

Brighton & Hove Local Cycling & Walking Infrastructure Plan (LCWIP)

Scoping Report (Stage 1 – Determining Scope)

May 2019

1. Introduction

- 1.1. The Department for Transport (DfT) launched the national *Cycling and Walking Investment Strategy* (CWIS) in April 2017, which aims to make cycling and walking the natural choices for shorter journeys, or as part of a longer journey. The strategy aims to double cycling levels by 2025, increase walking activity, reduce the rate of cyclists killed or seriously injured (KSI), and increase the percentage of school children walking to school.
- 1.2. Through the CWIS, local authorities are strongly encouraged by DfT to prepare Local Cycling and Walking Infrastructure Plans (LCWIPs) in order to take a more strategic approach to planning walking and cycling networks.
- 1.3. Technical guidance (*Local Cycling and Walking Infrastructure Plans Technical Guidance for Local Authorities*, April 2017) is available from DfT, detailing the suggested process for undertaking an LCWIP and the tools available to assist with this. DfT offered limited support to local authorities for developing an LCWIP, via consultancy support, however despite an application to this, Brighton & Hove City Council did not receive this support therefore will be developing an LCWIP in-house.
- 1.4. It is noted in the Technical Guidance that '*While the preparation of LCWIPs is non-mandatory, LAs who have plans will be well placed to make the case for future investment.*'
- 1.5. Brighton & Hove City Council is committed to developing an LCWIP for the city in order to plan strategically for walking and cycling networks, and to ensure the city is well placed for future funding opportunities relating to walking and cycling.
- 1.6. This initial Scoping Report is suggested in DfT's LCWIP Technical Guidance as a way to set out the geographical extent, proposed delivery & governance arrangements and timescales.
- 1.7. The stages of an LCWIP are as follows:
 - 1.7.1. Stage 1 – Determining Scope**
 - 1.7.1.1. Key tasks are to determine the geographical scope, delivery model, governance arrangements, stakeholder engagement approach and timescales.

1.7.1.2. The key output is a brief **Scoping Report** – this report.

1.7.2. Stage 2 – Gathering Information

1.7.2.1. This stage involves reviewing policy and strategy, collating information and data on the existing walking and cycling network and trips, perceptions of existing facilities, and identifying trip generators (existing and planned). This includes use of the Propensity to Cycle Tool (PCT).

1.7.2.2. The key output is a short **Background Report** summarising the key findings from the information gathering.

1.7.3. Stage 3 – Network Planning for Cycling

1.7.3.1. This stage involved mapping trip origin and destination points, identifying desire lines, classification of desire lines, establishing network density, applying the Route Selection Tool processes, and establishing cycling infrastructure improvements.

1.7.3.2. Key outputs from this stage are a **Cycling Network Map** and a **Programme of Cycling Infrastructure Improvements**.

1.7.4. Stage 4 – Network Planning for Walking

1.7.4.1. This stage involves mapping key walking trip generators, identifying Core Walking Zones, identifying Core Walking Routes, identifying barriers and funnel routes, auditing these routes / zones, and establishing walking infrastructure improvements.

1.7.4.2. Key outputs from this stage are a **Walking Network Map** and a **Programme of Walking Infrastructure Improvements**.

1.7.5. Stage 5- Prioritising Improvements

1.7.5.1. This stage involves developing timescales for delivery over short, medium and long term scales, as well as high level appraisal, costing, and prioritising improvements considering effectiveness, cost and deliverability.

1.7.5.2. Key output is a **Prioritised Programme of Cycling and Walking Infrastructure Improvements**.

1.7.6. Stage 6 – Integration and Application

1.7.6.1. This is the final stage, involving signoff of the document as well as integration within policies, application for funding bids, and regular updating of the document.

1.7.6.2. Key output is the completed **LCWIP document**.

2. Geographical extent

- 2.1. For larger cities DfT recommend that a city is split into sub-areas to enable suitable scales for the process and tools to be applied.
- 2.2. Neighbouring authority walking and cycling links are key however it is suggested that an LCWIP for the city alone is produced, with reference and linkages to key intra-area routes where required. Officers have been working with neighbouring areas in the development of their LCWIP documents. This has included sharing best practice with officers across the wider region.
- 2.3. In Brighton & Hove an area-based feasibility study has already been carried out using LCWIP principles, in the Hangleton area. This was conducted due to several project requirements in the area including Safer Routes to School. The study was carried out using the LCWIP principles and tools, however went beyond the LCWIP scope and also produced feasibility drawings for schemes.
- 2.4. While the Hangleton study will be taken into account as part of the city-wide LCWIP, it is important to look beyond this area at logical sub-division of the city areas to study as part of the LCWIP process, particularly for the strategic network. Figure 1 below shows the Hangleton study area as well as potential sub-areas for the city to be divided into for the LCWIP process.



Figure 1 – Hangleton study area and wider city sub-areas for LCWIP

- 2.5. A city-wide LCWIP is suggested, with sub-division of the city into manageable areas for the gathering of information (Stage 2) and identifying origin/destination points, desire lines, and walking trip generators and zones to feed into the network planning (Stages 3 and 4). The sub-areas approach will logically split down the city's travel patterns into areas where journeys originate / end up, some of which will remain in the sub-area. By looking at each area, we will ensure that all areas are considered at this early stage, prior to network development. The sub-areas will therefore serve as areas of focus for the analysis and inputs, and ensure that desired improvements across all areas of the city are identified to feed into the city-wide LCWIP.
- 2.6. This sub-division of the city separates Brighton & Hove into six sub-areas for assessing origins and destinations, as well as cycling and walking conditions and networks to, from and within these areas – (clockwise from the top middle of the map in Figure 1):
- 2.6.1. Hollingbury, Preston Park, Patcham, eastern Hove
 - 2.6.2. Lewes Road, Coldean, Falmer, Moulsecoomb, Bevendean
 - 2.6.3. Brighton Marina, Woodingdean, Rottingdean, Saltdean
 - 2.6.4. Central Brighton & Hove
 - 2.6.5. South Portslade & Aldrington
 - 2.6.6. North Portslade & Hangleton
- 2.7. These sub-areas have been developed based on ward boundaries and natural transport boundaries such as main roads and railways.
- 2.8. There will of course be many linkages of walking and cycling routes *between* sub-areas, and this is why the approach of having an overall LCWIP for the whole city is crucial. Stakeholder engagement during Stage 2 will take place at the sub-area level to ensure that the diverse issues and desires across the city are understood prior to network planning. In terms of using the sub-areas beyond the initial phases, this will be something that can be determined once the origin / destination work is complete, but it is anticipated that development of the LCWIP (including engagement activities) beyond Stages 3/4 will be at the city-wide level.

3. Governance and Delivery

3.1. Delivery Model

3.2. It is suggested that the most appropriate delivery model of the potential models suggested by DfT, is the *'Lead Local Authority with cross-boundary liaison'* model, which is described by DfT as a situation whereby: *'There are a number of potential trips that cross the LA boundary. In this case the LCWIP should be prepared with the co-operation of the neighbouring authorities.'*

3.3. This will allow a main focus on Brighton & Hove, with appropriate liaison with East Sussex County Council and West Sussex County Council for key cross-boundary links. These discussions are already taking place outside of the LCWIP process due to discussions around the Shoreham Harbour regeneration area and the National Cycle Network, and will continue and broaden as part of the LCWIP process.

3.4. Project Team

3.5. The suggested Project Team is as follows:

3.5.1. **Senior Responsible Owner** – Andrew Renaut

3.5.2. **Project Manager** – Laura Wells / Paul Holloway

3.5.3. **Delivery Team** (including research, data & mapping support) – Jonathon Martin, Jane Goodenough, Jaimie McSorley, plus consultancy support for key technical tasks

3.6. DfT suggest a **Project Board** for the LCWIP process. It is suggested that BHCC develop an internal Project Board for the LCWIP project, with key external input as required.

3.7. Approval and signoff of the LCWIP document will lie with Brighton & Hove City Council's Environment, Transport and Sustainability (ETS) Committee.

3.8. The suggested governance is set out in Figure 2.

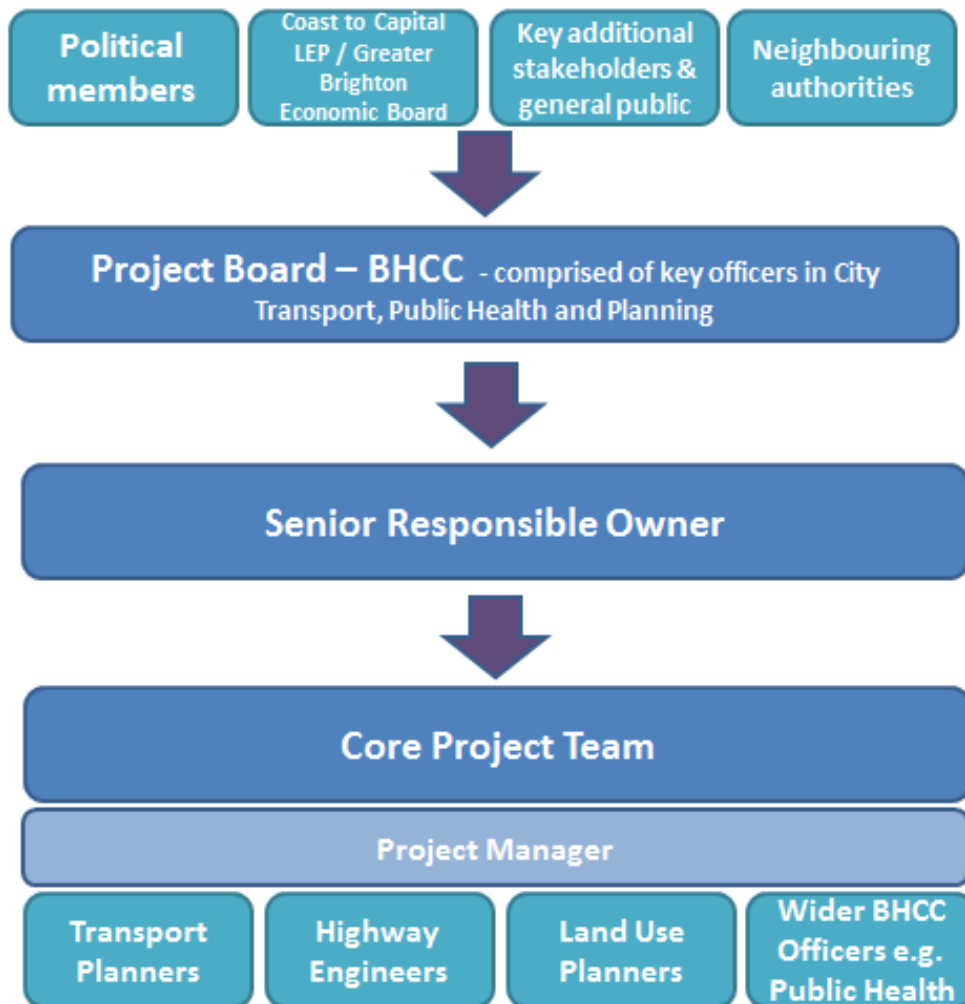


Figure 2 – Governance structure for LCWIP

4. Engagement

4.1. Extent of stakeholder engagement

- 4.2. DfT notes in the Technical Guidance that *'Effective engagement is critical to ensuring that high quality LCWIPs are produced. Stakeholders should be identified at the outset of the LCWIP process, with a planned approach to engagement agreed.'*
- 4.3. Within Brighton & Hove there are a number of organisations, many specific to walking & cycling, who will be keen to feed in views and suggestions to the LCWIP. It is important to BHCC that not only key organisations are engaged well through this process but that the wider public are able to contribute views too.
- 4.4. Preparation of the LCWIP will be included within the engagement on the development of the fifth Local Transport Plan (LTP5).
- 4.5. Suggested stakeholders to approach for involvement in LCWIP are set out in Figure 3.

4.6. Organisations to engage

- 4.7. It is important that engagement is as extensive as possible – due to the nature of the plan there will likely be extensive interest in providing views on current and future routes and facilities. It is therefore important that engagement is broad across both city stakeholders and the general public.
- 4.8. Suggested stakeholders to approach for involvement in LCWIP are set out in Figure 3.

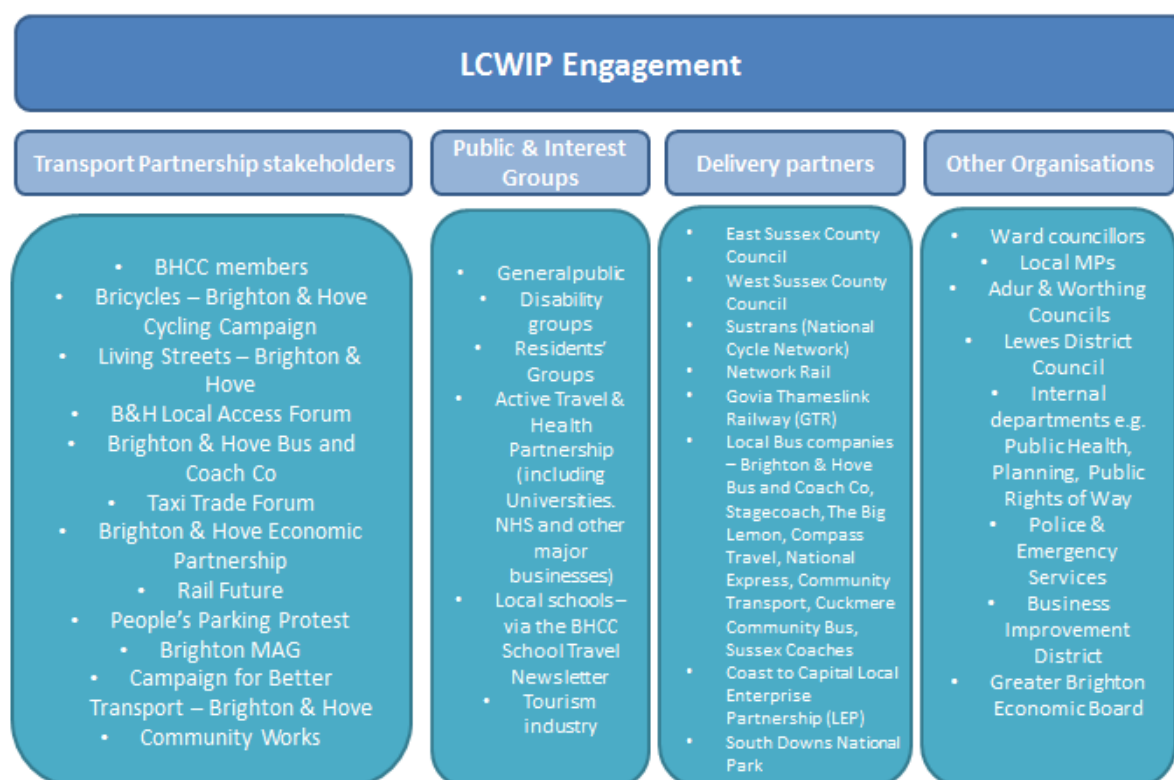


Figure 3 – Extent of stakeholder engagement in LCWIP

4.9. Involvement of stakeholders and methods of engagement

4.10. The level to which stakeholders are *engaged in the process* is also key, as well as involving a range of methods to ensure accessibility, breadth and clarity. It is crucial to engage stakeholders as soon as possible in the process in order that early feedback and ideas can help inform the process, as well as *a range of engagement methods*, as this will ensure the process is *accessible, broad and clear*.

4.11. The suggested stakeholder engagement and potential methods is set out in Table 1.

Stage	Who is involved?	Rationale for involving stakeholders	Potential engagement methods
Stage 1 – Determining the scope	<ul style="list-style-type: none"> Project Board (council officers) 	<ul style="list-style-type: none"> Developed in line with DfT guidance 	<ul style="list-style-type: none"> Discuss and agree this Scoping Report at ETS committee on 25 June 2019
Stage 2 – Gathering Information	<ul style="list-style-type: none"> Public & Interest Groups Transport Partnership stakeholders Delivery Partners Other organisations 	<ul style="list-style-type: none"> Input of feedback on current travel patterns, origin / destination of journeys, network deficiencies 	<ul style="list-style-type: none"> Stakeholder workshops (for each of the 6 sub-areas) to invite feedback on current network and suggested future improvements Transport Partnership workshop(s) to support information gathering including feedback on existing facilities Liaison with Delivery partners and other organisations

<p>Stages 3 & 4 – Network Planning for Cycling & Walking</p>	<ul style="list-style-type: none"> • Public & Interest Groups • Transport Partnership stakeholders • Delivery Partners • Other Organisations 	<ul style="list-style-type: none"> • Input into draft networks for walking & cycling • Suggestions for prioritisation of schemes ready for Stage 5 	<ul style="list-style-type: none"> • Stakeholder workshop(s) to invite feedback on draft cycling and walking networks, and programme of improvements • Online surveys for feedback on draft cycling and walking networks, and programme of improvements, with potential use of a mapping tool • Accompanying consultation materials (e.g. postcards) and social media campaign • Invite to public events (including LTP5 and other relevant planned events) • Exhibition displays in selected public places (e.g. libraries, shopping centres, transport interchanges) • Transport Partnership workshop(s) to discuss draft network, explain process undertaken to date, and discuss prioritisation of schemes • Liaison with Delivery partners and other organisations • Seek approval at ETS Committee on 26 November
---------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Stage 5 – Prioritising Improvements	<ul style="list-style-type: none"> • Transport Partnership stakeholders • Delivery Partners • Other Organisations 	<ul style="list-style-type: none"> • Agree prioritisation with Project Board and ETS committee 	<ul style="list-style-type: none"> • Transport Partnership workshop(s) • Liaison with Delivery partners and other organisations • Seek approval at ETS Committee on 21 January
Stage 6 – Integration and Application	<ul style="list-style-type: none"> • Transport Partnership stakeholders • Delivery Partners • Other Organisations 	<ul style="list-style-type: none"> • Seek approval of document with ETS committee 	<ul style="list-style-type: none"> • Seek approval at ETS Committee on 21 January

Table 1 – Stakeholder engagement stages and potential methods

5. Timescales

- 5.1. A long-term approach is recommended for LCWIPs, and to assist with delivery, schemes should be divided into three delivery periods:
 - 5.1.1. Short-term (<3 years)
 - 5.1.2. Medium-term (<5 years)
 - 5.1.3. Long-term (>5 years)
- 5.2. It is therefore suggested that the LCWIP for Brighton & Hove covers a ten-year period initially, 2020 – 2030.
- 5.3. In terms of the drafting of the document itself, the indicative timescales and milestones are as follows:
 - 5.3.1. Stage 1 - continuing to June 2019
 - 5.3.2. Stage 2 – continuing to September 2019
 - 5.3.3. Stages 3 & 4 – May to November 2019
 - 5.3.4. Stage 5 - October to December 2019
 - 5.3.5. Stage 6, including final signoff of the LCWIP document at the ETS committee meeting in January 2020.
- 5.4. Further detail on these timescales can be found in Annex A.

6. Conclusion and recommendation

- 6.1. Brighton & Hove City Council have committed to the delivery of an LCWIP and this Scoping Report has set out the scoping of the LCWIP document.
- 6.2. It is recommended that this Scoping Report is taken to the ETS committee on 25 June 2019 and the geographical scope, governance, engagement and timescales are signed off.

Annex A – Indicative LCWIP stages and timescales

Key:												
	Overall stage timescale											
	Sub-stage timescale											
		Month										
Stage	Sub-stage	Task	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	
Stage 1 - Determining Scope	Stage 1:											
	Scoping document	Drafting of Scoping Report										
		Signoff at ETS committee		25 Jun - ETS committee								
	Consultant support	Preparation of brief for consultant support										
		Brief out to tender										
		Tender review										
		Consultant appointed										

Key:												
	Overall stage timescale											
	Sub-stage timescale											
			Month									
Stage	Sub-stage	Task	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	
Stage 2 - Gathering Information	Stage 2:											
	Policy & data	Review of policy and strategy										
		Collation of supporting background data										
	Networks & trips	Identification of existing walking and cycling networks										
		Identification of existing travel patterns										
		Identification of trip generators (existing and planned)										
	Stakeholder engagement	Identification of data on perceptions of existing facilities										
		Hold internal officer workshops										
		Hold stakeholder workshops										
		Analysis of stakeholder feedback										
	Reporting	Drafting of Background Report										
		Signoff						12 Sept - draft report deadline	8 Oct - ETS committee			

Key:													
	Overall stage timescale												
	Sub-stage timescale												
		Month											
Stage	Sub-stage	Task	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20		
Stage 3 -Network Planning for Cycling	Stage 3:												
	Network analysis	Mapping trip origin and destination points											
		Identifying desire lines											
		Classification of desire lines											
		Establish network density											
	Network improvements	Route Selection Process / Tool											
		Establishing cycling infrastructure improvements											
		Drafting of Cycling Network Map and Programme of Cycling Infrastructure Improvements											
	Stakeholder engagement	Internal officer workshops, stakeholder workshops											
		Development of public survey and publicity materials											
		Survey open											
		Survey publicity events (where applicable)											
		Hold stakeholder workshops											
		Stakeholder engagement & publicity											
		Analysis of stakeholder and public feedback											
	Reporting	Signoff at ETS committee											

Key:												
	Overall stage timescale											
	Sub-stage timescale											
		Month										
Stage	Sub-stage	Task	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	
Stage 4 - Network Planning for Walking	Stage 4:											
	Network analysis	Map walking trip generators										
		Identify Core Walking Zones										
		Identify Core Walking Routes										
		Identify barriers and funnel routes										
		Auditing Key Walking Routes and Core Walking Zones										
	Network improvements	Establishing walking infrastructure improvements										
		Drafting of Walking Network Map and Programme of Walking Infrastructure Improvements										
	Stakeholder engagement	Internal officer workshops, stakeholder workshops										
		Development of public survey and publicity materials										
		Survey open										
		Survey publicity events (where applicable)										
		Hold stakeholder workshops										
		Stakeholder engagement & publicity										
		Analysis of stakeholder and public feedback										
	Signoff at ETS committee											

Key:											
	Overall stage timescale										
	Sub-stage timescale										
Stage	Sub-stage	Task	Month								
			May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20
Stage 4 - Network Planning for Walking	Stage 4:										
	Network analysis	Map walking trip generators									
		Identify Core Walking Zones									
		Identify Core Walking Routes									
		Identify barriers and funnel routes									
		Auditing Key Walking Routes and Core Walking Zones									
	Network improvements	Establishing walking infrastructure improvements									
		Drafting of Walking Network Map and Programme of Walking Infrastructure Improvements									
	Stakeholder engagement	Internal officer workshops, stakeholder workshops									
		Signoff at ETS committee								26 Nov-ETS committee	

Key:											
	Overall stage timescale										
	Sub-stage timescale										
		Month									
Stage	Sub-stage	Task	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20
Stage 5 - Prioritising Improvements	Stage 5:										
		Establish prioritisation criteria									
		Develop timescales for delivery over short, medium and long									
		High level appraisal and costing									
		Prioritising improvements considering effectiveness, cost and deliverability									
		Develop prioritised programme of cycling and walking infrastructure improvements									
		Signoff at ETS committee									21 Jan - ETS committee
Stage 6 - Integration and Application	Stage 6:										
		Integrate the LCWIP into local plans and policies							Ongoing		
		Use LCWIP to apply for funding opportunities							Ongoing		
		Regular updating - every 5 years									