



## Democratic Services

**Location:** Phase II  
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**My Ref:** NF

**To: COUNCILLOR JOHN RILEY  
CABINET MEMBER FOR PUBLIC SAFETY AND  
TRANSPORT**

**COUNCILLOR MARTIN GODDARD  
CABINET MEMBER FOR FINANCE**

c.c. Perry Scott, Director of Infrastructure,  
Procurement, Business Improvement,  
Communications, Waste Services & ICT  
c.c. Chairman of Public Safety & Transport Select  
Committee  
c.c. Sophie Wilmot - Infrastructure, Transport and  
Building Services  
c.c. Conservative and Labour Group Offices  
(inspection copy)

**Date:** 30 September 2021

## Non-Key Decision request

## Form D

### CAPITAL RELEASE REPORT SEPTEMBER 2021

**DEPARTMENT:** Residents Services

**SERVICE AREA / PROGRAMME:** Transport for London (TfL) Local  
Implementation Plan 3 (LIP3) 2021/22

**RELEASE NO:** 3

Dear Cabinet Member

Attached is a report requesting that a decision be made by you as an individual Cabinet Member. Democratic Services confirm that this is not a key decision, as such the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 notice period does not apply.

You should take a decision **on or after Friday 08 October 2021** in order to meet Constitutional requirements about publication of decisions that are to be made. You may wish to discuss the report with the Corporate Director before it is made. Please indicate your decision on the duplicate memo supplied, and return it to me when you have made your decision. I will then arrange for the formal notice of decision to be published.

Neil Fraser  
Democratic Services Officer

**Title of Report:** Transport for London (TfL) Local Implementation Plan 3 (LIP3)  
**2021/22 RELEASE NO:** 3

**Decision made:**

**Reasons for your decision:** (e.g. as stated in report)

**Alternatives considered and rejected:** (e.g. as stated in report)

Signed .....Date.....

*Cabinet Member for Public Safety & Transport / Cabinet Member for Finance*

## CAPITAL RELEASE REPORT SEPTEMBER 2021

DEPARTMENT: Residents Services

SERVICE AREA / PROGRAMME: Transport for London (TfL) Local Implementation Plan 3 (LIP3) 2021/22

RELEASE NO: 3

<b>Cabinet Members</b>	Councillor Martin Goddard Councillor John Riley
<b>Cabinet Portfolios</b>	Cabinet Member for Finance Cabinet Member for Public Safety & Transport
<b>Officer Contact</b>	Sophie Wilmot - Infrastructure, Transport and Building Services
<b>Papers with report</b>	Appendix A with capital release requests for approval

## HEADLINES

<b>Summary</b>	To seek Cabinet Member approval for the release of capital funds.
<b>Putting our Residents First</b>	This report supports the Council objective of strong financial management. The Hillingdon Local Plan: Part One - Strategic Policies (2012). The Hillingdon Local Plan: Part Two - Development Management Policies (2020). Transport for London, London Borough of Hillingdon, Local Implementation Plan 3 (March 2019). Hillingdon's Sustainable Community Strategy 2011.
<b>Financial Cost</b>	This report seeks the release of £146k from the 2021/22 TfL LIP programme of work detailed in this report. The funds being requested to be released have been awarded to the Council to enable the delivery of specific schemes in agreement with TfL. The funds have various spend deadlines, any funds unspent after the deadlines will need to be returned to TfL.
<b>Relevant Select Committee</b>	Public Safety and Transport.
<b>Ward(s) affected</b>	All.
<b>Portfolio Member approval</b>	Councillor John Riley.

## RECOMMENDATION

**That the Cabinet Member for Finance and the Cabinet Member for Public Safety and Transport approve the following capital release requests of £146k from the 2021/22 TfL LIP programme budget (Appendix A).**

### Reasons for recommendation

The proposal fully complies with and supports the intentions of the 2018 Mayor of London's Transport Strategy and the proposals set out in the Council's LIP3 which covers the period from 2019 to 2041.

The recommendation will enable Hillingdon to sustain its past LIP performance which is critically important to secure future funding to the Borough. Any undue delay in implementation, or failure to meet agreed performance measures, could adversely influence future TfL funding opportunities for the Council. All costs will be borne in their entirety by TfL.

### Alternative options considered

Hillingdon could decide not to deliver the programme of measures already approved by Cabinet. Such a decision would adversely affect both the delivery of the TfL approved LIP allocation and the contribution this would make to the delivery of the Council's Sustainable Community Strategy.

### Select Committee comments

None at this stage.

## SUPPORTING INFORMATION

1. London Borough of Hillingdon's LIP3 ('Local Implementation Plan 3') submission which covers the period from 2019 to 2041 was approved by the Mayor of London on the 10th June 2019.

1.1 Transport for London's (TfL) financial position was severely impacted by the decline in public transport use due to the Covid-19 pandemic; this resulted in TfL making changes to the annual Local Implementation Plan allocation.

1.2. On the 12<sup>th</sup> April 2021, TfL announced Hillingdon's LIP grant interim funding package for 2021/22 up to 18<sup>th</sup> May 2021 would be as follows:

- £312k for Corridors, Neighbourhoods and Supporting Measures
- £13k for Local Transport Fund
- £99k re-profiled grant for West Drayton Crossrail Complimentary Measures (please refer to paragraph 1.7)

1.3. On the 18<sup>th</sup> May 2021, TfL announced Hillingdon's LIP grant further interim funding package for 2021/22 covering the period of the 19<sup>th</sup> May to the 28<sup>th</sup> May 2021 as follows:

- £65k for Corridors, Neighbourhoods and Supporting Measures
- £3k for Local Transport Fund
- £21k re-profiled grant for West Drayton Crossrail Complimentary Measures (please refer to paragraph 1.7)

1.4. TfL confirmed the re-profiling of £21k from the Cycle Skills Training 2020/21 Allocation into 2021/22 to cover the Borough's cycle skills training up to the end of June 2021, these funds having been released in the prior year. On 25<sup>th</sup> June 2021, TfL confirmed a grant of £26k to allow the continuation of the cycle skills training to cover the period from July to September 2021.

1.5. On 16<sup>th</sup> June 2021 TfL confirmed funding of £15k for the design and delivery of Bus Priority Schemes between June 2021 and the 11<sup>th</sup> December 2021. On the 9<sup>th</sup> July, a further £132k funding was confirmed by TfL for the design and delivery of further Bus Priority Schemes, and on 29<sup>th</sup> July, a further £5k was confirmed by TfL to fund TfL signals required for the schemes, which brings the total allocation to £152k

1.6 On 15<sup>th</sup> September 2021, TfL announced Hillingdon's LIP grant further interim funding package for 2021/22 up to the 11<sup>th</sup> December 2021 as follows:

- £146k for Corridors, Neighbourhoods and Supporting Measures
- £60k re-Profiled grant for West Drayton Crossrail Complimentary Measures (please refer to paragraph 1.7)

1.7. In November 2014, there was confirmation of a total allocation of £1,600k for Crossrail Complementary Measures in West Drayton, covering the years 2015/16 to 2018/19, to improve the environment outside the station and provide better transport interchange, in conjunction with the Elizabeth Line service, however, due to delays with Network Rail in delivering this programme, this allocation has been re-profiled. The 2021/22 Allocation up to the 11<sup>th</sup> December 2021 is £180k; these funds have been released in prior years.

1.8. The above allocations total £918k.

## Scope of Works - Transport for London 2021/22

Table 1: Transport for London Funding 2021/22

2021/22 LIP Scheme Headings	Total Budget £'000	Previous/ Pending Release £'000	Seeking Release £'000	Balance £'000
Transport Interchange & Healthy Streets	33	11	22	0

North South Links and Supporting Growth	84	84	0	0
Vision Zero School Travel Plan and Local Road Safety Schemes	134	134	0	0
Accessibility and Mobility for all	5	5	0	0
Parking Management Schemes	27	0	27	0
Public Footpaths and Cycleways	57	57	0	0
Transport Impacts	3	3	0	0
Road Safety Education Training and Publicity and Travel Awareness	180	83	97	0
Cycle Skills Training	47	47	0	0
<b>Corridors Neighbourhoods and Supporting Measures Sub Total</b>	<b>570</b>	<b>424</b>	<b>146</b>	<b>0</b>
Local Transport Fund	16	16	0	0
Bus Priority	152	152	0	0
Bridge Assessment and Strengthening	0	0	0	0
Principal Road Renewal	0	0	0	0
West Drayton Crossrail Complementary Measures	180	180	0	0
<b>Grand Total</b>	<b>918</b>	<b>772</b>	<b>146</b>	<b>0</b>

1.9. This report outlines the schemes that have been identified for implementation and agreed in principle with the fund holder, TfL, and for which capital release is now requested.

1.10. This is the third TfL LIP Capital Release Decision Report for 2021/22. It requests the release of £146k of the TfL funding from an 2021/22 annual total allocation of £918k.

## 2. Corridors, Neighbourhoods and Supporting Measures: Release Requested: £146k

### 2.1 Borough Cycle Support Officer: release requested: £28,580

Funds have been utilised to cover the salary of the Council's Borough Cycle Support Officer. The Borough Cycle Support Officer works with the Council's Cycle Instructors to help encourage and enable cycling in Hillingdon. They oversee the organisation of all cycle training for adults and children; help organise cycle promotional events and use their knowledge and experience to carry out audits of cycle routes and working with businesses to encourage their staff to cycle to work. The capital release request of £28,580, is based on salary cost for the period June to December 2021, which this funded award covers.

## 2.2 Oak Farm Healthy Streets Scheme: release requested: £22,000

The Oak Farm area has been subject to a successful 'Healthy Streets' Transport Study carried out by the Council's term consultants Project Centre Ltd in 2018. The outcome of this work was a report containing a series of recommendations as to how the Council could improve road safety, address parking issues, encourage and enable active travel and improve accessibility and mobility for all. As part of this work a 'Planning for Real' event was held at Oak Farm Library. By implementing the measures recommended, the Oak Farm area would begin to be characterised by the ten Healthy Streets indicators which are: 'Pedestrians from all walks'; 'People choose to walk, cycle and use public transport'; 'Clean air'; 'People feel safe'; 'Not too noisy'; 'Easy to cross'; 'Places to stop and rest'; 'Shade and shelter'; 'People feel relaxed'; 'Things to see and do'.

The Council's Term Consultants, Project Centre, have worked with Council Officers on a design and informal consultation for a possible 20mph zone with traffic calming along Clifton Gardens, Snowden Avenue and Burleigh Road. Further funds have been utilised from the 2021/22 allocation to pay Project Centre Ltd to analyse and produce a report on the feedback received from the recently undertaken informal consultation and modify plans accordingly, as part of the preparation for formal consultation. Based on the results of this survey, detailed design works can be concluded for the preferred scheme for the area. Capital release is being sought to cover the highways engineering costs of undertaking the detailed design of a scheme.

## 2.3 Parking Management Schemes: release requested: £27,000

The Council has a programme of Parking Management Scheme (PMS) based upon requests from residents, mainly via the Council's petition process. The implementation of PMS schemes starts with informal consultation followed by formal consultation. At any stage in this process there may be objections meaning that the scheme may not progress. A scheme can require various changes to design prior to reaching an agreed scheme for implementation. Capital release of £27k is sought towards the staff costs associated with developing and consulting upon the parking management schemes and request generated from local residents. The costs are based upon average staff rates for the period up to 11<sup>th</sup> December 2021, for which this funding covers.

## 2.4 Road Safety Events & Resources: release requested: £6,300

This budget will be invested in staff costs of developing and providing bespoke LBH road safety initiatives tailored to meet the goal set out in the Mayor's Transport Strategy that, by 2041, all deaths and serious injuries will be eliminated from London's transport network. The team aim to continue and improve further the Council's commitment to road safety, by delivering a programme

of road safety initiatives which could include but not limited to moving on education for year six pupils, be safe be seen, and the annual child car seat campaigns.

## 2.5 Travel Awareness, Active Travel & Public Health: release requested: £1,800

Active Travel and Public Health events and campaigns are an effective means of raising public awareness of the impact that road traffic growth is having on the economy, the environment and public health. They encourage residents to consider the alternatives to driving alone in a private car by for example highlighting the health benefits of walking or the money that could be saved on petrol if they car-shared.

Capital release is being sought for the funds to cover staff development and to continue the Council's successful programme of sustainable and active travel promotion. The budget is also used to fund travel awareness initiatives in the workplace. In many cases this support to workplaces help businesses to deliver their Travel Plans which may have been a condition of planning approval.

## 2.6 Dr Bike: release requested: £9,000

In order to encourage more cycling and to ensure residents are safely riding road worthy bikes, the Council offers free 'Dr Bike' sessions across the Borough. A Dr Bike session is an initiative that gives people the opportunity to have their bicycle checked over free of charge by an experienced mechanic and if necessary, adjustments are made or advice given. All these sessions are currently run by our casually employed Cycle Instructors. Capital release is being sought for the funds to allow staff to carry out these events to the benefit of our residents.

## 2.7 Pedestrian Training: release requested: £50,998

Hillingdon employ a team of seven pedestrian trainers to deliver practical pedestrian training to school children aged 4 to 11 years old (Nursery to Year 6). The budget is used to fund trainers who take children out and teach them how to cross the road safely in real life situations. This budget estimate is based upon the trainers' hourly rate and the time taken to train groups of pupils across all schools. The capital release of £51k requested covers the period between June and December 2021, for which this funding settlement covers.



## Project cost breakdown of TfL LIP for Release three

Table 2: Cost Plan for Schemes Where New Release is Requested

TfL Scheme	Internal Fees / Staffing £000's	Services / Works £000's	Seeking release £000's
Road Safety, Education Training & Publicity & Travel Training: Borough Cycling Support Officer	29	0	29
Transport Interchange and Healthy Streets : Oak Farm Healthy Streets Scheme	22	0	22
Parking Management Schemes	27	0	27
Road Safety, Education Training & Publicity & Travel Training: Road Safety Events and Resources	6	0	0
Road Safety, Education Training & Publicity & Travel Training: Travel Awareness Active Travel and Public Health	2	0	2
Road Safety, Education Training & Publicity & Travel Training: Dr Bike	9	0	9
Road Safety, Education Training & Publicity & Travel Training: Pedestrian Training	51	0	51
<b>Total</b>	<b>146</b>	<b>0</b>	<b>146</b>

## Financial Implications

### Transport for London Total Confirmed 2021/22 Budget £918k, Previously Released £772k, Release Requested £146k – Appendix A

The 2021/22 Transport for London funding programme is set out in the table below.

<b>CAPITAL Funding 2021/22</b>	<b>Confirmed Grant Allocation £000's</b>	<b>Previous released/ Pending release £000's</b>	<b>Capital release request £000's</b>	<b>Balance Confirmed Grant £'000's</b>
Corridors, Neighbourhoods & Supporting Measures	570	424	146	0
Bridge Assessment and Strengthening	0	0	0	0
Bus Priority	152	152	0	0
Cross Rail Complementary Measures (West Drayton)	180	180	0	0
Local Transport Fund	16	16	0	0
<b>Sub Total TFL Grant</b>	<b>918</b>	<b>772</b>	<b>146</b>	<b>0</b>
Section 106 Contribution	30	0	0	30
<b>Total Capital</b>	<b>948</b>	<b>772</b>	<b>146</b>	<b>30</b>

The 2021/22 Transport for London capital programme original budget, approved by Council in February 2021, amounted to £3,178k based on the LIP grant settlement from previous years prior to the Covid-19 Pandemic. In June 2021, Cabinet approved the re-phasing of £878k funding, including West Drayton Crossrail Complementary Measures (£848k) from 2020/21, and £30k Section 106 funding in relation to West Drayton Crossrail Complimentary Measures.

However, Transport for London's financial position has been severely impacted by the decline in public transport use due to the Covid-19 pandemic, and this has resulted in changes to the annual Local Implementation Plan allocation. As noted in the body of the report, total confirmed allocations amount to £918k as set out in the above table, of which £772k has previously been released and the remaining £146k release is requested in this report.

The allocations awarded for the period 1<sup>st</sup> April to 28<sup>th</sup> May are to be spent by the 28<sup>th</sup> May, the allocations awarded for the Cycle Skills Training are to be spent by the end of September and allocations awarded for the Bus Priority Schemes and the allocations awarded on the 16<sup>th</sup> September are to be spent by the 11<sup>th</sup> December, any underspends against these allocations on the specified deadlines are to be returned to the Transport for London.

This report requests the release of £146k from Corridors, Neighbourhoods and Supporting Measures funding award as shown above and detailed in Appendix A. The re-profiled £60k West Drayton Crossrail Complementary Measures has been released in prior years.

Any future additional TfL funding awards will be reported to Cabinet and included in subsequent capital release reports.

## **RESIDENT BENEFIT & CONSULTATION**

### **The benefit or impact upon residents, service users and communities**

The various travel awareness projects seek to primarily promote and encourage more sustainable forms of travel for residents and businesses.

### **Consultation carried out or required**

Consultation is to be carried out as part of the submission development, as appropriate.

## **CORPORATE CONSIDERATIONS**

### **Corporate Finance**

Corporate finance notes that the confirmed funding position up to 11<sup>th</sup> December 2021 is significantly lower than pre-pandemic funding levels, and the future outlook remains uncertain.

### **Legal**

The Borough Solicitor confirms that the Council is responsible for carrying out this function pursuant to Section 151 of the Greater London Authority Act 1999. There are no legal impediments to the Council authorising the capital release.

### **Infrastructure / Asset Management**

Infrastructure / Asset Management comments are included within the body of the report.

### **Capital Release Protocol**

The release of all capital funds, and certain revenue funds, held by the Council is to be made by a formal democratic decision. No expenditure can be placed or committed by officers until this formal approval is given by Democratic Services. Release of funds must be for identified projects only and strictly not for the general release of funds for projects to be identified later. No block releases of capital or funding will be allowed, except if authorised by the Leader of the Council in advance to Corporate Finance. The release of funds will only be made if previous Council, Cabinet or Cabinet Member agreement has been given to the project and only if there is an approved budget.

## BACKGROUND PAPERS

NIL

## APPENDIX A1

### Transport for London 2021/22: Funding Release 3

<i>Location</i>	<i>Project / Expenditure Title</i>	<i>Information</i>	<i>Funds Release Sought £000's</i>	<i>Approve</i>	<i>Hold</i>	<i>More Information Required</i>
Borough wide	Borough Cycle Support Officer	Funds to support the delivery of the Council's extensive cycle programme.	29			
Oak Farm, Hillingdon	Healthy Streets Initiative	Funds to allow detailed design of a scheme in the Oak Farm Estate Area.	22			
Borough wide	Parking Management Schemes	Funds towards staff costs for developing and consulting on Parking Management Schemes.	27			
Borough wide	Road Safety events & resources	Funds to support staff costs of events to promote road safety across the borough.	6			
Borough wide	Travel Awareness, Active Travel & Public Health	Funds to support staff costs of events and activities to promote active travel.	2			
Borough wide	Dr Bike	Funds for staff to undertake Dr Bike sessions across the Borough.	9			
Borough wide	Pedestrian Training	Funds for staff to undertaken pedestrian training to children across the borough.	51			
<b>Total seeking release</b>			<b>146</b>			
<b>Previously released</b>			<b>772</b>			
<b>Budget</b>			<b>948</b>			
<b>Remaining budget</b>			<b>30</b>			