

# Local Pinch Point Fund Application Form



Department  
for Transport

Guidance on the Application Process is available at:

<https://www.gov.uk/government/organisations/department-for-transport/series/local-pinch-point-fund>

Please include the [Checklist](#) with your completed application form.

The level of information provided should be proportionate to the size and complexity of the scheme proposed. As a guide, for a small scheme we would suggest around 25-35 pages including annexes would be appropriate.

One application form should be completed per project.

## **Applicant Information**

**Local authority name:** Essex County Council

**Bid Manager Name & position:** Alastair Southgate, Transportation Strategy Manager

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When authorities submit a bid for funding to the Department, as part of the Government's commitment to greater openness in the public sector under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, they must also publish a version excluding any commercially sensitive information on their own website within two working days of submitting the final bid to the Department. The Department reserves the right to deem the business case as non-compliant if this is not adhered to.

**Please specify the weblink where this bid will be published:**

[www.essex.gov.uk/pinchpointfund](http://www.essex.gov.uk/pinchpointfund)

## **SECTION A - Project description and funding profile**

**A1. Project name:** Colchester Park and Ride and North Station roundabout bus priority

### **A2. Headline description:**

*Please enter a brief description of the proposed scheme (in no more than 100 words)*

This project addresses a key pinch point and delivers key essential transport improvements for access from the North Colchester Growth Area. It is contained within the Colchester Local Plan Core Strategy and supports Government policy on improving urban sustainable access.

The scheme will provide targeted measures to improve sustainable access to Colchester, including a 1,000 space Park and Ride facility adjacent to Junction 28 of the A12 and a bus corridor for passengers from North Colchester to the town centre. The corridor passes through a pinch point at North Station Railway Bridge, where the scheme adds a dedicated southbound bus lane.

### **A3. Geographical area:**

*Please provide a short description of area covered by the bid (in no more than 100 words)*

Colchester, the largest town in north-east Essex, with a population of 108,000 and serving a hinterland of 250,000, is expected to accommodate 19,000 new homes and 14,000 new jobs between 2001 - 2023.

Much of this development is focussed in the North Colchester Growth Area, where a package of transport improvements (the North Colchester Connectivity Corridor) is planned to support development and to better connect it to the town centre.

The major pinch point between north Colchester and the town centre is at the North Station railway bridge, where the scheme will provide a southbound bus lane, to provide bus priority and to remove buses from the flow of general traffic.

The P&R will be located adjacent to Junction 28 of the A12.

#### References:

Park and Ride site - OS Grid Reference: TL 994 292  
Postcode: CO4 5HH (approximate)

North Colchester Railway Bridge Pinch Point - OS Grid Reference: TL 996 263  
Postcode: CO1 1UX (approximate)

Appendix 1A – map showing the location of the P&R site, the pinch point, the P&R corridor route and the town centre.

Appendix 1B – map of the Colchester North Station Railway Bridge pinch point.

**A4. Type of bid (please tick relevant box):**

**Small project bids** (requiring DfT funding of between £1m and £5m)

Scheme Bid   
Structure Maintenance Bid

**Large project bids** (requiring DfT funding of between £5m and £20m)

Scheme Bid   
Structure Maintenance Bid

*Note: Scheme and Structure Maintenance bids will be assessed using the same criteria.*

**A5. Equality Analysis**

Has any Equality Analysis been undertaken in line with the Equality Duty ?  Yes      No

An Essex County Council Level 1 Equality Impact Statement has been completed and submitted to the Equality and Diversity team. It will form part of the internal governance process as the scheme progresses. The statement is shown in Appendix 2.

**A6. Partnership bodies**

*Please provide details of the partnership bodies (if any) you plan to work with in the design and delivery of the proposed scheme. This should include a short description of the role and responsibilities of the partnership bodies (which may include Development Corporations, National Parks Authorities, private sector bodies and transport operators) with confirmatory evidence of their willingness to participate in delivering the bid proposals.*

Essex County Council (ECC) has worked in partnership with Colchester Borough Council (CBC) to identify a number of schemes to reduce congestion in North Colchester and has identified the Colchester North Station Railway Bridge as a key pinch point on the corridor from North Colchester to the town centre.

CBC has committed to provide the land for the P&R site and fully supports the overall scheme. Additionally, CBC own land adjacent to the east of the proposed site which could be allocated for an extension to the P&R site to accommodate future growth.

Due to its proximity to the Trunk Road Network, ECC has worked with the Highways Agency (HA) and has acquired their approval for the scheme. ECC is working with the HA to agree details such as VMS signs to be located on the A12.

ECC have also undertaken liaison with the Weston Homes Community Stadium, located on the opposite side of the A12 trunk road to the P&R site, to discuss, encourage and secure usage of the P&R by supporters travelling to football matches and other visitors, such as conference

attendees, either at the P&R site itself, or by using the P&R buses from Colchester Station and the town centre. This will complement the Stadium Travel Plan requirements, which have successfully provided a range of transport options and facilities to cope with match-day traffic since the stadium opened in 2008.

Also, ECC liaised with local residents and stakeholders during the P&R design development process, to ensure their views were taken on board and any issues highlighted at the earliest possible opportunity. This enabled changes to be made to landscaping and lighting, to reduce the impact of the P&R on local residents' dwellings.

Further to these partnerships, a forward-funding legal agreement between ECC, CBC, the Homes and Communities Agency (HCA) and the North Essex Partnership NHS Foundation Trust (NEPFT) has been signed. This legal agreement has enabled the forward-funding and early delivery of the Northern Approach Road Phase 3 (NAR3), with repayment through the Section 106 obligations on the Severalls Hospital site.

The 'whole corridor approach' aligns all the infrastructure elements required to release the North Colchester Growth Area within the same timeframe, including the NAR3, P&R and bus corridor schemes.

#### **A7. Local Enterprise Partnership / Local Transport Body Involvement**

*It would be beneficial (though not essential) if the relevant LEP or LTB (or shadow(s)) have considered the bid and, if necessary, prioritised it against other bids from the same area. If possible, please include a letter from the LEP / LTB confirming their support and, if more than one bid is being submitted from the area, the priority ranking in order of growth significance.*

See Appendix 3 for SELEP letters of support.

Have you appended a letter from the LEP / LTB to support this case?  Yes  No

## **SECTION B – The Business Case**

You may find the following DfT tools useful in preparing your business case:

- [Transport Business Cases](#)
- [Behavioural Insights Toolkit](#)
- [Logic Mapping Hints and Tips](#)

#### **B1. The Scheme - Summary**

*Please select what the scheme is trying to achieve (this will need to be supported by evidence in the Business Case). Please select all categories that apply.*

- Improve access to a development site that has the potential to create housing
- Improve access to a development site that has the potential to create jobs
- Improve access to urban employment centres

- Improve access to Enterprise Zones
- Maintain accessibility by addressing the condition of structures
- Ease congestion / bottlenecks
- Other(s), Please specify;

– Implementation of a ‘whole corridor approach’ to the delivery of the North Colchester Growth Area infrastructure access requirements, to assist the early delivery of over 1,600 homes and also 3,500 jobs in the adjacent development area

– Introduce a new P&R site to the north of Colchester

– Address the specific pinch point at Colchester North Station Railway Bridge

– Manage and reduce congestion by taking traffic out of the town centre

– Improve air quality, in relation to town centre AQMAs, through traffic reduction

– Deliver economic benefits and growth in the town centre, linked to the Better Town Centre programme and town centre traffic improvements, which includes providing public transport priority through the use of bus corridors, and enables the release of current car parking land for employment and housing redevelopment.

References:

Colchester Better Town Centre website: [www.colchester.gov.uk/BetterTownCentre](http://www.colchester.gov.uk/BetterTownCentre)

## **B2. The Strategic Case**

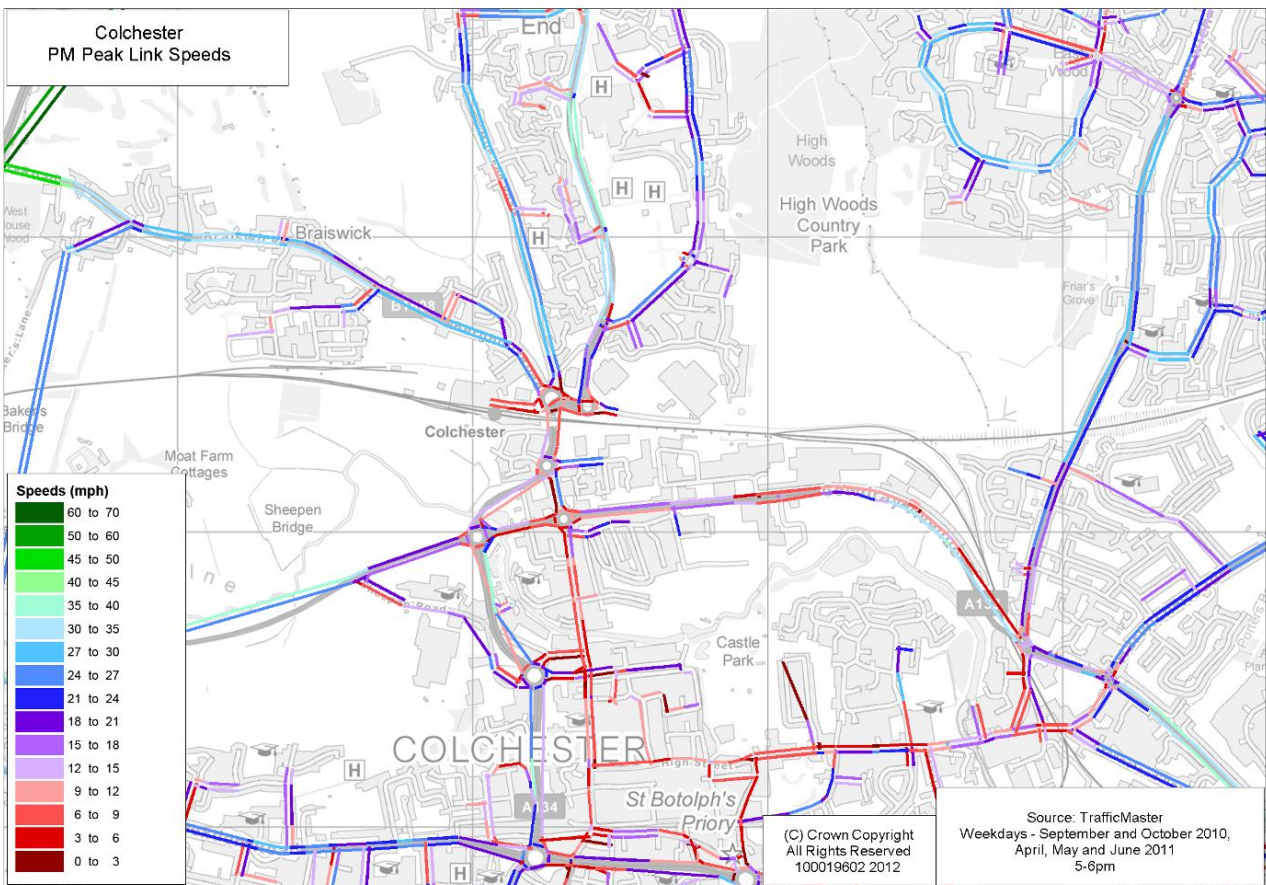
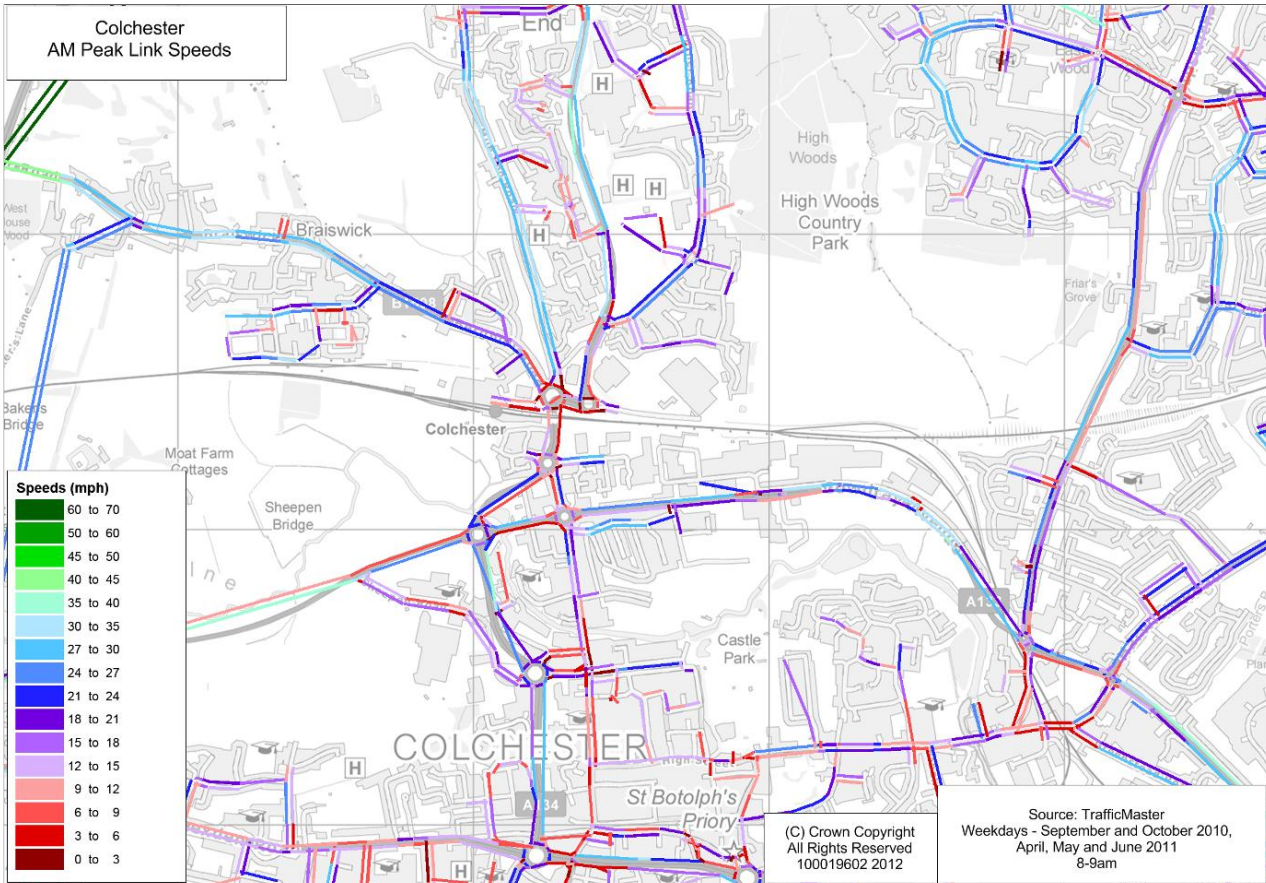
*This section should set out the rationale for making the investment and evidence on the strategic fit of the proposal. It should also contain an analysis of the existing transport problems, identify the barriers that are preventing growth, explain how the preferred scheme was selected and explain what the predicted impacts will be. The impact of the scheme on releasing growth potential in Enterprise Zones, key development sites and urban employment centres will be an important factor in the assessment process.*

*In particular please provide evidence on the following questions (where applicable):*

**a) What is the problem that is being addressed, making specific reference to barriers to growth and why this has not been addressed previously ?**

### **Existing strategic issues**

Colchester is a historic town with a severely constrained highway network. All of the key radial routes accessing the centre of Colchester (A133, A134, A1124, A1232, A137 and B1025) currently experience significant congestion in the peak periods. Congestion within north Colchester is exacerbated by limited numbers of crossing points of the Greater Anglia main railway line that traverses Colchester from east to west. The key pinch point in the transport network is Colchester North Station Railway Bridge, where routes to/from north and north west Colchester meet and funnel through one span underneath the railway line.



The Essex Business Survey (2010) highlighted the need for infrastructure improvements in Colchester. According to Essex businesses, the top three investment priorities were: 1) information and communications technology, particularly high speed broadband networks; 2) more reliable and cheaper transport services; and 3) the road / transport network. Over one third (35%) of businesses are concerned about local traffic congestion, especially large and medium companies.

### **Overview of pinch point issues**

Appendix 1B shows the pinch point at Colchester North Station Railway Bridge. In summary, this highlights:

- a major railway station, handling 4.6m rail passengers per annum
- a complex signalled dual roundabout gyratory, located outside of the station entrance, handling over 45,000 vehicle movements per day
- average speeds in the morning and evening peak <5mph
- access to a major retail area, a 1,350 space car park linked to the station, and a general hospital which attracts over 5,500 vehicles a day
- over 70 bus movements per hour pass through the pinch point, linking all destinations between North Colchester, the town centre, and other attractions within the town
- south of the pinch point, three further congested junctions within a 500m area, catering for over 150,000 vehicle movements per day.
- major cycle routes linking the town centre, station, hospital and surrounding residential areas.

There are currently 72 buses per hour that pass through the Colchester North Station Bridge pinch point, during the off peak. Additionally, during the off peak period there are a total of 73 buses utilising all sides of the town centre loop in each hour. The 'cross-town' services will generally use 2 sides of the 'town centre square' in one direction and the other two for the return journey. Interurban services will however generally use 3 sides of the 'town centre square' in one direction and the remaining side for the return journey – thus in any one off peak hour there will collectively be 146 individual bus movements occurring within the town centre loop. In both locations, this number increases during the peak hours. These figures illustrate the need for quality bus priority provision within the town and especially through the North Station roundabout pinch point.

The above demands on the area, in combination with the closely associated junctions and the single crossing point of the railway line, combine to produce extremely congested conditions, unreliable journey times and clusters of minor accidents. A summary of AM and PM vehicle speeds is shown above.

In recognition of the above, this pinch point and the corridor leading to it, together with the junctions to the south, represents the key traffic and transport priority for this part of Colchester, a fact confirmed in the following strategic documents:

- Colchester Local Development Framework (LDF)
- Essex Local Transport Plan (LTP)
- Essex Integrated County Strategy (ICS)
- ECC Economic Growth Strategy (EGS)
- South East LEP Strategic Economic Plan and Essex Growth Plan (currently in development)

### **Development Proposals**

North Colchester will be a focus for new development over the next two decades with 6,200 homes being planned within the overall North Growth Area. Colchester Borough Council's (CBC) Core Strategy specifies an additional 129,320 m<sup>2</sup> of employment and commercial floor space at the Strategic Employment Zone adjacent to the A12 that is expected to provide up to 3,500 new jobs. Since the new junction 28 on the A12 was delivered, there has been extra interest in this area, with increasing numbers of businesses looking at the possibility of investing here in what is designated as the Colchester Northern Gateway.

By providing long-stay car parking outside of the town centre, P&R will enable the redevelopment of a number of town centre car parks. This will unlock an estimated 29,000 m<sup>2</sup> of land for sustainable business and residential development in the town centre.

The proposals are an essential component of the Northern Approach Road Corridor transport package that includes the following components:

- Northern Approaches Road phase 3 (NAR3)
- Colchester Park and Ride and North Station roundabout bus priority
- NAR2 bus lanes

The location of the development proposals in relation to the transport proposals is shown in Appendix 1a.

### **Accident Data**

Accident Data for the last five years has been analysed and maps and a summary can be seen in Appendix 4. Only one fatality has been recorded and most accidents were relatively minor with only 'slight' casualties. It is expected that these numbers can only improve with the introduction of the new corridor and by removing more traffic from the town centre.

### **Proposed Scheme**

This scheme will significantly increase the number of people able to access Colchester town centre via the Northern Approach Road corridor. This will relieve a current pinch point on the network at Colchester North Station Railway Bridge by transferring journeys from the private car to more network efficient bus services, to create additional capacity for the benefit of all road users. The P&R route passes through the key pinch point at Colchester North Station Railway Bridge, where the scheme adds a dedicated bus lane to the existing capacity to ensure bus services are reliable and offer an attractive alternative to car travel. Additional pinch points along the route will be handled through the introduction of bus lanes and rephasing of traffic signals, which has already begun with the recent bus priority measures that have been introduced within the town centre.

The project has already been granted planning permission for all of its key components, and the P&R site, in particular, was given planning permission in August 2011.

The bus lane works at the railway bridge are within the existing curtilage of the highway, and statutory undertaker's investigations have already been conducted.

The scheme will also deliver a capacity increase on the bus corridor route into the town centre by introducing a series of targeted improvements, including dedicated bus lanes and junction enhancements.



The project will deliver a P&R site to the north of Colchester, which will include a 1,000 space car park at opening and a sustainable terminal building with solar panels and a sedum roof.

The project will result in a significant saving in the distance travelled by private cars. Based on usage at the two Chelmsford Park and Rides, the scheme could be expected to deliver the following estimated benefits:

- Annual net reduction in distance travelled – 1.79 million km
- Annual net reduction in CO2 emissions – 113,718 kg
- Annual net reduction in carbon – 31,014 kg

### **Strategic Context**

Investment in this corridor is wholly compliant with the aspirations of the Essex Economic Strategy. The Greater Essex Integrated County Strategy supports the delivery of the Essex Local Transport Plan and it also has the support of Colchester Borough Council. The North Colchester Growth Area has been identified as a key location for growth in the emerging Essex Growth Plan and South East LEP Strategic Economic Plan.

The Economic Growth Strategy has the stated ambition to make Essex the location of choice for business; for those already based in Essex, and those who may choose Essex in the future. To grow, the Essex economy depends on the efficient movement of people, goods and information, via effective, reliable transport and communications networks at competitive prices to provide access to key markets and suppliers. The Economic Growth Strategy also acknowledges that future economic prosperity depends on ensuring a ready supply of development land, new housing and the co-ordinated provision of appropriate infrastructure.

ECC has been working closely with all district, borough, city and unitary councils within Essex to agree on where growth should take place in future. The results of this cooperation inform the Integrated County Strategy for Greater Essex. Investment will be focused on principal urban areas; Basildon, Chelmsford, Colchester and Harlow (as well as Southend and Grays), as these are the main locations for growth.

The Economic Growth Strategy and Integrated County Strategy are being combined to form a new Growth Plan for Essex that will form part of the South East LEP Strategic Economic Plan. The North Colchester Growth Area has been identified as a key location for growth in the emerging Essex Growth Plan and South East LEP Strategic Economic Plan.

The Local Transport Plan applies an incremental approach to ensuring that our transport network is fit for purpose and enables economic growth. This entails; prioritising the maintenance and smarter use of our existing transport network; making targeted investments to address local network pinch points; freeing up land to support local development; and promoting larger scale projects only where these are required to most effectively address the transport challenges facing Essex.

This strategy has identified economic growth in Colchester and in particular, investment in two key priorities to support this growth;

- the Northern Approach Road Corridor - a package of transport improvements including completion of the Northern Approaches Road, bus priority measures, and a new P&R to support development in north Colchester; and
- Colchester's 'Better Town Centre' programme - nine work themes focused on improving the quality and performance of this key urban centre upon which the economy of Colchester and the surrounding area depends.

***b) What options have been considered and why have alternatives have been rejected ?***

Colchester is a historic town with a severely constrained highway network. All of the key radial routes accessing the centre of Colchester (A133, A134, A1124, A1232, A137 and B1025) currently experience significant congestion in the peak periods.

Measures such as personalised travel planning, making Colchester a 'Cycling Town' and an award-winning Station Travel Plan are all in place, seeking to address trip-making behaviour within the town.

However, in order to support economic growth, and to allow Colchester to continue to compete regionally as a major centre for employment, retail and housing, the introduction of a P&R and a complete bus corridor to the town centre are considered the most effective options for addressing the recognised pinch point and significantly managing and reducing traffic in and around the Colchester town centre network.

The following other options have been considered:-

- As part of the Colchester Local Development Framework Core Strategy development process, additional highway infrastructure has been considered in the form of junction and link improvements on the key approaches; however, the scale of the improvements required cannot keep pace with the level of traffic demand likely to arise from growth of the town, and are often not feasible in the area of land available.
- In addition, Colchester town centre has several declared and emerging AQMAs which cannot be addressed through facilitating additional traffic to access the area. Thus, building infrastructure focused on general traffic is not a viable option.
- Alternative locations for the P&R site were considered, but the preferred location of the site to the north of Colchester and adjacent to the A12, provides the best opportunity to attract external trips from a wide catchment area to the west, north and east of Colchester due to its central connectivity from Junction 28 of the A12 (north and south), A120 and A133. The route from Junction 28 to the town centre also has opportunities for significant bus priority measures, which is not the case on other radial approaches.
- One alternative would be to widen the bridge at Colchester North Station to add extra lanes, but this would be highly disruptive to both road and rail traffic and would be excessively expensive.
- Also, a new tunnel under Cowdray Avenue, further to the east, has been considered, but also rejected on the grounds of being too disruptive, too expensive and would direct traffic away from the logical and more direct north / south route to the town centre.
- As part of the studies to provide bus priority into the town centre, a number of options have been considered at North Station railway bridge, including tidal bus lanes, southbound bus priority signals, a bus lane cutting through the centre of the existing roundabout, and a segregated bus lane to the west of the roundabout, adjacent to the railway station. These options have been unable to deliver the required improvements in passenger transport journey times and journey time reliability, or have proved too expensive.

- At Essex Hall Roundabout, additional options have been considered, including southbound bus priority signals to support the east side bus lane, and bus priority signals and provision of a northbound bus route through the roundabout (hamburger design).
- The exact site location and design of the P&R site was refined based on consideration of land allocations and availability (including possible future expansion), relative position and planning considerations, together with bus access strategies.

**c) *What are the expected benefits / outcomes? For example, job creation, housing numbers and GVA and the basis on which these have been estimated.***

As outlined above, the scheme is an essential component of the Northern Approach Road Corridor transport package and will assist with the early delivery of over 6,200 houses and 3,500 jobs in the North Colchester Growth Area.

Provision of a P&R and complete bus corridor will encourage sustainable travel behaviour by providing car users with a realistic alternative to driving and parking in the town centre. It will therefore remove traffic from the congested key northern approach corridor and, in particular, from the pinch point at Colchester North Station, before it enters the town centre, relieving congestion in Colchester, especially during peak periods.

By providing long-stay car parking outside of the town centre, P&R will enable the redevelopment of a number of town centre car parks. This will bring benefits by unlocking an estimated 29,000 m<sup>2</sup> of land for business and residential development in the town centre.

The proposed interventions will provide improved access to the town centre and will increase the attractiveness of Colchester to new businesses, residents, visitors and shoppers, and improve quality of life for both users and non-users by minimising the impact of traffic on the town.

The bus corridor implemented with the P&R scheme will also bring benefits to existing local bus services and longer distance coach services by allowing them to use the bus priority measures.

P&R and the bus corridor are an integral part of a package of measures that are being delivered that make up the North Colchester Connectivity corridor. Essex County Council is forward-funding the major link road element of this corridor (the NAR3), which is to be repaid through the Severalls Hospital Section 106 Agreement money. This is essential to opening up access to the Severalls Hospital site and is a demonstration that ECC is committed to the ultimate delivery of the complete corridor to the town centre and the economic growth it will bring.

**d) *What is the project's scope and is there potential to reduce costs and still achieve the desired outcomes? For example, by using value engineering.***

Value management has been a key consideration during the project's design, and further value management processes will be introduced as required as the project proceeds. Obtaining value for money and ensuring adherence to strict budgets are key to the successful delivery of the project. The site has been subject to value engineering and has been carefully costed throughout the design phase. It has also been reviewed by an independent surveyor who has previously been involved in the development of other P&R sites.

The introduction of a segregated Bus Rapid Transit Route (RTR) alongside the Northern Approach Road, from Mill Road to Bruff Close, forms part of the S106 obligations on the

Severalls Hospital site, but to manage overall corridor costs, this will be delivered at the appropriate point proscribed within the Section 106 agreement.

Strategic value engineering has already established that the north P&R site is the most suitable as it draws on demand from the west, north and east. This led to the agreed location of the P&R site adjacent to the recently introduced junction with the A12 (J28).

**e) Are there any related activities, that if not successfully concluded would mean the full economic benefits of the scheme may not be realised. For example, this could relate to land acquisition, other transport interventions being required or a need for additional consents?**

The introduction of a segregated Bus Rapid Transit Route alongside the Northern Approach Road, from Mill Road to Bruff Close, forms part of the S106 obligations on the Severalls Hospital site, but to manage overall corridor costs, this will be delivered at the appropriate point proscribed within the Section 106 agreement. However, P&R buses are able to run on-carriageway along the existing Northern Approach Road. When it is introduced later the journey time improvements generated by the RTR will therefore further enhance the benefits from the rest of the bus corridor.

**f) What will happen if funding for this scheme is not secured - would an alternative (lower cost) solution be implemented (if yes, please describe this alternative and how it differs from the proposed scheme)?**

If pinch point funding for the P&R and associated bus corridor is not secured at this time, some elements of the overall North Colchester Connectivity Corridor scheme can and will go ahead, such as construction work that has already commenced on the forward-funded NAR3 and selected improvements to the town centre that have been introduced.

However, the full benefits of the North Colchester Connectivity corridor will not be realised until and unless the P&R site and full bus priority corridor, including through North Station roundabout, are in place. Should funding for P&R and North Station roundabout bus priority not be secured, there is a risk that the P&R site Planning Permission will ultimately expire, which along with not being able to deliver the North Station roundabout pinch point improvements required, will mean that growth in north Colchester will not be able to be delivered sustainably and will therefore suffer the restrictive effects of congestion in the area and onwards towards the town centre.

**g) What is the impact of the scheme – and any associated mitigation works – on any statutory environmental constraints? For example, Local Air Quality Management Zones.**

Delivery of Colchester P&R and associated bus corridor will reduce traffic on key routes and within the town centre especially. This reduction in traffic within the town centre will lead to air quality improvements generally, and particularly in the town centre Air Quality Management Areas – shown in Appendix 5.

These improvements will be further enhanced through the Better Town Centre programme (currently being delivered) which will provide bus lanes and traffic restrictions within the town centre, reducing general traffic from the town centre and allowing the P&R buses to circulate more freely round the town centre area. This will also improve the quality and attractiveness of the P&R service by improving journey times and reliability.

P&R and the associated bus corridor will not only serve the town centre, but will also run adjacent to the busy Colchester General Hospital (5,500 vehicles a day), and will deliver sustainable access to Colchester North Station. The immediate effect of the P&R would be to remove a minimum of 520 vehicles a day in the peak hour from the network, vehicles which would otherwise have passed through the pinch point and associated junctions. Once the allocated housing in the North Growth Area begins to be delivered, the bus transit corridor will be able to cater for thousands of trips from both the Severalls Hospital development site (1500 dwellings) and the North Growth Area Urban Extension, since these developments have been afforded planning permission on the basis of significant proportions of travellers using sustainable means of transport.

A southbound bus lane under Colchester North Station Railway Bridge will support a reliable P&R operation. P&R and bus corridor improvements will significantly increase the speed at which bus passengers can access the town centre through the current pinch point on the network.

### **B3. The Financial Case – Project Costs**

*Before preparing a scheme proposal for submission, bid promoters should ensure they understand the financial implications of developing the scheme (including any implications for future resource spend and ongoing costs relating to maintaining and operating the asset), and the need to secure and underwrite any necessary funding outside the Department’s maximum contribution.*

*Please complete the following tables. Figures should be entered in £000s (i.e. £10,000 = 10).*

**Table A: Funding profile (Nominal terms)**

<b>£000s</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>Total</b>
DfT funding sought	1,579	2,000	0	3,579
Local Authority contribution:-				
ECC – Bus Lanes, TC Improvements, Signals	1,254	1,000	0	2,254
Third Party contribution:-				
CBC - Land	0	1,325	0	1,325
<b>Total</b>	<b>2,833</b>	<b>4,325</b>	<b>0</b>	<b>7,158</b>

<b>Contributor</b>	<b>Contribution</b>	<b>%</b>
CBC	1,325	18.5
<b>DfT</b>	<b>3,579</b>	<b>50.0</b>
ECC	2,254	31.5
<b>Total</b>	<b>7,588</b>	<b>100.0</b>

**Table B: Cost estimates (Nominal terms)**

Subject	Cost (£000s)	%
P&R Land (Phases 1 & 2)	1,325	18.5
P&R Site	4,089	57.1
Risk	501	7.0
Junction Improvements	581	8.1
Signal Improvements	252	3.5
North Station Bridge Bus Lane	410	5.7
<b>Total</b>	<b>7,158</b>	<b>100.0</b>
NB RTR	4,900	

**Notes:**

- 1) Department for Transport funding must not go beyond 2014-15 financial year.
- 2) A minimum local contribution of 30% (local authority and/or third party) of the project costs is required.
- 3) Costs in Table B should be presented in outturn prices and must match the total amount of funding indicated in Table A.

**B4. The Financial Case - Local Contribution / Third Party Funding**

Please provide information on the following points (where applicable):

- a) The non-DfT contribution may include funding from organisations other than the scheme promoter. If the scheme improves transport links to a new development, we would expect to see a significant contribution from the developer. Please provide details of all non-DfT funding contributions to the scheme costs. This should include evidence to show how any third party contributions are being secured, the level of commitment and when they will become available.

To date, ECC has spent £1.2m developing P&R through to Planning Application submission (and subsequently gaining Planning Permission) and has also worked up North Station roundabout bus priority measures.

Further to this, ECC has already forward-funded the NAR3 element of the North Colchester Connectivity Corridor (£6.35m of the £10m scheme) in advance of the S106 obligations that will pay for the NAR3 becoming available; provided funding for the new improved bus interchange site in the town centre (c.£1.5m); and set aside £0.787m for town centre and bus lane improvements.

Colchester

- b) Where the contribution is from external sources, please provide a letter confirming the body's commitment to contribute to the cost of the scheme. The Department is unlikely to fund any scheme where significant financial contributions from other sources have not been secured or appear to be at risk.

Have you appended a letter(s) to support this case ?  Yes  No  N/A

c) *The Department may accept the provision of land in the local contribution towards scheme costs. Please provide evidence in the form of a letter from an independent valuer to verify the true market value of the land.*

**Have you appended a letter to support this case ?**  Yes  No  N/A

The letter valuing the P&R site land is shown in Appendix 6.

d) *Please list any other funding applications you have made for this scheme or variants thereof and the outcome of these applications, including any reasons for rejection.*

The scheme was submitted to the SELTB in May and is currently ranked first equal within all SELTB schemes. However, success with this PPF application would free up SELTB money for other important schemes in the South East area and enable the Colchester Park and Ride and North Station roundabout bus priority scheme to be delivered more than a year earlier.

A letter from the SELEP is shown in Appendix 7.

## **B5. The Financial Case – Affordability and Financial Risk**

*This section should provide a narrative setting out how you will mitigate any financial risks associated with the scheme (you should refer to the Risk Register / QRA – see Section B11).*

*Please ensure that in the risk / QRA cost that you have not included any risks associated with ongoing operational costs and have used the P50 value.*

*Please provide evidence on the following points (where applicable):*

### **a) What risk allowance has been applied to the project cost?**

A quantified risk analysis / assessment has been carried out and is attached in Appendix 8. It should be noted that this is based on P50 values. The total risk allowance is £501,000.

### **b) How will cost overruns be dealt with?**

ECC uses strong program governance and project management practices (including PRINCE2) to reduce the possibility of cost overruns.

Preliminary Statutory Undertakers investigations have already been conducted and resulted in no significant surprises being found. We are therefore confident that no significant cost overruns will result from Statutory works.

The construction of the P&R site is proposed to be delivered through the Smarte East Framework, which is a partnership between 3 local authorities (Essex, Suffolk & Hertfordshire). Inevitably, any chosen contractor has a greater incentive to perform well on the project as their performance will be monitored and could affect the amount of work they are awarded under the framework in the future. The contract is awarded under the New Engineering Council (NEC) Target Cost Option A which provides a 'lump sum' price; this provides greater clarity of costs

and increased cost certainty associated with the scheme. Within the New Engineering Council (NEC) 3 suite of documents there are contractual mechanisms to deal with any cost overruns.

All highway works are normally procured through the ECC / Ringway Jacobs 'Essex Highways' contract which runs for, at least, the next 9 years. This gives greater control of the programme and avoids any unscheduled cost overruns.

The bus priority measures will be implemented by Essex County Council through 'Essex Highways', its Integrated Service Provider. All design work will be carried out and controlled by 'Essex Highways', and to ensure value for money, the scheme construction will be procured internally utilising 'Essex Highways'. This course of action again reduces the risk of cost overruns.

Additionally, ECC will utilise standard project management procedures to control all project costs.

**c) What are the main risks to project delivery timescales and what impact this will have on cost?**

ECC is committed to deliver Colchester P&R and North Station roundabout bus priority, and have the scheme elements fully operational, by the end of 2014. This promise energises the project but creates additional pressure to deliver the project on time, thereby reducing the possibility of timescale overruns and increasing the risk of incurring increased costs to deliver on-time.

Appendix 6 identifies the top strategic risks associated the project.

**d) How will cost overruns be shared between non-DfT funding partners (DfT funding will be capped and will not be able to fund any overruns) ?**

Any cost over-runs not covered by the contract or due to third party issues will be underwritten through ECC budgets.

## **B6. The Economic Case – Value for Money**

*This section should set out the full range of impacts – both beneficial and adverse – of the scheme. The scope of information requested (and in the supporting annexes) will vary according to whether the application is for a small or large project.*

Small project bids (i.e. DfT contribution of less than £5m)

**a) Please provide a description of your assessment of the impact of the scheme to include: Significant positive and negative impacts (quantified where possible);**

1) Increase in capacity through identified pinch point as a result of implementation of P&R site.

### **Table 1**

Vehicles directly removed from pinch point by P&R (and % removed from turning movement):

AM (southbound)\*

PM (northbound)\*



2016	133 (13%)	133 (15%)
2023	218 (21%)	218 (23%)

\*Colchester Model outputs based on data at Sandon P&R in Chelmsford where significant increases in usage were observed within 6 months due to suppressed demand for the Town Centre being released

- 2) Increase in people travelling through the identified pinch point to access developments in the town centre.

**Table 2**

Peak hour P&R passengers travelling through the pinch point to facilitate economic growth in central Colchester:

	AM (southbound)*	PM (northbound)*
2016	305	305
2023	502	502

\* Colchester Model outputs based on data at Sandon P&R in Chelmsford where significant increases in usage were observed within 6 months due to suppressed demand for the Town Centre being released and car occupancy factors / trip purpose from the P&R demand model

- 3) Improved journey times for P&R and existing bus services travelling southbound through the pinch point which leads to higher level of potential transfer to P&R.

**Table 3**

Journey time savings associated with southbound bus lane through pinch point (seconds/veh):

	AM	IP	PM	
2012	54	14	34	<i>times number of buses, times number of passengers</i>

It is expected that the number of shoppers in the Inter Peak period will increase as more are attracted to travel and shop in the town centre because of reduced congestion and improved air quality. As people convert to P&R, there should be a continuous improving effect as congestion eases and air quality improves further. Additionally, there should be economic benefits accruing from the sale of town centre car park land and subsequent redevelopment. However, it should be noted that certain people may be discouraged to drive to the town centre as it becomes less easy to park.

- 4) Queuing on the A12 Junction 28 off-slips will be monitored in agreement with the HA to ensure that appropriate mitigation is implemented should traffic accessing the P&R site cause congestion in these locations.

- **A description of the key risks and uncertainties;**

- 1) See Appendix 8 'Top Strategic Risks' document appended.
- 2) The key risk would be that the P&R scheme does not attract predicted patronage. This is mitigated through the implementation of the southbound bus lane at North Station Railway Bridge which reduces bus journey times versus car (see Table 3 above) and increases journey time reliability. Separately, plans have already been developed to implement a segregated two-way busway to the west of the Northern Approach Road at a later date, and

traffic restrictions are currently being implemented in the town centre. The scheme will contribute to significant journey time reductions for the P&R service, which will, in turn, increase its attractiveness. The parking strategy for Colchester is also being developed to support usage of the P&R and promote town centre development of parking sites to enable growth in the local economy.

- ***A short description of the modelling approach used to forecast the impact of the scheme and the checks that have been undertaken to determine that it is fit-for-purpose.***

Whereas the modelling for the Pinch Point has remained as before, we have reassessed the impact of the overall scheme from the P&R through the Pinch Point and into the town centre incorporating various priority measures.

The total journey times have been recalculated to reflect the improvements in journey time resulting from the corridor improvements and the forecast increase in passenger numbers.

The Colchester Area SATURN model (see LMVR 2009) was used to forecast the impact of the Colchester LDF Core Strategy. Forecast models were developed for years 2016 (interim) and 2023 (final LDF year) and this model is described in the 'Colchester LDF Forecasting Report' (2011).

The forecast SATURN model incorporates the NAR3 link road in the north of Colchester which will link A12 J28 with Colchester centre. NAR3 is expected to change travel patterns in Colchester and is essential to implementation of the P&R. As such, the fixed matrix SATURN model has been used to provide the basis for traffic flows (demand flows) at the North Station Railway Bridge pinch point.

2016 AM and PM peak SATURN flows have been input to a LINSIG model of North Station roundabout in order to determine the level of saturation and delay at the junction in the Do-Minimum scenario.

In the absence of a SATURN model 'with' and 'without' P&R, the Colchester P&R demand model (Cuckoo Farm & Eastern P&R Modelling Report, 2009) has been used in assessing the level of demand accessing the Town Centre via the North Station roundabout and railway bridge pinch point in 2016 and 2023. The demand model has been calibrated to observed 2008 usage of the Sandon P&R in Chelmsford, and then additional town centre-bound LDF trips have been used to replicate the uplift of in-scope demand by 2023. The model provides trip purpose splits and estimates of the patronage accessing the town centre (as opposed to destinations such as the rail station and hospital, which are north of the pinch point).

The demand model also provides information on origin corridors for P&R users allowing estimates of vehicles directly removed from the pinch point to be made. Based on 2001 Census data included in the P&R demand model, 50% of the vehicles switching to P&R originate from corridors that would previously have used the Northern Approach Road to access the town centre. This proportion of modelled P&R demand flows (vehicles) have been removed from the Do-Minimum LINSIG models in order to quantify the initial level of capacity created at the pinch point.

Given that the assessment year is 2016, and with experience of the development of P&R operation in nearby Chelmsford, the level of demand assumed in this year is based on Sandon P&R arrivals data for 18 months after opening. Sandon P&R is also located adjacent to the

A12, with a wide catchment area, and so is considered appropriate for comparison with North Colchester.

At Sandon P&R, although the demand model was initially accurate in its predictions of usage, after the first six months, demand increased dramatically, resulting in expansion of Sandon from 600 spaces to 1125 spaces over a 2 year period. The same process has been observed at Chelmer Valley P&R which opened in April 2011 (although this site may be less comparable as it is not located on the Trunk network). This growth in demand over time, without any obvious changes in journey time, pricing of tickets, parking availability or town centre development is not predicted by the demand model, but appears to indicate suppressed demand for travel to the town centre which could not previously be accommodated by the road network.

The post-opening assessment included in this bid therefore assumes that 50% of the available parking spaces are filled between 0800-0900 hours. This figure is estimated based on 2007 data at Sandon where, 18 months after opening, 50% of the 900 spaces were filled between 0800-0900 hours (see 'Sandon P&R Park & Ride arrivals data Sept - Dec 07.xls' appended). The P&R was again expanded to 1,125 spaces in April 2008 as it was regularly observed that the P&R site was full by 0900 hours. All other information related to demand is taken from the calibrated P&R demand model.

Analysis of the P&R trips removed from the LINSIG model shows a decrease in delay per pcu and saturation on the route between Turner Road and the A134 south as a direct result of implementation of the P&R site (see LINSIG output table appended).

Given the level of development by 2023 in North Colchester, this level of capacity is likely to be in-filled over time, as the P&R service and bus lane provides the additional capacity for bus passengers to travel through the pinch point to support growth in the Colchester town centre economy. Local car occupancy factors have been used to convert total vehicles transferring to the P&R to passengers travelling through the pinch point.

Journey time analysis for the corridor through the pinch point (between Northern Approach Road and the northern approach to Essex Hall roundabout) has been based on 2010-11 TrafficMaster data combined with Do-Min and Do-Something delay modelled in LINSIG, and also assumptions about journey time savings resulting from the southbound bus lane (as reported in the 'Final Cuckoo Farm P&R Assessment Report v4 12-02-13' (2013)).

Modelling data is shown in Appendix 9.

**b) Small project bidders should provide the following as annexes as supporting material:**

- A completed [Scheme Impacts Pro Forma](#) which summarises the impact of proposals against **a number of metrics relevant to the scheme objectives**. It is important that bidders complete as much of this table as possible as this will be used by DfT – along with other centrally sourced data – to form an estimate of the BCR of the scheme. Not all sections of the pro forma are relevant for all types of scheme (this is indicated in the pro forma).
- A description of the sources of data and forecasts used to complete the Scheme Impacts Pro Forma. This should include descriptions of the checks that have been undertaken to verify the accuracy of data or forecasts relied upon. Further details on the minimum supporting information required are presented against each entry within the pro forma.

**Has a Scheme Impacts Pro-Forma been appended ?**  Yes  No  N/A

**Has a description of data sources / forecasts been appended ?**  Yes  No  N/A

The Scheme Impacts Pro-Forma is attached at Appendix 10 and the data sources are shown in Appendix 11. The Pro-Forma shows an overall summary set of figures and also the individual elements of the scheme broken down.

- A completed [Appraisal Summary Table](#). Bidders are required to provide their assessment of all the impacts included within the table and highlight any significant Social or Distributional Impacts (SDIs). Quantitative and monetary estimates should be provided where available but are not mandatory. The level of detail provided in the table should be proportionate to the scale of expected impact with particular emphasis placed on the assessment of carbon, air quality, bus usage, sustainable modes, accessibility and road safety. The source of evidence used to assess impacts should be clearly stated within the table and (where appropriate) further details on the methods or data used to inform the assessment should be attached as notes to the table.

**Has an Appraisal Summary Table been appended ?**  Yes  No  N/A

The Appraisal Summary Table is attached at Appendix 12.

- **Other material supporting the assessment of the scheme** described in this section should be appended to your bid.

\* This list is not necessarily exhaustive and it is the responsibility of bidders to provide sufficient information to demonstrate the analysis supporting the economic case is fit-for-purpose.

Large project bids (i.e. DfT contribution of more than £5m)

c) Please provide a short description of your assessment of the value for money of the scheme including your estimate of the BCR. This should include:

- Significant monetised and non-monetised costs and benefits;
- A description of the key risks and uncertainties and the impact these have on the BCR;
- Key assumptions including (but not limited to): appraisal period, forecast years, level of optimism bias applied; and
- A description of the modelling approach used to forecast the impact of the scheme and the checks that have been undertaken to determine that it is fit-for-purpose.

d) Detailed evidence supporting your assessment – including a completed [Appraisal Summary Table](#) – should be attached as annexes to this bid. **A checklist of material to be submitted in support of large project bids has been provided.**

**Has an Appraisal Summary Table been appended ?**  Yes  No  N/A

- Please append any additional supporting information (as set out in the [Checklist](#)).

\*It is the responsibility of bidders to provide sufficient information for DfT to undertake a full review of the analysis.

## **B7. The Commercial Case**

*This section should set out the procurement strategy that will be used to select a contractor and, importantly for this fund, set out the timescales involved in the procurement process to show that delivery can proceed quickly.*

**a) Please provide evidence to show the risk allocation and transfer between the promoter and contractor, contract timescales and implementation timescales (this can be cross-referenced to your Risk Management Strategy).**

The Contract documentation will ensure that any previous design risk will be novated to the successful Contractor(s). In addition, the Contract Risk Register will identify the risks which the Contractor(s) is responsible for. The Contractor(s) will also be required to price against programme. Any additional ECC risks will be monitored to ensure the scheme contingency can be managed accurately.

**b) What is the preferred procurement route for the scheme and how and why was this identified as the preferred procurement route ? For example, if it is proposed to use existing framework agreements or contracts, the contract must be appropriate in terms of scale and scope.**

It is proposed that the construction of the site will be delivered through the Smarte East Framework. The benefits of procuring this element of the scheme via this route are:-

- . Early involvement with the contractor
- . The contract is awarded under the NEC Target Cost Option A which provides a 'lump sum' price; therefore, there is greater clarity of cost and increased cost certainty associated with the scheme.
- . The Smarte East framework is a partnership between 3 local authorities (Essex, Suffolk & Hertfordshire). The contractor has a greater incentive to perform well on the project, as his performance will be monitored and could affect the amount of work he is awarded under the framework in the future.
- . Proven benefits on a number of projects delivered by the Smarte East Construction management team.
- . The utilisation of the Framework is endorsed by the ECC procurement team and the ESH Construction Management Group.

NAR3 is being delivered through the Highways Agency Framework and the bus lanes and signal improvements will be handled through the Essex Highways contract.

**c) A procurement strategy will not need to form part of the bid documentation submitted to DfT. Instead, the Department will require the bid to include a joint letter from the local authority's Section 151 Officer and Head of Procurement confirming that a strategy is in place that is legally compliant and is likely to achieve the best value for money outcome.**

***Has a joint letter been appended to your bid ?***

Yes

No

Please see attached joint letter from ECC's Section 151 Officer and Chief Procurement Officer (Appendix 13).

*\*It is the promoting authority's responsibility to decide whether or not their scheme proposal is lawful; and the extent of any new legal powers that need to be sought. Scheme promoters should ensure that any project complies with the Public Contracts Regulations as well as European Union State Aid rules, and should be prepared to provide the Department with confirmation of this, if required.*

**B8. Management Case - Delivery**

*Deliverability is one of the essential criteria for this Fund and as such any bid should set out any necessary statutory procedures that are needed before it can be constructed.*

- a) **A detailed project plan** (typically in Gantt chart form) with milestones should be included, covering the period from submission of the bid to scheme completion. The definition of the key milestones should be clear and explained. The critical path should be identifiable and any key dependencies (internal or external) should be explained. Resource requirements, task durations, contingency and float should be detailed and easily identifiable. Dependencies and interfaces should be clearly outlined and plans for management detailed.

**Has a project plan been appended to your bid ?**  Yes  No

A Project Plan is included at Appendix 14.

- b) **If delivery of the project is dependent on land acquisition, please include a letter from the respective land owner(s) to demonstrate that arrangements are in place in order to secure the land to enable the authority to meet its construction milestones.**

**Has a letter relating to land acquisition been appended ?**  Yes  No  N/A

- c) **Please provide summary details of your construction milestones (at least one but no more than 5 or 6) between start and completion of works:**

**Table C: Construction milestones**

Funding agreed	Nov 2013
Detailed design and contract preparation (Bus lanes, junction and signal improvements)	Dec 2013
Contract Preparation (P&R Site)	Dec 2013
Tender process and governance	Jan 2014
Utility diversions	Jan 2014
Appointment of contractors	Feb 2014
Start of construction (Bus lanes, junction and signal improvements)	Mar 2014
Start of construction (P&R Site)	Mar 2014
Complete construction (P&R Site)	Nov 2014

*d) Please list any major transport schemes costing over £5m in the last 5 years which the authority has delivered, including details of whether these were completed to time and budget (and if not, whether there were any mitigating circumstances)*

Appendix 15 details major ECC schemes completed within the last 5 years.

#### **B9. Management Case – Statutory Powers and Consents**

*a) Please list separately each power / consents etc obtained, details of date acquired, challenge period (if applicable) and date of expiry of powers and conditions attached to them. Any key dates should be referenced in your project plan.*

Planning Permission was granted in August 2011 for the P&R Site. No further Powers or Consents are required.

*b) Please list separately any outstanding statutory powers / consents etc, including the timetable for obtaining them.*

No outstanding Statutory Powers are required.

#### **B10. Management Case – Governance**

*Please name who is responsible for delivering the scheme, the roles (Project Manager, SRO etc.) and responsibilities of those involved, and how key decisions are/will be made. An organogram may be useful here. Details around the organisation of the project including Board accountabilities, contract management arrangements, tolerances, and decision making authorities should be clearly documented and fully agreed.*

See Appendix 16 for the proposed organisational structure.

Project Sponsor – Paul McLean

Project Delivery Manager – Alan Lindsay

Essex County Council and its Contractors use the Office of Government and Commerce PRINCE 2 frameworks and as such will hold formal Project Boards on a regular basis. The responsibilities and accountabilities of the members of the Project Board are in accordance with current PRINCE 2 methodologies.

The structure chart shown in Appendix 16 is the basis for monthly progress meetings of the Delivery Teams (project management) to fully update the Project Executive via the Project Manager, Suppliers and Project Assurance. The Project Board and progress meetings take place on a monthly basis to update project milestones and any other items by exception. The Project Board reports to the Senior Responsible Owner and (as necessary) Essex County Council Corporate Management throughout the project. To ensure coordinated delivery of schemes throughout Colchester Area, the Strategic Transport Board includes a Project Coordination role.

The Project Sponsor and Project Manager will communicate with the Project Board at scheduled meetings or on an ad-hoc basis when raising a project issue, warning of an instance where Stage tolerance could be exceeded (presenting an Exception Report), producing a

Highlight Report to flag up a particular incident or issue with strategic implications, or when indicating that a Stage is about to be completed through the submission of an End Stage Report.

From commencement of construction the Project Sponsor will also be responsible for allocating duties to the Project Manager. The two Delivery Teams (Park & Ride Site Delivery Team and Infrastructure Delivery Team) will be responsible for the day to day responsibilities under the build contract and to provide the lead in, costs, delivery and stakeholder issues.

### **B11. Management Case - Risk Management**

***All schemes will be expected to undertake a thorough Quantified Risk Assessment (QRA) and a detailed risk register should be included in the bid. The QRA should be proportionate to the nature and complexity of the scheme. A Risk Management Strategy should be developed and should outline on how risks will be managed.***

*Please ensure that in the risk / QRA cost that you have not included any risks associated with ongoing operational costs and have used the P50 value.*

***Has a QRA been appended to your bid ?***  Yes  No

***Has a Risk Management Strategy been appended to your bid ?***  Yes  No

A QRA with associated Mitigation Measures has been included at Appendix 8.

### **B12. Management Case - Stakeholder Management**

*The bid should demonstrate that the key stakeholders and their interests have been identified and considered as appropriate. These could include other local authorities, the Highways Agency, statutory consultees, landowners, transport operators, local residents, utilities companies etc. This is particularly important in respect of any bids related to structures that may require support of Network Rail and, possibly, train operating company(ies).*

***a) Please provide a summary of your strategy for managing stakeholders, with details of the key stakeholders together with a brief analysis of their influences and interests.***

Full statutory formal public consultation was undertaken as part of the P&R planning application process, as well as additional informal consultation and liaison with local residents, businesses and elected representatives.

Regular meetings have and will continue to be held with CBC to ensure programme elements are kept on track, and also to ensure that all stakeholders in this and related projects (including the HA, HCA and the NEPFT) are kept up-to-date with the status of all aspects of the overall programme.

Correspondence and regular updates in the form of newsletters and bulletins will be distributed to local residents and businesses during the construction of the P&R, and a Communications Management Plan will be drawn up in partnership with CBC, who currently own the P&R site, in



order to ensure effective and coordinated communications with residents, elected representatives and the Press.

- b) **Can the scheme be considered as controversial in any way ?**  Yes  No  
*If yes, please provide a brief summary (in no more than 100 words)*

The P&R site has been anticipated in Colchester for well over a decade. Inevitably there were representations made at the time of the planning application from a very small number of residential properties. However, significant mitigation has been put in place to reduce noise, light and vehicle pollution, and the site works will be carried out in a sensitive manner, keeping the limited number of nearby residents fully informed during the works.

- c) **Have there been any external campaigns either supporting or opposing the scheme ?**

Yes  No

*If yes, please provide a brief summary (in no more than 100 words)*

An internet website was set up by a small number of residents affected directly by the P&R proposals and their concerns have been handled through the mitigation actions noted above.

There has, however, also been a good deal of support for the scheme from other businesses, residents and elected representatives, due to the P&R's ability to remove traffic from a congested network and unlock development in the town centre by allowing car parks to be closed and redeveloped as business or residential sites.

- d) *For large schemes please also provide a Stakeholder Analysis and append this to your application.*

**Has a Stakeholder Analysis been appended ?**  Yes  No  N/A

- e) *For large schemes please provide a Communications Plan with details of the level of engagement required (depending on their interests and influence), and a description of how and by what means they will be engaged with.*

**Has a Communications Plan been appended ?**  Yes  No  N/A

### B13. Management Case - Assurance

**We will require Section 151 Officer confirmation (Section D) that adequate assurance systems are in place.**

See Appendix 13.

*For large schemes please provide evidence of an integrated assurance and approval plan. This should include details around planned health checks or gateway reviews.*

N/A

## **SECTION C – Monitoring, Evaluation and Benefits Realisation**

### **C1. Benefits Realisation**

*Please provide details on the profile and baseline benefits and their ownership. This should be proportionate to the size of the proposed scheme.*

See Appendix 17.

### **C2. Monitoring and Evaluation**

*Evaluation is an essential part of scheme development and should be considered and built into the planning of a scheme from the earliest stages. Evaluating the outcomes and impacts of schemes is important to show if a scheme has been successful.*

*Please set out how you plan to measure and report on the benefits identified in Section C1, alongside any other outcomes and impacts of the scheme.*

See Appendix 17.

As well as the above Appendix, it is worth noting that ECC has significant experience in monitoring the operation of P&R sites in recent years. Based on experience gained from the two P&R sites in Chelmsford, we will plan to get comprehensive data from the Colchester P&R site in terms of car parking and passenger usage. This will come directly from ticket sales information, and the onus will be on the operator to provide this. In addition, we will undertake on-board quality surveys to gauge the reaction of the travelling public to the service. Finally, traditional junction queue length, journey time and economic impact analysis will be undertaken, so as to provide a holistic summary of the effects of the scheme, to determine whether it has met its anticipated benefits.

*A fuller evaluation for large schemes may also be required depending on their size and type.*

## **SECTION D: Declarations**

### **D1. Senior Responsible Owner Declaration**

As Senior Responsible Owner for the 'Improved Sustainable Access to Colchester Town Centre', I hereby submit this request for approval to DfT on behalf of Essex County Council and confirm that I have the necessary authority to do so.

I confirm that Essex County Council will have all the necessary statutory powers in place to ensure the planned timescales in the application can be realised.

Name:

Signed:

Position:

### **D2. Section 151 Officer Declaration**

As Section 151 Officer for Essex County Council, I declare that the scheme cost estimates quoted in this bid are accurate to the best of my knowledge and that Essex County Council:

- has allocated sufficient budget to deliver this scheme on the basis of its proposed funding contribution
- accepts responsibility for meeting any costs over and above the DfT contribution requested, including potential cost overruns and the underwriting of any funding contributions expected from third parties
- accepts responsibility for meeting any ongoing revenue requirements in relation to the scheme
- accepts that no further increase in DfT funding will be considered beyond the maximum contribution requested and that no DfT funding will be provided after 2014/15
- confirms that the authority has the necessary governance / assurance arrangements in place and, for smaller scheme bids, the authority can provide, if required, evidence of a stakeholder analysis and communications plan in place.

Name:

Signed:

## SECTION D: Declarations

### **D1. Senior Responsible Owner Declaration**

As Senior Responsible Owner for the Colchester Park and Ride and North Station roundabout bus priority scheme, I hereby submit this request for approval to DfT on behalf of Essex County Council and confirm that I have the necessary authority to do so.

I confirm that Essex County Council will have all the necessary statutory powers in place to ensure the planned timescales in the application can be realised.

Name: Chris Stevenson

Signed:

Position: Head of Commissioning: Integrated Transport



### **D2. Section 151 Officer Declaration**

As Section 151 Officer for Essex County Council I declare that the scheme cost estimates quoted in this bid are accurate to the best of my knowledge and that Essex County Council

- has allocated sufficient budget to deliver this scheme on the basis of its proposed funding contribution
- accepts responsibility for meeting any costs over and above the DfT contribution requested, including potential cost overruns and the underwriting of any funding contributions expected from third parties
- accepts responsibility for meeting any ongoing revenue requirements in relation to the scheme
- accepts that no further increase in DfT funding will be considered beyond the maximum contribution requested and that no DfT funding will be provided after 2014/15
- confirms that the authority has the necessary governance / assurance arrangements in place and, for smaller scheme bids, the authority can provide, if required, evidence of a stakeholder analysis and communications plan in place

Name: Margaret Lee

Signed:



### **Submission of bids:**

***The deadline for submitting bids is 5pm on Thursday 31 October 2013.***

**The Department only requires an electronic version of bids.**

***A CD version of each bid and supporting material should be submitted to:***

**Steve Berry**  
**Local Transport Funding, Growth & Delivery**  
**Department for Transport**  
**2/14 Great Minster House**  
**33 Horseferry Road**  
**LONDON**  
**SW1P 4DR**

***An electronic copy via email should also be submitted to:***

**[lt.plans@dft.gsi.gov.uk](mailto:lt.plans@dft.gsi.gov.uk)**