



## Access Fund for Sustainable Travel Revenue Competition - Application Form

Bids should be no more than 30 pages long (excluding the cover page, S151 officer signature page, and any supporting documents listed as exempt in the [guidance document](#)).

### **Applicant Information**

**Local transport authority name(s):**

Rutland County Council District Council (RCC)

**Bid Manager Name and position:**

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**Website address for published bid:**

[www.rutland.gov.uk/pdf/travel4rutland+%project%bid.pdf](http://www.rutland.gov.uk/pdf/travel4rutland+%project%bid.pdf)

*When authorities submit a bid for funding to the Department, as part of the Government's commitment to greater openness in the public sector under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, they must also publish a version excluding any commercially sensitive information on their own website within two working days of submitting the final bid to the Department. The Department reserves the right to deem the business case as non-compliant if this is not adhered to.*

## **SECTION A - Project description and funding profile**

**A1. Project name:** Travel4Rutland+

### **A2. Headline description:**

Travel4Rutland+ will improve access to employment and increase levels of physical activity through a package of measures that build on existing infrastructure and facilities. Access to employment measures include expansion of Wheels 2 Work, business travel planning, improved carshare scheme, and cycle training for young people and adults. To increase physical activity, primary schools will have opportunities for scooter training and participation in Modeshift Stars, supported by a bi-recycle scheme. Connectivity is important to accessibility. Feasibility work will assess practical steps to link parts of Oakham disrupted by level crossings and to develop the county's cycle network.

### **A3. Type of bid**

a) This bid is:

**Revenue only**, and I confirm we have made provisions for a minimum additional 10% matched contribution

**Revenue & Capital**, and I confirm we have sourced the capital funding locally and have made provisions for a minimum additional 10% matched contribution.

b) If your bid is reliant on capital funding, please select one of the following options:

**Reliant on new bid to Local Growth Fund.** This bid is reliant on capital funding from the Local Growth Fund and work cannot progress if LGF funding is not secured. (If so, please indicate the page number(s) in the Strategic Economic Plan that corresponds with the relevant capital investment(s):

**Contains Local Growth Fund contribution, but not reliant on it.** This bid contains a local contribution from the Local Growth Fund, but the work can still progress as planned if LGF funding is not secured.

**Does not contain any Local Growth Fund contribution.** The local contributions in this bid have been secured from sources other than a new bid to the Local Growth Fund, and there are therefore no relevant links to the LGF.

**A4. Total package cost:** £392,687

**A5. Total DfT revenue funding contribution sought:** £353,418

**A6. Local contribution:** £39,269

The Council has an Invest to Save earmarked fund with a current balance of in excess of £400k which is available for projects of this type. Provisionally, funding has been set aside from this reserve.

#### **A7. Equality Analysis**

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

Yes       No

#### **A8. Partnership bodies:**

Relationships with our delivery partners have already been established, with all partners able to mobilise in April 2017 if the project is successful. Support from our delivery partners is shown in Appendix A. Delivery partners have been outlined below.

**Wheels 2 Work, Melton Borough Council**, will help us to deliver project element one: Enhancement of existing Wheels 2 Work scheme. They will will administer the scheme extension on our behalf and oversee the issuing and maintenance of all vehicles.

**Modeshift** – to enable us to deliver element three: Modeshift STARS and Scooter Training, we will sign up to Modeshift STARS as an administrator.

**HMP Stocken** will be involved in delivery of project element four: recycle bike scheme (bi-recycle). They will be responsible for undertaking repairs to old or unwanted bikes that are donated as part of the scheme.

**An external publisher** will produce the maps and online mapping system required under element five: Cycle route maps.

**External consultancies**, will undertake the feasibility studies outlined in project element six.

## **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. Project Summary**

Rutland has a successful track record in the development and provision of sustainable transport initiatives. As a small authority, it is close to its communities and can focus its efforts on understanding and meeting particular needs, and has developed good relationships with partner organisations to help deliver effective measures. For example, with LSTF and other funding, the County Council has developed its network of cycle routes. Wheels 2 Work has been in operation for 10 years, Bikeability training is undertaken in every primary school, a new bus interchange was recently opened in Oakham, and, through prudent financial management, the County Council has maintained its funding for supported bus services and retained a stable network.

Travel4Rutland+ builds on these foundations, seeking to strengthen and broaden tried and tested measures. Therefore, the project is low risk and deliverable. Having undertaken a travel needs survey amongst all residents of Rutland earlier this year (which achieved a 20% response rate), as part of the DfT-funded Total Transport project, we are confident that the measures put forward reflect the needs and priorities of our communities.

As a largely rural county, accessibility and connectivity are important issues for communities. Whilst this means that the car is an important mode of travel, the County Council has been mindful over the years to ensure a balance of provision, offering every opportunity for more sustainable travel options.

This bid for Travel4Rutland+ has three main objectives:

- Improving access to employment
- Increasing levels of physical activity
- Enhancing connectivity

Based on experience, feedback from partner organisations and stakeholders, and the results of our Countywide travel survey<sup>1</sup>, a long list of potential measures was formulated. Each of these have been appraised against various criteria (such as their viability and potential to meet the objectives of the grant, their fit with the Council's strategic aims and objectives and wider Government policy (such as the Cycling and Walking Investment Strategy) in order to prioritise and determine which should be included in the bid.

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<sup>1</sup> Rutland Travel Survey: At present the results are not in the public domain, but when they are they will be published here; [http://www.rutland.gov.uk/transport\\_and\\_streets/rutland\\_travel\\_survey.aspx](http://www.rutland.gov.uk/transport_and_streets/rutland_travel_survey.aspx)

The Travel4Rutland+ project consists of a package of 6 cohesive measures, which between them support the achievement of the three main objectives listed above.

### **Objective 1: Improve access to employment**

#### **Element One: Enhancement of existing Wheels 2 Work scheme**

**Aim:** To overcome transport barriers for more residents, enabling them to travel independently and participate in employment, education or training, and introduce new vehicle options.

**Existing position:** Our existing Wheels 2 Work scheme provides 10 petrol mopeds (50cc) and scooters (125cc) that are available for loan by Rutland young people under 25 to help them secure work, education or training opportunities. These are well utilised and there is little capacity to assist more people. The scheme is not currently promoted to those over 25.

#### **Proposal:**

The Wheels 2 Work scheme will be expanded in four ways:

- Addition of 2 further 125cc scooters to provide extra capacity
- Inclusion of 3 pedal and 5 electric bicycles to provide more flexibility in responding to transport needs
- Introduction of 3 electric cars to respond to the needs of people needing to travel further, or to share the journey with others
- Promotion of scheme to over 25s and amongst local businesses

**Funding:** This will be used to purchase the scooters, electric bicycles and pedal cycles; to lease the electric cars through our existing delivery partner that provides the Council's fleet of pool cars; and to cover the administration, insurance, servicing and maintenance costs. The additional resources will be managed by the existing Wheels 2 Work scheme administrator, through which compulsory basic training will be provided to scooter users. The Council's own cycle trainers will provide training to those using bicycles, if this is required. Grant money will also fund promotional activities and materials.

#### **Outcomes:**

- Provide new travel options for an additional 78 Rutland residents over the grant period.
- Increase the proportion of Wheels 2 Work users aged 25 or over by 15%.
- Deliver support and advice to at least 10 local businesses struggling to recruit employees due to lack of transport provisions.

**Post grant sustainability:** We anticipate that at the end of the 3 year grant period that if any of the electric bicycles need to be replaced that we would be able to utilise some of the rental charges acquired over the three years to purchase new ones. Additional maintenance and administration fees would also be covered through part of the rental charges.

Over the project period we will monitor the impact and use of the electric cars, to determine their future role within Wheels 2 Work. If the loan charge income is insufficient to meet the lease costs, we will investigate sponsorship of the vehicles by employers, or the potential use of the vehicles to provide a Car Club facility, open either to certain groups, or all residents.

### **Element Two: Sustainable travel to work**

**Aim:** To encourage car sharing for work and provide travel planning advice to businesses, employees and job applicants to improve access to employment and encourage more sustainable travel behaviours.

**Existing position:** The County Council already operates a car sharing system for its own staff. The scheme has proved successful to date and 36 car share groups currently exist. One other Rutland business currently utilises the website; our intention is to open the system up to all Rutland businesses.

#### **Proposal:**

- Develop the car share website and make it available to all businesses within Rutland.
- Work in partnership with local businesses to help them produce up to date travel plans and identify sustainable travel options for their employees and job applicants.
- Delivering sustainable travel road shows at businesses within Rutland – promoting the car share scheme and providing targeted travel planning to employees.

**Funding:** Grant money will support the development and improvement of the car share website, provide resources to work with businesses on travel plans and travel advice and assistance, and to provide promotional materials to support the initiative.

#### **Outcomes:**

- Run sustainable travel road shows and provide advice to at least 20 local businesses over the life of the grant.
- Provide individual travel planning and assistance for 100 employees working in Rutland.
- Provide the opportunity for all Rutland businesses to join the car share scheme and get at least 10 businesses to formally become members over the life of the project.

**Post grant sustainability:** There would be no additional fees going forward other than those incurred through printing of additional leaflets.

### **Objective 2: Increasing levels of physical activity**

#### **Element Three: Modeshift STARS and Scooter Training**

**Aim:** To encourage more active forms of travel to school.

**Existing position:** Primary schools are very supportive of the various initiatives already in place to encourage active travel. All 17 primary schools participate in Bikeability training and a couple have trialled scooter training as a way of promoting a fun, active mode of travel. This proved so popular that these schools would like it to be offered every year, and other schools have shown an interest.

Currently, none of the primary schools actively participate in Modeshift STARS, the national schools awards scheme established to recognise schools that have demonstrated excellence in supporting cycling, walking and other forms of sustainable travel.

**Proposal:**

It is intended to:

- Join Modeshift STARS as an administrator and promote and actively encourage all 17 of our primary schools to take part in the initiative.
- Offer scooter training, supported by professional activity packs, to all primary schools in the County.

**Funding:** Funding will be used to cover the administration membership fees over the three year grant period.

Funding will also be used to provide any additional resources felt necessary to support schools participating in the Modeshift scheme, as well as the production of a professional, A4 activity booklet and incentives (such as hi-visibility snap bands).

Promotion of Modeshift STARS would be delivered by existing staff. Some additional resource would be needed to deliver scooter training.

**Objectives:**

- Participation by at least 10 of our 17 primary schools in Modeshift STARS – retained for the duration of the Access Fund grant period.
- 100% of participating schools achieving Bronze accreditation by the end of the grant period.
- 50% of participating schools achieving Silver accreditation by the end of the grant period.
- 20% of participating schools achieving Gold accreditation by the end of the grant period.
- 100% of schools participating, producing an up to date school travel plan.
- Participation by at least 12 of our 17 primary schools in scooter training by the end of the grant period.

**Post grant sustainability:** *Future operational costs of both Modeshift STARS and the Scooter Training will be minimal and will be funded through our Road Safety Budget.*

## **Element Four: Recycled bike scheme (bi-recycle)**

**Aim:** To provide low cost recycled bikes to Rutland residents, gift recycled bikes to young people and children in order for them to participate in Bikeability training and encourage cycling and active travel generally.

**Existing situation:** Inmates at HMP Stocken in Rutland have been repairing old bicycles, sourced from our civic amenity sites, for a number of years. Once repaired, these bicycles are gifted to charities to sell. Through the scheme, inmates gain valuable skills.

Working with schools in respect of Bikeability training, we are aware that some children are unable to participate because they do not have a bike.

### **Proposal:**

- Run a campaign across Rutland, encouraging residents to donate old or unwanted bikes for reuse.
- Donated bikes to be repaired by inmates at Stocken Prison.
- Repaired children's bikes will be gifted to children from disadvantaged families, enabling them to participate in Bikeability training
- Adult bikes would be sold at low cost to Rutland residents.
- Recycled bicycles would also be offered to the Wheels 2 Work scheme
- Through the scheme we would also make available a cycle helmet, hi-visibility garment, lights and, if required, cycle training.

**Funding:** Funding will be used to promote the scheme, run campaigns and to encourage the donation of old or damaged bikes. Funding will also be used to cover the cost of parts required to repair the bikes, and for protective clothing and accessories. There will also be the need to provide some storage for old bikes being received for recycling.

### **Outcomes:**

- One main promotional campaign per year undertaken to encourage bike donations, with on-going promotion of the scheme.
- Repair and restore at least 25 bicycles each year over the life of the grant period.
- 10 pupils per year provided with a bike in order to participate in Bikeability training.
- Training provided where requested.

**Post grant sustainability:** We would look to charge a small, set fee for all adult bikes sold. Fees gained could then be used to pay for future bicycle repairs.

## **Element Five: Cycle route maps**

**Aim:** To showcase the County's cycle routes.

**Existing position:** Rutland is a great place for cycling - its quiet lanes and dedicated cycleways, coupled with opportunities for cycling around Rutland Water, make it ideal. However, the County Council currently only has one leaflet identifying

cycle routes within its area. This is not up-to-date and doesn't show the more recent route additions.

### **Proposal:**

We intend to produce:

- An interactive on-line map detailing all cycle ways and pleasant cycle routes within the county
- a Rutland Cycle Route Guide, consisting of a small brochure or wallet containing 11 leisure cycle route maps for the county. These maps will also highlight key points of interest along the routes.

### **Funding:**

Funding will be utilised to hire a designer to produce and host an online, interactive cycle route map of the County. The funding would also be used to design and print the Rutland Cycle Route Guide.

### **Outcomes:**

- Launch an interactive online map that showcases our existing cycle routes – launch to be within the first year.
- Within the first year of the project, produce the Rutland Cycle Route Guide that provides a wallet containing cycle route maps for up to 11 routes within the County.
- Distribute the Rutland Cycle Leisure Guides across key tourist and information sites in the County.

**Post grant sustainability:** On-going hosting fees are minimal and would be funded with existing Council funds.

## **Objective 3: Enhancing connectivity**

### **Element Six: Feasibility studies**

**Aim:** To identify and assess the options to improve connectivity specifically in Oakham, mitigating the impact of increased closure times of the level crossings due to more freight train movements and facilitating housing and business growth. Also, to undertake a study to take a strategic view of cycle routes in the county, identifying gaps in the network and opportunities for further development and improvement – including new cycle routes. This element would enhance Rutland's credentials as a cycle-friendly county.

**Existing situation:** There are two level crossings within Oakham. In the future, the length of time that the barriers are down will increase, as freight train movements increase. This will impact on the movement of pedestrians, cyclists, bus services, as well as traffic, reducing connectivity and accessibility within the town. There is a need to assess options to overcome these issues and maintain good access.

Over the years, Rutland has gradually developed and enhanced its cycle route network. However, there have been calls for further development and there are places where there are gaps in the network or barriers to be overcome. There is a need to take a strategic view of the overall network, considering issues and

opportunities, and considering options for further development that might be taken forward using the Council's own integrated transport capital fund.

**Proposal:**

- Undertake a feasibility study to better understand the potential impact of greater closing times of the level crossings in Oakham as a result of planned freight growth, and identify options to overcome the problems that will assist all modes.
- Identify a preferred option and calculate the benefit to cost ratio to determine whether the scheme is likely to attract major scheme funding.
- Carry out a strategic review and feasibility study of the county's cycle route network, to identify options for improvement and development, potential measures and their likely cost, and appraise them to formulate a future improvement programme.

**Funding:** Funding will be used to commission consultants to undertake the feasibility studies, identify options and report the findings.

**Objectives:**

- Undertake the feasibility and development studies and report findings by June 2018.

**Post grant sustainability:** This is a one off element with no ongoing costs, other than capital funding required for implementation.

**Project management**

The various elements of the project will be overseen and managed by different people. However, there will be a need for some additional support, but not a dedicated project manager.

**Evaluation and monitoring**

For each element of this proposal package we have provided SMART outcomes (specific, measurable, achievable, realistic and time bound). Successful scheme delivery will be based on our ability to meet or exceed the target outcomes, within the timeframe and budget of the Access Fund.

To help us assess our success in increasing cycling uptake, we will acquire a number of cycle counters, as we have none currently. These cycle counters will enable us to get a better understanding of existing cycling levels within the county and whether these increase as a result of this project.

Success will also be assessed based on feedback from service users and partners, as well as on the likely ability of the scheme to become self-sustaining post grant funding.

In addition, we will put together a plan to monitor and evaluate the progress and success of each scheme and work with the DfT to contribute to any programme-wide monitoring and evaluation.

## **B2. The Strategic Case**

*Within this section we have outlined the Strategic Case for our Travel4Rutland+ project. Each objective has been considered in turn, and at the end of this section we have shown how the project elements link to:*

- the aims of the grant – table 1
- the Government's Cycling and Walking Investment Strategy – table 2
- Rutland County Council's Local Transport Plan 3 – table 3
- Rutland County Council's Draft Corporate Plan – table 4

### **Objective 1: Improve access to employment**

#### **Element One: Enhancement of existing Wheels 2 Work scheme**

##### ***Why is it needed?***

To help inform our LSTF Tranche 2 submission<sup>2</sup>, an Access to Work Survey was carried out at three local Job Centre Plus Offices within the local area. Results indicated that; 61% of job seekers did not have their own transport to get to job interviews or jobs and of these 22% have had to turn down offers of jobs/training because of this. In addition, approximately half of those surveyed said their search for jobs/ training had been restricted by both lack of public transport and the cost of transport.

As identified within our Local Transport Plan 3<sup>3</sup>, local employers are also having difficulty recruiting – in part due to the lack of public transport serving their rural premises and matching their shift patterns. Our submission to the LSTF Tranche 2 also compounds this, stating: 'Work with our major employers has also highlighted difficulty in recruiting locally, which is something they are keen to do. The development of Workplace Travel Plans has evidenced similar issues.'

##### ***Why is it important to act now?***

When considering options to address this issue, we would like to direct residents towards local schemes such as Wheels 2 Work. However, results from our recent countywide travel survey indicate that only 7.8% of question respondents had actually heard of the scheme – highlighting the need to promote it more widely. In addition, through talks with our Wheels 2 Work administrator, we know that only one scheme user during 2015/16 was aged over 25 – again showing a need to promote the scheme more widely to this age group.

<sup>2</sup> Travel4Rutland Small Project Application:  
[https://www.rutland.gov.uk/pdf/RCC%20bid%20final\\_july2012.pdf](https://www.rutland.gov.uk/pdf/RCC%20bid%20final_july2012.pdf)

<sup>3</sup> Rutland County Council Local Transport Plan 3:  
<https://www.rutland.gov.uk/pdf/LTP3%20Strategy%20Final%202021.03.11.pdf>

Furthermore, the current scheme is operating at near full capacity. There is scope to help more residents, but this cannot be done without additional vehicles. In order for Rutland's economy to continue to grow, we must address these issues. If we do nothing and the problem continues, we may find that businesses look to relocate to locations outside of the County that are not constrained by the problems associated with rural transport provisions.

### ***Why do we think this is the best approach for Rutland?***

Our Wheels 2 Work scheme has been in operation for over 10 years and during this time it has helped over 100 Rutland residents. We currently have 10 petrol mopeds and scooters that are available to loan through the scheme and demand for these vehicles has been high. During the last year usage capacity for 125cc scooters has been approximately 90% - highlighting the need for further vehicles.

As part of our successful LSTF Tranche 2 bid we were able to fund a Work Link bus – serving businesses within Rutland that operated shift patterns outside the normal hours of bus operation. Unfortunately this scheme had insufficient patronage to become economically self-sustaining and had to be stopped. Despite this, a demand still exists for improved access to employment and Wheels 2 Work provides a cost effective solution.

### ***Stakeholder support***

We have been in touch with our Wheels 2 Work administrator and they are very supportive of the extension, stating: *'Rutland's unique geographical area often leads young people living in remote villages with an insurmountable transportation problem which Wheels 2 Work has helped to overcome and provide the beginning of a sustainable method of commuting to work. Working closely with colleges and employees has also helped the scheme to grow and demand for the scooters can outstrip available stock.'* A letter of support from our scheme administrator, Melton Borough Council, can be found in Appendix A – Delivery Partner Support.

Rutland businesses have also shown interest in the scheme, with one business saying *'We were aware of the scheme when it was initially launched but were under the impression that this was for younger workers. If it can be opened up to the wider workforce it would be of benefit. Increased publicity of the scheme would certainly help.'*

Another business quoted *'We are a very rural business with workers that are starting and finishing at all times of day over 24 hours. The only help that is useful for our type of business that has been used by our employees is the loan moped/scooter scheme as it suits their needs. It gives the independence for individuals who are working different shift patterns over 7 days of the week and living in Oakham.'*

Feedback from local businesses can be found in Appendix B – Local Business Support.

## **Element Two: Sustainable travel to work**

### ***Why is it needed?***

Due to the rural setting of a number of Rutland businesses, commuting by car is often the most convenient or preferable choice for their employees.

The results of our Travel Survey, shown below, confirm this and are in line with results of the 2011 Census data for the area:

- Single occupancy car use: 74%
- Car passenger: 2.9%
- Walk: 12%
- Cycle: 3%
- Motorcycle, scooter or moped: 0.37%
- Bus: 2.9%
- Train: 4%

These figures show that there is a strong need to promote and raise awareness of sustainable travel options.

### ***Why is it important to act now?***

Failure to act now will only lead to further dependency on single occupancy car use, increased congestion and parking issues around local businesses.

### ***Why do we think this is the best approach for Rutland?***

Rutland County Council already operates a car sharing scheme for its own employees. This has been successfully running since 2011 and to date there are 36 car share groups. There is no reason that this system could not be successfully replicated in other Rutland businesses.

### ***Stakeholder engagement***

Rutland businesses have been contacted to gain their opinions on our project proposals. Feedback suggests that the car sharing element would be popular, with one business stating *'A large proportion of our workforce car share (although they tend to live outside of the county). At present they tend to post a notice on the internal boards when looking for opportunities to car share. We also use a number of agency workers and this could be a benefit to them as well.'*

Feedback from Rutland businesses can be found in Appendix B – Local Business Support.

## **Objective 2: Increasing levels of physical activity**

### **Element Three: Modeshift STARS and Scooter Training**

#### ***Why is it needed?***

Bikeability training is well established across all primary schools. Furthermore, scooter training sessions have been trialed in a couple of schools and were well received. Consequently, there is a desire to see more training provided to all schools.

Walking to school was once the most obvious way of travelling to school – especially primary school. However, modern lifestyles have meant that it is often considered easier to drive a child to school. This has resulted in congestion and parking issues around school gates, both nationally and locally at our own schools and colleges within the County.

According to Rutland census data<sup>4</sup> 48% of respondent's children walked to primary school compared to the national average of 46% (National Travel Survey 2014<sup>5</sup>). Although Rutland as a whole has a slightly higher number of children travelling by foot than the national average, this is still a number that we need to increase.

#### ***Why is it important to act now?***

Nationally, nearly a third (31%) of children aged 2–15 are overweight or obese. Additionally there is a trend that younger generations are becoming obese at earlier ages and staying obese for longer<sup>6</sup>.

If we are to combat this locally, we need to act to promote walking to school as an integral part of a healthy lifestyle that can be built into daily routine. Failure to do so will be a missed opportunity to take a very simple step in reducing the number of overweight or obese youngsters within our community.

#### ***Why do we think this is the best approach for Rutland?***

Modeshift STARS is the national schools awards scheme that has been established to recognise schools that have demonstrated excellence in supporting cycling, walking and other forms of sustainable travel. The scheme encourages schools across the country to join in a major effort to increase levels of sustainable and active travel in order to improve the health and well-being of children and young people. As of March 2016, 55 organisations representing around 11,500 schools in England are signed up to Modeshift STARS<sup>7</sup>.

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<sup>4</sup> GOV.UK: National Statistics, Schools, pupils and their characteristics: January 2011:

<https://www.gov.uk/government/statistics/schools-pupils-and-their-characteristics-january-2011>

<sup>5</sup> Department for Transport, National Travel Survey 2014: Travel to school:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/476635/travel-to-school.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/476635/travel-to-school.pdf)

<sup>6</sup> Royal College of Paediatrics and Child Health: <http://www.rcpch.ac.uk/obesity>

<sup>7</sup> Modeshift STARS: <https://modeshiftstars.org/>

In terms of our Scooter Training – this is something that has been trialed by our Road Safety Officer and has proved popular with schools.

### ***Stakeholder support***

Our Sustainable Travel Officer has been in touch with our primary schools to identify the value of implementing Modeshift STARS and Scooter Training. The response has been positive, with a number of schools replying. Responses from schools can be found in Appendix C – School Support.

Some of the comments include:

*‘Our rural locality makes for an interesting mix of travel to school - used to include ponies!’*

*‘This is definitely something we would be interested in. We have lots of children travelling to school on scooters so would be invaluable.’*

### **Element four: Recycled bike scheme (bi-recycle)**

#### ***Why is it needed?***

In order to improve Rutland’s position as a cycling County, we would like to increase levels of cycling as a means of commuting and travel for shopping and other journeys.

Our recent travel survey indicated that:

- 3.3% of question respondents cycle to work
- 1.13% of question respondents’ children cycle to school or college
- 0.84% of question respondents cycle for shopping trips.

These low figures indicate that there is room to improve cycling levels within the county. Barriers that limit cycle use are lack of cycle training, lack of confidence and the cost of purchasing bicycles. Our Bikeability instructor often finds that there are children in primary schools that are unable to participate in Bikeability due to not having a bike.

#### ***Why is it important to act now?***

Without intervention, levels of cycling across the county may fall, at a time when there is strong support for it nationally. Also, we are keen to demonstrate action in response to our recent travel needs survey.

#### ***Why do we think this is the best approach for Rutland?***

Inmates at local Stocken Prison already repair bikes that are left at our Civic Amenity Sites. These bikes are then gifted to charities outside of Rutland and the scheme operates very successfully.

## ***Stakeholder engagement***

Conversations have taken place with the Prison and they have advised that they have additional capacity to take on further bicycle repairs and would be happy to do this and build on their already successful initiative.

### **Element Five: Cycle route maps**

#### ***Why is it needed?***

Rutland County Council currently has just one leaflet identifying the county's cycle routes. This was produced a few years ago and is now out-of-date, not showing some of the cycle routes that were constructed with LSTF money.

This lack of literature is acknowledged by our residents and has been identified within our recent county wide travel survey – with 4% of question respondents referring to the need for more literature and maps.

#### ***Why is it important to act now?***

As identified by the DfT, capital projects have the greatest impact when they are supported by revenue initiatives. We have built a number of new cycle routes using capital funds from the LSTF. However, we have no literature or maps available to promote these routes to our residents and visitors. Without promotional materials the full benefit of these routes will not be realised.

#### ***Why do we think this is the best approach for Rutland?***

We have already been in discussion with a design publisher, that has a strong track record in creating professional, comprehensive and clear cycle route maps and guides, as well as online mapping systems.

We will use a tried and tested format for our cycle maps, following the design used by Worcestershire County Council in its Worcester Cycle Leisure Guides.

## **Objective 3: Enhancing connectivity**

### **Element Six: Feasibility studies**

#### ***Why is it needed?***

Oakham has two level crossings located at Melton Road and Brooke Road. Currently the level crossings are closed for about 17 minutes in a typical hour. The train line capacity is currently limited by the signaling equipment.

Level crossing down time not only causes inconvenience to residents, reducing connectivity by all modes, (particularly as alternative footbridges have stepped access only and so are not available to people with mobility problems, cyclists or people pushing children in buggies) but also has an impact on the environment

through increased localised air pollution and social impacts caused by congestion. In addition, increased closure time also has impacts on the local economy – both in terms of the uncertainty of travel times for short journeys and by restricting Oakham’s attractiveness for shopping.

Feedback from our recent travel survey highlights this inconvenience:

- When asked what barriers stopped residents accessing work or training, 1.6% of question respondents said the level crossing caused them problems.
- When asked what travel problems respondents' children had accessing school or education, 2.9% of question respondents referred to the level crossing.

Furthermore, a strategic study of cycle routes is needed. Over the years, the County Council has, through various funding means, developed and enhanced the route network. However, there remain gaps and there may be opportunities to develop further routes. Therefore, a study will not only identify the current position and issues with that, but also areas for further development and enhancement, including entirely new routes. This will inform the way forward for cycling generally across the whole county.

### ***Why is it important to act now?***

Network Rail intends to increase the line capacity during Control Period 6, which starts in April 2019. Primarily this is to allow additional freight traffic on the line. If the line capacity is fully used it will result in the level crossings being closed for up to 40 minutes in the hour<sup>8</sup>. This will have a significant impact on the accessibility of schools, the hospital, employment and retail by all modes of transports. In addition, as Oakham is the primary location for future housing and industrial development, this could have a significant impact on investment and the development potential of Rutland.

In order to go forward with further cycle network improvements, it is necessary to take stock, identify barriers and deficiencies and consider opportunities for the expansion of the cycle network. This study will provide outline costs, which can be used for future funding opportunities.

### ***Why do we think this is the best approach for Rutland?***

The two level crossings are a key issue for Oakham, for which the implications will not be fully understood until a feasibility study has been undertaken. Similarly, it will be difficult to move forward with further cycling initiatives until a full assessment has been undertaken of the current network.

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<sup>8</sup> Rutland County Council, Oakham Level Crossing Draft Feasibility Study Brief v1: not published – paper copy available on request.

**Table 1. Travel4Rutland+ Project – links with grant objectives**

Element	How	Access to employment , education and training	Encouraging increased levels of physical activity through walking and cycling	Reducing carbon emissions and improving air quality levels	Reduced traffic congestion through providing people travel choices
<b>Element One – Enhancement of existing Wheels 2 Work Scheme</b>	By providing bicycles, scooters and electric cars for residents to use to commute to and from work.	X			
	By providing bicycles as an option.		X		
	Providing pedal and electric bicycles as an alternative to motorised vehicles.			X	X
<b>Element Two: Sustainable travel to work</b>	By promoting car sharing we are opening up new transport options	X			
	Roadshows will include travel planning for employees which will suggest walking and cycling where appropriate.		X		
	If employees change to a sustainable mode of travel due to the roadshows.			X	X
<b>Element Three: Modeshift STARS and Scooter Training</b>	Modeshift STARS is aimed at encouraging primary school children to walk and cycle to school which is directly in line with this grant objective. Furthermore providing our Scooter Training initiative will encourage an additional popular sustainable travel alternative.		X		
	By talking to children about the benefits of walking, cycling and scooting we hope to reduce the number of children being driven to school - which in turn will help to lower carbon dioxide and other greenhouse gas emissions and improve local air quality.			X	
	By encouraging sustainable travel options we will also have the potential to reduce traffic congestion and parking problems around school entrances				X
<b>Element Four: Recycled bike</b>	By providing bikes through the recycled bike scheme we are opening up the opportunity for adults to cycle to work or training	X			

scheme (bi-recycle)	and for children to cycle to school.				
	Providing bicycles will help increase physical activity by encouraging cycling as both a means of transport and also a leisure activity.		X		
	Residents may wish to use their bike for commuting.			X	X
<b>Element Five: Cycle route maps</b>	Promotion of these new cycle routes will help encourage residents and visitors to cycle within the county and reduce barriers stopping people from getting on their bike.		X		
<b>Element Six: Feasibility studies</b>	If level crossing and cycle way improvements were actioned then this in turn would encourage cycling, reduce congestion and local air pollution.	X	X	X	X

**Table 2. Travel4Rutland+ Project – links with the DfT’s Cycling and Walking Investment Strategy**

	Double cycling activity	Sustainable transport which supports access to work, skills, education or training:	Reverse the decline of walking activity	Increase the percentage of children aged 5 to 10 that usually walk to school	Reduce the rate of cyclists killed or seriously injured on England’s roads
<b>Element One – Enhancement of existing Wheels 2 Work Scheme</b>	X	X			
<b>Element Two: Sustainable travel to work</b>	X	X	X		
<b>Element Three: Modeshift STARS and Scooter Training</b>	X	X	X	X	
<b>Element Four: Recycled bike scheme (bi-recycle)</b>	X	X			X
<b>Element Five: Cycle route maps</b>	X				
<b>Element Six: Feasibility studies</b>	X	X			X

**Table 3. Links with Rutland County Council's Local Transport Plan 3**

Objective	Project element	How
Working with partners to make sustainable travel a viable option for local people and visitors to the county by developing travel plans, car sharing opportunities and encouraging the use of public transport:	Wheels 2 Work Extension	By working with our Wheels 2 Work administrator to provide pedal and electric cycles as well as small electric vehicles we are helping to encourage more sustainable travel options.
	Sustainable Travel to Work	Expanding our car sharing scheme and delivery of personal travel planning for employees.
Work with colleagues and the health service to promote healthier lives through increased exercise	Modeshift STARS & Scooter Training	By encouraging active sustainable travel we are promoting healthy lifestyle choices to our youngest residents.
	Cycle route maps	Promoting available cycle routes to residents.
Maintaining the transport network and minimising delays and congestion in order to support the local economy	Feasibility studies	<p>Undertaking a feasibility study on our existing cycle network will help us to identify gaps and areas where we can make network links.</p> <p>The level crossing feasibility study is the first step to be taken in order to minimise the impact that increased level crossing barrier downtime will have on congestion and traffic build up in Oakham.</p>
Developing Rutland as a destination for rural cycling and walking to grow tourism in the county	Cycle route maps	This initiative will greatly contribute towards this particular objective. At present there is only one leaflet available to residents and visitors that shows cycle routes within the county. In order to be known as a cycling destination we must promote it as such and support it with suitable tourist and visitor information.

<b>Table 4. Links with RCC's Draft Corporate Plan<sup>9</sup></b>		
<b>Objective</b>	<b>Project element</b>	<b>How</b>
Safeguarding the most vulnerable and supporting the health and well-being needs of our community	Wheels 2 Work extension	By assisting residents without transport provisions we are able to help a number of residents currently looking for work but unable to secure employment due to lack of transport
	Modeshift STARS & Scooter Training	By encouraging active sustainable travel we are promoting healthy lifestyle choices to our youngest residents.
	Recycle bike scheme (bi-recycle)	Providing residents, both adult and children, with bikes will encourage residents to become more active and will help improve residents' health and wellbeing. Additionally, the scheme will target disadvantaged families.
	Cycle route maps	Promoting the array of cycle routes that are available within the County will help to encourage residents to become more active and will help improve resident's health and wellbeing.
Planning and supporting future population and economic growth to allow businesses, individuals, families and communities to reach their full potential. By working with local businesses to identify alternative and sustainable travel options for their staff, such as walking and cycling, businesses may see increased productivity, healthier staff and reduced absenteeism level	Sustainable Travel to Work	By working with local businesses to identify alternative and sustainable travel options for their staff, such as walking and cycling, businesses may see increased productivity, healthier staff and reduced absenteeism levels.
	Feasibility studies	<p>The cycle network feasibility study will allow us to identify where there are gaps and what developments are needed to enable us to provide joined up network that caters for existing residents as well as incorporating new housing developments and businesses.</p> <p>The level crossing feasibility study will enable us to identify the impact of future rail freight growth on the crossing and identify whether a graded crossing is feasible</p>

<sup>9</sup> Rutland County Council Draft Corporate Plan 2016 to 2020: [http://www.rutland.gov.uk/pdf/RCC%20-%20Corporate%20Plan%202016-2020%20\(Draft\).pdf](http://www.rutland.gov.uk/pdf/RCC%20-%20Corporate%20Plan%202016-2020%20(Draft).pdf)

### **B3. The Economic Case – Value for Money**

Within table 5 below we have outlined the economic, environmental, social and distributional impacts of the Travel4Rutland+ project. These impacts are primarily positive or neutral – through our assessment we didn't identify any negative impacts. Please note - unless otherwise identified, the benefits shown will be achieved by the end of the 3 year grant period.

The majority of schemes proposed within the project have already been trialled and have shown positive outcomes – as such we feel there is minimal risk at this stage of us being unable to achieve and maximise value for money. Despite this we have generated a risk register, which is referred to in section B7 and can be seen in Appendix D.

The assumptions used in calculating the benefits, outlined in table 5, are explained in the Economic Appraisal Summary Note – Appendix E.

We have also completed two impact pro formas – one for projects outlined in Objective One and one for projects in Objective Two. We have not produced a separate Scheme Impact Pro Forma for Objective 3 as we did not feel it was appropriate. These are attached as Appendix F.

The assumptions used in the calculations within the pro formas are also identified in the Economic Appraisal Summary Note.

**Table 5. Economic, environmental, social and distributional impacts of the Travel4Rutland+ project**

**Supporting the economy by providing access to new and existing employment, education and training.**

<b>Element</b>	<b>Outcome</b>	<b>Reason</b>	<b>Impact</b>	<b>Quantified</b>	<b>Assumption</b>
<b>Element 1 - Enhancement of existing Wheels 2 Work scheme</b>	<b>Access to employment</b>	Provision of x2 scooters, x3 pedal ,x5 electric cycles and x3 electric cars through Wheels 2 Work – providing transport for residents.	Positive	Over the life of the project we aim to provide transport provisions for up to <b>78</b> residents – enabling them to gain access to employment, education or training.	Impact Assumption 1
	<b>Economic benefit to businesses</b>	Reducing the barriers faced by businesses struggling to recruit - by providing transport solutions for residents.	Positive	We estimate an additional <b>£617,100</b> of economic output each year within Rutland and neighbouring counties.	Impact Assumption 2
<b>Element 6 – Feasibility studies</b>	<b>Access within Oakham</b>	If level crossing improvements were actioned then this in turn could help improve access to work and school.	Positive	This has not been quantified until the feasibility study has been undertaken.	NA

**Promote increased levels of physical activity through walking and cycling**

<b>Element</b>	<b>Outcome</b>	<b>Reason</b>	<b>Impact</b>	<b>Quantified</b>	<b>Assumption</b>
<b>Element 3 - Modeshift STARS and Scooter Training</b>	<b>Increased levels of walking, cycling and scooting</b>	Promoting walking, cycling and scooting as fun forms of active travel.	Positive	We hope to encourage <b>451</b> children to walk, scoot or cycle to school per year, after 4 years of programme implementation.	Impact Assumption 4
	<b>Improved health</b>	Promoting walking, cycling and scooting as fun forms of active travel.	Positive	We are unable to quantify the health benefits of this initiative (as the WHO HEAT tool is not suitable for calculating health benefits for children), however it is well documented that active travel encourages a healthier lifestyle – which in turn helps combat childhood obesity, improves general health and wellbeing, has a positive impact on mental health issues and reduces the likelihood of developing a number of health conditions.	NA

<b>Element 5 - Cycle route maps</b>	<b>Increased levels of cycling within the County</b>	Promoting existing cycle routes to residents and tourists through provision of the Rutland Cycle Route Guide and online mapping.	Positive	We would like to achieve a <b>10% increase</b> in the number of cyclists using the promoted routes by the end of the 3 years. We hope to increase the estimated Average Annual Daily Total for cyclists on these routes from 620 to <b>682</b> .	Impact Assumption 5
	<b>Improved health</b>	Promoting existing cycle routes to residents and tourists through the Rutland Cycle Route Guide and online mapping.	Positive	We do not have the figures required to quantify the health benefits of this initiative, however we do know that cycling leads to improved general health and wellbeing, has a positive impact on mental health and reduces the likelihood of developing a number of health conditions.	NA
<b>Element 1 - Enhancement of existing Wheels 2 Work scheme</b>	<b>Increased uptake in cycling</b>	Provision of x3 pedal and x5 electric cycles through Wheels 2 Work	Positive	We hope to encourage an additional <b>16</b> residents to cycle a year. However, we cannot guarantee whether these residents will continue to cycle post vehicle loan.	Impact Assumption 6
	<b>Improved health</b>	By encouraging cycling as a means of commuting we hope to encourage residents to continue commuting by bicycle and achieve health benefits.	Positive	The projected annual, (post project) discounted benefit of this scheme is <b>23, 00 euro</b> (starting at the end of the 3 year grant period). The accumulated discounted value 10 years post grant finish would be – <b>232,000 euro</b> .	Impact Assumption 7
<b>Element 4 - Recycled bike scheme (bi- recycle)</b>	<b>Increased uptake in cycling</b>	By gifting recycled bikes to disadvantaged children and selling recycled bikes at reduced rates Rutland residents we hope to encourage cycling. Additionally, cycle training will help improve confidence and encourage cycling.	Positive	We hope to encourage approximately <b>75</b> residents to cycle over the life of the project - of these at least <b>30</b> to be children of primary school age.	Impact Assumption 8
	<b>Improved health</b>	By encouraging cycling through by providing bicycles and training we will help improve	Positive	We do not have the figures required to quantify the health benefits of this initiative, however we do know that cycling leads to improved general health and wellbeing, has a positive impact on mental health and reduces the	NA

		resident's health.		likelihood of developing a number of health conditions.	
<b>Reducing carbon emissions, improving air quality and reducing congestion</b>					
<b>Element</b>	<b>Outcome</b>	<b>Reason</b>	<b>Impact</b>	<b>Quantified</b>	
<b>Element 3 - Modeshift STARS and Scooter Training</b>	<b>Reduced congestion</b>	Reducing car travel by encouraging walking, cycling and scooting as fun forms of active travel.	Positive	Based on <b>10</b> schools taking part and a <b>27%</b> reduction in car journeys this would save <b>488 vehicle kms</b> and £73.2 per child a year. Or a combined saving of <b>£33,013</b> per year. Savings would be realised after 4 years of programme implementation.	Impact Assumption 9
	<b>Carbon savings</b>	Reducing car travel by encouraging walking, cycling and scooting as fun forms of active travel.	Positive	Utilising the DfT Carbon Tool we have calculated that 488 vehicle kms saved due to a modal switch to walking or cycling would result in a reduction of <b>30 tonnes of carbon</b> per year – with a non - traded carbon benefit of <b>£1800</b> a year.	Impact Assumption 10
<b>Element 2 - Sustainable travel to work</b>	<b>Reduced congestion</b>	Promoting car sharing to at least 10 businesses within Rutland.	Positive	Through our work we aim to increase the number of staff car sharing at these businesses by <b>14%</b> - equating to approximately <b>349</b> additional car sharers. If all of these car sharers swapped from single car occupancy we would anticipate a reduction in traffic levels of <b>724,524 vehicle km</b> .  If decongestion is valued at 15p per kilometre, the car sharing element has the potential to generate savings to the value of <b>£108,679</b> .	Impact Assumption 11
	<b>Reduced carbon emissions</b>	Promoting car sharing to at least 10 businesses within Rutland.	Positive	Using the DfT Carbon Tool we have calculated that, upon establishing a <b>14%</b> increase in car sharing, we will see a reduction of <b>90 tonnes of CO<sup>2</sup></b> / year – which is equivalent to the effect of planting 87 trees. A monetary figure for this is <b>£5,400</b> a year, once the 14% shift has been achieved.	Impact Assumption 12
<b>Element 6 - Enhancing connectivity in Oakham</b>	<b>Feasibility studies</b>	If level crossing and cycle way improvements were actioned then this in turn would encourage cycling, reduce congestion and local air pollution.	Positive	This has not been quantified until the feasibility study has been undertaken.	NA

**B4. The Financial Case – Project Costs****Project Management, evaluation and monitoring**

Item	2017/ 18	2018/19	2019/20	Total
Project management, monitoring and administration	£15,080	£10,000	£10,000	<b>£35,080</b>

**Element One: Enhancement of existing Wheels 2 Work scheme**

Item	2017/ 18	2018/19	2019/20	Total
x3 pedal cycles	£1,500			£1,500
X5 electric bicycles	£5,000			£5,000
X2 125cc scooters	£5,000			£5,000
X3 electric cars	£21,600	£21,600	£21,600	£64,800
Maintenance costs	£1,500	£1,500	£1,500	£4,500
Administration & insurance	£3,700	£3,900	£3,900	£11,500
Marketing and promotion	£3,500	£2,100	£2,100	£7,700
Risk allowance	£500	£500	£500	£1,500
	<b>£42,300</b>	<b>£29,600</b>	<b>£29,600</b>	<b>£101,500</b>

**Element Two: Sustainable Travel to Work**

Item	2017/18	2018/19	2019/20	Total
Promotional literature and banners	£2,000	£1,000	£1,000	£4,000
	<b>£2,000</b>	<b>£1,000</b>	<b>£1,000</b>	<b>£4,000</b>

**Element Three: Modeshift STARS and Scooter Training**

Item	2017/ 18	2018/19	2019/20	Total
Membership fees	£499	£499	£499	£1,497
Supporting resources for Modeshift STARS	£5,000	£3,000	£3,000	£11,000
Supporting resources for Scooter Training – including x2 adult scooters and helmets	£3,250	£3,000	£3,000	£9,250
X2 Instructors	£2,500	£2,500	£2,500	£7,500
Production of A4 activity booklet	£1,500	£1,000	£1,000	£3,500
	<b>£12,749</b>	<b>£9,999</b>	<b>£9,999</b>	<b>£32,747</b>

**Element Four: Recycled bike scheme (bi-recycle)**

Item	2017/18	2018/19	2019/20	Total
Promotional campaign and bike sundries	£1,000	£1,000	£1,000	£3,000
Cycle accessories	£1,000	£1,000	£1,000	£3,000
Storage	£1,000	£1,000	£1,000	£3,000
	<b>£3,000</b>	<b>£3,000</b>	<b>£3,000</b>	<b>£9,000</b>

**Element Five: Cycle route maps**

Item	2017/18	2018/19	2019/20	Total
Website build	£4,500			£4,500
Website hosting, support and maintenance	£1,320	£1,320	£1,320	£3,960
Artwork	£11,400			£11,400
Printing costs	£10,500			£10,500
	<b>£27,720</b>	<b>£1,320</b>	<b>£1,320</b>	<b>£30,360</b>

**Element Six: Enhancing connectivity**

Item	2017/18	2018/19	2019/20	Total
Feasibility studies	£100,000	£80,000	NA	<b>£180,000</b>

**Total costs** - The total project value, based on the above costs, would be: **£392,687**

**Table A: Funding profile (Nominal terms)**

£000s	2017/18	2018/19	2019/20
DfT funding sought	£183	£122	£49
Local Authority contribution	£20	£13	£6
Third Party contribution including LGF	£0	£0	£0
<b>TOTAL</b>	<b>£203</b>	<b>£135</b>	<b>£55</b>

**B4. Management Case - Delivery**

Appendix G provides the project programme for the Travel4Rutland+ project.

**B5. 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.

**NA**

b) Please list separately any outstanding statutory powers / consents etc, including the timetable for obtaining them.

**NA**

**B6. Management Case – Governance****Decision making**

Key decisions will be made by the Travel4Rutland+ Project Board. The Project Board will meet once a month and will consist of:

- Transport Group Manager
- Director of Places (Environment, Planning and Transport) (also the Bid Manager)
- Portfolio Holder for Places (Highways, Environment, Transport and Community Safety) and Market Towns

- Relevant project officers

### **Project Management**

The Travel4Rutland+ project will be overseen by a Project Board and delivered by a number of Officers within Rutland County Council.

The Board and reporting officers will be responsible for:

- Ensuring project elements are delivered on time and within budget
- Managing risks and updating the risk register
- Providing project updates to the Project Board
- Arranging and attending Project Board meetings
- Reporting to the Department for Transport
- Undertaking delivery of certain project elements, as detailed below.
- Keeping the project programme up to date
- Any other administrative or management duties required by the project.

### **Delivery of individual project elements**

Outlined below are the key officers and delivery partners responsible for delivering the Travel4Rutland+ project. Statements of support from these organisations can be found in Appendix A – Delivery Partner Support.

#### **Element One: Enhancement of existing Wheels 2 Work scheme**

- *Delivery by:* Wheels 2 Work, Melton Borough Council
- *Assisted by:* Project officers within the Transport Section at Rutland County Council.

#### **Element Two: Sustainable travel to work**

- *Delivery by:* Project officers within the Transport Section at Rutland County Council.

#### **Element Three: Modeshift STARS and Scooter Training**

- *Delivery by:* our Sustainable Travel Officer
- *Assisted by:* x2 instructors

#### **Element Four: Recycled bike scheme (bi-recycle)**

- *Delivery by:* HMP Stocken
- *Assisted by:* our Sustainable Travel Officer and Road Safety Officer

#### **Element Five: Cycle route maps**

- *Delivery by:* External design publisher
- *Assisted by:* Our Sustainable Travel Officer

#### **Element Six: Feasibility studies**

- *Delivery by:* External consultants
- *Assisted by:* our Highways Operations Manager and our Sustainable Travel Officer.

### **B7. Management Case - Risk Management**

We have undertaken a thorough risk assessment of the Travel4Rutland+ project and its various elements. Any identified risks have been included on our Risk Register – which can be found in Appendix D. This risk register will be considered throughout the project, and if any new risks arise they will be added accordingly.

### **B8. Management Case - Stakeholder Management**

a) 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)

b) 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)

### **B9. The Commercial Case**

Match funding will be provided from Rutland County Council's Invest to Save earmarked fund with a current balance of in excess of £400k which is available for projects of this type. Provisionally, funding has been set aside from this reserve.

Relationships with our delivery partners have already been established, with all partners able to mobilise in April 2017 if the project is successful. Support from our delivery partners is shown in Appendix A.

## **SECTION C – Monitoring, Evaluation and Benefits Realisation**

### **C1. Monitoring and Evaluation**

By submitting this bid, I agree to work with the Department to provide a reasonable level of monitoring to enable the measurement of outputs and, where appropriate, evaluation of outcomes.

Yes       No

## **SECTION D - Declarations**

### **D1. Senior Responsible Owner Declaration**

As Senior Responsible Owner for [*scheme name*] I hereby submit this request for approval to DfT on behalf of [*name of authority*] and confirm that I have the necessary authority to do so.

I confirm that [*name of authority*] will have all the necessary statutory powers in place to ensure the planned timescales in the application can be realised.

Name:  
Dave Brown

Position:  
Director for Places (Environment, Planning and Transport)

Signed:



### **D2. Section 151 Officer Declaration**

As Section 151 Officer for [*name of authority\**] I declare that the scheme cost estimates quoted in this bid are accurate to the best of my knowledge and that [*name of authority*]

- 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 2019/20;
- 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:  
Saverio Della Rocca

Signed:



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

## Appendix A – Delivery Partner Support



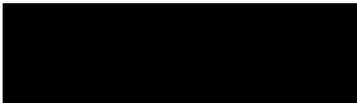
Heather Caldicott  
Transport Strategy Officer  
Rutland County Council  
Catmose, Oakham, Rutland LE15 6HP

Dear Heather Caldicott,

With regard to our telephone conversations, HMP Stocken would be more than happy to support you in the repair and refurbishment of 25 bicycles per year. We can accommodate this amount of bicycles free of charge per year. In addition to this we will also support the "Wheels to Work" scheme by supplying you with 3 bicycles.

We look forward to working with you in the future on this and other projects.

Kind regards,



F.A.O Heather Caldicott  
Transport Strategy Officer  
Rutland County Council  
Catmose  
Oakham LE15 6HP

Please ask for: Harrinder Rai  
Head of Communities and Neighbourhoods

Email: [REDACTED]

Direct line: [REDACTED]

Date: 06/09/2016

Dear Heather,

**Re: Rutland Access Fund Bid**

The W2W Scheme has worked with Rutland to form a strong and well respected scheme over the last 10 years; the programme has helped in excess of 100 young people over this period to access work, training or further education. Rutland's unique geographical area often leads young people living in remote vilages with an insurmountable transportation problem which Wheels 2 Work has helped to overcome and provide the beginning of a sustainable method of commuting to work. Working closely with colleges and employees has also helped the scheme to grow and demand for the scooters can outstrip available stock.

Please accept this letter as confirmation of Melton Borough Councils continued support for the W2W Rutland programme particularly with relation to the proposed Access Fund Grant. We see the availability of the new Access Fund as a way of evolving the programme still further to increase the range of users in particular with the over 25s and by acquiring 3 pedal cycles, 5 electric bicycles and two 125cc petrol scooters as a good varied option, given there is clear demand.

The new scheme will offer a new dynamic to the people of Rutland by including both pedal and electric cycles that will not only help residents to access a way of commuting that is both healthier and also environmentally friendly but will also improve leisure time as it additionally complements Rutland Water as an enjoyable leisure and healthy pastime.

This scheme is really good news and we hope the application for funding is successful, please do get in touch should any further information be required in support of the submission.

Yours Sincerely;



Harrinder Rai, Head of Communities and Neighbourhoods.

## Appendix B – Local Business Support

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### Business response 1

The only thing I can think of is additional bus/minibus transport on the half-hour during peak times morning and evening that would take in Melton and non-Rutland villages on the periphery.

Plus some subsidised late night transport for those working in pubs/restaurants. As a parent of young adult workers I've had to sit up countless hours into the late night waiting to pick up my sons from village pub/restaurant locations because there was no other way for them to get home and as this was on top of my own working day, it was no joke. Obviously this is only one person's experience but parent taxis are prevalent everywhere!

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### Business response 2

We are a very rural business with workers that are starting and finishing at all times of day over 24 hours. The only help that is useful for our type of business that has been used by our employees is the loan moped/ scooter scheme as it suits their needs. It gives the independence for individuals who are working different shift patterns over 7 days of the week and living in Oakham.

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### Business response 3

- Expansion of our Wheels to Work Scheme – to include pedal and electric bicycles and further promotion to the over 25s. The Wheels to Work Scheme currently provides the loan of mopeds and scooters to Rutland residents that are currently struggling to secure work or training opportunities due to lack of transport. If successful we would look to expand the scheme as previously mentioned, and work with businesses within the County to promote the scheme to their future potential employees.

We would be keen to support this initiative. We were aware of the scheme when it was initially launched but were under the impression that this was for younger workers. If it can be opened up to the wider workforce it would be of benefit. Increased publicity of the scheme would certainly help

- Expand our existing car share scheme – opening up the system to businesses across the County and helping their employees to find colleagues or local residents to share their commute with.

Again – of benefit. A large proportion of our workforce car share (although they tend to live outside of the county). At present they tend to post a notice

on the internal boards when looking for opportunities to car share. We also use a number of agency workers and this could be a benefit to them as well

- Support businesses in producing an up to date travel plan.

This is something we have previously produced but unfortunately it has not added a great deal of value to us

- Provide targeted travel planning - working with businesses to help their employees find the most cost effective and sustainable travel options.

I'm sure this will be the most difficult to introduce due to the vast array of working hours across the county. The travel to work bus was an excellent idea – but unfortunately hugely under subscribed.

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## **Appendix C – School Support**

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### **Primary School 1**

Thank you so much for your email regarding scooter training and Modeshift Stars.

I can confirm that as a school we would be very keen to access these initiatives. The issue surrounding scooters is certainly a significant issue for our pupil population and they clearly need educating about the risks associated when riding them.

I do hope you are successful in your bid and look forward to working with you in the future.

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### **Primary School 2**

We are interested in the scooter training and potentially the travel plan. Our rural locality makes for an interesting mix of travel to school - used to include ponies!

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### **Primary School 3**

This is definitely something we would be interested in as a free of charge service. We have lots of children travelling to school on scooters so would be invaluable

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### **Primary School 4**

I wish to support the scooter and travel initiatives

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### **Primary School 5**

Hello,

We would be interested in the scooter training opportunity if that is possible, please.

## Appendix D - Risk Register for the Travel4Rutland+ project

<b>Project element</b>	<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Mitigation</b>
<b>Overall</b>	Match funding withdrawn	Low	High	All match funding will be provided by Rutland County Council, which is committed to the project and has designated the match funding. There is no dependence on other parties.
<b>Overall</b>	Full funding request not met by DfT	High	Medium	Project consists of a number of free-standing elements, one or more of which could be removed without impact on other elements.
<b>Overall</b>	Implementation is delayed	Low	Low	All project elements are tried and tested, so implementable. Different staff will be involved in delivering the various elements, so one is not dependent on another.
<b>Overall</b>	Outcomes not achieved	Low	Low	All elements will be carefully monitored and outcomes measured throughout. Where outcomes look behind target there will be opportunity to put more resource into promoting that element.
<b>Enhancement of existing Wheels to Work scheme</b>	Demand outstrips available vehicles	Medium	Medium	Rutland W2W is delivered as part of wider W2W, so some flexibility to move resources around. Performance of W2W is considered each year to agree service level agreement, with opportunity for Council to provide additional funding if required.
<b>Enhancement of existing Wheels to Work scheme</b>	Ability to make electric vehicles self-sustaining.	Medium	Medium	Over the project period we will monitor the impact and use of the electric cars, to determine their future role within Wheels 2 Work. If the loan charge income is insufficient to meet the lease costs, we will investigate sponsorship of the vehicles by employers, or the potential use of the vehicles to provide a Car Club facility, open either to certain groups, or all residents.
<b>Sustainable Travel to Work</b>	Interest from businesses is less than expected	Low	Low	3 year programme allows for relationships to be developed and assistance to be promoted; Council already has good links with businesses.
<b>Modeshift STARS and Scooter Training</b>	Demand and interest from schools outstrips available resources to deliver	Medium	Low	Some flexibility within the Council's resources to deliver more if required, with funding moved from another project element. Alternatively, provide training to school staff to deliver their own training, or ration the number of sessions provided to each school.

## **Appendix E - Economic Appraisal Summary Note**

Outlined within this economic appraisal summary note are the assumptions and calculations used within the following:

- Schemes Impact Pro-Forma: Access to employment, education and training. This covers all projects outlined in Objective One.
- Schemes Impact Pro-Forma: Access to employment, education and training. This covers all projects outlined in Objective Two.
- Table 5 – Economic, environmental, social and distributional impacts

We have not produced a separate Scheme Impact Pro Forma for Objective 3 as we did not feel it was appropriate.

Please note – within our bid and this economic appraisal summary note we refer to our recent countywide travel survey. This survey was launched in April and a paper copy was delivered to all households in Rutland. Residents could respond either using the paper survey or online. We received a 21% response rate and the results of the survey are currently awaiting approval for publication to the public.

### ***Schemes Impact Pro-Forma : Access to employment, education and training assumptions (EET assumptions)***

#### **EET assumption 1**

- Link to project: Element 1 – Enhancement of existing Wheels to Work scheme.
- Without the Wheels to Work scheme, residents without transport are restricted to employment opportunities that they can walk to.
- We have assumed that a reasonable maximum walking distance for employment is 3 miles/ 4.8 kilometres (based on that suggested for teenagers travelling to school in the Government document 'Home to school travel and transport guidance').
- Our Wheels to Work administrator has provided data on current scheme use that shows the average journey length undertaken by scheme users is 7.5 miles, however this will be lower for bicycles - we have estimated 6 miles/ **9.7km.**

#### **EET assumption 2**

- Link to project: Element 1 – Enhancement of existing Wheels to Work scheme.

- We do not have a figure for the number of residents in Rutland that currently cycle to work, so we are unable to provide a figure for 'without scheme'.
- The 'with scheme' figure of 8 is the number of additional cycles that will be in use through the scheme.
- This figure is based on all **8 bicycles** (pedal and electric) being on loan.
- The average loan period is 6 months, and as such each bicycle could be loaned twice in a year (16 loans a year).
- Over the 3 year life of the project we hope to encourage 48 residents to commute by bicycle.
- If 25% of these residents go on to purchase their own bicycle and continue cycling to work, college or training once the loan period is over, we could potentially see 12 additional cyclists per day (at the end of the 3 year grant period).

### **EET assumption 3**

- Link to project: Element 2 - Sustainable travel to work
- Scope – Figures show the impact on the top 10 Rutland employers - not all Rutland businesses.
- Timescale – Results are shown as a per year value. 'With scheme' results are after 3 years of scheme operation.
- The traffic levels shown are for 'car driver' (single occupancy) only, and don't include 'car passenger' travel.
- By the end of the 3 year project period we hope to have signed up 10 of Rutland's largest employers to our car sharing website.
- The top 10 Rutland employers currently employ a total of 2496 staff members.
- Our own car share scheme (at Rutland County Council) currently has 36 car share groups with 96 members of staff in a group.
- We have 337 members of staff employed at the main Council offices.
- If all staff within a car share group actively car shared then this would mean that 28% of staff based at our main office car share. However, we feel that it is more likely that no more than 50% of groups will be active at any one point (48 users). This equates to 14% of staff.
- We aim to increase the number of staff car sharing at these 10 businesses by 14% - equating to approximately 349 additional car sharers.
- The average annual commute is 1290 miles (2076 km). (*DEPARTMENT FOR TRAVEL, National Travel Survey, Why people travel – commuting and business, 2014, p1.*)
- Our recent travel survey highlighted the following mode of travel split: car driver 74%, car passenger 3%, bus passenger 3%, rail passenger 4%, cyclist 3% and walking 12%. The percentage mode split does not add up to 100% as

there were travel modes identified in our survey that are not listed within this proforma. Instead the % split tallies to 99% or 2471 employees.

- 'Without scheme' would therefore be calculated as 74% of 2496 = 1847 staff
- 1847 staff x 2076km= **3,834,372 vehicle km.**
- Based on 349 members of staff swapping from single car occupancy, we would anticipate a reduction in traffic levels of 724,524 vehicle km for the 'With Scheme' scenario (349 staff x 2076km). Therefore the 'with scheme' value is 3,834,372 - 724, 524 = **3,109,848 vehicle km**
- We have assumed that 100% of the additional car share partners will have swapped from single occupancy car driver.

#### **EET assumption 4**

- Link to project: Element 2 - Sustainable travel to work
- Scope – Figures show the impact on the top 10 Rutland employers - not all Rutland businesses.
- Timescale – Results are shown as a per day value. 'With scheme' results are after 3 years of scheme operation.
- We have used the information in EET assumption 3 to calculate the mode share split both with and without the scheme.

The key information used is as follows:

- The top 10 Rutland employers currently employ a total of 2496 staff members
- We aim to increase the number of staff car sharing at these 10 businesses by 14% - equating to approximately 349 additional car sharers.
- Our recent travel survey highlighted the following mode of travel split: car driver 74%, car passenger 3%, bus passenger 3%, rail passenger 4%, cyclist 3% and walking 12%. The percentage mode split does not add up to 100% as there were travel modes identified in our survey that are not listed within this proforma. Instead the % split tallies to 99% or 2471 employees.
- We have assumed that 100% of the additional car share partners will have swapped from single occupancy car driver.

### ***Schemes Impact Pro-Forma : Increasing levels of physical activity assumptions (PA assumptions)***

#### **PA assumption 1**

- Link to project: Element Three: Modeshift STARS and Scooter Training.
- On the 2016/17 school roll we have 2840 children in our 17 primary schools.

- We hope to deliver Modeshift STARS and Scooter Training to 10 of these schools.
- If we assume children are equally distributed within the schools this means there is potentially 1671 students that could partake in the initiative.
- To work out the potential modal shift away from car to walking and cycling we have used a previous Modeshift case study (from East Riding of Yorkshire) which indicates a 27% reduction in car use (at the end of a 4 year programme).
- If we work on the basis of 27% reduction in car use, then this would potentially mean 451 children may move to walking or cycling.
- It should be noted that the figure of 451 would not be achieved in the first year of the project, but would be more likely at the end of 4 years of operation.

### **PA assumption 2**

- Link to project: Element Three - Modeshift STARS and Scooter Training.
- Timescale – Results are shown as a per year value. ‘With scheme’ results are after 4 years of scheme operation.
- The traffic levels shown are for ‘car driver’ (single occupancy) only, and don’t include ‘car passenger’ travel.
- The number of vehicle km in the ‘without scheme’ scenario are based on the the knowledge that there are 2840 pupils currently enrolled at Rutland Primary Schools.
- Our recent travel survey identified that 35% of respondent’s children travelled to school by car. 35% of 2840 is 994.
- The average journey length to school is 2.57km/1.6miles (*DEPARTMENT FOR TRANSPORT, National Travel Survey 2014: Travel to school, 2014 p1*) and there are 190 school days in the Rutland Academic Year. This equates to 488 vehicle km a year per child travelling by car (2.57km x 190).
- The number of vehicle km for ‘car driver’ (single occupant) travel in the ‘without scheme’ scenario would be **485,072 vehicle km** (994 x 488 vehicle km)
- The ‘with scheme’ figure has been calculated based on 451 additional children walking and cycling to school after 4 years of scheme operation (as identified in PA assumption 1)
- Based on the average journey length to school of 2.57km/1.6miles, each child walking or cycling to school would save 488 vehicle km each year (190x2.57 vehicle km).
- If we apply this figure to all 451 additional pupils walking or cycling, this equates to a reduction of 220,223 vehicle kms per year (once this level of reduction has been achieved after 4 years of scheme implementation). (451x488 vehicle km).

- The 'with scheme' figure is therefore:  $485,072 - 220,223 = 264,849$  vehicle km.

### **PA assumption 3**

- The mode share calculations are also based on the results achieved after 4 years of scheme implementation.
- Results are shown as a per day value. 'With scheme' results are after 4 years of scheme operation.
- Mode share 'Without scheme' figures have been worked out based on the travel mode % split as indicated in our recent travel survey and based on the fact we have 2840 pupils enrolled in all 17 primary schools.
- %s used have been rounded up but do not total 100% as our survey included other travel modes not listed in this pro forma - they tally 99% or 2811 pupils.
- Percentage split within our survey was as follows: Car driver 35%, Car passenger 14%, bus passenger 22%, rail passenger 2%, cyclist 1% and walking 25%.
- The reduction in car use attributed to the initiative is 27% (as previously identified in PA assumption 1).
- We have assumed that this shift has been 50/50 and that 50% of pupils have swapped to walking and 50% to cycling. In terms of whether they swapped from being in a single occupancy car (car driver) or car sharing (car passenger), we have assumed approximately 75% and 25% reduction, respectively.

## ***Table 5 – Economic, environmental, social and distributional impacts***

### **Impact Assumption 1**

- We will have 13 additional vehicles available.
- The average rental is 6 months and thus each vehicle could be utilised by 2 residents per year.
- Based on the above we could assist 26 residents per year with 13 vehicles.
- Over 3 years this is **78** residents.

### **Impact Assumption 2**

- As per Impact Assumption 1, we hope to help 26 people per year.
- Of these, we have assumed that two – thirds of the vehicles will be used for work related transport – helping 17 additional residents access work each year.

- The estimated productivity of each additional worker in Rutland is valued at £36,300 – as per a study undertaken for us by the Nottingham Business School. (*NOTTINGHAM BUSINESS SCHOOL, Economic Assessment and Contextual Analysis on 'Transport 4 Rutland', 2012, p13.*)
- 17 residents accessing employment, with a value of £36,300 each, totals **£617,100** a year.

### **Impact Assumption 3**

- 2 minibuses each operating 0700 – 1900 (12 hours) Monday – Saturday
- We have assumed an average of 3 passengers per hour.
- This equates to 36 passengers per day, per vehicle [72 in total].
- If the bus runs for 300 days of the year then this would result in **21,600** passenger journeys per year.
- Greener Journeys report 'Bus 2020: the case for the bus' indicates that every £1 spent on public transport generates £3.32 of net economic benefits. (*GREENER JOURNEYS, Bus 2020: The case for the bus, p4.*) We would need to invest £100,000 to initiate the service, resulting in **£332,000** of net economic benefit.

### **Impact Assumption 4**

- There are 17 primary schools in Rutland, with a total of 2840 pupils.
- For simplicity we have assumed these pupils are evenly split across primary schools.
- We hope to help 10 schools during the project, with a total of 1671 pupils.
- We have based the % reduction in car use on figures gained through a case study from East Riding of Yorkshire, through which a 27% reduction in car travel was achieved at the end of a 4 year period. This case study was provided by Modeshift.
- 27% of 1671 pupils is **451**. This would be after 4 years of scheme operation.

### **Impact Assumption 5**

- The only data we have for cyclist numbers is based on 2008 data for 3 cycle counter locations. The total Average Annual Daily Traffic (AADT) for these 3 sites in 2008 was 161 cycles.
- Of the 11 cycle routes that we will promote, 3 of the routes go past the old cycle counter locations referred to above.
- If we assume cycling figures on the 9 remaining routes were similar to those for the other 3, then cycling rates in 2008 for all 11 routes can be estimated as 590.

- If we assume that between 2008 and 2016 there has been a 5% increase in cycling without any cycle route promotion, this would bring the AADT for these 11 routes up to 620.
- We would like to achieve a 10% increase in cycle numbers on these routes by the end of the 3 years due to the Rutland Cycle Route Guide promotion. This would bring an estimated Average Annual Daily Total of **682**.

### **Impact Assumption 6**

- We will have 10 additional vehicles available, of which 8 will be bicycles.
- The average rental is 6 months and thus each bicycle could be utilised by 2 residents per year.
- Based on the above we could encourage 16 residents per year to commute by bicycle.

### **Impact Assumption 7**

- As per assumption 6, we hope to encourage 16 residents per year to commute by bicycle.
- By the end of the project we hope to have enabled 48 residents to commute by bicycle.
- We have assumed that 25% (12) of these residents will go on to purchase their own bicycle and continue cycling to work, college or training once the loan period is over.
- We utilised the Health Economic Assessment Tool (HEAT) to assess the economic benefit associated with these 12 residents continuing to cycle post loan.
- Figures are calculated from the end of the 3<sup>rd</sup> year of the grant, in order that we can see the full benefit of all scheme users that continue to cycle (12 users).
- For the distance travelled we adjusted the average journey length that is currently travelled by existing Wheels to Work users (as per data provided by Melton Borough Council – our scheme administrator), from 7.5miles to 6miles/ 9.7km.
- The number of days travelled is based on the average employee working 4 days a week for 48 weeks of the year/ 192 days.
- When inputting information into the Tool, we selected the age range ‘average population (about 20 – 64 years old) and left all other settings as the default.
- Results from the Tool estimate the projected economic value of 12 scheme users continuing to cycle, post grant, as **23,000 euro** per year (starting at the end of the 3 year grant period – discounted value). The accumulated value 10 years post grant would be – **232,000 euro** (When future benefits are

discounted by 5% per year).

### **Impact Assumption 8**

- We hope to repair or restore 25 bikes a year over the life of the project.
- Over 3 years this would be **75** bikes.
- **10** bikes per year are to be gifted to primary school children undertaking Bikeability.

### **Impact Assumption 9**

- As estimated in Impact Assumption 4, we hope to achieve a 27% reduction in car use at 10 primary schools in Rutland. This equates to 451 pupils.
- The average journey length for primary school children is 1.6miles (2.57km). (*DEPARTMENT FOR TRANSPORT, National Travel Survey 2014: Travel to School, 2014, p1.*)
- The number of days in the Rutland academic year is 190.
- For every car journey reduced, on average **488 vehicle kms** are saved (2.57km x 190)
- Cairns et al 2004, identified the value of decongestion associated with a switch to smarter travel options as 15p per vehicle km. (*CAIRNS ET AL, Smarter Choices – Changing the Way We Travel, 2004, vi*).
- For every car journey to school reduced we could estimate a saving of £73.2 a year.
- For all 451 pupils this equates to **£33,013** per year (after 4 years of scheme operation.)

### **Impact Assumption 10**

- The Department for Transport Carbon Tool was used to identify the carbon savings of the initiative.
- The figures outlined in Impact Assumption 9 were used for the calculation.
- The following criteria were used:
- Time period – peak
- Road type – Minor/ rural/ East Midlands/ 2017
- The value of carbon savings were also calculated using the DfT Carbon Tool.
- These were based on non traded, central values for 2020 - £60,000 per thousand tonnes CO<sub>2</sub>.

### **Impact Assumption 11**

- By the end of the 3 year project period we hope to have signed up 10 of Rutland's largest employers to our car sharing website.

- The top 10 Rutland employers currently employ a total of 2496 staff members.
- We aim to increase the number of staff car sharing at these businesses by 14% - equating to approximately **349** additional car sharers. **14%** is the level of active car sharers at Rutland County Council (as calculated in EET assumption 3.)
- The average annual commute is 1290 miles (2076 km). (*DEPARTMENT FOR TRAVEL, National Travel Survey, Why people travel – commuting and business, 2014, p1.*)
- Based on 349 members of staff swapping from single car occupancy, we would anticipate a reduction in traffic levels of **724,524 vehicle km** a year.
- If decongestion is valued at 15p per kilometre, the car sharing element has the potential to generate savings to the value of **£108,679** a year. (724, 524 vehicle km x 15p). (*CAIRNS ET AL, Smarter Choices – Changing the Way We Travel, 2004, vi*).

### **Impact Assumption 12**

- The Department for Transport Carbon Tool was used to identify the carbon savings of the initiative.
- The figures outlined in Impact Assumption 11 were used for the calculation.
- The following criteria were used:
- Time period – peak
- Road type – Minor/ rural/ East Midlands/ 2017
- The value of carbon savings were also calculated using the DfT Carbon Tool.
- These were based on non traded, central values for 2020 - £60,000 per thousand tonnes CO<sub>2</sub>.

## Appendix F: DfT Pro Formas

### Access Fund Revenue Competition - Schemes Impact Pro-Forma : Access to employment, education and training

For cycling/walking elements of your bid, please provide the following evidence - if available

Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Appraisal Summary).
Description of infrastructure/facilities	Describe the experience of cyclists without implementation of the scheme	Describe the experience of cyclists after implementation of the scheme	<i>E.g. cycling along general traffic/ in bus lane/ parking bicycles on lampposts/secure cycle racks etc - refer to section 1.9 of WebTAG 3.14.1. Please provide reference to more detailed description.</i>
Route length (km)			
Average trip length (km)	4.8km	9.7km	Employment, Education and Training - Assumption 1 (EET assumption 1)
Average cycling speed (kph)			
Number of users (per day)		8	EET assumption 2
Percentage of additional users that would have driven a car otherwise.	N.A.		

If you are expecting your project to reduce car travel, please provide the following information

Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Appraisal Summary).
Traffic levels (Vehicle km) in the affected area	3,834,372.00	3,109,848	Traffic levels - EET assumption 3 Mode share - EET assumption 4
Traffic levels (Vehicle hours) in the affected area			
Average Speed in the Morning Peak			
<b>Mode share (in person trips)</b>			
Car Driver	1847.04	1498.04	
Car Passenger	74.88	423.88	
Bus passenger	74.88	74.88	
Rail Passenger	99.84	99.84	
Cyclist	74.88	74.88	
Walking	299.52	299.52	

For Bus elements of your bid please fill in the following table

Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Appraisal Summary).
Annual number of passenger trips			
Average trip distance (km)			
Total bus kilometres travelled (km), only change if 'with' scheme includes new bus services			
Average wait time (mins)			
Average fare per trip (£)			
Average in-vehicle time (mins)			
Description of your intervention			

**Access Fund Revenue Competition - Schemes Impact Pro-Forma : Increasing levels of physical activity**

**For cycling/walking elements of your bid, please provide the following evidence - if available**

Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Appraisal Summary).
Description of infrastructure/facilities	Describe the experience of cyclists without implementation of the scheme	Describe the experience of cyclists after implementation of the scheme	<i>E.g. cycling along general traffic/ in bus lane/ parking bicycles on lampposts/secure cycle racks etc - refer to section 1.9 of WebTAG 3.14.1. Please provide reference to more detailed description.</i>
Route length (km)			
Average trip length (km)			
Average cycling speed (kph)			
Number of users (per day)		451	Increasing levels of physical activity (PA) assumptions - PA assumption 1
Percentage of additional users that would have driven a car otherwise.	N.A.		

**If you are expecting your project to reduce car travel, please provide the following information**

Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Appraisal Summary).
Traffic levels (Vehicle km) in the affected area	485,072	264,849	Traffic levels - PA assumption 2 Mode share - PA assumption 3
Traffic levels (Vehicle hours) in the affected area			
Average Speed in the Morning Peak			
<b>Mode share (in person trips)</b>			
Car Driver	994.00	426.00	
Car Passenger	397.00	207.00	
Bus passenger	625.00	625.00	
Rail Passenger	57.00	57.00	
Cyclist	28.00	407.00	
Walking	710.00	1089.00	

**For Bus elements of your bid please fill in the following table**

Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Appraisal Summary).
Annual number of passenger trips			
Average trip distance (km)			
Total bus kilometres travelled (km), only change if 'with' scheme includes new bus services			
Average wait time (mins)			
Average fare per trip (£)			
Average in-vehicle time (mins)			
Description of your intervention			

