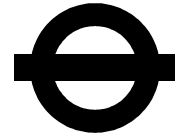


Transport for London



**Borough Spending Plan
Submission Guidance
2005/06 – 2007/08**

**Borough Partnerships Group
Finance and Planning Directorate
Transport for London**

Issue date: March 15, 2004

CONTENTS

PART 1

1. INTRODUCTION.....	5
2. OVERVIEW OF THE BSP	8
3. FUNDING PROFILE	14
4. FORMAT OF BID SUBMISSION.....	15
5. MONITORING SCHEME OUTCOMES	18
6. CONTACTS	23

PART TWO:..... 24

7. INFRASTRUCTURE (PRINCIPAL ROAD MAINTENANCE (RO) / BRIDGE STRENGTHENING (BR).....	25
8. LOCAL SAFETY SCHEMES (LSS) / 20MPH ZONES (ZO) / EDUCATION, TRAINING & PUBLICITY SCHEMES (ETP).....	28
9. WALKING (W)	32
10. CYCLING (CS).....	34
11. BUS STOP ACCESSIBILITY WORKS (BSA)	37
12. LOCAL BUS PRIORITY MEASURES (BP)	39
13. AREA BASED SCHEMES (TOWN CENTRES (TC)/ STREETS-FOR-PEOPLE (SFP)/ STATION ACCESS (SA)).....	42
14. SAFER ROUTES TO SCHOOLS (SRTS).....	48
15. TRAVEL AWARENESS (TA)	51
16. FREIGHT (FS)	56
17. REGENERATION AREA SCHEMES (RP).....	58
18. ENVIRONMENT (ENV) (FORMERLY AIR QUALITY – AQ).....	60
19. CONTROLLED PARKING ZONES) (PC).	62
20. ACCESSIBILITY (AS)	64

Appendices (B-K are available on the TfL website at <http://www.tfl.gov.uk/BSP>)

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

BSP Submissions: Checklist of key items

By 16th July 2004 authorities are requested to submit 20 copies of their Borough Spending Plan Submission to:

Ben Plowden,
Director of Borough Partnerships,
Transport for London, 10th Floor - Windsor House,
42 – 50 Victoria Street,
London SW1H ONW.

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

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

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

- 2003/04 Outcome Monitoring Report , including the Monitoring Scorecard Summary Sheets and appropriate Monitoring Scorecards (para 5.10)
- Road Safety Plan. This will provide a means for TfL to monitor progress towards the London road safety targets. If not available you should include a statement of progress on road safety within your BSP Bid Document para 8.4).
- Cycling Action Plan, if available.
- If available, the Borough Design Manual, or statement of any borough design standards (par 2.20)

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

- Finance and Bid Support forms
- SIMPLA forms. Please separate these forms by Transport Topic, with one Word document for each topic
- Business Case forms
- 2003/04 Outcome Monitoring report

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

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

Good Practice Format for BSP Submissions

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

- A Table of Contents for the entire document
- An Index of all forms: SIMPLA, Bid Support, Finance, Business Case and Outcome Monitoring Scorecards and Summary Sheet
- Support scheme material such as maps, plans and photographs outlined in section 4.7 or in the Transport Topic criteria chapters
- A description of the Council's transportation aims and strategy to increase TfL's understanding of the context of the BSP submission.

Authorities may also wish to consider including the following elements:

- Loose Maps contained within an envelope enclosure as part of the bid document
- A list of borough contacts
- Blank notes pages within the document
- Tabs organising the document into a logical pattern, perhaps by Transport Topic
- A brief historical context by topic showing previous years works, current year works progress and then bids for future years as this shows how BSP money has been spent, is being spent and will be spent in achieving your borough's aims.
- Making an electronic copy of the BSP Submission available on their internet site, to improve the document's accessibility to the public and general London government community

1. INTRODUCTION

- 1.1 Transport for London has the power to provide financial assistance for projects which improve transport under section 159 of the Greater London Authority Act 1999. Borough Spending Plans (BSPs) are the vehicle by which TfL provides funding to Boroughs, sub-regional partnerships and cross-borough initiatives, across a range of scheme areas, referred to throughout this document as Transport Topics. TfL also provides support to Boroughs via a number of other mechanisms.
- 1.2 This Guidance, the Mayor’s Transport Strategy and the current TfL Business Plan, provide the framework within which Boroughs need to structure their BSP submissions for 2005/06 onwards. The policies and proposals in the Mayor’s Transport Strategy should be used as the basis for developing this round of BSP submissions. The generic matters to which TfL will have regard in allocating financial assistance and the generic conditions that will apply to any such assistance are set out in Appendix A. Specific matters and requirements relevant to each Transport Topic are set out throughout the Guidance.
- 1.3 The policy context for BSP submissions is provided by the Mayor’s Transport Strategy seen within the context of the broader Mayoral Strategy documents set out below:

Strategy	Status
Transport	Published July 2001
Economic Development	Published July 2001
Spatial Development (the ‘London Plan’)	Published February 2004
Air Quality	Published Sept 2002
Biodiversity	Published July 2002
Waste Management	Published September 2003
Culture	Public consultation during Summer 2003, draft available
Ambient Noise	Public consultation held during Spring 2003, draft available, and final version imminent
Energy	Public consultation during Spring 2003, draft available

Links to these documents are available in the LIPs Background Information webpage, available at <http://www.tfl.gov.uk/tfl/about/lip/background.shtml>

- 1.4 BSP spending can also play a role in enabling regeneration in areas prioritised in the London Plan (Opportunity Areas and Areas of Intensification).
- 1.5 TfL will focus on schemes which support implementation of the Mayor’s Transport Strategy, and which TfL through its Business Planning process has prioritised for funding. It is recommended that proposals should be set within

the context of the Transport Topics listed in Table 1 (page 7) and discussed within Part Two of this document.

1.6 The Transport Strategy sets out the Mayor's objectives and in some cases targets. TfL is monitoring progress in respect of many aspects, including:

- Reducing the number of people killed and seriously injured on London's roads.
- Targeted reduction in pedestrian, cyclist, powered two wheeler casualties.
- Increasing the number of bus passenger journeys.
- Improvement in the percentage of scheduled bus services operated.
- Reduction in congestion and traffic volumes within central London.
- Increasing the number of cycling journeys.
- Making London one of the world's most walking friendly cities by 2015.
- Eliminating the backlog of road maintenance on the TLRN and borough principal roads.

Transport for London's most immediate priorities are:

- reducing the number of people killed and injured on London's roads,
- improving the bus network,
- bringing assets such as bridges and the road network into a state of good repair.

1.7 TfL will allocate resources to meet these identified priorities through the BSP process. It is important that in developing schemes Boroughs should reflect the overall Mayoral objective of reducing traffic congestion. Boroughs will also be aware of the need to consider traffic disruption in programming and implementing schemes.

1.8 While TfL is likely to be constrained, going forward, it would aid future planning if Boroughs set out their wider transport aspirations within their BSP's. TfL encourages all Boroughs to identify their priorities and aspirations so that a greater understanding of potential funding demands can be identified and planned for. It would be helpful if boroughs could include a map indicating where the main priorities and activities are located and describe how the BSP submission relates to them.

1.9 Table 1 (page 7) sets out the Transport Topics covered by this Guidance. It provides information on the BSP allocations for 2003/04 and 2004/05 so that authorities can consider the relative funding levels of the transport topics in planning their bids for 2005/06. While the absolute and relative amount of funding may change, the amounts in Table 1 give an indication of the likely range of funding in future. The contact details for each of the BSP contact managers are also provided for information within Table 1. Boroughs are encouraged to contact these managers should the Topic guidance in part 2 of this document not provide sufficient information to assist bid development.

1.10 This Guidance covers each of the BSP Transport Topics setting out the current position in respect of development of these programmes, including priorities and an explanation of how submissions will be appraised.

1.11 TfL will require BSP submissions to be made before **16th July 2004**. As with last year’s submission, this should allow TfL to consider the submissions made by Boroughs in advance of confirming the TfL Business Plan and result in an announcement of supported schemes in late autumn.

Table 1 - Transport Topics

BSP TRANSPORT TOPICS	CODE	TfL CONTACT	Telephone	Allocation	Allocation
				'03/04	04/05
Principal Road Maintenance	RO	Danaskelley@streetmanagement.org.uk (using reference “BSP Roads 05/06”)	020 7941 7061	£30.846m	£40.000m
Bridge Assessment & Strengthening	BR	Danaskelley@streetmanagement.org.uk (using reference “BSP Structures 05/06”)	020 7941 7061	£15.910m	£12.289m
Local Safety Schemes	LSS	Chrisfeltham@streetmanagement.org.uk	020 7941 2181	£17.550m	£14.861m
20mph Zones	ZO	Chrisfeltham@streetmanagement.org.uk	020 7941 2181	£3.425m	£6.052m
Education, Training & Publicity Schemes	ETP	Janetkirage@streetmanagement.org.uk	020 7941 2171	N/A	£0.269m
Walking	W	Davidrowe@streetmanagement.org.uk	020 7941 7545	£3.130m	£3.010m
Cycling - LCN+	LCN+	Annestill@streetmanagement.org.uk	020 7941 2399	£6.184m	£6.153m
Cycling - Non – LCN+	CS	Annestill@streetmanagement.org.uk	020 7941 2399	£2.632m	£2.341m
Bus Stop Accessibility works	BSA	Petethomas@streetmanagement.org.uk	020 7027 9431	£3.200m	£3.297m
Local Bus Priority Measures	BP	Stephenpalmer@streetmanagement.org.uk	020 7027 9429	£21.000m	£21.352m
Town Centres	TC	Robertbruty@tfl.gov.uk	020 7941 4594	£5.405m	£6.515m
Streets-for-People	SP	Robertbruty@tfl.gov.uk	020 7941 4594	£5.175m	£6.038m
Station Access (formerly Interchanges)	SA	Robertbruty@tfl.gov.uk	020 7941 4594	£6.220m	£4.247m
Safer Routes to Schools	SRtS	Patrickallcorn@tfl.gov.uk	020 7941 4747	£6.685m	£6.500m
Travel Awareness	TA	Patrickallcorn@tfl.gov.uk	020 7941 4747	£2.000m	£1.700m
Freight	FS	Annepotter@tfl.gov.uk	020 7941 4758	£0.280m	£0.400m
Regeneration Area Schemes	RP	Annepotter@tfl.gov.uk	020 7941 4758	£0.915m	£1.100m
Environment (formerly Air Quality)	ENV	Annepotter@tfl.gov.uk	020 7941 4758	£0.780m	£1.000m
CPZs	PC	Annepotter@tfl.gov.uk	020 7941 4758	£0.920m	£0.900m
Accessibility	AS	Annepotter@tfl.gov.uk	020 7941 4758	£1.320m	£1.400m
Traffic Signals	TTS	Gregulph@streetmanagement.org.uk	020 7941 2351	£7.200m	£7.760m
				£140.777m	£147.183m

1.12 Whilst scheme submissions are invited for a three year period, it is expected that bids will focus on schemes starting/continuing in 2005/06. In view of the current funding position, boroughs should be aware that last years record-breaking BSP allocation is unlikely to be matched in 2005/06 (see Section 3 - Funding Profile). Future year funding commitments beyond 2005/06 will be dependant upon the outcome of the Governments’ Spending Review 2004 (SR 2004).

2. OVERVIEW OF THE BSP

2.1 Whilst much of the guidance reflects the BSP process that was in place last year, there will be noticeable changes within this year's BSP guidance. These include;

- A more concise and focussed BSP guidance document
- Increased emphasis on the bidding year, 2005/06
- A simplified and more user-friendly set of BSP submission forms
- Integrating requirements of the Mayor's environmental strategies into scheme development
- Introduction of the causal chain approach in support of scheme bids.

2.2 It is particularly important that in making BSP bids, boroughs are realistic in terms of what they are able to deliver. Effective scheme delivery is an essential requirement of the BSP process.

2.3 Proposals are expected to be based on the transport topics identified within Table 1 and part 2 of this guidance. If boroughs identify proposals which overlap a number of categories, it is suggested that the scheme be allocated a code according to the primary outputs. BSP Guidance, as with last year, provides more detailed advice on each of the specific topic bid areas. Figure A (Page 13) is provided to indicate, in a simplified form, where the responsibilities for the different BSP topics lie within the TfL structure. Contact details for BSP topic programme managers can be found within Table 1 (page 7)

2.4 Boroughs should identify all related sources of funding contributing to their work programmes (including their own expenditure allocations). Examples of such funding include S106 obligations, SRB, Neighbourhood Renewal funding, New Deal, BID funding, parking revenue and RSG. This requirement forms part of the SIMPLA form (see Appendices B & E) and will assist the consideration of where to place funding both to benefit the boroughs, e.g. through providing essential match funding for a scheme, and maximise the value achieved through the TfL grant.

2.5 TfL will continue to listen and work with boroughs at a variety of levels to meet our joint aspirations. Partnership working between TfL and boroughs continues to develop and joint working relationships have been developed with boroughs taking the lead for particular transport themes, for example Road Safety (Kensington & Chelsea). TfL also relies upon management partnerships for bus priority (Bromley), strategic cycle network / LCN+ (Camden) and infrastructure programmes (Westminster, Hammersmith & Fulham).

Local Implementation Plans

2.6 TfL recently released Draft Local Implementation Plan (LIP) Guidance for consultation with the boroughs. It is intended that LIPs will provide a framework for Borough Spending Plans, rather than supersede them. The BSP is likely to become a vehicle for TfL and boroughs to appraise LIP progress and determine the funding TfL is able to make available to support forthcoming developments and planned outcomes within the LIP. The delivery of BSP

schemes in 2004/05 and the preparation of BSP bids for 2005/6 are not affected by the introduction of LIPs.

Equality & Inclusion Overview

- 2.7 The underpinning principles of TfL’s Equality and Inclusion commitment are those that underpin the Mayors Transport Strategy; **a city for people, an accessible city and a fair city**. TfL has established five long-term strategic objectives to achieve these goals. To give a clear annual focus, we have prioritised our objectives so that there are five specific equality and inclusion priorities.
- 2.8 In preparing BSP scheme bids, boroughs should ensure that overarching Equality and Inclusion issues are addressed. TfL is determined to achieve excellence in equality and inclusion, adopting and upholding exemplary employment practices and delivering barrier-free transport services that address deep-rooted societal discrimination. Five main strategic objectives are required to achieve transport services that are:
- ◆ Run by London’s diverse population
 - ◆ Owned by London’s diverse population
 - ◆ Shaped by London’s diverse lifestyles
 - ◆ The first choice for everyone
 - ◆ Creating equal economic opportunity and increasing levels of social participation
- 2.9 Boroughs are encouraged to integrate the above objectives into scheme development, where appropriate, and to provide details within the “Scheme Details” section of the SIMPLA form.

Major TfL led projects

- 2.10 Boroughs are invited to submit proposals that complement TfL-led projects. However, these should not include proposals that should properly be funded via the project itself (see para 2.12) The following list indicates major schemes under way or being considered by TfL although they will not be prioritised until a full appraisal process has been completed. The TfL Business Plan provides details of schemes TfL wishes to progress, and is available at http://www.tfl.gov.uk/tfl/reports_library_business.shtml. It is acknowledged that many of the following schemes have a timescale beyond that being considered by this BSP.

Scheme	Programmed Completion
A23 Coulsdon Town Centre	2005
DLR Extension to City Airport and Woolwich Arsenal	2005
A13 Improvements	2006
East London Transit – phase 1.	2006
Dualling of Thames Road	2007

Scheme	Programmed Completion
Greenwich Waterfront Transit – phase 1.	2008
North Circular Road schemes	2010
Cross River Transit	2011
West London Tram	2011
Thames Gateway Bridge	2013

- 2.11 Information on these and other TfL projects is available on the TfL website at <http://www.tfl.gov.uk/tfl/initiatives-projects/ip-index.shtml>
- 2.12 TfL supports a range of initiatives within boroughs via a number of funding streams such as complementary measures to the TLRN, congestion charging scheme and bus initiatives. As requested in para 2.4, Boroughs should provide information on all potential or confirmed funding sources for BSP schemes in the SIMPLA form, including sources within TfL, from the authority’s own transport budget and from any other sources.
- 2.13 Submissions should not be made for works directly associated with the major transport projects being led by TfL. Where works are required off the line of a major TfL led project, these would normally be addressed by the major project budget if these are due to an impact that is significant and directly related to the TfL led project. Where the scale or cause of an impact is less clear BSP submissions may be considered.
- 2.14 No BSP bids should be made for physical works on the TLRN. Bids for studies on borough roads affected by TLRN initiatives will need the agreement of the relevant TfL Surface Transport area team before it is included within the BSP. The details of this agreement should be set out clearly within the SIMPLA form.

Possible Future Extension to Congestion Charging Zone

- 2.15 The Mayor has agreed that TfL should take forward the public consultation on a revision to the Transport strategy to enable a possible extension to the Congestion Charging zone to cover most of Kensington and Chelsea and Westminster. The consultation is taking place from February 16th to April 23rd 2004. Following this, TfL will prepare a report of the consultation responses for the Mayor to decide after the June 2004 Mayoral Elections, whether or not to publish the revised Transport Strategy. If the mayor does, and depending on funding availability, TfL will need to make a scheme order detailing the scheme for further consultation. Should a decision be taken to proceed with an extension to the existing Congestion Charging zone, TfL will, if appropriate issue supplementary BSP guidance at an appropriate time to those boroughs which may be eligible to apply for funding towards the implementation of traffic management schemes to complement such an extension.
- 2.16 It is likely that the number of boroughs who may be eligible for such funding will be limited to those whose areas are traversed by the boundary of any future extended zone and those who are predicted to suffer direct impacts in

terms of displaced traffic or increased pressure on on-street parking as a result of any extended zone. Although funding for any future Congestion Charging complementary measures will be administered through the BSP process, it is envisaged that the approval process will continue to be on a regular, on-going basis in a similar manner to that experienced by boroughs who received such funding for the Central London (original) Congestion Charging scheme.

Design issues

- 2.17 A number of boroughs are undertaking excellent work in terms of design and construction quality. TfL wishes to ensure that the works funded by BSP achieve the highest standards of design quality in terms of the materials and processes used, and boroughs should set out clearly how they will achieve these.
- 2.18 Well-designed streets and spaces are central to delivering London's Transport Strategy. Design gives order to streets and other spaces, making them durable, maintainable, usable and pleasant for people and communities, as well as attractive for businesses. London's public realm is everything that we encounter between leaving our homes and arriving at our destinations. We must make these places usable and pleasant for pedestrians and cyclists, as well as for cars. These should be places to linger, as well as places to pass through safely and efficiently for all users including those with impaired mobility.
- 2.19 A well-designed streetscape is one characterised by:
- Permeability and accessibility for all users
 - Durability and cost-effective maintenance
 - Visual order, simplicity and legibility
 - Careful and considered design and use of materials
 - Suitability with place and local context
- 2.20 Boroughs should provide with their BSP submission three hard copies of their borough design manual or a statement of any borough design standards

Non-Borough Organisation Bids

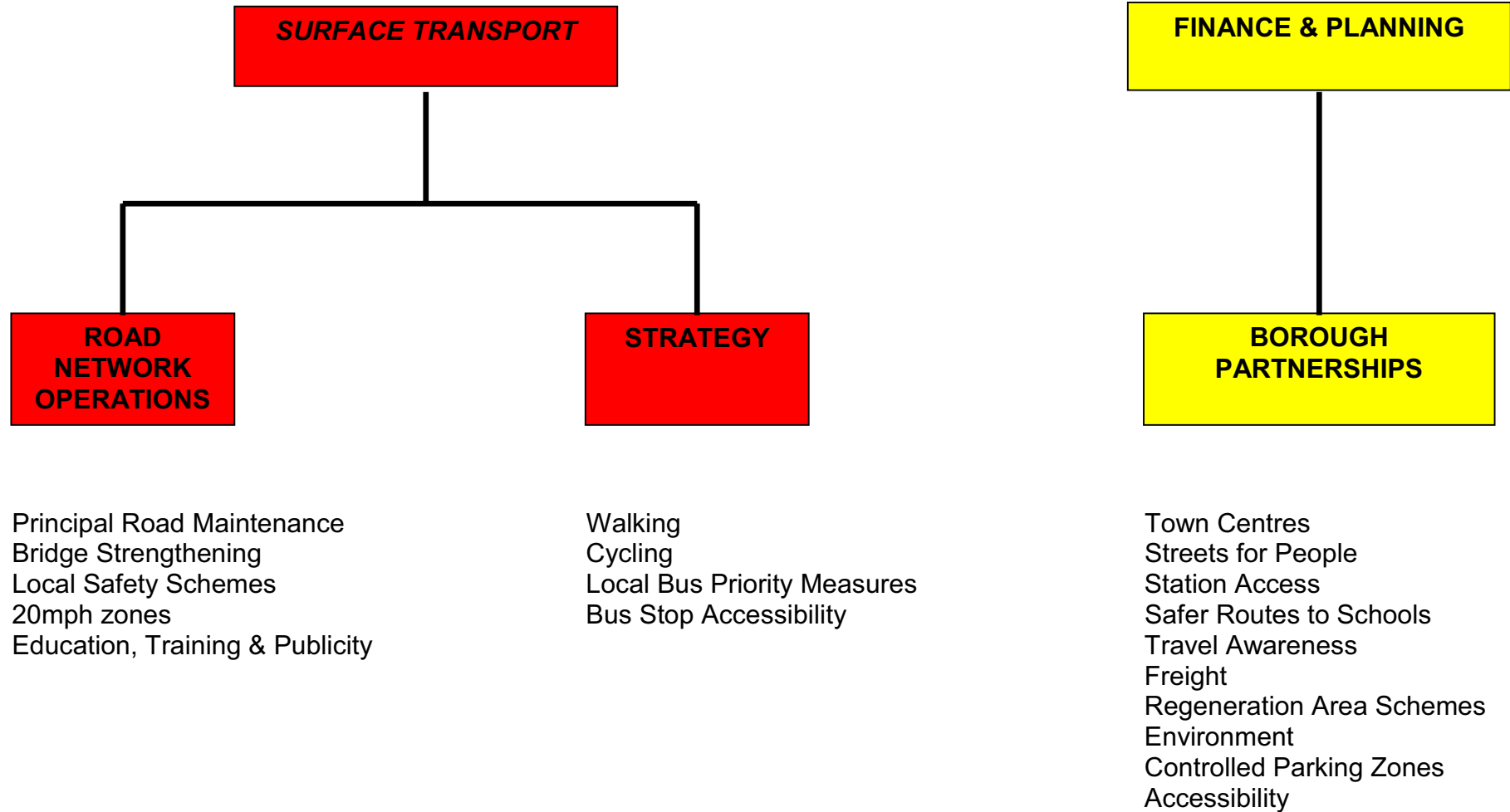
- 2.21 Community groups seeking BSP funding for a transport-related scheme should bid via their local borough. Boroughs may incorporate schemes proposed by local community groups as part of their BSP submission, if the Borough fully supports the scheme. Any bids from Boroughs seeking to fund such a community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

Publicity associated with BSP schemes

2.22 TfL seeks to continue working with the boroughs to enhance the public profile of improvements to local transport. TfL also needs to harmonise its approach to the branding of its funding to boroughs with other GLA functional bodies, such as the LDA. Following the programme of pilot schemes started in 2003 Boroughs will be required to include the appropriate publicity for BSP-funded schemes in 2005/06. This will incorporate inclusion of the TfL logo and appropriate wording within construction signs and project brochures / material / publicity. Specific instruction on how to apply this to a scheme will be available from TfL Borough Partnerships (Contact: Anne Potter, Borough Partnerships, 020 7941 4758 or annepotter@tfl.gov.uk).

Figure A

TRANSPORT FOR LONDON – BOROUGH SPENDING PLAN RESPONSIBILITIES



3. FUNDING PROFILE

- 3.1 The 2005/06 BSP funding settlement will reflect the existing Mayoral commitment of £140 million. During the last two rounds of BSP submissions TfL supported some schemes over more than one year. While the results of the SR2004 funding review are pending, TfL will not be able to indicate financial support for schemes beyond 2005/06. This year's submissions continue to cover a three year period, however, so that borough aspirations can be fully considered.
- 3.2 The majority of funding being made available to Boroughs via the BSP process is for specific infrastructure works such as road and bridge maintenance, and road safety programmes. Sub-regional partnerships are more likely to bid for works with a spatial dimension and where a wider sub-regional consideration is important. This is more likely to relate to topics such as Walking, Cycling, Freight, Environment, Town Centres and Station access. It should be noted that funding for these transport topics is likely to be severely constrained in 2005/06.
- 3.3 The new prudential borrowing regime for local government finance comes into force in April 2004. By providing for additional financing flexibility, the new regime has the potential to improve the approach taken to funding transport capital projects. TfL is exploring potential uses of financing under the new regime, taking into account its unique funding arrangements. This could include TfL using financing to enable it to support payments to boroughs for long-term capital projects. We will keep boroughs informed of developments in this area. However, the introduction of prudential borrowing is unlikely to have any impact on the 2005/06 BSP process.
- 3.4 In relation to revenue funding, capital bids for specific schemes can include an element of revenue funds to take account of the costs of designing and monitoring the scheme. An element of revenue funding may also be included within a scheme requiring "pump-priming" which will subsequently become self-financing or be supported by funds outside the BSP process. Generally, however, TfL will not be looking to fund revenue based activities that have been previously supported by the boroughs using their own resources or allocate funds to boroughs for them to pay back for services provided by TfL e.g. new bus services. Proposals with a revenue element which entails a commitment beyond 2005/06 cannot be supported at present by TfL.
- 3.5 TfL wishes to indicate its support in borough negotiations with developers as a means of ensuring that developers bear responsibility for the mobility demands generated by new development. When submitting BSP's, boroughs should consider how funding could complement S106 transport related measures which are likely to be implemented in a foreseeable period. BSP funding should not be used to top-up developer funds for schemes directly relating to the impact of a new development, but they can play an important role in adding value to schemes which can usefully be extended to areas beyond the confines of specific developments.

4. FORMAT OF BID SUBMISSION

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

Table 2: All BSP Submission forms

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

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

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

Submission requirements by Transport Topic

4.6 The BSP funds diverse works across Transport Topics, each with individual information requirements. The SIMPLA form will therefore contain varying levels of data for each Transport Topic. Both the detailed form guidance and the individual topic guidance in Part Two of this document provides instructions on how to provide adequate support to the different Transport Topics.

4.7 Table 3 below summarises the documentation requirements of each Transport Topic for SIMPLA and Bid Support forms. The Transport Topic sections of the BSP Guidance are the authoritative source of documentation requirements, but this table may help boroughs to understand the different submission requirements between Transport Topics. The Recommended support column contains items that programme managers find useful to understand the proposed schemes. These items are not mandatory, but programme managers report that they significantly increase their understanding of the proposed schemes. Additionally, plans and photographs can assist scheme consideration. Programme managers also list supporting documentation requirements in their individual topic chapters.

Table 3: Documentation requirements by Transport Topic

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

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

LCN+ and LBPB Bids

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

5 MONITORING SCHEME OUTCOMES

- 5.1 The 2005/06 BSP requirements for outcome monitoring are set out in this section. Transport topics listed below are within the scope of outcome monitoring.

Walking [W]	Cycling [CS]
20mph zones [ZO]	Safer routes to schools [SRtS]
Controlled Parking Zones [PC]	Travel Awareness [TA]
Town Centres [TC]	Streets-for-People [SP]
Interchanges [IT] ¹	Regeneration area schemes [RP]
Freight [FS]	Air Quality [AQ] ²
Accessibility [AS]	

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

- 5.2 The Mayor's Transport Strategy sets out a series of objectives and priorities to improve the transport system and support the vision of London as a world city. In order to understand the contribution being made by boroughs, TfL needs to evaluate whether the resources that are being allocated to projects and programmes are delivering the outcomes necessary to achieve the Strategy's key priorities. Objectives, and in some cases targets, have been established within the Transport Strategy and monitoring arrangements are required to assess progress towards meeting these measures.
- 5.3 In previous years, monitoring Borough Spending Plan schemes focussed on outputs such as reported scheme delivery on the ground or achievement of spend. Forthcoming BSP Finance and Reporting Guidance will provide detailed advice on all reporting arrangements. This section of guidance is concerned with monitoring scheme outcomes. Outcomes are defined as the impacts and effects of scheme implementation and whether the scheme is meeting its objectives. In considering bids for funding, the monitoring of both outputs and outcomes will be an important part of TfL's assessment process.
- 5.4 The annual cycle of outcome monitoring (OM) that will apply from this year onwards is illustrated in Figure B (pg 22). It shows the process by which monitoring information will support the bid, performance indicators will be agreed for approved schemes, data will be collected and finally reported back via the BSP submission. While the diagram contains an indicative timeline, not all schemes will fit this monitoring model. In some cases, reporting may need to take place in outcome monitoring reports in subsequent years.
- 5.5 A TfL/ALG/LoTAG working group has developed the outcome monitoring framework for London for BSP funded schemes. This has resulted in a framework that can be applied to BSP schemes to ensure a consistent approach across London. It has Causal Chain methodology at its heart,

¹ From 2005/06 changed to Station Access(SA)

² From 2005/06 changed to Environment(ENV)

providing a clear connection between the schemes developed by the boroughs and the Mayor's key priorities set out in his Transport Strategy.

- 5.6 Scheme bid submissions should include the cost of undertaking outcome monitoring along the lines set out within this guidance. Funding for approved and identified schemes will include the cost of proportional and appropriate monitoring of schemes. Boroughs are expected to make full use of these funds in developing their BSP Submissions.
- 5.7 In deciding where to place BSP funds for 2005/06, the criteria set out within this guidance for each topic heading will be used. However, TfL will also need to take account of boroughs' ability to demonstrate their achievements, and consider whether funding is being used on schemes to maximise the opportunity to meet Mayoral objectives. The monitoring process is not concerned with testing the ability to complete forms, but to better understand the benefits within these transport topics and support future funding for these areas by TfL.

Outcome Monitoring Framework

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

Planning

Performance Indicators (Appendix I)- TfL proposes to use a standard set of key performance indicators for each transport topic. Boroughs are encouraged to use these performance indicators both to plan the scheme through the causal chain analysis method, and to measure and evaluate the scheme's outcomes through the Monitoring Scorecard. The performance indicators were developed from an analysis of the 2003/04 Outcome Monitoring forms submitted by the boroughs, discussions with Programme Managers and the results of the Outcome Monitoring Steering Group

Causal Chains (Appendix J)- These diagrams are tools to trace the process by which a transport measure will achieve its objectives. It is a tool that is particularly useful at the planning stage of schemes during the bidding process. However, not all schemes will require causal chain analysis. As outlined in the submission requirements below, we request that boroughs return up to 10 causal chains, although we welcome more.

Monitoring

Survey Manual (Appendix K)- TfL has provided a survey manual, which provides advice on when, and how to undertake surveys and analysis for monitoring BSP scheme outcomes.

Monitoring Scorecard (Appendix F)- This form allows boroughs to

- present the results of outcome monitoring
- demonstrate achievement of stated objectives
- show evidence of robustness of assessment.

Information provided through the Monitoring Scorecard will be very helpful in continuing to support TfL’s business case for BSP funding. The outcomes will be analysed to identify efficient practices to spread ‘good practice’ among boroughs. It is essential that boroughs are open and honest in preparing their scorecards, rather than trying to represent only positive impacts of schemes. A worked example of the Monitoring Scorecard is provided as *Appendix G*.

Boroughs are also requested to outline the outcome monitoring proposals for all schemes in the Monitoring Scorecard Summary Sheet (*Appendix H*). In this sheet, boroughs should list all schemes with any outcome monitoring element, even those without a causal chain analysis. Together, the Monitoring Scorecard and Monitoring Scorecard Summary Sheet are referred to as the Outcome Monitoring Report.

Summary of documents

Documents	Purpose
Monitoring Scorecard 2003/04 (<i>Appendix F</i>)	To be submitted by the boroughs with 2005/06 BSP submission.
Monitoring Scorecard worked example (<i>Appendix G</i>)	Provided by TfL as guidance for completion of Scorecard 2003/04.
Monitoring Scorecard Summary sheet (<i>Appendix H</i>)	Top sheet to be submitted by the boroughs, to summarise the outcome monitoring of schemes and Scorecards.
Performance Indicator Grid (PI Grid) (<i>Appendix I</i>)	Performance Indicators provided by TfL for the 04/05 schemes, selected for outcome monitoring. Also to provide guidance for the PIs to be included in the Causal chain.
Survey Manual (<i>Appendix K</i>)	Provided by TfL as guidance for consistent methods of monitoring PIs.
Advice on Causal Chains (<i>Appendix J</i>)	Provided by TfL as guidance to help boroughs develop Causal chains and focus the bids towards achieving the Mayor’s transport objectives.

OUTCOME MONITORING SUBMISSION REQUIREMENTS

5.9 There are three slightly differing monitoring regimes in place for the years 2003/04, 04/05, 05/06 involving increasing commitments from boroughs / partnerships. To assist understanding of the requirements for each of the above years, a summary of each years requirements is set out below

5.10 2003/04

- Boroughs have already identified schemes to be monitored & performance indicators to be used in summer 2003.
- Reporting on these borough-identified schemes is required as part of the 2005/06 BSP submission.

This year’s BSP submission should include, for the first time, formal reporting of BSP scheme outcomes. Boroughs and partnerships are expected to submit a ‘**Outcome Monitoring Report (2003 –04)**’ as a supplement with the BSP submission by July 16, 2004, and via email to BSP@tfl.gov.uk.

This report would include the following:

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

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

5.11 2004/05

There are no requirements for monitoring submissions regarding 2004/05 as part of this 2005/06 BSP submission. Monitoring requirements with respect to schemes and performance indicators has been separately notified by email dated 16th February 2004, and reporting will be expected as part of the 2006/07 BSP submission next year.

5.12 2005/06

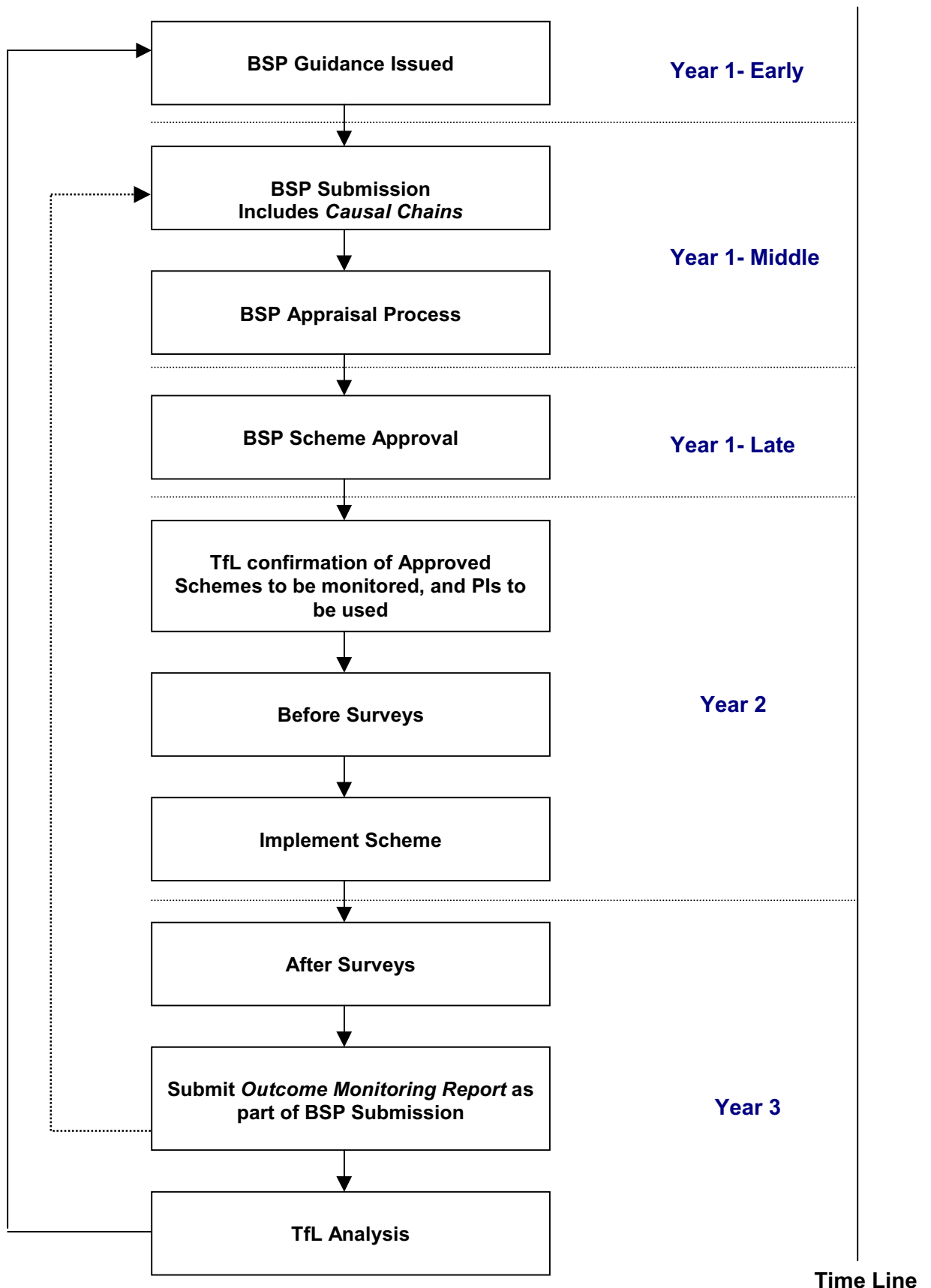
In previous years, the SIMPLA form has indicated the benefits anticipated from BSP schemes. This will continue this year but for the larger and more complex scheme proposals TfL expects that Causal Chains will be submitted in support of the proposal, with an indication of likely performance indicators that might be monitored. Causal Chains should only be prepared for new schemes, therefore not for bids for continuing schemes.

5.13 TfL anticipates that boroughs will develop their Causal Chains to support their bid in a way that will help identify objectives and outcomes, and generate potential performance indicators. Causal Chains are of little value if they just repeat the examples given and they should be used as a tool to aid thought processes in scheme development. TfL expects all boroughs to submit Causal Chains but does not expect more than 10 chains to support the BSP submission. However, some authorities may find that Causal Chains are a useful discipline and wish to submit them for a large number of schemes. Such submissions would be very welcome.

Summary of requirements

BSP year	Causal Chain Analysis	Outcome Monitoring Scorecard & Summary
2003/04	Not required	Required with this BSP Submission
2004/05	Not required	Required as part of summer 2005 submission.
2005/06	Required with this BSP Submission	Future reporting, to be advised

Figure B – Outcome Monitoring Process



6 CONTACTS

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

TfL Programme Managers

Boroughs should contact programme managers with questions about the following:

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

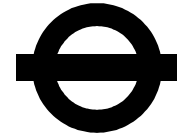
Programme managers contact details are listed in Table 1 - Transport Topic (Page 7)

TfL Borough Funding team

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

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

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



**Borough Spending Plan
Submission Guidance
2005/06 – 2007/08**

**PART TWO:
TRANSPORT TOPIC
SUBMISSION CRITERIA**

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

PRINCIPAL ROAD MAINTENANCE (RO)

Introduction

- 7.1 TfL Street Management is allocating principal road maintenance funding to London boroughs in accordance with the length of carriageway with a UKPMS condition indicator of 70 and over, and some 50-70, on the basis of the annual Roads 2000 DVI surveys (i.e. in the case of the 2005/6 bids, it will be based on the 2004 survey). TfL is also funding the cost of these surveys. Footway condition data is also being collected. Bids for associated footway works will be considered and non-associated footway works where the footway is in a high foot fall area (Prestige Walking Zone) and in poorest condition (70+). Bids for London wide data collection of the condition of the PR carriageway, footway and assets should be bid for within the appropriate lead authority package. Although the government will require the indicator to be reported using Tracks Type Survey, TfL will continue to utilise DVI data until there is clear correlation between the two data sets.
- 7.2 The driver of the programme is rooted in the Mayor's Transport Strategy. The thrust is to clear the backlog of roads in condition index of 70 and over by 2009/10 and prevent 50-70 condition roads from entering the 70+ condition in this period.

Information required

- 7.3 Boroughs are requested to provide in their BSP submission a list of roads in condition 70 and over, and 50-70 proposed for treatment. The following will be required:
List of schemes in priority order covering all 70+ roads and 50-70 roads that can be practically carried out in one year (bearing in mind resources and the need for a co-ordinated programme which minimises cross boundary and parallel route disruption to road users especially buses)

Format of Submission

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

Appraisal of Submission

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

BRIDGE STRENGTHENING (BR)

Introduction

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

Information required

- 7.10 The following will be required: List of assessment and strengthening schemes in priority order including interim measures (where known).
- 7.11 It is essential that each borough checks with the Chair of the Package Approach Steering Committee that all necessary prioritisation information has been received such that a prioritisation rating has been calculated.

- 7.12 Each scheme should be accompanied by the following details:
- Name of bridge or structure
 - Description of scheme
 - Estimated cost split by feasibility phase 1 and 2 combined, phase 3 and 4 combined, design, works
 - Spend profile

Format of Submission

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

Appraisal of Submission

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

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

Introduction

- 8.1 Boroughs are required in the Mayor’s Transport Strategy to adopt the approach set out in London’s Road Safety Plan published by TfL on behalf of the Mayor of London in November 2001. This is based on adoption of the London-wide casualty reduction targets by the year 2010, identification of how such casualty reductions are to be achieved locally and monitoring of the borough’s progress towards these targets. TfL is keen to ensure a consistent approach to road safety is undertaken between TfL on the TLRN and boroughs on local roads.
- 8.2 The consideration in terms of road safety is limited to road traffic collisions resulting in personal injury, occurring on the public highway.
- 8.3 The targets for London adopted in the Mayors’ Transport Strategy and London’s Road Safety Plan are as follows:

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

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

Borough Plans

- 8.4 It is expected that every borough should develop a Local Road Safety Plan to indicate how these targets will be met. Boroughs are also required to monitor their Local Road Safety Plans on an annual basis and report on their progress annually along with the BSP submission. The areas of greatest interest in terms of casualty reduction include schemes that address the following issues:
- reduction in number and severity of casualties to children and vulnerable road users;
 - reduction in excessive and inappropriate speeds.
- 8.5 The appropriate types of remedial schemes likely to achieve target reductions in collisions and casualties will depend on the characteristics and location of the incidents. The BSP process can only fund local safety schemes and 20mph zones that can clearly demonstrate safety benefits. Local Safety Schemes will generally be targeted at sites with a poor safety record and

therefore have a good rate of return. 20 mph zones have additional environmental benefits, so the rates of return, in terms of casualty reduction, may be lower. In all cases however, a positive safety benefit will be required.

- 8.6 It should be noted that TfL will not be making direct comparison, in terms of first year rate of return (FYRR), between Local Safety Schemes and 20 mph zones. However, using FYRR provides an initial guide to prioritising schemes before taking into account other environmental factors.
- 8.7 Boroughs are recommended to seek guidance on treatment selection for local safety schemes and measuring their effectiveness from publications including the DTLR's *A road safety good practice guide (June 2001)* and the RoSPA *Road Safety Engineering Manual*. In addition, the *Road Safety in London Reference Guide* published by the Pan-London Road Safety Forum in February 2002 also provides an extensive bibliography on all aspects of road safety. TfL London Road Safety Unit will monitor the effectiveness (in terms of changes of casualties) of implemented engineering schemes funded by TfL from 2003/04. These will be measured and compared over minimum of 3 years with regular updates forwarded to boroughs.
- 8.8 Funding is now available to support Education, Training & Publicity (ETP) programmes. These must be local initiatives dealing with local problems and part of the Borough Safety Plan. Submissions should take into account how the local initiatives fit in with TfL and National Programmes. The submission must identify costs, objectives and methodology, along with the type and size of the target audience and relevant performance indicators. Programmes with long-term benefits, such as school programmes etc. are encouraged. Where Boroughs can work together to achieve a common goal, joint bids will be considered favourably.

Submission format

- 8.9 Boroughs are strongly encouraged to outline their road safety objectives and local policies as part of the annual submission, and how the proposed schemes lead to achieving the stated objectives.
- 8.10 Boroughs are to use the forms "Bid Support– Safety" and "Bid Support – ETP" to support their bids for all safety schemes. Boroughs are also requested to return one SIMPLA form for each ETP scheme, and two SIMPLA forms to summarise their programmes for Local Safety Schemes and 20mph zones.
- 8.11 Boroughs are requested to submit the following information for road safety schemes:
- The criteria used to identify and prioritise the programme of submitted schemes.
 - An indication of the level of activity expected in each year over the period of the plan, against the types of measures to be introduced. This section should relate numbers and types of accidents, along with information on type of road user and age, and the measures to be introduced to ensure

that an appropriate range of measures or campaigns are being considered to overcome specific accident circumstances.

- A list of schemes that the borough proposes to implement in the following year (2005/06), using the spreadsheet provided (Bid Support – Safety, Bid Support - ETP)

Information required for each Local Safety Scheme will include:

- Topic Area Code (LSS for Local Safety Schemes)
- Name of scheme (including clear description of location)
- Total accidents (in 36 months before period)
- Number and type of accidents to be targeted by the proposed scheme (occurring within the 36 months before period)
- Description of scheme measures to target the identified accident problem
- Estimated accident reduction (in 36 months after period)
- Total cost of proposed scheme
- Effects the scheme may have on other programme areas (e.g. bus priority and network capacity)
- Financial benefits of accident savings (using accident costs based on the latest DfT Highways Economics Note 1 cost for an average accident on urban roads, including an allowance for damage only accidents, of £72,718 at June 2003 prices).
- First year rate of return FYRR (calculated automatically in spreadsheet)

Information required for each 20 mph zone will include:

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

Information required for Education, Training and Publicity will include:

- Name of campaign / initiative
- Number and type of target audience
- Time scale for initiative
- Objectives
- Total costs
- If modal shift is an objective
- Methodology / media
- Performance indicators to be used to measure success.

- The borough should also provide an outline of partnership working arrangements in place with the police and other stakeholders for road safety issues in the borough.
- 8.12 Boroughs should also indicate the extent to which cross-borough boundary programmes are managed to work towards a consistent approach across London.

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

9 WALKING (W)

- 9.1 The aim is to make London one of the world’s most walking friendly cities by 2015. The detailed vision and strategic aims is established in the Walking Plan for London, which was published in February 2004. This section sets out the basic framework within which walking proposals will be supported.
- 9.2 While the majority of the BSP support for walking initiatives will be for physical improvements to tackle specific barriers to walking and to improve the walking environment, support will also be considered for complementary investment to address behavioural issues and to promote more people to walk.

Criteria to Assess Walking Schemes

- 9.3 In establishing the forward programme for walking schemes, prioritisation of submissions will take place against the criteria listed below.
1. Introduce viable new walking routes between popular destinations with significantly reduced walking time.
 2. Improve pedestrian priority at junctions and crossing facilities.
 3. Improve existing access to popular destinations, including the public transport network in particular, improve sight-lines, information and various aspects of ambience.
 4. Improve safety and personal security for pedestrians.
 5. Minimise and if possible mitigate any negative impacts on those who may not benefit from the improvements, particularly buses.

How impacts on strategies should be expressed

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

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

Monitoring and Evaluation

- 9.6 Refer to Section 5 'Monitoring Scheme Outcomes'.

Proposals under the area treatment programme.

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

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

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

Structure and Key Stages of the Project

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

Presentation of Bids

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

Boroughs allocated minimum funding in 2005/06

- 9.13 Where boroughs have been allocated funding against schemes in 2005/06 through the 2004/05 BSP process as for new bids they must submit a completed SIMPLA form for the scheme detailing main elements of the scheme, achievements so far, key activities and phase of the scheme.

10 CYCLING (CS)

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

Criteria to Assess Cycling Schemes

- 10.3 In establishing the forward programme for cycling, prioritisation of submissions will take place against the criteria listed below:
1. Introduce safe, comfortable, easy to use cycle routes with significantly reduced journey times on high demand transport corridors routes (LCN+ programme). Schemes within this programme will be managed in accordance with the LCN+ Network Plan.
 2. Improve cyclists access to popular destinations, including the public transport network, improve cyclist priority at junctions and crossing facilities, and local links
 3. Improve green links/traffic free routes
 4. Improve cycle parking facilities, in particular on-street, at stations
 5. Provide a phased programme for the training of children, young people and adults to give them the skill and confidence to cycle in London.
 6. Minimise and, if possible, mitigate any negative impacts on those who may not benefit from the improvements, particularly buses.

How impacts on strategies should be expressed

- 10.4 Where submissions have an impact on one or more of these strategies, boroughs should:
- a) describe the impact on the strategy
 - b) detail how many people would be affected, and how often
 - e) describe/quantify the typical impact, or failing this a range of possible impacts, on the individual
 - f) describe/quantify impacts positive/negative on others/other programmes
- 10.5 Here is an example using this format:

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

Monitoring and Evaluation

10.6 Refer to Section 5 'Monitoring Scheme Outcomes'.

Proposals under the area treatments programme.

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

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

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

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

Structure and Key Stages of the Project

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

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

Presentation of Bids

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

Boroughs allocated minimum funding in 2005/06

- 10.13 Where boroughs have been allocated funding against schemes in 2005/06 through the 2004/05 BSP process as for new bids they must submit a completed SIMPLA form for the scheme detailing main elements of the scheme, achievements so far, key activities and phase of the scheme.

11 BUS STOP ACCESSIBILITY WORKS (BSA)

Summary

- 11.1 Boroughs are encouraged to submit bids for bus stop works to ensure that passengers are provided with appropriate facilities that can be effectively served by low floor buses in order to improve accessibility for all passengers. Criteria are set out to ensure the optimal use of limited funds.

Background

- 11.2 There have been significant improvements in the design of buses in recent years making them easier to use. Lower floors and fewer steps make it easier for everyone to get on, or off, and move inside the bus. With the introduction of regulations under the Disability Discrimination Act 1995 (DDA), all new buses are now wheelchair accessible. However, low floor accessible buses will not give full value unless the bus stop is clear of other vehicles and they are able to pull up to a kerb at an appropriate height.
- 11.3 In support of the objective of upgrading bus stops to meet good practice standards of access and complement the introduction of low floor buses, £3.3m was made available for accessibility works at stops on borough roads in 2004/05.
- 11.4 In practice many bus stops, particularly in the central area, have already been subject to LBI, LBPN and other improvements, which allow buses to pull-up alongside the kerb to ensure passengers get the full benefits of low floor buses. This programme therefore complements bus stop works that have been (or will be) undertaken as part of other programmes in order to 'fill the gaps' and ensure London has a fully accessible bus network.

Scheme Development and Criteria for 2004-5

- 11.5 A large amount of information was gathered on bus stops on LBI routes to identify the accessibility works required. It is proposed that the same approach is applied in respect of developing measures for implementation under this programme. Accordingly, the bid should include information on:
- Bus route (If ex LBI WRIP scheme)
 - Other routes affected
 - LBSL Bus Stop number (if known)
 - Location
 - Description of measures (problem and solution)
 - Direction of travel
 - Scheme type (* see below)
 - Whether the bus stop and/ or shelter requires relocation
 - Scheme cost

Schemes should generally conform to the current design standards issued by TfL (currently "Bus Stop Layouts for Low Floor Accessibility" issued by the LBI Partnership in June 2000).

*Please indicate type of accessibility issues the scheme addresses:

- I. Bus to stop (e.g. bus stop cage, parking controls on approach / exit, etc)
- II. Passenger to stop (e.g. increase kerb height to aid ramp deployment / reduce step height)
- III. Passenger to stop / bus stop environment (e.g. rationalisation of street furniture, lighting, etc). Funding for this element of works will generally be limited to works in the immediate vicinity of the bus stop. Given the limited funds available, pedestrian facilities and footway improvements on the approach to bus stops will not normally receive funding unless there are significant benefits for those with mobility impairment.

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

1. Implementing measures at stops in an area where there are a disproportionately high number of people with mobility difficulties e.g. around hospitals and health centres.
2. The frequency of buses and number of routes served by a stop.
3. The completion of bus stops on a route where certain stops have already been treated (e.g. works have already been undertaken at some stops as part of an area-based scheme or in an adjoining borough).

Format of Submission

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

12 LOCAL BUS PRIORITY MEASURES (BP)

CRITERIA FOR FUNDING

12.1 The funding criteria for the bus priority programme are:

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

12.2 Data to identify locations where the buses are delayed and the volume of passengers affected by it, can be supplied on request by the Bus Priority Team. (Contact: Scott Lester for further information 020 7027 9408)

CATEGORIES OF SCHEMES/MEASURES

12.3 The main focus for the 2005/06 bus priority budget will be for bus priority measures that meet the above criteria, demonstrating the greatest improvements for bus passengers via improvements to bus service reliability and reductions in journey time.

12.4 TfL will consider supporting schemes contained in Borough BSPs that are consistent with the criteria and are in one or more of the following categories;

- **Incomplete/Committed schemes**
Funding will be considered for incomplete or committed schemes for which funding was allocated in the previous year(s) but which could not be completed due to some delivery constraints. In cases where a scheme under this category requires significant changes in its scope and/or budget, a full cost benefit appraisal will be necessary.
- **Essential works for new and/or modified bus routes**
London Buses reviews its services continually adding to or modifying the existing ones primarily to meet customer needs. This can require modifications to highway infrastructure and changes in the traffic management measures. Funds will be directed towards schemes that meet this need.
- **Pilot routes/schemes**
Routes 38 and 149 intensified bus priority pilot projects are being developed and involve several boroughs. Bids for schemes on these routes or any other pilot identified in future will be particularly welcome.

- **Other new schemes**
Bus journey time savings and improvements to bus reliability throughout the whole bus network will be of primary consideration. Boroughs and sub-regional partnerships are encouraged to increase bus priority and protection against congestion on all bus routes London wide. It is envisaged that the bulk of approved schemes will be under this category.
- **Mitigation measures to protect buses**
Some non-Bus Priority transportation and traffic schemes can adversely affect bus services e.g. introduction of an all-green pedestrian crossing facility at a junction. Boroughs are invited to identify and bid for mitigation measures on highways to protect buses.
- **Review of existing schemes**
Boroughs may include bids for modification and modernisation of bus priority schemes implemented in the past.
- **Feasibility studies of future programmes and schemes**
In order to facilitate a rolling programme of schemes funding will be considered for bids under this category. As the current LBI programme ends in 2004 –05 there is a need to develop bus priority on new routes and upgrade existing LBI routes. These routes with new status will be determined in conjunction with delivery partners by Spring 2004

BID SUBMISSION REQUIREMENT

- 12.5 All schemes to include: Reference number, bus route, location with geo-code description, concept design, estimated cost and a statement to note if scheme affects shelters and/or traffic signals. It should also include a statement to indicate if any other bid is being made or has been made for funding the same scheme or part of it. A SIMPLA form is required for each scheme.
- 12.6 Schemes over £50,000: Programme delivery time-scales, preliminary design, predicted scheme benefit information and an estimate of bus passenger benefits. Schemes over £500,000: Full 'LBPN' cost/benefit analysis and a business case (*Contact: Bus Priority Team's-- Strategy & Business Planning Section*).
- 12.7 Risk Rating: Where possible at the bidding stage a brief assessment should be carried to indicate if the overall risk associated with the scheme (whether technical consultation or deliverability) and accordingly should be rated as 'high' or 'low'. It is understood that for most schemes an accurate risk rating can only be carried out after the completion of a feasibility study and consultation.

OTHER INFORMATION

- 12.8 Whilst a framework document for the future bus programme is being developed in the medium and short term the focus will continue to be on 'Expanded Bus Priority' and 'Intensified Bus Priority Pilots' as stated in the draft Action Plan. In the interim the current programmes, including the

Flagship programme will continue and may need to be expanded/enhanced (Flagship Plus) to improve infrastructure for buses which then support delivery of the Mayor's Transport Strategy.

- 12.9 Locations needing improvement for buses often need improvements for other road users. The bus priority funding criteria above make provision for other road users within the context of a scheme that provides benefits for buses. Intensified bus priority schemes should include provision for other road users where this contributes towards providing a higher degree of bus priority, and for measures to mitigate any quantifiable adverse effects such as traffic displacement where necessary.

PROGRAMME CO-ORDINATION AND DELIVERY

- 12.10 The co-ordination and delivery of the majority of the bus priority schemes on borough roads for 2005-06 will continue to be via the existing LBPN arrangements coordinated by London Borough of Bromley. Boroughs should submit their respective bids through the LBPN framework. Please initially contact Garnet Woods, LBPN programme co-ordinator (Tel No 01306 743775) for details.

CO-ORDINATION WITH BUS SHELTERS AND TRAFFIC SIGNALS

- 12.11 In order to improve co-ordination of bus priority schemes with other key delivery agents (e.g. bus shelters and traffic signals), Boroughs are reminded to take into account the information given in Annex A of the TfL Borough Partnership letter "2003/04 onwards borough spending plans" 15 October 2002. Scheme bid details should indicate whether new or modified shelters or signals are likely to be required.

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

INTRODUCTION

13.1 An area-based scheme will be expected to:

- Transform a local area through a comprehensive package of measures
- Meet the needs of local people and demonstrably increase their quality of life

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

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

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

PROGRAMME AND PRIORITIES

13.5 Area-based schemes that were supported by TfL as part of the 2003/04 BSP round resulted in substantial future year commitments. Figure A indicates funding allocated up to and including the November 2003 announcement. Because the results of the Government's spending review will not be known until later this year, there are wide variations in the likely funding levels for area based schemes in the Transport for London Business Plan. The light blue shaded area indicates the potential funding that might be available for area-based schemes assuming that funding levels remain constant and the red arrow and question marks illustrate the current uncertainty that significantly affects the funds for 2006/07 onwards. The future year commitments shown in the graph are minimum figures as they include schemes that are not currently fully funded. To illustrate this point figure B reproduces the existing and future year's funding levels and shows them

against the amounts boroughs and partnerships requested for committed schemes over the next three years.

Figure A **Area Based Schemes - Indicative Funding Levels and Current Allocations**

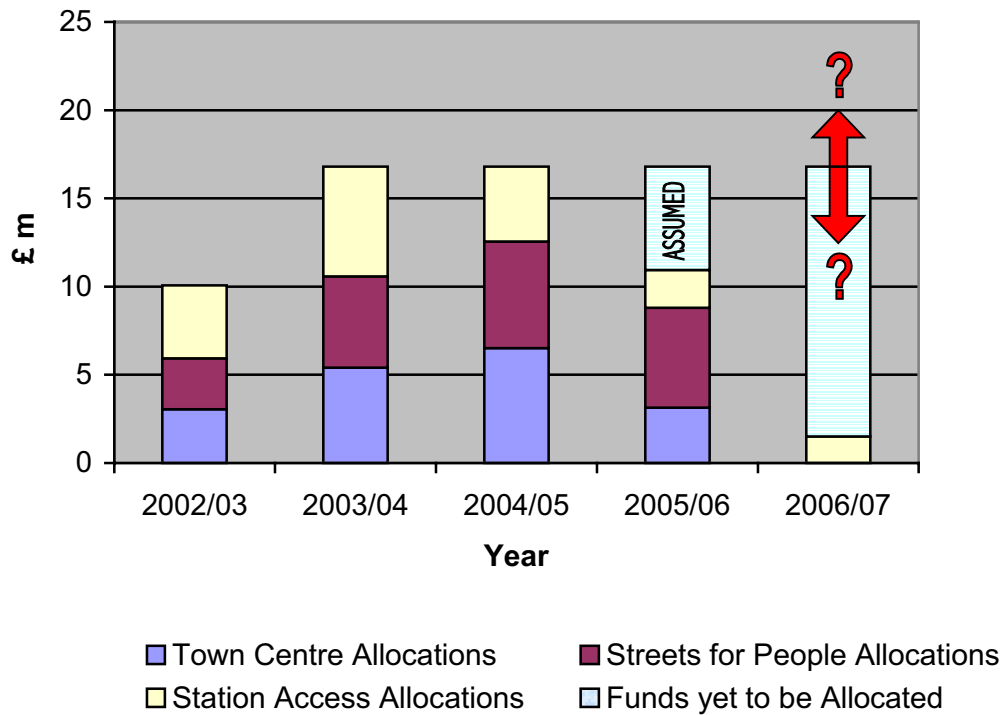
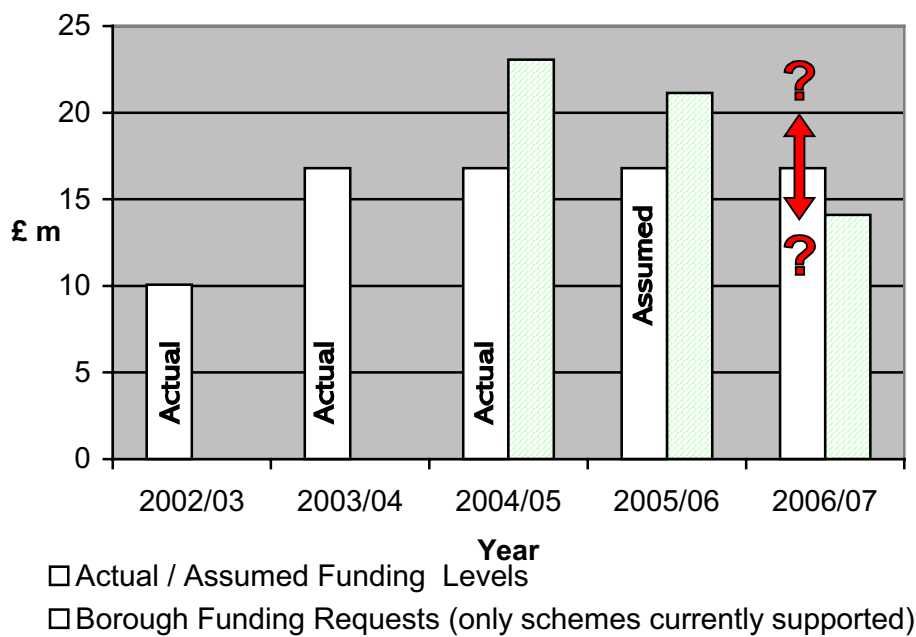


Figure B **Borough / Partnership Requests and Indicative Funding Levels - Schemes Currently Being Supported**



13.6 The graphics above highlight the level of funding that may be provided for area-based schemes in the future and the likely calls on that funding. In view of the very constrained funding situation and to prevent boroughs and partnerships committing resources to potentially abortive work, boroughs and partnerships should be aware that TfL proposes to focus funding on the schemes listed below.

As a result of the above there is likely to be little or no funding allocated to new start area-based schemes for 2005/06.

13.7 The following schemes, supported in 2004/05 onwards, have been identified as having priority for securing increased future year funding. They have been derived from last year’s submissions where additional funding will lead to their rapid completion thereby freeing up funds in later years for new schemes.

<u>Town Centres</u>	<u>Streets-for-People</u>	<u>Station Access</u>
Angel	A1306	Dagenham Dock
Bromley	Clear Zones (Camden)	Ealing Broadway
Coulsdon	Exhibition Road	Edmonton Green
Ealing	Gants Hill	Over Ground Network
Greenwich	Landsbury HZ	Stations (formerly South
Harrow	New Finsbury	London Metro Stations)
Mitcham	River Lee linkages	15 Stations Programme
Plaistow	(Thames Gateway)	(Harrow)
Ilford	Sloane Square	Streatham Common
Roman Road	Tower Gardens	Safer Stations
Wembley	Walworth Road	(Wandsworth)
Woolwich	Windus zone	Kenton Station

13.8 The schemes identified above are area-based schemes that have previously been allocated funding, albeit at levels that are less than the level of the borough/partnership bid. TfL wishes to prioritise the limited BSP funding that is likely to be available for 2005/06 area-based schemes, to supplement funding already committed to the projects named above. Further submissions are required by boroughs/partnerships if they wish to bid for increased funding above the level already allocated to these schemes. Allocations for 2005/06 onwards will be made on the quality of the supplementary submissions made for these thirty one schemes and an appraisal based upon the criteria set out at the end of this section. The submissions should clearly set out what work has been carried out up to the time the submission was prepared, the works anticipated to be carried out with the remaining BSP and other funds that have been allocated, and the works proposed in the supplementary bid.

13.9 Where a borough or partnership has already been allocated funds for 2005/06, and is not making a supplementary bid, the BSP submission should set out what work has been carried out up to the time the submission was prepared and the works anticipated to be carried out with the remaining BSP and other funds.

13.10 Boroughs / Partnerships may still wish to make submissions for new area-based schemes as part of the 2005/06 BSP round. The constrained financial

situation means that for 2005/06 new schemes will have to be limited both cost and time wise. Unlike the concept behind area scheme projects mentioned in the introduction, new schemes for 2005/06 are more likely to be successful if they aim to be completed in one year and are focussed on resolving a particular issue (for instance making a town centre fully accessible). The focus is to ensure the main thrust of area schemes is maintained: that is people will experience a significant change (albeit in relation to only one issue) rather than spreading resources so thinly that any change is not noticeable.

AREA BASED PROGRAMME DEVELOPMENT

- 13.11 Since last year's guidance was produced, a number of issues affecting area scheme development have changed substantially. The main ones being the future year's funding uncertainty and the introduction of Business Improvement Districts (BIDs). The funding level will have a major effect on the number, size, and hence the scope, of new schemes whilst BIDs are expected to greatly influence town centre priorities. Rather than continue with the development of an area based programme as set out in last year's guidance it is now considered that a comprehensive review of area based schemes should be carried out. As this programme is of great importance to individual boroughs, a partnership arrangement has been set up based around a working group. This has a strong representation from the boroughs and also includes members from other organisations that have an interest in area schemes. The work of the group will lead to new guidance being produced for 2006/07. This will include consideration of a step-based approach to funding mentioned in earlier guidance. The review will affect next years funding allocations as the aim is to reduce to a minimum the commitments for 2006/07 onwards so as to maximise funds available for new schemes when this new guidance is produced.
- 13.12 The overall direction that area schemes have been moving in recent years is not expected to change significantly. This is because it has been developed within a framework that had a great deal of borough support and is well aligned with a number of the Mayor's published plans which influence TfL in determining its investment priorities (e.g. the Transport Strategy and the London Plan). TfL's Interchange Plan is also relevant to this topic area.

Town Centres (TC)

Objectives

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

Criteria for Appraisal

- Town centre healthcheck
- If the scheme is identified as a priority in a borough wide strategy

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

Streets-for-People (SP)

Objectives

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

Criteria for Appraisal

- London Index of Deprivation score (5 domain).
- If the scheme is identified as a priority in a borough wide strategy
- If local problems are identified within the scheme and are linked to works that address them
- Safety & personal security
- Increasing the level of activity, especially walking and cycling
- Deliverability
- Community involvement / support
- Improvements leading to a change in the perception of street-users
- Complementing other initiatives (TfL / Non-TfL)
- Adding value to other BSP area schemes prioritised for implementation

Station Access (SA - formerly titled Interchanges)

Objectives

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

Criteria for Appraisal

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

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

Submission Format for Area Based Schemes

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

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

14. SAFER ROUTES TO SCHOOLS (SRtS).

14.1 Definition

TfL funding will only be available for schemes which meet the DfT/DfES definition below. Funding can **ONLY** be used to develop the school travel plans (STP'S) and its subsequent implementation and monitoring.

An effective STP puts forward a package of measures to improve safety and reduce car use, backed by a partnership involving the school, borough education and transport officers, the police and the health authority.

A STP is based on a proactive consultation including attitude surveys, with teachers, parents, pupils, governors and other local people and businesses as appropriate.

There are elements that every STP must contain. It must be a written document and include:

- A brief description of the location, size and type of school
- A brief transport / traffic assessment of the school / cluster of schools. This should include pupils' travel needs: journeys to and from school at normal hours and for pre and post school activities and any journeys made during the school day to attend activities at other locations.
- The results of a survey to identify
 - a) How children and staff currently travel to / from school
 - b) How children and staff would like to travel to / from school
- Clearly defined targets and objectives (these do not have to be solely modal shift targets)
- Details of proposed measures to address issues raised in the surveys
- A detailed timetable for implementation including costing, monitoring and review
- Clearly defined responsibilities for delivering the plan
- Evidence that relevant partners have been consulted

14.2 Objectives

This programme is not dependent on accident rates. Schools with specific road safety problems should seek remedial works via the LSS programme.

The SRtS programme aims to address the perception of road danger and other deterrents to walking, cycling or public transport use to schools. Funding will be dependent on boroughs meeting the following objectives.

- i. Each borough should develop a co-ordinated STP programme
- ii. Covers all schools state or privately owned, with pupils up to 16 years old.³

³ This means that 6th form colleges would not be eligible under this scheme. (Schools solely dealing with pupils 16+ are eligible under the Travel Awareness Transport area).

- iii. Tackles whole route issues including problems in areas beyond schools that inhibit pupils at a specific or cluster of schools accessing that site sustainably.
- iv. Links to other areas – education, health, environment and social inclusion for example.

14.3 Criteria for bids

The funding in this programme will be divided into three categories

- i. Pre-development of programme for following year.
 - To enable boroughs to develop school travel plans this year with works, properly costed and identified for the following year.
 - STP bids should refer to a single or cluster of schools which will be treated as a single travel plan.
- ii. A mix of capital and revenue costs can be bid for to cover
 - The development of promotional materials for use in schools
 - Highway engineering works identified as part of a STP. (Facilities for cycling and walking on site should be subject to bids to that modes budget – these schemes should be clearly identified on the SIMPLA forms for both schemes)
 - Initiatives that promote access by alternative modes specifically to the school such as walking buses and cycle buddy schemes are acceptable through a STP⁴.
- iii. Innovative ideas which boroughs wish to pilot which will meet the aim of SRtS and includes
 - Not more than 50% of the salary costs of a STP co-ordinator post, where matched explicitly with councils' own funds

SRtS funding will not be available for

- i. Specific training for modes ie. cycle training is a cycle scheme. (These should be subject of bids to those mode headings.)
- ii. Walk to school or other specific travel awareness campaigns. (TA)
- iii. Road safety education campaigns (LSS)
- iv. Road crossing patrols. (borough responsibility)
- v. School buses (TfL are undertaking a separate pilot study on this)

14.4 General issues within text of BSP

- i. A single SIMPLA form should be completed for each separate scheme / project seeking funding.
- ii. Contact details for the individual responsible for delivering SRtS including their position within the organisation.
- iii. An outline programme for the development of a SRtS strategy for the borough including
 - number of primary and secondary schools in the borough (public and private)
 - Number that have and / or are progressing a travel plan

⁴ An indicative value per walking bus is £500, any bid higher than this needs to be explicitly clarified in order to be assessed.

- Number that will be targeted each year.
- Criteria for selection in coming year's programme including annual priorities.

14.5 Assessment of Bids

Bids will be assessed on

- i. How they meet the criteria detailed in this guidance.
- ii. Council commitment as indicated in the other funding and / or the Committee approvals of the SIMPLA form
- iii. Partnership commitment as indicated in the other funding section of the SIMPLA form
- iv. Capacity to carry out works based on monitored progress on the previous year's allocations.
- v. Clarity and quality of bid
- vi. Previous support for SRTS work

15. TRAVEL AWARENESS (TA)

Background

15.1 TfL recognises that this area is rapidly developing. Funding in this area will be available for both capital and revenue expenditure. TfL is currently reviewing a number of initiatives in this area while piloting a range of new concepts. It is envisaged that a TA campaign Strategy will be completed in Spring 2004.

Criteria for bids

15.2 TfL will accept bids under this heading within three sections; TA events; travel plans; sustainable travel initiatives. Priority will be given to the first 2 categories. Bids for category 3 should be discussed with TfL before submission. The criteria for each of these areas are outlined below.

TA Events

15.3 TfL is conducting a review of these events. The aims of the review are to: ensure better co-ordination ; secure consistent branding ; establish economies of scale and value for money ; establish criteria for monitoring and evaluation ; build business case for future funding and develop best practice guidance on event organisation

Objectives

15.4 The objectives of these campaigns should be all or some of the following:

- Raise public awareness and encourage use of alternative modes to single occupancy car trips.
- Raise public awareness of benefits and disbenefits of different modes of transport in London.
- Raise brand awareness as outlined in the TfL strategy.
- Create combined messages and events with relevant partners locally and regionally.
- Show an overall package approach to TA, not treating each event in isolation.
- Monitor the effectiveness of the campaigns locally and regionally.

Events

15.5 Branding
TfL will be developing a brand in the course of 2004. All events and materials created as part of campaigns using TfL funding will use and promote this pan-London brand from April 2005.

15.6 TfL is willing to consider bids in the following areas.

- Walk to school (regional event), support will be available to purchase materials from the national campaign in both May and October. Boroughs can also seek funds for promotional materials for a 'Walk to Work' week campaign to mirror these campaigns.

- Bike Week (regional event), boroughs can bid for money to support events being sponsored and promoted by National Bike Week. This money can cover costs of setting up events, promotional materials and staff time at the event.
- 'Travelwise' Week (regional event), set in the mid September, the aim of this week is to focus on specific modes and/or target audiences as agreed regionally for each day of the week. Boroughs would buy in to support whichever day(s) they felt relevant to their own borough priorities. TfL will support activities throughout these weeks. Promotional material is not limited to print, and can include giveaways.

Local Events

15.7 Due to funding constraints, local events will not be funded unless there is a very strong justification. This should be discussed with TfL prior to bidding

Campaigns

15.8 TfL will consider sub regional poster / media campaigns meeting these objectives and branded appropriately. Individual boroughs should not be using BSP money for these schemes unless in partnership with TfL or the sub regional co-ordinator. However, such campaigns should be made available via TfL to all boroughs, including use of parking tickets, bus backs and bus stop campaigns.

National Network

15.9 Boroughs are advised to join the TravelWise, in order to make use of national best practice. The annual fee is chargeable to the budget head.

Monitoring and Evaluation

15.10 The following need to be monitored at all TfL funded events and reported back to the programme manager as part of outcome monitoring.

- Number and names of organisations involved in event
- A copy of all materials specifically created for the event in relation to transport modes
- Attitude surveys of borough residents where possible
- Local press coverage – all media. Copies of any press cuttings and electronic coverage required + reference to radio and / or TV coverage

Travel Plans

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

Objectives

- Increase the awareness of Travel plans – regionally, sub regionally and locally.
- Increase the number of organisations that have written and implemented travel plans across London
- Increase the number of developments where a travel plan is secured through the planning process.
- Develop partnerships to enhance delivery of objectives
- Establish monitoring and evaluation guidelines for travel plans
- Deliver modal shift and a reduction in congestion across London.

Travel Plan Sites

Workplace

15.12 TfL will consider bids to assist local authorities in promoting travel plans to workplaces. This includes the promotion of travel plans at Local Authorities and the creation of travel plan networks and forums. This can include developing surveys and analysis of surveys at specific sites, promotional materials and events

15.13 However, there is no funding for further staff resources and there is no funding for infrastructure at sites including Local Authority buildings. Cycling and Walking facilities are subject to bids under the relevant BSP headings. Businesses are expected to fund the action plans themselves, as they will be the beneficiaries.
TfL will provide guidance on Best Practice across a range of land uses and also on development control.

Schools

15.14 TfL will consider bids to promote and develop sustainable transport programmes in schools through the Safe Routes to School programme. Bids for initiatives for Higher Education Institutions should follow guidance for workplace travel plans.

Community / Residential

15.15 TfL will be working on the development of Individualised Marketing. Where funding has been secured through development for residential travel plans based on Individualised Marketing, TfL are willing to work with developers to develop and implement such a scheme.

Monitoring and Evaluation

A baseline case explaining the position of the borough should be included as part of the bid, to allow need and previous progress to be considered as part of the assessment.

- No. of organisations with written Travel Plans
- No. of organisations writing Travel Plans
- Modal Shift at organisations involved in Travel Plans annually.

- Attitude surveys of travel plan messages within and beyond organisations involved.
- No. of organisations regularly attending Travel Plan initiatives forums.

New Initiatives

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

Objectives

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

Current Initiatives

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

- **Individualised Marketing**
- **Car Share** (TfL has allocated funding for Car Share across London through sub regional partnerships. No further funding is envisaged for this scheme in 2005/06.
- **Car Clubs**

Monitoring and Evaluation

15.18 A comprehensive monitoring system for each scheme will need to be devised and submitted as part of the bid.

Funding

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

15.20 These events provide an opportunity to create and improve partnership working with a number of local bodies such as the NHS, other council departments, local volunteer groups, local businesses and education. It is therefore envisaged that for each of these events, a package of match funding

be shown. This can be financial or 'in kind' supports such as prizes, volunteer time or venue provision.

Presentation of bids

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

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

15.23 Indication of scheme elements and cost per element need to be included as part of the bid. This could be a breakdown of a previous year which could be repeated.

Assessment of Bids

15.24 Bids will be assessed on:

- How they meet the local and regional objectives
- Support by the council and / or partnerships
- Effective monitoring
- Capacity to carry out works
- Added value to current projects
- Links to other schemes
- Clarity and quality of bid
- Previous support for Behavioural Change work

16 FREIGHT (FS)

Introduction

16.1 Most activities across London require the collection and delivery of goods. Industries such as manufacturing, construction and retailing are especially dependent on the physical movement of goods. Balancing the needs of customers and operators is critical to a successful approach to the issue of freight. The Transport Strategy seeks to:

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

16.2 The London Sustainable Distribution Partnership (LSDP) is the mechanism by which the various interests can be addressed. The LSDP involves TfL, GLA, LDA, business, boroughs and environmental interests.

Objectives

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

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

Scheme development

16.5 For now, the BSP process is likely to support freight proposals for

- Town Centre and High Street locations.
- Sub-regional consideration and collaboration.
- Strategic locations where freight issues are to the fore.

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

- Freight Quality Partnerships – TfL would welcome proposals for FQP particularly from sub-regional partnerships. Funding is likely to be made

available for establishing and running the partnership. Bids for actions arising from FQPs would be considered on their merits under the appropriate topic area. – Mayoral Proposal 4K.2

- Review of parking and loading controls on TLRN and Borough roads - Mayoral proposal 4G.15 - Particular emphasis to be given to kerbside issues affecting deliveries and servicing in town centres, local centres and interchange locations.
- Night time delivery trials – proposals are welcomed for trials at locations where night time deliveries could be undertaken. Particular emphasis to be given to town centres, local centres and interchange locations.
- Local rail freight hubs and Local road freight consolidation – TfL welcomes proposals for studies to identify suitable land for freight hubs and local consolidation centres at locations that promote sustainable freight delivery.
- Removal of through goods traffic from residential roads. Particular emphasis to be given to residential areas near schools and residential areas in deprived wards. Studies leading to the identification of measures would be supported. Bids for specific measures would be considered on their merits under the appropriate topic area.

16.7 The development of freight initiatives should not be considered in isolation. Several of the above initiatives may be better considered and funded via other BSP topics, particularly the area-based approach (Town Centres, Station Access, Streets-for-People).

Submission Format

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

Criteria for Appraisal

- Clear statement of aims, expected benefits and mechanism for monitoring success.
- Partnership working and involvement of businesses.
- Reduction in the adverse environmental impact of servicing.
- More efficient and reliable freight distribution and servicing.
- Traders perception / satisfaction with servicing facilities.

17 REGENERATION AREA SCHEMES (RP)

Introduction

- 17.1 Transport can play an important part in addressing the needs of regeneration areas. Some regeneration proposals may be linked to major transport infrastructure improvements, and in such cases it is not expected that the BSP process will fund such initiatives. As explained earlier in paragraph 1.8(p6), boroughs may wish, however, to highlight the role of major transport proposals within the 'Aspirations' section of their BSP submission. It is also possible that regeneration proposals may revolve around town centres or other areas that may fit with particular BSP transport themes.
- 17.2 The limited Borough Spending Plan funds that are currently available for regeneration will be directed to help the achievement of sustainable development. The London Plan sets out the approach to significant development and regeneration within areas that are defined as Opportunity areas, areas for Intensification and areas for Regeneration. Although these will be the primary focus of available funds, consideration will be given to smaller schemes in other parts of London where there are clear job creation opportunities.

Objectives

- 17.3 The aim of this programme area is to support proposals that will assist achievement of sustainable development and open up opportunities for job creation.

Scheme development

- 17.4 It will be particularly important for scheme proposals to draw upon the London Plan and the work of the London Development Agency (LDA). There may be linkages with work being undertaken via other funding streams. Where opportunities arise to develop transport initiatives alongside regeneration proposals, TfL would consider funding suitable proposals via this programme. Innovative proposals, under this BSP transport theme, would be particularly welcome. The London Plan has identified areas of regeneration (opportunity areas and areas for intensification) and proposals located within these areas will be particularly welcome.
- 17.5 The ward's scoring on the London Index of Deprivation should be included for the area within which the scheme is located.

Submission Format

- 17.6 Boroughs and Partnerships are invited to submit scheme proposals that meet the criteria for appraisal set out at the end of this section. A SIMPLA form should be completed for each scheme proposal, unless submissions are very similar in content. Scheme submissions should be supported by the following information;

Criteria for Appraisal

- Clear statement of aims.
- Demonstration of partnership working.
- Close linkages with wider regeneration proposals
- Innovation
- Identified regeneration area within the London Plan
- Clearly identified objectives, benefits
- Appropriate monitoring mechanisms

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

Introduction

- 18.1 The Mayor has issued, or is issuing, five strategies (detailed in section 1.3) which are particularly focussed on health, sustainability and social inclusion. Each of these strategies calls upon TfL and London Boroughs to consider relevant aspects of transport management and to develop new approaches, which will support a healthier environment and London's commitments as a part of the European and world community.
- 18.2 There is, at present, only a limited amount of funding available for environmental initiatives in transport via the BSP process. **It is expected that the concerns of the Environmental Strategies will be considered in all Transport schemes.** Priority will be given to bids that show such consideration.
- 18.3 Individual transport-related schemes that address specific environmental issues are also invited. These are expected to be part of an overall programme. Linkages between the proposal and the programme should be shown.

Objectives

- 18.4 To help achieve the environmental objectives as set out within the Mayor's Transport Strategy and Environment Strategies and further advancement through innovative schemes.
- 18.5 To improve local people's perception of/satisfaction with environmental conditions.

Scheme development

- 18.6 Air quality initiatives will derive from the requirements of Air Quality Action Plans, Section 5B of the Mayor's Air Quality Strategy and relevant policies in UDP's. Measures required to introduce Low Emission Zones will be dependent on the outcome of the London wide feasibility study being progressed by the GLA and ALG. At this point, proposals from individual boroughs which support only LEZ development will not be considered. Noise reduction initiatives will derive mainly from Chapter 4A (see also para 4E.24) of the London Ambient Noise Strategy, and from requirements of European Directive 2002/49/EC.
- 18.7 Initiatives must be founded in local implementation plans and the Mayor's Strategies.
- 18.8 Special priority will be given to innovative or pilot schemes which may develop cost-effective approaches for wider implementation.
- 18.9 Schemes that provide benefits in a number of BSP areas may be able to attract funding from multiple funding areas. These are likely to include

initiatives related to Clear Zones, travel awareness, safer routes to school, freight, traffic management, modal shift from private vehicles, walking and cycling.

- 18.10 Schemes are expected to be part of an integrated approach. A submission under this chapter (ENV) may be an environmental add-on to another scheme (eg noise barriers onto a section of road or junction re-development) or a specific scheme designed to pilot new concepts or technologies.
- 18.11 Where application may be made to other funding sources (e.g. under Liveability agenda, Waste Minimisation and Recycling Fund), TfL will expect these to be used in preference to BSP funding. Exceptionally, should a small 'supplementary' amount be needed to lever significant funding from elsewhere for a scheme meeting objectives referred to in this guidance, it will be considered.
- 18.12 Partnership working will normally be important in implementing environmental initiatives. A co-ordinated approach involving the boroughs, TfL and the Highways Agency will typically be necessary, especially for air quality and noise, to maximise potential.

Submission Format

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

Criteria for Appraisal

- Existing air quality, noise or other environmental conditions in an area
- Responsiveness to mayoral objectives as expressed in the Strategies
- Clear statement of scheme objectives, expected benefits, monitoring mechanisms and measures of success
- Partnership working and community engagement.
- Innovative or pilot schemes
- Strategic approaches
- Possibility of other funding sources
- Linkages across programme areas

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

Air Quality – Alaric Lester (ph. 0207 983 4292)
Noise – Max Dixon (ph. 0207 983 4303)
Biodiversity – John Archer (ph: 0207 983 4314)
Energy – Joanna Dawes (ph: 0207 983 4307)
Waste – Katherine Higgins. (ph: 0207 983 4308)

19 CONTROLLED PARKING ZONES) (PC).

Summary

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

Background

- 19.2 In support of the MTS on the effective management of parking, TfL has provided funding for CPZ schemes against bids from Boroughs over the past 4 years.
- 19.3 Despite the significant increase in the BSP bids for funds, there are a growing number of Boroughs moving into a position of producing surpluses on their parking accounts, with the ability to provide internal mainstream funding.
- 19.4 Consideration of the Boroughs' parking account will be a significant factor in determining the allocation of funds. In general, Guidance will seek to assist Boroughs to submit bids which are more likely to succeed.

Scheme Development

- 19.5 TfL accepts that boroughs need to undertake thorough local consultation as a key element in the progress of a scheme.
- 19.6 Implementation funding will be dependent on successful local consultation and outcomes. Monitoring of the operation of schemes will need to be funded locally. Boroughs should not assume that funding provided for preliminary plans, design or consultation will necessarily continue for implementation.
- 19.7 In creating a CPZ, boroughs should allow for the future provision of car club parking, where feasible.

Criteria

- 19.8 Project locations will be considered in the priority order:
1. Outer London Town Centres
 2. Around stations where parking pressures and conflicts can be shown to be acute
 3. Inner London
- 19.9 Project types will be considered in the priority order:
1. New schemes
 2. Extended schemes
 3. Provision of motor cycle parking bays

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

19.11 Boroughs are also asked to show the relationship to:

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

19.12 Community involvement will be a central factor in the progress and funding of the scheme. Boroughs will need to show that comprehensive consultation has been successfully undertaken. Funding for schemes will be allocated in stages. Implementation of schemes will not be funded unless detailed designs have been agreed locally and approved by the authority. Boroughs must give a clear position statement on consultation.

19.13 Boroughs are to submit a single SIMPLA form for each proposed CPZ scheme. A time frame of key dates and decisions for the scheme must be provided. It should confirm that staged funding will be expended in the allocation year, subject to the criteria for successful consultations. Realistic estimates of time and expenditure are expected for each stage of the process, including all statutory processes.

19.14 The intention will be to indicate total funding for highly rated schemes. However funding for preliminary plans or consultation will not guarantee subsequent funding.

19.15 Bids are also expected to identify expected benefits and how the delivery of these benefits is to be monitored.

20 ACCESSIBILITY (AS)

Introduction

- 20.1 Improving the street environment across London is important if we are to have the safe and pleasant streets that everybody wants. Transport for London is currently developing Streetscape guidance for the TLRN that will provide detailed advice on the street environment. Boroughs should ensure that proposals they develop take note of the main aims and objectives of streetscape guidance that is published by TfL. It should be noted that there is presently only a limited amount of funding available for accessibility initiatives via the BSP process.
- 20.2 Boroughs will wish to develop an inclusive environment by removing unnecessary barriers and improving conditions for young people, older people, children, people with disabilities and reflecting the ethnic diversity of the community. Whilst the needs of these members of society can vary substantially, a coherent and strategic approach to improving the look and feel of London's streets can benefit all.

Objectives

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

Scheme development

- 20.4 Schemes should identify the need for improvements to the street environment in the particular location(s) for which funding is sought. Particularly important will be a quantification of the number of people likely to benefit from the scheme. Scheme development should involve stakeholders, especially the local community, who are likely to be the end-users and may provide valuable insight into the improvements that are needed.
- 20.5 Maintenance and management of the street is as important as scheme design and boroughs should be able to demonstrate that they will be able to maintain any investment in improving the accessibility of the street environment. Amongst the obstructions and obstacles that commonly make it difficult for people to move easily and safely are:
- lack of dropped kerbs
 - inadequate footway width
 - insufficient safe crossing points
 - uneven footways
 - poor level of street cleanliness
 - street furniture clutter
 - badly lit pedestrian routes
 - lack of good signing

- 20.6 At this stage there is likely to be only a limited budget available to support borough schemes within the Accessibility theme. However, the need to ensure that there is a good quality street environment that is accessible for all should be reflected across the range of BSP transport themes.
- 20.7 Submissions for 2005/06 Accessibility schemes are likely to be relatively small-scale proposals that cannot be funded via other more comprehensive programmes such as area-based schemes, but meet the criteria set out below.

Submission Format

- 20.8 Scheme submissions are invited via the SIMPLA format that provides basic submission requirements. Accessibility bids are expected to provide information that demonstrates how the criteria set out below are met.

Criteria for Appraisal

- Main priority will be given to main pedestrian routes.
- Access to key destinations.
- Consultation / Involvement of the local community and organisations representing disabled people.
- Monitoring the effectiveness of schemes in meeting identified objectives.
- Priority will be given to schemes benefiting larger numbers of people, and innovative or pilot schemes which may produce knowledge and/or practices that can be disseminated more widely

APPENDICES

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

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

APPENDIX A

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

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

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

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

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

Conditions

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