7

GUIDANCE TO LOCAL AUTHORITIES

Local Transport Grants

Annual Reporting Guidance Note and

Template Forms

September 2020

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# Introduction

### In line with the Local Transport Grants Award Letter (Schedule 2), you are required to provide us on an annual basis with **data on scheme outcomes for a period of 3 years following completion of each scheme**. This is a requirement for all Local Transport Grants including Local Transport Fund (LTF), Local Transport Network Fund (LTNF), Active Travel Fund (ATF), Safe Routes in Communities (SRiC), Road Safety Capital (RSC). Road Safety Revenue is excluded from this Annual Report.

### This guidance note sets out the timing and content of the Annual Report for Local Transport Grants for schemes completed in the following financial years years: 2016-17, 2017-18, 2018-19 and 2019-20. The Annual Report reports will:

### Allow for the effectiveness of individual schemes to be evaluated;

### Allow for local authorities to reflect on the appropriateness and effectiveness of engineering approaches and consider lessons learnt in designing future schemes;

### Provide the Welsh Government with information to inform the grant appraisal process for future years;

### Provide a source of peer to peer advice for other project managers.

### Annual Reports should also be considered as a good vehicle for circulating evidence of the effectiveness and benefits of transport investments to the general public, service users and other stakeholders.

### Packages of schemes that are ongoing should report on the individual projects that have been completed as part of the package.

### WelTAG 2017 states that schemes should use the new WelTAG document as an appropriate point. For schemes that have been delivered, this will be Stage Five. The Annual Report template is based on the requirements of Stage Five WelTAG.

##### A record of what was delivered

##### Evaluation of the process of delivering the project

##### Summary of any relevant events that occurred during and after implementation and any changes in context eg fuel prices, land-use or travel patterns

##### Explanation of how these changes affected the scheme

##### Comparison of outturn events to those anticipated

# Timing

### The Annual Report should be submitted to the Welsh Government no later than the 31 December 2020.

# Structure of Annual Report

### The Annual Report should be compiled using the attached template form and submitted as a Word document to the Welsh Government Transport Planning email inbox – [TransportPlanning@gov.wales](mailto:TransportPlanning@gov.wales)

Contact Information

### Please complete Table 1 with the appropriate contact details for your local authority.

Scheme Details

### Please complete Table 2 outlining all Local Transport Grants capital **scheme details for schemes completed in 2016-17, 2017-18, 2018-19 and 2019-20**, including individual projects completed within packages. Please complete one form per scheme/ project.

### **Road Safety Capital**

### Road Safety Grants are awarded to Local Authorities to assist them in contributing to achieving the actions and targets within the Road Safety Framework for Wales.

### The Framework put in place an outcome based approach to road safety interventions, stressing the importance of using data and evidence to develop road safety schemes and establishing the principle that all engineering activity should be evaluated for effectiveness in reducing casualties and collisions.

### In July 2020, Police recorded road traffic collision and casualty data for 2019 was published. This allows Authorities that completed road safety capital schemes in the financial year ending March 2018 to provide first year reporting on the effectiveness of those schemes.

### Please complete Tables 2, 3, 4 and 5 for each Road Safety capital scheme.

### **Road Safety Revenue**

### Monitoring of Road Safety Revenue schemes is dealt with separately during the grant application and in-year monitoring and evaluation processes. Separate information is not required under this reporting structure.

### Education and training interventions that are already approved are monitored locally. New interventions that are piloted through the grant include a requirement for monitoring and evaluation at the end of the first year trial period and revenue schemes outside of the approved areas must be supported by evaluations of scheme effectiveness.

### **Supporting Information**

### Include any additional tables and charts demonstrating progress against Local Transport Grant targets, including evidence from before and after monitoring.

### 3.1.7 Include any supporting commentary, scheme maps, plans and photographs; outlining its links to national and regional transport priorities, supporting Wales’ economic competiveness.

# Templates

### **Table 1 – Local Transport Grants Contact Information**

|  |  |
| --- | --- |
| **Local authority** | Flintshire county council |
| **Local Transport Fund**  **Lead contact name, email, telephone** |  |
| **Local Transport Network Fund**  **Lead contact name, email, telephone** |  |
| **Active Travel Fund**  **Lead contact name, email, telephone** | [personal information redacted] |
| **Safe Routes in Communities**  **Lead contact name, email, telephone** |  |
| **Road Safety Capital**  **Lead contact name, email, telephone** |  |

### <https://gov.wales/docs/caecd/publications/180516-privacy-notice-en.pdf>

### **Table 2 – Local Transport Grants Scheme Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Grant\*** | Active Travel Fund | | | | |
| **Scheme Name** | Mold Alun School Campus and Ysgol Maes Garmon Shared use link | | | | |
| **Year of Completion\*** | 2019-2020 | | | | |
| **SCHEME COSTS AND FUNDING** | | | | | |
| **Estimated total scheme cost at design stage** | 231,500 | **Actual total scheme cost at scheme completion** | 231,500 | **Difference** | 0 |
| **Reasons for difference between estimated and actual total scheme cost** | | | | | |
|  | | | | | |
| **Total Welsh Government funding allocated** | 231,500 | **Total Welsh Government funding claimed** | 231,500 | **Difference** | 0 |
| **Reasons for difference between funding allocated and funding claimed** | | | | | |
|  | | | | | |
| **SCHEME PLANNING AND DESIGN (WelTAG Stages 1 – 3)** | | | | | |
| **Scheme objectives**  **What was the purpose of the scheme? What problems/ opportunities was it trying to address?** | | | | | |
| Maes Gwern Estate Road and Broncoed Lane lie to the southern periphery of Mold. Whilst the scheme is primarily to facilitate and encourage active travel journeys from these areas to the High Schools the scheme will also benefit the wider community as it provides a vital link to the Town Centre and Bromfield and Broncoed Industrial Estates.  In order to mitigate the problems associated with congestion within the school campus and along Wrexham Road and in an attempt to improve the viability of active modes of transport it is proposed to undertake the works outlined below.  **Wrexham Road**   * Widen footway utilising grass verge and relocate street furniture. * Provision of crossing into Mold Alun Campus   **Broncoed Lane**   * Full construction of a 3 metre wide shared use cycling facility * Provision of street lighting   **Maes Gwern Estate Road**   * Widen existing footway to a 3 metre shared use facility between the junction of Broncoed Lane to the junction of the new   Development at Maes Gwern.  **The whole route**  Provision of signage and cycle counters.  Provision of Zebra Crossing on Wrexham Road | | | | | |
| **Engagement**  **How did you engage with stakeholders in the planning and design of your scheme?** | | | | | |
| Prior to the submission of the planning application by Wates developers for a 160 no. new home development at Maes Gwern, the developers undertook a community consultation on Monday 13th February, 2017 at the Daniel Owen Community Association from 3pm till 7pm. A local rambler, also member of Flintshire’s Local Access Forum responded to the consultation with a request for the developers to provide a walking and cycling link as part of the development.  As a result a number of meetings were held to develop scheme options to provide the link from Upper Bryn Coch through Maes Gwern development and onto Wrexham Road to the junction of the school campus entrance. The meetings were attended by the following:   * Flintshire County Council (Housing, Planning and Education departments) * Wates Developers * [Ramblers Association & Local Access Forum member * Chair of the Clwydian Ramblers, member of the Wild About Mold Group & an assessor for the Healthy Schools Award]   A number of meetings were also held with Local Members who have local knowledge of the high traffic flows and congestion issues along Wrexham Road in the vicinity of the school campus. Both Local Members want to see an upgraded surface along Broncoed Lane to facilitate safer walking and cycling. | | | | | |
| **Changes to scheme design**  **Did you make any changes to scheme planning and design? If so, what were they?** | | | | | |
| None | | | | | |
| **Reasons for change**  **If you changed the design what were the reasons?** | | | | | |
| N/A | | | | | |
| **Impact of changes**  **If you changed the design what was the impact eg. On costs and outcomes?** | | | | | |
| N/A | | | | | |
| **What lessons have been learnt for future schemes?** | | | | | |
| Structured approach to communications and forward works program has been essential with delivery | | | | | |
| **SCHEME DELIVERY (WelTAG Stage 4)** | | | | | |
| **What outputs were delivered?** *E.g. X metres of bus lane,* | | | | | |
| **Wrexham Road**   * Widen footway utilising grass verge and relocate street furniture. * Provision of crossing into Mold Alun Campus   **Broncoed Lane**   * Full construction of a 1 km, 3 metre wide shared use cycling facility * Provision of street lighting   **Maes Gwern Estate Road**   * Widen existing footway to a 3 metre shared use facility between the junction of Broncoed Lane to the junction of the new   Development at Maes Gwern.  Signing and lining throughout the whole extents of the scheme | | | | | |
| **What worked well?** | | | | | |
| Increased usage of cycle path provided by documental evidence. The path will provide a missing link into the proposed new cycle network within Mold and provide a safe traffic free route to schools | | | | | |
| **What worked less well?** | | | | | |
| Time constraints associated with delayed funding approval in respect of delivery of scheme within financial year. The effects of Covid on delivery in respect of supplies and contractors. | | | | | |
| **How did you engage with stakeholders in the delivery of your scheme?** | | | | | |
| An Internal Project Review Board was established in March 2017 with monthly meetings undertaken up until the present day. The purpose of the group was to provide an independent panel of professionals to challenge both the benefits and dis- benefits of various scheme options in line with current legislation. This ‘critical friend’ approach has helped shape the detail of the scheme submitted within this application and follows the same principles of the WELTAG process.  A meeting was held with the Head teachers of both Mold Alun and Maes Garmon High Schools School to go through the scheme proposals and the rationale for the scheme. Both Head teachers fully support the scheme and have submitted a letter to that effect which is enclosed within supporting information for this application.  Flintshire County Council then attended a pupil Forum at Maes Garmon High School on the 29th January, 2018 to present the proposal to the pupils. Both the School and Local Members (on behalf of the community) are fully supportive of the proposals. Officers have worked in partnership with the Head Teacher, Pupils and other key stakeholders during the scheme design, where alternative measures were considered which defined the final scheme proposals. The pupils engaged well in discussions around the scheme proposals and understood the benefits of encouraging more pupils to walk and cycle to school and the effects of air pollution emitted from motor vehicles. All of the pupils strongly supported the proposal for a shared use walking and cycling facility from the Upper Bryn Coch area to the school campus.  **Sustrans Active Travel Journey Planning Workshop**  Council Officers supported the Sustrans Active Travel Journey workshop which was held at Mold Alun school on the 24th April, 2017 and was attended by approximately 150 pupils who strongly supported the walking and cycling improvements within the vicinity of Mold Alun School. | | | | | |
| **Summary of any relevant events that occurred DURING implementation and any changes in context** *e.g. fuel prices, land-use, travel patterns, weather events* | | | | | |
| **N/A** | | | | | |
| **Impact of engagement and/ or any relevant events on Scheme Delivery** | | | | | |
|  | | | | | |
| **What lessons have been learnt for future schemes?** | | | | | |
| Structured approach to communications and forward works program has been essential with delivery. | | | | | |
| **SCHEME OUTCOMES (WelTAG Stage 5)** | | | | | |
| **What were the anticipated outcomes?** *E.g. X% increase in active travel* | | | | | |
| Potential increase in Active Travel modes of transport accessing services and employment. The link provides a safe shared use path linking the recently completed development of Maes Gwern to the schools of Mold Alun, Maes Garmon and Bryn Coch. | | | | | |
| **What are the realised outcomes?** *Please quantify where possible* | | | | | |
| Increase in children walking and cycling to schools in Mold within a safe environment | | | | | |
| **How did you engage stakeholders in the monitoring and evaluation of your scheme?** | | | | | |
| Engagement with local schools to determine the increase in active travel journeys. | | | | | |
| **Summary of any relevant events that occurred AFTER implementation and any changes in context** *e.g. fuel prices, land-use, travel patterns, weather events* | | | | | |
| Covid increased people to travel in a more sustainable manner therefore the increased usage on the link path was noticeable. | | | | | |
| **Impact of engagement and/ or any relevant events on Scheme Outcomes** | | | | | |
|  | | | | | |
| **What lessons have been learnt for future schemes?** | | | | | |
| Structured approach to communications and forward works program has been essential with delivery | | | | | |

**Table 3 – Road Safety Capital Scheme Outcomes – Collision Reduction**

|  |  |  |
| --- | --- | --- |
| **Personal Injury collisions pre scheme (3 years data)** | | |
| Number of Fatal collisions | Number of Serious collisions | Number of Slight collisions |
|  |  |  |
| **Estimated Personal Injury collision reduction at application** | | |
| Estimated reduction of Fatal collisions | Estimated reduction of Serious collisions | Estimated reduction of Slight collisions |
|  |  |  |
| **Actual Personal Injury collisions post scheme delivery (3 years data)** | | |
| Number of Fatal collisions | Number of Serious collisions | Number of Slight collisions |
|  |  |  |
| **Performance against estimated collision reduction ( +/- estimate pa )** | | |
| Number of Fatal collisions | Number of Serious collisions | Number of Slight collisions |
|  |  |  |
| **Damage only collisions pre scheme (3 years data) if applicable** | | |
| Number of damage only collisions | | |
|  | | |
| **Actual damage only collisions post scheme delivery (3 years data) if applicable** | | |
| Number of damage only collisions | | |
|  | | |

### **Table 4 – Road Safety Capital Scheme Outcomes – Collision Reduction**

|  |  |  |
| --- | --- | --- |
| **Personal Injury casualties pre scheme (3 years data)** | | |
| Number of Fatal casualties | Number of Serious casualties | Number of Slight casualties |
|  |  |  |
| **Estimated Personal Injury casualty reduction at application** | | |
| Estimated reduction of Fatal casualties | Estimated reduction of Serious casualties | Estimated reduction of Slight casualties |
|  |  |  |
| **Actual Personal Injury casualties post scheme delivery (3 years data)** | | |
| Number of Fatal casualties | Number of Serious casualties | Number of Slight casualties |
|  |  |  |
| **Performance against estimated casualty reduction ( +/- estimate pa )** | | |
| Number of Fatal casualties | Number of Serious casualties | Number of Slight casualties |
|  |  |  |
| **High Risk and Vulnerable group casualties pre scheme (3 years data)** | | |
| Fatal casualties from **High Risk** groups (young people and motorcyclists) | Serious casualties from **High Risk** groups (Young People and Motorcyclists) | Slight casualties from **High Risk** groups (Young People and Motorcyclists) |
| Please specify: | please specify: | please specify: |
| Fatal casualties from **Vulnerable** groups (older drivers, children, pedestrians, cyclists and equestrian) | Serious casualties from **Vulnerable** groups (older drivers, children, pedestrians, cyclists and equestrian) | Slight casualties from **Vulnerable** groups (older drivers, children, pedestrians, cyclists and equestrian) |
| Please specify: | Please specify: | Please specify: |
| **Actual High Risk and Vulnerable group casualties post scheme delivery (3 years data)** | | |
| Fatal casualties from **High Risk** groups (young people and motorcyclists) | Serious casualties from **High Risk** groups (Young People and Motorcyclists) | Slight casualties from **High Risk** groups (Young People and Motorcyclists) |
| Please specify: | please specify: | please specify: |
| Fatal casualties from **Vulnerable** groups (older drivers, children, pedestrians, cyclists and equestrian) | Serious casualties from **Vulnerable** groups (older drivers, children, pedestrians, cyclists and equestrian) | Slight casualties from **Vulnerable** groups (older drivers, children, pedestrians, cyclists and equestrian) |
| Please specify: | Please specify: | Please specify: |

### **Table 5 – Road Safety Capital Scheme Outcomes – Safety Audits**

|  |
| --- |
| Please provide details of any road safety audits undertaken outlining observations and actions taken |
|  |