

**Annex C**

**Local Sustainable Transport Fund**

**Business Travel Forum (BTF) Proposal Application 2014/15**

**1. Summary**

**Location:** Woking  
**Scheme Name:** Pool bike scheme  
**Capital / Revenue:** Revenue  
**Approximate cost:** £12,000 (max £3,500 per organisation)

**2. Scheme Overview**

This proposal seeks to provide a pool bike scheme for interested businesses in the Woking area. Businesses will be free to choose from a range of bikes including hybrid bikes, Brompton folding bikes, and electric bikes. We recommend businesses have at least one bike per 100 staff. Electric bikes cost £950 pa to lease (including servicing and maintenance) and can be particularly attractive for those with limited mobility or simply those out of practice.

The provision of pool bikes will allow staff to undertake local journeys, including trips to the train station, in a sustainable manner targeting the 45% of business travel<sup>1</sup> currently undertaken by rail. Folding bikes can be carried on most train services and allow commuting staff to cycle both to the station and onto their final destination.

In order to qualify for the scheme, organisations must have or be willing to install a secure parking area for the bikes and operate a booking system which makes the bikes available for long and short hire at no cost.



Figure 1 Electric bike



Figure 2 Brompton folding bike

<sup>1</sup> Woking BTF staff travel surveys May 2013.



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### 3. Location

The initiative will firstly be offered to members of the Woking Business Travel Forum. Should funds remain, it will be offered to all businesses in the Woking area.

### 4. Alignment with LSTF Objectives

The scheme will meet the following LSTF and LTP objectives:

Criteria	Alignment	Comment
Support local economy	Slight Positive Impact	The pool bikes will enable staff to travel to nearby shops
Increase cycling	Positive Impact	The pool bikes will enable staff to travel to meetings by bike, without having to own a bike themselves.
Increase walking	N/A	
Increase public transport	N/A	
Reduce carbon emissions	Positive Impact	Due to the pool bike scheme, less short journeys will be carried out by car.
Reduce single occupancy vehicle trips	Positive Impact	Due to the pool bike scheme, less short journeys will be carried out by car.

### 5. Links to other projects

Staff who utilise the pool bike scheme will be targeted to receive Travel SMART discounted cycle training.

### 6. Risks and Opportunities

N/A

### 7. Action required

The Joint Committee is asked to approve the request for £12,000 of revenue funding for the above project.

## Local Sustainable Transport Fund

### Business Travel Forum (BTF) Proposal Application 2014/15

#### 8. Summary

<b>Location:</b>	Woking
<b>Scheme Name:</b>	Cycle Maintenance Stations
<b>Capital / Revenue:</b>	Capital
<b>Approximate cost:</b>	£8,000

#### 9. Scheme Overview

This proposal is to install at least four cycle maintenance stations at businesses, schools, further education establishments and secure public areas in Woking. The scheme idea was derived from the BTF schemes competition and was discussed at the Woking BTF meeting where it received a high number of votes.

A maintenance station is already in operation at the rail station cycle hub where it has received excellent feedback.

Each cycle maintenance station is expected to consist of the following items:

- **Fixed bike pump** - This heavy duty public bicycle pump is a modern piece of street furniture that can be installed anywhere to provide cyclists with a convenient facility to pump up deflated tyres. The pump features a robust stainless steel pump handle and an armoured air hose, designed to withstand constant public use.  
**Unit Cost:** £500 + installation



- **Cycle workstand** - This Public Bike Repair Stand provides a stable mount for any bike and a range of eight tools to make adjustments and repairs on the spot. Eight bicycle tools, including tyre levers, adjustable spanner, multi-tool and torx screwdriver are tethered by aircraft cable. Universal bike mounting – ‘hang by seat’ mount.  
**Unit Cost:** £800 + installation



## 10. Locations

The stations will be offered to all town centre businesses that have cycle parking facilities and actively encourage cycling as a means of commuting. In partnership with Woking Borough Council, locations close to public cycle parking facilities will also be investigated.

Several schools have been put forward by local councillors including Purford, Woking High and Bishop David Brown however funds will be offered to all organisations in the Woking area on a first come first served basis.

WWF have already expressed an interest in implementing a cycle maintenance station and at least one more participating business will be identified. Secure parking facilities, preferably camera monitored will be a prerequisite.

## 11. Alignment with LSTF Objectives

The scheme will meet the following LSTF and LTP objectives:

Criteria	Alignment	Comment
Support local economy	High positive impact	Increase health of the workforce resulting in a reduction of the number of sick days.
Increase cycling	High positive impact	Cycle maintenance stations will encourage more cyclists as they will be able to make any necessary repairs.
Increase walking	No impact	
Increase public transport	No impact	
Reduce carbon emissions	Positive impact	Modal switch from cars to cycles will reduce the carbon emissions.

**CHOICES THAT HELP CUT CARBON, CALORIES AND COST**

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Reduce single occupancy vehicle trips	Positive impact	Increased cycling will reduce the number of car trips
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**12. Links to other projects**

This project supports the cycle infrastructure upgrades carried out in Woking over the last 3-5 years.

**13. Risks and Opportunities**

N/A

**14. Action required**

The Joint Committee is asked to approve the request for £8,000 of revenue funding for the above project.

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## Local Sustainable Transport Fund

### Business Travel Forum (BTF) Proposal Application 2014/15

#### 1. Summary

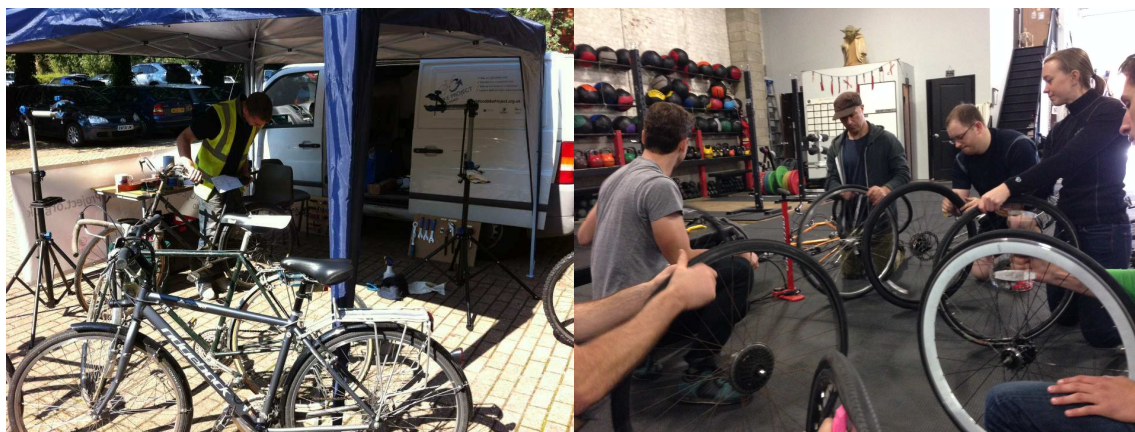
<b>Location:</b>	Woking
<b>Scheme Name:</b>	Dr Bike & mobile cycle maintenance classes
<b>Capital / Revenue:</b>	Revenue
<b>Approximate cost:</b>	£3,000

#### 2. Scheme Overview

This proposal is to provide cyclists in Woking with Dr Bike sessions and mobile maintenance classes. These sessions will encourage people to use a bike that is currently gathering dust at the back of a shed or to have the confidence to quickly fix their bike should it require a repair. The classes will also be of interest to those wishing to learn a new skill.

Dr Bike sessions give cyclists the opportunity for a trained mechanic to check everything on their bike including wheels, brakes, gears and tyre pressure and make minor repairs. Local suppliers, including the Woking bike project will be used to provide this service.

Cycle maintenance classes typically cover topics such as safety checking, puncture repairs, cleaning, oiling and adjustments to gears and brakes.



#### 3. Locations

The Dr Bike and cycle maintenance sessions will initially be offered to the employees of members of the BTF however it is proposed to open sessions to young people from local further education establishments.

Suitable town centre locations will be identified to minimise travel.

**CHOICES THAT HELP CUT CARBON, CALORIES AND COST**

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**4. Alignment with LSTF Objectives**

The scheme will meet the following LSTF and LTP objectives:

<b>Criteria</b>	<b>Alignment</b>	<b>Comment</b>
Support local economy	High positive impact	Increase health of the workforce resulting in a reduction of the number of sick days.
Increase cycling	High positive impact	Dr Bike and cycle maintenance training will encourage more cyclists to cycle to work.
Increase walking	No impact	
Increase public transport	No impact	
Reduce carbon emissions	Positive impact	Modal switch from cars to cycles will reduce the carbon emissions.
Reduce single occupancy vehicle trips	Positive impact	Increased cycling will reduce the number of car trips

**5. Links to other projects**

The Dr Bike and cycle maintenance sessions represent an opportunity to promote initiatives such as cycle training.

**6. Risks and Opportunities**

N/A

**7. Action required**

The Joint Committee is asked to approve the request for £3,000 of revenue funding for the above project.

## Local Sustainable Transport Fund

### Business Travel Forum (BTF) Proposal Application 2014/15

#### 1. Summary

<b>Location:</b>	Woking
<b>Scheme Name:</b>	Wet weather cycle and walking clothing
<b>Capital / Revenue:</b>	Revenue
<b>Approximate cost:</b>	£3,600

#### 2. Scheme Overview

This proposal is to provide Woking based employees with high visibility wet weather cycle clothing to enable them to continue to cycle to work in dark and wet winter conditions. Staff travel surveys suggest that 6% of those staff surveyed indicated that their travel habits change between summer and winter from walking and cycling to either bus or private car.

This proposal will encourage these people to continue cycling in the winter months and potentially encourage staff to start cycling. The provision of high visibility clothing will also enable cyclists to be seen by other road users at a time of year where the casualty rate in terms of miles travelled is higher.

All staff in receipt of the clothing will be asked to pledge to walk or cycle a minimum of 20 business journeys before March 2015 and required to complete an evaluation survey. In order to ensure this offer reaches employees unlikely to cycle in the winter, a pre-offer survey will be carried out to investigate current travel patterns.

The funds will provide clothing for at least 50-100 staff depending on interest in trousers. Whilst cheaper cycling gear is available, it is recommended to invest in higher quality jackets and trousers to provide a quality user experience.

**High visibility cycle jackets**  
Unit Cost: £40-50



**High visibility cycle trousers**  
Unit Cost: £30





**3. Locations**

The wet weather cycling jacket and trousers will be provided to the members of the BTF to distribute to staff. Should funds remain, it will be offered to all businesses in the Woking town centre area.

**4. Alignment with LSTF Objectives**

The scheme will meet the following LSTF and LTP objectives:

Criteria	Alignment	Comment
Support local economy	High positive impact	Increase health of the workforce resulting in a reduction of the number of sick days.
Increase cycling	High positive impact	Wet weather cycle gear will encourage more cyclists to cycle in wet and dark conditions.
Increase walking	No impact	
Increase public transport	No impact	
Reduce carbon emissions	Positive impact	Modal switch from cars to cycles will reduce the carbon emissions.
Reduce single occupancy vehicle trips	Positive impact	Increased cycling will reduce the number of car trips

**5. Links to other projects**

The clothing presents an opportunity to promote Travel SMART brand via laminated panels.

**6. Risks and Opportunities**

N/A

**7. Action required**

The Joint Committee is asked to approve the request for £3,600 of revenue funding for the above project.

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