

Access to Stations

Local Sustainable Transport Fund Application



Local Sustainable Transport Fund 15/16 Revenue Application Form

Guidance on the Application Process is available [here](#).



Department
for Transport

Bids should be no more than 20 pages long (excluding supporting letters).

Applicant Information

Local transport authority name(s): Lead authority: Bedford Borough Council

Partner authorities: Buckinghamshire County Council, Cornwall Council, Derbyshire County Council, Swindon Borough Council and Warwickshire County Council.

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SECTION A - Project description and funding profile

A1. Project name: Access to Stations – extension programme

A2. Headline description:

The Access to Stations extension programme is a portfolio of six schemes to address peak-time congestion around key train stations and major employment areas.

The programme will build on the original bid and enable people to travel sustainably and utilise the station improvements through behaviour change activities. New stations and employment areas are included where a potential for modal shift has been identified.

Each scheme will deliver a package bespoke to each local authority's (LA) needs. Activities will include: workplace engagement, household personalised travel planning, an online sustainable travel challenge, station travel planning, feasibility studies and sustainable transport promotion (road shows) at stations.

The extension programme will reduce the proportion of single car occupancy trips and increase the proportion of sustainable travel trips. This will lead to; journey time improvements, carbon emission reduction, better access to jobs and services and ultimately, improved economic performance.

A3. Geographical area: Bedford, Buckinghamshire, Cornwall, Derbyshire, Swindon, and Warwickshire.

A4. Total package cost (£m): £1,000,000

A5. Total DfT revenue funding contribution sought (£m): £1,000,000

A6. Local contribution (£m): £159,411

A7. Equality Analysis

Has any Equality Analysis been undertaken in line with the Equality Duty?

Yes No

A8. Partnership bodies:

Bedford Borough Council is the lead coordinating LA. The partner LAs are Buckinghamshire County Council, Cornwall Council, Derbyshire County Council, Swindon Borough Council and Warwickshire County Council.

Civil Society Organisations: Sustrans – the sustainable transport charity – will manage the programme.

Transport Operators: The programme is supported by the following companies: Chiltern Railways, First Great Western, East Midland Trains, First Capital Connect, London Underground, Network Rail.

Stakeholder groups: The programme has support from local Chambers of Commerce, Business groups, local strategic community organisations and local cycle forums.

Letters of support are included in Appendix D.

A9. Local Enterprise Partnership:

The Access to Stations extension programme supports sustainable transport aims and objectives contained in the following Local Economic Partnership's (LEP) Strategic Economic Plans (SEP):

Bedford Borough Council (scheme 1) - South East Midlands LEP- Draft SEP 'In pursuit of growth': Sustainable transport packages are an important component of the plans for the area, particularly in terms of capitalising upon the opportunities offered by LSTF (Section 3.1)

Buckinghamshire County Council (scheme 2) - Buckinghamshire Thames Valley LEP – Final draft SEP 'Enhancing Buckinghamshire's connectivity': delivery plan includes improving connectivity between railway stations and major settlements, encouraging modal shift and supporting an increase in active travel. These priorities will be captured in a Sustainable Transport Plan (Section 1 p7, Section 5 p 32, Section 6 p 86).

Cornwall Council (scheme 3) – Cornwall and Isles of Scilly LEP – Draft SEP 'C&IoS Strategic Economic Plan': transport infrastructure plans include enabling and promoting sustainable transport options (p38). Specific programmes of investment to be targeted at relieving bottlenecks on the A30 and A38 (p38).

Derbyshire County Council (scheme 4) - D2N2 LEP– First draft SEP 'D2N2: The UK's Most Inspirational Postcode': key programmes include; improving access to major employment sites in larger towns through walking, cycling and bus networks (p 29). The infrastructure strategy prioritises delivering mode shift on key corridors and to serve major employment sites, improving local accessibility, and connecting town centres and railway stations (p35).

Swindon Borough Council (scheme 5) - Swindon and Wiltshire LEP – No SEP draft available: discussions with the LEP highlight that connectivity is a key driver of innovation and growth. The SEP notes that Swindon experiences a number of significant transport barriers including capacity issues across the highway network, unattractive public transport journey times and a declining number of work trips by walking and cycling.

Warwickshire County Council (scheme 6) - Coventry and Warwickshire LEP – Draft SEP 'Local Growth Deal Strategic Economic Plan: Working Draft': strategic connectivity improvements which include sustainable transport are a priority focus. The Trans 9 'Sustainable Transport Package' Project will focus on cycling and targeted smarter choices interventions. These are seen as an ideal and cost effective solution to deliver increased and better sustainable transport networks, and improve access to local employment areas, retail centres and key economic development sites (4.2.1.3, p66).

SECTION B – The Business Case

You may find the following DfT tools helpful in preparing your business case:

- [Transport Business Case](#)
- [Behavioural Insights Toolkit](#)
- [Logic Mapping Hints and Tips](#)

B1. The Scheme - Summary

Addressing peak time congestion caused by car-dependency

Peak time congestion around stations and major employment areas is impacting negatively on economic performance. The extension programme will support existing employment and generate growth in each scheme’s local economy. It will achieve two key outcomes: a reduction in the proportion of single occupancy car journeys and an increase in the proportion of sustainable travel. The extension’s aims and objectives are aligned to those of the LSTF:

Aims	Objectives
<p>Encourage a shift for journeys to/from stations to more sustainable means and to increase rail patronage overall.</p> <p>Support the local economy by tackling congestion and improving journey time reliability.</p> <p>Reduce carbon emissions and improve air quality by reducing car journeys.</p> <p>Promotion of the health and safety benefits of active travel.</p> <p>Promote social inclusion by enhancing accessibility to workplaces and services.</p>	<p>Increase awareness of sustainable transport options and their benefits.</p> <p>Provide local residents and employees with personalised information about their sustainable travel options.</p> <p>Offer training and support to individuals, to enable increased use of sustainable modes, and decreased single occupancy car travel.</p>

Six schemes (delivered by 10 FTE officers), centred around 15 stations will each deliver one or more of the following work-strands to reduce car-dependency:

Workplace engagement

The officers will use a successful five-step process to approach employers, sign-up employers to the scheme, discover their needs through stakeholder engagement, and devise a delivery programme bespoke to their travel and business needs. Activities and events will be monitored throughout to demonstrate their effectiveness.

Access to Stations officers will work closely with staff responsible for internal communication in each workplace, to promote the range of local sustainable transport initiatives available to their employees. Activities and events will take into account shift patterns, working hours and break times. They will be held in a variety of locations: foyers/communal areas, canteens, staff rooms, meeting rooms, directly at an employee’s desk or outside in the warmer months.



Employers will be able to choose from a menu of over 50 events and activities to encourage behaviour change. These include: recruiting and training Travel Champions, car share cafés, public transport promotion events, road shows, rail travel discount offers, led walks/cycle rides, bike buddying, bike breakfasts, Dr Bike and workshops e.g. ‘Winterise your bike’.

Online sustainable travel Challenge



The officers will use Sustrans' web-based Challenge - an interactive employee competition - to generate a buzz about sustainable travel in workplaces. The Challenge will be tailored to each scheme and will allow individuals, groups or entire companies to compete for fantastic prizes. They will each log their walking, cycling, rail, bus or car-share journeys online or through a smartphone app. Miles travelled, carbon reduction, calories burned and money saved will be displayed through a real-time dashboard. The smartphone app uses GPS to track journeys, generating heat maps showing where individuals have travelled most frequently through the Challenge.

Household Personalised Travel Planning (PTP)

Household PTP is a proven technique that will deliver measurable and sustained reductions in car use. Households within 5 kilometres of stations will be targeted. Motivational interview techniques will be used to address subjective barriers to greater use of sustainable travel. For example, misperceptions of journey time and length. Following a conversation on the door-step with a travel advisor, households will be offered free tailored information and support, enabling them to walk, cycle and use public transport more often.



Scheme details – LA bespoke activities

Each LA partner has based their specific measures on careful assessment of local transport patterns. Each location has been identified as possessing the potential to achieve significant impact. In each scheme the following will be delivered:

Bedford Borough Council (scheme 1) - 2 FTE officers (1 officer, 1 coordinator)

- Bedford Midland and St John Stations
- Workplace engagement with employers including, Highways Agency, Bedford Hospital, Bedford Borough Council
- Two online sustainable travel challenges
- Sustainable travel promotional road shows at stations.

Buckinghamshire County Council (scheme 2) - 2 FTE officers

- Workplace engagement at key large employers/trip generators in Aylesbury and High Wycombe, including: the Council, Aylesbury Vale District Council, Lloyds, ESRI, Stoke Mandeville Hospital, Wycombe District Council, Johnson & Johnson, Wycombe Hospital, Eden shopping centre, and Bucks New University
- Station travel planning at High Wycombe and Aylesbury rail stations
- Promotional events at existing Access to Stations locations: Amersham, Beaconsfield, Gerrards Cross and Haddenham and Thame Parkway
- Travel information packs for housing developments and estate agents
- Online sustainable travel challenge.

Cornwall Council (scheme 3) - 2 FTE officers (1 workplace/ 1 PTP)

- Workplace engagement at key large employers/trip generators in Truro e.g. Royal Cornwall Hospital, Cornwall Council, retailers in Truro, Newham Business Improvement District (Truro City), and Threemilestone Business Park
- Online sustainable travel challenge
- Household PTP to 5,000 households in Camborne or Redruth
- Explore and promote connections between the extension and capital growth deal projects prioritised for delivery from March 2016
- Access to Stations staff will work closely with staff working on Access to Education (Devon County Council's extension bid) to encourage staff and students of Truro

College and Falmouth University to travel sustainably.

Derbyshire County Council (scheme 4) - 1 FTE officer

- Workplace engagement at key large employers/trip generators in Chesterfield e.g. Borough council, Chesterfield College, royal NHS Trust hospital, Derbyshire Community NHS Trust, URS and B&Q Chesterfield
- Station travel plan at Chesterfield Station
- Feasibility study to link residents of Chesterfield's deprived areas with cycle access/facilities to the Peak District National Park
- Explore and promote connections between the extension and the £20m Chesterfield town centre package of capital works to increase sustainable travel.

Swindon Borough Council (scheme 5) - 2 FTE officers

- Workplace engagement with Swindon's 'big 8' employers and others: Zurich, Nationwide, Network Rail, First Great Western, Research Councils, National Trust, Swindon Borough Council, Arval, Thames Water and Royal Mail. So far in Access to Stations First Great Western, Network Rail, Nationwide, Research Councils, Openwork and Thames Water have been targeted
- Sustainable travel awareness raising events and activities at Swindon station
- Online sustainable travel challenge
- Develop and raise awareness of an "Eastern Flyer" along Route 45 between the railway station/town centre and residential areas in south-east Swindon.

Warwickshire County Council (scheme 6) - 1 FTE officer

- Workplace engagement in Warwick and Leamington at key large employers/trip generators including, Jaguar Land Rover, Aston Martin Lagonda, Warwick District Council, Warwickshire County Council, Stoneleigh Park, National Grid, South Warwickshire Foundation Trust
- Sustainable travel marketing campaign including literature for Pedal and Ride Events at all stations across Warwickshire, in collaboration with their communications team
- Road show events at a suburban location within easy access of Leamington Spa or Warwick station
- Online sustainable travel challenge
- Explore and promote connections between the extension scheme and the £2.5 million capital works (four routes to/from Leamington and key destinations such as employment areas e.g. Gaydon)
- Other activities include: Led bike rides – British Cycling Sky rides and My PTP.

B2. The Strategic Case

Rationale for continued investment in Access to Stations

All six LA's economy and transport networks are affected by peak time congestion. The extension will enable people to make sustainable choices by raising awareness of the improvements created by the original bid, and providing information and activities to change travel behaviour. Some schemes will be centred on new stations and employment areas not covered by the original bid, where we have identified a clear potential for behaviour change.

All schemes are aligned to each area's SEP, the LA's strategic context, the Door-to-Door strategy (by focusing on end-to-end journeys to and from key rail stations) and Local Transport Plans. Each scheme is tailored to population needs, current behaviours and attitudes in each scheme area.

Monitoring plans (question C1) will demonstrate the extension's success. A key outcome will be a reduction in the proportion of single occupancy car journeys and an increase in the proportion travelling sustainably (rail, bus, cycle and walking). The direct impact of this is aligned to LSTF objectives: reduced congestion, improved journey predictability, reduced

emissions, easier access to employment services, in addition to wider social, health and economic benefits.

If the programme is not delivered, the level of ambition and commitment to a long-term vision for behaviour change will not be realised. Without investment from DfT, peak-time congestion in each area will continue to grow and planned home construction and regeneration in the vicinity of the participating stations will exacerbate the situation. Letters of support from key local stakeholders are included (Appendix D).

Scheme contribution to the local economy and impact on transport

Each package of measures (detailed in B1) will contribute to the local economy and positively impact on transport and economic challenges in each scheme area.

Bedford Borough Council (scheme 1)

The Bedford scheme will address peak time congestion and access to employment through a workplace engagement programme, including the recruitment of workplace champions, an online travel challenge and promotional road shows at stations. This extension builds on the pedestrian and cycle infrastructure improvements to the station, funded through the Access to Stations and Cycle Safety Fund grants. In addition, workplace events in Bedford have enabled people to address their travel behaviour.

Bedford has a population of 159,000, which is expected to grow to 183,000 by 2031. 10,500 houses are planned within 4km of the railway station by 2021.

Bedford Midland station is heavily used by a large volume of people who commute to London: one million journeys each year are made by car. There is significant potential for modal shift as a large proportion of the population live within 5 kilometres of the station. Significant congestion occurs at particular hotspots as many of Bedford's major employers are located within 2.6 kilometres of the town centre. Much of the town centre area

is within a designated Air Quality Management Area suggesting there is the potential for public health issues. Access to business parks and industrial estates is an issue in some locations outside the town centre, particularly where shift patterns are not tied into public transport services. The Thameslink project aims to increase train capacity by 50% and the electrification of the Midland Mainline and East West Rail will exacerbate peak time congestion.

The activities are linked to Bedford's longer term aims to support business growth, for both existing employers and potential businesses moving into the area. The LA is committed to helping businesses overcome everyday operational issues, including access to their sites and peak time congestion. The activities will help employees to travel sustainably into and around Bedford. They have the potential to deliver economic growth and a healthier population which are key aims of the Sustainable Community Strategy 2009 - 2021.

Buckinghamshire County Council (scheme 2)

The Buckinghamshire scheme will promote access to employment, training and services to address peak time congestion in Aylesbury and High Wycombe.

It will build on the original bid through continued promotion of sustainable transport at Amersham, Beaconsfield, Gerrards Cross and Haddenham and Thame Parkway Stations. The scheme will engage large employers to achieve maximum modal shift.

40% of local employers report recruitment difficulties and cite transport barriers as a major factor, which a behaviour change scheme at workplaces will address.

There is great potential in each town to achieve modal shift to sustainable transport modes. For example, there are strong bus and rail links in both towns, and in Aylesbury (a cycle demonstration town) there is a substantial traffic-free cycle network. However, the LA has the second lowest proportion of residents living and working within its boundaries of any LA area in the UK; over 60,000 people travel to work outside

Buckinghamshire every day which is why we are continuing station events at original

Access to Stations funded train stations.

Buckinghamshire already produces more carbon emissions per person than the South East LA average. Car trips in the LA are expected to grow by almost 30% in the next 15 years which will increase congestion and emissions. Improved journey times on the Birmingham-Marylebone railway line are anticipated, which will result in passenger increases of over 15%. This, in combination with on-going and planned housing growth in Aylesbury (e.g. Berryfields, Buckingham Park) and High Wycombe (e.g. Dawes Hill, Kingshill Grange), will exacerbate congestion and emissions unless addressed.

The scheme activities are linked to long-term wider economic, transport and health aims and ambitions in various local strategies, including LTP3, Sustainable Community Strategies, Health and Wellbeing Strategy and the Physical Activity Strategy.

Cornwall Council (scheme 3)

The Cornwall scheme will no longer focus on Hayle and St Erth Station as a significant potential for modal shift has been identified elsewhere.

The scheme will include two approaches: a workplace engagement programme with some of Cornwall's largest employers in Truro, and a household PTP programme (with 5,000 households) in Camborne or Redruth.

Only 31% of people live and work in Truro, resulting in high levels of in-commuting. The majority of Truro's residents travel to work by car (51%). Sustainable transport use is much less: walking (24%), Cycling (2%), Bus (5%), and rail (1%). In particular the A390 Highertown corridor, sections of the A30 and links around Camborne, Pool and Redruth are highly congested and reaching capacity. Pressure on these routes is further aggravated over the summer months by the large number of seasonal visitors.

The scheme activities are linked to long-term wider aims and ambitions in various local

strategies, including Connecting Cornwall LTP3 2011-2030, which sets out the vision for a 'green peninsula' that is economically prosperous. Connecting Cornwall is a key building block of both Future Cornwall 2010-2030 and the Core Strategy of the Local Development Framework. The scheme will provide the behaviour change activities necessary to complement the £4.6m planned capital works as part of the growth deal projects.

Derbyshire County Council (scheme 4)

The Derbyshire scheme will address peak-time congestion in Chesterfield - the largest town in the county. The scheme will include: a workplace engagement programme with large employers and key trip generators, the creation of a station travel plan and a feasibility study.

Chesterfield is a major centre of employment with over 48,000 people living and working in the borough and 20,000 inbound commuters every day. Travelling to work by car is 10% higher than the national average. The road layout around the station exacerbates congestion at peak hours and there is a significant accident record (75 accidents within 500 metres of the station since 2008). A traffic-free walking and cycling route from the station into the town centre will be implemented in 2014/15; this will reduce accident rates, reduce severance and ease congestion. The behaviour change measures above will make beneficiaries aware of the infrastructure

improvements.

A number of Chesterfield's radial road routes suffer from delays of over 2 minutes 30 seconds compared to a delay of 0 to 25 seconds for the majority of the network. This congestion results in diminished economic attractiveness; limiting access to employment and employers choose to locate elsewhere. Planned regeneration on disused land near to the station is crucial for economic growth, but it will be a significant trip generator and will only exacerbate congestion if travel behaviour is not addressed.

The scheme activities are linked to long-term wider aims and ambitions in various local strategies, including the Council Plan pledge of a Derbyshire that works: a strong economy, well-connected communities, and a skilled and confident workforce. The scheme will provide the behaviour change activities necessary to complement the D2N2 application of £20m for capital works including new routes, signage, and station forecourt improvements.

Swindon Borough Council (scheme 5)

This Swindon scheme will tackle peak time congestion through three activities: workplace engagement, sustainable travel promotional events and the development of the 'Eastern flyer route'. Through the original bid, travel behaviour advice has been provided at the station and workplaces - initial results are promising in terms of behaviour change. Recent improvements to the station forecourt, environment and cycle infrastructure have made it easier to walk, cycle and use public transport.

There is significant potential for change towards more sustainable modes. The majority of Swindon's housing and employment sites fall within 4 kilometres of the station, and 50.7% of residents drive to work.

By 2026, Swindon's population is set to grow by over 35%. This includes 25,000 extra houses and an additional 52.5 hectares of employment land. This growth will lead to an estimated 45% increase in peak-time traffic by 2026. This growth will have a major impact on the transport network and is dependent on a significant shift to sustainable modes.

Swindon's economic success is based on its

connectivity to a wide area, particularly London and the Thames Valley. A significant increase in rail patronage is predicted (20%) following the electrification of the Great Western main line. Roads approaching the station are over capacity and there is significant private car traffic to the large station car park. For example, the journey time from Milford Street to Aylesbury Street (in front of the station) rises to 5 minutes in the evening peak compared to 1 minute 28 seconds in off-peak.

The 2015/16 scheme activities are linked to long-term wider aims and ambitions in various local strategies, including the actions and challenges in relation to the predicted growth in the Draft Local plan (Policy TR1 Sustainable transport networks – page 97), and the 2011 – 2026 LTP3 (page 205 onwards paragraphs 8.97 to 8.118).

Warwickshire County Council (scheme 6)

This Warwickshire scheme will tackle peak time congestion to reduce barriers to economic growth in Leamington Spa and Warwick through workplace engagement with large employers, as well as British Cycling Skyrides.

Through the current Access to Stations project, rail travel has been publicised alongside sustainable modes and it has made Leamington Spa and Warwick station pedestrian and cycle friendly. In addition EV charging points have been installed at Warwick Parkway Station.

By 2031, Warwickshire's population is expected to grow by 31.6%. In addition planned job growth and regeneration (both residential and business) will place further demands on an already congested travel network around key stations. The network is reaching capacity: 'peak-spreading' is occurring as people change their travel times to avoid congestion. This congestion impacts on local business with 46.7% of business in Coventry and Warwick citing congestion as a significant problem. The estimated cost of this morning peak congestion is £260 per hour when compared to off-peak travel. This cost is

likely to be higher in the afternoon peak. In-commuting is crucial to economic growth; Warwick district is ranked 54th out of 369 of all LA districts in the UK in terms of GVA, largely due to the high levels of in-commuting.

The scheme activities are linked to long-term wider aims and ambitions in various local strategies, including the five transport goals set out in the Warwickshire LTP3: tackling climate change, supporting economic growth, promoting equality of opportunity, contributing to better safety, security and health, and improving quality of life. Congestion is currently restricting economic growth, which will influence the long-term viability of the local economy, unless a sustained shift to sustainable modes of transport is achieved.

Access to stations delivery to date

Capital improvements are helping change people's travel behaviour by enhancing station accessibility. These include:

- key cycle route improvements around Bedford and cycle parking has made station access easier for cyclists
- Brompton dock installed at Swindon station
- improved forecourt and bus interchange at Leamington Spa
- a shared used path connecting Hayle station to the National Cycle Network.

In 2014/15 more infrastructure improvements will take place throughout Buckinghamshire, Bedford, Leamington, Warwick, Swindon, Hayle and Chesterfield to improve journeys. In Swindon, a workplace travel advice project has proved successful when compared with similar interactions at stations only.

Meeting the objects of LSTF

The Access to Stations programme extension meets the objectives of LSTF by focusing on areas with congestion problems, caused by car journeys to and from train stations. This congestion is hampering economic growth, causing problems for local businesses and services by reducing reliability and predictability of journey times.

The programme will provide wider social and economic benefits. Increases in levels of active and sustainable travel will allow those who don't own a car to easily access work and other local services. Lower transport costs can have a significant impact on the location of labour markets.

A reduction in the proportion of single occupancy car use will result in reduced carbon emissions and noise pollution by bringing about an increase in the proportion of journeys made by sustainable modes such as rail, bus, walking and cycling.

Access to Stations will improve safety by reducing single occupancy car use, promoting usage of newly improved routes around stations and by promoting relevant road safety campaigns.

Access to Stations will improve health by promoting walking and cycling – two of the easiest ways for people to achieve recommended levels of physical activity. Physical activity helps to prevent a number of non-communicable diseases, improves wellbeing and improves sickness absence and productivity in the workplace.

B3. The Economic Case- value for money

The value for money of the Access to Stations extension programme was estimated by assessing the economic value of decongestion, reduced carbon emissions and improved health through increased physical activity.

Summary of benefits

Based on our estimations, the expected impact of the programme includes:

- £6.8 million in decongestion benefits over 10 years
- £1.1 million in health benefits over 10 years
- 3,235 tonnes reduction in carbon emissions over 10 years
- 244,840 additional walking trips per year
- 341,917 additional cycle trips per year
- 0.6 million fewer car trips to/from



the stations per year

A scenario that sees a 1% growth in passenger numbers following the programme implementation would add an extra £1.7 million of benefit over 10 years from the replacement of end to end car journeys.

The benefit-cost ratio of the extension programme is 8.2:1. This is based on the economic benefits of the programme arising from mode change in journeys to and from stations summarised in Table 2, and an appraisal period of 10 years.

Methodology

To make this assessment, the following tools and guidance, recognised and recommended by the Department for Transport (DfT), have been applied:

1. decongestion benefits using standard methods recommended by DfT – Tag Unit A5.4 of the WebTag framework
2. Local Authority Basic Carbon Tool
3. World Health Organisation’s Health Economic Assessment Tool (HEAT).

The following key assumptions were made when estimating the benefits of this programme:

- for stations that do not have their own data on rail passenger transport modal share in accessing the station, it is assumed that the modal share follows the distribution presented in the NRTS Overview Report¹
- for stations that will only include schemes focused on workplaces, only the commuters² were considered as potential beneficiaries of the schemes; all other stations considered the total number of people arriving and leaving the station as beneficiaries³
- 28.5% of station users live within 2 kilometres of the station, and 68.3% live within 5 kilometres of the station⁴
- 47% of rail passengers who drive to the station would like to use an alternative mode⁵
- those who have expressed a desire to use an alternative mode and who live within two kilometres of the station will switch to walking following the implementation of this scheme
- those who have expressed a desire to use an alternative mode and who live within five kilometres of the station will switch to cycling following the implementation of this scheme
- average car occupancy of 1.6 people per car²
- there are 220 days in a year in which passengers travel to the station
- all stations users are adults
- the anticipated decrease in car trips is entirely accounted for by the anticipated increases in walking and cycling trips.

It is assumed that the benefits will decay at a rate of 10% per year after the end of the programme.

Journeys to and from stations

There are currently an estimated 2.8 million car trips made annually between home and railway stations across all the stations and users targeted in this proposal. This is around 20% of the total journeys made between home and the railway station. The anticipated benefits were calculated based on the expected reduction in car trips following the implementation of the programme. The tables below summarise the benefits of the Access to Stations programme.

Table 1 Summary of non-monetised benefits

¹ National Rail Travel Survey - Overview Report, Department for Transport in association with Transport Scotland, December 2010

² National Travel Survey 2012

³ Office of Rail Regulation – Station Usage Estimates 2011-2012 (<http://orr.gov.uk/statistics/published-stats/station-usage-estimates>)

⁴ Sustrans/PTEG 2011 Cycling in the city regions

⁵ Survey undertaken as part of the National Rail Station Improvement Programme

	1 st year benefit	TOTAL 10 years benefit	Average annual benefit
Additional walking trips	375,913	2,448,402	244,840
Additional cycling trips	524,959	3,419,171	341,917
Decrease in number of car trips	900,872	5,867,573	586,757
Decrease in number of car kilometres	3,127,193	20,368,080	2,036,808
Decrease in carbon emissions (tonnes)	497	3,235	323

Table 2 Summary of monetary value of estimated benefits

	1 st year benefit	TOTAL 10 years benefit	Average annual benefit
Decongestion	£ 1,181,917	£ 6,821,533	£ 682,153
Reduced carbon emissions	£ 30,481	£ 175,925	£ 17,592
Improved health	£ 188,975	£ 1,090,687	£ 109,069

End-to-end journeys

There will be an increase in rail passengers due to more people choosing to travel by train rather than car for longer distance trips. This will generate significant economic and environmental benefits. Mapping each station with potential commuting destinations and considering only those trips that are less than 40 km, the average trip distance is 23.4 km. If one return journey was daily replaced by rail then it would save over 10,000 car km per year.

For each 1% increase in rail passengers as a result of the programme, there is an increase of almost 140,000 rail passengers and, considering the assumption that 28.5% of those passengers would walk to the station and 39.8% would cycle, it is possible to quantify the benefits of this scenario, presented in tables 3 and 4.

Table 3 Summary of estimated non-monetised benefits of replacing end-to-end car journeys per 1% increase in station users

	1 st year benefit	TOTAL 10 years benefit	Average annual benefit
Additional walking trips	39,870	259,683	25,968
Additional cycling trips	55,678	362,646	36,265
Decrease in number of car trips	89,567	583,368	58,337
Decrease in number of car kilometres	2,095,864	13,650,811	1,365,081
Decrease in carbon emissions (tonnes)	55	356	36

Table 4 Summary of monetary value of estimated benefits of replacing end-to-end car journeys per 1% increase in station users

	1 st year benefit	TOTAL 10 years benefit	Average annual benefit
Decongestion	£ 271,398	£ 1,566,394	£ 156,639
Reduced carbon emissions	£ 3,357	£ 19,377	£ 1,938
Improved health	£ 12,136	£ 70,044	£ 7,004

B4. The Financial Case – Project Costs

Please complete the following tables. Figures should be entered in £000s (i.e. £10,000 = 10).

Table A: Funding profile (Nominal terms)

£000s	2015-16	2016-17	2017-18	2018 - 19	2019 - 20	2020 - 21	Total
DfT funding sought	1,000	0	0	0	0	0	1,000

Local Authority contribution	159.41	0	0	0	0	0	159.41
Third Party contribution including LGF	0	0	0	0	0	0	0
TOTAL	1,159	0	0	0	0	0	1,159

Notes:

- 1) Department for Transport funding must not go beyond 2015-16 financial year.
- 2) Bids that clearly identify a local contribution (local authority and/or third party) towards the project costs will be favoured. Ideally the local contribution should be at least 10% of the DfT revenue funding sought for revenue projects and 30% for capital and revenue schemes.

B5. Management Case - Delivery

Bedford, Sustrans and the partner authorities are already working together on the current Access to Stations programme in each of the six scheme areas. The relationships and local knowledge required to manage each scheme to the indicated timescales are already in place, ensuring that the extension programme is realistic and deliverable.

Detailed output milestones (Gantt chart appendix A) will be agreed with all partners at inception (to be signed off by the steering group in 14/15). The key milestones are:

- all 11 officers in post and trained by May 2015
- business engagement and sign-up by May 2015
- marketing and promotion from April to May 2015
- delivery of Activities and events from May 2015 – March 2016
- quarterly reporting in June 2015, September 2015, December 2015
- evaluation and monitoring throughout from April 2015 to March 2016
- final report in March 2016.

In 14/15, the partners will carry out the following to ensure that each scheme is ready to deliver from April 2015:

- pre-extension conversations between lead partner and Sustrans
- needs assessment and planning with workplaces where Access to Stations staff exist
- review and collate sustainable travel resources
- establish monitoring framework and plans for each scheme
- commence recruitment where applicable
- stakeholder mapping and MoUs agreed.

Contingency measures and mitigation of issues that are likely to affect delivery and scheme implementation are detailed in the Risk Register (Appendix C).

b) Where relevant, if delivery of the project is dependent on land acquisition, please include a letter from the respective land owner(s) to demonstrate that arrangements are in place in order to secure the land to enable the authority to meet its construction milestones. **N/A**

c) Where relevant, please provide summary details of your construction milestones (at least one but no more than 5 or 6) between start and completion of works: **N/A**

Table C: Construction milestones

	Estimated Date
Start of works	N/A
Opening date	N/A
Completion of works (if different)	N/A

B6. Management Case – Statutory Powers and Consents

- a) Please list separately each power / consents etc obtained, details of date acquired, challenge period (if applicable) and date of expiry of powers and conditions attached to them. Any key dates should be referenced in your project plan. **N/A**
- b) Please list separately any outstanding statutory powers / consents etc, including the timetable for obtaining them. **N/A**

B7. Management Case – Governance

Bedford, Sustrans and the LA partners will utilise an established governance structure to manage the extension programme in 15/16. An organogram, updated from the current Access to Stations programme is included (Appendix B).

Implementation of the package of measures in 15/16 will be managed as follows:

- Bedford is the lead authority, and will be responsible for submitting reports to DfT and claiming all LSTF funding from DfT
- Sustrans will be responsible for all day-to-day project management, quality assurance, ensuring delivery of stated outputs and outcomes, providing advice, monitoring and evaluation
- both Bedford and Sustrans will play a role in sharing good practice and learning across all partners.

Bedford and Sustrans have a long and successful delivery partnership, and both have a strong track record of delivering both infrastructure and smarter choices programmes to time and budget. Sustrans has extensive experience of project management, including through Links to Schools and lottery programmes such as Connect2, the National Cycle Network and the Active Travel Consortium.

Each local partner will be responsible for delivering the scheme in their own area. They will be provided with a tailored support offered by Sustrans with support from Bedford, to ensure appropriate quality standards and web-based tools and resources for each scheme.

Existing staff will be retained (5 FTE) and where relevant new staff (6 FTE) will be recruited. Officers will be employed and managed by Sustrans, but will be based in local authority offices, where they will report to relevant colleagues.

Bedford will continue to chair a high level steering group, which includes representatives from Sustrans and each of the other LA partners. This group will continue to meet quarterly to review progress, and importantly to identify opportunities for sharing information and good practice.

B8. Management Case - Risk Management

The key risks are included in a risk register (Appendix C). This is a working document and will continue to be regularly updated to reflect the main current risks of Access to Stations delivery.

B9. Management Case - Stakeholder Management

- a) Please provide a summary of your strategy for managing stakeholders, with details of the key stakeholders together with a brief analysis of their influences and interests.

Stakeholder management methods are already in place to ensure accountability, a streamlined delivery process and clear communication between stakeholders. The extension programme will build on this and continue to work with existing stakeholders as well as new stakeholders e.g. large employers. All stakeholders will be mapped to ensure the programme reflects and meets their influence and interests. Existing Memorandum of Understanding (MoUs) will be updated and renewed to reflect the aims, objectives of the extension programme and the stakeholder's roles and responsibilities. New MoUs will be drawn up where relevant.

Stakeholders will be required to contribute to quarterly reporting and steering group meetings. A quarterly newsletter will be produced and sent out to all partners and stakeholders.

Details of each key stakeholder and their interests are outlined below:

Large employers (or groups representing employers): and their employees are the main beneficiaries of the extension programme. Their interests are reducing sickness absence, improving employee wellbeing, productivity improvements and an accessible labour market.

Transport operators: provide a key service for those commuting to work. Their interests are improving journey predictability and increasing rail/bus patronage.

LEPS: have a strategic influence across a region and are potential investors in sustainable transport activity and infrastructure. Their interests are improving the economic performance of their region and ensuring that transport links allow access to jobs and services.

Local Public Health and/or community health teams: influence commissioning in each LA. Their interests are improved performance against public health outcomes including: increasing physical activity, reducing obesity levels, improving self-reported wellbeing, improving air quality, reducing noise pollution, and reducing road traffic accidents.

Local cycling groups, forums and campaigners: represent the views of everyday cycle commuters. Their interests are promoting, encouraging and supporting cycling as a means of transport and recreation, and encouraging the consideration of the needs of cyclists in transport planning and management.

Letters of support from the above groups are included in Appendix D.

b) Can the scheme be considered as controversial in any way?

Yes No

If yes, please provide a brief summary (in no more than 100 words) **N/A**

c) Have there been any external campaigns either supporting or opposing the scheme?

Yes No

If yes, please provide a brief summary (in no more than 100 words) **N/A**

B10. The Commercial Case

Access to stations – viability

Bedford, Sustrans and the LA partners are able to mobilise and begin delivery at the start of the funding period. In April 15/16, the partnership will have been operational for two years and the necessary delivery, communication and procurement mechanisms are in place.

Compliance with procurement law and state aid

All goods, works or services purchased through the project will follow the rules outlined in each local authority partner's contract procedure rules. All contracts entered into will comply with:

- all relevant national law and EU procurement law
- all relevant EU procurement rules and guidance
- the relevant Local Authority financial regulations
- the relevant Local Authority constitution
- the relevant Local Authority policy framework and budget procedures.

All contracts over the EU Thresholds will be advertised in the Official Journal of the European Union (OJEU).

The extension proposal will be state aid compliant. Activities and events are developed to be open access for public benefit. The project will not adversely distort trade between member states of the European Union. Confirmation can be provided to the DfT if required.

SECTION C – Monitoring, Evaluation and Benefits Realisation

C1. Monitoring and Evaluation

In accordance with DfT's Monitoring and Evaluation Strategy, Bedford and Sustrans will work with DfT to monitor and evaluate performance against the objectives detailed in question B1. The existing monitoring and evaluation framework will be reviewed and updated in line with this extension proposal. Monitoring arrangements for the extension will be split into three elements and include:

- **Workplaces:** Workplace travel survey – baseline and follow-up
- **Household PTP:** Your Journey survey – baseline and follow-up
- **Stations:** Rail passenger records and surveys at each station, station access surveys, Cycle parking counts.

Sustrans Research and Monitoring Unit (RMU) will manage the monitoring and evaluation. They will develop the programme's monitoring evaluation framework and individual monitoring plans for each scheme. Reporting to DfT will occur quarterly. Key reporting, monitoring and evaluation milestones are included in the Gantt chart (appendix A).

SECTION D - Declarations

D1. Senior Responsible Owner Declaration

As Senior Responsible Owner for Access to Stations I hereby submit this request for approval to DfT on behalf of Bedford Borough Council and confirm that I have the necessary authority to do so.

I confirm that Bedford Borough Council will have all the necessary statutory powers in place to ensure the planned timescales in the application can be realised.

Name: Stewart Briggs

Position:

Executive Director of Environment and Sustainable Communities, Bedford Borough Council

Signed:



D2. Section 151 Officer Declaration

As Section 151 Officer for Bedford Borough Council I declare that the scheme cost estimates quoted in this bid are accurate to the best of my knowledge and that Bedford Borough Council

- has allocated sufficient budget to deliver this scheme on the basis of its proposed funding contribution;
- accepts responsibility for meeting any costs over and above the DfT contribution requested, including potential cost overruns and the underwriting of any funding contributions expected from third parties;
- accepts responsibility for meeting any ongoing revenue and capital requirements in relation to the scheme;
- accepts that no further increase in DfT funding will be considered beyond the maximum contribution requested and that no DfT funding will be provided after 2015/16;
- confirms that the authority has the necessary governance / assurance arrangements in place and the authority can provide, if required, evidence of a stakeholder analysis and communications plan in place.

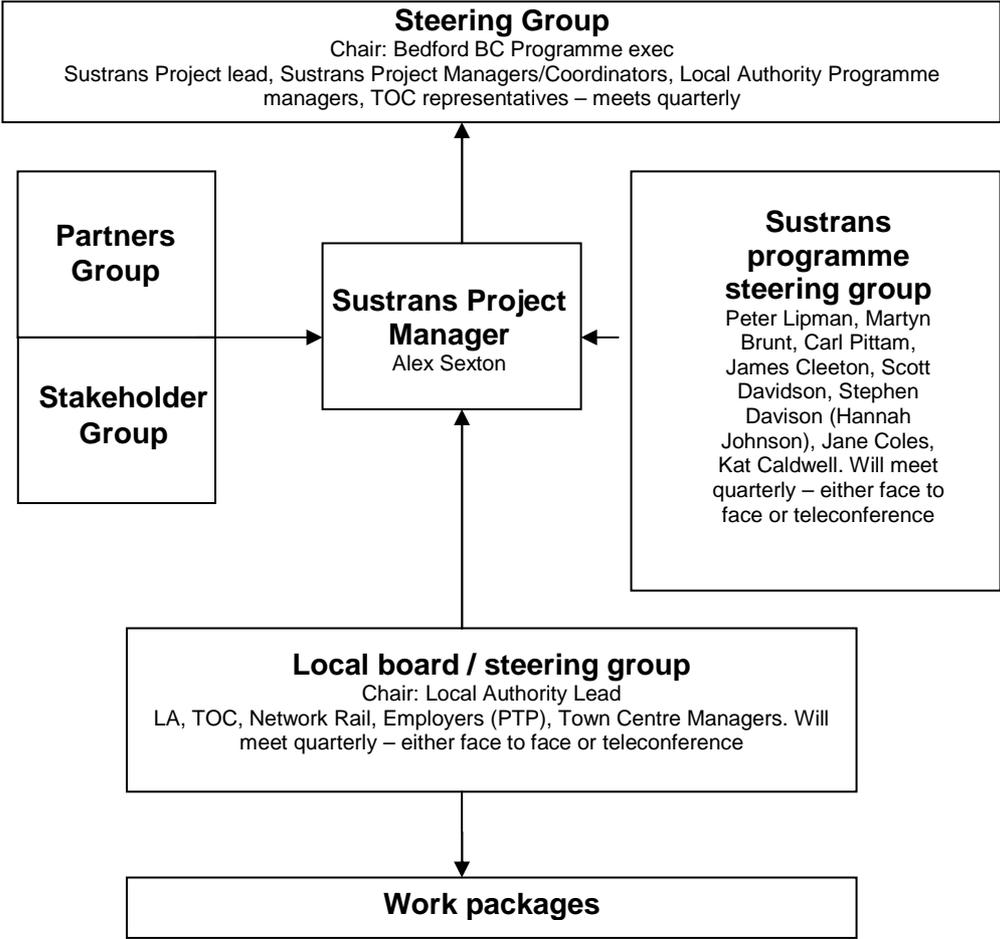
Name: Trevor Roff, Director of Finance & Corporate Services

Signed:



**This is only required from the lead authority in joint bids*

Appendix B: Organogram



Appendix C: Risk Register

	Key Risks Identified	Risk Owner	Exposure to Inherent Risks		Comments on nature and potential outcome of risk	Measures in place to be implemented to manage risk
			Probability	Impact		
1	Local contributions are not secured	Partner local authorities	Low	High	Contributions are not realised, delay in delivery means funding is not released.	Key stakeholders will be involved in governance and delivery. Project management structures and reporting already in place.
2	Costs significantly increase	Sustrans Local Partners	Low	High	Unforeseen cost increases could affect delivery of the project.	Sustrans and local partners have developed a detailed project budget, based on significant project management and delivery experience. Review progress against the budget quarterly and make any adjustments.
3	Underspend	Sustrans Bedford BC	Med	High	Unforeseen underspend could affect delivery of project.	See above mitigation.
4	Outcomes not met	Sustrans	Low	High	Programme activities do not increase sustainable travel for everyday trips.	Sustrans and local partners have developed a detailed project budget, based on significant project management and delivery experience. Review progress against the budget quarterly and make any adjustments.
5	Turnover of Programme / project staff	Sustrans Local Partners	Low	High	Lack of continuity in the programme manager and project manager roles could affect the success of the project.	Recruitment and training will emphasise the importance of continuity. Contingencies in place to ensure quick recruitment. Reporting cycle to identify any staff changes. Clear handover between staff if changes occur.

6	Programme drift	Sustrans Local Partners	Med	High	The programme timescales slip putting pressure on grant claim and delivery deadlines for reports.	Maintain close working relationships with local authorities to ensure progress is regularly reported and grant claims made on time. Act quickly to identify and mitigate any issues as they arise.
7	Damage/loss/theft of equipment and personal safety	Sustrans	Low	Med	Lack of continuity in the programme could affect the success of the project.	Staff to work in pairs/safe public environment to ensure oversight of materials and personal safety.
8	Cost of rail travel increases / engineering work impacts on convenience of travel routes.	Sustrans Local Partners TOCs	Med	Med	Cost of, and disruption to, travel by train or bike. Reduce ability to impact on user experience within the stations.	Coordination group to consider in planning, monitoring, delivery and evaluation of the project.
9	Failure to engage key workplaces or a low household contact rate	Sustrans Local Partners	Low	Med	Key employers/sufficient household numbers are not engaged, impacting on stated outcomes.	Sustrans has significant experience of engaging a range of businesses. Use proven processes, expert advisory staff and in-house training programme to obtain sign up from organisations.