



Sustainable Travel Transition Year Revenue Competition 16/17 - Application Form

Guidance on the Application Process is available

<https://www.gov.uk/government/publications/sustainable-travel-transition-year-revenue-competition-2016-to-2017>

Bids should be no more than 20 pages long (excluding any supporting documents listed as exempt in the Guidance document).

Applicant Information

Local transport authority name(s):

Torbay Council

If the bid is a joint proposal, please enter the names of all participating local transport authorities and specify the lead authority

Bid Manager Name and position:

Andrew Gunther, Senior Spatial Planning and Public Health Officer

Name and position of the official with day to day responsibility for delivering the proposed package of measures

Contact telephone number: 01803 208815

Email address: andrew.gunther@torbay.gov.uk

Postal address: Future Planning & Transport,
Spatial Planning,
Electric House (2nd Floor),
Castle Circus,
Torquay
TQ1 3DR

Website address for published bid: www.torbay.gov.uk/stty

When authorities submit a bid for funding to the Department, as part of the Government's commitment to greater openness in the public sector under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, they must also publish a version excluding any commercially sensitive information on their own website within two working days of submitting the final bid to the Department. The Department reserves the right to deem the business case as non-compliant if this is not adhered to.

SECTION A - Project description and funding profile

A1. Project name: Smart Travel Torbay – *creating a radical step-change in walking and cycling to support local prosperity and health*

A2. Headline description:

Building upon and capitalising on the successful local legacy left by the Local Sustainable Transport Fund (LSTF), Torbay Council has developed, with partners, an ambitious package of measures for the Sustainable Travel Transition Year Revenue Competition which enable a radical step-change in walking and cycling rates to truly make a positive and lasting impact on economic deprivation and health & wellbeing.

The strategic objective of the programme is to support economic prosperity, reduce carbon emissions, enable people to gain access to work and skills, reduce health inequalities, increase physical activity rates and improve health & wellbeing.

A3. Total package cost (£m): £444,500

A4. Total DfT revenue funding contribution sought (£m): £393,500

Bids need to express a minimum interest of £350,000 and a maximum of £500,000 for an individual LA. Combined LAs may submit a joint bid with a cap of £2.5 million.

A5. Local contribution (£m): £51,000

The local contribution will be funded through Torbay Council existing local authority revenue budgets and also partner funding. The breakdown is as follows:

Public health funds (local authority) - £40,000

Sports development funds (local authority) - £5,000

Active Devon funds (external) - £6,000 (see letter of support)

A minimum of 10% match funding must be given for revenue-only bids, and 30% match funding for bids that required both capital and revenue funding. Please provide details of the source of any local contribution to the overall cost of the proposed package. Where the contribution is from external sources, you should provide a letter confirming their commitment to contribute to the cost of a specific package element(s).

A6. Equality Analysis

Has any Equality Analysis been undertaken in line with the Equality Duty?

Yes No

A7. Partnership bodies:

Active Devon – Country Sport Partnership for Devon, Plymouth and Torbay with a remit and mission to increase physical activity rates

Devon County Council – local authority neighbour, whom we have a joint Local Transport Plan with and collaborate closely with

Torbay Development Agency (TDA) – local economic development company which delivers the Council's Economic Strategy and maintains strategic partnerships and working relationships with local businesses and their networks to deliver economic growth in Torbay.

Living Streets and Modeshift – Working to support sustainable travel and make streets safe, attractive, enjoyable spaces to be

Torbay Velopark – local facility providing the only outdoor closed road circuit in Devon and Cornwall and enables the delivery of various bid elements related to

Love to Ride – private sector

Brief details of the partnership bodies (if any) you plan to work with in the design and delivery of the proposed package of measures. This should include a very brief description of the role and responsibilities of the partnership bodies such as Civil Society Organisations, Private Sector bodies and Transport Operators.

SECTION B – The Business Case

You may find the following DfT tools helpful in preparing your business case:

- [Transport Business Case](#)
- [Behavioural Insights Toolkit](#)
- [Logic Mapping Hints and Tips](#)

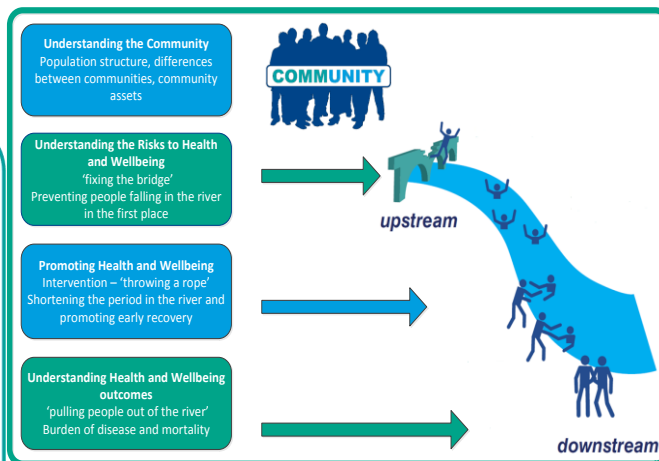
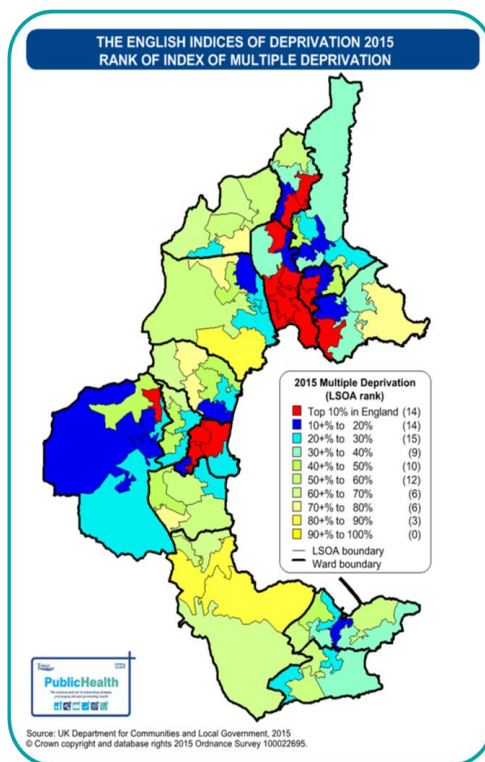
B1. The Strategic Case

This section should set out the rationale for making the investment and evidence on the strategic fit of the proposal including a clear explanation of how it will meet the objectives of the fund. Be mindful of the criteria listed on pages 12-13 of the Guidance Document.

At the heart of Torbay Council's Corporate Plan lie two objectives – increasing prosperity and health in Torbay. These two objectives drive everything that the Council does in terms of making policy and influencing or delivering change in Torbay. They are objectives shared by the local community. The new Torbay Local Plan (adopted Dec 2015) is very much about supporting growth and increasing prosperity in Torbay over the next 15 years. Growth is a key mechanism for improving community prosperity, local wealth and addressing economic deprivation. Transport infrastructure is a key component of the new Local Plan and the current Devon and Torbay Local Transport Plan, which is a joint strategy produced with our neighbouring local authority.

The local drivers for focusing on increasing prosperity, good health and reducing health inequalities are stark:

- Torbay's GVA is the lowest in the South West and 4th lowest in England
- Levels of deprivation have increased, with 42,000 residents (32%) living in the top 20% most deprived areas in England (according to 2015 IMD figures)
- The proportion of residents who cycle at least once per month is 8.1%, which is very significantly lower than the national and regional average. Walking rates are also lower than average. (Active People's Survey). This is despite only 73% of Torbay residents have access to a car, which is much lower than the regional average.
- Levels of adult and childhood obesity are significantly higher than the national and regional averages (National Childhood Measurement Programme)
- The local cost of inequality in illness, including lost taxes, welfare payment, NHS healthcare costs = \$75 to 80 million per year
- A gap in life expectancy of seven years between those people living in more deprived wards and those living in the least deprived wards



Torbay has seen big, recent investment in capital transport schemes. This has included investment in the Western Corridor and the long awaited opening of the new South Devon Highway which means that Torbay is now connected for the first time to the rest of the region by a major road. There are plans in progress for a new rail halt at Edginswell – a planning application has been submitted, whilst projects to support travel by Ferry, significant cycleway construction, smart mobile ticketing and real time information have all been major investments. The capital investments to secure increased mobility and improvements to transport journeys are being made.

Investment must continue to support how local infrastructure is used, particularly to support capital improvements. Evidence on the importance of revenue funding support to enhance the success of capital projects has been documented - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/416797/finding-the-balance-sustainable-travel.pdf The Travel Torbay project provides a range of measures which support each other to help deliver a step-change in walking and cycling, delivering and building upon the successes of previous LSTF funded work:

Element 1 – Mass community Participation

A mass community participation walking and cycling programme which will activate and inspire communities by turning Torbay into a 'living, playable game' for walking and cycling.

This element will include the use of electronic devices placed on walking routes across Torbay which can be used to record people's journeys as people walk, cycle, scoot around the area. As they do so, they will earn points for themselves and their team. Elements 2-6 will support Element 1. Community incentives will also be provided.

Market testing has been carried out, and although a procurement exercise will be undertaken, the bid has been informed by contact with Intelligent Health and their 'Beat the Street' programme.

Element 2 – Travel Planning with Schools

Using existing capacity provided through the legacy of the LSTF programme, Torbay Council will build upon and expand on its successful first year of providing travel planning support to schools. In 2015/16 from a base of 0, 25 primary schools actively participated with the Council to embark on producing school travel plans and design sustainable travel initiatives. This element will allow this offer to be continued and also expanded to secondary schools.

The Council has strong existing relationships with Modeshift and Living Streets which will continue to provide technical support to our programme.

The involvement of Active Devon will provide additional capacity and support on the ground to help deliver change and ensure the programme is far-reaching.

Small grants will be provided for schools to carry out sustainable transport measures, which will require match funding on their part.

Element 3 – Travel Planning with workplaces

Using existing capacity provided through the legacy of the LSTF programme, Torbay Council will build upon and expand on its successful first year of providing travel planning support to workplaces. 15 workplaces were successfully engaged in 2015/16 and there is demand in Torbay for more support. This element will be supported by Active Devon (including their 'workplace challenge' project) and will link in with a wider Healthy Workplaces offer which the Council is developing in Torbay (complementary). Small grants will be provided for workplaces to carry out sustainable transport measures, which will require match funding on their part.

Element 4 – Adult cycle training and cycle maintenance workshops

We will deliver free adult cycle training and cycle maintenance workshops to adults in Torbay. Promotion of this offer will be targeted at areas where there are particularly low rates of cycling, working with workplaces to identify 'want-to-be' commuters and those living in areas of deprivation.

Element 5 – supporting people into work

We will work with the Dame Kelly Holmes Trust 'Get Active' programme to extend their current Torbay programme so that young people not in education, employment or further training (NEET) will be able to improve their cycle skills by receiving cycle training and a refurbished bicycle courtesy of an arrangement the Council has with Channings Wood prison's refurbished bikes scheme.

Element 6 - cycle route branding

We will work through links with schools and workplaces (elements 2 and 3) and the wider community to run a competition to brand the key cycle routes in Torbay. This will increase awareness of these routes locally and will be supported by the production of supporting publicity materials and promotion.

B2. The Economic Case – Value for Money

Elements 1-6 – expected benefits:

- Increased walking and cycling rates. Element 1 has been market tested with a potential provider (Intelligent Health). The return on investment of the programme, based on numerous examples to date and robust peer reviewed evaluation using the NICE Return on investment Tool is as follows:
- **For every £1 spent** **ROI over 2 years** **ROI over 5 years**
- Productivity £14.92 £35.37
- Transport £6.06 £14.38
- Healthcare £24.18 £24.41

We would expect between 20% (conservatively) of the Torbay population to engage in Element 1. This is based on examples elsewhere and indeed we believe this figure could be as great as 30% given the self-contained nature of Torbay and the complementary elements of this bid (2-6) which will support element 1.

The expected impacts of the delivery of Elements 1-6 combined:

- Increased levels of physical activity
- Increased walking and cycling rates
- Increased level of NEET individuals moving into employment, education or training and being equipped to travel sustainably
- Reduced congestion
- Reduced carbon emissions
- Improved health and wellbeing
- Reduced social isolation
- Increasing workplace and workforce productivity
-

B3. The Financial Case – Project Costs

Table A: Funding profile (Nominal terms)

£000s	2016-17
DfT funding sought	394
Local Authority contribution	45
Third Party contribution including LGF	6
TOTAL	445

Notes:

- 1) Department for Transport funding must not go beyond 2016-17 financial year.
- 2) Bids must identify a local contribution (local authority and/or third party) towards the project costs. The local contribution should be at least 10% of the DfT revenue, or at least 30% match funding for bids that require both capital and revenue funding.

The funding allocation breakdown for our bid is as follows:

Table B – detailed project costs

	Amount (?)	Detail
	140000	Mass community participation scheme
	70000	Travel Planning posts (1xFT, 2xPT)
	40000	Active Devon human resources - development co-ordinator
	45000	Love to Ride human resources, materials, website and app
	10000	Grants for schools
	10000	Grants for businesses
	10000	Cycle route design and branding promotion
	10000	Adult cycle training
	10000	Bike maintenance workshops
	10000	Cycling route maintenance
	4000	Project management costs
	5000	Business award and incentives scheme
	10000	Publicity and promotion
	20000	Living Streets support for school travel
Total	394000	
Local contributions		
	6000	Active Devon

Brand routes - produce supporting materials																			
Promote cycling routes																			

B5. Management Case – Statutory Powers and Consents

a) Please list separately each power / consents etc obtained, details of date acquired, challenge period (if applicable) and date of expiry of powers and conditions attached to them. Any key dates should be referenced in your project plan.

N/A

b) Please list separately any outstanding statutory powers / consents etc, including the timetable for obtaining them.

N/A

B6. Management Case – Governance

The scheme will be managed by a Project Board consisting of:

- *Project Manager*
- *Head of Spatial Planning*
- *Principal Accountant*
- *Active Devon representative*
- *Head of Highways*
- *Executive Lead Cllr for Planning and Transport*
- *Executive Lead Cllr for Public Health*

The project board will monitor progress of the delivery of the project against the bid objectives and funding. They will provide direction and support to the project manager to ensure that the project is delivered in accordance with the project plan.

B7. Management Case - Risk Management

Risk No.	Risk Type	Description	Probability Score (1-4)	Probability Description	Impact Score (1-4)	Impact Description	Risk Score	Risk Rating	Controls required/cost
1	Legal / Procure	Mass community	1	Torbay has in-	3	Delay to start of	3	low	Preparation of tender

	ment	participation exercise is not procured in time to deliver launch shortly after May.		house expertise and a standard contract available.		scheme.			documents will be done quickly and prior to award or shortly after award. Tender process can be one stage.
2	Political	Change in composition of council.	1	There is cross party support. Bid is closely aligned with Corporate Plan.	2	Delay for mediation.	2	low	Ensure cross party support continues.
4	Financial	Unforeseen increase in project costs.	1	Bid is scalable.	4	Delay resolving finances.	4	low	Budget can be adjusted across package of measures.
5	Partnership issues	Multiple partners involved with delivery, even if in supporting capacity.	1	Established procurement board and project board.	3	Delay to scheme.	4	low	Ensure continuing good relationship with delivery partners.

B8. Management Case - Stakeholder Management

a) Can the scheme be considered as controversial in any way?

Yes No

If yes, please provide a brief summary (in no more than 100 words)

b) Have there been any external campaigns either supporting or opposing the scheme?

Yes No

If yes, please provide a brief summary (in no more than 100 words)

B9. The Commercial Case

Please provide evidence that you are able to mobilise and begin to deliver at the start of the funding period if successful.

The project can begin delivery immediately from May 2016 if the award is successful. Element 1 will need to undergo a short procurement exercise but this has been allowed for in the project plan and pre-preparation for the procurement is underway. Elements 2-6 can begin delivery from May. The Council has travel planning assets employed within the organisation who are ready to deliver straight away and because Elements 2 and 3 follow on from work carried out under the LSTF, we are well positioned to 'hit the ground running' using existing expertise, local knowledge and contacts. Elements 4,5 and 6 can be delivered very quickly as the resources and contracts are in place.

It is the promoting authority's responsibility to decide whether or not their scheme proposal is lawful; and the extent of any new legal powers that need to be sought. Scheme promoters should ensure that any project complies with the Public Contracts Regulations as well as European Union State Aid rules, and should be prepared to provide the Department with confirmation of this if required.

SECTION C – Monitoring, Evaluation and Benefits Realisation

C1. Monitoring and Evaluation

Evaluation is an essential part of scheme development and should be considered and built into the planning of a scheme from the earliest stages. Evaluating the outcomes and impacts of schemes is important to show if a scheme has been successful. See page 11 of the Guidance document for more information.

Evaluation processes have been accounted for in the resources for this bid. Element 1 includes a full evaluation to assess impact at the end of the scheme and elements 2-6 will also form a part of this evaluation. External expertise will be engaged to do this work (forming part of the contract to deliver element 1). Evaluation will be carried out effectively and is a key component of the bid given the heavy involvement and input of Public Health into designing this bid.

By submitting this bid, I agree to work with the Department to provide a reasonable level of monitoring to enable the measurement of outputs and evaluation of impacts.

Yes No

SECTION D - Declarations

D1. Senior Responsible Owner Declaration

As Senior Responsible Owner for Torbay Council I hereby submit this request for approval to DfT on behalf of Torbay Council and confirm that I have the necessary authority to do so.

I confirm that Torbay Council will have all the necessary statutory powers in place to ensure the planned timescales in the application can be realised.

Name: Pat Steward

Signed:

Position: Head of Spatial Planning



D2. Section 151 Officer Declaration

As Section 151 Officer for Torbay Council I declare that the scheme cost estimates quoted in this bid are accurate to the best of my knowledge and that Torbay Council

- has allocated sufficient budget to deliver this scheme on the basis of its proposed funding contribution;
- accepts responsibility for meeting any costs over and above the DfT contribution requested, including potential cost overruns and the underwriting of any funding contributions expected from third parties;
- accepts responsibility for meeting any ongoing revenue and capital requirements in relation to the scheme;
- accepts that no further increase in DfT funding will be considered beyond the maximum contribution requested and that no DfT funding will be provided after 2016/17;
- Confirms that the authority has the necessary governance / assurance arrangements in place and the authority can provide, if required, evidence of a stakeholder analysis and communications plan in place.

Name: Alison Eden

Signed:



**This is only required from the lead authority in joint bids*

Submission of Bids

The deadline for bids is:

29th March 6pm 2016

An electronic copy should be submitted to sat.programmes@dft.gsi.gov.uk

We prefer electronic copies. However, if you must send hard copies of papers, please provide 3 copies to:

Sustainable Travel Transition Year 16/17 Bids
Rabina Nawaz
Zone 2/14
Department for Transport
Great Minster House
33 Horseferry Road
London
SW1P 4DR