

ANNEX 1 – APPLICATION ASSESSMENT & EVALUATION

Transport & Accessibility Grant Scheme – Small Grant Applications

TAG 1 – Community Transport, Macclesfield District (CTMD)

Total project cost: £9,999. Amount requested: £9,999

CTMD wish to continue their community car scheme in Macclesfield, Wilmslow, Knutsford and surrounding areas. Their application was originally deferred due to insufficient information. The supplementary information now defines the areas of operation, estimates the numbers of people who will benefit (2,355 passenger journeys), as well as total expenditure (£6,537 plus admin, staffing and overheads) and income (£7,462). The information has now been supplied and it is recommended that the amount requested is awarded.

Transport & Accessibility Grant Scheme – Large Grant Applications

TAG 19 – Cheshire Community Action (CCA) Total project cost: £22,799

CCA proposes to deliver a community car scheme in the Crewe, Nantwich and surrounding areas. CCA will recruit volunteer drivers to support their local communities by providing transport to vulnerable residents who require access to essential services. CCA already has considerable knowledge of operating community car schemes elsewhere in Cheshire. CCA has submitted a robust business plan submission for their community car scheme with financial projections for the first 3 years of the project. The Grant Agreement will make clear that there is no commitment for repeat grant funding in subsequent years. The final financial profile will therefore be agreed and appended to the Grant Agreement. CCA anticipate delivering 67,500 passenger miles over the first three years from the £22,799 grant award. It is therefore recommended to award – subject to the signing of a Grant Agreement setting out the terms and conditions of award and the agreed financial profile.

TAG 13 – Poynton Town Council

Total project cost: £47,500 Amount requested: £45,000

Poynton Town Council is proposing to use a surplus Council vehicle allocated under the Vehicle Allocation Scheme to operate a minibus service. The business plan proposes to administer, promote and market the service to residents in the Poynton LAP area to improve access to services. The project will train volunteer drivers to use the minibus and the submission provides strong evidence of community support. However, the business plan is currently under-developed in terms of financial projections and sustainability. The business plan does not include income and expenditure or demonstrate how the project will be sustained beyond the funding period. It is therefore recommended to defer, which will enable the business plan to be developed and considered at a second Portfolio Holder decision meeting on 20 March.

TAG 25 – Poynton Town Council

Total project cost: £22,500. Amount requested: £20,000

Poynton Town Council also proposes to establish a shopmobility scheme in the town which will be located in the Cooperative Independent Living store. The business plan is applying for start up costs to allow residents and visitors with mobility problems access to amenities in the town. The business plan outlines the costs for equipment and servicing charges but doesn't quantify income or revenue streams (e.g. membership or hire fee). The business plan does not demonstrate how the project will be sustainable. It is therefore recommended to defer, which will enable the business plan to be developed and considered at a second Portfolio Holder decision meeting on 20 March.

LSTF Business Travel Planning Grants

LSTF 8 - Trax Commercial Ltd

Total cost of Project - £4,850, Amount Requested - £4,750

Trax Commercial (based at Storage Boost (Crewe) Ltd) had previously applied for an LSTF Business Travel Planning Grant, although the decision was deferred as the information provided at that time did not appear to be distinctly different from the application made by Storage Boost (Crewe) Ltd. Further information has now been received to clarify the application, which confirms that the two applications are entirely separate.

Trax Commercial is refurbishing the old Royal Mail depot, which is close to its base location at Storage Boost. The new building is expected to be partially open in February 2014 and the site has limited car parking facilities. It is anticipated that by the end of the refurbishment, there will be 40-75 parking spaces with at least 100 employees and an annual intake of apprentices and young people to the Rail Academy, which will also be located in the Royal Mail depot. The site currently has no secure areas for bicycle storage and Trax Commercial recognises that it has a location that is ideally reached through smarter travel modes. As a result, it wishes to purchase and install secure covered bicycle storage for use by its customers, clients and office workers. Trax Commercial recognises that its location means that it could extend the use of the bike rack to neighbouring businesses and to train users on completion of the new Crewe Train Station. Trax Commercial will match fund this application through its time input. It is therefore recommended that Trax Commercial is awarded the full amount requested.

LSTF 11 - Barshaw Ltd

Total cost of Project - £5,800, Amount Requested - £4,999

Barshaw Ltd is the owner of the Lyme Building, Westmere Drive, Crewe Business Park, which is currently tenanted by South Cheshire Chamber of Commerce Industry Ltd and the Chemical Business Association. Approximately half of the building is currently vacant. When fully occupied, there should be approximately 100 employees in the whole building. Both tenants have asked the building management for the provision of secure bike storage and shower facilities. Barshaw Ltd has also recognised that this would be an additional 'selling point' to encourage new tenants to the building, as well as promote healthier lifestyles for existing and new tenants. Barshaw Ltd is committing some of its own budget to this application. It is therefore recommended that Barshaw Ltd is awarded the full amount requested.

LSTF 12 - Up and Under Ltd

Total cost of Project - £519.96, Amount Requested - £259.98

Up and Under Ltd employs almost 20 staff, a number of which have used their own bikes when the company has been working with Sustrans or other clients with bike accessible structures. At the end of the working day, the bikes have to go back into cars or vans and can be very dirty, given the locations of the structures that Up and Under surveys and maintains. It is estimated that when a bike is used to complete local access to a job, the saving is around 10-20 miles per day. A member of staff has made the company aware of a portable bike cleaner that can be carried in a car or van and can be used to clean bikes at the end of the working day. Regular maintenance would be undertaken by the company's Store Keeper. The company currently has 10 vehicles and would eventually like to have 10 portable bike cleaners – one for each vehicle. Initially it is proposed to purchase four, two of which would be covered by this application and two funded by Up and Under Ltd. They will also provide match funding through staff time input, although this has not been quantified in the application. It is therefore recommended that Up and Under Ltd is awarded the full amount requested.

LSTF 13 - David Williams Cheese**Total cost of Project - £2,025.40, Amount Requested - £2,025.40**

David Williams Cheese, based at Crewe Enterprise Park, has approximately 20 permanent staff and regularly uses agency staff. The site is not well served by public transport and early starts and variable finish times means public transport is not an easy option for most staff. It has also been recognised that travelling down Weston Road by bike is also a difficult option, given the road width and the condition of the footpath. David Williams Cheese is keen to encourage staff to cycle safely to work. It is therefore proposing to purchase a secure covered bike rack, available to its staff and those of neighbouring businesses, and 10 sets of bike lights to loan to employees. It will provide match funding through its time input, although this has not been quantified in the application. It is therefore recommended that David Williams Cheese is awarded the full amount requested.

LSTF 14 - Urban Cheshire CIC**Total cost of Project - £1,059.86, Amount Requested - £859.86**

Urban Cheshire is an alternative education provider delivering inclusive creative arts programmes and nationally recognised qualifications for the local community (Coppenhall and St Barnabas wards), including NEETs and those from disadvantaged backgrounds. Many users of the facilities at the Chuff Chuff Building are 16-25 years old and unemployed, with low disposable income and limited resources. Urban Cheshire actively supports the local community and encourages young people to participate in regular activity, so that it becomes an established pattern. Many young people currently arrive at Chuff Chuff by bike but there is no secure bike storage. Urban Cheshire CIC is proposing to install secure covered bike storage, with security lighting, to encourage more young people to use the facilities available without the fear of the loss of their bikes. Urban Cheshire anticipates that approximately 35 young people, 5 volunteers and 2 employees will benefit from the installation of secure bike storage. Urban Cheshire CIC will match fund this application through its time input. It is therefore recommended that Urban Cheshire CIC is awarded the full amount requested

LSTF 15 - South Cheshire College**Total cost of Project - £5,400, Amount Requested - £4,400**

South Cheshire College has implemented several measures to increase use of sustainable modes to the college. Currently, over 400 staff and more than 2,000 students have no easily accessible and convenient space to store clothing and footwear used to walk to the college. As this would then need to be carried for the rest of the day, this is considered to be a deterrent to walking. Numbers of walkers will be determined via the College's regular travel survey and a Walking Group established. It is known that some staff and students already walk to the college and there has been a decrease in single occupancy cars coming on site. A room has been identified that could be converted for storage of walking equipment and this could also be made available to cyclists. The College will also promote safer walking routes, linking with the smarter ways to travel initiative and other appropriate programmes (e.g. healthy eating and walking 'buddy'). The college will match fund this application through its time input.

The breakdown of proposed costs is:

- Capital - £3,500 for conversion of room to storage/drying facility to accommodate lockers, seating and provide clothes drying facilities for walkers and cyclists.
- Revenue - £900 for display materials, internal signage and publicity materials to promote sustainable travel options.

It is therefore recommended that South Cheshire College is awarded the full amount requested and the following condition is met:

- All promotional material will reference LSTF support.

LSTF 16 - CTC Physiotherapy Ltd**Total cost of Project - £3,935, Amount Requested - £3,935**

CTC Physiotherapy Ltd (trading as CTC Healthcare) has recognised the potential for its 30 staff and many visitors to cycle to its clinic on Crewe Business Park. It is therefore proposing to install secure bike storage and a bench outside its premises, which will also be available to neighbouring businesses. It will also establish a cycle to work scheme and include appropriate PPE, cycling awareness/promotion activities and bike maintenance workshops for staff members. As well as the cycle to work scheme, CTC Physiotherapy Ltd is proposing to incentivise staff to use public transport by providing a 10% discount on annual bus passes. Car sharers will be encouraged with a claimable mileage rate of 23p/mile. It will provide match funding through its time input, although this has not been quantified in the application

The breakdown of proposed costs is:

- Capital - £1,985 for secure cycle storage and outdoor seating.
- Revenue - £1,550 for cycle maintenance and a cycle to work scheme.
- Revenue - £400 to subsidise public transport journeys by staff.

It is recommended that CTC Physiotherapy Ltd is awarded the full amount requested and the following conditions met:

- Free cycle safety checks are offered in connection with the LSTF support, delivered by Cheshire East Council's Leisure Development team.
- Commuter bike training is offered in connection with the LSTF support, delivered by Cheshire East Council's Leisure Development team.
- All promotional material will reference LSTF support.
- All discounted/subsidised travel costs will be itemised and recorded for audit purposes.

LSTF 17 - CTC Physiotherapy Ltd**Total cost of Project - £5,100, Amount Requested - £4,800**

CTC Physiotherapy Ltd (trading as CTC Healthcare) has identified the opportunity to work with other businesses located on Crewe Business Park through the implementation of a 'walk to work' scheme, with an element of competition. It is proposed that each business can implement a maximum of 10 teams of five people, with everyone encouraged to walk all or part of the way to work, with the aim of recruiting 250 competitors. The competition will be incentivised with a non-monetary prize (bike and PPE). The competition will be promoted and sustained with the distribution of pedometers and health screening both pre and post event. Businesses will be encouraged to continue the challenge. CTC Physiotherapy Ltd is therefore proposing to organise and promote the event, purchase appropriate incentives, provide health screening for all entrants and monitor and audit the event.

It is recommended that CTC Physiotherapy Ltd is awarded the full amount requested and the following conditions met:

- The LSTF Business Travel Planning Officer is actively engaged with the programme.
- All promotional material will reference LSTF support.

LSTF 18 - Leonard Brothers Veterinary Centre Ltd**Total cost of Project - £412.32, Amount Requested - £412.32**

The Crewe branch of Leonard Brothers Veterinary Centre Ltd has 12 staff, many of whom have expressed an interest in cycling to work. Benefits are recognised including general well-being, increased productivity and fewer cars in the car park. This would make more spaces available for clients who have to come to the Centre by car. In order to encourage staff to cycle to work, the Centre is proposing to install secure lockers for storage of cycling equipment and clothing. It has also recognised the value of making infrequent cyclists feel safer with the proposed purchase of

high visibility cycle belts for staff. The Centre has suggested approaching local bike stores for regular 'bike safety checks' and safety training for cycling on roads. It will provide match funding through its time input, although this has not been quantified in the application. It is therefore recommended that Leonard Brothers Veterinary Centre Ltd is awarded the full amount requested and the following conditions are met:

- Free cycle safety checks are offered in connection with the LSTF support, delivered by Cheshire East Council's Leisure Development team.
- Commuter bike training is offered in connection with the LSTF support, delivered by Cheshire East Council's Leisure Development team.

LSTF 19 Christian Concern

Total cost of Project - £5,060, Amount Requested - £3,140

Christian Concern has identified that one barrier to cycling to work is people's fears and concerns of being able to fix problems with their bikes. As a result, it is proposing to run monthly 'Tea & Tinker' sessions at St Paul's for local employers to encourage their staff to attend. The aim of these sessions is to learn basic maintenance (punctures, broken chains, fitting cables). Attendees will be invited to go on a led ride or be accompanied from their home to place of work and be able to network with other commuting cyclists. Christian Concern anticipates a minimum of 48 attendees at the sessions. In order to provide these sessions, Christian Concern proposes to purchase additional cycle stands and tool trays, as well as train four staff on 'Ride Leader' courses. Christian Concern are match funding this application with its own time and budget and also has matched funding from Community First.

The breakdown of the proposed total cost is:

- Capital - £1,780 for development of the workshop to accommodate increased users, bike stands, tool trays and workshop tools.
- Revenue - £3,280 for Ride Leader training for four employees, publicity materials for the Tea & Tinker sessions and staffing of 24 two-hour sessions. Funding has been requested to cover £1,360 of these costs, with the remaining £1,920 covered by match funding.

It is therefore recommended that Christian Concern is awarded the full amount requested and the following conditions are met:

- The Ride Leader training is undertaken in connection with the LSTF support, delivered by Cheshire East Council's Leisure Development team.
- The LSTF Business Travel Planning Officer is actively engaged with the Tea & Tinker programme.
- All promotional material will reference LSTF support.