

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”
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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:	£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:

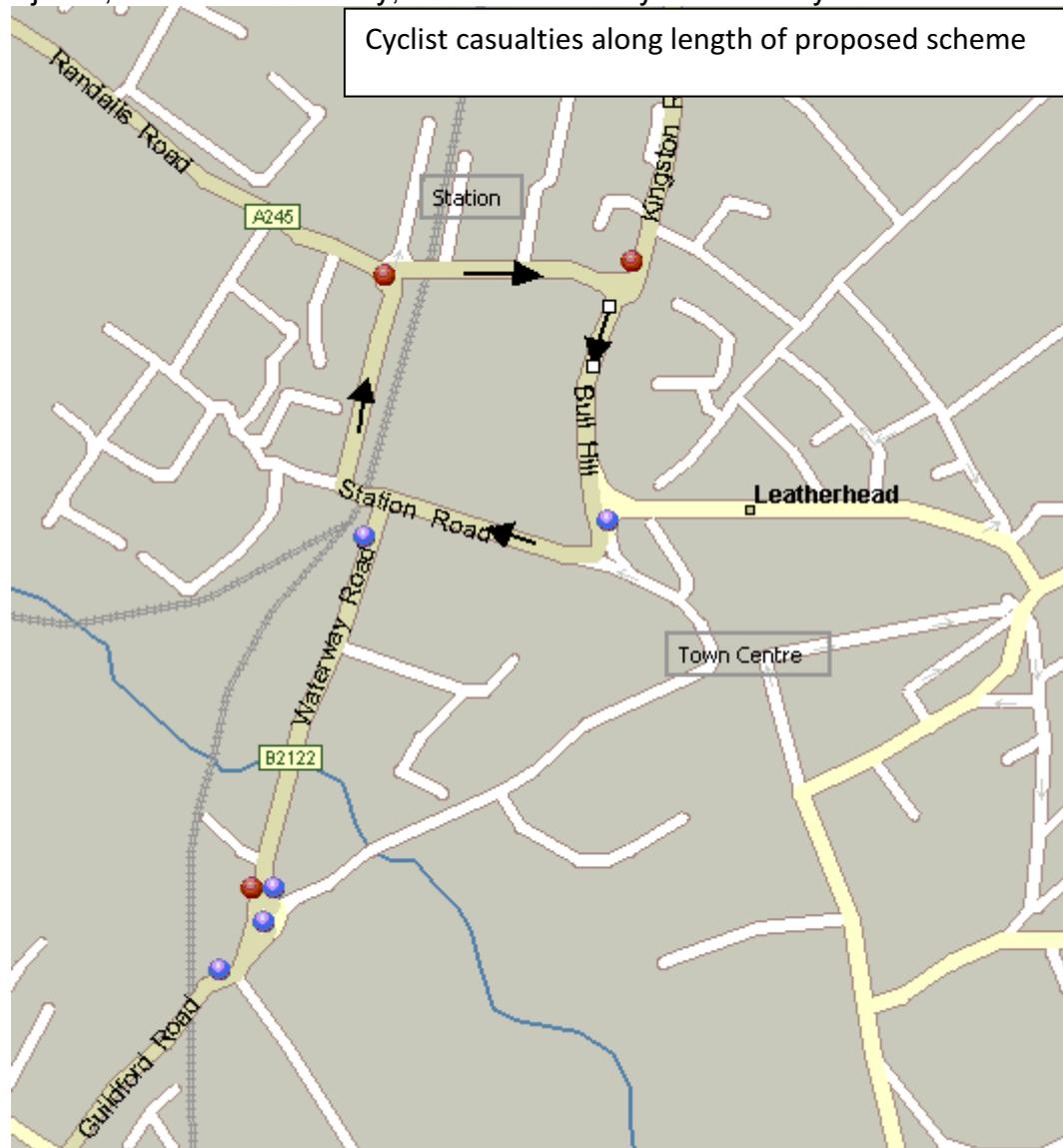
4.1 Planning consents to be in place and public consultation to be complete:	
Not applicable	
Comments:	
4.2 Detailed designs:	
Estimated start date: December 2012	Estimated completion date: February 2013
Comments: Detailed design will be progressed and completed before the successful bids are announced. 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

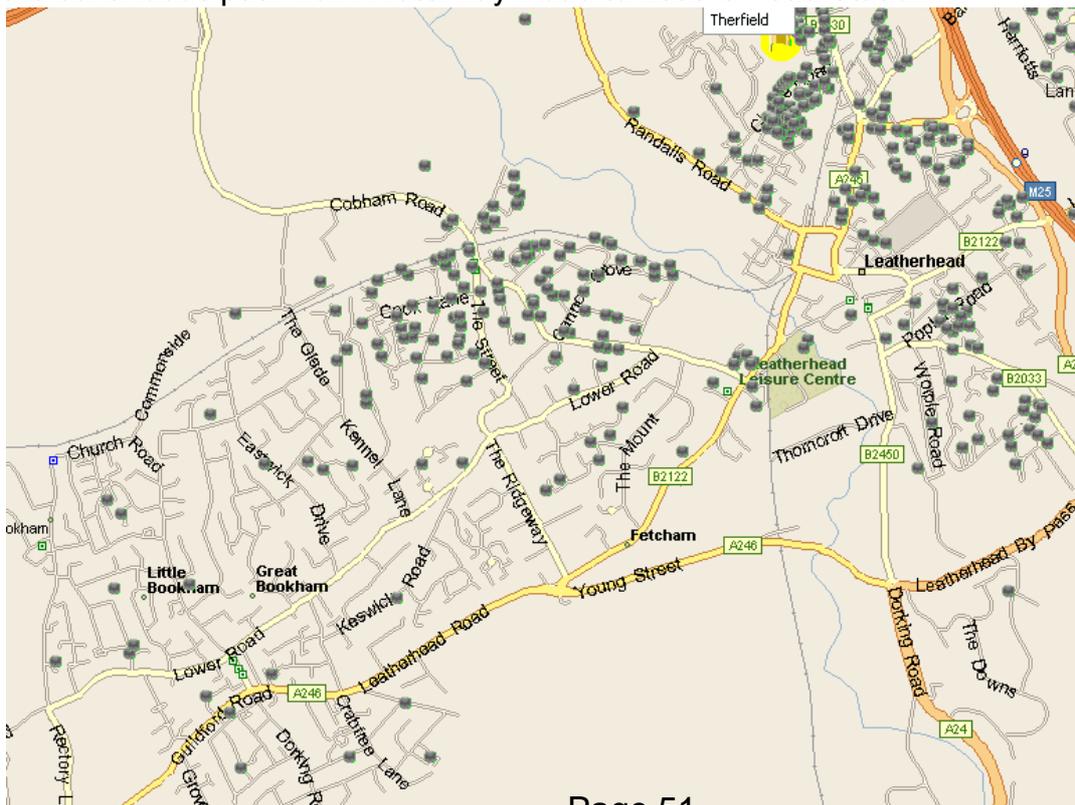
Location:	From Randall's Road railway bridge, running adjacent to the one-way system, and across Bull Hill to reach North Street. See accompanying plan "Leatherhead route plan Figure 1- central links"
Estimated cost of this element:	£183,359 includes 12.5% preliminaries, 10% design, 28% optimism bias 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

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.

Sustrans has been delivering safer walking and cycling routes since 2004 with funding from the Department for Transport. Through these programmes, the Government is seeking to allow many more people the choice to walk and cycle for day to day local journeys, whilst reducing the real or perceived safety concerns that deter them.



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