

GREEN CYCLE ROUTE IMPLEMENTATION AND STAKEHOLDER PLAN

BRIEF

Items in italics to be completed by the Client

Introduction

Describe the route location and broad context in terms of land use, cycling and use, use by road traffic (on-road sections), use by pedestrians and other groups (off-road sections) and identify any specific relevant reports or other information to be taken into account during the Green CRISP.

Purpose of Commission

For schemes related the walking and cycling routes for the 2012 Olympic Games refer to Annex 6 for additional scope and requirements.

The purpose is to undertake a systematic review of the existing conditions for cycling, and walking where appropriate, along *[route name]* taking full account of local knowledge, constraints, concerns and evolving good practice.

Route alignment, issues, opportunities and constraints (physical and institutional) are to be considered in conjunction with stakeholders.

Where an off-road section of the route is identified as “shared use” (i.e. with pedestrians) particular attention should be made to ensure that conflict between users on the route is avoided through adequate planning, design, implementation and management.

The study will propose suggestions to improve cycling conditions along the route that are in line with the objectives of TfL’s Cycling on Greenways (CoG) programme - listed in the CoG Implementation Plan (CoGIP) as follows:

- To improve travel choice, access and quality by the provision of cycle routes through “green” areas.
- To avoid loss of amenity to pedestrians and disability groups and strive to improve amenity wherever possible.
- To create an environment that will encourage new and less confident cyclists to cycle and to gain skills and experience.
- To promote cycling as a recreational activity.
- To ensure all areas of London are within easy reach of a Greenway by cycle.
- To develop routes with consideration of local plans and management strategies for parks and waterways - making them spaces for all to enjoy.
- Through an increase in cycle use, to support long-term personal safety and health, thus helping to reduce transport, social and health inequalities.
- To realise increased benefits by improving the coherence and level of service of cycle networks in London by seeking to link Greenways with existing and developing networks such as the London Cycle Network + (LCN+).
- To reduce crime through increased informal surveillance through higher route usage.
- To develop levels of use and standards of behaviour in line with best practice in the UK and other countries.
- To enhance the individual character and environmental quality of London’s green spaces.

In cases where the capacity of shared use off-highway paths is considered to be exceeded by current or predicted use, alternative routes for cyclists (which may be on-highway) may

be proposed. On-highway improvements required to provide a safe and attractive route for will be in accordance with the London Cycling Design Standards (LCDS).

Any on-carriageway works should take account of the needs of cyclists using Greenways who may be inexperienced and require a safe environment in which to ride.

In all cases the relevant stakeholders will be consulted, as listed in “Stakeholders” below.

Budget cost estimates and a provisional outline programme will be prepared.

Recommendations from the Green CRISP could include detailed technical feasibility studies, modelling and surveys etc, which in themselves are not part of this brief. In these cases broad cost estimates of implementation works are also required.

The Final Green CRISP Report is strategic and should avoid detailed consideration of treatments which will follow on from the Green CRISP study during design development.

The Green CRISP study will produce a Final Green CRISP Report that can be used as a reference for scheme definition, appraisal, planning, decision-making, delivery and performance on the identified routes.

The Final Green CRISP Report will be the “blue-print” for development and implementation of infrastructure changes taking full account of local knowledge, constraints and concerns. Where the off-road route is shared with pedestrians any proposals will benefit all users, taking into account likely usage of the space after infrastructural changes.

Design Standards

When considering strategy and treatment options, the content of the London Cycling Design Standards (LCDS) (TfL, May 2005) is to be taken into account. The principles of providing safe and comfortable conditions for cycling should be followed in accordance with LCDS.

DfT’s Inclusive Mobility Design Guidance (DfT, 2005) is to be taken into account to ensure any design proposals conform to pedestrian and disability standards.

Opportunities and Constraints

Constraints including geographical / landscape barriers, route and junction capacity and competing priorities for space must be allowed for.

In assessing options and costs and making recommendations, the requirements and practicalities for implementation, maintenance and enforcement are to be taken into account.

Outputs

The following documents are to be prepared in accordance with Annex 1 of this brief.

- Pre-CRIM Report
- Record of CRIM
- Draft Green CRISP Report
- Final Green CRISP Report

Reports shall be issued to CRIM Stakeholders as set out in this brief.

Appropriate procedures should be in place for checking and quality assurance of reports.

Paper and electronic copies should be provided.

GREEN CRISP METHODOLOGY AND SEQUENCE

In most cases the Client for the Green CRISP will be the owner of the land on which the route is proposed. There may be cases where two or more managing authorities are involved, for example where on-highway improvements are proposed as well and the green space authority is not the highway authority.

In such cases broad agreement should be reached between all managing authorities on the route alignment before the Green CRISP is commissioned. Where two or more managing authorities exist, agreement should also be reached as to who will act as the Client.

There is an established on-highway CRISP study methodology / sequence that has been adapted for this Green CRISP brief.

The Green CRISP methodology should be used to assess the off-highway “Greenway” and if required, for example due to capacity constraints, alternative on-highway routes / sections for cyclists. On-carriageway proposals should take account of the needs of cyclists using Greenways who may be inexperienced and require a safe environment in which to ride.

This methodology should be used to ensure that any sections of off-road route that are shared between cyclists and pedestrians are considered in terms of all users.

This methodology is new and therefore this commission will inform future studies and further development of the Green CRISP process.

Stage 1: Preparation, Data Collection, Summary and Dissemination

- Inception meeting with the Client to discuss brief and agree programme.
- Client to provide information to consultant (see below).
- Client to prepare draft schedule of CRIM and Other Stakeholders (see below).
- Finalise a schedule of CRIM and Other Stakeholders with contact details.
- Issue questionnaire to Other Stakeholders within 1 week of the start of the commission with a deadline for responses of a maximum of 5 weeks from the date of issue. **Annex 2** of the Green CRISP toolkit contains an example letter and questionnaire.
- Commence liaison with CRIM stakeholders to inform them of the study and suggest and agree dates for the CRIM.
- Obtain available data on desire lines, cycle flows, including joining / leaving / crossing the route.
- Obtain available data on cycle accidents on the route during the last 3 years.
- For shared use off-road routes obtain available data on desire lines and pedestrian flows, including joining / leaving / crossing the route.
- For shared use off-road routes obtain available data on pedestrian accidents during the last 3 years.
- Simple counts may be necessary to provide existing cycle and pedestrian flow data if pre-existing information is not available. Requirements and methods of collecting data should be agreed with the Client. TfL Cycling can be involved in determining methodology that is cost effective.
- Review pedestrian / cycle interface issues, such as shared use concerns, reported incidents and identification of conflict locations.
- Where appropriate (e.g. at highway interfaces) obtain available data on other on-highway user flows, turning movements, speeds, HGV and bus flows / proportions, and route and junction capacity.
- Local development plans and traffic assessments.
- Review previous cycling studies in the area such as CRISP studies.

- Review previous pedestrian amenity studies in the area such as PERS audits, LAMS audits for SWN routes (particularly relevant for off-road routes), Community Street Audits, or other DDA audits.
- School and workplace travel plans.
- Safer routes to school proposals.
- Obtain information on legal status for all sections of the route.
- Record existing characteristics on the route including:
 - Existing conditions along the route for cyclists (and pedestrians where appropriate), particularly in terms of capacity and width.
 - Where capacity is thought to be constrained identify alignment of potential alternative routes for cyclists (off-road and on-road).
 - Existing conditions on the possible alternative routes and links to the main route.
 - Existing conditions at all access points to the route via existing cycle and walking routes (e.g. LCN+, cycle routes identified on the London Cycle Guides, and Strategic Walks Network).
 - Conditions for cyclists and pedestrians at access points e.g. ramp, steps etc.
 - Major trip generators including transport interchanges, educational establishments, major employers, retail centres, hospitals, sporting and community facilities and leisure uses, broad land use, business activity, sporting activity, parking and loading facilities and restrictions.
 - Any physical or legal restrictions on hours of access on the route.
 - Relevant ownership boundaries.
 - Facilities for cyclists and pedestrians including extent and widths of lanes, tracks and paths (noting whether on or off-carriageway), Advanced Stop Lines, crossing facilities, cycle exemptions from traffic restrictions, ease of access on and off the route.
 - Information from police / crime and disorder teams, rangers, park wardens regarding reported personal safety incidents.
 - Identify and classify problem locations including pinchpoints, discontinuities, deviations, narrow tracks, poor surface, ponding, unclear facilities, legal restrictions, enforcement issues, poor visibility, overgrowth, poor personal security.
 - It is desirable for consultants to identify extent of high cycle use and use by “faster” cyclists and to report on adequacy of provision and current level of conflict at these times.
- Review and summarise the information provided by the Client (see list below).
- Agree with the Client any possible alternative on-highway routes to be studied (further routes may be identified at the CRIM stage), taking into account:
 - Views of CRIM stakeholders (if available)
 - Responses to questionnaires (if available)
 - Routes shown on TfL London Cycle Guide maps
 - Local or strategic walking routes (see WalkLondon website for route maps)
- Provisional division of routes into Sections of similar characteristics defined by factors such as traffic flow, speed limit/recorded speeds, gradient, land use, corridor/carriageway width with the objective of providing consistent solutions on each Section. Each link between towpath access points and the alternative route, via an existing cycle route (LCN+, other LCN routes or routes identified in the TfL London Cycle Guide Mapping) should be treated as a separate Section.
- Prepare Pre-CRIM Report. This forms the basis for Parts 1.1 to 4.1 of the Draft Green CRISP Report.
- Issue the pre-CRIM report and the formal invitation to the CRIM to CRIM Stakeholders at least 2 weeks before the CRIM (the dates of the CRIM and pre CRIM meeting should have been informally agreed with CRIM Stakeholders in advance of this date).
- See **Annex 3** for an example Pre-CRIM Report issue letter
- During the week preceding the CRIM, hold a pre-CRIM meeting* to agree the scope, practical arrangements (e.g. meeting point, lunch stop and a timetable for the day) for the CRIM with the Client and CRIM invitees. A practical approach to the timing and duration of the pre-CRIM meeting is required to accommodate voluntary sector

attendants. A meeting late in the afternoon of no more than two hours duration is suggested.

* Subject to the agreement of the CRIM Stakeholders (excluding CCE), a pre-CRIM meeting is not necessary if the objectives of the meeting can be met by other means.

Stage 2: Cycle Route Inspection Meeting (CRIM)

- Consultant to host the CRIM.
- Arrangements for the day must be made in advance with the CRIM Stakeholders.
- The CRIM should not take place without the attendance of a representative of the relevant highway / managing authority(ies). This would preferably be the borough cycle officer (and walking / access / DDA officer for shared-use routes) and a senior officer from the managing department. Where no borough walking officer exists, a representative from WalkLondon or Living Streets/Ramblers should be sought.
- Representatives from neighbouring/adjoining authorities should be invited to attend the CRIM at the relevant location(s).
- All reasonable effort should be made to ensure that a representative from LCC and / or CTC or other local cyclists' stakeholder groups attends the CRIM.
- All reasonable effort should be made to ensure that a representative from national and / or local pedestrian / disability / DDA stakeholder groups attend the CRIM.
- For routes interfacing with the Strategic Walks Network (SWN) a representative from WalkLondon should be sought.
- For routes interfacing with the National Cycle Network (NCN) a representative from Sustrans should be sought.
- The CRIM should take place on bicycles (and on foot where a shared use route with pedestrians is proposed). Representatives of local disabled user groups should be invited to consider the views of those with mobility or visual impairments where appropriate.
- A suggestion for a route with shared-use parts is to first walk the route from one end to the other, stopping to consider specific locations - then return along the route by bicycle, again stopping to consider specific locations. Pedestrian representatives could leave the CRIM after the walking stage.
- An alternative approach if, for example, the route is too long to walk, may be for the consultant to undertake a full video and photo survey and then refer key problem areas to the CRIM stakeholders for feedback. Site visits could then be arranged at key locations where further discussion is required.
- If a walking audit has already been undertaken on the route then it may not be necessary to undertake a walking CRIM although the views of walking groups should be sought and invited to attend the CRIM if they wish.
- It may be necessary to split the CRIM into 2 or more parts.
- The consultant will be responsible for determining the best logistical way to undertake the CRIM.
- Issue a "Record of CRIM" to all invitees within 2 weeks of it taking place (this will form Appendix A to the Final Green CRISP Report).

Stage 3: Prepare & Issue Draft Green CRISP Report

See **Annex 1** for format and detailed content

- Refer to the London Cycling Design Standards (LCDS) and DfT Inclusive Mobility.
- Refer to SWN Design Manual for off-road sections.
- Review information obtained during Stages 1 and 2 and develop strategy options for each **Section / Element** in conjunction with the Client, involving Other Stakeholders as appropriate.
- Refer to LCDS Figure 2.3 for guidance for on-carriageway options.

- Assess the strategy options in terms of their advantages, disadvantages, and feasibility from the point of view of all users of the route.
- Where options could take a long period to implement, short term improvements for cycling and other uses can be recommended.
- Prepare budget costs for options.
- Recommend preferred option with reasons considering all users.
- Allocate the recommended options to a programme year. (The need for close liaison between the consultant and managing authority and TfL or appointed agent regarding budget costs and outline programme is emphasised to produce realistic and achievable outcomes).
- Compile Draft Green CRISP Report.
- Issue Draft Green CRISP Report to CRIM stakeholders within 4 weeks of the CRIM, with deadline for comments of 2 weeks.
- Arrange Review of Draft Green CRISP Report meeting with CRIM and any other appropriate stakeholders within 1 week of issue of the report. **NB** All significant issues should have been discussed prior to and reflected in the Draft Green CRISP Report. The purpose of this meeting is to consider minor amendments to report content and the inclusion of additional relevant information.

Stage 4: Prepare and Issue Final Green CRISP Report

- Revise the Draft Green CRISP Report to produce the Final Green CRISP Report taking into account comments received on the draft report and matters raised at the Draft Report Review meeting.
- Issue the Final Green CRISP Report to the CRIM Stakeholders (two copies to the Client) within 2 weeks of the Review of Draft CRISP Report meeting referred to in Stage 3.

STAKEHOLDERS

The Stakeholders will be identified by the Client during Stage 1 and split into two groups:

CRIM Stakeholders (to attend the CRIM)

- Borough cycling officer.
- Borough walking / access / DDA officer.
- Borough highways department officer for sections of route on borough roads.
- Borough or managing authority leisure / parks department officer where appropriate.
- Other representative from the managing authority where highways or parks department is not responsible for the route.
- Camden Consultancy LCN+ team where routes coincident with the LCN+.
- Strategic Walks Network (SWN) route manager where routes coincident with the SWN.
- TfL Area Team for routes interfacing with the TfL Road Network (TLRN).
- London Cycling Campaign local representative and / or other local cycling group representatives such as Cyclists Touring Club (CTC). (LCC borough group contacts can be found by following the link to "borough groups" on the LCC website at www.lcc.org.uk).
- Local pedestrian and disability group representatives where the route is shared-use, e.g. from Living Streets and/or The Ramblers.
- Sustrans (particularly where route coincident with the National Cycle Network (NCN)).
- London Access Forum (LAF)
- TfL Cycling Centre of Excellence (will not normally attend CRIMs but should be invited and be issued the pre-CRIM Report for information and monitoring purposes).
- TfL Walking & Accessibility Team (will not normally attend CRIMs but should be invited and be issued the pre-CRIM Report for information and monitoring purposes).
- Representatives from neighbouring / adjoining authorities (e.g. boroughs, TfL, parks department etc.) should be invited to attend the CRIM at the relevant location(s).
- Safer neighbourhoods team

Other Stakeholders (to be sent the questionnaire; this list of examples is not exhaustive)

- Ward councillors along the route
- Lead member for environment
- Head of borough Planning Department
- Local Police
- TfL London Buses (Bus Priority Projects and Bus Operations)
- TfL signals (NID),
- Cycling group representatives in neighbouring borough (s)
- Pedestrian and disability group representatives in neighbouring borough (s)
- London TravelWatch (previously known as the London Transport Users Committee)
- town centre managers,
- Educational establishments,
- Major hospitals
- Sports stadia
- Sports clubs
- Community groups
- Heritage authorities (e.g. National Trust, English Heritage)
- Residents groups
- Petitioners
- Major employers
- Traders representatives
- Affected landowners they have not been identified as primary stakeholders above
- Business improvement district

MEETINGS

The following meetings (excluding the CRIM) should be allowed for:

- Inception meeting
- Pre-CRIM meeting
- Review of Draft Green CRISP Report meeting

The consultant will arrange, prepare agendas and take minutes of these meetings and distribute them to CRIM stakeholders. Arrangements for hosting meetings are to be agreed with the Client. The client will chair all meetings.

Additional meetings between the Client and consultant to be arranged as required.

Information to be provided by the Client Inception Meeting

The following information is to be provided by the Client at the Inception meeting (in either hard or electronic copy (e.g. CD)):

- Draft schedule of CRIM stakeholders and Other Stakeholders, with contact details where known.
- Copies or extracts of existing relevant documents such as previous reports and correspondence.
- Information on permissions e.g. bye laws for all sections of the route.
- Major services plant that could influence options.
- Schedule of other schemes and/or studies that may affect the route.
- Schedule of current/programmed public or private sector developments that could have a direct or indirect impact on the route.

PROGRAMME

The time-scale for completion of the commission is **X** weeks from award to issue of the Final Green CRISP Report. The consultant shall submit their programme for agreement within 5 working days of the Inception meeting.

An indicative programme based on the time periods stated in this brief is attached in Annex 5. The minimum periods stated in this brief may be extended by agreement with the client.

FINANCIAL

The target budget for this commission is **£X**.

Describe invoicing arrangements (it is suggested that invoices are accepted as each milestone is achieved)