

Application for Greater Lincolnshire LEP Funding Stage 2: Detailed Business Case

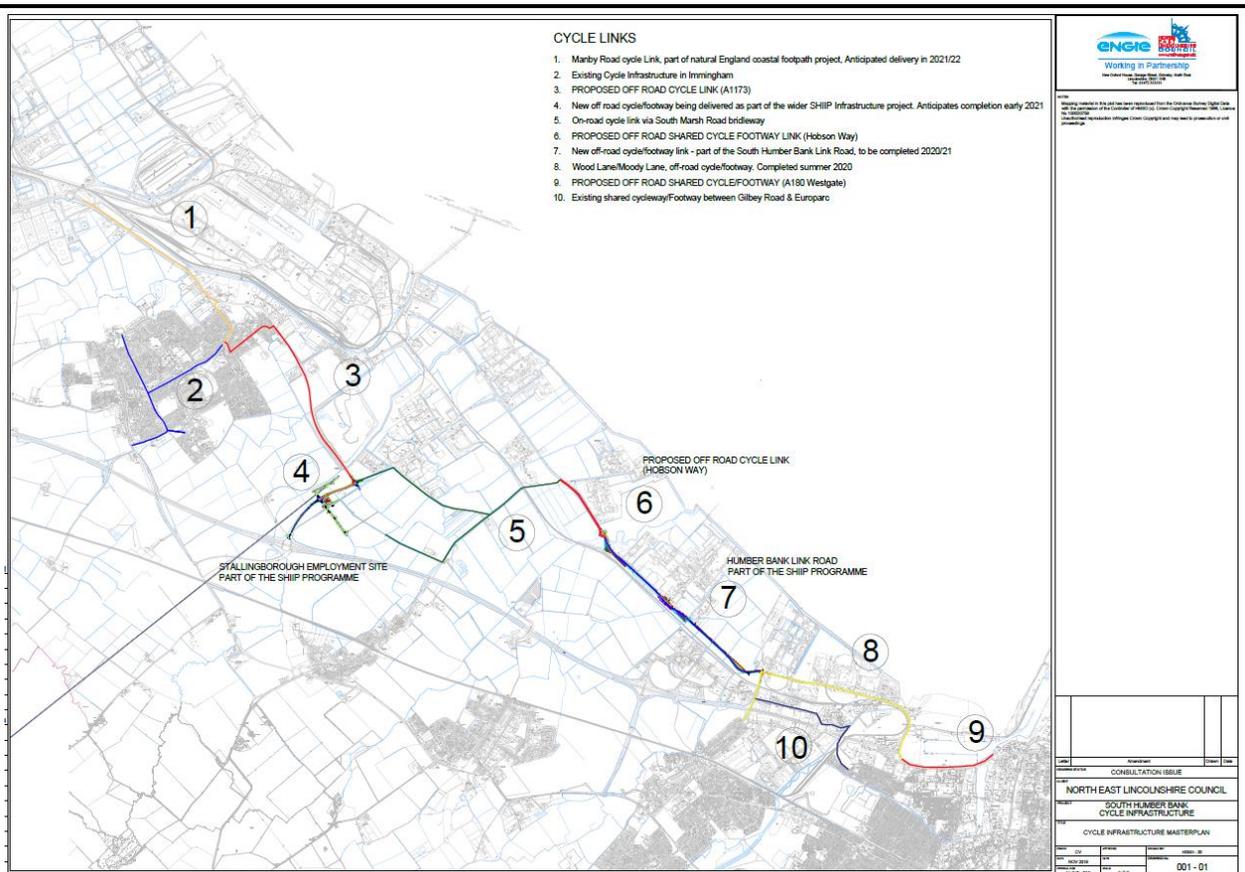
Notice for applicants: Some of the information requested in this form has already been provided in your Outline Business Case Form. This detailed business case is an opportunity to expand upon and update what you have already told us, and to take account of any feedback you may have been given as part of the appraisal and assessment process to date

Project Name	Grimsby-Immingham Cycle Superhighway	Project Ref:	LEP to Complete
Project Location	Immingham & Grimsby		
Site ownership	Adopted highway (North East Lincolnshire Council)		
Planning Application Ref	n/a		

Total Project Value (£)	£2.665M	LEP Funding Sought (£)	£2.228M
Fund Name	Getting building fund		
LEP area(s) covered	Greater Lincolnshire		

Lead Applicant	North East Lincolnshire Council		
Organisation Type	Local Authority		
Applicant Address	Municipal Offices, Town Hall Square, Grimsby, DN31 1HU		
Main Contact Person	Martin Lear		
Contact Email	Martin.lear@nelincs.gov.uk	Telephone	01472 324482

Project Summary (this will be used for publicity purposes and uploaded onto the GL LEP website)	<p>This scheme provides a continuous off-road cycle link to facilitate sustainable access to employment sites and training opportunities across the South Humber Bank in the corridor north of the A180 between the ports of Grimsby & Immingham.</p> <p>The project would complement existing high-quality off-road cycle infrastructure alongside the new South Humber Bank link road and Moody Lane. The project comprises three elements:</p> <ul style="list-style-type: none"> • A1173 Immingham –SHIIP (Stallingborough site) off road cycle link • Hobson Way, Immingham off-road cycle link; and • A180 Westgate, Grimsby off road cycle link. <p>These new links, when combined with existing cycle and walking infrastructure will complete the longest continuous off-road cycle link in the Borough and will support the Government’s Green Recovery after COVID-19.</p>
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The proposed schemes, when combined with existing infrastructure (shown in blue), would create a high quality and safe cycle link that would be attractive for local residents getting to and from work and training opportunities. The new link would support local residents from more deprived parts of the Borough to access the CATCH training facility as well as employment opportunities.

The construction of the Grimsby-Immingham cycle superhighway project will increase sustainable access to employment and education sites which in turn will allow more people who may not have access to their own private vehicle to take up job or training opportunities along the South Humber Bank.

Over 4,000 new gross FTE direct jobs are expected from the development of the Stallingborough Industrial Park, Great Coates Industrial Park & Humber Gate sites across the next 25 years therefore employees and businesses at all these sites will benefit from this proposed cycle link. In addition to supporting the delivery of new training and employment opportunities the proposed scheme will also encourage modal shift for employees who are already travelling to the Humber Bank area. New infrastructure will address resident's road safety concerns and will help to reduce the impact of traffic collisions and accidents on journey times and journey time reliability for businesses in the key transport corridor between the two ports.

The scheme will support the Local Industrial Strategy and will most positively impact on people living in more deprived areas of the Borough where car ownership and "travel horizons" are at their lowest. These are areas where the lack of a safe route to the South Humber Bank has been a barrier to seeking employment or training in the area. The new infrastructure will support businesses to create good jobs and increase the earning power of people on North East Lincolnshire by investing in infrastructure that

enables safe access to a wider workforce that may not be car owners

The scheme will offer residents access/connectivity to employment within the SHIIP enterprise zones and in the wider South Humber Bank area offering sustainable transport options to access new and existing development sites along the route and will specifically help grow opportunities in the ports and logistics sector which are identified by the GLLEP as future defining features of the local economy.

This will create stronger linkages between areas of need and areas of growth, linking the labour markets of Grimsby and Immingham with the industrial growth areas along the South Humber Bank, helping to promote Greater Lincolnshire as a place for sustainable growth through improved transport infrastructure. Access to this workforce is essential to support the continued growth of the Humber Bank industries. Of particular significance is the recently approved, and Government supported Velocity's Altalto scheme, a low carbon innovative waste to jet fuel plant, which will turn household waste into sustainable jet fuel for the aviation industry. This new plant will require a new workforce and is sited along the proposed cycle route.

Finally, the new route will also improve the sustainability of businesses and support inward investment into key sectors of the Greater Lincolnshire economy, helping to reduce impact of the "journey to work" on air quality and the levels of CO₂, NO_x and other greenhouse gas emissions as mode shift away from private cars towards cycling and walking is achieved.

Project Start Date <i>date from which eligible expenditure will be incurred</i>	Financial Completion Date <i>date by which eligible costs will have been defrayed</i>	Practical Completion Date <i>date by which all Outputs/Results will be achieved</i>	Activity Completion Date <i>the date by which all the operation's activities described in the application will be completed</i>
October 2020	December 2021	December 2021	December 2021

Funding Summary					
	LEP Funding (a)	Public Match Funding (b) – please state	Private Match Funding (c) Please state	Totals (d)	Contribution Rates (if applicable) (a)/(d) x 100
Capital	£2.228m	£0.360m	0.077m	£2.665m	83.7
Revenue					
Totals	£2.228m	£0.360m	0.077m	£2.6665m	83.7

Delivery Partners				
Will you work with other organisations to deliver this project?	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
If YES, please state which other lead partners will be involved in delivery.				
North East Lincolnshire Council are the lead partner and signatory of the funding agreement with the Greater Lincolnshire LEP. The Council will act as the accountable body for the scheme and will work with its strategic				

delivery partner ENGIE to deliver all aspects of the scheme.

Following a full procurement exercise carried out by ENGIE in accordance with the NELC procurement framework rules a suitably qualified and experienced contractor will be appointed to carry out the construction of the scheme with the ENGIE Highways Project Management team and Design Engineers managing the contract on behalf of the Council.

1. Deliverability

1.1 What is the Project?

(Please summarise in 100 words or less. More specific details can be provided in other sections of the form)

This scheme provides a continuous off-road cycle link to allow sustainable access to employment sites and training opportunities along the South Humber Bank between the ports at Grimsby & Immingham. The project supports sustainable access to work and is in line with national Government policy to significantly increase the number of journeys that are made by bike or on foot. The project includes new infrastructure alongside several of the busiest industrial roads in the area and comprises three new sections of off-road cycle link:

- A1173 Immingham between Immingham town and the SHIP site at Stallingborough (1.9km)
- Hobson Way, Immingham between the South Humber Bank link road and South Marsh Lane (0.8km)
- A180 Westgate, Grimsby between Lockhill roundabout and Westgate roundabout (1.1km)

1.2 How will the project be delivered, to and by whom?

Briefly explain:

- The specific activities that will be undertaken as part of the project
- Who are the target beneficiaries?
- Where the project's activity will take place

NELC and ENGIE will project manage the delivery of the project using the same approach that successfully delivers similar schemes through the Council's capital infrastructure programme and annual Local Transport Plan. The partnership enables specialist resources to be brought in to support the efficient and effective delivery of individual schemes. This approach helps reduce overall scheme costs and delivery barriers allowing schemes to be appropriately resourced, delivered on time and within budget. All projects are delivered in accordance with the North East Lincolnshire Council Project Management Framework (based on Prince 2 principles).

The framework sets out the key stages and processes for delivering successful projects and is adaptable based on the size, value and complexity of individual projects. The project governance structure is already in existence and is currently overseeing the delivery of several multi-million pound infrastructure schemes. Details of the specific activities that will be undertaken as part of this project are detailed in the outline project plan (see appendix A) but are summarised below:

Feasibility and initial design works - COMPLETE	Completed during the period 2018/2020 by Sustrans and the ENGIE Highways Design team. This looked at the high-level feasibility of the three separate elements and led to an initial outline design being developed which in turn helped to develop scheme budget estimates. The initial feasibility and design work identified that there was a low risk to scheme delivery and confirmed that construction of all
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	elements of the scheme would on land that was part of the adopted highway.
Detailed design and tender – 14-16 weeks - UNDERWAY	Following acceptance by the GLLEP of the Expression of Interest for the Grimsby – Immingham cycle highway project, work began in August 2020 on the detailed design stage for the three elements of the project. This is expected to take 8-10 weeks to complete, during this time project costs will start to be firmed up. Following completion of the detailed design stage Highway Engineers will complete a formal tender exercise to seek a suitable contractor to undertake the next phase of works.
Construction 36-40 weeks in phases beginning with the Hobson Way link.	<p>This phase will commence once a suitable contractor has been secured. It is likely that each be constructed in turn starting with the Hobson Way as it ties in with the likely completion of the South Humber Bank link road later in 2020/21. This section is currently footway and will be widened and improved to allow for shared cycle and pedestrian use. The sections alongside A180 Westgate and A1173 will follow on as they require new full construction and the timing of these works need to be co-ordinated with the delivery of other capital projects to ensure that the highway network remains useable during the construction period.</p> <p>The new links will remain part of the adopted highway and will be open for all to use.</p>

The main target beneficiaries of the scheme are:

- Existing businesses within the vicinity of the proposed cycle link through improved sustainable transport links and new businesses on the Stallingborough Industrial Park. Humber Gate and Great Coates Industrial Park and other development sites adjacent to Hobson Way, the A1173 and the A180 Westgate. Cycling & walking provide affordable and accessible ways of accessing the education and employment opportunities that are available in the South Humber Bank area without needing to incur potentially significant costs for both the employer and employee. For example, Liftshare.com estimate that it costs businesses up to £600 a year to provide and manage a single car parking space. This cost to businesses can be significantly reduced if not removed entirely if employees walk or cycle to work. New sustainable travel infrastructure also increases the size of the labour market available to businesses, helping with recruitment and retention of staff. In addition, many national cycling and walking charities such as Sustrans and Living Streets highlight that employees who are more active on the way to work are healthier and more productive at work when compared to colleagues who have driven there. This in turn reduces the direct business costs associated with sickness and absenteeism.
- The development of new cycling and walking infrastructure supports wider economic growth in the South Humber Bank area which further increases the attractiveness of the area to internal and external investment, this in turn helps increase business rate revenue for the Council and helps local people into employment and education opportunities.
- Individual employees are a key beneficiary group. The Government’s “Active Mode Appraisal Toolkit” (AMAT) used by the DfT to consider the benefits of cycling and walking schemes mainly looks at the benefits of people being more physically active on the way to and from work. These benefits stack up over time and lead to significant reductions in the likelihood of suffering from a range of illnesses that are associated with physical inactivity such as heart disease, obesity and some forms of cancers. As well as the well documented health benefits employees who choose to walk or cycle to work save themselves money

and feel better in themselves.

- Leisure cyclists and tourers who may choose to use the new links for leisure purposes.

The plan shown in the “Project Summary” section above shows the location of the three project elements, each of which take place in the area north of the A180 between Grimsby and Immingham Docks.

- A180 Westgate between Lockhill roundabout and Westgate roundabout.
- Hobson Way between the South Humber Bank link road and the junction with South Marsh Lane.
- A1173 between Kings Road and the Kiln Lane roundabout.

2. Project Need

2.1 Why is the project needed in Greater Lincolnshire?

The South Humber Bank area provides an almost unique combination of large parcels of easily development land and easy access to large parts of the country for products via the A180 and the wider strategic road network. The new cycle route infrastructure links to three major growth sites, the SHIIP site at Stallingborough and the Great Coates Industrial Park and Humber Gate site off the new South Humber Bank link road. Between them these sites have potential to create over 4,000 new jobs over the next 25 years. The Stallingborough Industrial Park site, alone, will develop into one of the major employment zones across the Humber region. It is anticipated that thousands of new jobs will be created on the 90-hectare site to the south of Immingham. The first, of many, factory units is currently under construction and is scheduled to be complete later in 2020 with a tenant waiting to take up occupancy.

All three elements of the project will see new cycle infrastructure built alongside busy industrial roads that are currently or will soon be dominated by HGV traffic. Without this new off-road infrastructure, it is very likely that local residents will struggle to access the area without the use of a private car. This is particularly the case for large sections of our community, particularly those in more deprived areas with low car ownership and younger people who risk being isolated from work and training opportunities simply because they cannot travel there. This project to create sustainable transport links between the towns of Immingham & Grimsby and the South Humber Bank is needed to ensure that local residents have the best opportunity to benefit from the development of the employment sites. This in turn helps support the local economy by retaining many of the financial benefits that arise from the new development and associated employment opportunities within the North East Lincolnshire economy.

The opening of the new South Humber Link Road later on in 2020 will see a significant shift in traffic movements in the area. There will be an increase in the amount of traffic using the new link between the ports of Grimsby & Immingham. Much of this traffic will be industrial, heavy good vehicles using the new link as a more convenient and quicker alternative to the current A180 route. This in turn brings with it additional road safety risks. It also makes the route less attractive for cycling unless new infrastructure such as that proposed is delivered.

The new Stallingborough Industrial Park site with its anticipated new jobs will be heavily car dependent unless new cycle infrastructure is developed alongside new workplaces. Without these new links, many of these new jobs will be out of reach for local people who do not have access to their own vehicles. The project will support the delivery of the SHIIP framework travel plan which sets ambitious targets for reducing the number of people who travel to the site by non-sustainable modes.

In the wider context, the Government has recently published its bold vision for cycling and walking, “Changing Gear”. The plan to get more people making more everyday journeys by bike or on foot is at the heart of future national transport policy. It is essential that all publicly funded bodies are supporting the Government’s active travel agenda. The imminent launch of the new Active Travel England body and its impact on the availability of future transport funding from the Government means that now, more than ever before, it is essential for all public bodies to be seen to be supporting high quality, safe and direct cycling and walking infrastructure. The delivery of these new links will demonstrate both the Council’s and the LEP’s commitment to cycling and walking as realistic and viable alternatives to the car.

2.2 What research or evidence has been undertaken to demonstrate the need, demand or impact of this project? Please attach or provide links to completed studies and impact assessments where available.

The cycle route project has primarily been developed based on the development of Stallingborough Industrial Park site as well as providing safer cycle routes to existing employment sites around the Stallingborough / Immingham area.

Traffic surveys have identified that cycle trips along in this area are currently very low, the reasons for this are relatively simple and have been supported by conversations with staff at a number of local employers who cite concerns over road safety as a significant reason why they don’t currently cycle to work. Amongst those who currently do cycle, the general feeling is the speed of vehicles on roads around the South Humber Bank and the significant numbers of HGVs that use these routes make them unattractive to use. A number people reported that they have been involved in near misses with HGV traffic. There is however a general acknowledgement that people would like to cycle to work if the appropriate safe and convenient infrastructure was present.

In order for people to consider cycling or walking to work it is essential that the appropriate infrastructure is in place ahead of site occupation otherwise people will form other travel habits which will then be harder to break and the likelihood them adopting sustainable travel modes to work is significantly reduced. Behavioural change theory suggests that starting a new job is a key trigger point whereby an individual is likely to consider making a change to their established behaviour. As the Stallingborough site is a completely new site everyone that begins work there will be making a change and such the wider SHIIP project including the proposed A1173, Hobson Way and A180 Westgate cycle links provide an opportunity for greater take up of sustainable travel options.

National evidence shows the disbenefits of a transport system based on private cars, these include:

- Congestion;
- Road danger and casualties;
- Worsening travel conditions for non-car travel (this particularly affects those who do not drive and who therefore depend on other kinds of transport);
- The health disbenefits of reduced active travel;
- The damage to townscapes, the countryside etc. through road-building;
- Pollution and noise;
- Climate change.

The introduction of new cycle infrastructure links in the South Humber Bank area will help to reduce some of these disbenefits which have direct costs to both employers and employees as well as wider societal costs.

2.3 Please explain how the project will deliver the strategic objectives of the Local Enterprise Partnership area and will demonstrate alignment with other local growth priorities. Please include how you will deliver against the [Strategic Economic Plan](#) and the [Local Industrial Strategy](#) How will the project support the key

principles of sustainable development – including Equality and Diversity assessments.

The project is in line with local, regional and national transport, economic and industrial strategies, particularly priorities for growth 2 and 4 from the GLLEP Strategic Economic Plan. The proposed scheme will support sustainable growth in the future defining ports & logistics sectors along the South Humber Bank and will help promote Greater Lincolnshire as a place for sustainable growth through improved transport infrastructure.

These proposals also support the delivery of the emerging Greater Lincolnshire LEP Industrial Strategy priorities, particularly those surrounding infrastructure and people.

Sustained and sustainable economic growth in the South Humber Bank area, as with the wider Greater Lincolnshire region will be dependent on delivery of the necessary infrastructure to support business growth. The introduction of new cycle infrastructure in the South Humber Bank area is part of this necessary investment in the area to enable and support businesses to relocate and grow locally. New infrastructure will increase opportunities for local people.

New infrastructure that links employment and training opportunities to more deprived areas of Grimsby & Immingham will have a positive impact on those communities, helping to create the opportunities for people who may not have previously considered taking up opportunities on the South Humber Bank due to a lack of transport options available to them. As well as being positive for the individuals, allowing them to fulfil their potential in the local labour market the subsequent benefits spread across the area creating more prosperous communities for everyone and an inclusive economy.

As well as supporting the priorities set out in the Local Industrial Strategy, the delivery of new infrastructure also goes some way to addressing several of the “grand challenges” that are identified in the Government’s Industrial Strategy, namely the challenges of, clean growth where reducing the environmental impacts of people’s journey to work can have positive benefits for business, and the future of mobility as we move towards a new era in transport with the mainstreaming of electric vehicles and the increase in cycling and walking for short local journeys.

The project supports North East Lincolnshire Council’s Local Transport Plan by helping to address the local transport challenges that seek to enable sustainable growth and support regeneration by improving accessibility to work opportunities. In addition, a benefit of individuals being more active will be improved mental and physical health whilst also helping to lower risks around road safety and transports effects on the environment.

It specifically supports the delivery of the Stallingborough Industrial Park which has been identified by the GLLEP as one of the key projects necessary to deliver the wider strategic objectives. In order that the Humber Estuary continues to develop as a leading national and international centre for energy production it is necessary that there is continued investment in the necessary infrastructure associated with sites such as SHIP. This project is part of that commitment and provides sustainable access to the site for local residents.

At a local level the scheme supports Transport for the North’s Strategic Transport Plan acknowledging the importance to both business and employees of being able to access work opportunities, reduce transport costs and support health and wellbeing. It is important that all members of society feel able to use the transport network with confidence especially in an area such as that around Grimsby, Immingham and the South Humber Bank which have historically suffered from relatively high levels of social deprivation which in turn has reduced people’s travel horizons and created barriers to people accessing work. Parts of Immingham & Grimsby are amongst the 10% most deprived nationally as identified in the overall Indices of Multiple Deprivation (IMD).

This project particularly supports people living in some of these more deprived areas, people who may not have the household incomes to own and run a private car in order to be able to access work opportunities. Cycling & walking offer cheap, effective and convenient forms of transport in order to be able to access these opportunities.

The project will support the delivery of the SHIP economic site which will see a number of key projects delivered by the Council working in partnership with ENGIE and private businesses over a 5-10-year period. The introduction of this new infrastructure will support local resident's access to 90 hectares of additional employment land with the potential for up to 4000 new employment opportunities. It is anticipated that the wider SHIP programme will generate £200 million within the local economy over the next 25 years.

Analysis of Census 2011 data identifies that 12.6% of residents within Immingham walk or cycle to work therefore it is anticipated that this is the minimum level of cycling and walking that would be anticipated. With the introduction of new off-road infrastructure, it is likely that the number of employees walking or cycling would be higher.

Analysis of data by the NHS into the benefits of cycling identify that the main benefits are a reduction in transport costs, improved physical and mental health and a reduction in transport's effects on the environment. Whilst the majority of these benefits are realised by the individual taking part there are also quite significant knock on effects for business in terms of reduced costs associated with absenteeism and staff sickness and for the general public purse in terms of savings to the NHS resulting from people being generally healthier and being at a lower risk of life limiting illness and conditions.

The three elements of the project have each been identified in the Council's draft Local Cycling and Walking Infrastructure Plan as high priority schemes that have the potential to deliver long-term and meaningful increases in the number of journeys made by bike. In addition, the development of new high-quality cycle infrastructure sits alongside the wider "support and encourage" initiatives that are being delivered through Government funding for the Pedal & Stride to Economic Growth project.

3. Project Timeline and Milestones

Please outline the key steps that have been, or will be, completed to ensure delivery of the project. Please note key milestones will be incorporated into the funding agreement and form the basis for formal monitoring of the project.

Milestone	Forecast Date	Comments
<u>RIBA Stage 1</u>		
Risk Register created	Complete	See Appendix B
Outline Project Programme developed	Complete	
Initial scheme design complete	Complete	See appendices C-F
Feasibility work completed	Complete	
<u>RIBA Stages 2, 3 & 4</u>		
Acquisition of statutory powers	Not required	Footprint of work is all within the adopted highway boundary and as such there is no requirement for third party acquisition.
Confirmation of Project Brief		
Community & stakeholder engagement	Partially complete	Engagement on initial design and basic principles complete. Further public and stakeholder engagement to be included as part of detailed design stage
Utility company engagement	Partially complete	Utility plans reviewed as part of initial feasibility. Further engagement may be necessary during detailed design stage as project develops and alignments are confirmed.
Detailed design completed	Sep-Nov 2020	Currently underway
Cost Plan produced	Sep-Nov 2020	Budget estimates provided as part of initial feasibility work, these will be reviewed and amended where necessary as part of the detailed design stage.
Planning application submitted	Not necessary	
Match funding secured	Dec 2020	Decision in principal as part of the 2020/21 NELC LTP capital programme for 2021 onwards. This is reviewed annually, and funding will be finalised during 2020/21 for delivery in the period 2021/22-2022/23.
Planning permission secured	Not necessary	
GLLEP Due Diligence Appraisal Submission	September 2020	
GLLEP Funding Agreement Completed	November 2020	Cabinet decision to formally accept funding ion 4 November subject to offer from GLLEP.
Procurement process issued	Winter 2020	Tenders will be drafted Sept/Oct ready to be released as soon as LEP funding is awarded
Procurement contracts awarded	Winter 2020	
<u>RIBA Stage 5</u>		
Start of construction/scheme	Spring 2021	
Completion of construction/scheme	Winter 2021/22	
<u>Post Construction RIBA Stages 6 & 7</u>		
Start of activity	Summer 2021	On completion of first element

Claim submission and monitoring underway	Summer 2021	On receipt of contractor invoices following start of construction phase.
Outcome review – Evaluation report provided	Spring 2024	Assumes a three-year monitoring and evaluation period from start of activity.

Please provide details on any other key work or stages that need to be completed (by when) to ensure delivery

Milestone	Forecast Date	Comments (See Appendix A)
Tender publication	16 November 2020	4 week period for tenders to be submitted
Tender evaluation	14 December 2020	
Contract award	21 December 2020	
Pre-start works	29 January 2021	Completed by
On site period	1 February 2021	From this date
A180 Westgate construction phase	31 March 2021	Includes site compound set-up, erection of traffic management, site clearance, earth works, drainage works, kerbing, laying of subbase, base course and binder course, installation of lines and signs and demobilisation of traffic management & site compound.
Hobson Way construction phase	15 March 2021	Includes site compound set-up, site clearance, excavation of existing footway construction, earth works, drainage works, re-kerbing, laying of subbase, base course and binder course, installation of lines and signs and demobilisation of site compound.
A1173 construction phase	13 December 2021	Includes site compound set-up, site clearance, excavation of existing footway construction, earth works, drainage works, re-kerbing, erection of street lighting, laying of subbase, base course and binder course, installation of lines and signs and demobilisation of site compound.
Post scheme evaluation	Autumn 2024	Allows for a maximum of a 3 year period to monitor usage and realise anticipated benefits.

4. Options Analysis

4.1 Why should the project receive LEP funding?

This scheme fully supports the current Government guidance which promotes cycling and walking. It will assist in enabling and facilitating the 'Green Transport Recovery' currently being promoted by the Government in the wake of COVID-19. The scheme provides a safe, segregated cycle route that links with wider cycle routes in the local area.

It will enable businesses along the Humber Bank to have sustainable access to a large workforce currently living in deprived areas. Thus, helping to facilitate the economic improvement of those areas.

The project shows strong synergies with the GLLEP objectives and helps facilitate wider social and environmental benefits that are associated with the development of the SHIP site.

This scheme supports the delivery of the South Humber Industrial Investment Programme, recognised as a 15-year strategic investment programme within the Greater Lincolnshire LEP SEP. The wider SHIP programme will enable large scale economic growth in the LEPs priority sectors including ports and logistics. This is a project that responds to the LEPs themes by way of infrastructure that supports business growth which is also emerging as an identified Local Industrial Strategy priority.

The proposal for new cycle links to be delivered ahead of the bulk of development on the SHIP site presents an almost unique opportunity to provide the sustainable transport infrastructure which gives employees on the SHIP site and the wider South Humber Bank a realistic transport alternative to driving to work. In doing so the project helps free up road space, reduces traffic congestion and provides greater journey time certainty for business journeys by reducing the number of private cars on the roads at peak times around the developments.

The proposal put forward present a “do minimum” approach with regards to the recently published Local Transport Note LTN 1/20. In reaching this point Officers have considered a number of alternative options including introducing on-road cycle facilities which given the nature of the roads around the South Humber Bank area and the high proportion of HGV traffic in the area have been discounted on road safety grounds. This option would also not address pedestrian movements in the area and would be unlikely to be welcomed by existing users.

4.2 What other funding or delivery mechanisms have been considered to deliver the proposed activity? We would expect you to provide at least 4 options including business as usual, Do Minimum, preferred option and one other intermediate option.

The total scheme cost of £2.665m represents around 75% of the total annual NELC LTP allocation from the Department for Transport and is nearly 10 times the average LTP capital annual allocation for cycling & walking projects of around £0.300m per year.

Option 1 – Business as usual

If the scheme had to be progressed using only LTP funding it would take around 10 years to deliver and would significantly impact on the Council’s ability to deliver the other necessary sustainable transport projects across North East Lincolnshire. This approach would also result in increased disruption and journey time delay during the different phases of delivery over several years. The stop-start approach would lead to additional direct costs to existing businesses through extended journey times, additional congestion and reduced accessibility to their sites. The considerable benefits of being able to deliver the project in its entirety ahead of the bulk of site occupation would also be lost.

Option 2 – Do nothing

Adopting a “do nothing” approach and not going ahead with the scheme means that this opportunity will be missed, staff will develop other potentially less sustainable travel patterns, traffic congestion will worsen and potentially have a negative effect on existing businesses as well as making the whole SHIP site less desirable to potential external investors.

Option 3 - Do Minimum

The option being progressed represents the “do minimum” situation, the introduction of these three sections of new cycle route are considered to be the minimum requirement to provide the objective of a high-quality cycle link between the ports of Grimsby & Immingham.

Option 4 - Do more

A final “do more” option has also been considered. This included the provision of additional sections of off-road cycle link at either end of the proposed link in Immingham and Grimsby. This option had been discounted as it was felt that this added additional costs to the scheme without providing any significant uplift in the benefit of the scheme. The infrastructure is most needed where vehicle speeds and flows are highest and where HGV traffic make up a significant percentage of the traffic on the roads. The streets at either end of the

proposed route are more residential in nature with less and slower traffic and significantly fewer HGV movements. The recommendation for these areas is not to have dedicated cycle infrastructure but instead encourage cyclists to share the carriageway through a package of other measures such as speed limit reductions and traffic calming.

4.3 Why is the proposed activity considered the most appropriate solution for Greater Lincolnshire?

Due to financial constraints it would not be possible to deliver these interventions utilising just local LTP capital funding alone and as such the infrastructure and people benefits arising from this scheme for the wider Greater Lincolnshire area would be lost.

The opportunity to develop the infrastructure needed to support business growth, connect people, and be prepared for future growth and challenges would not be taken, development in the South Humber Bank area would continue to be heavily car dependant, traffic congestion and delay would increasingly detract from the attractiveness of the site to outside investors and the wider benefits associated with the SHIP project and other investment in the South Humber Bank would diminish as a result.

In addition, access to these sites would be limited for people who did not have their own car, this risks a situation where local people are excluded from taking up work and training opportunities simply because they cannot access these locations from their homes. This reduces their potential to benefit from the local labour market and to participate in a flourishing and inclusive local economy.

4.4 Additionality: What will the project deliver above and beyond what would happen anyway?

The delivery of these three new sections of off-road cycle link will provide improved accessibility to work and training opportunities. Without the scheme it is likely that many people who may have considered cycling to work/college would be deterred from doing so because of the lack of a continuous safe route. They are likely to either not travel or use less sustainable modes which potentially increase traffic congestion and reduce the environmental benefits.

4.5 Scalability: What would happen if reduced LEP funding was available?

The benefits arising from this project come from the continuous nature of the route, any scaling of LEP funding may result in some parts of the project not being delivered. This in turn would seriously compromise the benefits and mean the route would be less attractive to users.

4.6 Displacement: will the proposed intervention lead to a reduction in economic activity elsewhere in Greater Lincolnshire?

This is unlikely, the delivery of new cycle infrastructure in the South Humber Bank area is likely to have positive impact for residents living on or near these routes to work but is unlikely to have a detrimental disbenefit for the wider Greater Lincolnshire area.

5. Proposed Costs

5.1 Funding Profile						
	Previous Years	Year 1 2019/20	Year 2 2020/21	Year 3 2021/22	Future Years	Total
i) Capital						
LEP			1,031,661	1,196,339		2,243,000
Public				360,000		360,000
Private				77,000		77,000
Total Capital			1,031,661	1,633,339		2,665,000
ii) Revenue Costs						
Total revenue						
Total Project Costs			1,031,661	1,633,339		2,665,000
Total LEP Funding			1,031,661	1,189,624		2,228,000

5.2 Please provide more detail on what LEP funding will be spent on including a detailed breakdown of the financial position of the project, incorporating all values and costs directly associated with delivery of the scheme. All costs and values to be supported by relevant information as required and specified within Section 8 of this Detailed Business Case.

The LEP funding will be used to fund the construction of new cycle routes along the A1173, Hobson Way and A180 Westgate. For each site the project will include:

- Pre-start works including the submission of appropriate traffic management plans for each site, the installation of advanced warning signs and a letter drop/engagement with all local interested parties that will be affected by the works.
- On site period that includes the following stages:
 - Delivery and construction of on-site welfare facilities and site compound
 - Site clearance and where necessary vegetation clearance
 - Earthworks (removal of material to holding area for reuse / tip depending on contaminants)
 - Repairs and amendments to localised drainage assets to ensure appropriate highway drainage is maintained after new infrastructure has been complete.
 - Laying of kerbs and construction of appropriate subbase, base layers and binder courses to necessary standards
 - Installation of new streetlight columns where necessary
 - Installation of appropriate highways lining and signs
 - Returning areas within the vicinity of the works to their pre-construction condition
- Post site monitoring period including:
 - Route usage using automatic and manual traffic counts
 - Roadside surveys with users to try and explain reasons for behavioural change and the impact of the new infrastructure

- Construction default monitoring.

See Appendices G-I for further details of proposed works

5.3 Please detail the key assumptions used in the development of your budget and the research completed to prepare it, including how you ensure that the costs are commensurate with the required quality.

All schemes include a detailed cost estimate that includes all elements of on-site construction. These costs have been developed by ENGIE Highway Design Engineers based on previous scheme costs. These have been checked using the Sustrans database on unit costs based on a catalogue of the delivery of previous walking and cycling schemes. The project includes a level of built in contingency to allow for unforeseen occurrences that may arise during the construction phase. It is anticipated that total scheme cost will be reviewed following the completion of the detailed design.

New infrastructure of this type generally has a lifetime in excess of 25 years or more before any serious maintenance requirements. Regular inspections of the route by the Highways Assets Inspectors will be carried out and the Council will take on board the on-going maintenance liability for the new asset.

The projects are included in the 2020-2023 North East Lincolnshire Council Local Transport Plan capital programme and are identified in the Council's draft Local Cycling & Walking Infrastructure Plan (LCWIP) as key pieces of infrastructure necessary to support a long-term switch in people's travel behaviour, encouraging more people to cycle more often, particularly where those journeys replace less sustainable modes.

5.4 State the source(s) of your match funding, whether it is in place and if not, when is it likely to be confirmed?

Project Sponsor funding to be secured through a contribution from NELC Local Transport Plan capital programme during the period 2020/21-2021/22. The contribution has been included in the programme for 2020/21, the contribution for 2021/22 will be confirmed when the programme is approved by NELC cabinet in November 2020.

A private third-party contribution of £77,000 has been secured via a S106 planning gain contribution. (Ref DM-0664-19-FUL)

6. Forecast Outputs							
6.1 Output Profile							
	2019/20	2020/21	2021/22	2022/23	2023/24	Future Years	Total
i) Core Outputs (Strategic Economic Plan)							
Public Investment Leveraged (£)							
Private Sector Investment Leveraged (£)							
Number of new Jobs Created (gross)							
Number of Jobs Safeguarded (gross)							
Number of new housing units completed							
ii) Local Strategic Outputs							
Commercial floorspace refurbished/constructed and occupied (sqm)							
Number of businesses assisted to improve performance							
Number of learners supported							
Number of new businesses created							
GVA Uplift							
iii) Others (please list) *							
Construction jobs		14	23				37
New cycle/footway completed and open for public use			3.9km				3.9km

***please refer to appendices for full list of BIS indicators**

6.2 Please describe the rationale and assumptions you have made in establishing the outputs and results which will be achieved. This must link clearly to the project's activity and objectives. Please explain your method for calculating the target levels

The specific outputs from this scheme have been calculated using a straight measure of the length of new cycle link provided (3.9km) and the direct construction employment required to deliver the new cycle/footway has been estimated using the benchmark from the HCA's 2015 best practice note on "Calculating Cost per Job" of 13.9 construction jobs per £1m spent on infrastructure.

The wider outputs that result from the Council's investment in SHIIP are not included here however it should be noted that the proposed links will help facilitate these wider outputs and will provide more local people particularly those living in more economically deprived parts of the Borough with the opportunity to benefit from economic growth in North East Lincolnshire.

6.3 Please outline how the project will gather and assess evidence of outputs and results, in line with the LEP's monitoring and evaluation framework.

Direct monitoring of use of the routes by cyclists will be collected using an automated traffic counter located along the routes. This will provide continuous data that can then be used to demonstrate the impact of the scheme by comparing the figures with the “before” counts which will be undertaken before the works commence.

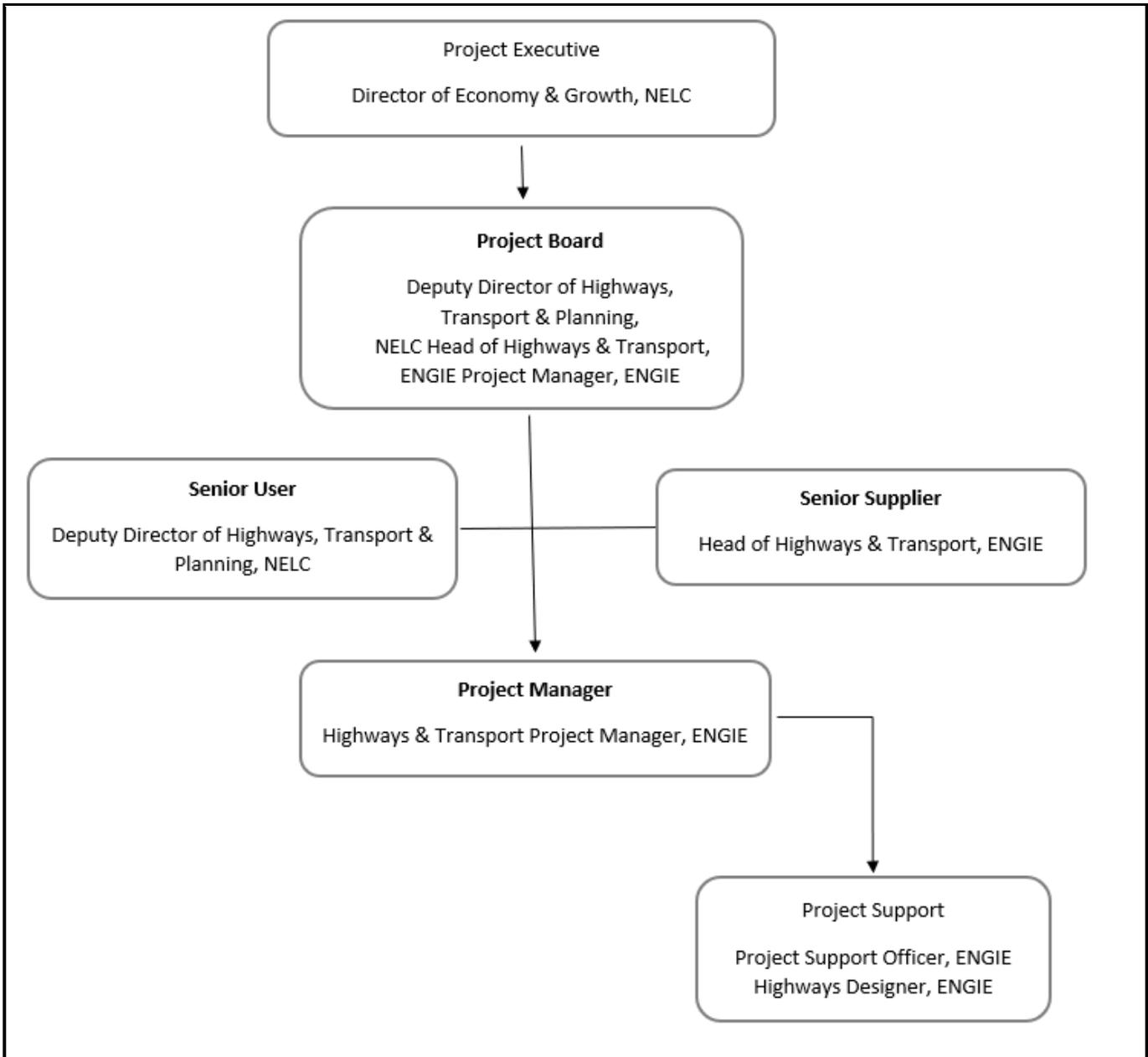
The wider benefits of the project are more difficult to quantify and monitor however through the Travel Plans (that will be a planning requirement of new developments) we will be able to show that use of sustainable modes of travel is higher than similar developments where improved infrastructure has not been implemented. Using the Travel Plans approach also allows users of the route to be surveyed to identify qualitative information in addition to the quantitative figures provided by the automated monitoring.

7. Management & Control

7.1 Please describe whether or not the necessary team is in place to carry out the proposed activity in Greater Lincolnshire and if not what the plans are to recruit the relevant expertise? Please insert structure chart, if available.

The project will be managed using the same process that has successfully delivered the ongoing LTP capital programme and several other major capital schemes by the ENGIE Highways Project Management team on behalf of North East Lincolnshire Council. The organisational chart below identifies the key personnel who will have a role in the delivery of the scheme. The Project Executive, Clive Tritton (Interim Director for Economy & Growth) will convene a Project Board to oversee the delivery of the project. ENGIE's Head of Highways & Transport is the Senior Supplier supported by a suitably experienced and dedicated project manager, who is responsible for ensuring the delivery of key requirements of the scheme in accordance with the Project Board requirements. This project manager coordinates the activities of the project design team and is responsible for ensuring appropriate reporting on progress and monitoring of outputs as necessary. The Project Board will have the authority to approve (or reject) any variations to the project subject to the agreed project governance to be agreed with the Project Executive and the GLLEP.

Adopting this approach including the use of a Project Board establishes strong, robust governance arrangements that provides an appropriate framework in which the project can be managed.



7.2 What evidence can you provide that processes meet, or will meet, the public procurement requirements, including:

- Advertising contract opportunities to the market; and
- Evaluating bids in an open transparent and non-discriminatory manner.

The opportunity will be procured using the open process under the Public Contracts Regulations 2015 and the Council’s Procurement Rules. Advertising the opportunity will take place on TED by issuing a contract notice, the Contracts Finder and on YORtender under current opportunities.

A tender evaluation plan will be developed that will clearly define the specific evaluation criteria to be used as part of this tender exercise. This plan will be issued as part of the tender package and will demonstrate the Council’s commitment to undertaking procurement exercises in line with its stated processes and in an open,

transparent and non-discriminatory manner.

Tenders will be evaluated by the Evaluation Team to determine which is the most economically advantageous. This will be determined by the consideration of both cost and an assessment of the bidder's ability to deliver the identified requirements of the project. The evaluation processes will be completed in accordance with the Authority's Contract Procedure Rules and with Public Contracts Regulations.

Once a decision has been made, all tenderers will receive notification of the decision and they will then have the standard 10-day standstill period to challenge the decision.

7.3 Please outline the financial management and control systems that would be used for the project, including the process for compiling and authorising Greater Lincolnshire LEP claims for payment?

NELC and its regeneration partner - Engie have a long and proven track record of delivering large, complex Government funded programmes. The Economy & Growth Team have commissioned, managed and delivered programmes funded through; LEPs, Local Growth Fund, European Regional Development Fund and several multi-million pound schemes through funding direct from the Department for Transport including Challenge Fund, Safer Roads Fund and Pothole Action Fund.

Monitoring and auditing systems are already in place as the team has considerable experience of managing capital programmes, these systems are adaptable to suit any additional specific requirements of the funding body.

At this stage of the project the budget estimates have been developed and checked by the EMGIE Highway Design Team and compared to the standard table of rates from Sustrans to ensure accuracy. Overall, the project includes a contingency allocation of around 10% acknowledging that there are likely to be some unforeseen events that occur once on site that could not have reasonably been foreseen at design stage.

All financial and performance details are stored on a bespoke management information system. Reports can be generated by NELC's financial management system providing details of invoices relating to project expenditure. Monitoring of project progress will take place through regular communication with the Regeneration partnership and Project Board.

The Council manages an annual budget in excess of £130m. As demonstrated above the Council regularly takes on the role of Accountable Body and delivery partner for a wide range of external funding programmes covering both capital and revenue funding.

The Engie Highways Design Team are developing a detailed work programme which will be shared with the GLLEP on completion and this will be used to monitor progress against milestones. The evaluation process will ensure that outputs are monitored against expected outcomes, both as part of the grant funding and the wider opportunities presented.

7.4 Only eligible and defrayed expenditure can be included in a claim to the LEP. Please explain how the project will manage its cash flow throughout the project's lifetime

The Project Manager will provide the GLLEP with a quarterly claim and monitoring report. This will provide an update on defrayed spend, outputs and milestones and give explanations for any variances from their actual performance against their anticipated profile and consequent risks to delivery outputs. The Project Manager

will check the completion of each work stage and identification of eligible expenditure prior to signing off with a recommendation to the Council’s finance team to pay each invoice. The Project Manager will check expenditure profile and categories of individual invoices match the Funding Agreement prior to signing off for payment.

The Council’s Finance Team will routinely audit the claims produced to ensure that probity is maintained and track the performance of individual projects.

7.5 State Aid: The Greater Lincolnshire LEP and its accountable body are required to ensure that funding complies with the rules on state aid. State aid is any advantage granted by public authorities through state resources on a selective basis to any organisations that could potentially distort competition and trade in the European Union (EU). If your project proposal constitutes state aid we will be unable to fund it unless you can demonstrate that it is outside the scope of or exempt from state aid rules. If you believe this to be the case please provide an explanation below.

Having considered all 4 tests of State Aid, it is North East Lincolnshire Council’s view that if this scheme were to be delivered, it would not result in the Council being in receipt of state aid. The project seeks to provide publicly accessible transport infrastructure and as such does not distort competition and trade within the EU by favouring specific companies or organisations.

7.6 Please explain the key risks identified for the project and how these will be managed and mitigated throughout the project. Please attach separate risk register, if available.

See separate risk assessment (Appendix B)

7.7 Publicity: Please explain what media and communication arrangements you will use to raise awareness of the project and use of LEP funding?

The delivery phase of the project will include a “Communications and Publicity” workstream that will have two purposes:

- Manage public expectations and communications before and during the delivery phase. This element includes raising awareness of the project, the role of the GLLEP and the benefits that are expected to be realised as result of its delivery.
- Consider the most appropriate ways of engaging the public to ensure high levels of use post scheme completion. This will be a key component of the whole scheme. People will not sue the new infrastructure if they don’t know about it.

7.8 Exit Strategy: How will project delivery be sustained beyond the initial period of activity funded by the Greater Lincolnshire LEP?

The project consists of the construction of physical assets that on completion will become part of the adopted highway and will be maintained as such. They will be added to the NELC highway asset register and have the appropriate asset value assigned.

8. Supporting documents checklist

Where applicable, please submit the following documents with your Full Application

Document	Supporting Notes	Applicant’s comments
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Project Site Plan and copy of relevant planning permissions	Showing clear boundaries of all areas to be included in project	See appendix J. There are no planning permissions required to complete this scheme.
Red Book valuations to support site acquisition/ assembly cost and completed scheme value. Valuation reports produced should be no more than six months old.	Required where funding is being sort to acquire sites/properties, and/or for completed scheme value, against which any clawback liability will be assessed.	See appendices G-I for Engineering Design Team cost estimates.
Detailed cashflow and breakdown of budget	To demonstrate a) cost items are eligible for GL LEP Funds b) the forecast cost c) how the costs will be profiled across the project lifetime.	See Appendix L – Anticipated quarterly spend profile. See Appendix K – Cost estimate summary
Scheme plans, Cost Plan/Bill of Quantities. Development appraisal to be provided. If this information is not available a breakdown of all scheme costs, supported with data/assumptions to be provided. Costs should be no more than six months old	The due diligence assessment requires analysis by independent cost consultants to ensure costs are relevant, realistic, market facing, evidence based and thus reliable to enable GLLEP to make an investment decision.	Initial scheme costs were developed by Sustrans engineers as part of the feasibility commission. These budget estimates have subsequently been reviewed and checked by ENGIE Highway Designers using costs for similar schemes that have recently been delivered. They reflect the best estimate of scheme costs until tender prices are received back. Cost Plans and Bills of Quantities for each scheme element can be found in Appendices G-I.
Explanation of match funding arrangements and estimated timescale for approval	The GL LEP will need to understand where match funding will be sourced from in order to demonstrate deliverability of the overall scheme	NELC Local contribution for 2019/20 was agreed as part of the 2019/20 LTP capital programme https://www.nelincs.gov.uk/wp-content/uploads/2019/05/8-LTP-Delivery-Plan-2020-2023.pdf . The remaining contribution will be finalised as part of the 2020/21 LTP capital programme in December 2020. Local S106 contribution has been agreed from a private third-part developer building new industrial premises adjacent to Hobson Way, (Ref DM-0664-19-FUL)
If applicable, proof of irrecoverable VAT on eligible costs	Please supply proof of irrecoverable VAT on eligible costs	Quarterly grant claim made by Project Manager will include details of any irrecoverable VAT on eligible costs.
Applicant organisation’s relevant policies, including Equality & Diversity Policy, Sustainability Policy	You are responsible for ensuring any Delivery Partners hold a policy	NELC equality and diversity plan: https://www.nelincs.gov.uk/council-information-partnerships/equality-and-diversity/ Environmental Policy statement: https://www.nelincs.gov.uk/wp-content/uploads/2016/10/Environment-Policy-Final-June-16.pdf
Gantt Chart	To reflect the key milestones	See Appendix A

	during project set-up, implementation and closure.	
Organogram	An up-to-date organisation chart, including the GL LEP Funds project delivery team. Also, for delivery partners, if applicable.	See Section 7.1 above
Applicant's procurement policy if available	Note that LEP procurement rules supersede organisation's procurement policy	Article 14 of the Council Constitution covers financial regulations and procedure rules including the Contract Procedure Rules CPR's. https://www.nelincs.gov.uk/wp-content/uploads/2019/06/Article-14-Finance-Contracts-and-Legal-Matters.pdf
Other	Any other key, relevant, documents you consider should be submitted including project feasibility studies and impact assessments.	n/a

9. Links for further information
https://www.greaterlincolnshirelep.co.uk/priorities-and-plans/strategies-and-plans/ https://www.greaterlincolnshirelep.co.uk/funding-and-projects/other-funding/growth-deal-single-local-growth-fund-slgf/ https://www.gov.uk/guidance/state-aid

10. Declaration
<p>I declare that I have the authority to represent North East Lincolnshire Council in making this application. I understand that acceptance of this Application does not in any way signify that the project is eligible for Greater Lincolnshire Local Enterprise Partnership support or that LEP Funds has been approved towards it. On behalf of North East Lincolnshire Council and having carried out full and proper inquiry, I confirm to the Greater Lincolnshire LEP:</p> <ul style="list-style-type: none"> • North East Lincolnshire Council has the legal authority to carry out the project; and • That the information provided in this application is accurate. <p>I confirm to the Greater Lincolnshire LEP:</p> <ul style="list-style-type: none"> • I have informed all persons in relation to whom I have provided personal information of the details of the personal information I have provided to you and of the purposes for which this information will be used and that I have the consent of the individuals concerned to pass this information to you for these purposes. • That I shall inform the Greater Lincolnshire LEP if, prior to any LEP Funds being legally committed to North East Lincolnshire Council, I become aware of any further information which might reasonably be considered as material to the LEP in deciding whether to fund the application. • An explanation of all match funding arrangements to deliver the scheme will be provided to the Greater Lincolnshire LEP prior to the award of LEP Funds. • I am aware that if the information given in this application turns out to be false or misleading the Greater Lincolnshire LEP may demand the repayment of funding and/or terminate a funding agreement pertaining to this Application.

- All relevant documents are retained with a view to providing relevant information in the event of an audit or other investigation

I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant or for the purpose of assisting any person to obtain grant is liable to be prosecuted. A false or misleading statement will also mean that approval may be revoked and any grant may be withheld or recovered with interest. I am aware that if the Applicant commences any project activity, or enters any legal contracts or makes any binding commitments, for which LEP funding is sought (including the ordering or purchasing of any equipment or services before both the formal approval of the project and the execution of the Greater Lincolnshire LEP Funding Agreement), that this expenditure is incurred at the Applicant's own risk as it may not be compliant with Greater Lincolnshire LEP funding requirements.



Signed

For and on behalf of the Applicant Organisation

Name (BLOCK CAPITALS) MARK NEARNEY..... Date: 22/09/2020

11. Next Steps	
Please forward the completed version of this form by 16 September to	
Name	
Address	
Email	

Appendix 1 – BIS Project Monitoring Core Metrics (to be collected for all projects and programmes)

	Unit	Frequency	Definition	Data Source
Inputs				
Expenditure	£, by source	Quarterly	Expenditure defrayed directly on the intervention, broken down into LGF funds, other public sector funds and private funds. Where expenditure takes the form of grant support to applicants (e.g. skills capital, some business support), the amount of grant paid to successful applicants should be reported (not the amount approved).	LEP Monitoring Information
Funding breakdown	£, by source	Quarterly	Non LGF Funding delivered - including public, private and third sector match funding, broken down by source. This should not include in-kind contributions	LEP Monitoring Information
In-kind resources provided	Qualitative	Quarterly	Land, buildings or other assets provided to resource the intervention	LEP Monitoring Information
Outcomes				
Jobs connected to the intervention	FTEs	Annually	Permanent paid full time equivalent jobs that are directly connected to the intervention, measured by FTE at predetermined "impact sites". This includes: - Employment on occupied commercial premises (in the case of site development) - Employment in supported enterprises (in the case of business or innovation support) - Employment in FE space directly improved or constructed by the intervention "Impact" sites are those sites where there has been a demonstrable unlocking impact as a result of Growth Deals projects (e.g. transport, skills capital) - these sites of "impact" are to be mutually agreed by LEP/HMG in advance of reporting. Excludes jobs created solely to deliver the intervention, e.g. construction jobs. Likely to require primary survey work. Employment is counted gross - no account of deadweight or displacement at the monitoring stage.	Scheme sponsor
Commercial floorspace constructed	sq m, by class	Annually	For both direct employment sites and "impact" sites, the area and class of commercial floorspace completed. "Impact" sites are defined as for jobs created above. Floor areas should be measured in accordance with the RICS Code of measuring practice (6th edition) 2007. A building should be classified as completed once it is on the non-domestic rating list. Does not take account of refurbished floorspace.	Scheme sponsor
Housing unit starts	Number	Annually	For both direct housing sites and "impact" sites, the number of housing units completed. "Impact" sites are defined as for jobs created above.	Scheme sponsor
Housing units completed	Number	Annually	For both direct housing sites and "impact" sites, the number of housing units completed. "Impact" sites are defined as for jobs created above.	Scheme sponsor

Appendix 2 – BIS Project Specific Outputs and Outcomes (to be collected where relevant to the intervention)

	Unit	Frequency	Definition	Data Source
Activity / Output Characteristics				
Transport				
Total length of resurfaced roads	Km	Quarterly	Length of road for which maintenance works have been completed	Scheme sponsor monitoring information
Total length of newly built roads	Km	Quarterly	Length of road for which works have been completed and now open for public use	Scheme sponsor monitoring information
Total length of new cycle ways	Km	Quarterly	Length of cycle way for which works have been completed and now open for public use	Scheme sponsor monitoring information
Type of infrastructure delivered		Bi-Annually	Identify what has been constructed as a result of the project - utilise units where appropriate e.g. length of cycle path	Scheme sponsor monitoring information
Type of service improvement delivered		Bi-Annually	Identify the nature of service improvement as a result of the intervention e.g. improved bus service	Scheme sponsor monitoring information
Land / Property Flood Protection				
Area of site reclaimed, (re)developed or assembled	ha	Quarterly	Area of land directly improved by the project that is now suitable for commercial development where previously it was unattractive to commercial developers. Reclaimed: making the land fit for use by removing physical constraints to development or improving the land for hard end use; providing services to open it up for development, e.g. provision of utilities or service roads	Scheme sponsor monitoring information
Utilities installed		Quarterly	Identify what has been constructed as a result of the project. Drop down list: water pipe; gas pipe, electric cables, internet cable. And km of cabling/piping	Scheme sponsor monitoring information
Area of land experiencing a reduction in flooding likelihood	ha	Quarterly	Area of land with a reduced likelihood of flooding as a result of the project	Scheme sponsor monitoring information
Business Support, Innovation and Broadband				
Number of enterprises receiving non-financial support		Quarterly	Number of SMEs receiving support (including advice and training) with the intention of improving performance (i.e. reduce costs, increase turnover/profit, innovation, exporting). Value of the support should be a minimum of £1,000, calculated at Gross Grant Equivalent (see ERDF guidance) or a minimum of 2 days of consulting advice.	Scheme sponsor monitoring information
Number of new enterprises supported		Quarterly	As above, but businesses that have been trading for less than three years.	Scheme sponsor monitoring information

	Unit	Frequency	Definition	Data Source
Number of potential entrepreneurs assisted to be enterprise ready		Quarterly	Number of individuals receiving non-financial support (i.e. advice or training) with the intention of commencement of trading	Scheme sponsor monitoring information
Number of enterprises receiving grant support		Quarterly	Number of SMEs receiving grant funding support with the intention of improving performance (i.e. reduce costs, increase turnover/profit, innovation, exporting). To be counted where the support is at least £1,000.	Scheme sponsor monitoring information
Number of enterprises receiving financial support other than grants		Quarterly	Number of SMEs receiving funding support in the form of equity or repayable loan instruments with the intention of improving performance (i.e. reduce costs, increase turnover/profit, innovation, exporting). Counted where amount of support is at least £1,000.	Scheme sponsor monitoring information
Additional businesses with broadband access of at least 30mbps		Quarterly	For broadband interventions only: number of additional commercial premises that, as a result of intervention, now have the option to access broadband of at least 30mbps (average), where this was not previously the case	Scheme sponsor monitoring information
Skills Capital				
New build training/learning floorspace	Sq m	Quarterly	The amount of "new build" training/learning floorspace constructed. Figures to be provided following completion.	LEP to record from Post Occupancy Evaluation reports (standard reports submitted to SFA on project completion) and/or project implementation reports submitted by colleges/providers
Refurbished training/learning facilities	Sq m (where FE colleges are involved, by estate grading)	Quarterly	The amount of new training/learning floorspace refurbished to improve building condition and/or fitness for purpose. For FE colleges, this should be by estate grading. Figures to be provided following completion.	LEP to record from Post Occupancy Evaluation reports and/or project implementation reports submitted by colleges/providers
Floorspace rationalised	Sq m	Quarterly	The amount of overall floorspace reduced following completion of the project through, for example, demolition or disposal. Figures to be provided following completion.	LEP to record from Post Occupancy Evaluation reports and/or project implementation reports submitted by colleges/providers

	Unit	Frequency	Definition	Data Source
Outcomes				
Transport				
Follow on investment at site	£, by source	Annually	For "impact" sites, the volume of public, private or third sector investment undertaken at the site over and above that directly associated with the Growth Deals project, where there is a demonstrable link with the Growth Deals project. This should not include in-kind contributions. "Impact" sites are those sites where there has been a demonstrable unlocking impact as a result of the Growth Deals transport project - these sites of "impact" are to be mutually agreed by LEP/HMG in advance of reporting. Likely to require primary survey work. Deliberately constructed as a gross measure, no correction for deadweight or displacement to be applied at this stage.	Scheme sponsor
Commercial floorspace occupied	sq m, by class	Annually	For "impact" sites, the area and class of commercial floorspace completed that is currently occupied by commercial tenants. "Impact" sites are those sites where there has been a demonstrable unlocking impact as a result of the Growth Deals transport project - these sites of "impact" are to be mutually agreed by LEP/HMG in advance of reporting. Likely to require primary survey work Impacts are gross - no account of displacement. This outcome is a further link of the chain proceeding from follow-on investment rather than a completely separate outcome	Scheme sponsor
Commercial rental values	£/sq m per month, by class	Annually	The market rate for leasing commercial floorspace at the "impact" site	Scheme sponsor
Land, Property, and Flood Protection				
Follow on investment at site	£, by source	Annually	For the project site, the volume of public, private or third sector investment undertaken at the site over and above that directly associated with the initial Growth Deals project, where there is a demonstrable link with the Growth Deals project. This should not include in-kind contributions.	Scheme sponsor
Commercial floorspace refurbished	sq m, by class	Annually	For project sites, the area and class of refurbished commercial floorspace. Floor areas should be measured in accordance with the RICS Code of measuring practice (6th edition) 2007.	Scheme sponsor
Commercial floorspace occupied	sq m, by class	Annually	For project sites, the area and class of commercial floorspace constructed/refurbished that is currently occupied by commercial tenants.	Scheme sponsor
Commercial rental values	£/sq m per month, by class	Annually	The market rate for leasing commercial floorspace at the project sites	Scheme sponsor

	Unit	Frequency	Definition	Data Source
Business Support, Innovation, and Broadband				
Financial return on access to finance schemes	%	Annually	The financial return to the scheme associated with revolving/repayable access to finance interventions - measured as a % return on initial investment.	Scheme sponsor monitoring information
Skills Capital				
Follow on investment at site, including revenue funding	£, by source	Annually	For the project site, the volume of public, private or third sector investment undertaken at the site (including revenue funding, for example for training courses) over and above that for the Growth Deals project, where there is a demonstrable link with the Growth Deals project. This should not include in-kind contributions.	College/SFA data
Post code for new build sites	Qualitative	Annually	Post code for new build sites, for matching with SFA database. This information can potentially be used by the SFA to draw out metrics on learners and qualifications at the site level, to be shared with LEPs.	Scheme sponsor monitoring information

Appendix 3 – BIS Additional Monitoring for Specific Schemes

	Unit	Frequency	Definition	Data Source
Transport - to be collected for all projects/programmes involving more than £5m public funding and where these metrics and the collection points are relevant to the intervention				
Average daily traffic and by peak/non-peak periods	Vehicles	Bi-Annually	Average daily traffic by direction; AM, Inter- and PM peak hour traffic flows by direction. Data collection location depends on the potential impact of transport schemes. Peak/inter-peak is defined based on local traffic flows. This applies to most transport interventions.	Automatic Traffic Counters; Manual Classified Counts
Average AM and PM peak journey time per mile on key routes (journey time measurement)	hr/mile	Bi-Annually	Average AM and PM peak journey time per mile on key routes. Traffic congestion statistics reported across whole intervention area and on key corridors targeted for investment.	Trafficmaster data; Automatic Number Plate Recognition
Average AM and PM peak journey time on key routes (journey time measurement)	Minutes	Bi-Annually	Average AM and PM peak journey time on key routes. Data collection location depends on the potential impact of transport schemes.	Journey time suveys
Day-to-day travel time variability	Minutes	Bi-Annually	Standard deviation of AM and PM peak hour journey time. This applies to highway/public transport intervention on key corridors targeted for investment	Journey time suveys; Trafficmaster data

	Unit	Frequency	Definition	Data Source
Average annual CO2 emissions	Tonnes	Bi-Annually	Average annual CO2 emissions Report across whole intervention area	Local Authority Carbon Tool based on distance travelled, vehicle speed and vehicle mix
Accident rate	Number, by severity	Bi-Annually	Number of accidents and accident rate by severity and class of road. Report on key roads/junctions/area targeted for improvement. This metric applies to those schemes which are anticipated to have a significant impact on accidents.	STATS 19 Accident data
Casualty rate	Number, by severity	Bi-Annually	Number of casualties and casualty rate by severity and class of road user. Report on key roads/junctions/area targeted for improvement. This metric applies to those schemes which are anticipated to have a significant impact on accidents.	STATS 19 Accident data
Nitrogen Oxide and particulate emissions	NOX (tonnes); PM10 (µg/m3)	Bi-Annually	NOX emissions in tonnes per year; PM10 concentrations per year. Affected network is defined as the existing route, the new route, or an improved route on which traffic flow changes are considered to be significant. This metric applies to those schemes which are anticipated to have a significant impact on air quality.	Air quality monitoring survey
Traffic noise levels at receptor locations	LA10, 18hr (dB)	Bi-Annually	Traffic noise levels at receptor locations This depends on the scale of the proposed project, the site and local circumstances, and the location of sensitive receptors. This metric applies to those schemes which are anticipated to have a significant impact on noise.	Automatic Traffic Counters (18 hour Annual Average Weekday Traffic, composition of traffic - % Heavy Goods Vehicles, average traffic speeds); Noise monitoring survey
Annual average daily and peak hour passenger boardings		Bi-Annually	Annual average daily passenger boardings; AM, inter- and PM peak hour passenger boardings	Bus/rail ticketing data; Manual counts at stops/stations
Bus/light rail travel time by peak period	Minutes	Bi-Annually	AM and PM peak bus/light rail travel time	Bus journey time surveys or Automatic Vehicle Location data; Rail journey timetable
Mode share (%)	%	Bi-Annually	AM and PM peak proportion of trips for different travel modes	Automatic Traffic Counters; Manual

	Unit	Frequency	Definition	Data Source
				Classified Counts
Pedestrians counts on new/existing routes		Bi-Annually	Pedestrians counts on new/existing routes This applies to sustainable transport initiatives for walking.	Manual counts; Video cameras
Cycle journeys on new/existing routes		Bi-Annually	Cycle journeys on new/existing routes This applies to sustainable transport initiatives for cycling.	Manual cycle counts; Automatic cycling counters; Video cameras
Households with access to specific sites by mode within threshold times	Number	Bi-Annually	Households with access to specific sites within 20/40 minutes using public transport/walking, car and cycle	Accessibility statistics published by DfT; Produce bespoke accessibility measures and travel time calculations using off-the-shelf software
Business Support, Innovation and Broadband - to be collected where more robust evaluation is planned and where these metrics are relevant to the intervention				
Detail of successful and unsuccessful applicants		On-going	Administrative database covering company name, address, post code and CRN - company reference number. Named contact, telephone number and email address (and consent for being contacted). This should be captured for both successful and unsuccessful applicants. Required for robust long term evaluation	Scheme sponsor monitoring information
Beneficiary characteristics (business age, size, sector)		On-going	Collected at the point of initial contact with business: - Age: year of business registration / founding year - Size: turnover and employment	Scheme sponsor monitoring information
Other support provided to applicant firm	£, by scheme	On-going	Other types of support received by successful applicants; covering the scheme, timing, type and value (£) of support received	Scheme sponsor monitoring information
Number of entrepreneurial readiness assists progressing to full trading	Number	Annually	The number of potential entrepreneurs assisted that have subsequently progressed to full trading. Will require a bespoke survey of beneficiaries - could do on a sample basis.	Scheme sponsor
Number of enterprises	Number	Annually	The number of treated SMEs working jointly with research entities after	Scheme sponsor

	Unit	Frequency	Definition	Data Source
assisted to cooperate with research entities/institutions			assistance has been given. Should be counted up to 3 years following support. Knowledge transfer is about transferring good ideas, research results and skills between the knowledge base and business to enable innovative new products and services to be developed	
Number of enterprises supported to introduce new to the market products	Number	Annually	The number of treated SMEs that successfully introduce a new-to-market product after assistance has been given. Product should be available for commercial purchase. Should be counted up to 3 years following support.	Scheme sponsor
Number of enterprises supported to introduce new to the firm products	Number	Annually	The number of treated SMEs that successfully introduce a new-to-firm product after assistance has been given. Product should be available for commercial purchase Should be counted up to 3 years following support.	Scheme sponsor