

Surface Transport Healthy Streets Portfolio Board Minutes

- 1 November 2017

Attendees

Attendees	Ben Plowden (Chair)	Patrick Doig	Nick Fairholme
	Steve Burton	Justine Curry	Lilli Matson (items 1-7)
	Will Norman	Graham Nash	Nigel Hardy
	Tim Steer	Carl Eddleston	Christine Calderato (item 9)
	Oliver Birtill	David Rowe	Subash Tavares
	Edward Preedy	Janet Brown	Natalie Goss
	Neil Grover (Items 1-6)	Andrew Lunt	Tim Thomas
Apologies	David Wylie	Chris Mather	Glynn Barton
	Gareth Powell	Michael Bridgeland	Helen Chapman
	Julie Lewington		

Decisions and actions

No	Item	Decision	Action/Notes	To Action
Standing Items				
1	Agree Agenda	Agreed	The Chair confirmed the meeting was quorate, agreed the agenda and noted apologies.	
2	Actions Log and Minutes	Noted and Discussed	<p>The HSPB reviewed the:</p> <ul style="list-style-type: none"> (a) Minutes recorded at the meeting on 6 October and confirmed they were an accurate reflection of the actions that arose following discussions; and (b) Actions list. <p>The following updates were provided:</p> <p>HSPB-7-11: The following people are to be invited to the cycle ride tour of the Central London Grid: Nigel Hardy, Patrick Doig, Ben Plowden, Graham Nash, David Rowe, William Bradley and Daniel Champion. Now need to coordinate diaries to allow.</p>	
3	Forward Planner	Noted	<p>HSPB reviewed the Forward Planner and noted the updated dates to the meeting dates for the Portfolio Boards and routing deadlines.</p> <p>It was agreed that the following items</p>	



			<p>should be added to the Forward Planner for the 23 November meeting:</p> <ul style="list-style-type: none"> (a) Hostile Vehicle Mitigation (Steve Burton) (b) Bus Priority (Claire Mann) (c) LIP Corridor funding (Graham Nash). 	
Budget & Business Plan				
4	Finance Update	Noted and Discussed	HSPB noted the finance update provided by Patrick Doig.	
5	Business Planning	Noted and Discussed	<p>HSPB noted the Business Planning update provided by Patrick Doig.</p> <p>HSPB noted that a briefing would be provided to the Mayor on 2 November on the current work and propositions being put forward, including funding options. The timetable of the Business Planning work was also confirmed.</p>	
6	Value Engineering	Noted and Discussed	<p>HSPB noted and discussed the update on the implementation of Value Engineering within Surface Transport given by Subash Tavares. Subash confirmed that to date, [REDACTED] value engineering savings have been made to date, that [REDACTED] additional savings have been identified leaving an outstanding balance of [REDACTED] left to be identified for the 2017/18 financial year.</p> <p>ACTION: Need to communicate the financial imperative to achieve the savings identified. These are non-negotiable and engage with all relevant business areas with Surface, Commercial and elsewhere in the Professional Services arm of TfL. All to communicate to the teams to ensure we get back in line with budget. Subash to keep HSPB updated to see if any intervention at Director level is required.</p>	All Directors

Strategy / Business Assurance				
7	Healthy Streets Check for Designers		<p>HSPB noted the paper and:</p> <ul style="list-style-type: none"> (a) Endorsed the appended Healthy Streets Check for Designers for publication subject to the actions listed below. (b) Noted the points for discussion which were highlighted in sections 4 and the next steps in section 5. <p>In presenting the paper, Lilli Matson emphasised this is a checklist about informing the design options only.</p> <p>ACTION: The following needs to be looked at by City Planning:</p> <ul style="list-style-type: none"> (a) Rollout further - need to communicate clearly how it is used and how it is framed. Needs to be embedded in the document, as a footnote and also more clearly before the guidance and in the guidance. (b) Need to think about how we brief our design chain designers outside the organisation as to what they are designing to. Consideration to be given - Are we going to make it mandatory to be used by the boroughs, link with funding or place strong emphasis in encouraging them to use and consideration should be given as to how this is embedded within other guidance documents e.g. LIPS and Healthy Streets (c) Look at whether there an opportunity to rationalise already existing guidance and combine into a reduced number of documents, or just one document? We also need to look at the interplay between documents/guidance and how aligned they are to each other; and (d) Need to ensure TfL Healthy Streets webpage design is agreed by the Healthy Streets Portfolio Board prior to it going live. <p>Justine Curry made explicit that it's vital we are clear on when it is</p>	Lilli Matson

			mandated and not mandated.	
8	Rotherhithe to Canary Wharf Crossing	Noted	<p>HSPB noted the update on the project and this covered:</p> <ul style="list-style-type: none"> (a) Background (b) Bridge design development (c) Consents strategy (d) Procurement strategy (e) Public consultation, including a the first consultation planned for launch on 8 November 2017; and (f) Forward programme. <p>It was noted that any crossing option presents significant design and engineering challenges.</p> <p>HSPB noted that surveys are being carried out to look at the types and sizes of vessels using this part of the river to ensure that design options and any decisions that follow relevant consultations and their outcomes are data led.</p> <p>HSPB noted that a further update will be provided in early 2018 following the close of the initial consultation to enable further consideration and decisions on a preferred option.</p> <p>ACTION: A further update to be provided in early 2018 once the initial consultation has ended. Ben Lyon to add to the 'Papers not yet scheduled' list . David Rowe/Andrew Lunt to confirm timings to schedule the update.</p> <p>Questions were raised on when Updates should be provided on schemes, such as this one, before they go for approval. ACTION: Ben Plowden's team to look at guidance in this area and what the threshold will be that would trigger an update.</p>	<p>David Rowe</p> <p>Ben Plowden</p>
9	Vision Zero		HSPB noted the slide deck which provided an update on the:	

			<ul style="list-style-type: none"> (a) adoption of Vision Zero for London, the key principles and ambitious targets and action required from all parts of TfL; (b) programme of activities needed to deliver the vision; and (c) Ways that the HSPB can help embed the Vision Zero for London approach. <p>Steve Burton said that in the behaviour change and Police side of things that we should ensure that our CPOS enforcement activity is also engaged to ensure they have an awareness of Vision Zero and the role that they can play. He noted that with some training that going on site and observing the operation of a junction could prove beneficial in identifying key issues.</p> <p>ACTION: Slide 7 - follow up with Janet Brown's team on 'continue to call on all boroughs to open their bus lanes to motorcyclists' - here a conflict is being moved from general road users to bus traffic. Discussions need to take place with London Buses to look at the implications and messaging around this.</p>	Christine Calderato
10	Liveable Neighbourhoods Bids 2018/18 Assessment Process	Noted	<p>HSPB noted the assessment criteria and assessment process for the 2018/19 LIP Liveable Neighbourhoods submissions. An overview of the timescale and next steps were provided, along with clarification that a further update would be provided at the 23 November Portfolio Board meeting. Graham also highlight currently 28 bids have been received for evaluation and the evaluation process will begin shortly.</p> <p>Will Norman questioned how we manage the communications for those schemes that don't quite get through the bid process. He made clear that we need to ensure that we do so</p>	

			<p>carefully and work with them in future years to encourage them in their bids and highlight areas of improvement on those narrowly missed bids to prevent good schemes from not being taken forward on technicalities.</p> <p>Membership of Panel was set out to Will Norman.</p>	
11	Embedding Healthy Streets	Noted and Endorsed	<p>HSPB noted and endorsed the paper on Surface's commitment to embedding Healthy Streets and increasing bus patronage, Network Management continues to develop the 'how' in turning the MTS into reality, using the assets we already have on London's streets.</p> <p>ACTION: consideration to be given as to whether we need to provide additional resources to boost this area of work as the outcomes have been very positive. This could include a reallocation/diversion of funding from other areas to this, as the benefit to cost is very positive.</p> <p>ACTION: Look at taking the Deputy Mayor of Transport through this, with a view to publishing stories about the work we are doing. Prior to doing so, ensure there is an alignment in all the work we are doing and plugging the Healthy Streets work into balancing bus and walking users.</p>	<p>Glynn Barton</p> <p>Glynn Barton</p>
12	Bus Operations Timesaving (BOT)	Noted and Endorsed	<p>HSPB noted the paper and:</p> <ul style="list-style-type: none"> (a) adopted the new BOT for reporting on the Bus Priority Programme and Signal Timing Reviews and for the Bus Priority Programme's 2018/19 Milestones; and (b) Endorsed the new BOT to be rolled out to non-Bus Priority schemes which are being delivered as part of the Healthy Streets Portfolio. 	

			<p>Ben Plowden questioned the unit of measurement, Carl confirmed its hours and seconds.</p> <p>ACTION: Look at how the bus priority metric work can be embedded into the modelling of projects/schemes.</p>	Carl Eddleston
Portfolio Management Update				
13	Notifications and Escalations from Programme Board	Noted	<p>HSPB noted the updates from the Healthy Streets Programme Boards.</p> <p>It was noted that the Network Schemes Programme Board</p> <ul style="list-style-type: none"> (a) Endorsed budgeted project authority of [REDACTED] for the implementation of the Maryland Station Crossrail Complementary measures scheme. This took existing Project and Project Authority from [REDACTED] to a total of [REDACTED] (b) The verbal update on Beddington North which was endorsed subject to affordability. <p>It was noted that the Cycling Programme Board approved change requests for:</p> <ul style="list-style-type: none"> (a) CSNS CRF5 change of PAM milestone description (b) CSEW CRF116 change of PAM milestone description; and (c) Trinity Square CRF1 change of detailed design and stage gate 4 milestone. <p>It was noted that the Transformation Schemes Programme Board:</p> <ul style="list-style-type: none"> (a) Endorsed Vauxhall ST-PJ417 CRF-3; (b) Fiveways ST-PJ414 CRF-27 (c) Fiveways ST-PJ414 CRF25 <p>HSPB agreed to Graham Nash talking with the LB of Sutton, subject to sign-off separately from Patrick Doig and</p>	

			Ben Plowden. ACTION: Graham Nash to provide an update to Patrick Doig and Ben Plowden by email.	Graham Nash
I 4	Portfolio Management Update	Noted	<p>HSPB noted the:</p> <ul style="list-style-type: none"> (a) 2017/18 Budget Deliverable and PAM Milestones; (b) Public Consultation Activity; (c) Portfolio spend per borough analysis; and (d) Portfolio Risk Register <p>ACTION: Graham Nash to speak with Ed Preedy about Bus Priority Road Modification Plan (borough)</p>	Graham Nash
Delivery Assurance – Approvals				
I 5	Brent Cross SC2969	Endorsed a reduced level of Project and Programme Authority	<p>HSPB noted the paper and:</p> <ul style="list-style-type: none"> (a) Endorsed a reduced level of Project and Programme Authority of [REDACTED] for TfL to support construction of Brent Cross London (Pathway Stages 4-6). This reduced level of authority was granted as the Tempelhof Bridge bus lane contribution was removed – a separate authority paper will be submitted at a later date. This has taken existing programme and project authority of [REDACTED] to a new total of [REDACTED] (b) Noted TfL's staff costs are fully recoverable from the developer, Hammerson Standard Life (HSL); (c) Endorsed approval of delegated authority from the Managing Director to enter into a Section 278 agreement with HSL (in accordance with Standing Orders). <p>ACTION: David Rowe to adjust the total quantum of the table so as to remove the Tempelhof Bridge bus lane element of the authority to reduce the amount of project and programme authority to a total sum of</p>	David Rowe

			Following this, David Rowe and Graham Nash to meet to discuss Tempelhof element and future authority paper to HSPB.	
16	A3 Tolworth Strategic Business Case ST-PJ578C	Noted, Endorsed and Approved	<p>HSPB noted the paper and:</p> <ul style="list-style-type: none"> (a) Endorsed the Strategic Business Case and project gate 1 authority for Tolworth Roundabout; (b) Approved project authority for [REDACTED] spend on further feasibility work on a potential scheme at Tolworth Roundabout. This has taken existing programme and project authority of [REDACTED] to a new total of [REDACTED]; (c) Noted that this feasibility work will be funded from the Growth Pipeline/Growth team Funding; and (d) Noted that further outcome definition work will take place at Hook Junction funded from Growth Pipeline funding. <p>ACTION: Tim Steer and Will Norman to look at the Healthy Streets approach alignment with Planning side in GLA in ensuring the right priorities are taken forward in a joined up way.</p>	Tim Steer / Will Norman
Escalations				
17	Escalations to the Surface Managing Director	Discussed	No issues were raised for escalation.	
Meeting Review and Close				
18	Review of Meeting and AOB	Reviewed	HSPB reviewed the running of the meeting.	

Name of Chair

BEN FLOWDEN

Chair signature

[REDACTED]

Date

8/12/17.

