

**Clean Air Fund (CAF) Delivery Board Meeting
31 May 2012**

Meeting Minutes

Time of Meeting: 15:30 – 16:30

Location: London Bridge Room (8GC1), Palestra, 197 Blackfriars Road,
London SE1 8NJ

Attendees:

Keith Gardner	CAF SRO, ST, TfL – Chair	KG
Tom Elworthy	DfT	TE
Sosena Yohannes	DfT	SY
Tim Thomas	Senior Project Manager, ST, TfL	TT
Nick Blades	Programme Manager, ST, TfL	NB
Sylvia Quagraine	Press Office, TfL	SQ

Apologies:

Lucinda Turner	Head of Sub-Regional Strategy & Policy, Planning, TfL	LT
Elliot Treharne	GLA	ET
Daniel Barratt	GLA	
Claire Cheriyan	Policy Analysis, Planning, TfL	CC
Esther Johnson	Comms & Engagement, Strategy, ST, TfL	EJ

	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 April were reviewed and agreed. The actions from the March meeting were reviewed and all actions had been completed. 	
3.	Programme & Workstream Progress <ul style="list-style-type: none"> Marshalling at St Pancras, Waterloo and Victoria continues until July 2012. Ongoing delivery of taxi/PHV smarter driving training. Media/activity booked for September NEI activity. Complete CMA corridor application at end May. Ongoing monitoring of application of CMA at construction and 	

	<p>industrial waste sites.</p> <ul style="list-style-type: none"> • Draft Green Infrastructure evaluation report submitted by Imperial College. • Fitments of bus DPFs ongoing. • Circulated draft Interim CAF End of Programme Report for discussion. 	
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. NB had circulated a working draft of an interim report for discussion. • KG noted that a discussion had been held with ET regarding the draft and some initial comments provided. • This is an interim report with some interim data, analysis and results so clearly considerable further work and analysis needed to finalise the document. • Outstanding monitoring and evaluation due: <ul style="list-style-type: none"> • Final King's work on CADS including final corridor analysis, construction & industrial waste sites (Autumn) • Further NEI activity (Autumn) • There was some discussion around the draft focussed on: <ul style="list-style-type: none"> • changing the order of the chapters • reviewing the language used to make it more user friendly <p>Next Steps</p> <ul style="list-style-type: none"> • Further analysis and drafting required. • Incorporate comments from DfT/GLA and finalise draft interim report by end June. <p>Action: DfT and GLA to provide comments by 22nd June</p> <ul style="list-style-type: none"> • Need to incorporate further monitoring and evaluation in Autumn. • Need to provide DfT with latest financial position in September. • Release final CAF end of programme report in Autumn. 	
5.	<p>PM Monitoring</p> <p>CC was currently absent and no monitoring information was presented.</p>	
6.	<p>AOB</p> <ul style="list-style-type: none"> • Next CAF Delivery Board tbc – Sept 2012. 	