

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP**18 JUNE 2019****ACTIVE TRAVEL PROGRESS UPDATE****JOINT REPORT BY STRATEGY OFFICER (SUSTAINABLE TRANSPORT) AND
CYCLE TRAINING & DEVELOPMENT OFFICER**

This report asks the Partnership to note progress with various Active Travel initiatives including the Regional Active Travel Development Fund, Mode Share Monitoring, Active Travel Grant, Active Travel Audit Development and various activities across the region on cycle training and development.

1 RECOMMENDATIONS

1.1 That the Partnership:

- (i) notes progress in taking forward the Regional Active Travel Development Fund, Mode Share Monitoring, Active Travel Audit Development and Transport Scotland additional Active Travel Grant;
- (ii) notes confirmation of a minimum of £100,000 from Sustrans for 2019/20 Tactran Active Travel Grant; and
- (iii) notes progress on various active travel activities undertaken by the Cycle Training & Development Officer.

2 BACKGROUND

- 2.1 As reported to the Partnership meeting on 18 December 2018, Tactran received a grant offer from Transport Scotland awarding £133,400 for the development of the Regional Walking and Cycling Network on 28 November 2018 (Report RTP/18/44 refers), based on the proposals submitted to Transport Scotland in consultation with the constituent Councils (Report RTP/18/22 refers). At its meeting on 19 March 2019 the Partnership noted that 2020 Consultancy was awarded the commission to carry out feasibility studies between the settlements of Brechin to Montrose, Dunkeld to Blairgowrie and Stirling to Larbert, via Plean as part of the development of the Regional Walking and Cycling Network (report RTP/19/07 refers).
- 2.2 At its meeting on the 18 December 2018 the Partnership was informed that Tactran had secured funding from the Smarter Choices Smarter Places Open Fund to take forward modal share cordon counts in the region (Report RTP/18/44 refers).

- 2.3 At its meeting on 19 March 2019 the Partnership noted the potential award of funding from Transport Scotland to progress sustainable transport projects to be implemented by end of June 2019 and delegated authority to the Director and Treasurer to progress (Report RTP/19/07 refers). At the same meeting noted that Sustrans had provisionally agreed that a minimum of £100,000 would be available for Tactran Active Travel Grant Scheme in 2019/20 and approved draft criteria and guidance.

3 DISCUSSION

Regional Active Travel Development Fund Update

- 3.1 Following a proposal submitted by the RTPs to the Minister for Transport and the Islands, seeking establishment of a Regional Active Travel Development Fund, the RTPs individually and collectively submitted proposals to Transport Scotland for capital bids totalling £1m and £2m across the 7 RTPs. The Partnership will recall that Tactran were successful in the award of £133,400 on the 28 November 2018 to take forward the agreed Regional Walking and Cycling Network priorities.
- 3.2 In consultation with constituent Councils, three sections of the Regional Walking and Cycling Network were identified as a priority for feasibility and design: Brechin to Montrose; Dunkeld to Blairgowrie and Stirling to Plean. Agreement has been made with Sustran over the continuation of the Stirling to Plean route to Forth Valley Royal Hospital and Larbert (Report RTP/18/22 refers).
- 3.3 Following on from a tender exercise carried out through Public Contract Scotland, Tactran has awarded the contract to 2020 Consultancy to take forward the Regional Walking and Cycling Network feasibility and design programme at a cost of £119,285. The contract commenced on 22 March 2019 and is due to be completed by the 28 June 2019. Following initial feasibility and design on the 3 routes, further design, forecasting and monitoring work has been requested that is expected to take the overall budget to around £180,000. Sustran are contributing up to a maximum of £46,600.
- 3.4 The feasibility and design programme has been progressing well with recent consultation exercises taking place across those main settlements involved during the week commencing 27 May 2019. The final report is scheduled to be completed by the end of June 2019.
- 3.5 At its meeting on 19 March 2019 the Partnership were informed that Transport Scotland had asked the RTPs to confirm they will be bidding for a potential allocation to the 2019/20 Regional Active Travel Development Fund totalling £1m across the 7 RTPs. Following consultation with constituent Council officers, Tactran has confirmed a bid for £133,400 will be made to Transport Scotland covering either:

- taking forward the recommendations of the 13 active travel audits we have undertaken at key settlements across Angus, Dundee, Perth & Kinross and Stirling Council areas
 - to help bring forward further key routes within the Tactran Regional Walking and Cycling Network (TRWCN), building upon the 2018/19 design work undertaken on three corridors
- 3.6 The intention is to build a pipeline of regionally significant active travel infrastructure projects that will be implemented in partnership with our Constituent Councils.
- 3.7 At the time of writing this report Tactran is still waiting for a response from Transport Scotland on the 19/20 proposals. An update on Regional Active Travel Development Funds will be provided at the next meeting of the Partnership on 17 September 2019.

Modal Share Monitoring

- 3.8 The Partnership will recall that Tactran was successful with an application to the Smarter Choices Smarter Places Open Fund to carry out Modal Share Cordon Counts across the region (Report RTP/18/44 refers). There are limited existing data sets that can be utilised to measure mode share within the region, therefore the aim of the cordon counts is to help to better understand the modal share across the Tactran region and inform future investment priorities.
- 3.9 The Smarter Choices Smarter Places Open Fund is managed by Paths for All and aims to encourage people to change their behaviours to walk or cycle as part of their everyday short journeys. Tactran has been awarded £20,000 from the Fund with Tactran providing £10,000 and the four constituent Councils providing £10,000 as match funding.
- 3.10 The areas that have been identified to receive a cordon count are Cowie in Stirling, Dundee and Perth city centres with the area in Angus yet to be determined. These have been agreed in consultation with the constituent Councils officers.
- 3.11 Cordon Counts have been carried out in Cowie and Dundee with counts yet to be completed in Perth City and at an agreed site in Angus.
- 3.12 The intention is to collate all the data once complete and provide a summary report. It is proposed that the summary report be shared with the Partnership at the next meeting scheduled for 17 September 2019.

Transport Scotland Additional Active Travel Grant

- 3.13 The Partnership will recall that the Sustainable Transport team within Transport Scotland approached the 7 RTPs on the 25 January 2019 seeking potential projects that could utilise some unallocated funding from their 2018/19 budget (Report RTP/19/07 refers).
- 3.14 In consultation with the constituent Councils a list of potential projects was submitted to Transport Scotland on the 15 February 2019. The projects required assurances that they would be completed by the end of June 2019.
- 3.15 Tactran received a grant offer letter for £233,300 on the 29 March 2019. The funding was identified to help take forward four projects in Dundee totalling £108,300 and for two projects in Perth and Kinross totalling £125,000. It is proposed that the Partnership receives an update on the completed work at the next meeting scheduled for 17 September 2019.

Tactran Active Travel Grant 2019/20

- 3.16 At the Partnership meeting on 19 March 2019 it was reported that Sustrans were currently working on the programme criteria and guidance for the 2019/20 Community Links Programme with the advice being that the aims and objectives will largely be the same as the 2018/19 programme. Sustrans have now refreshed their grant scheme and it has been renamed as Places For Everyone which combines the capital programmes of Community Links, Community Links Plus and Safer Routes To School (Report RTP/19/07 refers).
- 3.17 At its meeting on 19 March 2019 the Partnership agreed that a targeted approach would provide a more focused use of the funds. It was therefore agreed that the first round of applications be targeted initially to the NHS Boards and Higher and Further Education establishments within the region as this reflects the close working partnerships Tactran has with these organisations.
- 3.18 On 31 May 2019 Tactran received confirmation from Sustrans that a minimum of £100,000 is available for the Tactran Active Travel Grant scheme in 2019/20.
- 3.19 Following confirmation of funding award from Sustrans, the Tactran Active Travel Grant guidance and criteria was reviewed and remains largely unchanged from the previous year. The updated guidance and criteria for the 2019/20 ATG forms appendix A to the report.
- 3.20 Tactran officers will also continue to liaise with Sustrans regarding opportunities to increase the level of funding received, reflecting the Scottish Government's Programme for Scotland which continues to be set at £80m per year.

Active Travel Audit Development

- 3.21 The Partnership will recall that the intention to take forward design of Active Travel Audits in Dundee, utilising the services of Dundee City Council's City Engineers was endorsed (Report RTP/18/44 refers).
- 3.22 Dundee City Council, in discussion with Tactran, identified the areas of Lochee and Coldside as a priority. The programme of work will develop outline design options and is scheduled to be completed by end of June 2019.
- 3.23 An award of £59,774 was made to Dundee City Council, comprising £30,000 from 2018/19 Tactran RTS Revenue Budget and a £29,774 contribution from Sustrans.
- 3.24 The developments of the designs continue on programme and Sustrans have been a part of the design discussions. A final report on the design work will be provided at the Partnership meeting on 17 September 2019.

Women's Tour of Scotland 2019

- 3.25 The inaugural Women's Tour of Scotland is scheduled for 9 to 11 August 2019 and passes through the Tactran region with Stage 1 commencing in Dundee and Stage 2 finishing in Perth.

Bikeability

- 3.26 Bikeability Scotland is the national cycle training programme for children in Scotland. More than a quarter-of-a-million children have received Bikeability Scotland training since its launch in 2010. Each year over 37,000 children participate in the scheme across its three levels.
- 3.27 Bikeability Co-ordinators continue to operate in Angus, Dundee, Perth & Kinross and Stirling supported by the Tactran Cycle Training and Development officer. The Bikeability Coordinators are drafting new Support Plus Funding bids for 2019/20 with all four local authorities in Tactran intending to submit bids.
- 3.28 Cycling Scotland are working to strengthen Bikeability Scotland and Tactran's Cycle Training and Development Officer has been assisting with the ongoing processes for the coordinator resources, case studies, Bikeability strategy, national standards focus group and recruitment of Bikeability Scotland tutors. Workshops are scheduled to start in June and July 2019 and Tactran will assist with leading the workshops during this time.
- 3.29 In support of Bikeability Scotland, Cycling Scotland has designed the [Bikeability Scotland Approved Retailer](#) (BSAR) initiative to promote Bikeability. The initiative commences in June 2019 and partner stores, will advise customers on how to make informed choices when buying and maintaining bikes for children. All 23 retailers across the Tactran area have shown an interest in participating.

All Ability & Adult Cycling Opportunities

- 3.30 Project evaluation from Dundee University Institute of Sport and Exercise Adult Cycling Project has been undertaken and consideration is being given to future plans and projects.
- 3.31 A Retailer Host pilot project utilising Essential Cycling Skills has been running since the start of April 2019 and will run until the end of June 2019. There have been 8 retail outlets in the Tactran area with access to equipment, traditional bikes and e-bikes, participating and this will increase to 23 in the next phase from June to November 2019. A further update will be provided at a future Partnership meeting.

Cycle Friendly School

- 3.32 One further school has been awarded Cycle Friendly School award since the Partnership meeting on 19 March 2019. Thirty-one schools hold an active Cycle Friendly School Award, with 4 more schools working toward CFS Award working through an action plan. A further 3 schools have applied to the award and Tactran will be working with them during 2019 to help them achieve the award.

Cycle Friendly Campus

- 3.33 The University of Dundee is the only Cycle Friendly Campus across Tactran. Abertay University, Perth UCI College, Dundee & Angus College (Kingsway Campus, Gardyne Campus and Arbroath Campus) and Stirling University registered in 2017 for the award scheme and continue to work towards completion by late 2019.

Cycle Friendly Employer

- 3.34 There continues to be 35 cycle friendly employers across the region. A further 31 employers have registered and due to be assessed or are currently working towards achieving Cycle Friendly Employer status.

Cycle Friendly Communities

- 3.35 There are four Cycle Friendly Communities across Tactran: Live Active All Ability Cycling Perth, Angus Cycling Hub and FABB Scotland achieving the Silver award and Coupar Angus Cycling Hub achieving the Gold award.

- 3.36 The Cycle Friendly Community Development Fund supports projects which improve cycling facilities and promote cycling for a community, increasing access to bikes and opportunities to cycle. Community groups across Scotland can apply for between £2,500 and £20,000 for projects encouraging and supporting communities to take a leading role in increasing the number of people who cycle locally. The development fund closed on the 31 May 2019. In the Tactran area 6 new communities have shown interest regarding the fund.

Nursery Play on Pedals

- 3.37 Play on Pedals (PoP) is well established across the region. The PoP programme is well received in the region and continues to grow from strength to strength, with over 100 early years staff trained as instructors throughout the region.

4 CONSULTATIONS

- 4.1 This report has been prepared in consultation with Sustrans officers.
- 4.2 The Tactran Community Links Active Travel Grant scheme has been developed in consultation with the Sustainable Travel Liaison Group, Transportation Officers Liaison Group, Public Transport Officers Liaison Group and other appropriate stakeholders.
- 4.3 The Tactran Regional Active Travel Development Fund and Modal Share Cordon Count proposals have been developed in consultation with the constituent Councils officers.

5 RESOURCE IMPLICATIONS

- 5.1 Tactran have been awarded £133,400 for the Regional Active Travel Development Fund for Regional Walking & Cycling Feasibility Study to be completed by end of June 2019. In addition, Sustrans will contribute up to £46,600 towards the cost of the feasibility study.
- 5.2 Tactran has been awarded £20,000 from Paths for All's Smarter Choices Smarter Places Open Fund for Modal Share Monitoring and Tactran has provided £10,000 from the RTS Revenue Budget in 2018/19.
- 5.3 Tactran has been awarded £233,300 Additional Active Travel Grant by Transport Scotland for projects to be completed by end of June 2019.
- 5.4 Sustrans has confirmed a minimum allocation of £100,000 for the Tactran Active Travel Grant scheme in 2019/20.

6 EQUALITIES IMPLICATIONS

- 6.1 This report has been screened for any policy implications in respect of Equality Impact Assessment and no major issues have been identified.

Graeme Brown
Strategy Officer
(Sustainable Transport)

Marianne Scott
Cycle Training & Development Officer

Report prepared by Graeme Brown and Marianne Scott. For further information contact Graeme Brown graemebrown@tactran.gov.uk / telephone 01738 475773 or Marianne Scott email mariannescott@tactran.gov.uk / telephone 01738 475763.

NOTE

The following background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (and not containing confidential or exempt information) were relied on to a material extent in preparing this Report:

Report to Partnership RTP/18/22, Active Travel Progress Update, 26 June 2018

Report to Partnership, RTP/18/44, Active Travel Progress Update, 18 December 2018

Report to Partnership, RTP/19/07, Active Travel Progress Update, 19 March 2019

Tactran Active Travel Grant 2019/20

Essential Information and Scoring Criteria

1. Essential Information

What is the Tactran Active Travel Grant?

The Tactran Active Travel Grant provides capital funding in the financial year 2019/20 to create infrastructure that enables more people that are cycling, walking and wheeling for everyday, utility journeys throughout the region. The grant is based on Sustrans Places for Everyone Programme and applications should address the aims and objectives of the [Tactran Regional Transport Refresh 2015-2036](#) , with particular focus on strategy 5.3 Active Travel.

Who can apply for the Active Travel Grant?

The application process is open to statutory bodies and certain community groups within the Tactran area, including:

- Local Authorities
- National Park Authority
- Health Boards
- Educational establishments
- Community organisations working in partnership with any of the organisations above

Where an application is made on behalf of a wider group of organisations, a single organisation must be nominated as the applicant.

What is eligible for funding from the Active Travel Grant?

The Active Travel Grant can fund a variety of different projects that promote and enhance active travel across the region. However, preference will be given to projects of regional significance that help to deliver Tactran's Regional Transport Strategy Refresh 2015-2036, and in particular strategy 5.3 Active Travel.

- Identification and development of new cycling and walking routes
- Construction of cycling and walking routes, especially 'missing links'
- Enhancements and additions to existing cycling and walking routes
- Improving cycling and pedestrian access and facilities at key destinations
- Cyclist and pedestrian prioritisation

Any project development should take into account the design principles and processes as laid out within the Sustrans [Places for everyone guide](#).

Funding

100% funding is available for feasibility and or the design elements of any applications.

Match funding is a requirement for the construction phase of any applications and preference will be given to those projects with match funding. Grants will normally be a maximum of 50% of any proposal, however, in exceptional circumstances proposals with the applicant providing a reduced proportion of funding may be considered.

The Active Travel Grant **cannot** be used to match-fund applications to Sustrans Scotland's Places for Everyone Funding and vice versa. CWSS funding can be utilised as match for the purposes of the application.

2. Scoring Criteria

Please use the following scoring criteria as guidance when completing your application form to ensure that your application has the best chance of success.

Your application will be assessed under the following themes:

Project outcomes and strategic vision (section 3 of the application form)

Design: Process, Quality and Innovation (section 4 of the application form)

Partnership working and deliverability (section 5 of the application form)

Behaviour change and community engagement (section 6 of the application form)

Monitoring (section 7 of the application form)

Each theme will be given a score out of 4 using the following guidance:

Assessment	Score	Interpretation
Exceeds current best practice	4	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.
Meets current best practice	3	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.
Above average	2	Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.
Meets minimum requirements	1	Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.
Does not meet requirements	0	The project will not provide for people making everyday journeys by walking, cycling, or wheeling

3. Application Process

If you wish to apply, simply email or post your completed application form alongside any supporting documents to the contact details provided at the bottom of this form. Electronic applications are preferred.

All applications should be submitted by the date set out by Tactran and all project work should be completed by 31 March 2020. Tactran aims to offer awards to successful applicants within two months of receiving a completed application form.

Applications are judged on their own merits and on the extent to which they meet the criteria for this grant and the aims of the Tactran Regional Transport Strategy Refresh 2015-2036, in particular strategy 5.3 Active Travel. Your application will be assessed using the scoring criteria (**see Section 2**).

Award of a grant does not preclude further applications in the same or future years by the successful applicant; however in the event of competition for the scheme's resources, previous awards to the applicant will be taken into account as part of the assessment process.

If you are awarded Active Travel Grant funding then you will receive a confirmation email followed by an official award letter and an acceptance form for completion.

4. Project Delivery

Grant payments can be made upfront, on receipt of the completed acceptance form. Once all project work is complete applicants must provide evidence of all expenditure and return any underspend to Tactran.

Successful applicants are responsible for the procurement and installation of all project work.

The Strategy Officer Sustainable Transport will be in regular contact to provide support and successful applicants are required to comply with requests for updates on project delivery.

On completion of the project, all successful applicants must complete a brief project report to include: a summary of the reasoning behind the project and the work completed; desired outcomes of the project; before and after photographs (if applicable); future work related to the project and; any other relevant documentation from the project. A report form will be supplied for completion.

Contact

If you have any questions or would like to discuss a project then please get in touch:

Graeme Brown, Strategy Officer Sustainable Transport
Address: Tactran, Bordeaux House, 31 Kinnoull Street, Perth, PH1 5EN
Tel: 01738 475773
Mobile: 07469 444 063
Email: graembrown@tactran.gov.uk

5. Terms & Conditions

- a) Any local authority or statutory body based in or operating in the Tayside and Central Scotland Partnership area may apply. Where a constituted and incorporated community organisation expresses an interest, an application needs to be coordinated with the relevant statutory body.
- b) Grants cannot be used to enable compliance with the conditions of planning permission or legal agreements.
- c) Applications are particularly welcome from groups working together but a nominated person from an eligible organisation must sign the application form on behalf of a lead organisation accepting the conditions of the grant.
- d) The grant may be used to pay for the pre-construction, construction or post-construction element of a capital active travel project as outlined in the application form, which demonstrates potential benefits to the region by achieving the objectives of this grant scheme.
- e) Applicants must ensure best value where procurement legislation is not applicable. Relevant evidence needs to be kept for a period of seven years.
- f) The application must supply adequate information to justify the scheme. This should include the potential benefit of the scheme and how the actual benefit will be measured.
- g) For construction elements of any application the grant will normally be a maximum of 50% of the cost of the scheme. However, in exceptional circumstances proposals with the applicant providing a reduced proportion of funding may be considered. 100% funding is available for any feasibility and or design elements of the application.
- h) All work must be in line with relevant design guidance including the Scottish Government's *Designing Streets* (2010) and *Cycling by Design* (2010), and Sustrans' *Cycle-friendly design handbook* (2014). Please see Sustrans Places for Everyone Guidance for more information.
- i) This grant is awarded for the specific purposes outlined in your application. Tactran reserves the right to recover some or all of the funding if not used for the purposes intended.
- j) The applicant will be solely responsible for payment to contractors and any overrun of costs - Tactran and its constituent bodies cannot be held responsible for such eventualities.
- k) Grants are not mandatory and will be offered solely at the discretion of Tactran.
- l) A response will normally be given to each application within two months. Applicants should not make financial commitments relating to this grant funding until the offer of a grant is accepted in writing.
- m) Successful applicants will ensure acknowledgement of the Tactran Active Travel Grant is evident in all work relating to the scheme, clearly identifying the funding through the Tactran Active Travel Grant and by stating "funded by Tactran and Sustrans through the Places for Everyone programme".
- n) Tactran may use a successful applicant's scheme to promote the Tactran Active Travel Grant and wider Tactran objectives.
- o) Any data collected can be requested and processed by Sustrans and its affiliated Research & Monitoring Unit.
- p) End of project: A brief final report must be provided once the scheme is implemented.