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Active
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England



Community-led NCN Improvement Fund

Application guidance



Image: Person on a bike passing route sign on the National Cycle Network (National Route 4, Bristol and Bath Railway Path, Severn and Thames). © 2017 J Bewley

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Walk Wheel Cycle Trust

Walk Wheel Cycle Trust is the charity making it possible for everyone to walk, wheel and cycle.

We work directly with communities to make change happen. Then we evidence the impact to influence policies to push those changes further.

Because people-powered movement changes everything. Our health. Our wellbeing. Our world. www.walkwheelcycletrust.org.uk

Walk Wheel Cycle Trust is a registered charity no. 326550 (England and Cymru), SC039263 (Scotland) and 20206824 (Republic of Ireland)

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Words in bold throughout the document are explained in the **Glossary section**.

Why are we providing this fund?

Enabling and supporting community-led activity on the **National Cycle Network (NCN)** is a key focus of Walk Wheel Cycle Trust's [2025-50 Strategy](#), to help deliver on our Love It, Green It, Connect It and Fix It strategic goals.

We want to enable and empower community groups to shape their local network because:

- Community groups have invaluable local knowledge and lived experience, as well as established trusted relationships and networks.
- Community-led activity helps develop the **NCN** to meet local needs, encouraging and allowing more people to use it.
- Local people care more about projects when they help create and run them, which builds long-term support and keeps change moving.
- It opens up further funding opportunities for community groups to further progress projects.
- It helps people within the community to learn and develop new skills, builds confidence and unlocks local capacity.

About the fund

This pilot scheme is funded by **Active Travel England (ATE)** through Walk Wheel Cycle Trust. Walk Wheel Cycle Trust will provide support for two community groups to progress an **infrastructure** focused project that, when completed, will allow more people to use their local **NCN** for everyday journeys.

The scheme aims to:

- Allow communities to shape, enhance and improve the **NCN**
- Increase the number of people who embrace and value their local **NCN**

- Increase the number of everyday walking, **wheeling** and cycling journeys on the **NCN**
- Increase the number and diversity of people using the **NCN**

Two successful projects will have access to **ATE** funded support which will include:

- Walk Wheel Cycle Trust staff resourcing including access to a multidisciplinary team who can provide resources, skills, knowledge and expertise.
- Access to a grant, which can be used to purchase activities, equipment or items and/or any services that cannot be provided by the Trust.

The support provided will be determined on a case-by-case basis, dependent on the skills and experience of the community group, type of project involved, and to ensure the **Construction (Design and Management) Regulations 2015** (CDM)¹ requirements are met.

Work delivered by this funding must be completed by **30th September 2027. ***

Selection will be through an open, competitive application process. The successful applicants will work with Walk Wheel Cycle Trust to identify required support needs and to develop the project, its objectives and targets. Walk Wheel Cycle Trust will continue to work with the community groups throughout the project.

*There may be scope to continue supporting projects if they are programmed beyond this point. This will be assessed on a case-by-case basis at the discretion of Walk Wheel Cycle Trust and Active Travel England.

Who can apply

The following organisations can apply if they are **based in England**.

- Constituted community groups*
- Community interest companies
- Social enterprises
- Small charities - (annual income of £250,000 or less)
- Town and Parish Councils
- Community development companies/trusts

* A community group is defined as an organised group of people who come together on a voluntary basis for the benefit of the local community. A constituted community group has a management committee, a constitution and its own bank account.

The term 'community group' in this document will be used as a collective term for all the above.

Project requirements

The Community-led NCN Improvement Fund is intended to identify and progress opportunities to improve the **NCN** for walking, **wheeling**, and cycling. All projects must:

- Support a greater number and wider range of people, to walk, wheel and cycle on the **NCN**.
- Enhance and/or extend the **NCN** once fully completed.
- Involve one of the following:
 - Be on the **NCN**.
 - Be on a route linking onto the **NCN**.
 - Create a new link into the **NCN**.
 - Extend existing **NCN**.

See a [map of the NCN](#).

- Help to achieve the Trust's [2025-50 Strategy](#) Love it goal - Locally loved routes, embraced by all.
 - Projects can also help to achieve:
 - Green it: A Network that rebuilds nature and connects everyone to it.
 - Connect it: Link up routes with transport options, communities and destinations.
 - Fix it: A seamless, safe and stunning Network built for everyone.
- Be community-led and demonstrate they are responding to a clearly identified community aim, need or issue.

- Involve the local community to positively input and shape improvements and enhancements of the **NCN**, through meaningful inclusive engagement.
- Aim to deliver physical **infrastructure** interventions, not only behaviour change measures.

Applications will be favoured that clearly demonstrate how they apply best practice in identifying the needs and impacts of the proposed project, and where this will lead to an increase in awareness and usage of the **NCN**.

Applications for projects that are in an area of **high deprivation** per the [Index of Multiple Deprivation 2025 \(IMD\)](#) will also be favoured.

Projects can include artwork or placemaking as part of a wider package of interventions, but not as the sole purpose.

Projects should also consider how they can address the climate emergency by reducing contributing factors or mitigating its effects. For example, projects may reduce car use or improve biodiversity in their local area.

Example projects include:

- New single A to B routes which people would use to make **everyday journeys** by walking, **wheeling**, or cycling. This could be to extend the **NCN** or provide links from/to the **NCN** to allow access to local services such as schools, health services, public transport links or connecting neighbourhoods.
- Improving existing **NCN** and link routes to enable more people to access the **NCN** by walking, **wheeling** and cycling including (but not limited to):
 - Widening and or resurfacing
 - Removing barriers
 - Undertaking repairs
 - Adding enhancements or placemaking elements which improve accessibility and/or safety

- Improved signage and wayfinding

What can be funded

Activity that can be supported through these pilot projects will be determined on a case-by-case basis. Eligible types of support that can be funded include:

- **Feasibility studies**
- **Options appraisals and concept designs**
- **Developed designs**
- **Technical designs**

It is unlikely that the funded support will include construction activity, yet small construction projects such as removal of barriers are not ruled out.

Support will be provided in the following ways:

- A grant paid directly to the community group for their use (subject to approval by Walk Wheel Cycle Trust).
- Services, items or activities purchased by the Trust on behalf of the project.
- Fully funded Walk Wheel Cycle Trust colleague time.

All expenses and staff time costs will be taken from the agreed funding pot allocated to each project. Further examples are provided below.

1. Walk Wheel Cycle Trust staff time:

- Project management support
- Advice and critical friend support
- Concept, Developed and/or Technical design*
- Undertaking surveys and audits e.g. ecological surveys, technical surveys
- Behaviour change and inclusive engagement support
- Monitoring and evaluation
- Landowner negotiations support
- Training

*It is unlikely that funding for all three design stages would be provided. Awards for design funding will be based on the scope and current stage of a project at the point of application.

2. Purchased services, activities or items:

- Services that cannot be reasonably provided by Walk Wheel Cycle Trust.
- Community engagement costs such as, but not limited to:
 - Venue hire
 - Refreshments
 - Resources - equipment, models, materials, printing
 - Translation and interpretation costs to enable inclusive engagement
 - Communications material - e.g. design and printing costs
 - Advertising costs
 - Web page development - design costs and fees
 - Digital engagement platform fees
 - Engagement tools
 - Payment of time e.g. accessibility forums
- Equipment and material (equipment, planters, furniture, plants) - include the cost of materials, delivery, and installation where applicable.
- Sculptures, murals and mosaics - only if part of a wider package.
- Small scale construction - such as barrier removal, resurfacing
- Licences and fees

What cannot be funded

The following items are not eligible for funding:

- Payment of expenditure committed or spent prior to the commencement of the project.
- Recoverable VAT for organisations who can recover their VAT costs.
- Staff time within the community group.
- Any works or activities on land that does not have the required public rights of way, landowner agreements, ownership or leases in place. It is

accepted that these may not be in place from the outset of the funded support.

- Purchase of buildings or land.
- Activity that is not seen to be inclusive or good practice.
- Activities of a political or exclusively religious nature.
- Interest payments or service charge payments for finance leases.
- Gifts or entertaining
- Undertaking commercial ventures that directly provide net profit to the recipient.
- Payments in kind.

The application process

You can apply via our [online form](#).

The first stage of the application is an eligibility test which all applicants must complete.

You will be asked the following questions:

1. Are both your group/organisation and your project based in England?
2. Are you a community-led group/organisation?
3. Is your project on the NCN or does it link into the NCN (including new sections extending the NCN)?

After completing the eligibility test, you will be made aware whether you are able to progress to Stage 1 of the application.

Stage 1 - application stage

If you are invited to complete an application form:

- Please answer all questions accurately to the best of your knowledge and as fully as possible within any set word limits.

- You will have the option to save your progress on the form and submit it later.
- The application form is compatible with screen readers. If you require an additional support to complete the questions or an alternative format, please contact **communityledncn@walkwheelcycletrust.org.uk**

The application stage will close at **10:00am on 10th July 2026.**

Projects put forward can be at various stages of development.

- All applications will be scored against set selection criteria.
- The top four scoring applications will be invited to attend Stage 2 of the application process.

Stage 2 - panel selection

Four shortlisted community groups will be invited to present their project online via Microsoft Teams to a panel of Walk Wheel Trust colleagues. There will be a question-and-answer section to help Walk Wheel Cycle Trust to better understand the project, the support needed and the likely impact the project will have once fully completed.

Each project will be scored against a set criterion by the panel and two successful pilot projects will be selected.

Successful projects

Successful community groups will work with Walk Wheel Cycle Trust to agree:

- Scope: what the project will and won't include
- Support: what support the community group needs to progress their project and how best to provide this
- Responsibilities and roles: who will be doing what and when
- Outcomes and outputs: what the objectives and targets will be

Accessibility

We want this funded support to be accessible to as many people as possible. If you would like to apply for the fund but feel you need additional support, please contact us at: **communityledncn@walkwheelcycletrust.org.uk**

Terms and conditions

The following terms and conditions apply:

All applications:

- Only one application can be made per community group.
- Only community groups based in England can apply.
- Evidence of the following, where applicable, will be required if shortlisted to Stage 2:
 - Public liability insurance.
 - Organisational governance documents including proof of bank account and constitution.
 - Evidence of landowner permissions or progress with negotiations.
 - Any design or plans developed for the project to date.

All shortlisted applications:

- The applications shortlisted to Stage 2 will be solely at the discretion of Walk Wheel Cycle Trust selection panel.

Successful community groups:

- The two successful projects will be offered solely at the discretion of Walk Wheel Cycle Trust awarding panel.
- The type of support will be determined on a case-by-case basis, depending on project complexity and requirements, community group experience in delivering this type of project and statutory requirements, including **Construction Design and Management (CDM)** responsibilities.

- Successful community groups must sign a legal agreement confirming their understanding of the pilot project requirements and commitment to delivering the project. An agreement with full terms and conditions will be sent to the successful applicants. This must be signed before any funds are released or support provided.

Successful community groups must agree to the following:

The below is not intended to be a comprehensive list of the full terms and conditions. This will be provided in the form of the legal agreement once the successful projects have been selected.

Project management, monitoring and reporting:

- Appoint a project manager, who will attend regular monthly meetings with Walk Wheel Cycle Trust.
- Undertake required monitoring, as directed by Walk Wheel Cycle Trust. This will be determined on a case-by-case basis depending on the nature of the project. Walk Wheel Cycle Trust will provide guidance, tools, training and services (as required) to support this.
- Provide regular progress reports to Walk Wheel Cycle Trust, at least quarterly, the frequency and content to be agreed once awarded.
- Provide a final summary project report detailing activities undertaken, impacts and achievements.
- Provide feedback based on the **community group's** experience of taking part in the Community-led **NCN** Improvement Fund pilot at the end of your project.
- Walk Wheel Cycle Trust may collect data and review the project before, during and after it takes place, to check how well the funded support has worked.

Legislation:

- When carrying out the project, groups must follow all relevant laws, including (but not limited to) the UK General Data Protection Regulation

(GDPR), the Human Rights Act 1998, the Data Protection Act 2018 and the **Construction Design and Management Regulations 2015**.

- Have a basic awareness of **Construction Design and Management Regulations 2015**.

Insurances:

- Have public liability insurance with a minimum limit of liability of no less than £10,000,000 for any one event.

Maintenance:

- Where relevant, the community groups, with support from Walk Wheel Cycle Trust, will develop a maintenance plan outlining what steps it intends to take once the funding support has finished, to maintain community assets installed as part of the Project.

Acknowledgement, publicity and intellectual property rights:

- Acknowledge Walk Wheel Cycle Trust and **Active Travel England**/UK Government in all promotional material and communications. Branding guidelines and logos will be provided.
- The community group gives Walk Wheel Cycle Trust and **Active Travel England** a non-exclusive, royalty-free and irrevocable licence to use any works, documents or other materials created (in full or in part) using the funded support, including any future copyright.

Receiving a grant

- If a grant is provided directly to the community group:
 - The grant must be shown in the bank accounts as a restricted fund and shall not be included as general funds.
 - Keep separate, accurate and up-to-date accounts and records of the receipt and expenditure of the grant monies received by it.
 - Provide a copy of its annual accounts within six months of the end of the relevant financial year if a grant is paid.
 - The Recipient shall keep all invoices, receipts, and accounts and any other relevant documents relating to the expenditure of the

Grant for a period of at least twelve years following receipt of any Grant monies to which they relate.

- When making a claim:
 - A grant claim form with appropriate account details must be completed on Walk Wheel Cycle Trust's Portal and authorised by two representatives of the project before any of the funds will be released.
 - Copies of all quotes and VAT receipts or paid invoices must be attached to the authorised form which equate to the sum of the grant being claimed.
 - It can take up to four weeks to receive the funds after submission of a grant claim.

- The grant recipient must secure the best value for money in all purchases of goods and services made for the purposes of the project. The grant recipient must obtain and provide to Walk Wheel Cycle Trust:
 - 1 quote for the provision of all goods and services with a cost of under £2,000 inclusive of VAT.
 - 3 written quotes for £2,000 to £12,000 inclusive of VAT
 - Competitive tender process for goods and/or services which are equal to or greater than £12,000 inclusive of VAT.
 - If a single tender procedure is followed because, for example, only a single contractor being capable of providing goods and services or other reason, it shall keep a record of the reasons why that procedure was thought appropriate.

The support and/or grant offered starts from the date of the agreement and must be fully completed (work undertaken, purchased or paid) by **30th September 2027**.

Grant recipients will be obliged to make repayment of all funding received in the event of a breach of the conditions of the signed agreement.

Timelines and targets

- The Stage 1 application period will be open for four weeks, opening on **12th June 2026** and closing on **10th July 2026**.
- Applications will be shortlisted. Shortlisted applicants will be contacted by **7th August 2026**. and will be invited to take part in the Stage 2 application process.
- Unsuccessful applicants will be notified after this date. Feedback may be available upon request at this stage in the process, dependent on the level of interest.
- Stage 2 application interviews will take place online using Microsoft Teams on **17th & 18th August 2026**.
- Success applicants will be notified by **24th August 2026**.
- Unsuccessful applicants will be notified after this date and feedback will be available.
- If the application is successful, the community groups will meet with Walk Wheel Cycle Trust colleagues to agree the support that will be provided (in the form of a grant and/or funded support time), what will be achieved, by who and when. This will take place within one month of being notified of award and form the basis of the agreement.
- The successful recipient will be required to sign a legal agreement. If applicable, grants can then be claimed via the Portal.
- At the end of the project, you will be required to produce and submit a final project report with evaluation, feedback and photographs. The report must be submitted within one month of the project completion date.
- All projects must be completed by **30th September 2027**.

The table below summarises these key milestones.

Milestone	Description	Completion date
Eligibility test and application form open	Online form	12 th June 2026

Closing date for application	10:00 AM	10 th July 2026
Applicants invited to the Stage 2 application process.	Applicants notified by email if successful	By 7 th August 2026
Unsuccessful applicants informed	Applicants notified by email and offered feedback	After 7 th August 2026
Stage 2 application interviews	Online via Microsoft Teams	17 th & 18 th August 2026
Successful applicant chosen	Applicants notified by email	By 24 th August 2026
Unsuccessful applicants informed	Applicants notified by email and offered feedback	After 24 th August 2026
Meeting with successful community group to determine support needed and activity to be delivered.	Meeting via Microsoft Teams	Within one month of being awarded
Agreements signed	Via Adobe Sign	Within one month of being awarded
All projects to be completed		By 30 th September 2027
Final report submitted	Online form	Within one month of completion of the project.

What you will be asked in the application

You can apply using our [online form](#).

You will be asked the following questions:

- Your group/organisation name
- The type of community group/organisation you are
- Contact name, email and phone number (to be contacted about the application).
- Group/organisation website link (if available)
- The name of your project.
- Please provide a link showing the outline of the project area. You can provide a 'What3Words' for the start and end of the route if needed. There is also an option to upload a map.
- Select which best describes your project by selecting from:
 - On the **NCN**.
 - A linking route onto the **NCN**.
 - Extends a route so it links into the **NCN**.
 - Creates a new link into the **NCN**.
 - Creates a new section of the **NCN**.
- The part of the NCN is your project on, near, or connected to including the route number. You can view a map of the National Cycle Network (NCN) including route numbers [here](#)
- If your project links to **local plans** or a **Local Cycling and Infrastructure Plan** with the option to upload any relevant documents.
- A brief description of your project (max. 500 words) including:
 - What is the project aiming to achieve?
 - Why is this needed?

- A link to your project website if available.
- What type of support is being requested by selecting from:
 - Project Management
 - Advice and critical friend
 - Concept, Developed or Technical design
 - Surveys and audits
 - Behaviour change and inclusive engagement
 - Monitoring and evaluation
 - Landowner negotiations
 - Training
 - Grant Funding for purchased services, activities or items
 - Other (please specify)
- What RIBA stage ([more info here](#)) is your project currently at by selecting from:
 - Stage 0: Strategic Definition - Establishing the project brief and objectives.
 - Stage 1: Preparation and Brief - Developing the project brief and initial feasibility studies.
 - Stage 2: Concept Design - Creating initial design concepts and exploring options.
 - Stage 3: Developed Design - Finalizing the design and preparing for technical documentation.
 - Stage 4: Technical Design - Producing detailed drawings and specifications for construction.
 - Stage 5: Construction - Overseeing the construction process and ensuring compliance with the design.
- An option to upload any relevant files regarding project work that has already been completed if available.
- Details of any landownership and what permissions have been gained, or progress that has been made towards gaining this.

- Tell us about your group and what experience, skills, and expertise you have to deliver your project (max. 300 words).
- An estimate of how many hours a month your group can dedicate to this project.
- A description of what people, groups and organisations you will involve and how you will engage with them in your local community (max. 300 words).
- Any examples you have of previous community engagement and/or examples of working with local communities and organisations (max. 300 words).
- Information on if you have secured any other funding for this project.
- A description of how your project will help us to meet the aims of our [2025-50 Strategy](#).

We want to build a national walking, **wheeling** and cycling network that brings everyone closer to the places and people they love. Our Build goal has four strands: - **Love It - Green It - Connect It - Fix It**

The Love It strand aims to harness the passion people have for the places where they live, work, play and belong to. All projects in the Community-led NCN Improvement Fund should align with the Love It strand.

If you like, you can also highlight how it aligns with the other strands. Please focus on where your project has the strongest impact. We welcome responses based on lived experience, community knowledge, and local insight.

- **Love it:** How will your project help people feel welcomed, confident, and proud to use this part of the route, especially people and communities who are currently under-represented? (max. 300 words)
- **Green it:** (Optional) How will your project protect, enhance, or help people connect with nature or the local environment along this route? (max. 150 words)
- **Connect it:** (Optional) How will your project help people better connect to places they need or value (such as shops, schools, services, nature, or public transport)? (max. 150 words)

- **Fix It:** (Optional) How will your project improve the route itself or people's experience of using it (for example safety, accessibility or wayfinding)? (max. 150 words)

Making a good application

When writing an application a few basics will increase the chances of your application being successful:

- Demonstrate you have read all the guidance. Do this by ensuring your application matches the aims and eligibility requirements of the fund.
- Show you have carefully thought through your project ideas and how your community group can deliver your plans.
- Write clearly and concisely in plain English. Please avoid jargon and abbreviations.
- Answer all the questions on the application form fully, but within the requested word limits.
- Be realistic and transparent; where your organisation does not have specialist knowledge or anticipates difficulties, please say so. This will allow us to better understand what support is needed for a project to succeed.
- Demonstrate a willingness to aim for best practice.

Useful links

[Active Travel England's website](#)

[Walk Wheel Cycle Trust 2025-50 Strategy](#)

[Information on the National Cycle Network](#)

[Map of the Nation Cycle Network](#)

[Walk Wheel Cycle Trust Network Development Plan](#)

[Introduction to Construction \(Design and Management\) Regulations \(CDM\) 2015](#)

Glossary

Active Travel England (ATE) - A government agency in the Department for Transport. It works to make walking, **wheeling** and cycling the easy choice in England by providing guidance, funding and support, and by advising on local plans and major planning applications. ATE has provided Walk Wheel Cycle Trust with funding to run this initiative.

Concept Design - A design(s) that has been based on the outcome of the feasibility study. This should be an initial, yet informed, idea of what will be taken forward.

Construction (Design and Management) Regulations (CDM) 2015 - Regulations which govern health and safety standards across construction or building projects. CDM covers the roles and responsibilities of anyone involved in the design or construction of a built project, from the outset through to when a project is in use. This short video [Introduction to CDM Regulations](#) provides further information on this.

Consultants - A person or organisation providing expert services in a particular field of work, usually for money.

Developed Design - A furthered concept design that confirms route alignment and is informed by a multitude of evidence-led and context-specific factors. For example, technical surveys, traffic counts, deliverability reviews, construction costs, EqlA, etc. will inform decision making for the chosen route alignment and concept.

Everyday journey - A frequently occurring trip from one place to another that might take place on any day of the week. Examples include going to school, visiting a supermarket, commuting to a place of work, or popping to the gym. Everyday journeys are likely to be short and utilitarian (usually less than 5 miles). Going for a long cycle ride for leisure purposes is not considered an everyday journey, however accessing leisure facilities or greenspace, where you might otherwise use a car or public transport, is.

Feasibility Study – An analysis that considers a variety of factors including economic, geographical, technical, legal amongst other issues/opportunities. This helps to create a strategic case, determine the likelihood of completing the project and what measures will be required to complete it successfully.

Infrastructure – Within the context of active travel, the built environment supporting walking, **wheeling** and cycling: e.g. paths, bridges, embankments, boardwalks.

Local Cycling and Walking Infrastructure Plans (LCWIPs) – Are developed by local authorities to improve walking, cycling, and **wheeling** networks, they are developed to provide a long-term strategic approach to developing walking and cycling networks.

Local Plans – Are produced by a local planning authority that sets out policies and proposals for the development and use of land in a specific area.

National Cycle Network (NCN) – A UK-wide network of signed paths and routes designed for walking, **wheeling** and cycling. Walk Wheel Cycle Trust are the custodians of the **NCN**. Some of the **NCN** is owned by the Trust but much of it goes through private and local authority land.

Options Appraisal – A review of potential options and possible solutions with a cost and benefit analysis undertaken for the entire project, or different features of it. An options appraisal should be linked to the project aim and objectives and it can include a variety of elements that help to reach decisions. If done well, an options appraisal should present a clear preferred option and outline to take a project forward, highlighting constraints, costs, and impact.

Placemaking – A multi-faceted approach to the planning, design and management of public spaces. Placemaking capitalises on a local community's assets, inspiration, and potential, with the intention of creating public spaces that promote health, happiness, and well-being for everyone. Changes to public spaces need to be changes that are for everyone.

Technical Design – Detailed layout plans and specifications for construction.

Wheeling – Movement using any kind of wheeled mobility aid including mobility scooters, wheelchairs, or prams. Some disabled people may identify with this term, but it is important to allow all people to self-identify.

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Walk Wheel Cycle Trust is a registered charity no. 326550 (England and Cymru), SC039263 (Scotland) and 20206824 (Republic of Ireland)