

Report to Partnership Meeting 8 February 2019

RESEARCH AND STRATEGY DELIVERY

Regional Active Travel Fund Award

SUMMARY:

To provide Members with an update on the Regional Active Travel Fund which sees funding granted to the Regional Transport Partnerships (RTPs) through a small new allocation of the increased Active Travel funding announced in the Programme for Government be channelled to the RTPs for streamlined delivery at a local / regional level.

Regional Active Travel Fund Award

The Cycling Action Plan for Scotland has set out ambitious targets to get more people making active travel choices for short everyday journeys wherever possible, to improve health and the environment. The Scottish Government has also confirmed in the Programme for Government that it will maintain record levels of funding for Active Travel for the duration of this Parliament with spending to increase from £40Million in 2017/18 to £80Million in 2018/19 and for the remainder of the current parliamentary term.

The increased investment prompted RTPs to collectively submit a proposal that a proportion of the increased investment be channelled to RTPs to enhance the delivery and scoping of Active Travel schemes in 2018/19 and in future years to deliver the aspirations for a more active nation. This proposal was based on an ask for a modest 10% of the increased investment be provided to RTPs to deliver projects and design support with a more relaxed approach to match funding and taking advantage of the democratic accountability that RTP structures offer.

RTP Submissions to Transport Scotland

RTP Lead Officers met with Transport Scotland and agreed to submit their project spending proposals should funding be allocated for a Regional Active Travel Fund in August 2018. Transport Scotland directed that these applications should be submitted on the basis of a total allocation to RTPs of either £1Million or £2Million. Following further discussion on the detail of the RTP proposals award letters were issued in late November 2018 confirming the allocation of £1Million across all seven RTPs which amounted to an allocation of £133,400 to HITRANS.

From the long list of project proposals Transport Scotland selected the following projects that they approved HITRANS to take forward:

1. Active Travel Service Points (£15,000)
2. Bikes on Buses (£25,000)
3. Cycle parking at Transport Interchanges (£75,000)
4. Active Travel Masterplan Action Plan (£45,000)
5. Active Travel Project Design and Feasibility (£53,400)

Transport Scotland will pay 50% towards the costs of projects 1 – 4, with HITRANS finding the remaining 50%. Active Travel Project Design and Feasibility will be funded at 100% grant. More detail on the selected projects is included in the Appendix to this report.

Delivery of Regional Active Travel Fund Projects

The requirement to commit the budget by 31 March 2018 and need to find match funding at a local level for any capital projects means a tight project management focus is required and projects in this first year are likely to be more heavily prioritised on the basis of ability to deliver within the timeframe available. Steps taken to date are:

1. Input sought from Partnership Advisors on viable projects.
2. Officers identify design / feasibility opportunities
3. Officers met with bus industry partners to discuss Bikes on Buses opportunity and identify routes / networks to be prioritised.
4. Discussed projects and funds at Partnership Advisors on 24 March
5. Advisors to submit suggested projects (timescale of by 1 February for this stage)
6. Appraisal of projects submitted.
7. Confirm funding allocation with partners by 15 February 2018.

Risk Register

RTS Delivery

Impact - Positive

Comment – This work supports both relevant RTS objectives and those of the Cycling Action Plan for Scotland.

Policy

Impact - Positive

Comment – This work supports the development of our Active Travel policies.

Financial

Impact – Positive

Comment – This work is supported by the Transport Scotland's Regional Active Travel Grant Fund.

Equality

Impact – Positive

Comment – HITRANS support for active travel helps eliminate the barriers to travel for all and removes a number of physical accessibility barriers.

Recommendation

Members are asked to note this report.

Report by: Vikki Trelfer / Neil MacRae
Designation: Active Travel Officer / Partnership Manager
Date: 30th January 2019

APPENDIX – Regional Active Travel Fund Project Proposals (HITRANS area)

	Cycle Parking at Transport Interchanges	Active Travel Service Points	Bikes on Buses
Project Summary	Cycle Parking at transport terminals and interchanges.	Active Travel Hub Information Service Points	Introduce measure to increase carriage of bikes on buses and ability to cycle on a first mile / last mile basis as part of longer journeys where the longest distance is travelled by bus.
Partner Lead	HITRANS	HITRANS	HITRANS
Delivery Milestones	<ol style="list-style-type: none"> 1. Introduce project proposals to each community planning partnership 2. Agree site locations for shelters with key local stakeholders 3. Order cycle shelters from suppliers. 4. Appoint installation contractor for shelters and groundworks. 5. Deliver cycle shelters to local authority depots or installation contractor yard. 6. Install cycle shelters at sites agreed at step 2 (above) 	<ol style="list-style-type: none"> 7. Introduce project proposals to each community planning partnership 8. Agree site locations for information points with local stakeholders including facility managers. 9. Order display boards and other Information Hub equipment 10. Appoint installation contractors 11. Deliver equipment to local authority depots or installation contractor yard. 12. Complete installation process 	<ol style="list-style-type: none"> 13. Introduce project concept through Highlands and Islands Transport Coordinating Officers Group 14. Introduce project proposals to each community planning partnership 15. Convene HITRANS Regional Bus Forum to engage operators. 16. Agree routes where bike rack, trailer and on bus carriage opportunities exist and where operators are prepared to work in partnership with HITRANS and our partner Councils. 17. Source / procure on bus bike solutions. 18. Order bike racks from suppliers. 19. Work with transport operator or Appoint installation contractor for installation of bus racks 20. Deliver eBike docks and eBikes to local authority depots. 21.
Project Outcomes	The project will increase the availability of cycle parking at ferry terminals, airports, key bus interchanges and bus stops across the Highlands and Islands with a particular focus on the Strategic and Regional networks as set out in the HITRANS Regional Transport Strategy.	The project will improve the availability of information on active travel opportunities that are tailored to the local area and offer a bespoke information resource that will foster active travel by local residents and visitors as the locations will be heavily visited by people in the area.	The project will deliver bike carriage solutions on bus services across the Highlands and Islands and increase the availability of bike parking for first mile / last mile of journeys by bike to feed bus corridors. The project offers an opportunity to increase the range of sustainable travel and widen the population base currently served by public transport by increasing the catchment through bike use for part of the journey.
Contribution to Scottish Govt. policies and targets	Contributes to all five of the Scottish Government's Strategic Objectives making Scotland: Wealthier and fairer; Healthier; Safer and Stronger; Greener. Contributes across a range of Strategy priorities including- NTS, NWS, CAFS, CAP, Community Empowerment Act,	Contributes to all five of the Scottish Government's Strategic Objectives making Scotland: Wealthier and fairer; Healthier; Safer and Stronger; Greener. Contributes across a range of Strategy priorities including- NTS, NWS, CAFS, CAP, Community Empowerment Act,	Contributes to all five of the Scottish Government's Strategic Objectives making Scotland: Wealthier and fairer; Healthier; Safer and Stronger; Greener. Contributes across a range of Strategy priorities including- NTS, NWS, CAFS, CAP, Community Empowerment Act,

Cycle Parking at Transport Interchanges

Active Travel Service Points

Bikes on Buses

Islands (Scotland) Act, NPF3, Fairer Scotland Duty, National Performance Framework, Health and Social Care Delivery Plan, Fairer Healthier Scotland 2017-22.

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Specific focus on CAPS Target 8 focus to improve integration with public transport through partnership working with operators, local authorities and other stakeholders to improve integration of active travel with other modes.

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Specific focus on CAPS Target 8, where HITRANS will work in partnership with key stakeholders such as Scotrail and relevant bus operators to improve active travel infrastructure for journeys, especially those to rural locations as this has been identified as a barrier for cycling in these areas. Furthermore, improved integration of active travel with other transport modes will also be sought to achieve an increased number of people participating in active travel.

Secondary focus on CAPS Target 4, where a focus will be placed on developing HITRANS' active travel strategy to aid the achievement of improved infrastructure and increased active travel across the HITRANS region.

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Monitoring and Evaluation

KPIs will be set to monitor this intervention. These will seek to capture the impact the intervention has on: levels of walking and cycling in the local area; socio-economic benefits of the interventions; changed perception of walking and cycling (gathered through quantitative research). Cycle and pedestrian counters will be purchased to support the quantification of results.

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Reporting

A quarterly report will be prepared for the HITRANS Partnership Board with intermediate reporting on the same frequency to the Partnership Advisors Group (comprising senior officers at partner agencies) and annually to the Active Travel Advisory Group. This latter annual report will form the basis of year end reporting to Transport Scotland. **The quarterly reports will also be shared with Transport Scotland.**

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Cycle Parking at Transport Interchanges

Active Travel Service Points

Bikes on Buses

Risks and mitigation

Risks:	Mitigation:	Risks:	Mitigation:	Risks:	Mitigation:
<p>Timescale for ordering shelters, delivering to local delivery partners will be fixed so funding approval delays may impact on this.</p> <p>Agreement on Cycle Shelter locations must be reached and local stakeholders / communities should have a voice in this process.</p>	<p>HITRANS will provide project management support to local delivery partners.</p> <p>HITRANS will engage our community planning partners in each of the five CPPs to ensure views from key local statutory bodies has been considered.</p> <p>Local authority lead officers will be agreed with each local delivery partner.</p> <p>HITRANS will work closely with the local authority delivery project manager to agree locations as soon as funding is approved.</p> <p>Framework contracts for the supply of cycle shelters will be utilised to speed up the procurement process.</p> <p>Local authority framework works contractors will be used for the installations or in the absence of any such contractors HITRANS will make arrangements.</p>	<p>Timescale for ordering equipment will have a degree of rigidity so funding approval delays may impact on this.</p> <p>Agreement on Information Hub locations must be reached and local stakeholders / communities should have a voice in this process.</p>	<p>HITRANS will provide project management support to local delivery partners.</p> <p>HITRANS will engage our community planning partners in each of the five CPPs to ensure views from key local statutory bodies has been considered.</p> <p>Local authority lead officers will be agreed with each local delivery partner.</p> <p>HITRANS will work closely with the local authority delivery project manager and bus operators to agree delivery processes as soon as funding is approved.</p>	<p>Timescale for ordering equipment will have a degree of rigidity so funding approval delays may impact on this.</p> <p>Agreement on infrastructure locations must be reached and local stakeholders / communities should have a voice in this process.</p> <p>Agreement of bus operators on routes where on bus systems can be introduced.</p>	<p>HITRANS will provide project management support to local delivery partners.</p> <p>HITRANS will engage our community planning partners in each of the five CPPs to ensure views from key local statutory bodies has been considered.</p> <p>HITRANS will utilise existing stakeholder engagement platforms for passenger transport services to engage operators and local authorities to agree routes where bike carriage solutions can be introduced.</p> <p>Local authority lead officers will be agreed with each local delivery partner.</p> <p>HITRANS will work closely with the local authority delivery project manager and bus operators to agree delivery processes as soon as funding is approved.</p>

Cycle Parking at Transport Interchanges**Active Travel Service Points****Bikes on Buses**

Breakdown of costs	Cycle Shelters with stands at 15 locations at a cost of approximately and £5k per location.	Active Travel Hub Information Service Points at ferry terminals, airports, staffed bus stations and staffed rail stations. These points will include large self service kiosk displays at larger interchanges and might reduce to information display boards and racks at other locations. New display materials will be produced and these will be tailored to each location. For example in the Western Isles the Hebridean Way will be prominently displays with an emphasis on a particular island community section of the route so the Airport in Balivanich will showcase the Benbecula section with secondary information on North Uist and South Uist sections / the full route.	Bike interchanges on Strategic bus routes / corridors and bike carriage systems on key regional bus corridors in line with the Regional Transport Strategy horizontal theme corridors for bus service investment and improvement.
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Total Cost of project £75,000

£15,000

£25,000

	Active Travel Masterplan Action Plan	Active Travel Project Design and Feasibility
Project Summary	HITRANS Active Travel Masterplan minor works funding / removing the barriers to utility active travel using the interventions listed in the masterplans to guide investment.	Design and appraisal work to support Regional Active Travel Fund programme particularly detailed design of the small works programme to support the delivery of the Active Travel Masterplan Action Plan.
Partner Lead	HITRANS five partner Councils	HITRANS five partner Councils
Delivery Milestones	<p>22. Introduce project proposals to each community planning partnership</p> <p>23. Agree delivery programme with HITRANS Partnership Advisors Group</p> <p>24. Deliver interventions at each of the 13 Regional Centres covered by the Active Travel Masterplans</p>	<p>25. Introduce project proposals to each community planning partnership</p> <p>26. Agree projects for detailed design work with Partnership Advisors.</p> <p>27. Deliver design work through framework consultants.</p>
Project Outcomes	The project will deliver a focussed programme to remove barriers to active travel identified in each of the 13 main regional centres all of which are covered by a HITRANS Active Travel Masterplan. The programme of interventions has already been agreed with partner Councils and this new funding stream will enable the programmes to be delivered on an accelerated basis.	The design and feasibility service will provide support to Councils to design the detailed interventions that will be made in delivering on the Regional Active Travel Masterplan Action Plan.
Contribution to Scottish Govt. policies and targets	<p>Contributes to all five of the Scottish Government's Strategic Objectives making Scotland: Wealthier and fairer; Healthier; Safer and Stronger; Greener.</p> <p>Contributes across a range of Strategy priorities including- NTS, NWS, CAFS, CAP, Community Empowerment Act, Islands (Scotland) Act, NPF3, Fairer Scotland Duty, National Performance Framework, Health and Social Care Delivery Plan, Fairer Healthier Scotland 2017-22.</p> <p>Specific focus on CAPS Target 8, where HITRANS will work in partnership with key stakeholders such as Scotrail and relevant bus operators to improve active travel infrastructure on appropriate journeys and at specific locations. Furthermore, improved integration of active travel with other transport modes will also be sought to achieve an increased number of people participating in active travel.</p> <p>Secondary focus on CAPS Target 4, where a focus will be placed on developing HITRANS' active travel strategy to aid the achievement of improved infrastructure and increased active travel across the HITRANS region.</p> <p>Secondary focus on CAPS Target 11. Here, funding and advice will be sought to increase the use of active travel and public transport services across the region HITRANS cover.</p>	

Monitoring and Evaluation	KPIs will be set to monitor this intervention. These will seek to capture the impact the intervention has on: levels of walking and cycling in the local area; socio-economic benefits of the interventions; changed perception of walking and cycling (gathered through quantitative research).	KPIs will be set to monitor this intervention. These will seek to capture the impact the intervention has on: levels of walking and cycling in the local area; socio-economic benefits of the interventions; changed perception of walking and cycling (gathered through quantitative research).	
Reporting	A quarterly report will be prepared for the HITRANS Partnership Board with intermediate reporting on the same frequency to the Partnership Advisors Group (comprising senior officers at partner agencies) and annually to the Active Travel Advisory Group. This latter annual report will form the basis of year end reporting to Transport Scotland. The quarterly reports will also be shared with Transport Scotland.	A quarterly report will be prepared for the HITRANS Partnership Board with intermediate reporting on the same frequency to the Partnership Advisors Group (comprising senior officers at partner agencies) and annually to the Active Travel Advisory Group. This latter annual report will form the basis of year end reporting to Transport Scotland. The quarterly reports will also be shared with Transport Scotland.	
Risks and mitigation	<p>Risks: Timescale for delivering these programmes of minor civil engineering works will require planning and delivery so any delay in confirmation of funding could impact upon this.</p>	<p>Risks: Timescale for delivering these programmes will be impacted by any delay in confirming funds.</p> <p>Mitigation: HITRANS will provide project management support to local delivery partners.</p> <p>HITRANS will engage our community planning partners in each of the five CPPs to ensure views from key local statutory bodies has been considered.</p> <p>Local authority lead officers will be agreed with each local delivery partner at HITRANS Partnership Advisors meeting which will ensure senior management buy in from Councils.</p> <p>HITRANS will utilise a framework contract to appoint consultants to keep the procurement process timescale to a minimum.</p>	<p>Mitigation: HITRANS will provide project management support to local delivery partners.</p> <p>HITRANS will engage our community planning partners in each of the five CPPs to ensure views from key local statutory bodies has been considered.</p> <p>Local authority lead officers will be agreed with each local delivery partner at HITRANS Partnership Advisors meeting which will ensure senior management buy in from Councils.</p>
Breakdown of costs	The project will focus on multiple small works projects such as provision of drop kerbs at locations within the 13 largest settlements in the Highlands and Islands. This would be on a rolling basis of work to achieve as much as possible across all 13 settlements. The detail of interventions that can be made are captured within the Active Travel Masterplans which have been prepared with reference to the HITRANS Active Travel Advisory Group which has provided meaningful engagement with local authorities and cyclist representative organisations.	The budget will be entirely for design and feasibility support on the detailed programme of works to be agreed under the complementary budget programme for delivery of the Regional Active Travel Masterplan Action Plan. This will be the only aspect of the HITRANS programme of works to be funded through a Regional Active Travel Fund that will seek the full cost to be borne by the Regional Active Travel Fund.	
Total Cost of project	£45,000	£53,400.	

