



Department  
for Transport

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

Matt Davey

West Sussex

Matt.Davey@westsussex.gov.uk;

20 November 2020

Dear Matt Davey

**Active Travel Fund Tranche 2 – Grant award letter (2020-21): No  
31/5245 31/5246**

I am writing to confirm the funding that the Department for Transport will make available to you under the second tranche of the Active Travel Fund (ATF) 2020/21.

Your ATF funding will be paid as capital and revenue grant under Section 31 of the Local Government Act 2003. The full and final allocations are attached at Annex A2 and Annex B2.

Your grant is awarded on the understanding that your authority will deliver the objectives as set out in your original bid. We appreciate that, during implementation, opportunities or challenges may arise that require a change to your project in order for outcomes to be realised to their full potential. Any material changes should be reported to the Department. Should your ability to deliver the objectives for which funding was awarded be significantly compromised, the Department reserves the right to amend future funding provision as appropriate.

Feedback on bids is provided where applicable at Annex C. In some cases, further evidence is required to confirm scope of schemes (e.g. to appropriate design standards), value for money and/or delivery arrangements. This evidence will need to be provided before payments are made, alongside publication of short consultation plans for your schemes. This should set out how consultation activities will be undertaken, who will be consulted and when. These form part of the strengthened consultation requirements set out at Annex E, which have now been briefed to senior local authority officials following Secretary of State's letter of 16 October to authority leaders. A set of FAQs is also attached at annex F, to clarify a number of points which came up at these briefing sessions.

All authorities will be expected to participate in monitoring and evaluation activities for the ATF and provide data on the deliverables that have resulted from this fund (or to which this fund has contributed) in the form of output monitoring data. This will need to be submitted to Department at the point that the majority of schemes are complete and at 6 and 12 months after completion.

In addition, all authorities should formally evaluate schemes funded via the ATF, and some projects will be identified for inclusion in the national programme-level evaluation. The level of evaluation required will be proportionate to the size, value and nature of individual schemes and programmes. DfT is updating its Monitoring & Evaluation guidance which will set out what is required for different types of intervention. Specific data will need to be provided to DfT to feed into a meta-analysis of the ATF. A summary of this is presented below.

- Authorities delivering schemes and programmes costing more than £2m are required to design and implement their own M&E processes to measure the outputs, outcomes and impacts of the intervention and submit these to DfT for review prior to the start of construction.
- Authorities are also strongly encouraged to carry out a formal evaluation of schemes and programmes valued at £1-2m. Where feasible they should design and implement a proportionate M&E programme to understand the impact of the intervention.

DfT are commissioning a National Evaluator (NE) who will have responsibility for programme-level evaluation of the ATF. This will include conducting the meta-analysis of higher value interventions as well as evaluation of a sub-set of lower-value schemes and those considered to be novel or contentious. The NE will select a sample of schemes to include in the national evaluation. All authorities should be prepared to participate in the national evaluation, and work with the NE to develop appropriate monitoring and evaluation plans if selected. The national evaluation will be funded by DfT. To avoid duplication of effort and ensure value for money to the taxpayer, the NE will draw on evaluation data collected as part of evaluations undertaken by authorities where available. The NE will also offer advice and support on the design and

implementation of evaluation plans to authorities delivering higher value schemes and programmes and to those selected to be part of the national evaluation.

Further guidance on monitoring and evaluation requirements and on conducting public opinion surveys under ATF will be shared with authorities shortly.

Our grants may be audited by the Department or external auditors, and if this is the case, the Department will notify your authority in writing. Authorities are expected to comply with any such arrangements. You should familiarise yourselves with the Fraud Act 2006 and the Bribery Act 2010 when making claims, and in provision of funding to partner organisations. Personal information collected for grant purposes will be used by the Department for Transport for administering the fund. We may share information for the purposes of countering fraud or otherwise as required or permitted by law. The Department will observe its obligations under the Data Protection Act 1998 in responding to requests made under the Freedom of Information Act 2000. Where a request includes personal information that you have provided, we will consult you before deciding whether such information should be disclosed.

**Please sign and date the grant acceptance slip at Annex D and return it to the [walking.cycling@dft.gov.uk](mailto:walking.cycling@dft.gov.uk) along with notification of publication of consultation plans (a weblink would suffice) and any further evidence required by 11 December.** The grant will be paid in a one off payment in full on receipt of your signed acceptance slip and other documentation.

Yours sincerely,

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

**Rupert Furness**

**Annexes:**

Annex A – Grant Determination (Capital)

Annex A1 – Capital Grant Conditions

Annex A2 – Capital Grant Allocations

Annex B – Grant Determination (Revenue)

Annex B1 – Revenue Grant Conditions

Annex B2 – Revenue Grant Allocations

Annex C – Bid Feedback and Further Evidence Required

Annex D – Grant Acceptance Slip

Annex E1 – ATF Tranche 2 Consultation Requirements

Annex E2 – Process Map for Consultation and Delivery Arrangements

Annex F – ATF Tranche 2 FAQs

## **Annex A**

### **ACTIVE TRAVEL FUND (CAPITAL) GRANT DETERMINATION (2020-21): No 31/5246.**

The Minister of State for Transport (“the Minister of State”), in exercise of the powers conferred by section 31 of the Local Government Act 2003, makes the following determination:

#### **Citation**

1) This determination may be cited as the Active Travel Fund Determination (2020-21) [No31/5246].

#### **Purpose of the grant**

2) The purpose of the grant is to provide support to local authorities in England towards expenditure lawfully incurred or to be incurred by them.

#### **Determination**

3) The Minister of State determines as the authorities to which grant is to be paid and the amount of grant to be paid, the authorities and the amounts set out in Annex A2.

#### **Grant conditions**

4) Pursuant to section 31(3) and 31(4) of the Local Government Act 2003, the Minister of State determines that the grant will be paid subject to the conditions in Annex A1.

#### **Treasury consent**

4) Before making this determination in relation to local authorities in England, the Minister of State obtained the consent of the Treasury.

Signed by authority of the Minister of State for Transport

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

**Rupert Furness**

**Deputy Director, Active and Accessible Travel, Department for Transport**

20 November 2020

## **ANNEX A1**

### **Active Travel Fund**

1. This funding will be paid via a grant under Section 31 of the Local Government Act 2003. Available online here:  
<http://www.legislation.gov.uk/ukpga/2003/26/section/31>
2. For any grant, Government is required to monitor the effectiveness of any public investment. We therefore ask that you to have robust monitoring and evaluation plans in place.
3. This grant may be subject to State Aid regulations. It is the responsibility of local authorities to satisfy themselves that they are State Aid compliant when using the Emergency Active-Travel Fund. Local authorities should ensure that their project teams are versed on State Aid law, as they are better placed to provide support on the operational matters within the authority. Guidance on State Aid is available from: <https://www.gov.uk/state-aid>.

## Annex A2 ATF capital grant awards

<b>Bedford UA</b>	<b>£291,000</b>
<b>Blackburn with Darwen UA</b>	<b>£234,080</b>
<b>Blackpool UA</b>	<b>£249,600</b>
<b>Bournemouth, Christchurch and Poole UA</b>	<b>£849,680</b>
<b>Bracknell Forest UA</b>	<b>£145,440</b>
<b>Brighton and Hove UA</b>	<b>£1,900,800</b>
<b>Buckinghamshire</b>	<b>£1,398,400</b>
<b>Cambridgeshire and Peterborough CA</b>	<b>£1,379,400</b>
<b>Central Bedfordshire UA</b>	<b>£480,000</b>
<b>Cheshire East UA</b>	<b>£470,440</b>
<b>Cheshire West and Chester UA</b>	<b>£489,440</b>
<b>Cornwall UA1</b>	<b>£485,600</b>
<b>Cumbria</b>	<b>£709,080</b>
<b>Derby UA</b>	<b>£620,920</b>
<b>Derbyshire</b>	<b>£1,347,480</b>
<b>Devon</b>	<b>£1,026,760</b>
<b>Dorset</b>	<b>£351,120</b>
<b>East Riding of Yorkshire UA</b>	<b>£373,920</b>
<b>East Sussex</b>	<b>£1,456,160</b>
<b>Essex</b>	<b>£5,886,960</b>
<b>Gloucestershire</b>	<b>£691,800</b>
<b>Greater Manchester CA</b>	<b>£12,697,000</b>
<b>Hampshire</b>	<b>£2,624,280</b>
<b>Herefordshire, County of UA</b>	<b>£96,000</b>
<b>Hertfordshire</b>	<b>£5,161,160</b>
<b>Isle of Wight UA</b>	<b>£188,480</b>



<b>Kent</b>	<b>£4,878,440</b>
<b>Kingston upon Hull, City of UA</b>	<b>£828,400</b>
<b>Lancashire</b>	<b>£2,240,800</b>
<b>Leicester UA</b>	<b>£1,102,760</b>
<b>Leicestershire</b>	<b>£720,000</b>
<b>Lincolnshire</b>	<b>£639,920</b>
<b>Liverpool City Region CA</b>	<b>£6,316,800</b>
<b>Luton UA</b>	<b>£658,160</b>
<b>Medway UA</b>	<b>£741,600</b>
<b>Milton Keynes UA</b>	<b>£547,800</b>
<b>Norfolk</b>	<b>£1,198,520</b>
<b>North East JTC</b>	<b>£7,239,200</b>
<b>North East Lincolnshire UA</b>	<b>£255,360</b>
<b>North Lincolnshire UA</b>	<b>£123,880</b>
<b>North Somerset UA</b>	<b>£379,000</b>
<b>North Yorkshire</b>	<b>£809,400</b>
<b>Northamptonshire</b>	<b>£1,066,280</b>
<b>Nottingham UA</b>	<b>£1,631,200</b>
<b>Nottinghamshire</b>	<b>£1,742,680</b>
<b>Oxfordshire</b>	<b>£2,388,000</b>
<b>Plymouth UA</b>	<b>£756,200</b>
<b>Portsmouth UA</b>	<b>£369,120</b>
<b>Reading UA</b>	<b>£943,200</b>
<b>Rutland UA</b>	<b>£28,880</b>
<b>Sheffield City Region CA</b>	<b>£4,369,240</b>
<b>Shropshire UA</b>	<b>£207,600</b>
<b>Slough UA</b>	<b>£441,600</b>

<b>Somerset</b>	<b>£366,320</b>
<b>Southampton UA</b>	<b>£980,000</b>
<b>Southend-on-Sea UA</b>	<b>£741,600</b>
<b>Staffordshire</b>	<b>£1,466,000</b>
<b>Stoke-on-Trent UA</b>	<b>£403,800</b>
<b>Suffolk</b>	<b>£1,348,000</b>
<b>Surrey</b>	<b>£5,156,600</b>
<b>Swindon UA</b>	<b>£585,200</b>
<b>Tees Valley CA</b>	<b>£1,377,600</b>
<b>Telford and Wrekin UA</b>	<b>£183,600</b>
<b>Thurrock UA</b>	<b>£552,000</b>
<b>Torbay UA</b>	<b>£106,080</b>
<b>Warrington UA</b>	<b>£520,000</b>
<b>Warwickshire</b>	<b>£783,560</b>
<b>West Berkshire UA</b>	<b>£396,000</b>
<b>West Midlands ITA</b>	<b>£10,478,120</b>
<b>West of England CA</b>	<b>£2,371,200</b>
<b>West Sussex</b>	<b>£1,881,000</b>
<b>West Yorkshire CA</b>	<b>£8,042,400</b>
<b>Wiltshire UA</b>	<b>£544,800</b>
<b>Windsor and Maidenhead UA</b>	<b>£268,320</b>
<b>Wokingham UA</b>	<b>£461,320</b>
<b>Worcestershire</b>	<b>£519,360</b>
<b>York UA</b>	<b>£526,680</b>

## **Annex B**

### **ACTIVE TRAVEL FUND (REVENUE) GRANT DETERMINATION 2020-21: No 31/5245.**

The Minister of State for Transport (“the Minister of State”), in exercise of the powers conferred by section 31 of the Local Government Act 2003, makes the following determination:

#### **Citation**

1) This determination may be cited as the Active Travel Fund [No31/5245].

#### **Purpose of the grant**

2) The purpose of the grant is to provide support to local authorities in England towards expenditure lawfully incurred or to be incurred by them.

#### **Determination**

3) The Minister of State determines as the authorities to which grant is to be paid and the amount of grant to be paid, the authorities and the amounts set out in Annex B2.

#### **Grant conditions**

4) Pursuant to section 31(3) and 31(4) of the Local Government Act 2003, the Minister of State determines that the grant will be paid subject to the conditions in Annex A.

#### **Treasury consent**

5) Before making this determination in relation to local authorities in England, the Minister of State obtained the consent of the Treasury.

Signed by authority of the Minister of State for Transport



**Rupert Furness**  
**Deputy Director, Active and Accessible Travel, Department for Transport**

20 November 2020

## **ANNEX B1**

### **Active Travel Fund**

1. This funding will be paid via a grant under Section 31 of the Local Government Act 2003. Available online here:  
<http://www.legislation.gov.uk/ukpga/2003/26/section/31>
2. For any grant, Government is required to monitor the effectiveness of any public investment. We therefore ask that you have robust monitoring and evaluation plans in place.
3. This grant may be subject to State Aid regulations. It is the responsibility of local authorities to satisfy themselves that they are State Aid compliant when using the Emergency Active-Travel Fund. Local authorities should ensure that their project teams are versed on State Aid law, as they are better placed to provide support on the operational matters within the authority. Guidance on State Aid is available from: <https://www.gov.uk/state-aid>.

## Annex B2 – ATF revenue grant awards

<b>Bedford UA</b>	<b>£72,750</b>
<b>Blackburn with Darwen UA</b>	<b>£58,520</b>
<b>Blackpool UA</b>	<b>£62,400</b>
<b>Bournemouth, Christchurch and Poole UA</b>	<b>£212,420</b>
<b>Bracknell Forest UA</b>	<b>£36,360</b>
<b>Brighton and Hove UA</b>	<b>£475,200</b>
<b>Buckinghamshire</b>	<b>£349,600</b>
<b>Cambridgeshire and Peterborough CA</b>	<b>£344,850</b>
<b>Central Bedfordshire UA</b>	<b>£120,000</b>
<b>Cheshire East UA</b>	<b>£117,610</b>
<b>Cheshire West and Chester UA</b>	<b>£122,360</b>
<b>Cornwall UA1</b>	<b>£121,400</b>
<b>Cumbria</b>	<b>£177,270</b>
<b>Derby UA</b>	<b>£155,230</b>
<b>Derbyshire</b>	<b>£336,870</b>
<b>Devon</b>	<b>£256,690</b>
<b>Dorset</b>	<b>£87,780</b>
<b>East Riding of Yorkshire UA</b>	<b>£93,480</b>
<b>East Sussex</b>	<b>£364,040</b>
<b>Essex</b>	<b>£1,471,740</b>
<b>Gloucestershire</b>	<b>£172,950</b>
<b>Greater Manchester CA</b>	<b>£3,174,250</b>
<b>Hampshire</b>	<b>£656,070</b>
<b>Herefordshire, County of UA</b>	<b>£24,000</b>
<b>Hertfordshire</b>	<b>£1,290,290</b>
<b>Isle of Wight UA</b>	<b>£47,120</b>
<b>Kent</b>	<b>£1,219,610</b>
<b>Kingston upon Hull, City of UA</b>	<b>£207,100</b>
<b>Lancashire</b>	<b>£560,200</b>
<b>Leicester UA</b>	<b>£275,690</b>
<b>Leicestershire</b>	<b>£180,000</b>
<b>Lincolnshire</b>	<b>£159,980</b>
<b>Liverpool City Region CA</b>	<b>£1,579,200</b>
<b>Luton UA</b>	<b>£164,540</b>
<b>Medway UA</b>	<b>£185,400</b>
<b>Milton Keynes UA</b>	<b>£136,950</b>
<b>Norfolk</b>	<b>£299,630</b>
<b>North East JTC</b>	<b>£1,809,800</b>
<b>North East Lincolnshire UA</b>	<b>£63,840</b>
<b>North Lincolnshire UA</b>	<b>£30,970</b>
<b>North Somerset UA</b>	<b>£94,750</b>
<b>North Yorkshire</b>	<b>£202,350</b>

<b>Northamptonshire</b>	<b>£266,570</b>
<b>Nottingham UA</b>	<b>£407,800</b>
<b>Nottinghamshire</b>	<b>£435,670</b>
<b>Oxfordshire</b>	<b>£597,000</b>
<b>Plymouth UA</b>	<b>£189,050</b>
<b>Portsmouth UA</b>	<b>£92,280</b>
<b>Reading UA</b>	<b>£235,800</b>
<b>Rutland UA</b>	<b>£7,220</b>
<b>Sheffield City Region CA</b>	<b>£1,092,310</b>
<b>Shropshire UA</b>	<b>£51,900</b>
<b>Slough UA</b>	<b>£110,400</b>
<b>Somerset</b>	<b>£91,580</b>
<b>Southampton UA</b>	<b>£245,000</b>
<b>Southend-on-Sea UA</b>	<b>£185,400</b>
<b>Staffordshire</b>	<b>£366,500</b>
<b>Stoke-on-Trent UA</b>	<b>£100,950</b>
<b>Suffolk</b>	<b>£337,000</b>
<b>Surrey</b>	<b>£1,289,150</b>
<b>Swindon UA</b>	<b>£146,300</b>
<b>Tees Valley CA</b>	<b>£344,400</b>
<b>Telford and Wrekin UA</b>	<b>£45,900</b>
<b>Thurrock UA</b>	<b>£138,000</b>
<b>Torbay UA</b>	<b>£26,520</b>
<b>Warrington UA</b>	<b>£130,000</b>
<b>Warwickshire</b>	<b>£195,890</b>
<b>West Berkshire UA</b>	<b>£99,000</b>
<b>West Midlands ITA</b>	<b>£2,619,530</b>
<b>West of England CA</b>	<b>£592,800</b>
<b>West Sussex</b>	<b>£470,250</b>
<b>West Yorkshire CA</b>	<b>£2,010,600</b>
<b>Wiltshire UA</b>	<b>£136,200</b>
<b>Windsor and Maidenhead UA</b>	<b>£67,080</b>
<b>Wokingham UA</b>	<b>£115,330</b>
<b>Worcestershire</b>	<b>£129,840</b>
<b>York UA</b>	<b>£131,670</b>

## **ANNEX C**

### **Bid Feedback and Further Evidence Required**

Summary of feedback for bids that received less than 100%:

Lack of community engagement was evident with a lack of evidence around the ranking of the Council's priority schemes.

Further evidence required:

- Clarify design standards to be adopted on A24 and A259 schemes

**ANNEX D**

**Grant Acceptance Slip**

**I acknowledge receipt of the Active Travel Fund Award letter under Grant Determination No. 31/5245 and 31/5246.**

**And**

**I accept the grant offer on behalf of the authority subject to the conditions set out in this letter. I confirm that I am lawfully authorised to do so.**



**Signed**.....

**Please print name of officer**..Matt Davey.....

**Position**..Director of Highways, Transport and Planning.....

**Please print name of officer**.....

**Date**..11th December 2020.....

**Please return to John Sweetman** [Walking.cycling@dft.gov.uk](mailto:Walking.cycling@dft.gov.uk)



## Annex E1

### Active Travel Fund: Local and Combined Authority Consultation Arrangements for Tranche 2 Schemes

All grant recipients are required to undertake the following actions:

1. **Prior to receipt of tranche 2 funds – publish consultation plans**
  - Prior to receipt of tranche 2 grant funding, all authorities (via combined authorities for city regions) must publish a short summary (e.g. 2-pages) of the consultation activities they will undertake with local stakeholders prior to commencing delivery of schemes.
  - Plans must include undertaking appropriate surveys with local residents (for their programme of schemes as a whole or individual elements). These surveys can be funded from authorities' tranche 2 allocations.
  - Plans must demonstrate how authorities will engage with local residents, local businesses (where they are directly impacted by the scheme), emergency services, bus operators, Royal Mail, local MPs and ward councillors.
  - Plans must be publicly available on local authority websites.
  - Please email [walking.cycling@dft.gov.uk](mailto:walking.cycling@dft.gov.uk) a weblink to your online plans **by Friday 11 December**.
  
2. **Undertake appropriate surveys with local residents**
  - Surveys should be undertaken both before schemes are finalised and post-implementation.
  - Surveys could either be undertaken on a programme of schemes as a whole, or on individual elements, as appropriate.
  - The Department will provide example survey questions and guidance for effective public opinion surveys.
  - Surveys can be funded through authorities' tranche 2 scheme allocations
  
3. **Before starting construction of schemes – confirm appropriate consultation has been undertaken with local stakeholders**
  - LAs to supply a letter signed by the Leader of the Council or a senior officer, confirming they have:
    - consulted all key local stakeholders
    - obtained broad support for their schemes and made any changes to take account of local feedback
    - implemented a clear communications plan to deal with any backlash which draws on the results of local opinion surveys
    - discussed plans with local MPs, and provide a summary of MPs' responses (e.g. via a RAG rating)
  - Letters do not need to show unilateral support, but instead that reasonable levels of consultation have been carried out and reasonable adjustments to schemes made in response to concerns.

- In cases where there are a number of schemes which are part of a wider programme (e.g. in combined authority areas), combined authorities may wish to notify the Department in batches, when appropriate schemes are ready for construction.
- Please email letters to: [walking.cycling@dft.gov.uk](mailto:walking.cycling@dft.gov.uk)

**4. During and post-implementation of schemes: undertake monitoring of schemes and submit reports to DfT**

- DfT will undertake short “pulse” surveys, to gauge authorities’ progress in delivery of tranche 2 schemes.
- At completion and at 6 and 12 months after the opening of the majority of schemes, authorities are required to submit a monitoring report on outputs delivered and the effects of schemes (via combined authorities for city regions).
- Reports will highlight any modifications made to schemes in response to local feedback.
- Reports will include the results of local resident surveys that test the effectiveness of schemes post implementation.
- DfT will circulate updated monitoring guidance to support these requirements, with suggested templates for reports.
- Authorities may also be invited to participate in the Department’s national evaluation of Active Travel Fund schemes.

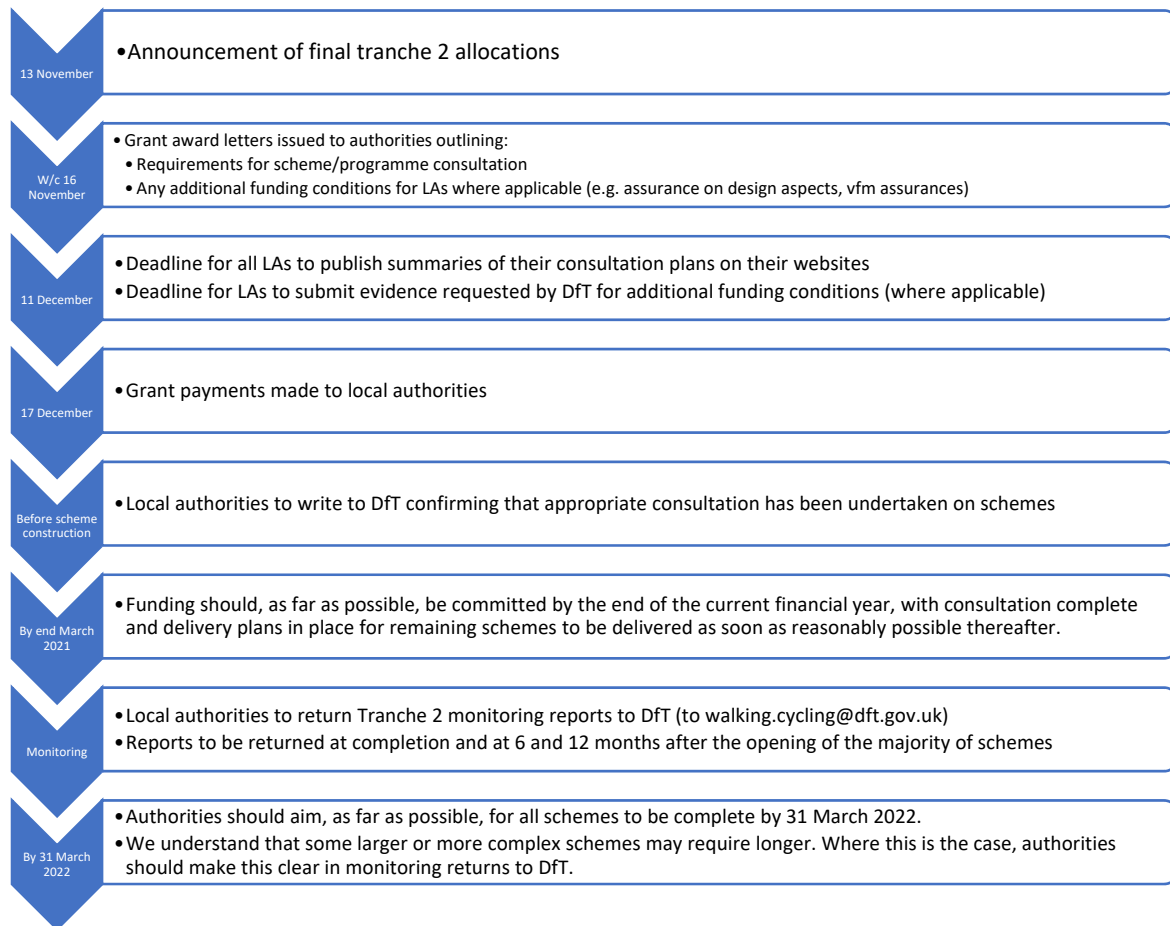
**5. In the event that schemes cannot be progressed or appropriate consultation is not completed:**

- The Department will work with authorities to identify appropriate alternative schemes that remain consistent with the objectives of the original tranche 2 bid and the strategic objectives for the Active Travel Fund.
- If no alternative solution can be found, the Department reserves the option to recover funding for schemes by reducing a future grant payment to the authority.

Key actions and dates are set out at Annex E2

## Annex E2

# Active Travel Fund: Key dates for local authorities



# Active Travel Fund – FAQs for Local and Combined Authorities

## Contents:

1. Scope and objectives for tranche 2
2. Delivery timetable
3. Consultation and survey requirements
4. Funding issues
5. Related policy issues

## 1. Scope and objectives for Tranche 2

### Q. What are the objectives of ATF Tranche 2?

Although Tranche 1 was delivered at a rapid pace to address the COVID emergency, Tranche 2 has less of an emphasis on social distancing and providing relief to public transport capacity and more of an emphasis on increasing cycling and walking in the longer term in line with Government objectives set out in Gear Change.

### Q. Can authorities use Experimental Traffic Regulation Orders (ETROs) in Tranche 2

Yes, we understand that authorities may wish to trial schemes in conjunction with consultation activities. Authorities will still be required to submit consultation plans for these schemes, and where ETROs are being used, plans should set out timescales for consulting and reviewing whether schemes are to be made permanent.

## 2. Delivery timetable

### Q. When does the funding need to be spent?

Tranche 2 is more about cementing the benefits and legacy of change. Given that the funding has taken longer to release than planned there will be some flexibility in delivery dates.

We would like schemes to be delivered as soon as reasonably practicable. This means that in most cases, consultation should be underway and funding committed (i.e. an agreed investment decision, business case or contract) by March 2021, with an agreed delivery plan in place. As far as possible, schemes will be expected to be delivered by 31 March 2022.

**Q. What exactly is the process from here?**

Before payments are made, authorities will need to a) confirm that a plan for consultation activities (“consultation plan”) has been published and b) provide any further evidence required to support the application where notified in your grant offer letter. We have identified a few evidence gaps in a number of bids and we will require some follow up information, e.g. to confirm scheme quality, scope of works, delivery arrangements. We are looking to make payments in mid-December, so we are looking for this evidence to be provided within 4 weeks.

**Q. Delivery of our schemes may be delayed by local election purdah. Do we have to commence construction this financial year?**

We appreciate that the delay in releasing tranche 2 funding means that preparation of schemes may now coincide with local election purdah. Where this is the case, authorities have flexibility to invest time in engaging with communities and establishing a local consensus for schemes this financial year, and to commence construction later in 2021.

**3. Consultation and survey requirements**

**Q. What sort of detail is required in consultation plans?**

By “consultation plans”, we mean plans for consultation activities, not consultation documents on the schemes themselves. These should set out when consultation activities are happening, who is being consulted and how they will be consulted so that it is transparent and clear to local stakeholders how consultation is being undertaken. We would expect these to be around 2 pages but authorities are the best judges of the detail required as they have a good understanding of local roads and local stakeholder groups that need to be consulted. The level of detail will differ between plans depending on size, complexity and level of contention, e.g. schemes that substantially reduce car parking, traffic lanes and introduce multiple point closures are likely to require higher levels of consultation. Plans may want to reference existing documents setting out statutory consultees and broader consultation governance processes.

**Q. You state that we cannot start construction until consultation is complete. What if we have a phased set of projects? Do we need to wait until the last project is consulted on?**

No. We would expect appropriate consultation to have completed on each scheme before construction starts. Some consultation will also continue during and after construction completes. You may want to phase your notifications to DfT about completion of consultations in order to reduce delays in building schemes. In order to

provide coherency across city regions, it is suggested that combined authorities notify DfT on behalf of constituent local authority projects.

**Q. There is often a lag between the appreciation of schemes and their introduction! But before schemes are introduced, we often hear most from those who feel threatened by them and voice their opposition. A danger is a vocal minority can kill a good scheme before benefits can be realised.**

The Department recognises this. We are not expecting authorities to show that schemes are universally popular at the time of introduction, only that appropriate amendments have been made in response to reasonable feedback, before and after delivery of schemes.

**Q. If there is a vocal objection locally, but our local decision makers (e.g. Councillors) are happy to progress the scheme - is that acceptable, or do we need consensus. Does DfT have a veto?**

There is not a "veto" on schemes: The Department requires authorities to show that appropriate consultation has taken place and feedback received has been responded to appropriately. The Department will not scrutinise or sign off consultation plans – we just need to know that appropriate consultation has happened.

**Q. What if there are capacity constraints for LAs delivering consultation plans?**

Appropriate levels of consultation need to be undertaken before scheme implementation begins. There is flexibility to use the funding over a longer period for this to happen. In many cases authorities will already have plans in train for consultation on schemes.

**Q. If Tranche 2 schemes are part of a wider programme, do we need to consult on a whole programme / route before starting to build?**

No. Appropriate consultation needs to have been undertaken on the sections of the programme / route that are being built using Tranche 2 funding. It may make sense to consult on the wider scheme at the same time and authorities may want to consider this if it is a more efficient or effective way of consulting.

**Q. Do individual highways authorities need to consult on their schemes or can this be undertaken by the combined authority?**

The most appropriate method of consultation for schemes within combined authority areas will vary and it is for combined authorities to identify the best approach. Consultation will need to be appropriately complete before implementation of schemes, so authorities may want to notify DfT via combined authorities that consultation has completed in batches to avoid delaying early projects.

**Q. Do authorities need to use a fixed question set for public opinion surveys?**

Scope of surveys will vary between authorities. We will provide guidance on undertaking effective public opinion surveys alongside survey frameworks and example questions. This will hopefully provide a degree of consistency between authorities with sufficient flexibility for surveys to be as targeted and helpful as possible.

**Q. Do we need to wait for DfT to give us the green light to start construction after we have written to them confirming that consultation is complete?**

No, we just require you to notify the Department regarding completion of consultation activities. DfT will not review and sign off consultation activities.

**Q. Can our consultation be proportionate to the value of schemes?**

Yes, consultation should be proportionate to both the financial cost and level of public interest in schemes. We are ultimately seeking confirmation that appropriate consultation has been undertaken.

**Q. Who in the LA should sign off letters confirming to DfT that appropriate consultation has been undertaken for schemes?**

Local or combined authority transport director or equivalent.

**4. Funding issues**

**Q. How will you claw back funding?**

The Transport Secretary has been clear that if consultation requirements are not met by a council, future funding allocations will be reduced. This will be done by adjusting downwards future grant payments to authorities. This will only be considered in exceptional circumstances.

**Q. Will you claw back funding for schemes that, following consultation, have been amended or removed?**

We expect a certain proportion of schemes to be amended following consultation. If changes to schemes are still within the scope of the Active Travel Fund then funding will not need to be returned. If schemes have been removed, they may be replaced by other schemes as long as they are still within scope. DfT should be notified if there are material differences in what is being delivered versus the original funding application.

**Q. If consultation and design work has already begun at risk, can this still be funded using Tranche 2 funding?**

Yes, any work undertaken after bids were submitted may be funded.

**Q. You said consultation plans must be published before the money is released? Do you mean bid and award are made, or the release of money that follows?**

Authorities have received a flow chart with their grant award letters setting out next steps and key dates. The key steps and timescales are:

1. Authorities to publish consultation plans, and, where relevant, respond to any other funding conditions by 11 December;
2. Grant payments to be made to LAs in mid December;
3. Authorities to write to DfT before scheme construction confirming that consultation has been undertaken. (This may cover the overall programme of work or be notified in batches.)

**Q. Will we receive any revenue funding?**

All authorities will receive 80% capital and 20% revenue funding, reflecting the proportions of funding available at national level.

**Q. Can we use some of the funding for complementary behaviour change measures?**

Yes, as long as the investment relates to the capital measures being implemented through the scheme and relevant activities have been included in your bid.



**Q. What future cycling and walking funds are on the horizon? Helpful to understand, as we are trialling measures in tranche 2 but with the intention to make permanent later on.**

Future funding will be set out in the Spending Review settlement due 25 November. We will look to confirm funding arrangement for 21/22 as soon as possible after the SR.

**Q. Does DfT have a branding requirement for schemes?**

There are no specific branding requirements. Please do advertise that schemes have been funded by DfT where possible.

**Q. We are unhappy that our final allocation is lower than our indicative allocation. Can we appeal?**

Feedback has been provided to authorities on identified evidence gaps and/or weaknesses in the bids, in particular for those who have received less than their indicative allocation. If you believe that material evidence in the bids has been missed, you may write to the department to set this out within two weeks of receiving the grant offer letter. In exceptional circumstances, the department may consider revising final allocations.

**Q. You have asked for more evidence before funding is transferred. If I provide further evidence, will you increase our final allocation?**

This further evidence is required in order to secure your final allocation, as set out in the funding offer letter. This will assure us that your proposed programme of work is sufficiently in line with scheme objectives, eg scope, design quality, delivery arrangements. Final allocations will not be revised based on this evidence.

## **5. Related policy issues**

**Q. What is the latest regarding implementation of Part 6 of the Traffic Management Act for LAs outside London?**

Work will start shortly on the various regulations to bring the Part 6 powers into force, which is likely to take some months to complete. Once in force, authorities will then be able to apply for these powers. Those wishing to acquire these powers will then need to apply to the Secretary of State for a legal order designating all or part their network as a civil enforcement area for moving traffic offences.

We will also consult key stakeholders on statutory guidance to help councils implement these new powers. This will include ensuring citizens are properly informed about the new powers so that it is clear to drivers what restrictions are in force. We will be considering other measures to ensure that road users clearly understand the new powers and that enforcement is carried out in a fair and proportionate manner.

**Q. What is the latest on DfT's decarbonisation plan? Is cycling and walking included?**

The Government is committed to going further and faster to tackle climate change, which is why we are developing a bold and ambitious Transport Decarbonisation Plan to achieve net zero emissions across all modes of transport, including cycling and walking.

In March 2020, we published "Decarbonising Transport: Setting the Challenge" kicking off our work to prepare a Transport Decarbonisation Plan.

This is the biggest piece of work we have ever done to tackle greenhouse gas emissions from transport. The holistic and cross-modal approach to decarbonising the entire transport system will set out a credible and ambitious pathway to deliver transport's contribution to carbon budgets and meet net zero by 2050.

We are working towards an end of 2020 date for the publication of the Transport Decarbonisation Plan.

**Q. What engagement has DfT had with the Planning White Paper? Will it affect our schemes?**

Public consultation on the Planning White Paper has closed but the Department is continuing its engagement with MHCLG on transport-related issues. The Government is considering responses received and is developing legislative and policy proposals needed to implement the reforms. This is not expected to impact delivery of Tranche 2 schemes.