



**Cabinet  
Tuesday, 21 July 2020**

**ADDENDA**

- 4. Questions from County Councillors (Pages 1 - 2)**
  
- 5. Petitions and Public Address (Pages 3 - 4)**
  
  
  
  
  
  
  
  
  
  
- 10. Financial Monitoring Report - July 2020 (Pages 5 - 6)**

Supplementary information attached.

- 11. Forward Plan and Future Business (Pages 7 - 10)**

**11(a) Department of Transport Active Travel Emergency Fund -  
Tranche 2\_ (Pages 11 - 20)**

*Cabinet Member:* Environment

*Forward Plan Ref:* 2020/108

*Contact:* Melanie Graham, Group Manager: Service & Business Improvement;

*Tel:* 07741 607801

Report by Director for Planning & Place.

This report provides an overview of the Department of Transport's Active Travel Emergency fund and, in particular, sets out the requirements and arrangements for the production and approval of the Tranche 2 submission.

***The Cabinet is RECOMMENDED to:***

- (a) Note the criteria of Tranche 2 of the Department of Transport Active Travel Emergency Fund; and***
  
- (b) Delegate to the Chief Executive, in consultation with the Cabinet Member for Environment (and Transport), the final sign off of the Oxfordshire County Council's bid for the Department of Transport Active Travel Emergency Fund Tranche 2 submission.***

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## CABINET – 21 JULY 2020

### QUESTIONS ON NOTICE FROM MEMBERS OF THE COUNCIL

Questions	Answers
<p><b>COUNCILLOR MATHEW</b></p> <p>How many trees has Oxfordshire County Council cut down in the last five years and how many of those were replaced. How many new plantings were there all together?</p>	<p><b>COUNCILLOR YVONNE CONSTANCE, CABINET MEMBER FOR ENVIRONMENT</b></p> <p>Oxfordshire County Council have had to remove 2297 trees on the highway verge it is responsible for as Highway Authority. This figure includes some trees that have failed during adverse weather conditions (but not necessarily all) or due to factors beyond our control. In that period, the council have planted 75 trees. There has been no funding for tree replacements or new planting.</p> <p>Currently there is no budget allocation for tree planting. The only tree related budget is for Highway Tree Maintenance.</p>
<p><b>2. COUNCILLOR SUSANNA PRESSEL</b></p> <p>The east riverbank along the Thames towpath above Osney Bridge behind Abbey Road was beautifully reinforced by the County Council about 10 years ago. It is part of the Thames Path and classed as highway. Unfortunately, in some places the timber has rotted or been damaged and the bank has eroded or been scoured out. It is now quite dangerous in places and I fear that an accident could happen any day. This stretch of towpath is now really popular and well-used, especially by people exercising or avoiding public</p>	<p><b>COUNCILLOR LIAM WALKER, CABINET MEMBER FOR HIGHWAYS DELIVERY AND OPERATIONS</b></p> <p>This stretch of Thames towpath behind Abbey Road is being put forward as a potential scheme to be funded by the DfT Covid Recovery programme under Tranche 2.</p> <p>If funding is secured from the Tranche 2 allocation, work will commence as soon as possible. If not, it will be added to the Infrastructure Operations capital programme and it's priority will be assessed alongside other pending schemes.</p> <p>In the meantime, Officers will continue to monitor the situation and are working with Oxford City Council, who now own this land, and the Thames</p>

<b>Questions</b>	<b>Answers</b>
<p>transport. If the temporary bus gates go in, it will be even more heavily used.</p> <p>Please can it be repaired urgently?</p>	<p>Path National Trail team to remove encroaching vegetation to move use away from the river edge and reduce the risk this poses to the public. This section of Thames towpath is well known to us and as the Councillor notes, was repaired using a technique called willow spilling, which was promoted by the Environment Agency at the time but has had mixed results on this highly trafficked route.</p>

## CABINET – 21 JULY 2020

### ITEM 5 – PETITIONS AND PUBLIC ADDRESS

#### Public Address

The following requests to address the meeting have been agreed by the Chairman:

Item	Speaker
Item 7 – Didcot Garden Town Housing Infrastructure Fund	Councillor John Sanders, Shadow Cabinet Member for Environment (inc Transport) (5 mins)
Item 9 – Treasury Management Outturn 2019/20	Councillor Glynis Phillips, Shadow Cabinet Member for Finance (5 mins)
Item 10 – Financial Monitoring Report – July 2020	Councillor Glynis Phillips, Shadow Cabinet Member for Finance (5 mins) Councillor Liz Brighthouse, Chairman of the Performance Scrutiny Committee (5 mins)

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## CABINET – 21 July 2020

### Financial Monitoring Report

#### Addenda

##### Report by Director of Finance

1. On 16 July the Ministry of Housing Communities, and Local Government (MHCLG) published the allocation of the £500.0m additional funding announced on 2 July (paragraph 39d. of the Financial Monitoring Report).
2. Of the £500m allocation, £6.0m has been top sliced and distributed to councils experiencing significant numbers of unaccompanied asylum seekers.
3. The remaining £494.0m has been distributed to councils based on a new formula which is intended to take account of population, deprivation and varying service costs across the county. Under this formula, the Council has been allocated £3.8m. This takes the total funding received by the Council to £31.0m of which £30.7m is available to use in 2020/21 after £0.3m was applied in 2019/20.
4. This additional allocation reduces the funding gap set out in the table at paragraph 3 of the Financial Monitoring Report to £20.2m
5. Details of the 'income guarantee' for income from sales, fee and charges, also announced on 2 July, are still awaited.
6. Further information has been received regarding the allocations of the Active Travel Grant announced on 23 May by the Department for Transport (DfT). As set out in paragraph 39c. of the Financial Monitoring Report, the initial indicative allocation for Oxfordshire was £0.6m. Following the submission of proposals to DfT, final allocations were awarded to authorities at 25%, 50%, 70%, 100% or more than 100%. The County has been awarded £0.3m, 50% of the indicative amount.
7. This outcome was common across county councils with just under half of all counties being awarded less than 100% of the initial allocations compared to the majority of metropolitan unitary authorities receiving 100% or 111%

**LORNA BAXTER**  
Director of Finance

Contact Officer: Hannah Doney, Head of Corporate Finance (Deputy Section 151)  
Tel: 07584174654  
July 2020

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## CABINET – 21 JULY 2020

### ITEM 11 – FORWARD PLAN AND FUTURE BUSINESS

Members are asked to note the following changes to the Forward Plan:

#### Amendments to items in the present Plan

Portfolio	Topic (Ref)/Decision	Present Timing	Change
<i>Environment</i>	<b>Forest Hill: A40 Laybys - Proposed Closure</b> (Ref: 2020/047)	16 July 2020	Deferred to 17 September 2020
Cabinet Member	To seek approval of the proposals.		

#### New Items added to the present Plan

Cabinet Area	Topic/Decision	Timing	Report by/ Contact
<i>Finance</i>	<b>Disposal of Development Sites to Oxford City Council</b> (Ref: 2020/106)		Karen Lister, Head of Estates & Strategy Tel: 07875 441940/Steve Jordan, Corporate Director – Commercial Development, Asset & Investment Tel: 07881 588887
	To seek approval for the disposal of three sites to the City Council as a named purchaser.		
		18 August 2020	
Cabinet			<i>Director – Commercial Development, Asset &amp; Investment</i>
<i>Finance</i>	<b>Revised Budget 2020/21</b> (Ref: 2020/114)		Hannah Doney, Head of Corporate Finance Tel: 07584 174654
	To seek approval of the in year budget proposals.		
		18 August 2020	
Cabinet			<i>Director of Finance</i>

<b>Cabinet Area</b>	<b>Topic/Decision</b>	<b>Timing</b>	<b>Report by/ Contact</b>
<i>Environment</i>	<b>Mixbury – Proposed 20mph Speed Limit</b> (Ref: 2020/107)  To seek approval of the proposals.	17 September 2020	Hugh Potter, Group Manager – Area Operations Hub Tel: 07766 998704  <i>Director of Community Operations (Interim)</i>
Cabinet Member			
<i>Environment</i>	<b>Oxford: Cowley Marsh and Hollow Way North – Proposed CPZ</b> (Ref: 2020/109)  To seek approval of the proposals.	17 September 2020	Hugh Potter, Group Manager – Area Operations Hub Tel: 07766 998704  <i>Director of Community Operations (Interim)</i>
Cabinet Member			
<i>Environment</i>	<b>Radley: Church Road – Proposed Zebra Crossing</b> (Ref: 2020/110)  To seek approval of the proposals.	17 September 2020	Hugh Potter, Group Manager – Area Operations Hub Tel: 07766 998704  <i>Director of Community Operations (Interim)</i>
Cabinet Member			
<i>Environment</i>	<b>Upper Heyford: Camp Road – Proposed Zebra Crossing</b> (Ref: 2020/111)  To seek approval of the proposals.	17 September 2020	Hugh Potter, Group Manager – Area Operations Hub Tel: 07766 998704  <i>Director of Community Operations (Interim)</i>
Cabinet Member			

Cabinet Area	Topic/Decision	Timing	Report by/ Contact
<i>Environment</i>	<b>Witney: A415 Ducklington – Roundabout Extension of 30mph Speed Limit and New Close Lane Proposed Waiting Restrictions</b> (Ref: 2020/112)	17 September 2020	Hugh Potter, Group Manager – Area Operations Hub Tel: 07766 998704
Cabinet Member	To seek approval of the proposals.		<i>Director of            Community            Operations            (Interim)</i>

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Division(s):

## CABINET – 21 JULY 2020

### DEPARTMENT OF TRANSPORT ACTIVE TRAVEL EMERGENCY FUND – TRANCHE 2

Report by Director of Planning and Place

#### RECOMMENDATION

1. **The Cabinet is RECOMMENDED to:**
  - (a) Note the criteria of Tranche 2 of the Department of Transport Active Travel Emergency Fund; and
  - (b) Delegate to the Chief Executive, in consultation with the Cabinet Member for Environment (and Transport), the final sign off of the Oxfordshire County Council's bid for the Department of Transport Active Travel Emergency Fund Tranche 2 submission.

#### Introduction

2. This paper has been produced to provide Cabinet with an overview of the Department of Transport (DfT) Active Travel Emergency Fund and to seek Cabinet approval to delegate the decision to approve the Tranche 2 submission to the Chief Executive due to the short timescale set by the DfT.
3. The DfT announced on May 9<sup>th</sup>, 2020 of the establishment of an Active Travel Emergency fund worth £225m to be provided to local transport authorities to embed walking and cycling as part of the new long-term commuting habits and to reap the associated health, air quality and congestion benefits. The key aim of the fund is to develop temporary and permanent measures to create environments that are safe for both walking and cycling in line with Government's current social distancing requirements.
4. The allocations for OCC are:
  - Tranche 1: £597k
  - Tranche 2: £2.38m
5. The application for Tranche 1 was submitted on 5 June 2020 and a financial award of £297k was confirmed on 25 June 2020. Delivery of the confirmed measures are underway.
6. The Tranche 2 notification of funding together with its criteria for scheme approval was received on July 10<sup>th</sup>, 2020 with a return submission date of 7 August 2020.

7. The letter received by the County Council can be seen at Appendix 1: DfT Active Travel Emergency Fund letter (10 July 2020).

### **Active Travel - The Department of Transport Emergency Fund**

8. The Department of Transport announced on 9 May 2020 an Active Travel Emergency fund worth £225m. The objectives of the Fund are to help local authorities implement measures to create an environment that is safer for both walking and cycling (both, not one or the other). This will allow cycling to replace journeys previously made by public transport and will have an essential role to play in the short term in helping to avoid overcrowding on public transport systems. Longer term, it will also help deliver significant health, environmental and congestion benefits.
9. The fund has been divided into two tranches, the first worth £45m and the second £180m. Allocations for Oxfordshire County Council are £597k and £2.38m respectively. The first tranche submission has already been made and award received with progress being made against defined measures.
10. Notification of Tranche 2 was received on 10 July 2020. The guidance/criteria is very clear “Authorities will need to satisfy the Department that they have swift and meaningful plans to reallocate road space to cyclists and pedestrians (both groups rather than one or the other), including on strategic corridors. Schemes that do not meaningfully alter the status quo on the road will not be funded. All cycling schemes, permanent or temporary, will need to include segregation or point closures to through traffic: advisory cycle lanes, and those marked only with white paint, will not be funded”.
11. There is an expectation that schemes will be delivered within this financial year with the ability for DfT to clawback funding not spent. The DfT has provided authorities with potential routes that they believe should be considered and have also made it clear that the use of Local Cycling and Walking Infrastructure Plans (LCWIPs) to support applications will be viewed positively.
12. Whilst the indicative funding being made available to Oxfordshire County Council for Tranche 2 remains approximately £2.3m. There is an opportunity for us to bid for higher than this amount, and the Council will be ambitious and reflect the full scale of investment we need to make a significant difference to communities. A working group has been established to develop the bid that has to be submitted on 7 August 2020.
13. The timeline for the submission of the bid is very short (less than four weeks) and therefore it is not possible for the proposed measures and DfT submission document to be presented to the Cabinet for Approval. We are therefore requesting that Cabinet agree to delegating final sign-off to the Chief Executive.

## **Financial and Staff Implications**

14. The criteria for Tranche 2 funding includes a requirement to spend the funding by March 2021. The financial deliverability of the bid will be signed off in accordance with the scheme of delegation. In accordance with the grant terms and conditions, if/where and individual scheme is over £2m the S151 Officer will be required to sign off the business case submitted
15. The County Council's submission may also include approved OCC or partner funding where available to strengthen the submission, but there is no additional capital or revenue impact associated with this submission.

## **Equalities Implications**

16. At the time of writing this document there are no known equalities implications however, there is the understanding that as schemes are developed where necessary Social Community Impact Assessments will be produced.

SUSAN HALLIWELL  
Director of Planning and Place

Contact Officer: Melanie Graham, GM Service/Business Improvement, Communities  
July 2020

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# Department for Transport

Local Transport Authorities in  
England, outside London

Rupert Furness  
HEAD OF ACTIVE & ACCESSIBLE TRAVEL  
DEPARTMENT FOR TRANSPORT  
33 HORSEFERRY ROAD  
LONDON  
SW1P 4DR

walking.cycling@dft.gov.uk

Web Site: [www.dft.gov.uk](http://www.dft.gov.uk)

10 July 2020

Dear all,

## **Emergency Active Travel Fund - invitation to bid for Tranche 2**

Allocations for the first tranche (£45m) of the £225m for temporary active travel measures have now been decided, and your authority should by now have received confirmation of the amount you have received. Details of all allocations are available on [gov.uk](http://gov.uk)

This letter invites authorities to bid for tranche 2 of the funding. Bids must be submitted **by Friday 7 August**.

Combined Authorities are expected to produce a single bid on behalf of their constituent authorities, as with tranche 1 of the funding. Funding for London boroughs and Transport for London is being handled separately in tranche 2, and London boroughs do not need to submit proposals to the Department for Transport.

The objectives of the Emergency Active Travel Fund are to help local authorities implement measures to create an environment that is safer for both walking and cycling (both, not one or the other). This will allow cycling in particular to replace journeys previously made by public transport, and will have an essential role to play in the short term in helping avoid overcrowding on public transport systems. Longer term, it will also help deliver significant health, environmental and congestion benefits.

As the Department made clear in its letter seeking proposals for tranche 1, the amounts published at the beginning of the process for each local authority were only indicative. The actual sums allocated will depend on how ambitious a council is willing to be.

The Department has been pleased by the extent to which many councils showed real ambition in their tranche 1 proposals. A number of councils whose proposals showed the highest ambition have received more than the tranche 1 funding they were initially allocated, while others who demonstrated less ambition have received less. Authorities who received less than they were indicatively allocated in tranche 1 are welcome to revise their proposals and put forward bids for those schemes as part of the tranche 2 process providing they can show that their revised proposals meet the criteria below.

Tranche 2 of the Emergency Active Travel Fund amounts to £180m in total. As with tranche 1, to receive any funding, authorities will need to satisfy the Department that they

have swift and meaningful plans to reallocate road space to cyclists and pedestrians (both groups rather than one or the other), including on strategic corridors. Schemes that do not meaningfully alter the status quo on the road will not be funded. All cycling schemes, permanent or temporary, will need to include segregation or point closures to through traffic: advisory cycle lanes, and those marked only with white paint, will not be funded.

Funding in the second tranche will also depend on how swiftly and effectively authorities have implemented the plans for which they have received funding in the first tranche.

Tranche 2 funding can be used to support both temporary, low-cost schemes, and permanent schemes with a short lead time, so long as they meet the criteria outlined above. Local authorities will need to demonstrate that the funds can be spent or fully committed in this financial year. As before, if this condition is not met, the Department will reserve the right to claw the funding back by adjusting downwards a future grant payment to your authority.

The Government expects to launch a new cycling and walking vision in the next few weeks, alongside new guidance on cycling infrastructure which local authorities will have to comply with to receive Government funding for cycle infrastructure schemes. The new guidance broadly reflects the criteria outlined above.

Cycling schemes identified in existing Local Cycling and Walking Infrastructure Plans (LCWIPs) may be funded if they meet all the criteria described above. The Department has also made available a "[Rapid Cycleway Prioritisation Tool](#)" which is intended to help identify promising locations for new cycleways, complementing local knowledge.

Local authorities may also bid for small amounts of funding to support the implementation of e-scooter trials where they complement the overall plan to enhance the road environment for cyclists and pedestrians.

The great majority of the funding provided will be capital funding: local authorities can bid for small amounts of revenue funding, but only up to a maximum of 20% of their total bid. Only in exceptional circumstances will authorities be granted amounts of revenue funding that are higher than this.

Local authorities will also be expected to demonstrate that they have considered the impacts of their proposals on bus and other public transport services. Measures that deliver benefits both for cyclists and bus users will be particularly welcomed. Local authorities should also consider, and take steps to mitigate, the wider impacts of any proposals, particularly on disabled people and others with protected characteristics as part of their Public Sector Equality Duty.

The Department will require more detailed evidence to access this second tranche of funding than for the first tranche of funding, and annex A sets out the information that the Department will require. We will require the completion, as before, of an online bid proforma, allowing the Department to assess the strategic, financial, management and commercial case for investment. This is available at [https://www.smartsurvey.co.uk/s/EmergencyActiveTravel\\_tranche2proforma/](https://www.smartsurvey.co.uk/s/EmergencyActiveTravel_tranche2proforma/)

The proforma covers general details such as location, total grant sought and setting the strategic case, as well as details of individual schemes. It also asks what prioritisation process has been applied, including any alignment with LCWIPs.

Applicants are also expected to assess and confirm, through their section 151 officer, the value for money of their schemes. For all permanent schemes costing £2 million or more, the Department will require applicants to undertake a value for money assessment using the Active Mode Appraisal Tool (AMAT). Accompanying this letter, we have sent you value for money guidance to help assess your schemes which should make this process straightforward. Where it is not possible to provide this assessment and S.151 officer confirmation as part of an authority's bid by Friday 7 August, these may be provided separately and no later than Friday 11 September. Further details are at annex A.

In the event that work on value for money undertaken after the submission of the bid and/or funding award indicates that the proposals submitted may not offer value for money, the authority should submit revised proposals which do offer value for money to the Department as soon as possible. Where this is not possible, the Department will reserve the right to claw back any funding by adjusting downwards a future grant payment to your authority.

The Department will also expect the impact of schemes to be monitored and evaluated. This will be a requirement for all permanent schemes costing £2 million or more, and is recommended for other significant schemes. Guidance on this will follow shortly.

The Department will expect authorities to keep consultancy spending down to a minimum, but recognises that support may be required by some authorities to plug resource gaps on highways and scheme design issues. Wherever possible local authorities should use existing framework contractors for design and build so that efficiencies of scale and proper integration with wider highways schemes are more likely to be achieved.

The Department will make the payments via a grant under section 31 of the Local Government Act 2003 together with a formal grant determination letter. If you have any questions on any aspect of this funding, please email [walking.cycling@dft.gov.uk](mailto:walking.cycling@dft.gov.uk) All documents in support of your application should be sent to this address too.

Where possible, authorities should publish details of their proposed schemes, post submission to the Department, in line with the Freedom of Information Act.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'R Furness', with a long horizontal stroke extending to the right.

**Rupert Furness**

## **Annex A – Information the Department will require from local authorities**

All requested documents should be emailed to [walking.cycling@dft.gov.uk](mailto:walking.cycling@dft.gov.uk)

Submitted with bid by Friday 7 August

a) The online bid proforma, available at:

[https://www.smartsurvey.co.uk/s/EmergencyActiveTravel\\_tranche2proforma/](https://www.smartsurvey.co.uk/s/EmergencyActiveTravel_tranche2proforma/)

b) Scheme drawings for each significant aspect of the works (for permanent schemes above £2 million).

Submitted with bid, or by Friday 11 September at latest

The following documents should be provided as soon as possible (ideally alongside the authority's bid) and no later than Friday 11 September:

a) A letter from the authority's section 151 officer confirming that each scheme for which funding is sought offers value for money.

b) A completed 'uplifts tool' (template accompanying this letter) and [Active Mode Appraisal Toolkits](#) should be provided for all permanent schemes costing over £2 million. This analysis should inform the section 151 officer judgment on value for money of schemes, but is not a mandatory requirement for other schemes.

## Annex B – list of types of intervention that are in scope

This is not a definitive list but illustrative of the types of interventions that are in scope for Tranche 2. Applications that focus on high quality, continuous infrastructure will be viewed favourably.

Type of intervention	Description provided if applicable
<b>Cycle Infrastructure</b>	
New permanent, fully segregated urban cycleway or similar	
New temporary segregated cycleway	Eg 'pop-up' cycle facilities with physical separation from volume traffic; for example, mandatory cycle lanes, using light segregation features such as flexible plastic wands; or quickly converting traffic lanes into temporary cycle lanes (suspending parking bays where necessary); widening existing cycle lanes (with segregation) to enable cyclists to maintain distancing.
Installing segregation to make an existing cycle route safer	
Point closures of roads to through traffic, apart from buses, access and disabled	
<b>Walking Infrastructure</b>	
New permanent or temporary footway, or widening of existing footways	Note that these will need to involve reallocation of road space and be part of an overall package which also benefits cyclists
<b>Complementary measures (but note that these will need to be part of a wider plan involving road space reallocation and will not be enough in themselves to secure funding)</b>	
Provision of secure cycle parking facilities	Where it can be shown that this is a barrier to the uptake of cycling
Restriction or reduction of parking availability	Where this supports cycling and walking
Area-wide interventions	Such as pedestrian and cycling zones, modal filters / filtered permeability, school streets and other initiatives to support cycling and walking to schools
Park and cycle/stride/scooter facilities, and support for e-scooter trials	Where this is part of a wider plan also involving new segregated cycling infrastructure.
Selective road closures using planters, cones or similar	
Provision for monitoring and evaluation of schemes	Equipment such as cycle counters

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