



Routes4Communities

Monitoring and Evaluation Plan

On behalf of **East Lothian Council**



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1 Introduction

1.1 Purpose of this plan

- 1.1.1 The purpose of this Monitoring and Evaluation Plan (M&EP) is to set suitable aims and objectives for the project "Routes4Communities" and put a plan in place for how they will be monitored and evaluated.
- 1.1.2 To demonstrate the scale of impact of the project, this M&EP provides a framework for:
- Longitudinal monitoring
 - More outcomes with a high level of attribution
 - Formative monitoring and evaluation
 - Process evaluation

1.2 Project background

- 1.2.1 East Lothian Council (ELC) has awarded Stantec to take forward the active travel elements of East Lothian Council's Sustainable Movement Plan which was prepared in 2020.
- 1.2.2 The outcome of the project will be a prioritised programme of active travel network improvements for the west-central area of East Lothian. The project deliverables are intended to be used to maximise the Council's chances of securing in-house and / or external funding to deliver the concept, developed and technical design stages.

1.3 Aims and Objectives

Project Aims

- 1.3.1 This project strives to complement and support the achievement of national aspirations for our transport network.
- 1.3.2 To this end, at a strategic level, Routes4Communities seeks to contribute to the accomplishment of the following four goals, (**Figure 1-1**) as included in the latest iteration of the National Transport Strategy, (NTS2).



Figure 1-1 NTS2 Aims

- 1.3.3 The aim of this project is to **increase and diversify the number of trips made by walking, wheeling, or cycling for everyday journeys through the study area**. This aligns with the aims of the major active travel funding programmes in view of opening up funding opportunities for the next project stages.

1.3.4 By improving active travel infrastructure, the outcomes of the project will make it more enjoyable for everyone to walk, cycle or wheel.

Project Objectives

1.3.5 A set of objectives have been identified from:

- National Transport Strategy (NTS2)
- Transport Scotland’s Active Travel Framework
- SEStran draft Regional Transport Strategy
- East Lothian Council’s Active Travel Improvement Plan

1.3.6 Table 1-1 below summarises the project objectives

Table 1-1 - Project objectives

ID	Project Theme	Project Objectives
1	Improving Local Connections	To ensure that there are appropriate active travel connections within settlements , to enable people to access local amenities, schools, places of work and transport hubs by active travel means for everyday journeys .
2	Connecting Communities	To create an integrated active travel network which improves connectivity between communities for functional, recreational and leisure purposes.
3	Supporting Sustainable Economic Growth	To increase access by active modes for people and goods to and from local economic centres .
4	Reducing Emissions and Air Pollution	To reduce carbon emissions and improve air quality and health by promoting the use of more sustainable
5	Reducing Poverty and Inequality	To increase accessibility by active mode and more sustainable modes in areas with higher Scottish Index of Multiple Deprivation gradings. Contributing towards tackling transport-related poverty, reducing inequality and build fairer and more inclusive communities .

1.4 Outcomes

1.4.1 The desired outcomes of this project have been inspired by Transport Scotland’s Active Travel Framework¹. The Framework presents key policy approaches to improve the uptake of walking and cycling in Scotland for travel:

- More people choosing to walk, cycle and wheel;
- High quality walking, cycling and wheeling infrastructure is available to all;
- Walking, cycling, and wheeling is safer for al.

¹ <https://www.transport.gov.scot/media/47158/sct09190900361.pdf>

1.5 Impacts

1.5.1 The proposed infrastructure interventions aim to generate the following positive impacts across the study area, including Prestonpans, Tranent and Longniddry:

- Reduced car trips and road congestion;
- Reduced accidents and collisions;
- Better physical, mental, and social health;
- Reduced carbon emissions to help reach national net-zero carbon goals;
- Improved inclusivity and reduced inequalities.

2 Monitoring and evaluation plan

2.1 Monitoring

2.1.1 The importance of establishing and following a robust monitoring approach is clearly laid out in the publication H.M. Treasury's Green Book: Appraisal and Evaluation in Central Government, the key document for scheme appraisal and evaluation in the UK. The Green Book stresses the importance of the 'ROAMEF' cycle and recommends that all schemes should be based on:

- A rationale (i.e., tackling problems and realising opportunities);
- Objectives, which reflect the rationale (in this case the project **and** community objectives and Sustrans aims and objectives); and
- **Appraisal.**

2.1.2 **Figure 2-1** shows that as an organisation moves towards the implementation **stage**, the ROAMEF cycle expects them to implement a monitoring programme designed to collect evidence on the performance of an investment. This should be put in place before the investment is made so it becomes possible to determine a scheme's success.

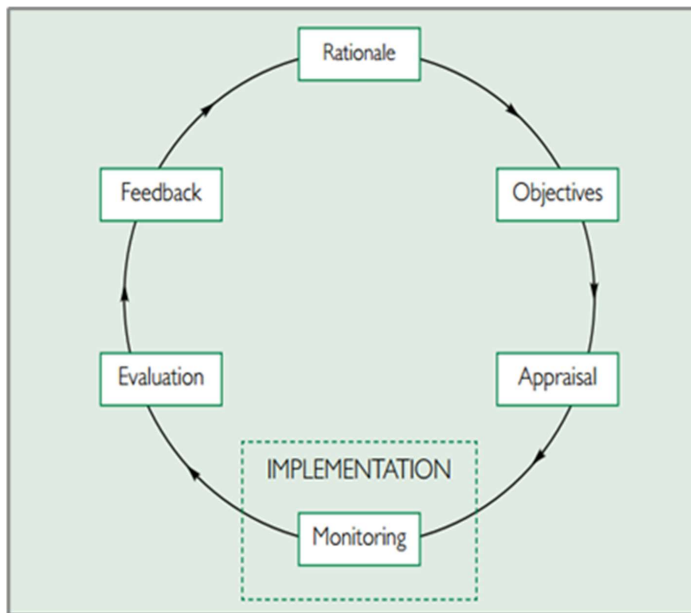


Figure 2-1 - ROAMEF Cycle.

Methods Employed

2.1.3

2.1.4 Table 2-1 below, shows the proposed methods to be deployed. These will be confirmed for individual Routes4Communities projects as they are taken forward.

Table 2-1 - Overview of suggested monitoring methods for individual Routes4Communities projects.

Element	Baseline	Purpose	Frequency	Notes
Quantitative Tools				
Manual bicycle/ pedestrian counts	Manual counts at identified locations in the project area to be collected 1 year prior to construction.	Identify changes in use on existing sections (i.e., increase in walking and cycling)	1 year pre-construction, subsequently annually for at least 5 years.	Budget to be set aside for this, depending on frequency.
Cycle parking counts	Manual counts to be carried out at identified locations by end of RIBA Design Stage 4.	Determine any increase in demand and latent demand.	1 year pre-construction, subsequently annually for at least 5 years.	ELC to deliver and can also be undertaken as a project by Junior Road Safety Officers at local schools.
Route user intercept surveys	Surveys at junctions, crossing points, footways with route users (shoppers, tourists, parents at school gates) to be carried out one year prior construction.	Determine impact / public acceptability of new infrastructure.	1 year pre-construction, 2 years post construction, subsequently every at least 5 years.	ELC to deliver and can also be undertaken by Junior Road Safety Officers at local schools (Through communication with parents / carers).
Workplace travel surveys	Could be undertaken pre-construction with school, hospital, and hospitality staff.	Determine changes in travel mode choice.	Annually	Not adopted yet.
School travel surveys	Hands Up Survey Scotland (HUSS) collected twice annually as well as to inform this study.	Determine changes in travel mode choice.	As undertaken by Sustrans (twice per year).	Data to be compiled pre-construction and compared against new data each year after construction.
Road traffic collisions	Accessible via STATS-19.	Monitor any changes over time.	Review annually	ELC to deliver through analysis of data from STATS-19.

- 2.1.5 Allowance should be made for delivering these monitoring methods within budgets being applied for. Some will fall within the project team's scope of work and others can be undertaken by local schools, local community groups or ELC.
- 2.1.6 A detailed annual monitoring programme will be prepared for RIBA Design Stage 3-4 once areas for intervention and phasing are defined.
- 2.1.7 A Monitoring Framework for the project is included in **Appendix A** and it sets out monitoring methods against the elements shown in **Figure 2-2** below.



Figure 2-2 Elements of the Monitoring Framework

2.1.8 A monitoring programme for year two post-construction is shown in **Table 2-**. Further details and dates will be confirmed at later stages once the programme for delivering individual schemes becomes clearer.

Table 2-2 – Indicative monitoring programme for year two post-construction.

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Element	Month											
	J	F	M	A	M	J	J	A	S	O	N	D
Manual counts							✓					
Cycle parking counts	✓						✓					
Route user intercept surveys (questionnaires)			✓						✓			
Workplace travel surveys (schools and nursery)										✓		
School travel surveys (Hand Up Survey) ²					✓				✓			
Road traffic collisions	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Traffic counts		✓					✓					
Review of active travel annual campaign	✓											

Formative baseline monitoring

2.1.9 Formative baseline monitoring involves collecting and evaluating data before project completion. The aim of formative baseline monitoring is to inform decisions on improving the project design and delivery.

² As determined by Sustrans, normally May and / or September.

2.1.10 **Table 2-** below summarises completed and ongoing baseline monitoring for the project and how findings informed concept designs.

Table 2-3 - Summary of formative baseline monitoring

Monitoring method	Analysis method	Year of data collection	Summary of findings	How finding informed designs
DfT Count Sites On-site observations	Descriptive statistics	2023	All links have been graded into volume classes in line with Cycling By Design	Traffic speeds and volumes were cross-referenced with Table 3.2 in Cycling by Design to determine the infrastructure required to meet the highest possible level of service.
Hands Up Survey Scotland	Descriptive statistics	2022	66% of P1-P4, 70% of P5-P7, and 56% of S1 to S7 travel to school by active travel modes only in East Lothian	Route improvements which cater for journeys to school score highest in design appraisal for 'Journey Type'.
Census data	Geospatial analysis	2011	Desire Line network plan in the main report sets out the outcomes of the census analysis.	

Longitudinal Evaluation

2.1.11 It is important that longitudinal evaluation is undertaken, and this would involve undertaking monitoring and evaluation at closer intervals for the first five years after a scheme is introduced and every five years thereafter. A longitudinal monitoring and evaluation plan is provided below in

2.1.12

2.1.13

2.1.14 Table 2-

Table 2-4 - Longitudinal Monitoring and Evaluation Plan.

Element	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
Manual counts	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cycle parking counts	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Route user intercept surveys (questionnaires)	✓			✓					✓					✓
Workplace travel surveys (schools, nurseries, hospital, and business park)	✓	✓	✓	✓	✓	✓	✓					✓		
School travel surveys (Hand Up Survey) ³	✓	✓	✓	✓	✓	✓	✓					✓		
Road traffic collisions	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Traffic counts	✓			✓					✓					✓
Review of active travel campaigns	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

2.2 Evaluation

- 2.2.1 The design team/s should carry out a robust evaluation to understand both quantified and behavioural impacts of project outputs. This will also make it possible to gauge the extent to which the objectives have been achieved, identify what has worked and what has not, and provide a basis for future prioritisation exercises.
- 2.2.2 The process evaluation includes identifying lessons learned for delivering similar schemes in the future, using a collection of qualitative and quantitative data to understand what worked well and what did not.
- 2.2.3 The draft Evaluation Framework is shown below in Error! Reference source not found..

³ As determined by Sustrans, normally May and / or September.

Table 2-5 - Evaluation framework.

Current Challenge	Project Aim	Project Objective	Input	Outcome	Impact	KPI
Lack of safe active travel infrastructure for end-to-end everyday journeys.	Create a safer, more active, and inclusive places, where people travel actively for everyday journeys.	Deliver an enhanced active travel network that meets higher level of service standards for all users.	Infrastructure connecting key destinations	More people choosing to walk, wheel or cycle.	Reduced car trips / congestion and a more active population.	Identified accessibility requirements are addressed in designs and Priority 1 routes are constructed and operational by 2030
Current infrastructure is not consistent and many barriers to accessibility prevent people with different levels of mobility to access services and amenities.		Improve accessibility for people walking, wheeling, or cycling.	Fully accessible infrastructure	People can navigate the project area without encountering any accessibility barriers.	Improved wellbeing	Identification of issue points and accessibility requirements by 2023 - complete.
						Identified accessibility requirements are addressed in designs and Priority 1 routes are constructed and operational by 2030.
National policy to reduce vehicle kilometers by 20% by 2030		Increase of people walking, wheeling, or cycling for their everyday journeys in the project area by 2030.	Fully accessible infrastructure and associated behaviour change campaigns	More people choosing to walk, wheel or cycle.	Improved wellbeing	20% increase from baseline data in active travel trips by 2030.
	Achievement of 20% increase from baseline data in pupils travelling actively to school by 2030.					
People are not aware of the benefits and opportunities	Deliver one active travel campaign each year post-construction of	Annual active travel campaign	More people are aware of the benefit of active travel.	Improved wellbeing	Achievement of 20% increase from baseline data in people travelling actively to work by 2030.	
					Deliver an annual active travel campaign from 2026 onwards.	

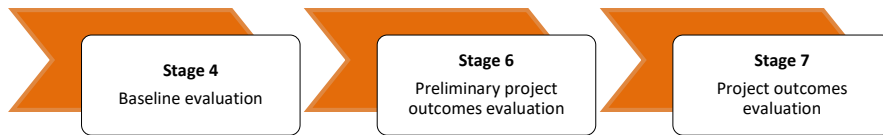
Current Challenge	Project Aim	Project Objective	Input	Outcome	Impact	KPI
related to active travel		proposed infrastructures.				
People do not feel safe enough when travelling actively		Improve people's sense of safety for active travellers.	Safe active travel infrastructure	More people feel safe to walk, wheel or cycle.	Improved sense of personal safety	A 20% improvement from baseline data in people's sense of safety in the study area by 2030.

2.2.4 An M&E Dissemination Plan will be developed with the following audiences for M&E outputs:

- Decision makers and funders, such as Sustrans.
- Residents and interest groups (organisations, businesses, and local schools) including through local social media / newspapers.
- Council employees and elected members

2.2.5 **Figure 2-3** below shows key communication outputs by project stage.

Figure 2-3 - Communication output by project stage.



2.2.6 The approaches adopted will be finalised at later stages and embedded within any future Communications Plan but could include the approaches listed below in **Table 2-**.

Table 2-6 - M&E Dissemination Plan Tools.

Tool	Channels	Main Target Audience
Internal and external engagement and dialogue.	Email, phone, documents, online presentations, and information sharing.	Decision makers and funders Partners Residents and interest groups
Review, completion and submission of reports and applications.	Email, phone, documents, online presentations and information sharing.	Decision makers and funders
Use of design drawings	Documents, information sharing, websites and social media.	Decision makers and funders Partners Residents and interest groups
Website content.	Council, Sestrans and other resident and interest groups websites.	Residents and interest groups
Social media posts.	Facebook and Twitter	Residents and interest groups
Press releases.	Local press and community magazines and special interest publications.	Residents and interest groups
Articles.	Relevant newsletters.	Residents and interest groups
Internal communications.	Council bi-monthly bulletin	Council employees and elected members
Updates to stakeholders	Email	Identified project stakeholders

Appendix A Monitoring and Evaluation Plan

Current Challenge	Project Aim	Project Objective	Input	Outcome	Impact	KPI	Monitoring method	Monitoring tools	Method of analysis	Timeframe	Delivery entity	Monitoring Cost
Lack of safe active travel infrastructure for end-to-end everyday journeys.	Create a safer, more active, and inclusive places, where people travel actively for everyday journeys.	Deliver an enhanced active travel network that meets higher level of service standards for all users.	Infrastructure connecting key destinations	More people choosing to walk, wheel or cycle.	Reduced car trips / congestion and a more active population.	Identified accessibility requirements are addressed in designs and Priority 1 routes are constructed and operational by 2030	Quantitative	Survey	Statistical	TBC	ELC	N/A
Current infrastructure is not consistent and many barriers to accessibility prevent people with different levels of mobility to access services and amenities.		Improve accessibility for people walking, wheeling, or cycling.	Fully accessible infrastructure	People can navigate the project area without encountering any accessibility barriers.	Improved wellbeing	Identification of issue points and accessibility requirements by 2023 - complete.	Quantitative and Qualitative	Survey GIS Audit Report	Review	2023	ELC	N/A
						Identified accessibility requirements are addressed in designs and Priority 1 routes are constructed and operational by 2030.	Qualitative	Report Audit	Review	2030	ELC	N/A

Current Challenge	Project Aim	Project Objective	Input	Outcome	Impact	KPI	Monitoring method	Monitoring tools	Method of analysis	Timeframe	Delivery entity	Monitoring Cost
National policy to reduce vehicle kilometers by 20% by 2030		Increase of people walking, wheeling, or cycling for their everyday journeys in the project area by 2030.	Fully accessible infrastructure and associated behaviour change campaigns	More people choosing to walk, wheel or cycle.	Improved wellbeing	20% increase from baseline data in active travel trips by 2030.	Quantitative	Counts	Statistical	2030	ELC	TBC
						Achievement of 20% increase from baseline data in pupils travelling actively to school by 2030.	Quantitative	Survey	Statistical	2030	Sustrans	N/A
						Achievement of 20% increase from baseline data in people travelling actively to work by 2030.	Quantitative	Survey	Statistical	2030	ELC	TBC
People are not aware of the benefits and opportunities related to active travel		Deliver one active travel campaign each year post-construction of proposed infrastructures.	Annual active travel campaign	More people are aware of the benefit of active travel.	Improved wellbeing	Deliver an annual active travel campaign from 2026 onwards.	Qualitative	Survey	Review	2026	ELC	N/A



Current Challenge	Project Aim	Project Objective	Input	Outcome	Impact	KPI	Monitoring method	Monitoring tools	Method of analysis	Timeframe	Delivery entity	Monitoring Cost
People do not feel safe enough when travelling actively		Improve people's sense of safety for active travellers.	Safe active travel infrastructure	More people feel safe to walk, wheel or cycle.	Improved sense of personal safety	A 20% improvement from baseline data in people's sense of safety in the study area by 2030.	Quantitative	RUIS	Statistical	2030	ELC	TBC