

Record of Officer Decision

Decision title:	To agree the proposals to spend the Active Travel England (ATE) Capability and Ambition Funding grant allocation
Date of decision:	3rd February 2023
Decision maker:	Director of Resources and Assurance in consultation with Cabinet Member and Corporate Leadership Team.
Authority for delegated decision:	<p>The Financial Procedural Rules within the council's Constitution of 20 May 2022, (part 4 section 7) sets out that approval is required from the Chief Finance Officer (in consultation with Management Board and relevant Cabinet Member) for any application for external grant funding over £10,001.</p> <p>Part 4 Section 7 Financial Procedures Rules.pdf (herefordshire.gov.uk)</p> <p>Following approval of the grant application, the Section 151 officer has signed off to accept and spend the funds offered by Active Travel England. This Record of Officer Decision sets out how these funds will be spent.</p>
Ward:	Countywide
Consultation:	Consultation has taken place with Cabinet Member for Infrastructure and Transport, Cabinet Member – Commissioning, Procurement and Assets; the council's procurement, finance, legal services and communications teams.
Decision made:	<ul style="list-style-type: none"> • To accept and spend the offered grant of £67,124 from Active Travel England (ATE). • To purchase a Traffic Technology multi-modal sensor to monitor cycle and pedestrian movements over an initial 5-year period at a cost of £6,979.80, on the St Owen Street LTN 1/20 contraflow scheme to meet Department for Transport (DfT) and Active Travel England monitoring and evaluation requirements. • To commission the services of Phil Jones Associates (PJA), through a contract variation on the current Hereford City Masterplan programme, to develop a countywide Local Cycling and Walking Infrastructure Plan (LCWIP) for Herefordshire for a cost of up to the balance of £60,144.20. This approach has been reviewed and signed off by the Commercial team. The LCWIP commission will follow the six stage process as set out in the Department for Transport's LCWIP Technical Guidance for Local Authorities¹ comprising: <ul style="list-style-type: none"> - Stage 1- Determining Scope - Stage 2- Gathering Information - Stage 3- Network Planning for Cycling - Stage 4- Network Planning for Walking - Stage 5- Prioritising Improvements - Stage 6- Integration and Application
Reasons for decision:	<p>LCWIP Commission:</p> <p>1) ATE have been clear that local authorities are expected to have an LCWIP in place before bidding for capital and/or revenue funds for</p>

¹ DfT Local Cycling and Walking Infrastructure Plan: Technical guidance for local authorities (2017)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/908535/cycling-walking-infrastructure-technical-guidance-document.pdf

	<p>future active travel projects. Indeed, it is expected that any bid for funding without an LCWIP in place will be rejected except in exceptional circumstances.</p> <ol style="list-style-type: none"> 2) PJA are currently developing an LCWIP for Hereford as part of the City Masterplan project and are therefore familiar with the county, and have already collated a lot of the background evidence required to be able to expand the LCWIP to countywide. This will enable PJA to start work immediately on drawing up the detailed elements of the plan. 3) PJA co-authored the LCWIP guidance alongside the Department for Transport (DfT) in 2017 and therefore have extensive knowledge of the requirements of an LCWIP. They have also worked as trusted advisors to ATE for walking and cycling strategies and LCWIPs. 4) PJA have experience on working on LCWIP's for other shire local authorities including Oxfordshire, Northamptonshire, Somerset and Lancashire. <p>Monitoring active travel schemes:</p> <ol style="list-style-type: none"> 5) All authorities in receipt of the ATE Capability and Ambitions Fund grant are required to submit a 6-month and 12-month monitoring report to ATE outlining total outputs and spend. 6) The Traffic Technology multi-modal sensor is the recommended option to monitor cycle and pedestrian movements on St Owen St contraflow. Quotes were sought from three companies, however, only two companies were able to provide quotes because they are the only two suppliers who provide this type of monitoring technology in the UK.
<p>Highlight any associated risks/finance/legal/equality considerations:</p>	<ol style="list-style-type: none"> 1) PJA have provided a quote for the development of the countywide LCWIP to provide confidence that the work will remain in budget. 2) The cost of the Traffic Technology and 5 year license is fixed and already accounted for in the funding allocation meaning there is no financial risk to council budgets.
<p>Details of any alternative options considered and rejected:</p>	<ol style="list-style-type: none"> 1) To not develop a LCWIP. This is not recommended because, without a LCWIP, it is most unlikely that any future active travel schemes would receive ATE or DfT funding, making it impossible to deliver the aspirations of the Hereford Masterplan or of the Local Transport Plan. 2) To not commission PJA to undertake the countywide LCWIP. This is not recommended for the following reasons: <ol style="list-style-type: none"> a. this will add significant time to the overall programme and there is a risk that the LCWIP will not be completed by the timescale set out in the bid to ATE; b. the additional time required by an alternative consultant to get up to speed with the new LCWIP guidance and the work undertaken to date for the Masterplan could increase the overall cost of the commission, which hasn't been budgeted for in the bid. 3) An alternative option of using a Vivacity sensor (£5,036) was considered for monitoring St Owens St pedestrian and cycle movements, however, this option was rejected because it does not offer as many benefits as the recommended option, compared to the marginal difference in cost.
<p>Details of any declarations of interest made:</p>	<p>None recorded.</p>

Signed..... Date: 03/02/2023

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