

**Decision Maker:** ENVIRONMENT AND COMMUNITY SERVICES PORTFOLIO  
HOLDER  
For Pre-Decision Scrutiny by the Environment and Community Services  
PDS Committee on:

**Date:** 29 January 2020

**Decision Type:** Non-Urgent Executive Non-Key

**Title:** CYCLE HUBS AT STATIONS

**Contact Officer:** Nicola Kestla, Transport Planner  
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**Chief Officer:** Colin Brand, Director of Environment & Public Protection

**Ward:** Clock House; Kelsey and Eden Park; Petts Wood and Knoll

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1. Reason for report

To seek approval to deliver an upgrade to cycle parking funded by TfL's Cycle Parking Implementation Plan at;

- Clock House Station, Clock House
  - Elmers End Station, Kelsey and Eden Park
  - Petts Wood Station, Petts Wood and Knoll
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2. **RECOMMENDATION(S)**

For the Portfolio Holder to:

**2.1 Approve the proposed cycle parking upgrades at Clock House Station, Elmers End Station and Petts Wood Station with minor amendment of designs delegated to the Director of Environment & Public Protection in consultation with the Portfolio Holder for Environment & Community Services**

**2.2 Approve award of contract to Southeastern Railways, via an exemption to competitive tender for funding of £165k to complete the project at three stations.**

## Impact on Vulnerable Adults and Children

1. Summary of Impact: The proposal is not thought to have any negative impact on Vulnerable Adults and Children.
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## Corporate Policy

1. Policy Status: Existing Policy: Supports the station access proposals to encourage walking and cycling to stations, set out in Outcome 5 of Bromley's LIP3 which states that:

*The Council will seek to maximise the investment in the strategic cycle network by working with the rail industry on supporting measures at stations on the strategic and local cycle network*

2. BBB Priority: Quality Environment
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## Financial

1. Cost of proposal: Estimated Cost: The total cost of the proposal is anticipated to be £165k, spread over the three stations
  2. Ongoing costs: Not Applicable
  3. Budget head/performance centre: TfL's Cycle Parking Implementation Plan
  4. Total current budget for this head: £345k, of which £165k is set aside for this project
  5. Source of funding: TfL Cycle Parking Implementation Plan
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## Personnel

1. Number of staff (current and additional): 1
  2. If from existing staff resources, number of staff hours: 25
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## Legal

1. Legal Requirement: None
  2. Call-in: Applicable
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## Procurement

1. Summary of Procurement Implications: The contract is to install additional cycle parking; including the installation of cycle hubs (secure cycle parking accessed by key fobs 24 hours a day, 7 days a week) with associated enhancements and enabling works.

Proposed cycle parking will be located on railway land, leased by Southeastern Railways from Network Rail; therefore procurement is via a direct award to Southeastern Railways as an exemption to competitive tender for a value of £165k. Southeastern Railways will undertake the Project Management function of the project, in agreement with the Council, managing any sub-contracting arrangements for the delivery of the project.

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## Customer Impact

Estimated number of users/beneficiaries (current and projected):

1. The project is projected to deliver quality cycle parking for around 150 passengers using the stations. With more attractive secure facilities designed to deliver mode shift, there will also be wider benefit from the reduced road congestion associated with fewer trips being made to the stations by car.

Clock House station is used by approximately 1570 passengers per day, Elmers End station is used by approximately 1560 passengers per day and Petts Wood station is used by approximately 3110 passengers per day. Whilst not all passengers will wish to use the cycle parking they will have the choice to. This average is based on the total entries/exits record in the Office of Rail and Road station usage statistics for 17/18 divided by 2 (i.e. a return journey) and then by 365.

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## Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes
2. Summary of Ward Councillor's comments: Any comments received will be reported verbally at the meeting.

## **3. COMMENTARY**

- 3.1 TfL is providing £2.5m funding for additional funding for cycle parking across London, to improve the quality and supply of cycle parking at stations, schools, high streets and residential areas. In line with Bromley's LIP3 Transport Strategy ambitions to improve cycle to rail and deliver cycle hubs at stations, officers explored this funding stream to assess its potential to deliver strategic objectives for cycling in Bromley without impacting current transport budgets.
- 3.2 Following a review of the usage, quality and capacity of cycle parking in consultation with the Portfolio Holder for Environment & Community Services, a bid was submitted to TfL for funding to improve cycle parking at Clock House, Elmers End and Petts Wood, the rationale and proposals for each station are set out below.
- 3.3 For clarity, the proposed cycle hubs would be a secure compound with CCTV and LED lighting and accessible to passengers who purchase a key fob from the station ticket office, for an annual cost of approximately £50. Southeastern has delivered similar facilities at Elmstead Woods and Orpington recently, as well as other stations around Kent which are proving popular with those wishing to travel to the station by bike.
- 3.4 Each station will continue to have Sheffield Stands for passengers to access without incurring a cost.
- 3.5 Southeastern Railways will be responsible for the ongoing maintenance of the secure cycle hubs and stands.
- 3.6 It should be noted that the plans are currently subject to detailed design which may impact the precise deliverables based on technical constraints of railway safety and the railway regulatory environment.
- 3.7 The station land, where the cycle parking is to be located is the responsibility of Southeastern Railways, leased from Network Rail as part of their franchise to operate the South Eastern rail

network. Therefore, whilst this project is a Council investment in the transport infrastructure of the Borough, the works need to be managed by the leaseholder, Southeastern Railways, who have their own procurement requirements to meet as well as a number of regulations set by the rail authority. Southeastern will therefore manage the procurement process for the delivery of the project.

### Clock House Station

- 3.8 The area around Clock House station has a high level of cycling potential and has been identified in Bromley's LIP3 for inclusion in the future Kent House to Shortlands local cycle route and Elmers End to Forest Hill strategic cycle route (identified via TfL's strategic cycling analysis). National Cycle Network route (NCN) 21 also uses this area and is included in Sustrans' *Parts for Everyone* programme, to upgrade the NCN for the future.
- 3.9 Clock House station currently has 20 cycle parking spaces (10 covered and 10 uncovered) on Platform 2 of the station (towards Hayes). The cycle parking at Clock House station is well used and can be accessed by Clock House Road, directly on to Platform 2. Platform 1 is not considered as a location for the cycle hub and stands, due to no step free access and the depth of the platform; however the potential of a wheeling ramp may be explored with Southeastern as the project develops which would allow stands on the London-bound platform.
- 3.10 The proposal would see the removal of the existing stands (covered and uncovered), and replaced with a covered secure storage for 40 cycles, along with uncovered stands for 10 cycles.

### Elmers End Station

- 3.11 Elmers End station at present offers 16 cycle parking spaces in the form of Sheffield Stands by Platform 2, opposite the ticket office. The current provision of cycle parking falls below TfL's aim of minimum of 20 cycle parking spaces at each station; therefore within their analysis of stations across London, it has been flagged as non-compliant.
- 3.12 In recent months, there has been a decline in passengers utilising the cycle storage facilities at this location, due to regular weekly thefts of cycles occurring at stands. A secure cycle hub would address these security concerns thereby reducing a barrier to cycling to the station and fulfilling a Borough ambition to promote cycle to rail.
- 3.13 The proposal would see the removal of the existing stands (covered and uncovered), and replaced with a covered secure storage for 40 cycles, re-positioning the fence on Platform 2 (opposite the ticket office) to create a greater space to install the secure storage. This would not impact on the space utilised by waiting passengers.

### Petts Woods Station

- 3.14 The cycle parking at Petts Wood is well used, with 18 of the 20 spaces in the Southeastern cycle parking facility in use at the time of an LBB survey in July 2019, which in effect means that the cycle stands were full. The limited spare spaces mean that users may not feel confident that they will be able to park their cycle at peak times; therefore additional capacity should provide commuters with more confidence of the supply of cycle parking, encouraging cycling to the station.
- 3.15 It is therefore proposed to replace this facility with two tier covered racks to provide 40-50 spaces with the potential to create a combination of a secure hub and 20 free spaces. This would provide capacity for growth in demand and allow commuters to be reassured that space would be available when they arrive at the station.

- 3.16 The cycle parking would be covered by high-quality CCTV and have improved signage from the street.

### **Summary**

These stations were chosen for CPIP investment based on a survey of existing usage, quality considerations of the existing facility that could be suppressing demand for cycling to the station, the strategic fit with other projects and the ease of delivery.

Further stations will be considered for delivery in the future should CPIP be available in future years or other suitable funding streams be identified.

## **4. IMPACT ON VULNERABLE ADULTS AND CHILDREN**

- 4.1 The proposal is not expected to negatively impact vulnerable adults and children.

## **5. POLICY IMPLICATIONS**

- 5.1 This proposal supports the station access proposals to encourage walking and cycling to stations, set out in Outcome 5 of Bromley's LIP3 which states that:

*The Council will seek to maximise the investment in the strategic cycle network by working with the rail industry on supporting measures at stations on the strategic and local cycle network*

## **6. FINANCIAL IMPLICATIONS**

- 6.1 The project is expected to cost £165k.
- 6.2 The full cost of the project is being met from TfL's Cycle Parking Implementation Plan funding which the Borough has successfully bid to TfL for the purpose of delivering the projects listed in this report. The allocation cannot be used for other projects. This funding is reflected in the Capital Programme.
- 6.3 Once delivered, the cycle hubs will be managed and maintained by Southeastern Railways and there will be no ongoing costs to the Council.

## **7. PROCUREMENT IMPLICATIONS**

- 7.1 This report seeks to authorise the provision of £165k of funds from TfL to Southeastern Railways for undertaking works on cycle parking upgrades.
- 7.2 Southeastern Railways will carry out their own procurement process without the involvement of the Council to award these funds to a suitable provider. The details of the procurement including the price/quality weighting or award criteria are not known.
- 7.3 In accordance with CPR 2.1.2, Officers must take all necessary professional advice. It is recommended that the Service put in place suitable arrangements between themselves and Southeastern Railways for the benefit of the Council and to reflect the conditions imposed by TfL relating to the timeframe and the proposal.
- 7.4 This is being authorised as an exemption from tendering as Southeastern Railways is the landholder as stated above in Section 3 of this report. This action is permissible under the general waiver power of the Council (CPR 3.1). The Council's specific requirements for authorising an exemption are covered in CPR 13 with the need to obtain the Approval of the Portfolio Holder following Agreement by the Chief Officer, the Assistant Director Governance &

Contracts, the Director of Corporate Services and the Director of Finance for a contract of this value.

<b>Non-Applicable Sections:</b>	Personnel and Legal Implications
Background Documents: (Access via Contact Officer)	N/A