

Cycle City Ambition Grants



Department
for Transport

Guidance on the Application Process is published alongside this application form on the Department's website.

Please include all relevant information with your completed application form.

The level of information provided should be proportionate to the size and complexity of the package proposed. As a guide, for a small programme (ie a city with less than 250,000 population) we would suggest around 25-35 pages including annexes would be appropriate.

One application form should be completed per project.

Applicant Information

Local authority name(s)*: Bristol City Council (Lead), Bath and North East Somerset Council, South Gloucestershire Council

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

Bid Manager Name and position: Duncan Laird – Group Manager Transportation, Bristol City Council

Name and position of officer with day to day responsibility for delivering the proposed scheme.

Contact telephone number: 0117 9224857 **Email address:** duncan.laird@bristol.gov.uk

Postal address: Bristol City Council
3rd Floor
City Transport
Brunel House
St Georges Road
Bristol, BS1 5UY

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.

Please specify the weblink where this bid will be published: www.travelwest.info/projects

SECTION A - Project description and funding profile

A1. Project name: West of England Cycle Transformation

A2. Headline description:

Please enter a brief description of the proposed scheme (in no more than 100 words)

Building on the Cycling City and the WEST LSTF projects and as part of a ten-year transformational strategy (**Appendix E**), this scheme will further enhance cycling within the West of England by providing complementary strategic cycle routes connecting key destinations and the implementation of associated traffic management measures to make cycling more attractive within central urban areas. The scheme will address existing physical (motorway, main roads, rivers), socio-economic (age, gender, deprivation) and perception (safety, distance) barriers to cycling. The scheme will provide economic benefits through improved access to Enterprise Zones and Areas, and health benefits through increased cycling levels.

A3. Geographical area:

Please provide a short description of area covered by the bid (in no more than 100 words)

Within the West of England we believe we add value by working in partnership. Taking a lead from the geography defined by City Deals we are submitting a joint bid. This includes packages of complementary cycle infrastructure link improvements in Bristol City Centre, the North Fringe and Bath City Centre. Please refer to the maps in (**Appendix E**) that show the locations of the individual bid packages and geographical scope of the bid.

A4. Total DfT funding contribution sought (£m): £7.766 million

A5. Equality Analysis

Has any Equality Analysis been undertaken in line with the Equality Duty? ☒ Yes ☐ No
(**Appendix A**)

A6. Partnership bodies

Please provide details of the partnership bodies (if any) you plan to work within the design and delivery of the proposed scheme. This should include a short description of the role and responsibilities of the partnership bodies (which may include Development Corporations, National Parks Authorities, private sector bodies and transport operators) with confirmatory evidence of their willingness to participate in delivering the bid proposals.

Please refer to (**Appendix B**) to view letters from key bid partners below.

a) Health and Well Being Board: Will be actively engaged and provide a key challenge role ensuring that the scheme delivers against public health objectives.

b) North Somerset Council: Although not directly involved in the bid they are a key West of England partner as the scheme links directly to projects in their area.

- c) Local Enterprise Partnership:** Will be actively engaged and provide a key challenge role ensuring that the scheme delivers against economic objectives.
- d) Federation of Small Businesses:** A key stakeholder representative group who will be consulted with to ensure the interests of small businesses are represented through delivery.
- e) Chamber of Commerce:** A key stakeholder representative group who will be consulted with to ensure the interests of small businesses are represented through delivery.
- f) Bath Cycle Campaign:** A key user group local to the Seven Dials Cycle National package that will be engaged during scheme delivery.
- g) Bristol Cycle Forum:** A key user group local to the City Promenade and River Crossings package that will be engaged during scheme delivery.
- h) North Bristol SUSCOM (a consortium of business interests):** A key economic group local to the Cribbs Causeway to Emerson's Green Trunk Cycle Route package that will be engaged during scheme delivery.
- i) West of England Wide LSTF Project Team:** Joint working with the LSTF team throughout the entire project to ensure synergy in terms of efficiencies and delivery outcomes.
- j) Highways Agency:** Will be engaged where bid package delivery will impact on the motorway and/or trunk road network.
- k) Sustrans:** A key stakeholder that will offer specialist advice and support bid delivery.
- l) Local Neighbourhood Partnerships in Bedminster, Cabot, Clifton and Cotham:** Key local user groups that will be actively engaged during delivery of the City Promenade and River Crossings package to ensure "localism" is embedded.
- m) English Heritage:** A critical partner, particularly in relation to the City Promenade and River Crossings package, that will be engaged throughout to ensure heritage aspects are addressed.

A7. Local Enterprise Partnership / Local Transport Body Involvement

It would be beneficial (though not essential) if the relevant LEP or LTB (or shadow(s)) have considered the bid and, if necessary, prioritised it against other bids from the same area. If possible, please include a letter from the LEP / LTB confirming their support and, if more than one bid is being submitted from the area, the priority ranking in order of growth significance.

Have you appended a letter from the LEP / LTB to support this case? ☒ Yes ☐ No
(Appendix C)

SECTION B – The Business Case

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

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

B1. The Scheme - Summary

Please give a detailed description of the scheme being proposed, including the objectives:

Detailed Scheme Description

The overall scheme includes three complementary infrastructure packages that contribute towards delivery of the strategic West of England cycle network in addition to delivering local cycle benefits (**Appendix E**). Collectively we are seeking to increase cycling permeability through real and perceived barriers, including age, safety, gender, distance and even rivers.

The Cribbs Causeway to Emerson's Green Trunk Cycle Route and City Promenade and River Crossings packages are contained within the Bristol City urban footprint. The packages enhance key urban corridors linking commuters to employment areas (including Enterprise Zones and Areas) and learners to education centres. A key element to the package in central Bristol is the roll out of an ambitious Residential Parking Zone as a demand restraint measure to enhance the travelling environment for cyclists and walkers alike by reducing car trips in and to the city centre.

The Seven Dials National Cycle Scheme located in Bath City Centre creates cycle links via the railway station facilitating medium and longer trips by a combination of sustainable modes. Crucially, it links the Enterprise Areas of Bath and Bristol, facilitating those who want to cycle to the station and then travel on by train. A brief overview of the packages within the bid is outlined below:

a) Package - Cribbs Causeway to Emerson's Green Trunk Cycle Route

The Cribbs Causeway to Emerson's Green trunk cycle route will run west – east through the North Fringe of Bristol, linking significant new and existing developments including the Filton and Emerson's Green Enterprise Areas. It will provide a high quality route to Bristol Parkway rail station and a link to existing north/south cycle routes, connecting the North Fringe of Bristol with the city centre.

b) Package - Seven Dials National Cycle Scheme, Bath City Centre

The proposed Seven Dials scheme lies strategically at the heart of Bath's cycle network at the point where seven highways and six cycle routes converge.

c) Package - City Promenade and River Crossings, Bristol City Centre

High quality east to west riverside segregated pedestrian and cycle promenade alongside the river Avon, through Central Bristol from Bristol Temple Meads Station in the east, to the Harbour Entrance at Cumberland Basin in the west, supported by improvements to bridge crossings, linking to north to south cycle routes.

Outlined below are the scheme objectives which, when delivered, will ensure success:

- 1) Enhance active and sustainable transport links across the West of England
- 2) Support the local economy and facilitate economic development, including Enterprise Zones/Areas
- 3) Address recognised air quality and noise issues
- 4) Deliver cycle modal shift to inactive and hard to reach groups, improving health
- 5) Deliver better access to jobs for disadvantaged groups
- 6) Improve the public realm and support walking
- 7) Unlock capacity on road and public transport networks through large-scale shifts to more active commuting patterns

B2. The Strategic Case

Building On Success

The authorities within the West of England have worked closely together on numerous packages of transport investment, successfully unlocking significant investment to enhance sustainable transport and support growth and our local economy. Using recent government investment (including Cycling City and LSTF) matched with substantial local contribution, we are now seeing significant increases in cycling.

According to official census data between 2001 and 2011, the West of England saw an increase in actual numbers of commuters travelling to work by bike of 66.4% (16,099 to 26,796). In addition, according to recently released DfT statistics, the proportion of West of England residents in 2011/12 who cycle at least once a month stands at 19% - leading all first wave city deal areas.

It is essential that we are not complacent and we build on the transformational modal change underway in the West of England by continuing to invest in cycling improvements to infrastructure, which will work hand in hand with Smarter Choices measures, backed by strong partner, community and political support. By doing so, we will realise significant benefits to the economy, environment and health of individuals throughout the city region.

OBJECTIVE 1 - Enhance active and sustainable transport links across the West of England

Within the West of England, we believe we deliver great added value by working in partnership. Guided by the geography defined by City Deals, and our Joint Local Transport Plan 2011-26 (JLTP3), and track record of successfully implementing cross boundary projects, we are submitting a joint bid building on past success. Key successful cross boundary schemes and projects include the Greater Bristol Bus Network, Cycling City and the current WEST LSTF project.

This bid is complementary to, and dovetails particularly with, the LSTF WEST project in enhancing cycling measures on key commuter routes, including the A370/A4 corridor into central Bristol from the West, and the ring road corridor linking Emerson's Green and Filton Enterprise Areas in the North Fringe. These close links will provide added value to both projects.

A key component of the bid is the facilitation of sustainable journeys between Bath and Bristol. The bid will enhance and enable cycle journeys to both Bristol Temple Meads and Bath Spa railway stations, where people can transfer to train for onward and return, medium and long distance trips. Cycle parking provision and cycle hire facilities will be improved at both stations.

Whilst in Bath, the Bath Transportation Package is already underway, expanding existing park and ride sites and enabling some 300-commuter parking spaces to be removed from Royal Victoria Park on the edge of the city centre later this year. Removal of these car parking spaces will encourage shorter trips to be made by walking and cycling.

OBJECTIVE 2 - Support the local economy and facilitate economic development, including enterprise zones/areas

The economy of the West of England area is critical to the local and national economy, being the powerhouse of the southwest region, which is responsible for 26% of the south-west economy (Regional Accounts 2008) and has the highest GVA per capita of any large English City outside London (UK Competitiveness Index, 2010). Growth is forecast to continue as the West of England Local Enterprise Partnership has an ambition to create 95,000 new jobs by 2030.

This bid- and our wider transformation cycle strategy are a key part of our plans to deliver "green growth" and help address congestion, which is estimated to cost our economy £350 million a year (forecast to rise to £600 million by 2016, if nothing is done). The need to act on congestion was reinforced by the recent DfT Congestion & Reliability statistics (2012), which outlined that the West of England has the joint slowest peak period speeds on main routes of any major urban area in England (15.7mph).

Through previous successes, we know that change is possible, and it is critical to our economic growth to tackle congestion by increasing sustainable modes, such as cycling, and enhancing access by cycling and other sustainable modes to jobs and services across the area, particularly the key growth points of our Enterprise Zone and five designated Enterprise Areas.

The Temple Quay Enterprise Zone in central Bristol is forecast to provide 4,000 new jobs by 2016 (increasing to 17,500 by 2030). The City Promenade and River Crossings package will enhance access to the Enterprise Zone, promoting and encouraging sustainable travel for commuting to the new job opportunities in this area. The residents parking zone demand management measure will discourage unnecessary private car commuting into the central areas of Bristol, enhancing the environment for cyclists by rebalancing modal split.

Likewise, The Seven Dials Cycle National Scheme in Bath will provide a key link across the city centre towards the Bath 'City of Ideas' Enterprise Area, enhancing cycling and walking access, particularly from the key interchange of Bath Spa Station. The Bath Enterprise Area is forecast to provide 7,000 net jobs, some 65% of the District's job growth forecast.

-Continuing the theme, the Cribbs Causeway to Emerson's Green Trunk Cycle Route package provides enhancements in access across the North Fringe, linking the Enterprise Areas in Filton/A38 (50 ha of employment land providing an estimated 3,000 to 4,000 new jobs and 5,700 homes in a new neighbourhood) and Emerson's Green, and Bristol and Bath Science Park (60 ha of employment providing up to 4,000 new jobs and 3,000 new dwellings), as well as significant existing employment (around 40,000 employees) and educational sites (around 30,000 students), such as the University of the West of England.

OBJECTIVE 3 - Address recognised environmental impacts including air quality, CO2 and noise issues

One third of all CO2 emissions in the West of England are generated by road transport, therefore it is critical that we invest in new measures to promote sustainable transport and reduce transport's contribution to total carbon emissions across the area. In addition, there are

a number of Air Quality Management Areas (Bristol and Bath City Centres) and noise hotspots within the catchment impact area of bid packages.

The principal intended outcome of this bid is to increase the number of people cycling, preferably at the expense of sedentary modes of transport, such as the private car. Cycling is a zero emission, low noise mode of transport and therefore successful bid delivery will directly result in positive environmental impacts against adverse noise, air quality and CO2 issues.

There are Air Quality Management Areas in central Bristol and Bath, whose primary cause is road transport emissions. The Action Plans to address these focus on reducing car use and promoting cycling and sustainable transport, and the elements of this Cycle City Ambition bid have been developed to build on these Plans, and to assist in providing wider air quality benefits.

OBJECTIVE 4 - Deliver cycle modal shift to inactive and hard to reach groups, improving health

Research carried out through the Bristol Cycling City Project has highlighted that the main barriers to cycling are safety and a perception that cycle is an inaccessible mode of transport, particularly to the elderly and young women (Democratising Cycling Report - Bristol SDT Scrutiny Commission, January 2013). With this bid, we intend to break down these barriers.

To help provide a cultural change, where cycling is "normalised", the roll out of 20 mph speed limit areas (existing programmes in Bath and Bristol), and Resident Parking Zones in central Bristol and Bath, will provide safer and more friendly local environments, encouraging more cycling and walking. We can move away from an environment of fast moving traffic and heavily parked streets towards a culture where cycling and walking are genuine first choices for local trips and form part of longer sustainable journeys. It is intended that high quality routes to be provided through new developments will welcome new cyclists, including hard to reach groups.

High concentrations of older people are identified close to the scheme locations in south-west Bristol and parts of North Somerset adjacent to the city boundary, in Bath, and close to the South Gloucestershire schemes in Hambrook, Frenchay and Downend. The scheme areas are well related to the higher concentrations of black and minority ethnic population found in inner city Bristol, the M32 corridor into South Gloucestershire, and parts of central Bath. The improvement of cycling infrastructure within these areas will help extend the reach of cycling as a mode of transport to these sections of the population.

The World Health Organisation's Health Economic Assessment Tool (HEAT) has been used to derive forecast Benefit to Cost Ratios for the change in the level of cycling across the authorities based on the interventions in this bid. The assumptions used for the HEAT BCR have, as far as possible, been taken from the wider economic assessment for the bid. As noted in Annex 2 of the Guidance, the calculations are conservative, because only premature mortality is currently included in the HEAT. The HEAT has been populated with data for four scenarios: 10 years; 20 years; 30 years; and 60 years. Two calculations have been made for each of these bandings: a lower attribution of the change in cycle levels due to the interventions has been calculated at 80%, and an attribution of 100% (without scheme-case). Further details have been provided in the **(Appendix J)**

HEAT OUTPUT SUMMARY

Years Attribution: 80%		VfM Band	Attribution: 100%		VfM Band
10	2.64:1	High	3.3:1		High
20	5.98:1	Very High	7.48:1		Very High
30	8.35:1	Very High	10.44:1		Very High

OBJECTIVE 5 - Deliver better access to jobs for disadvantaged groups

Cycling is an affordable mode of travel for medium length trips. The packages within this bid will help disadvantaged groups; particularly help job seekers access employment areas, such as Enterprise Zones and Enterprise Areas in Bath and Central Bristol.

High concentrations of older people are identified close to the scheme locations in south-west Bristol and parts of North Somerset adjacent to the city boundary, in Bath, and close to the South Gloucestershire schemes in Hambrook, Frenchay and Downend. The scheme areas are well-related to the higher concentrations of black and minority ethnic population, found in inner city Bristol, the M32 corridor into South Gloucestershire and parts of central Bath

Income deprivation occurs in areas close to the scheme locations in South, Inner East and Outer North Bristol and parts of central Bath. Likewise high concentrations of Disability Living Allowance Claimants occur in areas close to the scheme locations in South and Inner East Bristol, and parts of central Bath. In the North Fringe, the route links the Patchway and Filton priority neighbourhoods with new employment areas.

The improvements as part of the City Promenade and River Crossings package will see accessibility improvements to key bridges and paths, assisting those with mobility issues. Likewise, public realm improvements as part of the Seven Dials Cycle National Scheme will improve the environment for those with mobility issues.

OBJECTIVE 6 - Improve the public realm and support walking

According to the latest census figures, travel to work by walking within the West of England has increased from 56,763 in 2001 to 75,446 in 2011, an increase of 33%. We recognise the close synergy between creating an environment with aspects that encourage both walking and cycling.

With regards to the City Promenade and River Crossings, there are a number of heritage assets within the scope. Working closely in partnership with English Heritage, we hope to achieve "heritage gain", adding value to and protecting the historic environment through delivery. Similarly, as part of the Seven Dials Cycle National Scheme package significant improvements to the public realm in central Bath will be made. Bath is one of the most walkable cities in the UK, with 16.3% of journeys to work made on foot (source: 2011 Census ONS). Bath has an ambitious programme to improve the public realm in the city, including Seven Dials, as part of its Public Realm and Movement Strategy.

A key area in promoting cycling is providing safe and direct routes for people to access jobs and local services by bike. This bid targets key barriers on specific cycle routes, such as crossing the M32 Motorway corridor in South Gloucestershire, and the river crossings from South Bristol into the Central Area. However, further issues can also be addressed in terms of accessibility and wider social benefits. Creating calmer, safer streets through existing programme of 20mph zones not only enhances the cycling environment, but also provides an enhanced local environment, where streets are not dominated by motorised traffic, encouraging more activity and social interaction within local communities.

OBJECTIVE 7 - Unlock capacity on road and public transport networks through large scale shifts to more active commuting patterns

The transport modelling work undertaken for this bid provides the followings forecasts associated with the scheme implementation (compared to a scenario without the scheme in 2031):

- Increase in Cycle Trips 2.9 million per annum
- Reduction on Car Trips 2.1 million per annum
- Reduction on Car km 7.4 million per annum

These forecasts indicate the significant benefits that this scheme would have upon the local transport network within the West of England in terms of traffic levels, reduced congestion and more active lifestyles.

67% of adults are at risk of ill health due to low levels of physical activity, and the primary and secondary health costs attributable to low physical activity in the West of England are more than £15 million per annum. For most people, the easiest and most acceptable forms of physical activity are those that can be incorporated into everyday life, such as cycling and walking instead of driving (UK Chief Medical Officers, 2011).

Through complementary measures enhancing cycling provision, managing demand through residents parking schemes, and enhancing the overall cycle and pedestrian environment with 20 mph schemes, this bid for Cycle City Ambition grant can make a real impact on health and physical activity in the West of England. Increased activity, through cycling and walking, has a direct link to health, each additional kilometre walked per day being associated with a 5% reduction in the likelihood of obesity (conversely each additional hour spent in a car is associated with a 6% increase).

B3. The Financial Case – Project Costs

Before preparing a scheme proposal for submission, bid promoters should ensure they understand the financial implications of developing the scheme (including any implications for future resource spend and ongoing maintenance and operating costs), and the need to secure and underwrite any necessary funding outside the Department's maximum contribution.

Please complete the following tables. **Figures should be entered in £000s** (i.e. £10,000 = 10).

Table A: Funding profile (Nominal terms)

£000s	2013-14	2014-15	2015-16	Total
DfT funding sought	1,586	6,180		7,766
Local Authority contribution	1,280	1,773	60	3,113
Third Party contribution	52	164	0	216
TOTAL	2,918	8,117	60	11,096

Notes:

1) Department for Transport funding must not go beyond 2014-15 financial year.

2) Bids that clearly identify a local contribution (local authority and/or third party) towards the project costs will be favoured. Ideally the local contribution should be at least 30% of the project costs.

B4. Package description

Please provide a detailed description of each of the package elements being bid for.

a) Cribbs Causeway to Emerson's Green Trunk Cycle Route

The Cribbs Causeway to Emerson's Green trunk cycle route will run west – east through the North Fringe of Bristol, connecting key employment sites (both existing and planned), higher education facilities, residential areas (existing and planned), and retail centres (**Appendix D**). The North Fringe has demonstrated strong growth in the last two decades and is one of the strongest performing economies in the UK, with demonstrable potential to drive growth in the wider region. Ensuring there is high quality cycling infrastructure to support current and future growth will be vital to its continued success. Our ambition builds on both Cycle City and LSTF infrastructure, and promotional activity. Scheme drawings are shown in (**Appendix H**)

The route also contributes to and complements the package of transport measures to support the development of major development sites identified in the adopted South Gloucestershire Local Plan and emerging South Gloucestershire Core Strategy (adoption of which is anticipated in summer 2013). It would link existing and significant new communities, employment areas, services and public transport hubs, namely:

- The Cribbs Patchway New Neighbourhood and Filton Enterprise Area, (5,700 new homes, approximately 50ha employment space, community facilities including a new secondary school, and expansion of retail floorspace at Cribbs Causeway)
- Stoke Gifford (existing residential area)
- Harry Stoke and East of Harry Stoke New Neighbourhood (mixed-use developments of 2,000 dwellings)
- East Fringe, including Emerald Park (30ha employment, nearly complete), Emerson's Green East (mixed-use 30ha employment, 3,000 dwellings with outline consent) and the Science Park [Spark] at Emerson's Green (25ha employment, construction commenced summer 2010)
- Schools and the University of the West of England (via feeder links)
- Bristol Parkway Rail and Bus Station and The Mall Bus Station [at Cribbs Causeway] (via feeder links)

The purpose of this major route is to create the crucial spine linking together many local routes and providing for numerous local journeys. More importantly, the delivery of this route will overcome barriers which have acted as a real deterrent to popular cycling, including the crossing of the A38 in Filton, the Bristol to Cardiff railway at Gypsy Patch Lane, the Bristol to London line at Bristol Parkway, and the M32.

The specific schemes forming this bid link directly to the existing A4174 Ring Road cycle path, and provide a crucial link to Bristol Parkway Railway Station. The M32 Junction 1 scheme addresses a major barrier to cyclists, using the existing Ring Road cycle path to access the University of the West of England (UWE), Filton Abbey Wood (the Ministry of Defence offices) and other employment locations in Filton. It will allow cyclists to negotiate the motorway junction safely. The Hambrook junction scheme will provide a north and southbound cycle path on Bristol Rd (north of the junction with the A4174 Ring Road) and signal improvements, enhancing access from Emerson's Green to Bristol Parkway Railway Station.

b) Seven Dials National Cycle Scheme, Bath City Centre

The proposed Seven Dials scheme lies strategically at the heart of Bath's cycle network, at the point where seven highways converge at the former Eastgate entrance to the Roman City (**Appendix D**).

NCN 4 runs through the site between Bristol-Bath Railway Path to the west, and Kennet and Avon Cycle Route to the east, with connections to Bath Spa railway station, Royal United Hospital and the Two Tunnels Greenway. Additional important local north-south connections will be provided to the river corridor and Royal Crescent. The Bristol-Bath Railway Path was one of the first off-road routes promoted by Sustrans; in 2012, Automatic Cycle Counters recorded 2-way annual average daily flows of 669 cycles on the route.

The council operates a cycle hire scheme at four locations around the city, including Bath Spa Station, and has an aspiration to provide a new cycle docking station adjacent to the site in Kingsmead Square.

The Seven Dials scheme meets a key council ambition in the Public Realm and Movement Strategy to prioritise walking, cycling and public transport in the city centre to support sustainable economic growth. This is done by investing in the public realm in the historic core of the World Heritage Site and the adjacent Enterprise Area along the river corridor promoted by the West of England Local Enterprise Partnership.

In addition to the contraflow cycle facility on Westgate Street and Cheap Street currently being implemented, the scheme will introduce contraflow cycling on all one-way routes converging on Seven Dials i.e. Monmouth Street, Trinity Street, Westgate Buildings, Saw Close and Avon Street. The new contra-flow cycle route via Westgate Buildings provides a direct route to Bath Spa station.

A high quality concept design using natural pennant stone has been developed, drawing on the heritage and hidden history of the site and drawing inspiration from the Seven Dials scheme in Covent Garden, London. The aim is to maintain existing vehicular access through the space and open up important east-west and north-south cycle routes, as well as increasing pedestrian activity in the adjacent Kingsmead Square, an important meeting place.

c) City Promenade and River Crossings, Bristol City Centre

The Bristol City package provides a high quality east to west riverside segregated pedestrian and cycle promenade alongside the river Avon through Central Bristol, from Bristol Temple Meads Station in the east to the Harbour Entrance at Cumberland Basin in the west, supported by improvements to bridge crossings linking to the promenade and north to south cycle routes (**Appendix D**). Further details about the vision for the Promenade schemes and design are set out in the design guide produced by John Grimshaw (Transport Advisor to the Bristol Mayor), shown in (**Appendix H**). Note these are draft designs are indicative/conceptual at this stage.

The promenade route will connect with a new and upgraded pathway, continuing along the riverside east out of the city towards Keynsham, which was planned as part of the Enterprise Zone development surrounding Temple Meads.

To the west, the promenade will connect across the Harbour Entrance to the existing riverside pathway along the Portway to Avonmouth, and across the river to the national and regional cycle pathways into North Somerset.

Scheme Components including other parts of the route, funded separately, are as follows:

- Chocolate Path and Cumberland Rd - Improvement to shared surface cycle/pedestrian heritage path and new pedestrian/cycle path
- Vauxhall Bridge - Ramped cycle access avoiding steps, north side
- Gaol Ferry Bridge - New cycle bridge alongside existing bridge and use existing bridge for pedestrians only
- Langton Street Bridge – New ramped access for cycles, north and south sides
- Junction Lock Bridges – New segregated pedestrian/cycle paths using renewed existing bridge
- St Luke's Road – New segregated cycle way under railway line, roadspace reallocated
- Commercial Rd to Cumberland Rd - New segregated pedestrian/cycle bridge
- Controlled parking will be extended in the central area of Bristol, and residents' parking schemes introduced in the areas surrounding the central area, crucially suppressing unnecessary car trips. The specific areas where residents' parking is to be delivered include Bedminster, Southville Totterdown and Windmill Hill, immediately to the south of the Promenade Route, and Ashton to the west

The scheme will deliver a key connection between the east and west sides of the city centre in Bristol. Providing an attractive, almost traffic free, separated and direct route along the River Avon for commuting and leisure journeys across the city, linking with all the main river crossings from south Bristol into the city centre and on to the north, east and north-west parts of the City. The promenade route will also help transform the route into an attractive public realm for pedestrians.

The east end of the promenade links to the main central Temple Meads Station and the Temple Quay Enterprise Zone, where 17,000 jobs are expected to be created. This is supported by over £20 million of spending to improve the infrastructure and access to the area, including the major road corridors, and creating new and improved pedestrian and cycle routes through the area and from the riverside. The Enterprise Zone is a key element of Bristol's strategy for economic growth and enhancing access to this area by all modes, particularly cycling and walking, is a critical part of delivering this highly ambitious project.

To the west, the promenade will connect across the Harbour Entrance to the existing riverside pathway along the Portway to Avonmouth, and across the river to the national and regional cycle pathways into North Somerset. In addition, it links to Festival Way to Nailsea and South Bristol, a largely off-road cycle route, and the on-and-off road cycle route to Portishead. This will provide for our ambition of a full network of cycle routes, catering for both shorter and longer journeys within Bristol, and across the wider West of England Area.

The scheme will link into the Rapid Transit schemes across the river. At Bedminster Bridges, the route from the North Fringe to Hengrove in South Bristol crosses the river and new segregated / shared use pedestrian and cycle pathways link to the riverside cycle and pedestrian promenade. The west end of the promenade will link to Ashton Avenue Bridge and the second BusRapid Transit route from Ashton Avenue to the Centre with new and improved pedestrian and cycle shared use / segregated pathways to South Bristol and North Somerset.

Overall, the bid aims to provide a significant boost to cycling through the integration of cycle infrastructure, environmental enhancements and promoting modal shift to cycling for commuter trips through demand management (residents' parking schemes. This complementary approach, delivering these three elements together, certainly makes the bid an ambitious step to significantly enhance cycling in Bristol.

B5. Package costs

A breakdown of the proposed package of measures with the **DfT funding** required. This should align with the funding profile in Section A.

Cribbs Causeway-Emerson's Green Trunk Cycle Route

£000s	2013-14	2014-15	2015-16	Total
DfT funding sought	330	1,348		1,678
Local Authority contribution	0	0	12	12
Third Party contribution	0	108	0	108
TOTAL	330	1,456	12	1,798

Seven Dials National Cycle Scheme

£000s	2013-14	2014-15	2015-16	Total
DfT funding sought	156	1,068		1,224
Local Authority contribution	50	0	8	58
Third Party contribution	0	0	0	0
TOTAL	206	1,068	8	1,282

Promenade and River Crossings

£000s	2013-14	2014-15	2015-16	Total
DfT funding sought	1,101	3,763		4,864
Local Authority contribution	1,230	1,773	40	3,043
Third Party contribution	52	56	0	108
TOTAL	2,383	5,593	40	8,015

B6. The Financial Case - Local Contribution / Third Party Funding

Please provide information on the following points (where applicable):

- a) The non-DfT contribution may include funding from organisations other than the scheme promoter. Please provide details of all non-DfT funding contributions to the scheme costs. This should include evidence to show how any third party contributions are being secured, the level of commitment and when they will become available.

Details	Scheme Package	Outturn Contribution (£,000s)	Secured/ level of commitment	Date available
S106 funding from 3 sites in the North Fringe	Cribbs Causeway-Emerson's Green Trunk Cycle Route	108	Secured	Held by UA
Direct contribution from Bath and North East Somerset	Seven Dials National Cycle Scheme	50	Committed	Held by UA
S106 Contributions Canon's Marsh, Anchor Road	Promenade and River Crossings	11	Secured	Held by UA
S106 Contributions Former Megabowl site, Brunel Way	Promenade and River Crossings	56	Secured	Held by UA
S106 Contributions 55 - 61 Victoria St, Redcliffe	Promenade and River Crossings	41	Secured	Held by UA

Direct contribution from Bristol City	Promenade and River Crossings	1,253	Committed	Held by UA
Controlled Parking Zone (Central Area)	Promenade and River Crossings	250	Committed	Held by UA
Residents' Parking Schemes	Promenade and River Crossings	1,500	Committed	Held by UA
LA funding of monitoring	All	60	Committed	Held by UA
Total		3,329		

- b) Where the contribution is from external sources, please provide a letter confirming the body's commitment to contribute to the cost of the scheme. The Department is unlikely to fund any scheme where significant financial contributions from other sources have not been secured or appear to be at risk.

Copies of agreements are available on request.

B7. The Economic Case – Value for Money

This section should set out the full range of impacts – both beneficial and adverse – of the scheme. The scope of information requested (and in the supporting annexes) will vary according to whether the application is for a small or large project.

- a) Please provide a short description of your assessment of the value for money of the scheme including your estimate of the BCR. This should include:
- Significant monetised and non-monetised costs and benefits;
 - A description of the key risks and uncertainties and the impact these have on the BCR;
 - Key assumptions including (but not limited to): appraisal period, forecast years, level of optimism bias applied; and
 - A description of the modelling approach used to forecast the impact of the scheme and the checks that have been undertaken to determine that it is fit-for-purpose.

Value for Money Assessment

The value for money assessment of the proposed cycling scheme has been prepared in accordance with the "City Deals – Guidance on Applications for Cycle City Ambition Grants" issued in February 2013, and ongoing feedback provided by the DfT. The assessment uses a combination of data and transport models, including evidence of similar schemes in the West of England area, to estimate demand, and a wide range of benefits covering time savings, health, ambience, decongestion and air quality. All assessments have been completed in accordance with WebTAG. The main modelling tool, G-BATS, has previously been passed as "fit for purpose" by DfT. The HEAT tool was used to assess physical fitness benefits.

Modelling Approach

The approach to assessing the cycle schemes in G-BATS is the same as that used in the WEST LSTF bid, where adjustments in the highway and public transport matrices were applied to represent a level of mode shift to cycling. Adjustments were applied to the catchment of the scheme, in terms of trip length and trip origin / destination pattern and to relevant demand segments that could transfer to cycle. The basic adjustment for cycle schemes in the LSTF is that every £10 per person gives a 4% increase in cycle, resulting in a 1% reduction in car trips. Outputs from the 2016 and 2031 forecasting year G-BATS models were used to estimate

benefits using TUBA. The impacts from G-BATS have been benchmarked to evidence from previous local schemes and the results from the Cycle Demonstration Towns. Results are considered to understate likely impacts in terms of new cycling demands and benefits.

Headline Impacts

The headline impacts of the scheme, and main elements are summarised below for forecast year

Scheme	Full Scheme	Cribbs Causeway to Emerson's Green Trunk Cycle Route	Seven Dials National Cycle Scheme	Promenade and River Crossings
Base Cycle Mode Share	6.4%	5.2%	3.4%	9.3%
Scheme Cycle Mode Share	6.7%	5.5%	3.6%	9.7%
Increase in Cycle Trips pa (million)	2.9	0.7	0.3	1.9
Reduction on Car Trips pa (million)	2.1	0.5	0.2	1.4
Reduction on Car km pa (million)	7.4	1.7	0.8	4.9
Cost of Scheme £m's	£10.73	£1.60	£1.15	£7.97

Scheme Costs

The total scheme cost is £11.096 million (outturn). The economic appraisal includes risk, optimism bias, market price adjustments, plus on-going annual costs for operating and maintaining the proposed schemes. Project evaluation costs at £60,000 are also included in the appraisal.

Headline Appraisal Results

The results of the economic appraisal are reported below for the full scheme and for each of the three main elements. Results apply to an appraisal length of 60 years, with optimism bias assumed at 44%. The main benefits for the scheme are comprised of decongestion (49%), health (44%) and other (7%).

All show "very high" value for money with BCR values greater than 4.0.

Sensitivity Test (2010 prices and values)	PVB	PVC	BCR	VFM band
Cycle Scheme	£399.0	£31.8	12.56	Very High
Cribbs Causeway to Emersons Green (Cycle Trunk Route)	£63.3	£4.7	13.54	Very High
Seven Dials National Cycle scheme	£55.3	£3.4	16.16	Very High
Promenade and River Crossings	£280.5	£23.7	11.84	Very High

A series of sensitivity tests have been completed in the central case. The results of the tests show the scheme remains "very high" value for money, even allowing for the key uncertainties in the modelling and appraisal processes.

Sensitivity Test (2010 prices and values)	PVB	PVC	BCR	VFM band
Cycle Scheme	£399.0	£31.8	12.56	Very High
ST1 - High Mode Share to Cycling at 25% greater than the central case	£502.6	£31.8	15.82	Very High

ST2 - Decay in Cycle Demand assuming a 2%pa, instead of 1% growth pa.	£291.3	£31.8	9.17	Very High
ST3 - Increased Capital Costs + 20%	£399.0	£34.9	11.44	Very High
ST4 - Include GVA and NHS Benefits	£455.6	£31.8	14.34	Very High
ST5 - Exclude HEAT Benefits	£223.4	£31.8	7.03	Very High
ST6 - 20 year Appraisal Length	£135.6	£23.7	5.73	Very High
ST7 – Lower Rate of Highway Decongestion	£350.5	£31.8	11.03	Very High

The appraisal of the scheme is reported in the Appraisal Summary Table. This reports the main positive benefits such as travel time, reliability, physical fitness and wider economic impacts. No adverse benefits are reported in the table.

b) Detailed evidence supporting your assessment – including a completed [Appraisal Summary Table](#) – should be attached as annexes to this bid.

Has an Appraisal Summary Table been appended? ☒ Yes ☐ No ☐ N/A
(See Table 5.5 in **Appendix I**)

For each element of your scheme as well as for the aggregated package, please attach:

- A completed Scheme Impacts Pro Forma which summarises the impact of proposals against a number of metrics relevant to the scheme objectives. The Pro Forma can be accessed from the Departments website and is published alongside this application form. It is important that bidders complete as much of this table as possible as this will be used by DfT – along with other centrally sourced data – to form an estimate of the BCR of the scheme.).
- A detailed description of the sources of data and forecasts used to complete the Scheme Impacts Pro Forma. This should include descriptions of the checks that have been undertaken to verify the accuracy of data or forecasts relied upon. This would most typically take the form of an Economic Appraisal Report. Please include references to this material against each metric in the Pro Forma.

Has a Scheme Impacts Pro Forma been appended? ☒ Yes ☐ No ☐ N/A
(See Tables 3.3 in **Appendix I**)

Has an Economic Appraisal Report been appended? ☒ Yes ☐ No ☐ N/A
(**Appendix I**)

**It is the responsibility of bidders to provide sufficient information for DfT to undertake a full review of the analysis.*

B7. The Commercial Case

Please refer to the guidance when completing this section:

The West of England authorities have considerable experience in developing and procuring transport capital schemes. It is envisaged that the scheme components will be procured using existing arrangements through each of the individual authorities. Where specialist goods and or services are required these will be procured through formal tender processes or via existing framework agreements. Bristol City Council currently has an active OJEU compliant framework with Halcrow/CH2M Hill consultants, which is used by the other West of England Authorities.

**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.*

B8. Management Case - Delivery

Deliverability is one of the essential criteria for this Fund and as such any bid should set out any necessary statutory procedures that are needed before it can be constructed.

- a) A detailed project plan (typically in Gantt chart form) with milestones should be included, covering the period from submission of the bid to scheme completion. The definition of the key milestones should be clear and explained. The critical path should be identifiable and any key dependencies (internal or external) should be explained. Resource requirements, task durations, contingency and float should be detailed and easily identifiable. Dependencies and interfaces should be clearly outlined and plans for management detailed.

Has a project plan been appended to your bid? ☒ Yes ☐ No

(Appendix K)

- b) If delivery of the project is dependent on land acquisition, please include a letter from the respective land owner(s) to demonstrate that arrangements are in place in order to secure the land to enable the authority to meet its construction milestones.

All land required for the schemes is within the UA's control/management, with the exception of a small strip of land to be adopted from the Highways Agency for the Cribbs Causeway to Emerson's Green Cycle Trunk Route.

Has a letter relating to land acquisition been appended? ☐ Yes ☐ No ☒ N/A

- c) Please provide summary details of your construction milestones (at least one but no more than 5 or 6) between start and completion of works:

Table C: Construction milestones

	Estimated Date
Start of works	January 2014
Promenade Route and River Crossings	February 2014
Cribbs Causeway -Emerson's Green Trunk Cycle Route	February 2014
Seven Dials National Cycle Scheme	August 2014
Controlled Parking Zone (Central Area)	August 2013
Bristol Residents' Parking Schemes	August 2013
Opening date	June 2015
Completion of works (if different)	Same as opening date

- d) Please list any major transport schemes costing over £5m in the last 5 years which the authority has delivered, including details of whether these were completed to time and budget (and if not, whether there were any mitigating circumstances)

The Greater Bristol Bus Network major scheme was delivered by the West of England authorities working with First Group. -The scheme comprised bus improvements on 10 showcase corridors. It was completed in March 2012 and cost £80 million, of which £42.3 million was contributed by DfT. From a grant funding perspective, the scheme was delivered on time and budget.

Through the Cycling City project, Bristol and South Gloucestershire councils delivered a £22 million scheme, with £11.4 million of DfT grant funding, on time and to budget. The scheme was completed in March 2011 and delivery included 103 miles of cycle paths and routes, either upgraded, improved or built from scratch as part of 35 different infrastructure projects.

The West of England authorities have recently completed the £12 million Key Commuter Routes project, supported through the Local Sustainable Transport Fund. Grant spend was within 95% on revenue and 90% on capital budgets, with the remaining funds being re-phased to take advantage of final flexibility to deliver quality benefits, value for money improvements or to gear in additional match funding. The ongoing £41 million LSTF West of England Sustainable Travel (WEST) project spend for 2012/13 was within 0.1% of grant profile.

B9. 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.

a) Package - Seven Dials National Cycle Scheme, Bath City Centre

Consent has already been granted to permit contra-flow cycling between Seven Dials and High Street along Westgate Street and Cheap Street.

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

a) Package - Cribbs Causeway to Emerson's Green Trunk Cycle Route

Approval for the M32 Junction 1 scheme is required from the Highways Agency. South Gloucestershire Council has had several meetings with the Agency to discuss the scheme and a letter of 'in principle' support is contained in **Appendix B**. South Gloucestershire Council needs to adopt a short section of the southbound on-slip from the Highways Agency. Preparation associated with the Highways Agency approval will commence in April 2013 and it is intended that the approval is secured by March 2014. In addition to approval from the Highways Agency, Traffic Regulation Orders are required for each scheme; these will be obtained between September 2013 and June 2014.

b) Package - Seven Dials National Cycle Scheme, Bath City Centre

BaNES Council will use its powers under 1980 Highways Act and 1984 Road Traffic Regulation Act to make Traffic Regulation Orders to create contra-flow cycle routes and remove traffic islands, which currently act as a barrier to cycling between Kingsmead Square, Westgate Street, Avon Street, Saw Close, Trinity Street and Monmouth Street. The orders will be obtained between September 2013 and December 2013.

c) Package - City Promenade and River Crossings, Bristol City Centre

Possible Traffic Regulation Orders following road / footway alterations along Commercial Road, Clarence Road, Wapping Road and Cumberland Road. Will follow the Traffic Orders Procedure

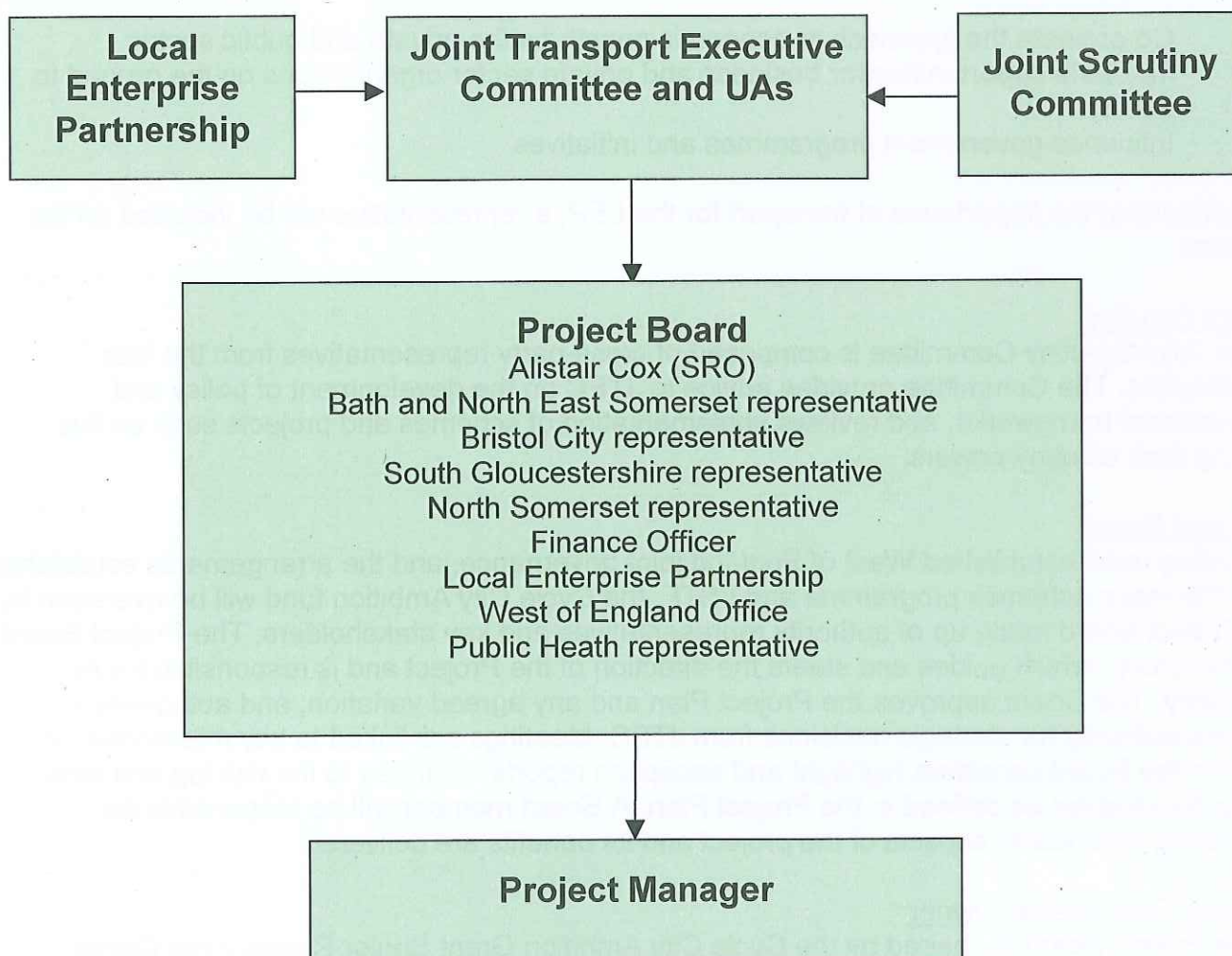
Regulations under the Road Traffic Act with Residents Parking Scheme controls. This is an existing process for creating statutory orders allowing them to create the on-street restrictions providing signing and lining and issue permits to residents in the areas. The orders will be obtained between October 2013 and September 2014.

B10. Management Case – Governance

Please name who is responsible for delivering the scheme, the roles (Project Manager, SRO etc.) and responsibilities of those involved, and how key decisions are/will be made. An organogram may be useful here. Details around the organisation of the project including Board accountabilities, contract management arrangements, tolerances, and decision-making authorities should be clearly documented and fully agreed.

Overarching responsibility for the good governance of Cycle Ambition Fund Project will lie with the West of England Joint Transport Executive Committee (JTEC). There will also be a formal role for the Local Enterprise Partnership and Joint Scrutiny Committee. A Programme Board, reporting to JTEC, will guide the delivery of the Project. The roles of these bodies are described below, and illustrated in the figure below:

Cycle City Ambition Project Governance



Joint Transport Executive Committee

Development and implementation of cross boundary schemes and projects in the West of England are overseen by well-established joint governance arrangements built around strong political leadership provided by a Joint Transport Executive Committee (JTEC). This Committee brings together the four-authority lead Members with responsibility for transport in a forum legally constituted via a Joint Working Agreement. The JTEC first met in April 2009 and its key roles are to:

- Recommend the Joint Local Transport Plan (JLTP), major schemes and cross boundary projects
- Oversee the implementation and funding of these schemes and projects
- Monitor the performance against the JLTP

Local Enterprise Partnership (LEP)

Since its formation in 2010, the West of England LEP has made considerable progress in identifying, agreeing and pursuing its key economic objectives. The aspirations of the LEP are particularly focused on delivering significant and sustainable economic growth over the next 20 years.

The West of England Local Enterprise Partnership Board first met in April 2011 and comprises the four Council Leaders and four key representatives from the business. Key activities of the Board are to:

- Co-ordinate the approach to economic growth by the private and public sector
- Facilitate opportunities for business and private sector organisations on the ground to deliver
- Influence government programmes and initiatives

Recognising the importance of transport for the LEP, a representative will be included on the Board.

Joint Scrutiny

The Joint Scrutiny Committee is comprised of cross-party representatives from the four authorities. The Committee provides advice to JTEC on the development of policy and investment frameworks, and reviews implementation of schemes and projects such as this using their scrutiny powers.

Project Board

Building upon established West of England joint governance, and the arrangements established for the major schemes programme and LSTF, the Cycle City Ambition fund will be overseen by a Project Board made up of authority representatives and key stakeholders. The Project Board is the group, which guides and steers the direction of the Project and is responsible for its delivery. The Board approves the Project Plan and any agreed variation, and authorises or seeks authority for strategic decisions from JTEC. Meetings are linked to key milestones, at which the Board considers highlight and exception reports, changes to the risk log and other key deliverables as defined in the Project Plan. A Board member will be responsible for ensuring that quality aspects of the project and its benefits are delivered.

Senior Responsible Owner

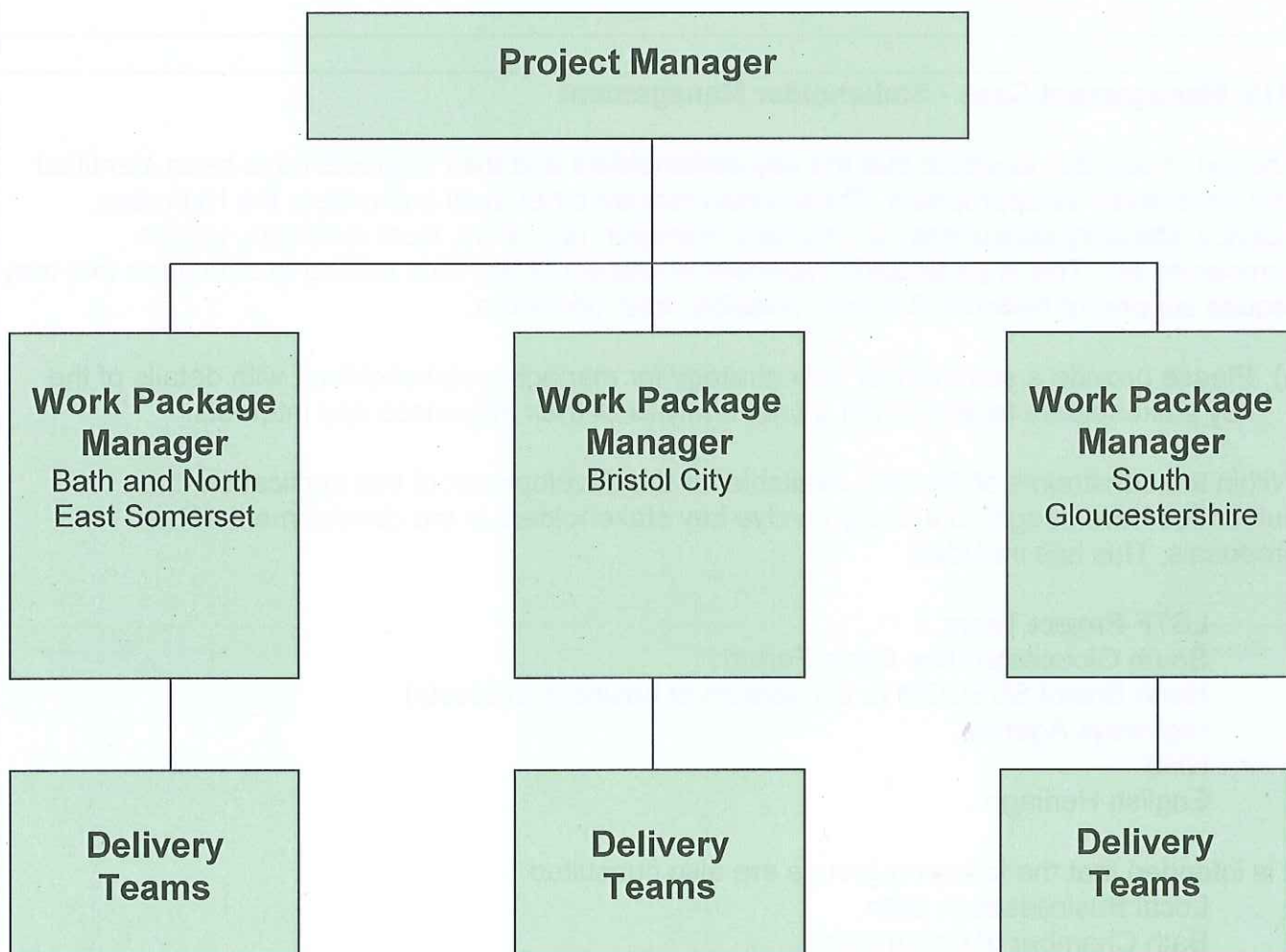
The Project Board is chaired by the Cycle City Ambition Grant Senior Responsible Owner (SRO) and is facilitated by the Project Manager. The SRO for the Project will be Alistair Cox, Service Manager - City Transport at Bristol City Council. Alistair has extensive experience of overseeing the development of major projects during his time in both the public and private sector. Alistair is also the SRO for the Key Commuter Routes projects and the WEST LSTF.

Project Management and Delivery

The Project Manager will be supported by three Work Package Managers, who will be responsible for the works in their individual authority, including being the interface for consultation and engagement, design and delivery activities undertaken by staff in their authority. The Project Board and Project Manager will ensure integration of these tasks across the authorities. Working jointly on management, procurement, delivery and sharing specialist skills and knowledge will deliver efficiencies and economies

The project management approach will follow PRINCE2 and builds upon tried and tested methods used for the Greater Bristol Bus Network (GBBN) major scheme and LSTF WEST project. Delivery will follow the practice for these schemes where the project is divided into defined task orders, each with a budget and implementation profile. These task orders will be allocated to a specific Work Package Manager. This process will be supported by a strict change request process reporting to the Project Board, and ultimately the JTEC.

Delivery Arrangements



B11. Management Case - Risk Management

All schemes will be expected to undertake a thorough Quantified Risk Assessment (QRA) and a detailed risk register should be included in the bid. The QRA should be proportionate to the nature and complexity of the scheme. A Risk Management Strategy should be developed and should outline on how risks will be managed.

Please ensure that in the risk / QRA cost that you have not included any risks associated with ongoing operational costs and have used the P50 value.

Has a QRA been appended to your bid?

☒ Yes

☐ No

(Appendix L)

The Quantified Risk Assessment resulted in a P(50) cost of £2,190,025. This cost has added to the scheme packages (by proportioning based on scheme costs).

Has a Risk Management Strategy been appended to your bid?

☒ Yes

☐ No

(Appendix M)

B12. Management Case - Stakeholder Management

The bid should demonstrate that the key stakeholders and their interests have been identified and considered as appropriate. These could include other local authorities, the Highways Agency, statutory consultees, landowners, transport operators, local residents, utilities companies etc. This is particularly important in respect of any bids related to structures that may require support of Network Rail and, possibly, train operators.

a) Please provide a summary of your strategy for managing stakeholders, with details of the key stakeholders together with a brief analysis of their influences and interests.

Within the constraints of the time available for the development of this application, the authorities have sought to actively involve key stakeholders in the development of our proposals. This has included:

- LSTF Project Team
- South Gloucestershire Cycle Forum
- North Bristol SUSCOM (a consortium of business interests)
- Highways Agency
- NHS
- English Heritage

It is intended that the following groups are also consulted:

- Local Businesses in Bath
- Bath Chamber of Commerce
- Bristol Harbour Railway
- Local Neighbourhood Partnerships in

There has been widespread support for the Project and 17 letters of support, including those from: the West of England Local Enterprise Partnership, Sustrans, Bristol Bike Forum, John Grimshaw (Transport Advisor to the Mayor), Bristol Cycling Campaign, Cycle Bristol CTC, City and Country, Life cycle UK, Low Carbon South West, Highways Agency, North Bristol SusCom, Bristol & Bath Science Park, University of West of England, Hewlett-Packard Ltd, Federation of

Small Business (Gloucestershire and West of England Region), CycleBath, Two Tunnels Group. are shown in **(Appendix B)**

We have included representatives of the Local Enterprise Partnership and Bristol's Director of Public Health team in the Project Board to ensure the business and health perspectives of the Project are fully embraced.

There will also be ongoing stakeholder involvement in the implementation of the Project using established mechanisms such as North Bristol SusCom (regular updates to this sustainable transport organisation which meets regularly and whose members include some of the largest employers in North Bristol).

- b) 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)

Elements of the City Promenade and River Crossings involve works to change Grade II listed structures and aspects. We have met with English Heritage to discuss these aspects **(Appendix B)**. We will work closely with English Heritage to ensure work is delivered sympathetic with the historic public realm and deliver heritage gain where possible.

- c) 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)

Not applicable

- d) For large schemes please also provide a Stakeholder Analysis and append this to your application.

Has a Stakeholder Analysis been appended? ☒ Yes ☐ No ☐ N/A

(Appendix N)

- e) For large schemes please provide a Communications Plan with details of the level of engagement required (depending on their interests and influence), and a description of how and by what means they will be engaged with.

Has a Communications Plan been appended? ☒ Yes ☐ No ☐ N/A
(Appendix O)

B13. Management Case - Assurance

We will require Section 151 Officer confirmation (Section D) that adequate assurance systems are in place.

For large schemes please provide evidence of an integrated assurance and approval plan. This should include details around planned health checks or gateway reviews.

Arrangements for Project Assurance will be integrated within the Project Governance structures described in Section B10.

In line with PRINCE2, quality assurance of both process and outcome will be undertaken throughout the project. One member of the Project Board will be allocated responsibility for ensuring that quality aspects of the project and its benefits are delivered.

The following Quality Assurance techniques will be utilised:

Peer Review

A Peer Review Group will be established to support Quality Assurance. The Project Board will nominate reviewers for this group. These nominated staff will not be directly involved in delivery or management of the Work Package being reviewed. The Peer Review Group will be convened at the discretion of the Board member with quality assurance responsibilities to meet and review actual progress against that planned. The purpose of the group is to provide an internal 'challenge' role to support the Board when considering highlight and exception reports from the Project Manager. The group will not undertake any audits or reviews at this level but rather raise formal issues via the nominated Board member if concerns are identified.

Gateway Review

Formal Gateway Reviews will be undertaken at the relevant points in the Project, undertaken either by staff within the authorities, who are trained in the Gateway Review process (and not in any way connected with the Project), or external Gateway Reviewers. The approval for such a review will include a detailed proposal for: the reasons (linked to issues/risks, Peer Review Group reports or change controls); scope; timescale; and budgetary requirements for the review.

All Quality Reviews will include the following minimum requirements:

- Establishment of a review team
- Agreed scope and timescale
- Agreed list of documentation for the Project SRO to provide in advance.
- Formal report following conclusion

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.

Please set out how you plan to measure and report on the benefits identified in Section C1, alongside any other outcomes and impacts of the scheme

Evaluation and monitoring both during delivery of the programme and post-completion will be vital to assess the benefits of the scheme.

A robust package of performance indicators will be assessed linked to the scheme objectives, against a clear set of targets including:

- Direct Indicators – cycle demand;
- Indirect Indicators – decongestion, carbon emissions and air quality
- Complementary Indicators – including assessment of economic impact and jobs creation

A cost of £60,000 has been identified to assess the impact of the scheme and this will include pre and post scheme opening monitoring reports. This costs has been proportioned based on scheme package cost and including in the package breakdowns.

A fuller evaluation for large schemes may also be required depending on their size and type.

SECTION D: Declarations

D1. Senior Responsible Owner Declaration

As Senior Responsible Owner for **West of England Cycle Transformation** I hereby submit this request for approval to DfT on behalf of **Bristol City Council** and confirm that I have the necessary authority to do so.

I confirm that [*name of authority*] will have all the necessary statutory powers in place to ensure the planned timescales in the application can be realised.

Name: Alistair Cox

Signed:

Position: Service Manager – City Transport



D2. Section 151 Officer Declaration

As Section 151 Officer for **Bristol City Council** I declare that the scheme cost estimates quoted in this bid are accurate to the best of my knowledge and that **Bristol City 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 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 2014/15
- confirms that the authority has the necessary governance / assurance arrangements in place and, for smaller scheme bids, the authority can provide, if required, evidence of a stakeholder analysis and communications plan in place

See **Appendix P** for S151 letter

Name:

Graham Friday

Signed:

G J Friday

Submission of bids:

For both small bids and large bids the deadline is 5pm, **30 April 2013**

3 hard copies and a CD version of each bid and supporting material should be submitted to:

Cycle City bids (Wave 1 and 2)
Department for Transport
Great Minster House
33 Horseferry Road
London
SW1P 4DR

An electronic copy should also be submitted to cycling.ambition@dft.gsi.gov.uk

Shortlisted authorities may be invited to give a presentation of their bid between 10 and 21 May 2013.