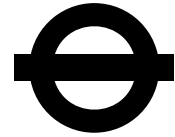


Transport for London



LIP Annual Progress Report Guidance

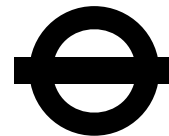
2009/10 – 2010/11

Borough Funding

Borough Partnerships

TfL Planning

Issued 19 February 2008



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List of Acronyms

ABS	–	Area Based Schemes
APA	–	Asset Protection Agreement
APR	–	Annual Progress Report
AQAP	–	Air Quality Action Plan
AQMA	–	Air Quality Management Area
BAPA	–	Basic Asset Protection Agreement
BSF	–	Baseline Submission Form
BSP	–	Borough Spending Plan
CAA	–	Comprehensive Area Assessment
CPA	–	Comprehensive Performance Assessment
DfT	–	Department for Transport
DTO	–	Directorate of Traffic Operations
EIA	–	Environmental Impact Assessment
EQIA	–	Equality and Inclusion Assessment
GLA	–	Greater London Authority
KPI	–	Key Performance Indicator
LAA	–	Local Area Agreement
LBPN	–	London Bus Priority Network
LCN+	–	London Cycle Network Plus
LC	–	London Councils (formerly ALG)
LEPT	–	London European Partnership for Transport
LIP	–	Local Implementation Plan
LoTAG	–	London Technical Advisors Group
LPA	–	Local Planning Authority
LTA	–	Local Traffic Authority
MAA	–	Multi-Area Agreement
MTS	–	Mayor Transport Strategy
NAT	–	Network Assurance Team
NLR	–	North London Railway
NLTF	–	North London Transport Forum
NMD	–	Network Management Duty
NDP	–	Network Development Plan

NORP	–	North Orbital Rail Partnership
NR	–	Network Rail
NWEC	–	New West-End Company
ODA	–	Olympic Delivery Authority
OMR	–	Outcome Monitoring Report
ORN	–	Olympic Route Network
OTP	–	Olympic Transport Plan
PDT	–	Planning Delivery Team
R&F	–	Reporting and Funding
REMs	–	Route Enhancement Managers
RSTA	–	Regional School Travel Adviser
SELTRANS	–	South East London Transport Strategy
SWELTRAC	–	South and West London Transport Conference
TGLP	–	Thames Gateway London Partnership
TLRN	–	Transport for London Road Network
TOCs	–	Train Operating Companies
TSP	–	TLRN Spending Plan
UTC	–	Urban Traffic Control
WESTRANS	–	West London Transport Strategy
WEZ	–	Western Extension to the Congestion Charging Zone

LIP APR Submission

A full LIP APR submission is in two stages and comprises of four elements:

- LIP Funding Application – Stage 1
- LIP APR (only applicable to boroughs) – Stage 2
- LIP Outcome Monitoring Report (OMR) – Stage 2
- Borough NMD Reports – Stage 2

Stage 1 - By 13 June 2008, authorities are to submit 1 electronic copy of their LIP Funding Application. This is IN ADDITION to applications made via the updated Boroughs Portal (as it is the first year of this and a single copy will serve as a back up).

Stage 2– By 19 September 2008, authorities are to submit 1 electronic copy of their LIP APR, LIP OMR and NMD Report. Some elements of the LIP APR may also be submitted via the Boroughs Portal (to be advised).

It is preferred that submissions are made in electronic copy only. This does not include material submitted as supplementary information such as maps, scheme drawings etc., although if boroughs wish to submit these in electronic copy format they are welcome to do so.

Electronic copies should be submitted on CD, or via email to LIPS@tfl.gov.uk (if less than 5MB). CDs and any hardcopies should be sent to:

Nadir Hafeez
 Assistant Manager LIPs, Borough Partnerships
 Transport for London
 10th Floor Windsor House
 42 – 50 Victoria Street
 London
 SW1H 0TL

The required LIP APR forms / reports are:

- Baseline Submission Forms – Stage 1
- LIP Statutory Targets Proforma A, with relevant commentaries – Stage 2
- LIP Programme Delivery Proforma C, with relevant commentaries – Stage 2
- LIP Outcome Monitoring Scorecards (minimum of 3) – Stage 2
- Borough NMD Reports – Stage 2

The following are submitted where relevant and if required:

- Updated STP strategy – Stage 1
- Business Case Summary forms (for any proposal \geq £2m) – Stage 1
- Local Targets Proforma B (optional) – Stage 2
- Supporting material (e.g. maps, photos, drawing, etc.) – Stages 1 & 2

Excel spreadsheets should be submitted electronically with no changes made to the original format or structure. All other material can be submitted in its original format or in PDF format.

Proposals relating to partnerships should be sent to the relevant lead borough in time for submission.

1 INTRODUCTION & BACKGROUND

Introduction

- 1.1 The Local Implementation Plan (LIP) Annual Progress Reporting (LIP APR) process is governed by this Guidance, which consists of three main chapters:
- LIP APR - submission of reports regarding progress towards achievement of LIP targets and delivery of LIP proposals
 - Applications for LIP funding
 - Issues for boroughs to consider when applying for funding and reporting LIP progress.
- 1.2 This Guidance covers the LIP APR process and the conditions applying thereto. It therefore supersedes all previous BSP and LIP APR Guidance. It is directed and fully applicable to all 32 London boroughs and the Common Council, hereafter 'the boroughs'. It also covers partnerships that the boroughs may from time to time form and which apply to TfL for funding. It may also apply to other public sector organisation applying to TfL for GLA Act 1999 section 159 funding and which have this Guidance applied by TfL in whole or in part.
- 1.3 The next stage of the Boroughs Portal project is due to deliver the ability to make LIP funding applications starting from April 2008, after training is given, and to have approval of applications and reporting progress on scheme delivery online by summer 2008. Other enhancements are also being made. Boroughs will be kept informed of the progress of the Boroughs Portal project. The portal project team will issue specific, separate instructions and training regarding using the Portal starting in February 2008.
- 1.4 This Guidance has five further chapters:
- **LIP ANNUAL PROGRESS REPORTING** – detailing requirements for reporting on LIP progress (page 10)
 - **LIP FUNDING APPLICATION** – detailing requirements and conditions for LIP funding applications (page 14)
 - **ISSUES FOR BOROUGHES TO CONSIDER** – setting out a number of issues for boroughs to consider and be aware of when compiling their LIP APR submission (page 23)
 - **FORMAT OF LIP APR SUBMISSION** – provides information on the format and checklist of the required submission's material (page 42)
 - **TFL CONTACTS** – provides details (phone and email) of relevant TfL LIP APR contacts (page 45)
- 1.5 This chapter has a further five parts:
- Context & Background
 - Planning Background
 - Submission, Evaluation and Allocation Process
 - Future Process Developments
 - Summary of changes

- 1.6 The LIP APR process (including the application for LIP funding) is an integral part of the LIP statutory framework summarised in the following section. Boroughs are strongly encouraged to ensure that officers and Members contributing significantly to the preparation of a LIP APR are familiar with this framework, its procedures and their own borough's LIP.

Context & Background

- 1.7 The statutory framework within which this Guidance operates is set out in the GLA Act 1999 [[web reference 1](#)]. Of particular relevance are sections 145 to 153 and section 159 of the GLA Act 1999.
- 1.8 London boroughs are required to prepare a LIP under section 145 of the GLA Act 1999. As of January 2008, for the first time, all 33 London boroughs had successfully prepared and had a LIP approved by the Mayor.
- 1.9 TfL provides financial assistance to boroughs, sub-regional partnerships and cross-borough initiatives under section 159 of the GLA Act 1999. TfL will use section 159, approved LIPs (particularly Proposal Form 1s) and subsequently updated LIP Form 1s to provide the basis for such assistance.
- 1.10 Under section 159 of the GLA Act 1999, financial assistance provided by TfL must be for a purpose which, in TfL's opinion, is conducive to the provision of safe, integrated, efficient and economic transport facilities or services to, from or within Greater London. In order to ensure this purpose is met when exercising its functions under section 159, TfL will have regard to the following matters in relation to activities undertaken by the recipient from April 2003, when these criteria were first introduced into BSP Guidance:
- Used funding provided by TfL for the projects or proposals for which the funding was provided
 - Removed or substantially altered works carried out or infrastructure installed, with the benefit of TfL funding, without the prior written consent of TfL (see also 3.25)
 - Undertaken transport activities that are, in the opinion of TfL, conducive to the provision of safe, integrated, efficient and economic transport facilities or services to, from or within Greater London, and to the implementation of the policies and proposals of the Mayor's Transport Strategy
 - Complied with this and other relevant TfL guidance, TfL requests for reports on targets, proposal progress and outcome monitoring and other reasonable TfL requests for project management reports and other information relating to the provision of financial assistance by TfL.
- 1.11 Section 159 also allows TfL to impose conditions on financial assistance it provides and in specified circumstances to require repayment. As a general condition applicable to all future TfL financial assistance, TfL requires the recipient to:
- Use the funding for the purpose for which it was provided, except without prior written approval from TfL of another purpose for the funding
 - Comply with the requirements in this guidance, financial and reporting guidance issued for the relevant periods and further requirements and conditions

contained in the letters of allocation used to announce successful applications for funding.

In circumstances where the recipient breaches the above requirements, TfL may require repayment of any funding already provided and/or may withhold provision of further funding. In circumstances where, in TfL's reasonable opinion, funding is being used or about to be used in breach of these requirements, TfL may suspend payments or withdraw funding pending satisfactory clarification.

- 1.12 The LIP process and the subsequent updating of LIP Form 1s (see 3.5 onwards, page 15) enable boroughs to plan their transport projects, related expenditures and therefore their financial requirements.
- 1.13 The LIPs and LIP APR processes also allow TfL to plan more effectively for borough expenditures in terms of its own business planning process.

Planning Background

- 1.14 Borough officers will be aware of the major changes in approach to transport planning & policy since the introduction of the GLA Act 1999 and the Transport Act 2000, and the resulting statutory requirements for the Mayor to publish a Transport Strategy (2001) [[web reference 2](#)], for London local authorities to produce LIPs (2004) and for other English Local Traffic and Transport Authorities (LTAs) to produce Local Transport Plans (LTPs) (2001 & 2006). These have been followed by the introduction of other statutory requirements including: the Traffic Management Act 2004 [[web reference 3](#)] and the Strategic Environmental Assessment (EU Directive 2001/42/EC). All have brought with them new challenges, including:
 - The need to address holistically a range of cross-cutting priorities in delivering services, for example the DfT's Shared Priorities: casualty reduction, congestion, accessibility and air quality; and the Mayor's five cross-cutting goals
 - A change from output to outcome based objective setting and monitoring, supported by KPI targets
 - A closer relationship between service performance and funding for all service providers in the public and private sectors, e.g. demonstrated by the Comprehensive Performance Assessment (CPA) process.
- 1.15 The principal advantages are better integration and efficiency of planning and delivery, and therefore demonstration of value for money, whilst giving local authorities opportunities to better evidence their achievements.
- 1.16 More recent developments include:
 - The publication of T2025 [[web reference 4](#)] Challenges and Vision, long term strategic issues documents in which TfL reviews the challenges and options that lay ahead for all transport authorities in London in the coming years, including: Supporting economic development by improving public transport and managing the road network to reduce congestion; tackling climate change and enhancing the environment by reducing CO₂ emissions, improving air quality, reducing noise, and improving the urban environment; improving social inclusion by making transport more accessible and secure for the user.

- The Mayor's Climate Change Action Plan for London which will feed into the new or revised Mayor's Transport Strategy (MTS) (see 4.40 – 4.43 [page 29] for more information)
- The new LAA and CAA framework being introduced in April 2008, which introduces a new local government performance monitoring framework (aimed at reducing the monitoring burden on authorities) which firmly embeds responsibility and accountability for service delivery within local authorities. The transport function of local authorities will now be firmly part of this framework. TfL intends to work with the Government Office for London, the GLA, DfT and London Councils as to how this integration will work for transport in London. This is particularly important regarding the integration of the Mayor's statutory transport targets with the new LAA performance monitoring framework. More information will be given to boroughs as and when it becomes available.
- The further development and implementation of the Boroughs Portal (part of the TfL Partner Network is underway (see 4.115 to 4.119). As stated in 1.3, boroughs should be aware this will lead to changes to the ways submissions and reports are made as they will be via the Boroughs Portal, in future. This will mean no longer relying on Excel Baseline Submission Forms, but using these as a back up for a short period.
- To encourage joint working between boroughs, TfL will be looking to fund a new sub-regional partnerships framework (see 4.31 page 28) in a more strategic and coherent manner. These partnerships would not only be able to deliver joint schemes for boroughs, as partnerships do now, but also offer boroughs additional skill resources in areas of particular shortage or strategic importance.
- Boroughs already have a duty under the Crime and Disorder Act 1998 to consider the likely impact on crime, disorder and community safety when making decisions and discharging their responsibilities. This will also become binding on TfL during February 2008. Submissions to TfL should therefore be checked to see how they may impact on crime and disorder and reasonable corrective measures introduced in order to anticipate arising TfL interest when discharging its responsibilities.
- The publication of the reissued London Plan in February 2008 endorses a new set of sub-regional boundaries for London (see 4.17-4.20, page 26).
- The Comprehensive Spending Review 2007 has provided some certainty of funding for TfL to 2017/18. As the consequences of this and developments of the MTS become apparent, TfL will prepare business plans, including possibly a new Investment Programme, in 2008 and 2009. The configuration of TfL-funded borough programmes and the amount of funding assigned to each may change as a result of these business plans. TfL intends to work with the boroughs on input to these business plans and to explore potential changes with the boroughs. As a direct effect of having approved LIPs, the possibility of multiple year funding allocations for boroughs can be investigated.
- The Greater London Authority Act 2007 has recently completed its passage through Parliament and received Royal Assent on 23 October. The Act provides the Mayor and the Assembly with certain new powers and amends various provisions in the GLA Act 1999. Under the new Act, the Mayor is now subject

to a duty to address climate change and must prepare and implement the following four new statutory strategy documents for London:

- The London Climate Change Mitigation and Energy Strategy
- The Mayor's Adaptation to Climate Change Strategy for London
- The Health Inequalities Strategy
- The London Housing Strategy

Each of these is likely to impact on future transport planning in the capital and its local implementation.

- 1.17 Boroughs will be aware of the Mayor's intention to rewrite his Transport Strategy. In due course, and following consultation, the next MTS will set out how TfL and the boroughs should work together over the medium to longer term to deliver transport schemes that support a revised London Plan [[web reference 5](#)] and its vision for: a prosperous city, a city for people, an accessible city, a fair city, a green city. This will provide opportunities for stakeholders to consider further integration through the wider introduction of outcome based targets, and the potential for these to be delivered more holistically. This will provide opportunities for further and long-term integrated planning by and between modes. More information should be available during 2008.
- 1.18 The essential drivers for change will be the introduction of outcome based objectives and revised output targets and a new holistic approach to network development. This should assist the boroughs and TfL in delivery of its Network Management Duty (see 4.8 to 4.10, page 24) as required by the Traffic Management Act 2004. In working with the boroughs to deliver these plans and duties, TfL will also be exploring ways to encourage boroughs and sub-regional partnerships to share a common, more compatible, evaluation methodology in assessing the problems that need to be addressed to deliver measurable outcomes set out in any new or revised Transport Strategy.
- 1.19 To better align LIPs with holistic scheme delivery, TfL will seek ways to encourage more innovative and flexible approaches to how programmes and schemes are developed and funded, provided they are designed to contribute to MTS outcomes and pan-London NMD requirements.
- 1.20 Boroughs are therefore strongly encouraged to compile, where possible, funding applications for proposals that share elements from more than one transport programme, e.g. as a Joint Funding or Parallel Initiative application. Boroughs should identify on the relevant Baseline Submission Form the scheme's links to other and/or all transport areas from where funding may come. Last year's classification of programmes into Routes & Corridors, Places & Spaces and Sustainability may assist development of such proposals.

Submission, Evaluation and Allocation Process

- 1.21 Boroughs will continue to submit funding applications based on scheme interventions that support delivery of their LIP proposals, including financial, location and other related details (e.g. whether the scheme requires signal work) and reporting documentation which will continue to be co-ordinated, overall, within Borough Funding and evaluated by TfL Programme Managers (see page 19 and **Section 6** for LIP APR responsibilities and contact details).

- 1.22 Funding applications will only be acceptable if they fulfil the following:
- All submitted funding applications, identified as due for implementation in 2009/10 or subsequent years and for which funding is sought, must be contained in an approved or subsequently updated LIP Form 1
 - Overall a borough's funding application for the year 2009/10 **must not be** greater than £7m and overall a partnership's funding application for the year 2009/10 **must not be** greater than £3m. These upper limits exclude proposals:
 - Valued £1m or over, and
 - Under the Area Based Schemes, Bridge Strengthening & Assessment and Local Safety Schemes transport programmes.
 - All proposals must be prioritised in descending order of importance on each Baseline Submission Form (BSF) by the borough, i.e. the most important first.
- 1.23 While TfL recognises that this may constrain some boroughs, the overall total of funding for which boroughs and partnerships can apply has been lowered so that both boroughs and partnerships focus on what they can practically deliver in 2009/10 and what TfL may realistically fund. The applications by boroughs and partnerships for 2008/09 totalled £340m, against an announced allocation of £161m. This was an increase in over-applying and continues to generate inefficient use of resources both in the boroughs and partnerships when preparing applications, and in TfL when evaluating applications. For 2009/10, the amount expected to be available from TfL is c£153m (see Table 3, page 14).
- 1.24 Borough officers should be aware that no changes have been made to the instructions on how to complete forms and so this will not be re-issued although it will remain on the Boroughs Extranet – [web reference 6](#).
- 1.25 Funding applications will be evaluated using a combination of Borough Funding Indicative Allocations and TfL Programme Managers' assessments of value for money.
- 1.26 The indicative allocation process is a better way of guiding the allocation process so that Programme Managers can identify borough priorities more easily and allocate funding with more certainty. It should also lead to more informed feedback to the borough, as this can now be done on a scheme-by-scheme basis.
- 1.27 The methodology for indicative funding to be used for 2009/10 allocations is outlined below. It is aimed at distributing the available budget more equitably across all boroughs and partnerships. More work on this, including discussions with London boroughs will be undertaken in the coming months.
- The 2009/10 total allocation will be identified from the 2008/09 Investment Programme (the TfL Business Plan for 2009/10 will not be available by then).
 - Baseline figures for boroughs/partnerships per programme will be generated by taking the average of the last three years (2006/07, 2007/08 and 2008/09) announced allocations. Bridge Strengthening, Town Centres, Streets for People, Station Access, Accessibility and Parallel Initiatives are excluded from this exercise. Boroughs should note that particular issues regarding non-delivery may be taken into account so as not to penalise boroughs that have had issues outside of their control.

- Performance Delivery criteria based on value of work done (VOWD) for all programmes will be applied also using reported data for years 2005/06, 2006/07 and 2007/08. Ten percent will be added to those boroughs where the VOWD equals or exceeds the overall allocation during the year, for each year, as a proxy for good performance.
 - The total amount of such increases will then be deducted from the other boroughs, using a pro rata of the last two years allocations for the relevant programmes.
 - These indicative allocations will then be matched to schemes for which boroughs submit applications for funding for 2009/10, following the prioritisation identified by each borough. Indicative allocations will be matched to whole schemes. Where the cost of a scheme exceeds the indicative funding available, the next prioritised scheme will be selected until all the indicative allocation has been matched.
 - These indicative allocations will be given to programme managers to guide allocations. Where they do not agree, they will be asked to give a reason for allocating funding to another scheme. This should provide more detailed, scheme specific feedback to boroughs.
- 1.28 As a result, the criteria formerly used by TfL programme managers to assess applications for funding, previously set out in LIP APR Guidance, will not be re-issued⁵. However, as with the instructions on how to complete the forms, this criteria information remains available on the Boroughs Extranet. Some programmes have or will be issuing or updating good practice and/or programme guidance (e.g. Walking Best Practice, Area Based Schemes) to assist boroughs in identifying appropriate schemes and improve the likelihood that TfL may support them financially.
- 1.29 Boroughs, as previously, must submit funding applications that can be directly related to approved, or subsequently updated, LIP Proposal Form 1.
- 1.30 However, if boroughs wish to submit an application for funding that relates to a scheme that cannot be related to an approved LIP Proposal Form, then they **must** discuss it in the first instance with the Head of LIPs or Borough Funding.
- 1.31 TfL considers there are a number of matters that boroughs and partnerships should take into account when applying for financial assistance from TfL (see Section 4).
- 1.32 Boroughs wishing to apply for funding which directly or indirectly involves the removal or substantial modification of transport infrastructure or traffic measures previously installed using TfL funding **must** discuss this with the relevant programme manager and Borough Funding in the first instance and consider the points raised in 3.25 to 3.27 (page 18).
- 1.33 Completion of TfL evaluation of LIP funding applications will be followed by the following processes and/or events:
- Funding being provisionally allocated to a number of proposals

⁵ Note: some updates, eg for Environment and Accessibility schemes, are supplied via the Extranet.

- Analysis of provisional funding in total and specifically by borough and transport programme
 - Preparation of an allocation briefing for TfL and GLA senior managers and related 'allocation letters' with notification of any additional criteria and/or conditions for funding to those specified in this Guidance
 - Formal funding and approval announcement to boroughs.
- 1.34 During the course of the year, proposals may change and require either further funding or the 'release' of funds from other committed allocations. Boroughs will retain a 'delegated authority' as defined in the 2007/08 "Financial and Reporting Guidance for London Local Authorities" [[web reference 7](#)].
- 1.35 If a borough is unable to use 'released' funding, TfL must be informed so that the funding may be reallocated. TfL must approve each new proposal, and will evaluate it on the same basis as above, using a Baseline Submission Form.
- 1.36 Allocation of additional funding, either for approved or new proposals, may also be made with conditions specified if funds are to be paid.

Future process developments

- 1.37 TfL is constantly seeking to improve its processes and values borough feedback on how this can be achieved. Currently, the most important work is the continued development and implementation of the Boroughs Portal, part of the TfL Partner Network.
- 1.38 Implementation of Phase Two of the Boroughs Portal begins in February 2008 and will lead to an easier and more direct application and reporting process (for more detail, see 4.116 to 4.119, page 39).
- 1.39 TfL is committed to developing the Parallel Initiatives (PI) programme so that it can support and reflect the holistic planning approach more commonly used by boroughs. This should give boroughs the opportunity to plan integrated, multi modal programmes that offer better value for money, delivery efficiencies and better outcomes for their routes and corridors. However, boroughs will be aware that development of this programme has been delayed. Borough Partnerships will be working during Spring 2008 with London Streets and Surface Transport Strategy to find a way of funding these kinds of programmes in a more coherent way. Boroughs are requested therefore, as set out in section 3, to let Borough Funding know, as early as possible, of any Parallel Initiative schemes they are looking for TfL to fund. Borough Funding can then liaise with the programme managers concerned prior to the formal assessment of funding applications.
- 1.40 Boroughs will be aware of the T2025 policy development work that TfL is currently undertaking. Part of that work is focussed on developing a better MTS monitoring framework. As a result, it has been decided to delay a formal review of Outcome Monitoring until more clarity is gained regarding the nature of this monitoring framework.
- 1.41 As a result, Outcome Monitoring guidance will not be re-issued but will remain available on the Boroughs Extranet. Boroughs will still be expected to submit

details of at least three schemes that will be implemented in 2009/10 and which they have identified for outcome monitoring 'Before' studies.

Summary of changes from 2008/09 LIP APR Guidance

- 1.42 There are very few process changes included in the 2009/10 LIP APR Guidance, the main ones being changes to partnerships (see 4.17, page 26) and some changes to guidance on signals (see 4.53, page 29). As a result, a number of sections, previously requiring updating, have been removed, although they will remain available on the Boroughs Extranet. These include:
- Outcome Monitoring
 - Transport Programme Assessment Criteria
 - LIP Form Completion Guidance
- 1.43 Boroughs should nevertheless check the Assessment Criteria on the Extranet⁶.
- 1.44 Remaining changes cover TfL publishing the method of indicative funding it proposes to follow, aiding the transparency of allocations, and the inclusion of audit clauses, which are usually published in annual financial guidance.
- 1.45 It is hoped that the changes make this Guidance more useful for boroughs and programme managers.

⁶ Boroughs attention is drawn to some changes to the FRACA assessment criteria.

2 LIP ANNUAL PROGRESS REPORTING

Introduction

- 2.1 Boroughs are required to report annual progress against a set of LIP statutory targets, expenditure and scheme delivery and transport objectives.
- 2.2 A LIP APR is made up of two reports:
- A report on progress towards achieving LIP statutory targets
 - A report on the delivery of LIP programmes.
- 2.3 Boroughs can also report on non-statutory local targets. Reporting on these targets is not a requirement of the LIP APR, although it could add value in describing the context of a borough's performance during assessment.
- 2.4 The aim of this section is to set out requirements and specifications of a LIP APR. The section has been divided into five parts as follows:
- LIP APR information requirements
 - LIP targets reporting
 - LIP programme delivery reporting
 - LIP APR assessment criteria and financial reporting
 - Borough NMD reports
- 2.5 The submission deadline for the completed LIP APR submission (reporting on 2007/08 progress towards targets) is **19 September 2008** (Stage 2 Submission).

LIP APR information requirements

- 2.6 In outline, the information required for a LIP APR is set out in Table 1.

Table 1 – LIP APR information requirement

LIP's Progress	
Targets	Programme delivery
<ul style="list-style-type: none"> • LIP Statutory Targets Proforma A • Local Targets Proforma B – optional • LIP statutory targets supporting commentary 	<ul style="list-style-type: none"> • LIP Programme Delivery Proforma C, with commentary on divergences from planned scheme delivery & expenditure • LIP programme and major schemes delivery supporting commentary • Borough NMD Reports

- 2.7 Although the length of an APR is not an assessment criterion, LIP APR supporting commentaries should not exceed 5 pages. Commentaries for schemes delivered by partnerships should be included in the commentary of the borough in which the scheme is located.
- 2.8 LIP APRs must be produced as free standing documents and submitted to TfL with any LIP Outcome Monitoring Report by 19 September 2008 (Stage 2 Submission).

LIP targets reporting

- 2.9 Boroughs are required to submit Proforma A (LIP statutory targets) and where the borough wishes, Proforma B (Local targets). The main purpose of Proformas A and B is to set baseline data, outline predicted trajectories and record progress on meeting targets. Boroughs are reminded that reporting progress on the Mayor's statutory targets' will be reported in the TfL Annual Report / Business Plan 2009/10, along with TfL progress towards meeting its targets.
- 2.10 The format and contents requirement for Proformas A, B and C remains unchanged. For these Proformas, boroughs should continue to:
- Show past progress and future trajectories to cover every year within the proformas from baseline to target date
 - Not change the layout of the proformas
 - Clearly indicate for each target whether progress is 'on-track', 'not on-track' or where there is 'no clear evidence' (generally only relevant to recently set targets).
 - Use the previous year's forms as a template so new sets of proformas do not need to be populated afresh each year.
- 2.11 Instructions on how to complete Proformas A and B can be found on the Boroughs Extranet. Further advice can be sought from Borough Funding (see Section 6).
- 2.12 In support of Proformas A and B, the LIP APR **must** include a commentary to explain targets progress made in 2007/08. This must clearly state:
- The proportion of targets which are on course for delivery
 - The authority's response and action in respect of each target that is 'not on-track' i.e. an explanation of how the borough will address the lack of progress
 - An explanation where any target's progress is assessed as 'no clear evidence'
 - An explanation for any 'on-track' classifications made for targets, against which progress is less than a linear trajectory between baseline and the target date.
- 2.13 In the commentary, LIP targets' trajectories, with annual milestones, can be helpfully expressed in the form of a simple graph for each target.

LIP programme delivery reporting

- 2.14 Boroughs should provide overall financial and numerical comparisons between anticipated programme delivery (based on originally allocated funding) and actual delivery as set out in the new LIP Programme Delivery Proforma C.
- 2.15 Instructions on how to complete Proforma C can be found on the Boroughs Extranet. Further advice can be sought from Borough Funding (see Section 6).
- 2.16 A supporting commentary (as part of Proforma C or in a separate document) and brief explanation is required where:
- Delivery and spending programmes have diverged by $\pm 25\%$ from anticipated delivery/spend (except where the divergence is £10,000 or less)
 - Where divergence from anticipated delivery/spend is $\pm £250,000$ irrespective of the percentage difference.

- 2.17 The LIP Programme Delivery Proforma C (Excel spreadsheet) should assist boroughs in identifying programmes where a commentary is required. Figures in the “Divergence” columns of Proforma C will turn red when conditions are met which require a commentary.
- 2.18 In addition, boroughs delivering major schemes (i.e. scheme value equal to or over £2m) should also briefly report on their progress. The commentary for such major projects should cover any changes explaining in detail:
- Reasons for delays to start/end dates
 - Changes in costs since the previous year (i.e. 2006/07).

LIP APR assessment criteria and financial reporting

- 2.19 TfL proposes to assess APRs using the tools set in Table 2.

Table 2 – Assessment tools for LIP APRs

LIP APR Element	Criteria	Evidence
Progress towards statutory targets	Clear progress in areas for which an indicator exists	<ul style="list-style-type: none"> • Proforma A • Supporting commentary
	Quality of indicator data provided	
Progress towards programme delivery	A clear and efficient spending and delivery programme	<ul style="list-style-type: none"> • Proforma C • Supporting commentary
	A clear and efficient delivery of major schemes	Commentary on progress of major schemes

- 2.20 Financial and individual scheme delivery reporting will take place via the usual bi-monthly reporting structure.
- 2.21 There is currently no direct link between scheme delivery and funding allocations, although Value of Work Done reporting is to be used as a proxy for delivery performance in the indicative allocation process (see 1.26 – page 6). This is because there is not enough statutory target data to undertake any reasonable assessment of boroughs performance in this area. However, TfL reserves the right to take progress against targets and on expenditure of each scheme into account, when allocating funding for 2009/10.

Network Management Duty Reports

- 2.22 Boroughs must also submit their Network Management Duty (NMD) reports to TfL at the same time as their LIP APR submission on 19 September 2008. TfL will then pass these onto DfT for assessment, but reserves the right to take into account the information contained in the reports to enable TfL to properly fulfil its own strategic NMD responsibility for London (see 4.9 - 4.15, page 24)

- 2.23 Boroughs are reminded that the content and format of their NMD reports are entirely their responsibility and that there is no specific guidance available from TfL or DfT. However, TfL will be issuing some good practice information, particularly aimed at issues needing to be covered in London.

Updated STP Strategy

- 2.24 The updating and submission of boroughs' STP Strategies remains an annual requirement. Under the Education and Inspections Act boroughs have a statutory duty to publish a "Sustainable Modes of Travel Strategy". If this strategy has been comprehensively developed it should include the information previously contained in the LIP School Travel Plan Strategies together with other information that is required by the DCSF. Boroughs must include the current version of their Sustainable Modes of Travel Strategy as part of the APR.
- 2.25 Information and advice on the strategy is available from the STP team at TfL.

3 LIP FUNDING APPLICATION

Introduction

3.1 The aim of this chapter is to set out the requirements and conditions for LIP funding applications. The section is sub-divided into seven parts as follows:

- LIP funding profile
- Reference to and updating of LIP Form 1s
- LIP funding applications
- LIP proposal coverage and joint-funding
- Highway Infrastructure alterations
- LIP Funding Application Evaluation
- LIP funding application forms.

3.2 Submission deadline for this LIP APR element is 13 June 2008 (Stage 1).

LIP funding profile

3.3 2009/10 LIP funding will again reflect the TfL Investment Programme [[web reference 8](#)], so there is a commitment of £153 million⁷ (Table 3). This is also shown by programme from the 2008/09 TfL Business Plan in Table 3a. As in previous years, the funding for LIP proposals overall will be apportioned according to TfL's current priorities, with the greatest emphasis being placed on the following:

- Reducing the number of people killed and seriously injured on London's transport networks
- Improving the bus network and operations
- Improving the take up of sustainable modes of transport.

Table 3 – TfL Investment programme funding for boroughs⁸

£m	Actual	Actual	Fore-cast Spend	2008/09 TfL Business Plan		Overall Total
	2005/06	2006/07	2007/08	2008/09	2009/10	2005-2010
Capital	143	142	152	140	135	712
Revenue	14	20	17	17	18	87
Total	157	162	170	158	153	799

Note: For 2008/09, the amount announced in November 2007 was £161m.

⁷ Less non-BSP schemes, e.g. Thames Road Bexley

⁸ Figs from the 2008/09 TfL Business Plan

Table 3a – TfL Investment by programme from the 2008/09 TfL Business Plan

£m	2005/06	2006/07	2007/08	2008/09	2009/10	Total
BPRN renewal	34	31	26	19	18	128
Borough bus stop access	3	5	4	4	2	18
Borough bus priority	19	18	19	23	20	100
Parallel initiatives	3	3	0	0	0	5
Bridge strengthening	11	12	8	8	8	46
Borough road safety	31	30	30	30	30	151
Area based schemes						
Town centres	6	6	6	7	7	33
Streets for People	7	6	14	8	8	43
Station Access	5	4	4	4	4	20
Walking	6	6	9	5	5	32
Borough LCN+	11	15	18	20	19	82
Borough cycling	4	4	7	5	5	25
Environment and Accessibility	5	6	7	5	6	31
TDM- school travel plans	5	6	7	8	8	33
TDM- Boroughs	5	6	4	4	4	23
TDM various non-LIP funded	0	5	7	8	8	28

3.4 Table 3a moves the small amounts of non-Investment Programme funds into their respective main programmes (e.g. Area based schemes). It is important that boroughs take these figures into account when compiling their submissions. No assumption should be made regarding this being increased, as has been the case in previous years.

Reference to and updating of LIP Form 1s

3.5 TfL will not fund proposals that are not clearly linked to a borough's LIP Form 1. For this reason, and in recognition of the fact that LIP Form 1s submitted as part of the LIP approval process may and will change over the lifetime of a LIP, TfL has designed a procedure which allows for the updating of LIP Form 1s. Such forms can therefore be updated to reflect changes and resubmitted each year at the same time as their funding applications.

3.6 Boroughs should send any updated Form 1s with 2009/10 funding applications, highlighting on the relevant BSF that an updated Form 1 has been provided.

LIP funding applications

3.7 Last year, as in previous years, despite strong discouragement from TfL to boroughs, the ratio of number and value of LIP funding applications to funded schemes was considerable and unexpected (see Table 4),

Table 4 – Application to allocation figures

	2006/07		2007/08		2008/09	
	Number	Value	Number	Value	Number	Value
Applications	3805	£325m	4034	£335m	4086	£340m
Allocation	2873	£159m	2763	£160m	2650	£161m
Ratio	1.3	2.0	1.5	2.1	1.5	2.1

- 3.8 Table 4 indicates that efficient planning does not always take place and that a lot of resource is wasted by both boroughs and TfL because more applications are being prepared and assessed than for which funding is available.
- 3.9 To counteract this over application last year, LIP APR Guidance limited the value of applications to **£7m** for boroughs and **£3m** for partnerships. Evidently, this had little effect. Therefore, to promote more realistic and achievable forward planning and significantly reduce the resources required to compile and assess funding applications, TfL will not accept boroughs and partnerships submitting applications valuing more than **£7m** and **£3m** respectively. TfL will return unacceptable applications to the borough Chief Executive, together with an explanation.
- 3.10 Again, this maximum:
- Excludes:
 - Single proposals whose 2009/10 value is £1m or over, and
 - Area Based Schemes, Bridge Strengthening & Assessment and Local Safety Schemes.
 - Includes:
 - LBPN and LCN+ proposals.
- 3.11 Nevertheless, boroughs should aim to submit a balanced funding application, with applications that cover the full range of transport programmes.
- 3.12 Like last year, partnership funding applications should be submitted via the relevant lead borough (see Table 5).

Table 5 – Partnership lead boroughs

Partnership	Lead Authority
Sub-regional	
NLTF	Enfield
SELTRANS	Bromley
SWELTRAC	Richmond
TGLP (NE)	Barking & Dagenham
WESTRANS	Ealing
Second tier partnerships (non sub-regional)	
Clear Zones	Camden
Cross River	City of Westminster
LBPN	Bromley
LCN+	Camden
LEPT	Bromley
NORP	Brent
Park Royal	Ealing
Strategic Walk Network	City of London

- 3.13 Again, this year's applications can cover a three-year period so that boroughs can apply for funding that reflects proposals included in LIPs.
- 3.14 Submissions for funding for specific proposals can include an element of funds to take account of the costs of designing and monitoring the proposal. An element of funding may also be included within a proposal requiring "pump-priming" which will subsequently become self-financing or be supported by non-TfL funds.
- 3.15 TfL is keen to support boroughs in negotiations with developers in securing s.106⁹, s.247 and s.278 agreements so that developers fund a representative and realistic proportion of the cost of providing appropriate infrastructure changes and services that accurately reflect the transport demands generated by new developments. When submitting funding applications for LIP proposals, boroughs should clearly indicate where funding will complement the delivery of proposals of developments supported by s.106 agreements. LIP funding should not be used to top-up developer funds for proposals directly relating to the impact of new developments, but can play an important role in adding value to proposals which can usefully be extended to areas beyond the confines of specific developments.
- 3.16 Similarly, boroughs should make it clear where funding is being sought in support of other funding e.g. Community Infrastructure Fund/Growth Areas Fund.
- 3.17 Again boroughs can apply for aggregate funding for a group of schemes providing they are of a similar nature and are:
- From the same transport programme
 - To be implemented as whole proposals in one step (this will not apply to proposals comprised of a number of stages, e.g. feasibility, design and implementation)
 - Listed in terms of individual locations
 - Of total cost not greater than £25,000.
- 3.18 Aggregate funding is applicable to the same programmes as last year:
- Bus stop accessibility
 - Bicycle parking.
 - Local Area Accessibility: e.g. accessibility to local service centres, removal of barriers to disabled
 - Motorcycle parking
 - Controlled Parking Zones (if a borough qualifies)

LIP proposal coverage and joint-funding

- 3.19 TfL again strongly encourages boroughs to compile, where possible, funding applications for proposals that share elements from more than one transport programme to enable joint funding. The general classification from last year of programmes into Routes & Corridors, Places & Spaces and Sustainability may assist development of such proposals.

⁹ TfL publishes guidance on securing s.106 funding for walking and accessibility improvements – [web reference 50](#)

- 3.20 Boroughs can identify, on the relevant BSF, a proposal's links to other transport areas. This helps TfL identify programmes where joint-funding can take place.
- 3.21 This approach should also encourage formulation of more robust jointly funded schemes and/or Parallel Initiatives proposals where the need for joint-funding will lead to area or route management in line with developments on the TLRN.
- 3.22 If a borough identifies a proposal which overlaps a number of transport programmes, particularly for Parallel Initiatives, it should submit the proposal either as part of a Parallel Initiatives programme or under the primary transport programme, highlighting the linkages.
- 3.23 Boroughs are reminded that the Parallel Initiatives programme has no dedicated funding allocation in 2009/10, and funding will be limited to those schemes which can justify co-funding by different modes. Any application for funding will need to make clear that the requirement for different modes will be addressed and how such modes might be expected to contribute to the overall scheme funding.
- 3.24 However, boroughs are also strongly recommended to discuss, in detail, any future submissions at their earliest convenience with Borough Funding.

Highway Infrastructure alterations

- 3.25 In circumstances where the original reasons for recent installation of new highway infrastructure do not continue to apply, TfL recognises that there might be situations in which the removal or modification of such infrastructure may be appropriate.
- 3.26 It would be helpful to TfL, in situations where it is proposed to remove or substantially modify an existing scheme (i.e. where the effect of such removal or modification may change traffic patterns or the movement of people appreciably), for boroughs to communicate such intention early to the relevant part(s) of TfL. In addition, TfL requests that all proposed significant removals or modifications of highway infrastructure be notified to Borough Funding or the relevant TfL Programme Manager by the borough.
- 3.27 The following considerations should be borne in mind by affected boroughs:
- i. In deciding whether to give future financial assistance to a borough, TfL will have regard to whether the borough has previously removed or substantially altered works carried out or infrastructure installed with the benefit of TfL funding, without TfL's prior written consent (see also 1.10)
 - ii. Even if TfL has not paid for or contributed to the cost of a particular scheme, TfL endeavours to give consideration to all substantial removals of and modifications to highway infrastructure to ensure that these are conducive to the achievement of TfL objectives under its Network Management Duty. If TfL is not satisfied that its objectives are being addressed by a borough, it may decide not to provide or to limit future financial assistance to the borough in question.
 - iii. Highway infrastructure removal or modification on a significant scale may potentially impair or preclude a borough from complying with or delivering (as

the case may be): (a) its LIP; (b) the Mayor’s statutory targets; and (c) the policies and proposals contained in the Mayor’s Transport Strategy¹⁰.

- iv. TfL recognises that there might be particular bus lanes or other highway infrastructure where it may be appropriate that these be removed or modified. For example, where there has been a significant lapse of time since the date of original installation, modification to a traffic pattern etc. Such removal and/or modification should be developed and implemented as part of an evidence-based and considered approach to highway management and, at least in principle, should be contained in a proposal within a borough LIP. In developing such an approach to highway management, boroughs are reminded of their Network Management Duty for expeditious movement of all traffic.

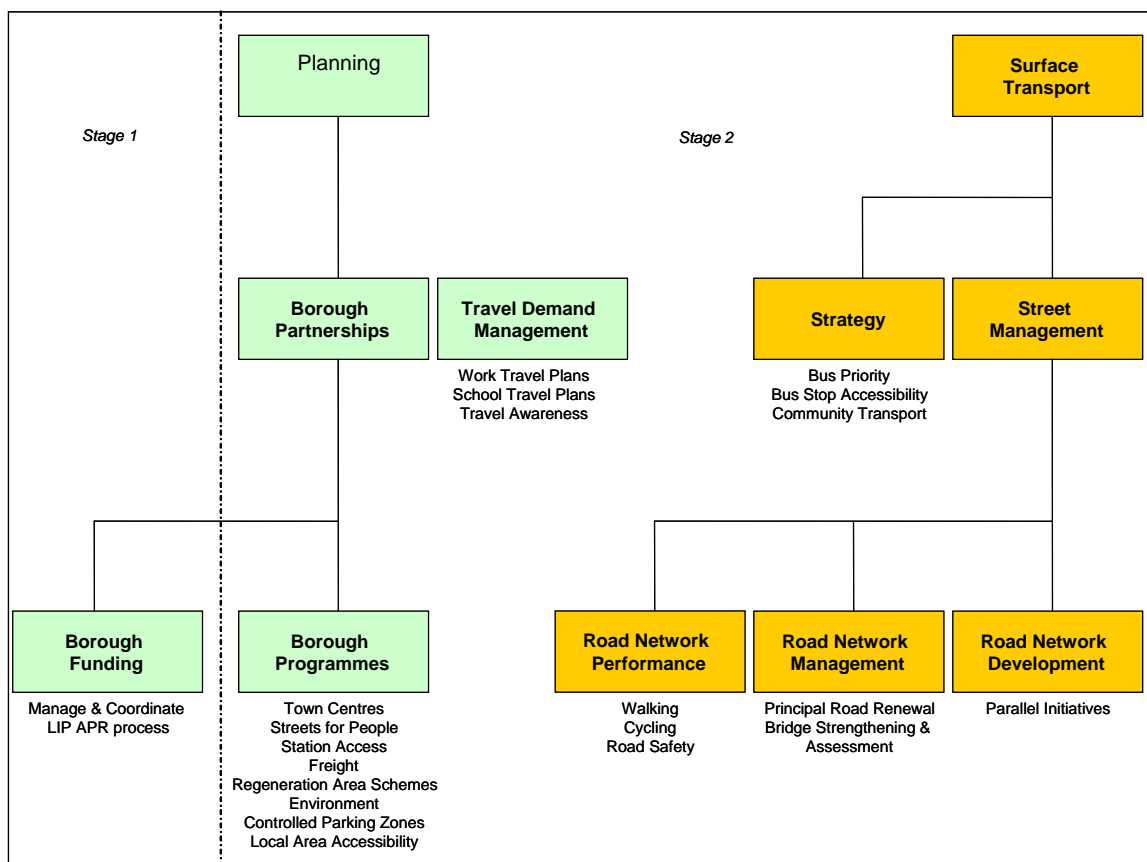
LIP Funding Evaluation

3.28 In order to tackle the issues outlined in paragraph 3.8 (page 16), the LIP funding assessment process will now constitute of two main stages:

- Stage 1 – Initial checks and indicative allocation calculation
- Stage 2 – Full assessment.

3.29 Figure A illustrates where responsibilities in the process presently lie within TfL. Relevant contact details are in Section 6

Figure A – TfL LIP APR Responsibilities



¹⁰ See LIP Guidance Tables 4-1 and 5-1 - in particular, targets 1, 3, 4, 5, 6, 7 & 10 and various policies and proposals contained in Appendix C (LIP ‘Matrix’)

- 3.30 More information about these stages can be found at 1.25 – 1.28 (page 6).
- 3.31 Stage 1 is a screening phase where Borough Funding will ensure that the only LIP funding applications to be included in the assessment process are those where.
- Overall a borough's funding application for the year 2009/10 is not greater than £7m and overall a partnership's funding application for the year 2009/10 is not greater than £3m. These maximums exclude:
 - Single proposals whose 2009/10 value is £1m or over, and
 - Area Based Schemes and Bridge Strengthening & Assessment proposals
 - Local Safety Schemes.
 - All LIP proposals are ranked in priority order.
 - All submitted proposals are referenced to an approved or subsequently updated LIP Form 1 (see 3.5, page 15, and 3.35 – 3.36, page 20).
- 3.32 Where a borough or partnership overall LIP funding application for 2009/10 is over the £7m or £3m threshold respectively, then the following will apply:
- Borough or partnership schemes for each applicable programme will be reduced and returned to the relevant borough or partnership in ascending priority order (priority identified by the borough / partnership in their submission).
- 3.33 Where a clear priority order is not provided, Borough Funding will assume that priority is given by the order in which the schemes are listed in the relevant BSF (i.e. first proposal listed being more important than last listed).
- 3.34 Where a LIP proposal is not referenced to an approved or subsequently updated LIP Form 1 or where the proposal to which the updated LIP Form 1 reference has been made is either inaccurate or inappropriate Borough Funding will:
- Return the funding application for that proposal to the borough and request an approved or updated LIP Form 1 reference
 - Discuss with the borough any appropriate remedial action such as submission of relevant outstanding information.
- 3.35 A proposal which cannot be referenced to an updated LIP Form 1 will be regarded as non-applicable (i.e. as if it had never been submitted) unless there has been prior discussion with Kate Holgate (TfL Head of LIPs). Consideration for such a proposal is only likely to take place where a new or innovative initiative arises that could have not been reasonably identified during the LIP Form 1 update process.
- 3.36 If agreed, funding applications for proposals not contained in an approved or subsequently updated LIP Form 1 should be made using the same Baseline Submission Forms as for those proposals contained in a LIP Form 1. However an updated LIP Form 1 containing such a proposal **must** also be attached.
- 3.37 Submission of missing or outstanding material should be provided within five working days from the TfL request, failure to do so will result in the proposal/s not being taken further into the allocation process.

3.38 Where an APR and/or outcome monitoring report is not provided by 19 September 2008, Borough Funding reserves the right to withhold funding if the requested information is not provided within a set deadline.

3.39 During Stage 2 of the LIP funding assessment process, TfL Programme Managers will allocate funding on the basis that:

- Schemes have been properly referenced to a LIP Form 1 (approved or updated)
- All relevant forms have been filled in completely and accurately
- The schemes for which funding has been applied represent value for money.

Borough failure to comply will seriously impair a programme managers ability to evaluate and allocate funding, putting at risk the proposal's implementation.

3.40 In addition, TfL reserves the right to base funding allocation decisions on other relevant aspects of the LIP funding process (e.g. demonstrated ability of a borough to deliver a programme).

LIP funding application forms

3.41 Applications for LIP funding are to be made via the Boroughs Portal, using the online version of the relevant BSF (completed forms and other supporting material are to be supplied via CD for use as a back-up in this first year).

3.42 Separate instructions and training will be provided regarding completing forms online via the Boroughs Portal.

3.43 The General BSF will provide the majority of the programme information which needs to be submitted. Different Baseline Submission Forms will be used by the following programmes, Principal Road Renewal, Bridge Strengthening & Assessment, Local Safety Schemes, 20mph Zone proposals and Education Training & Publicity. A similar principle of core and programme-specific information has been designed into the Boroughs Portal.

3.44 Initial funding applications for Area Based Schemes and associated Accessibility schemes need also to be made within the Step 1 application process. Other programmes with a step approach or small value schemes may also consider using the online streamlined application for such schemes.

3.45 The need to have accurate geocodes remains important, especially in the context of Network Management Plans and Parallel Initiatives.

3.46 Again, geocode information can be provided using Live Search Maps [[web reference 9](#)], a free internet-based mapping tool that combines road and aerial maps and does not require any additional software to be downloaded. If a borough wishes, it can identify all proposal locations on a single electronic map with lines and polygons. The map can then be saved, edited and shared with others (e.g. TfL as part of the funding application process, instead of having to submit geocodes) via an internet link.

3.47 As previously, all that is required for a user to edit and save maps (not view maps) is a Microsoft "account". An account is an email address and is free and easy to set up. However, please note that if not used, the account would expire after 30 days.

- 3.48 The BSF layout remains the same as for 2008/09 applications for all programmes.
- 3.49 All relevant BSFs are again contained in pre-populated Excel workbooks provided by TfL. Application workbooks for each borough and partnerships can be obtained from the Boroughs Extranet's LIP APR page [[web reference 41](#)]. Guidance on forms completion can be found on the Boroughs Extranet.

4 ISSUES FOR BOROUGHES TO CONSIDER

Introduction

- 4.1 The aim of this section is to bring issues to boroughs' attention and that they should consider when applying for LIP funding.
- 4.2 The section covers the following topics:
- Delivery of Borough Schemes
 - Traffic Management Act 2004 (TMA)
 - Network Management Duty Reports
 - Network Development Planning on the TLRN
 - Local Area Agreements
 - Partnerships
 - Equalities & Environment Impact Assessment Process
 - Climate change
 - Environmental Strategies
 - Traffic signals
 - Mayoral Initiatives
 - Major TfL-led projects
 - 2012 Olympic Games
 - Crossrail
 - Design issues
 - Publicity associated with LIP funded proposals
 - TLRN Spending Plan (TSP)
 - London Overground Franchise
 - Importance of 3rd party approvals
 - Boroughs Portal (part of the TfL Partner Network)
 - Audit

Delivery of Borough Schemes

- 4.3 In submitting funding applications for schemes each year, boroughs will be aware that a reference or link needs to be made to an approved LIP Proposal Form 1. London boroughs should note therefore that funding is allocated to schemes on the basis that those schemes will contribute to the delivery of the proposals as set out in their approved LIPs. The requirements for delivery are set out in section 151 to 153 of the GLA Act 1999.

Traffic Management Act 2004 (TMA)

- 4.4 The NMD Guidance [[web reference 10](#)] has a specific "London" section which recognises that unique circumstances exist in the capital requiring a large number of LTAs to work together to deliver the improvements that the NMD encourages. It is evident that NMD requirements cannot be delivered in isolation. The interactivity between the TLRN and the boroughs' main local roads prohibits anything but a collective approach. Road users have the right to expect a joined up and consistent approach to Network Management across the Capital. So, TfL and boroughs, individually and collectively, will need to work closely to deliver their NMD.

- 4.5 Each authority has, or should have appointed, a Traffic Manager, whose role is to seek to ensure that the LTA has the processes and arrangements in place to fulfil NMD requirements. A borough's Traffic Manager will have interests similar to those of TfL's Traffic Manager regarding the safeguarding of the operation of strategic roads (TLRN / SRN). For example, a borough's Traffic Manager is likely to need the same sort of information from a notification as will be required by TfL or a neighbouring borough, to allow the borough's Traffic Manager to gain a full understanding of the issues they aim to address and the impact of any proposal on network operations.
- 4.6 Boroughs, therefore, are reminded of the need to contact TfL Network Assurance Team (NAT) with details of 2009/10 LIP funded proposals at an early stage. To facilitate this process for all relevant proposals being implemented in 2009/10 it will be a requirement to record in the relevant BSF the status of the TMA notification in order to alert the NAT. There are cells for this purpose in the BSF (see Boroughs Extranet – [web reference 6](#), for more details). This will allow boroughs to notify NAT at the provisional allocation and approval stage and provide boroughs with an early opportunity to plan their forthcoming year's works, enabling those works to start earlier in the new financial year.
- 4.7 Prior to construction, boroughs should, as usual, forward details of the proposed works to TfL's NAT (referring to the LIP proposal reference number and any previous proposal identification). Full details of when and how to notify are given in TfL's TMA Notification Guidance. The Guidance is available on the www.londonstreetworks.net website or within the LondonWorks application used to send notifications through to TfL. Boroughs are encouraged to use the Forward Planning tool on LondonWorks which supports utilities and boroughs in planning their future works and enables a more efficient management of the pan London network.
- 4.8 Boroughs are reminded that the submission of inaccurate data may result in the provisional approval for the proposal, and its associated funding, being delayed or not being given.

Network Management Duty Reports

- 4.9 Boroughs will be aware that as a result of the DfT consultation in relation to the criteria for intervention under the provisions set out in Part 2 of the TMA 2004, Boroughs should submit their annual NMD Reports to the DfT via the LIP APR process. Boroughs should note that, as discussed with London Councils, TfL will not assess borough reports but will merely act as a delivery vehicle.
- 4.10 Outside London, the regions reported on meeting their NMD in April 2007. Following assessment of the NMD reports by the DfT, it published LTP NMD reporting guidance, [web reference 10a](#). HAs now have a structure for their reports in Annex 1 and 2 to the guidance. Whereas Annex 2 is a benchmarking exercise, Annex 1 gives the opportunity for HAs to say how they will manage their network and submit future reports on progress.
- 4.11 Boroughs should note that TfL also reports its NMD progress to the DfT. However, TfL also has a responsibility, within its own NMD as London's strategic transport authority to:

“identify reasonable and practicable outcomes from Borough activities to support the MTS and TfL’s policies for meeting the Network Management Duty”¹¹, [[web reference 42](#)].

- 4.12 While it is not a requirement for boroughs to report on meeting their NMD to TfL, it is a requirement of TfL as London’s strategic transport authority, to report on how boroughs demonstrate their actions in support of the TMA/NMD policies. TfL will develop the necessary policies and consult on them over the coming months, and will then issue guidance as to the exact nature and details required to be submitted by the boroughs within the LIP APR process.
- 4.13 Reporting in London is a year behind but the boroughs and TfL have taken the opportunity to learn from the regional reports. London Councils, boroughs and TfL have approved reporting guidance based on Annex 2 for reports in April to September 2008, and have therefore caught up with LTP reporting as required by the DfT.
- 4.14 TfL has a responsibility to develop reporting guidance on collaboration within the NMD. London Councils, boroughs and TfL will be meeting during February 2008 to agree the form of the reports. London will then be aligned to the LTP reporting process as desired by the DfT.
- 4.15 As APRs are to be submitted to TfL by **19 September 2008**, NMD reports will be behind LTP reports (due in April) but this has been agreed with DfT.

Network Development Planning on the TLRN

- 4.16 In undertaking its NMD on the TLRN, TfL is continuing to develop a corridor based approach to the design and implementation of network improvements, called ‘Network Development Planning’. This approach will establish a holistic, cross-mode approach to managing road space through balancing road user hierarchies to deliver ‘target based’ programmes of corridor investment. Network development in this form will lead to the preparation of ‘plans’ for all TLRN corridors. In developing these, TfL will work with the boroughs to ensure plans also take account of the road user balances they wish to achieve on borough roads, and how these can be delivered in conjunction with TfL aspirations for the TLRN.
- 4.17 TfL has initiated a number of demonstration projects to identify a “best value” approach to identify network development needs on the TLRN and those boroughs to which these are relevant should already be aware of these. The demonstration projects will also identify areas where additional research is necessary to ensure continuous improvement of the network development plans over time.
- 4.18 London boroughs, in demonstrating compliance with the NMD and delivery of their LIPs, should look at their network of ‘A roads and Busy Bus Routes’ and principal road network, giving particular consideration to the interface with, and opportunities arising from, TLRN corridors running through the borough, to develop supporting schemes or plans.

¹¹ paragraph 81 of the NMD guidance

- 4.19 TfL recognises that alone it will be unable to deliver the full NMD for London, as described in DfT Guidance on the NMD. Similarly, boroughs will be unable to deliver their NMD requirements by planning alone (particularly on their principal roads), without discussions with their neighbouring boroughs and TfL, and their active involvement in the introduction of complementary or supportive measures.

Local Area Agreements

- 4.20 Borough officers should be aware of the recent developments introduced in the Local Government White Paper “Strong and Prosperous Communities” [[web reference 11](#)] regarding proposals to reform leadership in councils and their performance management framework, including an enhanced role for LAAs, including proposals for MAAs, in the new CAA framework.
- 4.21 Of particular interest to borough transport officers will be the possible inclusion of transport targets within the suite of the 35 priority targets that will be agreed between boroughs and the Government Office for London (GOL). Discussions and negotiations concerning these developments will continue between boroughs and GOL, probably until March. The agreed 35 priorities will then form the basis of the CAA framework. More information will be made available to boroughs as it becomes available.

Partnerships

Scope of partnership activity

- 4.22 TfL has worked well with several partnerships. In the past TfL has found that partnerships have greatest value where they deliver one or more of the following benefits

- Economies of scale in delivery, e.g. travel plan co-ordinators
- Projects with a strong cross borough boundary component, e.g. LCN+
- Projects of sub-regional importance / impact, e.g. major town centres
- Provision of a centre of excellence for scarce skills
- Strong buy-in from borough and other interests

- 4.23 These factors have tended to feature more in the following programmes:

- Walking
- Cycling
- Bus Priority Measures (via LBPN)
- Town Centres
- Streets for People
- Station Access
- Travel Awareness
- Workplace Travel Plans
- Freight
- Environment
- Regeneration Area Schemes

- 4.24 The Mayor of London has formally proposed, through the London Plan review process, revisions to the geographical format and responsibilities of the main 5 sub-regional partnerships. The outcome of the Examination in Public of these revisions was published in October 2007 and endorsed the Mayor’s proposals.

Boroughs are encouraged to adopt these boundaries wherever relevant. However, it is recognised that some transport partnerships can deliver continued value whilst remaining in different configurations.

- 4.25 The map in Appendix B shows the sub-regional structure agreed in the Further Alterations to the London Plan (FALP). Table 5, in section 3 (page 16), indicates those existing TfL supported partnerships which have the greatest sub-regional characteristics. TfL and the GLA family will expect these partnerships to move towards a membership that encompasses the new sub-regional boundaries. In the interests of permeability it is accepted that partnerships may also continue to include neighbouring authorities beyond the London Plan boundaries. TfL is willing to provide financial support to assist the transition to new boundaries where necessary.
- 4.26 In addition, TfL believes that there is mutual benefit in some amalgamation of partnerships to facilitate the benefits of corridor based network management planning and delivery.
- 4.27 The GLA Act 1999 does not recognise the partnerships as transport authorities and so they cannot produce a LIP in the same way as individual London authorities. However, this does not preclude partnerships remaining an important part of scheme development, delivery and monitoring activity.
- 4.28 As the majority of TfL funding for borough transport projects is to support delivery of LIPs, all partnerships will need to ensure that their applications for funding are linked to one or more boroughs' LIP proposals. Boroughs should already have included in their LIP (as amended by updated Form 1's where necessary) any proposals in which partnerships have a role.
- 4.29 Therefore, instead of a partnership submitting an independent application for funding, the lead borough for any partnership will need to make the submission on behalf of the partnership. On the Baseline Submission Form the lead borough should enter their name in the box marked 'Authority' and the partnership's name should appear in box marked 'Partnership' below. The Baseline Submission Forms will need to include a reference to either the lead borough (or other borough/s) LIP for each proposal (see Boroughs Extranet – [web reference 6](#)).
- 4.30 It is appreciated that many partnerships will still wish to produce collated documents summarising the totality of proposed partnership activity across their constituent boroughs. TfL accepts (but does not require) this approach as an addition to the lead borough submission.

Changes to partnerships

- 4.31 Partnerships have formed around specific programmes or geographical areas. Occasionally, there may be a case for a partnership to cease to be involved in LIP funding, or for delivery activity to be modified, or for a new partnership to be recognised. It is important to notify Borough Funding (contact details in Section 6) of significant decisions to amend a partnership scope or membership.
- 4.32 From time to time a partnership may wish to alter its membership or its main focus. They may, for example, wish to align to other groupings' boundaries more closely, such as London Plan sub-regions. If the constituent boroughs agree that

a partnership is to amend its role or membership this should be also notified in writing to TfL by the lead borough. Other than in exceptional circumstances, such a modification should come into effect at a financial year end. Where future year funding commitments remain that are directly affected by a modification these should be formally transferred (in writing), either to an individual borough or another partnership, and such intention notified to TfL.

New partnerships

- 4.33 TfL is willing to consider recognising new partnerships for LIPs purposes from the commencement of the 2009/10 financial year. If boroughs wish to propose a new grouping, they should first contact Head of Borough Funding, Head of Borough Programmes or Head of LIPs. Relevant contact details can be found in Section 6.

Withdrawal of partnership from the LIP process

- 4.34 If the constituent boroughs agree that a partnership is to cease to engage in LIP related activity this should be notified in writing to TfL by the lead borough. Other than in exceptional circumstances, such a withdrawal should come into effect at a financial year-end. Where future year funding commitments remain, these should be formally transferred (in writing), either to an individual borough or another partnership, and such intention notified to TfL.

Partnership running costs

- 4.35 TfL remains willing to make a contribution towards the transport delivery related running costs of partnerships. A number of partnerships have benefited from this in the past. TfL carried out a review of the process in association with the Partnerships Forum and Partnerships Working Group in 2006 and again in 2007. As a result in 2007/08, TfL introduced for the major partnerships¹² a way of calculating running costs using a hybrid approach consisting of a “fixed sum plus a top-slicing of project funds up to 3%” formula. TfL will discuss the precise formula for 2009/10 with partnership representatives through the Partnership Working Group but expects the hybrid approach to continue.
- 4.36 Boroughs and partnerships should understand that money allocated for partnership administration is likely to reduce funds available for delivery.

Equalities & Environment Impact Assessment Process

Equalities Impact Assessment

- 4.37 Boroughs will already be familiar with the need to take into account and have regard to the impact of proposals on different equality target groups and on the environment. Should boroughs apply for funding for proposals not contained in an approved or subsequently updated LIP Form 1, a statement in the comments column of the relevant BSF, should be included to show how any such impacts have been addressed.
- 4.38 Boroughs are also reminded that individual proposals may need, or benefit from, undertaking an EQIA or EIA prior to submitting applications for funding, or prior to implementation planning and that information relating to these aspects should accompany the relevant submission.

¹² LCN and LBPN support is currently allocated on a different formula

- 4.39 Best practice and the TfL EQIA toolkit [\[web reference 12\]](#) recommend that an EQIA initial screening should be undertaken:
- For all new projects at the feasibility stage
 - During the initial stage of development of a policy or strategy
 - During the development of a business case (if not already undertaken at the feasibility stage).
- 4.40 The identification of those proposals requiring an EQIA should be made by the borough. If it is decided to undertake an initial screening, the borough should be able to determine whether there is an adverse impact on a particular group, and if so the borough should conduct a full EQIA. The likely impact and an indication of whether a full EQIA will need to be undertaken should be included in the relevant columns in the BSF.

Environmental Impact Assessment

- 4.41 The required threshold over which an EIA should be carried out relate to activity, size and the level of environmental impact, not cost. Criteria are set out in Circular 02/99 Environmental Impact Assessment [\[web reference 13\]](#). An Environment Statement ('ES' - the reporting mechanism for EIA) is usually required for large infrastructure projects as they are classed as schedule 1 projects, whatever the approval mechanism (TWA etc). The Town & Country Planning (EIA) Regulations apply to many of TfL's smaller projects and some boroughs' larger projects. If there is any doubt as to whether an ES is required, it is usual to obtain a screening opinion from the relevant LPA. In the case of the LPA making that decision itself, it would need to publish a notice of determination to make clear their decision. The likely impact and an indication of whether a full EIA will need to be undertaken should be included in the relevant columns in the BSF. Whether or not formal EIA takes place, the potential of each proposal to contribute to environmental objectives should be considered.
- 4.42 The TfL Investment Programme 2008/09-2009/10 incorporates a summary of environmental impacts for each TfL project, including the programmes implemented by the boroughs funded by TfL.
- 4.43 Boroughs should also be aware of the new Natural Environment and Rural Communities Act [\[web reference 14\]](#) which requires all public sector bodies in England and Wales to consider the impact on biodiversity of the work they do. DEFRA has prepared generic guidance [\[web reference 15\]](#) to help organisations interpret the act and is also developing specific guidance aimed at local authorities. Natural England, the Mayor and the London Biodiversity Partnership have published guidance for London boroughs – "Duty Bound"
- 4.44 Relevant contact details with regards to equalities and the environment can be found in Section 6.

Climate change

- 4.45 Climate change is one of the Mayor's top priorities. The Mayor is committed to preparing London for the climate change that is now inevitable (adaptation) and limiting further climate change by reducing London's carbon dioxide emissions (mitigation). His Climate Change Action Plan [\[web reference 43\]](#), published in February 2007, recommends key actions to help London tackle climate change

and sets a new target for London, which is to stabilise CO₂ emissions in 2025 at 60 per cent below 1990 levels, with steady progress towards this over the next 20 years. This target is considerably more ambitious than the UK government's current aspiration of a 60 per cent reduction from 2000 levels by 2050.

- 4.46 Under recent Government legislation (GLA Act 2007), the Mayor has new statutory duties to tackle climate change and energy issues in London. Section 40 imposes a duty on the GLA ('the Authority') in the exercise of its general powers. The Authority has a new duty to have regard to effects on climate change and the consequence of climate change; and to exercise its powers in a way best calculated to contribute to mitigation of, or adaptation to, climate change in the UK. Section 41 imposes a duty on the Mayor with respect to his strategies so that he has a new duty to have regard to climate change and the consequences of climate change when preparing his strategies. Section 42 imposes a duty on the Mayor and Assembly to address climate change and energy. Section 43 introduces a duty on the Mayor to prepare and implement a strategy for 'London Climate Change Mitigation and Energy'. Section 44 introduces a duty on the Mayor to prepare and implement a strategy for 'Adaptation to Climate Change'.
- 4.47 The new GLA Act Amendment 2007 gives the Mayor new statutory duty and powers to tackle climate change and to produce statutory strategies for tackling climate change and energy issues in London, including climate change adaptation.
- 4.48 The Mayor supports an integrated multi-agency approach and has established the London Climate Change Agency to provide practical advice and take radical measures to tackle climate change.
- 4.49 As action on Climate Change is a high priority, TfL welcomes funding applications for projects that would reduce greenhouse gas emissions. Where a scheme is expected to have an adverse impact on greenhouse gas emissions, measures to mitigate this impact must be considered.

Environmental Strategies

- 4.50 Transport related schemes can have an impact on the built and natural environment. Impacts on local air quality, climate change, noise, vibration, landscape, townscape, biodiversity, heritage and water environments are of particular concern. The impact of all proposed schemes on the environment should be considered. TfL welcomes funding applications for projects that would have a beneficial impact on the environment. Where a scheme is expected to have an adverse impact on the Environment measures to mitigate this impact must be considered.
- 4.51 In determining which proposals are supported, TfL will give a high priority to, and will wish to receive information in relation to local measures that support the Mayor's Environmental and Climate Change Strategies and Plans and associated targets [[web reference 17](#)].
- 4.52 The Mayor of London and London boroughs are required to work towards meeting the Government's air quality objectives that are set in the relevant regulations. Objectives for two pollutants are currently not being met in London. The boroughs are required by the Environment Act 1995 to periodically review and

assess air quality within their administrative boundaries. Where it is likely that the Government's air quality objectives will not be met, the authority must declare an Air Quality Management Area (AQMA) and produce an Air Quality Action Plan (AQAP) to improve air quality. The Mayor of London and TfL are statutory consultees on AQAPs and their associated annual progress reports.

- 4.53 The Mayor's Air Quality Strategy [[web reference 18](#)] sets out plans and policies to improve air quality in London, including measures which the London boroughs should incorporate into their AQAPs.
- 4.54 Air quality proposals must be compatible with, and where possible reference, the Mayor's Air Quality Strategy and the borough's Air Quality Action Plan for improving air quality within designated Air Quality Management Areas (AQMAs).
- 4.55 Noise reduction initiatives should derive mainly from the Mayor's Ambient Noise Strategy (Chapter 4A, but also paragraphs 4E.24 and 4F.23-27) [[web reference 19](#)] and UK implementation of Environmental Noise Directive 2002/49/EC, including noise mapping [www.noisemapping.org] and noise action planning, on which DEFRA guidance is expected shortly.

Traffic signals

- 4.56 TfL is the traffic signal authority for London. Signal installation and maintenance is managed by the Directorate of Traffic Operations (DTO) within TfL, though the overall resource allocation for signal works is made through the TfL Business Planning process. Traffic signals are subject to constraints relating to available funding, technical approvals and the continued restrictions on available technical staff to implement proposals. The demand for signals consistently exceeds the supply of resources. TfL, in discussion with boroughs, carries out an annual assessment of demand and allocates indicative numbers of "slots" for signal work to each LIPs programme.
- 4.57 New or modified traffic signals on boroughs' roads can be funded by one or more of three different sources
- Developer contributions
 - LIPs funding
 - A borough's own funds e.g. parking revenues
- 4.58 To assist project planning, boroughs are asked to indicate which proposals will include works involving traffic signals. The type of works and type of signals, with locations, should be given along with a cost estimate (a 'ready-reckoner' is provided on the Boroughs Extranet ([web reference 44](#))). If the signals are known to be in an Urban Traffic Control (UTC) area this should also be indicated.
- 4.59 TfL is developing an evaluation framework in order to review signalled junctions on the TLRN which do not currently have a pedestrian phase. The framework will allow decisions on the possible introduction of a pedestrian phase to be commensurate with the funding available, road safety, and the need for mitigation of network impacts consistent with TfL's Network Management Duty
- 4.60 Boroughs are similarly requested to consider the need for the provision of pedestrian phases at signalled junctions on their own roads where none currently

exist, and to discuss their findings with TfL. A list of junctions on borough roads which currently have no pedestrian phases will be provided by TfL, as will the evaluation framework referred to above.

- 4.61 Boroughs are also advised to consider alternative means of delivering desired outcomes wherever relevant (e.g. the use of different types of traffic management tools). With this in mind The Traffic Control Liaison Committee, comprised of representatives from the London Boroughs, London Councils, and TfL, suggested that to gain some uniformity across London and to reduce the continuing increase in system maintenance costs, objective criteria should be introduced to assist the London boroughs and TfL in justifying new signal installations. Traffic Signals Justification guidelines have been produced and are available via Boroughs Extranet ([web reference 20](#)). These guidelines are advisory not mandatory.
- 4.62 Boroughs are also advised to consider removal of existing signal installations as an option in scheme development wherever appropriate.
- 4.63 It should not be assumed that a signalling proposal which meets the criteria of the Traffic Signals Justification guidelines will automatically receive LIP funding – it will be subject to a more comprehensive review, commensurate with a usual LIP assessment.
- 4.64 Please also note that, as part of the overall approach to exploring alternative methods of traffic management, the concept of whole life costing remains to be considered. It is anticipated that guidance on whole life costing will be produced, to complement the Traffic Signals Justification guidelines as discussed above. Until the whole life costing guidelines are produced, the Traffic Signals Justification guidelines will continue to provide the main source of advice for boroughs considering the use of traffic signals.
- 4.65 Detailed information on the approval process is provided on the Boroughs Extranet [[web reference 20](#)].
- 4.66 Resource constraints within TfL can lead to a proposal's implementation being delayed or modified. It is intended that by supplying the information as outlined above in the relevant BSF, TfL can give boroughs an indicative allocation of traffic signal resources (a programme "slot") at the same time as funding allocations are announced. Where such resources are made available boroughs will then need to supply the relevant Programme Manager with a fully completed Scheme Brief accompanied by all supporting information in addition to the formal funding approval (order). It is expected that the 2009/10 signals programme will allow for, at least, quarterly rounds of signals submission.

Mayoral Initiatives

- 4.67 Boroughs are invited to submit proposals where transport related funding can complement Mayoral initiatives. In particular TfL welcomes consideration of Mayor's 100 Public Spaces, East London Green Grid and Improving Access to Nature. LIPs funding cannot be the only source for progressing these projects but the degree to which applications can support these wider programmes can be a favourable factor in their assessment.

Major TfL-led projects

- 4.68 Boroughs are invited to submit proposals that complement TfL-led projects [[web reference 21](#)]. However, these should not include proposals that should properly be funded via the project itself.
- 4.69 TfL supports a range of initiatives within boroughs via a number of funding streams such as complementary measures to TLRN and bus initiatives.
- 4.70 Submissions should not be made for works directly associated with major transport projects being led by TfL. Where works are required off the line of a major TfL project, these would normally be addressed by the major project budget if these are due to an impact that is significant and directly related to the TfL project. Where the scale or cause of an impact is less clear, submissions may be considered.
- 4.71 No submissions should be made for physical works on the TLRN. Submissions for studies on borough roads affected by TLRN initiatives will need the agreement of the relevant TfL Surface Transport Road Network Management Team before it is included within the LIP funding submission. The existence of this agreement should be set out clearly within the Baseline Submission Form.
- 4.72 Relevant contact details with regards to Major TfL-led projects can be found in Section 6

2012 Olympic Games

- 4.73 London will host the 2012 Olympic and Paralympic Games (the Games). In October 2007, the Olympic Delivery Authority (ODA) published the first edition Olympic Transport Plan. Accordingly, TfL will apply additional criteria based upon the provisions of the Olympic Transport Plan (OTP), or any subsequent revisions (involving review by the Olympic Delivery Authority if necessary) across all programmes to ensure that:
- Proposals of demonstrable or potential benefit to the Games and their legacy are supported in a co-ordinated manner
 - Proposals of demonstrable or potential harm to the Games and their legacy are either not supported or contain additional measures mitigating the identified harm.
- 4.74 Chapter 5 of the OTP shows the proposed Olympic Route Network (ORN) at Figure 5.4. Approximately 40km of the ORN in London is on borough roads, with approximately 68km on the TLRN. A special fleet of cars & coaches will be used to transport athletes, officials and other members of the Olympic Family along the ORN between venues during Games time.
- 4.75 Traffic interventions will be required on the ORN in order to enable the Olympic fleet to achieve fast, reliable, safe & secure journey times for competitors, entourage and VIPs. The OTP also seeks to balance as far as possible the requirements of the ORN with the need to keep London moving. In the application of additional criteria described above, special consideration will be given to proposals that support or detract from the objectives of the ORN. Outline proposals of potential ORN interventions have been developed by TfL's

ORN Champion, in consultation with boroughs during 2007, and these will form the basis of future years' LIP APR guidance.

4.76 Funding submissions should therefore be marked on the Baseline Submission Form, according to the potential impact of the proposal on the Games. The suggested marking covers four categories of funding submission in relation to the Games, as follows:

- Essential - 'Required for successful delivery of the Games'
- Positive - 'Would be of benefit to the Games'
- Neutral - 'No impact on the Games'
- Negative - 'Could have negative impact on the Games'.

4.77 Boroughs should note that there is currently no LIP budget solely for Olympics purposes. However, as in previous years, a proposal that brings positive benefits to the Olympics will be taken into account by TfL Programme Managers. Borough Funding will be discussing this further with the ODA in the near future.

4.78 Boroughs will be aware of the formation of OPTEMS, the Olympic Park Transport and Environmental Management of Schemes, set up to fund and enable the five Olympic boroughs to mitigate the traffic impacts of the Olympics. It is expected that funding will be made available for transformation schemes post Olympics. As a result it is not anticipated that any applications for funding will be applied for until 2011-2012. Further information will be forthcoming in LIP APR Guidance for the relevant years. The membership includes:

- LB Greenwich
- LB Newham
- LB Waltham Forest
- LB Tower Hamlets
- LB Hackney
- TfL
- ODA Planning Delivery Team

Crossrail

4.79 Crossrail will be the largest transport infrastructure project for London. Subject to a satisfactory outcome of its parliamentary process, the scheme's implementation should start from 2009. It will deliver significant benefits for London as a whole. These can be maximised by ensuring that other transport works are harmonised with Crossrail where necessary.

4.80 Funding submissions should therefore be recorded in the Portal Funding Application Comments box or marked in the Comments box of a BSF, according to the potential impact of the proposal on Crossrail. The suggested marking covers three categories of funding submission in relation to Crossrail, as follows:

- Positive - 'Would be of benefit to Crossrail'
- Neutral - 'No impact on Crossrail'
- Negative - 'Could have negative impact on Crossrail'

4.81 Distinction should be made between construction and operational phases of Crossrail where relevant.

- 4.82 Boroughs should note that there is currently no LIP budget solely for Crossrail complementary measures. However a proposal that enhances the benefits of Crossrail will be taken into account by TfL Programme Managers.

Design issues

- 4.83 Well-designed streets and public spaces are central to delivering the MTS. They produce order and quality environments that are pleasant places for people and businesses as well as promoting London as a world city. Both TfL and the boroughs have a responsibility to make these places meet the diverse needs and expectations of London's communities as well as perform their primary role as an efficient transport and access network. They should be places to linger as well as to pass through safely and efficiently taking account of the needs of everyone especially deaf and disabled Londoners.
- 4.84 Good design requires consideration of the many characteristics that influence amenity, modal choice and level of use, such as:
- Safety and the feeling of security
 - Permeability and accessibility for all users
 - Non transport uses
 - Durability and cost effective maintenance
 - Visual order, simplicity and legibility
 - Design, use of materials and workmanship
 - Sustainability, environmental impact quality and multi-sensory experience
 - Reducing the dominant impact of vehicles
- 4.85 TfL has produced and made available to boroughs Streetscape Guidance for the TLRN [[web reference 45](#)]. There are also two other best practice guides available for reference: DfT's Manual for Streets ([web reference 46](#)) and Link and Place: A Guide to Street Planning and Design (Boujenko,N, Marshall,S.,(2007), *Link and Place: A guide to street planning and design*, Landor Publishing ISBN: 1899650415). Boroughs are strongly encouraged to apply similarly high standards when designing proposals that have an impact on the public realm. Small schemes in particular need careful thought to ensure they lead to an improvement in the public realm. These are by far the most numerous interventions and if not properly considered will increase street clutter and not blend into the existing street scene resulting in a patchwork appearance. Contact details with regard to design issues can be found in Section 6.

Publicity associated with LIP funded proposals

- 4.86 This year's Guidance simplifies the publicity criteria associated with LIP funding proposals by increasing the threshold to £50,000 and returning to just two tiers of branding, dependent on funding levels. In addition, to continue working with boroughs to enhance the public profile of improvements to local transport, TfL would like to engage in a more flexible approach with branding solutions tailored to each scheme.
- 4.87 It is now a condition of every LIP funded proposal, where TfL support is £50,000 or above, to acknowledge the TfL contribution by inclusion of appropriate logos or a TfL Investment Programme signboard.

- 4.88 Publicity criteria and relevant signage apply where the council or partnership would normally display its own logo, such as:
- Any permanent or temporary structure, signage and project publicity
 - Project materials such as consultation and notification materials, websites and announcements.
- 4.89 Figure B shows the criteria where appropriate logos or a TfL Investment Programme signboard would normally apply. However, there are circumstances where the use of these logos would not be appropriate, (i.e. already covered by another branded initiatives such as Good Going or Mayor's 100 Public Spaces projects). In such circumstances exemptions will be granted.
- 4.90 Where a borough considers a proposal, structure or material inappropriate for branding, they must consult the relevant TfL Programme Manager and obtain a waiver of this condition.
- 4.91 If a LIP proposal is £500,000 or above then a TfL Investment Programme signboard is required (see examples in). Signboards can be fixed to hoardings or produced as vinyl banners and attached to Herras fencing. The signboard design allows for the logo of a borough and of any other contributing party to be represented as well as a description of the scheme.
- 4.92 Please note that any use of TfL branding must be approved by TfL's Corporate Design team before printing and manufacture. Please forward designs to Rachel Comerford (contact details in Section 6). Logos and further information can also be obtained from the Boroughs Extranet [[web reference 24](#)].

Figure B – Publicity criteria for LIP funded proposals



- 4.93 Where funding is over £500,000, and a TfL signboard is required, please contact Rachel Comerford for the artwork to be created by TfL in consultation with the borough.
- 4.94 On completion of any TfL branding, please either send a copy of documentation and photos - or advise of completion and location, in order for TfL to maintain its records. Please forward material to Rachel Comerford.
- 4.95 Boroughs should also be aware that Parliament has passed special laws relating to branding for the 2012 Games and LOCOG has prepared strict brand protection guidelines with which TfL, along with other organisations, must comply. Useful guidance on the restrictions and examples of what is acceptable are set out in the relevant guidance notes [[web reference 25](#)].

TLRN Spending Plan (TSP)

- 4.96 In each of the last three years, TfL has published TLRN Spending Plans providing three-year forward proposals for TLRN development. These plans provide a record of the aspirations of TfL London Streets and are used to support internal business planning.

- 4.97 The documents have been well received and TfL plans to update, improve and publish the next TLRN Spending Plan in February 2008, which will cover the years 2008/09 to 2009/10. Boroughs are encouraged to use the information provided in the TLRN Spending Plan to plan delivery of their LIPs.
- 4.98 For more information on TSPs please see the Boroughs Extranet [[web reference 26](#)] or contact Jan Roszkowski (see Section 6 for full contact details).

London Overground Franchise

- 4.99 TfL assumed overall responsibility for the franchise to operate the North London Railway (part of the London Overground) rail passenger service and most station facilities served by these services on 11 November 2007. TfL is funding a programme of improvements to the stations and train service. Further proposals by boroughs for the development and implementation of complementary measures around the stations are welcomed. The proposals are expected to link to borough LIPs, focus upon personal security and be submitted within the Station Access element of the Area Based Schemes programme (see 3.44).
- 4.100 The relevant boroughs have agreed that such proposals will be delivered via a task specific partnership known as the North Orbital Rail Partnership (NORP). TfL will expect borough applications for station access works at NLR served stations to be submitted following discussion and agreement with NORP.

Importance of 3rd party approvals

- 4.101 The experience of TfL and many boroughs shows that project costs, programmes and scope can often be heavily dependent upon 3rd Party approvals. Early attention to these has been shown to improve chances of successfully delivering a proposal on time and within budget. TfL wishes to continue to work with boroughs to reduce risks associated with 3rd Party approvals wherever possible.

Network Rail (NR)

- 4.102 NR is responsible for the vast majority of National Rail land and infrastructure. This ranges from railway stations to bridges. Whilst in many cases the Train Operating Companies (TOC's) will staff and lease passenger stations, the ownership of the assets remains with NR.
- 4.103 Analysis of previous LIPs funded proposals shows NR is a key 3rd Party approver. Working well with NR from early stages can help mitigate cost and programme risks.
- 4.104 NR interfaces are present in a wide range of TfL-funded transport programmes but those most likely to be involved are:
- Bridge Strengthening
 - Station Access
 - Regeneration
 - Cycling.

Network Rail Contacts

- 4.105 NR has indicated to TfL a wish to work with boroughs and TfL to further improve the interface. NR has Route Enhancement Managers (REMs) each of which has a

geographical area of responsibility and is also allocated a first point of contact role for a group of local authorities.

- 4.106 Where boroughs do not have existing contacts, please note that initial enquiries should be made via the contacts listed in Section 6.
- 4.107 NR will need to know project implications in several areas including:
- What permanent or temporary land acquisition is envisaged
 - What is the outline nature of any physical works proposed
 - What arrangements are proposed for maintenance of new / altered structures.
- 4.108 It is standard practice for NR to seek to recover their costs from 3rd parties. With the exception of an initial scoping meeting boroughs may be asked for a contribution towards NR's costs in the project development / approvals phase.
- 4.109 A formal legal agreement will usually be required by NR as a project moves to implementation. For large projects e.g. a new bridge this will consist initially of a Basic Services Agreement followed by a full Asset Protection Agreement (APA).
- 4.110 On smaller scale projects a less comprehensive document termed a Basic Asset Protection Agreement (BAPA) will be required.
- 4.111 NR can also deliver such works. In which case alternative agreements are used. Templates of all the above agreements and guidance notes can be found on the NR website ([web reference 49](#)).
- 4.112 Boroughs do not need to have concluded the APA / BAPA before approaching TfL for funding.
- 4.113 To avoid the need to start each negotiation afresh, borough attention is drawn to the existence of a standard template for highway works agreed by the County Surveyors Society in 'Strengthening of Railtrack Owned Highway Bridges – Guidance For Implementation' Published 1999 [[web reference 27](#)].

Implications for LIP Funding Applications

- 4.114 Proposals for funding that have an interface with NR will be required to show evidence of initial contact with NR and the progress or outcome of such discussions on the relevant Baseline Submission Form. For contact details see section 6.

Boroughs Portal (part of the TfL Partner Network)

- 4.115 Under Phase 1 of the Boroughs Portal all boroughs have had access to the Boroughs Portal (part of the TfL Partner Network) for ICS processing directly into TfL's SAP system since autumn 2006.
- 4.116 Under Phase 2 all LIP funding processing will be managed via the Boroughs Portal, providing a single source of accessible information for TfL and boroughs: Such processing includes:
- Funding applications

- Allocations
- Allocation changes and authorisations
- Scheme progress reporting
- Targets Reporting

4.117 Phase 2 will also widen boroughs' access to other processes such as:

- Traffic signals reports on SchemeWorks
- LondonWorks, for mapping etc.
- iTrace for School Travel Plans
- ACCSTATS database used for Local Safety Scheme information.

4.118 The planned implementation dates are:

- December 2007 implementation for links from the portal to non-SAP systems such as LondonWorks, SchemeWorks and iTrace.
- February 2008 implementation of LIP Funding Applications process
- June 2008 implementation of remainder.

4.119 Please check the Boroughs Extranet for regular project updates.

Audit

4.120 Authorities will have their own requirements for auditing. TfL may exercise its right to carry out random and/or specific audits in respect of financial assistance provided by TfL. TfL will provide further details about such audit arrangements in due course.

4.121 Boroughs are required to provide to TfL records and other information relating to the provision of financial assistance requested by TfL for the purposes of conducting an audit. This may include access to documents and interviews with relevant personnel.

4.122 In compliance with general audit requirements, boroughs need to ensure that invoices can readily be associated with the schemes for which expenditure was incurred. Similarly charges for work carried out by in-house borough organisations and staff time spent on approved projects need to be supported by an appropriately detailed document certifying the amounts claimed and identifying the relevant schemes.

Objective of audits

4.123 TfL intends to adopt a risk-based approach to audits and use them to develop both best practice and to confirm to TfL whether:

- Funds paid are used for the projects, schemes or purposes intended and agreed by TfL
- ICS payments for funds are supported by the necessary certified invoices and/or statements of in-house resource expenditure
- Works or infrastructure installed with the benefit of TfL funding have been removed or substantially altered without prior written consent of TfL
- Borough transport activities are conducive to the provision of safe, integrated, efficient and economic transport facilities or services to, from or within Greater

London and lead to the implementation of proposals contained in an approved LIP.

Scope of Audits

- 4.124 Most audits will be limited to the first two objectives listed above and will be 'financial' audits. Full audits covering the full set of objectives may be performed from time to time when circumstances merit, in the opinion of TfL. A financial audit may be extended to a full audit upon the discovery of relevant findings or exceptions.
- 4.125 An audit may cover the whole or part of a borough's TfL funding. Generally, a random audit will review current and/or recently completed projects, a specific audit will be in response to particular circumstance or information obtained by TfL.

Frequency of Audits

- 4.126 TfL intends to perform up to a total of three financial audits per year as a routine. Further audits may be performed in response to identified risks or significant potential exceptions arising.
- 4.127 TfL will continue to enquire of boroughs from time to time as to the extent of checks that are made on TfL funded areas of borough activity, including the submission of claims. Boroughs are also requested to inform TfL of significant exceptions or findings relevant to their TfL funding.
- 4.128 TfL considers that boroughs should bring the paragraphs in this section to the attention of their internal and external auditors. They appear here for the first time rather than in the subsequent finance and reporting guidance (which may itself be superseded by the instructions accompanying the 2008 developments of the Boroughs Portal).

5 FORMAT OF LIP APR SUBMISSION

Introduction

- 5.1 In order for a LIP APR submission to be regarded as full and complete, it must contain four elements:
- LIP APR (only applicable to boroughs)
 - LIP Funding Application
 - LIP OMR
 - Borough NMD Reports
- 5.2 The aim of this section is to give a detailed outline of each of these four elements and provide a quick reference and checklist to the contents of a borough's LIP APR submission. The section is divided into a further three parts:
- Submission date and method of submission
 - The electronic copy
 - Submission material

Submission date and method of submission

- 5.3 Submission of three APR elements will take place in two stages:
- Stage 1 - **By 13 June 2008**, authorities are to submit 1 electronic copy of their LIP Funding Application.
 - Stage 2– **By 19 September 2008**, authorities are to submit 1 electronic copy of their LIP APR, LIP OMR and NMD Report.
- 5.4 Copies can be submitted either on CD or via email to LIPS@tfl.gov.uk (if less than 5MB). CDs and any hardcopies of supporting documents should be sent to:
- Nadir Hafeez
Assistant Manager LIPs, Borough Partnerships
Transport for London,
10th Floor Windsor House,
42 – 50 Victoria Street
London SW1H 0TL
- 5.5 Proposals relating to partnerships should be sent to the relevant lead borough (see Table 5, page 16) in time for inclusion in the relevant borough's submission.

The electronic copy

- 5.6 It is preferable to submit the electronic copy on a CD. This is to ensure that:
- The entirety of your electronic copy submission is contained in one place
 - Avoid issues relating to the emailing of large documents and attachments.
- 5.7 As each of the relevant LIP APR submission elements should be available as stand-alone documents, this should be reflected in the CD with individual folders, named:

- LIP Funding Application
- LIP APR
- LIP OMR
- NMD Report

5.8 Boroughs should ensure that any other relevant and supporting material is placed in the relevant LIP APR's electronic folder. Boroughs should also name files in a way that the subject and content of each can be easily identified by others. TfL suggests the following naming format:

“Borough Name” – “LIP APR element” – “other relevant information e.g. picture and name of picture”

Submission material

5.9 Table 6 illustrates which reporting year, each of the LIP APR submission's elements need to cover.

Table 6 – Submission elements reference years

Submission Year	LIP APR	LIP Funding Application	OMR
2008	2007/08	2009/2010	2008/09
2009	2008/09	2010/2011	2009/10

5.10 Table 7 and Table 8 on page 44 provide a detailed checklist of what needs to be submitted by boroughs and partnerships respectively. All relevant LIP APR forms and guidance can be found on the Boroughs Extranet.

Table 7 – LIP APR borough's submission checklist

Forms & Commentaries	Purpose	Submission		
		Stage	Date	Format
LIP Funding Application				
LIP Funding Application workbook	Workbook containing a Financial Summary and a set of Baseline Submission Forms	1	13/06/08	Excel
LIP APR				
LIP Statutory Targets Proforma A	To report on LIP statutory targets' progress	2	20/09/08	Excel
LIP Programme Delivery Proforma C	To report on LIP programme delivery	2	20/09/08	Excel
LIP Proforma A and C Commentary	Summary of overall progress, remedial actions and explanation of the assessments made in Proformas A, B (optional) and C	2	20/09/08	PDF or Word
Report on progress of major schemes	To report delivery of major schemes	2	20/09/08	PDF or Word
LIP Outcome Monitoring Report				
LIP Outcome Monitoring Scorecards	A minimum of three scorecards are required to detail how LIP funded schemes contribute towards the Mayor's cross-cutting goals	2	20/09/08	Excel

Forms & Commentaries	Purpose	Submission		
		Stage	Date	Format
NMD Report				
NMD Report	To report on the borough's progress in delivering their NMD and as per DfT TMA Intervention Criteria	2	20/09/08	Word or Excel
Other requirements (as and where relevant)				
Local Targets Proforma B	To report on local targets' progress	2	20/09/08	Excel
Business Case Summary	For all proposals with an overall cost (including contribution from non-LIP sources) equal to or greater than £2m	1	13/06/08	Excel
Updated LIP Form 1	To be used only after prior consent from Mark Bennett or Kate Holgate when the proposal is not already contained in an approved or subsequently updated LIP forms 1	1	13/06/08	Excel
Updated STP strategy	Boroughs must submit an updated STP strategy in place of a sustainable school strategy	1	13/06/08	As instructed by RSTA
Map, drawings, photos, etc.	Should always be supplied where possible to provide supporting visual information	1 & 2	13/06/08 20/09/08	PDF, Word, JPG, or IMG

Table 8 – LIP APR partnership's submission checklist

Forms & Commentaries	Purpose	Submission		
		Stage	Date	Format
LIP Funding Application				
LIP Funding Application workbook	Workbook containing a Financial Summary and a set of Baseline Submission Forms	1	13/06/08	Excel
LIP Outcome Monitoring Report				
LIP Outcome Monitoring Scorecards	A minimum of three scorecards are required to detail how LIP funded schemes contribute towards the Mayor's cross-cutting goals	2	20/09/08	Excel
Optional and if required				
Business Case Summary	For all proposals with an overall cost (including contribution from non-LIP sources) equal to or greater than £2m	1	13/06/08	Excel
Map, drawings, photos and graphical information	Should always be supplied where possible to provide supporting visual information	1 & 2	13/06/08 20/09/08	PDF, Word, JPG, or IMG

- 5.11 Please note that not all TfL users have access to CAD, hence it would be advisable to accompany a CAD file with a file format that can be easily accessed.
- 5.12 Guidance on how to complete all LIP APR forms can be found on the Boroughs Extranet – [web reference 41](#). Relevant contact details can be found in Section 6. There is no requirement to fill in a new form from scratch if updating an existing form or copying information from last year's form provides the necessary information.

6 TFL CONTACTS

6.1 The purpose of this section is to provide contact details of all the relevant people involved in the LIP APR process.

TfL Borough Funding

6.2 Boroughs should contact the Borough Funding team (Table 9) of Borough Partnerships with queries about:

- Completing Baseline Submission Forms (Nadir Hafeez)
- Questions on the LIP APR process and aspects of this guidance

6.3 Borough Funding can also be contacted at LIPS@TfL.gov.uk and BSP@TfL.gov.uk.

Table 9 - Borough Funding Contacts

LIP Role	Contact Name	Email	Telephone
Head of Borough Funding	Mark Bennett	MarkBennett@tfl.gov.uk	0207126 4915
Head of LIPs	Kate Holgate	KateHolgate@tfl.gov.uk	0207126 4394
Accounting Manager	Stephen Mayers	StephenMayers@tfl.gov.uk	0207126 4595
Boroughs Portal Project Manager	Potter Anne	AnnePotter@tfl.gov.uk	0207126 4258
LIP Assistant Manager	Nadir Hafeez	NadirHafeez@tfl.gov.uk	0207126 4820
LIP Assistant Manager	Fred Brown	FredBrown@tfl.gov.uk	0207126 4810
LIP Assistant Manager	Katharina Winbeck	KatharinaWinbeck@tfl.gov.uk	0207126 4045
Borough's Mode Data Manager	Anthony Clark	AnthonyClark@tfl.gov.uk	0207126 4866

TfL Programme Managers

6.4 Boroughs should contact Programme Managers (Table 10, page 45) with queries about the programmes and specific programme information required as part of the funding submission. **Please do not use old TfL 'streetmanagement.org' emails.**

Table 10 - TfL Transport Programme Contacts

Transport Programme	Code	Name	Email	Telephone
Head of Borough Programmes	-	Colin Mann	ColinMann@tfl.gov.uk	0207126 4086
Principal Road Renewal	RO	Duro Basic	Duro.Basic@tfl.gov.uk	0207126 1294
Bridge Assessment & Strengthening	BR			0207126 1294
Local Safety Schemes	LSS	Chris Feltham	Chris.Feltham@tfl.gov.uk	0207027 9086
20mph Zones	ZO			0207027 9086
Education, Training & Publicity	ETP			0207027 9086

Transport Programme	Code	Name	Email	Telephone
Walking	W	Spencer Clark	Spencer.Clark@tfl.gov.uk	0207027 9256
Cycling – LCN+	LCN+	Nick Chitty	Nick.Chitty@tfl.gov.uk	0207027 9297
Cycling – Non – LCN+	CS	Robert Semple	Robert.semple@tfl.gov.uk	0207027 3769
Bus Stop Accessibility	BSA	Scott Lester	Scott.Lester@tfl.gov.uk	0207027 9431
Bus Priority	BP			0207027 9431
LBPN	BP	Garnet Woods	Garnet@lbpn.freeseve.co.uk	01306 743775
Town Centres	TC	Bob Bruty	RobertBruty@tfl.gov.uk	0207126 4594
Streets-for-People	SP			0207126 4594
Station Access	SA			0207126 4594
Travel Demand Management	TDM	Patrick Allcorn	PatrickAllcorn@tfl.gov.uk	0207918 2921
School Travel Plans	STP	Emma Sheridan	EmmaSheridan@tfl.gov.uk	0207027 2938
Work Travel Plans	WTP	Conrad Haigh	ConradHaigh@tfl.gov.uk	0207918 2929
Travel Awareness	TA	Andy Pidduck	AndyPidduck@tfl.gov.uk	0207027 2945
Freight	FS	Omoniyi Giwa	omoniyyiwa@tfl.gov.uk	0207126 4459
Regeneration Area Schemes	RP			
Environment	ENV			
Controlled Parking Zones	PC			
Accessibility	AS			
Parallel Initiatives	PI	Mark Allan	MarkAllan@tfl.gov.uk	0207126 1034
Community Transport	CT	Ariella Levine	Ariella.Levine@tfl.gov.uk	0207027 9852
Traffic Signals	TS	Tim Williams	timwilliams@tfl.gov.uk	0207126 3047

Other relevant LIP APR contacts

6.5 Table 11 provides contact details of TfL personnel with relevant expertise in other LIP APR process's elements. Table 12 (page 48) provides Network Rail contacts.

Table 11 – Other relevant TfL LIP APR contacts

Area of Expertise	Contact Name	Email	Telephone
Targets and Performance Indicators	Chris Porter	ChrisPorter@tfl.gov.uk	020 7126 4050
Cycling design issues	John Lee	John.Lee@tfl.gov.uk	020 7027 9310

Business Cases – general	Arnold Cohen	ArnoldCohen@tfl.gov.uk	0207126 4135
Business Cases – specific	Adrian Brown	BrownAd@tfl.gov.uk	0207126 4049
BCA Journey Time Calculator	Ryan Taylor	RyanTaylor@tfl.gov.uk	0207126 4645
North Circular Road (NCR)			0208282 6409
TfL publicity and logos	Rachel Comerford	RachelComerford@tfl.gov.uk	0207126 4499
TLRN Spending Plan (TSP)	Jan Roszkowski	Jan.Roszkowski@tfl.gov.uk	0207027 3455
TfL – Boroughs Joined Up Working Group	Dana Skelley	Dana.Skelley@tfl.gov.uk	0207126 1061
Freight Quality Partnerships	Udoka Madueke	UdokaMadueke@tfl.gov.uk	020 7027 3047
	Peter Blaine	PeterBlaine@TfL.gov.uk	0207 0273048
Environmental Impact Assessments	Bob Bruty	robertbruty@tfl.gov.uk	0207126 4594
Equalities Impact Assessment	Nicola Van Domburg	NicolaVanDomburg@TfL.gov.uk	0207126 4603
Western extension of congestion charging zone	Steve Kearns	SteveKearns@tfl.gov.uk	0207126 4590
Major Projects Communications	Alex Banner	alexbanner@tfl.gov.uk	0207126 2961
Urban Environment	Bob Bruty	robertbruty@tfl.gov.uk	0207126 4594
Network Assurance Team	Steve Cotton	Steve.Cotton@tfl.gov.uk	0207027 3813
London-wide bus stops accessibility audit	Sohail Zafar	Sohail.Zafar@tfl.gov.uk	020 7027 9428

Table 12 – Network Rail contacts

Route Enhancement Manager	London Borough
Anglia – Chris Curtis e chris.curtis@networkrail.co.uk t 020 7904 4048 m 07771613330	LB Barking & Dagenham LB Enfield LB Hackney LB Haringey LB Havering LB Newham LB Redbridge LB Tower Hamlets LB Waltham Forest City of London and All North London Rail sites
Kent – Kieran Healy e kieran.healy@networkrail.co.uk t 020 7620 6172 m 07920 156049	LB Bexley LB Bromley LB Greenwich LB Lewisham LB Southwark
Sussex – Simon Chapman e Simon.chapman@networkrail.co.uk t 020 7023 2959 m 07919 307880	RB Kensington & Chelsea (excl. North London Rail) LB Croydon LB Hammersmith and Fulham (excl. North London Rail) LB Merton LB Sutton
Wessex – Gavin Johns e gavin.johns@networkrail.co.uk t 020 7922 2618 m 07919 307933	LB Hounslow (excl. North London Rail) RB Kingston upon Thames LB Lambeth LB Richmond upon Thames (excl. North London Rail) LB Wandsworth (excl. North London Rail)
Western – Mike Gallop e mike.gallop@networkrail.co.uk t 01793 515998 m 07920 156088	LB Ealing (excl. North London Rail) City of Westminster LB Hillingdon
London North Western – David Golding e david.golding@networkrail.co.uk t 0121 345 3325 m 07818 011017	LB Brent (excl. North London Rail) LB Camden (excl. North London Rail) LB Harrow (excl. North London Rail)
London North Eastern – Simon Leyshon e simon.leyshon@networkrail.co.uk t 01904 383193 m 07720 419077	LB Barnet LB Islington (excl. North London Rail)

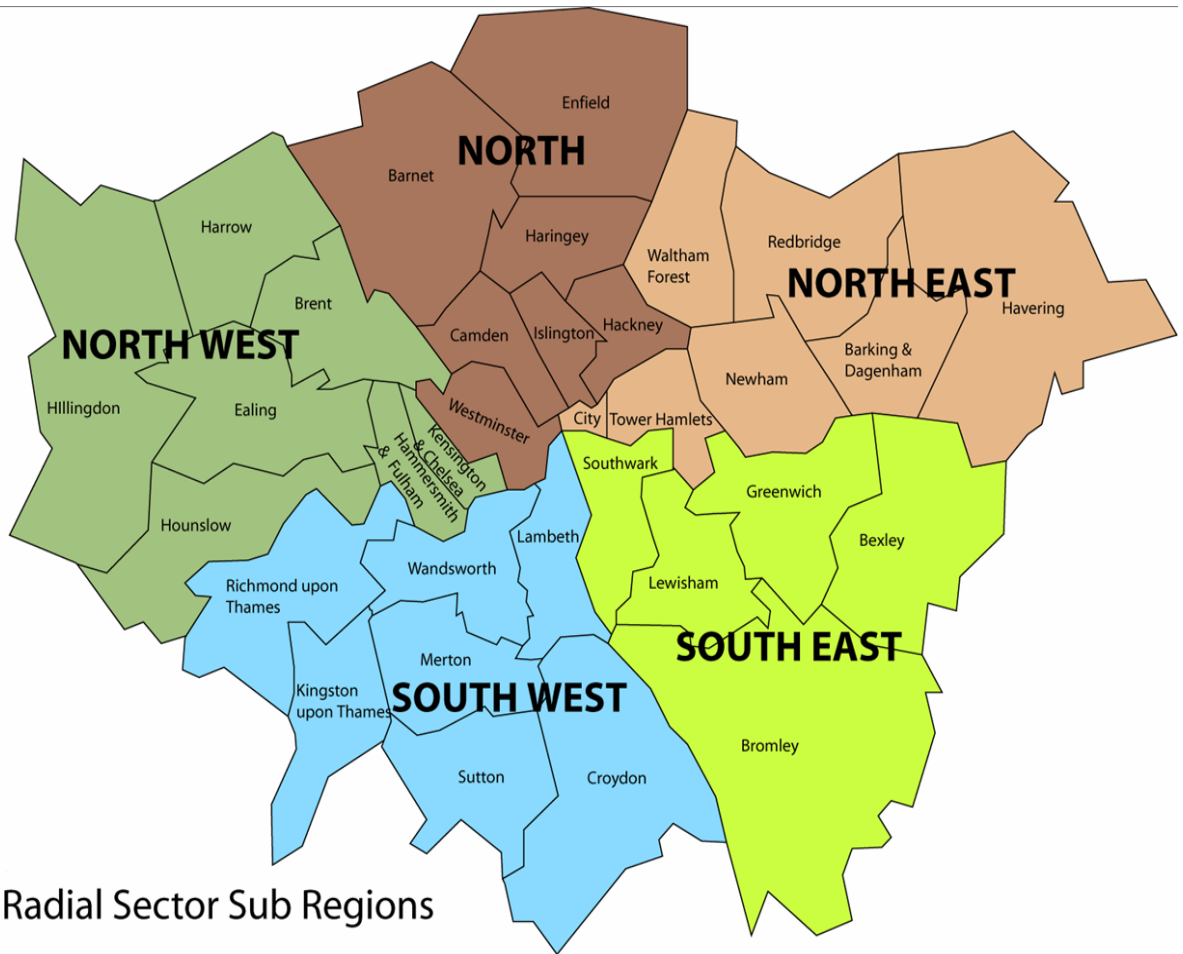
Appendix A – List of Web References

1	GLA Act 1999 & 2007	–	http://www.opsi.gov.uk/acts/acts1999/ukpga_19990029_en_1 http://www.opsi.gov.uk/acts/acts2007/ukpga_20070024_en_1 "
2	Mayor Transport Strategy	–	http://www.london.gov.uk/mayor/strategies/transport/trans_strat.jsp
3	Traffic Management Act	–	http://www.opsi.gov.uk/ACTS/acts2004/20040018.htm
4	Transport 2025	–	http://www.tfl.gov.uk/tfl/downloads/pdf/T2025-new.pdf
5	The London Plan	–	http://www.london.gov.uk/mayor/strategies/sds/london_plan/lon_plan_all.pdf
6	LIP R&F Guidance	–	https://Extranet.tfl.gov.uk/boroughs/library/documents/guidance-legislation-policies/lips/reporting-and-funding/LIP-Guidance-Final.pdf
7	Financial Guidance	–	https://Extranet.tfl.gov.uk/boroughs/library/documents/guidance-legislation-policies/bsps/guidance/2006-2007/BSP-Finance-Guide-2006-07.pdf
8	TfL 5 Year Investment Programme	–	http://www.tfl.gov.uk/tfl/downloads/pdf/business-plan/2006/inv-prog-2007/01_Summary.pdf
9	Live Search Maps	–	http://maps.live.com
10	Network Management Duty Guidance	–	http://www.lotag.com/downloads/inform/lhaucdft_roads_033066.pdf
10a	LTP NMD reporting guidance	–	http://www.dft.gov.uk/pgr/regional/ltp/guidance/prog
11	Strong and prosperous communities The Local Government White Paper	–	http://www.opsi.gov.uk/acts/acts2007/ukpga_20070023_en_1
12	TfL's EQIA toolkit	–	http://www.tfl.gov.uk/tfl/downloads/pdf/about-tfl/report-library/eia-06-04.pdf
13	Circular 02/99 Environmental Impact Assessment	–	http://www.communities.gov.uk/publications/planningandbuilding/circularenvironmentalimpact
14	Natural Environment and Rural Communities Act	–	http://www.opsi.gov.uk/ACTS/acts2006/20060016.htm
15	Natural Environment and Rural Communities Act generic guidance	–	http://www.defra.gov.uk/rural/ruraldelivery/bill/default.htm
16	Draft Further Alterations to Borough Funding, Borough Partnership	–	http://www.london.gov.uk/mayor/strategies/sds/furt

	the London Plan		her-alt/s/docs.jsp
17	The Mayor's environment strategies	–	http://www.london.gov.uk/mayor/environment/strategy.jsp
18	The Mayor's Air Quality Strategy	–	http://www.london.gov.uk/mayor/strategies/air_quality/air_quality_strategy.jsp
19	Mayor's Ambient Noise Strategy	–	http://www.london.gov.uk/mayor/strategies/noise/downloads.jsp
20	Traffic infrastructure	–	https://Extranet.tfl.gov.uk/boroughs/boroughs-tfl/traffic-infrastructure/default.aspx
21	TfL Initiatives and Projects	–	http://www.tfl.gov.uk/tfl/initiatives-projects/ip-index.shtml
22	Olympic Transport Plan	–	http://www.london2012.org/en/ourvision/ODA/Transport+Plan.htm
23	Streetscape Guidance	–	http://www.tfl.gov.uk/streets/streetscape-guidance.shtml
24	Signage and Logo requirements	–	https://Extranet.tfl.gov.uk/boroughs/glp/bsps/signage-logos.aspx
25	London 2012 Brand Guidelines	–	http://www.london2012.com/en/gettinginvolved/Business/Brandguidelines.htm
26	TLRN TSP	–	https://Extranet.tfl.gov.uk/boroughs/glp/tsp
27	Strengthening of Railtrack Owned Highway Bridges – Guidance For Implementation	–	www.cssnet.org.uk
28	BSP Migration Project Newsletter	–	https://Extranet.tfl.gov.uk/boroughs/news-events/newsletters/default.aspx
29	Advise on Causal Chains	–	https://Extranet.tfl.gov.uk/boroughs/library/documents/guidance-legislation-policies/bsps/guidance/2006-2007/appendices/App-J-2006-07-Advice-on-Causal-Chain.pdf
30	Survey Manual	–	https://Extranet.tfl.gov.uk/boroughs/library/documents/guidance-legislation-policies/bsps/guidance/2006-2007/appendices/App-K-2006-07-Survey-Manual.pdf
31	Accessible Bus Stop Guidance	–	https://Extranet.tfl.gov.uk/boroughs/library/documents/misc/Accessible-Bus-Stop-Design.pdf
32	A Road Safety Good Practice Guide	–	http://www.dft.gov.uk/stellent/groups/dft_rdsafety/documents/pdf/dft_rdsafety_pdf_504564.pdf
33	The Royal Society for the Prevention of Accidents	–	http://www.rosipa.com
34	Area Based Schemes	–	https://Extranet.tfl.gov.uk/boroughs/glp/bsps/suppo
	Borough Funding, Borough Partnership		

	Guidance		rting-info.aspx
35	Walking Plan for London	–	http://www.tfl.gov.uk/streets/downloads/pdf/walking-plan-2004.pdf
36	London Cycling Action Plan	–	http://www.tfl.gov.uk/cycles/downloads/reports/cycling-action-plan.pdf
37	London Cycling Design Standards	–	http://www.tfl.gov.uk/businessandpartners/publications/4858.aspx
38	London Freight Plan	–	http://www.tfl.gov.uk/tfl/freight/plan.asp
39	Low Emission Zone website	–	http://www.tfl.gov.uk/tfl/low-emission-zone/default.asp
40	Indices of Multiple Deprivation	–	https://Extranet.tfl.gov.uk/boroughs/library/documents/guidance-legislation-policies/bsps/streets-for-people/IMD-2004.xls
41	Boroughs Extranet's LIP APR page	–	https://Extranet.tfl.gov.uk/boroughs/glp/lips/annual-progress-reporting.aspx
42	Traffic Management Act 2004 - Network Management Duty Guidance	–	http://www.opsi.gov.uk/acts/acts2004/ukpga_20040018_en_1.htm
43	Mayor's Climate Change Action Plan	–	http://www.london.gov.uk/mayor/environment/climate-change/docs/ccap_fullreport.pdf
44	Traffic Signals Ready Reckoner	–	https://Extranet.tfl.gov.uk/boroughs/library/documents/traffic-infrastructure/traffic-signals-ready-reckoner.pdf
45	TfL Streetscape Guidance	–	https://Extranet.tfl.gov.uk/boroughs/boroughs-tfl/initiatives-projects/street-management-schemes.aspx
46	DfT Manual For Streets	–	http://www.dft.gov.uk/pgr/sustainable/manforstreets/pdfmanforstreets.pdf
47	Improving Walkability	–	http://Extranet.tfl.gov.uk/boroughs/library/documents/misc/tfl-improving-walkability.pdf
48	Accessibility Guidance	–	http://www.dft.gov.uk/stellent/groups/dft_mobility/documents/page/dft_mobility_503282.hcsp
49	Network Rail – Template Agreements for Customers undertaking Railway Projects	–	http://www.networkrail.co.uk/documents/3095_templateagreement.pdf
50	Transport Assessment Best Practice Guidance		http://www.tfl.gov.uk/assets/downloads/corporate/TA_Guidance_LQ.pdf

Appendix B – New sub-regional boundaries



Five Radial Sector Sub Regions