

MEETING MINUTES

DATE	26 July 2018
SUBJECT	National Holocaust Memorial, Westminster – Meeting with TfL Buses & Coaches
ATTENDEES	██████████, Robert Hall (TfL); ██████████, ██████████, ██████████ (WSP)

TfL met with WSP to discuss the proposals for the National Holocaust Memorial (NHM) in Victoria Tower Gardens and its impact on buses and coaches, in particular stops NA and NB on Millbank.

The consensus was that stop NA is not used by any scheduled bus or coach services: the flag referring to coaches terminating at Vauxhall is no longer up-to-date as National Express no longer follows that service pattern. ██████████ suggested NA might be used by tour buses but the bus stop flag does not cite any tour buses stopping there. WSP's background research concluded that commuter coaches terminate their London-bound journeys at other stops nearby.

We therefore will assume that stop NA is not served by scheduled buses or coaches, but we have noted the circumstances when it may be used by buses on diversion as per previous email correspondence.

With regards to coach drop-off / pick-up facilities, Rob indicated a preference to use the bays on Victoria Embankment, however it was recognised that these are some distance from the NHM and also from the Parliamentary Education Centre (PEC). There had previously been enquiries about a coach drop-off bay near the PEC but these did not progress, and coaches serving the PEC stop on double yellow lines which is Westminster's preference; TfL's position is in preference of dedicated coach bays where possible, but accepted the need for a pragmatic approach and that Westminster may prefer the use of double yellow lines rather than a bay.

Rob's main focus regarding tourist coaches is on where they park, rather than the drop-off or pick-up activities themselves. WSP said that the NHM client will also be in favour of coaches stopping for the shortest time possible, both to enable incoming coaches to be confident of finding a space but also to minimise the risk associated with vehicles stationary alongside the NHM. WSP will in due course include details of a clear coach parking strategy, including instructions for drivers who may be unfamiliar with coach parking in London, as part of the Travel Plan.

██████████ advised WSP to liaise with TfL's design team regarding the Lambeth Bridge North and South scheme – Westminster should be aware of this too. This is a safety scheme relating to cycle safety on Lambeth Bridge, which would involve banning left turns for general traffic (but not buses) from Millbank onto Lambeth Bridge. This may also include creation of a buses-only slip road for this manoeuvre. This scheme may have design implications both for the kerbside proposals on Millbank but also for the NHM design more generally; ██████████ to provide contact details, WSP will follow up for transport and report to wider project team for any other design issues.

Regarding timings, WSP summarised that the NHM peak periods of operation are likely to be between approximately 10am-6pm, and school visits would be expected to leave by around 4pm. This is consistent with Rob's summary of the Natural History Museum (which avails of several coach bays on Exhibition Road plus some double yellow line length), whose peak coach activity times are 10-12 for drop-offs and 3-4pm for pick-ups.

To accommodate coach drop-offs and pick-ups for the NHM, WSP had initially envisaged creating a coach bay on Millbank's eastern kerb with a 20-minute time restriction. Rob would prefer this to be a 'pick up set down only' restriction, which WSP would also support. Along double yellow lines with no loading restrictions in Westminster, coaches are allowed a 10-minute grace period to drop off or pick up – ██████████ understands that the PEC currently operates this way. WSP would prefer a dedicated coach bay to reduce the probability of other vehicles being stationary along the section of kerb earmarked for coaches.

The bus lane on Millbank operates Monday to Friday 7am-7pm. Rob's preference would be for the NHM to be served



by a 30m coach bay with a 'pick up set down only' restriction and only operating between 10am-4pm (WSP would wish this to be seven days a week).

The NHM will also have a modest requirement for servicing which, due to the constrained nature of the site and in order to minimise vehicular activity within the site for security and pedestrian reasons, is preferred to be on-street. For this reason WSP requests that the coach bay also be allocated as a loading bay overnight between 7pm-7am and possibly also 10am-4pm off-peak (TBC following further servicing analysis).

7am-10am and 4pm-7pm are the peak times for TfL bus demand and [REDACTED] therefore requests that the coach bay not be operational during these times. For the NHM the morning peak is not an issue but the PM peak may be, as group visits (not necessarily schools) may depart after 4pm. This will require further consideration, including possibly instructing coaches between 4pm-7pm to pick up along double yellow lines further away from the NHM or at alternative locations.

The bus lane enforcement is the responsibility of Westminster and therefore a traffic order would need to be approved by them to allow daytime servicing vehicles to enter the bus lane in order to stop in any loading bay, shared coach/loading bay or double yellow line arrangement which sits within the bus lane between 7am-7pm Monday to Friday. WSP will progress this discussion with Westminster in due course, once the kerbside proposals have been updated in more detail.

With regard to the amalgamation of stops NA and NB proposed by WSP, given that no scheduled services stop at NA, TfL does not object in principle to the amalgamation but requests that the bus cage be of sufficient length to not only allow buses to swing in (15m) and straighten (12m), but also to allow two buses simultaneously to use the stop. WSP recognises that stop NB is served by routes 3 and 87 whose buses could theoretically arrive simultaneously, however the patronage of the stop is understood to be low. WSP will request BODS data and potentially undertake a video survey of kerbside activity along Millbank (subject to available budget) in order to build an evidence base to request a shorter bus cage for one bus rather than two. WSP will seek to design the kerbside in a way which maximises the bus cage length, including by making use of its proximity to the Horseferry Road roundabout zigzag markings.

WSP recognises that the stops are also used by other TfL routes on diversion, which can occur with moderate frequency due to closures of roads around Victoria / Westminster. WSP will explore the option of the coach bay being allocated as a temporary stop for these buses on diversion. Diversions generally occur at weekends when no school coach visits would be expected, so this approach may allow sufficient space for diverted TfL buses and non-school coaches serving the NHM to share the bay. WSP will analyse this issue further in developing options.

Action summary:

- TfL to provide contacts for data and Lambeth Bridge scheme
- WSP to undertake further analysis
- WSP to develop design options
- WSP to discuss options with Westminster and TfL buses/coaches, aiming to design a layout acceptable to both