



## ***Delegated Decisions by Cabinet Member for Infrastructure & Development Strategy***

***Thursday, 10 October 2024 at 2.00 pm  
Room 3 - 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 17 October 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**

A handwritten signature in blue ink that reads "Reeves".

Martin Reeves  
Chief Executive

September 2024

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

*Note:*    *Date of next meeting: 14 November 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](mailto: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. Minutes of the Previous Meeting (Pages 1 - 2)

To confirm the minutes of the meetings held on 26 September 2024 to be signed by the Chair as a correct record.

### 5. Approval to Award Contract in Respect of the Construction/Delivery of Abingdon NC5 Missing Link Active Travel Scheme (Pages 3 - 8)

*Cabinet Member: Infrastructure and Development Strategy  
Forward Plan Ref: 2024/272*

Contact: Duncan Stewart, Programme Lead – Active Travel Delivery  
([Duncan.Stewart@oxfordshire.gov.uk](mailto:Duncan.Stewart@oxfordshire.gov.uk))

Report by Director of Environment and Highways (**CMDIDS**).

**The Cabinet Member is RECOMMENDED to**

- a) **Delegate authority to the Director of Environment & Highways in consultation with the Executive Director: Resources and Section 151 Officer and the Head of Legal Services & Deputy Monitoring Officer to approve the award of a contract in relation to construction and delivery of the Abingdon National Cycling Network Route 5 Missing Link - East St Helens Street Active Travel Scheme.**

## **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.

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# Agenda Item 4

## DELEGATED DECISIONS BY CABINET MEMBER FOR INFRASTRUCTURE & DEVELOPMENT STRATEGY

**MINUTES** of the meeting held on Thursday, 26 September 2024 commencing at 1.15 pm and finishing at 1.25 pm

**Present:**

**Voting Members:** Councillor Judy Roberts – in the Chair

**Officers:** Jack Ahier (Democratic Services Officer), Cris Butler (Project Manager).

*The Cabinet Member considered the matters, reports and recommendations contained or referred to in the agenda for the meeting [, together with a schedule of addenda tabled at the meeting/the following additional documents:] and agreed as set out below. Copies of the agenda and reports [agenda, reports and schedule/additional documents] are attached to the signed Minutes.*

### 35 **DECLARATIONS OF INTEREST**

(Agenda No. 1)

There were none.

### 36 **QUESTIONS FROM COUNTY COUNCILLORS**

(Agenda No. 2)

There were none.

### 37 **PETITIONS AND PUBLIC ADDRESS**

(Agenda No. 3)

There were none.

### 38 **MINUTES OF THE PREVIOUS MEETING**

(Agenda No. 4)

The minutes of the meeting held on 15 August 2024 were approved by the Chair and signed as a correct record.

### 39 **TRAMWAY ACCESSIBILITY IMPROVEMENTS - CONTRACTS AND AGREEMENTS**

(Agenda No. 5)

The Chair welcomed everyone to the meeting.

Officers provided an update on the development of the scheme, noting progress on land and legal agreements, planning applications and procurement strategies.

The Chair noted that bus services would go to Banbury Train Station after these works were finished. Officers confirmed that work with Chiltern Rail was underway to ensure that planned works at the station fit in with the scheme and that a communications plan was jointly developed.

The Chair thanked officers and agreed to the recommendations in the report.

**RESOLVED to:**

- a) Delegate authority to the Director of Environment & Highways in consultation with the Head of Legal Services and Deputy Monitoring Officer, to approve the entering into a NEC 4 Option C Engineering and Construction Contract for the Tramway Road Accessibility Improvements Project with Milestone Infrastructure for the construction works pursuant to the Pagabo Civil and Infrastructure Framework (Lot 2).**

..... in the Chair

Date of signing .....



**Divisions Affected – Abingdon East**

## **DELEGATED DECISIONS BY CABINET MEMBER FOR INFRASTRUCTURE AND DEVELOPMENT STRATEGY**

**10 October 2024**

### **Approval to award contract in respect of the construction/delivery of Abingdon National Cycling Network Route 5 Missing Link - East St Helens Street Active Travel Scheme**

**Report by Director of Environment & Highways**

#### **RECOMMENDATION**

The Cabinet Member is **RECOMMENDED** to

- a) **Delegate authority to the Director of Environment & Highways in consultation with the Executive Director: Resources and Section 151 Officer and the Head of Legal Services & Deputy Monitoring Officer to approve the award of a contract in relation to construction and delivery of the Abingdon National Cycling Network Route 5 Missing Link - East St Helens Street Active Travel Scheme.**

#### **Executive Summary**

1. This report seeks approval for delegated authority to award a contract for the forthcoming construction contract for the Abingdon National Cycling Network Route 5 Missing Link – East St Helens Street Active Travel Scheme and to provide assurances that the project satisfies the requirements of Oxfordshire County Council's corporate policies and practices.

#### **Background**

2. In February 2024 the County Council was allocated £2,384,163 by Active Travel England (ATE) from Active Travel Fund Tranche 4 Extension funding. This funding is allocated to support specific projects intended to improve walking and cycling infrastructure in the county. The Abingdon National Cycling Network Route 5 Missing Link – East St Helens Street Active Travel Scheme is an infrastructure project that has been allocated £1,473,679 by Active Travel England for full project delivery, comprising preliminary design, public consultation, detailed design, and construction.

3. The Abingdon National Cycle Network Route 5 Missing Link scheme is in the heart of Abingdon Town Centre, on Sustrans National Cycle Network Route 5, and partially in an Air Quality Management Area. The route currently requires cyclists to dismount and push for approximately 90 metres which potentially adversely affects people with reduced mobility such as elderly or people with disabilities, potentially using adapted cycles. Additionally, the current crossing provisions along this route are extremely poor or non-existent.
4. The project is intended to address the issues for walking and wheeling in this area, to give more priority to the most vulnerable users. The scheme includes 2 parallel and 2 zebra crossings, 3 raised tables, and a section of cycle contraflow.
5. The scheme is included in the approved Abingdon Local Cycling and Walking Infrastructure Plan, and it will help tie together the Oxford, Abingdon, and Didcot Local Cycling and Walking Infrastructure Plans, and create a safe walking/wheeling/cycling route for all people. The Abingdon Local Cycling and Walking Infrastructure Plan was approved by Cabinet on 23 February 2023 and is a 10-year plan (2023 to 2033) to improve and increase cycling and walking in the town.
6. The Abingdon National Cycle Network Route 5 Missing Link scheme when completed is expected to remove a significant barrier to achieving a high quality cycle network connecting Oxford, Abingdon, Didcot, and beyond. The emerging Oxfordshire Strategic Active Travel Network includes links through this scheme, as does the existing Science Vale Cycle Network (renaming to Science Vale Active Travel).

## **Procurement Strategy**

7. In August 2024 a project Procurement Strategy (Appendix 1) was approved by Head of Infrastructure Delivery. The strategy recommended:
  - i) Preliminary design to be procured via 3 quotes procurement route in line with the County Council's procurement policy for contracts under £100k; and
  - ii) Detailed design and construction to be procured via the Midlands Highway Alliance (MHA) MSF4 framework using the sub-regional call-off option.
8. The Scheme will be run as a two stage process comprising a County Council Consultancy Services contract which is to be used when procurement of design services is via Request for Quote 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).

9. The contract for preliminary design is expected to cost less than £100k and, as such, does not meet the threshold requiring a Cabinet Member Decision. However, the contract for detailed design and construction may exceed £1m making it a key decision and as such a Cabinet Member Decision is required.
10. The procurement process for detailed design and construction is expected to be carried out in Spring 2025 and it is anticipated that construction will commence during Summer 2025.

## Corporate Policies and Priorities

11. The Abingdon National Cycle Network Route 5 Missing Link 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 walk, wheel and cycle.

## Local Transport and Connectivity Plan Implications

12. The project is strongly aligned with the County Council's vision set out within the Local Transport & Connectivity Plan 2022-2050 which includes reducing the need to travel and private car use through making walking, cycling, public and shared transport the natural first choice. The Local Transport & Connectivity Plan supporting strategies include the Active Travel Strategy.
13. The Local Transport & Connectivity Plan includes targets to:
  - reduce 1 in 4 current car trips by 2030; and
  - deliver a net-zero transport network by 2040.

## Financial Implications

14. The total cost estimate for all project stages is £1,473,679 and Cabinet approved the inclusion of the scheme in the capital programme on Tuesday 18<sup>th</sup> June 2024. The estimate includes a construction cost estimate of £752,046 and a contingency/optimism bias/risk allowance (44% of construction budget) of

£339,700. 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, Strategic Finance Business Partner  
(Environment & Highways), [rob.finlayson@oxfordshire.gov.uk](mailto:rob.finlayson@oxfordshire.gov.uk)

## Legal Implications

15. 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 £750k and £1m inclusive of VAT. Such anticipated value falls below the PCRs 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 Abingdon National Cycle Network Route 5 - Missing Link scheme in its capacity as highway authority for Oxfordshire under the Highways Act 1980.

Comments checked by: Tessa Odiah, Solicitor,  
[Tessa.Odiah@Oxfordshire.gov.uk](mailto:Tessa.Odiah@Oxfordshire.gov.uk)

Comments checked by: Lauren Hawkins, Category Manager – Capital Projects,  
[Lauren.Hawkins@Oxfordshire.gov.uk](mailto:Lauren.Hawkins@Oxfordshire.gov.uk)

## Staff Implications

16. Staff to procure and deliver the project will be delivered through existing resources, with no need make additional appointments.

## **Equality & Inclusion Implications**

17. The Equalities Impact Assessment is presented in Annex 2 to this report.
  - The assessment shows that no negative impacts to bias, discriminate or unfairly disadvantage individuals or groups within the community will result from the scheme.
  - The Equalities Impact Assessment found the scheme will either have no impact on the groups under consideration or will have a positive impact. Groups which will benefit from a positive impact include those with the protected characteristics of Age, Disability, Pregnancy & Maternity, Sex, Rural Communities, Carers and Areas of Deprivation.

## **Sustainability Implications**

18. The Climate Impact Assessment is presented in Appendix 3
19. The project scores favourably in terms of the potential impacts that could be delivered however the project team will 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**

20. If the Council does not enter into contract in respect of the construction/delivery of the scheme in Spring 2025, as planned, then this will adversely impact the County Council's ability to spend the Active Travel Fund Tranche 4 Extension funding and deliver the scheme in a timely manner. This could result in reputational damage and reduced funding allocated to the County Council in future Active Travel Fund rounds.

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

**Report by Paul Fermer**  
**Director of Environment and Highways**

Annexes: Annex 1 – Climate Impact Assessment [CIA\\_Abingdon\\_NCN5\\_Missing link.pdf](#)  
Annex 2 – Equalities Impact Assessment [Abingdon\\_NCN5\\_Missing\\_Link\\_ATF4E\\_Equalities\\_Impact\\_Assessment.pdf](#)

Background papers: Nil

Contact Officer: Duncan Stewart [duncan.stewart@oxfordshire.gov.uk](mailto:duncan.stewart@oxfordshire.gov.uk)

Programme Lead, Active Travel Delivery

10 October 2024