

# Sustainable Travel to Stations Practitioners Guide

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Image: John Lauder

**A guide to implementing the Sustainable Travel to Stations strategy to help make it easy, convenient, and safe for most passengers to get to and from our stations without a car**

# Sustainable Travel to Stations

## Practitioners Guide

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# 1. Introduction

This guide is for those delivering the [Sustainable Travel to Stations strategy](#) to help in assessing, planning, and delivering integrated railway stations. It is practical, non-prescriptive, and recommends areas of focus and attention.

The Guide is a key instrument in how to approach a meaningful dialogue with those considering stations, transport planning, and how Scotland moves towards an integrated transport system.

This guide will help you:

- consider how a rail station can better integrate into the community it serves
- re-design an existing station, or design a new facility from scratch
- consider how to make sure a station is accessible to active and sustainable travellers
- if you are proposing a development near to a rail line, an existing station, or you are planning a new facility, and want it better embedded into its neighbourhood

This guide is therefore relevant to those working in local government, regional planning and transport, as well as community groups and the rail industry.

# 2. Overview

The Sustainable Travel to Stations (STtS) strategy was launched in June 2023 with a clear vision, mission, and under a positive policy environment:



Figure 1: Vision, Mission, and Context for STtS

## Sustainable Travel to Stations (STtS) strategy

STtS makes the case and sets the strategic direction to integrate railway stations with the communities they serve to help make rail travel more realistic and convenient. Most people get to stations actively and sustainably (Figure 2). Therefore, placing an emphasis on integrating stations to make them more accessible to active and sustainable travellers not only helps most passengers, but also increases the potential to reduce carbon emissions, neighbourhood nuisance, and congestion from short car trips.

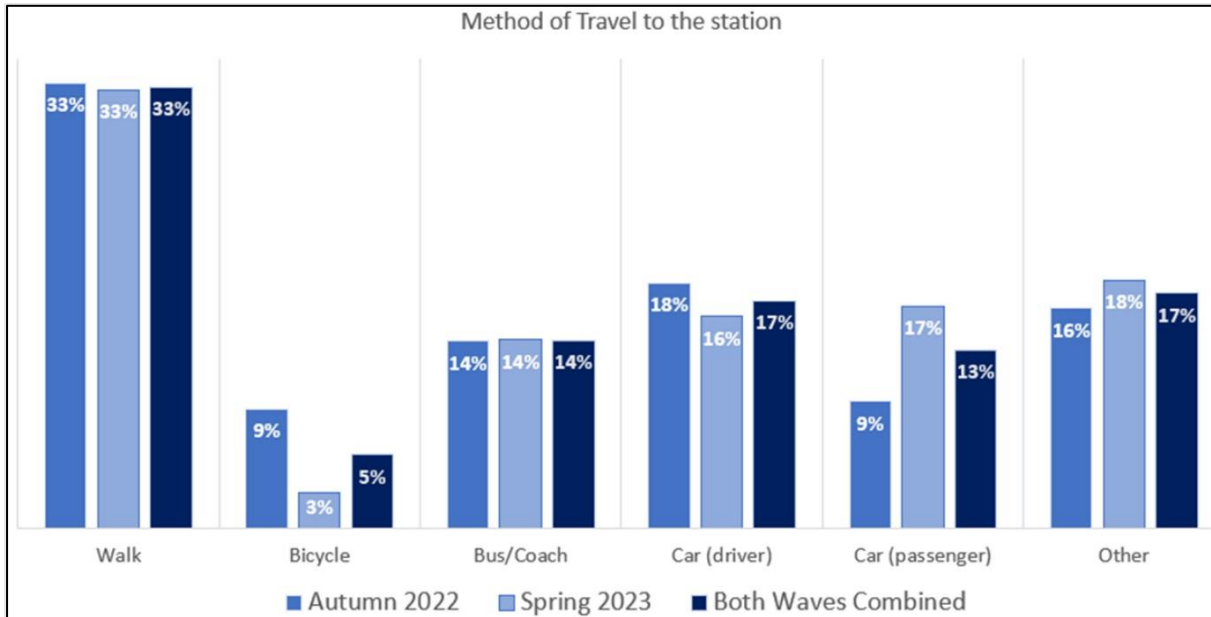


Figure 2: Spring 2023 travel to station passenger survey with comparison to Autumn 2022 survey

The aspiration of Scotland’s Railway is to increase passenger journeys substantially, from 64 million in 2022 to 192 million in 2035 and [decarbonise all passenger journeys by 2035](#). Meeting these aspirations, but not expanding car parking is therefore mission critical. STtS therefore sets targets (Figure 3) to reduce driving to stations to 10% by 2035, the year when most passenger services will be decarbonised.



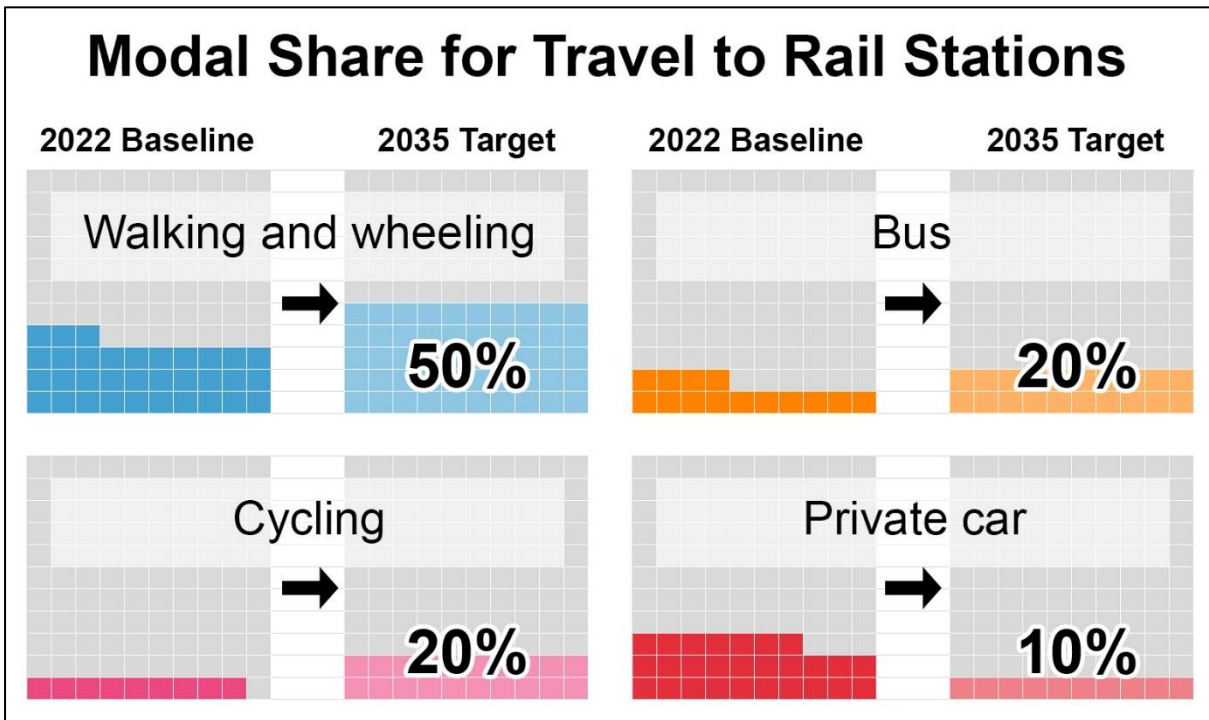


Figure 3: Targets for STtS

An integrated station is one that is easy to get to from neighbouring communities and from other big trip generators, such as hospitals, higher and further education (Figure 4). This means moving beyond the simple co-location of services that has characterised many past examples of transport interchanges.

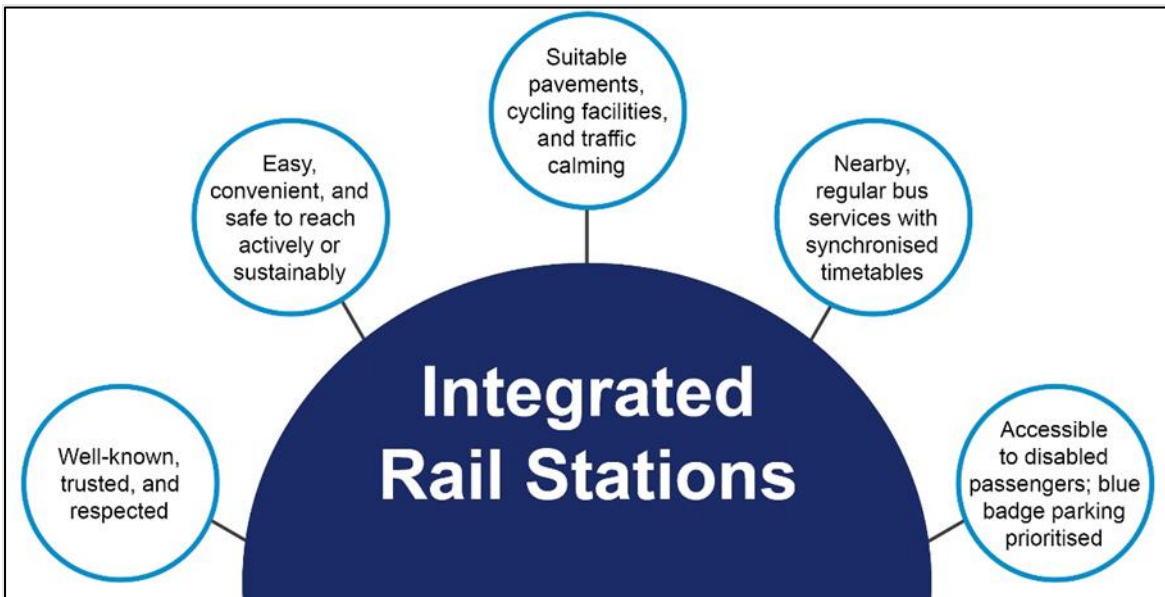


Figure 4: The characteristics of an integrated station

The need to provide an integrated transport system in Scotland is clearly enshrined in government policy, and funding priorities. The [National Transport Strategy](#), and the [Strategic Transport Projects Review](#) both emphasise the need to reduce car

journeys, and the [Climate Change Action Plan](#) sets a target to reduce driven kilometres by 20% by 2030.

Delivering the vision and mission of STtS therefore makes good business sense and is mission critical to changing the dependence on the private car, reducing carbon emissions, and developing a thriving integrated public transport system. In addition, STtS will help deliver improved experiences for those people without a car, nearly one third of the population of Scotland.

It is important to point out that the car remains a vital mode of transport for some, particularly blue-badge holders. STtS therefore emphasises the need for good practice in essential car use parking. Likewise, in geographically dispersed rural communities although shared car ownership will develop, car use and therefore provision of car parking will likely remain a necessity.

### 3. Designing Integrated Stations

Key to good design is effective collaboration between agencies. It is vital that all partners in any development at or close to a station, e.g., Scotland's Railway, ScotRail, Network Rail Scotland, local authorities, housing developers, and other agencies, seek early engagement whenever a station or its catchment up to 5km is referenced for design, re-design or to be newly built. In parallel where communities are developing, they need to be planned on the basis that integrating to the station is a key transport consideration.

The expectation is that the nearer a passenger gets to a station the easier it is to walk, wheel, cycle, and catch/drop-off the bus. The design guidance for such placemaking is good, and plentiful, but the expected outcome would be signage with estimated walk / cycle distance times, dropped kerbs and correctly sited tactile paving, pavement widening, decluttering, and removing obstacles, improved lighting, resurfacing, benches and resting places, new entrances, and paths to provide more direct access, and controlled road and street crossings.

STtS is not, however, restricted to the big schemes, small infrastructure improvements can be as effective in making active travel easier as whole station upgrades, or new build facilities. A path of only a few metres onto a platform from a new housing development offers a cost-effective investment.

In addition, STtS is not excluded to infrastructure, and capital spend. Engaging with people to change ingrained transport behaviour such as short trip driving requires the implementation of behaviour change or 'soft measures' programmes. Research shows that while increased investment in active travel infrastructure is important, it is insufficient without behavioural changes. Simply put: a '*build it and they will come*' approach will fail. Providing people with encouragement, support, and guidance to change their behaviour is therefore essential to maximise positive changes for our communities, health, and environment in the long term. Such programmes are widely available, particularly from the third sector, see below.

Stations must be designed within the context of the community they serve, and benefit from non-transport facilities (e.g., cafes, community shops, parcel lockers) as well as the obvious need for transport provision. Clearly, a station serving a dispersed rural area will most likely need to accommodate car parking, not least for Blue Badge holders. Dedicated parking spaces for shared transport can encourage a shift to more sustainable forms of car use to and from the station. Shared options include car clubs and lift sharing, also known as carpooling.

In built-up areas, such as city centres and suburbs, and in rural towns, the emphasis for planning on how people will get to a station from up to 5 kilometres away has to be on active and sustainable travel. Improving the experience for bus passengers and operators must also be a priority at stations in all locations. [Digital demand responsive transport](#) (DDRT) can also provide a sustainable and convenient connection to the station where bus services are infrequent or non-existent.

It is therefore vital that early engagement with the bus industry is conducted in a collaborative approach. Regional Transport Partnerships (RTPs) and bus/coach operator representatives such as the Confederation of Passenger Transport (CPT) are important links both to the bus and coach industry, as well as for timetabling, financial support for routes, etc.

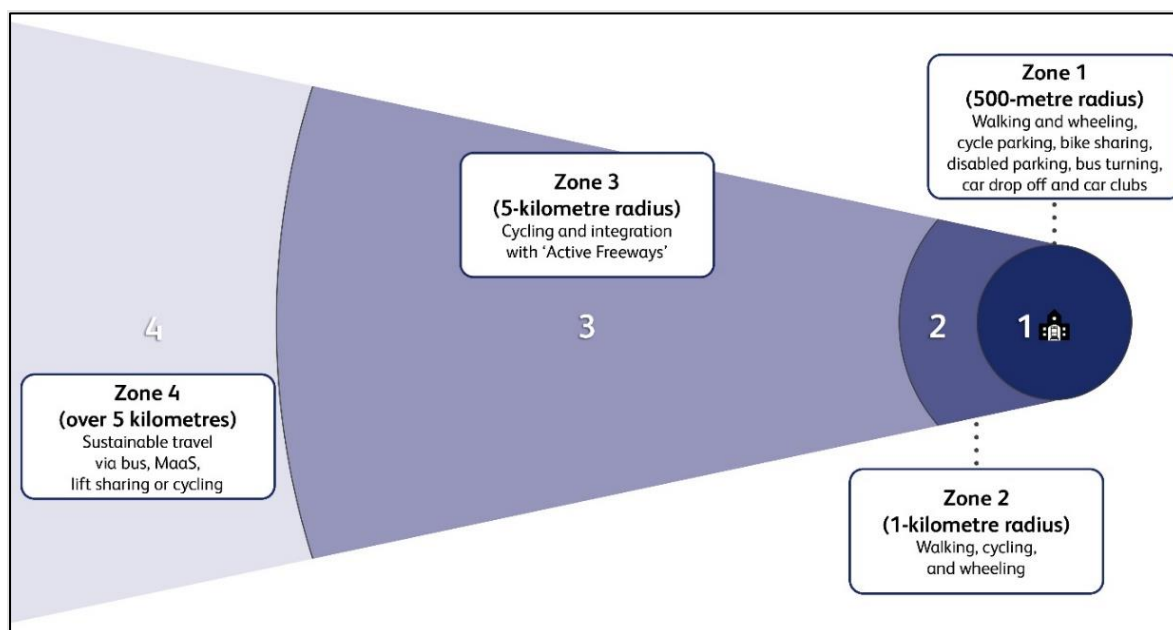


Figure 5: Context of an integrated station

As can be seen from the Autumn 2022 and Spring 2023 travel surveys (see Figure 2 above), after walking and car travel, bus/coach is the next highest single mode of travel to stations. The potential to increase this figure is good, particularly in locations where distance and topography can reduce options for cycling.

Good design guidance to integrate stations through the creation of good places is available from the Scottish Government's [Designing Streets](#) guidelines. Guidance to make routes to the station better for active travellers are enshrined in the [Cycling by](#)

[Design](#) guidance from Transport Scotland and the [National Walking Strategy](#) from Scottish Government. Everyone involved in anchoring stations to communities, and vice versa should be cognizant with these guidance documents.

For planners, whether in local government, regional planning, transport consultancies and housing developers, the same guidance applies, as does the [National Planning Framework 4 \(NPF4\)](#). NPF4 emphasises the need to deliver multi-modal mobility hubs rather than isolated stations – whether bus/coach or rail.

The role of housing developers, and other big-trip generators such as schools, hospitals, and further education cannot be overlooked. Good collaboration and clear directions towards active and sustainable modes of transport must be captured by local and regional planning authorities and enshrined in local development plans and regional transport strategies.

## 4. The Four Pillars of Accessibility

While this guide focuses on getting to the station, good guidance is also available for the rail sector on designing or re-designing a station to be accessible. In other words, help deliver the four pillars of accessibility, which are:

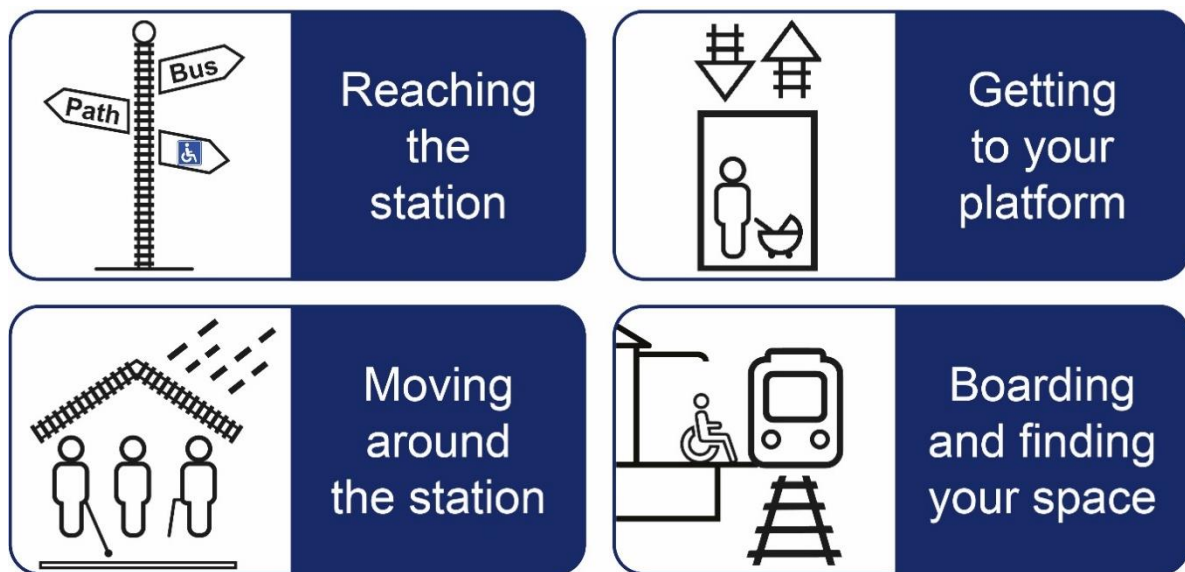


Figure 6: The four pillars of accessibility describe the passenger experience travelling by rail.

Rail in Scotland must ensure that whenever it is proposing or reacting to proposals for new or re-designed stations, delivery of the STtS targets is a key requirement in early project discussion and planning. The rail sector has ample design guidance for designing and re-designing stations to be fully accessible and hit all four pillars.

Scotland's Railway will publish a comprehensive strategy for accessible stations later in 2023. In addition, the DfT's [Design Standards for Accessible Railway Stations](#) remains the standard text. Network Rail also has its own station design guidance that emphasises the immediate surroundings of a station, its [Parking & Mobility at Stations](#) guide ensures that railway stations are considered as rail mobility hubs, with



railway stations at the heart of local transport and development plans, rather than isolated projects. These principles are also echoed in Network Rail's [Public Realm Design Guidance for Stations](#). Finally, Network Rail's award winning [design manual for small to medium sized stations](#) is highly commended for those within the rail sector.

## 5. Groups Involved in Integrating Stations

The rail sector is a key determinant both in station integration, and in improving accessibility to, and across their estate. The rail line can sever a community, and a reluctance to re-open closed underpasses, over-bridges, and allow new developments to, along and across the lines will not help deliver STtS. Nor indeed will that help increase the number of people getting to stations to become passengers.

Local authorities have a key role to integrate transport modes because it is along, and across, its streets, and roads that passengers will travel to get to the station. Local authorities are already familiar with the Scottish Government's [Designing Streets](#) and the [Cycling by Design](#) guidance from Transport Scotland. Local development plans (LDPs) will identify stations for introduction as new, or redeveloping, as well as areas where new-build housing and mixed-use development must integrate the station. In addition, local authorities are aware that without good design road building often severs communities. Local development plans are therefore crucial to establishing the long-term development of integrated stations.

Regional Transport Partnerships (RTPs) will also recognize the emphasis given in NPF4 towards integrated transport. In their role as regional planning teams for transport they have a key role in integrating public transport modes, particularly bus, rail, and shared mobility. The regional transport strategy is crucial here because it should be identifying the future opportunities for station integration as housing develops, and communities change.

Developers of housing, whether housing associations or private companies, when planning housing have a major influence on whether access to the local rail station will be designed to be active, and sustainable. In addition, developers of major trip generators, such as hospitals or mixed-use developments, play a similar role. Their applications for planning to local and national government should be tested against STtS.

Perhaps one of the most effective methods of gathering all interested parties into a collaboration towards integrating a station is to produce a station travel plan. ScotRail published a series of these [station travel plans](#) under the last commercial franchise. A fresh approach to this principle is the best way to setup a project, be clear on scope, and work towards meaningful partnership. Integral to such plans are quality street audits, which can be conducted by a wide variety of bodies.

For community groups, who are often the earliest bodies to identify the need to integrate the station, new funding opportunities, such as the [Ian Findlay Path Fund](#), present a way for them to secure funds for the feasibility, design and delivery of projects.

Finally, Transport Scotland as the main funding agent of transport in Scotland has the key role in ensuring that when it funds station design and re-design it is ensuring that STtS is being actively delivered, and funding themes between rail, and active travel are aligned.

Effective collaboration between the Rail and the Bus, Accessibility and Active Travel (BAAT) teams in Transport Scotland is therefore important. In addition, the growing budget for active travel, under the management of the BAAT team presents a great opportunity to drive forward STtS.

## 6. When to Design an Integrated Station

The STtS strategy aims to ensure that all stations are properly integrated into their local community. The expectation is therefore that integration will be a key factor whenever new stations are being planned, existing stations re-designed, and when the urban realm near a station is being changed, particularly the development of new housing and other trip generators. A further expectation is that disability impact assessments will play a key role in the design of infrastructure both within, and leading to the station.

As set out above, collaboration between agencies is vital to the success of delivering an integrated station. Informal and collaborative, early discussion not tied into formal project planning is a requirement, involving Scotland's Railway, local authorities, RTPs, and the private sector – both housing and other developers, bus/coach operators, taxi services, and their representative bodies (see Figure 7 below). Planning teams have a key role to play in identifying opportunity. This is particularly so at local and regional planning, and as rail develops its own plans for decarbonisation and station renewal.

Discussing early and not rushing into formal planning is vital because the two main planning processes do not run in tandem. Local authority and rail planning, by necessity, observe different processes and timelines.

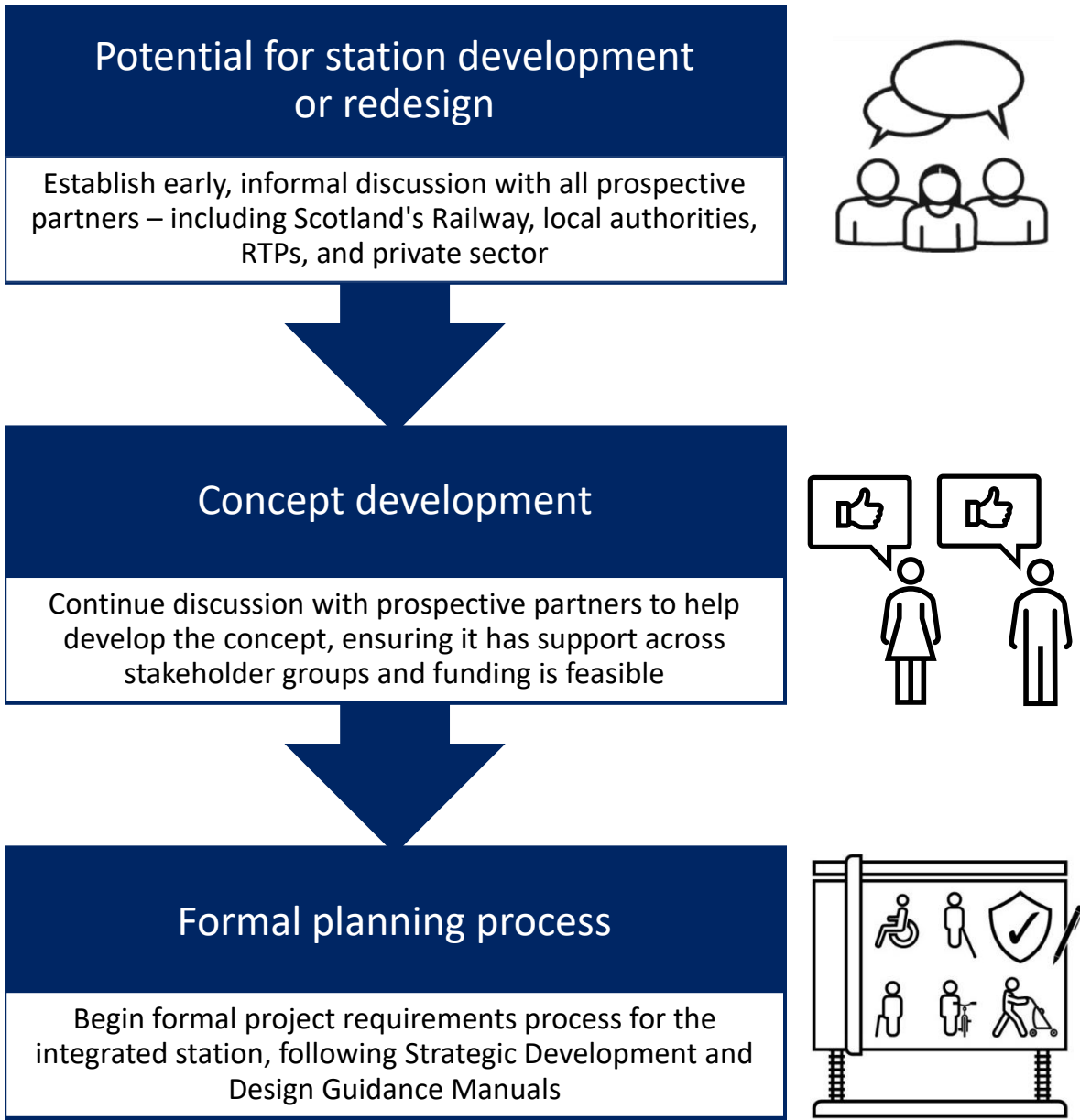


Figure 7: Route map for collaboration when beginning to develop integrated stations

## 7. Understanding Planning Processes

All transport developments in Scotland should conform to the aims of the National Transport Strategy (NTS2), and the National Planning Framework (NPF4) which are set by Scottish Government (SG). In addition, developments for improving walking and cycling will follow the [National Walking Strategy](#), and the [Cycling Framework for Active Travel](#), which includes the commitment: *we will work with local authorities to prioritise investment in the creation of connected cycling infrastructure protected from traffic and integrated with public transport.*

For its part, SG sets strategic direction for transport through NTS2 with delivery projects gathered under the umbrella of the Strategic Transport Projects Review (STPR2). This broadly sets a plan for when developments are taken forward. The development decisions that local authorities and the rail industry take broadly sit under the umbrella of NTS2 and will fit into STPR2.

Local authorities, Regional Transport Partnerships and rail each have their own timelines and processes for arriving at a project that integrates a station.

These processes are understandably detailed and complex, but a broad overview is presented in Figure 8, with additional detail in the following sections.

Figure 8 aims to allow those aiming to integrate stations to better understand and align their planning and delivery.

Of necessity both local authorities and Regional Transport Partnerships are democratically accountable, as indeed is rail. Both follow clear processes for identifying individual projects under the umbrellas of strategic direction and operational delivery, and ensuring these are discussed and approved democratically. Community engagement and democratic decision making therefore both influences and decides investment decisions.

Figure 8 emphasises the need for everyone to consult early and have continuous and meaningful dialogue. Timelines need to be clearly understood and respected, and where possible adapted to help deliver collaboration across sectors. Only through good and effective communication can dispute and misunderstanding be avoided.



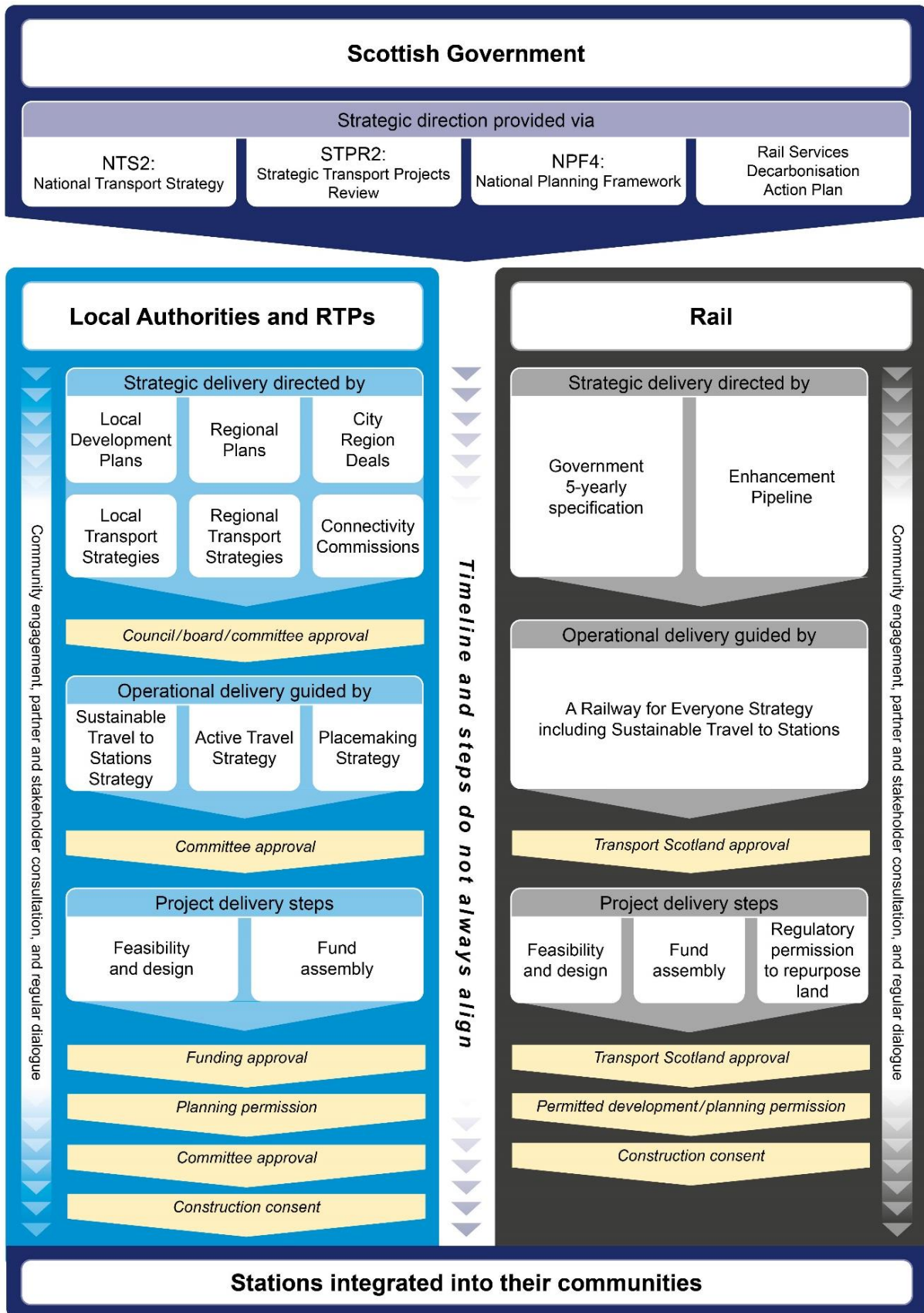


Figure 8: Overview of planning processes for local authorities, Regional Transport Partnerships and the rail industry

## Local authorities and Regional Transport Partnerships

Local development plans (LDPs) are consultative exercises and run on 10-year cycles. They set the direction for development and include transport decisions. LDPs are influenced by the public and voted on by the elected members of the council. Running in parallel with local authority LDPs are regional transport strategies (RTS), which are developed by Regional Transport Partnerships, who are in turn formed from local authority elected members. RTS's are also consultative processes, and again are voted on by elected local authority councillors through the Board of each RTP.

Contained within an LDP can be plans for transport links as well as housing, retail, and other developments that have a bearing on the rail networks, particularly integrating stations.

In addition to LDPs, local authorities also produce strategies for local transport connectivity.

Local authority strategic direction is also influenced by connectivity commissions and reports, such as the [Glasgow Connectivity Commission](#), and by City Region Deals which are agreed with UK Government, for example the [Edinburgh and South East Scotland City Region Deal](#).

Operational delivery can be guided by strategies for placemaking and active travel, and by strategic plans for active travel such as the Edinburgh [City Mobility Plan](#).

At times, local access plans will also contain active travel routes to stations, and they will be consulted and voted upon. [Access Panels](#) (APs) are important bodies in all such exercises. APs are part of a wider network coordinated by Disability Equality Scotland (see Equalities Advisory Bodies on page 2020).

These processes set the strategic, medium to long-term planning at local and regional authority level. At each stage of development and planning, the relevant council committee and even the full council itself will debate and vote.

On a more granular level, when 'rubber hits road' and the LDP or RTS starts to operationalise delivery, local authorities follow due process to ensure planning permission is sought through consultation, with construction consent following on from planning permission. Operational delivery will be guided by local active travel and placemaking strategies, as well as national design guidance, and indeed STtS. At all times, council committees scrutinise and debate decisions.

An important step in the integration of a station will be the feasibility and design studies, which will be scrutinised through community engagement. Assembling the funds required is also a step towards the commencement of a project.

At all times, the need for planning permission should be confirmed with the local planning authority. Under [Section 56](#) or [Section 21](#) of the Roads (Scotland) Act 1984, developers are required to apply for approval for any works to extend existing

roads, create new roads, or for any works that are within the existing publicly adopted roads area.

It should be noted that the granting of planning permission by council committees does not necessarily imply the granting of Section 56 approval or Roads Construction Consent (RCC). The [SCOTS \(Society of Chief Officers of Transportation in Scotland\) Guide for the Road Construction Consent and Road Bond](#) provides more detail on the process. Once the development layout has been agreed, an application can be made for Section 56 or RCC, but approval cannot be issued until planning approval has been granted.

It is useful to note that individual authorities may offer supplementary guidance and details on their procedures / requirements, e.g. the [Glasgow City Council Design Guide for New Residential Areas](#).

### **Rail industry**

As set out above, Scotland's Railway works to the strategic direction of NTS2, under the umbrella of STPR2 and aligns with NPF4. Strategically, rail delivery is directed by detailed plans agreed with Scottish Government in the form of High-Level Output Specifications (HLOS). These work on five-year cycles.

In addition, however, rail also operates annual and medium-term programmes of enhancements and improvements such as upgrades to the existing network and facilities.

Rail also runs consultative processes to gather comment and opinion, for example from [Community Rail Partnerships](#).

As plans are developed, Scotland's Railway seeks the formal approval of Transport Scotland and Scottish Government Ministers to progress their plans through planning permission and construction consent. While the processes for planning are broadly like local and regional government, timelines may not always align. This makes collaboration and discussion the key elements whenever a proposal is first mooted.

On a detailed level within the rail business, operational delivery is guided by 'A Railway for Everyone' which is the accessibility strategy for rail in Scotland, and which will be published in autumn 2023. The STtS forms a component part of the accessibility strategy.

For ScotRail as the train operating company, similar processes of discussion and agreement with Scottish Government and Scottish Rail Holdings (SRH) are followed. SRH is an arm's length company owned and controlled by the Scottish Government that oversees the development of ScotRail Trains.

As with all statutory organisations, Scotland's Railway must follow detailed procedures to assess applications for projects, particularly those on rail property and land. Network Rail's property team are there to assist stakeholders with enquiries and can be contacted via [ScotlandsRailwayforAll@networkrail.co.uk](mailto:ScotlandsRailwayforAll@networkrail.co.uk).

## **Aligning planning processes**

Strategic and local plans are complex and involved processes due to their scope and importance. Ensuring effective communication as each develops, whether at local or regional level, within and without rail, demands time and focus from all involved.

There is good evidence that liaison is formalized between Scotland's Railway, local authorities, and Regional Transport Partnerships. To deliver STtS the challenge is to ensure that this collaboration is effective and genuine, to make sure that integrated stations are a key consideration throughout the preparation and consultation on strategic developments. Therefore, talking first, and planning later is key.

As discussion develops, and planning is formalized, STtS must be a key consideration. The danger in times of tightened finances is that the concept of 'minimum viable product' cuts out what have traditionally been regarded as 'nice-to-have' projects. Getting to a station is vital, as set out above, and so project planning must ensure that anchoring the station into its community is non-negotiable.



## 8. Funding Integrated Stations

Early communication with funding agencies is perhaps one of the most important elements in considering when to present a design for integration. This is particularly the case when funds are offered for single financial years. An agile approach is vital to make best use of funding. The welcome growth in the Scottish Government's budget for active travel gives an opportunity for the key agents in a station to collaborate and work together to propose a project for funding support. Transport integration, as set out above, is a key element in planning, policy, and delivery in Scotland. Therefore, early and sensible discussion, developing collaborative proposals to Transport Scotland's active travel team and their agents, makes complete sense.

Transport Scotland's Bus, Accessibility, and Active Travel team (BAAT) welcome a focus on integrating public and active transport. For example, the new stations on the re-opening Levenmouth line in Fife have received funding support from BAAT via Transport Scotland's Rail Policy team.

At the time of writing, the Active Travel Transformation Project is underway, which will make recommendations and develop proposals for an alternative delivery system to ensure that outcomes match not only the shared policy ambition, but also maximise increased budget commitments. As part of this, the Active Travel funding landscape is changing and will continue to iterate throughout the 2023/24 financial year. Those collaborating over a proposal to integrate a station therefore have opportunities to liaise with TS and consider what funding opportunities are a best fit.

For example, a snapshot of funding streams available at time of writing includes:

- Cycling, Walking, and Safer Routes fund (CSWR): this is a pro rata allocation of capital funding from TS to each local authority.
- Transformation Fund 2023/24: this is a new fund which prioritises direct funding from Transport Scotland to delivery partners for construction-ready projects that can be delivered in 2023/24. Open to Local Authorities, Regional Transport Partnerships, and National Park Authorities, this fund does not require match-funding.
- [Places for Everyone](#): this is a substantial capital fund held by TS and managed by Sustrans. It is for a range of projects, including feasibility studies, design, and on-the-ground delivery. Projects range in complexity from those that can be delivered in a single financial year to those multi-year, large scale projects.
- Regional Transport Partnerships also receive capital allocations directly from TS BAAT.
- Planning gain: local authorities have access to developer gain through Section 75 in Scotland, and Section 106 in England and Wales.

- Rail budgets: Transport Scotland (TS) funds rail in Scotland. Therefore, Scotland's Railway (SR) requests funding from TS for enhancements to the service, such as the type of project that could be used for improvements to deliver STtS.
- The [Ian Findlay path fund](#) for community-led developments and the [Smarter Choices, Smarter Places](#) programme under the management of Paths for All.

## 9. Collaborating to Deliver an Integrated Station

No one sector or organisation can deliver a truly integrated railway station. As both STtS and this guide clarify, a truly cross-sector approach is required, one that is conducted in a positive and collaborative spirit.

The principal agents for funding and advice on delivering integrated stations are identified in Figure 9.

The Operational Delivery & Monitoring (OD&M) Group of STtS is a cross sector gathering of the main representatives involved in integrating stations. The group are the operational guides to delivering STtS and advise the STtS Steering Group on operational progress integrating stations.

The OD&M is also of practical assistance to interested parties by signposting the people most likely to help integrate stations, see Figure 9. The OD&M can be emailed at [ScotlandsRailwayforAll@networkrail.co.uk](mailto:ScotlandsRailwayforAll@networkrail.co.uk).

The OD&M can also help the proponents of a scheme to integrate a station by carrying out a private peer review of a proposal. They can assess the proposal through the lens of STtS, by conducting a fact check, and advising the proponent of their findings. This service is private and would have no bearing on any funding decisions taken by Transport Scotland or similar funding bodies. As above, the OD&M can be emailed at: [ScotlandsRailwayforAll@networkrail.co.uk](mailto:ScotlandsRailwayforAll@networkrail.co.uk).

## Collaborating to Deliver Integrated Stations

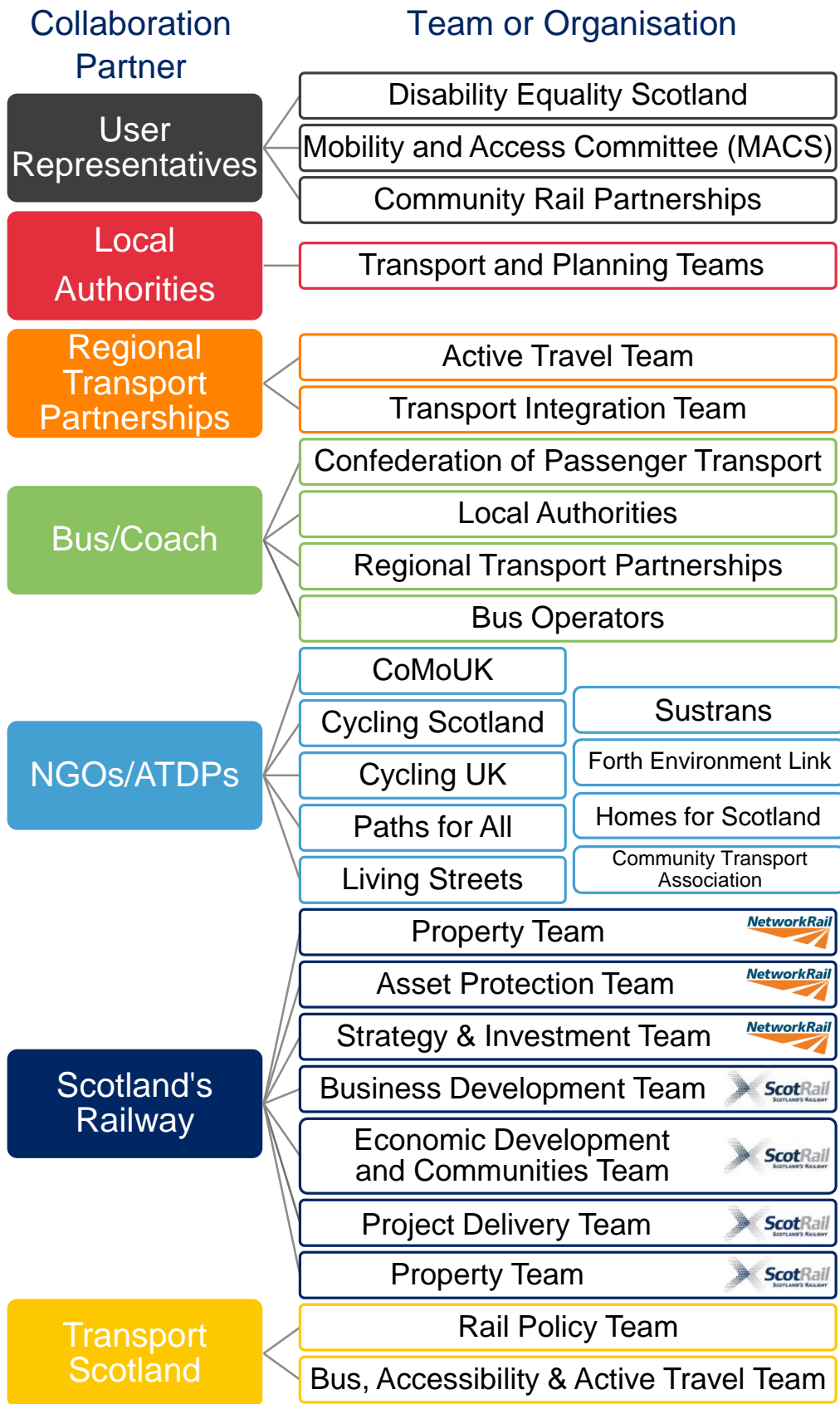


Figure 9: Organisations and teams to contact when collaborating to integrate stations

## User Representatives Equalities Advisory Bodies

Two bodies can assist in the delivery of STtS-related projects by advising on the experience for disabled people:

- [Disability Equality Scotland \(DES\)](#): are a membership organisation for disabled people and disability groups/organisations working to achieve full access and inclusion for every disabled person in Scotland. They can provide guidance and advice.
- [Mobility & Access Committee for Scotland \(MACS\)](#): providing guidance and advising Scottish Government ministers, MACS is an advisory non departmental public body. The Convener and Members are appointed by the Minister for Transport.

For STtS, the best method to contact DES and MACS is either to email them directly or to email [ScotlandsRailwayforAll@networkrail.co.uk](mailto:ScotlandsRailwayforAll@networkrail.co.uk).

## Community Rail Partnerships

There are eight community rail partnerships in Scotland as well as 260 station groups, carrying out projects to bring improvements to rail services and stations, improve accessibility and inclusion, and help communities to have a voice in rail and transport development. These groups work with train operators, local authorities, and other partners. They can be contacted at [info@communityrail.org.uk](mailto:info@communityrail.org.uk).

## Local Authorities

Of the 32 local authorities in Scotland, 29 have rail stations in their areas. Local authorities (LAs) are statutory roads bodies in Scotland, and are therefore responsible for the roads, streets and paths that lead to stations. Along with rail, they are therefore pivotal to the success of STtS.

It is generally the case that LA transport and planning teams will be most involved in integrating stations. Transport teams will be designing and upgrading the public realm for the travelling public, and planning teams will be ensuring that stations integrate into developments.

Local authorities will also lead the funding of projects to upgrade public realm and placemaking, often through a consortium approach with developers, utilising a series of funding streams.

Stations are clearly context specific to their local authority. For STtS, the best method to contact an LA is either to email them directly, or to email [ScotlandsRailwayforAll@networkrail.co.uk](mailto:ScotlandsRailwayforAll@networkrail.co.uk).

## Regional Transport Partnerships (RTPs)

The role of Regional Transport Partnerships (RTPs) is to strengthen the planning and delivery of regional transport developments. The first task of each RTP was to prepare a regional transport strategy. This is supported by a delivery plan where



RTPs set out when and how projects and proposals would be delivered. Some RTPs are also responsible for the delivery of transport services, for example Strathclyde Partnership for Transport (SPT) owns and operates the Glasgow subway and major bus stations across the west of Scotland.

For STtS, the best method to contact RTPs is either to email them directly, or to email [ScotlandsRailwayforAll@networkrail.co.uk](mailto:ScotlandsRailwayforAll@networkrail.co.uk).

### **Confederation of Passenger Transport**

As the industry body for bus/coach in Scotland, the CPT campaign for a supportive policy environment, advise their industry, and act as a bridge to the bus/coach industry throughout Scotland. They can be contacted at: [admin@cpt-uk.org](mailto:admin@cpt-uk.org).

### **NGOs**

#### **Active Travel Delivery Partners (ATDPs)**

Transport Scotland's BAAT team collaborates with a group of third sector bodies, the Active Travel Delivery Partners (ATDPs) to provide advice and funding for projects that make active and sustainable travel easier. The ATDPs are:

- [CoMoUK](#): Provides expertise, research, and consultancy on shared transport, which includes bike sharing, car clubs, lift sharing and digital demand responsive transport (DDRT). The sustainable transport charity also produces comprehensive guidance on and accredits [mobility hubs](#), including rail mobility hubs.
- [Cycling Scotland](#): Scotland's national cycling charity: a partnership body providing advice and guidance, and cycle training programmes, as well as access to bikes, cycle parking and storage funding and monitoring open data.
- [Cycling UK](#): the cyclists' charity providing guidance and advice on cycling, as well as funding for practical projects such as cargo bikes, and volunteer led programmes.
- [Living Streets](#): the pedestrians' charity providing advice for walking and wheeling, and delivering practical projects such as street audits, assessing the quality of public realm for active travel.
- [Paths for All](#): providing advice and funding for projects working with people to highlight alternatives to car dependency (known as behaviour change projects) through their [Smarter Choices: Smarter Places](#) fund, and for path improvements led by community groups through the [Ian Findlay path fund](#).
- [Sustrans](#): the sustainable transport charity provides advice, and guidance, delivers behaviour change projects, and awards funding for infrastructure feasibility, design and construction projects. From small-scale projects delivered in one financial year, to complex large-scale programmes spanning several years.
- [Forth Environment Link](#): providing guidance in the Forth Valley area, including behaviour change projects as well as cycle hubs at transport interchanges.

## Other NGOs

- [Homes for Scotland](#): Homes for Scotland is the body representing housebuilders, planners, and developers across Scotland. They are a key link to the industry, and can be contacted at: [info@homesforscotland.com](mailto:info@homesforscotland.com)
- [Community Transport Association](#): Community Transport Scotland are the umbrella body for community owned and run transport services in Scotland. They can be contacted at: [scotland@ctauk.org](mailto:scotland@ctauk.org)

For STtS, the best method to contact NGOs is either to email them directly or to email [ScotlandsRailwayforAll@networkrail.co.uk](mailto:ScotlandsRailwayforAll@networkrail.co.uk).

## Scotland's Railway

Scotland's Railway is a formal alliance between Network Rail and ScotRail and is supported by numerous different organisations and suppliers from across the rail industry. Collectively, 'Scotland's Railway' is focused on delivering a punctual and reliable service; improving the capacity of the network to carry more passengers and freight; improving efficiency, value for money to the taxpayer, integration across the business, resilience, infrastructure, and delivering the best railway possible.

The two principal rail organizations assisting the delivery of STtS are Network Rail Scotland and ScotRail.

## Network Rail (NR)

Network Rail is the body delivering the infrastructure on which train services are run. Network Rail in Scotland design and build stations in collaboration with ScotRail and other partners. They also own the property estate of the railway, and therefore provide access over, and under rail lines for the travelling public. Several teams are closely associated with delivering the STtS strategy: Property, Asset Protection (the team maintaining infrastructure), and Strategy & Investment who hold STtS and include the Sponsors team who project manage infrastructure improvements. Network Rail manages two stations in Scotland: Glasgow Central and Edinburgh Waverley. Network Rail in Scotland is a fully devolved area of the wider Network Rail UK, is known as Scotland's Railway, and is in a position to work closely with partners and stakeholders.

Scotland's Railway are funded and specified by Scottish Government rail policy, and as such will lead the development and re-development of stations. They have a key role to ensure that such projects deliver the aims of STtS.

For STtS, the best method to contact Network Rail is to email [ScotlandsRailwayforAll@networkrail.co.uk](mailto:ScotlandsRailwayforAll@networkrail.co.uk).

## ScotRail

ScotRail operates most passenger services in Scotland, plus some services to and from Carlisle. Cross-border train operators also provide some services within Scotland.

ScotRail manages 357 stations across the network, which they lease from Network Rail. They are responsible for upgrades to stations, as well as improving the at-station and on-board experience for passengers. This includes facilities for passengers arriving at stations, and the carriage of bicycles on board trains. This work is led by the Economic Development and Communities team. Stations are managed on-the-ground by a team of Station Managers.

In addition, the Economic Development and Communities team work to integrate public transport with the rail service, for example aligning ferry and bus timetables to train times, this work is led by the Transport Integration Team. In addition, this team also manage all station car parking, and liaise closely with local authorities who frequently run car parking near or at stations.

The Business Development team in ScotRail lead on timetabling, and the growth in passenger numbers.

For STtS, the best method to contact ScotRail is to email [ScotlandsRailwayforAll@networkrail.co.uk](mailto:ScotlandsRailwayforAll@networkrail.co.uk).

### **Transport Scotland**

Transport Scotland (TS) is the national transport agency for Scotland, delivering the Scottish Government's vision for transport. It is the body responsible for the delivery of the National Transport Strategy, and its delivery programme known as the Strategic Transport Projects Review (STPR2).

Two directorates in TS will be most closely associated with STtS: Rail and BAAT (the Bus, Accessibility and Active Travel team). The rail team collaborate closely with Scotland's Railway and provide some funding for station improvements through their Enhancement Budget, in addition to major upgrades to stations and lines through specific project funding. The BAAT team manages a budget to deliver the Scottish Government's ambition to increase active and sustainable travel. Funding is provided direct to local authorities, and through a series of funding streams managed by the third sector, through the Active Travel Delivery Partners.

For STtS, the best method to contact TS is either to email them directly, or to email the STtS OD&M group on [ScotlandsRailwayforAll@networkrail.co.uk](mailto:ScotlandsRailwayforAll@networkrail.co.uk).

## Appendix 1: Funding Sources

There are many potential funding sources. A snapshot of funding streams available at time of writing includes:

- Cycling, Walking, and Safer Routes fund (CSWR): this is a pro rata allocation of capital funding from TS to each local authority. Under the management of Transport Scotland's BAAT team.
- Transformation Fund 2023/24: this is a new fund which prioritises direct funding from Transport Scotland to delivery partners for construction-ready projects that can be delivered in 2023/24. Open to Local Authorities, Regional Transport Partnerships, and National Park Authorities, this fund does not require match-funding and is managed by Transport Scotland's BAAT team.
- [Places for Everyone](#): this is a substantial capital fund held by TS BAAT and managed by Sustrans. It is for a range of projects, including feasibility studies, design, and on-the-ground delivery. Projects range in complexity from those that can be delivered in a single financial year to those multi-year, large scale projects.
- Regional Transport Partnerships also receive capital allocations directly from TS BAAT.
- Planning gain: local authorities have access to developer gain through Section 75 in Scotland, and Section 106 in England and Wales.
- Rail budgets: Transport Scotland (TS) funds rail in Scotland. Therefore, Scotland's Railway (SR) requests funding from TS for enhancements to the service, such as the type of project that could be used for improvements to deliver STtS.
- The [Ian Findlay path fund](#) for community-led developments and the [Smarter Choices, Smarter Places](#) programme under the management of Paths for All.

## Appendix 2: References

### Policy and Strategies

<a href="#">Sustainable Travel to Stations (STtS) Strategy</a>	Scotland's Railway
<a href="#">Rail Services Decarbonisation Action Plan</a>	Transport Scotland
<a href="#">National Transport Strategy 2</a>	Transport Scotland
<a href="#">Strategic Transport Projects Review 2</a>	Transport Scotland
<a href="#">Climate Change Plan 2018–2032</a>	Scottish Government
<a href="#">Designing Streets: A Policy Statement for Scotland</a>	Scottish Government
<a href="#">National Walking Strategy</a>	Scottish Government
<a href="#">National Planning Framework 4</a>	Scottish Government
<a href="#">Cycling Framework for Active Travel</a>	Transport Scotland
<a href="#">Control of works and excavations</a>	Roads (Scotland) Act 1984
<a href="#">Requirement of consent for new roads built other than by roads authority</a>	Roads (Scotland) Act 1984
<a href="#">SCOTS Guide for the Road Construction Consent and Road Bond process</a>	SCOTS

### Design Guidance and Manuals

<a href="#">Cycling by Design</a>	Transport Scotland
<a href="#">Design Guide for New Residential Areas</a>	Glasgow City Council
<a href="#">Design standards for accessible railway stations</a>	Department for Transport/Transport Scotland
<a href="#">Parking &amp; Mobility at Stations Design Manual</a>	Network Rail
<a href="#">Public Realm Design Guidance for Stations Guidelines</a>	Network Rail
<a href="#">Design Manual for Medium to Small Stations</a>	Network Rail

### Funding

<a href="#">Smarter Choices, Smarter Places</a>	
<a href="#">Places for Everyone</a>	
<a href="#">Ian Findlay Path Fund   Paths for All</a>	Paths for All

### Local Resources

<a href="#">Access Panels</a>	Disability Equality Scotland
<a href="#">Community Rail in Scotland</a>	Community Rail Network
<a href="#">Station Travel Plans</a>	ScotRail



## Appendix 3: Collaboration

Email contacts for collaborating to integrate stations are presented in the table below.

Collaboration Partner	Contact Details
User Representatives	<b>Disability Equality Scotland:</b> <a href="mailto:admin@disabilityequality.scot">admin@disabilityequality.scot</a> <b>Mobility and Access Committee Scotland:</b> <a href="mailto:macs@gov.scot">macs@gov.scot</a> <b>Community Rail Partnerships:</b> <a href="mailto:info@communityrail.org.uk">info@communityrail.org.uk</a>
Local Authorities	Contact the local authority directly or <a href="mailto:ScotlandsRailwayforAll@networkrail.co.uk">ScotlandsRailwayforAll@networkrail.co.uk</a>
Regional Transport Partnerships	Contact the RTP directly or <a href="mailto:ScotlandsRailwayforAll@networkrail.co.uk">ScotlandsRailwayforAll@networkrail.co.uk</a> <b>HITRANS:</b> <a href="mailto:info@hitrans.org.uk">info@hitrans.org.uk</a> <b>Nestrans:</b> <a href="mailto:nestransinfo@nestrans.org.uk">nestransinfo@nestrans.org.uk</a> <b>SEStran:</b> <a href="mailto:info@sestran.gov.uk">info@sestran.gov.uk</a> <b>SPT:</b> <a href="mailto:enquiry@spt.co.uk">enquiry@spt.co.uk</a> <b>SWestrans:</b> <a href="mailto:swestrans@dumgal.gov.uk">swestrans@dumgal.gov.uk</a> <b>Tactran:</b> <a href="mailto:info@tactran.gov.uk">info@tactran.gov.uk</a>
Bus Operators	<b>Confederation of Passenger Transport (CPT):</b> <a href="mailto:admin@cpt-uk.org">admin@cpt-uk.org</a>
Active Travel Delivery Partners	<b>CoMoUK:</b> <a href="mailto:info@como.org.uk">info@como.org.uk</a> <b>Cycling Scotland:</b> <a href="mailto:info@cyclingscot.scot">info@cyclingscot.scot</a> <b>Cycling UK:</b> <a href="mailto:jim.densham@cyclingscot.org">jim.densham@cyclingscot.org</a> <b>Forth Environment Link:</b> <a href="mailto:travel@felscotland.org">travel@felscotland.org</a> <b>Living Streets:</b> <a href="mailto:scotland@livingstreets.org.uk">scotland@livingstreets.org.uk</a> <b>Sustrans:</b> <a href="mailto:supporters@sustrans.org.uk">supporters@sustrans.org.uk</a> <b>Paths for All:</b> <a href="mailto:info@pathsforall.org.uk">info@pathsforall.org.uk</a>
Scotland's Railway	<a href="mailto:ScotlandsRailwayforAll@networkrail.co.uk">ScotlandsRailwayforAll@networkrail.co.uk</a>
Transport Scotland	<a href="mailto:info@transport.gov.scot">info@transport.gov.scot</a>
STtS OD&M Group	<a href="mailto:ScotlandsRailwayforAll@networkrail.co.uk">ScotlandsRailwayforAll@networkrail.co.uk</a>

## Appendix 4: Who's Who in STtS

### Steering Group

The Steering group provide strategic direction for STtS, and report progress to Scotland's Railway Executive, Transport Scotland, and other bodies.

Name	Position	Organisation
Matthew Spence	Director, Strategy, and Investment (Chair)	Network Rail
Catherine Hall	Head of Strategic Planning	Network Rail
John Lauder	Strategic Lead	Network Rail
Scott Prentice	Head of Business Development	ScotRail
James Ledgerwood	Head of Economic Development & Communities	ScotRail
Ross Clark	Service & Performance Analyst	Scottish Railway Holdings
Kathryn Chadwick	Active and Sustainable Travel Officer	Scottish Railway Holdings
Bettina Sizeland	Director of Bus, Accessibility and Active Travel	Transport Scotland
Fraser Lawson	Head of Policy Unit	Transport Scotland
Chris Clark	Rail Policy Team Leader	Transport Scotland
Fiona Hesling	Rail Freight and Cross-Border Policy Team Leader	Transport Scotland
Daisy Narayanan	Head of Placemaking and Mobility <i>(representing local authorities)</i>	City of Edinburgh Council
Beth Docherty	Active Travel Manager <i>(representing lead officers of RTPs)</i>	Strathclyde Partnership for Transport

## Operational Delivery & Monitoring Group (OD&M)

The OD&M provide operational direction for STtS, they assess performance against targets, and report progress to the Steering Group.

Name	Position	Organisation
Kevin Argue	Active Travel Manager	Glasgow City Council <i>(Representing LA AT Officers)</i>
Christine Francis	Head of Technical Services	Glasgow City Council <i>(Representing SCOTS)</i>
Lisa Cameron	Town Planning Manager	Network Rail
John Lauder	Strategic Lead, STtS (Chair to 09/24)	Network Rail
Robert Little	Property Services Manager	Network Rail
Richard Malloy	Lead Strategic Planner	Network Rail
Matt Powell	Head of Sponsorship	Network Rail
Stuart Laird	Engineering Manager	South Lanarkshire Council <i>(Representing SCOTS)</i>
Paul Finch	Senior Officer, Nestrans	Representing Regional Transport Partnerships
Scott Allan	Market Insight Analyst	ScotRail
Des Bradley	Transport Integration Manager	ScotRail
Alan Martin and/or Luke Macauley	Sustainable Travel Team Leads	Transport Scotland BAAT Team
Jacqueline MacDonald	Rail Accessibility Manager	Transport Scotland Rail Team
Robert McBride	Project Manager	Transport Scotland Rail Team
Chris Towers	Transport Scotland Rail Policy	Transport Scotland Rail Team