



TRANSPORT AND INFRASTRUCTURE COMMITTEE

Wednesday 10 October 2018

9:30a.m. – 11:30p.m

Meeting Room 1, Incubator 2, Alconbury Weald Enterprise Campus,
Huntingdon, Cambs PE28 4WX

AGENDA

Open to Public and Press

Number	Agenda Item	Mayor/ Lead Member/ Chief Officer		Pages
	Part 1 – Governance Items	Chair		
1.1	Apologies and Declarations of Interests	Chair		-
1.2	Petitions	Chair		-
1.3	Public Questions	Chair		-
1.4	Membership and Terms of Reference	Chair		3-13
	Part 2 – Reports to Combined Authority Board			
2.1	Local Transport Plan	Chair/Chris Twigg, Transport Director		14-22
	Part 3 – Date of next meeting			
3.1	Date: Wednesday 21 November 2018 – Incubator 2, Alconbury Weald Enterprise Campus, Huntingdon, Cambs PE28 4WX			-

The Transport and Infrastructure Committee currently comprises the following Members:

		Portfolio Responsibilities/Member	Board Member	Substitute Member
1	Chair	Portfolio Holder for Transport Chair of Transport Committee	James Palmer, Mayor	Cllr Charles Roberts
2	Member	Member for Cambridgeshire County Council	Cllr Ian Bates	Cllr Roger Hickford
3	Member	Member for Peterborough City Council	Cllr Peter Hiller	Cllr John Holdich
4	Member	Member for Cambridge City council	Cllr Lewis Herbert	Cllr Aiden Van de Weyer
5	Member	Member for Fenland District Council	Cllr Chris Seaton	Cllr David Oliver

The Combined Authority is committed to open government and members of the public are welcome to attend Committee meetings. It supports the principle of transparency and encourages filming, recording and taking photographs at meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening, as it happens.

Public speaking on the agenda items above is encouraged. Speakers must register their wish to speak by making a request in writing to the Democratic Services Manager (Tamar Oviatt-Ham) no later than 12.00 noon three working days before the day of the meeting. The request must include the name, address and contact details of the person wishing to speak, together with the full text of the question to be asked. For more information about this meeting, please contact Tamar Oviatt-Ham at the Cambridgeshire County Council's Democratic Services on Cambridge (01223) 715668 or by email at Tamar.Oviatt-Ham@cambridgeshire.gov.uk

TRANSPORT AND INFRASTRUCTURE COMMITTEE	AGENDA ITEM No: 1.4
10 OCTOBER 2018	PUBLIC REPORT

TERMS OF REFERENCE AND MEMBERSHIP

1.0 PURPOSE

- 1.1. The purpose of the report is for the Committee to note its terms of reference, and its procedural arrangements.

<u>DECISION REQUIRED</u>	
Lead Member:	Mayor James Palmer, Portfolio Holder for Transport and Chair
Lead Officer:	Chris Twigg, Director of Transport
Forward Plan Ref: N/A	Key Decision: No
The Transport and Infrastructure Committee is recommended to note its terms of reference and procedural arrangements (Appendix 1 and 2)	Voting arrangements No vote required

2.0 BACKGROUND

- 2.1. The Combined Authority Board agreed to set up three committees and agreed the terms of reference and membership for each. The terms of reference of the Transport and Infrastructure Committee are set out in Appendix 1 and the procedure rules for executive committee meetings is set out in Appendix 2.

Operation of Committees

- 2.2. The development of the committees is based upon the following principles:

- (a) The Board will reserve all decisions which approve the strategic framework, the key projects and the budget framework. This retains the

- primary role of the Board in creating the overarching framework within which the committees will operate for significant matters;
- (b) Once approved by the Board, the delivery of those strategic approvals, development of processes and procedures and monitoring of projects will be delivered by the committees. The committees will therefore work within the remit of the decisions approved by the Board.
 - (c) Reports to Board which approve significant programmes of work will therefore outline the levels of delegation to committees for delivery of those programmes;
 - (d) The committees will act within limits agreed by the Board decision or contained within their terms of reference;
 - (e) The Monitoring Officer will monitor the reports being taken to committees to ensure that the committees act within the bounds of their delegations and refer any decisions to the Board which exceed the delegated powers;
 - (f) The Board will retain the right to call in committee decisions.

Call-in

- 2.3. The Board will retain the right to call-in decisions of the committees. The call in process is set out in Appendix 1 and is based upon 3 voting Combined Authority members being able to call a decision in to the Board at any point from the date the committee report is published up to a period 5 clear calendar days following the Board meeting.
- 2.4. Should the Board decide to call-in a decision of the Committee, the decision is either not taken or suspended until the Board has considered the decision. If a key decision is suspended, it is not available to be called in by the Overview and Scrutiny Committee until the Board has considered the call-in.

Timetable of meetings

- 2.5. It has been agreed the committees shall meet once every two months on 10 October, 21 November (due to the Christmas timetable), 6 February and 3 April. The committees meet approximately 3 weeks before Board meetings in the first six months. Once the committees are established and working effectively the Board and committee timetable can be reviewed.

Review process

- 2.6. In order to ensure that the committees are functioning appropriately in this first year of creation, the Board asked for a 6 month review of the committee process to be brought back to Board in March 2019. This will allow the Board to be satisfied that the new governance structure is performing as expected.

Declaration of Interests at meetings

- 2.9 Other parts of the constitution apply to members of the committee chapter 19 of the Member Code of Conduct and Complaints Procedure and declaring interests at meetings. Declaration of Interests in Meetings (Chapter 5, para 12) states;
- 2.10 Where a Member attends a meeting of the Combined Authority Board, Committees or Sub-Committees they must declare personal interests and disclosable pecuniary interests not already notified in the register of interests as defined in the Members' Code of Conduct either at the start of the meeting, or otherwise as soon as the interest becomes apparent in the course of the meeting.
- 2.11 All Members and their Substitute Members, Non-Constituent Members and Co-opted Members and their Substitute Members shall also complete a Declaration of Interest form.
- 2.12 In addition, where in relation to any meeting a Member has declared a disclosable pecuniary interest in a matter, the Member must leave the room for the duration of the discussion on that matter.

3.0 FINANCIAL IMPLICATIONS

- 3.1. In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017 no remuneration is to be payable by the Combined Authority to its members.

4.0 LEGAL IMPLICATIONS

- 4.1. The responsibilities of committees are set out in the Constitution. Committees must comply with the Combined Authority constitution.

5.0 SIGNIFICANT IMPLICATIONS

- 5.1. N/A

6.0 APPENDICES

- 6.1. Appendix 1 – Transport and Infrastructure Committee Terms of Reference



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

6.2. Appendix 2 – Procedure rules of Executive Committee meetings

<u>Source Documents</u>	<u>Location</u>
Cambridgeshire and Peterborough Combined Authority Board meeting on Wednesday 26 September 2018 Agenda Item 1.7	http://cambridgeshirepeterborough-ca.gov.uk/meetings/cambridgeshire-and-peterborough-combined-authority-board-4/?date=2018-09-26
Cambridgeshire and Peterborough Combined Authority Board meeting on Wednesday 25 July 2018 Agenda Item 1.6	http://cambridgeshirepeterborough-ca.gov.uk/meetings/cambridgeshire-and-peterborough-combined-authority-board-3/?date=2018-07-25

Appendix 1

Chapter 8 - Transport and Infrastructure Committee

1. Governance

- 1.1. The Combined Authority has appointed a Transport and Infrastructure Committee. The committee is an executive committee of the Combined Authority Board.

2. Introduction

- 2.1. The Transport and Infrastructure Committee operates within the terms agreed by the Combined Authority Board.
- 2.2. The Combined Authority Board retains responsibility for agreeing key strategies (Local Transport Plan, Bus Strategy, and other key strategies as it determines). These are known as the 'reserved matters'.
- 2.3. The Combined Authority Board will determine all matters requiring a budget allocation, which may then be delegated to the committee to deliver.
- 2.4. The Combined Authority will determine all business cases, which may be delegated to the committee to deliver.
- 2.5. The Combined Authority Board may request the committee to assist in the development of key strategies to carry out and manage delivery of those key strategies including consultation processes and preparation of draft strategies.
- 2.6. The Combined Authority Board may further decide to refer any individual matters to the committee within its remit.
- 2.7. The Committee will have a key role in monitoring and evaluating the delivery of programmes and projects for the purposes of the Monitoring and Evaluation Framework.
- 2.8. The Committee can initiate proposals for the Combined Authority Board to consider.

3. Terms of Reference

Functions

- 3.1. The Transport Committee may make recommendations on the following matters to the Combined Authority Board (reserved matters):
- (1) The Local Transport Plan.
 - (2) Bus Strategy.
 - (3) The transport revenue budget, including any transport levy.
 - (4) The annual programme of strategic transport projects and the associated capital investment budget.
 - (5) Borrowing powers exercised as the Local Transport Authority.
 - (6) Creation of the key route network.
- 3.2. The Transport Committee shall exercise the Combined Authority's functions for the following:
- 3.3. Assisting in policy development, particularly in the development of the Local Transport Plan and Bus Strategy;
- 3.4. Monitoring the delivery of those programmes and projects to enable delivery of the strategic transport network as approved by the Board;
- 3.5. Monitoring the annual programme of transport and infrastructure projects agreed by the Board;
- 3.6. Within the delegation of functions and budget approved by the Board to approve the commissioning of delivery partners, and authorising budget release for transport and infrastructure and delivery projects;
- 3.7. Monitoring the revenue and capital transport budget for the purpose of assisting decisions by Board;
- 3.8. Overseeing the development of the annual transport levy;
- 3.9. Monitoring the delegation of passenger transport functions to delivery partners;
- 3.10. Monitoring the delivery of projects by delivery partners;

Chapter 8 – Transport and Infrastructure Committee

- 3.11. Monitoring agreements with the Minister or strategic highways companies for the exercise of functions relating to the strategic network;
- 3.12. Overseeing the development and implementation of policies and programmes relating to:
 - (a) Clean Air
 - (b) Energy and Clean Growth
 - (c) Renewable energy
 - (d) Security of energy supply
- 3.13. Overseeing strategic relationships with utility providers;
- 3.14. Matters initiated by the committee can be referred to the Board.

4. Strategic and Budget Framework

- 4.1. The Committee should ensure schemes contribute and meet the targets in the 2030 Ambitions, the 4 year plan and specific strategies. The committee must act within existing budgets and strategic frameworks. Any decisions must be within the parameters agreed by the board.

5. Accountability

- 5.1. The Committee is accountable to the Combined Authority Board.

6. Membership

- 6.1. The Transport Committee shall comprise five members to include:
 - (a) The Chair
 - (b) Board Member for Cambridgeshire County Council
 - (c) Board Member for Peterborough City Council
 - (d) Board Member from Cambridge City Council or South Cambridgeshire District Council
 - (e) Board Member of the Combined Authority Board (representing the wider county geography)

Chapter 8 – Transport and Infrastructure Committee

- 6.2. The Combined Authority Board shall appoint the committee and substitute members. Board members may nominate their substitute member on the Board or another member from a constituent council to be a member of the committee. The Board member shall also nominate a named substitute member. Nominations are subject to approval by the Board.
- 6.3. Co-opted Members of the Combined Authority Board should receive an open invite to all three executive committees to enable them to attend for items of interest. If a co-opted member wishes to attend and speak at the meeting, they should notify the relevant Chair prior to the meeting.

7. Lead Director

- 7.1. The Lead Director for the Committee is:

(a) Transport Director

Appendix 2

Chapter 11 - Procedure rules of Executive Committee meetings

1. Access to meetings

- 1.1. The Transparency Rules, Forward Plan and Key Decisions apply to all committees, sub-committees and joint committees.

2. Membership

- 2.1. The membership of committees is set out in its terms of reference.
- 2.2. If a member fails throughout a period of six consecutive months from the date of their last attendance to attend any meeting of the committee, then, subject to certain exceptions, they cease to be a member of the committee.
- 2.3. A person will cease to be a member or a substitute member of an Executive Committee if they cease to be a Member of the Constituent Council that nominated or appointed them. The Combined Authority Board Member shall appoint or nominate a replacement as soon as possible.
- 2.4. A member or substitute member may resign by giving written notice to the Monitoring Officer, and the resignation takes effect on the receipt of the notice.
- 2.5. The relevant Combined Authority Board Member shall at any time be entitled to terminate the appointment of a member or substitute member nominated by them and replace that member or substitute Member, subject to the approval of the nomination by the Combined Authority Board.
- 2.6. The Combined Authority Board Member must give written notice of the new nomination and the termination of the previous nomination to the Monitoring Officer. The termination will take effect immediately. The new appointment shall take effect after the nomination has been approved by the Combined Authority Board.

3. Quorum

- 3.1. No business is to be transacted at a meeting of the Committee unless at least two-thirds of the total number of Members on the Committee are present.

4. Chair and Vice-Chair

- 4.1. The Combined Authority Board shall appoint the Chair on the recommendation of the Mayor and he/she shall be the lead portfolio holder for the functions of the committee. No vice-chair shall be appointed. The committee shall appoint a chair for the meeting when the chair is absent.
- 4.2. Portfolio holders have a strategic role in leading the development of future policy and budget allocations for approval at Board. They work directly with officers to give guidance in the development of future policy. A chair shall fulfil this same role and has an additional responsibility of chairing a committee to operate within the agreed delegations for matters approved by the Board.

5. Voting

- 5.1. Each member of the committee is to have one vote and no member (including the Chair) is to have a casting vote.
- 5.2. Any questions that are to be decided by the committee are to be decided by a simple majority of the Members present and voting unless special voting rules apply. If a vote is tied on any matter it is deemed not to have been carried. Special voting arrangements are set out in [Chapter 5 – Proceedings of Meetings](#) paragraph 16.

6. Minutes and Call-in of Committee Decisions

- 6.1. The Monitoring Officer shall publish details of decisions of the committee on the Combined Authority website and to all Members of the Committee, the Board Members and the Overview and Scrutiny Committee. Where the decision is made at a meeting, this shall be no later than the close of business on the third clear working day following the day of the meeting at which the decision was made.
- 6.2. Three Members of the Board may call-in a decision of the committee by notifying the Monitoring Officer. The decision will not be implemented and will be referred to the Combined Authority Board for review and decision.
- 6.3. On receipt of a call-in request, the Monitoring Officer shall:

- (a) notify the Mayor, Members of the Combined Authority Board, Members of the Committee and Members of the Overview and Scrutiny Committee, of the call-in; and
- (b) either call a meeting of the Board or refer the matter to the next scheduled Board meeting.

6.4. If a key decision is suspended, it is not available to be called in by the Overview and Scrutiny Committee until the Board has met and reviewed the committee's decision and either confirmed, amended or rescinded the decision. The Overview and Scrutiny Committee shall have five days after publication of the Board decisions to call in a key decision, in accordance with the Overview and Scrutiny Committee's call in arrangements set out in [Chapter 13 – Overview and Scrutiny Committee](#)



TRANSPORT AND INFRASTRUCTURE COMMITTEE	AGENDA ITEM No: 2.1
10 OCTOBER 2018	PUBLIC REPORT

COMMISSION OF THE LOCAL TRANSPORT PLAN

1.0 PURPOSE

- 1.1. The purpose of this paper is to seek confirmation of the scope and outputs proposed in the commission of the Local Transport Plan (LTP) for the Combined Authority area.

DECISION REQUIRED	
Lead Member:	James Palmer, Mayor and Portfolio Holder for Transport
Lead Officer:	Chris Twigg, Director of Transport
Forward Plan Ref: TBC	Key Decision: Yes
The Transport and Infrastructure Committee is asked to recommend that the Combined Authority Board on 31 October: (a) Agree on the scope of the Local Transport Plan for the Combined Authority; (b) Agree on the stakeholder engagement strategy	Voting arrangements Simple majority of all members

2.0 BACKGROUND

- 2.1. Following devolution, the Combined Authority is now the Local Transport Authority with strategic transport powers for the areas previously covered by Cambridgeshire County Council and Peterborough City Council.
- 2.2. The Mayor and the Combined Authority are together responsible for:
- (a) The Statutory requirement for delivery of the Local Transport Plan (LTP);

- (b) Establishing local transport budget for Cambridgeshire and Peterborough;
 - (c) Management and maintenance of a Key Route Network of local authority roads when established; and
 - (d) Passenger transport, including the ability to franchise bus services in the Cambridgeshire and Peterborough area.
- 2.3. The Combined Authority Board at its meeting on the 28 June 2017 agreed to adopt the previous LTPs of Cambridgeshire County Council and Peterborough City Council into a single interim LTP, until a comprehensive statutory process could be undertaken. This process would review the Combined Authority's strategic transport planning role to produce a long term LTP for the Cambridgeshire and Peterborough area.
- 2.4. The LTP is essential to the Cambridgeshire and Peterborough Combined Authority's (CPCA) role in place shaping and delivery of public transport services in collaboration with other stakeholders. Whilst the interim LTP complies with the Authority's statutory requirements it is not fully aligned with the aspirations of the CPCA as set out by the Mayor and in the wider CPCA 2030 Strategy.

3.0 MAIN ISSUES

- 3.1. The Mayor and the Combined Authority are committed to addressing the historic deficit in transport investment and improving transport and the physical connections between communities including cities, towns and rural areas. This will provide a means to deliver sustainable growth across the area, and support housing and economic development.
- 3.2. The Mayor and the Combined Authority plan to significantly improve connectivity for the Cambridgeshire and Peterborough area through digital infrastructure and in tackling traffic congestion and pollution.
- 3.3. The interim LTP provides an overview of the area's aims and objectives, its strategies to address challenges and summarises the major transport schemes required to achieve targeted growth and place-making across the CPCA geography, contained within the existing LTPs for Cambridgeshire and Peterborough.
- 3.4. In May 2018 the Combined Authority Board approved the Mayoral Interim Transport Strategy Statement. The purpose of the statement is to guide the development of the new LTP and to provide clear direction to transport projects that are either underway or soon to be developed. By providing this direction the expectation is that all schemes will be consistent with the key features and strategic framework that will

emerge from the new LTP. The aim is to improve immediate decision making, accelerate delivery and achieve long term value for money.

- 3.5. To ensure that the LTP outputs meet the requirements of the CPCA, including capturing opportunities for enhanced growth beyond that identified in the current Interim LTP and key stakeholders the Committee is recommended to ask the Combined Authority Board on 31 October to agree the scope and outputs proposed for the LTP and approve the proposed stakeholder engagement strategy in delivery of the LTP.

4.0 FINANCIAL IMPLICATIONS

- 4.1. There are no financial implications arising from this report. A total budget for the development of the LTP was previously approved by the Board for £500,000 split over two financial years (18/19 and 19/20).

5.0 LEGAL IMPLICATIONS

- 5.1. The Transport Act 2000 requires the preparation of local transport plans. Each local transport authority must:
 - (a) develop policies for the promotion and encouragement of safe, integrated, efficient and economic transport to, from and within its area;
 - (b) take into account guidance from the Secretary of State on climate change and the protection of the environment;
 - (c) implement those policies.
- 5.2. The Combined Authority must keep the LTP under review, alter it if it considers it appropriate to do so and replace it not later than five years after the date on which it was made. Given the recent adoption of the LTPs within Cambridgeshire County and Peterborough City Councils it is considered appropriate to adopt the current two plans into an interim single LTP for the Combined Authority area. The Secretary of State has been notified of this proposal.
- 5.3. The Combined Authority has committed to bringing forward plans for a new LTP in 2019. This will therefore meet its obligation to keep the plan under review. Any proposals to replace the interim plan will be required to meet statutory consultation requirements which will be detailed in the future report.

6.0 EQUALITIES IMPLICATIONS

- 6.1. The existing LTPs have been developed to ensure open and transparent consultation and decision making and the ability of residents and communities to provide feedback.
- 6.2. The DfT provides guidance about the need for LTPs to address key policy guidelines and statutory requirements such as the transport needs of older people with mobility difficulties and people with disabilities, climate change and others.

7.0 APPENDICES

7.1 Appendix 1 - Proposed Scope and Outputs

<u>Source Documents</u>	<u>Location</u>
1. Transport Act (2000)	1. https://www.legislation.gov.uk/ukpga/2000/38/introduction
2. Local Transport Act (2008)	2. https://www.legislation.gov.uk/ukpga/2008/26/contents
3. Cambridgeshire Local Transport Plan	3. https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/transport-plans-and-policies/local-transport-plan/
4. Peterborough Local Transport Plan	
5. DfT's guidance on Local Transport Plan (2009)	4. https://www.peterborough.gov.uk/council/strategies-polices-and-plans/transport-strategies/local-transport-plan/
6. CA Board paper June 2017	5. Department for Transport Great Minster House 76 Marsham Street London SW1P 4DR Telephone 020 7944 8300. ISBN 978-1-84864-023-8
7. CA Board paper July 2017	
8. CA Board May 2018	6. http://cambridgeshirepeterborough-ca.gov.uk/assets/Combined-Authority/280617-Decision-Summary.pdf
	7. http://cambridgeshirepeterborough-ca.gov.uk/assets/Uploads/Decision-statement-26th-July-2017.pdf
	8. http://cambridgeshirepeterborough-ca.gov.uk/meetings/cambridgeshire-and-peterborough-combined-authority-board-11/

APPENDIX 1

PROPOSED SCOPE AND OUTPUTS

Statutory requirements

The Transport Act (2000), Local Transport Act (2008) and LTP guidance (2009) place the following statutory requirements on local authorities with regards to LTPs:

- a) A duty to consult when formulating plans and policies, for at least 12 weeks.
- b) A duty to involve citizens in local decision making and service provision.
- c) European legislation requires that a Strategic Environmental Assessment (SEA) be undertaken of all LTPs. Local transport authorities should ensure that a SEA is an integral part of developing and delivering the its LTP. A Health Impact Assessment is also key part of a SEA.
- d) Habitats Regulation Assessment (HRA) - Local transport authorities need to consider if their LTP is likely to have a significant effect on a European site. If a significant effect is likely, the plan must be subject to an appropriate assessment. Statutory environmental bodies should be consulted.
- e) Equality Impact Assessment to be undertaken.

Process

It is anticipated that the LTP will be developed in four phases as outlined below, noting that phase three and four will overlap in timescale. In addition, we will expect the consultant to play a central role in co-ordinating third-party delivery partners to enable the wider suite of LTP documents to be developed in coherent and consistent fashion. This includes the development of the SEA and HRA by other consultants as well as any engagement with the highway authorities or planning authorities who may be involved in developing documents or have existing documents such as Highway Asset Management Policies and Network Management Duty.

Phase 1 – Initiation, issues and options

This phase will look to establish the high-level context for the LTP. Developing a long term vision for transport, it will provide the platform needed to support a bold and ambitious transport plan and how this will support the wider demographic, social and economic aspirations of the area. It should consist of the following tasks:

- Develop aims and objectives – working closely with the CPCA, the Local Highway Authorities and other key stakeholders, it will set out and articulate

the vision and objectives. Early agreement on these is required to set the tone for the whole process.

- Determine policy / topic areas that need to be included.
- Develop / update evidence base and determine key challenges.
- Review existing LTPs and other policies.
- Research into smart transport and technological advances.
- Establish stakeholder groups / workshops at an early stage.

Phase 2 – Produce Draft LTP and LTTS documents

This phase should follow a high-level modelling / formulaic approach to allow consideration of the relative merits of alternative strategic packages along with the identification of any trade-offs associated with various courses of action. The following are necessary tasks associated with this stage:

- Development of a draft plan – overarching strategies, policies and delivery plans
- Statutory consultation required

It is anticipated that the LTP documents will be shaped around people, place and mode but the approach will be developed with the consultant.

Phase 3 – Produce Full LTP, LTTS and Implementation Plan documents:

This phase requires developing the previously worked through programme of priorities to deliver the LTP objectives to a deliverable implementation plan. This should take account of individual organisation accountabilities, statutory responsibilities, delivery capacity, funding availability and risk management to identify a robust delivery and commercial strategy and programme schedule. To complete this phase the following will be required:

- Finalise overarching strategy and policies, including the consolidation and consideration of feedback from the consultation

Phase 4: Consultation response and finalisation of plan

- Revise Local Transport Plan document
- Sign-off of Local Transport Plan

Complementary Strategies

There are a number of complementary strategies which do not form part of this commission but retain significance. Primarily these include those plans and duties set out in Annex A of the LTP Guidance, covering areas such as the Transport Asset Management, Network Management Duty, and Air Quality Action

Plan. Whilst the consultant is not directly involved in the refresh of these documents it is important that the consultant works collaboratively with these other parties to ensure consistency and alignment with the LTP. Many of these documents remain the responsibility of CCC or PCC as the Highways Authority.

Similarly, there may be more detailed mode- and place-specific strategies that emerge from the LTP. This could cover detailed proposals such as Smarts Cities or Rail, or more targeted area-based strategies. It is important that the consultant sets out in its proposal the level of detail to which these strategies will be developed within the LTP and where it is expected that such strategies will be developed outside of the LTP.

Scope

It is essential to have early agreement on the scope of the LTP, particularly regarding aims, objectives, and overall policy and strategy direction. This sets the tone for the whole process and will shape the content of the LTP. Other issues which require early clarity include:

- Project governance – early agreement will be needed on how the CA will steer the development of the CPCA LTP, and clarity will be needed on the roles that the constituent partners will have.
- Horizon year:
 - It is suggested that the CPCA LTP Policies and Strategies document has a horizon year of 2031/36 (in line with Local Plans).
 - It is suggested that the new CPCA LTTS is developed for Cambridgeshire and Peterborough to 2050.
 - It is suggested that a 3-5 year rolling programme for smaller schemes be developed
 - It is suggested that a 7-10 year rolling programme for major schemes be developed.

Assumptions

The following assumptions have been made in developing this proposal.

- The new LTP policies and strategies, will be a fundamental review of the current Peterborough and Cambridgeshire LTPs to:
 - Support inclusion growth in all areas of the CPCA. Spreading prosperity across the whole of Cambridgeshire and Peterborough
 - Enable a stronger focus on strengthening the economy in the north of the Combined Authority area and improving north / south transport links
 - Reflect the new governance and leadership arrangements of the CPCA Authority as well as the new funding opportunities available
 - Reflect digital and technological advances

- Take account of business cases and feasibility studies already being undertaken by the CPCA
- The new LTP will contain overarching policies and strategies, while detailed strategies will be described in separate appendices
- A new LTTS, and supporting Implementation Plan will be developed, focusing on the opportunity to deliver key transport improvements through CPCA's funding opportunities
- A SEA and HRA will be undertaken by a different organisation which will require cross-organisational collaboration
- Public consultation will be carried out for a minimum of 12 weeks
- Transport modelling will be required, principally for the LTTS, and will need to be scoped and agreed as part of the process. It is expected that modelling information from the feasibility studies currently being undertaken can be used to inform the development of the LTP.

Consultation

Good relationships must be established from the outset and maintained throughout to aid effective consultation. Opportunities for consultation should be assessed at various stages and acted upon where required, such as when defining objectives, strategy and policy, major schemes, or programme and priorities. During the project inception phase, early communication is needed to agree the timing and scope of the consultation to safeguard participation.

The consultant will submit a recommended proposal based on good practice from other LTP developments and adhering to statutory timescales.

The SEA and HRA legislation requires formal consultation with statutory bodies at several stages in the process. These documents will be produced separately but must form part of the programme for the new LTP.

A list of statutory stakeholders are set out in the LTP Guidance. Other key stakeholders will be identified during the early stages of the commission. The consultant will be responsible for the statutory consultation including:

- Preparing consultation material
- Stakeholder consultation covering meetings, workshops and presentations
- Public consultation covering online channels, exhibitions
- Fielding stakeholder and public queries as well as collating, assimilating and considering feedback from the consultation process

In undertaking the above tasks, it is essential that the consultant works closely with the CPCA communications team.