

Delegated Decisions by Cabinet Member for Infrastructure & Development Strategy

***Thursday, 22 February 2024 at 2.30 pm
Room 2 - County Hall, New Road, Oxford OX1 1ND***

If you wish to view proceedings, please click on this [Live Stream Link](#).
However, that will not allow you to participate in the meeting.

Items for Decision

The items for decision under individual Cabinet Members' delegated powers are listed overleaf, with indicative timings, and the related reports are attached. Decisions taken will become effective at the end of the working day on 1 March 2024 unless called in by that date for review by the appropriate Scrutiny Committee.

Copies of the reports are circulated (by e-mail) to all members of the County Council.

These proceedings are open to the public



Martin Reeves
Chief Executive

February 2024

Committee Officer: ***committeesdemocraticservices@oxfordshire.gov.uk***

Note: *Date of next meeting: 21 March 2024*

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.

Items for Decision

1. Declarations of Interest

See guidance below.

2. Questions from County Councillors

Any county councillor may, by giving notice to the Proper Officer by 9 am two working days before the meeting, ask a question on any matter in respect of the Cabinet Member's delegated powers.

The number of questions which may be asked by any councillor at any one meeting is limited to two (or one question with notice and a supplementary question at the meeting) and the time for questions will be limited to 30 minutes in total. As with questions at Council, any questions which remain unanswered at the end of this item will receive a written response.

Questions submitted prior to the agenda being despatched are shown below and will be the subject of a response from the appropriate Cabinet Member or such other councillor or officer as is determined by the Cabinet Member, and shall not be the subject of further debate at this meeting. Questions received after the despatch of the agenda, but before the deadline, will be shown on the Schedule of Addenda circulated at the meeting, together with any written response which is available at that time.

3. Petitions and Public Address

Members of the public who wish to speak at this meeting can attend the meeting in person or 'virtually' through an online connection.

Requests to speak must be submitted by no later than 9am four working days before the meeting. Requests to speak should be sent to committeesdemocraticservices@oxfordshire.gov.uk .

If you are speaking 'virtually', you may submit a written statement of your presentation to ensure that if the technology fails, then your views can still be taken into account. A written copy of your statement can be provided no later than 9 am 2 working days before the meeting. Written submissions should be no longer than 1 A4 sheet.

4. Approval to enter into Agreements - Middleton Stoney Road Active Travel Scheme (Pages 1 - 24)

Cabinet Member: Infrastructure & Development Strategy

Forward Plan Ref: 2024/033

Contact: Owen Bentley, Project Manager (Active Travel Delivery),
Owen.bentley@oxfordshire.gov.uk

Report by Corporate Director: Environment & Place

The Cabinet Member is RECOMMENDED to:

- a) **Delegate authority to the Corporate Director of Environment & Place in consultation with the Director of Resources and the Head of Legal Services & Deputy Monitoring Officer to approve the award of a contract in relation to construction and delivery of the Middleton Stoney Road Active Travel Scheme.**

5. Approval to enter into Agreements - Witney High Street and Market Square Enhancement Scheme (Pages 25 - 46)

Cabinet Member: Cabinet Member for Infrastructure and Development Strategy.

Forward Plan Ref: 2024/007

Contact: Nick Howdle-Smith, Active Travel Project Manager (Nick.Howdle-Smith@oxfordshire.gov.uk)

Report by Corporate Director for Environment and Place (**CMDIDS5**).

The Cabinet Member is RECOMMENDED to:

- a) **Delegate authority to the Corporate Director of Environment & Place in consultation with the Executive Director of Resources and the Head of Legal Services & Deputy Monitoring Officer to approve the awarding of a contract in relation to the construction/delivery of the Witney High Street and Market Square Enhancement Scheme.**

6. Zero Emission Zone contracts procurement and award key decision (Pages 47 - 54)

Cabinet Member: Cabinet Member for Infrastructure and Development Strategy.

Forward Plan Ref: 2023/362

Contact: Mehdi Zegmou, Senior Project Manager (mehdi.zegmou@oxfordshire.gov.uk).

Report by Corporate Director for Environment and Place (**CMDIDS6**).

The Cabinet Member is RECOMMENDED to:

- a) **Delegate authority to the Corporate Director of Environment and Place in consultation with the Head of Legal and Deputy Monitoring Officer and Section 151 Officer to negotiate, complete and enter into all contracts and agreements which are required in relation to the expanded Zero Emission Zone (ZEZ) scheme in Oxford.**

Councillors declaring interests

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed 'Declarations of Interest' or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your employment; sponsorship (i.e. payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member 'must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself' and that 'you must not place yourself in situations where your honesty and integrity may be questioned'.

Members Code – Other registrable interests

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your other registerable interests then you must declare an interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

Other registrable interests include:

- a) Any unpaid directorships

- b) Any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority.
- c) Any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

Members Code – Non-registrable interests

Where a matter arises at a meeting which directly relates to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under other registrable interests, then you must declare the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

This page is intentionally left blank

Divisions Affected – Bicester Town

CABINET MEMBER FOR INFRASTRUCTURE AND DEVELOPMENT STRATEGY

22 February 2024

Approval to award contract in respect of the construction/delivery of Middleton Stoney Road Active Travel Scheme

Report by Corporate Director of Environment & Place

RECOMMENDATION

1. The Cabinet Member is **RECOMMENDED** to

Delegate authority to the Corporate Director of Environment & Place in consultation with the Director of Resources and the Head of Legal Services & Deputy Monitoring Officer to approve the award of a contract in relation to construction and delivery of the Middleton Stoney Road Active Travel Scheme.

Executive Summary

2. This report seeks to ensure authority is in place to enter the forthcoming contract for the Middleton Stoney Road Active Travel Scheme and to provide assurances that the project satisfies the requirements of Oxfordshire County Council's corporate policies and practises.

Background

3. In May 2022 OCC was allocated £10,439,437 by DfT as part of the Active Travel Fund Tranche 3 (ATF3) funding round. This funding is allocated for infrastructure delivery and feasibility/design work on a selection of defined projects that OCC put forward in its bid. The Middleton Stoney Road Active Travel Scheme is an infrastructure project that has been allocated funding for full delivery. ATF3 funding has been allocated by DfT for the full project lifecycle comprising scheme development, design, consultation, construction and monitoring & evaluation.
4. The Middleton Stoney Road scheme is located along the full length (1.6km) of Middleton Stoney Road, a radial route into Bicester town centre. It is Route 1 in the Bicester Local Cycling and Walking Implementation Plan (LCWIP), which was approved by Cabinet on 15 September 2020. Bicester LCWIP is a 10-year plan (2020 to 2031) to improve and increase cycling and walking in the town. The year 2031 is in line with the adopted Cherwell Local Plan which sets out the development framework for expansion of Bicester and forms the basis of the LCWIP targets and scheme delivery proposals. Bicester is undergoing rapid expansion, with population is forecast to increase from 30,000 to 55,000 by 2034.

5. The Middleton Stoney Road scheme connects new development being delivered in north-west Bicester with the town centre and railway station. When combined with cycle tracks being delivered at the development sites and quietways within the existing residential areas, the scheme will offer a great opportunity to transfer short distance journeys from car to cycle or walking.

Procurement Strategy

6. In Autumn 2023 a project Procurement Strategy (Appendix 1) was presented to the OCC Active Travel Board and approved by senior managers in November 2023. The strategy recommends:
 - a) Preliminary design to be procured through the Crown Commercial Services (CCS) RM6165 Lot 1 using the mini-competition option; and
 - b) Detailed design and construction to be procured via the Midlands Highway Alliance (MHA) MSF4 framework using the sub-regional call-off option.
7. The Scheme will be run as a 2-stage process comprising an NEC4 Professional Services Contract (PSC) Option A (Priced Contract with Activity Schedule) for preliminary design, and an Engineering Construction Contract (ECC) Option C (Target Cost with Activity Schedule) for detailed design and construction, with Option X22 for Early Contractor Involvement (ECI).
8. The contract for Preliminary Design is expected to cost less than £500k and, as such, does not meet the threshold requiring a Cabinet Member Decision. However, the contract for Detailed Design and Construction is likely to exceed £500k and a Cabinet Member Decision is required.
9. The procurement process for Detailed Design and Construction is underway and it is anticipated that a contract will be entered into in spring 2024.

Corporate Policies and Priorities

10. The Middleton Stoney Road Active Travel Scheme has the potential to address a range of the Council's strategic priorities:
 - **Put action to address the climate emergency at the heart of our work.**
 - By improving sustainable transport offer the project will reduce carbon emissions from road transport by promoting active travel
 - **Prioritise the health and wellbeing of residents.**
 - An enhanced cycling and pedestrian environment will encourage walking and active travel, leading to health benefits
 - **Invest in an inclusive, integrated and sustainable transport network.**

- The project will provide new cycling and walking infrastructure that will encourage people to cycle and walk.

Local Transport and Connectivity Plan Implications

11. The project is strongly aligned with the County Council's vision set out within the Local Transport & Connectivity Plan 2022-2050 (LTCP) which includes reducing the need to travel and private car use through making walking, cycling, public and shared transport the natural first choice. The LTCP supporting strategies include the Active Travel Strategy.

12. The LTCP includes targets to:

- reduce 1 in 4 current car trips by 2030; and
- deliver a net-zero transport network by 2040.

Financial Implications

13. The total scheme cost estimate for all project stages is £5,287,483 and funding has been approved through the scheme's Outline Business Case. This includes a construction cost estimate of £2,858,099 and a contingency (40% of construction budget) of £1,143,240. The scheme is capital funded and there are no capital or revenue financial implications arising from this report's recommendation.

Comments checked by: Rob Finlayson, Finance Business Partner (Environment & Place), rob.finlayson@oxfordshire.gov.uk

Legal Implications

14. When procuring goods, services or works, the procurement must be conducted in accordance with the Council's Contract Procedure Rules and, where applicable, the Public Contracts Regulations 2015 (PCRs).

- The anticipated value of the contract for the design and construction works is between £3.5m and £4.5m. Such anticipated value falls below the PCR threshold, which currently stands at £5,372,609 inclusive of VAT.
- The Midlands Highway Alliance Plus Medium Schemes Framework 4 (MSF4 MHA+) was awarded on 21 June 2022 following a public procurement exercise under the PCRs and expires on 22 July 2026. A total of 4 suppliers were appointed to the Framework, including Galliford Try Construction Limited.
- The procedures for awarding call-off contracts include a Sub-Regional Call-off option. The Council may directly award a Call-off Contract to the Sub-Regional Contractor for the region that includes Oxfordshire. MHA+ have confirmed, for the region that include Oxfordshire, Galliford Try Construction Limited are the Sub-Regional Contractor.

- The proposed call-off contract between Galliford Try Construction Limited and the Council is an amended NEC4 Engineering and Construction Contract. MHA+ are in the process of approving the form of the call-off contract.
- The Council will be delivering the Middleton Stoney Road scheme in its capacity as highway authority for Oxfordshire under the Highways Act 1980.

Comments checked by: Anita McEleney, Locum Solicitor,
anita.mceleney@oxfordsire.gov.uk

Staff Implications

15. There are no staff implications.

Equality & Inclusion Implications

16. The Equalities Impact Assessment is presented in Annex 2 to this report.

- The assessment highlights that persons with mobility issues could be both positively and negatively impacted by the design. Care should be taken to provide a level of service for pedestrians that complies with national accessibility guidance.
- The project has potential to positively impact persons living in rural communities by improving active travel connections

Sustainability Implications

17. The Climate Impact Assessment is presented in Appendix 3 to this report and was last conducted in September 2023.

18. The project scores favourably in terms of the potential impacts that could be delivered however the project team should work closely with the designers and the construction contractor to ensure that desirable low carbon objectives achieved through the implementation of bespoke materials and innovative infrastructure measures are balanced against the scope of scheme deliverables determined by the budget and does not compromise other benefits identified in the 'Just Transition' category.

Risk Management

19. If the Council does not enter into contract in respect of the construction/delivery of the scheme in spring 2024, as planned, then this will adversely impact OCC's ability to spend the ATF3 funding and deliver the scheme in a timely manner. This

could result in reputational damage and reduced funding allocated to OCC in future ATF rounds.

A project level risk assessment has been prepared and will be regularly reviewed throughout the project life cycle.

Report by Bill Cotton
Corporate Director of Environment & Place

Annexes:
Annex 1 – Climate Impact Assessment.
Annex 2 – Equalities Impact Assessment.

Background papers: Nil

Contact Officer: Duncan Stewart

Programme Lead, Active Travel Delivery
duncan.stewart@oxfordshire.gov.uk

February 2024

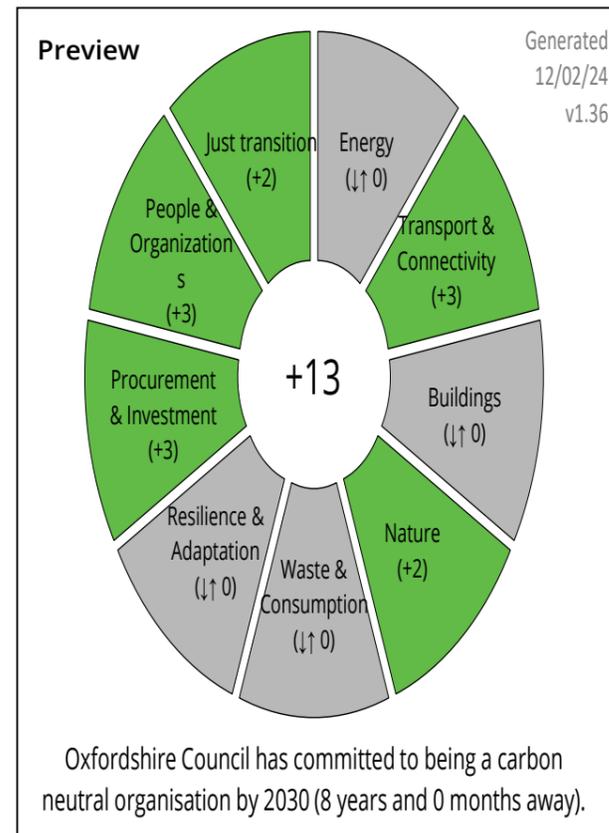
This page is intentionally left blank

Climate Impact Assessment

Summary

Directorate and Service Area	Environment and Place, Infrastructure Delivery. Middleton Stoney Road Active Travel Scheme.
What is being assessed	The Middleton Stoney Road Active Travel Scheme is an infrastructure project that has been allocated funding for full delivery. ATF3 funding has been allocated by DfT for the full project lifecycle comprising scheme development, design, consultation, construction and monitoring & evaluation. It is a condition of ATF3 funded schemes that they must be designed and implemented in accordance with the DfT's 'Cycle Infrastructure Design' Local Transport Note 1/20 (LTN1/20).
Is this a new or existing function or policy?	New
Summary of assessment	
Completed by	Annabelle Calder
Climate action sign off by	Tammy Marrett
Director sign off by	
Assessment date	1st Feb 2024

Page 7



Detail of proposal

Context / Background	<p>Active Travel is at the forefront of Oxfordshire County Council's current priority. OCC's strategic plan sets out 9 priorities for making Oxfordshire greener, fairer and healthier; 4 of which relate to active travel.</p> <ul style="list-style-type: none"> - Put action to address the climate emergency at the heart of our work. - Prioritise the health and wellbeing of residents. - Invest in an inclusive, integrated and sustainable transport network.
Proposal	<p>The Middleton Stoney Road scheme is located along the full length (1.6km) of Middleton Stoney Road, a radial route into Bicester town centre. An initial concept design has been developed comprising the following elements:</p> <ol style="list-style-type: none"> a) a new 3m two-way segregated cycle track, b) five raised parallel crossings, c) associated tree planting and landscaping; and d) amendments to the existing traffic calming
Evidence / Intelligence	<p>Bicester Local Cycling and Walking Implementation Plan (LCWIP), which was approved by Cabinet on 15 September 2020. Bicester LCWIP is a 10-year plan (2020 to 2031) to improve and increase cycling and walking in the town. The year 2031 is in line with the adopted Cherwell Local Plan which sets out the development framework for expansion of Bicester and forms the basis of the LCWIP targets and scheme delivery proposals. Bicester is undergoing rapid expansion, with population is forecast to increase from 30,000 to 55,000 by 2034.</p> <p>The Middleton Stoney Road scheme connects new development being delivered in north-west Bicester with the town centre and railway station. When combined with cycle tracks being delivered at the development sites and quietways within the existing residential areas, the scheme will offer a great opportunity to transfer short distance journeys from car to cycle or walking.</p>
Alternatives considered / rejected	

Category	Impact criteria	Score (-3 to +3)	Description of impact	Actions or mitigations to reduce negative impacts	Action owner	Timeline and monitoring arrangements
Energy	Increases energy efficiency	N/A				
Energy	Promotes a switch to low-carbon or renewable energy	N/A				
Energy	Promotes resilient, local, smart energy systems	N/A				
Transport & Connectivity	Reduces need to travel and/or the need for private car ownership		Improvements to active travel provisions could mean residents feel more inclined to cycle or walk, rather than drive			
Transport & Connectivity	Supports active travel		The scheme has been funded by Active Travel England Tranche 3. It provides walking and cycling infrastructure designed to meet			
Transport & Connectivity	Increases use of public transport	N/A	Has the ability to - 4 bus stops along the route. Encourages easier access to bus stops.			
Transport & Connectivity	Accelerates electrification of transport	N/A				
Buildings	Promotes net zero new builds and developments	N/A				
Buildings	Accelerates retrofitting of existing buildings	N/A				
Nature	Protects, restores or enhances biodiversity, landscape and ecosystems		2 Addition of associated tree planting and landscaping, as part of the design	Ensure that any damage or removal of biodiversity is offsetted		Reviewed in RfQs from tender contract options
Nature	Develops blue and green infrastructure	N/A				
Nature	Improves access to nature and green spaces	N/A				
Waste & Consumption	Reduces overall consumption	N/A				
Waste & Consumption	Supports waste prevention and drive reuse and recycling	N/A				
Resilience & Adaptation	Increases resilience to flooding	N/A				
Resilience & Adaptation	Increases resilience to other extreme weather events (e.g., storms, cold snaps, heatwaves, droughts)	N/A				
Resilience & Adaptation	Increases resilience of council services, communities, energy systems, transport infrastructure and/or supply chains	N/A				
Procurement & Investment	Procurement practices prioritise low-carbon options, circular economy and sustainability		1 As an organisation OCC commit to making decisions that help achieve the target of net zero by 2050	Considered in procurement and design stage. Early Contractor Involvement so that materials and processes support low-carbon initiatives.		Once tender contracts have been reviewed and chosen.
Procurement & Investment	Investment being considered supports climate action/ is consistent with path to net zero		1 Encourages active travel and gives residents access to cycle and walking infrastructure so they have the option to reduce their car usage and thus contributing to the reduction in carbon emissions			

People & Organizations	Drives behavioural change to address the climate and ecological emergency		Has the ability to - providing and improving cycle and walking infrastructure gives people the opportunity to have the choice of how they travel		
People & Organizations	Drives organizational and systemic change to address the climate and ecological emergency		Putting active travel as a priority and completing assessments such as the CIA and Healthy Streets ensures that OCC makes accurate decisions	Contiune to be considered throughout all stages of the scheme	Updated CIA after every stage. Next stage is procurement.
Just transition	Promotes green innovation and job creation	N/A			
Just transition	Promotes health and wellbeing		Provides improved cycling and walking infrastructure so that residents have the choice to walk or cycle over driving therefore promoting health and wellbeing		
Just transition	Reduces poverty and inequality		Infrastructure that is accessible and safe for all	Consideration of accessibility in the deisgn stages	Review in RfQ.



Oxfordshire County Council

Equalities Impact Assessment

Middleton Stoney Road Active Travel Scheme

24/01/24 Rev 1

Contents

Section 1: Summary details	3
Section 2: Detail of proposal.....	4
Section 3: Impact Assessment - Protected Characteristics	8
Section 3: Impact Assessment - Additional Community Impacts.....	11
Section 3: Impact Assessment - Additional Wider Impacts.....	12
Section 4: Review.....	13

Section 1: Summary details

Directorate and Service Area	Environment and Place – Infrastructure Delivery
What is being assessed (e.g. name of policy, procedure, project, service or proposed service change).	Middleton Stoney Road Active Travel Scheme
Is this a new or existing function or policy?	New project
Summary of assessment Briefly summarise the policy or proposed service change. Summarise possible impacts. Does the proposal bias, discriminate or unfairly disadvantage individuals or groups within the community? (following completion of the assessment).	<p>The scheme will introduce a new, high-quality cycleway along the full length of Middleton Stoney Road. A number of new pedestrian crossings will also be introduced.</p> <p>When designing changes to the public highway there is a potential to exclude access for people who identify with having disabilities, particularly those experiencing mobility issues or visual impairment.</p> <p>This may be impacted by narrow footway widths, poor walking surfaces, pedestrian crossings that don't comply with accessibility guidance and absence of blue badge parking.</p>
Completed By	Owen Bentley
Authorised By	John McLauchlan 02/02/24
Date of Assessment	24/01/2024

Section 2: Detail of proposal

Context / Background

Briefly summarise the background to the policy or proposed service change, including reasons for any changes from previous versions.

In May 2022 Oxfordshire County Council (OCC) was allocated funding as part of the Active Travel Fund Tranche 3 (ATF3) funding round. This funding is allocated for infrastructure delivery and feasibility/design work on a selection of defined projects that OCC put forward in its bid.

The Middleton Stoney Road Active Travel Scheme is an infrastructure project that has been allocated funding for full delivery. ATF3 funding has been allocated by DfT for the full project lifecycle comprising scheme development, design, consultation, construction and monitoring & evaluation.

The Middleton Stoney Road scheme is located along the full length (1.6km) of Middleton Stoney Road, a radial route into Bicester town centre. It is Route 1 in the Bicester Local Cycling and Walking Implementation Plan (LCWIP), which was approved by Cabinet on 15 September 2020. Bicester LCWIP is a 10-year plan (2020 to 2031) to improve and increase cycling and walking in the town. The year 2031 is in line with the adopted Cherwell Local Plan which sets out the development framework for expansion of Bicester and forms the basis of the LCWIP targets and scheme delivery proposals. Bicester is undergoing rapid expansion, with population is forecast to increase from 30,000 to 55,000 by 2034.

<p>Proposals</p> <p>Explain the detail of the proposals, including why this has been decided as the best course of action.</p>	<p>The Middleton Stoney Road scheme connects new development being delivered in north-west Bicester with the town centre and railway station. When combined with cycle tracks being delivered at the development sites and quietways within the existing residential areas, the scheme will offer a great opportunity to transfer short distance journeys from car to cycle or walking.</p> <p>It is a condition of ATF3 funded schemes that they must be designed and implemented in accordance with the DfT's 'Cycle Infrastructure Design' Local Transport Note 1/20 (LTN1/20). There are five core design principles which represent the essential requirements to achieve more people travelling by cycle or on foot, based on best practice both internationally and across the UK. Networks and routes should be: Coherent, Direct, Safe, Comfortable and Attractive. Inclusive design and accessibility are key considerations in all five of these core design principles. Designers will aim to provide infrastructure that meets these principles and therefore caters for the broadest range of people. Infrastructure should be legible, intuitive, consistent, joined-up and inclusive for all users.</p> <p>In accordance with LTN 1/20 requirements an initial concept design has been developed comprising the following elements:</p> <ul style="list-style-type: none"> a) a new 3m two-way segregated cycle track, b) five raised parallel crossings, c) associated tree planting and landscaping; and d) amendments to the existing traffic calming
<p>Evidence / Intelligence</p> <p>List and explain any data, consultation outcomes, research findings, feedback from service</p>	

<p>users and stakeholders etc, that supports your proposals and can help to inform the judgements you make about potential impact on different individuals, communities or groups and our ability to deliver our climate commitments.</p>	<p>The scheme will be designed and constructed in accordance with LTN 1/20. This means that the physical layouts will accommodate the range of non-standard cycles and cycle combinations, including those used by families with young children, the elderly and people with disabilities.</p> <p>The proposals will introduce additional, safe road crossings to make crossing the road easier for all users. There are not expected to be any changes to parking or impacts on motor vehicles using the road.</p> <p>The proposals are strongly supported by Bicester Bicycle Users Group (BBUG), which represents cyclists of all ages and abilities in Bicester. Public consultation and engagement with key stakeholders, including groups representing people with disabilities will be carried out before the preliminary design is finalised.</p>
<p>Alternatives considered / rejected</p> <p>Summarise any other approaches that have been considered in developing the policy or proposed service change, and the reasons why these were not adopted. This could include reasons why doing nothing is not an option.</p>	<p>OCC's Implementation of Active Travel schemes contributes explicitly to three of OCC's 9 priorities as set out in out in the Strategic Plan:</p> <p>Priority 1: Put action to address the climate emergency at the heart of our work.</p> <p>Priority 3: Prioritise the health and wellbeing of residents.</p> <p>Priority 5: Invest in an inclusive, integrated and sustainable transport network.</p> <p>The schemes also align with and indirectly contribute to other priorities in the Strategic Plan.</p> <p>Under Priority 5 in the Strategic Plan the stated commitment is: 'We will create a transport network that makes active travel the first choice for short journeys and invest in public transport to significantly reduce our reliance on</p>

	<p>car journeys. In areas of planned housing growth, we will prioritise active and public transport over road capacity for cars'.</p> <p>In the context of OCC's fundamental vision and aims, doing nothing is not considered an option.</p>
--	--

Section 3: Impact Assessment - Protected Characteristics

Protected Characteristic	No Impact	Positive	Negative	Description of Impact	Any actions or mitigation to reduce negative impacts	Action owner* (*Job Title, Organisation)	Timescale and monitoring arrangements
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Changes to the highway can exclude those with disabilities where improvements made do not adhere to accessibility guidance / advice.</p> <p>Changes can also improve existing layouts by introducing greater accessibility</p>	<p>Engagement / consultation with accessibility groups to ensure the highway changes do not adversely impact disabled users.</p> <p>Design and construct in accordance with LTN 1/20</p>	Owen Bentley, Project Manager, OCC	To be arranged with the relevant accessibility groups. Comments on the proposals for the preliminary design should be integrated before the public consultation in Spring 2024.
Gender Reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Marriage & Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Pregnancy & Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Religion or Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Section 3: Impact Assessment - Additional Community Impacts

Additional community impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner (*Job Title, Organisation)	Timescale and monitoring arrangements
Rural communities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	High quality, safe and convenient active travel routes into Bicester town centre from the edge of town and outlying areas will encourage active travel.		Owen Bentley, Project Manager, OCC	Comments on the proposals for the preliminary design should be integrated before the public consultation in Spring 2024.
Armed Forces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Carers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Areas of deprivation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Section 3: Impact Assessment - Additional Wider Impacts

Additional Wider Impacts	No Impact	Positive	Negative	Description of Impact	Any actions or mitigation to reduce negative impacts	Action owner* (*Job Title, Organisation)	Timescale and monitoring arrangements
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Other Council Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Providers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Social Value ¹	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

¹ If the Public Services (Social Value) Act 2012 applies to this proposal, please summarise here how you have considered how the contract might improve the economic, social, and environmental well-being of the relevant area

Section 4: Review

Where bias, negative impact or disadvantage is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

Review Date	June 2024
Person Responsible for Review	Owen Bentley
Authorised By	John McLauchlan

This page is intentionally left blank

Divisions Affected – Witney South and Central

CABINET MEMBER FOR INFRASTRUCTURE AND DEVELOPMENT STRATEGY

22 February 2024

Approval to award contract in respect of the construction/delivery of the Witney High Street and Market Square Enhancement scheme

Report by Corporate Director of Environment & Place

The Cabinet Member is **RECOMMENDED** to:

- a) **Delegate authority to the Corporate Director of Environment & Place in consultation with the Executive Director of Resources and the Head of Legal Services & Deputy Monitoring Officer to approve the awarding of a contract in relation to the construction/delivery of the Witney High Street and Market Square Enhancement Scheme.**

1. Executive Summary

This report seeks to ensure authority is in place to enter a forthcoming contract for the Witney High Street and Market Square Enhancement Scheme and to provide assurances that the project satisfies the requirements of Oxfordshire County Council's corporate policies and practises.

2. Background

In May 2022 Oxfordshire County Council (OCC) was allocated £10,439,437 by DfT as part of the Active Travel Fund Tranche 3 (ATT3) funding round. This funding is allocated for infrastructure delivery and feasibility/design work on a selection of defined projects that OCC put forward in its bid. The Witney High Street and Market Square scheme has been allocated £1.98m funding for full project delivery, comprising scheme development, design, consultation, construction and monitoring & evaluation.

3. Project Overview

The Project Area is located between the Witney War Memorial in Market Square to the south and the junction of Witney High Street and Welch Way to the north.

The Project is intended to support and maintain the existing traffic restriction which was implemented as an experiment in 2021 and subsequently made permanent in 2022. The reduction of car traffic in the town centre has revealed opportunities for

reallocation of road space that can contribute to a better pedestrian environment, improved cycle access and new retail and leisure activities.

4. **Project Progress**

In summer 2023, OCC held a series of officer workshops to agree a project vision and scheme objectives which built the basis of a community engagement exercise.

The purpose of the engagement was to seek feedback from residents, businesses, and stakeholders to form parameters and priorities for the design stages of the project. This was achieved through community participation in a survey on the Let's Talk Oxfordshire engagement platform, in person stakeholder workshops, two face to face public events and other comments received by email and post.

The results of the engagement exercises show general support for the project vision/objectives and have identified preferences for a range of built environment interventions that can be considered in the project design and construction stages.

5. **Project Procurement Strategy**

In Autumn 2023 a project Procurement Strategy (Appendix 1) was presented to the OCC Active Travel Board and approved by senior managers in December 2023. The strategy set out the recommended routes to market to enable the progression of future project stages – preliminary design and detailed design & construction.

Detailed Design & Construction

This will involve the appointment of a Contractor to adopt the final preliminary design and begin the detailed design stage. This stage will specify the materials and methods used for execution of the construction stage and the implementation of new infrastructure on street.

Due to resourcing issues with the Council's term maintenance contract OCC has instead opted to procure a service provider under the Midlands Highways Alliance (MHA) Framework. MHA offers specific highways construction services via a call off contract with a regional supplier. After early engagement with the supplier, resource and availability to carry out the work has been confirmed for the next financial year. The value of contract to be awarded via the MHA is anticipated to be more than £1m.

6. **Corporate Policies and Priorities**

Transport and Public Realm improvements to the town centre of Witney has the potential to address a range of the Council's strategic priorities:

Put action to address the climate emergency at the heart of our work.

By improving sustainable transport offer and boosting the local economy the project will reduce carbon emissions from road transport by promoting active travel and encouraging Witney residents to travel locally

Prioritise the health and wellbeing of residents.

Well-designed public spaces can help to increase opportunities for social activities and community events. An enhanced pedestrian environment encourages walking and active travel.

Invest in an inclusive, integrated and sustainable transport network.

The project will seek to improve the pedestrian environment in the town centre but will also seek to provide new infrastructure that will encourage people to use public transport and sustainable transport modes

Preserve and improve access to nature and green spaces.

The project can provide new space for trees, plants and gardens and increase access to green infrastructure and biodiversity

Work with local businesses and partners for environmental, economic and social benefit

Local businesses are a key stakeholder to informing the new designs of high streets with a particular focus on enhancing shopfront activity by providing the spaces and infrastructure to boost tourism and the local economy

7. Local Transport and Connectivity Plan Implications

The project is strongly aligned with the County Council's vision set out within the 'Local Transport & Connectivity Plan 2022-2050 (LTCP) which includes reducing the need to travel and private car use through making walking, cycling, public and shared transport the natural first choice.

In addition, the project will play an important role in helping OCC to meet the headline targets that underpin the vision and key themes set out in the LTCP, which are to:

- reduce 1 in 4 current car trips by 2030
- deliver a net-zero transport network by 2040
- and have zero, or as close as possible, road fatalities or life-changing injuries by 2050.

The LTCP supporting strategies include the Active Travel Strategy which is strongly aligned to the Council's Strategic Priorities.

8. Financial Implications

Total funding of £1.98m has been allocated to the Witney High Street and Market Square project from the ATT3 bid. As part that bid, concept design drawings were produced from which construction cost estimates were prepared using an assessment of tendered rates for similar regional schemes. Percentage uplifts were then applied to cover all project costs including feasibility and preliminary design stages which would include the cost of surveys, site supervision, project management, consultation, monitoring & evaluation and scheme contingency.

Although the project program indicates completion of the construction phase in Spring/Summer 2025, recent meetings with Active Travel England have suggested that the funding is not rigorously dependent on hard deadlines and in the unlikely event that the project were to be cancelled, funding could be transferred to other Active Travel projects currently in development.

If required, additional funding streams shall be considered once costed design proposals are finalised and could potentially include s106, District/Town Council contributions and other public realm/transport projects related to the area.

There are no revenue funding implications resulting from the recommendation made in this report.

Comments checked by: Rob Finlayson, Finance Business Partner (Environment & Place), rob.finlayson@oxfordshire.gov.uk.

9. Legal Implications

When procuring goods, services or works, the procurement must be conducted in accordance with the Council's Contract Procedure Rules and, where applicable, the Public Contracts Regulations 2015 (**PCRs**).

The anticipated value of the contract for the design and construction works is between £1m and £1.5m. Such anticipated value falls below the PCR threshold, which currently stands at £5,372,609 inclusive of VAT.

The Midlands Highway Alliance Plus Medium Schemes Framework 4 (MSF4 MHA+) was awarded on 21 June 2022 following a public procurement exercise under the PCRs and expires on 22 July 2026. A total of 4 suppliers were appointed to the Framework, including Galliford Try Construction Limited.

The procedures for awarding call-off contracts include a Sub-Regional Call-off option. The Council may directly award a Call-off Contract to the Sub-Regional Contractor for the region that includes Oxfordshire. MHA+ have confirmed, for the region that includes Oxfordshire, Galliford Try Construction Limited are the Sub-Regional Contractor.

The proposed call-off contract between Galliford Try Construction Limited and the Council is an amended NEC4 Engineering and Construction Contract. MHA+ are in the process of approving the form of the call-off contract.

The Council will be delivering the Witney High Street and Market Square Enhancement scheme in its capacity as highway authority for Oxfordshire under the Highways Act 1980.

Comments checked by:
Anita McEleney, Locum Solicitor, anita.mceleney@oxfordshire.gov.uk

10. **Staff Implications**

There are no staff implications.

11. **Equality & Inclusion Implications**

The Equalities Impact Assessment is presented in Appendix 2 to this report.

- The assessment highlights that persons with mobility issues could be both positively and negatively impacted by the design. Care should be taken to provide a level of service for pedestrians that complies with national accessibility guidance.
- The project has a potential to positively impact persons living in rural communities by promoting more public transport links to Witney.
- Any Public realm improvements in the town will seek to boost social cohesion and enable a wider range of social activities in Witney.

12. **Sustainability Implications**

The Climate Impact Assessment is presented in Annex 2 to this report and was last conducted in September 2023.

The project scores favourably in terms of the potential impacts that could be delivered however the project team should work closely with the designers and the construction contractor to ensure that desirable low carbon objectives achieved through the implementation of bespoke materials and innovative infrastructure measures are balanced against the scope of scheme deliverables determined by the budget and does not compromise other benefits identified in the 'Just Transition' category.

13. **Risk Management**

Project Risks are routinely monitored and if necessary, escalated to the Active Travel Program Board where risk mitigation measures can be agreed.

If the Council does not award the design and build contract as soon as practicably possible then this could put pressure on the County Council's ability to spend the allocated within the agreed timeframes. This could result in reputational damage to the Council if it does not begin the construction works in Witney town centre as currently planned.

14. **Consultations**

An extensive Community Engagement exercise with Witney Residents, Businesses and Stakeholders was carried out in September 2023. The findings of the Community Engagement have been published in a report on OCC's Let's Talk Website.

The results of the engagement exercises show general support for the project vision and objectives and have identified preferences for a range of built environment interventions that can be considered in the project design stages.

Report by Bill Cotton
Corporate Director of Environment and Place

Annex:

1. Climate Impact Assessment
2. Equalities Impact Assessment

Other Documents: Witney High Street and Market Square Community Engagement Report
<https://letstalk.oxfordshire.gov.uk/26465/widgets/84744/documents/51928>

Contact Officers: Duncan Stewart
Active Travel Program Manager
Duncan.stewart@oxfordshire.gov.uk

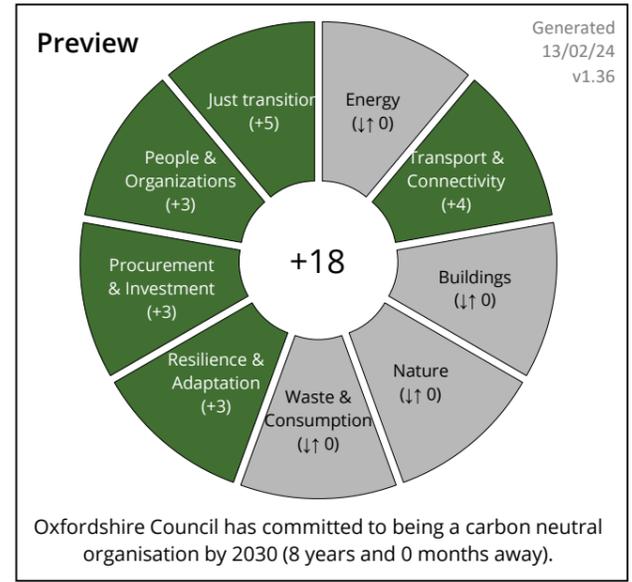
February 2024

Climate Impact Assessment

Summary

Directorate and Service Area	Environment and Place
What is being assessed	Witney High Street Public Realm Scheme
Is this a new or existing function or policy?	Yes
Summary of assessment	
Completed by	Annabelle Calder
Climate action sign off by	Tammy Marrett 08/09/23
Director sign off by	Owen Jenkins 12/02/24
Assessment date	45139

Page 31



Detail of proposal

Context / Background	Version 1. Changes to be noted as the scheme develops and more information is gathered.
Proposal	Witney High Street received funding via Active Travel for a public realm scheme. The scheme is in its infancy and follows the pedestrianisation of Witney High Street. The scheme is yet to go to public exhibition, which the scheme is largely relying upon to generate specific ideas from Witney High Street users for Witney High Street users.
Evidence / Intelligence	Site visits, meeting with WODC and Cllr Enright, public exhibition.
Alternatives considered / rejected	Lots of possibilities being considered.

Category	Impact criteria	Score (-3 to +3)	Description of impact	Actions or mitigations to reduce negative impacts	Action owner	Timeline and monitoring arrangements
Energy	Increases energy efficiency	0	N/A			
Energy	Promotes a switch to low-carbon or renewable energy	0	N/A			
Energy	Promotes resilient, local, smart energy systems	0	N/A			
Transport & Connectivity	Reduces need to travel and/or the need for private car ownership	0	More public transport infrastructure. Improving the area so people may travel elsewhere less. Not necessarily reduction in travel.	Bus infrastructure, movement of taxi rank to more desirable location.	Project Team	Ongoing
Transport & Connectivity	Supports active travel	2	Cycle rack improvements, improved lighting and paving, possibility for mobility hub in the future.	Work with local groups and younger residents.	Project Team	Consultation Period - ongoing
Transport & Connectivity	Increases use of public transport	2	Better positioning of taxi rank, bus infrastructure improvements including community buses, bus shelters. Bus priority on High Street.	Continue to liaise with bus company of planned upgrades. Ensure design are in keeping with the town and all designs are deemed needed by the public.	Project Team	Ongoing
Transport & Connectivity	Accelerates electrification of transport	0	N/A	Potential in the future - no active plans in place. Discussion of mobility hubs.		
Buildings	Promotes net zero new builds and developments	0	N/A			
Buildings	Accelerates retrofitting of existing buildings	0	N/A			
Nature	Protects, restores or enhances biodiversity, landscape and ecosystems	0	#REF!	Scope for pocket parks, tree planting, rain gardens, ect.	Project Team	Ongoing - design process not started
Nature	Develops blue and green infrastructure	0	Potential if design allows for - rain gardens, living bus shelters, planters	Will be considered in design phase	Project Team	Ongoing - design process not started
Nature	Improves access to nature and green spaces	0	Church Green access will be easier if cars are reduced by War Memorial and the crossing is more accessible.	Will be considered in design phase	Project Team	Ongoing - design process not started
Waste & Consumption	Reduces overall consumption	0	N/A			
Waste & Consumption	Supports waste prevention and drive reuse and recycling	0	Potential to provide on the go recycling - improvements to bins.	Will be considered in the design phase - monitored as a theme within consultation.	Project Team	Ongoing - design process not started
Resilience & Adaptation	Increases resilience to flooding	1	Potential - if rain gardens are delivered, will help surface run-off			
Resilience & Adaptation	Increases resilience to other extreme weather events (e.g., storms, cold snaps, heatwaves, droughts)	1	Potential - to provide tree canopy to provide shelter/cover from extreme weather (sunshine)			

Resilience & Adaptation	Increases resilience of council services, communities, energy systems, transport infrastructure and/or supply chains	1	Potential- better active travel = less reliance on transport/more access and availability, better infrastructure and service.	Will be as a result of other implementations. Not a direct impact.		
Procurement & Investment	Procurement practices prioritise low-carbon options, circular economy and sustainability	2	Potential in design - sustainable design practices and materials used	Will be considered in design phase	Project Team	Ongoing - design process not started
Procurement & Investment	Investment being considered supports climate action/ is consistent with path to net zero	1	Potential - investment into active travel and public transport may result in climate impact reduction	Will be as a result of other implementations. Not a direct impact.	Project Team	Ongoing - will be as a result
People & Organizations	Drives behavioural change to address the climate and ecological emergency	2	Encourages active travel to be more easily accessed, which means that the attitude behaviour gap can be reduced. This will reduce emissions and enhance the ecology.	Ensure a focus on active travel and easy access is portrayed in design and further improve throughout the public exhibition and school workshops.	Project Team	Ongoing - design process not started/consultation still ongoing
People & Organizations	Drives organizational and systemic change to address the climate and ecological emergency	1	Opportunities for businesses to engage with the community and its' infrastructure. Employees travel to work, buying local produce, sustainable procurement, reduction in deliveries.	Engage with businesses to ensure their employees are on board, encourage them to participate in exhibition workshops.	Project Team	Ongoing - consultation in progress
Just transition	Promotes green innovation and job creation	0	Potential - encouraged use of public transport to cause investment into electric bus infrastructure/ebike hire/electric car hire extended/mobility hubs	Conitnue to work with WODC regarding electric car hire and charging point. Engage with community about what their use of public transport in place now could generate for the future.	Project Team	Ongoing - consultation in progress
Just transition	Promotes health and wellbeing	2	Use of outdoor space promotes improved mental wellbeing and increased physical activity and socialising.	Work with local groups and the most vulnerable resident groups to ensure the space is what they want and need so it has maximum use.	Project Team	Ongoing - consultation in progress
Just transition	Reduces poverty and inequality	0	N/A			



Oxfordshire County Council
Equalities Impact Assessment

WITNEY HIGH STREET AND MARKET SQUARE ENHANCEMENT SCHEME

12/12/23

Contents

Section 1: Summary details	3
Section 2: Detail of proposal.....	4
Section 3: Impact Assessment - Protected Characteristics.....	7
Section 3: Impact Assessment - Additional Community Impacts.....	10
Section 3: Impact Assessment - Additional Wider Impacts.....	11
Section 4: Review	12

Section 1: Summary details

Directorate and Service Area	Environment and Place – Infrastructure Delivery
What is being assessed (e.g. name of policy, procedure, project, service or proposed service change).	Witney High Street and Market Square Enhancement Scheme
Is this a new or existing function or policy?	New project
Summary of assessment Briefly summarise the policy or proposed service change. Summarise possible impacts. Does the proposal bias, discriminate or unfairly disadvantage individuals or groups within the community? (following completion of the assessment).	<p>The project aims to enhance the public realm and encourage better active travel in Witney Town Centre. When designing changes to the public highway there is a potential to exclude access for people who identify with having disabilities, particularly those experiencing mobility issues.</p> <p>This may be impacted by narrow footway widths, poor walking surfaces, pedestrian crossings that don't comply with accessibility guidance and absence of blue badge parking.</p>
Completed By	Nick Howdle-Smith
Authorised By	John McLauchlan 02/02/2024
Date of Assessment	12/12/23

Section 2: Detail of proposal

<p>Context / Background</p> <p>Briefly summarise the background to the policy or proposed service change, including reasons for any changes from previous versions.</p>	<p>The existing traffic restriction in Witney High Street and Market Square was implemented as a trial under an experimental traffic regulation order (ETRO) in summer 2020 and subsequently made permanent in December 2021 through the formal traffic regulation order process. The reduction of car traffic in the town centre had revealed opportunities to reallocate road space to contribute to a better pedestrian environment, improved cycling access and new retail and leisure activities.</p>
<p>Proposals</p> <p>Explain the detail of the proposals, including why this has been decided as the best course of action.</p>	<p>OCC applied for and was subsequently awarded £1.98m of active travel (tranche 3) funding for full project delivery comprising scheme development, design, consultation, construction, and monitoring/evaluation of the project. Early concept designs were drafted to support objectives included in the funding application:</p> <ul style="list-style-type: none"> • Encourage walking, wheeling, cycling and public transport • Rationalise existing space for taxis and on-street parking • Improve the road layouts at the junctions of High Street/Welch Way and Market Square/Corn Street to support the existing traffic restriction • Implement public realm enhancements <p>The development of active travel projects in the County help to meet the Council’s strategic priorities and Local and Connectivity Plan targets.</p>
<p>Evidence / Intelligence</p> <p>List and explain any data, consultation outcomes, research findings, feedback from service users and stakeholders etc, that</p>	<p>Before developing designs for the project OCC, conducted a community engagement exercise to understand what the priorities for the community are to inform the designs to be taken forward for implementation.</p>

supports your proposals and can help to inform the judgements you make about potential impact on different individuals, communities or groups and our ability to deliver our climate commitments.

Community Engagement involved a survey on the Let's Talk Oxfordshire engagement platform, in person stakeholder workshops, two face to face public events and other comments received by email and post.

The results from the Community Engagement online survey (643 participants) showed majority support for the scheme objectives. The survey also enabled OCC to profile respondents based on their demographics. The responses showed that the number of participants in the survey who declared that their day-to-day activities were limited because of a long-term illness, health problem or disability which has lasted, or is expected to last, at least 12 months (15.4%) is similarly proportionate to the overall share of people in Witney who are identified as disabled under the Equalities Act (15.1%).

Accessibility is an essential consideration within the project, so overall responses have been compared to those who answered that their day-to-day activities were limited because of a long-term illness, health problem or disability to help identify differential preferences and potential negative impacts for that group.

Overall survey responses showed a similar level of support for the scheme objectives amongst disabled groups.

Overall survey responses showed a similar level of support for the specific improvements that people want to see implemented in the project amongst those with disabilities although, improved blue badge parking was an item that was more popular amongst disabled groups.

The full Community Engagement report is available to download at <https://letstalk.oxfordshire.gov.uk/witney-high-street>

<p>Alternatives considered / rejected</p> <p>Summarise any other approaches that have been considered in developing the policy or proposed service change, and the reasons why these were not adopted. This could include reasons why doing nothing is not an option.</p>	<p>The survey also underlines that blue badge parking is still an important facility for those groups. Any reallocation of parking to enable better loading provisions for businesses must be based on robust survey data that can provide accurate information on occupancy levels and user demand.</p> <p>Although that accessibility groups were invited to participate in the engagement exercises, they did not accept invitations to the planned Transport and Accessibility workshop and did not contribute to the online survey. Officers will now reach out to Accessibility Groups again to help inform the designs from an accessibility perspective, ensuring compliance and legibility for user groups who maybe most impacted by the changes.</p> <p>It is noted that OCC does not have a dedicated accessibility officer to assist with advice and design reviews of the built environment.</p>
--	--

Section 3: Impact Assessment - Protected Characteristics

Protected Characteristic	No Impact	Positive	Negative	Description of Impact	Any actions or mitigation to reduce negative impacts	Action owner* (*Job Title, Organisation)	Timescale and monitoring arrangements
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Changes to the highway can exclude those with disabilities where improvements made do not adhere to accessibility guidance / advice. However the project has the opportunity to increase the level of service for people with disabilities.	Engagement / consultation with accessibility groups to ensure the highway changes do not adversely impact disabled users	Nick Howdle-Smith, Project Manager, OCC	To be arranged with the relevant accessibility groups. Comments on the proposals for the preliminary design should be integrated before the public consultation in Spring 2024.
Gender Reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Marriage & Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Pregnancy & Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Religion or Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Section 3: Impact Assessment - Additional Community Impacts

Additional community impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner (*Job Title, Organisation)	Timescale and monitoring arrangements
Rural communities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Feedback from the Community Engagement can raise awareness of high preference for extra transport links to rural communities around Witney.	The project must ensure that bus service levels are maintained and also provides for future increases in services	Nick Howdle-Smith, Project Manager, OCC	Comments on the proposals for the preliminary design should be integrated before the public consultation in Spring 2024.
Armed Forces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Carers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Areas of deprivation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Section 3: Impact Assessment - Additional Wider Impacts

Additional Wider Impacts	No Impact	Positive	Negative	Description of Impact	Any actions or mitigation to reduce negative impacts	Action owner* (*Job Title, Organisation)	Timescale and monitoring arrangements
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Other Council Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Providers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Social Value ¹	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	New public realm in the project area can enhance the walkability and new public spaces which has shown to improve: health/well-being, social cohesion, business trading activities and public events.	CCTV monitoring and better lighting can help to police/deter anti-social behaviour that may be attracted to new public realm areas	Nick Howdle-Smith, Project Manager, OCC	Comments on the proposals for the preliminary design should be integrated before the public consultation in Spring 2024

¹ If the Public Services (Social Value) Act 2012 applies to this proposal, please summarise here how you have considered how the contract might improve the economic, social, and environmental well-being of the relevant area

Section 4: Review

Where bias, negative impact or disadvantage is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

Review Date	April 2024
Person Responsible for Review	Nick Howdle-Smith
Authorised By	John McLauchlan

Divisions Affected – N/A

DELEGATED DECISIONS BY CABINET MEMBER FOR INFRASTRUCTURE AND DEVELOPMENT STRATEGY

22 February 2024

Zero Emissions Zone Contracts Procurement and Award

Report by Corporate Director of Environment and Place

RECOMMENDATION

1. **The Cabinet Member is RECOMMENDED to:**
 - a) **Delegate authority to the Corporate Director of Environment and Place in consultation with the Head of Legal and Deputy Monitoring Officer and Section 151 Officer to negotiate, complete and enter into all contracts and agreements which are required in relation to the expanded Zero Emission Zone (ZEZ) scheme in Oxford.**

Executive Summary

2. Oxfordshire County Council is committed - subject to consultation and final scheme approvals - to implementing an expanded Zero Emission Zone (ZEZ) in the centre of Oxford.
3. The key decision will enable the ZEZ expansion scheme development and assessment supplier to be commissioned. On finalisation of the scheme definition and approval to proceed to implementation stage, the civil works, the Automatic Number Plate Recognition (ANPR) camera equipment, the IT solution, the monitoring and evaluation and the communication and engagement activities will be planned and procured.
4. This report seeks to ensure authority is in place to enter into all forthcoming contracts and other such agreements for the ZEZ scheme in Oxford.

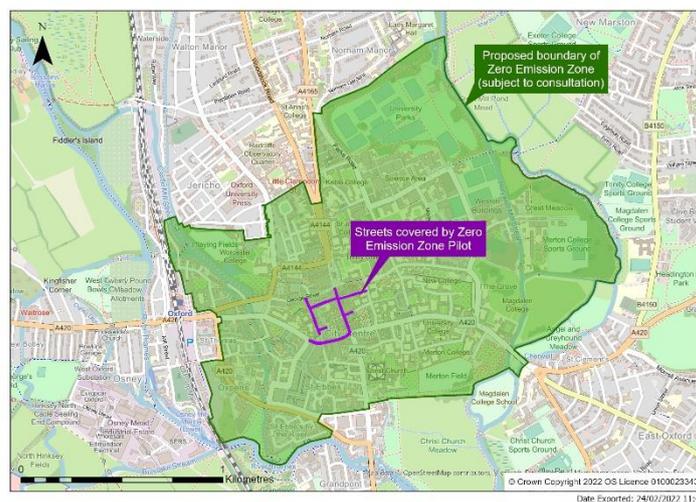
Background

5. Vehicle emissions are one of Oxford's most significant causes of air pollution. They are harmful to human health and contribute to climate change. The county council's Local Transport and Connectivity Plan and Central

Oxfordshire Travel Plan include proposals for a Zero Emission Zone in Oxford city centre to encourage people to switch to zero and lower emissions vehicles and make other positive changes in their travel behaviour.

6. In Oxford, a ZEZ Pilot scheme, covering a small number of city centre streets, was introduced in February 2022 to test the back-office systems before introducing an expanded scheme.
7. A ZEZ covering a larger area of the city centre (see Figure 1) is proposed. This will be informed by experience from the ZEZ Pilot, albeit with changes to the scheme including charges, exemptions and discounts (subject to detailed technical work and the outcomes of consultation).
8. The scheme would be implemented using powers available under the Transport Act 2000 and is proposed to help accelerate the transition to zero and lower emission vehicles as well as encouraging modal shift from private car to public transport, walking and cycling.
9. The scheme will generate income that would be used to pay back scheme development and implementation costs. And with remaining income available to fund supporting measures, for example, vehicle charging infrastructure, freight consolidation, improvements to public realm and walking and cycling routes, and public transport services.

Figure 1 – Zero Emission Zone proposed expansion



10. ZEZ is an area where zero emission vehicles (such as fully electric motorcycles, cars and vans) can be used without incurring a charge but where other motor vehicles may be charged. It is being introduced in two phases. The first phase is a small pilot area which became operational on 28 February 2022.

11. The second phase will see the ZEZ expanded to cover approximately the whole of Oxford city centre. Expansion of the ZEZ will take place - if decided by the county council's cabinet at a future meeting - following assessments, engagement with residents, businesses and other interested parties, and public consultation.
12. In preparation of implementing the ZEZ expansion scheme, the Council requires the procurement of various services, goods and works contracts. The ZEZ scheme has the potential to significantly affect communities living or working in Oxford City and Oxfordshire and some contracts could potentially exceed the £1m threshold for capital expenditure therefore necessitating Key Decision to allow the Council to enter into these contracts.

Corporate Policies and Priorities

13. The ZEZ expansion will support the council's nine priorities and in particular:
 - Put action to address the climate emergency at the heart of our work.
 - Prioritise the health and wellbeing of residents.
 - Invest in an inclusive, integrated and sustainable transport network.
 - Work with local businesses and partners for environmental, economic and social benefit.
14. In July 2022, Oxfordshire County Council adopted its new Local Transport and Connectivity Plan (LTCP) which sets a clear vision to deliver a net-zero transport system that enables Oxfordshire to thrive, protects the environment and makes the county a better place to live for all residents. This includes ambitious targets to:
 - replace or remove 1 in 4 car trips in Oxfordshire by 2030
 - deliver a net-zero transport network by 2040, and
 - have zero, or as close as possible, road fatalities or life-changing injuries by 2050.
15. The ZEZ is one of the Central Oxfordshire Travel Plan (COTP) actions to build a more sustainable, reliable transport system.

Key Issue

16. A final scheme for approval requires detailed technical work including scheme design, transport and air quality modelling and assessments to forecast the scheme's potential benefits and impacts, as well as engagement and consultation activities with stakeholders and the public.
17. It is essential that this decision is made to enable the formal and prompt completion of the contract (reference I-2156) for the ZEZ expansion scheme development and assessment currently under procurement (ESPO Framework 664_21 (Consultancy Services)). Pending the outcome of the procurement exercise, anticipated to be completed in March 2024, there are no budgetary implications at this stage for this commission as its budget has already been agreed as part of the Initial Business Case approved in Sept 2023.
18. It is anticipated that completion of future contracts will be subject to an exhaustive financial appraisal that will be conducted as part of the Outline Business Case and the scheme progressing to the next stage for implantation following consultation and final scheme approvals by the Council.

Network Management Plan

19. The delivery of the ZEZ expansion also supports the overall ambitions of the Network Management Plan.

Financial Implications

20. The ZEZ expansion scheme's implementation costs are projected to amount to a total of £5.812 million. In September 2023 Cabinet approved the funding of £1.55M for stage 1 of the scheme. This is currently out to procurement. At the point of drafting this key decisions paper there is an estimated overall scheme funding gap of £4M, against the projected scheme total of £5.812M. A proposal to forward fund the £4M, at risk, based on projected future income generation is subject to a decision by Council on 20 February 2024. The estimated costs of the overall scheme cover a range of elements including:
 - Development of the Scheme: £630,962.00
 - Internal Staffing Costs: £840,000.00
 - Legal Support Fees & Expenses: £100,000.00
 - Communications: £150,000.00
 - Engineering: £464,500.00
 - Back Office Systems: £200,000.00
 - Civil Works, Signage, and Equipment Costs: £1,583,100.00
 - Monitoring Equipment Costs: £100,000.00
 - Contingency: £1,144,040.00
 - Inflation: £599,298.00
21. The budget required for the scheme may be further refined during and following Stage 1 completion.

22. The scheme will require continuous operational (revenue) costs, such as permit administration, penalty charge processing, systems and infrastructure upkeep, and communications. It is anticipated that these costs will be entirely offset by income generated by the scheme.
23. An exhaustive financial appraisal will be conducted as part of the Outline Business Case. This will include consideration of capital and operational expenditure, support measures, risk, contingency, and funding sources.
24. Detailed financial modelling will also be undertaken to ascertain the net operational position during the scheme's operational phase and other stages.
25. This key decision will enable the ZEZ scheme development and assessment supplier to be commissioned. This contract is covered by the approved Stage 1 budget of £1.55M.
26. Pending the outcome to the funding proposal subject to Council approval on 20 February 2024, it is anticipated that completion of future contracts will be subject to an exhaustive financial appraisal that will be conducted as part of the Outline Business Case and the scheme progressing to the next stage for implementation following consultation and final scheme approvals by the Council.

Comments checked by: Ian Dyson, Director of Finance Services
(ian.dyson@oxfordshire.gov.uk)

Staffing Implications

27. The design, engagement and consultation, and if approved, delivery of the ZEZ expansion will require involvement from various services across the council, resulting in potential strain on staffing levels.
28. The council anticipates pressure on its resources due to the simultaneous implementation of multiple schemes. Additionally, the controversial nature of the ZEZ scheme, which has wide-ranging economic, social, and environmental impacts, generates a high volume of Freedom of Information requests (FOIs), Environmental Information Regulations (EIR) inquiries, and other enquiries. Therefore, it is crucial to continuously evaluate staffing levels to enhance resilience within the involved services. This includes proactive planning, prioritisation, and recruitment of both permanent and temporary staff.
29. Specifically, temporary increases in staffing levels will be necessary in the Customer Service Centre and Parking Team leading up to and during the implementation of the scheme. These additional resources will be essential for handling ZEZ discount/exemption applications, and addressing queries on ZEZ charges, penalty charge notices and other related matters. The resources needed to operate the scheme will be funded by the income generated from the charges.

Risk Management

30. There is a risk of reputational damage if the Council does not complete the contract(s) sealing process expediently to meet the expected delivery programme.

Legal Implications

31. The ZEZ is a local charging scheme, introduced using powers available under the Transport Act 2000.
32. The scheme will comply with all relevant laws and regulations. The Council will be making the legal order(s) and have commissioned BDB Pitmans LLP, who previously prepared the charging order for the ZEZ pilot scheme, to provide legal advice, support and drafting services for the ZEZ expansion scheme.
33. Under the Transport Act 2000, income generated by the ZEZ scheme may be used to cover the costs of implementing and running the scheme. Any surplus once these costs have been covered ("net proceeds") may only be used for facilitating the achievement of local transport policies.
34. This decision is required to enable the Council to finalise and complete all relevant contractual documentation arising from the ZEZ expansion project.

Comments checked by: Jennifer Crouch, Principal Solicitor, Law and Governance.

Procurement Implications

35. The procurement strategy for goods, services, and works needed to develop and deliver the ZEZ will be developed to ensure that the procurement process reflects the Council's core values, corporate aims and objectives.
36. Contracts shall be procured in accordance with the Council's Contract Procedure Rules and relevant procurement legislation. Where payments are under a grant funding agreement, the Council's Financial Procedure Rules and Financial Regulations will also be followed.

Equality & Inclusion Implications

37. An Interim Equalities Impact Assessment report has been developed by Oxfordshire County Council (OCC).
38. The planned expansion of the ZEZ in Oxford is anticipated to induce positive impacts on health and the local environment. By reducing traffic volumes and vehicular emissions, encouraging sustainable modes of transportation, and

enhancing access to key areas within Oxford, the ZEZ is expected to promote mental, physical, and general wellbeing.

39. Potential impacts, such as accessibility and affordability of non-zero emission vehicles during the charging hours, may predominantly affect those dependent on cars or other motorised vehicles. However, these impacts can be mitigated through thoughtful scheme design including provisions for discounts and exemptions.
40. Further impacts will be subjected to a full Equalities Impact Assessment, along with other impact assessments to inform the ZEZ scheme design. These studies will guide the pricing structure, exemptions, discounts, and any necessary supportive measures to counter any significant negative impacts.

Consultations

41. This decision is for a procurement exercise, and as such no public consultation is required.

Report by: Bill Cotton
Corporate Director Environment and Place

Contact Officer: Mehdi Zegmou – Environment and Place
07887955680
Mehdi.Zegmou@Oxfordshire.gov.uk
February 2024

This page is intentionally left blank