



WOKING JOINT COMMITTEE

DATE: 24 SEPTEMBER 2014
LEAD OFFICER: PAUL FISHWICK, PROJECT MANAGER, TRANSPORT POLICY
SUBJECT: LOCAL SUSTAINABLE TRANSPORT FUND (LSTF): UPDATE, BUS CLEARWAYS AND BUSINESS TRAVEL FORUM
AREA: WOKING

SUMMARY OF ISSUE:

This paper is in three parts, a) providing an update for members on the remaining capital programme of the LSTF (Woking), b) bus corridor clearway proposals on the “St Johns” and “route 91” corridors and c) business travel forum applications.

a) **Capital programme update** is for information (annex A)

b) **Bus corridor clearway proposals;** Bus stop clearways are proposed at the existing bus stops along the improved quality bus corridors of St John’s (bus routes 28, 34, 35 in Goldsworth Rd, St Johns Road, Hermitage Road and Lower Guildford Road), as specified in annex B and along bus route 91 in Marston Road, Sythwood, Brampton Way, Clifton Way, Kirkland Avenue, Creston Avenue, Barnby Road, Anchor Hill and Redding Way, as specified in annex C.

The bus stop clearway restriction is to be “no stopping at any time except buses”. The proposed restrictions recommended for approval follow Department for Transport guidance that they should be ‘appropriate to the operating times of the bus service.

It should be noted that many of the bus stops currently include the proposed road markings and the approval by this committee will allow officers to complete the legal process to enable them to become enforceable.

c) **Business travel forum applications;** As part of the Local Sustainable Transport Fund (LSTF) for Woking, the Business Travel Forum generates a number of project ideas each financial year to be carried out within their agreed budget of £50,000. Due to a small under spend in 2013, the total budget for 2014 is £91,000. The aims of these projects are to encourage more sustainable forms of transport and/or enhance the local economy.

The purpose of this paper is to present the 2014 project proposals (annex F) to the Joint Committee for approval. There are six proposed projects comprising a mixture

of capital and revenue improvements totalling £62,000.

RECOMMENDATIONS:

Woking Joint Committee is asked to:

- (i) Note the LSTF (Woking) capital programme for the remainder of 2014/15 (annex A)
- (ii) Agree that the bus stop clearways as set out in annexes B and D on the “St Johns” and “route 91” bus corridors are introduced at the existing bus stops as shown on plans in annexes C and E.
- (iii) Agree that £62,000 be allocated to the proposed projects for 2014 from the existing LSTF Business Engagement budget (annex F) as set out below:
 - a. West Byfleet Station Cycle Parking (£25,000)
 - b. Basingstoke Canal Improvements (£22,000)
 - c. Cycle Parking Facilities at All Access (£500)
 - d. Peacocks Transport Media Screen (£10,000)
 - e. Electric Vehicle pop-up road shows (£2,500)
 - f. Electric Vehicle Information Pack for Surrey (£2,000)

REASONS FOR RECOMMENDATIONS:

Bus stop clearways

There are four key reasons why bus stop clearways are required;

1. Buses require parallel alignment to the kerb to deploy ramping and kneeling equipment to allow step-free access for wheelchair users and those with mobility problems, and easier boarding/alighting for all passengers.
2. Parked vehicles within bus stops prevent this access.
3. Reliability of buses is increased if the vehicles are able to approach, stop and depart bus stops without hindrance, improving accuracy of scheduled bus stopping times and encouraging usage of sustainable transport
4. Bus stop clearways enable Borough enforcement officers to issue penalty charge notices on offending vehicles thereby discouraging inconsiderate parking.

Business travel forum

All of the proposed projects meet the LSTF objectives and will increase the number

of people using more sustainable forms of transport through improved facilities and information.

The total funding required falls within the agreed LSTF business engagement budget for 2014/15.

1. INTRODUCTION AND BACKGROUND:

1.1 The Department for Transport (DfT) awarded Surrey County Council £3.93 million in July 2011 for the Local Sustainable Transport Fund (Key Component) and a further £14.304 million in June 2012 for the Local Sustainable Transport Fund (Large Bid). Both of these projects are branded Surrey Travel SMART and cover the financial years up to 2014/15.

1.2 For the purposes of ease in reporting, both the Key Component and Large Bid have been combined as one project for this report,

LSTF (Woking) capital programme

1.3 Annex A attached to this paper provides an update on the remaining schemes to be delivered by 31 March 2015.

Bus stop clearways

1.4 Surrey County Council, as the Highway Authority, has powers under the Road Traffic Regulation Act 1984 and the Traffic Sign Regulations and General Directions 2002 to create bus stop clearways.

1.5 A bus stop clearway is a parking restriction at a bus stop that can be enforced by the Borough Councils Civil Enforcement Officers as they would waiting restrictions. They are, however, more onerous than waiting restrictions because the clearway also prohibits stopping and loading/unloading over the length of the bus stop.

1.6 Unlike waiting restrictions there is no mandatory statutory consultation process in order for a highway authority to implement a bus stop clearway. Consequently it is Surrey Highways policy that these measures are approved by the Joint Committee to ensure that there is some local consultation prior to their implementation.

Business Travel Forum

1.7 The Woking Business Travel Forum is made up of a group of 8-12 representatives from local businesses. Current members include William Lacey, Arcom IT and WWF.

1.8 The Forum is allocated £50,000 each year from the Woking LSTF budget, split evenly between capital and revenue. An under spend in 2013/14 has rolled over to 2014/15 giving a total budget of £91,000.

1.9 All projects are presented to the Woking Joint Committee for final approval.

1.10 All proposed projects must meet at least one of the core LSTF objectives of promoting sustainable transport options and/or enhancing the local economy.

- 1.11 Projects are delivered by a team of Surrey County Council Officers working in partnership with Parsons Brinkerhoff.
- 1.12 Projects in 2013/14 included new cycle parking at Woking train station and a new travel information screen at The Peacock Centre.

2. ANALYSIS:

LSTF (Woking) capital programme

- 2.1 The capital works programme is shown in Annex A and is on target to complete before the end of March 2015.

Bus stop clearways

- 2.2 As described above in the reasons for recommendation and paragraphs 1.4 to 1.6, there are very good reasons to introduce bus stop clearways in certain locations to assist bus travel and passengers.
- 2.3 The bus operators have been consulted and agree with the proposals. If the restrictions are approved the residents of affected frontages will be informed by letter.
- 2.4 In some cases there is already yellow bus cages marked on the road. However these are not approved clearways and therefore are not enforceable. Approving clearways will ensure that existing and amended bus cages are enforceable.
- 2.5 Bus stops on the St John's quality bus corridor (Goldsworth Road, St John's Road, Hermitage Road and Lower Guildford Road) and Knaphill-Sythwood quality bus corridor (Marston Road, Sythwood, Brampton Way, Clifton Way, Kirkland Avenue, Creston Avenue Barnby Road, Anchor Hill and Redding Way) have been improved, or are shortly to be improved, by raising the kerbs adjacent to the bus stop flags.
- 2.6 The correct height kerb enables passengers to benefit from step free access to buses and for access ramps to be deployed for wheelchair access. Ease of boarding and alighting speeds bus operation and assists bus operators maintaining schedules and reliability. These improvements cannot be realised unless buses can access and stop parallel to the kerb at bus stops. Inconsiderate parking prevents ease of access for buses to stopping positions. Such parking can be discouraged through bus stop cages with stopping clearways.

St John's Quality Bus Corridor (Goldsworth Road, St Johns Road, Hermitage Road and Lower Guildford Rd)

- 2.7 Annex B contains a table listing the bus stops on the Knaphill-Sythwood corridor, the street name, the length of bus cage recommended and the properties outside which the bus cage will be located. Associated with each table is a plan, identifying each bus stop is set out in annex D.

As the bus services supporting both these quality bus corridors operate every day into the evening until nearly midnight, the correct clearway control is a 24hr continuous prohibition of stopping or parking, by all vehicles other than schedules bus local services.

Knaphill-Sythwood Quality Bus Corridor Route 91 (Marston Rd, Sythwood, Brampton Way, Clifton Way, Kirkland Avenue, Creston Avenue Barnby Rd, Anchor Hill and Redding Way) (Annexes C and E)

- 2.8 At present each bus stop on this corridor has a bus cage with clearway road markings and red surface dressing, but no clearway plate on the bus stop flag pole confirming the clearway controls. It is proposed to retain each bus cage road marking as currently marked, as these are currently operating satisfactorily. However, to ensure consistency across our quality bus corridors, the clearway plate needs to be erected to ensure that the clearway controls are legally enforceable.
- 2.9 As the bus services supporting both these quality bus corridors operate every day into the evening until nearly midnight, the correct clearway control is a 24hr continuous prohibition of stopping or parking, by all vehicles other than scheduled bus local services
- 2.10 Letters will be sent to residents or commercial premises in the immediate vicinity of proposed clearways informing residents that the local committee has approved a bus stop clearway and that it is now enforceable. If the bus cage and clearway marking is already in place the letter will state that the bus cage clearway will become immediately enforceable. If the bus cage is still to be marked out then the cage will become enforceable once implemented.

Business travel forum

- 2.11 The six project proposals are described fully in Annex F. They are designed to increase the number of people who travel by public transport, walking or cycling.
- 2.12 According to Department for Transport Statistics (2013)¹, rates of commuting by cycling in Woking stand at 4.7%, which although higher than the Surrey average show scope for improvement when compared to towns such as Bristol (6.4%) or York (8%).
- 2.13 The Basingstoke Canal improvements are designed to benefit pedestrians and cyclists and also address recent tensions between the two user groups. Signage will be specifically designed to point out the benefits of considerate behaviour.
- 2.14 An increase in the number of people commuting by bike or public transport will have a positive effect on congestion levels and in the case of walking/cycling, on the health of residents too.
- 2.15 Despite considerable benefits to local air quality, electric vehicle uptake remains low in the UK. Unfamiliarity and lack of accurate information are often cited as barriers to the uptake of these vehicles and the road show will specifically address these themes.
- 2.16 Surrey is increasingly being seen as a centre of EV technology partly thanks to the efforts of Toyota and McClaren. In September the first Surrey Electric Vehicle summit will be held at Surrey University. The road show will help to further promote this young industry.

¹ Department for Transport, table CW0321. Proportion of residents commuting for 3 days/week or more. [<https://www.gov.uk/government/statistical-data-sets/cw030-proportion-of-residents-walking-or-cycling-for-utility-purposes>]

- 2.17 The provision of real time bus and train information is known to be an important stage in changing people's travel behaviour and encouraging public transport use. Media screens in public places are a highly visible means of accomplishing this.

3. OPTIONS:

Bus stop clearways

- 3.1 The bus stop clearways proposed have been sited in the locations where there could be issues for bus and its passengers created by parked vehicles.

Business travel forum

- 3.2 There are three elements to the Basingstoke Canal proposal and whilst they are designed to work holistically, could be implemented independently.

4. CONSULTATIONS:

Bus stop clearways

- 4.1 The bus operators have been consulted and agree with the proposals. If the restrictions are approved the residents of affected frontages will be informed by letter.

Business travel forum

- 4.2 In order to arrive at these proposals, members of the Business Travel Forum and Surrey County Council officers have been asked to apply their local knowledge and consider the needs of the area.
- 4.3 The Basingstoke Canal Authority has had significant input into the footpath project and the proposal has been modified based on their experience.
- 4.4 The site manager for Peacocks has agreed to the installation of the screen and will be asked to agree its final location.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 The need to ensure value for money was central to developing the Local Sustainable Transport Fund submission which included a Financial Case as part of the overall Business Case which is a requirement of the guidance. The LSTF programme is being developed so that future funding is sustainable within existing and projected budgets allowing for savings of self-financing in the longer-term.

Bus stop clearways

The instruction and making the bus stop clearways enforceable was included within the bus priority and corridor improvements budget element, and for these two corridors has been estimated at no more than £10,000.

Business travel forum

5.2 The total cost of the two projects is £62,000 and falls within the agreed funding for the Business Travel Forum

6. RISK MANAGEMENT:

6.1 Financial Risks

No significant financial risks are associated with these projects.

6.2 Delivery Risks

Due to the cessation of the LSTF project in March 2015, there is a risk of non-delivery should the projects overrun.

6.3 In the case of the Business Travel Forum, this risk will be mitigated by ensuring delivery agents are in place before March 2015.

7. LOCALISM:

7.1 The headline benefits for Woking will be reducing carbon and promoting economic growth by encouraging alternative modes of transport to the private car through;

- Tackling congestion
- Improved journey time reliability (including buses)
- Reduced journey times
- Reduced vehicle operating costs
- Increased walking and cycling
- Reduced severance
- Community engagement

7.2 Localism is at the heart of the Business Travel Forum concept. All members are asked to use their local knowledge to develop projects that address local travel needs.

8. EQUALITIES AND DIVERSITY IMPLICATIONS:

8.1 Equality Impact Assessments have been developed for the Travel SMART programme and individual schemes will be assessed against these during the programme.

9. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
Crime and Disorder	No significant implications arising from this report
Sustainability (including Climate Change and Carbon Emissions)	Set out below.
Corporate Parenting/Looked After Children	No significant implications arising from this report
Safeguarding responsibilities for vulnerable children and adults	No significant implications arising from this report
Public Health	Set out below.
Human Resource/Training and Development	No significant implications arising from this report

9.1 Sustainability and public health implications

Increased sustainable modes of transport, where it replaces motorised forms of transport such as the car, will improve air quality and reduce carbon emission levels, which is a key objective of the LSTF.

Transport is responsible for one third of carbon emission 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 2007 baseline of 2,114k tonnes.

Increased walking and cycling has a positive impact on the health of a person. The NHS identifies cycling as an activity which provides significant health benefits. The emerging Surrey Health and Well-being Strategy has identified obesity as one of the priority public health challenges.

Both of these projects will be marketed to residents and businesses in order to maximise the benefits.

10. CONCLUSION AND RECOMMENDATIONS:**Bus stop clearways**

- 10.1 There is a clear need to introduce enforceable bus stop clearways on the "St Johns" and "Route 91" bus corridors within Woking, as set out in the annexes B to E for the four key reasons provided within the reasons for recommendation and paragraphs 1.4 to 1.6.

Business Forum

- 10.2 The proposed projects align closely with the LSTF programme objective and will provide health and environmental benefits for the employees and residents of Woking.
- 10.3 It is therefore recommended that the Joint Committee approve funding for these projects.

11. WHAT HAPPENS NEXT:

- 11.1 The approval of the Joint Committee allows officers to proceed to introduce the bus stop clearways as legally enforceable, and this would include a letter informing local residents and business.
- 11.2 Should the project funding for the Business Forum proposals be approved, the schemes will be delivered by a project team consisting of Travel SMART staff and their consultants, Parsons Brinkerhoff.
- 11.3 Further consultation will be carried out in September regarding the detail of any works required with members of Woking Borough Council, Surrey Highways and the Basingstoke Canal Authority.
- 11.4 Regular progress reports will continue to be made to the Woking LSTF and Future Transport Planning Task Group. Proposals for the remaining funding will be brought to the next appropriate committee.

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Consulted:

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Business travel forum sections only
 All Woking members of Business Travel Forum
 Parsons Brinkerhoff
 Surrey County Council Travel SMART team

County Council Cabinet Member

John Furey

Annexes:

Annex A ; Capital works programme update
 Annex B ; St Johns bus stop clearway schedule
 Annex C; Route 91 bus stop clearway schedule
 Annex D; St Johns bus stop clearway corridor plan
 Annex E; Route 91 bus stop clearway corridor plan
 Annex F; Business travel forum Project Proposals

Sources/background papers:

- Local Sustainable Transport Fund bids Key Component and Large Bid.
- LSTF and future transport planning task group meeting 22 July 2014
- Department for Transport, table CW0321. Proportion of residents commuting for 3 days/week or more. [<https://www.gov.uk/government/statistical-data-sets/cw030-proportion-of-residents-walking-or-cycling-for-utility-purposes>]

www.woking.gov.uk
www.surreycc.gov.uk/woking

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