



**Local Implementation Plan (LIP)
2020/21 Annual Spending Submission
Guidance**

July 2019

Local Implementation Plan (LIP) 2020/21 Annual Spending Submission Guidance

Purpose of document

The boroughs play a principal role in helping to achieve the outcomes of the Mayor's Transport Strategy. The Annual Spending Submission is a key element in delivering the MTS priorities – Vision Zero, improving air quality, increasing sustainable mode share and traffic reduction. This document gives guidance to the London boroughs on the preparation of their 2020/21 Annual Spending Submissions (ASS). It updates similar guidance drafted for previous years and highlights recent changes and developments that should be reflected in the boroughs' 2020/21 submissions.

This guidance sets out the expected Local Implementation Plan (LIP) funding available in 2020/21 by programme and by allocation to individual boroughs. It should be read in conjunction with 'Local Implementation Plan Finance & Reporting Guidance' (April 2019) which gives guidance to the boroughs on reporting progress of projects and claiming funding.

Changes since the 2018/19 guidance

The Monitoring Requirements from Ch4 of the *Revised Guidance for Borough Officers developing the third Local Implementation Plan* have been updated, and are listed in Appendix 4 of this document.

Current TfL guidance documents are listed in Appendix 1. Recent policy documents issued by TfL are listed in Appendix 2.

Timetable of key events during the year

- **1 Nov 2019** – Submit ASS to boroughprojectsandprogrammes@tfl.gov.uk and the relevant TfL Sponsor
- **Dec 2020** – TfL publishes LIP Annual Report (for 18/19 programme)
- **29 Nov 2019** – Deadline for carry forward requests
- **20 Dec 2019** – TfL writes to boroughs' to confirm LIP allocation
- **28 Feb 2020** - Borough MTS data pack published
- **13 Mar 2020** – Deadline for updating VOWD on the portal
- **1 May 2020** – Deadline for submitting scheme applications on the portal
- **26 June 2020** – Submit Form C (outputs template) / TADs (collision monitoring form) plus details of any showcase schemes for inclusion in the Annual Report
- **14 Aug 2020** – Deadline for submitting final claims to TfL on the portal for 19/20

LIP review of funding

The existing formula for the 'Corridors, neighbourhoods and supporting measures' funding, which calculates each boroughs' share, was agreed in 2010 when the second Mayor's Transport Strategy (MTS) was adopted. This current formula reflects the priorities of that strategy. The publication of a new MTS in March 2018 brings with it a new focus on Healthy Streets, Vision Zero, improving air quality and significantly increasing the level of active, sustainable and efficient travel. This significant change in approach raises the question of whether the existing formula is still fit for purpose.

TfL proposed to undertake a review of the formula, which was agreed with London Council's Transport & Environment Committee (TEC) at a meeting on 11 October 2018. The agreed approach to the review process was to work with the LIP3 Working Group (London Councils, borough officers and TfL) to develop and propose some alternative initial options and an engagement plan for discussion of the initial options with all boroughs.

The engagement process involving TEC and all boroughs will run until August 2019, with the final preferred option(s) to be circulated to borough officers in September 2019 and presented at TEC in October 2019. A final decision will be made by the Deputy Mayor for Transport in October 2019 for implementation in 2020/21. TfL will contact all boroughs if the revised formula is adopted and advise what the next steps will be.

LIP funding allocations

TfL has allocated LIP funding for boroughs in its business plan and the table below sets out the breakdown for 2020/21 by programme. These allocations are subject to revision as part of TfL's 2019 business planning round and the formal allocation of 2020/21 budget.

Funding type	Programme	2020/21 £m
Formula	Corridors	63.0
	Mayor's additional funding	0
	Local Transport Fund	4.3
Discretionary	Major Schemes / Liveable Neighbourhoods	31.2
	Borough Assets	27.0
Strategic	Bus Priority	10.3
	Borough Cycling	61.4
	Other Healthy Streets	2.6
	Total	199.8

A breakdown of each boroughs expected Formula allocation for 2020/21 is shown in Appendix 3 (subject to the review of the funding formula).

LIP Annual Spending Submission

The 2020/21 ASS should identify the projects to be delivered in that year that help the authority to achieve its LIP3 objectives. It should address the following core requirements:

- Provide a breakdown of the proposed expenditure for 2020/21 and for future years where appropriate (i.e. for projects that will extend beyond 2020/21);
- Identify the role of non-LIP funding in delivering the interventions identified, for example the council's own capital and revenue funding and third-party contributions;
- Provide details of the initiatives to be taken forward during the 2020/21 financial year, including information on the impact of the interventions on the Mayor's transport priority outcomes, TfL services and infrastructure; and
- Report on the delivery of previously identified high-profile outputs using the revised LIP3 Form C.

Boroughs have flexibility to change or update their annual programmes in response to unforeseen and/or emerging developments, such as delays and/or cost changes, stakeholder feedback, new evidence of the impact of previous similar interventions, or other matters. (Changes should not result in the overall allocation being exceeded and should be managed / delivered within the year in question; they should also be reflected on the Borough Portal.) However, such decisions need to be agreed in advance with TfL and need to take account of the potential impact of moving investment from one policy area to another.

Boroughs are encouraged to exercise prudent cost controls in the development and delivery of their LIP programmes. It is recommended that regular meetings (e.g. quarterly) are held with TfL officers to review costs in the light of programme and project progress and identification and management of risks. Boroughs are required to prepare a Value of Work Done (VOWD) profile for each scheme and to keep this up to date at least once every 2 months; further information on this and other matters relating to the provision of LIP funding is provided in the '*LIP Finance & Reporting Guidance*' (April 2019).

Boroughs are also reminded that under S159 of the GLA Act, the removal or substantial alteration of works carried out with the benefit of TfL funding cannot take place without prior written agreement from TfL. In such circumstances TfL may require the borough to repay any funding provided or withhold future funding.

LIP Programmes

Corridors, Neighbourhood and Supporting Measures

Consists of holistic or area-based interventions in line with the healthy streets approach, including measures to enhance conditions for walking, cycling and using public transport, increasing the proportion of Londoners achieving 20 minutes of active travel per day, improving accessibility including to key locations such as education, health and community

facilities, facilitating traffic reduction, working towards achieving Vision Zero, road danger reduction measures, 20 mph zones and limits, filtered permeability, controlled parking zones, reducing the impact of transport on the environment, improving air quality, freight management and regeneration.

This programme may also include expenditure on secure cycle parking, cycle training, car clubs, reduction of street clutter, sustainable urban drainage schemes, installation of electric vehicle charging points, school and workplace travel plans, behavioural change, education, training and publicity. Spending should be prioritised in areas where it is likely to have the greatest impact on improving outcomes in active and sustainable travel.

Liveable Neighbourhoods

The Liveable Neighbourhoods programme gives boroughs the opportunity to bid for funding for long-term healthy streets schemes that encourage walking, cycling and the use of public transport. The programme supports the aims of the Mayor's Transport Strategy by funding local schemes to reduce car trips and improve neighbourhoods for walking, cycling and public transport, including encouraging all Londoners to achieve 20 minutes of active travel each day.

Grants of between £1m and £10m will be provided for a wide range of community-supported projects. These could include creating green spaces and cycling infrastructure and redesigning junctions. The programme can also fund the widening of walking routes to improve access to local education, health and community facilities, shops, businesses and public transport. A separate Guidance document for preparing Liveable Neighbourhood bids has recently been updated and can be found by following this link - <https://tfl.gov.uk/info-for/boroughs/liveable-neighbourhoods>

Applications and the agreed allocations for the Liveable Neighbourhoods programme should be detailed on the ASS using Form A.

Maintenance Programmes

The level of investment in borough maintenance programmes, including principal road resurfacing and bridge strengthening, is uncertain at this time and has immediate pressures to consider, including Hammersmith Bridge. TfL will continue to work with boroughs, through the London Technical Advisors Group (LoTAG), and with London Councils to make the case for a fair highway maintenance settlement in London from central Government. As a clearer picture emerges of future funding agreements, TfL, working with LoTAG, will agree how this allocation will be targeted to the highest priority needs.

Mayors Air Quality Fund (MAQF)

The Mayor's Air Quality Fund (MAQF) is a £20 million fund over 10 years to support projects by London boroughs to improve air quality. The fund is currently closed for applications.

Local Transport Fund (LTF)

This is an annual £100k allocation given to each borough to support the development and delivery of local transport priorities. The borough has the freedom and discretion to spend the £100k on local priorities.

Borough Officer Training

The Borough Training programme will again be available in 2020/21 with an overall allocation of £300k. This will be divided equally between the 33 London boroughs (equating to £9k each) and can be used to develop the skills of officers. A separate guidance document outlining the type of courses and approval process can be obtained by contacting the network sponsor for your borough (see Appendix 5).

New pro forma A

Pro forma A has been renamed Form A and is used to detail each borough's ASS. As part of the changes to the form we are improving the way we assess outcomes and projects using Playbook and the City Planner tools¹. We are therefore asking for additional geographical data. This will enable the boroughs' contribution to delivering the MTS to be more readily identified and acknowledged.

The boroughs are reminded that they are required to provide a detailed explanation of the schemes and their objectives within Form A. Examples are provided in the spreadsheet. This is to ensure that a clear link between the funding provided by TfL and the contribution of the scheme to achieving the outcomes of the MTS can be evaluated at the approval stage.

The Form A document has been adapted so the information automatically generates pie charts showing the composition of the planned expenditure. This is to provide a more consistent approach to the submission of data that will be used by TfL in the evaluation of the submissions.

There is also a new requirement to enter the 'scheme type', with a number of options available in the drop down menu. This should be used to identify the primary motivation of the scheme and will help TfL to establish how the boroughs are using their allocations. We are happy to receive feedback on the changes to the form to ensure it captures all the requirements.

Studies help inform future decisions; however, they can also result in substantial pieces of work with no tangible outcomes. To address this, TfL is now proposing to fund a more limited number of studies each year, and the total should not normally be greater than 20% of the boroughs allocation. Requests greater than 20% will need to be discussed and agreed with the TfL Sponsor.

¹ If you require access to City Planner please contact surfaceplaybook@tfl.gov.uk

All proposals with an Estimated Final Cost > £100k should be listed as separate items on Form A to enable their benefits to be identified and monitored.

City Planner Tool

The City Planner tool is designed to generate insight across the Mayor's Transport Strategy outcomes to help improve decision-making and scheme development and so assist in delivering best-value for the business and the travelling public, inline with the Mayor's Transport Strategy. The tool provides access to a library of spatial data sets and new analytical tools relevant to transport planning and scheme delivery at TfL. It is recommended that boroughs use the tool to inform their spending plans.

Carry forward of funds

Please note that there is no guarantee that the level of carry forward of funding will be permitted in this or future years. Boroughs will be informed by TfL if this facility is available. Boroughs should aim to develop a two-year rolling programme of schemes so that new schemes can be substituted when a project is delayed or abandoned through the year. If carry forwards are permitted, the boroughs should assume that the maximum allowance will be 20% of their annual allocation that can be rolled forward into the next financial year: any sums above this threshold could be lost to the borough and reallocated to other projects. Please contact your TfL borough Sponsor if this is considered problematic.

Modified pro forma C

Pro forma C has been renamed Form C and the amount of information reduced to make it easier to complete. The form details the outputs from individual LIP funded schemes or packages of LIP funded schemes delivered during the course of the financial year should be reported each June using Form C: Annual Report on Interventions and Outputs.

The template has been revised to relate to the MTS Outcomes and to provide valuable feedback on the scale of schemes and initiatives that the boroughs are delivering. The form should also be used to report on non-LIP funded deliverables where appropriate.

The 2019/20 annual report on interventions and outputs should be completed using the online questionnaire and be submitted to TfL by Friday 26th June 2020. This information will be used to inform the planned boroughs annual report being developed with London Councils and LoTAG.

Annual Report

It is planned that a LIP3 Annual Report will be prepared by TfL and issued in December of each year. The report will provide information for each borough and their progress in delivering key objectives of the MTS. There will be an opportunity for each borough to showcase the schemes or initiatives that they have delivered during the previous financial year so that examples of best practice can be shared with other boroughs and TfL. Boroughs

will be requested to provide details by the end of August to enable TfL to collate and publish the document in December.

Healthy Streets Officers

A team of Healthy Streets Officers will be available from September 2019 to coordinate and help deliver transformational activities within the London boroughs as well as reacting to public transport needs. These will be non infrastructure initiatives. Activities will include:

- Rolling out STARS (Sustainable Travel: Active Responsible Safe) and accelerating the accreditation of Gold schools. (Please refer to <https://stars.tfl.gov.uk/About/Accreditation> for criteria for each level and <https://stars.tfl.gov.uk/About/About> for more information on STARS generally).
- Local initiatives such as encouraging use of new infrastructure and helping to scale innovation projects across the boroughs.
- National events in London e.g. walk to work week, world car free day and national bike week.
- Raising awareness of cycle training e.g. cycle skills training and Bikeability. Whilst these schemes are already established, we have increased targets for the forthcoming years.

Healthy Streets Checks

It is recommended that the borough undertakes a Healthy Street Check for Designers (HSCD) on improvement schemes which involve significant changes to the road layout. The results from the Healthy Streets Check can be used to show the public how changes to the way streets are laid out and used will result in improvements. The check holds no formal status in guidance and decision making, but advises designers and decision makers on how a project fits with Healthy Streets policy and where improvements might be considered. Once completed the TfL Sponsor will arrange for the HSCD to be moderated to ensure the scoring is consistent with other schemes on the programme. A copy of the form can be found by following this link: <http://content.tfl.gov.uk/healthy-streets-check-for-designers-2018.xlsx>

Cycle Schemes

All cycle infrastructure should be developed in accordance with the London Cycle Design Standards (LCDS) and if improvements are made to a TfL branded cycleway, they will need to conform to the recently published 'TfL New Cycle Route Quality Criteria'.

Advice and support

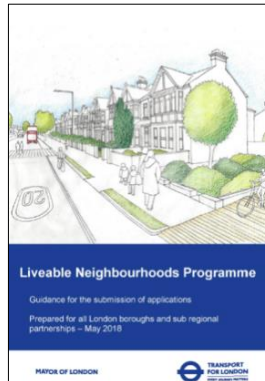
Contact details for the Network Sponsorship Team are provided at Appendix 5.

Appendix I – Guidance for Borough Officers



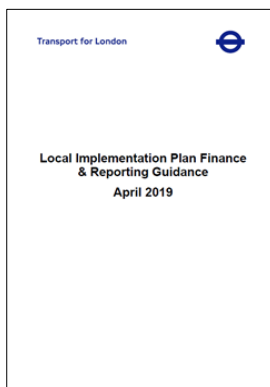
Guidance for Borough Officers on Developing the Third Local Implementation Plan

<http://content.tfl.gov.uk/third-lips-guidance-2018.pdf>



Liveable Neighbourhoods Guidance for the submission of applications (May 2019)

<http://content.tfl.gov.uk/tfl-liveable-neighbourhood-guidance.pdf>



Local Implementation Plan Finance & Reporting Guidance April 2019

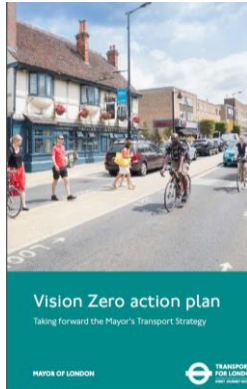
<http://content.tfl.gov.uk/lip-finance-guidance-19.pdf>

TfL Streets Toolkit – Design guidance documents to help planners, engineers, designers and other practitioners create high quality streets and public spaces. This includes guidance on streetscape, cycle infrastructure and accessible bus stops.
<https://tfl.gov.uk/corporate/publications-and-reports/streets-toolkit#on-this-page-2>



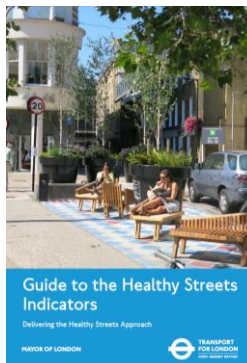


Appendix 2 – Relevant Policy Documents



TfL Vision Zero Action Plan

<http://content.tfl.gov.uk/vision-zero-action-plan.pdf>



TfL Healthy Streets

<https://tfl.gov.uk/corporate/about-tfl/how-we-work/planning-for-the-future/healthy-streets>



TfL Walking Action Plan – July 2018

<http://content.tfl.gov.uk/mts-walking-action-plan.pdf>



TfL Cycling Action Plan - December 2018
<http://content.tfl.gov.uk/cycling-action-plan.pdf>



TfL New Cycle Route Quality Criteria – May 2019
<https://tfl.gov.uk/corporate/publications-and-reports/cycling>



TfL Freight and Servicing Plan
<http://content.tfl.gov.uk/freight-servicing-action-plan.pdf>

Appendix 3 – Allocations per borough (using Funding Formula as at May 2019)

2020/21 LIP Allocations - Dec 2018 Business Plan	Corridors Total LIP3 Allocation £'000k	Top Slice Local Transport Fund (LTF) £'000	Total for 20/21 £'000k
Barking & Dagenham	£1,377	£100	£1,477
Barnet	£2,967	£100	£3,067
Bexley	£1,364	£100	£1,464
Brent	£2,147	£100	£2,247
Bromley	£2,076	£100	£2,176
Camden	£2,029	£100	£2,129
City of London	£867	£100	£967
Croydon	£2,362	£100	£2,462
Ealing	£2,637	£100	£2,737
Enfield	£2,584	£100	£2,684
Greenwich	£1,939	£100	£2,039
Hackney	£1,765	£100	£1,865
Hammersmith & Fulham	£1,498	£100	£1,598
Haringey	£1,899	£100	£1,999
Harrow	£1,291	£100	£1,391
Havering	£1,918	£100	£2,018
Hillingdon	£2,373	£100	£2,473
Hounslow	£2,267	£100	£2,367
Islington	£1,657	£100	£1,757
Kensington & Chelsea	£1,456	£100	£1,556
Kingston upon Thames	£1,210	£100	£1,310
Lambeth	£2,277	£100	£2,377
Lewisham	£1,940	£100	£2,040
Merton	£1,315	£100	£1,415
Newham	£2,061	£100	£2,161
Redbridge	£2,076	£100	£2,176
Richmond upon Thames	£1,456	£100	£1,556
Southwark	£2,049	£100	£2,149
Sutton	£1,059	£100	£1,159
Tower Hamlets	£2,178	£100	£2,278
Waltham Forest	£1,825	£100	£1,925
Wandsworth	£2,050	£100	£2,150
Westminster	£3,033	£100	£3,133
sub-total	£63,000	£3,300	£66,300
Partnerships			
West London	£0	£140	£140
Central London	£0	£150	£150
South London	£0	£150	£150
North London	£0	£120	£120
LEPT	£0	£140	£140
Borough Officer Training	£0	£300	£300
sub-total	£0	£1,000	£1,000
Total	£63,000	£4,300	£67,300

Appendix 4 – Monitoring Requirements (Ch4 of LIP3 Guidance)

MR1 – It is required that each borough has a minimum of one meeting per year with TfL to discuss progress on the development and delivery of LIP programmes and any issues arising. However it is recommended that the boroughs hold regular quarterly meetings in accordance with best practice.

MR2 – Boroughs are required to complete and submit Form A / Form C and the TADs annual returns to TfL in accordance with the specified deadlines. It is a requirement that the Boroughs provide sufficient and detailed information that enable TfL to assess the quality of any submission.

MR3 - Information on individual schemes must be uploaded on to the Borough Portal once the programme has been agreed by TfL. The applications are required to be submitted to TfL by 1st May each financial year.

MR4 - Boroughs are required to identify aspects of their programme that may impact on TfL services or infrastructure at an early stage in a project's lifecycle. Examples include impacts on buses, bus routes, stops and terminal points/stands, strategic cycle routes or other matters. Early discussions must take place between the borough and TfL to determine any requirements for staff support, financial support and/or other resources.

MR5 - Boroughs are required to ensure that effective public consultation and stakeholder engagement take place for any proposal likely to have an impact on TfL services or infrastructure. If there is any impact on TfL services, Boroughs are required to agree jointly with TfL the engagement strategy and communication methods.

MR6 - Boroughs are required to prepare an estimated Value of Work Done (VOWD) profile for each scheme and to keep this up to date as the scheme progresses to delivery. The VOWD should be reviewed and updated each month.

MR7 - The boroughs are required to keep their live Programme of Investment up to date on the Borough Portal on a bimonthly basis by the last day in May, July, September, November, January and March. This will also avoid portal accounts being deactivated.

MR8 - The borough is required to submit a summary of the measures delivered during the previous financial year by the last day of June. The outputs from Form C will form part of the borough Annual Report.

MR9 – For LIP programmes TfL expects boroughs to use contracts that deliver the best value for money. Where appropriate the borough should consider using the London Highways Alliance Contracts (LOHAC).

MR10 – It is required that a minimum of three physical road improvements are entered onto the TADs collision monitoring system to demonstrate the borough's achievements in accident reduction and its work in delivering Vision Zero. It is recommended that boroughs submit details of all the schemes they have delivered.

Appendix 5 – TfL Contacts

Name	Title	Email details	Boroughs / Programme
Penny Rees	Head of Network	penny.rees@tfl.gov.uk	
Sam Monck	Sponsorship	sammonck@tfl.gov.uk	
Rob Edwards	Lead Sponsor Central 1	Rob.Edwards@TfL.gov.uk	LB Islington LB Camden City of London City of Westminster RB Kensington
David McKenna	Lead Sponsor Central 2	David.McKenna@tfl.gov.uk	LB Wandsworth, LB Lambeth, LB Southwark, LB Tower Hamlets, LB Hackney
Zoe Vidion	Lead Sponsor South	Zoevidion@tfl.gov.uk	LB Richmond RB Kingston LB Sutton LB Merton LB Croydon LB Bromley
Julie Clark	Lead Sponsor East	Julieclark@TfL.gov.uk	LB Waltham Forest LB Redbridge LB Havering LB Barking & Dagenham LB Newham LB Redbridge LB Lewisham LB Bexley RB Greenwich
Harun Khan	Lead Sponsor North-West	Harun.Khan@tfl.gov.uk	LB Enfield LB Haringey LB Barnet LB Brent LB Harrow LB H & F LB Ealing LB Hounslow LB Hillingdon
Niall Coward	Portfolio Sponsor	niall.coward@tfl.gov.uk	LIP Corridors / Major Projects
Hassan Mohammad	Portfolio Sponsor	hassanmohamad@tfl.gov.uk	Liveable Neighbourhoods
Jonathan Green	Portfolio Sponsor	Jonathan.green@tfl.gov.uk	Bus Priority
		bspsupport@tfl.gov.uk	Borough Portal

Appendix 5 – Other Useful Data Sources

[Mayor's Transport Strategy Supporting evidence Challenges and Opportunities for London's Transport Network to 2041](#)

[Mayor's Transport Strategy: Supporting evidence Outcomes Summary Report](#)

[Analysis of Walking Potential 2016](#)

[Analysis of Cycling Potential 2016](#)

[Strategic Cycling Analysis - Identifying future cycling demand in London June 2017](#)

[Everybody active, every day: a framework to embed physical activity into daily life](#)

[Physical activity guidelines for adults](#)

[Travel in London report 11](#)

[Travel in London reports](#) - Travel in London reports summarise trends and developments in travel and transport in Greater London.

[London Atmospheric Emissions Inventory](#) - GLA and TFL Air Quality

[Road danger reduction and safety statistics](#) - Read all our fact sheets, reports, data extracts and other publications concerning road safety.

[London Travel Demand Survey](#) - The London Travel Demand Survey gives us a picture of travel by residents of the Capital.