

Committee(s)	Dated:
Planning & Transportation	25/01/2017
Subject: City Freight & Servicing Strategy - update	Public
Report of: Director of the Built environment	For Information
Report author: Iain Simmons, Department of the Built Environment	

Summary

The purpose of this report is to update Members on progress in relation to the City Corporation's Freight Strategy which is one of the key initiatives being taken forward to reduce congestion in the City.

The stated aim in the Freight Strategy is 'to reduce the number of freight and delivery vehicles on the City's streets, particularly at peak times, whilst allowing the City to flourish.'

The report sets out that there has already been progress in relation to increased use of consolidation centres in the City which is one of the critical policy objectives and also sets out progress on a number other key projects including:

- Use of City Corporation property to establish a new consolidation centre;
- Establishing micro-consolidation centres in the City;
- Special servicing and delivery measures for the Eastern Cluster;
- Establishing best practice in relation to existing City businesses using consolidation and 'non-peak time' servicing;
- Establishing a City Freight Forum of City stakeholders;
- New planning guidance;
- Promotional campaigning including events for City firms;
- Re-timing of deliveries and servicing in parts of the City.

The report sets out the next steps and related time scales in relation to the above and in addition sets out a number of proposed 'quick wins'.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Background

1. In December 2015, the Planning and Transportation Committee agreed the principles of a freight strategy with the objective to 'reduce the number of freight and delivery vehicles on the City's streets, particularly at peak times, whilst allowing the City to flourish'. The strategy included 16 actions grouped under the headings of: Consolidation; Delivery and Service Plans; Retiming Initiatives; and Stakeholder Engagement
2. A programme of work to deliver the strategy is in place with the aim of achieving significant reductions in freight and servicing traffic during the working day across the City as just one strand of a strategy to reduce congestion in the City. In particular the freight programme builds on existing City wide good practice such as the use of consolidation and the movement of bagged waste collection to outside of the working day.
3. Already a number of City banks and other City businesses arrange their servicing and delivery requirements through the operation of consolidation centres thereby reducing vehicle movements on City streets. Similarly in relation to construction many of the larger sites make use of 'out of City' consolidation to facilitate delivery of construction materials and this is the case for example with a number of the larger developments currently under construction in the east of the City.
4. The City's freight work programme builds on the good practice already taking place in the City and this report updates Members on progress.

Current Position

Quick wins

5. Officers are aiming to evaluate and, where practicable, deliver the following initiatives during the next 6 months

Doddle

6. Officers have already met with Doddle representatives in relation to establishing a corporate membership to cover the 270 businesses within the Cheapside BID area. It is also proposed that the Corporation itself looks to provide a new service to staff whereby personal deliveries could be made to a local collection point and enters into a corporate membership. It is proposed that this matter is formally considered by Members in April 2017

New Developments

7. The development of new schemes and the granting of planning permission provides the opportunity for restrictions to be placed on the way servicing and deliveries to buildings are managed. This can be done either through planning conditions or through a S106 agreement. All schemes when approved for new

development require approval of a servicing and management plan in accordance with present guidelines. Revised interim Guidelines will be brought to your next Committee setting out our current approach which will be in place until the SPD is adopted.

8. In the Eastern Cluster site specific requirements and circumstances have required limitations on the number of vehicles able to access the site at 22 Bishopsgate and 1 Undershaft which requires the use of consolidation centres to manage the number and type of vehicles. In addition restrictions have been placed requiring no deliveries during morning and evening rush hours and lunch times to limit conflicts at the busiest pedestrian times. This will be required in all new schemes in the area and across the City where appropriate.
9. Elsewhere in the City hours of deliveries will not be restricted in order to facilitate night time servicing except where residential amenity considerations would indicate otherwise.
10. This approach to servicing and deliveries is in general conformity with the London Plan. The Local Plan and will be further developed to accord with emerging interim Guidance.

Best practice Conference

11. It is proposed to hold a half day seminar in Spring of this year to promote best practice in relation to servicing and delivery planning. The date and content will be partially informed through a new Freight Forum that it is proposed to launch in February. The details of the forum are set out below.
12. Progress on the main components of the remainder of the work programme is summarised below and a timeline of activities is included in the Appendix.

Consolidation Centres – use of City Corporation properties and other Centres

13. All the City's car parks have already been assessed and this has shown they have structural limitations for accommodating a major consolidation centre but there could be potential for micro-consolidation facilities which use smaller vehicles. The opportunities this presents are currently being assessed. Other Corporation owned properties including industrial landholdings outside the City are also being considered.
14. Officers are also actively pursuing use of an existing consolidation centre managed by the LB Camden (the London Borough Freight Consolidation Centre) in Edmonton. The business case is being researched, however the intention would be either to use this consolidation for the City Corporation's own delivery needs or encourage City business use. Officers are also exploring other consolidation facilities in London and liaising closely with the TfL Freight team on these initiatives.
15. A report on options and recommendations will be presented to Committee June 2017.

Eastern Cluster

16. Due to the existing and proposed level of high density office developments in the area, the Eastern Cluster requires specific consideration in terms of its freight/servicing requirements.
17. A research and analysis study of the area is in progress to provide a better understanding of the freight and servicing implications of existing and proposed developments and how they can be mitigated. However already the 2 most recent planning permissions have specifically restricted vehicle movements thereby necessitating use of consolidation to manage their deliveries.
18. This work is being co-ordinated with 2 other projects within the Built Environment Directorate, namely the Eastern Cluster Area Security project and the Eastern Cluster Area Enhancement Strategy. Work will include liaison with the promoters and occupiers of the major schemes in the area. The findings and recommendations will be reported in March/April 2017.

Case Studies including Guildhall and the Barbican Centre

19. The development of a clear business case to support use of consolidation centres and 'non-peak time' deliveries is essential if officers are to achieve significant change. Therefore in conjunction with the City Low Emissions Neighbourhood project, 7 case studies of a range of City buildings have been commissioned to get a better understanding of how deliveries and servicing activities, including procurement, currently take place and how they can help reduce vehicle movements. Two of the studies are Guildhall and the Barbican Centre so that the City Corporation will be able to show by example how it will reduce the numbers of vehicles visiting the premises. The findings and options will be reported to Committee in June 2017.

City Freight Forum

20. A City Freight Forum is being established to act as a sounding board and means of information exchange on all matters relating to deliveries and servicing in the City. In particular it will harness and exchange the experience and expertise of its members and act as a platform for organising events and promoting initiatives. It will be chaired by the Chairman of the Planning and Transportation Committee and will include representatives from the freight industry, City Property Association, TfL, developers, office occupiers, retailers, catering and office supplies companies, facilities management, Cheapside BID. It is also hoped that representatives from delivery/distribution organisations including Amazon and Doodle will participate.
21. This Forum will in particular explore the appetite and business case for establishing additional consolidation centres to service the City and the opportunities and barriers to harnessing under capacity in existing consolidation centres. It will also explore the viability of moving deliveries away from peak times. The first meeting will be in February 2017.

Planning Policy and Guidance

22. Work has commenced on a new *Delivery & Servicing Supplementary Planning Document (SPD)* which will provide detailed guidance for new developments including the use of consolidation centres. The formal adoption process means the SPD will not be in place until spring 2018 so for negotiations on planning applications before then interim guidance is being produced (see 'Quick wins' above). The interim guidance will be presented to Committee for approval in February 2017.
23. The relevant parts of the Local Plan are being reviewed so that new requirements relating to deliveries and servicing will be included in the new Draft Local Plan scheduled for October 2017.

Promotional programme

24. Given that new development each year averages just 1% of the City's building stock, the biggest impacts on reducing servicing and delivery vehicles across the City will come through changes in the ways that existing buildings and occupiers operate. A programme of promotional activity is therefore being planned to engage with our City stakeholders and spread best practice. Along with the City Freight Forum, activities include a series of events (the first in conjunction with the City Property Association in February 2017), an accreditation and awards scheme for compliance and good practice, a video demonstrating construction site consolidation and a web site forum.
25. It is also proposed to hold a half day event for City businesses' facility managers both to explore and promote best practice in relation to servicing and delivery planning. The context will be how this can help in combatting congestion and increasing efficiency of deliveries. This will be discussed at the February Freight Forum meeting with the aim of delivering this best practice seminar in Spring 2017.

Partnership activities

26. Initiatives to reduce delivery and servicing vehicles in the City will have implications for other parts of London so it is important that we actively engage with others to ensure there are joint benefits. We can also learn from the experiences of others in this field. We are engaging with various bodies including: TfL Freight Team; London Freight Forum; Central London Freight Quality Partnership; Freight Transport Association; London Councils; the Road Haulage Association; Cross River Partnership; and the New West End Co.

Surveys

27. To ensure that our initiatives are correctly targeted and that we can measure their effectiveness we are commissioning 24 hour surveys of delivery and servicing vehicle movements in the City including origins, destinations and time spent. The

first results will be available in March 2017 and will therefore be available to feed into the other work streams in 2017.

Re-timing trials

28. The City-wide 24 hour surveys and the work on the seven case studies will enable us to identify areas where re-timing of servicing and delivery activity could produce benefits in reducing vehicle movements. Proposals will be reported to Committee in July 2017 including proposed Traffic Orders.

Corporate & Strategic Implications

29. The City Freight and Servicing Strategy accords with the objectives of the City's Corporate Plan and its completion is an aim in the Transportation and Public Realm Divisional Business Plan 2016/17. It also contributes towards the delivery of Core Strategic Policy CS16 of the City of London Local Plan (2015) which seeks to improve the sustainability of the City's transport system, improve conditions for safe and convenient walking and cycling, minimise congestion and reduce vehicle emissions.
30. The programme of projects will also complement the City's Road Danger Reduction Plan, Noise Strategy and Air Quality Strategy.
31. There are no significant negative impacts on any of the City's equality target groups arising from this report.

Conclusion

32. Progress is being made on the initiatives described in this report in pursuit of the City Corporation's aim to reduce the number of freight and delivery vehicles on the City's streets, particularly at peak times, whilst allowing the City to flourish

Appendices

- Appendix - timeline of activities

Background Papers

Report to Planning & Transportation Committee 15th December 2015: *Towards a City Freight Strategy – Interim Report*

Iain Simmons

T: 020 7332 1151

iain.simmons@cityoflondon.gov.uk

Appendix – Timeline of City Freight & Servicing Strategy activities 2017

January

- Consultants for case studies appointed
- Consultants for 24 hour surveys appointed
- Eastern Cluster future demands analysis completed

February

- Launch of City Freight Forum
- City Freight event co-hosted with City Property Association
- Survey of Guildhall procurement, servicing and deliveries completed
- Interim Planning Guidance on deliveries and servicing to P&T Committee
- 24 hour City-wide surveys completed

March

- Report on scenarios for deliveries and servicing demands in Eastern Cluster

April

- Report on approach to local deliveries for staff
- Report of findings for seven case studies completed
- Scoring and ranking of potential Consolidation Centre sites completed

May

- City Freight event No 2 - Half day seminar to promote best practice
- 24 hour City-wide surveys data analysis distributed

June

- Deliveries and Servicing SPD to P&T Committee for approval
- Report on options for Consolidation Centre sites to P&T Committee
- Report on options for Guildhall and Barbican to P&T Committee
- 2nd meeting of City Freight Forum

July

- Report recommending re-timing trials to Committee

September

- Public consultation on Deliveries and Servicing SPD

October

- Review of Deliveries and Servicing policy in Draft Local Plan completed
- Re-timing trials implemented

November

- 3rd meeting of City Freight Forum
- City Freight event No.3
- Final draft of Deliveries and Servicing SPD completed
- Draft Local Plan published