Local Sustainable Transport Fund

Annual Progress Report for 2011/12

Section A: Background Summary Information

1. What is your Local Transport Authority name?

Nottingham City Council

2. What is your LSTF Project name?

Nottingham Urban Area sustainable travel programme

Senior Responsible Owner

3. Who is the Senior Responsible Owner (please give the full name)?

Sue Flack

4. What is the position of the Senior Responsible Owner?

Director for Planning and Transport

5. What is the contact phone number (landline work) of the Senior Responsible Owner?

0115 87 63896

6. What is the email address of the Senior Responsible Owner?

Sue.flack@nottinghamcity.gov.uk

Official/Day to Day Project Manager:

7. Who is the Project Manager?

Rasita Chudasama (Programme Coordinator)

8. What is the contact phone number (landline work) of the Project Manager?

0115 87 63938

9. What is the mobile contact phone number of the Project Manager?

07976008240

10. What is the email address of the Project Manager?

Rasita.chudasama@nottinghamcity.gov.uk

11. What is the postal address?

Nottingham City Council
Transport Strategy Team
Development
Loxley House, 4th floor
Station Street
Nottingham
NG2 3NG

12. If you have one, what is the web address for the project?

www.mynottingham.gov.uk/lstf

13. If you have web-published an annual progress report, what is the website address?

The report will be published at the above website address by the end July 2012

Section B: Project Information

14. Please provide an overall brief Project Description in no more than 100 words. (This can be taken from section A2 of your bid document if unchanged).

Establish the Nottingham Urban Area as a national exemplar for integrated sustainable travel through:

- Develop a multi-operator smartcard e-purse to integrate tram, bus rail, P&R, community transport and cycling and provide access to a range of services including cycle hire and facilities, electric vehicle charging and travel support for 16-19 students;
- Establish the first Community Smarter Travel Hub to directly engage with citizens about sustainable travel choices supported by a local intervention programme;
- Extend successful partnership working with the business community through an enhanced business support offer and the Ucycle active travel programme with the education/health sectors.

15. Please enter a brief summary of overall progress since LSTF funding was approved, up to 31 March 2012 (approximately 400 words, text to fit in the space provided below).

Overall progress since LSTF funding was approved has consisted of:

- Approval secured from City Council's Executive Board for the Key Component programme 2011/12 – 2014/15 in September 2011.
- Establishing LSTF Governance arrangements with Terms of Reference and Project Initiation Documents prepared. Membership of LSTF Project Board and Steering Group established with appropriate representation from members of the bid partnership and Key Component Workstrand leads. First meeting of Project Board was held in December 2012. Three Steering Group meetings have taken place.
- Reporting and programme monitoring arrangements and associated documentation have been prepared. The programme is being managed to Prince 2 principles using the City Council's P2.net project management system. This includes risk management, financial and progress reporting.
- Establishing a LSTF Communications and Marketing Group to oversee LSTF communications and ensure co-ordination of integrated smarter choices and behaviour change messages across the four Key Component workstrands in a consistent, timely and effective manner and in ways that promote the work of the individual partners involved in delivery.
- Setting up project teams to deliver initiatives funded through the LSTF programme.
- In line with the City Council introducing the Workplace Parking Levy in October 2011 (no charge) an accelerated programme of communications and business support activities were undertaken to assist employers with putting travel plan and parking management strategies ahead of charging commencement in April 2012.
- Tramlink Consortium appointed to build and operate Nottingham Express Transit tram in the Autumn 2011. The City Council undertook consultation with all local bus and tram operators to secure agreement to expand the existing Kangaroo day ticket into a season ticket available on the Citycard which was introduced in September 2011.
- Investigating procurement options for key elements, particularly the approach taken with establishing the pilot Community Smarter Travel Hub through recruiting a third sector organisation to manage the programme of community smarter travel activities and services for citizens in the north area of the city.

16. Is your team keeping a project diary?

Yes – Prince 2 principles are being utilised in managing and directing this project. A series of logs including issue logs, risk logs and highlight reports are being used.

Key project leads produce 6 weekly highlight reports capture progress against key milestones and issues/obstacles. This is managed under the governance arrangements and reports are submitted to the LSTF Steering Group for consideration.

17. Did your original bid contain more than 5 Scheme Elements, OR have you changed the definition of the Scheme Elements from that given in your bid?

No – Go to Q19 ☐

19. Please complete the actual spend profile for 2011/2012 as described below.

Details of funding claimed from 5 July 2011 – 31 March 2012 should be broken down by Scheme Elements (as set out in section C2 of your bid). Details of any local contribution invested in the same time period should also be included. Please enter figures in £000s (i.e. £10,000 = 10).

	Scheme Element Name	DfT-funded revenue (as claimed) (£k)	DfT-funded capital (as claimed) (£k)	Local contribution revenue (£k)	Local contribution capital (£k)	**Total (£k)**
Scheme Element 1	Smartcard development and integrated ticketing	0.811	0.224	0.100	0.546	**1.681**
Scheme Element 2	Community Smarter Travel Hubs	0.013	0	0.280	0.400	**0.693**
Scheme Element 3	Worksmart	0.102	0	0.100	0.030	**0.232**
Scheme Element 4	Active Travel Partnerships	0.053	0.025	0.040	0.180	**0.298**
Scheme Element 5	Programme coordination	0.020	0	0	0.040	**0.060**

Total		**0.999**	**0.249**	**0.520**	**1.196**	**2.964**

20. i) Are there any variations in the amount you claimed overall in 2011/12 from DfT for any Scheme Elements of greater than 10% of the original amount as set out in your bid document (Tick a box)?

Yes ☐ (please go to Q20.ii)

20. ii) Which of the following schemes had variations in DfT-funded claims of greater than 10% of original amount set out in the bid (please tick all relevant)?

Scheme Element 3 - Worksmart original allocation £50k but spent £102k. DfT notification was received in early 2012 that claims were suspended and the Key Component total allocation was directly awarded to Core Cities.

20. iii) For each box you have ticked in 20 ii above, please provide a brief description explaining why the Scheme Element claim for 2011/12 varies by more than 10% of the original amount set out in the bid.

Programme delivery accelerated to mop up underspend in scheme element 4

Section C: Scheme Element Outputs

For each of the Scheme Elements listed in Q19, please provide individual details.

Scheme Element 1: Smartcards

21. i) Please can you provide an estimate of the average amount of staff time spent on this scheme element between July 2011 and the end of March 2012 (in full-time equivalents)?

2 FTE to develop and roll out scheme, handle technical side of developments with complex capping/ITSO and handle negotiations with local operators

1 FTE in terms of smartcard support and communications

21. ii) Is this scheme element purely about project management (including monitoring and evaluation)?
No

22. iii) Which of the following is included in this Scheme Element? (please tick all that apply)

Public Transport	Bus infrastructure improvements	
	Bus service improvements	X
	Bus information / marketing improvements	X
	Rail improvements	
Active Travel	Walking and cycling infrastructure improvements	X
	Skills training	
	Workplace active travel	
	Schools active travel	
	Access to cycles	X
	Route planning and mapping	X
Traffic Management and Private Vehicles	On road improvements	
	Vehicle-based initiatives	
Marketing And Engagement	Workplace engagement	
	Travel planning	
	Reducing the need to travel	
	Access to work	X
	Marketing and communications	X

21. iv) What is the geographical area that this scheme element will cover (i.e. name of area, and size if known)?

Nottingham Urban Area

21. v) What type of people/community is the scheme for?

Commuters
Job seekers
Tourists/visitors
Rail station users
All local residents
Schools and school users
Others (please specify)

21. vi) What is the size of the total potential target population, if known (i.e. the total number of this type of people in this area)?

The Nottingham urban area serves a total population on 900,000

21. vii) How many people is this scheme element aiming to reach?

The project target is to increase the number of smartcards in circulation by 100,000 to 350,000 by 2014/15

21. viii) How many people did you reach in 2011/2012?

New smartcards issued – 39,000

Active smartcards in circulation – 125,000

21. ix) Please describe any outputs that were delivered during the past financial year (including initiatives funded with local contribution), listing quantities / take-up of deliverables where appropriate. (For example, outputs might include a new bus service, information resources, cycle parking etc.)

ITSO compliance (negotiations, agreements and contracts):

- Following transfer of tram operating franchise to Tramlink, existing Kangaroo multi-operator travel ticket has been developed into a season ticket scheme offering 1, 3, 6, 12 month periods for adults, children along with an academic year option. The new season ticket was launched on 19 December 2011 and up to 10,000 existing card holders requiring both bus and tram travel have been transferred to the season ticket resulting in 25% of tram journeys now using Kangaroo cards. Cards currently "semi-smart" as only read by card readers on Nottingham City Transport buses at present.
- Detailed specification written by MVA for complex capping on smartcard 'e-purse' finalised.
- Negotiations reached with the main operators (Nottingham City Transport, Tramlink and TrentBarton) to develop a multi-operator ticketing scheme which will not be undermined by own-operator schemes and ensure "best fare guaranteed" for passengers. Negotiations with other operators other than the Tram offering individual products at a cheaper rate than they are available on the multi-operator card are ongoing.
- Grant system drawn up and agreed by all parties to incentivise each operator to move to ITSO compliance by April 2013 and lock each commercial operator into participating in a range of ticketing schemes. Part payments made to Nottingham City Transport and TrentBarton to support their back office infrastructure and system migrations.

Smartcard platform development, smartcard retail, ticket vending and top-up systems:

- New Kangaroo (multi-operator travel ticket) scheme drawn up for college students previously in receipt of educational maintenance allowance (jointly funded by Nottingham colleges). Eligibility assessed by the colleges. Since September 2011, 1,500 16-19 college students have benefited from travel support issued via the FE establishments with colleges jointly funding the programme. Participating colleges include: South Notts College, New College Nottingham, Bilbourough College and Trinity 6th Form.
- MVA Consultants have carried out an audit of all operator systems and work required to achieve ITSO compliance for smartcard operation by July 2013. An implementation plan has been agreed.
- Back office systems are in place to deal with direct debit monthly payment options.
- MVA have been commissioned to produce the technical spec to inform the bus operator grant scheme and Tram Ticket Vending Machine (TMV) specification.
- Tramlink has appointed INIT as ticketing supplier for NET which is consistent with TrentBarton and Nottingham City Transport ticketing. Tramlink has increased staff resources to deliver this. Started discussions about enabling 250 tram TVMs to provide card top-up and vending.
- Network of ticket/smartcard sales outlets identified to provide dispensing/top up machines at bus stations, P&R sites, schools, colleges, libraries, leisure centres etc. 122 TVMs Machines, 208 validators and 50 handhelds purchased and installation planned.

Multi-modal integration (Development of Citycard Cycle Club and secure cycle facilities):

- Trial of Citycard accessed cycle compound and lockers underway at the Broad Marsh Bus Station.
- Secure cycle parking facility with Citycard access installed at Nottingham Station and secure cycle parking facility under construction at Queens Drive and Colwick Racecourse Park and Ride sites.
- Programme in preparation to roll-out Citycard cycle club (cycle loan/hire) at several key interchange locations from April 2012.

21. x) Please explain the main obstacles/challenges faced and any lessons learnt?

- Innovative area of development, challenges have been faced with trying to develop and test the scheme all whilst implementing it
- ITSO specification not sufficiently mature to allow smooth delivery. We are continuing to work direct with transport operators and suppliers at a technical level to ensure consistent delivery.
- Limitations of regulatory framework makes drawing together a multi operator ticketing scheme. This continues to be really challenging, we continue to work closely with operators in attempt to build a suitable scheme through consensus.
- Converting an existing scheme (Kangaroo and having existing Citycards in place) is a considerable challenge as it put a number of constraints on the scheme that wouldn't normally exist. These are being countered through detailed planning and a phased approach to implementation.

21. xi) Which of the following objectives is this scheme element intended to achieve (Tick all that applies)?

Reduce congestion

Reduce carbon emissions from vehicles

Reduce air pollutant emissions from vehicles

Increase physical activity

Improve road safety

Encourage modal shift

Improve access to jobs

Support retail initiatives

Support sustainable tourism

Reduce the need to travel

Improve social inclusion

Other (please specify)

21. xii) What evidence are you collecting and/or do you plan to collect about the outcomes or impacts of the activity?

Number of Citycards issued

Number of personal journey plans issued

Proportion of smartcards used for public transport journeys

Number of Kangaroo smartcards issued to 16-19 year old students

Number of outlets where smartcard top ups and TVMs installed

Number of smartcard accessible cycle lockers inalled

Number of cycle hire bikes

22. xiii) Are there other Scheme Elements in your LSTF project?

Yes

Scheme Element 2: Establish community smarter travel hub in north of City

21. i) Please can you provide an estimate of the average amount of staff time spent on this scheme element between July 2011 and the end of March 2012 (in full-time equivalents)?

0.25 - 0.5 FTE

21. **ii) Is this scheme element purely about project management (including monitoring and evaluation)? (Yes – skip to next scheme element form. If answer is No – go to remaining questions)**

NO

21. iii) Which of the following is included in this Scheme Element? (please tick all that apply)

All elements ticked below will be part of this project but none of these have been delivered in 2011/12 which has focused on project set-up and procurement via a third sector grant application for a local organisation to deliver the Hub service on behalf of the City Council. The interventions delivered in the north area will be largely determined through consultation and community engagement by the third sector provider so a definitive programme for 2012/13 is not yet agreed. ✓ indicates core elements, ✓ indicates additional elements.

Public Transport	Bus infrastructure improvements	✓
	Bus service improvements	
	Bus information / marketing improvements	✓
	Rail improvements	
Active Travel	Walking and cycling infrastructure improvements	✓
	Skills training	✓
	Workplace active travel	
	Schools active travel	
	Access to cycles	✓
	Route planning and mapping	✓
Traffic Management and Private Vehicles	On road improvements	
	Vehicle-based initiatives	
Marketing And Engagement	Workplace engagement	
	Travel planning	✓
	Reducing the need to travel	✓
	Access to work	✓
	Marketing and communications	✓

21. iv) What is the geographical area that this scheme element will cover (i.e. name of area, and size if known)?

North locality of Nottingham City comprising the wards of Aspley, Basford, Bestwood, Bilborough, Bulwell, Bulwell Forest, Leen Valley which is 2,639 hectares comprising just over one third of the City's administrative area.

21. v) What type of people/community is the scheme for?

Commuters
Job seekers
Tourists/visitors
Rail station users
All local residents
Schools and school users
Others (please specify in the box below)

21. vi) What is the size of the total potential target population, if known (i.e. the total number of this type of people in this area)?

Total population for the north locality is 108,500. See vii for details of target numbers to engage.

21. vii) How many people is this scheme element aiming to reach?

The following project targets have been agreed with the third sector service provider RideWise Ltd:
By the end of 2014/15 the Hub will have:

- Brand awareness amongst 50% of the North Locality population = 50,000 people
- Engaged with 30% of the North Locality population = 32,500 people
- 3 active community groups in each ward = 21 active groups in total
- 10,000 people will have attended smarter travel events and activities
- 10% of North Locality population considering that they have benefited from the Hub services in some way = 10,000 people
- Provided journey planning and smarter travel advice to 500 job seekers
- 46 individuals volunteering as Community Smarter Travel Champions with 6 receiving work placements within the Hub provider organisation (RideWise Ltd) and a further 30 benefiting from gaining skills and training to support a pathway to future employment.

21. viii) How many people did you reach in 2011/2012?

Year One has been focused on project set–up and procurement of the third sector provider so we have engaged with 18 ward councilors and 5 local partner organisations but not the wider community.

21. ix) Please describe any <u>outputs</u> that were delivered during the past financial year (including initiatives funded with local contribution), listing quantities / take-up of deliverables where appropriate. (For example, outputs might include a new bus service, information resources, cycle parking etc.)

Project inception:

Year One has focused on project set-up and procurement. The core outputs achieved in 2011/12 are:

- The Bulwell Riverside joint service centre which provides local authority and health services for the north locality of Nottingham City opened in January 2012 including GP services, youth and community services, local housing office, library, café, sports facilities and office space for Nottingham City Council Neighbourhood Management Teams and NHS Nottingham City health teams. The Neighbourhood Smarter Travel Co-ordinator (NSTC) who will co-ordinate the Community Smarter Travel Hub activities and delivery programme will be based at Bulwell Riverside. Negotiation with the Bulwell Riverside Centre Manager and GNLIFTCo (landlord) regarding operational and tenancy agreements for hosting Neighbourhood Smarter Travel Co-ordinator employed by a third sector provider are in progress;
- Plasma screen realtime display installed at Bulwell Riverside joint service centre (Community Smarter Travel Hub operational base) showing bus and tram departure times for all public transport services from Bulwell. Other local infrastructure improvements to equip Bulwell Riverside as the Community Smarter Travel Hub to be agreed e.g. cycling parking, pool cycles, electric vehicle charging etc.;
- Established the procurement route for Community Smarter Travel Hub services: Agreed to commission the Community Smarter Travel Hub delivery contract as a third sector grant award to make the opportunity as accessible to local third sector organisations as possible, rather than

procuring through a traditional tendering route. Preparation of all associated paperwork including grant application pack and running grant application process completed. Opportunity was advertised through Nottingham Community Volunteer Services and Nottingham City Council networks and the application window closed 30th March 2012. Three strong applications were received and the successful organisation, RideWise Ltd, has been selected. The Service Level Agreement has been signed and work is on track for the Neighbourhood Smarter Travel Co-ordinator to be in post by August 2012;

- NHS Nottingham City Decade of Better Health Team has appointed a project officer for the Bulwell area who will work alongside the Neighbourhood Smarter Travel Co-ordinator and which will ensure links between active travel initiatives and wider health promotion work through the local Change Makers volunteer network.

Communications and marketing:

- Work completed to develop local branding and toolkit for Community Smarter Travel Hub activities as part of established Big Wheel sustainable travel brand. The Community Smarter Travel Hub programme for the north locality has now been given a Big Wheel sub-brand TravelRight;
- The Hub provider has identified quick wins for community events and activities for the north locality linked to the Cycle Live cycling festival on 13-15th July 2012.

21. x) Please explain the main obstacles/challenges faced and any lessons learnt?

- Communicating the Hub concept to partners and local members. Face to face communication works better to explain that the project is not only about services at a physical location but about a wider area wide behaviour change programme.
- Navigating the procurement process for a community based project which is different to the typical infrastructure based projects normally commissioned for transport. Now the model for using a third sector grant application approach is established this should streamline the procurement process for the additional Hubs to be funded through the Main Bid.
- No single organisation or individual has both the depth of local sustainable transport knowledge combined with the reach of local area partnership working required for this project so developing the partnership relationships to harness the different strengths of local organisations is critical to the ongoing success of the project. It is likely that whoever is recruited to the Neighbourhood Smarter Travel Co-ordinator role will require training in some aspects of the work areas required and RideWise Ltd is planning an appropriate induction programme for the successful applicant.
- For this reason when procuring the providers for the Main Bid Hubs partnership applications will be encouraged.

21. xi) Which of the following objectives is this scheme element intended to achieve (Tick all that applies)?

Reduce congestion
Reduce carbon emissions from vehicles
Reduce air pollutant emissions from vehicles
Increase physical activity
Improve road safety
Encourage modal shift
Improve access to jobs
Support retail initiatives
Support sustainable tourism
Reduce the need to travel
Improve social inclusion
Other (please specify)

21. xii) What evidence are you collecting and/or do you plan to collect about the outcomes or impacts of the activity?

The following quantitative and qualitative monitoring has been agreed with the Hub delivery partner RideWise Ltd in the Service Level Agreement:

Quantitative Output & Monitoring method	Annual Targets			Total
	Yr 1	Yr 2	Yr 3	
1. No of residents engaged and/or consulted across the area	6000	13000	13500	32,500
2. No of people attending events	2000	4000	4000	10,000
3. Community groups visited and supported across the area/by ward	6	7	8	21 (3 per ward)
4. Number of jobseekers benefiting from advice	100	200	200	500
5. Number of volunteers becoming involved - wider volunteer network	10	15	15	40
6. Number of volunteers becoming involved - Change Maker Platform 51 placements	2	2	2	6
7. No of volunteers gaining skills/training	12	12	12	36
8. Take up of sustainable travel modes from baseline	To be determined following baseline survey			
9. Take up of travel services provided - to be defined for each service provided e.g.				
• Take up of personalised journey planning support	200	400	400	1,000
• Take up of cycle training	50	100	100	250
• Take up of community rides	200	400	400	1,000
• Take up of community walks etc	200	400	400	1,000

In addition equality monitoring will be carried out for engagement activities and for individual services and events delivered through the Community Hub in accordance with the City Council's guidelines for equality monitoring (January 2012). The City Council's Equality & Community Relations Team will be able to advise as the Travel Hub programme develops.

Qualitative Measure	Annual Target
1. Feedback/satisfaction with travel services provided from surveys and focus groups	65% satisfied or very satisfied
2. Feedback/satisfaction with travel options provided from surveys and focus groups	65% satisfied or very satisfied
3. Case studies of individuals supported	At least 5 case studies per year
4. % of people aware of the project and logo	50% aware of the project and brand
5. % of people supportive	25% of residents supportive of the Hub
6. % people saying they have benefited	10% of residents saying they have benefited from Hub services

Scheme Element 3: Worksmart

21. i) Please can you provide an estimate of the average amount of staff time spent on this scheme element between July 2011 and the end of March 2012 (in full-time equivalents)?

3 FTE

21. ii) Is this scheme element purely about project management (including monitoring and evaluation)?

No

22. iii) Which of the following is included in this Scheme Element? (please tick all that apply)

Public Transport	Bus infrastructure improvements	
	Bus service improvements	
	Bus information / marketing improvements	X
	Rail improvements	
Active Travel	Walking and cycling infrastructure improvements	
	Skills training	
	Workplace active travel	X
	Schools active travel	X
	Access to cycles	X
	Route planning and mapping	X
Traffic Management and Private Vehicles	On road improvements	
	Vehicle-based initiatives	
Marketing And Engagement	Workplace engagement	X
	Travel planning	X
	Reducing the need to travel	X
	Access to work	X
	Marketing and communications	X

21. iv) What is the geographical area that this scheme element will cover (i.e. name of area, and size if known)?

Nottingham Urban Area

21. v) What type of people/community is the scheme for?

Commuters
Tourists/visitors
Rail station users
All local residents

21. vi) What is the size of the total potential target population, if known (i.e. the total number of this type of people in this area)?

The Nottingham Urban Area serves a population of 900,000.

21. vii) How many people is this scheme element aiming to reach?

Project target is to provide sustainable travel support and advice to 550 businesses

21. viii) How many people did you reach in 2011/2012?

10,000

21. ix) Please describe any outputs that were delivered during the past financial year (including initiatives funded with local contribution), listing quantities / take-up of deliverables where appropriate. (For example, outputs might include a new bus service, information resources, cycle parking etc.)

Business support and economic development

- The Big Wheel Business Club travel planning resource tool and business support package offers was re-launched at a Greater Nottingham Transport Forum on 21st March.
- A Transporting Nottingham into the Future long term Greater Nottingham Transport Vision for transport was published (March 2012)
- Activities undertaken to widen business involvement including increasing the number of business club members, securing advocates of the programme, promoting the message through partners and widening the support tools available.
- Business support was provided through a range of Business Roadshows with an active travel focus at Eon, Vision Express and Games Workshop engaging over 5,000 people.
- The Big Idea 2 Survey is underway to provide baseline monitoring data for LTP3 and LSTF activities. The survey will identify travel behaviours, behaviour motivators and local priorities for transport improvements. Surveys with 2,000 individuals and 200 business representatives across the urban area took place in March and the survey report is due in April 2012.

Big Wheel activities

- Smarter Choices and Transport Marketing meetings maintained.
- Monthly Big Wheel newsletters continued to be sent (one a month)
- Ongoing maintenance of Big Wheel website in connection with Business Club relaunch
- Initial work undertaken on enhancing Big Wheel Brand Toolkit.
- New e-media channels investigated such as facebook, twitter, LinkedIn and e-seminars.
- Completed and printed formal sponsorship and engagement pack to aid discussions with potential sponsors for new revenue streams.

Community support/Public events

- MOSAIC data and findings analysis undertaken
- Engagement activities undertaken including
- Active travel support and promotion annual programme developed and activities undertaken e.g. Light Night, Victoria Centre and Decade of Better Health events.
- Festival of Cycling and Big Day Out proposals put in place and plans for supporting cycling activities in the city set out

Joint working

- Established communications and marketing sub group to support LSTF comms
- Annual LSTF programme communications plan progressed

Projects/Ucycle

- Joint press activities undertaken e.g. the promotion of Ucycle progress reports and Light Night activities.
- Combined annual support plan and coordinated communications programme developed in draft

Impacts:

- 5 press releases picked up by Nottingham Evening Post

- 18% increase in web 'hits' , Big Wheel Business Club distribution list increased from 1,800 to 4,200.
- Engaged with businesses at events at Games Workshop, EOn and Broxtowe Borough Council.
- Public event held at Light Night and the Victoria Centre. In total approx. 5,000 individuals engaged.
- Big Idea survey commissioned and currently in progress.

21. x) Please explain the main obstacles/challenges faced and any lessons learnt?

The impact of overall programme changes meant that timeframes have had to be altered to accommodate wider activities. The project team has had to work flexibily to manage and respond to changing priorities.

21. xi) Which of the following objectives is this scheme element intended to achieve (Tick all that applies)?

Reduce congestion

Reduce carbon emissions from vehicles

Reduce air pollutant emissions from vehicles

Increase physical activity

Improve road safety

Encourage modal shift

Improve access to jobs

Support retail initiatives

Support sustainable tourism

Reduce the need to travel

Improve social inclusion

Other (please specify)

21. xii) What evidence are you collecting and/or do you plan to collect about the outcomes or impacts of the activity?

Number of businesses supported (impacted by Workplace Parking Levy)

Number of employees engaged in support programmes

Big Wheel Website

To develop an effective programme of press coverage and support

To provide an inclusion and supportive programme of events to promote sustainable transport and to engage with the public and businesses

No of all businesses supported

No of employees engaged in support programmes

Business smarter travel small-scale infrastructure grant

GNTP Forum events: 2 per year with attendance of 20-40 business reps per event

Smarter Travel Road show: Ad hoc support

22. xiii) Are there other Scheme Elements in your LSTF project?

Yes

Scheme Element 4: Active Travel Partnerships

21. i) Please can you provide an estimate of the average amount of staff time spent on this scheme element between July 2011 and the end of March 2012 (in full-time equivalents)?

3 FTE and 1 PTE

21. ii) Is this scheme element purely about project management (including monitoring and evaluation)?

No

22. iii) Which of the following is included in this Scheme Element? (please tick all that apply)

Public Transport	Bus infrastructure improvements	
	Bus service improvements	
	Bus information / marketing improvements	
	Rail improvements	
Active Travel	Walking and cycling infrastructure improvements	X
	Skills training	X
	Workplace active travel	X
	Schools active travel	
	Access to cycles	X
	Route planning and mapping	X
Traffic Management and Private Vehicles	On road improvements	X
	Vehicle-based initiatives	
Marketing And Engagement	Workplace engagement	X
	Travel planning	X
	Reducing the need to travel	X
	Access to work	X
	Marketing and communications	X

21. iv) What is the geographical area that this scheme element will cover (i.e. name of area, and size if known)?

Nottingham Urban Area

21. v) What type of people/community is the scheme for?

Commuters
Job seekers
Tourists/visitors
All local residents
Schools and school users
Other: Staff at institutions and 16-19 college students and undergraduate and postgraduate university students

21. vi) What is the size of the total potential target population, if known (i.e. the total number of this type of people in this area)?

NUH 13,000 staff, UON 35,000 students 7,000 staff, NCN 22,567 students, 10,000 staff SNC 15,693 students, 10,00 staff NTU 3,000 Staff 25,000 Students

21. vii) How many people is this scheme element aiming to reach?

141,260 people

21. viii) How many people did you reach in 2011/2012?

7,000

21. ix) Please describe any outputs that were delivered during the past financial year (including initiatives funded with local contribution), listing quantities / take-up of deliverables where appropriate. (For example, outputs might include a new bus service, information resources, cycle parking etc.)

Continuation of Phase 1

- Results of the Phase 1 scheme were released in October 2011.
- Majority of the 460 bikes (equal split of bikes at the University of Nottingham and Nottingham Trent University) were re-loaned at the start of the academic year 2011/12.
- Project officer posts were filled at each institution (University of Nottingham, Nottingham Trent University and Hospitals Trust).

Expansion of Phase 2 to Further Education establishments

- A new post created within the project team to expand the Ucycle initiative to FE sites.
- Preparatory work has commenced to investigate scheme roll out to FE institutions and discussions have commenced with South College Nottingham and New College .Nottingham.
- Phase 2 Business Plan in draft.

Infrastructure and equipment availability

- Regular Dr Bike sessions still popular at all campuses.
- Extension of the fleet currently being researched by the two universities.
- Infrastructure plans for each institution in place.
- Nottingham Trent University have progressed plans to improve cycling facilities at their City site.
- Travel surveys of parked bikes at all sites (excluding FE sites) has been carried out.
- A project wide cycle security strategy has been initiated.

Skills and confidence

- Regular monthly operational update meetings with RideWise now being held.
- University of Nottingham and Nottingham Trent University cycle maps being printed.

Cycle promotion programme

- A comms protocol for Ucycle project has been drawn up in conjunction with the Greater Nottingham Transport Partnership.
- All project officers have now developed a plan for direct engagement for the next academic year in partnership with partner contacts.
- In partnership with Greater Nottingham Transport Partnership preparations have commenced for a Festival of Cycling event incorporating a Big Day Out sustainable travel event in July 2012 as part of the Cycle Live three day event.

21. x) Please explain the main obstacles/challenges faced and any lessons learnt?

Working with new partners (i.e. FE colleges) and getting them embedded in the project has taken longer than expected – the project team has been resourceful with engaging with the new institutions and utilised experience of how the scheme has been implemented and managed through existing portfolio.

21. xi) Which of the following objectives is this scheme element intended to achieve (Tick all that applies)?

Reduce congestion

Reduce carbon emissions from vehicles

Reduce air pollutant emissions from vehicles

Increase physical activity

Improve road safety

Encourage modal shift

Improve access to jobs

Support retail initiatives

Support sustainable tourism

Reduce the need to travel

Improve social inclusion

Other (please specify)

21. xii) What evidence are you collecting and/or do you plan to collect about the outcomes or impacts of the activity?

Staff cycling levels by site

Student cycling levels by site

Regular parked bike counts

Pre and post route user intercept surveys

Total number of people engaged at each site

Number of covered bike stands

Economic value of health benefits

Carbon dioxide savings

Programme of cycle related events (number of events arranged/participants attended)

Number of loan bikes loaned

22. xiii) Are there other Scheme Elements in your LSTF project?

Yes

Scheme Element 5: Programme Management

21. i) Please can you provide an estimate of the average amount of staff time spent on this scheme element between July 2011 and the end of March 2012 (in full-time equivalents)?

1.5 FTE

21. ii) Is this scheme element purely about project management (including monitoring and evaluation)?

Yes

SECTION D – Case studies (optional)

There is no requirement to provide case studies. However, if you have case studies that you would like to share with DfT and other local authorities, please attach these below. Please provide each case study as a pdf, no longer than 2 pages in length. You can provide as many case studies as you want.

Within each case study, please describe the initiative, focusing on issues such as what it aimed to achieve, why you considered it would be effective, how you delivered it, the costs involved (both financial and human resource), what you would do differently if implementing it again, what impacts the initiative has had, and relevant quotes and pictures to illustrate key points. Please provide contact details for follow-up queries at the end.

Please attach any case studies below.

GNTP Business Support

Smartcards – see document 4