**WELSH GOVERNMENT ACTIVE TRAVEL FUND FY2021-22**

**SCHEME APPLICATION FORM**

*Local Authorities shall complete one form per scheme. A scheme may comprise a single project or package of associated projects*

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| **Local Authority** |  |
| **Scheme Name** |  |
| **Scheme Priority Rank Number** |  |
| **Existing or New Scheme** |  |
| **Date of Scheme** | Start Estimated Completion |
| **Funding required for 2021-22** | *£’000s* |
| **Total funding required to complete scheme from 2022-23 onwards** | *£’000s* |
| **What is the funding required for: (**select one**)** | *Scheme Development / Construction* |
| **Current scheme Stage Gate:** |  |
| **Stage Gate to be achieved if funding is awarded:** |  |
| **Suggested Scheme Category (1-4):** |  |
| **Project Manager Contact Name** |  |
| **Contact Telephone** |  |
| **Contact email** |  |
| **Authorised by (e.g. Head of Finance or Transport Services)** | Name:  Job Title:  Signature: |

1. **Scheme description**

Please provide the INM reference number of the routes to be delivered as part of your scheme together with a brief description of the scheme. This should include details of the key outputs (e.g. what is the scheme going to look like, will it be a segregated cycle track, shared-use route, new footway or area-wide measures to create filtered permeability)?

If your application is for a scheme, or package of schemes, that will take longer than a financial year to complete, we require a description of the whole scheme/package of schemes and confirmation of which elements are to be delivered in each financial year. Applications for a package of schemes should contain a costed list of the associated projects in priority order.

Attach location maps at an appropriate scale to show the extent of the scheme and to show the in context with the surrounding area, including showing key destination/origin points and how it connects into the wider active travel network. Copies of general arrangement and other relevant project(s) drawing(s) or other supporting information should be provided separately.

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| **INM Reference Number(s):** |  |
| **OS GB grid reference:** |  |
| *Example:*  *The scheme to be delivered in 2021/22 will provide a continuous 3m-wide off-road shared-use route for pedestrians and cyclists between Point A and Point B along [insert roads], the proposal will connect with existing routes (insert route number/name if appropriate) and facilities serving [insert point of interest/location] and includes:*   * *Upgrade of ‘crossing point at [insert location] to provide a parallel crossing for cyclists* * *Widening of existing 1.5m footway to provide a 3m shared use path plus a 0.5m verge between [insert point of interest/street name etc.] and [insert point of interest/street name etc.] for a distance of approximately ‘x’ km* * *New pedestrian crossing point at [insert location]* * *New cycle parking facilities at [insert location] to provide a shelter and 5 Sheffield stands* * *Installation of [insert number] new signs* * *Narrowing of junction of [insert road name] and [insert road name] to allow creation of priority crossing for pedestrians and cyclists* * *Installation of traffic calming features at 60m intervals along [insert road name] to create a 20mph zone and improve carriageway conditions for cyclists* * *Implementation of modal filters on [insert road name] to prevent rat running and improve on-road conditions for cyclists and pedestrians accessing [insert point of interest]*   *If submitting a package bid, provide the above information for each element of the package (as relevant) and provide a cost for each element if known.* | |

1. **Strategic Case – The Case for Change**

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| **What are the objectives of the scheme?** The objective(s) must be SMART (Specific, Measurable, Achievable, Realistic, Time-bound) | | |
| *Example:*   * *To increase the number of active travel journeys being undertaken between [insert origin point] and [insert destination point] by ‘x’% within 3 years of scheme completion.* * *To reduce the level of air pollution along [insert road name] within 3 years of scheme completion* * *To improve people’s perception of the safety and attractiveness of the route among the key target audience [e.g. primary school children, local residents] within 1 year of completion* | | |
|  | **Current and Future Issues**  What are the local and wider issues that this scheme will address in the short and long term? Include baseline data where available. What will happen if no action is taken? e.g. Lack of physical activity, climate change, obesity and poverty.  *Attach any evidence you have that may illustrate your points e.g. photographs, baseline monitoring. Your local Well-Being Assessment may include relevant information to support your answer.* | |
| *Example:*  *The communities of [insert name and population size* *] and [insert name and population size] are connected by the AXXX corridor but there is a lack of suitable active travel provision with no dedicated facilities and x’000 vehicles a day travelling along this section of road during a 24-hour period with an 85%ile speed of ‘xx’ mph and an average speed of ‘xx’ mph.*  *Within the local health board area, ‘xx’% of adults will be obese by 2025, whilst in 2017/18, ‘xx’% of children aged 4 and 5 were classed as obese (how do these compare to the Welsh average). ‘xx’% of adults within the area are not physically active on any day of the week (how does that relate to the all Wales average?). Only ‘xx’% of adults are physically active to the recommended guidelines of 5 days or more a week.*  *Xx number of households do not have access to a car and public transport to key services is limited to ‘x’ services an hour contributing to social isolation for those without access to a private car. In 20XX, there were ‘x’ accidents involving pedestrians and cyclists with ‘x’ killed or seriously injured and a further ‘y’ receiving other injuries.*  *Air pollution is an issue within the area with Air Quality Management Areas declared in [insert area/street name if appropriate] and several other areas such as [insert names of locations as appropriate] with levels of traffic related air pollution approaching acceptable limits.* | | |
| **Does this scheme fit with existing local and national policies and plans?** e.g. Local Transport Plan and other related policies and plans. Refer to your local PSB Well-being Plan and Assessment and your own local authority Well-being Plan. Does the scheme contribute to wider policy or strategy areas? *e.g. de-carbonisation, air quality, health, green infrastructure, biodiversity, play sufficiency?* | | Yes/No |
| Please provide further details: | | |
| *Example:*   * ***Local Development Plan (XXXX to XXXX)*** *– The scheme supports the aspiration of achieving a modal shift target of [insert target as appropriate]* * ***Local Transport Plan XXXX-XXXXX*** *– The scheme is listed as a top priority within the short-term programme of the LTP* * ***Integrated Network Map*** *– The scheme is prioritised as Priority No.’xx’ within the INM* * ***PSB Well-Being Plan*** *– The scheme will contribute to achieving Well-Being Objective [insert reference as appropriate]* * ***Corporate Plan*** *– The scheme will contribute to achieving the following corporate improvement priorities listed in the Council’s Corporate Plan [insert references as appropriate]* * *[Insert links to other relevant documents including regional strategies/plans, local or regional regeneration strategies or other WG strategies such as Valleys Regional Park or similar as appropriate****]*** | | |
| **Supporting measures**  Did you consider any supporting measures to help achieve the objectives? *Including non-infrastructure measures such as cycle training, travel plans etc.* | | Yes/No |
| Please provide further details: | | |
| *Example:*  *The scheme will link [insert name of community/origin] with [insert school name] and the school currently participates in both the Kerbcraft and National Standards Cycle Training programmes. Whilst non-infrastructure measures, including additional training for adult cyclists within the community and activities to promote the scheme are planned as part of the overall package to enhance its impact, the existing route conditions fail to meet the minimum standards set out within the draft Active Travel Guidance and therefore non-infrastructure measures alone will not achieve the scheme objectives.* | | |
|  | **Option Assessment**  *Did you consider any alternative options or arrangements? e.g. whether provision should include off-road on on-road options, segregated or shared-use, provision of light segregation or speed reduction measures? How did you decide on your preferred option?* | Yes/No |
| Please provide a summary of any appraisal undertaken that demonstrates this stage or attach relevant documents to this application. ***This should include an assessment of how each option performs against the scheme objective(s), taken from your WelTAG assessment.*** | | |
| *Example:*  *[Insert a summary of any options assessment undertaken such as an appraisal of each option against the scheme objectives (following WelTAG) or an appraisal of the benefits and negative impacts of the scheme including feedback from stakeholders]*  *A number of scheme options were considered during the concept design phase including:*   * *Provision of an off-road shared-use route* * *Lightly segregated on-road cycle routes with the removal of on-street parking* * *Provision of traffic calming to enable cycle use within the existing highway whilst retaining on-street car parking for local stakeholders* * *An alternative route alignment along [insert relevant information]*   *These options were assessed against the scheme objectives/impact on wider policies/programmes/stakeholder requirements and XX was identified as the preferred option identified [provide a copy of the assessment as an appendix].* | | |

1. **Strategic Case – Fit with Grant Objectives**

Please outline below how your scheme fits with the relevant grant objectives.

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| **Grant objectives** | **Scheme Contribution**  *(maximum of 400 words per response for each objective)* |
| * Encourage modal shift from car to active travel in isolation or in combination with public transport | *Include evidence from any surveys of local stakeholders that might support this, reference to current travel to work data including journey lengths. Commentary on quality of provision at present and how will route facilitate modal shift e.g. priority of AT over motorised vehicles, provision of safe off-road facilities.* |
| * Improve active travel access to employment, education, key services and other key traffic generating destinations | Example:  *The scheme will provide access to the following origin points [insert list of settlements/communities served by the scheme] and the following destination points [insert list of relevant destination points e.g. schools, large employments sites, town centres]* |
| * Increase levels of active travel | *Provide any evidence that could demonstrate how the scheme will increase active travel levels. This could include survey data, PCT outputs or refer to the impact on levels of use experienced on other similar schemes within the LA area.* |
| * Connect communities | *Provide information on how the scheme connects communities, including whether the scheme reduces community severance by overcoming existing physical or social barriers that currently prevents people walking, cycling, or wheeling*  ***Example:***  *The scheme will create an off-road shared-use route between [insert location] and [insert location] providing a key link between these two communities where currently there is no provision for access by active travel due to a lack of footway/conditions for cyclist do not meet the standards set out in the AT Guidance.*  I*t will connect local estates which are split by a 40mph highway and provide fit for purpose crossing facilities which will remove a key barrierto walking for vulnerable people.* |

1. **Transport Case – Impact Assessment**

Transport schemes must seek to maximise their contribution to the well-being goals. Please provide a summary of the impacts of the scheme to the well-being goals.

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|  | How does your scheme fit with the national well-being goals? *Refer to your local PSB Well-being Plan and Assessment, and the Future Generations Framework* [*https://futuregenerations.wales/wp-content/uploads/2017/12/FGCW-Framework.pdf*](https://futuregenerations.wales/wp-content/uploads/2017/12/FGCW-Framework.pdf) *for further information.* *Provide key qualitative/ quantitative supporting evidence where relevant.* | |
| **Well-being Goal** | | **Scheme Contribution** *(maximum of 400 words for each goal)* |
| **A prosperous Wales**  Please consider transport costs, accident costs, productivity, local economy, land, capital costs, and revenue costs. Include evidence where available. | | ***Example****:*  *Congestion along the AXXX is impacting on local businesses and residents, delaying deliveries and commuting times and impacting on productivity within the area. The scheme will encourage modal shift from the car for local trips contributing to improved traffic flows.*  *There were xx accidents involving pedestrians and cyclists along this corridor in XXXX.*  *How will the scheme contribute to local employment .e.g. during construction use of local suppliers.* |
| **A resilient Wales**  Please consider journey time and journey time reliability, opportunities for green infrastructure and SME businesses e.g. bike repair/cafes. | | ***Example****:*  *By providing priority for active travel journeys over motorised vehicles at key junctions along the route, the scheme will reduce journey times for active travel users thereby increasing attractiveness of both modes.*  *The scheme seeks to improve green infrastructure through the provision of xx trees along the route. The scheme incorporates rain gardens, which reduce the risk of localised flooding.*  *The estimate journey times for pedestrians, cyclists and motorised vehicles travelling between [insert location] and [insert location] are [insert average journey times].* |
| **A healthier Wales**  Please consider physical activity, air quality, number and severity of accidents and security | | *Where appropriate refer to earlier responses regarding physical activity levels, accident levels and air quality and summarise here.* |
| **A more equal Wales**  Please consider journey quality, access to employment, access to services, affordability. | | *e.g. Does the scheme provide for communities with an identified social need/ranked in the bottom 15% of the WIMD in overall terms or access to services? Will the scheme improve the quality of journeys for active travel users?* |
| **A Wales of cohesive communities**  Please consider community severance. | | *Where appropriate refer to earlier responses. Provide information on how the scheme connects communities, including whether the scheme reduces community severance by overcoming existing physical or social barriers that currently prevents people walking, cycling, or wheeling* |
| **A Wales of vibrant culture and thriving Welsh language**  Please consider cultural impacts including welsh and other languages, artwork, cultural diversity e.g. BAME communities. | | ***Example****:*  *The stakeholder engagement process will be undertaken bilingually [or in any other languages/formats relevant to the areas served by the scheme] by officers with the ability to speak Welsh. All publicity, marketing and signage associated with the scheme will be bilingual and comply with the Council’s Welsh Language Policy.* |
| **A globally responsible Wales**  Please consider noise, greenhouse gases, landscape, townscape, historic environment, biodiversity, water environment | | ***Example****:*  *Procurement for the scheme will follow the Council’s Contract Procedure Rules to ensure that all supply chains are fair, ethical and sustainable.*  *Whenever possible we will utilise local suppliers and contractors to ensure we contribute to the economic wellbeing of the local community.*  *The scheme is expected to lead to a reduction in car trips of xx per annum which will have a positive impact on levels of noise and a reduction in CO2 emissions of ‘x’ kg.*  *As the majority of the scheme is within the existing highway boundary it will have a minimal impact on the townscape and historic environment although the scheme will enhance the landscape through provision of additional green infrastructure.*  *An ecological assessment has been undertaken and no major issues were identified impacting on flora or fauna.*  *The scheme has been designed to ensure the risk for polluting adjacent watercourses is minimal. Residual risk will be passed to the contractor to address in their Risk Assessment and Method Statements. The SuDS approval body have determined that a SuDS application is not necessary for this scheme.* |

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|  | The Well-Being of Future Generations (Wales) Act 2015, places a duty on public bodies to seek to achieve the well-being goals and objectives in everything they do. How does your scheme fit with your local well-being goals/objectives? *Refer to your local PSB Well-being Plan and Assessment and your own local authority Well-being plan.* | |
| **Local Well-Being Objectives** | | **Scheme Contribution (max. 400 words for each objective)** |
| *Identify relevant local well-being objectives and insert here* | | *How does your scheme contribute to each of your relevant local well-being objectives?* |
| ***Example****:*  *Prosperous People and Places* | | ***Example:***  *The creation of active travel route linking to key employment sites such as [insert location(s)] helps to support people and businesses to drive prosperity as referenced in the ‘Prosperous & Secure’ wellbeing objective in the Prosperity for All national strategy.* |
| ***Example****:*  *Strong Communities – To build strong communities with a sense of pride and belonging* | | ***Example:***  *Active travel links perform an important role in reducing the severance caused by roads, and provide human-scale points of connection between our communities. Links between districts which are well used and become intrinsic to community life, perform an important role in promoting community cohesion, street life and character.* |
| ***Example****:*  *Enable people to live active, happy and healthy lives. Support physical and mental wellbeing through promoting healthy behaviours* | | ***Example:***  *What progress will look like in the long term:*  *Sound links across the PSB and the mid-Wales Health and Car Collaborative will support a county-wide, fully functional practical model of social/green prescribing and preventative health with associated systems and protocols. People will be more active participants in their future health, seeking out opportunities for mental and physical health through cultural engagement and physical activity and other healthy behaviours which the PSB will support and facilitate.*  *The scheme will contribute to the physical and mental health and well-being of individuals both now and in the future. New infrastructure such as the cycle shelter and cycle repair station will enhance provision in the town and help encourage people to use the facilities and make more active journeys.* |

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|  | How will your project minimise its own negative impacts? (max. 400 words)  *e.g. minimising waste, construction and transport emissions; habitat loss or deterioration, increasing tarmacked or paved surface area* |
| ***Example****:*  *During the design and planning stages, various impact assessments have been undertaken covering biodiversity and environment to ensure compliance with the current legislation.*  *A waste management plan is in place to recycle material as a result of construction works. The surface utilised will be sourced locally and local contractors will be employed to supervise the work limiting the carbon footprint resulting from the works. The infrastructure introduced as part of the scheme will utilise materials that are sustainable thereby reducing the need to be replaced regularly. Recycled products and materials will be sourced and used wherever possible including the aggregate for the construction of the multi-user route surface. Marker posts and fencing materials will be manufactured from recycled plastic. Low maintenance materials will be used to ensure a lower ‘full-life’ cost and reduced impact on the environment.*  *The following actions will be undertaken and incorporated into the construction phase plan in order to minimise the negative impact of the scheme during the construction phase:*  *Limit Fuel Usage*   * *Minimise haul distances* * *Reduce vehicle idling time*   *Reduce Noise*   * *Work only during designated times* * *Communicate with residents throughout the duration of works*   *Avoid contamination by properly disposing of water and other materials*  *(Include information relating to SuDS and how the scheme will enhance biodiversity – refer to earlier responses where relevant)* | |

1. **Infrastructure Quality**

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| **Current condition:**  What are the existing walking and cycling audit scores (using the Active Travel Act Design Guidance Audit Tools) for the route to be improved?  *Where multiple INM routes are likely to be affected by the proposals (e.g. for a package of schemes) please provide the existing audit score for all INM routes affected. Where a new route is proposed in an area where active travel journeys do not currently take place, and where no reasonable alternative routes exist nearby, then this should be noted.* | | | | | | |
| **Walking Audit Score:** | *Please insert the audit score as a percentage* | | **Cycling Audit Score:** | *Please insert the audit score as a percentage* | | |
| **Proposed condition:**  What are the projected walking and cycling audit scores (using the Active Travel Act Design Guidance Audit Tools) for the proposed route following completion of the scheme? This score is likely to be indicative based on suggested enhancements for schemes in the early stages of development but should be more accurate for schemes in later stages.  *Where multiple INM routes are likely to be affected (e.g. for a package of schemes) please provide a projected audit score for all INM routes affected.* | | | | | | |
| **Walking Audit Score:** | *Please insert the audit score as a percentage* | | **Cycling Audit Score:** | *Please insert the audit score as a percentage* | | |
| **Will the scheme achieve the recommended design standards set out in the Active Travel Act Guidance e.g. route widths, gradients.** *Information from your route audits will assist in completing this response* | | | | | Yes/No | |
| If no, please provide a summary of the main issues and an explanation of why the standards cannot be met. | | | | | | |
| ***Example****:*  *The recommended widths cannot be achieved throughout the whole route length due to pinch points created by existing highway structures/features but no more than 25% of the route will be more than 25% below the desirable minimum. The scheme cannot achieve the required gradients, however it will significantly improve the present situation and engagement with key stakeholders, including wheelchair users, secured support for the scheme.* | | | | | | |
| **Please indicate below which of the design principles hierarchy more accurately reflects the majority of the scheme** | | | | | | |
| Separation of pedestrians from cyclists and motor traffic through provision of segregated off-carriageway infrastructure; if necessary through reallocation of road space | | | | | |  |
| Separation of pedestrians and cyclists from motor traffic through the provision of shared-use off-carriageway infrastructure | | | | | |  |
| Improve on-road conditions to encourage an increase in cycle use within existing highway, for example by reducing traffic volumes and speeds | | | | | |  |
| If none of the hierarchy principles apply to the scheme, please provide further details here: | | *e.g. The bid relates to the implementation of a cycle hire scheme or purchase of a bike fleet* | | | | |
| **Has a feasibility study or concept design been completed?** | | | | Yes/No | | |
| If yes, please provide a summary below and attach any relevant documents (e.g. feasibility study/concept drawing) to this application as evidence | | | | | | |
| ***Example****: A feasibility study was completed in YYYY which considered the various route options available for this scheme. This and the relevant options appraisal/WelTAG assessment are attached for information along with concept GA drawings for the scheme.* | | | | | | |
| If no, are you applying to carry out early scheme development work as part of this application? | | | | Yes/No | | |
| Please provide the rationale if this stage is not required: | | | | | | |
| ***Example****: A feasibility study is not required as the preferred route is the only option available which meets the needs of the scheme and a WelTAG appraisal has taken place to assess the options along this alignment.* | | | | | | |
| **Has a preliminary design of the preferred option been completed?** | | | | Yes/No | | |
| If yes, please provide a summary below and attach relevant documents (e.g. a preliminary design drawing) to this application as evidence | | | | | | |
| ***Example****: Preliminary design drawings have been undertaken for each scheme. As an example, the preliminary GA drawings for [insert scheme name] are attached.* | | | | | | |
| If no, are you applying to carry out this stage as part of this application? | | | | Yes/No | | |
| **Has a detailed design of the preferred option been completed?** | | | | Yes/No | | |
| If yes, please provide a summary below and attach any relevant documents (e.g. a general arrangement design drawing) to this application as evidence | | | | | | |
| ***Example****: Detailed design drawings have been completed for [insert scheme names] and a copy of the GA drawings are attached. Detailed design is currently underway on [insert scheme name] and is planned for completion by DD-MM-YY.* | | | | | | |
| If no, are you applying to carry out this stage as part of this application? | | | | Yes/No | | |

1. **Monitoring and Evaluation**

What monitoring and evaluation is planned as part of the project? How and when will you measure if the scheme has been successful?

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| **Has a monitoring and evaluation plan been prepared?** | Yes/No |
| If yes, please provide a summary below or attach relevant documents as evidence. If no, a template is provided in the guidance to assist you. | |
| *The template contained within the guidance provides examples of appropriate information to be captured in the monitoring and evaluation plan* | |
| **Has any monitoring or evaluation work already taken place?** | Yes/No |
| If yes, please provide a summary of the key findings below. | |
| ***Example****:*  *Baseline data has been collected for the scheme including:*   * *Pedestrian and cycle counts along the route* * *Full classified turning counts at key junctions along the route* * *Accident data* * *Route user views*   *The pedestrian and cycle counts recorded an average of ‘x’ pedestrian and ’y’ cyclist movements a day.*  *A total of ‘x’ KSIs and ‘y’ slight injury accidents were recorded along the route in the previous ‘z’ years (provide numbers of peds/cyclists were relevant)*  *‘x’% of users surveyed indicated that they were more likely to walk or cycle more often once the scheme is constructedThis is phase two of the route from x to y. User counts one year after completion of phase 1 have shown a 15% increase in pedestrians and a 65% increase in cyclists. User survey results show that the majority of users were using the phase 1 section to travel to school.* | |

1. **Community and Engagement**

What stakeholders have you involved in the development of your project, and how have you involved residents in identifying the need for, and design of, this project?

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|  | **Has a stakeholder engagement plan been prepared?** | Yes/No |
| If yes, please provide a summary below or attach any relevant documents as evidence. If no, a template is provided in the guidance to assist you. | |
| *The template contained within the guidance provides examples of appropriate information to be captured in the monitoring and evaluation plan* | |
|  | **Has any scheme specific stakeholder engagement work taken place beyond the initial INM consultations?** | Yes/No |
| If yes, please provide a summary of the engagement and its impact below and attach any relevant documents to this application as evidence (e.g. design change logs where available) | |
|  | ***Example:***  *Engagement with the local elected members and town/community council has been undertaken.*  *A public exhibition was held in the nearby [insert location]. The event was attended by approximately 50 people and over half indicated their support for the scheme.*  *Quarterly meetings are held with representatives of local cycling groups to guide scheme selection, testing the early designs of proposed schemes and discussing conformity to the design guidance with a wider field of representatives.*  *For the shared use section, a site visit with representatives from disability groups and the local Access Forum was held to discuss any concerns and agree a preferred solution.* | |
|  | **Are any promotional activities included as part of your project?** | Yes/No |
| If yes, please provide a summary below and attach any relevant documents to this application as evidence | |
|  | ***Example:***  *A flythrough of the proposed route and its associated links has been undertaken. This will be available on the Council’s website and through social media channels before the end of March and prior to the start of construction. The schemes included in this bid will be promoted as good news articles in local media outlets. It will likely include a photoshoot with local members, schoolchildren and residents where WG will be referenced for providing the funding along with the objectives of the scheme. The article will link to future plans and our online consultation tool where comments will be welcomed on the scheme and any other issues related to active travel across the country with particular emphasis on built up areas.*  *A publicity exercise is being undertaken in March 2020 to promote the availability of the schemes already completed. This will involve a radio campaign with the radio presenter cycling the routes daily for a week encouraging listeners to join him on his journey* | |

1. **Deliverability – Management Case**

Can the scheme be delivered? What are the risks? A project plan that identifies timelines for activities and key milestones must be provided for each scheme appropriate to the scale, complexity and risks associated with the scheme.

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| **How will the scheme be delivered?** | ***Example:***  *The scheme will be delivered and managed by a project team comprising officers of the Council following the Council’s approved procedures following a tailored Prince 2 and APM format and the necessary CDM Regulations.*  *The project will be procured via min-competition via the appropriate lot of the Council’s Framework and take the form of an NEC 3/4 contract with an anticipated construction period of 11-12 weeks.* | |
| **What are the key activities and milestones identified?**  Provide a summary of the key dates below and attach a copy of your project plan if appropriate. Include actual/anticipated dates for completion of Stages (see guidance) and other milestones. This should include, as a minimum, design, timing of approvals, procurement, construction period and anticipated completion where applicable. | | |
| ***Example:***   * *Brief issued to Engineering and Design services for management of the scheme delivery – May 2021* * *Initial Stakeholder Engagement – June 2021* * *Stage C: Completion of Outline Design – July 2021* * *Stakeholder Engagement – July 2021* * *Stage D/E: Completion of Detailed Design and tender documents – September 2021* * *Tender/award contract – October/November 2021* * *Start of works – November 2021* * *Stage F: Scheme completion – March 2022* | | |
| **Have the key risks been identified?** | | Yes/No |
| If yes, please provide a summary of the key risks and attach relevant evidence e.g. a risk register | | |
| ***Example****:*  *The key risks that have been identified include:*  *Stakeholder objections to the proposed removal of on-street parking spaces could result in delays or amendments to the scope of the scheme to secure public support. The Council will engage early on in development of the proposals to ensure stakeholder views are considered from the outset.*  *Adverse weather may delay or extend scheme works beyond the existing funding timescales. The Council will ensure that sufficient contingency measures are in place including providing sufficient float within the contract programme to allow for delays.* | | |
| **Have all the necessary permissions been identified?** *(e.g. TROs, flood-risk permits)* | | Yes/No |
| If Yes, what permissions are required? | | |
| ***Example:***   * *Planning permission* * *SSSI Assent* * *Flood Risk Permit* * *Land Purchase/Agreement* * *TROs* | | |
| **Have all the necessary permissions been secured?** | | Yes/No |
| If yes, please provide a summary below and attach relevant evidence to provide confirmation (e.g. email or other correspondence). If no, what permissions have been secured, which remain outstanding and what is their current status? | | |
| ***Example:***  *TROs for One Way systems and new parking restrictions are currently being processed and are anticipated for completion within 3-4 months subject to the completion of a statutory Phase 2 public consultation. Phase 1 consultation has been completed without any objections.* | | |
| **Have all land ownership requirements been identified or resolved?** | | Yes/No |
| Please provide a summary below including details of known land ownership issues and evidence of any that have been resolved. | | |
| ***Example:***  *All land that is required for the scheme is either within the ownership of the Council or agreement has been reached with the relevant landowner to secure access arrangements and works [provide a copy of any relevant correspondence that provides confirmation]* | | |
| **Has an EQIA been completed?** | | Yes/No |
| If Yes, please provide evidence and information of whether it resulted in any changes to the proposals. If No, please provide details of when one is to be carried out**.** | | |
| ***Example:***  *An EQIA was completed on DDD-MM-YY and resulted in some minor changes to the scheme to enhance provision for blind and partially sighted users through an upgrade of existing crossing facilities on key desire lines.* | | |
| **Have any other survey requirements been identified or undertaken?** *E.g. utilities, SUDS engagement, ecological, archaeological* | | Yes/No |
| Please provide a summary below | | |
| ***Example****:*  *Topographical, ecological, ground investigation and utility surveys have been undertaken along the route together with a SuDS assessment.* | | |

1. **Commercial Case**

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| **Has a procurement strategy been identified?** | Yes/No |
| If yes, please provide details of how the scheme will be procured or attach relevant evidence e.g. a procurement strategy.  *Include details of the likely timescales for the procurement process and the number and experience of the likely suppliers. What are the key contractual arrangements, what is the contract length?* | |
| ***Example****:*  *The design functions for this scheme will be undertaken by a combination of internal resources from the Council’s Engineering and Design team in the Highways Department, and externally appointed consultants. The appointment of any additional contractor(s) and supplier(s) to undertake surveys, feasibility and design work will be in accordance with the procurement policy of the Council.*  *The Council will manage all aspects of the scheme in accordance with its Project and Programme Management Procedures and any future construction phases of the scheme will be procured through a competitive tendering process via the South East Wales Framework.* | |
| **Have tender documents been prepared?** | Yes/No |
| **Do the tender documents include a Bill of Quantities?** | Yes/No |
| **Has a tender process been undertaken?** | Yes/No |
| If yes, please provide further information if available e.g. tender summary | |
| *Include a BoQ or breakdown of key element costs where appropriate and if available.* | |

1. **Financial expenditure profile**

£000s, Outturn prices (gross of grant / contributions shown separately below)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Pre 2021/22** | **2021/22** | **2022/23** | **2023/24** | **2024/25** | **Later** | **Total** |
| Surveys | *30* |  |  |  |  |  | *30* |
| Design | *60* | *15* |  |  |  |  | *75* |
| Land Purchase |  |  |  |  |  |  |  |
| Accommodation Works |  |  |  |  |  |  |  |
| Construction |  | *665* |  |  |  |  | *665* |
| Project Management |  | *50* |  |  |  |  | *50* |
| Monitoring and Evaluation | *15* | *15* | *15* | *15* | *15* |  | *75* |
| Promotion |  | *5* |  |  |  |  | *5* |
| **GROSS TOTAL** | *105* | *1,000* | *15* | *15* | *15* |  | *1,150* |
| Match funding amount, percentage contribution and funding source(s)  *(insert name of organisation*) |  | *25%*  *(180 - S106, Redrow Homes; 50 -*  *XYZ Council; 20 - Windfarm Trust)* |  |  |  |  | *25%*  *(180 - S106, Redrow Homes; 50 -*  *XYZ Council; 20 - Windfarm Trust)* |
| **NET TOTAL** (contribution sought from WG) | *105* | *750* | *15* | *15* | *15* |  | *900* |

**Quarterly Expenditure Profile**

*(Expenditure should be planned as early as possible in the financial year to ensure confidence in a full spend. Expenditure planned for Quarter 4 should be limited to minimise the risk of underspend)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Forecast FY2021-22 Expenditure (in £000s)** | | | |
| **Quarter 1** | **Quarter 2** | **Quarter 3** | **Quarter 4** |
| Surveys |  |  |  |  |
| Design |  |  |  |  |
| Land Purchase |  |  |  |  |
| Accommodation Works |  |  |  |  |
| Construction |  |  |  |  |
| Project Management |  |  |  |  |
| Monitoring and Evaluation |  |  |  |  |
| Promotion & Engagement |  |  |  |  |
| **GROSS TOTAL** |  |  |  |  |
| Match funding amount, percentage contribution and source(s) *(insert name of organisation*) |  |  |  |  |
| **NET TOTAL** |  |  |  |  |