

# Ward Transport Budget Guidance

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## 1. Purpose

The purpose of this document is to advise on the approach to the allocation and use of the Ward Transport Budget (WTB).

## 2. Background

The Area Transport strategies (ATS) were initially put in place as sub strategies within the Local Transport Plan (LTP) for four areas across the borough utilising the Area Partnership Board boundaries. The LTP is a statutory, forward-looking strategy document, detailing current transport issues in a local area, and encompasses a delivery plan aimed at meeting objectives to overcome the identified issues.

Following a scrutiny review of the ATS by the [Place Select Committee](#) (October-December 2019) a recommendation was put to Cabinet to amend this process allocating funding on a ward-by-ward basis based on population in the same way the Community Participation Budget is allocated, with the Ward Councillors prioritising the issues for their own ward. The new process was endorsed for a role out from April 2020, with a total implementation budget of £200,000. The allocations per ward can be found in [Appendix A](#).

## 3. What will the Ward Transport Budget fund?

The WTB can be used to fund a variety of schemes, which have been developed to address transport related issues. Examples of eligible and ineligible issues and developed schemes can be found in [Appendix B](#).

## 4. How is the budget allocated across the Borough?

The WTB is divided between Wards on the basis of population per Ward.

Any unspent funding from previous years, which is not committed to potential projects, may be carried forward and added to the following year's allocation, if available. This will be in consultation with the Cabinet Member for Environment and Transport.

## 5. How can issues be put forward?

Ward Councillors are requested to raise any transport related issues by completing an issue request form (See [Appendix C](#)); sending this to the officers indicated in section 15. This form can also be found on the electronic portal (LINK to be added when ready).

On submission of the request form an acknowledgement will be sent via the electronic portal to all Councillors of the Ward for information, in order to prevent duplication of issues being raised.

Officers from Highways, Transport and Design will then investigate the issues to quantify the situation and develop any appropriate schemes if required.

The Urban Landscape Project Officer will keep Ward Councillors updated throughout the investigations and monitor the available budgets. Updates will be provided via the electronic portal.

## 6. Deadlines for raising issues

Ward Councillors can raise issues throughout the year, though it would be encouraged to submit issues early in the year to increase the likelihood of any developed schemes being able to be delivered in the same year.

## 7. Example timescales

### General –

This would depend on the scale and location of the issue raised, but it would typically be expected that it would take approximately 3-4months from receipt of the request to investigate an issue for it to be fully investigated and a recommendation to be provided.

Though it should be noted that the staff resources within the department are limited; should a high volume of issues be raised at the same time the workload pressures will affect the timescales for all of these to be investigated, especially if they are all complex in nature, requiring detailed investigations and surveys.

### Traffic Surveys –

It should be noted that traffic surveys are not generally undertaken during the school holidays as the traffic volumes, speeds and flows are affected with schools being closed.

### Traffic Regulation Order –

The implementation of Traffic Regulation Orders is affected by the workload of the Legal team as well as officers within Highways, Transport and Design. The timescales of the development of an identified scheme will again vary depending on the nature of the scheme and any requirement for any statutory consultation (Traffic Regulation Order/traffic calming features) or notice of works (controlled crossing), but it would typically be expected that it would take approximately a further 4-5 months to provide Ward Councillors with details and a cost estimate.

### Work Programme –

Following the Ward Councillors approval to progress a developed scheme, the timescale for delivery would be developed based on resource availability, seasonable considerations and the work programme, which from April 2020 will be in accordance with the Streetworks Permit Scheme.

There will be some small scale issues and developed schemes which will be able to be delivered quicker than the timescales outlined above.

A summary of the process for the WTB is shown in the flowchart in [Appendix D](#)

## **8. Examples of possible scheme costs**

A list of potential scheme costs can be found in [Appendix B](#).

## **9. What if the Ward Councillors cannot reach an agreement on which issues to raise?**

Prior to submitting issues for consideration Ward Councillors should prioritise and agree, where necessary in Wards which are represented by more than one ward councillor, which are the key issues for the overall Ward.

Where Ward Councillors are wishing to submit more than one issue at a time, these should be ranked in order of priority.

An initial assessment would be undertaken to identify which issues which meet the criteria for the WTB expenditure and establish an approximate cost for potential projects to address the issues if required.

Issues which meet the criteria and could be delivered within the current available budget would be taken forward for further investigation.

Where more than one issue has been raised for a Ward where the potential costs for projects may exceed the available budget the issues would be investigated in order of the priority ranking.

### **10. What if the Ward Councillors cannot reach an agreement on which schemes to carry forward?**

If there is more than one eligible scheme, developed from the issues raised for a Ward it is the responsibility of the Ward Councillors to prioritise the schemes.

If Ward Councillors cannot reach a decision as to which schemes are to be carried out the Cabinet Member for Environment and Transport will make the final decision with technical advice from relevant officers.

### **11. What if a developed scheme exceeds the available Ward budget?**

If a developed scheme exceeds the wards available budget it would be permitted to draw down funding from the next years allocation. The exception to this rule is when there are local elections or when the total budget allocation for the WTB for the year would be exceeded or when it has been identified that the budget will not be available in the following year.

### **12. Who will design, manage and carry out the works?**

Appropriate officers within Highways, Transport and Design Services will design and manage the delivery of the schemes. Funding has been allocated in addition to the capital allocation for the WTB to cover the fees associated with this process. Any survey costs required during the investigation of an issue (e.g. topographical surveys or trial holes) will be deducted from the Ward allocation.

The Council's Community Services team will carry out the implementation of the schemes. If work programmes warrant it, external contractors will be commissioned to carry out schemes under Council's standard procurement procedures.

### **13. Is there other funding available to fund transport related schemes developed from the issues raised?**

It is possible to offer the Community Participation Budget as match funding to schemes developed through the WTB process.

Where a developed scheme to address an issue is located across a Ward boundary or provides a benefit across a Ward boundary Ward Councillors from more than one Ward can provide funding to implement a scheme.

For example a pedestrian crossing across a road which forms a Ward boundary or a project in one Ward which provides a new sustainable link to a school in another Ward. More than one Ward can contribute towards the funding of scheme.

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If through the investigation or the initial assessment of an issue it is identified that the developed scheme has a strategic impact, then the scheme would be put forward for funding through the wider LTP.

#### **14. What if a Ward has uncommitted funds at the end of the year?**

Any uncommitted budgets as of 31<sup>st</sup> December will be discussed with the Cabinet Member for Environment and Transport to identify potential schemes for possible reallocation of this remaining funding.

#### **15. Updates to Locality Forums (former ATS stakeholders)**

Details of the changes to the ATS and the formation of the WTB are to be shared with the Locality Forums. The former ATS stakeholders would be directed to raise any transport related issues they may have with their local Ward Councillors for consideration. As with the former ATS process updates into issues raised and projects developed through the WTB are to be shared with the Locality Forums through the Council's Engagement Team.

#### **16. Who should I contact regarding the Ward Transport Budget?**

John Angus  
Project Officer

01642 526499  
[john.angus@stockton.gov.uk](mailto:john.angus@stockton.gov.uk)



Adrian Thickett  
Technician

01642 526855  
[adrian.thickett@stockton.gov.uk](mailto:adrian.thickett@stockton.gov.uk)





**Appendix A****Ward budget allocations**

<b>Ward</b>	<b>Budget Allocation</b>
01 Billingham Central	£7,605
02 Billingham East	£7,637.50
03 Billingham North	£9,603
04 Billingham South	£7,058
05 Billingham West	£5,845
06 Bishopsgarth & Elm Tree	£6,817
07 Eaglescliffe	£10,986
08 Fairfield	£6,092.50
09 Grangefield	£6,989
10 Hardwick	£7,490
11 Hartburn	£6,868
12 Ingleby Barwick East	£10,620.50
13 Ingleby Barwick West	£11,346
14 Mandale & Victoria	£11,751
15 Newtown	£7,774
16 Northern Parishes	£3,508
17 Norton North	£7,164.50
18 Norton South	£8,015.50
19 Norton West	£6,561.50
20 Parkfield & Oxbridge	£7,824
21 Roseworth	£7,588.50
22 Stainsby Hill	£6,823.50
23 Stockton Town Centre	£7,087.50
24 Village	£7,250
25 Western Parishes	£3,523
26 Yarm	£10,171.50

Annual budget of £200,000 allocated based on Ward population (Census 2011)

## Appendix B

### Examples of eligible issues and developed schemes, including estimates for potential schemes\*

The following issues would be eligible for investigation through the WTB, with some example schemes, which may be developed to address quantified issues.

- √ Speeding traffic:
  - Traffic calming measures
    - Traffic calming hump – approximate cost = £5,000 each
    - Traffic calming cushions (installed on bus route) – approximate cost = £8,000 each set



- Speed indication devices - approximate cost = £3,200



- Speed limit changes – approximate cost = £2,500 - £5,000



- √ Difficulty crossing a road:
  - Controlled crossings
    - Zebra Crossing – approximate cost = £20,000
    - Light controlled crossings
    - Puffin Crossing (similar to a pelican crossing but with sensors to detect pedestrians) – approximate cost = £50,000
    - Toucan Crossing (combined crossing for pedestrians and cyclists) – approximate cost = £60,000



- Dropped kerbs - approximate cost = £900



- Pedestrian refuges – approximate cost = £9,000



- √ Concerns over safety of cyclists and pedestrians:
  - Creation of cycleways – approximate cost = £300/m



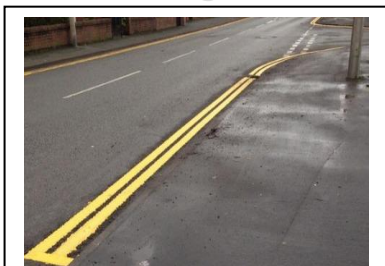
- Creation of footways – approximate cost = £150/m



- √ Issues associated with parking:
  - Creation of parking bays/hardstanding – approximate cost = £2,000 per parking space



- Waiting restrictions (double yellow lines etc.) – approximate cost = £2,500  
(some restrictions require signs to ensure they can be enforced; the installation of which would increase the scheme cost)



- Bollards
  - On a grass verge (recycled plastic, which looks like timber) - approximate cost = £170
  - On a pavement (metal) - approximate cost = £300



- √ Issues associated with public transport infrastructure:
  - Installation of a bus shelter – approximate cost = £3,500



*\*estimated costs at time of writing may be subject to inflationary charges and other increase in material costs etc.*

- ? Highway maintenance projects – if a project has been identified in the Highway Maintenance programme but not yet allocated funding it would be eligible to use the WTB to fund these works. If the condition of a section of highway does not warrant its inclusion in the Highway Maintenance programme it would not be eligible for the WTB.

The following schemes are **not eligible** for the WTB as they have on going revenue budget implications, or are beyond the scope of the WTB.

- x Salt Bins / additional gritting
- x Revenue Projects (e.g. school crossing patrol officers and enforcement officers, bus subsidies)
- x Individual crossings to private driveways (to be funded by property owner, unless considered as part of a footway maintenance scheme or larger parking scheme)
- x Environmental improvement projects (e.g. open greenspace improvements, installation of bins or tree planting)



## Appendix C

### Issue Request Form

Ward Transport Budget – Issue Investigation Request			
1. Name			
2. Ward			
3. Location of Issue			
4. Issue			
<b>DRAFT</b>			
Signature		Date	

**Appendix D**  
**Issue investigation flow chart**

