

**Clean Air Fund (CAF) Delivery Board Meeting
21 March 2012**

Meeting Minutes

Time of Meeting: 14:30 – 15:30

Location: Elephant & Castle 11GM1, 11th Floor, Palestra, 197 Blackfriars Road, London SE1 8NJ

Attendees:

Keith Gardner	CAF SRO, ST, TfL – Chair	KG
Tom Elworthy	DfT	TE
Elliot Treharne	GLA	ET
Tim Thomas	Senior Project Manager, ST, TfL	TT
Claire Cheriyan	Policy Analysis, Planning, TfL	CC
Nick Blades	Programme Manager, ST, TfL	NB
Tasha Cummins	Marketing & Comms Assistant, TfL	TC
Esther Johnson	Comms & Engagement, Strategy, ST, TfL	EJ
Sylvia Quagraine	Press Office, TfL	SQ
Annabelle Woods	Delivery Planner, ST, TfL	AW
Leena Kataria	Customer Research, TfL	LK

Apologies:

Vicky Morley	Head of Press Desk, TfL	VM
Garrett Emmerson	Chief Operating Officer, Streets, ST, TfL	GE
Lucinda Turner	Head of Sub-Regional Strategy & Policy, Planning, TfL	LT
Daniel Barrett	GLA	DB

	Item / Actions	Owner
1.	Introductions <ul style="list-style-type: none">KG welcomed all to the meeting and introductions were made.	
2.	Agree Agenda & Minutes of last meeting <ul style="list-style-type: none">Minutes from last Delivery Board meeting in February were reviewed and agreed.The actions from the February meeting were reviewed and all actions had been completed.	
3.	Programme & Workstream Progress <p>NB reported on progress made to date in each workstream. Key updates were:</p>	

	<p>Taxi Marshalling</p> <ul style="list-style-type: none"> • Bulk of marshalling finishes at end March. Follow-up data collection being completed. • Targeted marshalling will continue at Victoria, St Pancras and Waterloo until June. • Driver training programme continuing. Good results to date, drivers have achieved a 20% reduction in emissions and fuel savings. • Taxi driver booking rate much lower despite promotion of course featured in taxi trade press publications. <p>No Engine Idling</p> <ul style="list-style-type: none"> • Post-campaign customer research survey commenced w/c 30 January (for 2 weeks) to monitor change in awareness and stated behaviour from pre-campaign. • Post-campaign on-street monitoring of idling ran to same timings. Further round commissioned w/c 19 March. • Freight operator engagement package underway through FORS team (including a driver training course, workshops/toolkit for operator managers and a procurement guide for anti-idling technology). Operator launch event on 17th April at City Hall. • Schools engagement being wrapped up. To be completed by end Mar (report end April). • Distribution of NEI marketing materials (posters/stickers) for internal units undertaken (buses, coaches, Victoria Coach Station, Dial A Ride, FORS, Tube Lines, TPH). Also to supportive stakeholders (boroughs, FTA, PHA, CPT, LTCOA). • 'Switch off engine' reminder included in new London Coach Map. Editorial provided for inclusion in Coach Monthly and CDC News (April). <p>Cleaning and Dust Suppressants</p> <ul style="list-style-type: none"> • Corridor applications of CADS continues. • 15 industrial operators have CMA for self-application on site. • Reuters ran article on CADS (17 February) and included visit to Lewisham and Bexley industrial sites. • Submission entered for Chartered Institute of Highways and Transport Sustainability Award (CIHT) <p>Green Infrastructure</p> <ul style="list-style-type: none"> • Tree and shrub planting programme on TLRN completed – 14 sites, approx. 500 trees plus shrub planting. • Installing interpretation board at Edgware Rd Green Wall. • Green Wall at Mermaid Theatre – planning application with City of London. Pending outcome installation can commence in May. • Draft report due from APRIL Group (Imperial College) on air quality benefits of CAF Green Infrastructure programme at end 	
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	<p>of April.</p> <p>Bus DPFs</p> <ul style="list-style-type: none"> • Durability testing of prototype DPFs continues – no issues reported. • Scania have confirmed they will not honour their engine warranties to vehicles retrofitted with DPFs. HJS (supplier) have agreed to provide engine warranty cover within their cost for supply and fitment of their DPFs. • TfL has placed purchase orders with all 3 operators to enable roll out to commence. • Now confirmed that 120 buses will be fitted with DPFs on 5 routes (7, 10, 49, 148, 205) as part of CAF programme. <p>Business Engagement</p> <ul style="list-style-type: none"> • Electric pool bike trial completed end January. Initial results show bikes used for relatively short journeys along CAF corridors. • Daily Health Bulletin air quality text / e-mail messaging service will be available from April. Businesses are being encouraged to sign up to the bulletins. • Draft DSP reports have been received for: Euston Station, Charing Cross Station, Wellcome Trust, UCL, KPMG and MWB Exchange. Results are being analysed. • Draft DSP reports for Kings Cross Station, St Pancras Station and Boots will be submitted to TfL by the 23rd March 2012. <p>Programme Finance</p> <ul style="list-style-type: none"> • An underspend was reported in period 12, largely attributable to slippage in the bus DPF programme. Committed spend at year end is forecast to be approx £3.25m. A revised forecast for the period to Oct 12 was outlined. The bulk of forecast spend, approximately £1m, being on the bus DPF workstream, plus some further work on No Engine Idling and CADs. <p>End of Programme Reporting (Interim)</p> <ul style="list-style-type: none"> • An early working draft of the end of programme interim report would be discussed at the next board with a view to a full discussion draft being circulated in May. • TE noted he would check with DEFRA regarding the level of input they may require. He also felt it was important that there was a good summary report for wider communications. 	TE
4	<p>No Engine Idling Research</p> <p>Tasha Cummins and Leena Kataria outlined the scope of the No Engine Idling marketing campaign undertaken in January and the customer research undertaken around this period of activity.</p>	

	<p>In summary, the customer research showed:</p> <ul style="list-style-type: none"> • a good level of prompted ad awareness amongst London drivers; • some positive indicators of a change in driver attitudes regarding the importance of not leaving engines unnecessarily idling and the benefits of doing so; and • a small decrease in the claimed incidence of idling amongst London drivers. <p>The range of stakeholder engagement activity around no engine idling was also outlined.</p>	
5.	<p>PM Monitoring</p> <p>CC provided an update on PM monitoring:</p> <p>Episodes</p> <ul style="list-style-type: none"> • An episode is normally defined as more than five monitoring locations having 'moderate' levels (i.e. exceeding the daily mean). • Six episode periods have so far occurred during 2012: <ul style="list-style-type: none"> ○ January 14th – 18th ○ January 31st ○ February 3rd – 13th ○ February 29th ○ March 1st – 3rd ○ March 12th – 15th <p>Status categories (as of 14th February 2012)</p> <p>The different categories are rather close together in their definitions</p> <ul style="list-style-type: none"> • >= 5 days high • >= 3 days mod • >= 2 days = low <p>As of 20th March 2012</p> <ul style="list-style-type: none"> • 40 high sites (28 with 10 or more exceedence days) • 13 moderate sites • 11 low sites 	
6.	<p>AOB</p> <ul style="list-style-type: none"> • ET noted that publication of the MAQS progress report was being deferred until June. • Next CAF Delivery Board is Wed 18th April 14:30 at Palestra. 	