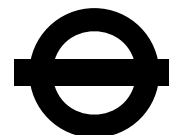


Transport for London



**Borough Spending Plan
Submission Guidance
2006/07 – 2009/10**

Borough Partnerships Group

Transport for London

Issue date: 22 March 2005

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BSP Submissions: Checklist of key items

By 22 July 2005 authorities are requested to submit 20 copies of their Borough Spending Plan Submission to:

Colin Mann,
Acting Director of Borough Partnerships,
Transport for London, 10th Floor - Windsor House,
42 – 50 Victoria Street,
London SW1H 0TL.

Each Borough Spending Plan Submission is to include paper copies of:

- Finance and Bid Support forms
- SIMPLA forms
- Business Case forms
- Causal chain analyses for selected schemes

If the borough has submitted a Local Implementation Plan (LIP) to TfL (whether draft or otherwise) the above material is ALL that is required, provided full cross-reference is made to the LIP proposal/s to which the bid schemes are relevant and must identify the relevant LIP document for future reference, e.g. Consultation Draft, Final or Approved. Supplementary material clarifying the scheme may also be included.

Boroughs are also required to provide three hard copies of the following documents:

- 2004/05 Outcome Monitoring Report , including the Monitoring Scorecard Summary Sheets and appropriate Monitoring Scorecards (para 5.10)
- Road Safety Plan (If not already included in LIP). This will provide a means for TfL to monitor progress towards the London road safety targets. If not available you should include a statement of progress on road safety within your BSP Bid Document (para 8.4).
- Cycling Action Plan, if available.
- If available, the borough Design Manual, or statement of any borough design standards (para 2.20)

Authorities should also send electronic copies of the following forms to BSP@TfL.gov.uk. Where possible and in addition, boroughs should attach a CD containing electronic copies of the forms to the submission.

- Finance and Bid Support forms
- SIMPLA forms. Please separate these forms by Transport Topic, with one Word document for each topic
- Business Case forms
- 2004/05 Outcome Monitoring report

Bids relating to LCN+ and LBPN should be sent respectively to the LCN+ partnership (lcplus@camden.gov.uk) and the LBPN partnership (garnet@lbpn.freeseve.co.uk) in time for inclusion in the LCN+ and LBPN submission documents. Copies should also be sent to BSP@tfl.gov.uk.

NOTE: Respondents should be aware that all e-mails and documents sent to BSP@TfL.gov.uk will be made freely available to relevant TfL, GLA and LDA staff to view. The returned documents should not contain any personal information and any contact details supplied in the returned information will be available to relevant TfL, GLA and LDA staff.

Good Practice Format for BSP Submissions

To assist authorities in providing high-quality BSP Submissions, TfL strongly recommends that all submissions contain the following elements:

- A Table of Contents for the document including an Index of all forms: SIMPLA, Bid Support, Finance, Business Case and Outcome Monitoring Scorecards and Summary Sheet
- Scheme support material such as maps, plans and photographs outlined in section 4.7 or in the Transport Topic criteria chapters, unless these have already been made available in the LIP
- A description of the Council's transportation aims and strategy to increase TfL's understanding of the context of the BSP submission (UNLESS this has already been provided in the LIP)

Authorities may also wish to consider including the following elements:

- Loose Maps contained within an envelope enclosure as part of the bid document
- A list of borough contacts
- Blank notes pages within the document
- Tabs organising the document into a logical pattern, perhaps by Transport Topic
- If it has not already been provided by the LIP, a brief historical context by topic showing previous years works, current year works progress and then bids for future years as this shows how BSP money has been spent, is being spent and will be spent in achieving your borough's aims.
- Making an electronic copy of the BSP Submission available on their internet site, to improve the document's accessibility to the public and general London government community

1. INTRODUCTION

- 1.1 Transport for London has the power to provide financial assistance for projects which improve transport under section 159 of the Greater London Authority Act 1999. Borough Spending Plans (BSPs) are the means by which TfL provides funding to boroughs, sub-regional partnerships and cross-borough initiatives, across a range of scheme areas, referred to throughout this document as Transport Topics. TfL also provides support to boroughs via a number of other mechanisms.
- 1.2 This Guidance, the Mayor's Transport Strategy, the current TfL Business Plan and the borough's own Local Implementation Plan provide the framework within which boroughs need to structure their BSP submissions for 2006/07 onwards. The generic matters to which TfL will have regard in allocating financial assistance and the generic conditions that will apply to any such assistance are set out in Appendix A and Part 1 of this Guidance. Specific matters and requirements relevant to each Transport Topic are set out in Part 2.
- 1.3 The policy context for BSP submissions is provided by the Mayor's Transport Strategy and represented in the borough's LIP. The broader Mayoral Strategy documents can be seen via the LIPs Background Information webpage, available at <http://www.tfl.gov.uk/tfl/about/lip/documents-and-links.shtml>. Boroughs are encouraged to forward copies of this BSP Guidance to all departments/professionals within their authority (e.g. environmental health) to ensure integration of the Mayor's parallel strategies into transport planning proposals.
- 1.4 BSP spending can also play a role in enabling regeneration in areas prioritised in the London Plan (Opportunity Areas and Areas of Intensification).
- 1.5 TfL will focus on schemes which support implementation of the Mayor's Transport Strategy, and which TfL through its Business Planning process has prioritised for funding. Proposals may have been defined in the borough's LIP.
- 1.6 The Transport Strategy sets out the Mayor's objectives and in some cases targets. TfL is monitoring progress in respect of many aspects, including:
- Reducing the number of people killed and seriously injured on London's roads
 - Targeted reduction in pedestrian, cyclist, powered two wheeler casualties
 - Increasing the number of bus passenger journeys
 - Improvement in the percentage of scheduled bus services operated.
 - Reduction in congestion and traffic volumes within central London
 - Increasing the number of cycling journeys
 - Making London one of the world's most walking friendly cities by 2015
 - Eliminating the backlog of road maintenance on the TLRN and borough principal roads.

Transport for London's most immediate priorities are:

- Reducing the number of people killed and injured on London's roads

- Improving the bus network
 - Bringing assets such as bridges and the road network into a state of good repair.
- 1.7 TfL will allocate resources to meet these identified priorities through the BSP process. It is important that in developing schemes, boroughs should reflect the overall Mayoral objective of reducing traffic congestion. Boroughs will also be aware of the need to consider traffic disruption in programming and implementing schemes.
- 1.8 Bids submitted for BSP funding are evaluated against criteria specified in this Guidance in Part 1 (general criteria), Part 2 (technical criteria) and Appendix A. Following evaluation, funding is provisionally 'allocated'.
- a. Bids that are successful in attracting funds are announced by the Mayor – usually in the November following bid submission. At this time, TfL will issue an 'allocation letter' offering funding to each of the boroughs. This funding allocation is provisional on TfL's subsequent approval of the specific schemes to be carried out using the funding.
 - b. Scheme approval occurs with approval of the 'Baseline Programme', after which schemes may commence and claims be made for invoices for work done.
 - c. During the course of the year, schemes may change and require either further funds or release funds from commitment allocation. Boroughs have a 'delegated authority' (defined in the Financial Guidance as issued for the relevant financial year) to move funding from one scheme to another. If the borough is unable to use such 'released' money, TfL must be informed so that the funding may be reallocated elsewhere. In all cases of new schemes, TfL must approve both the funding allocation and the specific scheme baseline.
 - d. With the allocation of additional funding, conditions may be specified which must be met if the funds are to be paid as allocated. These conditions are set out in Part 1 and Appendix A of this document, or in the allocation letter itself.
 - e. If a further allocation is made during the year (as mentioned in c above) then the communication (email or letter) to the borough, which informs of the allocation, will also define any specific conditions. Any general criteria and conditions specified in this document, the Baseline Guidance or the Financial Guidance will apply to all allocations, whether made in the Mayor's announcement or at any other time.
- 1.9 In allocation of resources and evaluation of bids, TfL will at all times have regard to the objectives of the Mayor's Transport Strategy. Any schemes which involve the removal or substantial modification of transport infrastructure or traffic measures previously installed need to justify such changes in the bid. If modification or removal is not made clear at the bidding stage and is not subsequently approved by TfL, yet is carried out, TfL may withdraw scheme allocations, reject claims for scheme costs, or reclaim of funding in subsequent years. Where boroughs propose to modify or remove infrastructure to upgrade and modernise, for example to install trials of demand responsive humps, speed responsive messaging or the piloting of other new and potentially

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improved approaches to solving the same local transport issue and meeting the same targets, approval will normally be given.

- 1.10 Table 1 (page 8) sets out the Transport Topics covered by this Guidance. It provides information on the BSP allocations for 2004/05 and 2005/06 so that authorities can consider the relative funding levels of the transport topics in planning their bids for 2006/07. While the absolute and relative amount of funding may change, the amounts give an indication of the likely range of funding in future. The contact details for each of the BSP contact managers are also provided for information. Boroughs are encouraged to contact these managers should the Topic guidance in Part 2 of this document not provide sufficient information to assist bid development.
- 1.11 This Guidance covers each of the BSP Transport Topics setting out the current position in respect of development of these programmes, including priorities and an explanation of how submissions will be appraised.
- 1.12 TfL require BSP submissions to be made before **22 July 2005**. As with last year's submission, this should allow TfL to consider the submissions made by boroughs in advance of confirming the TfL Business Plan and result in an announcement of supported schemes in late autumn.

Table 1 - Transport Topics

BSP TRANSPORT TOPICS	CODE	TfL CONTACT	Telephone	Allocation	Allocation
				04/05	05/06
Principal Road Maintenance (Section 7)	RO	Danaskelley@streetmanagement.org.uk (using reference "BSP Roads 06/07")	020 7941 7061	£40.000m	£34.000m
Bridge Assessment & Strengthening (Section 7)	BR	Danaskelley@streetmanagement.org.uk (using reference "BSP Structures 06/07")	020 7941 7061	£12.289m	£11.000m
Local Safety Schemes (Section 8)	LSS	Chrisfeltham@streetmanagement.org.uk	020 7941 2181	£14.861m	£20.371m
20mph Zones (Section 8)	ZO	Chrisfeltham@streetmanagement.org.uk	020 7941 2181	£6.052m	£7.708m
Education, Training & Publicity Schemes (Section 8)	ETP	Janetkissage@streetmanagement.org.uk	020 7941 2171	£0.269m	£0.621m
Walking (Section 9)	W	Davidrowe@streetmanagement.org.uk	020 7941 7545	£3.010m	£4.900m
Cycling - LCN+(Section 10)	LCN+	Annestill@streetmanagement.org.uk	020 7941 2186	£6.153m	£9.797m
Cycling - Non – LCN+ (Section 10)	CS	Annestill@streetmanagement.org.uk	020 7941 2186	£2.341m	£2.300m
Bus Stop Accessibility works (Section 11)	BSA	Petethomas@streetmanagement.org.uk	020 7027 9431	£3.297m	£3.200m
Local Bus Priority Measures (Section 12)	BP	Stuartfoster@streetmanagement.org.uk	020 7027 9429	£21.352m	£18.889m
Town Centres(Section 13)	TC	Robertbruty@tfl.gov.uk	020 7941 4594	£6.515m	£6.561m
Streets-for-People(Section 13)	SP	Robertbruty@tfl.gov.uk	020 7941 4594	£6.038m	£7.365m
Station Access (formerly Interchanges) (Section 13)	SA	Robertbruty@tfl.gov.uk	020 7941 4594	£4.247m	£4.786m
School Travel Plans (formerly Safer Routes to Schools) (Section 14)	STP	Patrickallcorn@tfl.gov.uk	020 7941 4747	£6.500m	£8.174m
Travel Awareness (Section 15)	TA	Patrickallcorn@tfl.gov.uk	020 7941 4747	£1.700m	£2.156m
Freight (Section 16)	FS	Tommansfield@tfl.gov.uk	020 7941 4758	£0.400m	£0.455m

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Regeneration Area Schemes(Section 17)	RP	Tommansfield@tfl.gov.uk	020 7941 4758	£1.100m	£1.660m
Environment (formerly Air Quality) (Section 18)	ENV	Tommansfield@tfl.gov.uk	020 7941 4758	£1.000m	£1.561m
CPZs (Section 19)	PC	Tommansfield@tfl.gov.uk	020 7941 4758	£0.900m	£0.410m
Accessibility (Section 20)	AS	Tommansfield@tfl.gov.uk	020 7941 4758	£1.400m	£1.551m
Traffic Signals	TTS	Gregulph@streetmanagement.org.uk	020 7941 2351	£7.760m	£8.000m
				£147.183m	£155.465m

1.13 TfL encourages boroughs to consider submitting schemes bidding for up to a four-year duration. Over that period significant increases in total funding are not expected for any programme area. The TfL Business Plan sets out indicative figures. While the total funding is considered accurate, the allocations to each transport topic in 2006/07 and beyond may alter.

2. OVERVIEW OF THE BSP

- 2.1 Whilst much of the guidance reflects the BSP process that was in place last year, there are noticeable changes to this year's BSP guidance. These include:
- The inclusion of the borough LIP as a significant base document
 - For those with a submitted LIP, a very much reduced requirement for bidding documentation where bids relate to a LIP proposal.
 - A 'rolling' programme for Area-Based Schemes
 - A 4-year horizon for schemes, where appropriate
 - Enhanced guidance on partnerships
 - Promotion of more sustainable and environmental approaches
 - A requirement for use of the TfL logo on BSP-funded projects
 - Increased emphasis on Outcome Monitoring
- 2.2 It is particularly important that, in making BSP bids, boroughs are realistic in terms of what they are able to deliver. Effective scheme delivery is an essential requirement of the BSP process and is a factor taken into account in the evaluation of bids.
- 2.3 Proposals are expected to be based on the transport topics identified within Table 1 and Part 2 of this guidance. If boroughs identify proposals which overlap a number of categories, it is suggested that the scheme be allocated a code according to the primary outputs. BSP Guidance, as with last year, provides more detailed advice on each of the specific topic bid areas. Figure A (page 22) is provided to indicate, in a simplified form, where the responsibilities for the different BSP topics lie within the TfL structure. Contact details for BSP programme managers can be found within Table 1 (page 8).
- 2.4 Boroughs should identify all related sources of funding contributing to their work programmes (including their own expenditure allocations). Examples of such funding include S106 obligations, SRB, Neighbourhood Renewal funding, New Deal, BID funding, European funding, parking revenue and other central government sources. This requirement forms part of the SIMPLA form (see Appendices B & E) and will assist the consideration of where to place funding both to benefit the boroughs, e.g. through providing essential match funding for a scheme, and maximise the value achieved through the TfL grant.
- 2.5 TfL will continue to listen and work with boroughs at a variety of levels to meet our joint aspirations. Partnership working between TfL and boroughs continues to develop and joint working relationships have been developed with boroughs taking the lead for particular transport themes, for example Road Safety (Kensington & Chelsea). TfL also relies upon management partnerships for bus priority (Bromley), strategic cycle network / LCN+ (Camden) and infrastructure programmes (Westminster, Hammersmith & Fulham).

Local Implementation Plans (LIPs)

- 2.6 In July 2004, TfL issued the Local Implementation Plan (LIP) Guidance. It is intended that LIPs forms part of the framework for Borough Spending Plans, rather than supersede them. Where a BSP bid relates to a delivery proposal in the borough's LIP, the relationship must be clearly specified in the bid. Where BSP proposals are founded on a submitted LIP (whether Consultation Draft, Final or Approved) the bid format may consist only of the Forms (SIMPLA, Finance, Supplementary) and any detailed supplementary information not otherwise provided in the LIP. Boroughs who have not submitted a LIP to TfL and partnerships (who do not produce a LIP) may submit a bid in the same form as for 2005/06 submissions.
- 2.7 In assessing bids and allocating funding, the following LIP matters will be taken into consideration:
- Non-arrival of or an inadequate LIP (either Consultation Draft or Final). Failure to submit either a consultation Draft or Final LIP in accordance with the agreed timetable OR the Mayor has declined to approve a Final LIP
 - Non-arrival of or an inadequate LIP Annual Progress Report. Failure to submit or submission of an inadequate LIP Annual Progress Report
 - Unsatisfactory delivery or performance implementation of a LIP or a component of it

In any of these circumstances, TfL reserves the right to reduce current or future funding, and/or to withhold payments to boroughs.

Equality & Inclusion Overview

- 2.8 The underpinning principles of TfL's Equality and Inclusion commitment are those that underpin the Mayors Transport Strategy; **a city for people, an accessible city and a fair city**. To sustain London's place as a premier world city, Transport for London will be the world's leading transport authority, delivering safe reliable and integrated transport to all those who live in, work in, or visit London.
- 2.9 In preparing BSP scheme bids, boroughs should ensure that overarching Equality and Inclusion issues are addressed. Each Borough will have prepared, or be preparing, an Equality Impact Assessment as a chapter in its LIP and schemes that follow preparation of a borough's LIP should reflect this. TfL is determined to achieve excellence in equality and inclusion, adopting and upholding exemplary employment practices and delivering barrier-free transport services that address deep-rooted societal discrimination. To build upon the five main strategic objectives highlighted last year, TfL have developed and adopted an equality policy statement that underpins TfL's commitment to:
- ◆ Promoting equality of opportunity
 - ◆ Promoting good relations between different groups/communities
 - ◆ Eliminating unlawful discrimination

- ◆ Provide accessible transport for all.
- 2.10 Boroughs are encouraged to integrate the above objectives into scheme development, where appropriate, and to provide details within the “Scheme Details” section of the SIMPLA form.

Environmental & SEA Overview

- 2.11 The inaugural LIP process incorporates Strategic Environmental Assessment of plans and proposals.
- 2.12 As boroughs increasingly draw on their LIP to form the basis for scheme proposals, all local transport, traffic and highway improvements should become consistent with the principles of environmental assessment and grounded in sustainable and environmental approaches.
- 2.13 Boroughs are reminded that TfL’s ‘Five Year Investment Programme (Business Plan 2005/6 – 2009/10)’ also incorporates an environmental impact assessment for each project.

Major TfL-led projects

- 2.14 Boroughs are invited to submit proposals that complement TfL-led projects. However, these should not include proposals that should properly be funded via the project itself (see para 2.17). The TfL Business Plan and 5 year Investment Programme provides details of schemes TfL wishes to progress, and is available at http://www.tfl.gov.uk/tfl/reports_library_business.shtml. It is acknowledged that many of the schemes have a timescale beyond that being considered by this BSP.
- 2.15 Information on TfL projects is available on the TfL website at <http://www.tfl.gov.uk/tfl/initiatives-projects/ip-index.shtml>
- 2.16 TfL supports a range of initiatives within boroughs via a number of funding streams such as complementary measures to the TLRN and bus initiatives. As requested in para 2.4, boroughs should provide information on all potential or confirmed funding sources for BSP schemes in the SIMPLA form, including sources within TfL, from the authority’s own transport budget and from any other sources.
- 2.17 Submissions should not be made for works directly associated with the major transport projects being led by TfL. Where works are required off the line of a major TfL led project, these would normally be addressed by the major project budget if these are due to an impact that is significant and directly related to the TfL-led project. Where the scale or cause of an impact is less clear, BSP submissions may be considered.
- 2.18 No BSP bids should be made for physical works on the TLRN. Bids for studies on borough roads affected by TLRN initiatives will need the agreement

of the relevant TfL Surface Transport area team before it is included within the BSP. The details of this agreement should be set out clearly within the SIMPLA form.

North Circular Road (A406) complementary measures

- 2.19 TfL has agreed to allocate a fund of up to £4 million pounds to design and implement measures on nearby borough roads that complement the TfL proposal to improve the A406 within the boroughs of Barnet, Enfield and Haringey only. These measures are expected to be predominantly in the form of traffic calming to reduce impacts from “rat-running” traffic before, during or after construction of TfL’s improvement scheme.
- 2.20 This funding is ring-fenced as a part of TfL’s project budget. However, in the interests of process efficiency and synergy with other BSP programmes it has been agreed that TfL’s payments for boroughs (or their partnerships) under this fund will be via the ICS system. Where the three boroughs have projects that are complementary for the NCR improvements they are urged to bid to that funding via Robert Frost, Project manager TfL. The three boroughs will still be eligible to bid under any relevant BSP topic for other projects beyond those allied to the NCR improvements. However any general BSP bids will have to be evaluated against the needs of other boroughs across London.

Possible Future Extension to Congestion-Charging Zone

- 2.21 In August 2004, following a period of stakeholder and public consultation, the Mayor published an amendment to his Transport Strategy to enable an extension to the congestion-charging zone to cover most of Kensington & Chelsea and Westminster. During autumn 2004, TfL engaged in discussions with those boroughs most directly affected by the proposals, in order to more closely define the scheme. In January 2005, the Mayor’s preferred scheme was published and key stakeholder organisations were consulted. Subject to the outcome of that consultation, a public consultation on a Scheme Order is expected to begin in May 2005. A final Mayoral decision on whether to proceed could then be made in Autumn 2005. The earliest possible time for the implementation of an extended congestion-charging zone would be February 2007.
- 2.22 TfL may make available supplementary BSP guidance to those boroughs which may be eligible to apply for funding towards the implementation of traffic management schemes to complement an extended congestion charging zone. Only those boroughs whose areas are traversed by the boundary of an extended zone, or which are predicted to suffer direct impacts from displaced traffic or increased pressure on on-street parking as a result of an extended zone, will be eligible for funding. Funding for any future congestion charging complementary measures will be administered through the BSP process. However, funding will be separate from the BSP bids and assessment criteria. It is envisaged that the approval process will continue to be on a regular, on-

going basis, in a similar manner to that experienced by boroughs who received such funding for the original central London congestion charging scheme.

Design issues

- 2.23 A number of boroughs are undertaking excellent work in terms of design and construction quality. TfL wishes to ensure that the works funded by BSP achieve the highest standards of design quality in terms of the materials and processes used, and boroughs should set out clearly how they will achieve these.
- 2.24 Well-designed streets and spaces are central to delivering London's Transport Strategy. Design gives order to streets and other spaces, making them durable, maintainable, usable and pleasant for people and communities, as well as attractive for businesses. London's public realm is everything that we encounter between leaving our homes and arriving at our destinations. We must make these places usable and pleasant for pedestrians and cyclists, as well as for cars. These should be places to linger, as well as places to pass through safely and efficiently for all users including those with impaired mobility, sight or hearing.
- 2.25 The goal of TfL's Urban Design and Architecture team is to help deliver optimal interaction and co-operation between the boroughs and TfL in order to improve the quality of the public realm that occurs along Transport corridors. In order to achieve this it is establishing a joint working party between the boroughs and TfL and also representatives from other interested parties (e.g. A&UU, English Heritage etc) to create a Strategic Urban Realm Plan (SURP).
- 2.26 TfL has recently issued draft Streetscape Guidance to boroughs and the high standards of the design approach proposed in this guidance will be used as a benchmark in assessing the forthcoming bids. Boroughs are encouraged to include consideration of this document but should note that only TLRN roads are formally covered. The principles and material palettes are, however, potentially applicable to borough roads.
- 2.27 TfL is committed to high quality public spaces and is for example working with the Mayor's Architecture and Urbanism Unit delivering projects within the Mayor's 100 Public Spaces Programme. This programme aims to set an exemplary standard of high quality streetscape design. It provides good examples of how to achieve high quality schemes for example through open procurement of designers as part of multidisciplinary teams or who work with highway /engineering consultants.
- 2.28 A well-designed streetscape requires consideration of a great many characteristics that influence amenity, modal choice and level of use, such as:
- Permeability and accessibility for all users
 - Durability and cost-effective maintenance
 - Visual order, simplicity and legibility
 - Careful and considered design, use or retention of materials and landscaping

- Suitability with place and local context
- 2.29 Boroughs should provide with their BSP submission three hard copies of their borough design manual or a statement of any borough design standards. Where significant public realm works are proposed submissions should include reference as to who will provide the skills involved in developing the design and oversee implementation of the proposed project and how the designer will be procured. The assessment will have regard to the design strategy proposed.

Non-Borough Organisation Bids

- 2.30 Community groups seeking BSP funding for a transport-related scheme should bid via their local borough. Boroughs may incorporate schemes proposed by local community groups as part of their BSP submission, if the borough fully supports the scheme. Any bids from boroughs seeking to fund such a community scheme will need to state clearly its objectives, expected benefits, and the linkages to any borough programmes. Boroughs will be responsible for managing the scheme development and/or implementation and the bid should conform in format to the requirements and standards for all other bids presented by a borough.

Publicity associated with BSP schemes

- 2.31 TfL seeks to continue working with the boroughs to enhance the public profile of improvements to local transport. TfL also needs to harmonise its approach to the branding of its funding to boroughs with other GLA functional bodies, such as the LDA. Boroughs are required to include the appropriate publicity for BSP-funded schemes from 31 March 2005. This will incorporate inclusion of the TfL logo or TfL 5 year Investment Programme logo on construction signs and project brochures / material / publicity. Specific instruction on how to apply this to a scheme is available from Amanda Ivanson, TfL Corporate Design (020 7941 4027 or amandaivanson@tfl.gov.uk).
- 2.32 It is a condition for every scheme supported by the BSP to a level of £15,000 or greater amount, or where the BSP component of the funding is 15% or more, to acknowledge the TfL contribution by inclusion of the TfL logo on any permanent or semi-permanent structure, signage, project publicity or project materials such as consultation material, notification materials, websites or announcements where the council or partnership would normally display its own logo. This will not apply in cases where an alternative TfL logo (e.g. Travel Awareness) has been agreed. The logo to be used should be according to the following table:

Funding level and % of scheme funded by TfL	Logo/signage
Below £15,000 or less than 15%	None necessary
Above £15,000 but less than £50,000 And TfL has contributed 15% or more	TfL Logo
Above £50,000 and TfL has contributed between 15% and 50%	TfL Logo
Above £50,000 and TfL's contribution is 50% or more of the total	TfL logo and TfL 5 Yr Investment programme logo*
Above £500,000	TfL logo and TfL 5 Yr Investment programme signage (individually agreed per scheme)

*For permanent branding, only the TfL logo is necessary.

- 2.33 The logo may be obtained from TfL through the TfL Website www.tfl.gov.uk/corporatedesign. TfL's Guidelines for Use of the TfL logo must be adhered to. For any queries and for the Capital Investment signage please contact Amanda Ivanson (020) 7941 4027.
- 2.34 Where a borough or partnership considers a scheme, structure or material inappropriate for branding, they must consult the TfL programme manager normally responsible for the scheme type and obtain a waiver of this condition.

Partnerships

Development of partnerships

- 2.35 TfL has worked satisfactorily with several partnerships within the BSP process. It is hoped that this can continue to the mutual benefit of TfL and the boroughs involved. These groupings have formed around specific topics or geographical areas. Occasionally there may be a case either for a partnership to cease to be involved in the BSP bidding / delivery activity, be modified, or for a new partnership to be recognised.
- 2.36 In the past TfL has found that partnerships have greatest value where they deliver one or more of the following benefits
- Economies of scale in delivery e.g. travel plan co-ordinator roles
 - Cover projects with a strong cross borough boundary component e.g. LCN+ network
 - Represent projects of sub-regional importance / impact e.g. major town centres
- 2.37 These factors have tended to be more likely to be present in the following BSP topics:
- Walking
 - Cycling
 - Bus Priority Measures
 - Town Centres

- Streets for People
- Station Access
- Travel Awareness
- Freight
- Environment

2.38 The following topics have shown little if any BSP partnership role

- Principal Road Renewal
- Bridge Strengthening
- Local Safety Schemes
- 20mph zones
- Education, Training & Publicity
- Bus Stop Accessibility
- Safer Routes to Schools
- Regeneration Area Schemes
- Controlled Parking Zones
- Accessibility

Formation of a new partnership

2.39 TfL is willing to consider recognising new partnerships for BSP purposes from the commencement of the 2006/7 financial year. If boroughs wish to propose a new grouping they are asked to provide the following material to TfL prior to the closing date for 2006/7 bidding.

- Formal written support from each constituent borough
- A written statement of objectives for the partnership
- The agreed name of lead contact and lead borough for communications purposes
- Agreement that the lead borough in the new partnership will provide the reports required by TfL's Financial Guidance and take on an active role in managing the funded projects
- Confirmation that the partnership is consistent with LIP submissions made by constituent boroughs

2.40 New partnerships of a sub-regional nature will generally be considered favourably if they relate to, or promote, transport planning linkages to the sub-regions set out in the London Plan. Spatial and transport planning guidance for these is being developed and consulted upon by the Mayor, and boroughs and partnerships are encouraged to engage in this process.

2.41 New partnerships will not be considered where they clearly overlap an existing BSP supported partnership's role. Subject to TfL approval of the new partnership for BSP purposes, that grouping will be eligible to submit a BSP submission from 2006/7 onwards in accordance with the standard timetable and process explained in this guidance.

Withdrawal of partnership from BSP process

- 2.42 If the constituent boroughs agree that a partnership is to cease to engage in BSP activity this should be notified in writing to TfL by the lead borough. Except in exceptional circumstances such a withdrawal should come into effect at a financial year end. Where future year funding commitments remain these should be formally transferred (in writing) either to an individual borough or another partnership and such intention notified to TfL.

Modification of partnership within the BSP process

- 2.43 From time to time a partnership may wish to alter its membership or its main focus. They may, for example, wish to align to other groupings' boundaries more closely such as the London Plan sub-regions. If the constituent boroughs agree that a partnership is to amend its role or membership this should be notified in writing to TfL by the lead borough. Except in exceptional circumstances such a modification should come into effect at a financial year-end. Where future year funding commitments remain that are directly affected by a modification these should be formally transferred (in writing) either to an individual borough or another partnership and such intention notified to TfL.

Partnership running costs

- 2.44 TfL is willing to make a contribution from BSP funds towards the transport delivery related running costs of partnerships. A number of partnerships have benefited from this in the past, but no overall framework has been applied. For 2006-7 partnerships can bid for the following

- Running costs up to maximum of 7% of capital projects' cost "top-sliced" from the project allocations up to a maximum payment of £200,000 per partnership
- Running costs may include:
 - Employing staff to arrange and administer co-ordination and programme development meetings
 - Meeting room hire & catering
 - Employing staff to monitor the progress of schemes and projects and to collate and submit project progress reports
 - Limited promotional expenditure to publicise the partnership e.g. website development

- 2.45 It should be appreciated that any money "top-sliced" for partnership administration will reduce the BSP funds available for actual delivery.

Other TfL Borough funding

- 2.46 Separately from running costs partnerships may, from time to time, be allocated funds to carry out special projects or tasks that has been agreed by TfL. These allocations will be in addition to the running costs mentioned

above. Examples are the Station Access development funding that has been made available in 2005/06 and non-administrative support posts such as the travel plan co-ordinators salaries. These allocations are not to be top sliced.

Additional Requirement for Partnership Bids

- 2.47 Partnerships must provide a table showing bids broken down to borough level. This will help to identify which borough will potentially receive any allocated funding and assist with spatial analysis of BSP bids and allocations.

Traffic Management Act 2004 (TMA)

- 2.48 The TMA 2004 introduces a new class of 'Strategic Roads' for London where boroughs retain Highway and Traffic Authority responsibilities, but for which TfL has oversight. The oversight arrangements operate in a similar way to those that apply to GLA roads and require a borough to notify TfL if its proposal (including a proposal to undertake works such as maintenance) would be likely to affect traffic operations on a strategic road in its own area or to notify both TfL and neighbouring boroughs if such a proposal might affect traffic operations on a strategic road or any other road in a neighbouring borough's area. Again, in the event of an outstanding objection by TfL and/or by a neighbouring borough, the promoting borough has the opportunity of seeking a decision from the GLA, who may hold a public inquiry.
- 2.49 The TMA 2004 also places a statutory Network Management Duty (NMD) on Local Traffic Authorities (LTAs). In London the LTAs are TfL and the 33 boroughs. A Traffic Manager appointed by each LTA will oversee the NMD. The role of an LTA Traffic Manager is to seek to ensure that the LTA has the processes and arrangements in place to fulfil the LTA NMD requirements. It is envisaged that a borough's Traffic Manager will have an interest similar to TfL, and to TfL's own Traffic Manager, with regard to the safeguarding of the operation of strategic roads. A borough's Traffic Manager is, therefore, likely to need the same sort of information as will be required by TfL or a neighbouring borough in a notification, if the borough's Traffic Manager is to gain a full understanding of the borough's proposal, the problem it aims to address and the impact of the proposal on network operations.
- 2.50 TfL have issued guidance to London Boroughs on how the Notifications process will operate over the Strategic Road Network (SRN) for both new schemes and proposed works. On 10 March 2005, the Minister of State announced the extent of the Strategic Road Network in London. The SRN roads will come into force from 5 September 2005 and TfL's notification process outlined in the TMA guidance will operate from 1 August 2005 to allow a month's advance notice.
- 2.51 Boroughs should be aware of the need to contact TfL Network Assurance Team (NAT) with details of scheme proposals at an early stage, even those where BSP funding is sought. Prior to the scheme being constructed boroughs should forward details of the proposed works to TfL's NAT (referring

to the BSP scheme number and any previous scheme identification). More details of when and how to notify are given in TfL's TMA Notification Guidance.

- 2.52 Boroughs should note that the Network Management duty places an obligation on them to minimise any negative impacts on those who may not benefit from any transport improvements, in order to ensure the expeditious movement of traffic (including pedestrians). Boroughs will need to demonstrate how the NMD has been considered as part of their proposals.

Network and Area Plans

- 2.53 Network and Area Plans (NAPs) are being developed by TfL Street Management's (SM) Area Teams. These plans are for the period 2005/06 and for the three years beyond up to 2008/09. They are intended to provide a uniform and transparent basis for preparing future programmes of work in accordance with the Mayor's Transport Strategy. They also provide a public record of the aspirations of SM for its programme of works and associated funding and will be used to support SM's internal business planning and funding bid process.
- 2.54 It is proposed that these documents will be distributed to the boroughs and appropriate stakeholders for comment and information in March, with the final documents being published in summer 2005.

Olympic Bid

- 2.55 TfL recognises that, until the announcement of the result of London's Bid to host the 2012 Olympic Games, an important factor for BSP planning and decision-making is unknown. Upon the announcement of a successful Olympic Bid, TfL plans to apply additional criteria (involving review by TfL's Olympic team if necessary) across all programmes to ensure that:
- Schemes of demonstrable or potential benefit to the Olympic Games and their legacy are supported in a co-ordinated manner
 - Schemes of demonstrable or potential harm to the Olympic Games and their legacy are either not supported or contain additional measures reducing or removing the identified harm
- 2.56 BSP bids this year should therefore be submitted and marked where their delivery is contingent on the success of the London Olympics Games Bid and others marked where delivery becomes necessary or possible only in the event that the Olympic Bid is not successful. The suggested marking covers three categories of BSP scheme bid, where it is within an area affected by the Olympics:
- 'Dependent on Olympics 2012'
 - 'Not affected by Olympics 2012'
 - 'Proceed only in the absence of the Olympic Games'

- 2.57 Several boroughs will therefore not need to consider this issue. Information on Olympic sites and corridors involved in London's Bid is available from the London 2012 website www.london2012.org or phoning the TfL Olympic Transport Strategy team on 020 7941 4722. TfL will omit from consideration schemes marked accordingly in either the first or third category, once the result is known. TfL will check an affected borough's BSP bids to ensure the second criteria of 'harm' to the Olympic Games is avoided.
- 2.58 A similar marking structure should be used for the major elements of any BSP scheme bid that will, or need to, change according to the results of the Olympic Bid. This should clearly be set out within the bid submission, and any variations to scheme cost (and therefore the amount being bid for) identified as different scenarios from the base bid cost. This will allow Borough Partnerships to apply the costing alternatives correctly to a bid submission once the announcement is made.

Traffic Signals

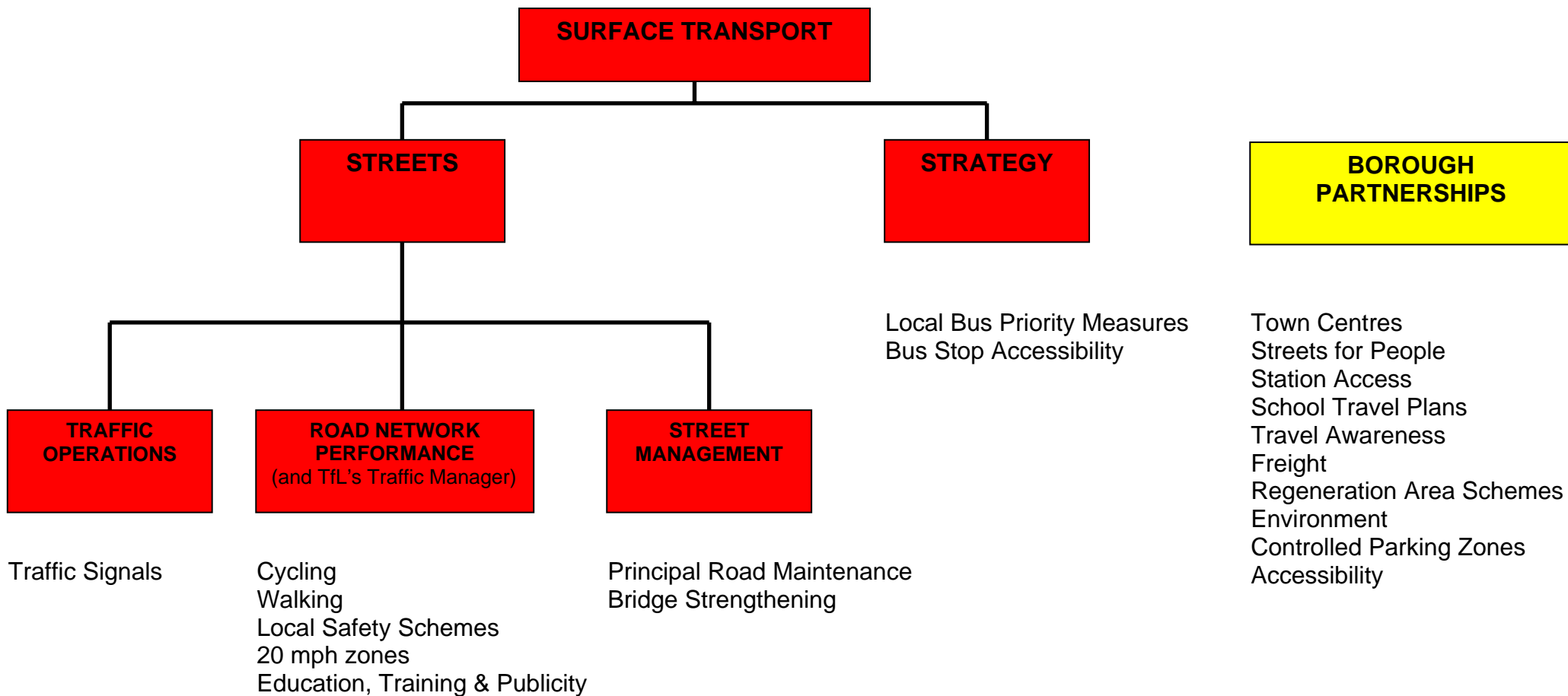
- 2.59 As the mechanisms for funding Traffic Signals installations are under review, boroughs are asked to indicate what schemes will include works involving traffic signals. The type of works and type of signals, with locations, must be given along with the cost estimate made in the project plan for the lighting installations.

Reporting

- 2.60 To fulfil its obligations, TfL requires regular reporting on schemes which it has funded. Regular reports (usually bi-monthly) are required to be submitted by each borough and partnership. In these reports, boroughs report on each scheme, any change in expected total or expected spend profile in the scheme timing for delivery, any transfers of funding between schemes, any problems experienced should also be recorded. The bi-monthly report is TfL's main source of information on scheme progress. TfL reserves the right to withdraw payments for failure to submit requested and accurate reports, and will take such failure into account when assessing borough eligibility for future schemes
- 2.61 In addition to the above, dissemination of good practice findings, and/or a written study report may form an essential part of reporting for innovative rather than standard schemes. Requirements for innovative schemes should be discussed with the relevant programme manager.

Figure A

TRANSPORT FOR LONDON – BOROUGH SPENDING PLAN RESPONSIBILITIES



3. FUNDING PROFILE

- 3.1 The 2006/07 BSP funding settlement will reflect the TfL Capital Investment Programme commitment of £155 million¹. During the last two rounds of BSP submissions TfL supported some schemes over more than one year. This year's submissions can cover a four-year period so that borough aspirations can be more fully considered.
- 3.2 The new prudential borrowing regime for local government finance came into force in April 2004. By providing for additional financing flexibility, the new regime has the potential to improve the approach taken to funding transport capital projects. TfL is exploring potential uses of financing under the new regime, taking into account its unique funding arrangements. This could include TfL using financing to enable it to support payments to boroughs for long-term capital projects. We will keep boroughs informed of developments in this area.
- 3.3 In relation to revenue funding, capital bids for specific schemes can include an element of revenue funds to take account of the costs of designing and monitoring the scheme. An element of revenue funding may also be included within a scheme requiring "pump-priming" which will subsequently become self-financing or be supported by funds outside the BSP process. Generally, however, TfL will not be looking to fund revenue based activities that have been previously supported by the boroughs using their own resources or allocate funds to boroughs for them to pay back for services provided by TfL e.g. new bus services
- 3.4 TfL wishes to indicate its support in borough negotiations with developers as a means of ensuring that developers bear responsibility for the mobility demands generated by new development. When submitting BSP bids, boroughs should clearly indicate where funding will complement S106 transport related measures being implemented. BSP funding should not be used to top-up developer funds for schemes directly relating to the impact of a new development, but they can play an important role in adding value to schemes which can usefully be extended to areas beyond the confines of specific developments.

¹ Less non-BSP schemes, e.g. Thames Road Bexley and 'Detrunking A1306'

4. FORMAT OF BID SUBMISSION

- 4.1 The core of the BSP Submission is a set of forms, listed in Table 2 below. These forms provide a structure in which boroughs can outline a case for their proposed schemes. The forms provide a common minimum degree of rigour across all boroughs.

Table 2: All BSP Submission forms

Form	Purpose and comments
SIMPLA	Captures structured information about a proposed scheme to enable programme managers to undertake assessment.
Finance F1	Summarises total funding requested and the financial profile of the borough's BSP submission
Finance F2	Captures financial information for BSP schemes that: <ul style="list-style-type: none"> • Have a total cost of over £2m, or • Are not listed on a Bid Support form
Bid Support RO	Captures all boroughs' proposed schemes for Principal Road Maintenance. Previously called TfL-F4
Bid Support BR1	Captures all boroughs' proposed schemes for Bridge Strengthening. Previously called TfL-F6
Bid Support BR2	A structure register of boroughs' bridges. Previously called TfL-F6a.
Bid Support Safety	Captures all boroughs' proposed schemes for Local Safety Schemes and 20mph zones. Previously called TfL-F5. Form TfL-F5a has been removed from the BSP Submission.
Bid Support ETP	Captures all boroughs' proposed schemes for Safety Education, Training and Publicity. Previously called TfL-F7.
Bid Support BSA	Captures all boroughs' proposed schemes for Bus Stop Accessibility.
Business case	For schemes with a total cost of £2m or more, there is an additional evaluation process, supported by this form.

- 4.2 The BSP forms and accompanying guidance are available on the TfL website at <http://www.tfl.gov.uk/BSP> as part of the more detailed advice. Boroughs should ensure that all officers who return BSP forms have read the detailed form guidance.
- 4.3 TfL will use the financial information supplied within forms F1 and F2 as the bid submission figures. Boroughs and partnerships should ensure that these figures are consistent with those referred to in the SIMPLA forms, and other BSP submission forms or text.
- 4.4 Boroughs should use their own judgement to present their schemes in the most effective manner possible. They should fit as much information into the above forms as possible, but can add accompanying unstructured text, maps of the proposed scheme location, and any other diagrams or supporting information. These sections should be under clear headings to draw programme managers attention.
- 4.5 Schemes with a total cost of £2m or more must submit a separate business case as part of the BSP. **The total cost considers all sources of funding,**

including sources outside TfL, and for the entire life of the scheme.

Boroughs that submit proposals for schemes that cost £2m or more should review the Business case guidance and contact TfL with any questions.

Submission requirements by Transport Topic

- 4.6 The BSP funds diverse works across Transport Topics, each with individual information requirements. The SIMPLA form will therefore contain varying levels of data for each Transport Topic. Both the detailed form guidance and the individual topic guidance in Part 2 of this document provide instructions on how to provide adequate support to the different Transport Topics.
- 4.7 Table 3 below summarises the documentation requirements of each Transport Topic for SIMPLA and Bid Support forms. The Transport Topic sections of the BSP Guidance are the authoritative source of documentation requirements, but this table may help boroughs to understand the different submission requirements between Transport Topics. The Recommended support column contains items that programme managers find useful to understand the proposed schemes. These items are not mandatory, but programme managers report that they significantly increase their understanding of the proposed schemes. Additionally, plans and photographs can assist scheme consideration. Programme managers also list supporting documentation requirements in their individual topic chapters.

Table 3: Documentation requirements by Transport Topic

Code	Transport Topic	SIMPLA requirements	Other forms	Recommended support
AS	Accessibility	One SIMPLA per scheme	F2	
BP	Bus Priority	One SIMPLA per scheme	F2	Map of scheme location
BR	Bridge Strengthening	One SIMPLA for whole topic	Bid Support – BR1; Bid Support – BR2	
BSA	Bus Stop Accessibility	No SIMPLA required	Bid – BSA	
CS	Cycling schemes	One SIMPLA per scheme	F2	Map of scheme location
ENV	Environment	One SIMPLA per scheme	F2	
ETP	Education, Training and Publicity	One SIMPLA per scheme	Bid Support – ETP	
FS	Freight	One SIMPLA per scheme	F2	
LSS	Local Safety Schemes	One SIMPLA for whole topic	Bid Support – Safety	
PC	Controlled Parking Zones	One SIMPLA per scheme	F2	Map of all CPZs in borough
RO	Principal Road Maintenance	One SIMPLA for whole topic	Bid Support – RO	See Topic guidance

Code	Transport Topic	SIMPLA requirements	Other forms	Recommended support
RP	Regeneration	One SIMPLA per scheme	F2	Map of scheme location
SA	Station Access	One SIMPLA per scheme	F2	Map of scheme location
SfP	Streets for People	One SIMPLA per scheme	F2	Map of scheme location
STP	School Travel Plans	One SIMPLA per scheme	F2	See STP section
TA	Travel Awareness	One SIMPLA per scheme	F2	
TC	Town Centres	One SIMPLA per scheme	F2	Map of scheme location
W	Walking	One SIMPLA per scheme	F2	Map of scheme location
ZO	20mph zones	One SIMPLA for whole topic	Bid – Safety	Map of scheme location

LCN+ and LBPB Bids

- 4.8 Bids relating to LCN+ and LBPB should be sent respectively to the LCN+ partnership (lcplus@camden.gov.uk) and the LBPB partnership (garnet@lbpn.freeserve.co.uk) in time for inclusion in the LCN+ and LBPB submission documents. Copies should also be sent to BSP@tfl.gov.uk. **Borough submissions in relation to LCN+ and LBPB are NOT to be submitted within borough/partnership BSP documents**

5 MONITORING SCHEME OUTCOMES

- 5.1 The 2006/07 BSP requirements for outcome monitoring are set out in this section. Transport topics listed below are within the scope of outcome monitoring.

Walking [W]	Cycling [CS]
20mph zones [ZO]	School Travel Plans [STP] ²
Controlled Parking Zones [PC]	Travel Awareness [TA]
Town Centres [TC]	Streets-for-People [SP]
Station Access [SA] ³	Regeneration area schemes [RP]
Freight [FS]	Environment [ENV] ⁴
Accessibility [AS]	

Outcome monitoring does not apply to other topics (i.e Local Safety Schemes, Road Maintenance, Bridge Strengthening and Bus Priority), where monitoring regimes are already in place.

- 5.2 The Mayor's Transport Strategy sets out a series of objectives and priorities to improve the transport system and support the vision of London as a world city. In order to understand the contribution being made by boroughs, TfL needs to evaluate whether the resources that are being allocated to projects and programmes are delivering the outcomes necessary to achieve the Strategy's key priorities. Objectives, and in some cases targets, have been established within the Transport Strategy and monitoring arrangements are required to assess progress towards meeting these measures.
- 5.3 In previous years, monitoring Borough Spending Plan schemes focussed on outputs such as reported scheme delivery on the ground or achievement of spend. This section of guidance is concerned with monitoring scheme outcomes. Outcomes are defined as the impacts and effects of scheme implementation and whether the scheme is meeting its objectives. In considering bids for funding, the monitoring of both outputs and outcomes will be an important part of TfL's assessment process.
- 5.4 The annual cycle of outcome monitoring (OM) is illustrated in Figure B (page 32). It shows the process by which monitoring information will support the bid, performance indicators will be agreed for approved schemes, data will be collected and finally reported back via the BSP submission. While the diagram contains an indicative timeline, not all schemes will fit this monitoring model. In some cases, reporting may need to take place in outcome monitoring reports in subsequent years.
- 5.5 A TfL/ALG/LoTAG working group has developed the outcome monitoring framework for London for BSP funded schemes. This has resulted in a framework that can be applied to BSP schemes to ensure a consistent approach across London. Boroughs submitted OM reports with the 2005/06

² From 2006/07 Safer Routes to Schools changed to School Travel Plans

³ From 2005/06 Interchanges (IT) changed to Station Access(SA)

⁴ From 2005/06 Air Quality (AQ) changed to Environment(ENV)

BSP submissions for the first time as a part of the OM framework. Review of the OM reports shows that the average quality of scorecards produced has been good in terms of scheme delivery and contribution to objectives. The actual provision of quantified before and after survey data was limited. Detailed analysis of boroughs' OM reporting is available on the Borough Extranet.

- 5.6 Scheme bid submissions should include the cost of undertaking outcome monitoring along the lines set out within this guidance. Funding for approved and identified schemes will include the cost of proportional and appropriate monitoring of schemes. Boroughs are expected to make full use of these funds in developing their BSP submissions.
- 5.7 In deciding where to place BSP funds for 2006/07, the criteria set out within this guidance for each topic heading will be used. However, TfL will also need to take account of boroughs' ability to demonstrate their achievements through the OM report with quantified before and after survey data. The monitoring process is not concerned with testing the ability to complete forms, but to better understand the benefits within these transport topics and support future funding for these areas by TfL. Outcome monitoring is essential to support future funding and all boroughs are strongly encouraged to ensure they are fully aware of the requirements of outcome monitoring. Any concerns should be addressed to TfL, who along with the ALG will provide assistance and further training for boroughs that require it in order to adequately comply with outcome monitoring requirements. TfL reserves the right to withhold future BSP funding if there is a failure to comply with OM requirements. Therefore, it is important that boroughs, TfL and the ALG work together to ensure there is full understanding.

Outcome Monitoring Framework

- 5.8 The key elements of the BSP outcome monitoring process are outlined below. The following section outlines the submission requirements. *The following documents (Appendices F – K) are available on the TfL website.*

Planning

- 5.9 *Performance Indicators (Appendix I)* - TfL proposes to use a standard set of key performance indicators for each transport topic. Boroughs are encouraged to use these performance indicators both to plan the scheme through the causal chain analysis method, and to measure and evaluate the scheme's outcomes through the Monitoring Scorecard. The performance indicators were developed from an analysis of the 2003/04 Outcome Monitoring forms submitted by the boroughs, discussions with Programme Managers and the results of the Outcome Monitoring Steering Group
- 5.10 *Causal Chains (Appendix J)*- These diagrams are tools to trace the process by which a transport measure will achieve its objectives. It is a tool that is particularly useful at the planning stage of schemes during the bidding

process. However, not all schemes will require causal chain analysis. As outlined in the submission requirements below, we request that boroughs return up to 10 causal chains.

Monitoring

- 5.11 *Outcome Monitoring Scheme form* - TfL has provided boroughs with a partly pre-populated form highlighting the schemes to be monitored and the performance indicators to be used.
- 5.12 *Survey Manual (Appendix K)*- TfL has provided a survey manual, which provides advice on when, and how to undertake surveys and analysis for monitoring BSP scheme outcomes.
- 5.13 *Monitoring Scorecard (Appendix F)*- This form allows boroughs to
 - present the results of outcome monitoring
 - demonstrate achievement of stated objectives
 - show evidence of robustness of assessment.
- 5.14 Information provided through the Monitoring Scorecard will be very helpful in continuing to support TfL’s business case for BSP funding. The outcomes will be analysed to identify efficient practices to spread ‘good practice’ among boroughs. It is essential that boroughs are open and honest in preparing their scorecards, rather than trying to represent only positive impacts of schemes. A worked example of the Monitoring Scorecard is provided as *Appendix G*.
- 5.15 Boroughs are also requested to outline the outcome monitoring proposals for agreed schemes in the Monitoring Scorecard Summary Sheet (*Appendix H*). In this sheet, boroughs should list all identified in the OM form. Together, the Monitoring Scorecard and Monitoring Scorecard Summary Sheet are referred to as the Outcome Monitoring Report.

Table 4: **Summary of documents**

Documents	Purpose
Outcome Monitoring form	Partly pre-populated form provided by TfL identifying schemes to be monitored
Monitoring Scorecard 2004/05 (Appendix F)	To be submitted by the boroughs with 2006/07 BSP submission.
Monitoring Scorecard worked example (Appendix G)	Provided by TfL as guidance for completion of Scorecard 2003/04.
Monitoring Scorecard Summary sheet (Appendix H)	Top sheet to be submitted by the boroughs, to summarise the outcome monitoring of schemes and Scorecards.
Performance Indicator Grid (PI Grid) (Appendix I)	Performance Indicators provided by TfL for the 05/06 schemes, selected for outcome monitoring. Also to provide guidance for the Pis to be included in the Causal chain.
Survey Manual (Appendix K)	Provided by TfL as guidance for consistent methods of monitoring PIs.

Advice on Causal Chains (Appendix J)	Provided by TfL as guidance to help boroughs develop Causal chains and focus the bids towards achieving the Mayor's transport objectives.
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Outcome Monitoring Submission Requirements

5.16 There are three slightly differing monitoring regimes in place for the years 04/05, 05/06, 06/07 involving increasing commitments from boroughs / partnerships. To assist understanding of the requirements for each of the above years, a summary of each years requirements is set out below

5.17 **2004/05**

- Boroughs have already identified schemes to be monitored & performance indicators to be used, via the OM form.
- Reporting on these borough-identified schemes is required as part of the 2006/07 BSP submission.

Boroughs and partnerships are expected to submit an '**Outcome Monitoring Report (2004 –05)**' which is required as a supplement to the BSP submission by June 17, 2005, and via email to BSP@tfl.gov.uk.

This report should include the following:

- Monitoring Scorecard Summary Sheet
- Monitoring Scorecards for each of the schemes that authorities have indicated they would be reporting upon.

Although BSP submissions only need to report via Monitoring Scorecards, TfL reserves the right to require submission of the original data / supporting material within a period of three years after submission. It is expected that BSP Programme Managers may occasionally wish to audit the detail of a monitored scheme.

5.18 **2005/06**

Monitoring requirements with respect to schemes and performance indicators will be separately notified by email shortly, and reporting will be expected as part of the 2007/08 BSP submission.

5.19 **2006/07**

Similar to last year, TfL expects that Causal Chains will be submitted in support of larger and more complex scheme of the proposals, with an indication of likely performance indicators that might be monitored. Causal Chains should only be prepared for new schemes, therefore not for bids for continuing schemes.

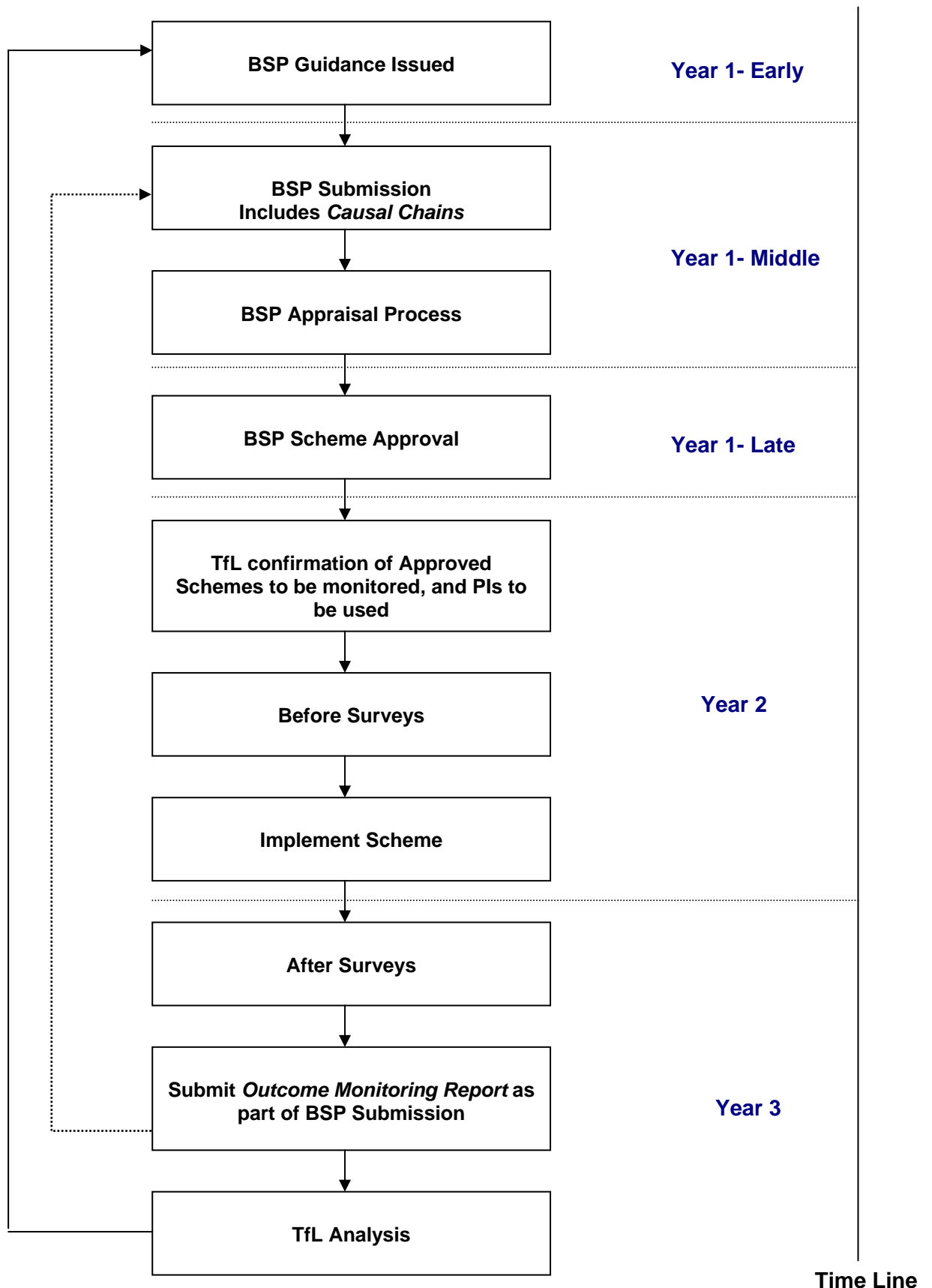
5.20 TfL anticipates that boroughs will develop their Causal Chains to support their bid in a way that will help identify objectives and outcomes, and generate potential performance indicators. Causal Chains are of little value if they just repeat the examples given and they should be used as a tool to aid thought processes in scheme development. TfL expects all boroughs to submit Causal Chains but does not expect more than 10 chains to support the BSP

submission. However, some authorities may find that Causal Chains are a useful discipline and wish to submit them for a large number of schemes. Such submissions would be very welcome.

Table 5: Summary of requirements

BSP year	Causal Chain Analysis	Outcome Monitoring Scorecard & Summary
2004/05	Not required	Required with this BSP submission.
2005/06	Was submitted with summer 2004 submission	Required as part of summer 2005 submission
2006/07	Required with this BSP Submission	Future reporting, to be advised

Figure B – Outcome Monitoring Process



6 CONTACTS

6.1 Boroughs with questions about how to complete their BSP Submissions should contact the following TfL representatives according to the type of question:

TfL Programme Managers

Boroughs should contact programme managers with questions about the following:

- Individual topic guidance, including criteria for which schemes will be funded
- Advice on how to present their bid for that Transport Topic
- Any questions about Bid Support forms
- For £2million plus schemes

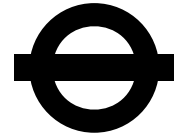
Programme managers' contact details are listed in Table 1

TfL Borough Funding team

Boroughs should contact the Borough Funding team of Borough Partnerships with questions about the following

- Finance and Business Case forms
- Questions on nature of the BSP Submission as a whole

Borough funding can be contacted by sending an email to BSP@TfL.gov.uk



**Borough Spending Plan
Submission Guidance
2006/07 – 2009/10**

**PART TWO:
TRANSPORT TOPIC
SUBMISSION CRITERIA**

7. INFRASTRUCTURE (PRINCIPAL ROAD RENEWAL (RO) / BRIDGE STRENGTHENING (BR))

PRINCIPAL ROAD RENEWAL (RO)

Introduction

- 7.1 TfL Street Management is allocating principal road renewal funding to London boroughs in accordance with the length of carriageway with a UKPMS condition indicator of 70 and over, and some 50-70, on the basis of the annual Road 2000 DVI surveys (i.e. in the case of the 2006/7 bids, it will be based on the 2005 survey). TfL is also funding the cost of these surveys. Footway condition data is also being collected. Bids for associated footway works will be considered and non-associated footway works where the footway is in a high foot fall area (Prestige Walking Zone) and in poorest condition (20+). Bids for London wide data collection of the condition of the PR carriageway, footway and assets should be bid for within the appropriate lead authority package. Although the government will require the indicator to be reported using Tracks Type Survey, TfL will continue to utilise DVI data until there is clear correlation between the two data sets. Boroughs are encouraged to carefully consider introducing properties in their bids for principal road renewal.
- 7.2 The driver of the programme is rooted in the Mayor's Transport Strategy. The thrust is to clear the backlog of roads in condition index of 70 and over by April 2011 and prevent 50-70 condition roads from entering the 70+ condition in this period.

Information required

- 7.3 Boroughs are requested to provide in their BSP submission a list of roads in condition 70 and over, and 50-70 proposed for treatment. The following will be required:
- List of schemes in priority order covering all 70+ roads and 50-70 roads that can be practically carried out in one year (bearing in mind resources and the need for a co-ordinated programme which minimises cross boundary and parallel route disruption to road users especially buses)
- Boroughs may provide in their BSP submission a list of roads proposed for treatment in future years, which would be used for future planning and co-ordination of works. To accord with the Mayor's policy (proposal 6, Mayor's Ambient Noise Strategy), Boroughs should also include a note of the type of road surface proposed, and if available, the noise reduction benefit expected at the speed limit for the road in question.

Format of Submission

- 7.4 The main form for boroughs to outline their proposed principal road renewal schemes is “Bid Support RO”, which is available in the “Finance and Bid Support forms” spreadsheet distributed with this guidance. Boroughs should also return one SIMPLA form for their whole principal road renewal programme. They are not required to return SIMPLA forms for each proposed scheme.
- 7.5 Electronic copies of the forms should be submitted as outlined in first page of the BSP Guidance.

Appraisal of Submission

- 7.6 In order to appraise the submissions, all the detailed scheme information above will be required at the same time. This is particularly important for co-ordinating programmed works, assessing cross boundary implications and mitigation of disruption to the travelling public.
- Initially a total allocation will be arrived at for each borough on the basis of length of road in the above condition categories.
 - Subsequently the allocation total will be matched to the prioritised list of schemes included in the submission based upon condition (70 and over, 50-70).

BRIDGE STRENGTHENING (BR)

Introduction

- 7.7 TfL Street Management is fully funding bridge assessments. Funding will be ring fenced for interim measures and will be allocated throughout the year on a needs basis. Allocation for strengthening is based on the LoBEG prioritisation system and covers all borough structures and Network Rail structures carrying highways. In the case of Network Rail owned structures assessment funding is fully met and strengthening is funded on the basis of the appropriate cost sharing scenario guidelines. Commitment will be given to funding in future years for qualifying schemes and those where construction is underway spanning more than one financial year. TfL will consider special situations for structural maintenance case by case to ensure continued operation of London's main road network.
- 7.8 The driver of the programme is rooted in the Mayor's Transport Strategy. The aim is to ensure that London's road network is fully operational.
- 7.9 Surveys of the condition of structures carrying principal roads are being carried out in partnership with LoTAG/LoBEG and funded by TfL. Bids for

London Wide collection of bridge condition index data should be bid for within the appropriate lead authority package.

Information required

- 7.10 The following will be required: List of assessment and strengthening schemes in priority order including interim measures (where known).
- 7.11 It is essential that each borough checks with the Chair of the Package Approach Steering Committee that all necessary prioritisation information has been received such that a prioritisation rating has been calculated.
- 7.12 Each scheme should be accompanied by the following details:
- Name of bridge or structure and geo-codes (E, N)
 - Description of scheme
 - Estimated cost split by feasibility phase 1 and 2 combined, phase 3 and 4 combined, design, works
 - Spend profile

Format of Submission

- 7.13 The main forms for boroughs to outline their proposed bridge strengthening schemes are “Bid Support BR1” and “Bid Support BR2”, which are available in the “Finance and Bid Support forms” spreadsheet distributed with this guidance. Boroughs should also return one SIMPLA form for their whole bridge strengthening programme. They are not required to return SIMPLA forms for each proposed scheme.
- 7.14 The information should be provided in tabular form, available electronically on request. Boroughs should ensure that individual prioritisation reflects local needs but takes into account the London wide prioritisation. Special cases will be considered on their own merits for bringing forward schemes. The Chair of the Package Approach Steering Committee should submit the prioritisation table with their Borough Spending Plan submission by the required date in electronic format.

Appraisal of Submission

- 7.15 In order to appraise the submissions, all the scheme detailed information above will be required at the same time. This is particularly important for co-ordinating programmed works, assessing cross boundary implications and mitigation of disruption to the travelling public. With full information, funding can be targeted at the schemes with the highest priority ratings first.
- 7.16 Priority will be given to committed schemes, assessments and interim measures.

8 LOCAL SAFETY SCHEMES (LSS) / 20MPH ZONES (ZO) / EDUCATION, TRAINING & PUBLICITY SCHEMES (ETP)

Introduction

- 8.1 The appropriate types of remedial schemes likely to achieve target reductions in collisions and casualties will depend on the characteristics and location of the incidents. The BSP process can only fund local safety schemes and 20mph zones that can clearly demonstrate safety benefits. Local Safety Schemes will generally be targeted at sites with a poor safety record and therefore have a good rate of return. 20 mph zones have additional environmental benefits. To assist boroughs with the implementation of the Mayor's Transport Strategy, priority will be given to 20mph zones containing a school or schools with an agreed travel plan that recommends a 20mph zone. 20mph zones can encourage walking, cycling, road traffic reduction and environmental (noise, air quality, long-term health) benefits. Unlike Local Safety Schemes, the acceptable rate of return, in terms of casualty reduction, will be more strongly influenced by these other considerations. These zones are likely to have lower rates of return, in terms of casualty reduction than Local Safety Schemes. In all cases however, a positive safety benefit will be required
- 8.2 The consideration in terms of road safety is limited to road traffic collisions resulting in personal injury, occurring on the public highway.
- 8.3 The targets for London adopted in the Mayors' Transport Strategy and London's Road Safety Plan are as follows:

Casualty category	Target reduction by year 2010 from 1994-98 average	1994-98 Annual average Casualties	2010 Target Casualties not to exceed
Killed and seriously injured casualties			
All	40%	6,684	4,010
Pedestrians	40%	2,137	1,283
Pedal cyclists	40%	567	340
Powered two wheeler users	40%	933	560
Children	50%	935	467
Slight casualties*	10%	38,997	35,097

* Expressed as the number of casualties slightly injured per 100 million vehicle kilometres

TfL is in the process of identifying additional resources to work with and fund those boroughs who want to work to a higher road safety target and are willing to put in resources of their own.

Borough Plans

- 8.4 Every borough will have prepared a local Road Safety Plan, or be in the process of preparing one, as part of their LIP (MTS LIP Guidance, July 2004). This will set out the borough's approach to, and funding proposals for, meeting

the targets for London. Boroughs are also required to monitor their Local Road Safety Plans on an annual basis and report on their progress annually along with the BSP submission. The areas of greatest interest in terms of casualty reduction include schemes that address the following issues:

- reduction in number and severity of casualties to children and vulnerable road users;
- reduction in number and severity of casualties in deprived areas;
- reduction in excessive and inappropriate speeds.

- 8.5 The appropriate types of remedial schemes likely to achieve target reductions in collisions and casualties will depend on the characteristics and location of the incidents. The BSP process can only fund local safety schemes and 20mph zones that can clearly demonstrate safety benefits. Local Safety Schemes will generally be targeted at sites with a poor safety record and therefore have a good rate of return. 20 mph zones commonly have additional modal shift, road traffic reduction and environmental benefits. Examples include noise reduction, air quality improvement, long-term health benefits, and the creation of a generally more attractive environment for pedestrians and cyclists, so the rates of return, in terms of casualty reduction, may be lower.
- 8.6 There is strong evidence that members of poorer communities are more likely to become involved in road accidents than those from more well off communities. For example, children from social class V are five times more likely to die as a pedestrian than children from social class I. Further information on this topic can be found on the Department for Transport's website:
http://www.dft.gov.uk/stellent/groups/dft_rdsafety/documents/page/dft_rdsafety_507996.hcsp
- 8.7 To assist in prioritising bids for 20mph zones, authorities should include the Index of Multiple Deprivation (IMD 2004) on the bid support form. This Index can be found on the Borough Extranet website in the "BSP Supporting Information" for Streets for People. In all cases however, a positive safety benefit will be required.
- 8.8 It should be noted that TfL will not be making direct comparison, in terms of first year rate of return (FYRR), between Local Safety Schemes and 20 mph zones. However, using FYRR provides an initial guide to prioritising schemes before taking into account other environmental factors.
- 8.9 Boroughs are recommended to seek guidance on treatment selection for local safety schemes and measuring their effectiveness from publications including the DTLR's *A road safety good practice guide (June 2001)* and the RoSPA *Road Safety Engineering Manual*. In addition, the *Road Safety in London Reference Guide* published by the Pan-London Road Safety Forum in February 2002 also provides an extensive bibliography on all aspects of road safety. TfL London Road Safety Unit will monitor the effectiveness (in terms of changes of casualties) of implemented engineering schemes funded by TfL from 2003/04. These will be measured and compared over a minimum of 3 years with regular updates accessible to boroughs.

8.10 Funding is now available to support Education, Training & Publicity (ETP) programmes. These must be local initiatives dealing with local problems and part of the Borough Safety Plan. Submissions should take into account how the local initiatives fit in with TfL and National Programmes. The submission must identify costs, objectives and methodology, along with the type and size of the target audience and relevant performance indicators. Programmes with long-term benefits, such as school programmes etc. are encouraged. Where boroughs can work together to achieve a common goal, joint bids will be considered favourably.

Submission format

8.11 Boroughs are strongly encouraged to outline their road safety objectives and local policies as part of the annual submission, and how the proposed schemes lead to achieving the stated objectives.

8.12 Boroughs are to use the forms “Bid Support– Safety” and “Bid Support – ETP” to support their bids for all safety schemes. Boroughs are also requested to return one SIMPLA form for each ETP scheme, and two SIMPLA forms to summarise their programmes for Local Safety Schemes and 20mph zones.

8.13 Boroughs are requested to submit the following information for road safety schemes:

- The criteria used to identify and prioritise the programme of submitted schemes.
- An indication of the level of activity expected in each year over the period of the plan, against the types of measures to be introduced. This section should relate numbers and types of accidents, along with information on type of road user and age, and the measures to be introduced to ensure that an appropriate range of measures or campaigns are being considered to overcome specific accident circumstances.
- A list of schemes that the borough proposes to implement in the following year (2006/07), using the spreadsheet provided (Bid Support – Safety, Bid Support - ETP)

Information required for each Local Safety Scheme will include:

- Topic Area Code (LSS for Local Safety Schemes)
- Name of scheme (including clear description of location)
- Total accidents (in 36 months before period)
- Number and type of accidents to be targeted by the proposed scheme (occurring within the 36 months before period)
- Description of scheme measures to target the identified accident problem
- Estimated accident reduction (in 36 months after period)
- Total cost of proposed scheme
- Effects the scheme may have on other programme areas (e.g. bus priority and network capacity.)

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- Financial benefits of accident savings (using accident costs based on the latest DfT Highways Economics Note 1 cost for an average accident on urban roads, including an allowance for damage only accidents, of £72,718 at June 2003 prices).
- First year rate of return FYRR (calculated automatically in spreadsheet)

Information required for each 20 mph zone will include:

- Topic Area Code (ZO for 20 mph zones)
- Name of scheme (including clear description of location)
- Total accidents (in 36 months before period)
- Number and type of accidents to be targeted by the proposed scheme (occurring within the 36 months before period)
- Description of measures designed to help self enforce the zone.
- Estimated accident reduction (in 36 months after period)
- Total cost of proposed scheme
- Effects the scheme may have on other programme areas (e.g. bus priority and network capacity)
- Index of Multiple Deprivation (IMD 2004)
- Proximity of the proposed scheme to existing 20 mph zones
- Level of pedestrian and cycle activity within the proposed zone
- Financial benefits of accident savings
- First year rate of return (FYRR) (calculated automatically in spreadsheet)

Information required for Education, Training and Publicity will include:

- Name of campaign / initiative
 - Number and type of target audience
 - Time scale for initiative
 - Objectives
 - Total costs
 - If modal shift is an objective
 - Methodology / media
 - Performance indicators to be used to measure success.
-
- The borough should also provide an outline of partnership working arrangements in place with the police and other stakeholders for road safety issues in the borough.

- 8.14 Boroughs should also indicate the extent to which cross-borough boundary programmes are managed to work towards a consistent approach across London.

The above information should be provided as part of the BSP submission via the SIMPLA form and the relevant Bid Support forms.

Safety Audit

- 8.13 The use of safety audit on Local Safety Schemes (LSS) and 20 mph zones (ZO) has always been encouraged. From 2006/07 it will be a condition of

funding that all LSS and ZO schemes are subjected to a formal Road Safety Audit. Boroughs should provide details of the safety audit procedure they will adopt and should bid for sufficient funds to enable these audits to be completed.

9 WALKING (W)

- 9.1 The aim is to make London one of the world's most walking friendly cities by 2015. The detailed vision and strategic aims are established in the Walking Plan for London, which was published in February 2004. This section sets out the basic framework within which walking proposals will be supported.
- 9.2 While the majority of the BSP support for walking initiatives will be for physical improvements to tackle specific barriers to walking and to improve the walking environment, support will also be considered for soft measures to complement infrastructure improvements with the objective of increasing use, addressing accessibility and/or stimulating modal shift to walking.

Criteria to Assess Walking Schemes

- 9.3 In establishing the forward programme for walking schemes, prioritisation of submissions will take place against the contribution they make towards delivering the Walking Plan objectives guided by criteria listed below.
1. Introduce viable new walking routes between popular destinations with significantly reduced walking time.
 2. Improve pedestrian priority at junctions and crossing facilities.
 3. Improve existing access and incentives to walk to popular destinations, including the public transport network by, in particular, improved sight-lines, guidance, information, streetscape and enhanced ambience and quality.
 4. Improve safety and personal security for pedestrians (e.g. sight lines and lighting).
 5. Minimise and if possible mitigate any negative impacts on those who may not benefit from the improvements, particularly buses.
 6. Linkages with related BSP, borough or other funded project areas particularly, Travel Awareness and School Travel Plans, Bus Stop Accessibility and Accessibility in terms of promoting walking

How impacts on criteria should be expressed

- 9.4 Where submissions have an impact on one or more of these criteria, boroughs should:
- a) describe the impact on the criteria
 - b) detail as far as possible, how many people would be affected, and how often
 - c) describe/quantify the typical impact, or failing this a range of possible impacts, on the individual
 - d) describe/quantify impacts positive/negative on others/other programmes
- 9.5 Here is an example using this format:

Strategy	Description of impact	Frequency of impact	Typical impact, or range of impacts	Impacts on other programmes
1.	Create new pedestrian access across private land between bus stops and local shopping centre	400 pedestrians per hour using facility	Saves pedestrians 35 seconds per trip in each direction.	No negative impact on other road users

Monitoring and Evaluation

- 9.6 Refer to Section 5 'Monitoring Scheme Outcomes'. However given the particularly subjective issues associated with walking improvements, boroughs are encouraged to suggest monitoring regimes which will help broaden understanding of:
- The benefits of particular interventions on public perception and use
 - The role of behavioural change initiatives alongside physical measures (utilising other BSP funding streams)
 - Cost-benefit analysis where external impacts are valued

Proposals under the area treatment programme.

- 9.7 Pedestrians should be amongst the main beneficiaries of area-based schemes. Generally low priority will be given to bids for specific walking infrastructure proposals in locations covered by an area-based scheme.

London Strategic Walks

- 9.8 The Corporation of London leads a package bid for completing the strategic walks. Bids are not therefore expected to be submitted outside of the package for this area of work, although submissions will be considered for projects that enhance linkages to, or usage of the network as part of increasing walking.

Bids for a composite walking, cycling and other topic area proposal.

- 9.9 Where a proposal has benefits for more than one topic area, this should be made clear, but the proposal should be identified in the topic area where the main benefit will be.
- 9.10 Where a proposal for road maintenance, bus priority, signal works, local safety scheme, bridge maintenance and strengthening, requires additional funding to enable improvements to be made for walking, a complementary bid can be made in the walking topic area. For example a footway maintenance scheme could be enhanced by reducing street clutter and widening footways at crossing points. Therefore, in order to maximise the possible benefits from

investment and reduce disruption, both schemes should be cross-referenced and will be considered together.

Structure and Key Stages of the Project

- 9.11 The bid should also identify the key stages of a project that will be undertaken in the bid year, for example: (1) feasibility (2) detailed design (3) consultation (4) approvals (5) contracts and traffic orders (6) implementation; and (7) monitoring.
- 9.12 Bids should clearly identify any potential impacts on traffic signals and TLRN.

Presentation of Bids

- 9.13 One SIMPLA form should be completed for each scheme.

Boroughs allocated minimum funding in 2006/07

- 9.14 Where boroughs have been allocated funding against schemes in 2006/07 through the 2005/06 BSP process, as for new bids they must submit a completed SIMPLA form for the scheme detailing main elements of the scheme, achievements so far, key activities and phase of the scheme.

10 CYCLING (CS & LCN+)

- 10.1 The aim is to make London a city where people of all ages, abilities and communities have the incentive, facilities and confidence to cycle whenever it suits them, so as to achieve a substantial increase in levels of cycling (80% increase by 2010, 200% increase by 2020 over levels at 2000). The detailed vision and actions to deliver this objective is established in the London Cycling Action Plan, which was published in February 2004. This section sets out the basic framework within which cycling proposals will be evaluated.
- 10.2 While the majority of the BSP support for cycling initiatives will be for physical improvements to tackle specific barriers and improve the cycling environment and provide essential facilities, support will also be considered for complementary investment to address behavioural issues, in particular training of children, new and inexperienced cyclists.

Criteria to Assess Cycling Schemes

- 10.3 In establishing the forward programme for cycling, prioritisation of submissions will take place against the contribution they make towards delivering the London Cycling Action Plan (LCAP) objectives guided by criteria listed below:
1. Introduce and maintain to quality standard, safe, comfortable, easy to use cycle routes with significantly reduced journey times (LCN+ programme). Schemes within this programme will be managed in accordance with the LCN+ Network Plan.
 2. Improve cyclists access to popular destinations, including the public transport network, improve cyclist priority at junctions and crossing facilities, and local links
 3. Improve access to and through parks and waterways and traffic free routes for cyclists.
 4. Improve cycle parking facilities, in particular on-street, at stations
 5. Provide a phased programme for the training of children and young people in particular, and adults to give them the skill and confidence to cycle in London.
 6. Confirm commitment to designing and implementing cycling schemes in accordance with the London Cycling Design Standard's (to be published by TfL in May 2005)
 7. Minimise and, if possible, mitigate any negative impacts on those who may not benefit from the improvements, particularly buses.
 8. Linkages with related BSP, borough or other funded project areas, particularly, Travel Awareness, School & Workplace Travel Plans, Bus priority, local safety schemes and walking.

How impacts on criteria should be expressed

- 10.4 Where submissions have an impact on one or more of these criteria, boroughs should:

- a) describe the relative impact on the criteria
- b) detail as far as possible how many people would be affected, and how often
- c) describe/quantify the typical impact, or failing this a range of possible impacts, on the individual
- d) describe/quantify impacts positive/negative on others/other programmes

10.5 Here is an example using this format:

Strategy	Description of impact	Frequency of impact	Typical impact, or range of impacts	Impacts on other programmes
2.	Provision of two-way operation for cyclists in one-way street to improve access and safety to the town centre	100 cyclists per hour during peak hours use facility	Saves cyclists 45 seconds per trip in each direction.	No negative impact on other road users

Cyclist Training

10.6 To support delivery of LCAP objective 6.1 boroughs are required to demonstrate on the SIMPLA form how proposals support delivery of cycling objectives, meet the specific needs / demands from key stakeholders and target groups and while ensuring equality and inclusion objectives are achieved.

School Cycle Parking

10.7 Refer to School Travel Plans. School needs and aspirations for developing cycling should be identified in the School Travel Plan TfL has committed funding outside of the BSP process to enable the provision of new cycle parking in schools that identify the need for such facilities through their Travel Plans.

Green Cycle Corridors

10.8 Boroughs are encouraged to develop and submit their proposals for green cycle corridors in all parks and along all waterways.

Monitoring and Evaluation

10.9 Refer to Section 5 'Monitoring Scheme Outcomes'. However, given the high number of variables and linkages that influence the impact of individual cycling improvements, boroughs are encouraged to suggest monitoring regimes which will help broaden understanding of:

- The benefits of particular interventions in changing public attitudes, travel patterns and use of cycles
- The role of a co-ordinated package of cycling interventions, with reference to a specific location or local area, alongside other transport/traffic programmes (utilising other BSP funding streams) and regeneration or community initiatives
- Cost-benefit analysis where external impacts are valued

Proposals under the area treatments programme.

10.10 Cycling (access, priority and parking facilities) should be amongst the main beneficiaries of area-based schemes. Generally low priority will be given to bids for cycling infrastructure, (other than LCN+ see below) in locations covered by an area-based scheme.

LCN+

10.11 LCN+ is a major project involving provision of fast, safe, comfortable cycle priority routes with clear links through junctions and high demand corridors so as to attract a substantial increase in cycle flows. The London Borough of Camden leads a package bid for completing the network LCN+ routes by 2009/10. Bids are hence not expected to be submitted outside of the package for LCN+ or other on-highway cycle routes, but bids will be considered for projects which remove barriers or enhance linkages to, or otherwise encourage usage of the LCN+ network as part of increasing cycling.

Bids for a composite walking, cycling and other topic area proposal.

10.12 Where a proposal has benefits for more than one topic area, this should be made clear, but the proposal should be identified in the topic area where the main benefit will be.

10.13 Where a proposal for road maintenance, bus priority, signal works, local safety scheme, bridge maintenance and strengthening, requires additional funding to enable enhancements to be made for cycling, a bid can be made in the cycling topic area. For example a local safety scheme to address vehicle collisions may only achieve a good first year rate of return (FYRR) if improvements to cycle accessibility are excluded. Therefore, in order to maximise the possible benefits from investment and reduce disruption, both schemes should be cross-referenced and will be considered together.

10.14 Similarly, where known development proposals include planning obligations (s106/s278) to improve the cycling environment, complementary BSP bids for cycling projects, following the criteria listed above are encouraged where added value can be shown to be derived.

Structure and Key Stages of the Project

10.15 The bid should also identify the key stages of a project that will be undertaken in the bid year, for example: (1) feasibility (2) detailed design (3) consultation (4) approvals (5) contracts and traffic orders (6) implementation; and (7) monitoring.

10.16 Bids should clearly identify any potential impacts on traffic signals and TLRN.

Presentation of Bids

10.17 One SIMPLA form should be completed for each scheme. LCN+ schemes / proposals should be submitted through the lead borough (Camden).

Boroughs allocated minimum funding in 2005/06

10.18 Where boroughs have been allocated funding against schemes in 2006/07 through the 2005/06 BSP process as for new bids they must submit a completed SIMPLA form for the scheme detailing main elements of the scheme, achievements so far, key activities and phase of the scheme.

11 BUS STOP ACCESSIBILITY WORKS (BSA)

Summary

11.1 To improve accessibility for all passengers, boroughs are encouraged to submit bids for bus stop works. To ensure the best use of limited funds, bidding criteria and other required information are set out. The overall aim is to create a fully accessible bus network for London.

Background

11.2 There have been significant improvements in the design of buses in recent years making them easier to use. Lower floors and fewer steps make it easier for everyone to board or alight and generally move around inside the bus. London Buses are planning for a fully accessible bus fleet by the end of 2005. However, low floor accessible buses will not give full benefit unless they are able to pull up close to the kerb at an appropriate height and the bus stop is clear of other vehicles. Unless the bus can pull up close to the kerb (within 200mm) other improvements such as kerb height adjustments can prove worthless. It should be noted that bus bays should be filled in unless it is unsafe to do so.

Scheme Development and Criteria for 2006-7

11.3 Borough BSA bids should include information on:

- Bus routes affected
- Location including direction of travel
- LBSL Bus Stop number
- Description of measures, highlighting any specific reasons for prioritising stop works (such as heavy patronage or local factors leading to high use of stops by mobility-impaired passengers)
- Scheme type (see below)
- Whether the bus stop and/ or shelter requires relocation
- Scheme cost

Schemes should generally conform to the current design standards issued by TfL "Bus Stop Layouts for Low Floor Accessibility" dated June 2000. TfL Bus Priority Team is currently updating the accessible bus stop guidelines. Whilst the guidelines are expected to be available during the period boroughs are preparing their bid, the content of the revised document will not change to an extent that it will materially affect the bid.

Borough should indicate type of accessibility issues the scheme addresses:

- I. Bus to stop (e.g. bus stop cage, parking controls on approach / exit, filling in bus bays etc)
- II. Passenger to bus (e.g. increase kerb height to aid ramp deployment / reduce step height)

III. Passenger to stop / bus stop environment (e.g. rationalisation of street furniture, lighting, etc). Funding for this element of works will generally be limited to works in the immediate vicinity of the bus stop. Given the limited funds available, pedestrian facilities and footway improvements on the approach to bus stops will not normally receive funding unless there are significant benefits for those with mobility impairment.

11.4 In determining which schemes are supported, TfL will give priority to:

- a) **Implementing measures at stops in an area where there are a disproportionately high number of people with mobility difficulties e.g. in the vicinity of hospitals and health centres.**
- b) **The frequency of buses and number of routes served by a stop.**
- c) **The completion of bus stops on a route where certain stops have already been treated (e.g. works have already been undertaken at some stops as part of an area-based scheme or in an adjoining borough).**
- d) **Identified problems by (e.g.) operators where buses are having problems pulling in close to the kerb.**

Format of Submission

11.5 Boroughs should outline their proposed schemes in the form “Bid Support – BSA”. Boroughs need not return individual scheme SIMPLA forms for this transport topic, however, **you are asked to note the importance of providing accurate scheme description (scheme location, problem and solution).**

12 LOCAL BUS PRIORITY MEASURES (BP)

Criteria for Funding

12.1 The funding criteria for the bus priority programme are:

- a) Traffic management or highway measures that can be shown to improve reliability and journey times for buses. Measures may also include minor related elements that support the implementation of schemes and assist in the approval of the main scheme by relevant bodies.
- b) Traffic management or highway measures that are essential for the continuing operation and safety of existing bus services.

12.2 Some types of bus priority schemes listed below are funded directly by TfL through the Bus Priority Team and hence will not be funded through the BSP process.

- Traffic management or highway measures to facilitate the introduction of new or modified routes or services, (including new or converted articulated bus services)
- Bus priority measures mitigating adverse impacts on buses due to the introduction of other traffic measures
- Routes 38 and 149 Corridor Management (Intensive Bus Priority) Pilot projects
- Key Flagship+ Routes will continue to be funded outside the BSP process, and project-managed by TfL Bus Priority Team

12.3 Hotspot locations and AVL data indicating bus speeds by time of day and the volume of passengers affected can be supplied on request by the Bus Priority Team. (Contact: Tim Melhuish for further information 020 7027 9424).

Categories of Schemes/Measures

12.4 The main focus for the 2006/07 bus priority budget will be for bus priority measures that meet the above criteria, demonstrating the greatest improvements for bus passengers through improvements to bus service reliability and reductions in journey time.

12.5 TfL will consider supporting schemes contained in borough BSPs that are consistent with the qualifying criteria and fit within one or more of the following categories;

- **Incomplete/Committed schemes**
Funding will be considered for incomplete or committed schemes for which funding was allocated in the previous year(s) but which were planned not to be completed in 2005/06 due to delivery constraints. In cases where a scheme under this category requires significant changes in its scope and/or budget, a full cost benefit appraisal will be necessary.

- **General Bus Priority Schemes**
Bus journey time savings and improvements to bus reliability throughout the whole bus network will be of primary consideration. Boroughs are encouraged to increase bus priority and protection against congestion hotspot locations on all bus routes London wide and, where appropriate, with particular emphasis on routes using the 'A Roads & busy bus routes network' shown in the LIP Guidance Appendix D. Further advice on the scope of schemes sought on the busy bus routes network will be issued to boroughs in spring 2005. It is envisaged that the bulk of approved schemes will fall under this category.
- **Review of existing schemes**
Boroughs may include bids for modification and modernisation of existing bus priority schemes where reliability and journey time bus benefits are fully demonstrated.
- **Town Centre Schemes**
Recent research⁵ by TfL reveals that bus passengers are of considerable importance to the economic viability of town centres. Boroughs are invited to submit bids for town centre schemes that include within their aims, improved bus priority measures on the immediate approaches to town centres (generally corridors with bus flows >15bph) and improved access by bus to key town centre traffic objectives. Bids made under this heading should cross reference to other associated BSP funding streams as appropriate; eg. Area Based Schemes.
- **Feasibility Studies for Busy Bus Corridors**
Bids for corridor studies will be welcomed on the busy bus routes as shown in Appendix D of the Mayor's Transport Strategy - Local Implementation Plan (LIP) guidance⁶.

Bid Submission Requirement

- 12.6 All schemes should include: reference number, bus routes, location with geo-code, estimated cost and a statement to note if the scheme affects shelters and/or traffic signals. Ideally, a concept design should also be provided. It should also include a statement to indicate if any other bid is being made or has been made for funding the same scheme or part of it together with any local or 3rd party funding. A SIMPLA form is required for each scheme.
- 12.7 Schemes over £50,000 value will require programme delivery time-scales, preliminary design, predicted scheme benefit information and an estimate of bus passenger benefits. For schemes over £500,000 value a full TfL cost/benefit analysis and business case is required (*For further information contact: Bus Priority Team—Tim Melhuish Tel: 020 7027 9424*).

⁵ Bus Priority – Economic Impact on Town Centres (Survey 2003-4), June 2004

⁶ Transport for London, Mayor's Transport Strategy Local Implementation Plan Guidance, July 2004.

- 12.8 Risk Rating: At the bidding stage a brief assessment should be carried out to indicate the overall risk associated with the scheme (whether technical consultation or deliverability) and accordingly should be rated as 'high', 'medium' or 'low'. It is accepted that for most schemes a full risk rating can only be carried out after the completion of a feasibility study and consultation.

Other Information

- 12.9 This Guidance anticipates elements of the London Bus Priority Strategy Document (Framework for the Future) currently being developed by TfL BPT in conjunction with bus priority partners. It is expected that the strategy will be developed and agreed through the bus priority partnership and TfL Surface procedures by summer 2005.

Boroughs are informed that the Bus Priority Partnership Steering Group has approved the first tranche of new Flagship+ routes. These are:

Generally North London: 18, 29, 73, 220, 279

Generally South London: 12, 109, 188, 345, 468

- 12.10 The BSP announcement by The Mayor in November 2004 established a full programme of bus priority in boroughs in 2005/06 with some schemes extending into 2006/07. To avoid a hiatus in scheme development and ensure continuity of resources, an initial phase of potential schemes in 2006/07 has been agreed with the LBPN Partnership.
- 12.11 Boroughs should note on SIMPLA forms where schemes are required to support Areas of Opportunity and Intensification as shown in The London Plan.
- 12.12 In general, it is expected that developers should fully fund appropriate levels of bus priority and infrastructure measures necessary to support sustainable access to development sites. However, part-funding bids will be considered where concomitant bus priority schemes are brought forward for implementation.

Programme Co-ordination and Delivery

- 12.13 The co-ordination and delivery of the majority of the bus priority schemes on borough roads for 2006-07 will continue to be through the existing LBPN arrangements coordinated by London Borough of Bromley. Boroughs should submit bids through the LBPN partnership. Please contact Garnet Woods, LBPN programme co-ordinator (Tel No 01306 743775).

13 AREA BASED SCHEMES (Town Centres (TC)/ Streets-for-People (SfP)/ Station Access (SA))

Introduction

13.1 An area-based scheme will be expected to:

- Transform a local area through a comprehensive package of measures
- Meet the needs of all local people and demonstrably increase their quality of life
- Improve everyone's accessibility to facilities in their local area and beyond
- Encourage people to use more sustainable modes of travel, particularly walking, cycling and public transport.

13.2 The concept behind area based schemes is to move away from small-scale limited improvements tackling a particular problem and towards a comprehensive treatment of all the main problems within an area. The objective is to bring about meaningful and significant change of such a degree that people will be aware that the environment has clearly improved. Following this their travelling habits and use of the streets should alter positively in response.

13.3 Streets and public spaces must be usable and pleasant for walking and cycling, as well as for cars. These should be places to linger, as well as places for all to pass through safely and efficiently. The work of leading academics such as Professor Gehl is an example of the underlying thinking in this area⁷. The approach to an area based scheme should be holistic, starting from identifying the problems and issues people face and then developing the most appropriate solutions. Schemes that are small-scale (typically involving just a few elements such as parking, street furniture, crossing facilities) or addressing single mode issues would not usually be considered under the area-based approach, even though the scheme may be resolving the key transport issue of an area.

13.4 From a user's perspective, transport problems are often wide-ranging and not confined to a single issue or location point. Area-based schemes seek to take a strategic approach to improving the local travelling environment. The London Plan promotes the comprehensive approach to tackling adverse transport impacts with local area transport treatments. (see London Plan Policy 3C.18)

Programme and Priorities

13.5 Area-based schemes that were supported by TfL as part of the 2004/05 BSP round resulted in substantial future year commitments. Figure A indicates funding allocated up to and including the November 2004 announcement. Transport for London has updated its Business Plan following the publication of the Government's spending review and this has given a high degree of

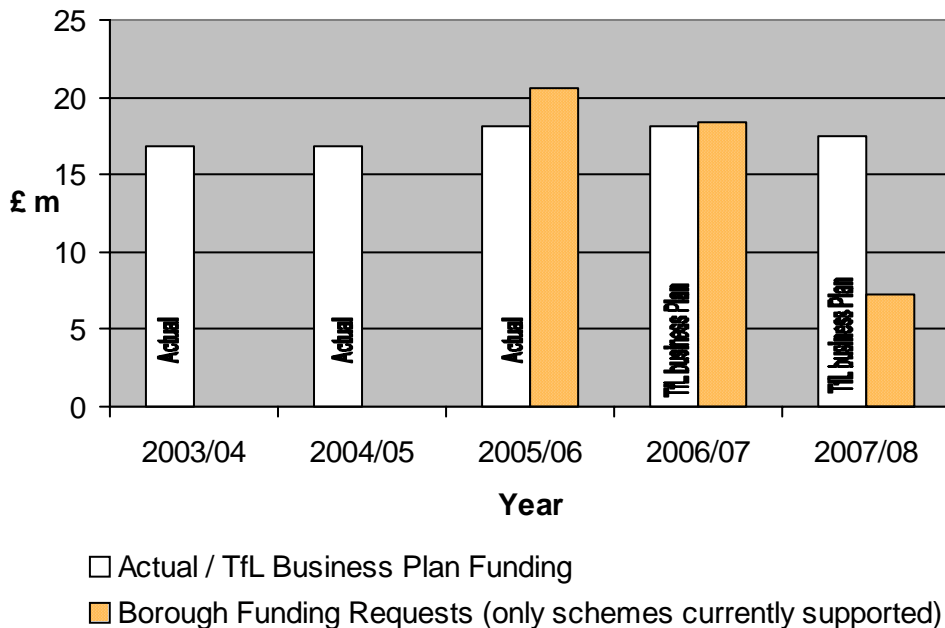
⁷ Gehl report see Borough Extranet (click BSP, then BSP Useful Information).

certainty about funding levels for area schemes over the coming years. The light blue shaded areas indicate the potential funding that is likely to be available for area-based schemes after allowing for existing commitments. The future year commitments shown in the graph are minimum figures as they include schemes that are not currently fully funded. To illustrate this point figure B reproduces the existing and future year's funding levels and shows them against the amounts boroughs and partnerships were seeking for committed schemes over the next three years.

Figure A **Area Based Schemes - TfL Business Plan Funding Levels and Current Allocations**



Figure B **Borough / Partnership Requests and TfL Business Plan (Schemes Currently Being Supported)**



- 13.6 The graphics above highlight the level of funding that may be provided for area-based schemes in the future and the likely calls on that funding. In view of the very constrained funding situation in 2006/07 and to prevent boroughs and partnerships committing resources to potentially abortive work, boroughs and partnerships should be aware that TfL proposes to focus funding on the schemes listed below.
- 13.7 The following schemes, supported in 2005/06 onwards, have been identified as having priority for securing increased future year funding. They have been derived from last year’s submissions where additional funding will lead to their rapid completion thereby freeing up funds in later years for new schemes.

<u>Town Centres</u>	<u>Streets-for-People</u>	<u>Station Access</u>
Greenwich (coach arrangements)	Clear Zones	Dagenham Dock
Harrow	Exhibition Road	Clapham Junction
Ilford	Gants Hill	Hayes Line Stations
Mitcham	Tenison Way	Over Ground Network Stations (formerly South London Metro Stations)
West Croydon Station	The Cut	New DLR Stations
		Safer Stations (Wandsworth)
		Streatham Common
		15 Stations Programme (Harrow)

- 13.8 The schemes identified above are area-based schemes that have previously been allocated funding, albeit less than the level the borough/partnership required. TfL wishes to prioritise the limited BSP funding that is likely to be available for 2006/07 area-based schemes, to supplement funding already committed to the projects named above. Further submissions are required by boroughs/partnerships if they wish to bid for increased funding above the level already allocated to these schemes. Allocations for 2006/07 onwards will be made on the quality of the supplementary submissions made for these eighteen schemes. The submissions should clearly set out what work has been carried out up to the time the submission was prepared, the works anticipated to be carried out with the remaining BSP and other funds that have been allocated, and the works proposed in the supplementary bid.
- 13.9 Should there be a need for additional funding for a currently supported scheme not listed above a submission can still be made. The submission should clearly set out all the matters set out in the previous paragraph and in addition it should be clearly stated what the proposed works in the supplementary bid will achieve.
- 13.10 Where a borough or partnership has already been allocated funds for 2006/07 and onwards, and is not making a supplementary bid, the BSP submission should set out what work has been carried out up to the time the submission was prepared and the works anticipated to be carried out with the remaining BSP and other funds.

Arrangements for New Schemes

- 13.11 As mentioned in last year's guidance it was intended to carry out a comprehensive review of area based schemes with a view to producing new guidance. This has now been completed and is attached as Appendix L. As the area based scheme programme is of great importance to individual boroughs, a partnership arrangement was set up based around a working group. This had a strong representation from the boroughs and also included members from other organisations that had an interest in area schemes. In addition workshops were arranged where all boroughs were invited to send representatives so that as many borough issues as possible could be captured and considered by the working group. This review will affect next year's funding allocations as the aim is to complete existing schemes as soon as possible in order to maximise funds available for new schemes emanating from the new guidance.
- 13.12 The overall direction that area schemes have been moving in recent years is not expected to change significantly. This is because it has been developed within a framework that had a great deal of borough support and is well aligned with a number of the Mayor's and TfL's published plans which influence TfL in determining its investment priorities (e.g. the Transport Strategy, the London Plan, and TfL's Interchange Plan).
- 13.13 The new guidance does provide a better mechanism to focus area based scheme investment where there is the greatest need and will help boroughs and partnerships to put forward submissions of a good consistent quality. It has adopted the "step" procedure where an initial submission is made demonstrating the need for the scheme. Successful submissions will then be given TfL financial support to enable them to be fully developed and costed. If a scheme is then accepted by TfL it is intended that further funds will be provided that are sufficient to ensure the whole scheme can be introduced within a set timeframe.

Town Centres (TC)

Objectives

- Improve the physical environment
- Reduce the adverse effects of through traffic
- Improve conditions and encourage more journeys on foot, cycle and by bus
- Improve personal security/safety, particularly for travel at night

Criteria for Appraisal – Currently Supported Schemes

- Town centre healthcheck
- If the scheme is identified as a priority in a borough-wide strategy
- If local problems are identified within the scheme and are linked to works that address them
- Safety & personal security
- Increasing the level of activity, especially walking and cycling

- Deliverability
- Community involvement / support
- Improvements leading to a change in the perception of street-users
- Complementing other initiatives (TfL / Non-TfL)
- Adding value to other BSP area schemes prioritised for implementation

Streets-for-People (SP)

Objectives

- Reducing vehicle domination and creating social spaces
- Safer, cleaner, more attractive and accessible street environment
- Reduce social exclusion
- Identification of local problems and works to address them
- Improve personal security/safety, particularly for travel at night

Criteria for Appraisal – Currently Supported Schemes

- 2004 Index of Multiple Deprivation score (7 domain).
- If the scheme is identified as a priority in a borough-wide strategy
- If local problems are identified within the scheme and are linked to works that address them
- Safety & personal security
- Increasing the level of activity, especially walking and cycling
- Deliverability
- Community involvement / support
- Improvements leading to a change in the perception of street-users
- Complementing other initiatives (TfL / Non-TfL)
- Adding value to other BSP area schemes prioritised for implementation

Station Access (SA - formerly titled Interchanges)

Objectives

- Use of the whole journey approach to integrate and facilitate greater use of public transport, walking and cycling
- Improve personal security/safety, particularly for travel at night

Criteria for Appraisal – Currently Supported Schemes

- Number of passengers entering/exiting the interchange
- If the scheme is identified as a priority in a borough-wide strategy
- If local problems are identified within the scheme and are linked to works that address them
- Safety & personal security
- Increasing the level of activity, especially walking and cycling
- Deliverability
- Community involvement / support

- Improvements leading to a change in the perception of street-users
- Complementing other initiatives (TfL / Non-TfL) e.g. Over-ground Network
- Adding value to other BSP area schemes prioritised for implementation

Submission Format for Area Based Schemes

Schemes Currently Supported

13.14 Boroughs and partnerships are invited to submit scheme proposals that meet the criteria for appraisal set out above. A single SIMPLA form should be completed for each scheme proposal. It will also be important to cross-reference the scheme with any other relevant proposals that are being brought forward and identify those elements of the scheme that could attract funds from other BSP transport areas. Scheme submissions should be supported by a clear demonstration of partnership working, where appropriate this should show the involvement of:

- local commercial organisations,
- local community in developing proposals,
- transport providers and linking proposals to any complementary improvements they may be making to their assets.

New Schemes

13.15 A copy of the new area based scheme guidance has been made available to all borough and partnership BSP contacts and is also available on the Borough Extranet. This can be found by clicking “BSP” in the left-hand box and then clicking “BSP Supporting Information”. Instead of using SIMPLA forms the Step 1 submissions should be as set out in the new guidance. Boroughs and partnerships can either include their submissions in their next BSP document or send them separately to the address below. The Step 1 submissions can be made at any time, however it is important to note that TfL funding decisions for progression to Step 2 (scheme development) and Step 3 (scheme introduction) will take place between July and October. Announcements will be made in the usual way along with the other BSP allocations. Once a Step 1 submission has been made it will be held and reviewed each year along with all other candidate schemes, so there is no need for boroughs and partnerships to resubmit a Step 1 unless they wish to update their submission.

13.16 The new area based scheme guidance sets out clearly all the information required for a Step 1 submission. The appraisal will be based on all this data. The appraisal of Step 2 submissions will also be based on the information requirements as set out in the new guidance but there may be other matters unique to a particular scheme that may need to be taken into consideration. In such cases these will be discussed and agreed with the borough or partnership during the Step 1 process.

Step 1 Submissions for New Area Based Scheme should be sent to:

Area Schemes Programme Manager
Borough Partnerships
Windsor House
42-50 Victoria Street
London SW1H 0TL

14. SCHOOL TRAVEL PLANS (STP).

Definition

- 14.1 TfL funding will only be available for the development, implementation and monitoring of School Travel Plans. A School Travel Plan (STP) will be defined under the criteria issued by the DfT/DfES through the Travelling to School Initiative. The criteria for approval of a STP can be found on page 51 of Travelling to School: A Good Practice Guide. School Travel Advisors in each borough have this information.
- 14.2 An effective STP puts forward a package of measures to reduce real and perceived barriers to the use of sustainable modes of transport for journeys to and from school. The STP must be backed by a partnership involving the whole school community, local authority education and transport officers, and where appropriate, the police, the local health authority and other relevant individuals, groups and organisations.
- 14.3 A STP is based on proactive consultation, with teachers, parents, pupils, governors and other local people. Local businesses should be consulted as appropriate.
- 14.4 Bids may also be made under two other headings:
- i. Innovative ideas which boroughs wish to pilot which will meet the aim of STPs. Bids under the section must include full costing, details of how the project will be monitored and show how ideas and concepts could be adapted for use in other boroughs
 - ii. Not more than 50% of the salary costs of a STP co-ordinator post, where matched explicitly with councils' own funds. (This will be assessed against the number of schools and their need and is not necessarily available to every borough. The source of the other 50% of the funding should be explicitly defined in the bid).
- 14.5 Road Safety Review – As part of the STP process, schools and Local Authority officers will be reviewing the areas around each school and identifying key issues and concerns with regard to road safety. Where this information appears in the approved STP and has involved site visits and input from LA officers this will constitute the school road safety review required under LIP guidance.
- 14.6 STP documents must be submitted to and agreed by TfL prior to the release of any implementation funding.

Objectives

- 14.7 The STP programme is aimed at addressing the perception of road danger and other deterrents to walking, cycling or public transport use to and from schools. Funding will be dependant on boroughs meeting the following objectives:

- i. Each local authority should have developed a co-ordinated STP strategy for their borough as part of their LIP
This strategy must:
- ii. Cover all schools, state or privately owned, with pupils up to 16 years old. This means that 6th form colleges would not be eligible under this scheme. (Schools solely dealing with pupils 16+ are eligible under the Travel Awareness Transport area).
- iii. Tackle whole route issues including problems in areas beyond schools that inhibit pupils at a specific or cluster of schools accessing that site sustainably.
- iv. Links to other areas – education, health, environment and social inclusion for example.

Funding

14.8 The table below indicates the areas under which boroughs may bid for STP funding together with examples of what is considered acceptable under each heading

Development of STPs	
<p>Borough Wide Development</p> <p>NB TFL will be supplying video/CDROM resources on Walking buses and STPs so would not expect bids for development of these resources</p>	<ul style="list-style-type: none"> • Production of guidance materials • Local seminars for schools
<p>School Specific Development</p>	<ul style="list-style-type: none"> • Supply cover funding for staff involved in STP activities • Provision of maps and assistance with resources to complete surveys and other consultation • Initial feasibility and design costs for engineering schemes (NB these should be for schemes that results from school surveys and consultation)
Implementation of STPs	
<p>School Specific Only</p> <p>Implementation funding will only be approved on submission and approval of a full STP for each school.</p> <p>NB Implementation of a STP may occur over more than one financial year.</p>	<ul style="list-style-type: none"> • Supply cover funding • Curriculum resources • Highway and other Engineering works both on and off site • Theatre in Education • Cycle Infrastructure (i.e. stands, lockers etc) <p>See notes below for further guidance</p>
<p>Borough Wide Implementation - Borough wide implementation schemes would only be permitted if ALL schools involved have approved STPs and the scheme/project to be implemented is identified in each STP.</p>	
<p>Cluster Groups – where boroughs choose to operate a cluster approach to the implementation of STPs, An approved STP will be required for all schools directly affected by proposed works, prior to the approval of a scheme.</p>	

Monitoring and ongoing maintenance of a STP	<ul style="list-style-type: none"> • Supply cover funding • Provision of maps and assistance with resources to complete surveys and other consultation
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Indicative costs of implementation for a typical STP

14.9 This is intended as a guide only and includes funding that is available from sources other than BSP under the STP heading.

Measure	Cost (to nearest £k)
Travel Plan production etc	4
Curriculum – delivery of educational aspects to children	3
Cycle storage (provision of 20 spaces & lockers)	10
Cycle and pedestrian training	4
Safer routes engineering e.g. pedestrian crossings	65*
Annual follow-ups (4 years)	8
TOTAL	94

* This is an average that assumes a 20mph zone or other major engineering scheme is not appropriate/desired at every school

Cycle parking

14.10 Schools identifying cycle parking as a need in their approved STP will in the first instance be referred to the Cycling Centre of Excellence who will, where funds allow, provide this facility. Where no funding is available through CCE and in accordance with guidance below regarding on school site measures, cycle parking facilities will be a permitted expenditure however this will be dealt with by TFL and funding transferred from BSP funding to CCE directly.

Theatre in Education

14.11 STP Funding can only be used for those productions which carry a sustainable transport and NOT simply a road safety message. Bids must indicate the name of the production planned before approval will be given.

Education Resources

14.12 STP funding may not be used to purchase Road Safety Education resources. Bids should indicate the name/nature of the resources planned for purchase before approval will be given.

On site engineering at schools

14.13 Schools must show that the DFES capital grant funding has been spent/committed on transport related projects before STP funding may be

used to implement measures on the school site. STP funding can be used to match fund on site schemes.

Walk to School and WOW campaigns

14.14 Funding for these and related campaigns should be made under the Travel Awareness Transport Topic.

20mph zones

14.15 STP funding may not be used to implement 20mph zones around schools as a casualty reduction measure. These schemes should be bid for under the 20mph zone Transport Topic. However, if there is no recorded casualty figures, STP funding may be used to fund a scheme where the school have identified a perceived risk, linked to traffic speed, affecting travel to and from schools and the borough believes such a scheme to be appropriate in alleviating this perception.

14.16 STP funding **CANNOT** be used to fund:

- Cyclist Training (Bid under Cycling)
- Practical Pedestrian Skills Training (Bid under Road Safety)
- School Crossing Patrols

Monitoring

14.17 TfL is developing with the boroughs and DFES/DFT a system of monitoring of STPs and related schemes. Reporting will be included as part of future years submissions and will be based upon termly reports required by the Regional School Travel Advisor. These can include snap shot surveys as well as whole school work. The key areas to be monitored will include, in no particular order,

- Modal shift
 - Changes in vehicle numbers around the school
 - Reduction in the number of cars used to access a school by staff, pupils and parents.
 - TfL are also looking for indicators in changing use across each specific mode accessing the school.
- Road and other danger on routes to schools
 - Perception surveys among pupils and parents
- Number of schools (separated into Private and LEA Maintained and Primary, Secondary and Special)
 - contacted with regard to STPs
 - started development of STP (survey stage)
 - having a draft STP
 - having agreed the travel plan at council level
 - having begun implementation of STP
 - having completed the first annual review of their travel plan

General issues

14.18 Please note:

- i. A single SIMPLA form should be completed for each separate scheme / project seeking funding. This means that each borough wide initiative should have its own SIMPLA form and each school specific scheme should have its own SIMPLA form.
- ii. Contact details for the individual responsible for delivering STPs including their position within the organisation should be provided.
- iii. The most recent copy of the STP strategy should be included
- iv. An annual review containing the following details is required
 - number of primary and secondary schools in the borough (maintained and private)
 - Number of schools that have and / or are progressing a travel plan
 - Number of schools that will be targeted each year
 - Criteria for selection in coming year's programme

14.19 Bids will be assessed on

- i. How they meet guidance
- ii. Council commitment demonstrated through LIP and annual review
- iii. Partnership commitment
- iv. Capacity to deliver works
- v. Clarity and quality of bids

15. TRAVEL AWARENESS (TA)

Criteria for bids

- 15.1 Funding in this area will be available for both capital and revenue expenditure. The sections below outline what funding is available.
- 15.2 London Travelwise is the umbrella organisation and ethos for the development and promotion of all sustainable transport projects and programmes. This is divided into 4 sections.
- The Travel Awareness campaigns, which are branded GOOD GOING, and are solely focused on awareness raising. Bids required in this programme
 - Work Place Travel Plans, aimed at modal shift, and subject to bids in this programme.
 - School Travel Plans which are subject to bids in the School Travel Plan section.
 - Personalised Travel Planning, which forms a key part of residential travel plans and is being delivered directly through TfL projects.

Good Going (Travel Awareness Campaigns)

Background

- 15.2 Transport for London has supported the creation of a single travel awareness campaign to
- i. Ensure better co-ordination
 - ii. Secure consistent branding
 - iii. Establish economies of scale and value for money
 - iv. Establish criteria for monitoring and evaluation
 - v. Build business case for future funding
 - vi. Develop best practice guidance on event organisation

Objectives

- 15.3 The objectives of this campaign are to:
- i. Raise public awareness and encourage use of alternative modes to single occupancy car trips.
 - ii. Raise public awareness of benefits and disbenefits of different modes of transport in London.
 - iii. Raise brand awareness of Good Going.
 - iv. Create combined messages and events with relevant partners locally and regionally, for example, health, environment, police, local business.
 - v. Show an overall package approach to travel awareness, not treating each event in isolation.
 - vi. Monitor the effectiveness of the campaigns locally and regionally.

Components

15.4 These include:

- Newsletters
- Events
- Pledges

Events

15.5 TfL will allow funding to be spent on these events:

- i. Walk on Wednesdays / Walk to school
- ii. Bike Week
- iii. 'Good Going' Week (this includes European Mobility week and In Town without My Car Day (ITWMC) day)
- iv. Local events as part of the Good Going calendar

15.6 TfL will not release funding if

1. the event / materials do not carry Good Going branding
2. The event is not shown in the Good Going Calendar co-ordinated by the lead borough
3. Materials used and a report on the event have not been submitted to TfL

Campaigns

15.7 TfL will co-ordinate and lead on a high level marketing and communications campaign.

This will include

- poster campaigns for billboards, buses, and other mass markets
- Press releases
- Advertising for radio, cinema and TV
- And other mass media advertising.

Bids will therefore not be accepted unless previously developed and agreed by TfL.

Branding

15.8 TfL will not fund any activity that does not carry the Good Going Brand.

National Network

15.9 TfL has secured free membership of National Travelwise Association for all London boroughs who wish to be members.

Monitoring and Evaluation

- 15.10 The following need to be monitored at all TfL funded events
- i. Number and names of organisations involved in event
 - ii. A copy of all materials specifically created for the event in relation to transport modes
 - iii. Attitude surveys of borough residents where possible (samples will be provided by TfL)
 - Local press coverage – all media. Copies of any press cuttings and electronic coverage required + reference to radio and / or TV coverage

Workplace Travel Plans

15.11 TfL is committed to the promotion of travel plans to all key destinations across London. TfL can only create the policy and funding framework that supports travel plans and work with the organisations at a regional level. This means that the majority of delivery of Travel Plans will fall on boroughs. Therefore, TfL will make money available to support this work through the BSP process.

Objectives

- 15.12 These areas follows:
- Increase the awareness of Travel plans – regionally, sub regionally and locally.
 - Increase the number of organisations that have written and implemented travel plans across London
 - Increase the number of developments where a travel plan is secured through the planning process.
 - Develop partnerships to enhance delivery of objectives
 - Establish monitoring and evaluation guidelines for travel plans
 - Deliver modal shift and a reduction in congestion across London.
 - Directly contribute towards TfL's and the Mayor's targets for Travel planning

Travel Plan Sites

15.13 TfL will consider bids to assist local authorities in promoting travel plans to workplaces. This includes the promotion of travel plans at Local Authorities and the creation of travel plan networks and forums. This can include developing surveys and analysis of surveys at specific sites, promotional materials and events if these facilities are not already available through subregional networks.

15.14 However, there is no funding for further staff resources and there is no funding for infrastructure at sites including Local Authority buildings. Cycling and Walking facilities are subject to bids under the relevant BSP headings.

Businesses are expected to fund the action plans themselves, as they will be the beneficiaries.

15.15 TfL will provide guidance on Best Practice across a range of land uses and also on development control.

15.16 TfL-funded Sub-regional Workplace Travel Plan staff can only be used to provide advice and support to organisations, businesses and boroughs implementing Travel Plans. They may be used to support other sustainable transport initiatives but only where this directly intercedes with workplace organisations.

15.17 TfL will consider bids to promote and develop sustainable transport programmes in schools through the School Travel Plan programme. Bids for initiatives for Higher / Further Education Institutions should follow guidance for workplace travel plans.

Monitoring and Evaluation

15.18 A baseline case explaining the position of the borough should be included as part of the bid, to allow need and previous progress to be considered as part of the assessment. This needs to include targets for outputs and / or outcomes.

- No. of organisations with written Travel Plans
- No. of organisations writing Travel Plans
- Level of development of Travel Plan
- Identification and dissemination of best practice travel plans
- Modal Shift at organisations involved in Travel Plans annually.
- Attitude surveys of travel plan messages within and beyond organisations involved.
- No. of travel plan networks in each borough and the no. of organisations regularly attending each.

New Initiatives

15.19 TfL is keen to explore new ideas and technologies aimed at reducing congestion through behavioural change and a reduction in single occupancy car trips. To this end there have been a number of pilots across London in this area in the last 12 months. TfL will look at the results of these pilots before rolling the successful ones out across the boroughs as applicable. TfL is aware that there is huge potential for other initiatives exploring different delivery mechanisms and technologies. Boroughs are encouraged to submit bids for funding such innovative programmes in this area with a view of sharing the information and outputs of these projects London-wide.

Objectives

15.20 These are:

- To explore the use of new technologies / concepts in reducing single occupancy car trips
- To calculate their impacts locally, sub regionally and regionally
- To develop technologies for sustainable transport purposes
- To promote and encourage the take up of new technologies in a wider market place.

Current Initiatives

15.21 Car Clubs

TfL will be making funding available under the guidance issued in March 2005 to support car clubs in 2006/07 and onwards. Criteria for this support will be made available by TfL in 2005. Bids meeting the criteria are welcomed in the BSP.

15.22 The following areas are being taken forward by TfL and are not open to BSP bids.

- Individualised Marketing / Personalised Travel Planning

This will form a part of residential travel planning and will be delivered through TfL in partnership with boroughs and developers. Boroughs should seek to include this where appropriate in planning agreements and advice on levels of developer contributions can be obtained from TfL.

- Car Share

Each subregion has developed a car share capacity which local authorities can buy into.

- Web sites

TfL is supporting a London wide web site. Boroughs should seek to support this as opposed to local specific sites.

Monitoring and Evaluation

15.23 A comprehensive monitoring system for each scheme will need to be devised and submitted as part of the bid and should be linked to specific outcome and output related targets

Funding

15.24 TfL is willing to provide support for specific uses for each of the initiatives. Transport for London is aware of the number of linked messages in these initiatives. There are links to the health agenda, environmental messages and issues of social inclusion and access to facilities. These need to be reflected in funding and organising events and through the SIMPLA forms.

15.25 These events provide an opportunity to create and improve partnership working with a number of local bodies such as the NHS, other council

departments, local volunteer groups, local businesses and education. It is therefore envisaged that for each of these events, a package of match funding be shown. This can be financial or 'in kind' supports such as prizes, volunteer time or venue provision.

Presentation of bids

15.26 A single SIMPLA form should be completed for each separate event

15.27 In kind funding will need to be indicated in the bids and reported against in the monitoring report. Although it will read £0 it is important that the nature of the contribution be clear eg. Staff time.

15.28 Indication of scheme elements and cost per element need to be included as part of the bid. This could be a breakdown of a previous year which could be repeated, where there is one in post for each position – boroughs should not be penalised if they are in the process of recruiting.

Assessment of Bids

15.29 Bids will be assessed on:

- How they meet the local and regional objectives
- Willingness to set and monitor specific outcome lead targets rather than outputs. These may include aspirational targets for the increase of travel plans and number of businesses interceded with.
- Support by the council and / or partnerships
- Effective monitoring
- Capacity to carry out works
- Added value to current projects
- Links to other schemes
- Clarity and quality of bid
- Previous support for Behavioural Change work
- Named borough contact responsible for Travel Awareness and also the sub regional co-ordinator supporting your borough.

16 FREIGHT (FS)

Introduction

16.1 Most activities across London require the transportation of goods and the servicing of premises. Industries such as manufacturing, construction and retailing are especially dependent on the physical movement of goods. Balancing the needs of customers and suppliers is critical to a successful approach to the issue of freight. This balance needs to be seen within the context of the wider transport provisions in London. The Transport Strategy seeks to:

- Ensure London's transport networks allow efficient and reliable freight distribution and servicing.
- Minimise the adverse environmental impact of freight / servicing.
- Minimise the impact of congestion.
- Foster a progressive shift of freight from road to more sustainable modes.

16.2 TfL are currently working on a Freight Plan for London, with a variety of industry and government stakeholders including the ALG. The emerging priority areas for freight are around demand management, reliability, safety, environment, communications and land use. Boroughs have an extremely important role to play in improving the efficiency and impact of freight, and we would encourage them to consider activity around freight as part of their submissions.

Objectives

16.3 The aim is a balance between economic and environmental considerations that will result in an efficient and sustainable distribution system for goods and services. Freight Quality Partnerships (FQP's) involve dialogue between local authorities, residents, business and other interests and sub-regional consideration of distribution issues and have the potential to achieve local solutions. A number of FQP's are currently developing proposals within London with emerging pilot schemes.

16.4 Freight vehicles make up about 1/7th of the traffic on London's roads and are responsible for a disproportionate amount of air pollutants and noise. Whilst recognising that freight transport in London will continue to be predominantly road-based for the foreseeable future, opportunities to improve the current distribution needs to be explored and developed. Typically this is a modal shift from road to rail or water and the use of more 'environmentally friendly' road vehicles.

Scheme development

16.5 Subject to the requirements of the Freight Plan (Ref:16.2), the BSP process is likely to support freight and servicing proposals for

- Town Centre and High Street locations.
- Sub-regional consideration and collaboration.
- Strategic locations where freight and servicing issues are predominant.

16.6 In detail, the Borough Spending Plan process will consider specific scheme proposals that address the following issues:

- Freight Quality Partnerships – TfL would welcome proposals for FQP particularly from sub-regional partnerships. Funding is likely to be made available for establishing and running the partnership. Bids for actions arising from FQPs would be considered on their merits under the appropriate topic area. – Mayoral Proposal 4K.2
- Review of parking and loading controls on TLRN and Borough roads - Mayoral proposal 4G.15 - Particular emphasis to be given to kerbside issues affecting deliveries and servicing in town centres, local centres and interchange locations.
- Night time delivery trials – proposals are welcomed for trials at locations where night time deliveries could be undertaken. Particular emphasis to be given to town centres, local centres and interchange locations.
- Local rail freight hubs and local road freight consolidation – TfL welcomes proposals for studies to identify suitable land for freight hubs and local consolidation centres at locations that promote sustainable freight delivery.
- Increased use of waterways, rivers and wharfs for the distribution and delivery of freight.
- Removal of through goods traffic from residential roads. Particular emphasis to be given to residential areas near schools and improvements to safety. Studies leading to the identification of measures would be supported. Bids for specific measures would be considered on their merits under the appropriate topic area.

16.7 The development of freight initiatives should not be considered in isolation. Several of the above initiatives may also be considered and funded via other BSP topics, particularly the area-based approach (Town Centres, Station Access, Streets-for-People). Boroughs, in their LIPs and local development frameworks, will be considering these inter-relationships, and links between freight/sustainable distribution and other programme areas such as the promotion of cycling, walking and environmental matters.

Submission Format

16.8 Boroughs and partnerships are invited to submit scheme proposals that meet the criteria for appraisal set out below. A SIMPLA form should be completed for each scheme proposal, unless submissions are very similar in content. Scheme submissions should be supported by the following information:

Criteria for Appraisal

16.9 These include:

- Clear statement of aims, expected benefits and mechanism for monitoring success with reference to the Freight Plan as appropriate.
- Partnership working and involvement of businesses.
- Reduction in the adverse environmental impact of servicing.
- Multi modal content and consideration.
- More efficient and reliable freight distribution and servicing.
- Traders perception / satisfaction with servicing facilities.

17 REGENERATION AREA SCHEMES (RP)

Introduction

- 17.1 Transport plays an important part in addressing the needs of regeneration areas. It is possible that regeneration proposals may revolve around town centres or other areas that may fit with particular BSP transport themes. The limited Borough Spending Plan funds that are currently available for regeneration will be directed to help the achievement of sustainable development. The London Plan sets out the approach within areas that are defined as Opportunity areas, areas for Intensification and areas for Regeneration. Although these will be the primary focus of available funds, consideration will be given to smaller schemes in other parts of London where there are clear job creation opportunities.
- 17.2 Some regeneration proposals may be linked to individual major transport infrastructure projects. It is unlikely that the BSP process will fund such initiatives.

Objectives

- 17.3 The aim of this programme area is to support proposals that will assist achievement of sustainable development, open up opportunities for job creation and to meet other TfL objectives such as for Equality and Inclusion.

Scheme development

- 17.4 Scheme proposals must be founded in the Mayor's Strategies, drawing upon the London Plan and programmes of the London Development Agency (LDA). There may be linkages with work being undertaken via other funding streams. Where opportunities arise to develop transport initiatives alongside regeneration proposals, TfL would consider funding suitable proposals via this programme. Innovative proposals, under this BSP transport theme, would be particularly welcome.
- 17.5 The London Plan has identified a framework for land use management and development which includes areas of regeneration (opportunity areas and areas for intensification), integrating Spatial policies, and strategic employment locations. Proposals located within these areas will be particularly welcome.
- 17.6 The ward's scoring on the London Index of Deprivation should be included for the area within which the scheme is located.

Submission Format

- 17.7 Boroughs and partnerships are invited to submit scheme proposals that meet the criteria for appraisal set out at the end of this section. A SIMPLA form

should be completed for each scheme proposal, unless submissions are very similar in content. Scheme submissions should be supported by the following information:

Criteria for Appraisal

17.8 These are:

- Identified regeneration, opportunity or intensification areas, and strategic employment locations within the London Plan
- LID (London Index of Deprivation)
- Clear statement of aims.
- Clearly identified objectives, benefits
- Close linkages with wider regeneration proposals
- Demonstration of partnership working.
- Innovation
- Appropriate outcome monitoring mechanisms

18 ENVIRONMENT (ENV) (formerly Air Quality – AQ)

Introduction

- 18.1 The Mayor has published environmental strategies and targets relating to health and sustainable development, including Energy, Waste, Biodiversity, Air Quality, and Noise. For example, the Energy Strategy sets a target for a 20 percent reduction in CO₂ emissions from 1990 levels by 2010. Boroughs have, or will be considering measures in their Local Implementation Plans that contribute to meeting this climate change target and address other targets in the strategies. To help achieve this, boroughs may have included, or be considering in their Local Implementation Plans, environmental performance measures (such as the number of fleet vehicles running on alternative fuels), and be taking sustainable procurement into account.
- 18.2 There is, at present, only a limited amount of funding available for environmental initiatives in transport via the BSP process. It is expected that the concerns of the Environmental Strategies will be considered in all Transport schemes. Priority will be given to bids that show such consideration.
- 18.3 Individual transport-related schemes that address specific environmental issues across all five Strategies are also invited. These can be pilot projects or part of an overall programme. Linkages between the proposal and the programme should be shown.

Objectives

- 18.4 To help achieve the environmental objectives as set out within the Mayor's Transport Strategy and Environment Strategies and further advancement through innovative schemes.

Scheme development

- 18.5 Air quality initiatives will derive from the borough's LIP and the requirements of Air Quality Area Action Plans where relevant. A London wide Low Emission Zone (LEZ) is being progressed with a view to implementation in 2007. Proposals from individual boroughs should be consistent with these LEZ proposals and timetables though boroughs may wish to lead by example by adopting higher standards earlier for their own fleets. Noise reduction initiatives will derive mainly from Chapter 4A (see also para 4E.24) of the London Ambient Noise Strategy, London BioDiversity Strategy, London Energy Strategy, Municipal Waste Management and from requirements of European Directive 2002/49/EC.
- 18.6 Noise reduction initiatives should derive mainly from ch.4A (but see also para. 4E.24 and 4F.23-27) of The Mayor's Ambient Noise Strategy" and UK policy responses to European Directives such as 2002/49/EC.

- 18.7 Schemes developed in relation to other strategies such as the Energy Strategy and Climate Change Agency, Biodiversity Strategy and Municipal Waste Strategy should also be founded upon references to appropriate chapters and policies.
- 18.8 Special priority will be given to innovative or pilot schemes which may develop cost-effective approaches for wider implementation.
- 18.9 Schemes promoting environmental improvement impact upon a range of BSP areas are likely to attract funding from multiple sources. These are likely to include initiatives related to Clear Zones, travel awareness, school travel plans, freight, traffic management, modal shift from private vehicles, walking and cycling.
- 18.10 Schemes are expected to be part of an integrated approach. A submission under this chapter (ENV) may be an environmental add-on to another scheme Boroughs should bid under this programme area for schemes that pilot new concepts and technologies. These may contribute to more than one environmental strategy. Illustrative examples are included in Appendix L:
- 18.11 Where application may be made to other funding sources (e.g. under Liveability agenda, Waste Minimisation and Recycling Fund), TfL will expect these to be used in preference to BSP funding. Exceptionally, should a small 'supplementary' amount be needed to lever significant funding from elsewhere for a scheme meeting objectives referred to in this guidance, it will be considered.
- 18.12 Partnership working will normally be important in implementing environmental initiatives. A co-ordinated approach involving the boroughs, TfL and GLA will often maximise potential, whether for air quality, energy-CO₂, noise, waste or biodiversity. Other agencies and partnerships exist that aim to promote the Environmental strategies (ie the Environment Agency and London Energy Partnership). Joint projects with other agencies and partnerships in the environmental field will be welcomed e.g. London Energy Partnership. Boroughs may develop partnership proposals with local charitable or trust organisations where the benefits can be demonstrated.

Submission Format

- 18.13 Boroughs and partnerships are invited to submit scheme proposals that meet the criteria for appraisal set out underneath. A SIMPLA form should be completed for each scheme proposal. Scheme submissions should particularly be supported by information that demonstrates meeting the criteria set out below.

Criteria for Appraisal

- Existing air quality, noise, biodiversity and other environmental conditions in an area

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- Responsiveness to Mayoral objectives as expressed in the Strategies
- Clear statement of scheme objectives, expected benefits, monitoring mechanisms and measures of success
- Partnership working and community engagement.
- Innovative or pilot schemes
- Strategic approaches
- Possibility of other funding sources
- Linkages across programme areas
- New or revised Fuel, Energy Efficiency and/or Waste Management Schemes
- Reference to LIPs Strategies and/or delivery proposals

For technical questions concerning Mayoral Strategies, please contact the following GLA officers:

Air Quality	David Vowles	(ph. 0207 983 4306)
Noise	Max Dixon	(ph. 0207 983 4303)
	or Alan Bloomfield	(ph. 0207 983 4788)
Biodiversity	John Archer	(ph. 0207 983 4314)
	or Dave Dawson	(ph: 0207 983 4000)
Energy	Joanna Dawes	(ph: 0207 983 4307)
	or Joshua Thumin	(ph: 0207 983 4000)
Waste	Katherine Higgins	(ph: 0207 983 4308)
	or Wayne Hubbard	(ph: 0207 983 4000)

19 CONTROLLED PARKING ZONES) (PC).

Summary

- 19.1 Boroughs can submit bids for CPZ schemes. Criteria are set out to ensure the optimal use of limited funds to assist delivery of the Mayor's Transport Strategy (MTS), to improve local safety and reduce congestion.

Background

- 19.2 In support of the MTS on the effective management of parking, TfL has provided funding for CPZ schemes against bids from boroughs over the past 5 years.
- 19.3 Despite the increase in the BSP bids for funds, most boroughs are producing surpluses on their parking accounts, with the ability to provide internal mainstream funding.
- 19.4 Boroughs have developed, or will be developing, Parking and Enforcement Plans as part of their LIPs. Consideration of this, along with the borough's annual parking account and the distribution of internal funds will be significant factors in determining the allocation. Boroughs are reminded that the MTS sets out policies for the specified purposes for which revenues can be used at 4G.36 and 4G.86.

Scheme Development

- 19.5 TfL accepts that boroughs need to undertake thorough local consultation as a key element in the progress of a scheme which may affect the scheme timeframe.
- 19.6 In creating, reviewing, or modifying a CPZ, boroughs should allow for the future provision of car club parking, where feasible.
- 19.7 Innovative schemes will be considered, particularly where beneficial to people with disabilities or where they introduce new methods for reducing congestion, or to improve local safety.

Criteria

- 19.8 Project locations will be considered in the priority order:
1. Outer London Town Centres
 2. Around stations where parking pressures and conflicts can be shown to be acute
 3. Inner London

19.9 Project types will be considered in the priority order:

1. New schemes and innovative ideas
2. Extended schemes
3. Provision of motor cycle parking bays

19.10 It is generally expected that CPZs will generate revenue which may then be used to extend a parking zone or create a new one. If this cannot be done and further funding is sought through the BSP process, details of how the current surplus is used must be provided. Financial need has to be demonstrated. Priority will be given to boroughs that do not have an established surplus on their Parking Account for the last two years. Support will also be given to qualifying boroughs already allocating internal funds to parking schemes where possible.

19.11 Boroughs are also asked to show the relationship to:

- Borough Local Implementation Plan, Parking and Enforcement Plan (where these exist) and any other borough Strategy
- MTS
- Local Need

19.12 Community involvement will be a central factor in the progress and funding of the scheme. Boroughs will need to show that comprehensive consultation has been successfully undertaken. Funding for schemes will be allocated in stages. Implementation costs following detailed designs, local consultation and approval by the authority must be clearly indicated.

19.13 Boroughs should submit a single SIMPLA form for each proposed CPZ scheme. A time frame of key dates and decisions for the scheme must be provided. It should confirm funding required for each stage within the allocation year. Realistic estimates of time and expenditure are expected for each stage, including all statutory processes.

19.14 BSP funding for CPZ schemes will continue to be limited. This will inevitably affect the ability to fund schemes fully. Therefore, funding for preliminary plans or consultation will not guarantee subsequent funding.

19.15 Bids should also identify expected benefits and how the delivery of these benefits will be monitored.

20 ACCESSIBILITY (AS)

Introduction

- 20.1 Improving the street environment across London is important if we are to have the safe and pleasant streets that everybody wants. The Mayor's Transport Strategy contains proposals that TfL and the boroughs will develop programmes of improvements to make the street environment more accessible, removing barriers and obstructions, including meeting requirements under BV165. Transport for London is currently consulting on Streetscape guidance for the TLRN that will provide detailed advice on the street environment. Boroughs should ensure that proposals they develop take note of the main aims and objectives of Streetscape guidance that is published by TfL.
- 20.2 Boroughs will wish to develop an inclusive environment by removing unnecessary barriers and improving conditions for young people, older people, children, people with disabilities and reflecting the ethnic diversity of the community. Whilst the needs of these members of society can vary substantially, a coherent and strategic approach to improving the design, quality and accessibility of London's streets can benefit all.

Objectives

- 20.3 This programme seeks to:
- Create a well-designed accessible environment
 - Meet local needs through stakeholder and partnership working

Scheme development

- 20.4 Schemes should identify the need for improvements to the street environment in the particular location(s) for which funding is sought. Scheme development should involve stakeholders, especially the local community, who are likely to be the end-users and may provide valuable insight into the improvements that are needed, including quantification of the number of people likely to benefit from the scheme. However, innovative or pilot schemes are also encouraged.
- 20.5 The development of Accessibility initiatives should not be considered in isolation. Some initiatives may also be considered and funded via other BSP topics, particularly the area-based approach (Town Centres, Station Access, Streets-for-People).
- 20.6 Initiatives must be founded in the Mayor's Strategies.
- 20.7 Maintenance and management of the street is as important as scheme design and boroughs should be able to demonstrate that they will be able to maintain any investment in improving the accessibility of the street environment.

Examples of the obstructions and obstacles that commonly make it difficult for people to move easily and safely are:

- lack of dropped kerbs and tactile paving correctly laid
- inadequate footway width
- inadequate access to public buildings
- insufficient safe crossing points
- insufficient delineation of shared pedestrian/cyclist routes
- uneven footways
- poor level of street cleanliness
- street furniture clutter
- badly lit pedestrian routes
- lack of good signage
- crossings not meeting BV165 Standards

20.8 There is likely to be only a limited budget available to support borough schemes within the Accessibility theme. This does not reduce the need, however, to ensure that there is a good quality street environment that is accessible for all which should be reflected across the range of BSP transport themes.

20.9 Submissions for 2006/07 Accessibility schemes may be relatively small-scale proposals that cannot be funded via other more comprehensive programmes such as area-based schemes, but meet the criteria set out below. This should not inhibit boroughs from submitting innovative schemes which will widen accessibility for all. TfL would welcome development of Shopmobility, Scootability or similar personal accessibility schemes.

Submission Format

20.10 A SIMPLA form should be completed for each scheme proposal. Scheme submissions should particularly be supported by information that demonstrates meeting the criteria set out below.

Criteria for Appraisal

20.11 These are as below:

- Priority will be given to locations on main pedestrian routes, facilities/amenities and inclusive access to public buildings or meeting BV165.
- Priority will be given to schemes benefiting larger numbers of people, and innovative or pilot schemes which may produce knowledge and/or practices that can be disseminated more widely are also welcome.
- Promotes personal accessibility schemes eg Shopmobility, Scootability or similar.
- Consultation / Involvement of the local community and organisations representing older and disabled people.
- Monitoring the effectiveness of schemes in meeting identified objectives.

APPENDICES

Appendices B to K are available on <http://www.tfl.gov.uk/BSP> as well as the Borough Extranet site.

- A. Generic matters to which TfL will have regard**
- B. SIMPLA form**
- C. Finance and Bid support forms**
- D. Business Case Summary Form**
- E. Guidance notes for SIMPLA, Finance, Bid support and Business case forms**
- F. Monitoring Scorecard 2003-04**
- G. Monitoring Scorecard worked example**
- H. Monitoring Scorecard Summary Sheet**
- I. Performance Indicator Grid**
- J. Advice on Causal Chain**
- K. Survey Manual**
- L. Illustrative examples for Environmental Programmes**

APPENDIX A

Generic matters to which TfL will have regard in allocating financial assistance and conditions that may be imposed

Under section 159 of the Greater London Authority Act 1999 (“the Act”), financial assistance provided by TfL must be for a purpose which, in TfL’s opinion, is conducive to the provision of safe, integrated, efficient and economic transport facilities or services to, from or within Greater London.

In order to ensure this purpose is met, TfL will have particular regard to the following matters when exercising its functions under section 159:

- (a) Whether the proposed recipient has used funding provided by TfL for the projects or schemes for which the funding was provided.
- (b) Whether the proposed recipient has removed or substantially altered works carried out or infrastructure installed, with the benefit of TfL funding, without the prior written consent of TfL.
- (c) Whether the proposed recipient’s transport activities are, in TfL’s opinion, conducive to the provision of safe, integrated, efficient and economic transport facilities or services to, from or within Greater London, and to the implementation of the policies and proposals of the Mayor’s Transport Strategy.

TfL will have regard to the above matters in relation to activities undertaken from 8 April 2003 when these criteria were first introduced into the BSP Guidance.

TfL will also take account of whether the proposed recipient has complied with TfL’s requests for bi-monthly reporting, Outcome Monitoring or other project management reporting and a borough’s performance in relation to its LIP as set out in paragraph 2.7.

Conditions

Section 159 of the Act also allows TfL to impose conditions on any financial assistance it provides and in specified circumstances to require repayment. As a general condition of all future funding TfL may require repayment if the proposed recipient uses the funding other than for the project or scheme for which it was provided without TfL’s prior approval. This is formalising arrangements that have applied in previous years so that funding is used for the agreed purpose. Other conditions are contained through this Guidance and more detailed conditions may be imposed that relate to particular projects.