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** | Denbighshire County Council |
| **Local Transport Fund**  **Lead contact name, email, telephone** | [personal information redacted] |
| **Local Transport Network Fund**  **Lead contact name, email, telephone** | [personal information redacted] |
| **Active Travel Fund**  **Lead contact name, email, telephone** | [personal information redacted] |
| **Safe Routes in Communities**  **Lead contact name, email, telephone** | [personal information redacted] |
| **Road Safety Capital**  **Lead contact name, email, telephone** | [personal information redacted] |

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Grant\*** | Local Transport Fund | | | | |
| **Scheme Name** | **Vale of Clwyd Active Travel Route** | | | | |
| **Year of Completion\*** | 2016-17 | | | | |
| **SCHEME COSTS AND FUNDING** | | | | | |
| **Estimated total scheme cost at design stage** | 255,750 | **Actual total scheme cost at scheme completion** | 285,590 | **Difference** | 29,840 |
| **Reasons for difference between estimated and actual total scheme cost** | | | | | |
| Changes to the design of the Glasdir to Greenfield Road scheme were required because of the poor ground conditions that we encountered on site.  The costs associated with the Denbigh to Henllan scheme increased due to the introduction of additional kerbing, because of issues with services and as a result in increased traffic management costs. | | | | | |
| **Total Welsh Government funding allocated** | 232,500 | **Total Welsh Government funding claimed** | 206,000 | **Difference** | 26,500 |
| **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?** | | | | | |
| Greenfield Road to Glasdir Link Road – To introduce a DDA compliant ramp in place of an existing set of steps. The scheme extended the traffic free section of NCN 84 and provided a key local route for utility journeys.  Denbigh to Henllan – Further enhancement of the active travel route between the town of Denbigh and the nearby community of Henllan.  NCN 5 Vale of Clwyd connecting routes – The purpose of this scheme was to improve access from residential areas to NCN 5 and to improve access from NCN 5 to the town of Rhyl. This was achieved by upgrading controlled pedestrian crossings to Toucan crossings and by enhancing existing uncontrolled pedestrian crossings over the B5118 Coast Road | | | | | |
| **Engagement**  **How did you engage with stakeholders in the planning and design of your scheme?** | | | | | |
| Greenfield Road to Glasdir Link Road – Engagement with Tesco (for access and land) Huws grey (for access and land), local county councillors and Sustrans.  Denbigh to Henllan – Engagement with adjacent land owners and affected properties, with Denbigh Golf Club, with Sustrans, with Henllan Community Council and with local County Councillors. | | | | | |
| **Changes to scheme design**  **Did you make any changes to scheme planning and design? If so, what were they?** | | | | | |
| Greenfield Road to Glasdir Link Road – A specialist resin bound compound was utilised because of extremely poor ground conditions. It was only to fully understand the ground conditions by undertaking the requisite tests after the award of the grant funding.  Denbigh to Henllan – The introduction of additional kerbing. An unaccounted service chamber was located during the construction phase, which resulted in additional work and changes to the design. The additional works also resulted in increased traffic management costs. | | | | | |
| **Reasons for change**  **If you changed the design what were the reasons?** | | | | | |
| Greenfield Road to Glasdir Link Road – The changes identified above were introduced following a review of the ground investigation data, which had identified that the existing ground conditions were poor and that they would not support the pre-cast ‘L shaped’ concrete structures that were being utilised to provide the ramp. | | | | | |
| **Impact of changes**  **If you changed the design what was the impact eg. On costs and outcomes?** | | | | | |
| Greenfield Road to Glasdir Link Road – The innovative resin bound compound system that was introduced ensured that there would be no long term structural issues, such as overturning, with the ramp. | | | | | |
| **What lessons have been learnt for future schemes?** | | | | | |
| Greenfield Road to Glasdir Link Road – Ensure that issues, such as ground conditions, are fully investigated and understood earlier during the project development process. | | | | | |
| **SCHEME DELIVERY (WelTAG Stage 4)** | | | | | |
| **What outputs were delivered?** *E.g. X metres of bus lane,* | | | | | |
| Greenfield Road to Glasdir Link Road – A new 152m traffic free active travel route linking Lon Parcwr with Greenfield Road. Including the introduction of a 50m DDA compliant ramp to accommodate the 2m level difference between Lon Parcwr and sections of the path. The ramp replaced an existing set of steps.  NCN 5 Vale of Clwyd Connecting routes – 2no Pelican crossings were upgraded to Toucan crossings to facilitate active travel connections between NCN 5 and NCN 84 and between NCN 5 and residential areas and the town centre area.  Denbigh to Henllan – 829m of shared use active travel route between the town of Denbigh and the adjacent village of Henllan. | | | | | |
| **What worked well?** | | | | | |
| Greenfield Road to Glasdir Link Road – The completed scheme has been positively received by the local community and the SUP is well used.  NCN 5 Vale of Clwyd connecting routes – The scheme has improved connectivity between NCN 5, the town centre, residential areas, and retail developments. The controlled crossings have improved safety for active travel journeys. | | | | | |
| **What worked less well?** | | | | | |
|  | | | | | |
| **How did you engage with stakeholders in the delivery of your scheme?** | | | | | |
| Greenfield Road to Glasdir Link Road – Strong relationships developed with key stakeholders, including Tesco and Huws Grey facilitated a successful construction period.  Denbigh to Henllan – Strong working relationships were developed with adjacent and affected landowners, including Denbigh Golf Club and affected residential properties. | | | | | |
| **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** | | | | | |
| N/A | | | | | |
| **What lessons have been learnt for future schemes?** | | | | | |
| N/A | | | | | |
| **SCHEME OUTCOMES (WelTAG Stage 5)** | | | | | |
| **What were the anticipated outcomes?** *E.g. X% increase in active travel* | | | | | |
|  | | | | | |
| **What are the realised outcomes?** *Please quantify where possible* | | | | | |
|  | | | | | |
| **How did you engage stakeholders in the monitoring and evaluation of your scheme?** | | | | | |
| No follow up public engagement or monitoring work has been undertaken since the completion of the Ruthin and Rhyl schemes.  The Denbigh to Henllan scheme has provoked further discussions with Henllan Community Council and local residents who have an interest in further sections of the scheme being developed. | | | | | |
| **Summary of any relevant events that occurred AFTER 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 Outcomes** | | | | | |
| **N/A** | | | | | |
| **What lessons have been learnt for future schemes?** | | | | | |
| Active Travel monitoring equipment should be incorporated into the scheme design of all active travel routes and should be incorporated into the construction phase. This method has been incorporated into the development of all new AT routes in Denbighshire over the past 12 months. In addition to this we are also undertaking a programme of retrospectively introducing monitoring equipment on previously completed active travel routes.  In addition to the above detailed public engagement plans are now being developed and followed during the development and implementation phase of active travel routes in Denbighshire in line with WelTAG procedures. | | | | | |

**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 |
|  |