

Oversight and Governance

Chief Executive's Department
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Delegated Decisions

Delegated Executive/Officer Decisions

Notice of call-in for non-urgent decisions must be given to the Democratic Support Team by 4.30 pm on Wednesday 19 November 2025. Please note – urgent decisions and non-key Council Officer decisions cannot be called in. Copies of the decisions together with background reports are available for viewing as follows:

- on the Council's Intranet Site at https://modgov/mgDelegatedDecisions.aspx
- on the Council's website at https://tinyurl.com/3hwmppzp

The decisions detailed below may be implemented on Thursday 20 November 2025 if they are not called-in.

Delegated Decisions

I. Councillor Jemima Laing - Deputy Leader of the Council and Cabinet Member for Children's Social Care, Culture and Communications:

Ia. DL03 25/26 - Consolidated Active Travel Fund

(Pages I - 32)

EXECUTIVE DECISION

made by a Cabinet Member



REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number - DL03 25/26

De	Decision			
ı	Title of decision: Consolidated Active Travel Fund			
2	Decision maker: Councillor Jemima Laing (Deputy Leader of the Council)			
3	Report author and contact details: Richard Banner (Transport Strategy Co-ordinator) richard.banner@plymouth.gov.uk			
4	Decision to be taken:			
	It is recommended that the Deputy Leader of the Council:			

- I. Approves the Business Case;
- 2. Allocates £746,894 capital funding for the project into the Capital Programme funded by Active Travel England (ATE) Consolidated Active Travel Fund (CATF);
- 3. Authorises the procurement process;
- 4. Delegates the award of contracts to the Service Director for Strategic Planning & Infrastructure where they do not already have authority to do so.

5 Reasons for decision:

This Executive Decision seeks the approval to add external Department for Transport funding to the capital programme to improve walking and cycling provision in Plymouth.

This will enable more active travel so as improving people's health, quality-of-life and access to opportunities, whilst helping to reduce the city's carbon emissions.

There is a demonstrated need for each of the elements in the proposed package of measures which is deliverable within the funding and timescales available and therefore makes no ask on corporate borrowing

6 Alternative options considered and rejected:

- I. Do Nothing All of the funding is external and would therefore need to be returned to the Department for Transport. This option was discounted on the basis that the changes are required to enhance road safety and help enable people to use more sustainable travel choices
- 2. Do minimum Again, all of the funding is external, and so if only part of the funding were accepted, the rest would need to be returned to the Department for Transport. This option was discounted on the basis that the changes are required to enhance road safety and help enable people to use more sustainable travel choices
- 3. Allocate funding to other eligible alternatives There is no shortage of unfunded proposals which would improve facilities for pedestrians and cyclists and therefore alternative proposals could undoubtedly be suggested albeit in different locations and benefiting different users. This option was discounted on the basis that the preferred package of measures is affordable and deliverable within the required timescales

and funding available and, in supporting an already approved scheme on the capital programme helps avoid the risk of requiring corporate borrowing.

7 Financial implications and risks:

Active Travel England (ATE) will provide £746,894 capital funding under the Consolidated Active Travel Fund (CATF).

The proposals provide changes required to enhance road safety and enable more people to walk and cycle so improving health and equality of access to opportunities. Whilst each of the elements are different, all are responding to a clear need.

Without external funding Plymouth City Council would need to resource these internally. If taken forwards this would place additional financial burdens and strains on the Council finance.

The key risks relate to:

A lack of funding to deliver the whole programme. This is being mitigated by building risk and contingency into the programme and involving experienced in estimating costs. Overall the budget will be managed across programme.

A lack of time to deliver the whole programme. This is being mitigated by building float into the programme. Experienced staff will be involved in the delivery of projects and we can if necessary write to the external funding to seek 'change control' should a scheme be undeliverable due to time/cost pressures.

8 Legal Implications: (For completion by Legal Officers)

The terms and conditions of the grant have been reviewed by the Legal team and are deemed acceptable.

9	Is the decision a Key Decision? (please contact Democratic Support for further advice) Please type an X into the relevant boxes	Yes	No	Per the Constitution, a key decision is one which:	
			X	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total	
			x	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £I million annually	
			x	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.	
	If yes, date of publication of the notice in the Forward Plan of Key Decisions	N/A			
10	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the	The proposals provide changes required to enhance roa and enable more people to walk and cycle so improving and equality of access to opportunities. Whilst each of the elements are different, all are responding to a clear need			
	revenue/capital budget:	The scheme aligns with Policy SPT9 – Strategic principles for transport planning and strategy: seeking to reduce the impact of severance caused by [a lack of quality] transport networks, enabling more journeys by walking, cycling and providing genuinely alternative ways to travel. At its core the policy place			

the adopted hierarchy of transport modes and routes based

upon different modes, with walking and cycling at the top of the pyramid and first modes to be considered/improved. The schemes also align with several Corporate Plan priorities to make Plymouth a fairer, greener city, where everyone does their bit. - The projects will help ensure there are fewer potholes, with cleaner, greener streets and transport; - The projects will help keep children, adults and communities safe: By doing this we will: - Provide quality public services; - Focus on prevention and early intervention; - Spend money wisely. П Please specify any direct It is anticipated that the programme will have a positive environmental implications of the climate impact. decision (carbon impact) The programme will deliver new routes, improved crossings and will encourage more residents to walk and cycle, providing the conditions to enable change. This is expected to have a long term or significant positive impact on Education / Engagement / Enabling Conditions; Greenhouse Gas Emissions and Air Quality. An upgrade to existing cycle paths and delivery of new crossings will require limited construction works which is expected to have a short term or limited negative impact. Nonetheless additional carbon intensive materials will be required to deliver the upgrades. The construction process will follow appropriate waste management processes and residual waste is expected to be minimal. **Urgent decisions** 12a Is the decision urgent and to be Yes (If yes, please contact Democratic Support implemented immediately in (democraticsupport@plymouth.gov.uk) for the interests of the Council or advice) the public? No X (If no, go to section 13a) Please type an X into the relevant 12b Reason for urgency: 12c Scrutiny **Date** Chair **Signature** Scrutiny Committ ee name:

	Pri:	nt me:						
Cor	rsulta	ation						
13		-	ner Cabinet members'	Yes	X			
а	-	portfolios affected by the decision? Please type an X into the relevant box		No		(If no go to section	14)	
13 b	port		er Cabinet member's affected by the	Councillor John Stephens (Cabinet Member for Strategic Planning and Transport)				
13 c	Date	e Cabin	et member consulted	08 September 2025				
14			binet member conflict of interest in	Yes		If yes, please discuss w	rith the Monitoring	
	relation to the decision? Please type an X into the relevant box		No	X	Onicer			
15	Which Corporate Management Team member has been consulted?		Name Glenn Caplin-Grey					
			Job title		Strategic Director for Growth			
				Date 17 September 2025 consulted		17 September 2025		
Sig	n-off							
16	_		les from the relevant	Democratic Support (mandatory)			J37 25/26	
	аера	artmen	ts consulted:	Finance (mandatory)			ITG.25.26.072	
				Legal (mandatory)			LS/00001312/2/AC/30/ 9/25	
				Procurement (if applicable)			SN/PS/799/ED/0925	
				Corporate property (decisions involving Council owned land or facilities) (if applicable)			N/A	
				Human Resources (if applicable)			N/A	
Ар	pend	ices						
17	Re f.	Title of	appendix					
	Α	Briefing	Report Consolidated Active	re Travel Fund				
	В	Equalitie	s Impact Assessment Cons	onsolidated Active Travel Fund				
	С	Climate	Impact Assessment Consol	idated A	Active Trav	vel Fund		
	D	Business	Case Consolidated Active	Travel F	und			
Cor	nfider	ntial/exe	empt information					

18 a	confide	need to include any ntial/exempt information?	Yes	bri	If yes, prepare a second, confidential ('Pa briefing report and indicate why it is not publication by virtue of Part Tof Schedul		y it is not	for		
	Please ty	pe an X into the relevant box	No	X the	Local G	cal Government Act 1972 by it box in 18b below.				
				'	•			oossible in ne public d		
				Ex	emptio	n Paragra	aph Num	nber		
			ı	2	3	4	5	6	7	
18 b	Confide report	ential/exempt briefing title:								
Bac	kground	Papers								
19	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							/all of		
	Title o	of background paper(s)		Ex	emptio	n Paragr	aph Nur	nber		
			ı	2	3	4	5	6	7	
Cab	inet Me	mber Signature								
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act (2010) and those who do not. For further details please see the EIA attached.									
Sign	nature	drains	Date o	f decisio	1	13 Novem	ber 2025			
Print Councillor Jemima Laing (Deputy Leader of the Council)										



CONSOLIDATED ACTIVE TRAVEL FUND

Briefing Report



Background

Active Travel England have allocated funding to Plymouth City Council known as the 'Consolidated Active Travel Fund'. The purpose of the fund is as follows:

- 1. New construction schemes with robust delivery plans;
- 2. Change control funding to unblock existing Active Travel Fund (ATF) schemes to secure timely delivery and improve scheme quality;
- 3. Essential funding to address safety or accessibility concerns on existing active travel routes;
- Early development of future active travel schemes (including to support the development of housing), creating a pipeline of schemes to be funded by future government spending rounds or other local funding;
- 5. Development and delivery of high-quality capability building and behaviour change activities, enabling authorities to plan for and activate existing infrastructure and new capital schemes.

The proposals put forward by Plymouth City Council provide changes required to enhance road safety and enable more people to walk and cycle so improving health and equality of access to opportunities. Whilst each of the elements are different, all are responding to a clear need.

Funding Award

Plymouth City Council has successfully secured £746,894 of external funding for the development and delivery of walking, wheeling and cycling improvements.

Funding Package

The funding has been allocated to the following projects:

£373,447 for the construction of Brian Vincent Way, a path from Willow Close to Pike Road. The development funding for this project has been mandated through the Capital Programme Officers Group (CPOG). This funding will facilitate construction of an improved path which is a key link between Efford and Marsh Mills.

£150,000 for the construction of a new crossing of Budshead Road for people to use when crossing to Whitleigh Green shops. By providing a controlled crossing to the local shops, residents will find it easier and be encouraged to walk to their local shops.

£48,000 for the implementation (construction) of physical measures to support our safer school streets programme. Works will include the tighten of the bell mouth of the junction which will act to reduce vehicle speeds and improve the crossing facilities for residents and school children.

£20,447 for essential enhancements and the early development of Dawes Lane, a key link between Brixton and Plymouth which condition has deteriorated.

£35,000 for the implementation (construction) of traffic signals at the Mutley Plain / Greenbank Road junction. This will enable the provision of a signal crossing at an existing signal junction.

£70,000 for the implementation (construction) of traffic signals at the Ham Drive / Honicknowle Lane junction. Again, this will provide pedestrians crossing facilities at an existing signalised junction.

£50,000 for essential enhancements to replace the fence between Lucas Terrace and Seagull Bridge. This will address safety concerns due to the deteriorating condition of an existing fence which acts as a barrier to a steep slope.

Delivery Timescales

The terms stipulate that the funds should be committed by 31 March 2026 and spent by 31 March 2028.

All schemes should be completed by 31 March 2028.

Consultation

The statutory consultation process for changes to the highway will be followed for projects prior to their delivery.

Procurement Approach

The majority of funding is for minor network improvements and we propose to utilise South West Highways (SWH) via Plymouth Highways Term Maintenance Contract (PHTMC). The PHTMC provides the optimum route for delivery given the value of and type of work.

Works pertaining to signals will be undertaken utilising the Term Service Contract for Traffic Signals and related equipment with SWARCO.

Any professional services / design procurement requirements will be undertaken in accordance with the Council's self-service process seeking a minimum of I or 2 quotations, dependent on value.

EQUALITY IMPACT ASSESSMENT – CONSOLIDATED ACTIVE TRAVEL FUND

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): The person completing the EIA template.	Richard Banner	Department and service:	Department for Growth SP&I	Date of assessment:	08 September2025
Lead Officer: Head of Service, Service Director, or Strategic Director.	Philip Heseltine	Signature:	JAMS.	Approval date:	I6 September2025
Overview:	CATF funding is for:	ve Travel England (ATE) will provide £746,894 capital funding under the Consolidated Active Travel Fund (CATF). F funding is for: construction schemes with robust delivery plans;			
	Essential funding to address sat Early development of future ac	Change control funding to unblock existing ATF schemes to secure timely delivery and improve scheme quality; Essential funding to address safety or accessibility concerns on existing active travel routes; Early development of future active travel schemes (including to support the development of housing), creating a pipeline of scheme funded by future government spending rounds or other local funding;			
Development and delivery of high-quality capability building and behaviour change activities, enabling authorities to existing infrastructure and new capital schemes. Having briefed the portfolio holder on the options for this funding CPOG have agreed the mandate to apportion to £373,447 for the construction of Brian Vincent Way, a path from Willow Close to Pike Road. The development furthas been mandated through the Capital Programme Officers Group (CPOG). This funding will facilitate construction path which is a key link between Efford and Marsh Mills. £150,000 for the construction of a new crossing of Budshead Road for people to use when crossing to Whitleigh is providing a controlled crossing to the local shops residents will find it easier and be encouraged to walk to their local shops.			o apportion the force of the construction of t	unding as follows: ng for this project of an improved en shops. By	
	£48,000 for the implementatio	n (construction) of physical me	asures to support our safer school stree will act to reduce vehicle speeds and im	ets programme. `	Works will

	£20,447 for essential enhancements and the early development of Dawes Lane, a key link between Brixton and Plymouth which condition has deteriorated.			
	£35,000 for the implementation (construction) of traffic signals at the Mutley Plain / Greenbank Road junction. This will enable the provision of a signal crossing at an existing signal junction.			
	£70,000 for the implementation (construction) of traffic signals at the Ham Drive / Honicknowle Lane junction. Again, this will provide pedestrians crossing facilities at an existing signalised junction.			
	£50,000 for essential enhancements to replace the fence between Lucas Terrace and Seagull Bridge. This will address safety concern due to the deteriorating condition of an existing fence which acts as a barrier to a steep slope.			
Decision required:	It is recommended that the Deputy Leader of the Council:			
Decision required.	Approves the Business Case;			
	 Allocates £746,894 capital funding for the project into the Capital Programme funded by Active Travel England (ATE) Consolidated Active Travel Fund (CATF); 			
	Authorises the procurement process;			
	Delegates the award of the contract to Service Director for Strategic Planning & Infrastructure where they do not already have authority to do so.			

SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

Potential external impacts:	Yes		No	X
Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?				
Potential internal impacts:	Yes		No	X
Does the proposal have the potential to negatively impact Plymouth City Council employees?				
Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section three)	Yes		No	X
If you do not agree that a full equality impact assessment is required, please set out your justification for why not.		is not anticipated ected characterist		verse impact

SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT

Protected characteristics (Equality Act, 2010)	Evidence and information (e.g. data and consultation feedback)	Adverse impact	Mitigation activities	Timescale and responsible department
Age	Plymouth • 16.4 per cent of people in Plymouth are children aged under 15. • 65.1 per cent are adults aged 15 to 64. • 18.5 percent are adults aged 65 and over. • 2.4 percent of the resident population are 85 and over. South West • 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64. • 22.3 per cent are aged 65 and over. England • 17.4 per cent of people are aged 0 to 14. • 64.2 per cent of people are aged 15 to 64. • 18.4 per cent of people are aged 65 and over.	No adverse impact anticipated.		
	(2021 Census)			

Care experienced individuals (Note that as per the Independent Review of Children's Social Care recommendations, Plymouth City Council is treating care experience as though it is a protected characteristic).	It is estimated that 26 per cent of the homeless population in the UK have care experience. In Plymouth there are currently 7 per cent of care leavers open to the service (6 per cent aged 18-20 and 12 per cent of those aged 21+) who are in unsuitable accommodation. The Care Review reported that 41 per cent of 19-21 year old care leavers are not in education, employment or training (NEET) compared to 12 per cent of all other young people in the same age group. In Plymouth there are currently 50 per cent of care leavers aged 18-21 Not in Education Training or Employment (54 per cent of all those care leavers aged 18-24 who are open to the service).	No adverse impact anticipated.	
	There are currently 195 care leavers aged 18 to 20 (statutory service) and 58 aged 21 to 24 (extended offer). There are more care leavers aged 21 to 24 who could return for support from services if they wished to.		
Disability	9.4 per cent of residents in Plymouth have their activities limited 'a lot' because of a physical or mental health problem. 12.2 per cent of residents in Plymouth have their activities limited 'a little' because of a physical or mental health problem (2021 Census)	No adverse impact anticipated.	

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Gender reassignment	0.5 per cent of residents in Plymouth have a gender identity that is different from their sex registered at birth. 0.1 per cent of residents identify as a trans man, 0.1 per cent identify as non-binary and, 0.1 per cent identify as a trans women (2021 Census).	No adverse impact anticipated.	
Marriage and civil partnership	40.1 per cent of residents have never married and never registered a civil partnership. 10 per cent are divorced, 6 percent are widowed, with 2.5 per cent are separated but still married. 0.49 per cent of residents are, or were, married or in a civil partnerships of the same sex. 0.06 per cent of residents are in a civil partnerships with the opposite sex (2021 Census).	No adverse impact anticipated.	
Pregnancy and maternity	The total fertility rate (TFR) for England was 1.62 children per woman in 2021. The total fertility rate (TFR) for Plymouth in 2021 was 1.5.	No adverse impact anticipated.	

Race	In 2021, 94.9 per cent of Plymouth's population identified their ethnicity as White, 2.3 per cent as Asian and I.I per cent as Black (2021 Census) People with a mixed ethnic background comprised I.8 per cent of the population. I per cent of the population use a different term to describe their ethnicity (2021 Census) 92.7 per cent of residents speak English as their main language. 2021 Census data shows that after English, Polish, Romanian, Chinese, Portuguese, and Arabic are the most spoken languages in Plymouth (2021 Census).	No adverse impact anticipated.
Religion or belief	48.9 per cent of the Plymouth population stated they had no religion. 42.5 per cent of the population identified as Christian (2021 Census). Those who identified as Muslim account for 1.3 per cent of Plymouth's population while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2021 Census).	No adverse impact anticipated.
Sex	51 per cent of our population are women and 49 per cent are men (2021 Census).	No adverse impact anticipated.
Sexual orientation	88.95 per cent of residents aged 16 years and over in Plymouth describe their sexual orientation as straight or heterosexual. 2.06 per cent describe their sexuality as bisexual, 1.97 per cent of people describe their sexual orientation as gay or lesbian. 0.42 per cent of residents describe their sexual orientation using a different term (2021 Census).	No adverse impact anticipated.

SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

Human Rights	Implications	 Timescale and responsible department
	No negative impact	

SECTION FIVE: OUR EQUALITY OBJECTIVES

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
Work together in partnership to:	No negative impact		
promote equality, diversity and inclusion			
• facilitate community cohesion			
 support people with different backgrounds and lived experiences to get on well together 			
Give specific consideration to care experienced people to improve their life outcomes, including access to training, employment and housing.	No negative impact		
Build and develop a diverse workforce that represents the community and citizens it serves.	No negative impact		
Support diverse communities to feel confident to report crime and anti-social behaviour, including hate crime and hate incidents, and work with partners to ensure Plymouth is a city where everybody feels safe and welcome.	No negative impact		

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Consolidated Active Travel Fund

Project details

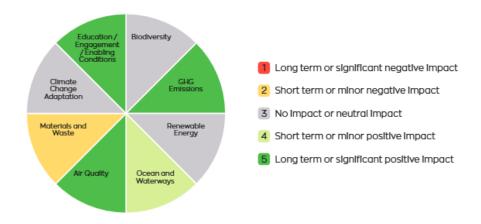
Assessment author

Richard Banner

Project summary

A number of walking and cycling improvements

Summary of assessment



Overall this programme has a positive climate impact

Assessment scores

Biodiversity

Score

(3) No impact or neutral impact

Score justification

The programme has no anticipated impact on Biodiversity

GHG Emissions

Climate Impact Assessment CON-9701-25 24-09-2025



Score

(5) Long lasting or extensive positive impact

Score justification

The immediate impact of the proposals will be an increase in carbon emissions as a direct result of the construction of the schemes

Mitigatory measures applied:

Delivery of the schemes will encourage more people to walk and cycle, providing viable alternatives and thus reducing the number of vehicles on the network. As transport is the most significant source of carbon emissions in the city, on balance, this will help to reduce the GHG emissions of the city of Plymouth.

Renewable Energy

Score

(3) No impact or neutral impact

Score justification

The programme has no impact on renewable energy

Ocean and Waterways

Score

(4) Short term or limited positive impact

Score justification

Improvement of walking and cycling routes will have no impact as these proposals are not connected to the Ocean or waterways. For new routes, the schemes will involve an increase in impermeable area but the drainage designs will ensure that all run-off is dealt with on site.

Mitigatory measures applied:

Road network pollutants come from tyre and brake wear, exhaust emissions, oil and fuel deposits. All of these can and do enter the water environment. In addition it's believed that 68,000 tonnes of microplastics are generated from tyre wear in the UK every year of which 7,000 to 19,000 tonnes enter surface waters. (Environment Agency, towns, cities and transport: challenges for the water environment, October 2021). By helping to provide an alternative to the private car, this scheme could be expected to have a long term positive impact on water quality in Plymouth.

Air Quality

Score

(5) Long lasting or extensive positive impact

Score justification

New route delivery will encourage more residents to adopt active travel over car usage. Although there will be short term and minor impacts in terms of emissions from materials used and the construction process, when upgraded the paths will encourage more people to walk and cycle, providing viable alternatives and thus reducing the number of vehicles on the network. As transport is the most significant source of carbon emissions in the city, on balance,

Climate Impact Assessment CON-9701-25 24-09-2025



this will help to improve air quality in the city of Plymouth.

Materials and Waste

Score

(2) Short term or limited negative impact

Score justification

An upgrade to existing cycle paths and delivery of new crossings will require limited construction works. Nonetheless additional carbon intensive materials will be required to deliver the upgrades. The construction process will follow appropriate waste management processes and residual waste is expected to be minimal.

Climate Change Adaptation

Score

(3) No impact or neutral impact

Score justification

The programme has no impact on climate change adaption

Education / Engagement / Enabling Conditions

Score

(5) Long lasting or extensive positive impact

Score justification

The programme will deliver new routes, improved crossings and will encourage more residents to walk and cycle, providing the conditions to enable change.



CAPITAL INVESTMENT BUSINESS CASE

Consolidated Active Travel Fund



CPOG Reference No. - BC250040

EXECUTIVE SUMMARY

The Executive Summary is a short summary of the Business Case and should be the last section you complete, this will enable you to extract only the key facts from relevant sections i.e. 'project on a page'.

The summary is a 'snapshot' of the business case which will need to tell the story and sell the proposal.

This business case seeks the approval to add external Department for Transport funding to the capital programme to improve walking and cycling provision in Plymouth. This will enable more active travel so as improving people's health, quality-of-life and access to opportunities, whilst helping to reduce the city's carbon emissions. There is a demonstrated need for each of the elements in the proposed package of measures which is deliverable within the funding and timescales available and therefore makes no ask on corporate borrowing.

key notes from section I

£746,894 capital funding has been made available by Department for Transport for Plymouth to construct a programme of schemes that improve the walking and cycling environment and address safety concerns.

key notes from section 2

Whilst risks of timescales and affordability exist within the programme they are known and will be managed.

key notes from section 3

The programme addresses the causes of climate change and a route to market has been identified.

key notes from section 4

The capital expenditure is expected to occur over the financial years of 2025/26 and 2026/27 which complies with the terms of the grant funder.

key risks

The key risks relate to time and money; these are standard risks that the team are used to managing and will continue to manage throughout delivery.

SECTION I: PROJECT DETAIL					
Project Value (indicate capital or revenue)	Capital: £746,894	Contingency (show as £ and % of the project value)	£74,689 10%		
Portfolio Holder	Cllr John Stephens, Cabinet Member for Strategic Planning and Transport	Service Director	Growth Directorate Paul Barnard (Strategic Planning & Infrastructure)		

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Senior	Richard Banner	Project Manager	Various
Responsible		_	
Officer (client)			
Address and Post	Citywide	Ward	Citywide
Code			_

Current Situation: (Provide a brief, concise paragraph outlining the current situation and explain the current business need, problem, opportunity or change of circumstances that needs to be resolved)

The current walking and cycling provision requires enhancements and upgrades to sustain an appropriate standard of active travel. A lack of adequate cycle parking provision in the city can be seen as discouraging residents from choosing cycling as a mode of transport

Proposal: (Provide a brief, concise paragraph outlining your scheme and explain how the business proposal will address the current situation above or take advantage of the business opportunity) **and** (What would happen if we didn't proceed with this scheme?)

Active Travel England (ATE) will provide £746,894 capital funding under the Consolidated Active Travel Fund (CATF).

CATF funding is for:

- 1. New construction schemes with robust delivery plans;
- 2. Change control funding to unblock existing ATF schemes to secure timely delivery and improve scheme quality;
- 3. Essential funding to address safety or accessibility concerns on existing active travel routes;
- 4. Early development of future active travel schemes (including to support the development of housing), creating a pipeline of schemes to be funded by future government spending rounds or other local funding;
- 5. Development and delivery of high-quality capability building and behaviour change activities, enabling authorities to plan for and activate existing infrastructure and new capital schemes.

Having briefed the portfolio holder on the options for this funding CPOG have agreed the mandate to apportion the funding as follows:

£373,447 for the construction of Brian Vincent Way, a path from Willow Close to Pike Road. The development funding for this project has been mandated through CPOG. This funding will facilitate construction of an improved path which is a key link between Efford and Marsh Mills.

£150,000 for the construction of a new crossing of Budshead Road for people to use when crossing to Whitleigh Green shops. By providing a controlled crossing to the local shops residents will find it easier and be encouraged to walk to their local shops.

£48,000 for the implementation (construction) of physical measures to support our safer school streets programme. Works will include the tightening of the bell mouth of the junction which will act to reduce vehicle speeds and improve the crossing facilities for residents and school children.

£20,447 for essential enhancements and the early development of Dawes Lane, a key link between Brixton and Plymouth which condition has deteriorated.

£35,000 for the implementation (construction) of traffic signals at the Mutley Plain / Greenbank Road junction. This will enable the provision of a signal crossing at an existing

signal junction.

£70,000 for the implementation (construction) of traffic signals at the Ham Drive / Honicknowle Lane junction. Again, this will provide pedestrians crossing facilities at an existing signalised junction.

£50,000 for essential enhancements to replace the fence between Lucas Terrace and Seagull Bridge. This will address safety concerns due to the deteriorating condition of an existing fence which acts as a barrier to a steep slope.

Why is this your preferred option: (Provide a brief explanation why this option is preferred) and (Explain why this is a good capital investment and how this would be an advantage for the Council) and (explain how the preferred option is the right balance between the risks and benefits identified below).

The proposals provide changes required to enhance road safety and enable more people to walk and cycle so improving health and equality of access to opportunities. Whilst each of the elements are different, all are responding to a clear need.

The scheme aligns with Policy SPT9 – Strategic principles for transport planning and strategy: seeking to reduce the impact of severance caused by [a lack of quality] transport networks, enabling more journeys by walking, cycling and providing genuinely alternative ways to travel. At its core the policy places the adopted hierarchy of transport modes and routes based upon different modes, with walking and cycling at the top of the pyramid and first modes to be considered/improved.

The schemes also align with several Corporate Plan priorities to make Plymouth a fairer, greener city, where everyone does their bit.

- The projects will help ensure there are fewer potholes, with cleaner, greener streets and transport;
- The projects will help keep children, adults and communities safe; By doing this we will:
- Provide quality public services;
- Focus on prevention and early intervention;
- Spend money wisely.

Option Analysis: Provide an analysis of **'other'** options which were considered and discounted, the options considered must be a 'do Nothing' and 'do minimum' and 'viable alternative' options. A SWOT – Strength, Benefit, Opportunity, Threat analysis could be attached as an appendix).

Do Nothing Option	All of the funding is external and would therefore need to be returned	
	to the Department for Transport	
List Benefits:	No benefits to the people of Plymouth or Plymouth City Council	
List Risk / Issues:	Local residents would be likely to question why Plymouth City Council has not accepted the funding. Similarly, the Department for Transport and Active Travel England would question this and it would undoubtedly impact upon the council's capability rating which would impact upon future funding allocations	
Cost:	£0	
Why did you discount this option	This option was discounted on the basis that the changes are required to enhance road safety and help enable people to use more sustainable travel choices	
Do Minimum Option	Again, all of the funding is external, and so if only part of the funding were accepted, the rest would need to be returned to the Department for Transport	

List Benefits:	No benefits to the people of Plymouth or Plymouth City Council	
List Risk / Issues:	As per the "do nothing option"	
Cost:	£0	
Why did you discount this option	As per the "do nothing option"	
Viable Alternative Option	Allocate funding to other eligible alternatives	
List Benefits:	There is no shortage of unfunded proposals which would improve facilities for pedestrians and cyclists and therefore alternative proposals could undoubtedly be suggested albeit in different locations and benefiting different users.	
List Risk / Issues:	Careful consideration of deliverability and affordability has been given to these mandated projects. The introduction of alternatives at this late stage would require such considerations and then approval would be required by Active Travel England – all of which provides considerable risk.	
Cost:	£746,894	
Why did you	The preferred package of measures is affordable and deliverable within	
discount this option	the required timescales and funding available and, in supporting an already approved scheme on the capital programme helps avoid the risk of requiring corporate borrowing.	

Strategic Case:		
Which Corporate Plan priorities does this project deliver?	Fewer potholes, cleaner, greener streets and transport Keeping children, adults and communities safe	

Milestones and Date:				
Contract Award Date	Start On Site Date	Completion Date		
November 2025	January 2026	March 2028		

SECTION 2: PROJECT RISK, OUTCOMES AND BENEFITS

Risk Register: The Risk Register/Risk Log is a master document created during the early stages of a project. It includes information about each identified risk, level of risk, who owns it and what measures are in place to mitigate the risks (cut and paste more boxes if required).

Potential	Potential Risks Identified					Overall Rating
Risk	Lack of funding to deliver the whole programme			Low	Medium	Medium
Mitigation	Risks and contingency built into the bid. Experienced staff involved in estimating costs. Manage budget across programme.			Low	Low	Low
Calculated risk value in £ £0 Risk (Extent of financial risk)			Risk Owner	PCC		
Risk	Lack of time to deliver the whole programme			Low	Medium	Medium
Mitigation	staff involved in estimating time. Monitor delivery as projects progress. Write to external funder seeking			Low	Low	Low

	'change control' if the schemes are undeliverable					
	within timescale	es .				
Calculated	risk value in £	£0	Risk Owner	PCC		
(Extent of	financial risk)					
Risk				Select	Select	Select
				value	value	value
Mitigation				Select	Select	Select
				value	value	value
Calculated	risk value in £	£	Risk Owner			<u>'</u>
(Extent of	financial risk)					
Risk				Select	Select	Select
				value	value	value
Mitigation				Select	Select	Select
				value	value	value
Calculated	risk value in £	£	Risk Owner		•	•
(Extent of	financial risk)					

Outcomes and Benefits

List the outcomes and benefits expected from this project.

(An **outcome** is the result of the change derived from using the project's deliverables. This section should describe the anticipated outcome)

(A **benefit** is the measurable improvement resulting from an outcome that is perceived as an advantage. Benefits are the expected value to be delivered by the project, measurable whenever possible)

Financial outcomes and benefits: External funding of £746,894 provides needed facilities and so reduces the potential ask on PCC budgets. If we do not add external funding to the capital programme Plymouth will need to fund the improvements required. Sustainable transport improvements will help reduce severance, encourage mobility through walking, cycling and scooting that will improve health and help improve the place element of Plymouth by providing the means to encourage and enable residents to walk and cycle in their local neighbourhoods.

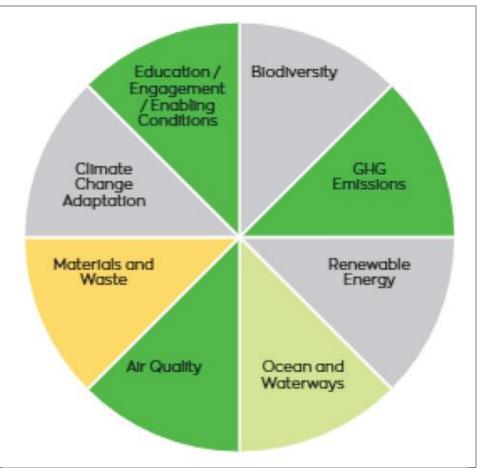
SECTION 3: CONSULTATION				
Does this business case need to go to CMT	No	Date business case approved by CMT (if required)		
Did a mandate go via CPOG/CPB	Yes	Date Capital Mandate approved by CPB	14/08/2025	

Does this project involve a corporately maintained property No		
Details of impact of this	N/a	
project ie cost saving		
from this project or		
additional requirements		

Climate Impact Assessment

Full completion of the CIA is required with the business case if the project is over £200k. (optional for under £200k).





Summary of the anticipated impact of the proposal on the climate (including any proposed mitigations and impacts beyond 2030) It is anticipated that the programme will have a positive climate impact.

The programme will deliver new routes, improved crossings and will encourage more residents to walk and cycle, providing the conditions to enable change. This is expected to have a long term or significant positive impact on Education / Engagement / Enabling Conditions; Greenhouse Gas Emissions and Air Quality. An upgrade to existing cycle paths and delivery of new crossings will require limited construction works which is expected to have a short term or limited negative impact. Nonetheless additional carbon intensive materials will be required to deliver the upgrades. The construction process will follow appropriate waste management processes and residual waste is expected to be minimal.

Confirm you have engag (All business cases must be discussed CPOG. If Procurement have not been CPOG may not endorse your project to	with Procurement prior to submission to consulted on the procurement route,	Yes		
	with in Procurement/ who	Simone Newark		
Where an existing contract is to be used could you include the contract title and reference number		PLA16029 - Highways Term Maintenance Contract - South West Highways 21496 - CP2072-21 Term Service Contract for Traffic Signals and related equipment - SWARCO		
Procurement route options considered (Procurement Officer to complete this section only)	In line with the Council's Contract Standing Orders, the anticipated value of all the individual schemes are below the			

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	relevant PA threshold. The following procureme been considered for each individual scheme:	nt routes have				
		act (PUTCM)				
	1. Plymouth Highways Term Maintenance Contract (PHTCM)					
	2. Seeking written quotations/tenders as follows: -£15,000 - £50,000 - seek two written quotation					
	-£50,000+ up to relevant PA threshold - seek th quotations/tenders	ree written				
	3. Utilisation of a framework					
Recommended	Procurement Requirements:					
Procurement route	rrocurement Requirements.					
(Procurement Officer	The majority of funding is for minor network im	provements and				
to complete this section only)	The majority of funding is for minor network improvements a we propose to utilise South West Highways (SWH) via Plymo Highways Term Maintenance Contract (PHTMC). The PHTM provides the optimum route for delivery given the value of an type of work.					
	Works pertaining to signals will be undertaken u					
	Service Contract for Traffic Signals and related equipment with SWARCO.					
	Any professional services / design procurement be undertaken in accordance with the Council's process seeking a minimum of I or 2 quotations value.	self-service				
	If there is a change in circumstances and the reco	ommended				
	procurement route cannot be undertaken or no					
	represents best value for the Council, any altern					
	recommended procurement route will be under					
	accordance with Contract Standing Orders.					
Is this business case a purch	nase of a commercial property?	No				
If yes then provide evidence that it is not 'primarily for y						
Which Members have you	Cllr John Stephens, Cabinet Member for Strategic	c Planning and				
engaged with and how	Transport at Portfolio Holder briefings.					
have they been consulted						
(including the Leader, Portfolio						
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Holders and Ward Members)	
Confirm you have taken necessary Legal advice, is this proposal State subsidy compliant, if yes please	Legal advice taken. No state subsidy involved.
who is your Legal advisor you have consulted with?	Alison Critchfield

Equalities Impact Assessment completed - This is a working document	Yes
commenced at project mandate stage which should inform the project throughout its	
development. The final version will need to be submitted with your Executive Decision to be	
published.	
Evidence is required that 'due regard' has been given to equalities in the decision making'. The	
EIA toolkit will provide you with all the necessary information to complete an EIA. It sets out	

the reasons for completing an EIA including why and when to undertake an EIA. In this section the robustness of the proposals should be set out in financial terms.

SECTION 4: FINANCIAL ASSESSMENT

FINANCIAL ASSESSMENT: The Project Manager will need to work closely with the capital and revenue finance teams to ensure that these sections demonstrate the affordability of the proposals to the Council as a whole. Exact amounts only throughout the paper - not to be rounded.

It is important to identify any revenue implications arising from this capital project, consider responsibilities for asset operation after project completion. Record that project with any implications has been discussed with revenue accountant (add name). If service borrowing and $\leq £200$ k incl cost centre borrowing charges made to, estimate asset life, annual borrowing charge confirmed by capital accountants.

CAPITAL COSTS Breakdown of	Prev.	25/26	26/27	27/28	28/29	29/30	Futur	Total
project costs including fees	Yr.	25/20	20/2/	27720	20/27	29/30	e Yrs.	lotai
surveys and contingency	£	£	£	£	£	£	£	£
Brian Vincent Way - £373,447								
Project Management		2,000	20,000					22,000
Construction Drawings		2,000	2,000					4,000
Construction incl.			347,447					347,447
Budshead Road - £150,000								
Project Management		1,000	14,000					15,000
Construction Drawings		2,000	8,000					10,000
Construction incl.			125,000					125,000
Safer school streets programme - £48,000								
Project Management		2,000						2,000
Construction Drawings		3,000						3,000
Construction incl.		43,000						43,000
Dawes Lane - £20,447								
Project Management		1,000	1,000					2,000
Construction Drawings		4,000	4,000					8,000

Total capital spend	113,000	633,894	746,894
Construction incl.	47,000		47,000
Construction Drawings	1,500		1,500
Project Management	1,500		1,500
Lucas Terrace and Seagull Bridge - £50,000			
Construction incl. contingency		47,000	47,000
Construction Drawings		8,000	8,000
Project Management	1,000	14,000	15,000
Ham Drive / Honicknowle Lane - £70,000			
Construction incl.		28,500	28,500
Construction Drawings	1,000	2,000	3,000
Project Management	1,000	2,500	3,500
Mutley Plain / Greenbank Road junction - £35,000			
Construction incl. contingency		10,447	10,447

Provide details of proposed funding: Funding to match with Project Value								
Breakdown of proposed funding	Prev. Yr.	25/26	26/27	27/28	28/29	29/30	Future Yrs.	Total £
	£	£	£	£	£	£	£	
CATF Capital Grant		113,000	633,894					746,894
Total funding		113,000	633,894					746,894

S106 or CIL (Provide Planning App or site numbers)	N/a
Which alternative external funding sources been explored	N/a
Are there any bidding constraints and/or any	The terms stipulate that the funds should be committed by 31 March 2026 and spent by 31 March 2027.

restrictions or conditions attached to your funding	
Tax and VAT implications	The project will not directly generate any VAT-exempt income for the Council. Transport and highways infrastructure works are a non-business activity and so any VAT incurred by the Council on costs relating to the highways scheme will be fully recoverable and there will be no adverse impact on the Council's partial exemption position.
Tax and VAT reviewed by	Sarah Scott – Service Accountant
Will this project deliver capital receipts? (If so please provide details)	No

REVENUE COSTS AND IMPLICATIONS				
Cost of Developing the Capital Project (To be incurred at risk to Service area)				
Total Cost of developing the project	£0			
Revenue cost code for the development costs	N/a			
Revenue costs incurred for developing the project are to be included in the capital total, some of the expenditure could be capitalised if it meets the criteria	N/a			
Budget Managers Name	Richard Banner			

Ongoing Revenue Implications for Service	ce Area					
	25/26 £	26/27 £	27/28 £	28/29 £	29/30 £	Future Yrs.
Service area revenue cost						
Other (eg: maintenance, utilities, etc)						
Loan repayment (terms agreed with Treasury Management)						
Total Revenue Cost (A)						
Service area revenue benefits/savings	ı —					
Annual revenue income (eg: rents, etc)						
Total Revenue Income (B)						
Service area net (benefit) cost (B-A)						
Has the revenue cost been budgeted for or would this make a revenue pressure	Once completed the schemes will need to be maintained via Highways Maintenance budget and it is considered that the impact will be low. The Head of Plymouth Highways has confirmed that the scheme will be incorporated into the Highways enhancement programme. There will be a maintenance liability for drainage clearance and vegetation cutback together with inspection regime to be introduced, this will be absorbed into existing Highways Budget.					

Which cost centre would the revenue pressure be shown				Has this been reviewed by the budget manager		Υ	
Name of budget manager		Phil E	Phil Bellamy				
Loan value	£	Interest Rate	%	Term Years		Annual Repaym	ent £
Revenue code for annual repayments							
Service area or corporate borrowing							
Revenue implications reviewed by		Nikk	i Hall				

Version Control: (The version control table must be updated and signed off each time a change is made to the document to provide an audit trail for the revision and update of draft and final versions)

Author of Business Case	Date	Document Version	Reviewed By	Date
Richard Banner	28/08/2025	v 1.0		
			Sarah Scott	04/09/2025
			Nikki Hall	05/09/2025
Richard Banner	03/09/2025	v 2.0	Lynn Walters	04/09/2025
			Simone Newark	05/09/2025
			Alison Critchfield	04/09/2025
Richard Banner	08/09/2025	v 3.0		

SECTION 5: RECOMMENDATION AND ENDORSEMENT

Recommended Decision

It is recommended that the Deputy Leader of the Council:

- Approves the Business Case;
- Allocates £746,894 capital funding for the project into the Capital Programme funded by Active Travel England (ATE) Consolidated Active Travel Fund (CATF);
- Authorises the procurement process;
- Delegates the award of contracts to the Service Director for Strategic Planning & Infrastructure where they do not already have authority to do so.

Cllr John Stephens, Cabinet Member for Strategic Planning and Transport		Service Director, Paul Barnard (Strategic Planning & Infrastructure)		
Email dated:	08/09/2025	Either email dated:	date	
Or signed:		Signed:		
Date:		Date: 08/09/2025		

