

Surface Transport Healthy Streets Portfolio Board Minutes

- 7 September 2017

Attendees

Attendees	Ben Plowden (Chair)	Nick Fairholme (item 6 onwards)	Time Steer (item 1-8)
	Justine Curry	Lilli Matson (items 1-7)	Will Norman
	Emma Osborne	Ed Preedy	Tanya Durlen (item 7c)
	Ben Lyon	Timothy Hopkins (item 7c)	Graham Nash
	Nigel Hardy	Julie Lewington	Carl Eddleston (item 8 onwards)
	David Stacey	Will Hardwick	Jonathan Hanes
	Zoe Vidion	David Rowe	Will Bradley (item 8 onwards)
Apologies	Patrick Doig	Gareth Powell	Claire Mann
	Peter Blake	Steve Burton	Michael Bridgeland
	Glynn Barton		

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 10 August 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-5-11 David Rowe advised that relooking at how consents are obtained and this has consequently had an impact on the timing of procurement which has now been put back until the work around consents is complete. Action remains ongoing.</p> <p>HSPB-3-4 Will Norman confirm budget pressures and impacts have been embedded in discussions with the boroughs on a</p>	



			<p>BAU basis. HSPB agreed this action is now closed.</p> <p>HSPB-4-22 Nigel Hardy provided a verbal update on the action, advising that the commentary to action HSPB-4-21 provided the detail on the situation at hand. Will Norman advised that he has a meeting shortly with Hackney Council and asked that Nigel re-provides the Commissioner's letter which clarifies TfL's position.</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 – these have been brought forward due to onward reporting requirements to SBMR and then to the Executive Committee.</p> <p>Lilli Matson advised that she had a number of papers forthcoming to the HSPB and will email the Secretariat separately to schedule – these will cover such things as the Cycling Delivery Strategy and Guidance on Liveable Streets.</p>	
Budget & Business Plan				
4	Finance Update	Noted and Discussed	<p>HSPB noted the finance update provided by David Stacey, who confirmed that we need to find circa [REDACTED] of value engineering savings and over-programming within the current financial year to meet budget. David confirmed that the Programme Boards are looking at risks and opportunities to address this, to identify savings and to make them. An update will be provided to HSPB on this work.</p> <p>ACTION: Periodic updates on action we may need to take to address issues surrounding net spend/run rate to bring it back in line. (On going 2017/18 financial year)</p>	David Stacey / Patrick Doig

5	Business Planning	Noted and Discussed	<p>HSPB noted the Business Planning update provided by Lilli Matson.</p> <p>ACTION: It was noted that [REDACTED] cost pressures is now down to [REDACTED] – Tim Steer would like a breakdown and update around this, in particular as to how this has come about. Lilli/David to provide an update within the next week and ahead of discussions with PIC. Tim Steer also requested that if there are cost pressures above [REDACTED] that these need to be made explicit.</p> <p>ACTION: Emma to confirm to Lilli Matson when Leon is meeting with Simon Kilonback to discuss Surface Finances as part of the Business Planning round.</p>	<p>Lilli Matson / David Stacey</p> <p>Emma Osborne</p>
Portfolio Management Update				
6	Notifications and Escalations from Programme Boards	Noted	<p>HSPB noted the updates from the Programme Boards. No matters were escalated.</p> <p>Strategic Programme Board (SPB) David Rowe confirmed that following discussions at SPB it had been agreed this programme board was no longer required given the structure in place for the projects/programmes made under this area. The HSPB noted the closed of the SPB.</p> <p>Transformation Programme Board (TPB) Nigel Hardy confirmed that the Victoria Terminus Place (ST-PJ501) did not endorse the project to commence consultation in mid-October given the current cost estimate and EFC issues. Nigel advised that there is an option to go out on concept design rather than at feasibility stage and therefore have chosen to take that option. Given this, consultation will take place in 2018 calendar year – timing to be confirmed.</p> <p>Hostile Vehicle Mitigation (HVM) on Westminster Bridge Nigel Hardy advised there is an interim</p>	

		<p>HMV in operation but there is no room to construct the segregated Cycle routes in order to keep the HMV. Currently, thinking is around introducing mandatory cycle lanes onto the inside of bus lanes until we can come up with a permanent arrangement – this could be possible in c.12 months. Nigel confirmed clear communications will be put out, and there will be a clear transition for cyclists into this area to maintain their safety.</p> <p>Questions were raised on cost implications, and Nigel confirmed it's very hard to comment on in advance. Anecdotally, they do tend to be quite costly and thinking will be taking place, including looking at the impact on the bridge deck. ACTION: need to look at timeframes to clarify them – design and implementations. EOS leading on Strategy side of HVM.</p> <p>ACTION: Emma to speak with EOS. Add to a meeting with Will Norman on HVM.</p> <p>Escalation – Old Street Procurement Update Julie Lewington presented the paper and the HSPB noted the update and implications around such things as costing and urban realm.</p> <p>London Councils shadow Healthy Streets Portfolio shadow meetings/board Update provided by Will Norman. Regular meetings following their Chief Executive with Commissioner for Transport every quarter. First one will take place on 29 September and will follow on afterwards on quarterly basis. The meeting will be chaired by Ben Plowden.</p> <p>ACTION: Will Norman to discuss further with Ben Plowden and Lilli Matson. Potentially meeting could take two routes in view of Lilli: (a) their</p>	<p>Nigel Hardy</p> <p>Emma Osborne</p> <p>Will Norman</p>
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			programme management / delivery of their schemes as part of HSPB; or (b) MTS 'talking shops' (Lilli would be involved in). It was agreed this will ultimately involve discussions with Will Spencer as to how they want it to operate?	
7	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 Benefits Dashboard; and (d) Portfolio Risk Register <p>2017/18 Budget Deliverables and PAM Milestones ACTION: Wandsworth Gyrotory Removal – needs to be amended to a red exclamation mark to indicate >90days.</p> <p>Public Consultation Activity David Rowe advised it is our intention to consult on the Rotherhithe to Canary Wharf Crossing in November, subject to discussions with the Mayor/Commissioner changing this current schedule. ACTION: Consultation tracker to be updates to reflect this.</p> <p>Portfolio Benefits Dashboard Tanya Durlen and Timothy Hopkins provided an overview of how the reports are structured and should be interpreted, as the previous cited versions had only shown up to programme level. Tanya also confirmed the frequency of the reports will be on a quarterly basis. ACTION: Forward Planner to be updated to schedule the dashboard on a quarterly basis.</p> <p>ACTION: It was noted the Cycling and Safety outcomes slightly differed to the other performance reports submitted and therefore, going forward these should reference back to the</p>	<p>Ed Preedy</p> <p>David Rowe</p> <p>Ben Lyon</p> <p>Tanya Durlen / Timothy Hopkins</p>

			<p>performance measures which are also reported on a quarterly basis.</p> <p>ACTION: Before and after assessment to be undertaken to assess against the original forecasts and assessments. Carl Eddleston to bring back project assessments to the HSPB in October.</p> <p>Portfolio Risk Register</p> <p>ACTION: Nick Fairholme queried the portfolio risk for 'Resourcing (supply chain and stakeholders)...and externally (boroughs and contractors) are causing timescales to increase. Graham Nash/Ed Preedy to clarify.</p>	<p>Carl Eddleston</p> <p>Graham Nash / Ed Preedy</p>
8	Risk Drawdown	Approved	<p>Graham Nash took the HSPB through the risk down requests and the HSPB approved the risk drawdowns for:</p> <ul style="list-style-type: none"> (a) Walthamstow Gyrotory track possessions (CRF-06); (b) Mini-Holland Enfield parking (CRF-08); (c) RBK bus mitigation (CRF-12); and (d) Mini-Holland Enfield drainage (CRF-14). <p>Graham clarified that none of this risk would be paid this financial year as the three boroughs are absorbing within their budgets and that risk management is being tightened up as it represented the best opportunity for saving against the original [REDACTED] Mini-Hollands budget. He reported that circa [REDACTED] risk has arisen as abortive costs as the result of late notification of significantly reduced budgets for 2017/18.</p>	
Delivery Assurance – Approvals				
9	Cycle Superhighway 6 (CS6) Phase 2 – Construction Authority Request ST-PJ512C	Noted and Endorsed	<p>HSPB endorsed [REDACTED] further project and programme authority for the North-South Cycle Superhighway (CS6) Phase 2 to progress the scheme through Construction and Project Close. This has taken total authority granted from [REDACTED] existing programme and project authority to a total of [REDACTED]</p>	

			<p>Relocation of TDM staff costs still being worked through taken from [REDACTED] budget and there is an acceptance this will have to be categorised as an over-spend. ACTION: Nick Fairholme to discuss with Nigel Hardy, Jonathan Hanes and David Stacey about getting the TDM money.</p> <p>HSPB also noted the scheme will deliver benefits for pedestrians, particularly on the TLRN part of the route so there will be significant improvements for them, including signalised pedestrian cycles.</p> <p>Zoe praised the work of the sponsors in engaging with London Buses colleagues and improving the situation to it.</p>	Nick Fairholme
10	Cycle Superhighway 9 Consultation Update – verbal	Noted	<p>Carl Eddleston provided the consultation update and update on journey time modelling.</p> <p>ACTION: Revisit the wording of the consultation document regarding the bus lane in Hammersmith and discuss with Justine Curry, adding in specific text to cover the mitigations that can be introduced to offset impacts. (Nigel Hardy confirmed work has been ongoing already with colleagues in TfL Legal – Steven Gardiner and Anna Condliffe).</p> <p>Zoe Vidion asked that it be noted whilst there has been good work to reduce the impact on buses with this scheme, when reference is made to only a 30% reduction in bus lanes this needs to be taken in the context that bus lanes only amount to around 5% of London's road network.</p>	Nigel Hardy (Jonathan Hanes)
11	Cycle Superhighway 9 – Concept Design Authority Request ST-PJ549C	Noted and Endorsed	<p>HSPB noted the paper and endorsed additional programme and project authority of [REDACTED] for concept design of CS9 taking the total authority granted from the existing project and</p>	

			<p>programme authority of [REDACTED]</p> <p>HSPB noted there is currently a [REDACTED] funding gap, but agreed this could be addressed by the Business Plan work.</p> <p>ACTION: This need to be kept under review to ensure the funding gap is addressed.</p>	Nigel Hardy
12	<p>Kings Cross and Euston</p> <p>ST-PJ416</p>	Declined	<p>HSPB noted the paper and declined programme and project authority of [REDACTED] for the completion of the feasibility stage of King's Cross and Euston Road under Gate 2 at this current time. HSPB requested that this paper be resubmitted at a suitable later date once a clearer picture have been determined – this currently looks like November.</p> <p>ACTION: Nigel Hardy to provided a list of tasks, and associated cost, which should continue in order to mitigate adverse reputations impact of abruptly stopping work. This lower financial figure will then be recorded in the minutes for ratification at HSPB on 5 October.</p>	Nigel Hardy
13	<p>A312 Junctions (Bull Bridge)</p> <p>ST-PJ570C</p>	Noted and Endorsed	<p>HSPB noted the paper and endorsed [REDACTED] project authority to undertake stage 2 Feasibility (via secured third party funding) take total authority to [REDACTED]</p>	
Strategy/Business Assurance				
14	Operating the Network (Buses and JTR)	Endorsed	HPSB endorsed the contents of the paper to improve bus speeds and journey time reliability.	
15	Value Engineering: Reducing Project Delivery Costs	Noted and Discussed	HSPB noted and discussed the update on the implementation of Value Engineering within Surface Transport, following the proposal endorsed by Surface Board (Strategy) on 11 October 2016. It was noted that Appendix 2 has been updated and provides greater guidance on what is and is not included	

			within the programme of value engineering reviews.	
Escalations				
16	Escalations to the Surface Managing Director	Discussed	No issues were raised for escalation.	
Meeting Review and Close				
17	Review of Meeting and AOB	Reviewed	<p>Attendees provided feedback to the Chair on the running of the meeting.</p> <p>AOB One additional item was raised – Quietways Route 2 (Q2).</p> <p>Q2 Q2 – which runs from Walthamstow to Bloomsbury – was discussed. HSPB agreed (in principle) that Q2 would terminate at Lea Bridge Road because the quality of provision further north is felt to possibly degrade the Quietways brand.</p> <p>ACTION: Details of how this will be implemented to be discussed and agreed at the ST/GLA Walking and Cycling Portfolio meeting on 14 September – Graham Nash to liaise with Mark Griffiths to add this to the agenda. The issues needing to be resolved include: (a) communication with the two boroughs; (b) amendment to/removal of installed signage and markings; (c) status and signage of the route north of Lea Bridge Road; and (d) impact on the launch date. Following discussions, an update is to be provided to the HSPB on 5 October.</p>	Graham Nash

Name of Chair

BEN PLOWDEN

Chair signature



Date

18/10/17

