

## BERKSHIRE LOCAL TRANSPORT BODY (BLTB)

REPORT TO: BLTB

DATE: 12 March 2020

CONTACT OFFICER: Josie Wragg, Chief Executive, Slough Borough Council, lead officer to BLTB

### PART I

#### Item 6: Financial Approval for 2.36 Wokingham: Coppid Beech Park & Ride

##### *Purpose of Report*

1. To consider giving financial approval to scheme 2.36 Wokingham: Coppid Beech Park and Ride.
2. The purpose of this scheme, supported by Wokingham Council and Bracknell Forest Council in their work to deliver cross-boundary solutions to transport issues, is to relieve congestion along key road corridors. The scheme comprises:
  - 250 parking spaces (including six disabled spaces)
  - Two Park and Ride bus stops
  - Bus shelter facilities and
  - Spaces for motorcycle and cycle parking.

The scheme lies on a development site named Keephatch Beech, which will provide 300 new homes on previously undeveloped land, south of the A329(M). The proposed Park and Ride provision would be predominately used by employment trips during weekdays, and leisure trips during weekends, into Wokingham and Bracknell Town Centre.

##### *Recommendation*

3. You are recommended to give scheme 2.36 Wokingham: Coppid Beech Park and Ride full financial approval in the sum of £2,400,000 in 2020/21 on the terms of the funding agreement set out at paragraph 11 step 5 below.

##### *Other Implications*

###### Financial

4. In January 2019 a re-prioritisation exercise was undertaken regarding previously allocated Growth Deal Funds which were returned to the Growth Deal "pot" for re-allocation. Scheme 2.36 Wokingham: Coppid Beech Park and Ride is funded from this reallocation and was given Programme Entry status by the BLTB on [31 January 2019](#) (minute 34b refers).
5. This report recommends that Wokingham: Coppid Beech Park and Ride be authorised to draw down the capital sum £2,400,000 from the Local Transport Body funding for this scheme, subject to usual capital grant letter conditions.
6. The funding agreement set out at paragraph 11 step 5 sets out the roles and responsibilities, reporting and auditing arrangements, timing and triggers for payments, contributions from

other funders, consequences of delay, consequences of failure, claw back, and evaluation requirements at one and five years on.

### Risk Management

7. The risk management arrangements already put in place by the Local Transport Body are as follows:
- The [Assurance Framework<sup>1</sup>](#) has been drafted following DfT guidance and has been approved by the DfT for use in allocating capital funds for transport schemes
  - Hatch Regeneris have been appointed as Independent Assessors and have provided a full written report (see Appendix 1) on the full business case for the scheme
  - The funding agreement set out at paragraph 11, step 5 makes clear that the financial risk associated with implementation of the scheme rests with the scheme promoter.

### Human Rights Act and Other Legal Implications

8. Slough Borough Council will provide legal support for the BLTB should any questions arise.

### **Supporting Information**

9. The scheme will be carried out by Wokingham Borough Council.
10. The full details of the scheme are available from the [Wokingham Borough Council website<sup>2</sup>](#).

A summary of the key points is given below:

Task	Timescale
Planning application Submitted	30 April 2020
Construction	November 2020 to October 2021
Open to public	November 2021

Activity	Funder	Cost (approx)
Scheme development	Wokingham Borough Council	£0.0m
Major scheme funding	Berkshire Local Transport Body	£2.4m
Section 106 agreements	Developers etc	£0.652m
<b>Total</b>		<b>£3.052m</b>

<sup>1</sup> <http://www.thamesvalleyberkshire.co.uk/berkshire-strategic-transport-forum>

<sup>2</sup> <https://www.myjourneywokingham.com/sustainable-travel/bus-travel/park-and-ride/>

11. The table below sets out the details of this scheme’s compliance with steps1-5 of paragraph 14 of [Assurance Framework](#).

<b>Assurance Framework Check list</b>	<b>2.36 Wokingham: Coppid Beech Park &amp; Ride</b>			
	<p>Wokingham Coppid Beech Park &amp; Ride will relieve congestion along key road corridors and deliver</p> <ul style="list-style-type: none"> <li>- 250 parking spaces (including six disabled spaces)</li> <li>- Two Park and Ride bus stops</li> <li>- Bus shelter facilities and</li> <li>- Spaces for motorcycle and cycle parking.</li> </ul> <p>The SEP assessment process was used and the scheme was given 24.0 points and ranked joint 4th of 17 schemes submitted in for Growth Deal 3 reallocation process in July 2018.</p>			
	<b>Factor</b>	<b>Raw score</b>	<b>Weighting</b>	<b>Weighted score</b>
	SEP	3	1.5	4.5
	Deliverability	3	2.0	6.0
	Economic Impact	2	4.0	8.0
	TVB area coverage	2	1.5	3.0
	Natural Capital	3	0.5	1.5
	Social Value	2	0.5	1.0
	<b>Total</b>			<b>24.0</b>
<p>Step 2: Programme Entry: evolution of the scheme from outline proposal to full business case, external view on the business case, and independent assessment (See paragraphs 15 and 16)</p>	<p>Programme Entry status by the BLTB on 31 January 2019 (<a href="#">item 4</a> and <a href="#">minute 34b</a> refers).</p> <p>The Wokingham Borough Council website holds the latest details of the full business case, including the VfM statement certified by the senior responsible officer.</p> <p>Any comments or observations on the scheme received by either TVB LEP or</p>			

Assurance Framework Check list	2.36 Wokingham: Coppid Beech Park & Ride
	<p>Wokingham Borough Council have been fully considered during the development of the scheme.</p> <p>The report of the Independent Assessor is attached at Appendix 1. The Independent Assessor was asked to report as follows:</p> <ul style="list-style-type: none"> <li>• Completeness – has the promoter prepared a complete Full Business Case submission, when judged against the prevailing advice from the DfT</li> <li>• Accuracy – has the promoter performed the relevant calculations and assessments accurately and without error</li> <li>• Relevance – has the Full Business Case considered all relevant matters, including use of appropriate forecasting models and planning assumptions, and has it included any irrelevant considerations such unduly-optimistic assumptions or out of date modelling data</li> <li>• Value for Money – does the scheme promoter’s Value for Money assessment comply with the prevailing DfT guidance</li> <li>• Evaluation arrangements – has the scheme promoter made provision for appropriate post-implementation evaluation of the scheme.</li> <li>• Remedies – where the independent assessment reveals a gap between the FBC supplied and the standard anticipated by the DfT guidance, then the advice for the LTB should include recommendations for remedial actions required – e.g., collection of further data, sensitivity tests on particular assumptions etc.</li> </ul>
Step 3: Full Approval	<p>The Independent Assessor has recommended that in this case Full Approval is appropriate.</p> <p>The Independent Assessor commented:</p> <p>1.1 It is our conclusion that there is sufficient evidence presented to support the overall case for investment in the scheme. It has good strategic alignment and an established need for intervention. The overall economic case demonstrates the scheme will deliver high value for money. The scheme will require an on-going subsidy from WBC to sustain the required level of bus services during peak periods; however, a commitment for this support has been provided by WBC. There does, however, remain a need to confirm, tender and contract for bus provision to serve the site.</p> <p>1.2 The scheme still has a number of stages of development to progress through to construction, including planning approval and land transfers. These represent risks to the overall deliverability and, albeit they are not deemed significant, they should be considered within the context of a scheduled completion date of 31<sup>st</sup> October 2021.</p> <p>1.3 We recommend the scheme for approval but suggest that the following elements are taken into account within the construct of the</p>

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	<p>funding agreement:</p> <ol style="list-style-type: none"> <li>1) WBC must produce a technical note that details, in full, the proposed approach, and programme, for tendering and contracting bus services that will operate from the park &amp; ride site during from November 2021. This should be submitted to the LEP two weeks in advance of the next Berkshire Local Transport Board (<i>currently scheduled in July 2020 but with the potential for an earlier emergency meeting in May 2020</i>).</li> <li>2) The project must receive planning consent by the end of August 2020.</li> <li>3) The necessary land transfers must be completed, in full, by the end of August 2020.</li> </ol>
<p>Step 4: Recommendation of Financial Approval</p> <ul style="list-style-type: none"> <li>- High Value for Money</li> <li>- Support of the Independent assessor</li> </ul>	<p>The scheme has a Benefit- Cost Ratio (BCR) of at least 2.5.</p> <p>DfT has set thresholds of 2.00 (High VfM) and 4.00 (Very High VfM) and schemes with BCRs above these thresholds can be described as having High or Very High Value for Money.</p>
<p>Step 5: Formal Agreement</p> <ul style="list-style-type: none"> <li>- roles</li> <li>- responsibilities</li> <li>- implementation</li> <li>- reporting</li> <li>- auditing</li> <li>- timing and triggers for payments,</li> <li>- contributions from other funders,</li> <li>- consequences of delay,</li> <li>- consequences of failure,</li> <li>- consequences of change to the design or specification of the scheme</li> <li>- claw back,</li> <li>- evaluation one and five years on</li> <li>- other conditions of Local Growth Funds</li> </ul>	<p>The capital grant of £2,400,000 is a maximum figure which cannot be increased, but may be reduced if savings are achieved during implementation. In the event that Wokingham Borough Council wishes to alter the profile of the grant payments, it must seek prior written permission from Thames Valley Berkshire LEP, having first raised the matter with the BLTB. The grant is made subject to the following:</p> <p><u>Roles:</u> Thames Valley Berkshire LEP is a part funder of the scheme. Wokingham Borough Council is the scheme promoter, and is the relevant highway and planning authority.</p> <p><u>Responsibilities:</u> Thames Valley Berkshire LEP is responsible for allocating the capital finance in accordance with its Assurance Framework. Wokingham Borough Council is responsible for all aspects of the design, risk management, insurance, procurement, construction and implementation of the scheme, including its responsibilities as highway and planning authority, any other statutory duties, and any financial or other liabilities arising from the scheme.</p> <p><u>Implementation:</u> In addition to any reporting requirements within Wokingham Borough Council, the scheme promoter will use the proforma supplied by Thames Valley Berkshire LEP to make reports on progress of the implementation of the capital scheme to each meeting of the BLTB until the build is complete. In particular, Wokingham Borough Council will report on any change in the size, scope or specification of the scheme; and on any substantial savings against the scheme budget whether achieved by such changes to the size, scope or specification of the scheme, or through</p>

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	<p>procurement, or through the efficient implementation of the scheme.</p> <p><u>Reporting:</u> The scheme promoter must provide accurate, timely, verified and quality assured quarterly monitoring and forecast data, which relate to defined output and outcome indicators agreed between Thames Valley Berkshire LEP and government as a condition of the Growth Deal. This scheme will not be required to participate in an evaluation as set out in the Growth Deal Monitoring and Evaluation Plan.</p> <p><u>Auditing:</u> Wokingham Borough Council will keep financial records such that the expenditure on the scheme is readily identifiable, and if and when BEIS, DfT or other government department or the Accountable Body for Thames Valley Berkshire LEP requests access to financial or other records for the purposes of an audit of the accounts, Wokingham Borough Council will co-operate fully.</p> <p><u>Timing and Triggers for payments:</u> See the Claim Proforma (available on request).</p> <p><u>Contributions from Other Funders:</u> There will be £652,000 of section 106 contributions secured by Wokingham Borough Council in 2020/21. In the event that the scheme experiences or it is anticipated that the scheme will experience a shortfall in these contributions, Wokingham Borough Council will be required to notify Thames Valley Berkshire LEP of these developments. The provisions of clauses 8, Consequences of Delay; 9, Consequences of Change to the Design or Specification of the Scheme; or 10, Consequences of Failure will then be applied.</p> <p><u>Consequences of Delay:</u> In the event that the scheme experiences minor delays to its overall Business Case programme (no more than 10 weeks), Wokingham Borough Council will report these delays and the reasons for them, and the proposed remedial action to the next available meeting of the BLTB. In the event that the scheme experiences major delays to its overall Business Case programme (11 weeks or longer) Wokingham Borough Council will be required to seek permission from Thames Valley Berkshire LEP to reschedule any payments that are due, or may be delayed in falling due because of the delay to the overall Business Case programme.</p> <p><u>Consequences of Change to the Design or Specification of the Scheme:</u> In the event that Wokingham Borough Council wishes to change the design or specification of the scheme such the scheme delivered will vary in any material aspect from the description given in the overall business case, Wokingham Borough Council will be required to seek prior written consent from Thames Valley Berkshire LEP. Failing this permission, no further monies will be paid to Wokingham Borough Council after the change becomes apparent to Thames Valley Berkshire LEP. In addition, consideration will be given to recovering any monies paid to Wokingham Borough Council in respect of this scheme.</p>

Assurance Framework Check list	2.36 Wokingham: Coppid Beech Park & Ride
	<p><u>Consequences of Failure:</u> As soon as it becomes apparent to Wokingham Borough Council that it will not be possible to deliver the scheme within the current LGF programme, agreed as an exception to be end of November 2021, written notice shall be given to the Accountable Body for Thames Valley Berkshire LEP. No further monies will be paid to Wokingham Borough Council after this point. In addition, consideration will be given to recovering any monies paid to Wokingham Borough Council in respect of this scheme.</p> <p><u>Claw back:</u> If the overall scheme achieves savings against budget, these savings will be shared by Thames Valley Berkshire LEP and the other funders noted above in proportion to the amounts set out in the Financial Profile. The Accountable Body for Thames Valley Berkshire LEP reserves the right to claw back any amounts of grant that have been spent on purposes other than the scheme as approved and any repayments due as a consequence of changes to the design or specification of the scheme or scheme failure.</p> <p><u>Evaluation One and Five Years On:</u> Wokingham Borough Council will produce scheme evaluations One and Five years after practical completion that comply with DfT guidance.</p> <p><u>Other Conditions of Local Growth Funds:</u> Wokingham Borough Council will acknowledge the financial contribution made to this scheme through Local Growth Funds and follow the 'Growth Deal Identity Guidelines' (available on request). It will also give due regard to the Equality Act 2010 - Public Sector and with the Public Services (Social Value Act) 2012, particularly through the employment of apprentices across the scheme supply chain.</p>

### **Conclusion**

12. The scheme will relieve congestion along key road corridors, including the A329(M). The scheme will service 300 new homes on previously undeveloped land and will be predominately used by employment trips during weekdays, and leisure trips during weekends, into Wokingham and Bracknell Town Centre.

### **Background Papers**

13. The LTB and SEP scoring exercise papers are available on request.