

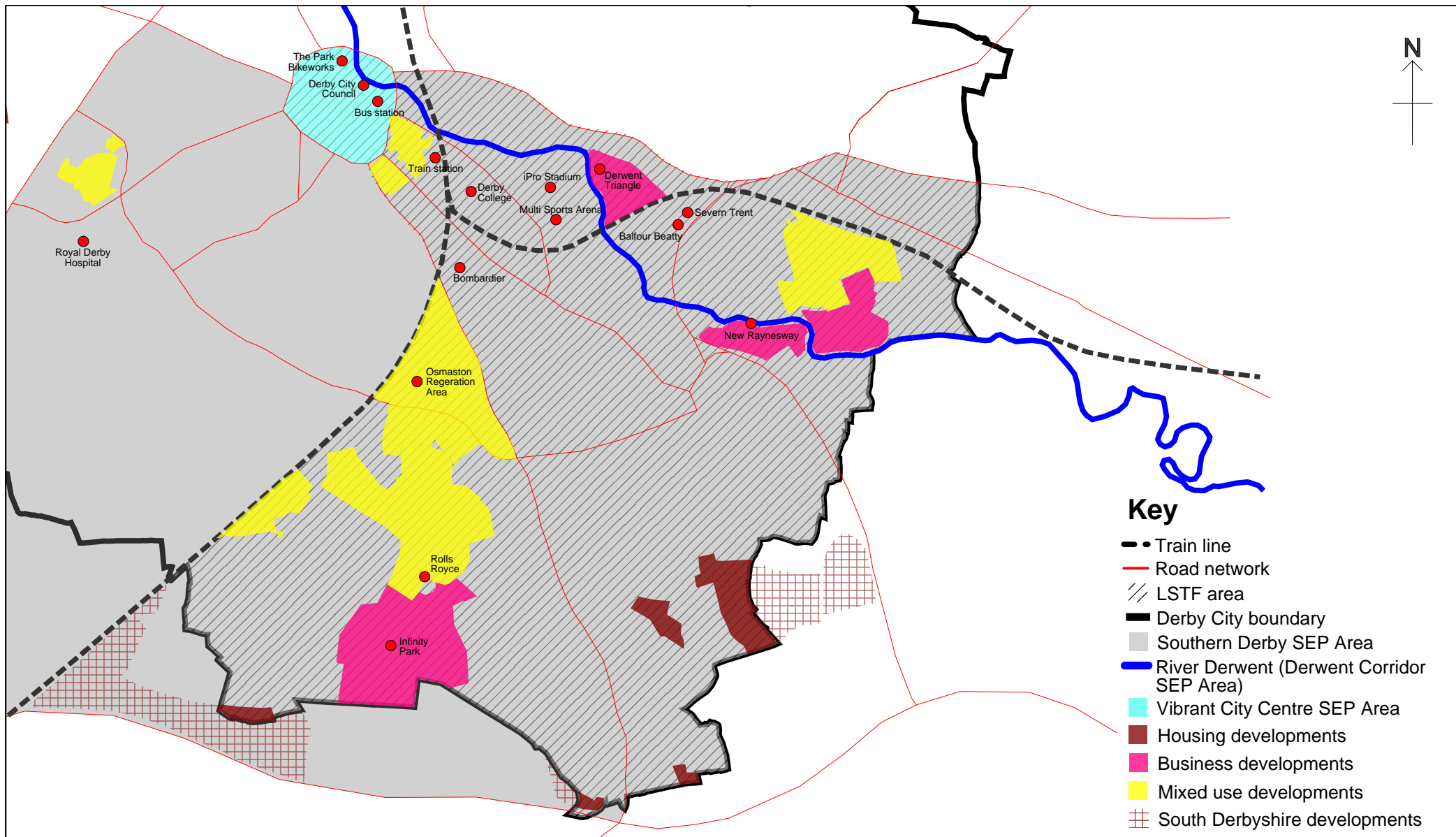
LSTF Revenue Bid List of Appendices

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* Due to file size Model Outputs/ BCR calculations are available on request

APPENDIX 1

Map of LSTF Area



APPENDIX 2

Letters of Support

Letters confirming the commitment of external sources to contribute to the cost of specific package elements

- Balfour Beatty letter dated 20/03/14
- Rolls Royce letter dated 04/03/14
- Bombardier letter dated 14/03/14
- Park Bikeworks letter dated 10/03/14

Supporting evidence of partnership bodies' willingness to participate in delivering the bid proposals

- Arriva letter dated 18/03/14
- Campaign for Better Transport letter dated 14/03/14
- Confederation of Passenger Transport letter dated 17/03/14
- Derby Cycling Group letter dated 14/03/14
- Derby NHS undated letter
- Derby College letter dated 17/03/14
- University of Derby undated letter
- Derbyshire and Nottinghamshire Chamber of Commerce 17/03/14
- Department for Work and Pensions Jobcentreplus, Derby letter dated 14/03/14
- Lifecycle UK letter dated 17/03/14
- Derby Enterprise Growth Fund letter dated 12/03/14
- Notts & Derby (buses) undated letter
- Severn Trent letter dated 17/03/14
- Sustrans letter dated 13/03/14

Letter from LEP supporting the proposed scheme

- D2N2 letter dated 26/03/14

Support from Internal Groups in Derby City Council

- Derby City Council Climate Change Team letter dated 18/03/14
- Derby City Council Public Health letter dated 13/03/14

Balfour Beatty
Plant & Fleet Services Limited - Services Division

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Derby City Council
The Council House
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DE1 2FS

20th March 2014

Dear Sir/Madam

Re: DERBY LSTF REVENUE BID 2015/16

We would like to take this opportunity to thank you for continuing to engage with Balfour Beatty following the successful award of Local Sustainable Transport Funding up to 2015.

Our Balfour Beatty business is for the long term. That's reflected in our capital structure, in our relationship with our clients and in our stewardship of the physical and social environment. Our ambition is to position sustainability at the heart of what we do and therefore the solutions we provide to our clients.

At the heart of Balfour Beatty's strategy are 23 measures that are grouped around 6 key goals for our business. The measures also map to 3 'pillars' of Profitable Markets, Healthy Communities and Environmental Limits. Together these make up our blueprint for sustainable business.

Since the successful award of LST funding to 2015 Balfour Beatty have engaged with Derby City Council in a number of ways including:

- attending various Connected partnership events
- hosting on site travel events using Connected travel advisors
- hosting on site bus travel marketing events
- promoting to employees the new No 73 bus route

Balfour Beatty have further committed to investing over £100k in the following sustainable travel measures at their Derby site:

- New shower facilities, work complete
- New cycling & shower facilities, work ordered

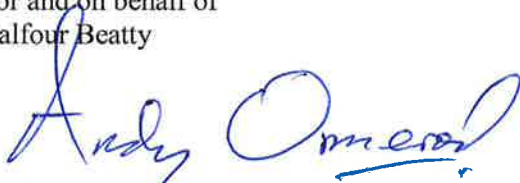
- Electric vehicle charging points, work ordered
- Designated car sharing parking spaces, work ordered

We are also currently working with the Connected travel advisors to compile a Green Travel Plan for employees and visitors to the site which will be implemented during 2014.

We would like to thank you for your support to date and also for the opportunity once again to be involved in the LTSF decision making process.

We look forward to continue working with both yourselves and local businesses should you be successful in the next phase of funding. Good luck!

Yours faithfully
For and on behalf of
Balfour Beatty



Andy Ormerod
Managing Director
Balfour Beatty Plant & Fleet Services



Rolls-Royce

Rolls-Royce plc

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Rachel Harvey
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Derby City Council, Roman House
Friar Gate
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DE1 1XB

Direct dial: +44 7972 001527
Direct fax: +44 1332 333807
Date: 4 March 2014
Our ref: T Sullivan 1 / J Walker

Dear Rachel

Local Sustainable Transport Bid – Derby

Rolls-Royce operates globally and is active in over 50 countries, producing integrated power system solutions for customers in aerospace, marine and energy markets. We understand the need to develop our business on a responsible basis and we fully embrace the principles of sustainable development and reducing our carbon footprint. We also recognise the social responsibilities that come with being a major employer, neighbour and partner as we conduct our business around the world.

The movement of employees, visitors and goods is critical to our business in terms of economic development. However, maintaining this level of activity in a sustainable way means that we have to continually manage and actively promote alternatives to motorised travel.

We developed and introduced a travel plan framework across our UK operations in 2007 to encourage sustainable travel options with the following broad objectives:

- to improve the choice of transport options and facilities available to staff travelling to and from their normal place of work and between sites
- to discourage the unnecessary use of private motor vehicles by staff travelling to and from their normal place of work and between sites
- to implement travel initiatives that reduce transport related carbon dioxide emissions
- to improve the health and fitness of staff through the promotion of walking and cycling.

In Derby, we employ over eleven thousand people in operations across the city and we manage the travel plan through our Group Property Team. We have successfully introduced, and continue to promote, a number of initiatives, which are bulleted below.

- Promotion of travel options through a dedicated intranet website.
- Intersite bus links that carry around 15,000 passengers per month and cost around £200,000 per annum to run. The routes include:
 - Pride Park park and ride, pride park main offices and Sinfen;
 - Sinfen, City Centre and Jury's Inn; and
 - Sinfen and Raynesway.
- Car share scheme across our sites
- Piloted a scheme at Raynesway allocating specific car share spaces
- Currently there are over 1000 cycle spaces provided at our sites and around 9% of employees regularly cycle to work. We are continually improving facilities and trying to increase cycle usage.
- Bike to work scheme.
- Showers in new buildings and introduction of facilities in refurbishments
- Company car fleet emissions minimised in line with Government environmental targets

Due to the historical development and scale of sites in Derby, in particular the site at Raynesway, they are in locations remote from the city centre and residential areas. As such, public transport options are limited and walking and cycling links are not always continuous. The LSTF bid for Derby provides an opportunity to tackle some of the wider issues and to maximise the benefits of existing and new sustainable travel initiatives through continued working with adjacent businesses and Derby City Council.

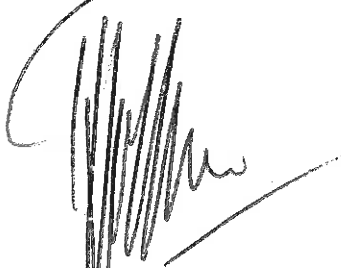
The key elements of the bid that would be of most benefit, and Rolls Royce will work with Derby City Council and other stakeholders to deliver, include:

- Working with employees to prioritise cycle and walking improvements.
- Supporting the development of personalised travel planning and integration of travel planning with other businesses.

- Improved travel information and marketing by supporting travel campaigns and actively promoting events to employees
- Supporting and working with DCC and other businesses to identify bus stop improvements and electronic display information.

The LSTF bid provides a significant opportunity to improve and encourage travel by sustainable transport. This will not only be of benefit to the development of Rolls Royce's business in terms of access but will have wider benefits such as reducing congestion, assisting with employee mobility and reducing carbon emissions. We look forward to working with Derby City Council and other stakeholders on the delivery of these improvements.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Tim Sullivan', with a large, sweeping flourish extending from the end of the signature.

Mr Tim Sullivan
Director, Energy and HS&E

14 Mar 2014

BOMBARDIER
the evolution of mobility

TRANSPORTATION
Bombardier Transportation UK Ltd
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Tel +44 1332 251336
Fax +44 1332 266271
Registered in England
Registered No: 2235994

Arshie Mushtaq
Connected Partnership and Engagement Officer
Transport Planning
Derby City Council
The Council House
Corporation Street
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DE1 2FS

LETTER OF SUPPORT – LOCAL SUSTAINABLE TRANSPORT BID

Dear Arshie,

As discussed, please be informed that Bombardier Derby are planning to invest in the following projects that will allow the Bombardier workforce to consider sustainable transport alternatives:

1. Additional bicycle parking/storage facilities in the red car park - £30,000
2. Electric vehicle charging points in the red car park - £8,000
3. Cyclists changing and shower facilities adjacent to red car park - £75,000

It is hoped that investments 1 and 2 above go ahead in the next year and investment 3 after that, but all are subject to final confirmation and funding.

Good luck with the bid. Best wishes

Vic

Vic Hammond
MSc IEng MIET MAPM MCGI MInstRE
Senior Plant Engineering Manager
UK Rolling Stock, Rolling Stock Atlantic and Services



10 March 2014

The Park Bikeworks supporting the future of sustainable transport in Derby City

1. Our Offer

The Park Bikeworks is committed to supporting sustainable transport in Derby by providing support for cyclists cycling to and within the city by;

- Providing free indoor secure cycle parking staffed by trained bike mechanics.
- Providing a bike maintenance service.
- Providing bikes, spares and accessories.
- Supporting local bike businesses.
- Supporting local bike clubs.
- Providing healthy food a drink.
- Provide showers and changing facilities
- Providing a range of rehabilitation and physiotherapy.
- Creating an accessible brand to grow the awareness of cycling as a smarter travel option.

2. Park Bikeworks 3 year plan

The Park Bikeworks is a start up which is planned to open in June 2014. Over the next 3 years in addition to our main commitments we plan to engage with cycling at every level in order grow the use of our own bike park and help grow the use of bicycles in the city centre. Examples are;

- Commitment to City Bike Hire.
- Support for cycling sportive events.
- Alignment with Cycle Derby to provide cycle training
- Partner with logistics provider to start cycle delivery network
- Provide bike design and resources centre with an aim of acting as a conduit for people seeking employment within the wider cycle industry.

3. Direct Commercial benefits to Derby City

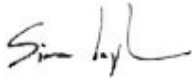
- £500,000 LSTF capital investment in 34 Full Street via Derbyshire based Bailey Construction
- Business estimated turnover of £300,000 rising to £500,000 by year 3.
- Creation of 10 jobs for The Park Bikeworks £134,000pa
- Creation of 2 jobs for About Backs & Bones rehabilitation £55,000pa
- Creation of 1 additional job for Stanton Bikes £12,000pa
- Use of Sinfin based distributor Moore & Large with annual estimated spend of £20,000

4. Indirect Commercial benefits to Derby City

- Use of Derbyshire business for marketing and web services £3000 pa
- Assistance to city and county cycling events
- Increase in cycle parking reducing car journeys
- Use of The Park Bikeworks as a venue for Cycle Club meetings and stop off.

5. Summary

The Park Bikeworks will ultimately evolve to fit the market and opportunities. It does bring together many services required by cyclists and commuters to deliver an offer and brand that will help to grow cycling in Derby.

A handwritten signature in black ink, appearing to read 'Simon Ingham'.

Simon Ingham

MD The Park Bikeworks



18th March 2014

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Private and Confidential

Arshie Mushtaq
Connected Partnership and Engagement Officer
Transport Planning
Neighbourhoods Directorate
Derby City Council,
The Council House,
Corporation Street,
Derby
DE1 2FS

Dear Ms Mushtaq,

Derby City Council LSTF Bid 2015/16

Arriva Midlands is a major operator of local bus services in Derby and the surrounding districts. Passengers make over 9 million journeys on Arriva Midlands buses in Derby every year.

Arriva Midlands have worked very closely with Derby City Council and other partners in the City to deliver a range of benefits to local residents when they are using the bus. These benefits include upgrades to the fleet, Real Time Information, improved driver training and increased frequencies.

Arriva Midlands is pleased to be able to support the LSTF bid for 2015/16. This bid seeks to build on the already established Connected project that has delivered excellent benefits for bus passengers. Arriva Midlands has been fully involved with the Connected project from its conception and will continue to be involved in the future.

The Connected project, alongside other schemes in the City, has given us the confidence to invest further in Derby and some of the forthcoming investment will be in:

- 7 high quality 'Sapphire' specification brand new buses for route 38, accompanied by a further uplift in driver training
- Delivery of a mobile travel app to provide real time information and journey planning facilities
- Supporting City Council or Connected projects with discounted tickets and Arriva staff to work alongside others in the partnership

We are also pleased to see that the LSTF bid for 2015/16 continues the good work that has already started in talking directly to car using commuters and working to tempt them to try alternative methods of getting to and from work.

Yours sincerely


PP Simon Mathieson
Area Director, East

Arriva Midlands is the trading name of Arriva Midlands North Limited, Registered in England 1556305, Arriva Midlands Limited, Registered in England 2141078, Arriva Derby Limited, Registered in England 2362274 and Stevensons of Uttoxeter Limited, Registered in England 1042339, which are all subsidiaries of Arriva Passenger Services Ltd., Registered Office: Admiral Way, Doxford International Business Park, Sunderland SR3 3XP



Ms Arshie Mushtaq
Connected Partnership and Engagement Officer
Transport Planning, Neighbourhoods
Derby City Council

14 March 2014

Local Sustainable Transport Fund Revenue Bid

Derbyshire and Peak District Campaign for Better Transport are pleased to support the City Council's bid for LSTF funding.

Campaign for Better Transport nationally has carried out research which shows how improving accessibility to employment and services can reduce Social Exclusion. We are keen to see this applied in Derby. We are sure that with this funding, Derby's Sustainable Transport Partnership can continue to promote cycling and advise on reducing the costs of reaching workplaces by public transport and car sharing.

Some of the sites currently being developed for employment are remote from existing bus services. This funding is necessary to develop sustainable transport to these sites. Without this access, it will be more difficult to recruit suitable staff, and additional car journeys will add to existing congestion on our road system.

Yours sincerely

Jim Froggatt

Chair



Rachel Harvey
Derby City Council
The Council House
Corporation Street
Derby DE1 2FS

17 March 2014

Dear Rachel

Derby LSTF Revenue Bid 2015/16

The East Midlands Region of the Confederation of Passenger Transport (CPT) wishes to support Derby City Council's 2015/16 LSTF revenue bid.

The City Council has worked effectively with its partners to promote sustainable modes of travel and it is important that access to further revenue funding allows a continuation of the work that has been started along with new projects to build on the success to date.

CPT works closely with Greener Journeys – the campaign to encourage fewer car journeys and more trips by bus and coach. The aim of Greener Journeys is to increase the value of bus and coach travel in stimulating economic growth, reducing congestion and CO2 emissions and enabling access to jobs, retail, leisure and vital services. The work that has been undertaken in Derby as part of the LSTF is therefore very much in keeping with the campaign.

CPT East Midlands is also pleased to see the inclusion in Derby's LSTF revenue bid of a project that aims to encourage coach tourism to the city. The coach is the most sustainable form of motorised transport (1) but our coach members do not feel that Derby is as coach-friendly as it might be. If Derby's bid is successful, the City Council will undertake some work to establish better facilities for coaches in the city. As facilities improve and we work with the City Council to promote the improvements, we believe that Derby will benefit from an increase in sustainable tourism, providing additional economic growth and jobs.

The **Confederation of Passenger Transport UK (CPT)** is the national trade association representing bus, coach and light rail operators. CPT represents over 1000 bus, coach and light rail operators and suppliers nationwide.

Yours sincerely

Keith McNally
Regional Manager

- (1) Coaches emit 0.03kg of CO2 per person per km, half of that of rail, and radically smaller than that emitted by cars (0.11kg) – 'Britain's Coaches: Delivering Prosperity to You' (2010).



Derby Cycling Group
C/o Soundbites Wholefood Shop,
11, Morledge,
Derby,
DE1 2AW

14th March, 2014

Re: LSTF Revenue Bid for 2015/16

Dear Arshie,

Derby Cycling Group gives its full support to Derby's bid for funding to extend it's LSTF project into 2015/16 and we believe that the proposal which has been made is a very positive one.

Continuity is a key factor in effecting lifestyle changes because it takes time to get messages across to people who already have set ways of doing things (such as travelling around their local area) and then more time to develop and nurture the groundswell of people actually deciding to make a change in their daily routines. Capital projects can be designed, built and completed in a relatively short duration, but many revenue based projects such as this one (Connected) often need time to develop and come to fruition. This revenue bid will enable Derby to maintain that continuity with Connected, and take the projects already started towards the early delivery stages. In fact we see continued funding over the next few years as crucial to the realisation of Connected's aspiration; if funding is not continued the first £5million will have been wasted money.

To date we have been impressed by the amount of engagement by the LSTF project with local employers and by the enthusiastic way that employers have embraced the project and come forward with match funding.

Derby Cycling Group is a member based campaign group with over 350 members; our subs are £2 a year, so we have very limited financial resources to commit to match funding. However we are using our time to prepare several campaigns and campaigning materials which we hope local employers will use to support their own sustainable travel initiatives, as well as enabling us to promote cycling to a wider audience at events that we attend.

We continue to look forward to the benefits of this project being realised in the future in terms of cyclist numbers and hence improvements in many people's health, fitness and personal economy, less absence from work due to illness, less traffic and pollution. We are very hopeful that this bid will be successful.

Yours Sincerely,

Tony Roelich
Campaigns Co-Ordinator
Derby Cycling Group

Dear Adam

Hospital parking is a challenge across the country and was absolutely the case when Derby's two former hospitals merged onto the new Royal Derby Hospital site in 2008. With car parking problems overshadowing the otherwise positive new hospital experience of staff and patients' a tremendous effort was put into developing innovative ways to encourage alternative transport use through the Trust's first ever Travel Plan.

Despite endless calls from staff and the public to 'build' a multi-storey car park and simply address the problem by creating more car parking, the Trust set out to work in partnership with Derby City Council and local transport providers to influence and support sustainable behaviour change by encouraging staff and patients to choose the healthy option and reduce their carbon footprint by using more sustainable modes of transport.

Since 2008, we have gained a detailed understanding of the starting point, by auditing staff travel and current transport arrangements through annual staff travel surveys and have achieved many significant and positive changes in the area of sustainable travel.

We have made a difference to how staff and patients travel and also staff travel to meetings. We have listened to the comments and have worked hard putting the ideas into a reality.

Over the last 4 years the Trust has been successful in reducing car dependency. This has been shown in the most recent 2013 Travel Survey results by the increase in staff walking, cycling and using public transport to work. This also shows the Trust's Travel Plan is working effectively and we are committed to building a sustainable future in reducing congestion and greenhouse gas emissions and promoting health benefits too.

The impact of this change has been demonstrated with reduced sickness absence of staff, achievement of the Carbon Trust Standard and long lasting partnerships within the local community.

We recognised that sustainable change could only be achieved through strong partnerships and networks with local transport providers, LSTF and Derby City Council. These relationships were forged and have been nurtured and have resulted in the range of options now available providing staff and patients with a real choice and realistic alternatives.

The Trust has over 8,500 staff and treats over one million patients every year. The positive impact we can therefore have on the local community and environment as well as individual's lifestyle choice and wellbeing is tremendous. In 2012, 63% of our staff travelled to work alone in their car. This reduced to 55% of our staff travelling alone in their cars in 2013, thus giving a reduction of 8%. In addition a further 4% increase has been achieved in staff walking to work, which has exceeded our travel plan target. Public transport usage has increased by 4%. Cycling has increased by 1%.



Over the past 4 years we have sustained our campaign to influence behaviour change through staff travel incentive weeks which help promote all modes of sustainable transport options.

We have integrated our travel initiatives into our overall all staff health and wellbeing programme called 'Get Healthy Stay Healthy'. Staff have said by walking and cycling to work they are more energised and ready to start their day. This year more than 400 staff participated in our awareness weeks.

Over the past year the LSTF has had a positive impact on reducing our single occupancy vehicles travelling to Derby Hospitals.

Derby Hospitals has been working in partnership with LSTF and has helped organise a travel day, 'Leave your car at home day' at the hospital to promote more sustainable ways of travelling to and from the hospitals.

LSTF have supplied the hospital with a wealth of information on cycling and bus services around Derby including route maps, and encouraging staff to cycle by offering free cycle training to them. Cycle Derby gave away a bike at our cycle 2 work week and offered our staff a Dr bike service.

Through the LSTF we have now got a Personalised Travel Planning service that has helped our staff to plan their journeys into work and a lift share (parking partners) car share scheme has been set up through LSTF.

We work closely with our staff and through our Bike Users Group we applied and secured a £10,000 grant to update and refurbish staff changing facilities at the London Road Community Hospital through the 'Connected' grants scheme.

It is not only work the LSTF do at the hospital it is also what they have done around Derby making it easier, safer and with the wifi on many of our buses more enjoyable for our staff, patients and visitors to travel to our hospitals.

Without the LSTF we would not be able to plan for the future of improving our transport links and getting safer and cycle paths in the correct locations that link to local businesses and our hospitals.

Yours sincerely

Andrea Shaw

Transport and Sustainability Officer

17 March 2014

Arshie Mushtaq
Transport Planning
Neighbourhoods Directorate
Derby City Council
The Council House
Corporation Street
Derby DE1 2FS

Dear Arshie

DERBY COLLEGE AND DERBY CITY COUNCIL – SUSTAINABLE TRANSPORT

This letter serves to highlight the positive impact on Derby College from its working with Derby City Council on sustainable transport initiatives. On this matter, the College fully supports the Council in its application to the future Local Sustainable Transport Fund (LSTF) Revenue Bid.

During recent years, the College has experienced significant changes to its estate: for example, the Roundhouse campus, opened in 2009, has grown in learner numbers to now serve 1000 students. Outside the city area, but thus impacting on travel to and from city-based campuses, a brand new Ilkeston campus opened in early 2014, following new developments at the Broomfield Hall campus. All such changes necessitate addressing transport needs, very often in and out of the city area.

The College has a history of working closely with the Council on sustainable transport projects, and has benefited from this partnership. An example is the Council's commitment to the local cycle network, and through the College encouraging and enabling staff and students the opportunity to use the routes confidently and safely. More recent examples are various activities under the Connected initiative – of which the Council, the College and other projects and bodies are partners.

Such joint-working has resulted in numerous events held at the College spanning varied transport modes. Staff and learners have benefited from cycle sales and maintenance sessions, moped loan and training opportunities, walking, car-share, bus, rail and personalised transport planning – the latter being particularly helpful. Additionally, staff and students have been keen to learn of and benefit from several public transport discounts and offers, promoted on behalf of the Council.

Looking ahead, the College is committed to embedding sustainable transport into its operations. It regards working with Derby City Council as a key factor in maintaining, developing and promoting this approach. At present, the level of funding apportioned to sustainable transport by the College over the next five years is dependent on other funds being available. It is also shaped by the curriculum offered, plus resource changes owing to the further rationalisation of the College's estate and future student numbers.

The College looks forward to continuing its successful partnership with Derby City Council.

Yours sincerely

Fiona Coulson
Travel Plan and Carbon Reduction Co-ordinator
Derby College

Derby College
2 Roundhouse Road, Pride Park, Derby DE24 8JE



Centre for Supply Chain Improvement

Derby Business School
University of Derby
Kedleston Road
Derby DE22 1GB, UK

Dear Sir or Madam

I am happy to give my support on behalf of Derby University for the future LSTF Bid 2015/16.

Derby University has over 20,000 students and employs nearly 2000 staff across campus. We are reliant on the local transport networks and facilities for students and staff to car share, cycle, bus and walk to the campuses as we do not have parking permits to accommodate all these people who live and learn here.

Over the past year the LSTF has had a positive impact on reducing our single occupancy vehicles travelling to Derby University. Derby University has been working in partnership with LSTF and has helped organise sustainable travel days, to promote more sustainable ways of travelling to and from the University. LSTF have supplied the University with a wealth of information on cycling and bus services around Derby including route maps, and encouraging staff and students to cycle by offering purchase of recycled bikes, moped training, adult cycle training as well as free bus taster tickets and travel cards.

Our most successful partnership working has been with Wheels to Work, Bike Back Derby and local transport operators who work in partnership with the Derby LSTF Team. These have been exciting projects and we would like to continue to widen this partnership and create a stronger offer on sustainable travel for our students and staff.

Derby Infinity Park is a new commercial and technology park, which will create 8000 jobs and has 250 acre of land for businesses to invest and build their company that is innovative and creative. This growth will enable more people to live work and travel to the city putting emphasis on the sustainable travel to the site.

We will be working closely with the LSTF team on ensuring that our carbon footprint will be reduced and businesses can tap into all the LSTF services to give them the option to cycle walk bus and train to the city. This 40 million pound investments will bring new and exciting projects to Derby City and will grow an already thriving city.

It is important we work with our transport colleagues and our LSTF colleagues to ensure we can create a strong offer for both new and existing businesses to want to retain and invest further. The LSTF project will be key in the future of the infinity park offer.



At the heart of Infinity Park Derby will be a new £11.5m Innovation Centre. This landmark building, will host ENSCITE, an exciting new joint venture between the Universities of Aston, Cranfield and Derby established to provide access to research and technology transfer to SMEs in hi-tech sectors

We look forward to continuously working with the LSTF team and strengthen this partnership to provide great sustainable transport initiatives and opportunities to our students and new students coming in to the city.

Kind Regards,



Professor Ming Lim
Professor of Supply Chain and Logistics Operations
Head of Centre for Supply Chain Improvement
Email: M.Lim@derby.ac.uk
Tel: 01332 591770



Derbyshire and Nottinghamshire
Chamber of Commerce

Commerce Centre Canal Wharf Chesterfield S41 7NA Tel: 01246 207207 Fax: 01246 233228 Email: information@dhcc.co.uk Web: www.dhcc.co.uk

Our Ref: DGC/NC/170314

17th March 2014

Rachel Harvey
Transport Planning Group Manager
Derby City Council
Roman House
DE1 1XB

Dear Rachel,

Local Sustainable Transport Fund Revenue Bid 2015/16 - Derby

Please treat this letter as confirmation of the Chamber's continued endorsement of Derby City Council's LSTF bid, given the good work achieved so far with employers in the area.

With a Sustainability Forum of its own, this Chamber is firmly committed to minimising the environmental impact of its members, and of the carbon footprint contributed by the business community as a whole.

As the second-largest Chamber of Commerce in the country, DNCC will continue to convey the benefits of the scheme, and to embed behavioural change with modern employers. The Chamber wishes to encourage getting our goods to market and our people to work in as sustainable and seamless a way possible through the use of smarter travel choices.

The Chamber will continue to engage with its members and external stakeholders to provide a lasting legacy of this funding for the benefit of all those that visit, live, and work in the city of Derby.

Yours sincerely,

George Cowcher
DIRECTOR &
CHIEF EXECUTIVE

PATRONS:



INVESTOR IN PEOPLE



Certificate Number: 5912CM0001
ISO 9001



Henry Murray
Employer and Partnership Manager
Department for Work and Pensions
Work Service Directorate,
Jobcentreplus
1-5 The Wardwick
Derby
DE1 1HA

07776 49 33 62

Henry.Murray@dwp.gsi.gov.uk

14th March, 2014

Dear Rachel,

I am writing to confirm that we are supportive of the LSTF bid that you are preparing and to provide some examples of existing partnership working arrangements with you.

The bid will build on the work that Jobcentre Plus is already undertaking in partnership with you, to gather customer insight information on potential transport problems in Derby. This has provided information to tailor the project to meet specific local needs.

We are currently working with you on getting subsidised tickets to support job seekers to attend interviews and their place of work once receiving an offer of employment. Working in partnership with you on the Wheels To Work scheme which provides moped training and the availability to purchase mopeds to those who are seeking employment.

Having a designated Bike It Officer based at our offices from the LSTF programme has proved an invaluable resource to our job seekers as well as them being able to receive free bikes.

We have long established relationship with many major employers in Derby and we are happy to explore the opportunities these relationships provide to advance the bid and deliver a successful programme to ensure we support access into work for our claimants and provide a ready, mobile workforce that can attract new investors and employers to the area.

Jobcentre Plus welcomes the positive impact that the LSTF is expected to bring for the economy and environment of Derby. We look forward to continuing to work with you on the initiatives outlined previously, through the LSTF and beyond it.

Kind Regards,

Henry Murray

Henry V Murray
Employment and Partnership Manager

17th March 2014

Dear Adam

I would like to express our huge support for Derby City Council's bid to LSTF for 2015/16 which will enable the Connected partnership to continue the valuable work it has begun to promote sustainable travel.

Thanks to current LSTF funding, Life Cycle has been able to establish an extremely effective project that is enabling people on low incomes to access an affordable bike for local journeys, as well as providing training opportunities in bike mechanics to prisoners.

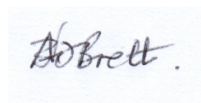
Life Cycle has worked hard to establish Bike Back Derby (BBD) in a very short timeframe. BBD is a thriving bike refurbishment scheme that takes donations of unwanted bicycles and refurbishes them with the help of prisoners, for reuse by local people.

Since starting the project less than 12 months ago we have refurbished and passed on over 130 bikes to people on low incomes, providing them with affordable and sustainable travel. We know from feedback that having access to an affordable bike has been a key factor in enabling people to cycle. Further feedback from recipients has shown that the majority of these people are using these bikes to travel actively to work or college on a daily basis. Continuation of the project will mean that we can get more refurbished bikes out to people on low incomes, thereby encouraging and supporting people to cycle.

During this time we have also supported over 30 prisoners to learn mechanical skills refurbishing bikes, which they will be able to use to help them gain employment after release. Thanks to LSTF we are helping to train a potential workforce of bike mechanics, to support a growing cycling culture. Prisoners who have worked on the scheme have gained a City and Guilds Level 2 in bike mechanics.

Continued funding from LSTF is important because it will help ensure that the work the *Connected* partnership has done to raise the profile of sustainable travel options in the community will continue, ensuring momentum is not lost and the maximum value can be gained from all our efforts to bring about modal shift and economic development in the City.

Yours sincerely



Poppy Brett
Chief Executive



12th March 2014

To whom it may concern,

DERBY CITY LSTF BID

I write to you on behalf of the Derby Enterprise Growth Fund, in support of the Derby City bid to the LSTF.

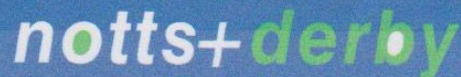
As a strategic partner working to support enterprise growth in the city we are fully supportive of the focus on sustainable transport provision with its tangible benefits to residents of the city and local businesses as well as the environment.

The Derby Enterprise Growth Fund has been a fantastic success with almost £20m of financial support having been committed to companies in Derby to help them achieve their ambitions for growth, expansion of premises and job creation. The Fund Managers continue to work closely with the Connected project in Derby and both projects have benefitted from joint promotional events and business referrals between them.

A successful LSTF bid will be very important to supporting economic development and regeneration activity in Derby, ensuring the city remains competitive. With the presence of global engineering companies such as Rolls-Royce, Toyota and Bombardier Derby is referred to as the Capital of Innovation and sustainable travel is at the heart of this.

Yours sincerely,

Greg Pickup
Derby Enterprise Growth Fund Manager



Meadow Road
Derby
DE1 2BH
Tel No 01332 204568

Rachel Harvey
Transport Planning Group Manager
Council House Corporation Street
Derby

Dear Rachel,

Local Sustainable Transport Bid - Derby

Nottinghamshire and Derbyshire Traction Ltd is a large operator of bus services in the Derby area running a mixture of purely commercial and contract routes. In the past we have worked with LSTF to deliver a number of innovations including –

- We have been successfully running the bus service which runs from the City Centre through Raynesway where we have our main employers such as Rolls Royce, Balfour Beatty and Severn Trent located here. This has been running from hourly to half hourly after demand for this service was increased.
- We are one of the operators to have signed up to Derby's first multi-operator ticket. We are proud to work with LSTF on this initiative and again another successful project to be part of and has seen the demand for this service increase.

We are excited to be working with the LSTF team and other partners on this project. The Local Sustainable Transport Fund proposal provides a fantastic opportunity that will enable us to build on our previous successes.

The work so far has not only improved the quality of the bus services in the bid area but also provides better information to customers and target marketing and promotion at people who might otherwise not think to use public transport.

This combined approach has boosted bus patronage, reduce car dependency for commuters and tackle congestion. We look forward to aligning more of our own operational and marketing activities with those provide through the LSTF. This will provide added value from scale economies and a joined up approach.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Stuart Frost'.

Stuart Frost

17th March 2014

Severn Trent Water

Severn Trent Water Limited

Rachel Harvey
Transport Planning Group Manager
Roman House, Friar Gate
Derby
DE1 1XB

Severn Trent Centre
PO Box 5309
Coventry
CV3 9FH

Tel
Fax
www.severntrent.com
www.stwater.co.uk

Dear Rachel,

Local Sustainable Transport Fund Revenue Bid 2015/16 - Derby

I am writing to confirm support from Severn Trent Water (STW) for Derby City Council's LSTF bid. As a water company our activities are closely linked to the environment and the effect of climate change. We strive to reduce the impact of our own operations on the local and wider environment and help our customers and suppliers reduce their own environmental impact where possible. This bid represents an ideal opportunity for us to continue the work we have already been undertaking with Derby City Council to maximise the opportunities for our employees and visitors to travel sustainably thereby working towards reducing our carbon footprint.

In September 2013, we relocated around 400 employees from the Raynesway site to a dedicated call centre facility on the Pride Park business park. The support we have received from Derby City Council through the LSTF process has been invaluable to this move. Examples of the support include personalised travel planning, travel days, bus taster tickets as well as match funding for cycle improvements. All of which has helped us to achieve a post move mode share of 37% of employees choosing to travel by sustainable modes of travel. We have also worked with travel advisers to create a bespoke travel action plan for the Pride Park office to further increase numbers of employees choosing a sustainable mode of travel as their first choice.

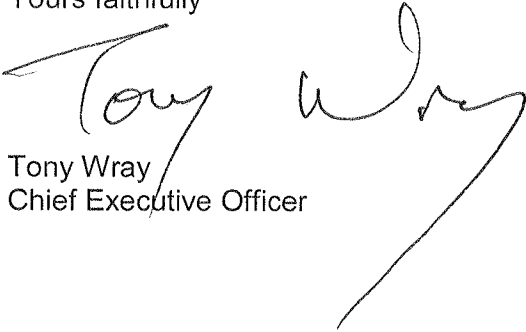
We are further expanding our operations in Derby by consolidating the East Midlands operations to the Raynesway site in Derby. The main reasons for this are a drive to improve the efficiency of our business and minimise our carbon footprint. An additional relocation is also taking place from our site at Megaloughton Lane to a permanent site at Celanese Road. This provides up-to-date new accommodation for around 150 staff. At this site we've installed new cycle storage, lockers and shower facilities.

Derby's LSTF bid provides an opportunity for STW to work with DCC and other stakeholders to, where possible, improve and jointly promote access to the Raynesway area by sustainable modes. For Severn Trent it is an opportunity to pool resources and experience that will maximise initiatives and provide a continued level of investment. This will not only benefit our employees,

visitors and business but will reduce green house gas emissions, save resources and reduce our operational impact on the local community.

We see the proposed bid as critical in improving the sustainable transport options available to our staff, enabling them to make smarter choices for their journeys to and from work. We strongly support the bid and look forward to building on our relationship with Derby City Council and other stakeholders on the delivery of the Derby LSTF package.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Tony Wray', with a long, sweeping underline that extends downwards and to the right.

Tony Wray
Chief Executive Officer

Adam Sendall

LSTF Programme Coordinator
Transport Planning|Spatial Planning & Climate Change
Neighbourhoods Directorate
Derby City Council
The Council House
Corporation Street
Derby
DE1 2FS

March 13 2014

Dear Adam

Local Sustainable Transport Fund 2015/16

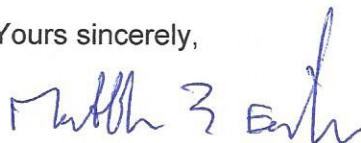
Sustrans is pleased to support Derby's bid to the Local Sustainable Transport Fund. We have been involved in the delivery of a variety of initiatives via the current LSTF funding and would argue that a successful bid from Derby would allow it to maintain progress and enhance the current programme.

We have been impressed how Derby City Council has enabled partners to adapt their projects to meet LSTF and local sustainable transport priorities. There has been strong liaison with the local LEP (D2N2) and there are clear synergies between the LSTF funding package and the infrastructure priorities listed within the D2N2 Strategic Economic Plan that Derby City council have put forward. We have supported the preparation of the bid and know that key local employers support the proposals.

As a delivery partner, Sustrans will be using its experience and expertise to deliver programmes focused on workplaces and job seekers building on lessons learnt and the achievements of our existing work. Derby's bid has the benefit that delivery will not be held up by lengthy procurement processes as it focuses on enhancing current initiatives. We believe that the package of works proposed meets and exceeds the key criteria and will help Derby City Council fulfil the economic outcomes proposed.

We look forward to working in partnership with Derby City Council to support the delivery of the programme of works to be supported by the fund.

Yours sincerely,



Matthew Easter
Regional Director, East Midlands
Sustrans

PR/SH

26 March 2014

FAO Rachel Harvey
Transport Planning Manager
Derby City Council
Heritage Gate
Derby
DE1 1AN



Dear Rachel

Re: Local Sustainable Transport Fund Revenue Bid

I write on behalf of D2N2 LEP with reference to your bid for Local Sustainable Transport Funding.

D2N2 LEP is the Local Enterprise Partnership for Derbyshire and Nottinghamshire and has the responsibility to prepare the Strategic Economic Plan (SEP) to be agreed by Government. It also oversees the management framework of the EU Structural Funds 2014-2019. I have been Chair of the LEP since December 2012.

I am pleased on behalf of the LEP to support the bid.

We believe Derby City Council has created a strong LSTF offer to date and that LSTF programmes across our region are effectively unlocking growth, tackling congestion and reducing business costs.

LSTF packages have performed well in the assessment of all infrastructure proposals submitted to the LEP and have been prioritised within the overall SEP Implementation Plan for early delivery.

Derby's future LSTF package, focussed on the Southern Derby and City Centre area, is a fundamental part of the approach to unlocking growth of the City, a key programme within the SEP. Derby's LSTF directly supports a number of strategic housing and employment sites, including Infinity Park.

Whilst the D2N2 Infrastructure Strategy will provide the opportunities for people to travel more sustainably the 2015/16 LSTF revenue funded programme will be an essential ingredient to for achieving the maximum value for money of the focussed capital investment by:

- Influencing life long travel behaviour and choices to lock in the benefits of future capital investment
- supporting the competitiveness of existing business through sustainable travel management practices, creating the conditions for expansion and new business growth
- maximising the capacity of the whole transport network through modal shift, supporting the conditions for growth of new sites, attracting new businesses and contributing to increased GVA
- improving accessibility to existing and new development sites ensuring, access to labour markets, resilient supply chains and improved customer access
- improve general population health and well-being through increased activity, improved air quality and improved access

Chairman: Peter Richardson

The Local Enterprise Partnership for Derby, Derbyshire, Nottingham and Nottinghamshire
8 Experian Way ng2 Business Park Nottingham NG2 1EP

We welcome the aims of the bid which will increase the economic vitality of the city without increasing congestion or pollution in the city centre and we look forward to hearing the outcomes of the bidding process and working together to deliver this important and exciting opportunity for Derby.

I am therefore delighted to commend this project and to wish you every success with the bid. If you wish to contact me at all about this, I can be reached on this email: peter.richardson@d2n2lep.org.

Best wishes,

Yours sincerely

A handwritten signature in black ink, appearing to read 'Peter Richardson', with a long horizontal line extending to the right.

Peter Richardson
Chairman, D2N2 LEP

18th March 2014

To whom it may concern,

DERBY CITY LSTF BID

I write to you on behalf of the Climate Change Team and the ERDF part-funded BESPOKE energy efficiency project, in support of the Derby City bid to the LSTF.

As a strategic partner working to support the Council's and the City's Climate Change Strategy, we are fully supportive of the focus on sustainable transport provision with its tangible benefits to carbon reduction, a low-carbon economy, an active community and a more resilient city for residents and local businesses.

Our BESPOKE project has been a great success with over 100 businesses engaged, over 50 energy surveys undertaken and a significant number of grants awarded to small and medium enterprises to help increase their energy efficiency and lower their carbon emissions. The BESPOKE project officers continue to work closely with the Connected project in Derby and both projects have benefitted from joint promotional events and business referrals between them.

A successful LSTF bid will be essential to supporting carbon reduction in the city, where transport accounts for nearly a third of the per-capita emissions. The bid also supports a key and emerging theme in Derby's Climate Change Strategy - smarter travel options – with its aim of making Derby a city where "Local people and businesses choose to use a range of easily accessible and integrated lower carbon travel".

Yours sincerely,

Andy Hills
Manager

Part funded by



EUROPEAN UNION
Investing in Your Future
European Regional
Development Fund 2007-13

Neighbourhoods | 2nd Floor, Council House, Corporation Street, Derby DE1 2FS | www.derby.gov.uk





Derby City Council

one Derby one council

Email Derek.ward@derby.gov.uk
Tel 01332 643069
Fax 01332 643299
Minicom 01332 640666
Date 13 March 2014

To whom it may concern

I write to you on behalf of the Public Health Department at Derby City Council, in support of the Derby City bid to the LSTF

As a strategic partnership we are in full agreement that it's crucial for the health of the residents of Derby, that health and transport professionals focus on positive actions to encourage active travel and cycling whenever possible. So we fully recognise the potential of the active travel and cycling agenda to improve many aspects of public health, and place it at the heart of a healthy sustainable transport strategy.

The public health department has recently commissioned the Livewell Lifestyle Service which is an innovative, systematic, large scale provision for the citizens of Derby. The service is delivered in partnership with Derby City Leisure Services and works with individuals deemed to be above average health risk, and their close family and friends, providing a sustained 12 months health coaching period to support lifestyle change.

The current capacity of the service is 3000 family/friends units per year (between 12,000-15,000 residents) with the added potential to increase the capacity as well as linking to other programmes such as Active Travel and cycling.

The annual cost of delivering the service is £1.5m and it is a 3 year commission with the option of 2 further years with the current provider, Leisure Services.

In conclusion the public health benefits from a successful bid would include:

- Improved air quality by reducing traffic and promote active travel
- Improved sustainable transport options for commuters and businesses
- The enabling of behaviour change through the promotion of accessible, walking, cycling and use of public transport
- Partnership Working with employers to support sustainable travel options
- Health improvement through the promotion of active travel and the benefits of increased physical activity.

Yours sincerely

Professor Derek Ward
BA (Hons), MA, MPH, FFPH
Director of Public Health & Visiting Professor of Public Health

Public Health | 1st Floor, Council House, Corporation Street, Derby, DE1 2FS | www.derby.gov.uk



APPENDIX 3

Scheme Impacts Proforma

LSTF 15/16 Revenue Competition - Schemes Impact Pro-Forma

For cycling/walking elements of your bid, please provide the following data - if available

Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Assessment Report).
Description of infrastructure/facilities	Without the revenue elements the ambitious proposals for cycling infrastructure made to the LEP would need to be self promoting through the quality of the connected infrastructure.	The revenue scheme maximises the value of the infrastructure by training, marketing and education towards cycling to employment opportunities.	http://www.d2n2lep.org/write/Documents/D2N2_Strategic_Economic_Plan_clean.pdf
Route length (km)	80	100	Without scheme shows length of existing cycling infrastructure within area (including schemes to be delivered in 2014/15 LSTF and LTP). The proposals in the 2015/16 to 2020/21 bid to the LEP will cater for approximately 20km of new cycling infrastructure.
Average trip length (km)	N/A as will be essentially unchanged	N/A as will be essentially unchanged	
Average cycling speed (kph)	N/A as will be essentially unchanged	N/A as will be essentially unchanged	
Number of users (per day)	1,082	2,164	Without scheme data is taken for figures from two ATC sites within LSTF area (weekday average for November 2013), 1082 trips. With scheme assumes doubling to 6% modal share.
Percentage of additional users that would have driven a car otherwise.	N.A.	100%	

If you are expecting your project to reduce car travel, please provide the following information

Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Assessment Report).
Traffic levels (Vehicle km) in the affected area	3,495,346,800	3,457,674,742	Traffic levels refer to the total hours and km over the lifetime of the scheme, assuming 253 commuter days per year over 6 years and a peak period of two hours in each peak. Network statistics have are from the Derby Area Transport Model, DATM.
Traffic levels (Vehicle hours) in the affected area	91,587,012	90,693,453	
Average Speed in the Morning Peak	38.9 km/h	39.6 km/h	The without scheme mode share person trips has been calculated by using the 2011 Census journey to work data for the 4 wards within the core LSTF area. Please note percentages don't total 100% due to home working and those not in employment. The figures are conservative as they do not include commuting in to the area from outside of the LSTF area.
Mode share (in person trips)			
Car Driver	16,992 (39.7%)	17,285 (37.5%)	To provide a simple estimation of total trips in the area in 2021 at the end of the scheme TEMPRO growth factors have been applied to the travel to work. This grows journeys to work from 42,858 in 2001 but also used as the 2015 baseline 'without scheme' as a comparison), to 46,093 in 2021. There are also a higher % of trips as we have assumed not employment will reduce as more economic growth takes place through development in the area, supported by LSTF interventions. Based upon Travel Planning activities in the LSTF we would expect some increase in car sharing, with this transferring from single occupancy journeys. Bus infrastructure calculations are described in the section below. These equate to a 2.8% increase in users per year which for simplicity has been applied to the person trips figures. Rail trips are expected to be unchanged with the scheme. Cycling infrastructure target is to double share within 5 years to 6%. Beyond the scheme period it is the target to increase modal share to 10% in the LSTF area by 2025 in line with the target All Party Parliamentary Report 'Get Britain Cycling'. Greater infrastructure and revenue initiatives will also encourage more trips to work on foot.
Car Passenger	1,762 (4.1%)	2,766 (6%)	
Bus passenger	2,709 (6.3%)	2,996 (6.5%)	
Rail Passenger	230 (0.5%)	230 (0.5%)	
Cyclist	1,358 (3.2%)	2,766 (6%)	
Walking	2,691 (6.3%)	3,687 (8%)	

For Bus elements of your bid please fill in the following table

Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Assessment Report).
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Annual number of passenger trips	16,825,969	17,277,524 (Estimated total extra passengers generated by all the projects each year = 451,555) AVL +63,939 passengers Network review/new services +168,267 Smart ticketing +31,969 Job seekers pass +27,533 Bus stop improvements +159,847	<p><u>Automatic Vehicle Location (AVL)</u> Similar projects else where in the UK have delivered significant benefits. For example following the opening of Nottingham City Transport new bus control centre, which uses the AVL system, NCT undertook a study of bus reliability. This showed that the number of services running on time had increased to over 91% and complaints had reduced significantly. All of this they believe has helped to increase their passenger numbers by 2.2% in the first year of the control room opening. Similar benefits were also seen in Edinburgh when Lothian Bus opened a new control centre using an AVL system.</p> <p><u>Network review and new/changed services</u> The new Skylink bus route was introduced in early 2008 following a review of services. This linked Derby with East Midlands Airport and Leicester. Prior to this there was a poor bus link between Derby and the airport which carried very few customers. During its first 5 years of operation the Skylink service saw passenger growth of 50%, (305,000 people). This followed investment by a number of different Councils, the bus operator and East Midlands Airport. The service is now fully commercial with a half hourly day time frequency and hourly through the night. Another example in Derby of where bus services reviews have encouraged passenger growth took place in Spondon in the late 1990s. Following the service review the operator introduced a more direct route between the city centre and the suburb of Spondon. This reduced journey time to just over 15 minutes in each direction and resulted in a 100% increase in passenger numbers within a year of the revised route being introduced. A study carried out by consultants WYG in Leicester using employee postcode analysis for a target group found that appropriately designed bus services could result in 2.4% of current car based commuting trips transferring to the bus. The route 73 bus was extended to serve the Raynesway industrial estate area in August 2012 as part of the Connected project. This followed a review of bus service in the area. Since then passenger numbers have risen considerably with passenger growth of over 20% being recorded in some quarters.</p> <p><u>Smart ticketing</u> During 2002 Translink in Belfast introduced several smart ticketing products. Work undertaken following the project showed improved boarding times of 1.4 seconds per person over the previous paper ticket system. By 2003 over 40% of boarding's on buses in Belfast were done using a smart ticket. The scheme was also estimated to have generated passenger growth of 1.5% during its first year of operation. The experience in Derby since the introduction of the paper based day Spectrum ticket in April 2013 has been positive. The Spectrum allows passengers to travel on any bus service in Derby all day using just one ticket. There have over 90,000 journeys taken using the using this product in the first 10 months of it being in use.</p> <p><u>Job seekers pass</u> The experience of the current Derby job seekers pass over the last year has shown that despite a slow start the number of passes issued and the journeys taken using the scheme has grown significantly. From February 2013 to February 2014, 792 passes have been issued. These have on average generated just over 100 journeys per pass according to the information provided by the bus operators.</p> <p><u>Bus stop improvements</u> A major programme of stop improvements in the south of Derby included new shelters, raised kerbs and improved information. This combined with the introduction of new buses on the route saw passenger numbers increase by 10% within a year of the improvements being made. In the Chaddesden and Oakwood suburbs of Derby the Council and bus operator jointly invested in major upgrade of the bus routes. This included accessible kerbs, new shelters and improved information. The bus company introduced new buses and improved service frequency on the service. This generated an additional 100,000 passenger trips in the first year of the scheme.</p>
Average trip distance (km)	12.63	12.63	
Average wait time (mins)	6	5.5	
Average fare per trip (£)	1.64	1.62	
Average in-vehicle time (mins)	34	33.5	
Description of your intervention	<p><u>AVL</u> A Bus Control Centre will be introduced using the Automatic Vehicle Location scheme to sit along side the existing Council UTC system. Using the information provided by the AVL this will more active use of the existing traffic management system to improve bus reliability and fleet management.</p> <p><u>Network review and new/changed services</u> A review of existing bus services in the LSTF area will be carried out to identify potential improvements and changes to the network which could generate additional passengers. The funding will then be used to Kickstart the new/revised services and provide revenue support until they can become commercially viable.</p> <p><u>Smart Card</u> The current Derby Better by Bus Smart Ticketing day ticket project will create a smart day ticket. This card will be useable on all Arriva and Trent Barton services in the Derby city area. The LSTF proposal will enhance this current offer by upgrading the Smart Cards to provide 7 and 28 days versions as well. There is also the potential to extend it further to offer carnet and an E purse products as well on the Smart Card. This will significantly improve the attractiveness of the smart card scheme and bus travel in general.</p> <p><u>Job seekers pass</u> This will build on the success of the current LSTF scheme. Passes will be issued to suitable candidates by the Job Centre. This pass will give the holder ½ price bus travel on Arriva and Trent Barton bus services in the city for 3 months. This will make it more affordable for people to travel to interviews for jobs, training and during the first few weeks of gaining employment before they are paid.</p> <p><u>Bus taster tickets</u> This also builds on success of current scheme of encouraging people to try bus travel by providing free or low cost tickets to new users.</p> <p><u>Bus stop infrastructure improvements</u> The project will seek to upgrade facilities at key bus interchanges in the area to the same standard now enjoyed by passengers in the city centre. Improvements will include new larger shelters, better quality information ie RTI, paper, mobile phone etc and raised kerbs.</p>		

APPENDIX 4

Project Plan

[illegible]

Key

- | |
|--|
| Project Start Up Process |
| Project Design Process |
| Project Delivery or Construction Process |
| Project Completion Process |

Notes

* = End of 2012/13 to 2014/15 LSTF programme

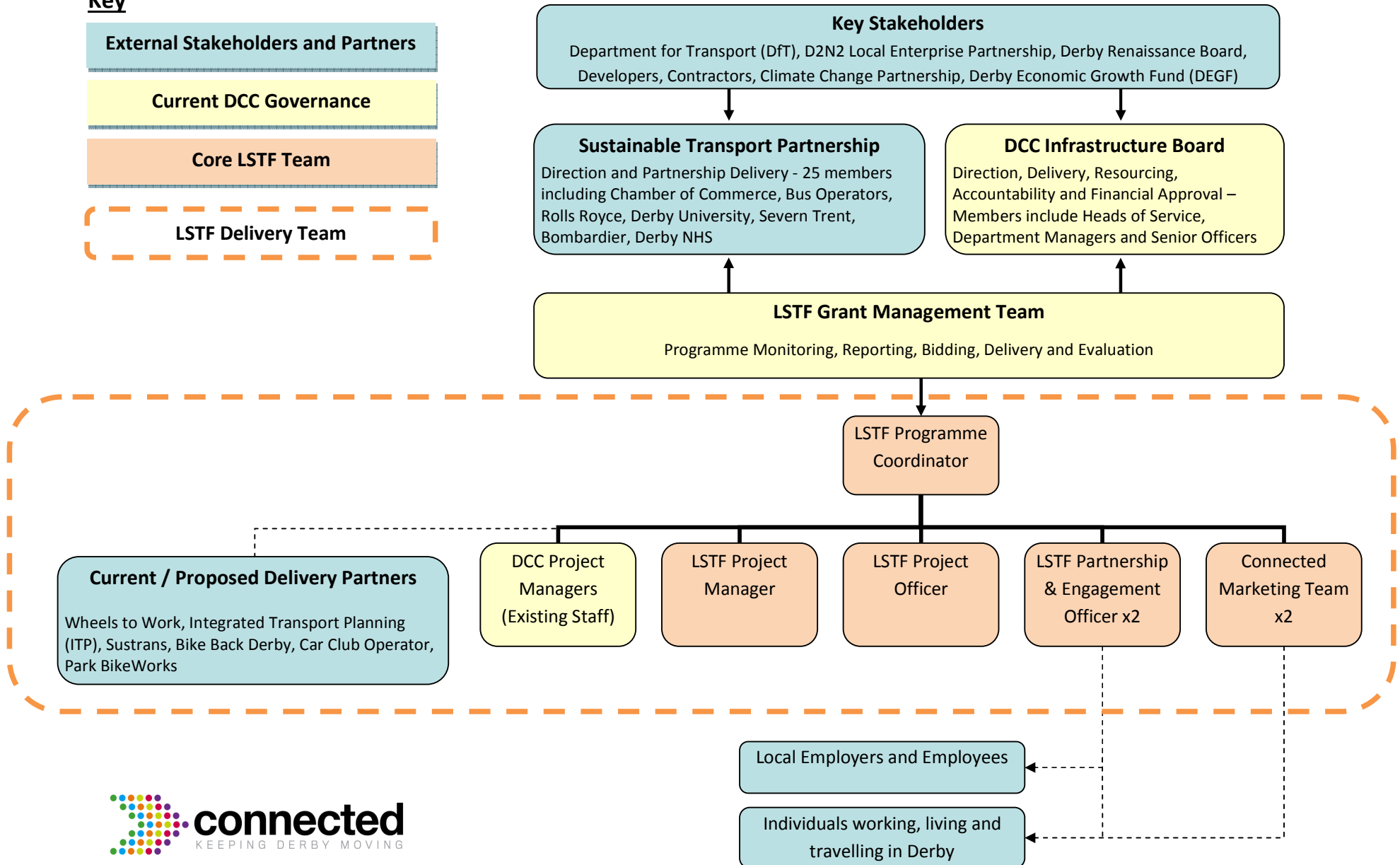
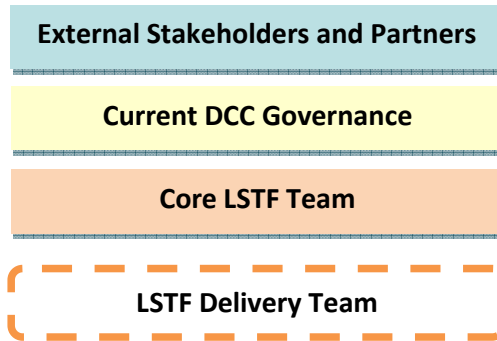
= End of 2015/16 LSTF prospective programme

APPENDIX 5

Organogram and Table of Partnership Bodies

Appendix 5 – LSTF Programme Structure (Organogram) 2015/16

Key



Appendix 5 – LSTF Programme Structure (Organogram) 2015/16

D2N2 Local Enterprise Partnership – Board

Peter Richardson, Chairman of D2N2 LEP	Trevor Fletcher, Managing Director and also Chairman of The Hardstaff Group	Councillor John Burrows, Leader of Chesterfield Borough Council
Councillor Paul Bayliss, Leader of Derby City Council	Councillor Anne Western, Leader of Derbyshire County Council	Councillor Jon Collins, Leader of Nottingham City Council
Liz Fothergill, Chief Executive, Pennine Healthcare	Rob Crowder, Chief Executive for Rural Community Action Nottinghamshire	Dame Asha Khemka, Principal and Chief Executive of West Nottinghamshire College
Peter Gadsby – local business leader	Richard Horsley, Board Member, Derbyshire and Nottinghamshire Chamber of Commerce	Councillor Roger Blaney, Leader of Newark and Sherwood District Council
Councillor Alan Rhodes, Leader of Nottinghamshire County Council	Chris Marples, Chief Executive of Inspirepac	Professor John Coyne, Vice Chancellor, University of Derby

Sustainable Transport Partnership - Members

Derbyshire and Nottinghamshire Chamber of Commerce	East Midland Trains	Lifecycle UK - Bike Back Derby	Derbyshire and Peak District campaign for Better Transport	Arriva Midlands Ltd	Living Streets
trent barton	Confederation of Passenger Transport	Derby Cycling Group	Adults, Health and Housing Derby City Council	NHS Derby	University of Derby
Rolls Royce plc (Group Property)	Balfour Beatty	Jobcentre Plus	Sustrans	Severn Trent (Property Services)	Derby College
Rural Action Derbyshire - Wheels to Work	Bennetts Derby – ParkBike Works	Integrated Transport Planning Ltd -Travel Advice Service	Marketing Derby	Bombardier	Transition Derby
DCC - Cllr Afzal Member for Planning, Environment and Public Protection	DCC – Cllr Banwait, Deputy Leader, Member for Neighbourhoods and Streetpride	DCC Climate Change Team	DCC LSTF Team	DCC - Health Live Well programme	

Appendix 5 – LSTF Programme Structure (Organogram) 2015/16

Strategic Bus Partnership Members

Cllr Banwait (Chair) DCC Deputy Leader and Member for Neighbourhoods and Streetpride	Arriva Midlands Ltd	Trent Barton	Campaign for Better Transport	Bus users UK	Passenger focus
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Derby City Council Infrastructure Board - Members

Director of Property and Planning Services	Director of Neighbourhoods and Streetpride	Finance Head of Service – Chief Executive and Neighbourhoods	Head of Service - Planning	Head of Service – Traffic and Transportation	Head of Service - Highways
Transport Planning Group Manager	Infrastructure Board Capital Programme Manager				

APPENDIX 6

Risk Management Strategy

Derby City Council LSTF 2015/16 Revenue
Application
Appendix 6 Risk Management Strategy

Risk Area		Likelihood (1-3)	Impact (1-3)	Mitigation	Risk Responsible Owner	Score
Engagement / Consultation	Lack of community engagement	1	2	Responses to the first tranche LSTF have been very positive and the project team will seek to maintain that momentum if the bid is successful. Encouraging collaborative working between partners to build on existing relationships	LSTF Project Manager	2
	Lack of business engagement	1	3		LSTF Project Manager	3
	Lack bus operator engagement	1	3		LSTF Project Manager	3
	Lack of new business engagement	1	3	Existing mechanisms are in place to ensure that sustainable travel options are built into the planning process and LSTF1. We will build on these through the LSTF2	LSTF Project Manager	3
Construction	Contributions not forthcoming	1	3	Within our potential funding sources we have clearly distinguished between money which has been secured and other potential sources	LSTF Programme Co-ordinator	3
	Delays in the infrastructure programme	1	2	Milestones have been based on previous experience in Derby, as well as ongoing monitoring of existing programmes	LSTF Project Manager	2
	Interventions exceed initial cost estimates	2	2	Frequent meetings with project managers and good financial monitoring and programme management. Mitigation options for over and underspends have been considered	LSTF Project Manager	4
	Procurement	1	3	As part of the procurement process for the current LSTF programme DCC included a clause in existing contracts which allows the period to be extended by one year. This will allow for quick mobilisation	LSTF Programme Co-ordinator	3
Operation	Resources and recruitment	1	2	No new LSTF staff recruitment will be required as the current programme team/ other resources across the council have capacity to deliver the new programme	LSTF Programme Co-ordinator	2
	Staff retention	1	2	There is a risk of LSTF staff leaving as they are appointed on fixed term contracts and they may look for full time jobs. DCC will review contracts and identified additional funding, such as 106, to keep LSTF staff in post wherever possible. If this does leave to vacancies these posts would be filled through internal or external resources as highlighted in the previous entry	LSTF Programme Co-ordinator	2
	Delays in implementation	2	2	Implementation schedules have been based on previous experience in LSTF1 and LTP	LSTF Project Manager	4
	Usage of the various interventions	2	3	Consultation with the various stakeholders has identified a large number of potential future users	LSTF Project Manager	6
	Ability to spend the money effectively	1	2	Key staff and partnerships are already in place to initiate the programme. Advance design work has taken place for certain projects	LSTF Project Manager	2
	Affordability beyond project/ maintaining legacy	1	3	Make sure transport policies in LDF are enforced, ensure implementation of Community Infrastructure Levy and s106 contribute to Smarter Choices, continued delivery through LTP	LSTF Project Manager	3
	Partnership businesses leave the area	2	3	Liaison with the partnership businesses and active recruitment of new partners	LSTF Partnership & Engagement Officer	6
Policy	Changes to DfT Policy	1	3	Communication with the DfT regarding any potential changes in policy	LSTF Project Manager	3
	Political support for the scheme withdrawn	1	3	All political parties are committed to the scheme	LSTF Programme Co-ordinator	3

Key

Score 7-9		High Risk
Score 4-6		Medium Risk
Score 1-3		Low Risk

APPENDIX 7

LSTF Programme & Projects 2015/16

LSTF Programme and Projects 2015/16

Project name	Project Description
Strand 1 - Enabling Future Growth	
Active Travel Hubs	Pilot neighbourhood facility providing services to encourage active travel: e.g. cycle workshop; bike loans; refurbished bikes; discounted tickets.
Cycle Infrastructure	Identification of gaps in network e.g. between new housing and employment sites; small scale infrastructure improvements e.g. cycle contraflows, junction improvements, signage. Complements the 'Cycle Connected City' major scheme bid to D2N2 LEP.
Pedestrian Infrastructure	Improving connections within LSTF area for pedestrians: dropped crossings, refuges, signing and footway widening/ surfacing.
Bus Infrastructure	New / improved bus stops on corridors into LSTF area (~15 new / improved stops per annum).
Cycle Hire Scheme	Pilot point-to-point cycle hire scheme for commuting / business trips: partnership with University of Derby, Derby Rail Station, Park BikeWorks. Feasibility study to be completed in 2014/15; may involve social enterprise.
New Bus Services	Bus service enhancements to unlock new employment sites (e.g. Infinity Park and Derby Commercial Park). Routes to be informed by modelling of bus routes in 2014/15.
Smart Cities Real Time Information	Extension of existing Real Time Information to provide Automatic Vehicle Location information feed to Derby's Urban Traffic Control Centre and bus station. This will enable the bus service to be managed to reduce delays and ensure regular service intervals.
Smart Cities, Smart Ticketing	Providing daily, weekly, monthly and pay-as-you-go products on a multi-operator bus smart card; builds on paper-based ticket trialled over last year. Promoted via business engagement activities.
Smart Cities Info Technology	Package of small projects to ensure future programme makes best use of new technologies (smart tags, digital media, wayfinding, apps, wi-fi marketing, teleconferencing and flexible working).
Smart Cities Electric Charging Points	Development of electric vehicle charging network.
Smart Cities Car Club	Review of existing fleet services, to develop a Car Club model that benefits residents, businesses, and the Council.
Strand 2 - Business and Employee Engagement	
Engagement Strategy	Partnership with Marketing Derby to recruit more businesses to the Connected business network.
Travel Advice Service (TAS)	All the building blocks of a travel plan, so businesses don't have to do it themselves: staff travel surveys; guidance to HR; 'roadshow' events for staff; promotional materials etc
LSTF Grant System	Small grants to enable businesses to install cycle parking, showers, changing areas, pool bikes etc
Workplace Personal Travel Planning	Tailored advice and information to individuals about their sustainable travel options, through 1:1 sessions, roadshows, and targeted materials.
Bike Back Derby	Cycle refurbishment scheme, offering low-cost bikes for sale to employees.
Cycle Maintenance	Cycle maintenance surgeries at targeted businesses and 'maintaining your bike' workshops in Park BikeWorks and Active Travel Hubs.
Bike IT Job Centre	Tailored support to job seekers and young people making the transition from school to work; also refers job seekers to cycle training, Wheels 2 Work, Bike Back Derby, discounted tickets.
Adult Cycle Training	Offered to job seekers; employees; via Park BikeWorks and Active Travel Hubs.
Wheels 2 Work	Moped loans and bicycles to help people gain access to jobs.
Discounted Job Seeker pass	Helping job seekers access employment opportunities through discounted travel.
Strand 3 - Embedding a Cultural Change	
Connected MarComs Strategy	Seasonal behaviour change campaigns; events and marketing and communication of Connected brand, products and services.
Ongoing comms	Maintenance of established Connected website, journey planner and car-sharing site.
Bus Taster Tickets	Bus taster ticket programme to get habitual motorists to try commuting to work by bus. These tickets will be used in conjunction with the Connected marketing and PTP activities.
Strand 4 - Programme Management and Monitoring	
Coordination and management of all project activities; monitoring and evaluation.	

APPENDIX 8

SRO and S151 Officer Declarations Letter



Derby City Council

one Derby one council

Rachel Harvey
Transport Planning
Derby City Council
The Council House
Corporation Street
DERBY
DE1 2FS

Contact Ray Poxon
Email Ray.poxon@derby.gov.uk
Date 31st March 2014

Dear Rachel

As Head of Procurement for **Derby City Council** I am happy to confirm that procurement to support this project will comply with DCC procurement rules which will ensure that contracts are legally compliant and aim to achieve the best value for money outcome.

Yours sincerely,

Ray Poxon
Head of Procurement

Approved by:

Roger Kershaw
Strategic Director of Resources

Resources Directorate | The Council House, Corporation Street, Derby, DE1 1AN | www.derby.gov.uk

