

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP**27 MARCH 2018****ACTIVE TRAVEL PROGRESS UPDATE****JOINT REPORT BY STRATEGY OFFICER SUSTAINABLE TRANSPORT AND
CYCLE TRAINING & DEVELOPMENT OFFICER**

This report updates the Partnership on progress made in delivering the Tactran Active Travel Grant scheme and Active Travel Audits and outlines proposals for taking forward both. The Partnership is asked to approve the revised 2018/19 Tactran Active Travel Grant guidance and criteria and to note progress on various cycle training and development initiatives.

1 RECOMMENDATIONS**1.1 That the Partnership :-**

- (i) notes the progress in delivering the Tactran Active Travel Grant Scheme and Active Travel Audits, as detailed in the report;
- (ii) notes proposals for taking forward 2018/19 Active Travel Grant scheme in discussion with Sustrans;
- (iii) approves the revised 2018/19 Active Travel Grant Scheme criteria as detailed in Appendix A of the report;
- (iv) notes the intention to develop and design Active Travel infrastructure recommended in the Active Travel Audits and agrees to receive a progress report at a future meeting; and
- (v) notes progress on various active travel activities undertaken by the Cycle Training & Development Officer.

2 BACKGROUND

- 2.1 At its meeting on 8 March 2016 the Partnership approved the 2016/17 Active Travel Grant (ATG) scheme guidance and criteria (RTP/16/08 refers) and the guidance and criteria were continued for the 2017/18 ATG scheme (Report RTP/17/06 refers).
- 2.2 At its meeting on 13 June 2017 it was noted that the Partnership had secured an allocation of at least £100,000 for financial year 2017/18 from the Sustrans Community Links programme to implement the Active Travel Grant scheme (Report RTP/17/15 refers).

- 2.3 At its meeting on 13 September 2016 the Partnership agreed to pursue a programme of Active Travel Audits in key settlements within the region (Report RTP/16/28 refers).
- 2.4 At its meeting on 6 December 2016 the Partnership delegated authority to approve award of a contract for undertaking a programme of Active Travel Audits to the Director and Treasurer (Report/16/35 refers).
- 2.5 At the meeting on 14 March 2017 the Partnership noted the award of a contract to consultants Arup for undertaking an initial programme of key settlement audits, to be completed by 30 June 2017 (Report RTP/17/06 refers).
- 2.6 At its meeting on 12 September 2017 the partnership noted the completion of Phase 1 of the Active Travel Audits Programme and agreed to receive a further report on Phase 2 at a future meeting (Report RTP/17/20 refers).
- 2.7 A further Active Travel update report was received by the Partnership at its meeting on 12 December 2017 (Report RTP/17/34 refers)

3 DISCUSSION

Active Travel Grant (ATG)

- 3.1 The Tactran Active Travel Grant (ATG) scheme has operated through a partnership agreement with Sustrans since 2014/15. The ATG has been designed to reflect and support the Sustrans National Community Links scheme and implementation of the Tactran Regional Transport Strategy Refresh 2015-2036, in particular Strategy 5.3 Active Travel.
- 3.2 In total 27 Active Travel projects have been awarded funding through Tactran's ATG scheme since 2014. This total includes funding of 4 projects in 2017/18 committing a total grant award of £107,462 this financial year, as follows:

Organisation	Project	Grant Allocation
Stirling Council	Stirling Station Gateway	£40,000
Perth and Kinross Countryside Trust	River Tay Way	£15,000
Dundee Council	Riverside Docks	£18,262
Perth and Kinross Council	North Muirton Park	£34,200

- 3.3 Tactran officers have been in discussion with Sustrans regarding continuing the ATG scheme in 2018/19.
- 3.4 Guidance for the National Community Links fund in 2018/19 was published in February 2018 and has some significant new features:

- Walking projects that consider the street user hierarchy, meet the aims of the programme and create a sense of place will be eligible for funding
 - The programme has been split into a design stream and a construction stream
 - Match funding is not required for any activity undertaken in the design stream
 - Match funding pool is open to all local authorities whereby all local authority expenditure on active travel infrastructure can be totalled and used as match funding for Community Links funding
 - Ambitious projects will be incentivised with:
 - Two year funding commitment and
 - Dedicated support from Sustrans for design, communications, or behaviour change
 - Projects tackling dangerous junctions will be prioritised and extra support provided
 - The application process has been streamlined and simplified
- 3.5 Although there are a number of new features in the national guidance, the aims and objectives of the Tactran ATG continues to be for projects that connect communities by providing high quality cycle and walking infrastructure and support the implementation of the Regional Transport Strategy. The ATG scheme will continue to be open to all statutory bodies in the Tactran region, including constituent Councils, National Park Authorities, Health Boards and higher and further educational establishments. Community organisations can also apply but are required to work in partnership with their relevant Council.
- 3.6 Building on the successful partnership with Sustrans, Tactran has secured a minimum allocation of £100,000 for the ATG scheme from Sustrans during the 2018/19 financial year.
- 3.7 Revisions are proposed to the 2018/19 ATG guidance and criteria to reflect changes to the national Community Links criteria. The updated guidance and criteria forms Appendix A to the report.
- 3.8 The key revisions reflect those set out above for the National Community Links fund with the proposed exceptions that there is an ability to apply for design and construction through one application and that it continues to be a one year fund.
- 3.9 The Strategy Officer (Sustainable Transport) will be working closely with Councils and other potential partners to identify and prepare further proposals and bids for the 2018/19 ATG scheme. The call for applications will take place in mid-April 2018 with the intention that applications will be reported for consideration and approval of grant awards by the Partnership at its meeting on 26 June 2018.

- 3.10 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 has doubled the active travel budget for Scotland to £80m per year from 2018/19.
- 3.11 The Partnership is asked to approve the revised Active Travel Grant scheme guidance and scoring criteria as detailed in Appendix A.

Active Travel Audits

- 3.12 A programme of work for Phase 1 of the Active Travel Audits was completed for 8 settlement locations: Arbroath; Forfar; Monifieth; North East Ward, Dundee; Lochee Ward, Dundee; Crieff; Bridgend, Gannochy & Scone; and Braehead, Stirling by June 2017.
- 3.13 Based on the successful completion of Phase 1, and following consultation with constituent Councils, further Active Travel Audits are in the process of being undertaken at the following locations Brechin; Montrose; Coldside, Dundee; Dunkeld Road Corridor, Perth and Cambusbarron/Torbex, Stirling. The work commenced in November 2017 and is due to be completed by June 2018. The contract value for Phases 1 and 2 provides for work to be undertaken up to a total value of £164,000, with Phase 1 expenditure being £83,715. Phase 2 Active Travel Audits expenditure is anticipated to be £80,285 with 50% funding provided by Tactran from within the RTS Revenue budget for Active Travel in 2017/18 and 50% funding provided by Sustrans.
- 3.14 The aims of the Active Travel Audits are to provide:
- Up-to-date information of existing active travel networks to include an account of infrastructure and facilities for walking and cycling within the settlement;
 - Information and map of potential active travel network of the settlement to include an account of recommended infrastructure and facilities needed within the settlement; and
 - A proposal for investment in active travel infrastructure in each settlement, ranked into an action plan, to help guide potential future active travel investment.
- 3.15 It is now intended to develop and design the infrastructure proposals recommended within the Active Travel Audits, before pursuing further settlements and locations to audit.
- 3.16 Initial discussions have taken place between Tactran, Sustrans and constituent Councils regarding undertaking design of the recommended infrastructure identified within the Active Travel Audits utilising funding from the National Community Links fund during 2018/19. The intention is that once designed, a further bid will be made to National Community Links fund either by Tactran or constituent Councils in future years to construct the active travel infrastructure and assist in delivering an active travel network within each location. Sustrans have indicated that they are supportive of this in principle

and further discussions are ongoing regarding how best to take this forward. Progress will be reported to a future Partnership meeting.

Bikeability Support Plus Funding

- 3.17 Bikeability coordinators continue to operate in Angus, Dundee and Perth & Kinross, supported by Tactran. In Stirling the Cycle Training and Development officer continues to provide interim co-ordination and support while Stirling Council recruit a new Bikeability coordinator. There is a continuing increase in Bikeability in both Primary and Secondary schools across all four Local Authority areas.
- 3.18 The percentage of schools completing Level 2 training across the region has risen from 38% in 2015/16 to 42% in 2016/17. The 2016/17 regional figure compares favourably to the national average of 37.7%. The target delivery rate for the current academic session is 60% and all four partner Councils are expected to record significant increases during 2018.

All Ability & Adult Cycling Opportunities

- 3.19 As updated orally at the Partnership meeting on 12 December 2017, Dundee University's Institute of Sport and Exercise completed Phase 1 of Active Living and Seniors cycling project between September and December 2017.
- 3.20 Phase 1 of the Active Living and Seniors cycling project provided Essential Cycling Skills, with all 8 participants completing the course and gaining a new-found confidence to cycle as part of daily active travel. The 8 participants continue to cycle into 2018 and 6 of the participants purchased electric bikes to aid with cycling. The University of Dundee has been measuring the health and wellbeing of the participants to assess the benefits. Project evaluation and case studies are in the process of being collated.
- 3.21 Phase 2 of the Active Living and Seniors cycling project commences on 13 March 2018 with a further 8 participants taking part. In addition, during summer 2018 adult learn to ride sessions will be provided in conjunction with the University of Dundee Active Living and Seniors programme to allow adults to gain access to skills, knowledge, facilities and equipment utilising the Essential Cycle Skills scheme. This will be provided for 20 interested participants.
- 3.22 The longer term aims are to introduce the project into Universities across Scotland who are running similar active living programmes to the University of Dundee and to work with local authority active travel coordinators/hubs to introduce the Essential Cycling Skills across a range of community groups, NHS medical hubs, women's groups, men's sheds/groups, community centres, churches and service centres.

Cycle Friendly School

- 3.23 Participation in the Cycle Friendly School initiative continues to increase. Across the Tactran region 25 schools now hold an active Cycle Friendly School Award, with a further 6 schools working through an action plan and 9 schools considering applying.

Cycle Friendly Campus

- 3.24 The University of Dundee continues to be the only Cycle Friendly Campus in the Tactran region. However, Abertay University, Perth UCI College, Dundee & Angus College, Stirling University and Forth Valley College have all registered in 2017 for the award scheme and are working towards completion by August 2018.

Cycle Friendly Employer

- 3.25 Interest and participation in the Cycle Friendly Employer scheme continues to grow, with 19 employers across the region having achieved Cycle Friendly Employer status and 34 more employers registered and due to be assessed or currently working towards achieving Cycle Friendly Employer status.

Cycle Friendly Communities

- 3.26 As reported to the Partnership at its meeting on 12 September 2017, Cycle Friendly Communities status has been achieved by 3 community-led cycling projects: Coupar Angus Cycling Hub, Angus Cycling Hub and FABB Scotland.
- 3.27 Dundee Disability Sport and Dundee International Women's Centre received funding through the Cycle Friendly Communities fund in 2017/2018 to support the all ability cycling programme and are working toward Cycle Friendly Community status in 2018. In addition, Dundee Community Health Team and Revolution Strathearn are also working toward Cycle Friendly Communities status in 2018.

Nursery Play on Pedals

- 3.28 Play on Pedals continues to increase across the region with all four-local authority early years teams planning and organising training for staff. During the period from April 2017 to March 2018, 82 staff within the Tactran region have been trained in Play on Pedals, with a further 18 staff to be trained by June 2018. The Play on Pedals programme is well received in the region and continues to grow from strength to strength.

Making Cycling Mainstream

- 3.29 Tactran and Cycling Scotland led a successful Making Cycling Mainstream course in 2016 and are currently discussing organising further Making Cycling Mainstream courses in the region, with constituent Councils and other partners. The intention would be, in partnership with Cycling Scotland, to deliver Continuing Professional Development modules on Planning and Design and this may also include module specialisms on Network Planning and Detailed Design.

4 CONSULTATIONS

- 4.1 This report has been prepared in consultation with Sustrans officers who are in agreement with the proposals.
- 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 Active Travel Audits have been developed in consultation with the constituent local authorities and Sustrans and are being managed directly by Tactran. Arup is the consultancy delivering the programme.

5 RESOURCE IMPLICATIONS

- 5.1 An allocation of £100,000 for the Tactran Community Links Active Travel Grant scheme has been supplemented by an additional £7,462 from the 2017/18 Sustrans Community Links programme.
- 5.2 The Active Travel Audit Phase 2 expenditure of up to £80,285 is being funded 50% from the 2017/18 RTS Revenue Programme budget allocation for Active Travel with 50% match funding of up to £40,142 towards this initiative being provided by Sustrans.
- 5.3 As outlined above, award of a further allocation of a minimum of £100,000 Community Links Active Travel Grant funding is anticipated for 2018/19, with further funding opportunities being pursued to take forward active travel infrastructure designs arising from the Active Travel Audits.

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.

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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/16/08, Active Travel Progress Update, 8 March 2016

Report to Partnership RTP/16/28, Active Travel Progress Update, 13 September 2016

Report to Partnership RTP/16/35, Active Travel Progress Update, 6 December 2016

Report to Partnership RTP/17/06, Active Travel Progress Update, 14 March 2017

Report to Partnership RTP/17/15, 2017/18 Active Travel Grant Scheme, 13 June 2017

Report to Partnership RTP/17/20, Active Travel Audits, 12 September 2017

Report to Partnership RTP/17/34, Active Travel Progress Update, 12 December 2017

Tactran Active Travel Grant 2018/19

Guidance

1. Essential Information

What is the Tactran Active Travel Grant?

The Tactran Active Travel Grant provides capital funding in the financial year 2018/19 to create infrastructure that enables more people to cycle and walk for everyday, utility journeys throughout the region. The grant is based on [Sustrans Community Links](#) and applications should address the aims and objectives of the Tactran Regional Transport Strategy 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 Parks
- 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

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.

Applicants may apply for feasibility/design phase or construction phase or both within one application.



The Active Travel Grant **cannot** be used to match-fund applications to Sustrans Scotland's Community Links programme and vice versa.

2. 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 2019. 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 4**).

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.

3. 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
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4. 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. The scoring for the Tactran Active Travel Grant is in line with the Sustrans Community Links Programme.

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
Excellent	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.
Good	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.
Acceptable	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.
Poor	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.
Unacceptable	0	Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

For any theme that scores “0”, more information will be sought or the application will be screened out.

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).
- 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 Community Links 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.