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| London Councils’ Transport and Environment Committee  |
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| Freight Update  | Item No: |  7a |
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| Report by: | Iain Wainwright | Job titles: | Head of Freight & Fleet Programmes |
| Date: | 10 December 2015  |
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| Summary: | This paper has been prepared for the Transport and Environment Committee (TEC) of London Councils to provide an update on progress from the 1st meeting of the London Freight Borough Officers Liaison Group.  |
| Recommendations: | The committee is asked to: * Note the suggested programme for the Freight Borough Officers Liaison Group
* Endorse the joint approach for undertaking those actions
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**Background**

Update from London Freight Boroughs Officers Liaison Group

1. On 18 June 2015, London Councils’ Transport Environment Committee agreed to form a joint Transport for London (TfL) and London Councils London Freight Borough Officer Liaison group (BOLG), covering freight issues relating to environment, planning, traffic, enforcement and regulations
2. The first meeting of the group took place on 20 October. Representatives from 24 boroughs attended. Following presentations from TfL, London Councils and a freight operator, attendees took part in a series of breakout sessions to agree an initial action plan for the group.

Agreed actions

1. Based on the issues raised at the meeting, the following key priority actions were agreed for commencement prior to the next BOLG meeting:
	* The development of a draft communications and engagement plan for how TfL communicates with the London boroughs on freight issues
	* Production of a borough newsletter/website on freight issues
	* A Memorandum of Understanding (MoU) on quiet deliveries
	* Setting up specific issue working groups on key freight topics (detailed below)
	* Investigating additional resources for freight management in each borough

Progress

1. A communications and engagement plan is being drafted for circulation and agreement at the next BOLG meeting on the 27 January. This will include plans for the development of a new borough newsletter on freight issues.
2. Issue specific working groups have been scheduled for 1 and 2 December. These will cover the key topics of Safety, Environment, Enforcement and Communications. These groups will work in partnership with the TfL’s Freight and Fleet Programme’s established working groups.
3. A strategy for the development of a MOU on quiet deliveries is discussed later in this paper.
4. A strategy for securing additional resource for freight management in the boroughs is planned for discussion, once the Freight and Fleet Programme has a full understanding of the impact of the UK’s Government’s Comprehensive Spending Review.

Next Meeting

1. The next meeting of the London Boroughs Freight Liaison Group is scheduled for 27 January 2016 at London Council’s offices in Southwark.

**Proposed Memorandum of Understanding for Quiet Deliveries**

1. London will face a number of challenges over the coming years, as the demands for road space increase. Population is set to grow by around 1.7m in the next 15 years, which will substantially increase demand for goods and services. In the short-term, works associated with London’s continued growth and success, by boroughs, utility companies and including TfL’s Road Modernisation Plan to meet London’s increasing needs are leading to congestion in certain areas at busy times of day.
2. Prior to the first meeting of the BOLG, TfL and London Councils discussed the need to develop a draft MOU to enable retiming deliveries, for the boroughs to consider adopting with businesses. This MOU would assist boroughs and businesses in working together to retime deliveries responsibly.
3. The MOU would aim to recognise the need for some businesses to change the times of some of their deliveries, to reflect the changes to London’s road network.
4. To help facilitate this change, the document would provide a framework for boroughs to consider adopting a lighter touch to enforcement if certain criteria are met. The criteria could include, but not be limited to, adopting TfL’s Code of Practice for quieter deliveries and using quiet delivery equipment.
5. The requirement to consider an MOU was discussed at the first meeting of the BOLG. It was agreed that TfL should develop a strategy for engaging with the boroughs to obtain their input in to how the MOU should be developed and enforced in a consistent manner.

Working with Boroughs

1. We would like the London boroughs to work with TfL, through the London Borough Officers Freight Liaison Group and other aligned groups, to help us lead on the development of the MOU.
2. With the assistance from the borough’s representatives on the BOLG, we would like to trial the MOU in a number of key boroughs, to refine the process and ensure the document is fit for purpose.
3. Once the BOLG has agreed that the document is ready for wider circulation, we would look to further engage with the boroughs through TEC, Council Members and lead officers to promote wider adoption across London.

Strategy for borough engagement on MOU

1. The following project plan presents an estimated timetable for engaging with the boroughs on the MOU.

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| Work area | Proposed Date | Project Dependencies |
| Engagement with each Borough officer BOLG representative to understand potential requirements.  | By February 2016 | Retiming Deliveries Consortium production of guidance on using the MOU and Code of PracticeBOLG Working GroupsBOLG LLCS Group |
| Engagement with the 11 Borough representatives from the Retiming Consortium | By February 2016 |
| 1st draft of the MOU for consideration within BOLG  | By February 2016 |
| Trial of MOU process with small group of boroughs | By February 2016 | Retiming Deliveries Working GroupTfL kerbside survey work |
| Produce report of results from trial for circulation amongst boroughs | By June 2016 |
| Produce working draft of MOU for consultation  | By June 2016 | BOLG quarterly reporting |
| Consultation with TEC members | By June 2016 | Update on kerbside surveys |
| Consultation with borough lead officers | By September 2016 |
| Consultation with Council Members | By September 2016 |
| Event for London Borough officers  | By December 2016 | Media launch for Retiming Consortium guidance |

Alignment with other work programmes

1. The development of the MOU would need to align with and support local policies and TfL’s other programmes related to how deliveries and servicing in London take place.
2. For example, TfL’s Retiming Deliveries Consortium has recently been expanded to involve an additional 8 London boroughs. These boroughs (along with the original members) will work together to develop guidance for borough officers on how to support a change in delivery times.
3. In cooperation with local boroughs, TfL is undertaking kerbside surveys of several London streets. These will increase understanding of the nature and impact of loading and unloading activity and any implications that retiming deliveries could have.
4. TfL has also agreed with London Councils that we will set up a separate working group with members of the BOLG to discuss the implications of the London Lorry Control Scheme and any requirements for amending the scheme.

**Recommendations**

1. The committee is asked to:
* Note the suggested programme for the Freight Borough Officers Liaison Group
* Endorse TfL’s approach for undertaking those actions

**Legal implications for London Councils**

1. None as a direct result of this paper.

**Financial Implications for London Councils**

1. None as a direct result of this paper.

**Equality implications for London Councils**

1. None as a direct result of this paper.