

Notice of Meeting

Cabinet Member for Transport and Environment Decisions



Date & time
Thursday, 13
December 2012
at 2pm

Place
Room G12,
County Hall,
Kingston upon
Thames,
Surrey KT1 2DN

Contact
Anne Gowing
Room 122, County Hall
Tel 020 8541 9122

anne.gowing@surreycc.gov.uk

Chief Executive
David McNulty

If you would like a copy of this agenda or the attached papers in another format, eg large print or braille, or another language please either call 020 8541 9068, write to Democratic Services, Room 122, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DN, Minicom 020 8541 8914, fax 020 8541 9009, or email anne.gowing@surreycc.gov.uk.

This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Anne Gowing on 020 8541 9122.

Cabinet Member
John Furey

REVISED AGENDA

1 DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary interests from Members in respect of any item to be considered at the meeting.

Notes:

- In line with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, declarations may relate to the interest of the member, or the member's spouse or civil partner, or a person with whom the member is living as husband or wife, or a person with whom the member is living as if they were civil partners and the member is aware they have the interest.
- Members need only disclose interests not currently listed on the Register of Disclosable Pecuniary Interests.
- Members must notify the Monitoring Officer of any interests disclosed at the meeting so they may be added to the Register.
- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest.

2 PROCEDURAL MATTERS

2a Members' Questions

The deadline for Member's questions is 12pm four working days before the meeting (*7 December 2012*).

2b Public Questions

The deadline for public questions is seven days before the meeting (*6 December 2012*).

2c Petitions

The deadline for petitions was 14 days before the meeting, and no petitions have been received.

3 REPORTS FROM SELECT, LOCAL AND OTHER COMMITTEES

3a SPEED LIMIT A245 STOKE ROAD, STOKE D'ABERNON

The Cabinet Member is asked to consider a referral from the Environment and Transport Select Committee requesting that the decision in relation to the Speed Limit on A245 Stoke Road taken on 21 November 2012 be reconsidered. The Cabinet Member's decision was as follows:

"That the Elmbridge Local Committee request for a reduction of the current speed limit on the A245, Stoke Road, Stoke D'Abernon, from its existing 40 mph, to 30 mph, between the existing 30 mph limit near Leigh Hill Road to a suitable point just east of the Chelsea Football Club training ground, not be endorsed".

The referral from the Select Committee arises from its consideration of the Cabinet Member's decision at its meeting on 10 December 2012 following a request by three of its members that the matter be called-in for review.

It is **RECOMMENDED** that the Cabinet Member consider the referral from the Environment and Transport Select Committee before agreeing whether the decision taken on 21 November 2012 be amended or not, before adopting a final decision.

Reason for decision

To consider the referral from the Environment and Transport Select Committee and agree a final decision as to whether the current speed on the A245 Stoke Road, Stoke D'Abernon, be reduced from its existing 40 mph, to 30 mph, between the existing 30 mph limit near Leigh Hill Road to a suitable point just east of the Chelsea Football Club training ground.

4 BLACKHORSE ROAD SPEED LIMIT ASSESSMENT: REFERRAL FROM WOKING LOCAL COMMITTEE

(Pages 1
- 10)

To consider whether to endorse the Woking Local Committee recommendation that the speed limit in Blackhorse Road, Woking, be changed from 40mph to 30mph. Under the Scheme of Delegation, the authority to endorse a new speed limit rests with the Cabinet Member for Transport and Environment when a Local Committee decision is in

disagreement with the Police and Surrey Highways Officers.

[The decisions on this item can be called in by the Environment and Transport Select Committee]

5 BID TO DEPARTMENT FOR TRANSPORT SAFE CYCLING FUND

(Pages
11 - 60)

Surrey County Council has submitted a bid to the Department for Transport (DfT) Safe Cycling Fund as part of its commitment to reducing cycle casualty rates and securing a cycling legacy from the London 2012 Olympic Games.

The bid focuses on two town centre schemes: Leatherhead and Walton-upon-Thames, providing segregated cycle routes where feasible to link up currently fragmented cycle routes and provide links to major destinations including town centres and places of employment and education.

[The decisions on this item can be called in by the Environment and Transport Select Committee]

David McNulty
Chief Executive

Revised: 10 December 2012

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SURREY COUNTY COUNCIL

CABINET MEMBER FOR TRANSPORT AND ENVIRONMENT

DATE: 13 DECEMBER 2012

**REPORT OF: JASON RUSSELL, ASSISTANT DIRECTOR
FOR HIGHWAYS**



SUBJECT: SPEED LIMIT IN BLACKHORSE ROAD, WOKING

KEY ISSUE/DECISION:

The Cabinet Member is asked to consider whether to endorse the Woking Local Committee recommendation that the speed limit in Blackhorse Road, Woking, be changed from 40mph to 30mph. Under the Scheme of Delegation, the authority to endorse a new speed limit rests with the Cabinet Member for Transport and the Environment when a Local Committee decision is in disagreement with the Police and Surrey Highways Officers.

DETAILS:

Business Case

1. During its meeting on 26 September 2012, the Woking Local Committee received a report from Surrey Highways Officers entitled 'Blackhorse Road – Speed Limit Assessment.' A copy of this report is appended as Annex 1. Details of personal injury collisions for Blackhorse Road will be tabled at the meeting.
2. The report presented an assessment of the speed limit in accordance with County Council policy, and an analysis of the acquired speed data and accident history.
3. The report concluded that the appropriate speed limit for Blackhorse Road was 40mph, in accordance with County Council policy, and recommended that the speed limit was not reduced to 30mph.
4. The report also highlighted that the accident history was not speed related, and was largely a cluster of non speed related accidents at one junction, which had already been identified as a scheme on the local ITS programme.
5. It was emphasised during the Committee meeting that reducing the speed limit to 30mph would be contrary to County Council policy, and would create a local anomaly that may lead to demands for inappropriate speed limits in other locations. Also, that it is highly unlikely reducing the speed limit to 30mph would have any positive impact on public safety, or lead to a reduction in the speeds at which vehicles travel without the introduction of physical measures.
6. Committee determined to approve the introduction of a 30mph speed limit for the following reasons:

- i) Members believe that there have been a number of serious accidents, and may have been more fatalities than set out in the report.
- ii) A petition was presented to this committee a few years ago signed by nearly 1000 people, and residents views need to be taken into account. **NB: It should be noted that this petition called for traffic calming in the vicinity of the junction of Blackhorse Road with Saunders Lane, and did not call for a speed limit reduction.**
- iii) Speeding is an issue along sections of the road and Members believe more could be done to address this.

Councillor Will Forster proposed an additional recommendation, which was seconded by Cllr Kingsbury and agreed by the Committee, which was to consider the Blackhorse Road, Heath House Road and Saunders Lane crossroads for safety improvements under its Integrated Transport Scheme Programme.

No note was made of the voting details, but it is believed that these decisions received unanimous support.

Consultation

7. Consultation was carried out with Surrey Police, who are in agreement that no further action should be taken with regard to the speed limit, which should remain at 40mph.

Financial and value for money implications

8. The cost of implementing a speed limit reduction to 30mph is estimated to be £7000. Undertaking this work would not provide value for money as this would not provide the expected benefits. If this work were to proceed, it would need to be funded from the Local Committee capital ITS budget, and, as no provision has been made for this during the 2012/13 financial year, provision would need to be made in 2013/14 if this remains a priority for the Local Committee and the Cabinet Member endorses the decision made by the Local Committee.

Equalities implications

9. There are no equalities implications arising from this decision.

Risk management implications

10. If the decision is made to support the introduction of a 30mph speed limit, objections to the proposal may be received when the Traffic Regulation Order is advertised, and Surrey County Council may need to demonstrate why it has deviated from its own policy.
11. Further, introducing a 30mph speed limit at this location could lead to demands for inappropriate speed limits at other locations.

Climate change/carbon emissions implications

12. The County Council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change.
13. The introduction of a 30mph speed limit will not have any significant impact on emissions since it is unlikely to result in any significant change in actual vehicle speeds or driver behaviour.

Legal implications/legislative requirements

14. None.

Corporate Parenting/Looked After Children implications

15. None.

Section 151 Officer commentary

16. The section 151 officer confirms all material, financial and business and risks have been considered throughout the report.

RECOMMENDATIONS:

It is recommended that:

- a) the decision to introduce a 30mph speed limit in Blackhorse Road is not endorsed.
- b) the recommended outcome proposed by officers is approved.
- c) the Woking Local Committee is asked to support the proposal to carry out a feasibility and design study to look at targeted safety improvements at the junction with Blackhorse Road and Saunders Lane where the majority of accidents have occurred as part of their 2013/14 ITS programme.

REASONS FOR RECOMMENDATIONS:

As detailed in the attached report, a 30mph speed limit is considered to be inappropriate for Blackhorse Road, as it is contrary to County Council policy, contrary to the advice of the Police and Highways Officers, and unlikely to result in any public safety benefit. Carrying out a feasibility and design study for safety improvements at the junction where the majority of accidents have occurred is likely to positively address the concerns of Members and local residents.

WHAT HAPPENS NEXT:

The speed limit will remain at 40mph. The Woking Local Committee will be informed of the outcome of this review, and the matter will then be progressed as appropriate dependant on this outcome.

Contact Officer:

Andrew Milne, Area Highways Manager (NW) Tel. no. 03456 009009

Consulted:

Surrey Police

Informed:

Sources/background papers: N/A



OFFICER REPORT TO LOCAL COMMITTEE

(Woking)

**Blackhorse Road – Speed Limit Assessment
26 September 2012**

KEY ISSUES

To report on the outcome of the speed limit assessment recently undertaken along the D3680 Blackhorse Road, Woking.

SUMMARY

A speed limit assessment has recently been undertaken the D3680 Blackhorse Road.

This road is currently subject to a 40 mph speed limit. The road character has been assessed as rural due to the lack of a system of street lighting. Blackhorse Road has a preferred limit of 40 mph.

The 'preferred limit' has been determined using appropriate hierarchy from Surrey's speed management policy document, 'Determining and Applying Speed Limits'.

Following consultation with Surrey Police, it is recommended that the speed limit remains at 40mph on Blackhorse Road.

OFFICER RECOMMENDATIONS

The Local Committee is asked to:

- (i) Note the results of the speed limit assessments undertaken.
- (ii) No further action is taken with regard to the speed limit on Blackhorse Road.

1.0 INTRODUCTION AND BACKGROUND

1.1 Blackhorse Road has been assessed as a rural single carriageway road with partial frontage development within Surrey’s highway network.

1.2 Surrey’s policy for determining speed limits was updated in November 2010. This is a 4 step approach consisting of:

Step 1 – Determining the length of road or roads to be assessed; giving consideration to start and end points, and road features.

Step 2 – Determining the preferred speed limit. Each road is considered under its respective location category: urban or rural. The road is then assessed against a number of pre-determined factors and definitions – a formulaic hierarchy – to determine the preferred speed limit.

Step 3 – Comparison of the preferred limit to existing speeds. This determines whether drivers are likely to comply with the ‘preferred limit’. Where existing speeds are at, close to, or below, the preferred limit then changes would be considered appropriate. Where existing speeds are significantly above the ‘preferred limit’ then either an appropriate higher limit is recommended, the existing limit retained, or speed management measures are introduced to achieve speeds closer to the preferred limit. It is essential therefore, that Step 3 of this process is conducted in close discussion with the Police so that collective agreement can be reached on the implications of the ‘preferred limit’.

Step 4 – Monitoring of a change in speed limit. Monitoring of any introduced speed limit to ensure level of compliance is satisfactory. A review of this information will then take place including the possibility of introducing speed management measures to ensure compliance.

1.3 Speeding is essentially anti-social behaviour and a Police enforcement issue, as driving in excess of the posted speed limit is a criminal offence. The Police, as the sole highway enforcement agency, have the necessary powers to deal with offenders.

2.0 ANALYSIS

2.1 Speed data for the sites have been assessed.

2.2 The results are shown in the following table:

Road	Average daily flow	Average 85%ile speed (mph)	Average mean speed (mph)
Blackhorse Road (S of crossroads – N bound)	N/A	44 mph	38.87 mph
Blackhorse Road (S of crossroads – S bound)	N/A	46 mph	40.57 mph
Blackhorse Road (N of crossroads – N bound)	N/A	44 mph	38.52 mph
Blackhorse Road (N of crossroads – S bound)	N/A	44 mph	38.31 mph

2.3 There have been a number of personal injury collisions along Blackhorse Road. Below is a table indicating the collisions between January 2007 and April 2012 (not including any collisions at the Hermitage Road or Berry Lane junctions):

Location	Collisions	Date	Nature
Blackhorse Road	12	05/11/2007	Slight
		14/07/2008	Slight
		22/11/2008	Serious
		12/02/2009	Slight
		06/04/2009	Slight
		23/06/2009	Slight
		14/09/2009	Fatal
		25/12/2009	Serious
		01/03/2010	Slight
		10/08/2011	Slight
		30/09/2011	Slight
		09/04/2012	Serious

2.4 Using the information from 2.3, the table below shows the number of personal injury collisions in the last 5 years:

Year	Number of collisions
2007	1
2008	2
2009	5
2010	1
2011	2
2012 (Up to April)	1

2.5 Using the information from 2.3, the table below shows the severity of the personal injury collisions over the investigation period.

Severity	Number of collisions
Slight	8
Serious	3
Fatal	1

2.6 Under Step 2 of the policy, the table below indicates the 'preferred limits' following assessment.

Road	Current limit	Committee requested limit	'Preferred limit'
Blackhorse Road	40mph	30mph	40mph

2.7 As a general point, mean speeds are now being used as the basis for determining local speed limits, whereas in the past, 85th percentile speeds were used. These are underpinned by extensive research demonstrating the well-proven relationship between speed and collision frequency and severity. Mean

speeds also reflect that the majority of drivers perceive that speed to be appropriate for the said road. It is therefore the aim that the local speed limit is aligned so that the original mean speed driven on the road is at or below the new posted speed limit.

2.8 Under Step 3 of the policy, the table below indicates the mean speeds against the preferred limits.

Road	Mean speed	'Preferred limit'
Blackhorse Road	39.06 mph	40mph

2.9 It is recognised that changing the speed limit will not necessarily change driver behaviour, as motorists determine their speed based on the character of the road and the prevailing conditions. In the case of Blackhorse Road, speed survey data shows that the majority of drivers feel it is appropriate to travel at speeds in excess of 30mph. As such, without continual Police enforcement, evidence suggests that if a 30mph speed limit was introduced it is likely to be widely disregarded. As such, it would have little value in improving road safety. Furthermore, the introduction of unrealistic speed limits could also undermine the effectiveness of, and respect for, speed limits more generally.

2.10 The analysis of the 12 personal injury accidents occurring between 5th November 2007 and 9th April 2012 shown in the table below highlights that none of accidents occurring on Blackhorse Road are not recorded as being speed related:

Contributing factor	No. of accidents
Speeding	0
Failed to look properly/Failed to judge other person's path	6
Slippery road due to weather	3
Disobeyed Give Way or STOP signs	1
Other causes	2

3.0 CONSULTATION

3.1 Consultation has been carried out with Surrey Police, who are in agreement that no further action should be taken with regard to the speed limit, which should remain at 40mph.

4.0 FINANCIAL AND VALUE FOR MONEY IMPLICATIONS

4.1 There are no financial implications associated with not progressing a reduction in the speed limit.

5.0 EQUALITIES AND DIVERSITY IMPLICATIONS

5.1 The Highway Service is mindful of its needs within this area and attempts to treat all users of the public highway with equality and understanding.

6.0 CRIME AND DISORDER IMPLICATIONS

6.1 A well-managed highway network can reduce fear of crime and allow the Police greater opportunity to enforce speed controls.

7.0 CONCLUSION AND RECOMMENDATIONS

7.1 This report details the speed limit assessment conducted, and how the 'preferred limits' have been obtained. It is recommended that the speed limit on Blackhorse Road should remain unchanged.

7.2 However, Members are reminded about the changes to the Speed Limit Policy that now apply. The changes state that in exceptional circumstances the local committee may like to proceed with a change to a speed limit, against officer advice, in this instance the final decision would be taken by the Surrey County Council Cabinet Member for Transport. Members may also be invited to undertake a site visit to inform their decision. Speeds, the casualty record and safety concerns would have to be reviewed after 12 months and in the event of the new speed limit being ineffective, the policy recommends that remedial action be considered. This review may be needed earlier if there are extenuating circumstances that warrant prompt action.

8.0 REASONS FOR RECOMMENDATIONS

8.1 Recommendations have been made based upon existing policy, in consultation with Surrey Police.

9.0 WHAT HAPPENS NEXT

9.1 The Local Committee is requested to note the contents of this report and as a consequence no further action is required.

LEAD OFFICER: Andrew Milne
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E-MAIL: highways@surreycc.gov.uk
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BACKGROUND PAPERS: None

Version No. 1 Date: 03/09/2012 Time: 12.00 Initials: KP No of annexes: 0

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SURREY COUNTY COUNCIL

CABINET MEMBER FOR ENVIRONMENT & TRANSPORT

DATE: 13 DECEMBER 2012

LEAD OFFICER: TREVOR PUGH, STRATEGIC DIRECTOR ENVIRONMENT AND INFRASTRUCTURE

SUBJECT: BID TO DEPARTMENT FOR TRANSPORT SAFE CYCLING FUND



SUMMARY OF ISSUE:

Surrey County Council has submitted a bid to the Department for Transport (DfT) Safe Cycling Fund as part of its commitment to reducing cycle casualty rates and securing a cycling legacy from the London 2012 Olympic Games.

The bid focuses on two town centre schemes: Leatherhead and Walton-upon-Thames, providing segregated cycle routes where feasible to link up currently fragmented cycle routes and provide links to major destinations including town centres and places of employment and education.

RECOMMENDATIONS:

It is recommended that the bid to the DfT for safe cycling infrastructure is formally endorsed.

REASON FOR RECOMMENDATIONS:

This funding bid supports the corporate priority to tackle levels of cycling casualties. It will directly benefit areas of high cycle casualty rates: Walton-upon-Thames and Leatherhead. It will benefit all road users by segregating cyclists from motorised traffic and will provide economic benefit by making it more possible for more people to cycle, reducing travel costs and congestion, and by improving cycle routes to town centre locations.

DETAILS:

DfT Safe Cycling Fund

1. In July 2012, the Department for Transport announced a £15m fund, administered by Sustrans, for cycling infrastructure in light of growing concern about cycle casualty rates in the UK. In response to this, Surrey County Council submitted an expression of interest in August 2012, identifying eight potential schemes where casualty rates were high. Feedback on the Surrey proposals was positive and work since then has focused on a shortlisted set of proposals that offer the best fit with the fund's criteria, as set out below.

Fund criteria	SCC Approach
Evidence of perceived or actual risk to cyclists	Short listing informed by cycling casualty analysis
Evidence of match funding	Sources identified: Walton Bridge, s106, Capital programme
Deliverability within timescale	Working with highways colleagues to develop programme: detailed design in advance of decision
Clear demand for stakeholders for proposed solution	Public attitudinal survey to test approach
High quality design and innovation	Segregation of different road users wherever feasible
Potential demand including connectivity and promotion	Seek to join up existing formal and informal routes Apply Travel SMART promotion principles to new routes
Commitment to monitor proposed scheme before and after	Monitoring programmed in. Draw on Travel SMART evaluation expertise.

2. The project team shortlisted four potential schemes that offered the best fit with the fund criteria, in particular the availability of match funding, the level of cycling casualties and the potential for innovation in scheme design. The four short-listed schemes were: Walton Bridge Links, Leatherhead Town Centre and Ashted, Egham Hill to Staines and Kingston Road, Staines.
3. Outline design work was carried out and scheme costs produced. In light of that, the Environment and Infrastructure DMT made the decision to submit all the bids but to prioritise two areas: Walton Bridge Links and Leatherhead Town Centre, which represent a bid to the fund of £1.53m.
4. The bid was submitted on 30 November 2012, with the bid outcome due in February 2013. The fund criteria require schemes to be complete or largely complete by December 2013. The covering letter to the bid is included as Annex 1 to this report.

Design Principles

5. The schemes have been designed on the basis that wherever feasible cyclists should be separated from motorised vehicles on busy roads and at busy junctions. This approach is based on attitudinal survey research that was carried out as part of the bid development. This research clearly indicated that Surrey residents would be far more likely to cycle if they had access to segregated cycle paths. Even amongst non cyclists, over 80% of

people surveyed felt that such cycle paths would be an improvement in the two locations.

The Surrey Cycle Safety Bid

6. The Surrey bid comprises two priority schemes: Walton Bridge Links and Leatherhead Central. The summary costs for the two priority schemes are outlined in the table below.

Scheme	Total cost estimate	Match funding requirement	Identified match funding (£106)	Proposed Match	Bid to DfT (70% of total cost)	Additional match to be identified
Walton Bridge Links	1,408,883	422,665	225,000	425,000	983,883	200,000
Leatherhead Town Centre	792,969	237,891	5,000	245,000	547,969	240,000
Grand Total	2,201,853	660,556	230,000	670,000	1,531,853	440,000

The additional match funding requirement will be the subject of a bid to the 2013/14 capital programme, reflecting the corporate priority to tackle cycling casualties. Other potential sources of funding will be considered if required, including New Homes Bonus or re-prioritising existing capital programmes.

Walton Bridge Links

7. The Walton Bridge Links scheme will provide safe, segregated cycle paths north and south of the bridge linking Walton-upon-Thames and Upper and Lower Halliford. The scheme will ensure that the cycle infrastructure being incorporated in the new Walton Bridge is complimented by paths linking residential, retail, employment and education establishments. The details of the scheme proposal are included as Annex 2 to this report.

Leatherhead Town Centre

8. The Leatherhead Town Centre scheme will join up existing fragmented cycle routes to ensure safe passage between the train station, schools and the town centre including major employers. The details of the scheme proposal are including as Annex 3 to this report.

Progress to Date

9. The schemes have been shortlisted and developed based on analysis of the casualty and assessment against the bid criteria. Site visits were carried out to assess potential routes in light of the Surrey design standards. The detailed design for the shortlisted schemes has been produced, with costings, for inclusion in the bid. Work has been undertaken to plan the schedule for approvals, design and implementation in order to achieve the fund implementation deadline of December 2013.
10. The schemes have been developed in discussion with the relevant Area Highways Managers and local members, including Local Committee Chairmen and Vice Chairmen have been kept updated. The proposals have

also been shared with Sustrans, as fund administrators, and their feedback has been incorporated in the bid.

Next Steps

11. In order to achieve implementation of the schemes by December 2013, work on detailed design will be carried out between December 2012 and February 2013. Local Committee approvals will also be sought in the period from January to March in order that the implementation phase can commence in April 2013. The full schedule is set out in Annex 4.

CONSULTATION:

12. In developing the bid, the project team has ensured that local members and Local Committee chairmen and vice-chairmen have been kept updated. The Cabinet Member for Community Safety has also been consulted.
13. In developing the bid, consultation has taken place with Area Highways Managers in each of the areas, as well as local cycle groups (Mole Valley Cycle Forum). An on-street attitudinal survey with residents in Walton and Leatherhead was carried out to test the proposals.
14. Further consultation will be undertaken in the new year as part of the detailed design phase of the programme.

RISK MANAGEMENT AND IMPLICATIONS:

15. The following table provides a summary of the main risks identified as part of the bid development process. The risk register will be updated during detailed design and implementation phases.

Risk	Mitigating Actions
Local concerns about loss of road and pavement to segregated routes	Work with local members to ensure schemes balance road user requirements. Carry out consultation during detailed design phase.
Increased scheme cost results in greater funding requirement on County Council	Robust costings have been carried out as part of the outline design phase in order to manage risk of higher costs.
Failure to secure DfT funding results in schemes not progressing	Alternative funding sources will be considered including potential to develop a major scheme comprising a number of cycle infrastructure schemes targeting areas of high casualty rates.
Reputational risk from County Council failing to tackle rising cycling casualty numbers	As part of the Surrey Cycling Programme we will assess potential funding sources to support cycling infrastructure improvements.

Failure to complete schemes within bid deadline

Progress detailed design and approvals process in advance of bid decision.

Project management plan in place so that any project delays can be identified and managed.

16. A description of risks and any negative implications should include the mitigating actions being taken to address them.

Financial and Value for Money Implications

17. The total bid for the two priority schemes is for £2.2 million. If the bid is successful £1.53m will be received as a grant from the Department for Transport's safe cycling fund. SCC will be required to providing the remaining funding, of which, £230,000 has been identified from s106 monies and the balance of £440,000 will be considered for inclusion in the 2013/14 capital programme.

Section 151 Officer Commentary

18. The Section 151 Officer confirms that required match-funding from SCC has not been fully identified. The outstanding match-funding required of £440,000 will be considered for inclusion within the 2013 / 14 capital programme. If the increased capital budget is not supported by Cabinet, then there is a risk that the bid will need to be withdrawn or alternative sources of funding identified. The identification of alternative funding may require the re-prioritisation of existing capital or revenue budgets.

Legal Implications – Monitoring Officer

19. Legal services have reviewed the report and confirmed that there are no legal implications.

Equalities and Diversity

20. This bid forms part of the County Council's Cycling Programme which is currently in development. An Equalities Impact Assessment forms one workstream of this programme which is currently underway as an iterative process to inform the programme, and will be completed in February 2013.
21. In developing the EIA, we have identified the following impacts and actions in our work to date:

Key Impacts	Actions
Younger people – more reliant on cycling as a mode of transport	Identify key routes that link school destinations.
Older people – less likely to cycle due to mobility and other concerns; could be adversely affected by cycle routes that impact on pedestrian routes and access	Segregation of routes from pedestrians wherever feasible
Gender – our research suggests women are less confident cycling in busy traffic although cycle casualty rates amongst males are higher than amongst females	Development of segregated cycle routes designed with least confident cyclists in mind.
Disability – people with mobility problems and visual impairment adversely affected by cycle routes where they interact with pedestrian routes	Achieve full segregation wherever feasible.

Public Health implications

22. Increased cycling rates will impact positively on the health of the individual. The NHS identifies cycling as an activity which provides significant health benefits. Marketing of the new routes will include intensive marketing to residents near the new routes and will include cycle training offers to encourage those less confident to take up cycling.

Climate change/carbon emissions implications

23. Increased cycling rates, where it replaces motorised forms of transport, will reduce carbon emission levels in the County Complete/delete as appropriate. Transport is responsible for one third of carbon emissions in Surrey. Surrey's Local Transport Plan has a target to reduce carbon emissions from (non-motorway) transport by 10% (absolute emissions) by 2020 increasing to 25% reduction by 2035, from a 2007 baseline of 2,114k tonnes (1.9 tonnes per capita).

WHAT HAPPENS NEXT:

Date	Milestone
30 November 2012	Deadline for bids to fund
Dec 2012 – Feb 2013	Scheme detailed design
Jan 2013 – Mar 2013	Local Committees for scheme approval
Feb 2013	Bid outcome due
Mar 2013	Scheme to Investment Panel for approval
26 March 2013	Scheme to Cabinet for approval

Contact Officer:

Lesley Harding, Sustainability Group Manager, 020 8541 8091

Consulted:

Local Members
Local Committee Chairmen and Vice Chairmen
Cabinet Member for Community Safety
Area Highways Managers

Annexes:

Annex 1: Covering letter for Surrey bid to the Department for Transport's Safe Cycling Fund
Annex 2: Scheme 1 application: Walton-on-Thames Bridge links and casualty reduction
Annex 3: Scheme 2 applications: Leatherhead Central links and casualty reduction
Annex 4: Project Schedule

Sources/background papers:

- None
-

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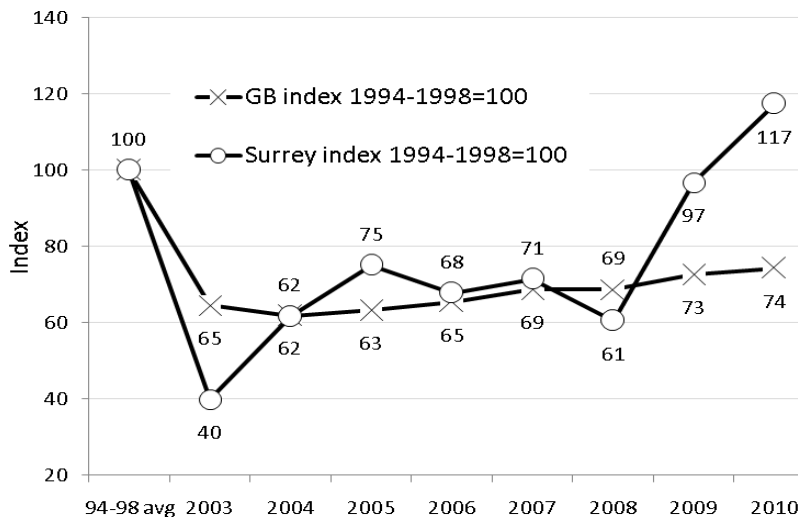
05 December 2012

Dear Mr Hilton

Surrey Cycle Programme Bid to the Safe Cycling Fund

We are delighted to submit our bid to the DfT's cycling safety fund. We see this fund as a very timely recognition of the importance of cycling as a mode of transport which can reduce pressure on our roads, reduce travel costs to individuals and make an important contribution to economic recovery. But without a step change in the way we design cycling infrastructure, these benefits will not be realised. To that end, we are proposing a new generation of cycling facilities; facilities that radically reduce risk for people who already cycle. But facilities that also make cycling possible for the huge section of the population that will never want to mix with busy traffic. Facilities that are separated from that traffic and separated from people walking; that continue through junctions; that reach the heart of town centres.

Surrey County Council has made a corporate commitment to tackle the rate of cyclist casualties in the county. The dangers facing cyclists on our roads is no more in evidence than in Surrey where rates of serious injuries amongst cyclists have increased sharply over the last five years, markedly above that for Great Britain as a whole.



Within Surrey, cycle safety has been a matter of concern for a number of years. Last year we carried out comprehensive research into cycling casualty data in order to build a cycling programme that was underpinned by safety considerations; that analysis is included as Annex 6 in the our submission. Whilst numbers of slight casualties and fatalities amongst cyclists have not increased, the number of serious injuries has doubled in the four years to 2011. In response to this, we have carried out extensive publicity campaigns as part of our Cycle SMART initiative, targeting both cyclists and other road users and are placing safety at the centre of our Cycling Programme. This

analysis also led us to conclude that tackling isolated junctions would not be sufficient, because casualties in Surrey tend to be more dispersed along key routes.

Within Surrey, as the centre of the Olympic road race and time trial events, we are experiencing a massive upsurge in the numbers of cyclists. We have secured two nationally significant legacy events: the Tour of Britain and part of the Ride London 100 and Classic events. Our aim is to maximise the potential of this legacy throughout the community from elite events to leisure riding and utility journeys. Building on the success of the Guildford Cycle Festival, supported by the Department for Transport's Local Sustainable Transport Fund, we will be staging six further events in the next two years with a similar family-oriented format offering training, maintenance, cycle displays, cycle businesses and adaptive bikes as well as continuing to promote the Sky Ride local programme and innovative local initiatives such as the Guildford Bike Project.

We are keen to further build on this legacy, but this must be done with safety as a key consideration. We already run a highly successful Bikeability programme, which delivers training to 11,000 school children, families and individuals each year. We are currently developing our cycle training and skills offer to ensure that we have an offer that appeals to a range of audiences, tailored to respond to the findings from our causality analysis.

We know from our experience delivering the Woking Cycle Town programme that through investment in infrastructure, increased cycling rates can be achieved with no increase in the level of cycling casualties. The Cycle Woking programme generated a 28% increase in cycling rates, but no increase in the level of recorded casualties in the period to 2011.

From our own and international experience, it is clear that the quality of infrastructure is of paramount importance. Our bid reflects this emphasis on quality. While we have focused on two schemes – Walton Bridge Links and Leatherhead Town Centre - both of which bring benefits for leisure and utility cycling and bring economic benefit to two town centres, we have included additional schemes where casualty data identifies a need for action. Whilst we recognise that funds are limited, we want to demonstrate to you our ambition to ensure that Surrey is at the centre of measure to promote safe cycling.

We are also determined to create a cycling environment that gives a significant proportion of the population the confidence to use the bike on an everyday basis. That is why we are switching our emphasis to segregated, continuous cycle paths reaching to the heart of town centres.

This bid forms part of the Surrey Cycling Programme which is currently being developed and includes a number of measures:

1. Adoption of cycle infrastructure design standards as standard in all our highways activities
2. Programme of cycle promotion building on the Olympic cycling legacy
3. Emphasis on cycle safety targeting the range of audiences
4. Development of local assessment and solutions

The Surrey Bid

Our bid focuses on two schemes:

Walton Bridge Links builds on the investment in the new Walton Bridge, which incorporates cycle paths on the bridge and along the Thames Valley national cycle route number 4. It comprises segregated cycle paths north and south of the Thames, linking Walton Town Centre, Upper and

Lower Halliford and key destinations including the Heart Shopping Centre and a number of primary and secondary schools.

Leatherhead Town Centre will join up currently disjointed routes in order to create safe, continuous routes linking the town centre, railway station, schools and major employers. Leatherhead is home to a number of businesses including major employers such as Esso, Wates and Halliburton.

In identifying the schemes to prioritise, we reviewed the information provided by the DfT in the original correspondence, in order to focus this funding on schemes with high levels of casualties and limited scope to fund from other sources. With specific regard to the hotspots identified by the DfT, we have undertaken the following:

1. Stoke Crossroads, Guildford – a scheme has been programmed through our LSTF-funded Travel SMART programme. We are also in dialogue with the Highways Agency with regard to the proposed junction improvements at the adjacent junction from the A3.

2. Chobham Road - Victoria Way junction, Woking – the serious casualties identified have already been addressed through the Woking Cycling Town. There is ongoing monitoring in the area and, should need be identified for further intervention, it will be funded through the LSTF.

Meeting the Fund Objectives

Evidence of reduced risk for cyclists, perceived or actual

The selection of schemes for Surrey has been casualty data led. The schemes are designed based on our analysis of casualties as well as reported concerns from the Times Readers Survey. The location of the Walton Bridge links scheme has seen 35 reported casualties in the last three years, with a further 8 casualties in Leatherhead Town Centre. Both schemes are characterised by fragmented routes resulting in cyclists having to navigate heavily trafficked roads in order to get from residential areas to retail, education and employment locations. The schemes will also reduce the risk of collision and improve accessibility for other road users through the provision of safer junctions, improved crossing facilities, and realignment of roads and footways.

Evidence of match funding

As part of its commitment to tackling cycling casualty rates in Surrey, the County Council is seeking to allocate funds from both developer contributions and our own capital programme. Confirmation of this match will be in place in February 2013.

Commitment to deliver in 2013

Annex 1 sets out our project management plan in order to achieve the delivery deadline of December 2013. In order to achieve this timescale, detailed design of the schemes will commence in December 2012, with all necessary approvals in place by March 2013. The implementation phase will commence in April 2013 with scheme completion by December 2013.

Clear demand from stakeholders, users and potential users for proposed solution

To test our proposed approach, we commissioned on-street surveys in Leatherhead and Walton upon Thames. In total 304 face to face interviews were carried out, of which roughly 50% of people interviewed owned a bicycle. The survey found relatively low levels of cycling currently, only 8% of bike owners cycle on a weekly basis. Amongst bike owners, 44% were deterred from cycling more often due to road safety concerns, this figure was over 80% for non bike owners. Of those surveyed,

almost 90% felt that segregated cycle paths would be a positive thing in the area and 70% of respondents said that this provision would encourage them to cycle more frequently.

We liaise regularly with the Mole Valley Cycle Forum (<http://www.mvcf.org.uk/>), whose area of interest covers Leatherhead, and will continue to do so as we develop detailed proposals. The submitted scheme is in line with Forum's own priorities and strategy. There is no equivalent group in the Walton area.

High quality scheme design and innovation

As part of our overarching aim to encourage more people to cycle more often, safely and conveniently, we are revising our cycle infrastructure design standards. The draft standard is included as Annex 5 for information. At the heart of the standard is a commitment to separate cyclists and motorised traffic on busy roads and junctions and to ensure that all new cycle facilities are built to a high enough quality to encourage use by a wide cross-section of the community. This bid is designed to those standards and, together with our LSTF Travel SMART schemes, will be critical in demonstrating this new approach to cycle infrastructure provision in Surrey.

Monitoring

We currently have in place a monitoring plan which covers each of the bid areas. In addition, we monitor our cycling casualty figures on an ongoing basis to inform the focus of our cycle safety and wider Drive SMART initiatives.

In addition, as part of our LSTF funded Travel SMART initiative, we have developed a promotional package for each new cycle path which involves intensive marketing to residents and businesses adjacent to the route. We will be adopting similar promotional measures for these routes and monitoring the impact in terms of take up of the new facilities.



We trust that our bid demonstrates to you our commitment to think differently about safe cycling in Surrey, in order to make cycling a viable transport choice for all our residents.

Yours sincerely

Handwritten signature of John Furey

John Furey
Cabinet Member, Environment & Transport

Handwritten signature of Kay Hammond

Kay Hammond
Cabinet Member, Community Safety

Department for Transport Cycle Safety Fund Application Form

15th September 2012

This form should be completed and sent electronically with any supporting documentation to paul.hilton@sustrans.org.uk

Please post supporting documents (if they are not available electronically) to the address at the end of this form

Memorandum of Understanding

If agreed, the information you provide will form the basis of a Memorandum of Understanding, signed jointly with Sustrans, which will govern the delivery of the Cycle Safety scheme. This will include agreeing to the gateway management of key stages of planning, detailed design, and construction. The MoU will also specify any conditions for the release of the grant.

1. Delivery Partner Details:

Name:	David Sharpington
Organisation:	Surrey County Council
Jobtitle:	Programme Delivery Manager
Email:	davidsharpington@surreycc.gov.uk
Tel:	020 8541 9977
Address:	Quadrant Court 35 Guildford Road Woking GU22 7QQ

2. Name and Location of Scheme:

Please note that information supplied here will be made public via the DfT website.

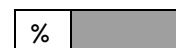
Town/City:	Walton-on-Thames
Area of Town/City:	Walton town centre, Thames crossing, and towards Halliford
Name of Route/Scheme:	Surrey CC scheme 1 – Walton bridge links and casualty reduction
Description of Road Safety issues to be addressed (perceived or actual)	1. 35 reported cyclist casualties, 3 of them serious, in the last three-and-a-half years. 2. No traffic-free access to town centre and residential areas from cycle paths being constructed as part of new major bridge scheme.

Process through which these issues have been identified	<ol style="list-style-type: none"> 1. Analysis of all cyclists casualties in the County. Please refer to Annex 6, "Update on Cycling Casualties". 2. Consultation with a cross-section of the general public to assess what type of facility would encourage cycling. Please refer to Annex 3, Public Consultation, for further information. 3. Review of major schemes to identify significant opportunities for adding value.
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3. Costs and Funding Sought:

- *Please note that grants awarded are generally proportional to scheme costs.*
- *The grant and estimate of costs (once agreed) will be made public via the DfT website.*
- *Please ensure that the estimated scheme costs are for relevant works (for example design and delivery of cycling/walking related works included in this bid).*
- *Please acknowledge in this application any works included in the costs below that might not happen during the programme timescale, e.g. that are still subject to planning consents, public consultation, external audits etc.*

Estimate of cost of scheme:	£1,408,884
Funds already allocated from:	
[1] s106 funds	£225,000
[2] Identified in 2013/14 capital programme for approval by Cabinet 3rd February 2012	£200,000
<p>Walton bridge scheme: this is a new bridge across the River Thames, incorporating continuous high-quality cycle paths separated from the carriageway. As the cycle facilities are incorporated into the bridge it is not realistic to isolate their costs, especially for works such as flood alleviation. Therefore, although the facilities represent a considerable "match investment", we have not tried to represent costs here, but we will attempt to derive a figure if required.</p>	
Total of Matching Funds:	
£425,000	
Department for Transport Cycle Safety Contribution sought:	
£983,884	



4. Timescale / gateway management phases:

<p>4.1 Planning consents to be in place and public consultation to be complete: Not applicable (all Walton bridge consents are in place and construction has begun)</p>

Comments:	
4.2 Detailed designs:	
Estimated start date: December 2012	Estimated completion date: February 2013
Comments: Detailed design will be progressed and completed before the successful bids are announced. Local members, including committee chairs, have been consulted on the scheme and the details will be progressed through committee before April.	
4.3 Construction:	
Estimated start date: April 2013	Estimated completion date: December 2013
Comments:	

If a management programme is available, please supply this in addition to the above information.

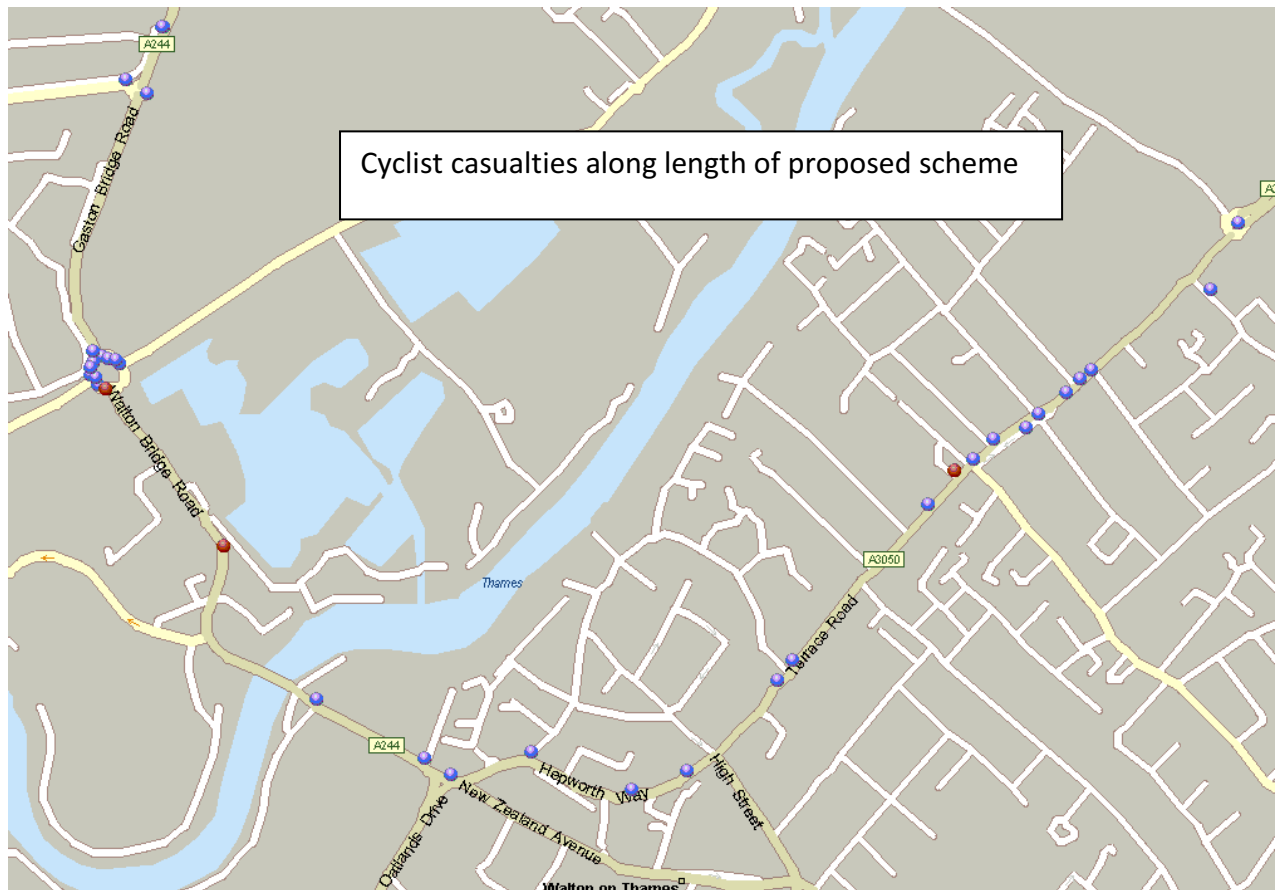
If the scheme is made up of different sections please specify the overall earliest start date and latest finish date that applies.

5. Description of Works

Please provide more detail about each element of the proposed work. If the scheme is divided into distinct construction phases or sections (e.g. traffic free route, key links on highway, key crossings), please provide information about each using the tables below, one for each element. If this scheme has more than 3 elements, please copy further tables as required, or consider an alternative format to present this information.

Explanation of how the scheme will reduce the risk of injury for cyclists (perceived or actual)

This scheme will provide continuous cycle paths segregated from motor vehicles and pedestrians. The paths will be adjacent to the busy roads where 35 cyclists have been injured, 3 of them seriously, between January 2008 – July 2012.



Our analysis, "Update on Cycling Casualties", which accompanies this bid document (Annex 6), classified all cyclist casualties into 'collision types'. For the casualties shown above, the collision types are:

Collision type	Number
vehicle U-turns into path of cyclist	1
vehicle turns right into side road / access across path of oncoming cyclist	1
vehicle turns right across path of cyclist who was passing outside of traffic	2
vehicle turns left into side road / access across the path of cyclist	4
vehicle emerges from 'give way' junction (inc roundabouts) or private	6

access into path of cyclist	
vehicle door opened in the path of cyclist	1
vehicle approaches from behind into path of cyclist travelling in same direction	4
STATS19 description not clear	7
Other	5
no other road user involved or collided with cycling companion	2
cyclist joins carriageway from footway/cycletrack into path of vehicle	2
Total	35

There is no one dominant factor. But our proposal to create continuous segregated routes to a high quality will generally lower the risk across the range of collision types. For example, an issue for cyclists on the carriageway is for drivers to 'look but not see' as they pull out of a side road or on to a roundabout. Paths separated from the carriageway mean the interaction occurs as a driver is slowing on the approach to the junction, rather than accelerating away from it and before the driver becomes focused on finding a space in the stream of motor traffic. Risk is further reduced by physically reducing speeds still further at the point where the cycle path crosses, for example by the use of speed tables.

People of all ages have been injured cycling on these roads:

Age	Female	Male	Total
13	0	1	1
16	0	3	3
18	0	2	2
19	0	1	1
20	1	1	2
21	0	1	1
24	0	1	1
27	1	0	1
28	0	2	2
29	0	1	1
30	2	1	3
33	1	0	1
34	0	2	2
35	0	1	1

36	1	0	1
37	0	1	1
40	1	0	1
42	0	1	1
43	1	1	2
44	1	0	1
52	0	1	1
56	0	1	1
57	1	0	1
58	0	1	1
59	0	2	2

Total	10	25	35
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The majority of cyclists injured live locally:

<i>As-the-crow-flies distance from home to location of crash</i>	<i>Number of casualties</i>
up to 1km	6
1km - 1.9km	3
2km - 2.9km	8
3km- 3.9km	2
4km - 4.9km	2
5km - 5.9km	3
6km - 6.9km	1

7km or more	3
unknown	7

In addition to the recorded casualties, one comment submitted through the Times newspaper campaign relates to this area:

“Safe to cycle across bridge heading NW but then cycle path disappears and have to cross road to join main carriageway. Dangerous blind corner with fast moving traffic”

The scheme is innovative because it will create continuous separate cycle paths, on both sides of the carriageway, in a town centre location with “narrower” roads, the type of environment where, in the past, it has often been perceived as ‘too difficult’ to provide dedicated, continuous cycle facilities.

The results of the public stakeholder consultation (see Annex 3) demonstrate that for most of the population, the perceived danger of busy roads suppresses the number of journeys by bike. The scheme will address those fears, along a strong desire line for both utility and recreational journeys.

The aim of making routes available to a broad range of the public, as well as improving the safety of existing users, is the key aim for this project. We are guided by national design standards and the attached “**Surrey Cycling Infrastructure Design Standards (Annex 5)**” prioritises the aspects of national guidance that are relevant to this target audience.

The scheme will also improve access to and from two important traffic-free routes:

1. The reconstruction of the Thames crossing at Walton, currently under construction, includes high-quality cycle paths on both sides of the carriageway.
2. National route 4 - Thames Valley cycle route, runs underneath Walton bridges. Links to the new paths on the bridge are included in the bridge scheme.

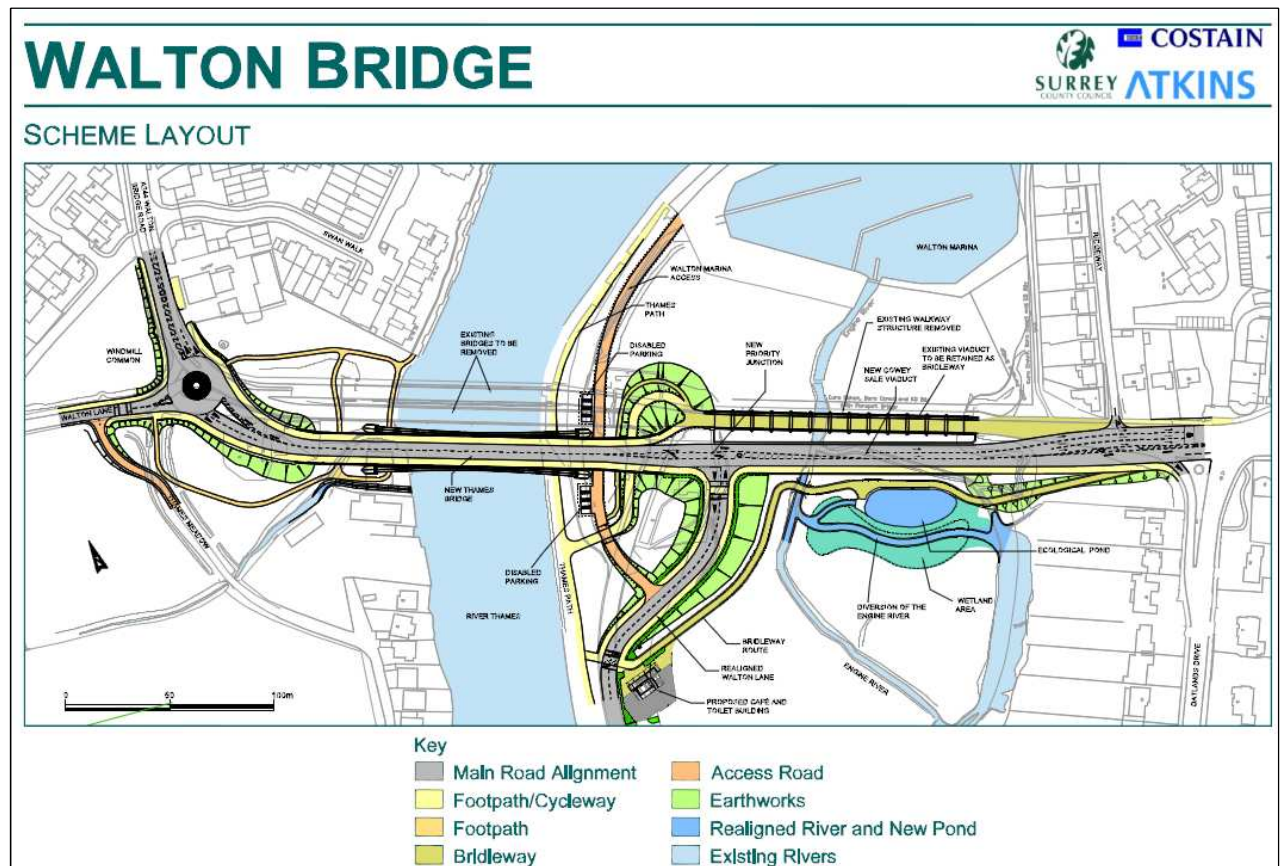
Element 1

Location:	North of Walton Bridge adjacent to the A244, linking in to existing cycle facilities.
Estimated cost of this element:	£583,523 includes 12.5% preliminaries, 10% design, 28% optimism bias added to works estimate
Estimated construction start date:	April
Estimated construction finish date:	December
Description of Works:	Carriageway narrowing and/or widening at the back of footway to create a segregated cycle track adjacent to carriageway (with 0.5m hard verge) on both sides of carriageway
The issue this section is intended to address:	<ol style="list-style-type: none"> 1. Casualties along road length 2. Casualty cluster at roundabout 3. Provision of links to Walton Bridge cycle paths segregated from road
On carriageway distance m:	0m

Off carriageway distance m:	1200m (total 2400m of path – cycle path each side of carriageway)
Proposals at junctions and side roads:	Side roads: tables with cyclist priority where cycle path crosses Roundabouts: Perimeter cycle paths, with entry and exit speeds reduced by altering geometry and installing tables
Proposals at crossings: <ul style="list-style-type: none"> • Type (e.g. zebra, toucan, raised table, bridge, other) • Number and Locations 	No dedicated crossings other than those described above as cycle paths are on both sides of the carriageway
Traffic flows (speeds and volumes) at key locations: (Please provide details of any options appraisals carried out at specific locations, and the rationale for the resulting choices)	DfT AADF for A244 between A3050 and A308, 2011=20,092 all motor vehicles
Location of any features which may not comply with minimum technical standards, and justification for this:	None
Record of relevant Sustrans site visit:	Nick Farthing 1 November

Element 2

Location:	Walton Bridge cycle paths
Estimated cost of this element:	Funded through Walton bridge scheme – total bridge scheme is £32,000,000.
Estimated construction start date:	Has already started
Estimated construction finish date:	All construction works will be finished by March 2014
Description of Works:	<p>See plan below.</p> <p>The design over the new Thames bridge is a combined footpath cycleway of 3.5m width. The paths are on both sides of the bridge as opposed to their old alignment. We have also addressed the design to make sure that vulnerable users can cross the road under the bridge through new landscaped open space. This is step free.</p> <p>The links from the bridge also run to the Thames Path.</p>



The issue this section is intended to address:	This major scheme is under construction. It addresses the River Thames crossing for cyclists through the provision of traffic-free paths on both
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	sides of the bridge. It addresses links with NCN4 the Thames Valley route.												
On carriageway distance m:	0m												
Off carriageway distance m:	950m												
Proposals at junctions and side roads:	Side roads: tables with cyclist priority where cycle path crosses												
Proposals at crossings: <ul style="list-style-type: none"> • Type (e.g. zebra, toucan, raised table, bridge, other) • Number and Locations (please mark type and location on accompanying map) 	Table on Walton Road (running south from bridge) as shown on plan above												
Traffic flows (speeds and volumes) at key locations: (Please provide details of any options appraisals carried out at specific locations, and the rationale for the resulting choices)	<p>The 2010 Walton Bridge Traffic Survey analysis reported an AADF of 28,000</p> <p><i>Current number of cyclists, using DfT manual counts</i></p> <table border="1"> <thead> <tr> <th>Location</th> <th>Count point ref</th> <th>Number of cyclists</th> <th>Year of most recent count</th> </tr> </thead> <tbody> <tr> <td>Walton town centre one-way system</td> <td>57670</td> <td>160</td> <td>2008</td> </tr> <tr> <td>Fordbridge Road east of Marshalls roundabout</td> <td>90614</td> <td>354</td> <td>2009</td> </tr> </tbody> </table> <p><i>12-hour two-way counts</i></p> <p>These two count points are just off the line of the proposed scheme.</p>	Location	Count point ref	Number of cyclists	Year of most recent count	Walton town centre one-way system	57670	160	2008	Fordbridge Road east of Marshalls roundabout	90614	354	2009
Location	Count point ref	Number of cyclists	Year of most recent count										
Walton town centre one-way system	57670	160	2008										
Fordbridge Road east of Marshalls roundabout	90614	354	2009										
Location of any features which may not comply with minimum technical standards, and justification for this:	None												
Record of relevant Sustrans site visit:	Nick Farthing 1 November												

Element 3

Location:	South of Walton Bridge adjacent to the A244 and A3050, through Walton town centre and linking in to existing cycle facilities at Elmbridge Leisure Centre. See accompanying plan "Walton Bridge route plan Figure 1
Estimated cost of this element:	£825,361 includes 12.5% preliminaries, 10% design, 28% optimism bias added to works estimate
Estimated construction start date:	April
Estimated construction finish date:	December
Description of Works:	Carriageway narrowing and/or widening at the back of footway to create a segregated cycle track adjacent to carriageway (including 0.5m hard verge) on both sides of carriageway New crossing provision at signal junction.
The issue this section is intended to address:	<ol style="list-style-type: none"> 1. Casualties along road length 2. Provision of links to Walton Bridge cycle paths segregated from road
On carriageway distance m:	0m
Off carriageway distance m:	1780m (total 3560m of path – cycle path each side of carriageway)
Proposals at junctions and side roads:	Side roads: tables with cyclist priority where cycle path crosses Roundabouts: Perimeter cycle paths, with entry and exit speeds reduced by altering geometry and installing tables
Proposals at crossings: <ul style="list-style-type: none"> • Type (e.g. zebra, toucan, raised table, bridge, other) • Number and Locations (please mark type and location on accompanying map) 	New Zealand Avenue – Hepworth way junction: new cyclist-pedestrian phase in existing traffic signals
Traffic flows (speeds and volumes) at key locations: (Please provide details of any options appraisals carried out at specific locations, and the rationale for the resulting choices)	A3050 between Church Street and Sidney Road; Surrey CC long-term automatic traffic count 2007, 7 day average = 19,395
Location of any features which may not comply with minimum technical standards, and justification for this:	May be pinch points totalling around 50m which may require shared use rather than segregation, but still within national design standards
Record of relevant Sustrans site visit:	Nick Farthing 1 November

6. Supporting Information

(Required) Overview map showing all elements	Supplied?	To Follow?
described in section 5 above plus existing routes suitable for use by cyclists in the vicinity <ul style="list-style-type: none">• Showing existing signed on-carriageway route (Red):• Showing existing off-carriageway route (Green):• Showing new on-carriageway to be built this phase (Orange):• Showing new off-carriageway to be built this phase (Yellow):• Showing future proposed routes (Blue):• Showing type and location of new crossings:• Showing location of schools:	Y	

(Required) Detailed plans including proposed treatment at crossings, junctions and side roads	Supplied? Y typical cross sections and plans	To follow?
(Where appropriate) Usage data : <ul style="list-style-type: none"> • Location of key trip generators and locations of concentrations of population, ideally also showing their current mode of travel to destination • Pupil Postcode data plots (if applicable) • Other A	Supplied? Y location of town centre shops	To Follow?
Before photos at key locations <i>(if supplied, please reference on a plan)</i>	Y	
Web link e.g. Google Earth Keyhole file (kml/kmz file) <u>Link to Google maps Walton bridge</u>	Y	
Other	Yes: 1. Annexes as listed	
Electronic versions of supporting information, or links, can be emailed to: <u>paul.hilton@sustrans.org.uk</u>		

7. Stakeholders

7.1 Destinations and beneficiaries

Please describe the expected impact of the proposal for stakeholders/destinations, such as places of education, workplaces, shops, public transport hubs, access to play, leisure and green spaces etc.

The crux of this proposal is two-fold:

- a. Improved access and reduced risk along a desire line to the town centre.**
- b. Improved access to the major cycle route that is the Thames Valley cycle route.**

7.2 Monitoring

It is important that the Cycle Safety Fund is able to demonstrate that the interventions have made an actual impact on safety in the area in question. As part of the process for scheme selection we would like to be able to consider Local Authorities' data availability and / or willingness to engage with data collection as desirable in order to report on key factors such as crashes and the impact that the

**changes are having on traffic flow as well as modes of travel for key journeys.
Please fill in the boxes below as appropriate.**

Data	Description	Already collecting	Planning to collect 'before' data for scheme	Planning to collect 'after' data for scheme
		Yes/no	Yes/no	Yes/no
Crashes	Cycle injury data on routes affected by the proposals, for example KSI information for at least the preceding three years.	Yes	Yes	Yes
	Data on all mode (except cycling) injury data on routes affected by the proposals, for example KSI information for at least the preceding three years.	Yes	Yes	Yes
Cycle and traffic flows	Cycle counts on routes affected by the proposals, for example data from the preceding three years.	Some data but not complete	Yes	Yes
	All mode (except cycle) counts on routes affected by the proposals, for example for the preceding three years.	Yes	Yes	Yes
Congestion	All mode traffic speeds on routes affected by the proposals.		Yes	Yes
If appropriate, please provide further comments on ...				
Travel surveys and travel planning	Please provide details of examples, eg workplace, schools etc	We will undertake further travel planning with users of the town centre, households near the route and school and workplaces, based on our existing "Travel Smart" campaign, to ensure maximum use of the route and identify further links.		
Other data collection	Please provide details of any other relevant information			

Please use this space if necessary to provide further information on your proposed monitoring processes:

7.3 Local Consultation

Please describe consultation undertaken with local cycling groups, or national groups and their local representatives, demonstrating clear demand from stakeholders for the proposed solution (please include any additional documents as necessary).

As described at the outset, our stakeholders are the general public, and this scheme is designed to give people who don't currently cycle the confidence to do so.

The supplied consultation report, shown as Annex 3, describes in detail the work we have undertaken to demonstrate the demand for this scheme.

Please describe consultation with other stakeholders (such as educational establishments, employers, pedestrian groups, road safety campaign groups etc (please include any additional documents as necessary).

8. Additional Information:

Please confirm the following

Technical Standards, Quality, Usefulness and Maintenance			
[1]	the route will be designed in accordance with LTN 2/08 and Cycling England advice	Yes	
[2]	Also please refer to our local supplement "Surrey Cycling Infrastructure Design Standards", Annex 5 submitted with this bid.		
[3]	Free public access is / will be available at all times	Yes	
[4]	If public access is limited, please explain why		

[5]	Whether scheme is to be adopted as highway	Yes																										
[6]	If not adopted, what provision will be made to maintain this scheme post completion?																											
Cross-cutting Themes																												
[7]	<p>Please give details of other complementary local or national programmes that could have their development or implementation helped through this funding (for example Local Health Programmes, Liveable Neighbourhoods, National Cycle Network, regeneration plans, TravelSmart, GORide, Walk to School, CTC Bike Clubs).</p> <ol style="list-style-type: none"> 1. National Cycle Network: improved traffic-free access to NCN4 2. Travel Smart: see below. We are currently running a comprehensive Travel Smart programme in Woking, Guildford and Redhill and will roll this out to the area covered by the scheme. 3. Olympic Legacy: the Olympic Time Trial came through Walton on Thames. Surrey County Council is currently developing an Olympic legacy strategy to further promote cycling, continuing to host national events and cascading that popularity down to local events and promotions. This funding would help to make Walton-on-Thames a focus. 4. Schools safety and sustainability programmes. We are currently merging all of our school travel planning activities into an Eco-schools programme. We would use the improvements to give priority to schools near the route. The table below summarises current activity at nearby schools: 																											
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Communications / Public Information					
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[9]		that you will acknowledge the funder in publicity and public information materials relating to the route	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No				
Receiving Payment					
[10]		that to receive interim payments, or payment upon completion, you agree to complete and sign a grant claim form (dual function as DfT Statement of Grant Usage)	<table border="1"> <tr> <td>Yes</td> <td></td> </tr> </table>	Yes	
Yes					
[11]		that you will report at least quarterly on project progress under an agreed gateway management procedure, and will supply evidence of progress/completion in the form of plans and photos and illustrating the general technical quality of the route, highlighting any key features such as crossing points, and showing that the completed route is open and in use by the general public.	<table border="1"> <tr> <td>Yes</td> <td></td> </tr> </table>	Yes	
Yes					
[12]		that you will provide a completion map showing the final alignment of the finished route, or confirming that the finished alignment was as agreed in an MoU.	<table border="1"> <tr> <td>Yes</td> <td></td> </tr> </table>	Yes	
Yes					

Further Information in Support of Application

Sustrans and the Department for Transport

Sustrans is the UK's leading sustainable transport charity. Our vision is a world in which people choose to travel in ways that benefit their health and the environment. We are the charity working with children in schools, with families at home, with employers and with whole communities to enable people to travel much more by foot, bike and public transport.

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Sustrans
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ANNEX 3

**Department for Transport Cycle Safety Fund
Application Form
15th September 2012**

This form should be completed and sent electronically with any supporting documentation to paul.hilton@sustrans.org.uk

Please post supporting documents (if they are not available electronically) to the address at the end of this form

Memorandum of Understanding

If agreed, the information you provide will form the basis of a Memorandum of Understanding, signed jointly with Sustrans, which will govern the delivery of the Cycle Safety scheme. This will include agreeing to the gateway management of key stages of planning, detailed design, and construction. The MoU will also specify any conditions for the release of the grant.

1. Delivery Partner Details:

Name:	David Sharpington
Organisation:	Surrey County Council
Jobtitle:	Programme Delivery Manager
Email:	davidsharpington@surreycc.gov.uk
Tel:	020 8541 9977
Address:	Quadrant Court 35 Guildford Road Woking GU22 7QQ

2. Name and Location of Scheme:

Please note that information supplied here will be made public via the DfT website.

Town/City:	Leatherhead
Area of Town/City:	Town centre
Name of Route/Scheme:	Surrey CC scheme 2: Leatherhead central links
Description of Road Safety issues to be addressed (perceived or actual)	<ol style="list-style-type: none"> 1. 8 reported cyclist casualties in the last three-and-a-half years, including 3 serious. 2. Fragmented existing traffic-free cycle paths 3. Deterrent of one-way system adjacent to town centre.

Process through which these issues have been identified	1. Analysis of all cyclists casualties in the County. Please refer to Annex 6 “Update on Cycling Casualties”. 2. Consultation with a cross-section of the general public to assess what type of facility would encourage cycling. Please refer to Annex 3 . 3. Mole Valley Cycling Forum “Cycling Strategy”
--	--

3. Costs and Funding Sought:

- *Please note that grants awarded are generally proportional to scheme costs.*
- *The grant and estimate of costs (once agreed) will be made public via the DfT website.*
- *Please ensure that the estimated scheme costs are for relevant works (for example design and delivery of cycling/walking related works included in this bid).*
- *Please acknowledge in this application any works included in the costs below that might not happen during the programme timescale, e.g. that are still subject to planning consents, public consultation, external audits etc.*

Estimate of cost of scheme:	£792,968
Funds already allocated from:	
Identified in 2013/14 capital programme for approval by Cabinet 3rd February 2012	£245,000
Total of Matching Funds:	£245,000
Department for Transport Cycle Safety Contribution sought:	£547,968



4. Timescale / gateway management phases:

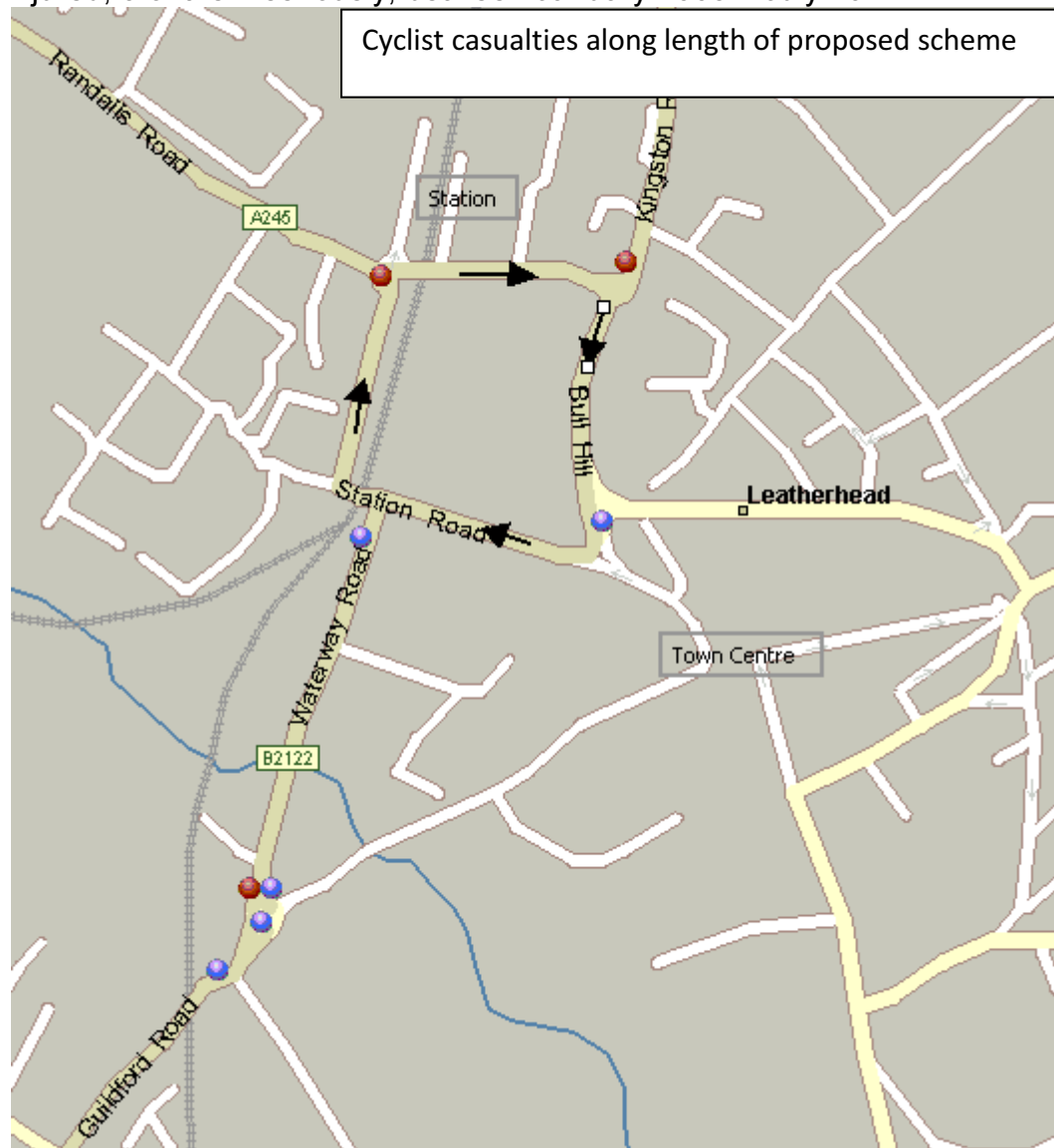
4.1 Planning consents to be in place and public consultation to be complete:	
Not applicable	
Comments:	
4.2 Detailed designs:	
Estimated start date: December 2012	Estimated completion date: February 2013
Comments: Detailed design will be progressed and completed before the successful bids are announced. Local members, including committee chairs, have been consulted on the scheme and the details will be progressed through committee before April.	
4.3 Construction:	
Estimated start date: April 2013	Estimated completion date: December 2013
Comments:	

5. Description of Works

Please provide more detail about each element of the proposed work. If the scheme is divided into distinct construction phases or sections (e.g. traffic free route, key links on highway, key crossings), please provide information about each using the tables below, one for each element. If this scheme has more than 3 elements, please copy further tables as required, or consider an alternative format to present this information.

Explanation of how the scheme will reduce the risk of injury for cyclists (perceived or actual)

This scheme will provide continuous cycle paths segregated from motor vehicles and pedestrians. The paths will be adjacent to the busy roads where 8 cyclists have been injured, 3 of them seriously, between January 2008 – July 2012.



Our analysis "Update on Cycling Casualties", Annex 6 of this bid document, classified all cyclist casualties into 'collision types'. For the casualties shown above, the collision types are:

Collision type	Number
vehicle emerges from 'give way' junction or private access into path of cyclist	1

vehicle approaches from behind into path of cyclist travelling in same direction	1
STATS19 description not clear	3
no other road user involved or collided with cycling companion	1
cyclist on wrong side of road or riding wrong way up one-way street	1
cyclist emerges from 'give way' junction or private access into path of vehicle	1
Total	8

Across a range of ages (all casualties were male):

Age	Number
17	2
42	1
47	2
52	3
Total	8

Most of the injured cyclists live locally:

As-the-crow-flies

distance from home to crash location **Number of casualties**

up to 1km	1
1km - 1.9km	3
2km - 2.9km	0
3km- 3.9km	3
4km - 4.9km	0
5km - 5.9km	0
6km - 6.9km	0
7km or more	1

In addition to the recorded casualties, two comments submitted through the Times newspaper campaign relate to this area – both Waterway Road:

1. "Road linking Fetcham and Leatherhead, used by schoolchildren and commuters cycling between the two. The road relatively narrow, not wide enough for coaches or hgvs coming in opposite directions, cyclists are forced on to the pavement in such circumstance."
2. "This road is badly surfaced on the left hand side of the carriageway, going south. The last time it was surfaced, a couple of years ago, the holes in it were not filled before top-dressing was applied. This made the holes worse, as they are now a uniform colour and difficult to see. Thus, rather than get bashed around, I keep well out into the road, which frequently upsets drivers that cannot squeeze past me."

The central area of Leatherhead has some sections of existing traffic-free paths; running north from the station, through the public park in the middle of the one-way system and , to the west of Waterway Road, linking to Fetcham. The proposal aims to link these sections to each other and to the shopping area. The scheme includes new controlled crossings of busy roads.

The results of the public stakeholder consultation (see Annex 3) demonstrate that for most of the population, the perceived danger of busy roads suppresses the number of journeys by bike. The scheme will address those fears, along a strong desire line for the

town centre and journeys to local schools.

The aim of making routes available to a broad range of the public, as well as improving the safety of existing users, is the key aim for this project. We are guided by national design standards and the attached “**Surrey Cycling Infrastructure Design Guide (Annex 5)**” prioritises the aspects of national guidance that are relevant to this target audience, ie most people.

Element 1

Location:	Alongside Waterway Road B2122, including across A245 Station Road to link into existing cycle path at the northern end. At southern end a new controlled crossing into Guildford Road. See accompanying plan “Leatherhead route plan Figure 1- central links”
Estimated cost of this element:	£491,953 includes 12.5% preliminaries, 10% design, 28% optimism bias added to works estimate
Estimated construction start date:	April
Estimated construction finish date:	December
Description of Works:	Re-alignment of carriageway to create a segregated cycle track (including 0.5m hard verge) adjacent to western side of carriageway. Addition of cyclist/pedestrian phase to existing signal junction at northern end of element. Installation of a new toucan crossing at the southern end of the element to link to the Leisure Centre and town centre along Guildford Road.
The issue this section is intended to address:	<ol style="list-style-type: none"> 1. Casualties along road length. 2. Link two sections of cycle path. 3. Provide legal route for those who currently cycle on the narrow footway, including school pupils. 4. Access to Leisure Centre and town centre.
On carriageway distance m:	0m
Off carriageway distance m:	365m
Proposals at junctions and side roads:	None along this length
Proposals at crossings:	Add pedestrian and cycle phase to existing signal junction at A245 Station Road.
<ul style="list-style-type: none"> • Type (e.g. zebra, toucan, raised table, bridge, other) • Number and Locations (please mark type and location on accompanying map) 	New toucan crossing at Guildford Road / Waterway Road roundabout.

Traffic flows (speeds and volumes) at key locations: (Please provide details of any options appraisals carried out at specific locations, and the rationale for the resulting choices)	DfT AADF for A245 Station Road, 2011 = 13,064 all motor vehicles
Location of any features which may not comply with minimum technical standards, and justification for this:	None
Record of relevant Sustrans site visit:	Nick Farthing 1 November

Element 2

Location:	From the existing cycle path in the public park, under Randall's Road railway bridge and into Station Approach to the main station entrance and the existing cycle path that runs beside the railway. See accompanying plan "Leatherhead route plan Figure 1- central links"
Estimated cost of this element:	£117,656 includes 12.5% preliminaries, 10% design, 28% optimism bias added to works estimate
Estimated construction start date:	April
Estimated construction finish date:	December
Description of Works:	This proposal will modify an existing pedestrian crossing to the east of the bridge, creating a diagonal crossing underneath the bridge to link Station Approach to the existing cycle path in the public park. An exit for cyclists travelling northwards into the Station Approach cul-de-sac will be created.
The issue this section is intended to address:	Currently, cyclists cannot legally continue to ride between the cycle path in the public park and the Leatherhead Station. The scheme will enable cycling.
On carriageway distance m:	0m
Off carriageway distance m:	This element is mostly a road crossing
Proposals at junctions and side roads:	Not applicable on this element
Proposals at crossings: <ul style="list-style-type: none"> • Type (e.g. zebra, toucan, raised table, bridge, other) • Number and Locations (please mark type and location on accompanying map) 	Conversion of existing pelican crossing to a toucan crossing at Station Approach / Randalls Road junction.
Traffic flows (speeds and volumes) at key locations: (Please provide details of any options appraisals carried out at specific locations, and the rationale for the resulting choices)	DfT AADF for A245 Randalls Road, 2011 = 15,758 all motor vehicles
Location of any features which may not comply with minimum technical standards, and justification for this:	None
Record of relevant Sustrans site visit:	Nick Farthing 1 November

Element 3

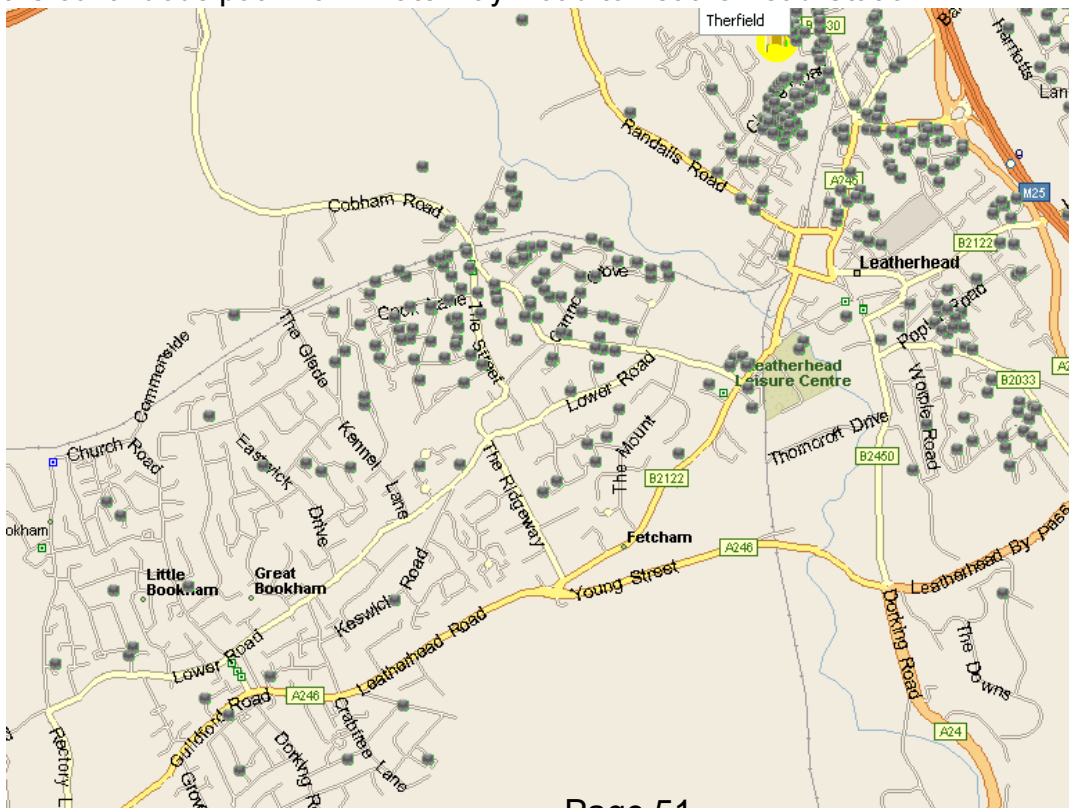
Location:	From Randall's Road railway bridge, running adjacent to the one-way system, and across Bull Hill to reach North Street. See accompanying plan "Leatherhead route plan Figure 1- central links"
Estimated cost of this element:	£183,359 includes 12.5% preliminaries, 10% design, 28% optimism bias added to works estimate
Estimated construction start date:	April
Estimated construction finish date:	December
Description of Works:	Carriageway narrowing and widening at the back of footway to create a segregated cycle track adjacent to carriageway (including 0.5m hard verge) on the inside of the one way system. New toucan crossing at the Bull Hill-North Street junction to create cycling crossing point
The issue this section is intended to address:	<ol style="list-style-type: none"> 1. Casualties along road length 2. Deterrent effect of one-way system 3. Creation of traffic-free route between Station and town centre
On carriageway distance m:	0m
Off carriageway distance m:	390m
Proposals at junctions and side roads:	None along this section
Proposals at crossings: <ul style="list-style-type: none"> • Type (e.g. zebra, toucan, raised table, bridge, other) • Number and Locations (please mark type and location on accompanying map) 	Toucan crossing at Bull Hill – North Street junction to create cycling crossing point.

<p>Traffic flows (speeds and volumes) at key locations: (Please provide details of any options appraisals carried out at specific locations, and the rationale for the resulting choices)</p>	No current traffic flow data for Bull Hill		
	<i>Current number of cyclists, using DfT manual counts</i>		
	Location	Count point ref	Number of cyclists
	Year of most recent count		
	Leatherhead one-way system south arm	48054	66
	Leatherhead one-way system north arm	7978	114
	Leatherhead town centre, Guildford Road	946368	202
	<i>12-hour two-way counts</i>		
<p>Location of any features which may not comply with minimum technical standards, and justification for this:</p>	None		
<p>Record of relevant Sustrans site visit:</p>	Nick Farthing 1 November		

6. Supporting Information

<p>(Required) Overview map showing all elements described in section 5 above plus existing routes suitable for use by cyclists in the vicinity (1:50k or larger scale)</p> <ul style="list-style-type: none"> • Showing existing signed on-carriageway route (Red): • Showing existing off-carriageway route (Green): • Showing new on-carriageway to be built this phase (Orange): • Showing new off-carriageway to be built this phase (Yellow): • Showing future proposed routes (Blue): • Showing type and location of new crossings: • Showing location of schools: 	<p>Supplied? Y</p>	<p>To Follow?</p>
<p>(Required) Detailed plans including proposed treatment at crossings, junctions and side roads</p>	<p>Supplied? Y</p>	<p>To follow?</p>
<p>(Where appropriate) Usage data :</p> <ul style="list-style-type: none"> • Location of key trip generators and locations of concentrations of population, ideally also showing their current mode of travel to destination • Pupil Postcode data plots (if applicable) • Other 	<p>Supplied? Y See pupil plot below</p>	<p>To Follow?</p>

The pupil plot for Therfield school, below, illustrates the large number of students living to the west of Leatherhead and within cycling distance of Therfield. These pupils would use the continuous path from Waterway Road to Leatherhead Station.



Before photos at key locations <i>(if supplied, please reference on a plan)</i>	Y
Web link e.g. Google Earth Keyhole file (kml/kmz file) Link to Leatherhead one-way system on Google Maps	Y
Other	Yes: See Annexes as per list submitted
Electronic versions of supporting information, or links, can be emailed to: paul.hilton@sustrans.org.uk	

7. Stakeholders

7.1 Destinations and beneficiaries

Please describe the expected impact of the proposal for stakeholders/destinations, such as places of education, workplaces, shops, public transport hubs, access to play, leisure and green spaces etc.

This scheme is in a central location in Leatherhead, being adjacent to the town centre, railway station and main employment areas, as well as being very useful for local secondary schools. A link to the Leisure Centre is also provided.

7.2 Monitoring

It is important that the Cycle Safety Fund is able to demonstrate that the interventions have made an actual impact on safety in the area in question. As part of the process for scheme selection we would like to be able to consider Local Authorities' data availability and / or willingness to engage with data collection as desirable in order to report on key factors such as crashes and the impact that the changes are having on traffic flow as well as modes of travel for key journeys. Please fill in the boxes below as appropriate.

Data	Description	Already collecting	Planning to collect 'before' data for scheme	Planning to collect 'after' data for scheme
		Yes/no	Yes/no	Yes/no
Crashes	Cycle injury data on routes affected by the proposals, for example KSI information for at least the preceding three years.	Yes	Yes	Yes
	Data on all mode (except cycling) injury data on	Yes	Yes	Yes

	routes affected by the proposals, for example KSI information for at least the preceding three years.			
Cycle and traffic flows	Cycle counts on routes affected by the proposals, for example data from the preceding three years.	Some data but not complete	Yes	Yes
	All mode (except cycle) counts on routes affected by the proposals, for example for the preceding three years.	Yes	Yes	Yes
Congestion	All mode traffic speeds on routes affected by the proposals.		Yes	Yes
If appropriate, please provide further comments on ...				
Travel surveys and travel planning	Please provide details of examples, eg workplace, schools etc	We will undertake further travel planning with users of the town centre, households near the route and school and workplaces, based on our existing "Travel Smart" campaign, to ensure maximum use of the route and identify further links.		
Other data collection	Please provide details of any other relevant information			

Please use this space if necessary to provide further information on your proposed monitoring processes:

7.3 Local Consultation

Please describe consultation undertaken with local cycling groups, or national groups and their local representatives, demonstrating clear demand from stakeholders for the proposed solution (please include any additional documents as necessary).

As described at the outset, our stakeholders are the general public, and this scheme is designed to give people who don't currently cycle the confidence to do so.

The supplied consultation report (Annex 3), describes in detail the work we have undertaken to demonstrate the demand for this scheme.

Mole Valley Cycling Forum have been consulted on the outline proposals, which closely match their own strategy, and will be further consulted in the detailed design stage.

Confirmation email of support from Mole Valley Cyclign Forum

Your proposals clearly have much support in the Cycling Forum.

I walked many of the routes featured with a couple of members earlier this year, and the area around the Randalls Road and the station is very much in need of attention if we are ever going to get people to cycle instead of drive. Please do not hesitate to ask if you need anything looking at or doing.

Please describe consultation with other stakeholders (such as educational establishments, employers, pedestrian groups, road safety campaign groups etc (please include any additional documents as necessary)).

8. Additional Information:

Please confirm the following

Technical Standards, Quality, Usefulness and Maintenance			
[1]	the route will be designed in accordance with LTN 2/08 and Cycling England advice	Yes	Also please refer to our local supplement "Surrey Cycling Infrastructure Design Standards", submitted as Annex 5 with this bid.
[2]	Free public access is / will be available at all times	Yes	
[3]	If public access is limited, please explain why		
[4]	Whether scheme is to be adopted as highway	Yes	
[5]	If not adopted, what provision will be made to maintain this scheme post completion?		

Cross-cutting Themes

[6] Please give details of other complementary local or national programmes that could have their development or implementation helped through this funding (for example Local Health Programmes, Liveable Neighbourhoods, National Cycle Network, regeneration plans, TravelSmart, GORide, Walk to School, CTC Bike Clubs).

1. Travel Smart: see below. We are currently running a comprehensive Travel Smart programme in Woking, Guildford and Redhill and will roll this out to the area covered by the scheme.
2. Olympic Legacy: the Olympic Road Race came through Leatherhead. Surrey County Council is currently developing an Olympic legacy strategy to further promote cycling, continuing to host national events and cascading that popularity down to local events and promotions. This funding would help to make Leatherhead a focus.
3. Schools safety and sustainability programmes. We are currently merging all of our school travel planning activities into eco-schools. We would use the improvements to give priority to schools near the route. The table below summarises current activity at nearby schools:

School	Sustainable Modes of Transport Strategy priority school?	Bikeability training undertaken last and/or this academic year? (Levels 1, 2 and 3)	Schools Travel Plan Year	Notes
Therfield	No		2006	Identified as a casualty area in school study 2011. Programme currently being developed.
Howard of Effingham Secondary	No	L3	2004	New housing development near school – cycle paths included (away from the area in the bid)
Leatherhead Trinity	No	L1, L2	2006	Not currently active

The two secondary schools – Therfield and Howard of Effingham – already have high levels of cycling compared to other secondary schools in Surrey. We will promote this scheme at both schools to further increase cycling's modal share.

Communications / Public Information			
[7]	<p>Please provide details of proposed complementary measures to promote usage of the route:</p> <p>We will run a full Travel Smart programme, building on the experience we've been gaining through the Local Sustainable Travel Fund programme.</p> <p>We will carry out an intensive marketing programme along route improvements to include the provision of information packs for residents living within 300 metres of the route. We will also carry out a number of promotional activities including with schools and businesses, providing access to cycle training and route maps. These activities will be complimented through press and social media activities.</p>		
[8]	that you will acknowledge the funder in publicity and public information materials relating to the route	Yes	
Receiving Payment			
[9]	that to receive interim payments, or payment upon completion, you agree to complete and sign a grant claim form (dual function as DfT Statement of Grant Usage)	Yes	
[10]	that you will report at least quarterly on project progress under an agreed gateway management procedure, and will supply evidence of progress/completion in the form of plans and photos and illustrating the general technical quality of the route, highlighting any key features such as crossing points, and showing that the completed route is open and in use by the general public.	Yes	
[11]	that you will provide a completion map showing the final alignment of the finished route, or confirming that the finished alignment was as agreed in an MoU.	Yes	

Further Information in Support of Application

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ANNEX 4

Cycle Safety Fund Project Schedule
This is based on Elements 1 (Walton Bridge) and 2 (Leatherhead Town Centre) being successful

Activity	2012		2013												
	Nov	Dec	Jan	Feb	March	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
Cycle Safety Funding Process	Bid Submitted			Successful Bids Announced				1st Quarterly Report to Sustrans			2nd Quarterly Report to Sustrans			3rd (Close Down) Report to Sustrans	
Detailed Scheme Design	complete as detailed design progresses						Design Amends from Consultation								
Equalities Impact Assessment	complete as detailed design progresses														
Cabinet Approval		13 Dec Cabinet Member approval			23 Mar Cabinet approval of matched funding										
Local Committee & Member Engagement		Walk schemes with members	21 Jan Spelthorne Local Committee	25 Feb Elmbridge Local Committee	6 March Mole Valley Local Committee										
Stakeholder & Public Engagement	Public attitude surveys	MV Cycle Forum detailed design site visits													
Scheme Promotion & Communication	[Green arrow spanning from Jan 2013 to Dec 2013]														
Construction	[Green arrow spanning from May 2013 to Dec 2013]														

Cycle Safety Fund Project Schedule
This is based on Elements 3 (Leatherhead Wider Links) 4 (Egham Causeway) and 5 (Kingston Road, Staines)

Activity	2012		2013												2014 (possible contingency overrun)			
	Nov	Dec	Jan	Feb	March	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	
Cycle Safety Funding Process	Bid Submitted			Successful Bids Announced				1st Quarterly Report to Sustrans			2nd Quarterly Report to Sustrans			3rd (Close Down) Report to Sustrans				
Detailed Scheme Design	complete as detailed design progresses																	
Equalities Impact Assessment	complete as detailed design progresses																	
Cabinet Approval		13 Dec Cabinet Member sign off			23 Mar Cabinet approval of match funding													
Local Committee & Member Engagement			25 Feb Elmbridge & Runnymede Local Committees		6 March Mole Valley Local Committee													
Stakeholder & Public Engagement	Site Surveys	MV Cycle Forum																
Scheme Promotion & Communication	[Green arrow spanning from Jan 2013 to Dec 2013]																	
Construction	[Green arrow spanning from May 2013 to Dec 2013]														[Red arrow spanning from Jan 2014 to March 2014]			

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