

**Clean Air Fund (CAF) Delivery Board Meeting
18 April 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
Garrett Emmerson	Chief Operating Officer, Streets, ST, TfL	GE
Elliot Treharne	GLA	ET
Daniel Barratt	GLA	
Tim Thomas	Senior Project Manager, ST, TfL	TT
Claire Cheriyan	Policy Analysis, Planning, TfL	CC
Nick Blades	Programme Manager, ST, TfL	NB
Esther Johnson	Comms & Engagement, Strategy, ST, TfL	EJ
Sylvia Quagrain	Press Office, TfL	SQ

Apologies:

Lucinda Turner	Head of Sub-Regional Strategy & Policy, Planning, TfL	LT
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	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 March were reviewed and agreed.The actions from the March meeting were reviewed and all actions had been completed.TE noted that DEFRA would welcome an opportunity to review a draft of the interim end of programme report when available.	
3.	Programme & Workstream Progress Taxi Marshalling <ul style="list-style-type: none">TfL marshalling finished at end March. Targeted marshalling will continue at Victoria, St Pancras and Waterloo until June (starts 1 May).	

	<ul style="list-style-type: none"> • Driver training programme continuing. <p>No Engine Idling</p> <ul style="list-style-type: none"> • Freight operator engagement - toolkit for operator managers launched on 17th April. • Distribution of NEI marketing materials ongoing (posters/stickers). • New London Coach Map incorporating NEI message – launches end April. <p>CADS</p> <ul style="list-style-type: none"> • Corridor applications of CADS continues. • 15 industrial operators have CMA for self-application on site. • Green Hoardings being installed at Crossrail sites <p>Green Infrastructure</p> <ul style="list-style-type: none"> • Tree and shrub planting programme on TLRN completed - final quantities 632 new trees • Green Wall at Mermaid Theatre – planning application with City of London. Still pending decision. • City of London Tree Planting – proposing planting 3 trees (of 9 originally planned) in next planting season <p>Bus DPFs</p> <ul style="list-style-type: none"> • Metroline placed order with HJS to start fitment. <p>Business Engagement</p> <ul style="list-style-type: none"> • Daily Health Bulletin air quality text / e-mail messaging service are available and being distributed to businesses. Further businesses are being encouraged to sign up to the bulletins. • All other work completed. 	
4.	<p>Interim End of Programme Report Update</p> <ul style="list-style-type: none"> • NB outlined the latest position on end of programme evaluation and reporting in relation to each workstream. • Aiming to circulate working draft of an interim report for discussion before next CAF Board in late May • ET noted that GLA was currently planning to attend a discussion with EU regarding air quality in late June and would welcome some CAF information. • Need to move CAF board back due to a diary clash to last week in May. 	
5.	<p>PM Monitoring</p> <p>CC provided an update on PM monitoring:</p> <p>Episodes</p>	

	<p>An additional 9 day episode since mid March from 22nd – 30th March. Summary of the episodes so far in 2012:</p> <ul style="list-style-type: none"> • January 14th – 18th • January 31st • February 3rd – 13th • February 29th • March 1st – 3rd • March 12th – 15th • March 22nd – 30th <p>Status categories (as of 16th April 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 16th April 2012:</p> <ul style="list-style-type: none"> • 1 exceeded site – BT5 Brent - Neasden • 47 high sites (12 with 20 or more exceedence days) • 15 moderate sites • 16 low sites 	
6.	<p>AOB</p> <ul style="list-style-type: none"> • Next CAF Delivery Board is Thu 31st May 15:30 at Palestra. 	