member would report back to TEC on a six monthly basis on strategic discussions and progress on the programme.
7. This will be an item at the TEC AGM in June 2015 and going forward. It will consist of a brief written report from the lead member on Thames RFCC to TEC.
8. This is in addition to any informal feedback, which can of course happen at any time and can be initiated by either Committee.
9. All seven London Flood Partnerships are encouraged to meet at least every six months involving all relevant portfolio holders, the Environment Agency and Thames Water.
10. It is also suggested that the two chairs meet on an annual basis at a time to be confirmed, but most likely in the third quarter of the financial year.

London Councils' Transport & Environment Committee

Consultation on Fixed Penalty Notices and Setting Fixed Penalty Levels for Anti-social Spitting

Item no: 06

Report by: Katharina Winbeck **Job title:** Head of Transport and Environment

Date: 11 December 2014

Contact Officer: Jennifer Sibley

Telephone: 0207 934 9829 **Email:** Jennifer.sibley@londoncouncils.gov.uk

Summary: This report presents the results of the public consultation on the levels of fines for breaches of anti-social spitting byelaws. It seeks Members' decision on whether to set a £80 fixed penalty level for spitting.

Recommendations: The Committee is asked to:

- Note the report.
- Note the consultation outcome.
- Decide whether to set a £80 fixed penalty level for a spitting offence.
- Decide whether to set the level of reduction at £50 if the penalty charge is paid before the end of the period of 14 days beginning with the date of the notice.

Consultation on Fixed Penalty Levels for Anti-social Spitting

Background

1. On 8 November 2013, the Secretary of State confirmed Enfield Council's byelaw for the offence of anti-social spitting, under Section 235 of the Local Government Act 1972, and it came into operation a month later on 8 December 2013. This byelaw contains a provision that a person shall not be guilty of a spitting offence if:
 - They have a reasonable excuse or
 - Where the spitting is into a handkerchief, tissue, bin, spittoon, or other receptacle.
2. Any person offending against the byelaw is liable, on summary conviction, to a fine not exceeding level 2 on the standard scale, currently £500.00. Enfield Council wishes to introduce the option to discharge any liability to conviction by payment of a fixed penalty. Section 15 (1) (b) of the London Local Authorities Act 2004 (LLAA 2004) permits such an option.
3. The fixed penalty levels for any byelaws made by London borough councils under the LLAA 2004 are to be set by a joint committee, London Councils' Transport and Environment Committee (TEC). Once the fixed penalty fee is agreed and approved by TEC, it becomes available to all London boroughs seeking to adopt such a byelaw.
4. It should be noted that there are other legislative routes to enforce against anti-social spitting. Waltham Forest and Newham councils have been issuing Fixed Penalty Notices (FPNs) for anti-social spitting using existing powers under Section 87 of the Environmental Protection Act 1990, which makes it an offence to throw, drop or deposit litter and then leave it. In this case, spitting is interpreted as litter as there is no statutory definition of litter. This was upheld in the Magistrates Courts in September 2013. The consultation response from LB Lambeth indicates that they are also considering this approach.
5. The new Public Spaces Protection Orders, under the Anti-social Behaviour Crime and Policing Act 2014 could potentially be used to tackle anti-social spitting. The new anti-social behaviour powers came into effect in October this year.

Process of setting the level of penalties under London Local Authority (LLA) legislation

6. In May 2014, officers at London Councils asked LEDNet (the London Environment Directors Network) if any other borough, apart from Enfield, required TEC to set the levels of FPNs for a local byelaw. On 17 July 2014, TEC were also asked to inform London Councils officers if there were any other local byelaws boroughs are pursuing for which TEC has to set the level of penalties. No responses were received and therefore London Councils undertook preparatory work to consult on the level of fines for the anti-social spitting offence only.
7. LEDNet were also asked if there was support for TEC setting a standard fine for all Fixed Penalty Notices. Six responses were received, with all broadly being in favour. As setting a standard fine requires all London boroughs' agreement, London Councils is not proposing to pursue this at the present time.

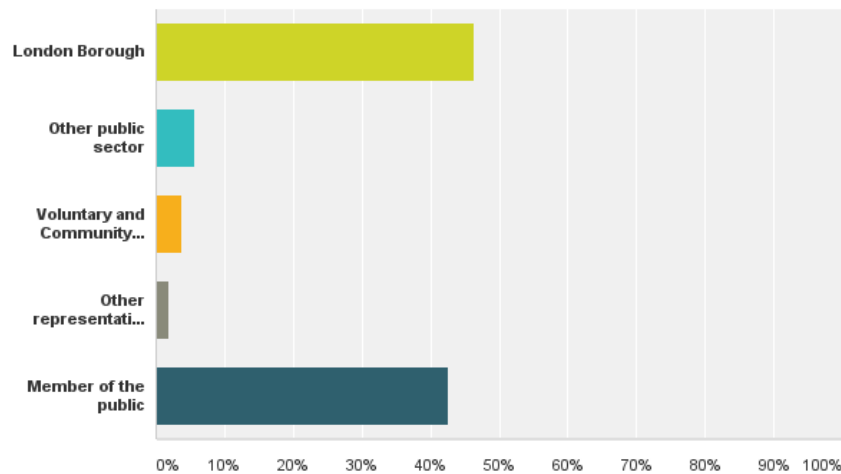
8. On 17 July 2014, TEC agreed to undertake a wider public consultation on the levels of fixed penalties for breaching a byelaw for anti-social spitting. The report suggested that the levels of fixed penalty fees for breaching this byelaw should be in line with penalties for similar types of local nuisance behaviour, for example, penalties for certain offences under the Clean Neighbourhoods and Environment Act 2005 such as littering offences (Section 88(1) Environmental Protection Act 1990) and Dog Control Orders (Section 59(2) Clean Neighbourhoods and Environment Act 2005).
9. On 2 September 2014, London Councils launched a six-week public consultation on fixed penalty levels for anti-social spitting. London Councils invited comments from a range of stakeholders with an interest in the topic, ranging from local authority professional officers including Directors of Environment; anti-social behaviour managers and heads of community safety, to national and regional organisations such as TfL, Met Police, GLA, Defra, Environment Agency and Keep Britain Tidy. The deadline for consultation responses from all respondents was Tuesday 14 October 2014.
10. The consultation questions were:
 1. What is your name?
 2. What is your email address?
 3. What is the name of your business/organisation? Please state 'n/a' if you are responding as an individual member of the public.
 4. Which of the following best describes your organisation?
 - London Borough
 - Other public sector
 - Voluntary and Community Sector
 - Other representative body
 - Member of the public
 - Other (please specify)
 5. Do you agree that the levels of fixed penalties for anti-social spitting should be set at £80, in line with penalties for similar types of local nuisance behaviour (littering, dog control orders)?
 6. Do you agree that the levels of fixed penalties for anti-social spitting should have a discount rate of £50 if paid within 10 days, in line with penalties for similar types of local nuisance behaviour (littering, dog control orders)?
 7. Do you have any other comments relating to the London-wide fixed penalty levels for anti-social spitting?

Consultation results summary

11. 54 responses to the consultation were received; 25 from London boroughs and 23 from members of the public. The Metropolitan Police service, Transport for London and borough Community Safety Partnerships also responded.

Q4 Which of the following best describes your organisation?

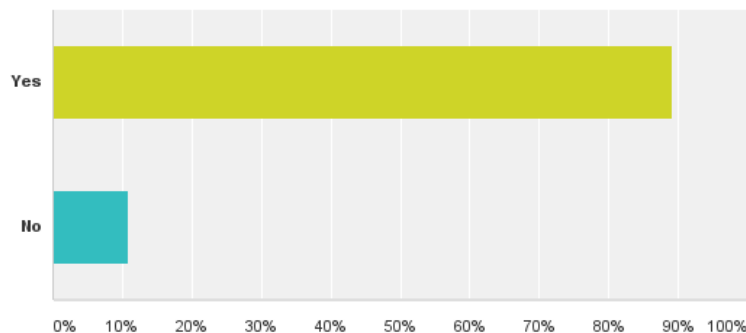
Answered: 54 Skipped: 0



12. 89% of respondents were in support of a fixed penalty level of £80 with 11% against. Eight additional comments included: concern about how to enforce the FPN; that greater work should be done to publicise why spitting was anti-social; concern that using FPN levels would undermine the higher penalties available under byelaws; the fine should be higher (three comments); spitting is not an offence; and the fine was too high.

Q5 Do you agree that the levels of fixed penalties for anti-social spitting should be set at £80, in line with penalties for similar types of local nuisance behaviour (littering, dog control orders)?

Answered: 46 Skipped: 8



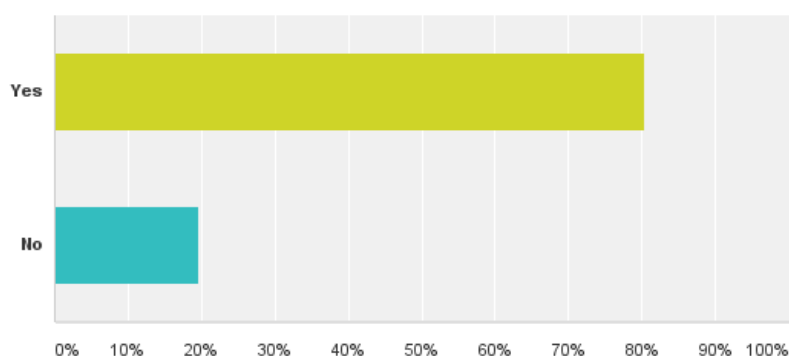
13. 80% of respondents expressed support for reducing the penalty to £50 if paid within 10 days. 20% disagreed. The eight comments received were mixed with some supporting higher penalties and others lower penalties.
14. One respondent identified that they have dispensed with an early repayment discount option on its FPN's. To have an early repayment discount specified for these offences would therefore contradict their current policy, and they felt it should be left to individual boroughs to decide whether an early repayment option applies.
15. As Enfield Council wishes to introduce the option to discharge any liability to conviction by payment of a fixed penalty using Section 15 (1) (b) of the London Local Authorities Act 2004 (LLAA 2004), the FPN levels must therefore be compliant with this Act. Section 61 (3) (a) (iv) of the LLAA 2007 (which supersedes the 2004 Act) requires "that if the penalty

charge is paid before the end of the period of 14 days beginning with the date of the notice, the amount of the penalty charge will be reduced by the specified proportion”.

16. In setting the levels of the FPN for the spitting byelaw, TEC must therefore also set an early discounted fine level. This is an option up until 14 days after the notice is issued, not the 10 days as originally consulted on.

Q6 Do you agree that the levels of fixed penalties for anti-social spitting should have a discount rate of £50 if paid within 10 days, in line with penalties for similar types of local nuisance behaviour (littering, dog control orders)?

Answered: 46 Skipped: 8



17. The final question included space for additional comments. 27 people gave comments.

- Six expressed their explicit support for the proposals.
- Eight expressed concerns about how the byelaw would be enforced and how “reasonable excuse” could be interpreted. An additional two respondents felt it would be hard to prove intent.
- Two wanted to see offenders ‘named and shamed’ publicly.
- Three respondents felt the case had not been made for issuing fines, and one felt this was a revenue-raising opportunity for councils.
- Three respondents preferred to educate the public about spitting being anti-social.
- An additional three respondents felt signage and awareness-raising materials needed to be produced in multiple languages.
- One respondent queried whether young people and children would have to pay the penalty, or whether their parent would be liable. In the event of a child being in care, the council could therefore be liable.

Next steps

18. If TEC decides to set a £80 fixed penalty level for a spitting offence and a £50 discounted rate for early payment, London Councils will communicate this to the Secretary of State, as required by the legislation.

19. The FPN levels for the spitting byelaw come into force one month after the day of the notice to the Secretary of State, unless before this period ends he objects to the level of penalty, in which case they do not come into force.

20. If the Secretary of State considers the level of penalty excessive, he can make regulations reducing the level of fixed penalty notices.

21. In the event that the Secretary of State did make regulations, London boroughs would not be able to set any further fixed penalty notices for 12 months.
22. London Councils will communicate to all London boroughs any and all correspondence received from the Secretary of State on this matter.

Recommendations

23. The Committee is asked to:

- Note the report.
- Note the consultation outcome.
- Decide whether to set a £80 fixed penalty level for a spitting offence.
- Decide whether to set the level of reduction at £50 if the penalty charge is paid before the end of the period of 14 days beginning with the date of the notice.

Financial Implications

24. There are no financial implications to London Councils arising from this report.

Legal Implications

25. If a FPN fee for anti-social spitting offences is agreed and approved by TEC and is not objected to by the Secretary of State, it will become available to all London boroughs seeking to adopt a spitting byelaw.

Equalities Implications

26. Enfield Council carried out a generic assessment for all its regulatory work in November 2013 (Annex II). The next retrospective equality impact assessment/analysis (EQIA) of this service will be carried out in 2016/17 as part of the Council's three-year rolling programme which will review the introduction of the anti-social spitting byelaw.

Annex I: Enfield Council's byelaw for anti-social spitting

THE LONDON BOROUGH OF ENFIELD

Byelaws made under section 235 of the Local Government Act 1972 by Council of the London Borough of Enfield for the good rule and government of the London Borough of Enfield and for the prevention and suppression of nuisances.

Application

1. This byelaw applies throughout the London Borough of Enfield.

Spitting

2. No person shall spit in, into or from any relevant place without reasonable excuse.
3. No offence shall be committed where the spitting is done within a handkerchief, tissue, bin, spittoon or other similar receptacle for the purpose of proper disposal.

Interpretation

4. In this byelaw:
 - (i) a place is a "relevant place" if it is open to the air, save where the public does not have access to it, with or without payment;
and
 - (ii) a place shall be deemed to be "open to the air" notwithstanding that it is covered if it is open to the air on at least one side.

Penalty

5. Any person offending against this byelaw shall be liable on a summary conviction to a fine not exceeding level 2 on the standard scale.

THE COMMON SEAL OF THE MAYOR
AND BURGESSES OF THE LONDON
BOROUGH OF ENFIELD was hereunto
affixed this 24th day of July 2013
in the presence of:-



Jb. Middleton Albany
Authorised Officer

The foregoing byelaws are hereby confirmed by the Secretary of State and shall
come into operation one calendar month after the date of confirmation.

Signed by authority of the Secretary of State

P. Rowsell

Paul Rowsell

A senior civil servant in the Department for Communities and Local Government

Date: *8 November 2013*

**Annex II – Enfield Council’s Retrospective Equality Impact Assessment (EQIA) –
Equality Analysis Regulatory Services (November 2013)**

Retrospective equality impact assessment/equality analysis template

Service / policy	Regulatory Services
Officer completing the analysis	Martin Rattigan
Phone Number	020 83791854
Teams (if applicable)	a) Consumer Protection b) Enviro-Crime c) Pollution, Planning & Licensing Enforcement
Department	Environment
Date impact analysis completed	July 2013

Section 1 – Aims and objectives

Q1. Please provide a brief description of the service or policy covered by this assessment/analysis

Regulatory Services is a public-facing service that discharges the Council's statutory duties in relation to Environmental Health, Enviro crime, Trading Standards, Planning, Pollution and Licensing Enforcement. We target our work on the areas of highest risk and concern, and will usually take a staged approach to enforcement; giving advice and support initially – unless an immediate risk to health of the environment is presented.

Much of our work is targeted based on the risk assessed programmes of work (defined in legislation or guidance) and areas of work that are agreed as being high priority by senior managers and Councillors. Where we identify community groups in need of more targeted advice and support (e.g. where English is not the first language) we will tailor our communications to support that. The majority of our work is also complaint led. We receive over 35,000 requests for service every year, and respond to them in accordance with legislative requirements and guidance, and procedures and policies agreed with senior managers and Councillors.

The work of Regulatory Services significantly contributes towards the Council's Corporate objectives of Fairness For All, Growth and Sustainability and Strong Communities -

- To help prevent food poisoning, infectious disease, food borne and water-borne illness and the sale of unfit food.
- To help prevent ill health caused by air pollution, seek to achieve compliance with air quality standards and minimise harm caused by the use of contaminated land.
- To help prevent public health nuisance, resolve drainage problems and enforce street scene legislation, including graffiti removal.
- To help prevent nuisance caused by noise and other environmental matters in the borough.
- To improve health, safety and welfare in workplaces within the borough.
- To issue and enforce registrations, consents and licences to control safety, animal welfare and help prevent nuisance.
- To reply to enquiries of Local Authorities in a timely and manner and provide facilities to enable personal searchers to obtain all required information and assist where necessary, for inquires under the Freedom of Information Act (FOI) and Environmental Information Regulations (EIR).
- To formulate licensing and gambling policies and other model conditions/guidelines for licensing functions.
- To administer a range of licence applications in accordance with policies, procedures and legislation.
- Ensure compliance of licences and planning consents by carrying out the necessary enforcement action and attending proceedings in court.
- To act as contact point for regulatory aspects of events and festivals.
- To control and eradicate vermin through our pest control service.
- To provide a safe and fair trading environment.
- Help reduce crime and the fear of crime by protecting consumers, especially vulnerable consumers, from doorstep sellers, rogue traders & loan sharks
- Investigate and Prosecute those traders who operate in the informal economy
- Ensure that Enfield provides a trading environment that is fair and safe and that goods are accurately measured/monitored
- Protect children from harm through an intelligence-led programme of test purchasing for age restricted products.

Q2. Please list the main stakeholders / beneficiaries in terms of the recipients of the service or the target group at whom the policy is aimed

As a regulatory service, our principal aims are to protect and improve the environment and street scene. The service is available to all residents and businesses in the Borough to:

- educate, advice and support on all environmental matters
- protect and promote the health of residents
- ensure compliance with legal standards, policies and consents

In order to service the community, we have developed strong local partnerships and a working relationship with the Metropolitan Police on work such as licensing, age restricted products, public nuisance and street scene offences. This co-ordination leads to good intelligence gathering and actions for effective interventions. This is achieved through Street Action for Enfield (SAFE) partnerships and project planning.

On a regional and national basis we have developed partnerships with other regulatory bodies such as the Health and Safety Executive, LOTSA (London Office Trading Standards Association), National Trading Standards Board (NTSB) Association of Environmental Health Managers (ALEHMS) and the Environment Agency. We also contribute to the Health Strategic Partnership. Work plans, objectives and targets are developed with each partner to achieve common goals.

Other stakeholders include:

- Other Council Directorates
- Elected Members
- Housing associations
- Charities
- Transport for London
- ENCAMS (Tidy Britain Group)
- ALG (Association of Local Government)
- Central Government bodies
- Other London boroughs and neighbouring local authorities with whom we have form working alliances
- Courts system, HM Coroner
- Consultant in Communicable Disease Control, Director of Public Health, Health Protection Agency, Public Analyst
- Trading Standards Institute, Chartered Institute Environmental Health, Office of Fair Trading, Citizens Advice Bureau, Age Concern & Regulatory working groups
- Business groups, community groups, faith groups
- Illegal Money Lending Team

Q3. How does the service or policy contribute to eliminating discrimination, advancing equality of opportunity, and foster good relations between different groups in the community? If it does not, please identify actions you intend to undertake to remedy this in your action plan (see attached)

R	<p>The service is open to all customers and does not distinguish between groups that make up the Enfield community. In the event of enforcement action, it is proportional and equally applied under the burden of proof for which the courts decide the ultimate sanction. In accordance with the guidance for making information accessible, all enforcement letters for (e.g. noise, food, planning) have the recommended Council information symbol with contact details.</p> <p>During the course of our licensing work we identified that a large sector of the alcohol licensed premises (e.g. off licences) were operated by the Turkish community, and recognised that language was a barrier to communication with these business proprietors and so have adjusted to this. We therefore produced licensing information packs in Turkish, and during the officers compliance visits, they hand out information on accessing the information on-line.</p> <p>Likewise in the food team we had identified in the Black, Asian and Minority Ethnic (BAME) business communities that language (including technical language) and</p>
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	<p>descriptions of scenarios may not be fully understood. We therefore attach photographs of issues found during our inspection embedded in the inspection report, so the proprietor can relate to what is required and also demonstrate to their staff.</p> <p>All suspects being questioned under caution for identified offences are offered interpreter services.</p> <p>Our Graffiti Action Team will remove all offensive and racist material within a maximum of 24hrs and within 4hrs if notified at an early stage in the working day.</p> <p>We participate in the Anti-Social Behaviour Action Group (ASBAG) meetings where we can pick up on any racial issues that could be related to noise nuisance complaints and deal with it accordingly.</p>
D	<p>Regulatory Services is responsible for the investigation and enforcement of Blue Badge Fraud. This service seeks to ensure Blue Badges are properly used to protect people with disabilities, so they can park legally displaying the blue badge, which is their entitlement. Fraudulent use not only takes up reserved parking bays but causes indirect discrimination as the public perception of legitimate users is diminished when they see able bodied persons having these badges, without a disabled passenger.</p>
G	<p>None of the statutes that we enforce are gender specific or targeted on gender. We participate in the ASB Action Group meetings where we can pick up on any gender related crime or issues that could be related to nuisance.</p>
A	<p>Some of the work in Regulatory Services is targeted a different age groups. We target businesses with a test purchase programme to see if they will sell age restricted products 'Age Related Sales' (ARS) for Alcohol, Cigarettes and Knives which directly affects young people under 18 yrs. This procedure is in accordance with national guidelines and in partnership with the police and Her Majesty Revenues and Customs (HMRC), which is often based on local intelligence. This has a positive impact for Enfield residents, reducing crime and protects legitimate business activity and contributes to the licensing objective of safeguarding children.</p> <p>Our work on rogue traders, 'No cold Calling Zones' , fraud and the illegal money lending team indirectly supports the elderly as they tend to be targeted and more vulnerable to rogue traders and scams. We work closing with the safeguarding adults team to refer victims of rouge traders to them. We also inspect residential care homes and refer any concerns to the adult safeguarding team and they will refer issue in homes for us to investigate and liaise with them.</p> <p>When assessing the risk to the public posed by food outlets, part of the risk assessment involves assessing the risk to the elderly and under 5 year olds as the most vulnerable groups of the population.</p> <p>We do not issue litter Fixed Penalty Notices (FPN's)/Dog Fouling FPNs to persons under 18. It is however perfectly legal to do so, but we have decided to deal with this offence by a written warnings via parent/guardian.</p> <p>It is very uncommon for us to be dealing with a person under 18 for the other types of offences we investigate but will consider each case on its merits.</p>
F	<p>Regulatory Services enforce the Public Health Act which encompasses smoking. A predicative equality assessment was carried out last year on the regulation of shisha bars. None of the other areas of our work impinge on faith or cultural beliefs. Regulatory Services were the sole regulatory service to be involved in the recently-compiled health inequality impact assessment, tobacco use, health inequalities and the work of the London Health Improvement Board in London.</p>

S	The service is open to all and not targeted at members of the lesbian, gay or bisexual (LGB) community. In our normal course of business, we would not be aware of the sexual orientation of the people we deal with.
T	None of the work in Regulatory Services would have a negative impact on the transgender community. We participate in the ASB Action Group meetings where we can pick up on any gender related crime or issues that could be related to nuisance
M	The service does not distinguish between people who are married or in a civil partnership.
P	<p>The service has a positive and protective role in ensuring fairness for women who are pregnant or on maternity leave.</p> <p>Through our role in consumer protection, we enforce health and safety legislation in many of the workplaces, which includes the safety and welfare of pregnant women and the unborn to ensure they are safe and not exposed to vectors of disease or workplace hazards.</p> <p>The work of the food team ensures that pregnant women are not exposed to life threatening communicable disease.</p> <p>We support the public health agenda by encourage 'business friendly breastfeeding environments' within the business community.</p>

Q4. If the service is provided by another organisation or agency on behalf of the Council, please give the names of these organisations / agencies

Redcorn Ltd – removal of nuisance and abandoned vehicles

Kingdom Security Ltd – Litter Contract

Waltham Forest Borough – Stray Dog Contract

City of London – Animal Welfare (for where a vet inspection is required)

Q5. If external providers are involved, what measures are in place to ensure that they comply with the Council's Equal Opportunities and Valuing Diversity Policy? If there are none, please identify actions you intend to undertake to remedy this in your action plan

The Council's procurement rules and processes set out procurement principles to meet the requirements of the Equalities Act 2010, including:

- that all legal obligations, including the public sector equality duties are met.
- equality issues that are addressed in procurement are relevant to the subject or performance of the contract.
- equality issues are considered early on in the procurement.
- actions to take account of equality issues are proportionate and consistent with the Government's value-for-money policy, taking account of whole-life costs.
- value-for-money means securing the best mix of quality and effectiveness for the least outlay over the period of use of the goods or services bought.
- benefits sought are assessed against any additional costs and potential burdens on suppliers.

Q6. Does the policy / policies that influence the provision and delivery of your service need reviewing to take account of the duties under the legislation. If so, include this in the action plan

No, at this current time.

Regulatory Services discharges the Council's statutory responsibilities through the enforcement of a wide range of Acts of Parliament, set out by Central Government. As such, all of our services are provided to everyone that lives, works, studies and does business throughout the Borough, irrespective of race, disability, gender, age, faith or sexuality etc.. In doing so, the Division provides equality of opportunity for all.

The team work programmes identify all of our individual functions, responsibilities and objectives across the range of services that we provide in the three teams.

Predicative equality assessments/analyses are carried out on any new policies or alterations to the existing enforcement policy.

Section 2 – Consultation and communication

Q7. Please list any recent consultation activity with disadvantaged groups carried out in relation to this service or policy

R	None
D	None
G	None
A	None
F	None
S	None
T	None
M	None
P	None

Q8. Please state what action you have taken as a result of these consultation exercises

R	N/A
D	N/A
G	N/A
A	N/A
F	N/A
S	NA
T	NA
M	N/A
P	N/A

Q9. Please state how you have publicised the results of these consultation exercises

R	N/A
D	N/A
G	N/A
A	N/A
F	N/A
S	N/A
T	N/A
M	N/A
P	N/A
Q10. Please identify areas where more information may be needed. Identify the action needed to obtain this data in the action plan	
R	None Identified
D	None Identified
G	None Identified
A	None Identified
F	None Identified
S	None Identified
T	None Identified
M	None Identified
P	None Identified
Q11. Please state how you consult with members of your staff about your service or policy. If you do not, please identify what action you intend to take to remedy this, and include it in your action plan	
R	<p>Staff are consulted in a number of ways, including:</p> <p>Departmental Staff meetings Team meetings Corporate briefings Corporate newsletters Staff Matters magazine Team briefs Staff 1:1's with line managers Performance Annual Review (PAR) interviews and reviews Access to Corporate policies, guidance etc on Council's intranet etc</p>
D	As above
G	As above
A	As above

F	As above
S	As above
T	As above
M	As above
P	As above

Section 3 – Data and research

Q12. Please describe how you carry out equalities monitoring of the take-up and use of your service – if you do not carry out equalities monitoring, please explain why

R Equal opportunities monitoring was carried out as part of customer satisfaction surveys. These were stopped in 2011 as the primary aim to introduce them was to improve services and ongoing monitoring did not provide additional useful contributions for service improvement. General satisfaction had improved from 60% to 85%. Equalities **data** returns were low and therefore not statistically useful.

All responses to service complaints contain an equal opportunities monitoring form.

Customer Satisfaction is measured through residents' satisfaction surveys and corporate monitoring of equalities data is carried and reported in connection with levels of satisfaction.

The 2012 residents survey highlighted increased levels of satisfaction for areas that Regulatory Services either direct control or make a contribution such as:

- Envirocrime Unit's (ECU) work - % of residents satisfied with keeping public land clear of litter and refuse was up to 80% compared to 65% in 2011.
- Licensing Control - % of residents who feel that people are being drunk or rowdy in a public place fell from 24% in 2011 to 11% in 2012.
- ECU Graffiti Team – residents who felt there was a problem with graffiti fell from 23% in 2011 to 10% in 2012.
- Noise Control – Noisy neighbours and loud parties fell from 15% in 2011 to 7% in 2012.
- ECU – Abandoned Vehicles – abandoned or burnt out vehicles fell from 9% in 2011 to 2% in 2012.

D	As above
G	As above
A	As above
F	As above
S	As above
T	As above

M	As above
P	As above
Q13. How are the results of any equalities monitoring analysed?	
R	There is a very low return (2%) of monitoring forms. The main issues are delay in service delivery.
D	As above
G	As above
A	As above
F	As above
S	As above
T	As above
M	As above
P	As above
Q14. Does an analysis of your customers against baseline population figures show that you are reaching all disadvantaged groups? If not, state the action you plan to take to address this in your action plan	
R	The services are provided for all residents and businesses of the borough, irrespective of their background. No disadvantaged groups have been identified, either during the course of our work or by way of complaint by residents. The results of the residents' survey summarised above (Q12) gives an indication of spread of work within regulatory services and increasing satisfaction.
D	As above
G	As above
A	As above
F	As above
S	As above
T	As above
M	As above
P	As above
Q15. Please describe how you carry out equalities monitoring of the <u>satisfaction of customers using your service</u> – if you do not carry out equalities monitoring, please explain why	
R	See question 12 above.
D	As above
G	As above
A	As above

F	As above
S	As above
T	As above
M	As above
P	As above
Q16. What does this customer satisfaction data tell you?	
R	Refer to Q12 above
D	As above
G	As above
A	As above
F	As above
S	As above
T	As above
M	As above
P	As above
Q17. Please list any performance targets relating to equality that your service or policy includes	
R	None
D	None
G	None
A	None
F	None
S	None
T	None
M	None
P	None
Q18. Please list any plans you have to introduce new targets for equality in your service or policy – this could be as a result of identifying best practice in other authorities. Include this in the action plan	
R	None - Any new targets or changes may result in a predicative equality assessment.
D	As above
G	As above
A	As above

F	As above
S	As above
T	As above
M	As above
P	As above
Q19. Have you received any complaints about your service or policy in respect of equality issues? If so, please give a brief description	
R	Occasionally we received complaints from the public that officers investigating complaints or taking enforcement action are racist (and allege that that is the reason why the officer is investigating or enforcing against them). Such complaints are logged and investigated in accordance with Corporate Complaint Procedure. None of these complaints have been upheld.
D	None
G	None
A	None
F	None
S	None
T	None
M	None
P	None

Section 4 – Assessment of impact

Q20. Please list any evidence / results of research you have of the service or policy having an adverse impact on different disadvantaged groups. If there is any adverse impact, please identify actions you intend to undertake to remedy this in your action plan	
R	None Available. Will explore whether there is any academic research or experience in other authorities.
D	As Above
G	As Above
A	As Above
F	As Above
S	As Above
T	As Above
M	As Above
P	As Above

Q21. What are the potential or known barriers to participation for the different disadvantaged groups? Please identify actions you intend to undertake to remedy this in the action plan

R	The service is conscious of language and cultural differences and will implement any changes if identified such as our adjustment with the Turkish and other BME communities in relation to the identified language barrier.
D	If we are aware or become aware of a disability, we will ensure that we adjust our communications (eg visual or hearing impairment)
G	
A	
F	The service is conscious of cultural differences in our communities. Officers have been trained in cultural awareness and show respect to cultural etiquettes and adjust their approach accordingly.
S	
T	
M	
P	

Q22. Could the service or policy discriminate, directly or indirectly, according to the accompanying definitions? Please refer to the guidance notes under the *8. Useful Definitions*

No, the service does not directly or indirectly discriminate.

Q23. If so, is it justifiable under the legislation? Please refer to the guidance notes under the *8. Useful Definitions*

N/A

Q24. Could the service or policy have an adverse impact on relations between different groups/community cohesion? If so, please describe below. Identify actions you intend to undertake to remedy this in your action plan

None of our work that could have an adverse impact on relations between different groups/community cohesion have been identified or materialised during the service history.

Officers often deal with cases where the complaint may have a racial element/ motivation or prejudice. Any identified issues would be reported to the ASB team.

Section 5 – Tackling socio-economic inequality

Q25. Does your service in any way specifically assist communities disadvantaged through the following socio-economic factors? Please explain below. If it does not, please state how you intend to remedy this (if applicable to your service), and include it in the action plan

Communities living in deprived wards/areas

Regulatory Services teams focus some of their activities in the most deprived wards of the borough. We have worked alongside London Fire Brigade (LFB) on estate days

where trading standards have provided information and advice on illegal/unsafe/counterfeit items in the deprived wards.

Trading Standards have also provided a stand in Edmonton Green raising awareness on the dangers of loan sharks. Trading Standards are also leading a partnership with the national Illegal Money Lending Team to identify and refer victims of loan sharks in Enfield.

The ECU team concentrate the Council's alley gating scheme in the most deprived wards. This has many aspects including reducing crime, fear of crime, fly-tipping and improving the aspect of the area.

Likewise the planning enforcement team are tackling the exploitation of tenants by landlords using unfit premise for habitation 'beds in sheds' project.

People not in employment, education or training

The consumer protection team provides a food hygiene course for residents who wish to work in the food industry.

We also investigate training organisations who exploit the unemployed by not fulfilling the content of promised courses which have been paid for in advance and issuing fake qualifications. These are often expensive training courses which are only exposed when the unemployed person applies for a job using their newly-acquired training qualifications.

People with low academic qualifications

Our work with food business premises seeks to increase compliance on a gradient scale (Zero & 1star premises) by working with the business to educate and ensure they remain trading and improving.

People living in social housing

The service provides a paid pest control service under a service level agreement to Enfield Homes such that tenants with rat, mice and cockroaches do not have to pay for the service. We also provide a paid pest control services to other social landlords and private sector landlords to ensure that the residents are protected from risk of vermin who are vectors of disease.

Lone parents

N/A

People on low incomes

Our toy safety inspections and sampling regimes are mainly focused on the low value shops where people on low incomes purchase goods. This is to ensure that the consumer is getting value for money and not being scammed into paying for counterfeit items and or unsafe articles.

We have frozen the prices for pest control treatments in 2013/14 and reduced the price of some in recognition of the economic climate and to assist people on lower incomes to access the service.

People in poor health

The Consumer Protection Team is focusing a new initiative 'Healthier Catering Commitment' in the most deprived wards to sign up restaurant/takeaways to provide a more balanced healthier menu options.

The Consumer Protection Team is also participating in the 'Eat Well Start Better project' in conjunction with the Early Years Team and the School Food Trust. Some of the nurseries and pre-schools are in the more deprived wards of the Borough. The project focuses on training the food provider at the nurseries settings to provide a balanced diet throughout the day. Additionally the settings must hold cooking/training sessions for families and local community. This cascading of the information will help to reduce obesity and prolong life expectancy in these areas as the life expectancy in these deprived wards are in the region of 10 yrs less than those living in the more affluent wards in the west of the borough.

The Tobacco Control Alliance focuses on dealing with illicit and illegal tobacco, and the highest prevalence of smoking and potential for sale of illegal tobacco is often highest in the most deprived wards.

Our action plan on air quality seeks to control air borne pollutants (which are most prevalent in along the A406 due to traffic) and we provide 'air text' which offers alerts asthma/respiratory suffers when there is deterioration of air quality in the area.

Any other socio-economic factor

The Marmot Review - 'Fair Society, Healthy Lives' in England concluded that creating a fairer society is fundamental to improving the health of the whole population.

The Local Authority has a vital role in building the wider determinants of good health and working to support individuals, families and communities. The report relates strongly to the core business of local councils as local leaders for health improvement and the reduction of health inequalities.

Regulatory Services delivers a range of statutory and non statutory functions which support public health and encourage behaviour change to help people live healthier and longer lives. Regulatory Services contributes to reducing health inequalities by a strong focus on the health behaviours of smoking, alcohol consumption, obesity, unhealthy food, social and financial inclusion and wellbeing living in their environment.

Section 6 - Miscellaneous

Q26. How does your service plan address equalities issues? Please explain below. If it does not, please state how you intend to remedy this, and include it in the action plan

Our service plans are operational and planned operations are often directed by statute. Where the service initiates plans that address equalities, they are mentioned in section 5 above.

Q27. Please list any staff training issues on equality arising from this assessment/analysis. Include this in your action plan

None have been identified.

Q28. How do you plan to publicise the results of this assessment/analysis? Include this in your action plan

Through 1:1 's and team meetings.
This equality impact assessment/analysis will be published on the Council's website.

Q29. Does your service or policy result in any financial support being given to disadvantaged groups within the voluntary and community sector. If 'yes', please list organisations and amounts

N/A

Q30. When and how do you intend to review this assessment/analysis? Include this in your action plan

The next retrospective equality impact assessment/analysis (EQIA) of this service will be carried out in 2016/17 as part of the Council's three-year rolling programme. Predictive EQIAs will be undertaken whenever any relevant change in service is proposed.

13. Action plan template for existing services or policies

Service or policy covered by this assessment/analysis:...Regulatory Services

Team:.....

Department: Environment

Service manager: Sue McDaid

Issue	Action required	Lead officer	Timescale	Costs	Comments
Licensing Packs provided in Turkish not available on line	Update website with on-line information pack	Ellie Green	31 st August 2013	N/A	
The EQIA is not published	To publish on the council web site.	Sue McDaid/ Martin Garnar	January 2014 (once been through the internal approval processes)	N/A	
Equalities monitoring	Consider re-introducing some customer satisfaction surveys that will include equal opportunities monitoring	Sue McDaid (and being considered by Environment)	February 2014	N/A	
Knowing our communities	Research more information about who our communities are in Enfield to improve the evidential base for targeting of advice, support and enforcement undertaken	Sue McDaid	February 2014	N/A	Need to better understand the constitution of the community (eg 'newer' Eastern European groups)
Equalities and Diversity training	All Regulatory Services staff to attend refresher E&D training	Esther Hughes Rob Oles Martin Rattigan	To be completed by end November 2013		

		Colin Parsons			
Equalities and Diversity training	Organise training for our litter warden contractors	Colin Parsons	To be completed by end January 2014		

Please add additional rows if needed

APPROVAL BY THE RELEVANT ASSISTANT DIRECTOR - NAME.....SIGNATURE.....

London Councils' Transport and Environment Committee

London Safer Lorry Scheme: Results of Formal Consultations and Next Steps

Item No: 07

Report by: Andrew Luck **Job title:** Transport Officer
Date: 11 December 2014
Contact Officer: Andrew Luck
Telephone: 020 7934 9646 **Email:** andrew.luck@londoncouncils.gov.uk

Summary: This report outlines progress with the creation of a new London-wide Safer Lorry Scheme which will require the fitting of extended view mirrors and side guards to all Heavy Goods Vehicles (HGVs) over 3.5 tonnes, at all times.

Recommendations: Members are asked to:

- Give approval to the Borough Roads (London Safer Lorry Scheme) (Restriction of Goods Vehicles) Traffic Order 2015 contained in Appendix 2 and to authorise officers to proceed with Notice of Making in due course in conjunction with TfL and HAL.
- Note the progress, programme and next steps for the proposed London Safer Lorry Scheme.

Background

1. Previous TEC reports to the March, July and October 2014 committees outlined the proposal to create and promote a new London-wide Safer Lorry Scheme, and stated the reasons why such action is necessary for London.

Delegation to TEC

2. In order to enforce the scheme, TEC agreed a resolution recommending that each of the London local authorities delegate to the joint committee the exercise of functions set out in section 6 of the Road Traffic Regulation Act 1984 for the purposes of making pan-London traffic orders (which includes the power to impose safety and environmental restrictions). This could be undertaken using powers under Part 3(D) of the Agreement.

3. At the TEC meeting of 17 July 2014, the committee resolved to seek a revised delegation specifically giving authority to make pan-London traffic orders for the purposes of the Safer Lorry Scheme. It is proposed that there will be three orders having identical effect: TfL will make an order covering GLA roads, Heathrow Airport Limited (HAL) will make an order covering roads at the airport and, it is proposed that TEC will make an order covering the remaining roads.
4. London Councils can confirm that it has received full delegated authority from all 33 London local authorities, and consent from TfL. This means that the TEC Governing Agreement has been amended using Part 3(D) of the agreement. This has enabled London Councils' TEC the power to create and promote the necessary traffic order to implement the London Safer Lorry Scheme on borough roads.

Traffic Orders – Formal Consultation

5. A draft of the proposed traffic order for borough roads was provided to TEC at the meeting in October, which outlined the details and prohibitions of the scheme, as well as the agreed exemptions.
6. Following the October TEC committee a Notice of Intent outlining the proposals was printed in a number of London newspaper publications fully covering the area of the scheme. (A list of publications can be seen at Appendix 1).
7. The Notice of Intent, which referred to all three traffic orders for borough, GLA, and HAL, was dated 5 November and formally started the minimum 21 day period within which objections to the traffic orders may be made. A link to the Notice of Intent was also emailed directly to each local authority. This was the formal objection period giving anyone, including each local authority the opportunity to raise any objections or concerns with the traffic order.
8. London Councils, TfL and HAL held copies of the Notice of Intent and related traffic order documents in their offices, and details were also published on the respective websites. The closing date for objections was 1 December 2014.
9. No objections to the proposals have been received by London Councils, TfL or HAL. However, there were two comments (see below) requesting minor amendments for technical purposes. These technical amendments are described below.
10. The Department for Transport (DfT) indicated that the traffic orders should be clearer with regards to permitting any form of class V mirror permitted under any version of ECE Regulation 46 to date. Current wording may be interpreted that vehicles should be required to have the most recently approved Regulation class V mirrors, whereas any approved Regulation 46 mirror would be acceptable. In addition Version 5 of the ECE Regulation permits combinations of other mirrors and indirect vision devices (CCTV) as an alternative to fitting a class V mirror. This comment has been accommodated in the final text of the orders at Appendix 2.
11. The Freight Transport Association (FTA) commented that the exclusion from fitting class V mirrors if the height was below 2 metres should be extended to class VI mirrors and that the orders should not commence before June 2105. This comment has also been accommodated in the final text of the orders at Appendix 2.

12. Neither of the above two comments are considered significant, so amendments may be made without re-consultation.
13. The committee is therefore recommended to agree to proceed with making the amended traffic order for borough roads (included at Appendix 2) in conjunction with the orders for GLA and Heathrow Airport roads. If the committee agrees to do so, it is likely that a 'Notice of Making' covering all three orders will be printed in the same publications listed in Appendix 1. This is likely to be on 21 January 2015. A statutory challenge against the orders can be made to the High Court within six weeks of publication of that notice.

Next Steps

Enforcement

14. On September 1 2015 enforcement will initially commence using the criminal process, and both Metropolitan Police and City of London Police have agreed to enforce.
15. As discussed in previous reports, it is anticipated that there will be a move to civil enforcement at a later date. London Councils officers are continuing communications with TfL and DfT about a move to civil enforcement under the London Local Authorities and Transport for London Act 2003 (LLA and TfL Act). Changes to this act are required by DfT if this is to happen.
16. Subject to the required legislative change, Civil enforcement options need to be explored further and London Councils' will consult local authorities before any decriminalised options are finalised.

Signs

17. The proposed area covered by the Safer Lorry Scheme would be the same as that for the London Low Emission Zone (LEZ). This broadly covers the Greater London Authority (GLA) boundary.
18. Special signs advising of the restrictions have been specially authorised by DfT. These can be seen in Appendix 3.
19. Detailed assessment of where the signs should be located has been undertaken, and it is likely that these will be on boundaries and entry roads into London in a similar vein to the LEZ signs. There will not be a requirement for repeater signs across London. It is important that any additional street furniture is kept to a minimum to reduce clutter and costs, so existing infrastructure will be used where possible. It is important however that the signs and restrictions are clear and not confusing.
20. A signing program will commence in the New Year to ensure that all applicable routes into the London Safer Lorry Scheme area are signed. Those boroughs that are affected will be contacted and consulted as part of this program.

Communications

21. Discussions are on-going as to when the communications for London Safer Lorry Scheme will be formally launched. This could be undertaken once the traffic order has been made, or before actual enforcement of the scheme commences. It is likely that a communications will be made when both events occur as it is important that those affected, especially the freight industry are fully informed. Branded adverts will be placed in the trade press, and on webpages. There is also scope to utilise the London Lorry Control Scheme and Low Emissions Zone (LEZ) databases to advise vehicle operators of the scheme.
22. London Councils and TfL communications teams will continue to discuss the options in maximising the publicity for the scheme prior to the launch.

Financial Implications

23. There are no financial implications at this stage, and any future work undertaken will be carried out with the understanding that there will be no net costs for London Councils or the boroughs.

Legal Implications

24. The legal implications are set out in the body of the Report.

Equalities Implications

25. An impact assessment has been prepared by TfL and was presented in the TEC report of 17 July 2014.

Recommendations

Members are asked to:

- Give approval to the Borough Roads (London Safer Lorry Scheme) (Restriction of Goods Vehicles) Traffic Order 2015 contained in Appendix 2 and to authorise officers to proceed with Notice of Making in due course in conjunction with TfL and HAL.
- Note the progress, programme and next steps for the proposed London Safer Lorry Scheme.

Appendix 1:

Please find enclosed a list of publications where the Notice of Intent was printed:

Barking & Dagenham Post
Bexley Times
Brent Kilburn Times
Bromley Times
City Am
Croydon Guardian
Ealing Gazette
East London Advertiser
Enfield Independent
Greenwich and Lewisham Mercury
Hackney Gazette
Haringey Independent
Harrow Wembley Observer
Hendon Times
Hounslow Chronicle
Islington Tribune
Kensington and Chelsea Chronicle
Kingston Guardian
London Gazette
Newham Recorder
Richmond and Twickenham Times
Romford Recorder
South London Press
Sutton and Epsom Guardian
Uxbridge & Hillingdon Leader
Waltham Forest Guardian
Wandsworth Guardian
West End Extra
Willesden & Brent Times

LONDON COUNCILS

TRANSPORT AND ENVIRONMENT COMMITTEE

THE BOROUGH ROADS (LONDON SAFER LORRY SCHEME) (RESTRICTION OF GOODS VEHICLES) TRAFFIC ORDER 2015

Made

Coming into Force

1 September 2015

The Transport and Environment Committee of London Councils, after consulting the Common Council of the City of London and the Councils of all the London Boroughs (“the London Boroughs”), the Commissioner of City of London Police, the Commissioner of Police of the Metropolis, and Transport for London, in exercise of the powers conferred on the London Boroughs by Section 6 of the Road Traffic Regulation Act 1984, and all other powers thereunto enabling (and such powers having been delegated by the London Boroughs to the Transport and Environment Committee of London Councils) hereby makes the following Order.

1 COMMENCEMENT AND CITATION

This Order may be cited as The Borough Roads (London Safer Lorry Scheme) (Restriction of Goods Vehicles) Traffic Order 2015, and shall come into force on 1 September 2015.

2 INTERPRETATION

(1) In this Order –

- (a) “1986 Regulations” means the Road Vehicles (Construction and Use) Regulations 1986¹ as amended;
- (b) “class V mirror” (a close-proximity exterior mirror) has the meaning given in point 1.1.1.14 of Annex I to Community Directive 2003/97 and includes any corresponding provision in ECE Regulation 46 applicable at the time the mirror was fitted;
- (c) “class VI mirror” (a front mirror) has the meaning given in point 1.1.1.14 of Annex I to Community Directive 2003/97 and includes any

¹ SI 1986/1078

corresponding provision in ECE Regulation 46 applicable at the time the mirror was fitted;

- (d) "Community Directive 89/297" has the same meaning as in regulation 3 of and Schedule 2 to the 1986 Regulations;
- (e) "Community Directive 2003/97" has the same meaning as in regulation 3 of and Schedule 2 to the 1986 Regulations;
- (f) "ECE Regulation 46" refers to the regulation of that title (including any revisions or amendments) agreed from time to time by the United Nations Economic Commission for Europe (UN ECE) and "Revision 5" of that Regulation refers to the agreement of the UN ECE dated 19 August 2013;
- (g) "exempted vehicle" means a vehicle listed or described in Part 1 (mirrors) or Part 2 (sideguards) of the Schedule to this Order or any other vehicle or class of vehicles approved by the order-making authority from time to time and published on its website as being an exempted vehicle for the purposes of this Order;
- (h) "first use" in relation to a vehicle shall be construed in accordance with regulation 3 (2) of the 1986 Regulations;
- (i) "goods vehicle" means a motor vehicle or trailer constructed or adapted for use for the carriage or haulage of goods or burden of any description;
- (j) "GLA Road" has the same meaning as in section 142(1) of the Road Traffic Regulation Act 1984;
- (k) "GLA Side Road" has the same meaning as in section 142(1) of the Road Traffic Regulation Act 1984;
- (l) "London Low Emission Zone" has the same meaning as in paragraph 1 (j) ("definition of the low emission zone") of the Schedule to the Greater London Low Emission Zone Charging Order 2006 (as amended);²
- (m) "mirror" has the meaning given in regulation 33 (7)(b) of the 1986 Regulations;
- (n) "order-making authority" means the Transport and Environment Committee of London Councils;
- (o) "registration" has the meaning given in respect of "registered" in the Table in regulation 3(2) of the 1986 Regulations;

² A copy of this order (as amended) can be found at:
<http://www.tfl.gov.uk/cdn/static/cms/documents/lez-annex-g.pdf>

- (p) "restricted street" means any road within the area of the London Low Emission Zone other than a GLA Road or GLA Side Road;
 - (q) "sideguard" has the same meaning as in regulation 51 of the 1986 Regulations and in Community Directive 89/ 297 for a device for lateral protection;
 - (r) "vehicle categories N2, N3, O3 and O4" refer to those categories defined as such in Annex II (Definition of vehicle categories and vehicle types) to Directive 2007/46/EC (as amended).
- (2) A reference in this Order to the fulfilling of the requirements for the fitting of class V and class VI mirrors under Community Directive 2003/ 97 includes reference to the corresponding requirements under ECE Regulation 46 (Revision 5) from the date on which that Directive is revoked.
 - (3) The prohibition and duties imposed by this Order are in addition to and not in derogation of any restriction, prohibition or requirement imposed by any other enactment.
 - (4) A reference to an article or schedule followed by a number is a reference to the article of, or the schedule to, this Order so numbered.
 - (5) The Interpretation Act 1978 applies to this Order as if it were an enactment.

3 PROHIBITION OF GOODS VEHICLES IN RESTRICTED STREETS WITHOUT REQUIRED MIRRORS AND SIDEGUARDS

- (1) Subject to the remainder of this Article and to Article 4 below, no person shall use, drive or cause or permit to be used or driven in any restricted street: -
 - (a) a goods vehicle falling in vehicle categories N2 or N3 which is not fitted with both –
 - (i) a class V mirror on the passenger side; and
 - (ii) a class VI mirror to the front of the vehicle;

fulfilling the requirements for the fitting of such mirrors contained in either regulation 33 of the 1986 Regulations or Community Directive 2003/ 97; or
 - (b) a goods vehicle falling in vehicle categories N2, N3, O3 or O4 which is not fitted with sideguards fulfilling the requirements for the fitting of such devices contained in regulation 51 of the 1986 Regulations or in the Annex to Community Directive 89/ 297;

unless the vehicle is an exempted vehicle.

- (2) Paragraph (1)(a) above shall be deemed to be satisfied by a mirror which fulfils the requirements for a class V mirror under any of the following:
- (a) Community Directive 2003/ 97 whenever fitted;
 - (b) ECE Regulation 46 whenever fitted; or
 - (c) any combination of direct view and/or indirect vision devices fulfilling the requirements of paragraphs 15.2.4.5.10 or 15.2.4.5.11 of Regulation 46 at the time of fitting which were permitted under that Regulation as an alternative to fitting a class V mirror.
- (3) The prohibition imposed by paragraph (1) above shall apply notwithstanding that a vehicle would, apart from the requirements of this Order, be exempt or excepted from the obligation to fit:-
- (a) class V or VI mirrors under the 1986 Regulations or Community Directive 2003/ 97 solely on the basis of the vehicle's date of manufacture, first use or registration; or
 - (b) sideguards under the 1986 Regulations (regulations 51(1) and (2) in particular) or Community Directive 89/ 297 (paragraph 1.1 and paragraph 3 of the Annex in particular) or (under either) solely on the basis of the vehicle's date of manufacture, first use or registration.
- (4) In any proceedings relating to paragraph (1) above where it is shown that either: -
- (a) a person was the registered keeper of a vehicle at any date; or
 - (b) a person was a hirer or hire purchaser or lessee or conditional purchaser or owner of a vehicle at any date;

it shall be presumed that that person was the user of the vehicle at that date unless that person shows on the balance of probabilities that he was not the user of the said vehicle at the said date and for the avoidance of doubt the existence or otherwise of any such agreement as mentioned in sub-paragraph (b) above shall not of itself mean that the registered keeper is not also a user of that vehicle.

4 EXEMPTIONS FROM REQUIREMENTS OF ARTICLE 3

Nothing in Article 3 of this Order shall apply to:-

- (1) An exempted vehicle;
- (2) A vehicle constructed before 1 January 1983;

- (3) A vehicle being used for fire brigade, ambulance or police purposes;
- (4) A vehicle which or whose load is required for the purposes of dealing with any actual or apprehended emergency affecting the safety of persons or property;
- (5) A vehicle to which no bodywork has been fitted and which is being driven or towed—
 - (a) for the purpose of a quality or safety check by its manufacturer or a dealer in, or distributor of, such vehicles;
 - (b) to a place where, by previous arrangement, bodywork is to be fitted or work preparatory to the fitting of bodywork is to be carried out; or
 - (c) by previous arrangement to premises of a dealer in, or distributor of, such vehicles;
- (6) A vehicle which is being driven or towed to a place where by previous arrangement a sideguard or mirror is to be fitted so that it complies with the requirements of this Order;
- (7) A vehicle owned by or used for the purposes of the Secretary of State for Defence and used for naval, military or air force purposes;
- (8) A vehicle in the service of a visiting force or of a headquarters as described in Article 8(6) of the Visiting Forces and International Headquarters (Application of Law) Order 1999³;
- (9) Anything done with the permission or at the direction of a police constable in uniform;
- (10) In exceptional circumstances, anything done with the written consent of the order-making authority.

Dated this day of []

Name:

Title:

The Transport and Environment Committee of London Councils

³ SI 1999/ 1736

SCHEDULE

EXEMPTED VEHICLES

Article 3(1)

Part 1: Vehicles exempted from the requirement to fit Class V and VI Mirrors

1. The following models of vehicle:

- Iveco Daily;
- All types of compact sweepers (including the Johnston Sweepers 5000 series);
- Mercedes Chassis Cab Vario with two wheel drive and all Sprinter models;
- Mitsubishi Fuso Canter;
- Nissan Cabstar;
- Isuzu N Series (any up to 7500 kg);
- Renault Mascott and Maxity;
- Volkswagen LT and Crafter.

2. A vehicle not listed above where it is impossible to mount a class V mirror or a class VI mirror in a way that ensures that the following conditions are fulfilled: (i) no part of the mirror is less than 2 m (a tolerance of + 10 cm may be applied) from the ground, regardless of the adjustment position, when the vehicle is under a load corresponding to its maximum technically permissible weight; and (ii) the mirror is fully visible from the driving position.

Part 2: Vehicles exempted from the requirement to fit Sideguards

(A reference in column 2 of the Table to complying with requirements as to the fitting of sideguards is in particular a reference to the requirements set out in paragraph 2 of the Annex to Community Directive 89/ 297.)

	<i>Description of goods vehicle</i>	<i>Extent or circumstances of exemption provided</i>
Vehicles of categories N2 and N3		
1.	Tractors for articulated vehicles	Wholly exempt
2.	Road sweepers	Wholly exempt
3.	Gully emptiers/ suckers	Exempt if the fitment of a sideguard would prevent the use of the suction tube (not merely hinder its operation).

4.	Vehicles mounted with cranes and/or access working platforms.	Exempt: (1) from the forward point of the vehicle stabiliser legs; or (2) otherwise where it is not fully practicable to comply with requirements as to the fitting of sideguards.
5.	Vehicles fitted with items in the area where a side guard would otherwise be required to be fitted, such as fuel tanks and equipment boxes.	Exempt where the shape and characteristics of such items or components would provide lateral under-run protection equal to that of a sideguard provided that the spaces between component items providing lateral under-run protection shall not exceed 300mm.
6.	Vehicles designed and constructed for special purposes.	Exempt if it is not possible for practical reasons to comply with requirements as to the fitting of sideguards because to do so would prevent the use of the vehicle or equipment fitted to the vehicle (not merely hinder its operation).
7.	Any showman's vehicle permanently fitted with a special type of body or superstructure forming part of the equipment of the show of the person in whose name the vehicle is registered.	Wholly exempted.
8.	Tank-vehicles (that is, a vehicle designed solely for the carriage of fluid substances in a closed tank permanently fitted to the vehicle and provided with hose or pipe connections for loading or unloading).	Exempt if it is not possible for practical reasons to comply with requirements as to the fitting of sideguards because to do so would prevent (not merely hinder) the operation of the vehicle's hose or pipe connections.
9.	Vehicle transporters (that, is a vehicle specially designed and constructed, and not merely adapted, to carry other vehicles loaded onto it from the front or the rear).	Exempt if the chassis rails are located on the extremities of the vehicle.

10.	Vehicles equipped with anchorage points for ro-ro transport.	Exempt to the extent that there are gaps within the sideguard to accept the passage and tensioning of fixings or lashings.
11.	Other category N2 or N3 vehicles not mentioned above.	Exempt where the sides of the vehicle are so designed and/or equipped that by their shape and characteristics their component parts together meet the requirements as to the fitting of sideguards or provision of lateral under-run protection.
<i>Trailers of categories O3 and O4</i>		
12.	Semi-trailers.	Exempt if the distance from the king pin to the foremost axle centre is less than 4.5 metres.
13.	Vehicle transporter trailers (that is, a trailer specially designed and constructed, and not merely adapted, to carry other vehicles loaded onto it from the front or the rear).	Exempt if the chassis rails are located on the extremities of the trailer.
14.	Low platform trailers or low loaders (that is, a trailer where the upper surface of the load platform is less than 750 mm above ground level).	Wholly exempt.
15.	Gully-emptiers/ suckers.	Exempt if the fitment of a sideguard would prevent the use of the suction tube (not merely hinder its operation).
16.	Trailers mounted with cranes and/ or access working platforms.	Exempt: (1) from the forward point of the vehicle stabiliser legs; or (2) otherwise where it is not fully practicable to comply with requirements as to the fitting of sideguards.

17.	A trailer specially designed and constructed, and not merely adapted, to carry round timber, beams or girders, being items of exceptional length.	Wholly exempt.
18.	Trailers with sliding bogies.	Exempt if it is not possible for practical reasons to comply with requirements as to the fitting of sideguards when the trailer is in the extended position. (Full compliance is only required in the fully closed position.)
19.	Tank-trailers (that is, a trailer designed solely for the carriage of fluid substances in a closed tank permanently fitted to the vehicle and provided with hose or pipe connections for loading or unloading).	Exempt if it is not possible for practical reasons to comply with requirements as to the fitting of sideguards because to do so would prevent (not merely hinder) the operation of the vehicle's hose or pipe connections.
20.	Trailers designed and constructed for special purposes.	Exempt if it is not possible for practical reasons to comply with requirements as to the fitting of sideguards because to do so would prevent the use of the trailer or equipment fitted to the trailer (not merely hinder its operation).
21.	Any trailer to a showman's vehicle where that trailer is permanently fitted with a special type of body or superstructure forming part of the equipment of the show of the person in whose name the vehicle is registered.	Wholly exempt.
22.	Trailers equipped with anchorage points for ro-ro transport.	Exempt to the extent that there are gaps within the sideguard to accept the passage and tensioning of fixings or lashings.
23.	Other category O3 and O4 trailers (not mentioned above).	Exempt where the sides of the trailer are so designed and/or equipped that by their shape and characteristics their component parts

		together meet the requirements as to the fitting of sideguards or provision of lateral under-run protection.
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London Councils' Transport & Environment Committee

Quietways Signing Guidance

Item 08
no:

Report by: Leon Thorne **Job title:** Principal Strategy Planner, TfL
Date: 11 December 2014
Contact Officer: Jessica Ellery (Borough Cycling Programme Manager, TfL)
Telephone: 02030540851 **Email:** Jessica.Ellery@tfl.gov.uk

Summary

Committee members are asked to review and provide comment on the attached 'Quietways Signing Guidance' (see background section below).

The document is currently in draft, but will be issued for implementation on the two pilot Quietways in late January 2015 (launching spring 2015).

Committee members are asked to pay particular attention to the following sections:

- Chapter 3: 'Surface Markings' (page 9)
Type, frequency and different contexts for application
- Chapter 4: Signs (page 21)
New signage types, layouts, content and mounting heights
- Chapter 6: Sign Use Specification (page 42)
On and off highway signing scenarios and visual examples
- Section 4.6 (page 23)
The guidance states that signs should include the cycle journey time to destinations, rather than distance. This has been proposed in view of customer research with potential users (especially new and inexperienced cyclists) and in order to ensure consistency with existing Cycle Superhighway and Legible London signage (which both refer to 'minutes' rather than 'miles'). We welcome the views and preferences of committee members.

Recommendations For information and progress

1. Background

Cycle Quietways

The Quietways will be a cross-London network of high-quality, low-traffic cycle routes. They will mainly use quieter back streets, parks and other green spaces and will be particularly suited to new and inexperienced cyclists. They will combine with the Cycle Superhighways to form the 'Central London Grid' and will also stretch far into the suburbs, with both radial and orbital routes.

Quietway Signing Guidance

The Quietways will be clearly signed, predominantly through surface markings, but with limited signage at key decision points to ensure that people do not lose their way. TfL is drafting a 'Quietways Signing Guidance' document to set out the standards for the consistent application of all signage and surface markings. The guidance is being developed in collaboration with all London Boroughs and other Quietway delivery partners.

Discussions are ongoing with the DfT to obtain agreement for any new proposals. Once agreed, the draft guidance will be piloted on the first two Quietways launching in spring 2015. The document will be updated that summer, following a lessons learned exercise, customer evaluation, and further engagement with delivery partners. The 'final' guidance will then be issued and implemented on all future Quietways, before being incorporated into a future edition of the London Cycling Design Standards.

Committee members are asked to review and provide comment on the attached 'Quietways Signing Guidance'. This feedback will be considered and incorporated into the working draft for pilot Quietway implementation.

Please send all comments to Jessica.Ellery@tfl.gov.uk by Wednesday 31 December.

2. Financial Implications for London Councils

There are no financial implications to the boroughs.

3. Legal Implications for London Councils

There are no legal implications to the boroughs as a result of these appointments.

4. Equalities Implications for London Councils

None

5. Background Papers

Draft 'Quietway Signing Guidance' document (sent with TEC reports). Spare copies will be made available at the meeting)

QUIETWAYS SIGNING GUIDANCE

MAYOR OF LONDON



**TRANSPORT
FOR LONDON**
EVERY JOURNEY MATTERS

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Introduction

This document outlines the requirements for signing cycle routes delivered through the Quietways programme. It supplements the 2014 draft London Cycling Design Standards (LCDS) and should be read in conjunction with that document.



Chapter 6 of LCDS covers general signing issues, such as regulatory signing required for all on-highway cycling provision. This document contains programme-specific standards and covers variations from the LCDS that are applicable only to Quietway routes.



Use of the term ‘signing’ in this document refers both to vertical signs and surface markings. Surface colour, which has no regulatory meaning, is not included within this definition. This document should be followed by engineers when designing signage schedules for the Quietway programme.

Chapter 1

Design principles



Design principles

- 1.1** Signing to support wayfinding for Quietways should follow the good design outcomes set out in LCDS.
- **Safety** – signing or surface colour used for wayfinding should support and reinforce, not compromise, signing that has an identified safety function
 - **Directness** – signing should assist users to make their journey without undue deviation (ie remaining on the identified route, or using the most direct means of accessing an intersecting route)
 - **Comfort** – signing should give users the confidence to follow a route, or access an intersecting route, using information on-/off-street (ie without needing to refer to other sources of information)
 - **Attractiveness** – appropriate signing should be selected to avoid compromising other street design and urban design objectives
 - **Adaptability** – preferred and variant options are set out within this guidance. Options are provided within the toolkit so that authorities can continue to apply their own design guidance and satisfy any place-specific considerations
 - **Coherence** – although there is flexibility in this guidance, it is important that signing on- and off-highway should be used in a broadly consistent way on all Quietway routes
- 1.2** Signing for Quietways should also adhere to the following three basic rules:
1. The primary means of signing for Quietways is the cycle symbol and route number used together on the carriageway surface – throughout this guidance, this combination is referred to as the ‘Q symbol’. This has two functions:
 - As route reassurance – repeated at intervals along the route
 - As direction signing – to indicate the direction in which a route continues at a decision point (in which case the Q symbol appears with a direction arrow)
 2. The Q symbol primarily has a wayfinding function. The cycle symbol alone (ie without a route number) is used for road positioning or awareness-raising. This relates to LCDS guidance that the cycle symbol can have three separate functions: to show a recommended (but not required) road position, to raise driver awareness of cyclists and to give wayfinding information.
 3. Signs should be used sparingly and may be considered: ahead of where routes intersect or where extra wayfinding information is needed. Improvements to existing street signing and road signs may negate the need for cycle-specific signs.
- 1.3** The rules apply both to on-highway and off-highway scenarios. However, more variation is permitted off-highway.

Purpose		Preferred	Permitted variations
For route continuity (on a link)	On-highway	Q symbols	Confirmatory signs (usually after junctions/decision points only). These may be used as well as Q symbols or, where surface markings cannot be applied, instead of Q symbols
	Off-highway	Q symbols or inlaid repeater symbols	Confirmatory signs, where surface markings cannot be applied
			Omission of route number for repeater
			Agreed alternative symbol, such as cycle and pedestrian symbol for shared use
For signing a change of direction	On-highway	Q symbol or standard Quietway direction sign	Q symbol and standard Quietway direction sign
			Finger posts – to be used only in exceptional circumstances (see paragraph 4.9)
	Off-highway	Q symbol or inlaid symbol, with direction arrow	Finger post
			Bollard-mounted sign
For signing a more complex movement or an intersection with another route	On-highway	Standard Quietway direction sign or map-type sign ahead of decision-point	
	Off-highway	Standard Quietway direction sign or map-type sign ahead of decision-point	Finger post with multiple directions

1.4 Summary of guidance.

See section 7 for a full specification list of the correct signs to be used in a number of scenarios. This section also contains a visualisation of each scenario based in a real life street context.

Chapter 2

Network and naming strategy



Network and naming strategy

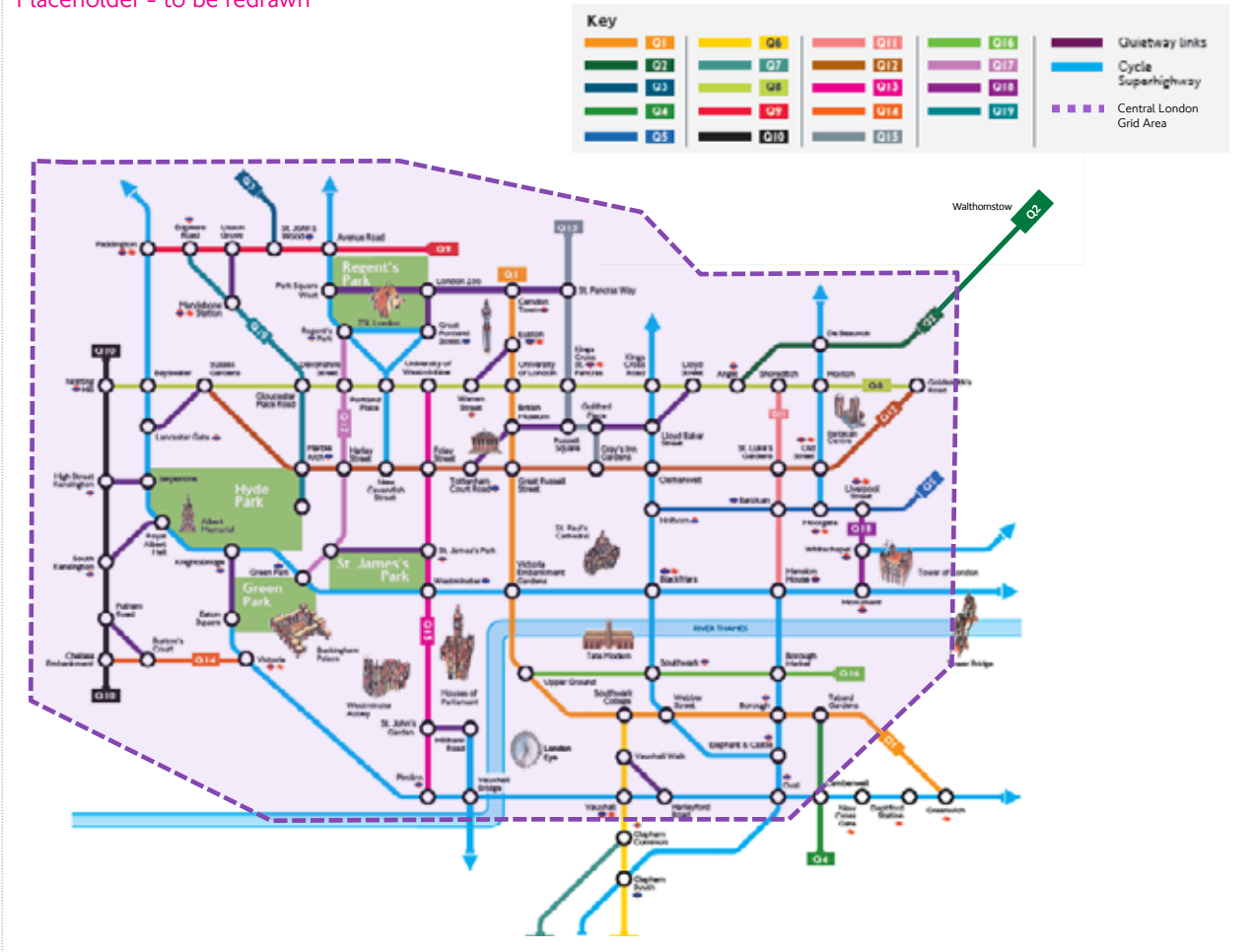
2.1 The Quietways will feature a 'Colours and Numbers' system of route naming and mapping. This system will sequentially number each Quietway based on the order in which they are delivered. The first two Quietways will be named 'Route 1' (between Waterloo and Greenwich) and 'Route 2' (between Bloomsbury and Walthamstow). Further route naming will be agreed as future phases of the Quietways programme are confirmed.

2.2 An illustrative map for the Central London Grid is shown below. Please note that the displayed route numbers are for example only and are in no way indicative of actual proposals. As shown, routes would be numbered sequentially, with those extending outside of the Grid area (e.g. Routes 1 and 2) retaining those numbers through to their final destinations.

2.3 Future phases of the Quietways programme will include radial and orbital routes which do not connect to the Central London Grid. These routes will be numbered in the same way, with the next available route number being assigned.

2.4 'Colours' would only be applied in the context of route mapping and would not be shown on any signing or road markings.

Placeholder - to be redrawn



Chapter 3

Surface markings



On-highway surface markings

3.1 Use of surface markings should generally follow the advice set out in LCDS (2014) chapter 6. They must also comply with the Traffic Signs Regulations and General Directions (TSRGD) and follow guidance set out in the Traffic Signs Manual Chapter 5 (2013). TSRGD (2002) remains in place until superseded by a revised version in spring 2015. The guidance in this section draws on the consultation draft of TSRGD (published in 2014), referring to table numbers from that document.

3.2 Effectiveness of road markings for wayfinding will depend on surface quality and on maintenance. Markings applied to a rough or damaged surface are not likely to endure. Application must therefore be read with guidance (in LCDS chapter 7) on surface quality, with an expectation that any street forming part of a Quietway will have a good quality riding surface. Guidance on maintenance of cycle routes may also be found in chapter 7 of LCDS. Note that Quietways fall under the ‘prestige’ definition for maintenance regimes.

3.3 For Quietways, three types of regular road marking are used, generally all at the smallest available size.

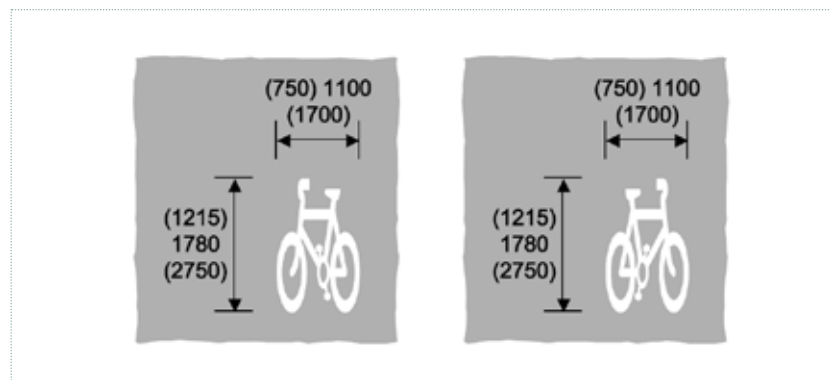


Table 48, item 28

(diagram 1057 from TSRGD 2002)

The cycle symbol (750mm wide, 1215mm high) has an established meaning when used on its own, but for the purposes of wayfinding for Quietways, forms part of the ‘Q symbol’.

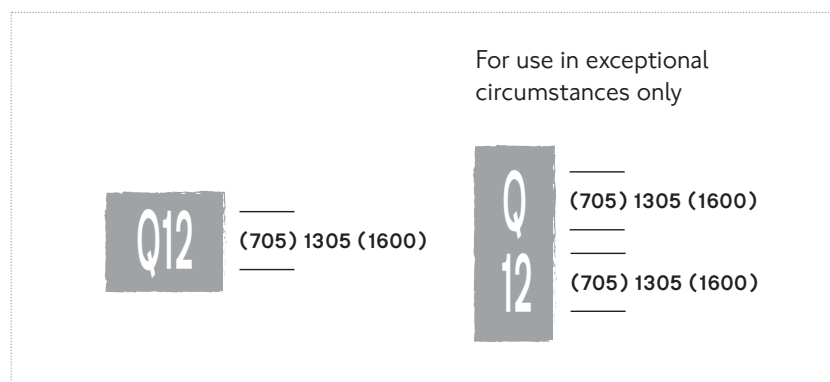


Table 42, item 29

(diagram 1057.1)

The route number is the other part of the Q symbol. For Quietways, it consists of Q followed by a number.

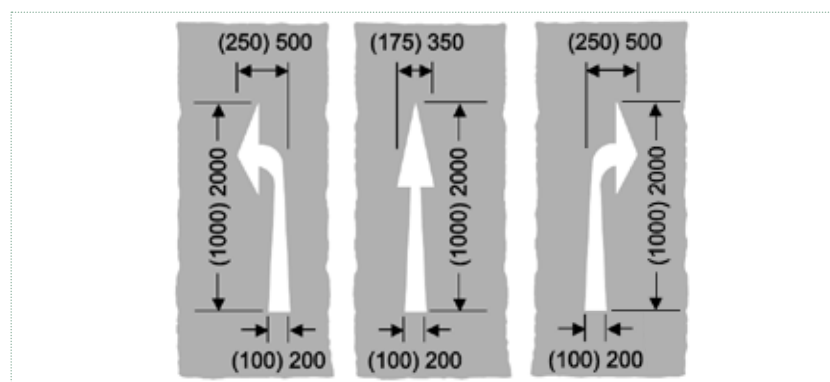


Table 42, item 32

(diagram 1059)

The direction arrows are used to indicate a change in direction so are not needed for route continuity but are needed at decision points. Arrows should only be used in conjunction with the Q symbol.

3.4 Q symbols for confirmation and route continuity.

On routes, Q symbols should be repeated so that the user receives regular reassurance that they remain on the Quietway route. There is no requirement for the next to be visible from the previous, unless there is any doubt about the continuity of the route. The maximum spacing is 250 metres but indicatively most circumstances are likely to require 150–200 metre spacing. This applies to:

- Streets with mixed traffic
- Cycle streets
- Cycle tracks, with separation from motor vehicles
- Cycle lanes

The absolute minimum spacing is 20 metres and 50 metres should be used as a working minimum.



3.5 Quietway purple should not be used for Q symbols. Refer to LCDS chapter for general guidance on the use of surface colour.

3.6 Note that lateral positioning should follow guidance provided in chapter 6 of LCDS on placement of 1057 symbols. Q symbols

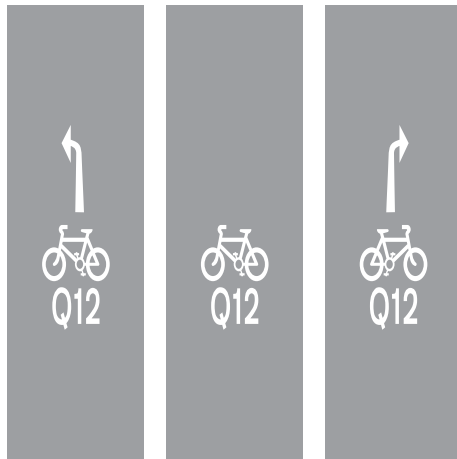
should never be placed where they might put cyclists into a vulnerable position.

Where the purpose of the symbol is for recommended road positioning or to alert other road users to the cycle route, then the cycle symbol alone should be used, following guidance in chapter 6 of LCDS.

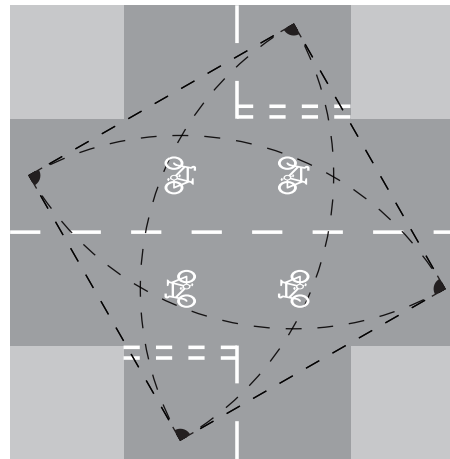


Upper Berkeley Street – Q symbol.

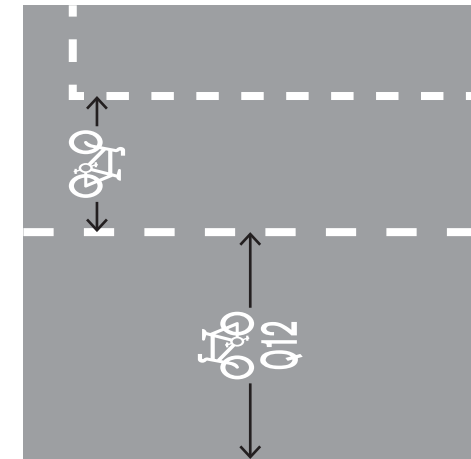
Wayfinding



Conspicuity



Positioning



3.7 Note that 1057 cycle symbols and associated numbers or coloured patches are only prescribed for route confirmation purposes by the Department for Transport. However, in practice, they can perform two other functions: to improve conspicuity of cyclists to general traffic and suggest a position in the road that cyclists should adopt.

A symbol or patch that does not satisfy all three of these uses may have implications for cycling safety. Symbols placed close to a side road or row of parked cars for example will indicate to cyclists that the route continues, indicate to drivers entering and exiting the junction or space that they should expect to see cyclists but may not be in the recommended riding position for optimum visibility between cyclists and drivers.

Engineers must attempt to satisfy all three functions.

1. Wayfinding
2. Conspicuity
3. Positioning

Note: Cycle symbols and Q symbols should never be placed on top of other line markings.

On-highway surface markings



Martello Street junction with London Lane – standard sign, Q symbols, arrow.



London Lane junction with Martello Street – standard sign, Q symbols, arrow.



Childers Street junction with Etta Street – cycle symbols.

On-highway surface markings



Surrey Canal Road – shared use marking with Q number.



Surrey Canal Road junction with Trundley's Road – map, shared use marking, see through confirmatory.

3.8 Q symbols for changes of direction.

Where Q symbols are used for simple changes of direction, they need to be accompanied by the direction arrow. These markings should be placed immediately before the movement to be made. After the movement, a confirmatory Q symbol should be used to show the continuation of the route.

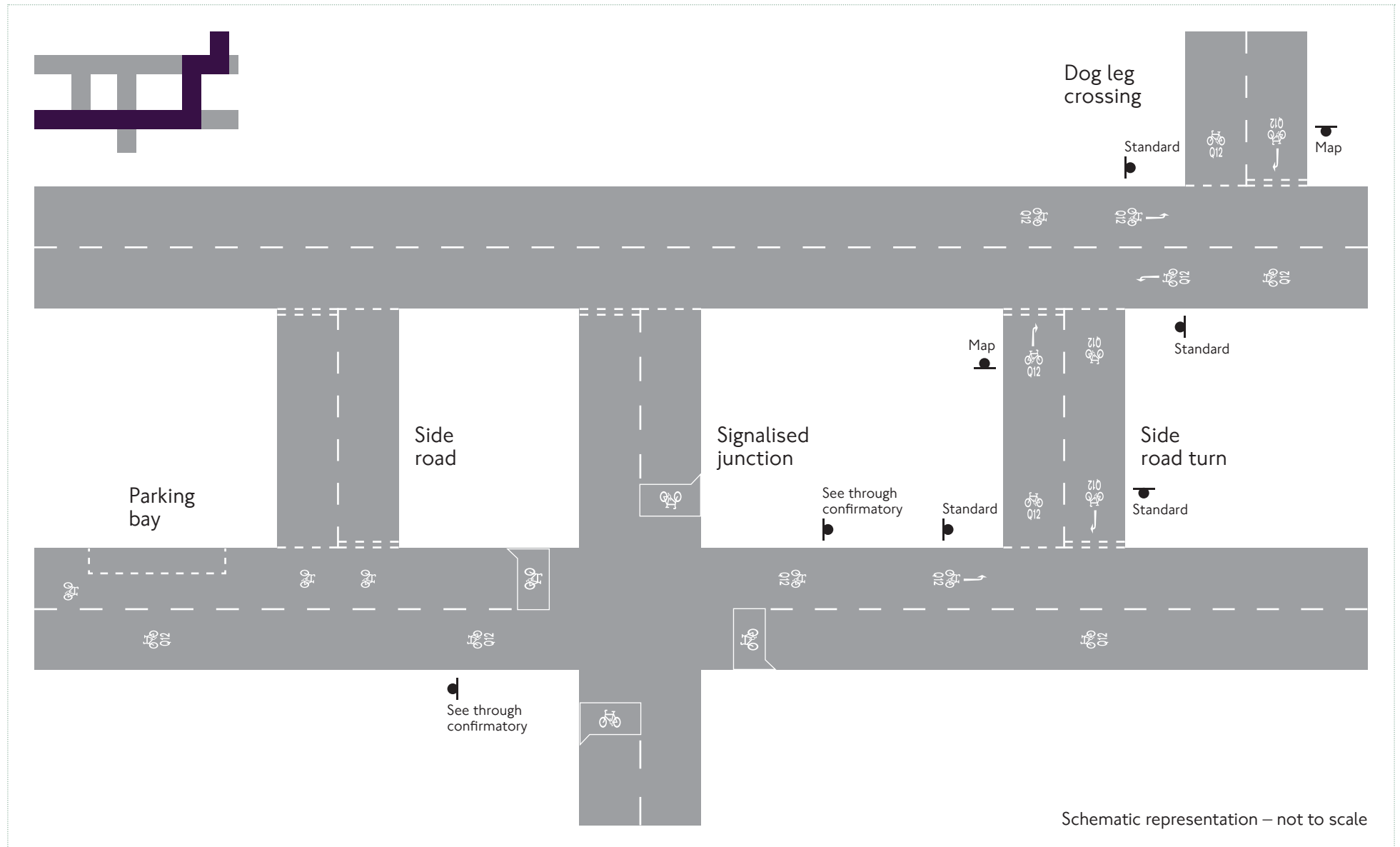
3.9 The Q symbol and arrow should only be used where it is clear that cyclists are permitted to make all movements at a decision point, but that the direction shown is to continue on the Quietway route. This is most likely to be the case:

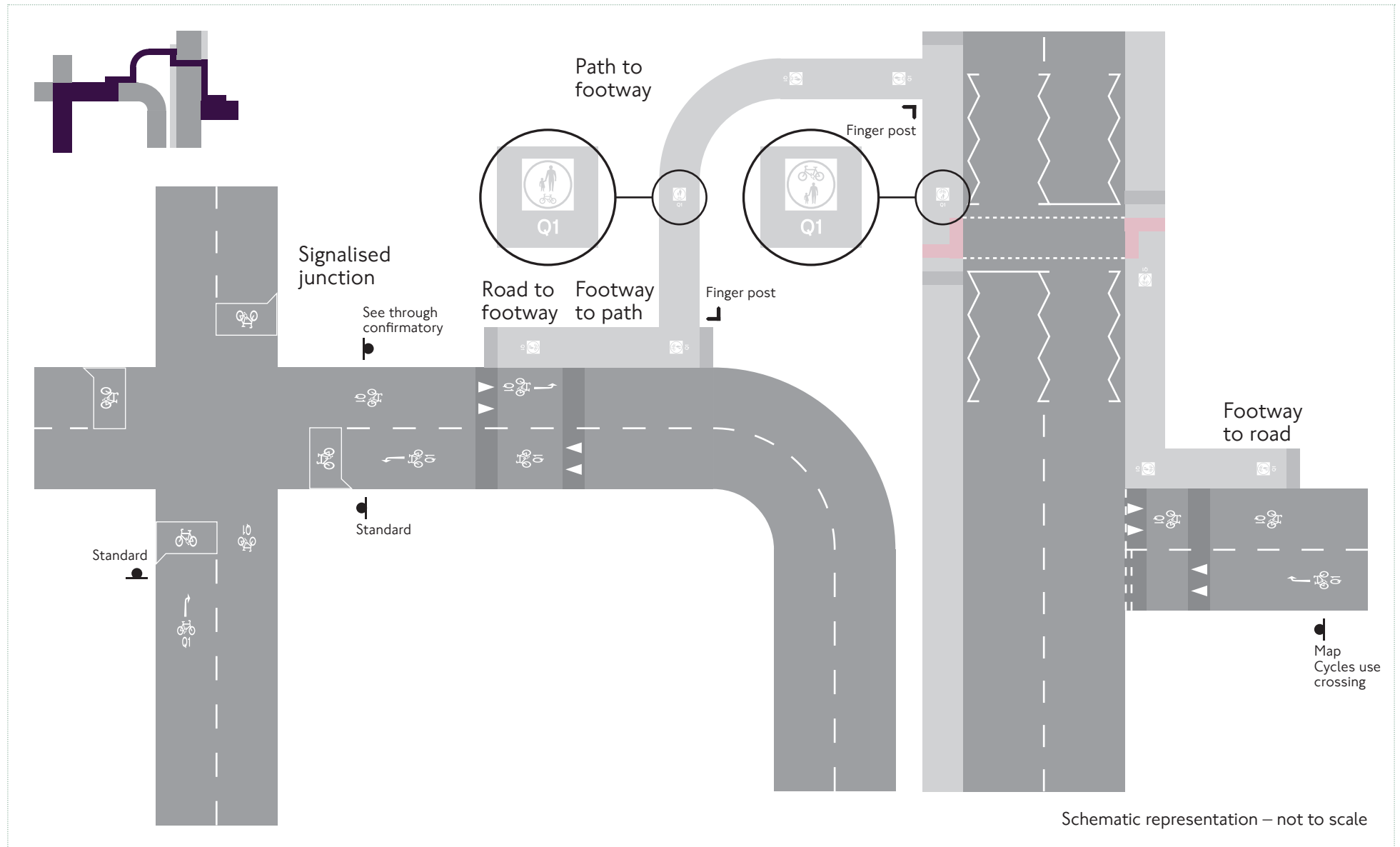
- a) Where the Quietway route turns from a major road onto a minor road and where it is clear that cyclists may continue on the major road (this may be reinforced by use of diagram 1057 symbols or cycle lanes on that road).
- b) At signalised junctions, where it should be clear that all movements may be made unless they are explicitly prohibited.

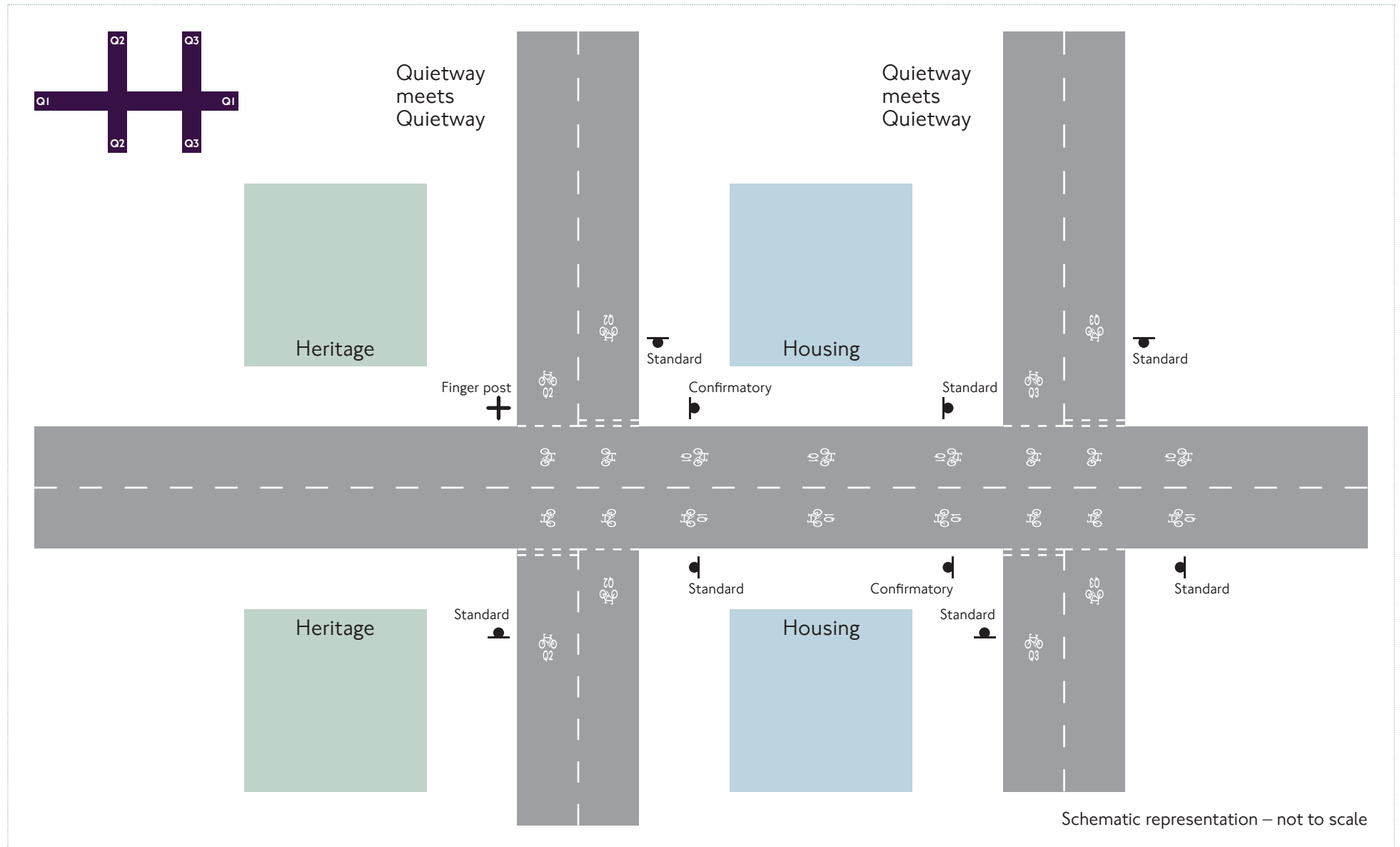
More care is needed at a T-junction where the Quietway route leaves the minor arm to join the major road and where there may be ambiguity about whether turning in the other direction is permitted for cyclists.

3.10 In street environments where the Q symbol and arrow would be the most prominent road marking, designers need to take a view on whether their use could mislead other road users about access at the junction ahead. In such situations, the alternative is to use the Quietway direction sign, either with destinations and directions or with a map-type element (see paragraph 4.10 onwards).









Off-highway surface markings

3.11 Surface markings used through parks and other green spaces and on canal towpaths should be developed and agreed with the land owner or managing authority. The preference is for a combination of signs at decision points, supported by selective use of surface markings. Where it is problematic to use surface markings, an exemption may be gained to allow for use of signs only.

3.12 Use of regulatory surface markings (ie painted white markings) should generally be avoided in these environments, although the Q symbol with direction arrow could be applied in some 'road-like' contexts through parks and in order to give consistency to wayfinding on a route.

3.13 Markings inlaid in tiles can work well in park and towpath environments – for example, using the 'shared use' cycle and pedestrian symbol or a variant of it. To indicate intended pedestrian priority in off-highway scenarios, the order may be reversed so that the pedestrian symbol appears at the top, but note that this version should not be used on-highway. Use of the Quietway route number on such signing is optional.

3.14 Surface markings for route continuity are generally only required after decision points, to give those cyclists turning onto the route the confidence that they are following the Quietway. Any further repetition of the marking is at the discretion of the designer. Towpaths, and any other context in which it is clear that there is only one direction that can be taken to stay on the route, do not need further repeaters for route continuity.



Kensington Palace – shared use tile with Q number (adapting existing tile).



Kensington Palace – shared use suggesting pedestrian priority with Q number.

Off-highway surface markings



Clapham Common – existing cycle only path with Q number reassurance where required.



Regent's Canal towpath – shared use marking (suggesting pedestrian priority) with Q number.



Law Street – shared use marking, confirmatory signs.

Chapter 4

Signs



On-highway signs

4.1 Use of signs should generally follow the advice set out in LCDS (2014) chapter 6. They must also comply with the Traffic Signs Regulations and General Directions (TSRGD) and follow guidance set out in the Traffic Signs Manual Chapter 7 (2013). TSRGD (2002) remains in place until superseded by a revised version in spring 2015. The guidance in this section draws on the consultation draft of TSRGD (published in 2014), referring to table numbers from that document.

4.2 In summary, signs can:

- Provide complex directional information
- Show links to interconnecting routes
- Facilitate orientation, allowing cyclists to determine their current location
- Indicate the effort required to complete the journey (physical and mental)

4.3 Quietway signs should be provided in a way that minimises street clutter, following the advice set out in figure 6.3 in LCDS (2014). The most practical options for Quietways signs are likely to be: replacement of existing signs or consolidation of cycle signing, and mounting on existing poles and lamp columns. All signs should be mounted according to guidance set out in LCDS (2014) chapter 6. Key points include the following:

- Signs should be mounted so as to be as visible as possible to the intended user
- For wall and bollard mounting, heights of between 0.5 metres and 1.5 metres are recommended
- Anti-rotational fixings must be used
- Signs for existing cycle networks on the route should be removed in order to avoid confusion

4.4 Signs placed on posts on the footway can reduce pedestrian comfort and add to street clutter. They should therefore only be used at key decision points or where route coherence is lost – for example across a busy transport interchange or offset junction. Vertical and horizontal clearance are the two main considerations and so the following minimum requirements must be met.

- The base of the sign should be no lower than 2.1 metres (2.3 metres if cyclists are using the space)
- The edge of the sign should be no closer than 450mm from the edge of the carriageway



- 4.5** Sign design should also follow the basic principles set out in LCDS (2014) chapter 6 and the Traffic Signs Manual Chapter 7 (2013). Legend x-height should generally be a minimum of 25mm (25mm or 30mm will usually be appropriate for minimising the overall size of the sign). Larger x-heights may be required for legibility of map-type signs. Closest destinations should be listed at the top with more distant and strategic destinations below (see section 6 for more details).
- 4.6** Times to destinations should be provided rather than distances, as described in TSRGD (2014), table 46, item 6. The abbreviation ‘mins’ should be used. Journey times on-highway can indicatively be calculated using an average cycling speed of 10mph (16kph) but should be confirmed by riding the route at different times and under different conditions. Times should be rounded up to the nearest five minutes, except where a journey is expected to last less than 20 minutes.
- 4.7** TSRGD (table 44, item 10) sets no requirement for cycle route signs to be illuminated, but use of reflectorising material is advisable, as is placement of signs in such a way as to be illuminated by street lighting.
- 4.8** For Quietways, signs are only required where preparation of the signing schedule identifies that there is a need for additional directional information at a given location. This is most likely to occur where routes cross. There may also be a case for signing where opportunities exist to transfer between different route types – Superhighways, Quietways. Cyclists should be able to choose their route based on an expectation of the level of service it will provide.



4.9 TSRGD provides for four main types of sign. For Quietways we are proposing three main types, with finger posts permitted in exceptional circumstances. This may include the following:

- a) In locations such as Conservation Areas where the area-specific guidance precludes the use of the standard Quietway sign and/or Q symbol. In such locations, a further alternative is to adapt the Quietway signing to adhere with the relevant conservation or heritage area guidance.
- b) As a last resort, where there is a need to sign a change of direction or sign to another route, but where physical constraints dictate that the standard Quietway sign and/or Q symbol and arrow cannot be accommodated.

Sign	Guidance on use	Example
a) Standard Quietway direction sign (table 6 I, item 23)	Can incorporate destinations and directions or a map-type sign on a panel. To be used principally for signing a complex movement or direction signing to another route. It may also be used as an alternative to the Q symbol and arrow for basic direction signing.	
b) 'Map-type' sign ('Indication of a route for cyclists through a road junction ahead' – table 6 I, item 22)	May be used where the continuity of a Quietway route through a junction may not be immediately obvious, but there is no need to provide directions to other routes.	
c) Route confirmatory sign (table 4 I, item 37)	Not to be used for a change of direction or signing to another route, but may be acceptable in certain sensitive locations as an addition or alternative to the Q symbol where confirmation is needed of the continuation of a route. It's also recommended for use across signalised junctions to enable cyclists to see through to where the route continues.	
Exception d) Finger post direction sign (table 45, item 8B), with route number on purple-coloured patch	Exceptional circumstances on-highway on a Quietway route – see paragraph 4.34. Note that this sign may also be used to sign a Quietway from a different cycle route type.	

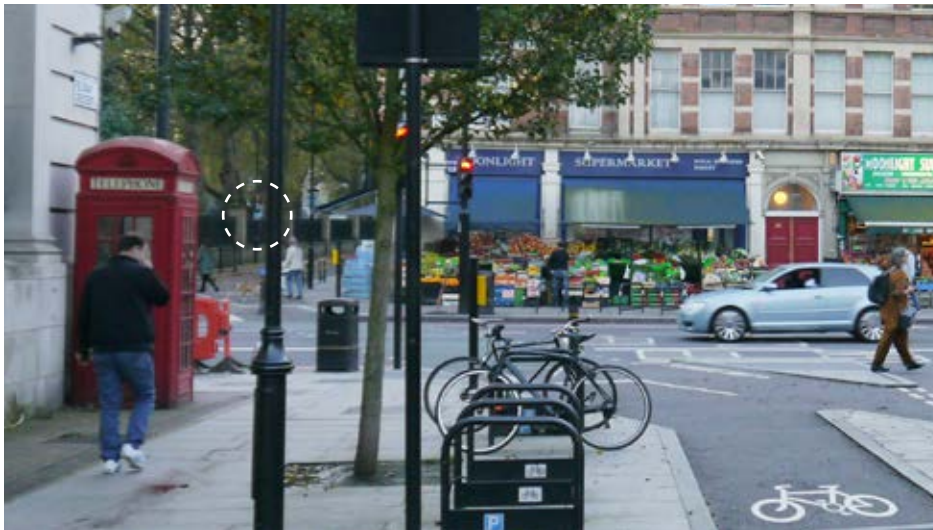
Signs



Manor Road, Bexley – see through confirmatory sign.



Queen Street – see through confirmatory sign.



Fieldway Crescent junction with Madras Place and Holloway Road – see through confirmatory sign.

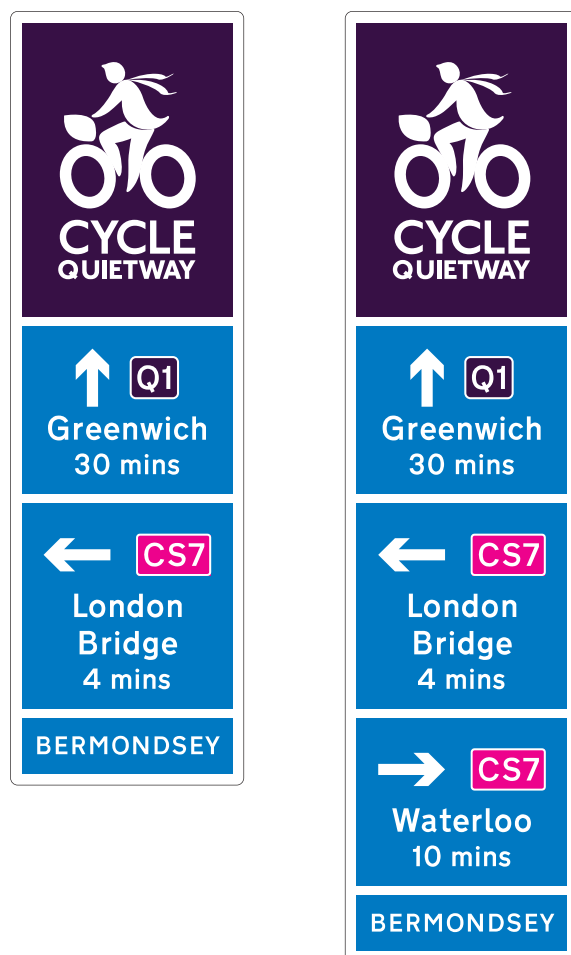


Cornwall Road junction with Stamford Street – see through confirmatory sign.

Signs



Theobald's Road junction with Lambs Conduit – standard sign, see through confirmatory sign.



4.10 Standard Quietway sign.

TSRGD Table 61, item 23, 'Indication of routes leading from a junction on a cycle Quietway'.

This sign incorporates a branding panel at the top with the Quietway logo, and a location panel at the bottom. Its purpose is to sign destinations on the Quietway route and any intersecting Superhighway or Quietway route. It should not include NCN routes, LCN routes or local destinations.

4.11 The sign can incorporate up to three panels, with each panel showing one direction and the route number and type. Within the Central London Grid, one destination only should be provided for each direction. Outside the Grid, more than one destination may be provided. See section 5 for further details.

4.12 The order of directions, from top to bottom, should be: ahead (top) panel, left (next panel) and right (lowest panel). The panels must not be re-ordered to nearest first.

4.13 Route types are shown by their colour and optional prefix:

- 'Q' with a purple background for Quietways
- 'CS' with a rubine red background for Cycle Superhighways

As dictated by TSRGD table 43, item 23, patches may be in any contrasting colour. The white edge to the patch may be omitted if the patch has a light background.

4.14 Times to destination should be provided as a default, but may be omitted in some circumstances to minimise sign height and/or width.

4.15 Where one route is accessed from another, this may be shown on the sign by placing the second route number, with its coloured patch, in brackets after the first. Different route types / colours may be combined on the same sign.

On-highway signs



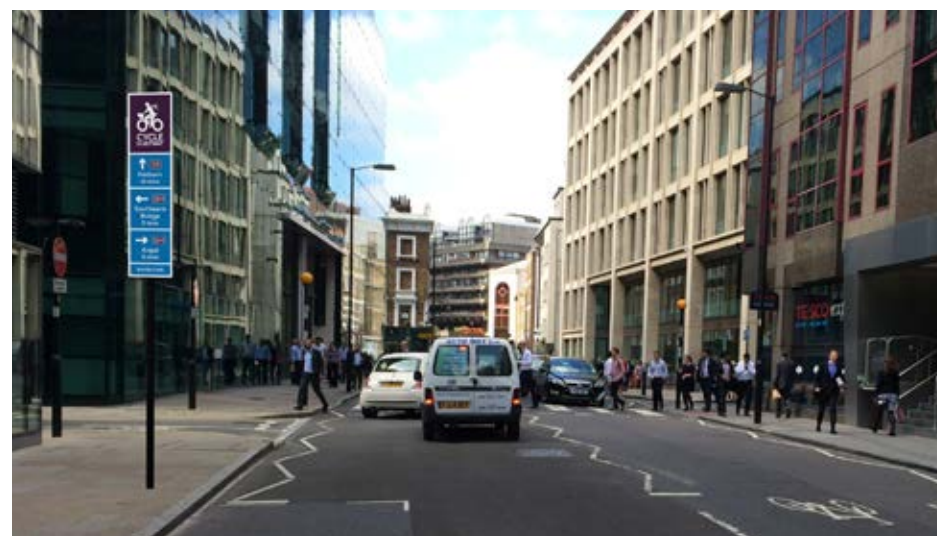
Hamilton Street junction with Deptford High Street – map sign, Q symbols, arrow.



Mare Street, London Lane – map sign, Q symbols.



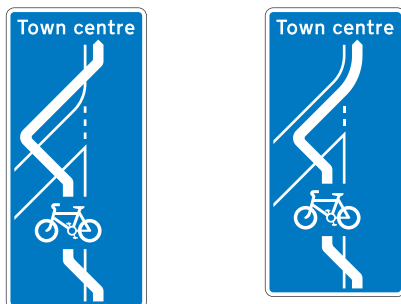
Deptford Church Street junction with Coffey Street – map sign, Q symbols, see through confirmatory.



Chiswell Street – standard sign.

4.16 Map-type sign.

TSRGD table 61, item 22, 'Indication of a route for cyclists through a road junction ahead'.



4.18 The symbols indicating the road layout and the route for cyclists may be varied as appropriate except that individual symbol widths may not be varied (see Traffic Signs Manual Chapter 7 (2013) for further guidance).

4.19 Destinations may be omitted, varied or added. For Quietways, the route number on a purple patch may be provided next to the cycle symbol to clarify the Quietway route.

4.20 Finger direction sign.

TSRGD table 45, item 8, 'Sign showing route for cyclists'.

This sign, which can point either left or right, is a generic cycle route sign and should not be used other than in the circumstances described in 4.9 above. TSRGD (2014) shows a blank finger post sign, to be populated with elements from tables 46, 50 and 51, such as names of destinations and journey times. The destination on the sign is required to be 25–60mm x-height. On Quietways, 25mm should suffice for most purposes.



4.21 TSRGD table 50, item 3, 'Route for pedal cycle with an indication of... route number', demonstrates how a component showing a cycle route might be included on the finger post direction sign. Quietway routes can be indicated by use of the purple patch and route number. A further route, accessed from the first, may be provided in the way described in 4.15 above. The sign must always include the cycle symbol.



4.17 The Quietway direction sign may be used:

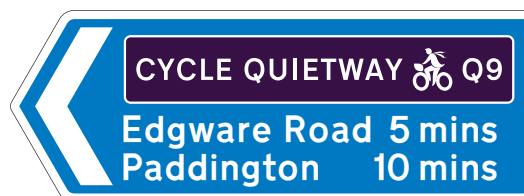
- Ahead of complex decision points.
- Ahead of a decision-point where there is an intersection with another Quietway or Superhighway route.
- Instead of the Q symbol and arrow combination, to sign a simple change of direction (in circumstances described in paragraph 3.9).



4.22 Signs put together in this way are likely to resemble diagram 2602.1B from The Traffic Signs (Amendment) (No.2) Regulations and General Directions (2011), with journey time in minutes provided instead of distance.



4.23 Finger post signs developed for Cycle Superhighways show what a Quietway finger post could look like. Note that this may include the branded route name and Quietway logo on a purple strip. While other route types, such as LCN routes, may be signed from Superhighway finger posts, **Quietway routes should only include signing to Superhighways and other Quietways.**



4.24 Route confirmatory sign.

Table 41, item 37 'Numbered route for pedal cycles'.

As described in 4.9 above, this is a variant sign for the 'Q symbol' surface markings and should be used where confirmation is needed but the Q symbol cannot be provided. They should also be used as a visual cue for cyclists across signalised junctions.

Route numbers may be provided on coloured patches – which includes use of 'Quietway' purple. A second route, accessible from the first, may be provided in brackets.



4.25 As with the other sign types described above, this can include the purple coloured patch for Quietways and rubine red patch for Superhighways.

4.26 Signing cycle routes from other road signs.

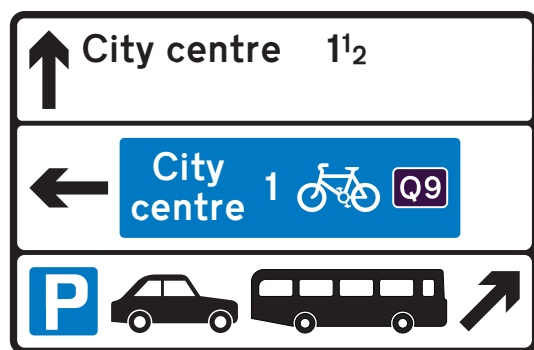
A cycle route may be signed from any road sign to the diagrams shown in Table 45, items 1, 2, 3 and 7. The most pertinent for Quietways is likely to be item 1, 'Sign placed on or near a non-primary route'. This may be divided into sections, one or more of which could incorporate signing to a cycle route in the way shown in TSRGD diagram 2106.1.



A

B

TSRGD (2014) – table 45, item 1



Adapted version of TSRGD (2002) diagram 2106.1 to include Quietway route patch.

4.27 TSRGD table 46, Item 4 describes requirements for the cycle route panel on such a road sign. The route number should have a letter height that is 80% of that used for the main legend on the sign.



Off-highway signs

4.28 Signs off-highway are not subject to the same regulations as on-highway signing, and generally will need to conform with branding and standards operated by the managing authority for the park, green space or canal towpath in question. The basic approach is to adapt Quietway branding elements to existing signing.

4.29 Use of the on-highway toolkit is, however, an option for parks and other green spaces. The standard Quietway sign may be appropriate for wider paths in open spaces, where cycling speeds are higher – potentially at the ‘gateway’ between the space and the highway. A simple, highways standard direction sign, mounted on a wall or fence, or a route confirmatory sign on an existing pole, may also be appropriate. Use of this signing where a route runs for a short distance through a park can help to maintain the consistency of signing through the Quietway route.

4.30 In most cases, the Quietway logo and/or the route number on a purple patch should be incorporated into existing signing. This may be done with finger posts, showing a Quietway route in one direction on one finger with one or two locations on the route and the time to destinations. Examples adapted to Royal Parks, Canal and River Trust, Clapham Common and Legible London signing systems are shown below.



Regent's Canal towpath – Legible London adapted finger post.



Kensington Palace – adapted confirmatory sign.

Off-highway signs



Regent's Canal towpath – finger post.



Regent's Canal towpath – Legible London adapted finger post.



Clapham Common – standard sign at edge of public highway.



Kensington Park – adapted existing highway sign at edge of park.

Off-highway signs



Kensington Palace – Royal Parks green finger post with Q number.



Kensington Palace – Royal Parks black finger post with Q number and logo.



Deptford Creek Development – adapted confirmatory sign.

4.31 In calculating riding times on off-highway sections of Quietway, 8mph should generally be applied. This is appropriate for canal towpaths and many other width-constrained and shared path contexts. In some instances, 10mph may be more appropriate in a park setting.

4.32 With the agreement of the managing authority, other types of sign in off-highway environments may be adapted to include the Quietway branding. This should ideally comprise the Quietway logo and route number on a purple patch, but either one may be omitted to fit the sign design. An example of an adapted Canal and River Trust 'Thank you for slowing down' sign is shown above right.

4.33 Direction signs in off-highway environments are generally only needed at decision-points and at the points of access to the route. Repeaters are optional – adapting existing signs with the Quietway branding to act as repeaters on a route is preferred to introducing new signs.



Hampstead Heath – adapted confirmatory sign.



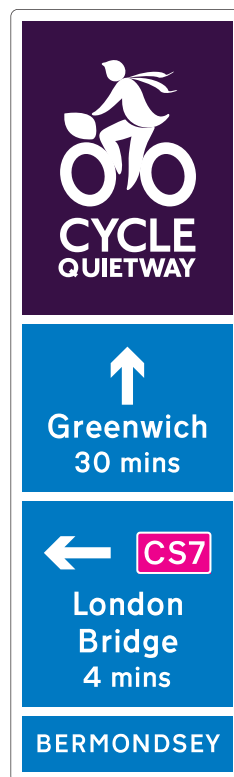
Regent's Canal – adapted confirmatory sign.



Hampstead Heath – non prescribed.

Quietway links

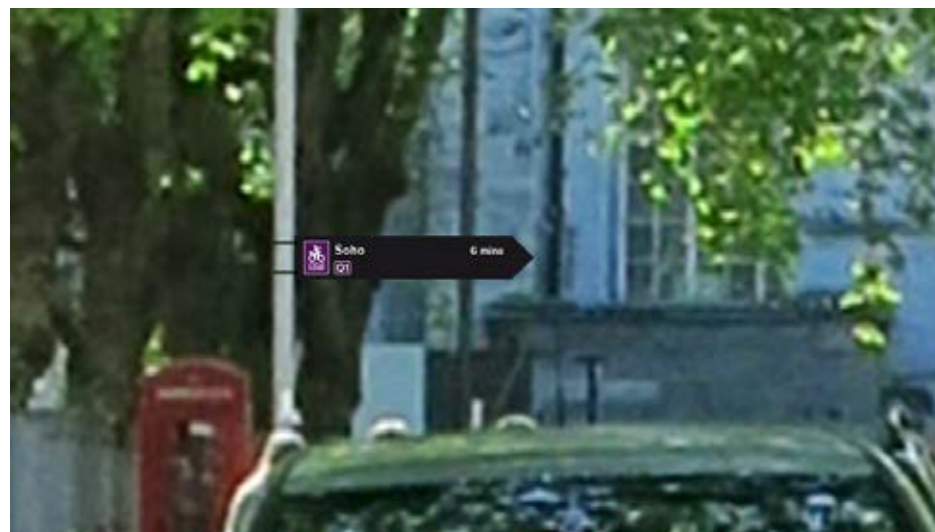
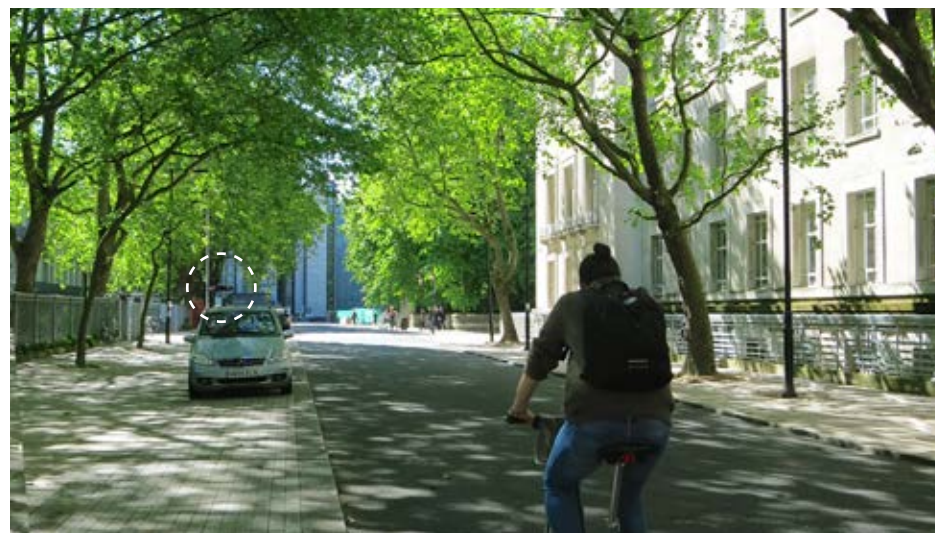
4.34 As described in chapter 2, the Quietway network will be comprised of individually numbered end to end routes. In some instances, especially in central London, there may be the need for short 'Quietway links' between these numbered routes. These links will adopt the same signing requirements as shown on full numbered routes, but with the removal of the Q symbol from all signage and the removal of the route number from all road markings (see right).



Upper Berkeley Street – Q link.

Locations where special considerations apply

4.35 Variations from the preferred direction sign and marking types set out in this document are permitted in areas subject to local design guidance, such as conservation areas. Where surface markings cannot be used, directional information should be conveyed using any sign type permitted by such guidance or as otherwise specified by the relevant highway authority. The Quietway branding may, for example, be adapted to existing finger posts to give directions and, where necessary, reassurance.



Montague Street – heritage finger post.

Chapter 5

Procedures for preparing a signing schedule



Procedures for preparing a signing schedule

- 5.1** A signing schedule should be prepared for each Quietway route through collaboration between the relevant authorities and TfL. This should take account of and maintain appropriate continuity with existing and known future signing of cycle routes. Signing to Superhighway and Quietway routes should be provided. Signing to Greenway, NCN and LCN routes from Quietways is not required, but those routes should be assessed as part of the audit of local signs.
- 5.2** For Quietway routes, the default position is that signs and markings provided according to requirements set out in this document should replace existing signs and markings. This applies, for example, to sections of existing LCN routes that have become parts of Quietways. However, a signing audit should take place in order to identify existing signs, and to assess whether they should be replaced or be removed.
- 5.3** To undertake such an audit, designers should identify existing routes, networks and links within 0.5km of the Quietway route, and record the signing of these routes on base plan. Joining, leaving and crossing points should be identified from site observations and user representative input, with the aim of facilitating the safe and convenient movement of cyclists on to, along and off the Quietway. Special attention should be given to each end of the route to promote onward journeys.
- 5.4** Existing sign posts and lamp columns close to potential decision points should also be assessed and recorded on the base map. Where road signs generally need replacement or upgrade then this should also be noted – there may, in some locations, be benefit in incorporating wayfinding to and from Quietways into existing road signs rather than proposing a new sign.
- 5.5** Strategic (primary and secondary) destinations should be identified. The strategic (cycling) destinations for London are listed in the table at the end of this document. Other local destinations not included in this table can also be used to complement the strategic ones and provide a comprehensive signing service for each route. Alternatives such as these should be proposed and agreed with TfL.
- 5.6** A diagram or set of diagrams should be produced for the whole route, showing locations proposed for new and upgraded direction signs, including the destinations to be signed in each case.
- 5.7** On Quietway direction signs located outside of the Central London Grid area, one, two or three destinations may be signed in any one direction, as taken from the table on the following pages. The sign should include corresponding journey times in minutes and the next destination at the top of the sign.
- 5.8** The Central London Grid will form a dense network of Quietway and Superhighway routes with many interconnections. Within the Grid, only the nearest primary destination should be shown for each orientation arrow on standard route direction signs. This will help to keep the length of the signs to a minimum and avoid unnecessary clutter where multiple routes converge.
- 5.9** Place holder: Legible London – we are still considering how to tie in with Legible London and would value your comments.

Main primary	Other primary	Local main		Other local	Supplementary
Up 30 mins (6 miles)	Up to 15 mins (3 miles)	Up to 10 mins (2 miles)			
Barking Brixton Bromley Camden Town Canary Wharf Carshalton Central London (for use in outer London only) The City Croydon Ealing Edgware Enfield Greenwich Hammersmith Harrow Hounslow Ilford Kingston Lewisham Richmond Romford Stratford Sutton Uxbridge Walthamstow Wandsworth Wembley West End (Inner only) Wimbledon Wood Green Woolwich	(High) Barnet Battersea Bexleyheath Catford Clapham Crystal Palace Elephant & Castle Eltham Feltham Finchley Finsbury Park Hackney Hayes (Middx) Heathrow Airport Highgate Kensington (N-S only) Kilburn King's Cross Orpington Paddington Peckham Tottenham Twickenham Streatham Victoria Westminster	Acton Angel Archway Bank Barnes Brent Cross Bethnal Green Camberwell Charing Cross Covent Garden Crouch End Dalston Deptford Euston Finchley Fulham Hampstead Hendon Highgate Holborn Holloway Hyde Park Liverpool Street London Bridge Oval Marylebone Muswell Hill New Cross New Malden Norbiton Putney Regents Park	Shepherds Bush Soho Southall Stoke Newington Surbiton Teddington Thamesmead Tower Bridge Vauxhall Whitechapel	Aldgate Bankside Barbican Barnsbury Bermondsey Bethnal Green Blackfriars Bloomsbury Borough Cannonbury Clerkenwell Farringdon Finsbury Fitzrovia Guildhall Hornsey Hoxton Islington Kennington Mayfair? Monument Moorgate Newington Osterly Pimlico Rotherhithe South Bank Southwark Stepney Temple Walworth	Examples: Parks Shopping centres Sports centre Stations (see note 5) Tourist attractions Named cycle routes eg Thames Cycle Route Roding Valley Way Wandle Trail Waterlink Way Thames bridges eg Tower Bridge OR eg use (via Hyde Park)

Outside GLA boundary

Main primary	Other primary	Local main		Other local	Supplementary
Up 30 mins (6 miles)	Up to 15 mins (3 miles)	Up to 10 mins (2 miles)			
Dartford Leatherhead Redhill Sevenoaks Staines Tilbury Watford Windsor	Basildon Epping Epsom Esher Leatherhead Potters Bar Rickmansworth Waltham Abbey	Bushey Elstree Epsom Ewell			



Chapter 6

Sign use specification



Sign use specification

Street type	Scenario	Signing required	Visual example
Public highway	Mid link	Q symbol	page 44
Public highway	Priority junction (minor to major)	Standard, Q symbols, arrow	page 45
Public highway	Priority junction (major to minor)	Standard, Q symbols, arrow	page 46
Public highway	Priority junction (passing)	Cycle symbol	page 47
Public highway	Crossing (informal)	See through confirmatory, Q symbol	page 48
Public highway	Crossing (parallel zebra)	See through confirmatory	page 49
Public highway	Crossing (toucan)	See through confirmatory	page 50
Public highway	Crossing (parallel signalised)	See through confirmatory	page 51
Public highway	Signalised (minor)	See through confirmatory	page 52
Public highway	Signalised (major)	Standard, see through confirmatory, cycle symbol	page 53
Public highway	Offset junction (priority)	Map, see through confirmatory, Q symbols, arrow	page 54
Public highway	Offset junction (crossing)	Map, see through confirmatory, Q symbols	page 55
Public highway	Offset junction (signalised)	Map, see through confirmatory, Q symbols	page 56
Public highway	Connection	Standard	page 57
Towpath	Mid link	Non prescribed	page 58 and 59
Towpath	Connection	Non prescribed	page 60
Local park	Mid link	Non prescribed	page 61
Local park	Connection	Non prescribed	page 62 and 63
Royal park	Mid link	Non prescribed	page 64 and 65
Royal park	Connection	Non prescribed	page 66
CoL park	Mid link	Non prescribed	page 67
CoL park	Connection	Non prescribed	page 68
Housing land (LA)	Mid link	Non prescribed	page 69
Private land	Mid link	Non prescribed	page 70
Shared use footway	Mid link	Context specific based on materials	page 71
Shared use footway	Connection	Context specific based on materials	page 72

Upper Berkeley Street



Public highway, mid link – Q symbol.

London Lane junction with Martello Street



Public highway, priority junction (minor to major) – standard, Q symbols, arrow.

Martello Street junction with London Lane



Public highway, priority junction (major to minor) – standard, Q symbols, arrow.

Childers Street junction with Etta Street



Public highway, priority junction (passing) – cycle symbol.

De Beauvoir Road junction with Northchurch Road



Public highway, crossing (informal) – see through confirmatory, Q symbol.

Manor Road



Public highway, crossing (parallel zebra) – see through confirmatory.

Queen Street



Public highway, crossing (toucan) – see through confirmatory.

Fieldway Crescent junction with Madras Place and Holloway Road



Public highway, crossing (parallel signalised) – see through confirmatory.

Cornwall Road junction with Stamford Street



Public highway, signalised (minor) – see through confirmatory.



Theobald's Road junction with Lambs Conduit



Public highway, signalised (major) – standard, see through confirmatory, cycle symbol.

Hamilton Street junction with Deptford High Street



Public highway, offset junction (priority) – map, Q symbols, arrow.

Deptford Church Street junction with Coffey Street



Public highway, offset junction (crossing) – map, see through confirmatory, Q symbols.

Mare Street junction with London Lane



Public highway, offset junction (signalised) – map, see through confirmatory, Q symbols.

Chiswell Street junction with Moor Lane



Public highway, connection – standard.

Regent's Canal towpath



Towpath, mid link – non prescribed.

Regent's Canal towpath



Towpath, mid link – non prescribed.

Regent's Canal towpath



Towpath, connection – non prescribed.

Clapham Common



Local park, mid link – non prescribed.

Clapham Common



Local park, connection – non prescribed.

Clapham Common



Local park, connection – non prescribed.

Kensington Palace



Royal park, mid link – non prescribed.

Kensington Palace



Royal park, mid link – non prescribed.

Kensington Palace



Royal park, connection – non prescribed.

Hampstead Heath



City of London park, mid link – non prescribed.

Hampstead Heath



City of London park, connection – non prescribed.

Law Street



Housing land (LA), mid link – non prescribed.

Deptford Creek Development



Private land, mid link – non prescribed.

Surrey Canal Road



Shared use footway, mid link – shared use marking.

Surrey Canal Road junction with Trundley's Road



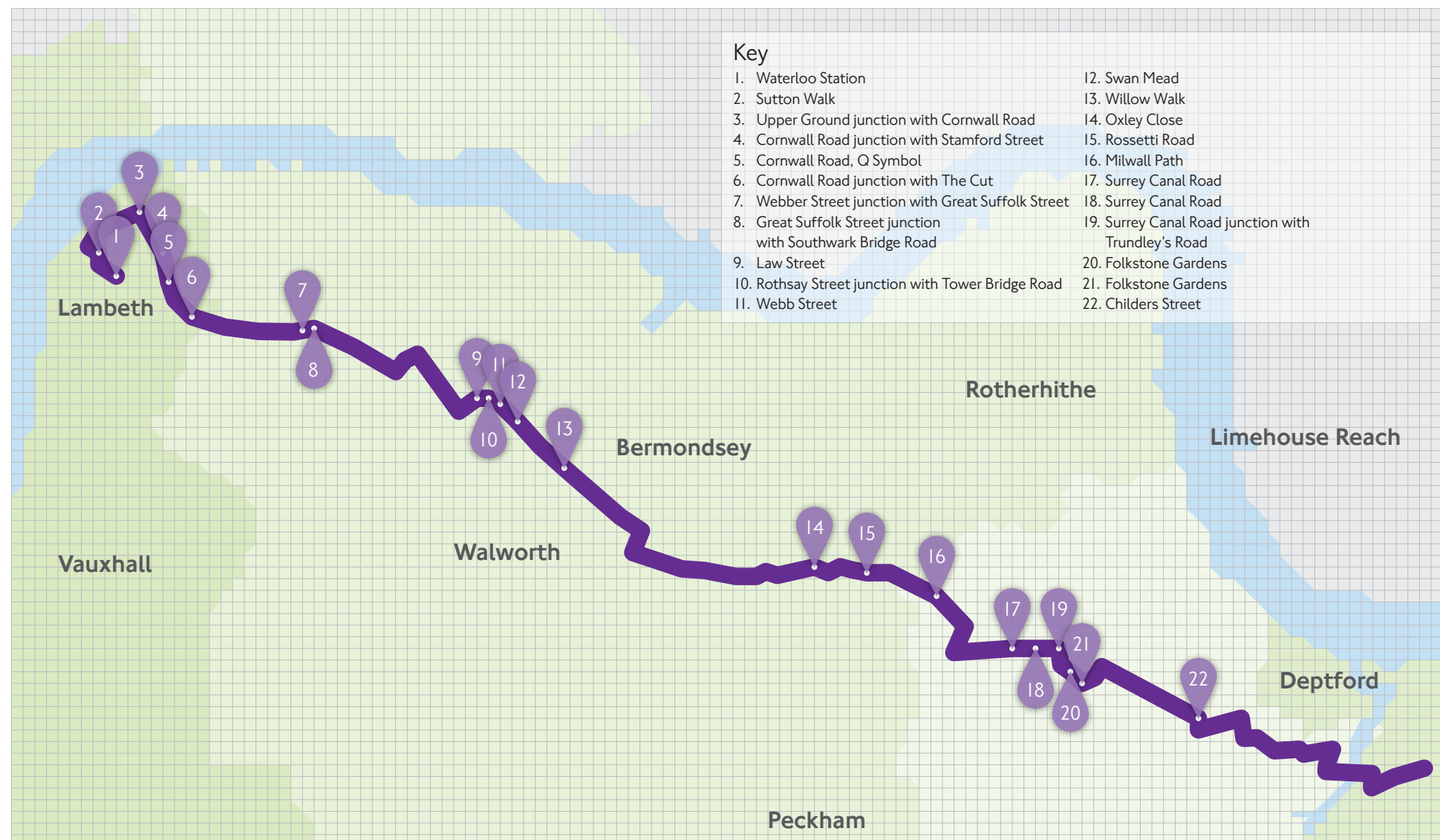
Shared use footway, offset crossing (informal) – map, see through confirmatory, shared use marking.

Chapter 7

Quietway 1: case study



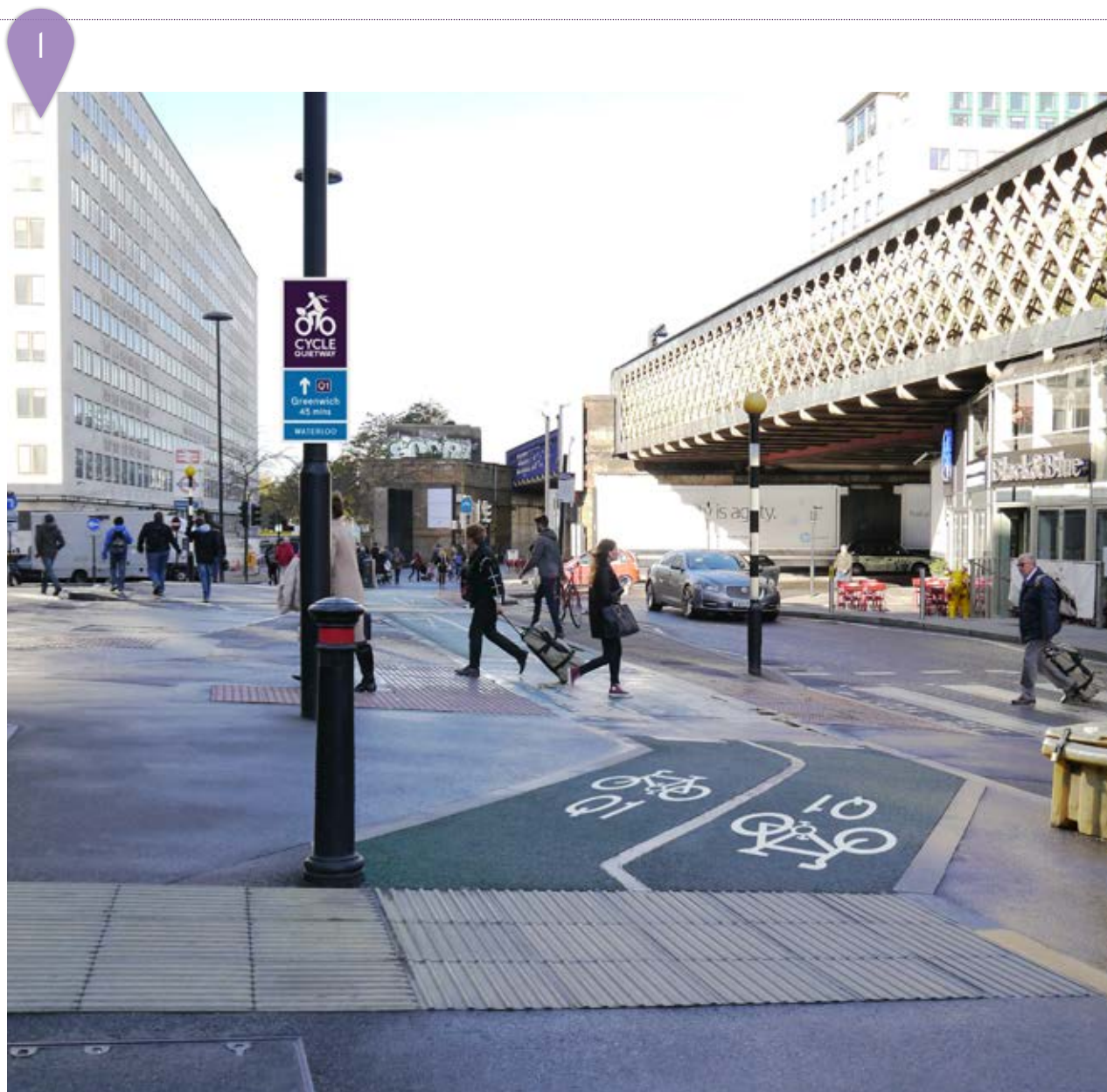
Quietway 1: Between Waterloo and Greenwich case study



Quietway 1: Waterloo Station

This section outlines the variety of signage needed to complete a comprehensive wayfinding scheme for the new Quietway routes.

As a pilot scheme we have used a route that addresses all locations that demand wayfinding solutions through a variety of scenarios and urban environments.



Route start/end – standard, see through confirmatory, Q symbols.

2 Quietway 1: Sutton Walk



Shared use path – context specific based on materials.

3 Quietway 1: Upper Ground junction with Cornwall Road



Major to minor – standard.

4 Quietway 1: Cornwall Road junction with Stamford Street



Signalised junction (minor) – see through confirmatory.

5 Quietway 1: Cornwall Road



Mid link – Q symbols.

6 Quietway 1: Cornwall Road junction with The Cut



Signalised junction at connection – standard, Q symbols.

7 Quietway 1: Webber Street junction with Great Suffolk Street



Minor to major – standard, Q symbols, arrow, see through confirmatory.

8

Quietway 1: Great Suffolk Street junction with Southwark Bridge Road



Signalised junction connection – standard.

9 Quietway 1: Law Street



Mid link – Q symbols.

10 Quietway 1: Rothsay Street junction with Tower Bridge Road



Uncontrolled crossing – see through confirmatory.

II Quietway 1: Webb Street



Housing land – confirmatory.

12 Quietway 1: Swan Mead



Housing land – Q symbols, confirmatory.

13 Quietway 1: Willow Walk



Past parking bays – cycle symbols.

14 Quietway 1: Oxley Close



Housing Estate – Q symbols, confirmatory.

15 Quietway 1: Rossetti Road



Major to minor – standard.

16 Quietway 1: Millwall Path



Private land – standard.

17 Quietway 1: Surrey Canal Road



Shared footway crossing – see through confirmatory.

18 Quietway 1: Surrey Canal Road



Shared footway mid link – shared use marking with Q number.

19 Quietway 1: Surrey Canal Road junction with Trundley's Road



Shared footway to uncontrolled crossing – map, shared use marking with Q number, see through confirmatory.

20 Quietway 1: Folkstone Gardens



Local park approach to uncontrolled crossing – map, non prescribed shared use marking with Q number, see through confirmatory.

21 Quietway 1: Folkstone Gardens



Local park path – non prescribed shared use marking with Q number.

22 Quietway 1: Childers Street



Public highway to local park path – Q symbol, confirmatory, non prescribed shared use marking with Q number.

Appendix

Preferred products and performance specifications

The basic elements of the Quietways brand identity.



The Quietways logotype

The logo has been created as a digital artwork and should not be recreated or altered in any way. To obtain digital files, please contact TfL Corporate Design.

The primary (preferred) use of the logo is the boxed colour version for two or more colour printing. The black and white version should only be used when colour printing is not available. The primary logo negative should only be used on dark backgrounds.

Please ensure sufficient contrast with backgrounds for legibility and compliance with TfL accessibility guidelines.

tfl.gov.uk/corporatedesign

The icon may be used as a background illustrational image (except on signage), but in these instances it must also appear with the Primary logo in colour.

Primary logo colour



Primary logo black



Primary logo negative*



Icon as illustration



Clear space



| A | | A |

A = minimum X, maximum 2X

The Quietway logo should never be reproduced in print at a width less than 20mm.

The logo should never be reproduced for onscreen use at a width less than 68 pixels.

Minimum size

| 20mm |



| 68 pixels |

* Please note, the black background behind the logo in this example is for illustrative purposes only and is not part of the logo.

Quietways colour

On-highway signage will generally use the Quietway purple and DfT blue. Other colours may be required in certain circumstances, such as the Cycle Superhighway magenta, and the relevant guidelines should be adhered to for those applications.

Colours for off-highway and non-prescribed use may depend on the location. Seek guidance from the relevant authority, such as Royal Parks or the Canal and River Trust.

For all other applications, such as printed posters and communication materials, refer to the specification here, and in other relevant guidelines, such as TfL's Colour standard:

<https://www.tfl.gov.uk/cdn/static/cms/documents/tfl-colour-standard.pdf>

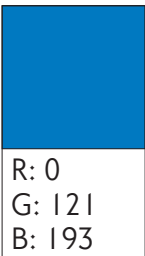
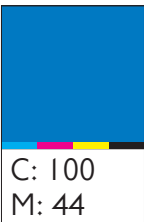
Colour specifications for Department for Transport signs can be found here:

<https://www.gov.uk/traffic-sign-images>

Primary logo colour: Cycle Quietway Purple



Secondary colour: DfT Blue



Quietways typeface

The primary font for on-highway use is Transport. For full guidance on how to use the Transport font please refer to:

www.gov.uk/working-drawings-for-traffic-signs

Further guidance on the design and layout specifications for on-highway signage can be found here:

<http://tsrgd.co.uk>

(Traffic Signs Regulations and General Directions)

Off-highway and non-prescribed use will depend on the location, using either Transport, New Johnston, or seek guidance from the relevant authority, such as Royal Parks or the Canal and River Trust.

For all other applications, such as printed posters and communication materials, use New Johnston. Please refer to the relevant TfL standard for each application:

<https://www.tfl.gov.uk/info-for/suppliers-and-contractors/design-standards>

Type
face

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

Quietways signage basics

In most instances, signage should conform to DfT standards for on-highway applications as outlined elsewhere in this document. Off-highway and non-prescribed applications will need to conform to the relevant guidelines depending on location, such as Royal Parks or the Canal and River Trust. The type of signage required in each scenario is outlined elsewhere in this document.

The Quietways standard and map signs should conform to DfT standards in the application of typography, direction arrows, and number patches. The application of the Quietways Brand panel, the direction panel or map panel, and the location panel, is shown here.

The standard and map signs should always be produced at a width of 350mm. The height will vary depending on the information displayed.

The Quietways Brand panel should always include the maximum 2X clear space as defined on page 99.

Positioning and height clearance of signs should always conform to DfT standards.

If you have any queries please contact

TfL Corporate Design:

Phone 020 7126 4462

Internal (64462)

Map sign



Single destination



Double destination



Treble destination



Brand panel

Map/destination panel(s)

Location panel

London Councils' Transport & Environment Committee

Concessionary Fares 2015/16 Settlement and Apportionment (Revised)

Item 10
no:

Report by: Fatmira Hoxha

Job title: Principal Data Analyst

Date: 11 December 2014

Contact Officer: Spencer Palmer - Director, Transport and Mobility

Telephone: 020 7934 9908

Email: spencer.palmer@londoncouncils.gov.uk

Summary

This report informs the Committee of the outcome of negotiations with transport operators (Transport for London (TfL), the Association of Train Operating Companies (ATOC) and independent bus operators) regarding compensation for carrying concessionary passengers in 2015/16. It also seeks members' approval to the proposed settlement and apportionment.

Recommendations

The Committee is recommended to:

1. Agree the TfL settlement of £327.922m for 2015/16.
2. Agree to the proposed extension to the existing ATOC agreement and the consequent settlement of £21.334m for 2015/16
3. Agree a budget for non-TfL bus services of £2.2m.
4. Agree the reissue budget for 2015/16 of £1.518m
5. Agree the borough payments for 2015/16 of £352.974m
6. Agree the payment profile and dates on which boroughs' contributions are paid as 4 June 2015, 3 September 2015, 3 December 2015 and 4 March 2016.
7. Agree the 2015-2016 London Service Permit bus operators (non-TfL buses) Concessionary Scheme.

Background

1. The Freedom Pass scheme is the best concessionary fares scheme in the country, in terms of scope, benefits offered and quality of transport provided. The Freedom Pass gives free travel concessions 24 hours a day to eligible older and disabled residents on Transport for London (TfL) services and after 9.30am on National Rail and independently operated bus services in Greater London. This is largely funded by boroughs with grant support from Government. TfL fund the concession for older people in the weekday morning peak on TfL services (between 04:30 and 09:00) and this accounts for around 5% of the cost of the concession overall. TfL also fund the 60+ Pass which is available to people who have reached 60 but have not got to the Government set eligible age for Freedom Pass which is gradually moving in line with the women's state retirement age.

Negotiations with Transport Operators

2. Each year negotiations take place between London Councils Transport and Environment Committee (on behalf of boroughs) and TfL for buses, tubes, DLR, Tramlink and London Overground to determine the cost of the scheme on the basis that both parties are neither better nor worse off. This is based on:
 - The revenue foregone by the operators (i.e. the revenue which if the concessionary fares scheme did not exist would be collected from the permit holders. This excludes fares income from generated travel); and
 - The additional costs to the operator (i.e. generated travel by permit holders for which operators receive no fares revenue but do receive the cost of increasing the service to allow for the extra trips made).
3. Each year the settlement is based on:
 - a) The estimated average number of journeys made by freedom pass holders over the previous two years. The method estimating these journey volumes uses Oyster data, passenger surveys and automated passenger count information.
 - b) The expected average fare per trip, which is the actual adult fare paid in the absence of the scheme taking into account fares increases. The 2015/16 settlement for the first three quarters assumes a fare increase in line with the July 2014 RPI value of 2.5% as announced by the Mayor and for the last quarter it assumes 3.6% fare increase (1% above the forecasted July 2015 RPI of 2.6%).
4. If the overall cost of the TfL elements of the scheme (regardless of whether there has been a change to any part of the scheme) is not agreed by the 31 December the reserve free scheme described in the GLA Act 1999 comes into effect in relation to TfL services.
5. Negotiations are also carried out with ATOC for the cost of the Freedom Pass usage on national rail services excluding the London Overground network which is managed by TfL. The Committee agreed in February 2011 to a four year deal with ATOC starting in 2011/12 and ending in 2014/15. This increased the settlement by 1.75% above the Retail Price Index (RPI) as at July of the previous year. This agreement has now been extended for another two years on the same basis, with a slight change to the year on year increase. This has been agreed to be in line with RPI and the actual fare change instead of a fixed fare change. This agreement expires at the end of March 2017.
6. Concessions are also offered on local bus services in Greater London outside the TfL bus network. The statutory entitlement is provided under the Transport Act 2000 as amended

by the Concessionary Bus Travel Act 2007. The draft Scheme was published on London Councils website before the 1st of December 2014 to meet the statutory notice required to the bus operators. Though there is no change to the scheme, the reimbursement arrangements have to be agreed with bus operators and reimbursement is made in accordance with these arrangements. The reimbursement scheme was agreed by the TEC Executive Sub-Committee on 14 November 2013.

Settlement with Transport for London for 2015/16

7. The TfL settlement is £327.922m which is a 2% increase on 2014/15. The main drivers of the settlement are fare increases and journey volumes. The Mayor has determined that fares increases for 2015 are based on RPI, which is 2.5%, using the July RPI figure. Journey volumes were down by 0.34%. Another factor offsetting the fares inflation increase of +2.5% is a -0.16% rebate relating to the 2014/15 settlement.
8. The settlement estimates that journey volumes were down by 0.34% Within this, there is around a 0.8% decrease on buses (which accounts for 73% of TFL journeys), a 2.4% increase on the Underground (which counts for 23% of TFL journeys), 1.2% increase on Tramlink (1.4% of TFL journeys), a 2.2% increase on London Overground and 18.7% increase on the Dockland Light Railway, which account for 1.1% of TFL journeys. The overall change in journeys remains down due to the 73% weighting of the buses.
9. Although there is an overall 0.34% reduction in journeys, there has been a small growth in the number of passes in circulation (0.2% between June 2013 and May 2014). This reflects the change in age eligibility as younger pass holders are more likely to travel compared to existing holders who tend to use their passes less frequently as they get older.
10. The cost of the English National Concessionary Travel Scheme (ENCTS) in 2015/16 on the London bus network managed by TfL is included with the cost of the TfL settlement and is not separately identified.
11. The TfL settlement is made up as follows:

Table 1 – TfL settlements 2015/16 and 2014/15

	2015/16 (£000)	2014/15 (£000)
Bus	239,806	237,667
Underground	75,443	72,172
Tram	4,490	4,360
DLR	3,780	3,221
Overground	4,403	4,176
Total	327,922	321,596

Settlement with ATOC for 2015/16

12. The settlement in respect of the Association of Train Operating Companies (ATOC) for 2015/16 is £21,334,350 million. This represents an increase of £520,350, or 2.5% on the £20.814million settlement for 2014/15. The 2.5% increase is the lowest seen in the last 5 years. This is due to positive negotiations with ATOC, whereby they have agreed to extend the existing 4 year deal by another 2 years with an annual increase of inflation plus actual national fares increase.

Settlement with other bus operators for 2015/16

13. Bus companies operating eligible services outside the TfL bus network have to seek reimbursement under an agreed scheme. Since the proposed scheme for the 2015/16 remains unchanged in principle from the 2014/15 scheme, the estimated cost proposed in the budget report elsewhere on this Committee's agenda is based on the assumption of no change to the 2014/15 scheme. Under the Transport Act 2000 provisions it is not possible to agree in advance with those bus operators the actual cash sums they will receive.
14. A budget of £2.2 million for payments to non-TfL bus operators for local journeys originating in London is proposed. The 10% increase is based on a 6.5% increase in journey volumes and 5.65% increase in fares.
15. As this element of the settlement cannot be cash limited in year, members are recommended to agree the budget of £2.2 million for 2015/16 and for this to be kept under review in the light of the level of claims being made.

Administration

16. The total cost of the administration of the freedom pass is estimated to be £371,899 in 2015/16 compared to the subsidised £315,989 in 2014/15. This equates to £11,270 per borough. However, after determining the overall financial position of the Committee through the range of charges proposed, this allows for this charge to remain at the 2014/15 reduced level of £8,674 per borough. This amount covers London Councils costs in negotiating the annual settlements and managing the relationships with transport operators and contractors. This is billed separately as part of the subscriptions and does not form part of the settlement apportionment.
17. The budget for the survey and pass issuing costs has been adjusted as detailed in Table 2 below:

Table 2 – Survey and Reissue Costs budget 2015/16

	£000
2015/16 base budget	1,350
Plus increase for the 2016 renewal exercise of up to 200,000 passes	168
Total budget	1,518

18. The increased cost of survey and reissue costs of £168,000 is offset by the estimated income collected from the £10 charge to replace lost and damaged passes. It is estimated that up to £500,000 may be collected from this charge in 2015/16.
19. Any annual surplus arising from both the freedom pass issuing costs budget of £1.518 million and replacement freedom passes income budget of £500,000 will be transferred to a specific reserve to accumulate funds to offset the cost of the next large-scale pass reissue exercise scheduled for 2020. This process will be reviewed on an annual basis and may result in a bespoke annual contribution from boroughs being reinstated at a later stage in order to ensure a sufficient fund is accumulated for the 2020 reissue.

Summary of settlement to be apportioned

20. Taking the figures above into account, the 2015/16 settlement to be apportioned is as follows:

Table 3 Settlement to be apportioned

	2015/16 (£000)
TfL	327,922
ATOC	21,334
Non TfL Bus	2,200
Reissue Cost	1,518
Total Cost	352,974

The total estimated cost payable by boroughs towards the scheme in 2015/16 of £352.974m compares to £345.555m payable for 2014/15, an increase of £7.419m or 2.15%.

Apportionment of 2015/16 costs between boroughs

21. London Councils has been able to obtain usage data from TfL for bus, underground, DLR and tram for two years (2012/13 and 2013/14). This has been averaged as required by the 2008 Arbitration Award. For bus and underground nearly 100% of the concessionary journeys are captured electronically (oyster data recorded on the gates or bus readers), which gives an accurate apportionment of these costs to the boroughs. It is important to note that the cost on buses and underground accounts for 96% of the total concessionary cost. On DLR and Tramlink modes only about 11% of concessionary journeys are captured for the purpose of the apportionment and from Overground and National Rail 51% and about 70% are captured respectively. This is mainly because there is no requirement for Freedom Pass holders to touch in on the readers when using these modes. However, the profile of journeys shown by the usage data is in line with what would be expected – that is the residents of the boroughs nearest to tram and DLR services use them more than residents of boroughs far from these services.
22. TEC agreed in December 2012 that there should be a transition for the introduction of usage apportionment for the National Rail and London Overground elements of the Freedom Pass settlement from 2014/15 onwards when the 2-years of usage data became available for these journeys. Owing to the significant distributional effects of moving these elements to usage apportionment therefore the approach adopted is as happened with the implementation of the original 2008 Arbitration Award, where it was phased in over three years (the so-called 40:30:30 approach - 40% by usage and 60% by Formula Funding in year 1 (see paragraph 23 below), 70% by usage and 30% by Formula Funding in year 2 and 100% by usage in year 3). 2015/16 is the second year of this transition, where 70% of the apportionment uses journey data and 30% uses the previous funding formula.
23. The apportionment of costs between boroughs for the 2015/16 settlement is at Appendix 1. Although overall the year-on-year increase of the amount to be apportioned is 2%, there is a reasonable variation between boroughs (min 0.25% max 5.44%) The main reason for this is differences in usage between borough residents

Payment dates and profiling

24. The payment dates and profile of payments are agreed as part of the apportionment. The proposed payment dates on which boroughs' contributions are paid are 4 June 2015, 3 September 2015, 3 December 2015 and 4 March 2016. The proposed profile for the TfL element is 24.78% of the total for the first three quarters and 25.67% for the final quarter, the higher figure for the last quarter reflects the assumption of a 3.6% (RPI+1) increase of fares in January 2016. The proposed profile for ATOC, the non-TfL operators and other charges e.g. re-issue, is equal instalments of 25% each quarter. Appendix 2 shows the apportionment per borough by quarter.

Financial Implications

25. The financial implications arising from the Freedom Pass settlement negotiations for 2015/16 have been commented upon in detail in the proposed revenue budget report for 2015/16, which is subject to a separate report to this Committee.

Legal implications

26. There is a legislative requirement as set out in this report for London boroughs to fund concessionary travel for eligible London residents on the TfL network and eligible residents of England on buses in Greater London. Failure to agree a settlement with TfL by 31 December in any year would enable TfL to invoke the free reserve scheme and to set the cost of this scheme for each borough.

Equalities implications

27. Concessionary fares schemes as exemplified by London's Freedom Pass scheme provide a major economic benefit to eligible older and disabled people by meeting the cost of their use of local bus services. In London this benefit is substantially enhanced as a consequence of the additional modes available in the scheme.

Recommendations

The Committee is recommended to:

1. Agree the TfL settlement of £327.922m for 2015/16.
2. Agree to the proposed extension to the existing ATOC agreement and the consequent settlement of £21.334m for 2015/16
3. Agree a budget for non-TfL bus services of £2.2m for 2015/16.
4. Agree the reissue budget for 2015/16 of £1.518m.
5. Agree of the borough payments for 2015/16 of £352,974m
6. Agree the payment profile and dates on which boroughs' contributions are paid as 4 June 2015, 3 September 2015, 3 December 2015 and 4 March 2016.
7. Agree the 2015/16 LSP Bus Reimbursement Scheme

Appendices

Appendix 1: 2015/16 apportionment by mode and borough

Appendix 2: 2015/16 apportionment by quarter and borough

Background papers

Transport & Environment Committee: 12 December 2013: Item 12 - Concessionary Fares Settlement Apportionment from 2014-15

Transport & Environment Executive Sub Committee: 13 November 201: Item 7 - Draft Revenue Budget & Charges 2015/16

FREEDOM PASS 2015/16 APPORTIONMENT

BOROUGH	% Bus Boardings	2015/16 Bus Charge	% Tram Boardings	2015/16 Tram Charge	% LUL Exits	2015/16 LUL Charge	% DLR Exits	2015/16 DLR Charge	% LO Exits	2015/16 LO Charge	Total TFL charges	% NR Exits	2015/16 NR Charge	Formula Funding Percentage	Non TFL buses and Reissue charges	Non TFL service charges	Total overall
Barking & Dagenham	1.62%	£3,874,943	0.05%	£2,100	1.75%	£1,322,852	1.25%	£47,318	0.18%	£28,078	£5,275,292	1.23%	£292,816	1.71%	£63,641	£356,457	£5,631,750
Barnet	4.27%	£10,244,002	0.16%	£7,374	6.29%	£4,744,257	0.43%	£16,109	2.56%	£140,078	£15,151,821	1.24%	£482,768	4.64%	£172,590	£655,358	£15,807,179
Bexley	2.14%	£5,133,615	0.18%	£7,978	0.75%	£569,168	4.21%	£159,119	0.48%	£41,437	£5,911,317	3.58%	£663,003	2.02%	£74,959	£737,962	£6,649,279
Brent	4.55%	£10,902,010	0.23%	£10,209	5.38%	£4,060,082	0.69%	£26,231	10.41%	£382,663	£15,381,195	1.58%	£536,030	4.68%	£173,947	£709,976	£16,091,171
Bromley	3.14%	£7,527,997	9.54%	£428,468	1.65%	£1,246,157	2.01%	£76,061	1.76%	£92,901	£9,371,584	8.78%	£1,498,191	2.93%	£108,854	£1,607,045	£10,978,629
Camden	3.39%	£8,134,424	0.18%	£8,295	4.82%	£3,636,062	0.63%	£23,920	10.98%	£388,409	£12,191,110	1.91%	£527,103	3.79%	£140,916	£668,019	£12,859,128
City of London	0.08%	£199,129	0.01%	£605	0.35%	£266,057	0.18%	£6,807	0.04%	£2,921	£475,518	0.14%	£28,747	0.13%	£4,813	£33,560	£509,078
Croydon	3.91%	£9,372,581	54.34%	£2,439,891	1.62%	£1,222,840	0.63%	£23,689	4.06%	£176,112	£13,235,114	11.48%	£1,962,054	3.87%	£143,864	£2,105,919	£15,341,033
Ealing	4.69%	£11,241,715	0.27%	£12,228	5.33%	£4,019,140	0.37%	£14,055	3.06%	£152,754	£15,439,892	1.82%	£555,242	4.42%	£164,359	£719,601	£16,159,493
Enfield	3.54%	£8,489,697	0.15%	£6,602	3.31%	£2,498,075	0.46%	£17,358	0.80%	£69,629	£11,081,361	2.18%	£543,386	3.40%	£126,228	£669,614	£11,750,976
Greenwich	2.99%	£7,172,050	0.51%	£22,989	1.42%	£1,070,374	15.30%	£578,193	1.06%	£69,723	£8,913,329	3.79%	£745,753	2.82%	£104,704	£850,458	£9,763,787
Hackney	4.11%	£9,864,610	0.10%	£4,456	2.00%	£1,505,876	1.78%	£67,175	9.06%	£328,844	£11,770,961	2.21%	£570,491	3.77%	£139,983	£710,474	£12,481,435
Hammersmith & Fulham	2.61%	£8,267,212	0.41%	£18,413	3.81%	£2,871,625	0.47%	£17,734	3.48%	£143,220	£9,318,203	0.68%	£274,813	2.71%	£100,916	£375,729	£9,693,932
Haringey	4.36%	£10,461,557	0.22%	£9,721	4.29%	£3,239,686	0.70%	£26,624	2.45%	£132,471	£13,870,059	1.21%	£456,041	4.31%	£160,136	£616,177	£14,486,236
Harrow	2.45%	£5,886,804	0.14%	£6,390	4.33%	£3,263,175	0.48%	£18,061	8.89%	£309,693	£9,484,123	0.54%	£253,310	2.71%	£100,618	£353,927	£9,838,050
Havering	2.29%	£5,502,276	0.04%	£1,821	2.01%	£1,518,308	1.35%	£50,936	0.35%	£43,789	£7,117,131	4.58%	£843,335	2.50%	£92,959	£936,293	£8,053,424
Hillingdon	2.30%	£5,523,585	0.12%	£5,334	3.44%	£2,592,080	0.37%	£14,148	0.96%	£62,836	£8,197,983	0.73%	£270,358	2.52%	£93,630	£363,989	£8,561,972
Hounslow	2.88%	£6,903,268	0.24%	£10,994	2.43%	£1,829,667	0.24%	£8,924	0.96%	£65,017	£8,817,871	1.81%	£441,563	2.68%	£99,756	£541,319	£9,359,190
Islington	3.58%	£8,596,279	0.12%	£5,499	3.47%	£2,616,419	0.69%	£26,131	3.70%	£157,126	£11,401,454	1.28%	£400,067	3.27%	£121,529	£521,596	£11,923,050
Kensington & Chelsea	2.44%	£5,844,177	0.37%	£16,790	4.15%	£3,131,580	0.42%	£15,733	1.38%	£77,172	£9,085,451	0.71%	£272,470	2.61%	£97,114	£369,585	£9,455,036
Kingston	1.58%	£3,796,736	1.04%	£46,561	0.92%	£693,467	0.12%	£4,632	0.36%	£31,337	£4,572,733	3.72%	£653,349	1.53%	£57,060	£710,410	£5,283,143
Lambeth	4.17%	£10,009,279	2.66%	£119,617	3.56%	£2,685,722	0.50%	£18,883	1.55%	£104,144	£12,937,646	4.79%	£988,738	4.26%	£158,418	£1,147,155	£14,084,801
Lewisham	3.69%	£8,842,914	2.47%	£110,778	1.48%	£1,113,708	5.57%	£210,620	11.46%	£399,200	£10,677,220	5.57%	£1,055,037	3.49%	£129,693	£1,184,731	£11,861,951
Merton	2.27%	£5,433,299	14.45%	£648,616	2.56%	£1,934,365	0.18%	£6,767	0.60%	£50,192	£8,073,240	4.58%	£838,145	2.40%	£89,222	£927,368	£9,000,608
Newham	3.56%	£8,546,604	0.21%	£9,417	3.59%	£2,711,532	18.24%	£689,441	1.44%	£86,705	£12,043,699	1.99%	£502,442	3.21%	£119,172	£621,614	£12,665,313
Redbridge	2.45%	£5,880,190	0.09%	£4,245	4.02%	£3,034,254	1.37%	£51,713	0.44%	£48,168	£9,018,570	2.72%	£573,644	2.61%	£97,039	£670,683	£9,689,253
Richmond	2.19%	£5,247,037	0.37%	£16,553	2.23%	£1,682,216	0.29%	£10,812	0.97%	£59,241	£7,015,858	5.17%	£913,141	2.21%	£82,180	£995,321	£8,011,180
Southwark	4.09%	£9,817,311	1.13%	£50,657	2.59%	£1,956,427	1.77%	£67,052	6.15%	£239,926	£12,131,373	3.26%	£730,345	3.80%	£141,465	£871,809	£13,003,183
Sutton	1.80%	£4,320,175	5.94%	£266,610	1.02%	£772,987	0.18%	£6,936	0.65%	£43,552	£5,410,260	4.80%	£830,046	1.77%	£65,912	£895,959	£6,306,218
Tower Hamlets	2.16%	£5,179,590	0.27%	£12,258	3.01%	£2,267,079	35.99%	£1,360,572	4.70%	£174,437	£8,993,937	0.95%	£285,782	2.25%	£83,483	£369,265	£9,363,202
Waltham Forest	2.80%	£6,718,786	0.10%	£4,504	3.07%	£2,319,448	1.92%	£72,692	1.76%	£89,377	£9,204,808	2.21%	£500,751	2.66%	£99,037	£599,788	£9,804,596
Wandsworth	4.02%	£9,648,252	3.40%	£152,450	4.00%	£3,021,490	0.37%	£14,108	1.71%	£108,445	£12,944,745	7.01%	£1,318,043	4.23%	£157,218	£1,475,261	£14,420,006
Westminster	3.85%	£9,223,895	0.48%	£21,577	5.34%	£4,026,825	0.83%	£31,443	1.60%	£103,402	£13,407,142	1.77%	£527,346	4.10%	£152,583	£679,930	£14,087,072
Total	100.00%	£239,806,000	100.00%	£4,490,000	100.00%	£75,443,000	100.00%	£3,780,000	100.00%	£4,403,000	£327,922,000	100.00%	£21,334,350	100.00%	£3,718,000	£25,052,350	£352,974,350

NOTE

1. TFL settlement does not include the cost of the am journeys
2. Bus, Tram, Underground and DLR costs are apportioned by respective usage.
3. London Overground and National Rail costs are apportioned as 70% by the respective usage and 30% by the the proportion of 2013/14 Formula Funding.
4. Non TFL buses and reissue elements are apportioned by proportion of the 2013/14 Formula Funding allocated to boroughs (as calculated by Central Government)

FREEDOM PASS 2015/16 APPORTIONMENT: Quarterly Payment

Authority	First payment 04/06/2015 (£) Paid to TFL	First payment 04/06/2015 (£) Paid to London Councils	Second payment 03/09/2015 (£) Paid to TFL	Second payment 03/09/2015 (£) Paid to London Councils	Third payment 03/12/2015 (£) Paid to TFL	Third payment 03/12/2015 (£) Paid to London Councils	Fourth payment 04/03/2016 (£) Paid to TFL	Fourth payment 04/03/2016 (£) Paid to London Councils	Total per borough (£) Paid to TFL	Total per borough (£) Paid to London Councils	Total per borough (£)
Barking & Dagenham	1,307,055	89,114	1,307,055	89,114	1,307,055	89,114	1,354,126	89,114	5,275,291	356,456	5,631,747
Barnet	3,754,156	163,839	3,754,156	163,839	3,754,156	163,839	3,889,353	163,839	15,151,821	655,356	15,807,177
Bexley	1,464,643	184,490	1,464,643	184,490	1,464,643	184,490	1,517,389	184,490	5,911,318	737,960	6,649,278
Brent	3,810,988	177,494	3,810,988	177,494	3,810,988	177,494	3,948,232	177,494	15,381,196	709,976	16,091,172
Bromley	2,321,991	401,761	2,321,991	401,761	2,321,991	401,761	2,405,612	401,761	9,371,585	1,607,044	10,978,629
Camden	3,020,583	167,005	3,020,583	167,005	3,020,583	167,005	3,129,362	167,005	12,191,111	668,020	12,859,131
City of London	117,817	8,391	117,817	8,391	117,817	8,392	122,060	8,392	475,511	33,566	509,077
Croydon	3,279,255	526,480	3,279,255	526,480	3,279,255	526,480	3,397,350	526,480	13,235,115	2,105,920	15,341,035
Ealing	3,825,531	179,900	3,825,531	179,900	3,825,531	179,900	3,963,299	179,900	15,439,892	719,600	16,159,492
Enfield	2,745,621	167,404	2,745,621	167,404	2,745,621	167,404	2,844,498	167,404	11,081,361	669,616	11,750,977
Greenwich	2,208,449	212,614	2,208,449	212,614	2,208,449	212,614	2,287,982	212,614	8,913,329	850,456	9,763,785
Hackney	2,916,483	177,619	2,916,483	177,619	2,916,483	177,619	3,021,513	177,619	11,770,962	710,476	12,481,438
Hammersmith & Fulham	2,308,765	93,932	2,308,765	93,932	2,308,765	93,932	2,391,910	93,932	9,318,205	375,728	9,693,933
Haringey	3,436,575	154,044	3,436,575	154,044	3,436,575	154,044	3,560,335	154,044	13,870,060	616,176	14,486,236
Harrow	2,349,874	88,482	2,349,874	88,482	2,349,874	88,482	2,434,500	88,482	9,484,122	353,928	9,838,050
Havering	1,763,406	234,073	1,763,406	234,073	1,763,406	234,073	1,826,911	234,073	7,117,129	936,292	8,053,421
Hillingdon	2,031,208	90,997	2,031,208	90,997	2,031,208	90,997	2,104,358	90,997	8,197,982	363,988	8,561,970
Hounslow	2,184,798	135,330	2,184,798	135,330	2,184,798	135,330	2,263,478	135,330	8,817,872	541,320	9,359,192
Islington	2,824,930	130,399	2,824,930	130,399	2,824,930	130,399	2,926,664	130,399	11,401,454	521,596	11,923,050
Kensington & Chelsea	2,251,096	92,396	2,251,096	92,396	2,251,096	92,396	2,332,164	92,396	9,085,452	369,584	9,455,036
Kingston	1,132,983	177,602	1,132,983	177,602	1,132,983	177,602	1,173,785	177,602	4,572,734	710,408	5,283,142
Lambeth	3,205,551	286,789	3,205,551	286,789	3,205,551	286,789	3,320,992	286,789	12,937,645	1,147,156	14,084,801
Lewisham	2,645,487	296,183	2,645,487	296,183	2,645,487	296,183	2,740,759	296,183	10,677,220	1,184,732	11,861,952
Merton	2,000,301	231,842	2,000,301	231,842	2,000,301	231,842	2,072,337	231,842	8,073,240	927,368	9,000,608
Newham	2,984,059	155,404	2,984,059	155,404	2,984,059	155,404	3,091,523	155,404	12,043,700	621,616	12,665,316
Redbridge	2,234,525	167,671	2,234,525	167,671	2,234,525	167,671	2,314,996	167,671	9,018,571	670,684	9,689,255
Richmond	1,738,314	248,830	1,738,314	248,830	1,738,314	248,830	1,800,916	248,830	7,015,858	995,320	8,011,178
Southwark	3,005,782	217,952	3,005,782	217,952	3,005,782	217,952	3,114,028	217,952	12,131,374	871,808	13,003,182
Sutton	1,340,496	223,990	1,340,496	223,990	1,340,496	223,990	1,388,771	223,990	5,410,259	895,960	6,306,219
Tower Hamlets	2,228,421	92,316	2,228,421	92,316	2,228,421	92,316	2,308,673	92,316	8,993,936	369,264	9,363,200
Waltham Forest	2,280,669	149,947	2,280,669	149,947	2,280,669	149,947	2,362,802	149,947	9,204,809	599,788	9,804,597
Wandsworth	3,207,310	368,815	3,207,310	368,815	3,207,310	368,815	3,322,814	368,815	12,944,744	1,475,260	14,420,004
Westminster	3,321,878	169,982	3,321,878	169,982	3,321,878	169,982	3,441,508	169,982	13,407,142	679,928	14,087,070
Overall Total	81,249,000	6,263,087	81,249,000	6,263,087	81,249,000	6,263,088	84,175,000	6,263,088	327,922,000	25,052,350	352,974,350

London Councils' Transport and Environment Committee

Freedom Pass 2015 Reissue Update

Item No: 11

Report by: Tony O'Connor **Job titles:** Mobility Services Manager
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Summary:

This report provides Members with an update on the progress of the project to renew approximately 940,000 Freedom Passes due to expire on 31 March 2015.

Recommendations:

Members are asked to:

1. Note the progress on the Freedom Pass 2015 reissue since the last report to this Committee in October 2014
2. Note that work continues to establish new procedures for first time Freedom Pass applicants

Background

A report to this Committee in October 2014 informed members on the process for the 2015 Freedom Pass renewal and this report provides a progress update. Around 821,000 older and 101,000 disabled Freedom Pass holders are being invited to renew their passes. LB Camden is handling its own renewal of just under 20,000 older passholders separately.

Progress on the Older Persons 2015 Reissue

1. In advance of the letters being sent to ask older passholders to reapply for their replacement passes, London Councils held six training sessions on the new online application portal for around 90 concessionary fares and library officers. At least one officer attended from each London borough. The training was designed to enable attendees to cascade the training notes to colleagues to help applicants apply via the portal if they have difficulty doing so on their own.

2. Letters to older person passholders whose passes expire on 31 March 2015 are being sent over a six week period from early November to mid December. At the time of drafting this report, 540,000 letters had been posted (around 66% of the total).
3. London Councils is receiving daily reports from ESP Systex, the Freedom Pass contractor handling the letters and card production, on the numbers of applications received and processed and from JourneyCall, the contact centre contractor, on the number of phone calls and e-mails received, including the main issues raised by passholders. This has enabled further developments to the portal, for instance providing a clearer explanation of the renewal options for two people who share the same e-mail address.
4. The response rate has been encouraging so far with 253,621 (47%) of those written to having already successfully renewed. This number broken down below excludes Camden's renewals.
 - 208,036 successful online renewals (82% of passes renewed)
 - 45,585 successful postal renewals (18% of passes renewed)
5. 62% of those renewing online have set up an account with an e-mail address, whereas 38% applied via the fast track option without an e-mail address. There are a number of benefits to passholders of setting up an account, such as receiving an e-mail when the pass is sent out and being able to change details online in the future. It will also be very useful and cost-effective to London Councils and the boroughs to be able to contact a large percentage of Freedom Pass holders via e-mail in the future.
6. The current rate of renewal suggests that over half of those due to renew their passes should have done so by Christmas. In previous renewal exercises passes were not renewed at the Post Office until the New Year so passholders have considerably longer to renew during the current reissue.
7. Appendix 1 shows the number renewed online and by post to date in relation to the number of letters sent and Appendix 2 gives a borough by borough breakdown of passes renewed so far.
8. The number of phone calls and e-mails to the contact centre has been significantly lower than expected, which appears to suggest that most passholders understand the renewal options without having to ask for assistance.
9. LB Camden is managing its own older persons renewal using a different method. They have undertaken internal residence checks of their 19,500 older persons passholders and have identified 15,200 (76.5%) as still resident and eligible. These passholders will be sent their passes automatically from January. The remaining 4,300 (23.5%) are being written to asking them to provide proof by post to the borough that they are still Camden residents. Those who send proof will have their passes renewed.
10. Replacement 2020 passes will be posted to those who have successfully renewed from 5 January 2015, and will be sent out in the order in which the applications were received. It is anticipated that the vast majority of passes will have been issued by the end of February.

Communications and Publicity

11. London Councils has provided London-wide branded posters, leaflets, roller banners or online adverts to boroughs that requested them. 29 boroughs have requested quantities of these publicity materials.

Pan-London publicity uses the 'London Councils' logo as a catch-all brand. These are on the London Councils website as a toolkit for boroughs to use. Boroughs are free to put their logo on publicity material, but have to fund the printing costs of such materials.

12. The advertising campaign started in November, covering local newspapers and internet adverts. TfL is providing free space on their advertising network to help publicise the renewal programme. Posters will appear on the transport network from 16 January for 4 weeks, appearing inside buses, on bus shelters, tube ticket offices, platforms of Overground, and ATOC (the Association of Train Operating Companies) is also providing advertising on the suburban train network. The main purpose of the New Year advertising campaign is to target those who haven't yet responded to their letters to remind them to do so if they wish to continue to travel for free.
13. A briefing on the renewal was issued to all MPs, councillors and GLA members on 29 October to inform them of the renewal procedures.
14. Although London Councils officers are encouraged by the progress to date, officers will continue to monitor the number of renewals closely on a daily basis and respond to any issues that arise. We will be looking at the responses on a borough by borough basis, and if the rate of renewals were to slow down to a level that caused concern, targeted additional publicity could be used where appropriate. It is also likely that, in line with previous renewals, a one month grace period will be agreed with TfL and ATOC to allow passholders to show their passes as a flash pass. Anyone not renewing after that time would not be allowed to travel until they renew their passes.

Disabled Passholder Applications

15. Boroughs are responsible for reassessing their own Disabled Pass holders and have a deadline of 31 December 2014 to complete this. Disabled passholders are not using the online portal and boroughs are writing to them separately. Boroughs will hotlist (stop) all passes of those no longer deemed eligible either because they no longer meet the eligibility criteria, have moved out of London or are deceased by that date to ensure they do not receive replacement passes. ESP will then issue replacement 2020 passes to all disabled pass-holders who are still eligible from 5 January 2015 and before the deadline of 31 March 2015.
16. The majority of boroughs have made good progress on their disabled passholder renewals.

Consultation

17. London Councils will continue to consult with members, borough officers and other stakeholders throughout the reissue process. The principal forum for consultation will be at the monthly project board meetings that bring together borough officers, contractors, TfL, ATOC and London Councils' communications team.
18. Meetings have been held with Transport for All and Age UK and London Councils officers have given presentations on the renewal at a number of borough mobility forums including in Greenwich, Hackney, Hillingdon and Wandsworth.

Renewal Budget

19. Expenditure to date is £310,000 out of an approved budget of £3.141 million. However, this does not include the bulk of costs relating to JourneyCall's handling of phone calls and e-mails and card production and postage. Indications are that the renewal will be delivered

within budget, which is helped by the lower than expected number of phone calls and e-mails being made by passholders so far.

First Time Application Procedures

20. As reported to the October TEC meeting, the decision by the Post Office to no longer process first time Freedom Pass applications from June 2015 has meant that new procedures need to be established for both older and disabled first time applicants.
21. A working group has been set up with borough officers to discuss how this will be achieved. The two main methods of applying for the older person's pass will be the same as for the current renewal: applying online via the portal and by completing an application form and posting it to ESP Systex. A number of working group meetings has already been held and good progress has been made.
22. It is envisaged that older first time applicants will be able to apply online from 1 February 2015. Some development work is needed on the portal, including the facility to allow passholders to attach photographs and measures being introduced to prevent duplicate applications from the same person in different boroughs. Their online applications will be processed by the contractor and passes issued within the service level agreement period of 10 days as is the case with current post office applications.
23. One area that needs further consideration is how to make it easier for applicants to attach documents to prove age and residence. It has been decided not to use credit agency checks online for first time applicants due to cost and the fact that they can confirm residence, but not age, and applicants would have to upload proof of residence anyway. Experience from the renewal so far shows that only a small minority of those who have changed their name or address details, and who fail the residence checks, go on to upload document proofs. Most abandon the online application and revert to the postal option.
24. The aim is to have the new process for postal applications for those who cannot or do not wish to apply online in place by 1 April 2015. In the meantime, first time applicants will still be able to apply through the Post Office as usual.
25. Work is progressing to design a new application form, which will be available from borough offices and libraries instead of post offices. This work includes reviewing the acceptable proofs of age, identity and address that applicants can provide.
26. The three month period between April and June will allow time for any potential issues with the new processes to be ironed out before the end of the Post Office contract on 30 June 2015.
27. It is intended that disabled pass applicants will continue to apply to the borough, but that once they have been assessed as eligible the borough will enter their details directly on to the Freedom Pass database and issue the pass. The contractor will then issue the pass. This will mean a quicker service to applicants in future as they will no longer have to take a letter of authorisation to the post office.
28. Once the new procedures for older and disabled online applicants are in place the next stage will be to explore with boroughs and ESP how disabled applicants can apply online. This is more complex due to the necessity of providing proofs of eligibility and will require more development.

29. Further to the work on potential savings from the new procedures outlined in October, London Councils officers have done some further work on comparable costs. Tables 1 and 2 below show indicative potential savings:

Table 1 – Older Person's application

CURRENT	NEW	CURRENT	NEW	%
COST PER YEAR	COST PER YEAR	UNIT COST	UNIT COST	
£175,905	£105,139	£4.07	£2.43	-40%

Table 2 – Disabled Person's application

CURRENT	NEW	CURRENT	NEW	%
COST PER YEAR	COST PER YEAR	UNIT COST	UNIT COST	
£34,093	£14,072	£2.89	£1.19	-59%

30. The above unit cost for disabled passes covers London Councils' contractor costs only and does not include boroughs' internal costs for the assessment of disabled application forms. These internal costs will vary from borough to borough depending on their assessment procedures, including how many applicants they assess on paper and how many in person.
31. There will also be a direct annual saving to boroughs of around £42,000 from the Post Office processing charge as the Post Office currently invoices boroughs directly for applications processed. In future all costs of processing older persons' applications will be borne centrally by London Councils.
32. These savings are indicative only and are based on a number of assumptions in terms of the ratio of online to postal applications and the number of applications which will have to be returned for further information etc. In the next few months the overall number of those applying online and by post during the renewal will inform further projections.

Financial Implications for London Councils

The Director of Corporate Resources reports that a revised budget of £3.141 million for the 2015 renewal exercise was agreed at the July meeting of this Committee and officers will ensure that the renewal exercise will be contained within this revised budget.

It is envisaged that savings in the region of £90,000 per year may be achieved with the introduction of new procedures for first time older and disabled applications. However, further work is needed based on actual data to ensure these estimates are robust and realisable.

Legal Implications for London Councils

None

Equalities Implications for London Councils

The withdrawal of the Post Office from the application process may make it harder for a minority of vulnerable older and disabled people to apply for Freedom Passes. The

working group of London Councils and borough officers is looking at ways to minimise any potential issues and those unable to apply online have a postal option.

Recommendations

Members are asked to:

1. Note the progress on the Freedom Pass 2015 reissue since the last report to this Committee in October 2014.
2. Note that work continues to establish new procedures for first time Freedom Pass applicants

Background Papers

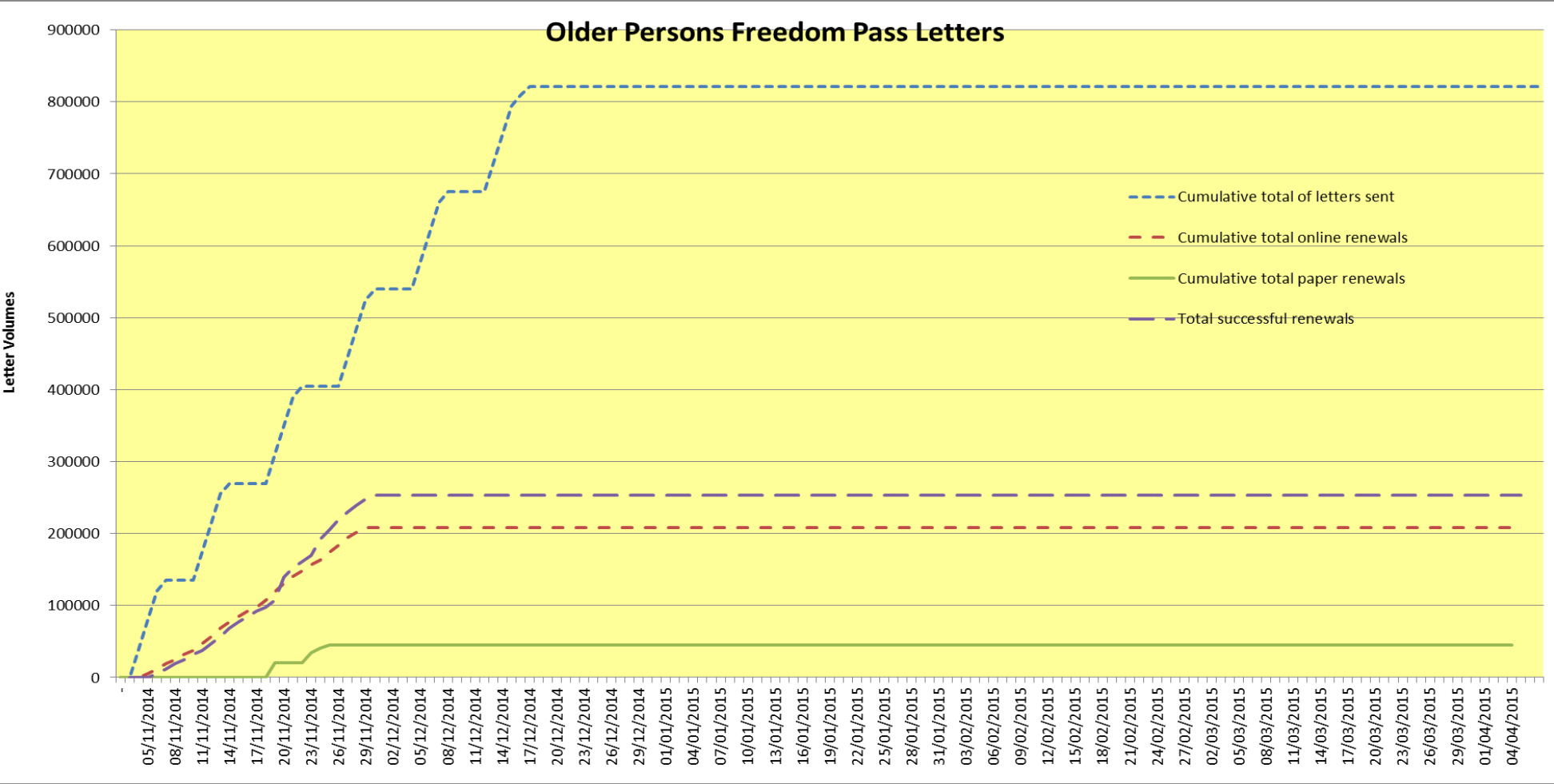
TEC – Freedom Pass 2015 Reissue Update - 16 October 2014 (Item 7)

TEC – Freedom Pass 2015 Reissue Update - 17 July 2014 (Item 10)

TEC – Update on Freedom Pass Projects - 13 March 2014 (Item 7)

TEC – Freedom Pass Bulk Reissue 2015 - 12 December 2013 (Item 11)

APPENDIX 1 - Progress of Freedom Pass Older Persons Renewal



APPENDIX 2: BOROUGH BY BOROUGH BREAKDOWN OF RENEWALS

	Number Renewed Online	% renewed online	Number Renewed Paper	% Renewed Paper	Total Number Renewed	Total % Passes Renewed	Number of Passes Expiring 2015
Borough							
Barking & Dagenham	3406	22.51%	1523	10.06%	4929	32.57%	15134
Barnet	10856	24.74%	2190	4.99%	13046	29.73%	43882
Bexley	10179	28.58%	2387	6.70%	12566	35.29%	35612
Brent	6386	20.24%	1807	5.73%	8193	25.97%	31548
Bromley	15149	29.52%	2905	5.66%	18054	35.18%	51313
Camden 1	19	0.10%	15200	77.88%	15219	77.97%	19518
City of London	322	26.39%	59	4.84%	381	31.23%	1220
City of Westminster	4189	17.87%	888	3.79%	5077	21.65%	23448
Croydon	11397	26.02%	2401	5.48%	13798	31.51%	43794
Ealing	7329	20.75%	1978	5.60%	9307	26.35%	35317
Enfield	8716	23.57%	2144	5.80%	10860	29.37%	36974
Greenwich	6132	24.93%	1655	6.73%	7787	31.66%	24593
Hackney	2758	16.61%	927	5.58%	3685	22.19%	16604
Hammersmith and Fulham	2927	19.54%	837	5.59%	3764	25.13%	14979
Haringey	4370	19.95%	942	4.30%	5312	24.25%	21908
Harrow	7973	25.03%	1431	4.49%	9404	29.52%	31853
Havering	10187	25.84%	2388	6.06%	12575	31.90%	39416
Hillingdon	8249	25.22%	2227	6.81%	10476	32.03%	32707
Hounslow	6391	24.32%	1503	5.72%	7894	30.04%	26278
Islington	3119	19.09%	723	4.42%	3842	23.51%	16339
Kensington and Chelsea	3318	18.22%	967	5.31%	4285	23.53%	18210
Kingston upon Thames	5296	26.68%	1100	5.54%	6396	32.22%	19851
Lambeth	4226	18.70%	1232	5.45%	5458	24.15%	22603
Lewisham	5079	21.48%	1263	5.34%	6342	26.82%	23650
Merton	5659	25.19%	1694	7.54%	7353	32.73%	22463
Newham	3539	18.12%	1070	5.48%	4609	23.59%	19534
Redbridge	7356	23.09%	1562	4.90%	8918	27.99%	31863
Richmond upon Thames	6877	28.17%	1141	4.67%	8018	32.84%	24415
Southwark	4205	19.52%	1341	6.22%	5546	25.74%	21543
Sutton	13453	52.68%	0	0.00%	13453	52.68%	25536
Tower Hamlets	2651	17.88%	575	3.88%	3226	21.76%	14827
Waltham Forest	4915	20.91%	1197	5.09%	6112	26.00%	23508
Wandsworth	5449	20.93%	1526	5.86%	6975	26.79%	26035
Total 2	202077	23.59%	60783	7.10%	262860	30.69%	856475

Note

- 1 Camden is automatically renewing 15,200 passholders who passed internal residency checks
Camden is not offering an online option and those renewed online moved into Camden after receiving their letter in another borough
- 2 The percentage renewed in each borough is of the total to be renewed - not of letters sent to date.

London Councils' Transport and Environment Committee

Revenue Budget and Borough Charges 2015/16

Item no: 12

Report by: Frank Smith **Job title:** Director of Corporate Resources
Date: 11 December 2014
Contact Officer: Frank Smith
Telephone: 020 7934 9700 **Email:** frank.smith@londoncouncils.gov.uk

Summary

This report details the outline revenue budget proposals and the proposed indicative borough subscription and charges for 2015/16.

These proposals were considered by the Executive Sub-Committee at its meeting on 13 November. The Executive Sub-Committee agreed to recommend that the full Committee approves these proposals.

Recommendations

The Committee is asked to approve:

- The changes in individual levies and charges for 2015/16 as follows:
 - The Parking Core Administration Charge of £1,500 per borough and for TfL (2014/15 - £1,500; paragraph 38);
 - The total Parking Enforcement Service Charge of £0.4333 which will be distributed to boroughs and TfL in accordance with PCNs issued in 2013/14 (2014/15 - £0.4519 per PCN; paragraphs 35-37);
 - The Concessionary Fares Administration Charge of £8,674 per borough (2014/15 - £8,674; paragraph 16);
 - The Taxicard Administration Charge to boroughs of £338,182 in total (2014/15 - £417,360; paragraphs 17-19).
 - No charge to boroughs in respect of the Lorry Control Administration Charge, which is fully covered by estimated PCN income (2014/15 - £98,612; average charge £3,287; paragraphs 20-21);
 - Congestion Charging Appeals – to be recovered on a full cost recovery basis, subject to the continuing agreement of

the GLA under the contract arrangements that run until December 2016 (paragraph 28);

- The Parking and Traffic Appeals Charge of £33.40 per appeal or £29.97 per appeal where electronic evidence is provided by the enforcing authority (2014/15 - £38.54/£36.92 per appeal; paragraph 29);
- The TRACE (Electronic) Charge of £8.60 per transaction (2014/15 - £10.40; paragraphs 33-34);
- The TRACE (Fax) Charge of £8.80 per transaction (2014/15 - £12.83; paragraphs 33-34); and
- The TEC¹ Charge of £0.20 per transaction (2014/15 - £0.20; paragraphs 33-34);
- The provisional gross revenue expenditure of £377.058 million for 2015/16, as detailed in Appendix A;
- On the basis of the agreement of the above proposed charges, the provisional gross revenue income budget of £377.058 million for 2015/16, with no proposed recommended transfer from uncommitted reserves to produce a balanced budget, as shown in Appendix B; and
- The indicative charges to individual boroughs set out in Appendix C.

The Committee is also asked to note the current position on reserves, as set out in paragraphs 54-58 and Table 9 of this report.

¹ The system that allows boroughs to register any unpaid parking tickets with the Traffic Enforcement Centre and apply for bailiff's warrants.

Introduction

1. This report details the outline revenue budget proposals and the proposed indicative borough subscription and charges for 2015/16. These proposals were considered by the Executive Sub-Committee at its meeting on 13 November. The Executive Sub-Committee agreed to recommend that the full Committee approves these proposals.
2. The report will, therefore, examine the key features of the proposed budget for 2015/16 and make proposals as to the level of charges for the Committee's consideration.

Proposed Revenue Budget 2015/16 - Overview

3. The proposals in this report incorporate the following assumptions:
 - Estimated part-year savings of £1.011 million arising from the new parking services managed contract, which is effective from July 2015;
 - The London Lorry Control scheme becoming fully financed from enforcement income, saving £99,000;
 - The 2009 office refurbishment works at the Angel Square Hearing Centre now bring fully depreciated, together with the end of lease dilapidation costs no longer having to be provide for, saving £134,000;
 - The introduction of charging for lost/damages taxicard passes, subject to TEC decision in December 2014 or February 2015, could potentially raise £36,000 per annum;
 - An increase in the TfL element of the freedom pass settlement for 2015/16 of £6.326 million, or 2%;
 - An increase in the ATOC element of the freedom pass settlement of £520,000 (2.5%) plus 10% (£200,000) in respect of non-TfL bus operators;
 - TfL will provide an annual fixed S.159 grant of £9.771 million, inclusive of estimated Annual Taxicard Tariff inflation of 1.5% for Taxicard in 2015/16, compared to the base £9.627 million for 2014/15. The total borough contribution towards the Taxicard scheme in 2015/16 is estimated to be £1.727 million, although this will be adjusted to reflect actual borough budgets when they are confirmed in February 2015;
 - Estimated Freedom Pass issue costs to increase from £1.35 million to £1.518 million to reflect the anticipated renewal of up to 200,000 passes in 2015/16, although this £100,000 increase is contained within the existing income envelope of the Committee;
 - Income and expenditure budgets of £977,000 in respect of hearing Parking Appeals on Private Land (POPLA), split between estimated fixed costs of £283,000 and estimated variable costs of £694,000, all fully rechargeable to the British Parking Association (BPA). The estimated volume of appeals for 2015/16 is 23,400;

- A 1% cost of living increase on all salary costs, including adjudicators' fees. The overall staffing budget continues to include a £30,000 provision for maternity cover and the vacancy level remains at 2%;
- A zero inflationary increase in all other running cost budgets for 2015/16, unless subject to binding contractual increases;
- Additional central recharges arising out of the London Councils –wide review of the existing accounting policy of £249,000; and
- As detailed in Appendix C.1, overall estimated savings of £929,000 to boroughs and TfL arising from the net savings highlighted in this report, assuming that the detailed proposed charges for 2015/16 are approved by the full Committee in December.

4. The proposals in this report recommend the following:

- The Parking Core administration charge being held at the 2014/15 level of £1,500;
- A reduction in the unit cost of a parking appeal charged to boroughs and TfL street management of £5.14 per appeal, or 13.3%, which increases to a saving of £6.95 per appeal, or 18.8% for appeals where evidence is submitted electronically;
- A reduction in the Parking Enforcement service charge of £0.0186 per PCN, or 4.12%, which will be apportioned to boroughs and TfL in accordance with the total number of PCNs issued by enforcing authorities in 2013/14;
- The Freedom Pass administration charge of £8,674 being held at the 2014/15 level;
- A reduction in the total Taxicard administration charge of £79,000, or 18.9%, which will be apportioned to boroughs in accordance with the scheme membership as at 30 September 2014;
- A reduction in the average Lorry Control administration charge of £3,287, meaning that for 2015/16, there will be no contribution from boroughs towards the scheme as the cost can be met from PCN income collected;
- A reduction in the TRACE electronic charge of £1.80, or 17.3% per transaction;
- A reduction in the TRACE fax charge of £4.03, or 31.4%, per transaction; and
- The charges for each TEC transaction being held at the 2013/14 level of £0.20.

5. These charges are reviewed annually in order to identify efficiencies and, where appropriate, reduce charges further for boroughs and TfL.

6. The following paragraphs detail the main proposed budget headings for 2015/16 and highlight any significant changes over 2014/15. The proposed level of expenditure for 2015/16 amount to £377.058 million. A sum of £364.473 million relates to direct expenditure on the Freedom Pass and the Taxicard schemes, leaving £12.585 million relating to expenditure on parking and traffic related traded service and other operating expenditure. This compares to a comparable sum of £13.664 million for the current year, a reduction of £1.079 million, or 7.9%.

Freedom Pass

7. The main settlement with TfL for concessionary travel on its service is estimated to be £327.922 million. This represents a provisional increase of £6.326 million, or 2.4%, on the figure of £321.596 million for 2014/15. The proposed 2.0% increase is split between 2.5% relating to fares increase, offset by a reduction to journey volumes of 0.34% and a rebate relating to prior years of 0.16%.
8. The budget in respect of the Association of Train Operating Companies (ATOC) has been increased by £520,000 to £21.334 million to take into account the anticipated settlement for 2015/16, an increase of 2.5% on the figure of £20.814 million for the current year.
9. The budget of £2 million for payments to other bus operators for local journeys originating in London has been increased by £200,000, or 10% for 2015/16, based on projected increases in journey volumes (6.5%) and fares (5.65%; effective August 2015), which will be reflected in claims being lodged by operators.
10. The budget for the freedom pass issuing costs has been reviewed to reflect the post-2015 reissue exercise. The combined budget for 2014/15 of £1.35 million for annual survey and reissue costs and the annual contribution by boroughs towards the 2015 reissue exercise has been enhanced by £168,000 to £1.518 million to cover the estimated further reissue of up to 200,000 passes in 2015/16, which are outside the substantive 2015 exercise. This budget will be reviewed each year in the light of immediate reissue numbers in the run up to the next substantive reissue exercise in 2020.
11. In addition, officers' view is that the reissue of over new 800,000 freedom passes in the period up until April 2015 will lead to a potential reduction in the number of lost or faulty passes and that this will impact of the income collected from reissuing such passes. The income budget for replacement passes has, therefore, been held at £500,000.
12. During the four-year period 2011/12 until 2014/15, boroughs agreed to make an annual contribution of £400,000 in total to a specific reserve to accumulate funds to contribute towards the cost of the 2015 pass reissue exercise, which is currently estimated to cost £3.141 million. At this stage, it is recommended that instead of a bespoke annual contribution from boroughs, any annual surplus arising from both the freedom pass issuing costs budget of £1.518 million (paragraph 40) and replacement freedom passes income budget of £500,000 (paragraph 41) will be transferred to a specific reserves to accumulate funds to offset the cost of the next pass reissue exercise scheduled for 2020. This process will be reviewed on an annual basis and may result in a bespoke annual contribution from boroughs being reinstated at a later stage in order to ensure a substantive fund in accumulated for the 2020 reissue.

13. Final negotiations on the actual amounts payable will be completed in time for the meeting of the full Committee on 11 December and any late variations to these provisional figures will be tabled at this meeting.
14. A summary of the freedom pass costs for 2015/16, compared to the current year, can be summarised in Table 1 below:

Table 1 – Comparative financing of Freedom Pass 2015/16 and 2014/15

Estimated Cost of Freedom Pass	2015/16(£000)	2014/15(£000)
TfL Settlement	327,922	321,596
ATOC Settlement	21,334	20,814
Non TfL Bus Operators Settlement	2,200	2,000
Survey and Reissue Costs	1,518	950
Provision for 2020 freedom pass reissue	-	400
Total Cost	352,974	345,760

15. The total cost of the scheme is fully funded by boroughs and the estimated cost payable by boroughs in 2015/16 of £352.974 million compares to £345.760 million payable for 2014/15, an increase of £7.214 million or 2.1%. The majority of costs payable by boroughs will be apportioned in accordance with usage data, in accordance with the agreed recommendations of the arbitrator in 2008.
16. The administration of the freedom pass covers London Councils costs in negotiating the annual settlements and managing the relationships with transport operators and contractors. For 2015/16, the total cost is estimated to be £371,899, compared to the subsidised £315,989 in 2014/15. This equates to £11,270 per borough. However, after determining the overall financial position of the Committee through the range of charges proposed in this report, this allows for this charge to remain at the 2014/15 reduced level of £8,674 per borough, which members are asked to approve.

Taxicard

17. As stated in paragraph 3, TfL will provide an annual fixed S.159 grant of £9.771 million, inclusive of Annual Taxicard Tariff inflation for 2015/16 of £144,401 (1.5%). The total borough contribution towards the Taxicard scheme in 2015/16 is estimated to be £1.727 million, although the decision on boroughs' contributions is a matter for boroughs to take individually and will be confirmed in February 2015. The base budgetary provision for the contract with CityFleet Networks Limited, owner and operator of Computer Cab Plc, with effect from 1 April 2015, will be £11.498 million, a provisional reduction of £1.189 million on the revised budget of £13.189 million for the current year.
18. The cost of administration of the Taxicard Scheme is estimated to be £478,950 in 2015/16 compared to £547,781 in 2014/15. After excluding the contribution from TfL towards these costs of £104,768 and anticipated income of £36,000 from replacement taxicards (subject on Committee approval), the net cost to be charged to boroughs in 2015/16 is £338,182, compared to £417,360 in 2014/15, a reduction of £79,178 or 18.9%.
19. The Taxicard membership data as at 30 September 2014 has been cleansed to exclude members who had not used their Taxicard since March 2012. The

outcome has been to reduce the scheme membership from 104,340 to 76,018, a reduction of 28,322, or 27.1%. This has increased the underlying unit cost of a permit to £4.45. However, the overall reduction in scheme cost highlighted in paragraph 18 will ensure that all but six boroughs will see a reduction in its contribution to the scheme in 2015/16.

Lorry Control Scheme

20. This is calculated in the same manner as the freedom pass and taxicard administration charge, although it is apportioned to boroughs in accordance with the ONS mid-year population figures for, in the case of 2015/16, June 2013. The total cost of administering the scheme is estimated to be £541,793 in 2015/16, compared to £548,612 in 2014/15.
21. After consideration of projected income of £550,000 from PCNs issued in relation to the scheme, after analysing receipts over the past two financial years, it is proposed that there will be no charge to the 29 participating boroughs plus TfL towards the scheme in 2015/16. The total saving amounts to £98,612, an average annual saving of £3,287 per participant.

Parking and Traffic Adjudicators Fees

22. The budget for adjudicators' fees and training will be increased for 2015/16, in accordance with the recommendation of the Senior Salaries Review Board in respect of the 2014 pay award. This mechanism, which was agreed by TEC in November 2001, keeps the Adjudicators' pay at 80% of that for Group 7 full-time judicial appointments outside London. This hourly rate increases by £0.60 from £59.40 to £60.00, marginally over 1%, inclusive of employers' National Insurance Contributions.
23. The estimated volume of PATAS appeals for 2015/16, based volumes in the first half of 2014/15, is 69,434, marginally less than the 70,000 level for the current year. The actual number of appeals heard in 2013/14 was 67,731 including Statutory Declarations, Moving Traffic Offences and Lorry Ban Appeals.
24. Based on the average throughput of appeals for the first six months of the current year of 3.03 appeals heard per hour (compared to 3.29 appeals per hour when the current years budget was set last December), the PATAS adjudicators' fees base budget of £1.264 million has been increased by £96,000 to £1.360 million for 2015/16 to reflect the current throughput rate, and then inflated by £14,000 to £1.374 million to reflect the pay award.

Congestion Charging Adjudicators Fees

25. The estimated volume of appeals for 2015/16, based volumes in the first half of 2014/15, is 7,352, a reduction on the figure of 8,000 for the current year. The actual number of CC Appeals dealt with in 2013/14, including Statutory Declarations, was 7,826.
26. The budget for CC adjudicators' fees has, therefore, been reduced by £34,000 from £156,000 to £120,000 for 2015/16 to reflect the current throughput rate, and then inflated by £1,000 to £123,000 to reflect the pay award.

Appeals Unit Charges 2015/16

27. The estimated overall cost for each appeal for 2015/16 is laid out in Table 2 below:

Table 2 – Proposed Unit Cost for Appeals 2015/16

	P&T	CC
Estimated Appeal Nos.	69,434	7,352
Average Case per hour	3.03	3.6
Adjudicator Hours	22,899	2,042
Expenditure		
Adjudicators Fees	1,373,965	122,538
Contractor Variable Cost	792,450	69,385
Postage/Admin	152,755	16,174
Total	2,319,170	208,097
Income		
Hearing Fees	2,319,171	208,097
Indicative Unit Cost of Appeal	33.40	28.30

28. London Councils is contracted to provide the congestion charging appeals service up until December 2016 and it is assumed that there will be a continuation of the agreement for TfL/GLA to reimburse London Councils on an actual cost-recovery basis for the variable cost of these transactions, rather than on a unit cost basis. Continuation of this agreement into 2015/16 will ensure that a breakeven position continues in respect of these transactions, so the estimated cost of £208,097 for hearing an estimated 7,352 CC appeals will be fully recovered. The notional indicative unit cost of a CC appeal has reduced from £40.02 to £28.30 reflecting an improvement in throughput rate for hearing actual appeals from 3.04 per hour to 3.6 per hour, the effect of the reduced contractor unit costs from July 2015 along with the move to submitting more electronic evidence. However, these factors have no effect if the actual reimbursement from the GLA continues to be on a cost recovery basis. The fixed cost element of the contract remains at £493,000 for 2015/16, although London Councils has the right to review this sum if operational circumstances change.
29. For P&T appeals, based on an estimated 69,434 appeals and a projected throughput rate of 3.03 cases being heard per hour during 2015/16, the indicative unit cost for 2015/16 is £33.40, a reduction of £5.14, or 13.3% on the charge of £38.54 for 2014/15. The reduction in costs is attributable to the reduced contractor unit costs from July 2015. For appeals where electronic evidence is provided by an enforcing authority, the unit cost will reduce by a further £3.43 to £29.97 in recognition of the increased reduction in the unit charge from the contractor. This demonstrates that there is a clear financial incentive for boroughs to move towards submitting electronic evidence.

Parking Managed Services – Variable Charges to Users

30. These variable charges form part of the parking managed service contract provided by the contractor, the volumes of which the Committee has no control. The individual boroughs are responsible for using such facilities and the volumes should not, therefore, be viewed as service growth. The volumes are based on those currently being processed by the contractor and are recharged to the boroughs, TfL, the GLA and other users as part of the unit cost charge. Current trends during the first half of 2014/15 suggest that there is an overall reduction in the use of these services, compared to 2013/14. The estimated affect on expenditure trends are illustrated in Table 3 below:

Table 3 – Estimated expenditure on variable parking services 2015/16 and 2014/15

2015/16	Estimated Volumes (Nos)	Contractor Charge (£)	Expenditure Budget (£)
TRACE (Electronic)	47,260	4.77/1.69	116,260
TRACE (Fax Transaction)	6,294	12.27/3.72	36,867
TEC	602,234	0.1057/0.09	56,565
PED/PIE	28	0.1057/0.09	.
Total			209,694
2014/15	Estimated Volumes (Nos)	Contractor Charge (£)	Expenditure Budget (£)
TRACE (Electronic)	54,044	4.69/4.81	257,031
TRACE (Fax Transaction)	6,656	12.08/12.38	81,535
TEC	725,974	0.104/0.1066	76,4978
PED/PIE	126	0.104/0.1066	13
Total			415,076

31. The estimated reduction in expenditure between 2014/15 and 2015/16, due to the slight reduction in overall volumes and lower unit costs from the contractor with effect from July 2015, is £205,382.
32. The corresponding estimated affect on income trends are illustrated in Table 4 below:

Table 4 – Estimated income accruing from variable parking services 2015/16 and 2014/15

2015/16	Estimated Volumes (Nos)	Actual/Proposed Unit Charge (£)	Income Budget (£)
TRACE (Electronic)	47,260	8.60	406,436
TRACE (Fax Transaction)	6,294	8.80	55,387
TEC	602,234	0.20	120,447
PED/PIE	28	0.20	6
Total			582,276
	Estimated	Actual Unit	Income

2014/15	Volumes (Nos)	Charge (£)	Budget (£)
TRACE (Electronic)	54,044	10.40	562,058
TRACE (Fax Transaction)	6,656	12.83	85,396
TEC	725,974	0.20	145,195
PED/PIE	126	0.20	25
Total			792,674

33. The corresponding estimated reduction in income, between 2014/15 and 2015/16, due to the slight reduction in volumes and the lower user charges, is £210,398, leading to a net overall reduction in budgeted income of £5,016. The charging structure historically approved by TEC for the provision of the variable parking services (excluding appeals) includes a profit element in each of the charges made to boroughs and other users for these services. This differential has been maintained in the proposed charges for 2015/16 to take on board the revised charges when the new contract starts in July 2015.

34. The Committee is recommended, therefore to approve the following charges to users for 2015/16:

- The TRACE (Electronic) charge of £8.60 per transaction, a reduction of £1.80, or 13.3%, on the £10.40 charge for the current year;
- The TRACE (Fax) charge of £8.80 per transaction, a reduction of £4.03, or 31.4%, on the £12.83 charge for the current year; and
- The TEC charge of £0.20 per transaction, the same level as for the current year.

Parking Enforcement Service Charge

35. The majority of this charge is made up of the fixed cost element of the parking managed service contract provided by the contractor and the provision of accommodation and administrative support to the appeals hearing centre. The calculation for 2015/16 is complicated by the fact that the new managed service contract and the move to the new premises of the appeals hearing centre are programmed to take place during July 2015. The total fixed cost is allocated to users in accordance with the number of PCNs issued, which for 2015/16 will be those issued by enforcing authorities during 2013/14, which is detailed in Appendix D. For 2015/16, a proportion of these fixed costs will continue to be charged to the POPLA service, so expenditure of £2.653 million needs to be recouped, compared to £2.902 million for 2014/15, which is detailed in Table 5 below:

Table 5 – Breakdown of Parking Enforcement Charge 2014/15

	2015/16 (£000)	2014/15 (£000)
Fixed Contract Costs	1,238	1,479
Hearing Centre Premises Costs	518	668
Direct Staffing Costs	477	488
General Office Expenditure	160	119
Central Recharges	260	148
Total	2,653	2,902

36. After top-slicing this amount for the revised fixed contract sum of £493,000 attributable to congestion charging and LEZ offences rechargeable to the GLA, a total of £2.160 million remains to be apportioned through the 4.985 million PCN's issued by boroughs and TfL in 2013/14 in respect of parking, bus lane, moving traffic and lorry ban enforcement, compared to 4.892 million issued in 2013/14. The marginal increase in the number of PCNs issued over the two comparative years increases the spreading base, which together with a reduction in costs leads to a reduction in the actual unit charge to boroughs and TfL of £0.0186, or 4.12%, from £0.4519 to £0.4333 per PCN for 2015/16, which the Committee is asked to approve.
37. However, the unit cost for 2014/15 of £0.4519 per PCN was derived after the Committee approved the use of uncommitted reserves of £198,153 to reduce the actual charge to boroughs and TfL. The underlying unit cost for 2014/15 is, therefore, £0.4924, so the actual reduction is £0.0591 per PCN, or 12%.

Parking Core Administration Charge

38. The core subscription covers a proportion of the cost of the central management and policy work of the Committee and its related staff, accommodation, contract monitoring and other general expenses. It is charged to boroughs and TfL at a uniform rate, which for 2014/15 was £1,500 per borough. As there is limited scope for additional savings or efficiencies to be identified from within the £51,000 this levy raises for the Committee, it is recommended that this charge be held at the current level of £1,500 per borough and TfL for 2015/16.
39. Estimated individual borough costs for 2015/16, covering the charges highlighted in paragraphs 16-38 above, are detailed in Appendix C.1 and can be compared against the estimated charges for the current year at Appendix C.2.

Registration of Debt – Northampton County Court

40. Expenditure in respect of the registration of debt related to parking penalties is directly recouped from the registering borough, so the transactions have a neutral effect on the financial position of the Committee. The Court Service is not intending to increase the £7 unit fee for 2015/16, as it was increased from £5 to £7 from 1 April 2011, the first increase for over 10 years. Volumes generated by users registered parking debt is not expected to exceed £4 million for the current year, so it is, therefore, proposed to hold both the income and expenditure budgets for 2015/16 at the current level of £4 million.

Contractual Commitments

41. **Staffing Costs** -The proposed staffing budget for TEC for 2015/16 is illustrated in Table 6 below:

Table 6– TEC Indicative Staffing Budget 2015/16	£000
2014/15 Revised Budget	2,470
1% pay award 2014/15	25
Incremental salary drift	(64)
2015/16 Base Budget	2,431

Split between:	
Services – Parking and Traffic	103
Services – PATAS	305
Services - RUCAT	172
Services - POPLA	575
Services – Transport and Mobility	668
PAPA - Policy	334
PAPA - Communications	219
Chief Executive – Committee Servicing	55
2015/16 Base Budget	2,431

42. In line with other London Councils funding streams, the vacancy level for 2015/16 remains at 2%. The assumed local government pay award for 2015/16 is 1%, amounting to £44,000 in total. Finally, the above figures include a reduction of £64,000 to cover the incremental salary drift.
43. The £18,987 budgetary provision for member's allowances has been maintained at the 2014/15 level, as has the provision for maternity cover of £30,000.
44. **Accommodation Costs – Angel Square/Chancery Exchange** – As members will be aware, London Councils has recently agreed draft Heads of Terms for new premises for the appeals hearing centre at Chancery Exchange, EC4. The move is projected for early July 2015; however due to uncertainty surrounding the precise time that the leasehold responsibilities end at Angel Square and start at Chancery Exchange, 14 months rental liability for 2015/16 has been included in the budget. This assumes occupancy and move from Angel Square up until 31 July 2015 and hand over during/post refurbishment with effect from 1 June 2015.
45. The budget for 2015/16 covers the part year cost of the leasehold agreement for both premises of £568,913, plus the budget for other premises costs of £43,128. In addition, whilst there is no need to provide for depreciation in respect of the refurbishment costs of Chancery Exchange until 2016/17, it is prudent to start a provision for potential dilapidation and reinstatement costs payable at the end of the Chancery Exchange lease of £14,126 per annum. The premises costs of both sites are fully recovered as part of the Parking Enforcement service charge (refer paragraphs 35-37).
46. **Accommodation Costs - Southwark Street** – This is included as part of central recharges cost and covers the 16.73 staff based at Southwark Street who are directly chargeable to the TEC funding stream. Use of this accommodation will attract a per capita desk space charge of £6,323, a £435 or 6.4% reduction on the charge of £6,758 for 2014/15, equating to £105,790. In addition, ancillary premises costs such as cleaning, security and maintenance contracts, plus accumulated depreciation, again apportioned on a per capita basis, come to £67,815. The recharges in respect of the Southwark Street accommodation forms part of the administration charge for the direct services– for the freedom pass, taxicard, health emergency badge and the lorry control scheme, as detailed in paragraphs 7-21 of this report.

Discretionary Expenditure

47. **Research Budget** – It is recommended that the budget of £40,000 for 2015/16 is maintained at the current year's level.

48. **General/Office Costs** - The budgetary provision of £737,000 for 2015/16 is broken down in Table 7 below:

Table 7 – TEC General/Office costs budget 2015/16	£000
2014/15 Revised Budget	680
Volume changes on appeals numbers – postage/stationery	(3)
POPLA fixed and variable costs	-
Revised SLA/Audit charges	60
2015/16 Base Budget	737
Split between:	
System Developments	50
General/Office Costs – postage, telephones, copiers, etc.	264
Appeals administration – postage/stationery	220
Staff Training/Recruitment Advertising	28
Staff Travel	4
External audit fees	29
City of London finance, legal, HR and IT SLA	142
2015/16 Base Budget	737

49. The increase of £57,000 primarily relates to the additional charges for the support service SLAs provided by the City of London and for external audit fees. As noted in the report to the full Committee in July on the pre-audited financial results for 2013/14, there was a change in the accounting policy for recharging central overhead costs following a review of the existing policy during 2013/14. The purpose of the review was to establish a methodology for apportioning central cost in a more relevant and equitable manner that is free from the risk of cross subsidisation of funding streams.

50. The previous accounting policy apportioned residual central overhead costs by budgetary provisions for salary costs and the number of desk spaces for non-salary costs. The new accounting policy replaces the use of desk spaces with a Full-time Equivalent (FTE) unit in areas where it is a more appropriate method of apportioning costs. The new policy also ensures that all funding streams and projects bear their fair share of all central overhead costs. The new accounting policy and resulting financial model was endorsed by the external auditors during the course of the audit of the 2013/14 accounts, which was concluded in September. The general outcome from the review was an increase in charges to funding streams such as TEC and Grants and to externally funded projects such as LEPT and POPLA. The resulting additional income accruing to the London Councils Joint Committee will allow for options for the reduction in the main Joint Committee subscription to be considered by the Leaders' Committee during the course of the budget setting process.

51. No inflation has been allowed for 2015/16 on general running costs, except where there are contractual commitments. This applies to all London Councils budgets.

Central Recharges

52. Following the revision to the accounting policy for recharging central overhead costs, as detailed in paragraphs 49-50 above, the budgetary provision of £444,000 for 2014/15 has been increased by £193,000 to £637,000 to reflect the outcome of the new charging mechanism. Of the £637,000 proposed budget for 2015/16, an amount of £603,000 feeds into the recharges for the direct services administration charges based at Southwark Street and for PATAS and the POPLA service at the appeals hearing centre. This compares to £409,000 in 2014/15.

Other Income

- 53. Miscellaneous Income** – It is estimated that income of £76,000 will accrue from three main sources in 2015/16. Firstly, £43,000 is expected to accrue for the administration of the Health Emergency badge (HEB) in the form of registration fees and charges for badges to Doctors Surgeries. This will enable this service to be provided at no cost to boroughs. Secondly, £31,000 is expected to accrue from London Transport for secretarial services provided by the Committee during the concessionary fares negotiations. Finally the income budget for the sales of leaflets and maps and other miscellaneous sales will remain at £2,000.

Committee Reserves

54. Table 8 below updates the Committee on the revised estimated level of reserves as at 31 March 2015, if all current known liabilities and commitments are considered:

Table 8– Analysis of Estimated Uncommitted Reserves as at 31 March 2015

	General Reserve	Specific Reserve	Total
	£000	£000	£000
Audited reserves at 31 March 2014	1,886	1,800	3,686
IT system developments brought forward from 2013/14	(57)	-	(57)
One-off payment to boroughs	(170)	-	(170)
Utilised in 2014/15 budget setting process	(255)	-	(255)
Indicative Residual Reserves	1,404	1,800	3,204
Transfer from revenue account	-	400	400
Transfer between reserves	(941)	941	-
Provision for relocation of appeals hearing centre to be charged to revenue account	(350)	-	(350)
Projected revenue surplus 2014/15	188	-	188
Proposed use in setting 2015/16 budget	-	-	-
Estimated Residual Balances at 31 March 2015	301	3,141	3,442

55. Audited general reserves of £1.886 million as at 31 March 2014 fully reflect the provision of £1.198 million required by the external auditors in the 2013/14 final accounts in respect of an objection made to the 2012/13 accounts by a London resident in respect of the POPLA service. Moving forward, the projected reserves as at 31 March 2015 assumes the final transfer of £400,000 from the revenue account in 2014/15 to the specific reserve achieve the overall contribution of £2.2 million from boroughs towards the cost of the 2015 freedom pass renewal exercise. As reported to the full Committee in July, the revised estimated cost of the 2015 freedom pass renewal exercise is £3.141 million, necessitating a further transfer of £941,000 from the general reserve, as illustrated in Table 9.

56. The Committee will also be aware that it will incur significant costs over the next nine months in securing and refurbishing premises for a new appeals hearing centre. Premises at Chancery Exchange, EC4 have been identified for this purpose and legal advisors are currently finalising terms prior to letting a contract for the refurbishment of the premises. The majority of the costs of the refurbishment works will be capitalised and charged to revenue as depreciation over the ten year life of the lease from 2016/17 onwards. However, an earmarked sum of £350,000 has been made from uncommitted general reserves to cover the cost of the relocation of the appeals hearing centre from Angel Square to Chancery Exchange by the end of July 2015 that is likely to be charged direct to the revenue account.
57. After taking into account the above key short-term priorities, plus the forecast surplus of £188,000 for the current year (which is subject to a separate report on this agenda), uncommitted general reserves are forecast to be £301,000 at the year-end. This figure is significantly lower than in recent times and, therefore, there is no proposed further use of reserves in these budget proposals before members at this meeting. Uncommitted general reserves of £301,000 equates to 2.56% of proposed operating and trading expenditure of £11.735 million in 2015/16. This figure is within the Committee's formal policy on reserves, agreed in December 2005 that reserves should equate to between 2-3% of annual operating expenditure. Therefore, it is clear that there is little room for further flexibility in the short term in managing the Committee's budgeted resources, and the Services officer management team will need to be alert to potential risks to this financial position during the course of the year.
58. However, the savings and efficiencies highlighted in this report has allowed for significant reductions to be offered to boroughs and TfL through the proposed charges for 2015/16 in respect of the range of functions provided by the Committee. Appendix C.1 indicates overall estimated savings of £929,000 to boroughs and TfL arising from the net savings highlighted in this report, assuming that the detailed proposed charges for 2015/16 are agreed by the Executive Sub-Committee and approved by the full Committee in December.

Summary

59. This report details the outline revenue budget proposals and the proposed indicative borough subscription and charges for 2015/16. The Executive Sub-Committee considered these proposals at its meeting on 13 November. The Executive Sub-Committee agreed to recommend that the full Committee approves these proposals, which are now presented for final approval. The proposed level of expenditure for 2015/16 amount to £377.058 million. A sum of £364.473 million relates to direct expenditure on the Freedom Pass and the Taxicard schemes, leaving £12.585 million relating to expenditure on parking and traffic related traded service and other operating expenditure. This compares to a comparable sum of £13.664 million for the current year, a reduction of £1.079 million, or 7.9%.

Recommendations

60. The Committee is asked to approve:

- The changes in individual levies and charges for 2015/16 as follows:

- The Parking Core Administration Charge of £1,500 per borough and for TfL (2014/15 - £1,500; paragraph 38);
 - The total Parking Enforcement Service Charge of £0.4333 which will be distributed to boroughs and TfL in accordance with PCNs issued in 2013/14 (2014/15 - £0.4519 per PCN; paragraphs 35-37);
 - The Concessionary Fares Administration Charge of £8,674 per borough (2014/15 - £8,674; paragraph 16);
 - The Taxicard Administration Charge to boroughs of £338,182 in total (2014/15 - £417,360; paragraphs 17-19).
 - No charge to boroughs in respect of the Lorry Control Administration Charge, which is fully covered by estimated PCN income (2014/15 - £98,612; average charge £3,287; paragraphs 20-21);
 - Congestion Charging Appeals – to be recovered on a full cost recovery basis, subject to the continuing agreement of the GLA under the contract arrangements that run until December 2016 (paragraph 28);
 - The Parking and Traffic Appeals Charge of £33.40 per appeal or £29.97 per appeal where electronic evidence is provided by the enforcing authority (2014/15 - £38.54/£36.92 per appeal; paragraph 29);
 - The TRACE (Electronic) Charge of £8.60 per transaction (2014/15 - £10.40; paragraphs 33-34);
 - The TRACE (Fax) Charge of £8.80 per transaction (2014/15 - £12.83; paragraphs 33-34); and
 - The TEC Charge of £0.20 per transaction (2014/15 - £0.20; paragraphs 33-34);
 - The provisional gross revenue expenditure of £377.058 million for 2015/16, as detailed in Appendix A;
 - On the basis of the agreement of the above proposed charges, the provisional gross revenue income budget of £377.058 million for 2015/16, with no proposed recommended transfer from uncommitted reserves to produce a balanced budget, as shown in Appendix B; and
 - The indicative charges to individual boroughs set out in Appendix C.
61. The Committee is also asked to note the current position on reserves, as set out in paragraphs 54-58 and Table 9 of this report.

Financial Implications for London Councils

None, other than those detailed in the report

Legal Implications for London Councils

None

Equalities Implications for London Councils

None

Appendices

Appendix A – Proposed revenue expenditure budget 2015/16;

Appendix B – Proposed revenue income budget 2015/16;

Appendix C.1 – Indicative charges to boroughs 2015/16;

Appendix C.2 – Indicative charges to boroughs 2014/15; and

Appendix D – Parking Enforcement statistics 2013/14

Background Papers

TEC Budget Working Papers 2014/15 and 2015/16;

TEC Final Accounts Working Papers 2013/14;

TEC Revenue Budget Forecast Working Papers 2014/15; and

London Councils Consolidated Budget Working Papers 2014/15 and 2015/16.

Provisional TEC Expenditure Base Budget 2015/16

Appendix A

	Revised 2014/15 £000	Develop- ments £000	Base 2015/16 £000	Inflation £000	Estimate 2015/16 £000
Payments in respect of Concessionary Fares					
TfL	321,596	-1,672	319,924	7,998	327,922
ATOC	20,814	0	20,814	520	21,334
Other Bus Operators	2,000	200	2,200	0	2,200
Freedom Pass issue costs	1,350	168	1,518	0	1,518
Freedom Pass Administration	316	54	370	2	372
City Fleet Taxicard contract	13,189	-1,691	11,498	0	11,498
Taxicard Administration	548	-72	476	3	479
	359,813	-3,013	356,800	8,523	365,323
TEC Trading Account Expenditure					
Payments to Adjudicators	1,420	62	1,482	15	1,497
Parking managed services variable contract costs	1,841	-769	1,072	0	1,072
Payments to Northampton County Court	4,000	0	4,000	0	4,000
Lorry Control Administration	549	-9	540	2	542
PATAS/CC Administration	3,074	-257	2,817	5	2,822
POPLA Administration	856	121	977	0	977
HEB Expenditure	30	13	43	0	43
	11,770	-839	10,931	22	10,953
Sub-Total	371,583	-3,852	367,731	8,545	376,276
Operating Expenditure					
Contractual Commitments					
Capita Fixed Costs	0	0	0	0	0
	0	0	0	0	0
Salary Commitments					
Non-operational staffing costs	595	-26	569	6	575
Members	19	0	19	0	19
Maternity Provision	30	0	30	0	30
	644	-26	618	6	624
Discretionary Expenditure					
Staff training/recruitment advertising	0	0	0	0	0
Staff travel	0	0	0	0	0
Supplies and service	134	-66	68	0	68
Research	40	0	40	0	40
One off payment to boroughs	170	-170	0	0	0
	344	-236	108	0	108
Total Operating Expenditure	988	-262	726	6	732
Central Recharges	42	8	50	0	50
Total Expenditure	372,613	-4,106	368,507	8,551	377,058

	Revised 2014/15 £000	Develop- ments £000	Base 2015/16 £000	Inflation £000	Estimate 2015/16 £000
Borough contributions to TfL	321,596	-1,672	319,924	7,998	327,922
Borough contributions to ATOC	20,814	0	20,814	520	21,334
Borough contributions to other bus operators	2,000	200	2,200	0	2,200
Borough contributions to FP issue costs	1,145	230	1,375	0	1,375
Borough contributions to freedom pass administration	286	0	286	0	286
Income from replacing lost/faulty freedom passes	500	0	500	0	500
Income from replacing lost/faulty taxicards	0	36	36	0	36
Borough contributions to Taxicard Scheme	3,562	-1,835	1,727	0	1,727
TfL contribution to Taxicard scheme	9,627	0	9,627	144	9,771
Borough contributions to taxicard administration	417	-79	338	0	338
TfL Contribution to taxicard administration	104	1	105	0	105
	360,051	-3,119	356,932	8,663	365,595
TEC trading account income					
Borough contributions to Lorry ban administration	99	-99	0	0	0
Lorry ban PCNs	450	100	550	0	550
Borough parking appeal charges	2,390	-320	2,070	0	2,070
TfL parking appeal charges	308	-58	250	0	250
GLA Congestion charging appeal income	320	-112	208	0	208
POPLA appeals income	573	121	694	0	694
Borough fixed parking costs	1,961	-51	1,910	0	1,910
TfL fixed parking costs	250	0	250	0	250
GLA fixed parking costs	493	0	493	0	493
POPLA fixed costs	283	0	283	0	283
Borough other parking services	793	-211	582	0	582
TfL other parking services	0	0	0	0	0
Third party parking services	0	0	0	0	0
Northampton County Court Recharges	4,000	0	4,000	0	4,000
	11,920	-630	11,290	0	11,290
Sub-Total	371,971	-3,749	368,222	8,663	376,885
Core borough subscriptions					
Joint Committee	46	0	46	0	46
TEC (inc TfL)	51	0	51	0	51
	97	0	97	0	97
Other Income					
Investments	0	0	0	0	0
Sales of publications	2	0	2	0	2
TfL secretariat recharge	31	0	31	0	31
Sales of Health Emergency badges	30	13	43	0	43
Miscellaneous income	0	0	0	0	0
	63	13	76	0	76
Transfer from Reserves	482	-482	0	0	0
Central Recharges	0	0	0	0	0
Total Income Base Budget	372,613	-4,218	368,395	8,663	377,058

Indicative Charges to Boroughs 2015/2016

Appendix C.1

BOROUGH	Core Parking (£)	Service Parking (£)	Con.Fares Admin. (£)	Taxicard Admin. (£)	Lorry Ban Admin. (£)	Parking Appeals (£)	TRACE Electronic (£)	TRACE FAX (£)	TEC (£)	Total Estimate 2015/16 (£)	Total Estimate 2014/15 (£)	Estimated Saving (£)
Barking & Dagenham	1,500	40,710	8,674	13,813	0	71,025	0	0	0	135,722	122,967	-12,755
Barnet	1,500	72,375	8,674	11,665	0	125,255	0	0	5,650	225,119	294,540	69,421
Bexley	1,500	21,145	8,674	4,782	0	44,891	0	0	0	80,993	64,663	-16,329
Brent	1,500	61,753	8,674	13,462	0	73,379	17,485	7,271	0	183,524	229,138	45,613
Bromley	1,500	40,253	8,674	5,530	0	32,491	0	0	0	88,448	97,676	9,228
Camden	1,500	120,417	8,674	13,671	0	120,075	30,571	1,752	9,323	305,983	342,542	36,559
Croydon	1,500	46,431	8,674	11,838	0	33,590	24,161	10,250	3,471	139,915	158,720	18,805
Ealing	1,500	65,568	8,674	13,502	0	82,561	2,119	2,606	6,775	183,306	217,601	34,295
Enfield	1,500	40,765	8,674	4,507	0	30,136	11,466	1,358	2,257	100,664	111,179	10,515
Greenwich	1,500	13,257	8,674	10,850	0	15,853	142	175	1,826	52,279	60,818	8,540
Hackney	1,500	39,405	8,674	13,582	0	79,736	31,942	416	6,335	181,591	189,113	7,522
Hammersmith & Fulham	1,500	116,893	8,674	8,746	0	86,878	32,850	329	0	255,869	274,257	18,388
Haringey	1,500	81,771	8,674	10,370	0	62,078	27,990	2,628	7,926	202,936	238,789	35,853
Harrow	1,500	49,748	8,674	13,088	0	50,384	0	0	7,335	130,730	162,341	31,611
Havering	1,500	15,604	8,674	13,551	0	28,174	18	22	0	67,543	71,753	4,210
Hillingdon	1,500	31,943	8,674	11,002	0	16,245	0	0	3,315	72,680	71,951	-729
Hounslow	1,500	56,316	8,674	9,560	0	62,156	6,428	6,570	6,713	157,917	173,383	15,465
Islington	1,500	90,977	8,674	12,003	0	47,481	10,469	1,424	7,563	180,091	174,737	-5,354
Kensington & Chelsea	1,500	82,692	8,674	9,578	0	53,524	55,463	3,942	0	215,372	248,747	33,374
Kingston	1,500	43,505	8,674	8,248	0	39,083	214	263	3,009	104,495	91,858	-12,638
Lambeth	1,500	80,788	8,674	10,868	0	73,929	8,440	7,227	6,093	197,519	302,488	104,969
Lewisham	1,500	27,499	8,674	8,381	0	32,726	0	0	3,257	82,038	79,610	-2,428
Merton	1,500	37,436	8,674	9,516	0	51,091	0	0	0	108,217	118,872	10,655
Newham	1,500	79,127	8,674	13,293	0	182,075	61,267	832	14,908	361,676	421,422	59,746
Redbridge	1,500	51,883	8,674	15,223	0	99,042	0	0	9,372	185,695	206,050	20,355
Richmond	1,500	31,690	8,674	8,466	0	15,304	588	723	1,362	68,306	77,371	9,065
Southwark	1,500	44,097	8,674	14,294	0	48,893	4,184	2,519	7,987	132,147	142,568	10,421
Sutton	1,500	15,575	8,674	6,344	0	15,775	0	0	1,355	49,223	52,608	3,385
Tower Hamlets	1,500	58,876	8,674	8,070	0	122,979	26,280	22	0	226,401	225,290	-1,111
Waltham Forest	1,500	56,679	8,674	8,724	0	63,883	22,595	591	0	162,646	186,547	23,901
Wandsworth	1,500	75,235	8,674	10,094	0	26,212	20,298	1,818	4,613	148,444	180,106	31,663
City of Westminster	1,500	194,612	8,674	11,068	0	154,999	11,271	2,628	0	384,752	457,954	73,202
City of London	1,500	26,982	8,674	494	0	27,704	196	22	0	65,571	125,558	59,987
	49,500	1,912,009	286,242	338,182	0	2,069,606	406,436	55,387	120,447	5,237,810	5,973,216	735,406
Transport for London - Street Management	1,500	247,812	0	0	0	249,489	0	0	0	498,801	581,196	82,395
Transport for London - Congestion Charging	0	493,060	0	0	0	208,097	0	0	0	701,157	813,218	112,061
Lorry Control	0	2,313	0	0	0	0	0	0	0	2,313	1,415	-898
Registration of Debt	0	0	0	0	0	0	0	0	0	4,000,000	4,000,000	0
PED/PIE System	0	0	0	0	0	0	0	0	0	0	25	25
Transfer from Reserves	0	0	0	0	0	0	0	0	0	0	254,285	254,285
Grand Total	51,000	2,655,194	286,242	338,182	0	2,527,193	406,436	55,387	120,447	10,440,080	11,623,355	1,183,275

Indicative Charges to Boroughs 2014/2015

Appendix C.2

BOROUGH	Core Parking (£)	Service Parking (£)	Con.Fares Admin. (£)	Taxicard Admin. (£)	Lorry Ban Admin. (£)	Parking Appeals (£)	TRACE Electronic (£)	TRACE FAX (£)	TEC (£)	Total Estimate 2014/15 (£)
Barking & Dagenham	1,500	36,263	8,674	17,568	2,545	56,417	0	0	0	122,967
Barnet	1,500	74,821	8,674	18,920	0	166,144	0	0	24,481	294,540
Bexley	1,500	21,690	8,674	6,532	3,128	23,139	0	0	0	64,663
Brent	1,500	67,123	8,674	19,488	4,202	67,210	38,237	19,379	3,324	229,138
Bromley	1,500	41,598	8,674	7,040	4,194	30,743	0	0	3,926	97,676
Camden	1,500	117,544	8,674	12,940	3,004	147,747	39,240	1,072	10,820	342,542
Croydon	1,500	49,005	8,674	16,944	4,926	38,593	32,616	798	5,663	158,720
Ealing	1,500	78,115	8,674	19,104	4,549	81,682	7,408	8,355	8,214	217,601
Enfield	1,500	38,120	8,674	6,220	4,237	31,806	16,210	1,147	3,265	111,179
Greenwich	1,500	16,336	8,674	14,036	3,473	13,573	283	75	2,869	60,818
Hackney	1,500	47,374	8,674	17,064	3,367	69,009	35,754	449	5,923	189,113
Hammersmith & Fulham	1,500	102,430	8,674	8,732	2,402	106,947	41,527	2,045	0	274,257
Haringey	1,500	89,934	8,674	14,192	3,457	81,846	34,228	2,095	2,862	238,789
Harrow	1,500	56,809	8,674	12,028	3,237	73,833	0	0	6,261	162,341
Havering	1,500	17,785	8,674	18,120	0	25,674	0	0	0	71,753
Hillingdon	1,500	33,509	8,674	9,216	0	17,661	0	0	1,391	71,951
Hounslow	1,500	58,499	8,674	14,300	3,459	66,801	6,907	7,806	5,436	173,383
Islington	1,500	90,218	8,674	14,552	2,818	38,838	10,436	249	7,452	174,737
Kensington & Chelsea	1,500	80,797	8,674	12,900	2,082	58,788	77,869	6,135	0	248,747
Kingston	1,500	32,426	8,674	9,048	2,189	35,240	174	200	2,407	91,858
Lambeth	1,500	86,567	8,674	13,060	4,142	127,470	49,218	3,467	8,390	302,488
Lewisham	1,500	28,305	8,674	8,528	3,760	26,900	0	0	1,942	79,610
Merton	1,500	38,735	8,674	12,072	2,700	55,191	0	0	0	118,872
Newham	1,500	88,917	8,674	14,400	4,194	223,134	59,698	1,546	19,358	421,422
Redbridge	1,500	51,162	8,674	22,040	0	113,325	0	0	9,349	206,050
Richmond	1,500	32,900	8,674	7,760	2,526	20,932	479	449	2,152	77,371
Southwark	1,500	46,149	8,674	17,152	3,920	59,606	959	224	4,384	142,568
Sutton	1,500	15,743	8,674	7,284	2,586	15,862	0	0	959	52,608
Tower Hamlets	1,500	52,873	8,674	8,616	3,512	93,783	30,568	25,764	0	225,290
Waltham Forest	1,500	56,025	8,674	11,872	3,506	73,996	30,525	449	0	186,547
Wandsworth	1,500	77,259	8,674	16,040	4,117	34,668	32,159	1,322	4,368	180,106
City of Westminster	1,500	206,411	8,674	9,064	2,989	214,303	12,768	2,245	0	457,954
City of London	1,500	29,381	8,674	528	101	80,456	4,793	125	0	125,558
	49,500	1,960,823	286,242	417,360	95,325	2,371,317	562,058	85,396	145,195	5,973,216
Transport for London - Street Management	1,500	249,926	0	0	3,287	326,483	0	0	0	581,196
Transport for London - Congestion Charging	0	493,060	0	0	0	320,158	0	0	0	813,218
Lorry Control	0	1,415	0	0	0	0	0	0	0	1,415
Registration of Debt	0	0	0	0	0	0	0	0	0	4,000,000
PED/PIE System	0	0	0	0	0	0	0	0	0	25
Transfer from Reserves	0	198,153	29,747	26,385	0	0	0	0	0	254,285
Grand Total	51,000	2,903,377	315,989	443,745	98,612	3,017,958	562,058	85,396	145,195	11,623,355

LONDON COUNCILS' TRANSPORT AND ENVIRONMENT EXECUTIVE SUB COMMITTEE

Minutes of a meeting of the London Councils' Transport and Environment Executive Sub Committee held on **13 November 2014** at 09:30am, in Meeting Room 4, London Councils, 59½ Southwark Street, London SE1 0AL

Present:

Councillor Julian Bell	LB Ealing (Chair)
Councillor Don Massey	LB Bexley
Councillor Colin Smith	LB Bromley
Councillor Derek Levy	LB Enfield (Deputy)
Councillor Claudia Webbe	LB Islington
Councillor Tim Coleridge	RB Kensington & Chelsea
Councillor Alan Smith	LB Lewisham
Councillor Mark Williams	LB Southwark

1. Declarations of Interests

There were no declarations of interest.

2. Apologies for Absence & Deputies

Apologies for absence were received from the following members: Councillor Chris Bond (LB Enfield), Councillor Feryal Demirci (LB Hackney), Councillor Colin Hall (LB Sutton), Councillor Caroline Usher (LB Wandsworth) and Michael Welbank (City of London).

Councillor Derek Levy deputised for Councillor Chris Bond (LB Enfield).

3. RE:NEW Home Energy Efficiency Update

The TEC Executive Sub Committee received a report that provided an update on developments of RE:NEW, the home energy efficiency programme for London. RE:NEW was currently in its third Phase, after successful application to the European Investment Bank for funding a RE:NEW Support Team.

Katharina Winbeck gave the TEC Executive a brief update on RE:NEW - the home energy efficiency programme. She informed members that the European Investment Bank (EIB) awarded RE:NEW with just over £2.5million for a support team. Capita Symonds had been appointed as the RE:NEW support team until 14 July 2017, and would give free help and support to local authorities registered social landlords and private landlords with retrofitting homes to reduce CO² emissions and help address fuel poverty. Katharina Winbeck said that given it was a finite, 3-year programme, and open to other landlords, she was keen for local authorities to make the best use of the RE:NEW programme before the money ran out at the end of the programme.

The Chair informed members that he was at an event with Richard Blakeway (Deputy Mayor for Housing) from the GLA on the 14 November, to talk about RE:NEW. Councillor Williams said that he would nominate a member of the Housing Team from LB Southwark to attend. The Chair said that 36% of London's CO² emissions

were being produced by housing. He said that it would be beneficial if the RE:NEW programme could be promoted and to engage RSLs and private landlords. Councillor Coleridge said that it was important how RE:NEW was being promoted to private landlords, as many of them would not be aware of the programme. Councillor Smith said that the London Borough of Bromley's view, regarding the RE:NEW programme, was that the GLA should take the lead on this, rather than the boroughs. The Chair said that he would share these views with Richard Blakeway at the upcoming RE:NEW event.

Decision: The TEC Executive Committee:

- Noted that the Chair was attending an event with Richard Blakeway at the GLA on 14 November to discuss RE:NEW. Members could nominate someone to attend this event if they wished
- Noted the progress with RE:NEW and encouraged uptake where appropriate, and
- Discussed what further measures could be taken to promote the RE:NEW programme

4. Transport & Mobility Services Performance Information

The TEC Executive Sub Committee received a report that detailed the London Councils' Transport and Mobility performance information for Quarter 1 2014/15 and Quarter 2 2014/15.

The Chair asked if an explanation could be given to targets in "red" that had not been met. Spencer Palmer said that the "percentage of personal hearings started within 15 minutes of scheduled time" (PATAS – Road User Charging Appeals) had not met the target due to one rogue appellant. He said that the reason the "average number of days to decide appeals (from receipt)" was below the target was the same as mentioned at the previous TEC Executive in September (the Chief Adjudicator only scheduled adjudicator time on days where personal cases were being decided, which meant that postal cases were not being considered every day, resulting in increased decision times).

Spencer Palmer informed members that the final target that had not been met ("percentage of calls answered within 30 seconds" – Freedom Pass) was caused by staff absences (mainly sickness). This had now been rectified. Additional staff had now been recruited to work on the forthcoming Freedom Pass renewal in 2015.

Decision: The TEC Executive Sub Committee noted the London Councils' Transport and Mobility performance information for Quarter 1 2014/15 and Quarter 2 2014/15.

5. London Borough of Havering Approval to Commence Moving Traffic Enforcement

The TEC Executive Sub Committee considered a report that sought approval for the London Borough of Havering to commence enforcement of moving traffic contraventions under the London Local Authorities and Transport for London Act 2003.

Councillor Coleridge asked whether the "permission to enforce moving traffic contraventions" reports had to be agreed by TEC. Nick Lester confirmed that the

Committee did have to approve individual borough permissions to enforce moving traffic contraventions. He said that these reports, when presented to TEC, served as a “checking process” to ensure that boroughs were following the correct procedures and were compliant with enforcement regulations.

Decision: The TEC Executive Sub Committee agreed that permission be given to the London Borough of Havering to enforce moving traffic contraventions using CCTV.

6. Month 6 TEC Revenue Forecast 2014/15

The TEC Executive Sub Committee received a report that outlined the actual income and expenditure against the approved budget to the end of September 2014 for TEC and provided a forecast of the outturn position for 2014/15. In addition, total expenditure in respect of Taxicard trips taken by scheme members was forecast to underspend by £1.827 million, if trip volumes in the first half of the year continued for the remainder of the remainder of the year.

Frank Smith gave a brief overview of the Month 6 TEC revenue forecast for 2014/15. He confirmed that there was currently a £188,000 projected surplus for the year, once the forecasted underspend for overall Taxicard trips was taken out. Councillor Williams asked what the “general office costs” pertained to. Frank Smith said that these were central costs, like office supplies. He reminded members that the budget was set last November and a final accounts report would be presented to Committee in the summer of 2015.

Councillor Massey asked what interest rates London Councils received on its investment returns. Frank Smith confirmed that the City of London invested money on behalf of London Councils, and the current rate was 1.8%, which was very favourable. Councillor Massey asked whether the monthly TEC cash balances could be incorporated in future budget reports. Frank Smith said that the average monthly cash balance would be indicated in the Month 9 budget figures that would be going to the TEC Executive in February 2015.

Decision: The TEC Executive Sub Committee:

- Suggested that the average monthly cash balance should be indicated in the Month 9 budget figures that would be going to the TEC Executive in February 2015
- Noted the projected surplus of £188,000 for the year, plus the forecast underspend of £1.827 million for overall Taxicard trips, as detailed in this report; and
- Noted the projected level of Committee reserves, as detailed in paragraphs 5-7 of this report and the commentary on the financial position of the Committee included in paragraphs 8-10.

7. Draft Revenue Budget & Borough Charges 2015/16

The TEC Executive Sub Committee received a report that detailed the outlined revenue budget proposals and the proposed indicative borough subscription and charges for 2015/16. The Executive Sub Committee was asked to comment on these outlined proposals in order that any comments could be consolidated in the further report for the full TEC meeting in December 2014, where the detailed budget

proposals and levels of subscriptions and charges for 2015/16 would be presented for approval.

Frank Smith informed members that this was a regular report that went to the Sub Committee before being cleared at the Full Committee in December. He said that there had been a significant reduction in costs during the year, primarily due to savings from managed services. Savings had also been achieved as a result of the Northgate contract. Frank Smith said that an overlap of 14 months rental period had been provided for to ensure that services were maintained with regards to the Parking and Traffic Appeals Service (PATAS).

Frank Smith said that TEC reserves were now lower than in previous years. This was due to the need to provide a new premises for PATAS, and the renewal of the POPLA contract. After these costs were deducted, TEC should have approximately £300,000 going forward. Councillor Coleridge thanked officers for all their work on the draft revenue budget report.

Decision: The TEC Executive Sub Committee approved the changes in individual levies and charges for 2015/16 as follows:

- The Parking Core Administration Charge of £1,500 per borough and for TfL (2014/15 - £1,500; paragraph 38)
- The total Parking Enforcement Service Charge of £0.4333 which will be distributed to boroughs and TfL in accordance with PCNs issued in 2013/14 (2014/15 - £0.4519 per PCN; paragraphs 35-37)
- The Concessionary Fares Administration Charge of £8,674 per borough (2014/15 - £8,674; paragraph 16)
- The Taxicard Administration Charge to boroughs of £338,182 in total (2014/15 - £417,360; paragraphs 17-19)
- No charge to boroughs in respect of the Lorry Control Administration Charge, which is fully covered by estimated PCN income (2014/15 - £98,612; average charge £3,287; paragraphs 20-21)
- Congestion Charging Appeals – to be recovered on a full cost recovery basis, subject to the continuing agreement of the GLA under the contract arrangements that run until December 2016 (paragraph 28)
- The Parking and Traffic Appeals Charge of £33.40 per appeal or £29.97 per appeal where electronic evidence is provided by the enforcing authority (2014/15 - £38.54/£36.92 per appeal; paragraph 29;
- The TRACE (Electronic) Charge of £8.60 per transaction (2014/15 - £10.40; paragraphs 33-34)
- The TRACE (Fax) Charge of £8.80 per transaction (2014/15 - £12.83; paragraphs 33-34), and
- The TEC¹ Charge of £0.20 per transaction (2014/15 - £0.20; paragraphs 33-34)
- The provisional gross revenue expenditure of £378.3 million for 2015/16, as detailed in Appendix A

¹ The system that allows boroughs to register any unpaid parking tickets with the Traffic Enforcement Centre and apply for bailiff's warrants.

- On the basis of the agreement of the above proposed charges, the provisional gross revenue income budget of £378.3 million for 2015/16, with no proposed recommended transfer from uncommitted reserves to produce a balanced budget, as shown in Appendix B, and
- The indicative charges to individual boroughs set out in Appendix C

The TEC Executive Sub Committee was also asked to note the current position on reserves, as set out in paragraphs 54-58 and Table 9 of this report.

8. Minutes of the TEC Main Meeting held on 16 October 2014 (for noting)

Item 3a (Presentation on Source London EV Charging Scheme – “Q & As”) - Cllr Usher should be deleted and replaced with Cllr Heather Acton, in the sentence “Caroline Usher said that the City of Westminster had received a letter saying that the boroughs were not liaising adequately with Source London”.

Item 3b – Ultra Low Emission Zones (ULEZ) – presentation by Michele Dix, TfL (page 6, 5th paragraph) – It was noted that Cllr Smith said that he had no objections to a ULEZ for an inner London zone, and was not negative, in general, to the ULEZ

Subject to the above the TEC Executive Sub Committee noted the minutes of TEC Main meeting held on 16 October 2014.

9. Minutes of the TEC Executive Sub Committee held on 11 September 2014

Minutes of the TEC meeting held on 17 July 2014 (page 3, last paragraph) – Agreed to amend the sentence (changes in bold): Colin Smith queried **how** LB Enfield had **managed to** set a byelaw that was already covered under the Environmental Protection Act (EPA) 1990, given LB Bromley’s refusal some time ago for bonfires and Waltham Forest’s experience more recently (Item 15 of the minutes).

Subject to the above amendment, the minutes of the TEC Executive Sub Committee held on 11 September 2014 were agreed as an accurate record

10. Any Other Business

No other business was discussed.

The meeting finished at 09:58am

London Councils' Transport and Environment Committee

16 October 2014

Minutes of a meeting of London Councils' Transport and Environment Committee held on Thursday 16 October 2014 at 2:30pm in the Conference Suite, London Councils, 59½ Southwark Street, London SE1 0AL

Present:

Council	Councillor
Barking and Dagenham	Cllr Cameron Geddes
Barnet	Cllr John Hart (Deputy)
Bexley	Cllr Don Massey
Brent	Apologies
Bromley	Cllr Colin Smith
Camden	Cllr Sally Gimson (Deputy)
Croydon	Cllr Kathy Bee
Ealing	Cllr Julian Bell (Chair)
Enfield	Cllr Chris Bond
Greenwich	Apologies
Hackney	Cllr Feryal Demirci
Hammersmith and Fulham	Cllr Wesley Harcourt
Haringey	Cllr Stuart McNamara
Harrow	Cllr Varsha Parmar
Havering	Apologies
Hillingdon	
Hounslow	Cllr Amrit Mann
Islington	Cllr Claudia Webbe
Kensington and Chelsea	Cllr Tim Coleridge
Kingston Upon Thames	
Lambeth	
Lewisham	Apologies
Merton	Cllr Nick Draper
Newham	Cllr Ian Corbett
Redbridge	Cllr Baldesh Nijjar
Richmond Upon Thames	Cllr Stephen Speak
Southwark	Cllr Mark Williams
Sutton	Cllr Colin Hall
Tower Hamlets	
Waltham Forest	Cllr Clyde Loakes
Wandsworth	Cllr Caroline Usher
City of Westminster	Cllr Heather Acton
City of London	Apologies
Transport for London	Michele Dix

1. Declaration of Interests

Freedom Pass Holders/60+ Oyster Cards

Cllr Chris Bond (LB Enfield) and Cllr Caroline Usher (LB Wandsworth)

North London Waste Authority

Cllr Chris Bond (LB Enfield), Cllr Feryal Demirci (LB Hackney) and Cllr Clyde Loakes (LB Waltham Forest)

Western Riverside Waste Authority

Cllr Wesley Harcourt (LB Hammersmith & Fulham)

East London Waste Authority

Cllr Ian Corbett (LB Newham) and Cllr Baldesh Nijjar (LB Redbridge)

South London Waste Authority

Cllr Kathy Bee (LB Croydon) and Cllr Colin Hall (LB Sutton)

London Waste & Recycling Board

Cllr Clyde Loakes (LB Waltham Forest)

Car Club

Cllr Feryal Demirci (LB Hackney), Cllr Claudia Webbe (LB Islington) and Cllr Colin Hall (LB Sutton)

Thames Regional Flood & Coastal Committee

Cllr Cameron Geddes (LB Barking & Dagenham)

Cllr Feryal Demirci (LB Hackney)

Cllr Tim Coleridge (RB K & C)

Cllr Nick Draper (LB Merton)

Cllr Mark Williams (LB Southwark)

Cllr Stuart McNamara (LB Haringey)

London Cycling Campaign

Cllr Feryal Demirci (LB Hackney)

Director of "Living Streets" (non-pecuniary)

Cllr Colin Hall (LB Sutton)

2. Apologies for Absence & Announcement of Deputies

Apologies:

Cllr Dean Cohen (LB Barnet)
Cllr Muhammed Butt (LB Brent)
Cllr Phil Jones (LB Camden)
Cllr Danny Thorpe (RB Greenwich)
Cllr Robert Benham (LB Havering)
Cllr Alan Smith (LB Lewisham)
Michael Welbank (City Of London)

Deputies:

Cllr John Hart (LB Barnet)
Cllr Sally Gimson (LB Camden)

3a. Presentation on Source London Electric Vehicle Charging Scheme – Maryline Marilly, Stakeholder & Partnership Manager, IER Groupe Bolloré

Christophe Arnauld (Director, BluePointLondon Ltd) made the following comments on the “Source London” Electric Vehicle Charging Scheme:

- 40% of charging points were not working and 80% were not able to communicate sufficiently
- Source London was here to improve the Scheme and offer a high level of service
- Source London have offered to take over the maintenance contract at no cost to the boroughs, via a variation agreement
- More charging points need to be introduced and BluePointLondon was willing to invest in up to 6,000 more charging points
- New parking bays would be introduced at the organisation’s cost
- Source London has 3,500 subscribers today and has deployed new IT systems. It also has a dedicated call centre based in Paris that would soon be relocating to London
- New charging points would be designed to replace old ones and charging points that were no longer working
- 24 hour accessible web portal was available with real-time service statistics and reporting – users would know whether a charging point was available or not, and what the average charging time was
- Time to locate an available parking bay would be majorly decreased
- Net steps – borough legal representatives would need to sign the variation agreement (14 boroughs are currently included in the new draft)
- A centralised approach with a group of boroughs would ease the legal process – aim to have legal approval with all boroughs by mid-November 2014
- A new variation agreement would be sent out this week. LB Ealing dealing with a contract with WestTRANS
- Aiming to take over maintenance contract and then to replace charging points at no costs to the boroughs
- Scottish and Southern Energy (SSE) appointed to conduct a 3-year deployment plan with the boroughs.

Q and As

Councillor Williams voiced concern that the new parking bays would increase car trips into inner London. There was also concern that this could cause delays to public transport, especially buses. Councillor Williams asked whether the 2,500 new EV users a year would be replacing petrol car journeys. He said that boroughs would also be losing revenue from the parking bays that would be taken over. Councillor Williams felt that the Scheme was not joined-up with any other transport strategy in LB Southwark. There had also been a lack of engagement with the borough. Councillor Williams said that he would be unable to take this back to his borough and sign up.

Councillor Acton said that the City of Westminster had received a letter saying that the boroughs were not liaising adequately with Source London. She said that Westminster was not able to currently sign the variation agreement.

Councillor Hart asked whether IER Groupe Bolloré had any experience of undertaking a similar Electric Vehicle (EV) Scheme. He said that LB Barnet was not currently involved in the Scheme and that local variation agreements would be needed. Councillor Coleridge said that the Royal Borough of Kensington and Chelsea only had 10 EV charging points and was keen to have more. He voiced concern that IER Groupe Bolloré also ran a car club and that the EV charging points would be full of car club cars.

Councillor Hall voiced concern that most EV charging points were in off street car parks. Councillor Draper said that the boroughs were restricted on how to utilise council land. The Chair confirmed that boroughs were not content with the proposed EV Scheme. He said that London Councils' officers could facilitate some of the work required for the local variation agreements.

Christophe Arnould said that it was not possible to have an exact specification for each borough. He said that the Scheme was about expanding EVs to users/residents. Christophe Arnould confirmed that it was not the company's intention to include car clubs in the variation agreement. He said that sufficient parking bays for residents would be needed to make the EV Scheme successful. Maryline Marilly said that IER Groupe Bolloré did have experience of managing charging points for EVs. She apologised to the boroughs that did not like the letter that was sent to them regarding EV sign up. Nothing, however, could be done without the variation agreement.

The Chair confirmed that a car sharing club would not be considered as part of the EV Scheme. He said that this would be revisited at TEC in December 2014 or March 2015. Councillor Massey asked if the issue of costs was in the current contract. Christophe Arnould confirmed that they were.

Decision: The Committee:

- Agreed that London Councils' officers would co-ordinate and find solutions to negotiating the EV Scheme across London
- Noted that a car sharing scheme would not be part of the EV variation agreement, and
- Agreed that the EV Scheme would be revisited at a future TEC meeting, either in December 2014, or March 2015

3b. Ultra Low Emission Zones (ULEZ) – Talk by Michele Dix (Transport for London)

Michele Dix informed TEC that the consultation on Ultra Low Emission Zones (ULEZs) would take place at the end of October 2014. This was being introduced by the Mayor to help with air quality issues in London, and the fact that the UK was not meeting European NO² standards. Michele Dix said that London was not the only UK city not complying with EU NO² standards – Birmingham and Leeds were also failing to meet standards (although London levels were higher).

Michele Dix said that the Mayor had considered about where the ULEZ should apply. She said that central London had the highest amount of exposure to NO² and had CCTV and other infrastructure in place to enforce a ULEZ. There were also decisions that had to be made on how the ULEZ would operate, how long it should operate for and what types of vehicles should be affected (e.g. heavy goods vehicles, buses, taxis, vans, private hire vehicles etc).

Michele Dix informed members that it was proposed to set out an emissions standard for each type of vehicle and each type of vehicle would need to meet the EU standard before it could enter into the zone. Vehicles would need to meet a Euro VI/6 diesel standard or a Euro IV/4 petrol standard. Any vehicle that did not meet the standard would have to pay a ULEZ charge. Michele Dix said that Transport for London would set the standard for TfL double decker buses to be hybrid EV1 equivalent and that TfL single decker buses would be electrified. Taxis and PHV's would also be near zero capable when licensed from 2018. Discussions had also taken place with the taxi trade to look at age limits for taxis.

Michele Dix said that the ULEZ would also have a positive impact on areas outside the central zone as well. This would help to improve air quality throughout London. Michele Dix informed members that a "Transport Emissions Road Map" had also been produced, and people were being encouraged to make a move to lower emission vehicles. The Government was making £500 million available to help improve air quality, of which London was bidding for a share.

Q and As

Councillor Demirci thanked TfL for the presentation. She felt that the air quality targets did not go far enough and some London boroughs were 100% over the EU limit. Councillor Demirci said that poor air quality was costing some Londoners their lives. She said that the borough of Hackney would like to see TfL extend the ULEZ and to examine the case for this in Hackney.

Councillor Williams voiced concern that only a small area of the London borough of Southwark was covered by the congestion charging zone. He said that most of the borough was in central London and he would like to see the ULEZ cover the whole of Southwark. Councillor Williams said that TfL needed to be bolder when it came to the size of the scheme. TfL also needed to carry out a cost benefit analysis for extending the ULEZ. A scrappage scheme for taxis needed to be introduced and people that drove into London every day should be charged more. Councillor Williams informed members that 136 died in Southwark as a direct result of poor air quality.

Councillor Loakes thanked Michele Dix for the presentation. He felt that issue of air quality was too inner London centric and there appeared to be a lack of ambition in rolling this out. Councillor Loakes also felt that there was an artificial line separating inner and outer London when it came to dealing with air quality.

Councillor Hall said that the issue of air quality in London was now very urgent. He said that a number of years ago, people were advised to buy diesel cars to help prevent air pollution. People were now being encouraged to scrap diesel cars and most people could not afford to do this. Councillor Gimson said that she supported the ULEZ, but would like it to be expanded. She said that the Euston Road in the London borough of Camden was very busy, but was not covered by a low emission zone. Councillor Gimson said that any scrappage scheme should be linked-in with a ULEZ. A cost analysis also needed to be carried out for expanding the ULEZ.

Councillor Usher said that she supported a ULEZ, in principal, although more information was required. She said that TfL needed to get its own fleet of vehicles up to standard, before moving onto private vehicles. Councillor Usher said that expanding the ULEZ might be costly and suggested sticking with what was already planned. She said that there needed to be ring-fenced funding to pay for air quality initiatives.

Councillor McNamara felt that it was not helpful to have a straight “yes” or “no” in the consultation. He said that it would be more useful if the consultation gave boroughs a series of options, like whether the ULEZ should apply to all of London or just central London. Councillor McNamara felt that more or all of London should be included in the ULEZ. Councillor Harcourt said that he supported the ULEZ being extended. He said that the London borough of Hammersmith and Fulham had over 70 deaths a year caused by air pollution and air quality needed to be improved.

Councillor Webbe said that the borough of Islington had up to 200 preventable deaths due to air pollution. She said that a great deal of air pollution was caused by lorries passing through the borough. Councillor Webbe said that TfL needed to do more to make buses less polluting. She felt that more enforcement of 20mph zones was also needed.

Councillor Smith said that he supported a ULEZ for inner London, but not for London as a whole. He asked whether TfL would press ahead with the ULEZ regardless of the outcome of the consultation. Michele Dix confirmed that subject to consultation the ULEZ would go in in the first place in the congestion charging zone, but that the Transport Roads Map document contained a number of options to improve air quality. One of the proposals was to consider rolling out the ULEZ to the whole of London, and the other way was to tighten the standards in the ULEZ and apply it to all vehicles. Michele Dix said that the Mayor had also called for a diesel scrappage scheme. She said that there could not be zero emission standards for double decker buses at present as they were not available.

Michele Dix said that she welcomed the comments on the ULEZ made by the boroughs. She informed members that TfL was piloting a 20mph zone on TfL controlled roads. Councillor Smith said that the London borough of Bromley would vote “no” to any compulsory 20mph zones and pan-London ULEZ. Councillor Demirci asked whether TfL would be carrying out a cost benefit analysis for expanding the ULEZ. Michele Dix said that this would be carried out in parallel with taking ULEZ forward. The Chair confirmed that London Councils would be submitting its own response to the ULEZ consultation.

The Committee noted and thanked Michele Dix for TfL presentation on Ultra Low Emission Zones.

4. Chair's Report

The Committee received and noted a report that updated members on transport and environment policy since the last TEC meeting on 17 July 2014, and provided a forward look until the next TEC meeting on 11 December 2014.

5. Flood Management & Thames Regional Flood & Coastal Committee

The Committee received a paper that provided some background on flood risk management, an introduction to the Thames Regional Flood and Coastal Committee (TRFCC) and the levy setting procedure. It sought recommendations on the 2015/16 flood levy proposals being decided at the 22 October meeting of the TRFCC.

Katharina Winbeck informed members that a 1.99 per cent increase to the flood levy for 2015/16 and, in principal for the next six years, was being recommended at the sub-committee TRFCC meeting being held on 9 October 2014. She reminded members that TEC had 7 representatives who were on the TRFCC. There were also six other local authority members on the Flood and Coastal Committee from outside London.

Katharina Winbeck said that the increase in the levy would go towards increasing flood defences in areas in the country that needed it. She said that another strand of funding was Flood Defence Grant in Aid (FD GiA) from Government. The levy was needed in some cases to match fund FD GiA. Some programmes, such as the Thames Estuary programme were wholly funded by FD GiA. Katharina Winbeck said that London had the highest level of flood risk in terms of people, properties and infrastructure affected, from both surface water and tidal water. She also pointed out that government funding for local authorities for flood prevention had actually been cut and that in 2015/16 very little money would be left over for London boroughs once the levy had been paid. The Chair said that most boroughs were currently working on their budgets. He said that there was a need to see some kind of business case to demonstrate where this money was being spent, before any levy increase could be agreed. Councillor Loakes agreed and said that he would not be prepared to sign off a levy increase until a firm business case could be seen. He said that there were a list of projects for the London borough of Waltham Forest and no consultation had taken place regarding any of them. Councillor Loakes said that some of the projects were not actually in the borough of Waltham Forest.

Councillor McNamara voiced concern at the lack of debate about where London fitted in with regards to flood defences in the country as a whole. Councillor Smith said that there was also a lack of unanimity within the Conservative Group regarding an increase to the flood defence levy. He said that he had previously sat on the TRFCC and he felt that the shire councils tended to make up of most of the flood defence projects.

Councillor Coleridge said that TEC had voted for no increase to the levy in 2013 and a small increase was now needed. He said that the boroughs needed to commit to a levy increase over the next six years; otherwise it would be difficult to make flood defence plans for the future. Councillor Williams said that he would consider a 1.99% increase to the levy, once boroughs had been shown a business case on what the money would be spent on. He said that boroughs were currently dealing with further budgetary cuts of between 10 to 15%. Councillor Hall said that he also supported the

need to see a business case and to see examples of what might get done with the 1.99% levy increase.

Councillor Hart said that the London borough of Barnet was the highest contributing borough, and did not get a fair deal out of this. He said that he opposed any increase to the flood levy. The Chair said that there was not unanimity on the Labour side either regarding increases to the flood levy. He said that the majority of TEC was in favour of freezing the current levy until a firm business case was seen. Councillor Demirci suggested that TEC could reconsider a flood levy increase once it had more information on how the money would be spent, between now and March 2015. She asked if this could be brought back to TEC in 2015. Councillor Loakes said that he did not have any confidence in the TRFCC. He said that some of the projects that were earmarked for Waltham Forest were not even in his local authority.

David Bedlington (Environment Agency) said that the EA did not make any decisions regarding the flood levy, and dealt mainly with the programme management. He said that the TRFCC was responsible for deciding what the biggest flood risks were. David Bedlington confirmed that levy funds went directly to the TRFCC, and not the EA. The levy enabled work on things like surface water flooding prevention to take place. There was now a six-year, strong and more robust programme in place for flood prevention in the TRFCC area.

Councillor McNamara said that he was opposed to an increase in the flood levy at present. He felt that better consultation needed to take place, along with a sound business case being presented to members, before any increase to the levy could be considered. Councillor Draper asked who was responsible for presenting the business case to TEC. David Bedlington said that the EA had ownership over the projects. He explained to members that the programme was made up of projects involving 48 different authorities.

Councillor Coleridge said that the meeting to set the levy was taking place next week, on 22 October 2014. He said that guidance and answers were needed before this meeting took place. The Chair said that there was no consensus on the levy setting, and there would not be by the time this meeting took place. He said that boroughs also needed to have a clear business case outlining what any levy increase would be spent on.

A vote took place for an increase to the flood levy:

The London borough of Richmond, City of Westminster and Royal Borough of Kensington and Chelsea voted in favour of a 1.99% increase to the flood levy.

The remaining 21 boroughs present voted against any increase to the flood levy.

Councillor Coleridge informed members that a business case had already been made for the flood defence schemes, although this was not available at this TEC meeting. The Chair said that a decision had now been taken and this was unlikely to change until a business case was presented to members.

Decision: The Committee voted and agreed not to increase the flood levy by 1.99% for 2015/16, and in principle for the next six years. This would be revisited when boroughs were presented with a clear business case outlining what any levy increase would be spent on.

6. London Safer Lorry Scheme Progress & Next Steps

The Committee considered a report that outlined the progress that had been made in creating a new London-wide Safer Lorry Scheme which would require the fitting of extended view mirrors and side guards to all Heavy Goods Vehicles (HGVs) over 3.5 tonnes, at all times.

Councillor Usher confirmed that the London borough of Wandsworth would be signing to delegate authority to the Committee authority to make the London-wide traffic order for the proposed London Safer Lorry Scheme

Decision: The Committee:

- Noted the amendment of the TEC Governing Agreement to delegate to the Committee, authority to make the London-wide Traffic Order for the proposed London Safer Lorry Scheme
- Noted the progress, programme and next steps for the development of the proposed London Safer Lorry Scheme, and
- Authorised publication of the proposals for the London Safer Lorry Scheme Traffic Order

7. Freedom Pass 2015 Reissue Update

The Committee received a report that provided members with an update on the progress of the project to renew just fewer than 1 million Freedom Passes that were due to expire on 31 March 2015.

Decision: The Committee:

- Noted the progress on the Freedom Pass 2015 reissue, since the last report that went to Committee on 17 July 2017, and
- Noted that work was underway to establish new procedures for first time Freedom Pass applicants

8. Update on the Relocation of the Parking & Traffic Appeals Service (Oral Update)

Frank Smith informed Committee that an extension to the lease at Angel Square until December 2015 had been agreed. He said that draft terms were in the process of being drawn-up for a new premises for PATAS at the Chancery Exchange in Chancery Lane. A Project Manager had also been engaged to assist with the relocation and refurbishment of the new premises.

Councillor Loakes asked with the premises for PATAS had to be in Zone 1. Nick Lester said that the appeals centre needed to be easily accessible to residents of all the London boroughs and served by a London Underground tube station. Councillor Williams asked how many people visited PATAS a year. Nick Lester confirmed that between 40,000 to 50,000 people a year visited the appeals centre. He said that more residents from inner London visited the appeals service than outer London. Frank Smith informed members that the premises in Chancery Lane was 3,000 square feet smaller than the one in Angel Square, so a saving had been made on projected premises costs.

The Committee noted the oral update on the relocation of the Parking and Traffic Appeals service and the potential savings that have been forecasted.

9. Parking & Traffic Adjudicators' Annual Report 2013/14

The Committee received and noted a joint Annual Report by the Parking and Traffic Adjudicators for the year 2013/14.

10. Re-Appointment of Parking & Traffic Adjudicators

The Committee received a report that proposed the re-appointment of parking and traffic adjudicators and mentioned the proposal of a recruitment exercise.

Decision: The Committee agreed:

(I) That the following adjudicators be re-appointed for a period of five years from 10 December 2014:

Henry Michael Greenslade
Edward Houghton
Caroline Sheppard
Jennifer Shepherd
Gerald Styles
Paul Wright

(ii) That the following adjudicator be appointed from the 10th December 2014 to 27th March 2018:

Hugh Cooper

(iii) The proposal for recruitment was noted

11. Minutes of the TEC Executive Sub Committee held on 11 September 2014

The minutes of the TEC Executive Sub Committee held on 11 September 2014 were noted.

12. Minutes of the TEC AGM Meeting held on 17 July 2014

The minutes of the TEC AGM meeting held on 17 July 2014 were agreed as an accurate record.

13. London Councils' Officer Response to the Department for Communities & Local Government Discussion Paper on "The Right to Challenge Parking Policies"

The Committee considered a report that invited views on the design of mechanisms that would make it easier for residents and businesses to challenge parking policies.

This came about from the Department for Communities and Local Government (DCLG) discussion paper titled “The Right to Challenge Parking Policies”. The closing date for responses to the consultation was 10 October 2014.

The Chair said that this was a late agenda item, owing to the closing date of the consultation. He said that the majority of petitions that boroughs received were parking related.

Decision: The Committee endorsed the London Councils’ officer response (as at Appendix 1) to the discussion document on “The Right to Challenge Parking Policies”.

The meeting finished at 16.25pm