

Lancashire County Council

Cabinet

**Thursday, 9th May, 2024 at 2.00 pm in Committee Room 'B' - The Diamond
Jubilee Room, County Hall, Preston**

Agenda

Part I (Open to Press and Public)

No. Item

1. Apologies for Absence

2. Disclosure of Pecuniary and Non-Pecuniary Interests

Members are asked to consider any Pecuniary and Non-Pecuniary Interests they may have to disclose to the meeting in relation to matters under consideration on the Agenda.

3. Minutes of the Meeting held on 11 April 2024 (Pages 1 - 10)

4. Questions for Cabinet

To answer any verbal questions and supplementary questions from a county councillor, about any matter which relates to any item under Part I on the agenda for this meeting under Standing Order C34(7).

To submit a question to Cabinet, click [here](#).

There will be a maximum of 30 minutes for the questions to be asked and answered.

Matters for Decision:

**The Cabinet Member for Resources, HR and Property
(Deputy Leader) - County Councillor Alan Vincent**

5. Procurement Report (Pages 11 - 18)

Please note that Appendix 'B' to this report is in Part II and appears as Item No. 17 on the Agenda.



The Cabinet Member for Resources, HR and Property (Deputy Leader) - County Councillor Alan Vincent and The Cabinet Member for Economic Development and Growth - County Councillor Aidy Riggott

6. **Lancashire Enterprise Partnership - Integration of Functions into the County Council** (Pages 19 - 22)

The Cabinet Member for Highways and Transport - County Councillor Rupert Swarbrick

7. **Bus Service Improvement Plan Phase 3 Funding** (Pages 23 - 28)

8. **Lancashire Cycling and Walking Infrastructure Plans** (Pages 29 - 76)

9. **Integrated Transport Capital Funding 2024/25: Proposed Apportionment** (Pages 77 - 84)

10. **Proposed Bus Lane, New Hall Lane, Preston** (Pages 85 - 92)

The Cabinet Member for Education and Skills - County Councillor Jayne Rear

11. **Determination of the Home to School Transport Policy - Academic Year 2025/2026** (Pages 93 - 120)

Matters for Information:

12. **Urgent Decisions taken by the Leader of the County Council and the relevant Cabinet Member(s)**

There have been no urgent decisions taken since the last meeting of Cabinet.

13. **Urgent Business**

An item of urgent business may only be considered under this heading where, by reason of special circumstances to be recorded in the Minutes, the Chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency. Wherever possible, the Chief Executive should be given advance warning of any Member's intention to raise a matter under this heading.

14. **Date of Next Meeting**

The next meeting of Cabinet will be held on Thursday 6 June 2024 at 2.00 pm at County Hall, Preston.

15. **Notice of Intention to Conduct Business in Private**

No representations have been received.



Click [here](#) to see the published Notice of Intention to Conduct Business in Private.

16. Exclusion of Press and Public

The Cabinet is asked to consider whether, under Section 100A(4) of the Local Government Act 1972, it considers that the public should be excluded from the meeting during consideration of the following items of business on the grounds that there would be a likely disclosure of exempt information as defined in the appropriate paragraph of Part I of Schedule 12A to the Local Government Act 1972 as indicated against the heading to the item.

Part II (Not Open to Press and Public)

The Cabinet Member for Resources, HR and Property (Deputy Leader) - County Councillor Alan Vincent

17. Appendix 'B' to Item 5 - Procurement Report (Pages 121 - 124)

Exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972. The Appendix contains information relating to the financial or business affairs of any particular person (including the authority holding that information). It is considered that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The Cabinet Member for Resources, HR and Property (Deputy Leader) - County Councillor Alan Vincent and The Cabinet Member for Economic Development and Growth - County Councillor Aidy Riggott

18. City Deal - Proposed Revised Terms (Pages 125 - 136)

Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. The report contains information relating to the financial or business affairs of any particular person (including the authority holding that information). It is considered that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Angie Ridgwell
Chief Executive

County Hall
Preston



Lancashire County Council

Cabinet

**Minutes of the Meeting held on Thursday, 11th April, 2024 at 2.00 pm in
Committee Room 'B' - The Diamond Jubilee Room, County Hall, Preston**

Present:

County Councillor Phillippa Williamson Leader of the Council
(in the Chair)

Cabinet Members

County Councillor Peter Buckley
County Councillor Graham Gooch
County Councillor Michael Green
County Councillor Jayne Rear
County Councillor Aidy Riggott
County Councillor Rupert Swarbrick
County Councillor Cosima Towneley
County Councillor Shaun Turner

County Councillor Lorraine Beavers was also in attendance under the provisions of Standing Order No. C13(2).

1. **Apologies for Absence**

Apologies were received from County Councillors Alan Vincent and Jennifer Mein.

County Councillor Mike Goulthorp attended on behalf of County Councillor Alan Vincent under Standing Order C13(1).

2. **Disclosure of Pecuniary and Non-Pecuniary Interests**

None

3. **Minutes of the Meeting held on 7 March 2024**

It was noted that in relation to Item 9 – Proposed 2024/25 Highways New Start Capital Programmes that road 356 Goosnargh Lane was not in the Ribble Valley South West electoral division as listed in the report, and was in the Preston Rural electoral division.

Resolved: That the minutes of the meeting held on 7 March 2024 be confirmed as a correct record and signed by the Chair.



Cabinet noted and welcomed the visit of Her Royal Highness, The Princess Royal to Helmshore Mills Textile Museum in Rossendale, yesterday Wednesday 10 April 2024.

4. Questions for Cabinet

There were two questions received.

A copy of the questions and the responses are attached to the minutes.

5. Procurement Report

Cabinet considered a report seeking approval to commence the following procurement exercises in accordance with the county council's procurement rules:

- (i) Electrical and mechanical consultancy;
- (ii) Reactive and planned improvement works;
- (iii) Real Time Passenger Information Bus Services and Traffic Light Priority System; and
- (iv) Lancashire Domestic Abuse Support in Safe Accommodation and Outreach Services.

Resolved: That the commencement of procurement exercises for the following be approved:

- (i) Electrical and mechanical consultancy;
- (ii) Reactive and planned improvement works;
- (iii) Real Time Passenger Information Bus Services and Traffic Light Priority System; and
- (iv) Lancashire Domestic Abuse Support in Safe Accommodation and Outreach Services.

6. Household Support Fund

Cabinet considered a report on the Household Support Fund. It was noted that an extension to the Household Support Fund had recently been announced by the Chancellor of the Exchequer, and the associated grant funding from the Department for Work and Pensions was being provided for a further six months from 1 April 2024.

Resolved: That

- (i) The proposed approach to the allocation of the Household Support Fund, as detailed in the report, be approved;
- (ii) The Director of Public Health, Wellbeing and Communities be authorised, in consultation with the Cabinet Member for Resources, HR and Property (Deputy Leader), to approve the final detail of the scheme, and any subsequent Household Support Fund schemes in line with the principles set out and relevant government guidance; and
- (iii) The decision be implemented immediately for the purposes of Standing Order C27(3) as any delay could adversely affect the execution of the county



council's responsibilities. The reason for this was to expedite implementation of the decision as there was an expectation that the scheme is implemented from 1 April 2024, providing support to some of the most vulnerable households in Lancashire.

7. Residential Children's Homes

Cabinet considered a report that set out proposals to establish up to 15 new residential children's homes, comprising four 4 bed homes, eleven 2 bed homes and two solo crisis beds in an existing home, which would deliver up to 40 additional in-house residential children's home beds.

It was noted that Appendix 'A' of the report was in Part II and was set out at Item No. 21 on the agenda.

In presenting the report, Cabinet thanked County Councillors Mike Goulthorp, Jeff Couperthwaite, and Alan Vincent, together with Jacqui Old CBE, Executive Director of Education and Children's Services, Louise Anderson, Director of Children's Social Care, Dave Carr, Director of Policy, Commissioning and Children's Health, and all the officers who helped produce the report, for all the work they had undertaken in bringing the report to Cabinet.

Resolved: That, the following be approved:

- (i) The establishment of up to 15 new homes, comprising four 4 bed homes, eleven 2 bed homes and two solo crisis beds in an existing home, which would deliver up to 40 additional in-house residential children's home beds;
- (ii) The capital funding as set out in Appendix 'A' of the report for acquisition and works for the 15 new homes and two solo crisis beds; and
- (iii) The programme be subject to review by the Cabinet Member for Resources, HR and Property (Deputy Leader) and the Cabinet Member for Children and Families, in conjunction with the Executive Director for Education and Children's Services and the S151 officer, after the delivery of the first 9 homes and two crisis beds (first 3 waves) to ensure that the approval is delivering benefits as expected.

8. Childcare Expansion Capital Grant

Cabinet considered a report on the Childcare Expansion Capital Grant scheme. It was noted that the Childcare Expansion Capital Grant had been allocated to local authorities to:

- Support the expansion of early years provision for 2-year-olds and under 2s.
- Increase the availability of wraparound provision for primary school aged children so that parents can access childcare before and after the standard school day whilst they are at work.

The county council had been allocated £2,519,795 of capital funding for these expansion programmes, and the split was based on 80% towards the expansion of



early years provision for 2-year-olds and under 2s, and 20% towards the expansion of wraparound provision.

Resolved: That:

- (i) The approach to how the capital funding will be allocated and spent, be approved;
- (ii) The capital grant be agreed, and added to the capital programme and budget;
- (iii) The revenue grant be agreed, and the method of allocation be approved; and
- (iv) The Director of Education, Culture and Skills be authorised, in consultation with the Cabinet Member for Education and Skills, to agree the criteria for the award of the grant to providers.

9. Blackpool Road, Kirkham - Shared Use Cycletrack

Cabinet considered a report that recommended a shared use cycle track be constructed within existing highway extent and on land already owned or to be acquired by the county council north of Blackpool Road, Kirkham, to be constructed from the East side of the A585, to the West side of the A585, making use of some sections of the existing pathway which already runs through the St George's Park housing estate. It was noted that objections had been received from a number of residents.

Resolved: That, following a variation to the old Section 278 agreement and land acquisition from Kirkham Town Council, the construction of a shared use cycletrack within existing highway widths on Blackpool Road and the A585, Kirkham and on land already owned by the county council and further land acquired from the Kirkham Town Council along the route option 1 as shown in the report, from the A583, crossing under the A585 and exiting onto Ribby Road and the A583, be approved.

10. Lancaster Road, Preston - Quality Bus Stop and Clearway

Cabinet considered a report on the installation of a quality bus stop and clearway on Lancaster Road, Preston, following consideration of various highway safety improvements. It was noted that an objection had been received.

It was also noted that the markings would enhance cyclist awareness of potential conflicts with stationary buses, reducing the potential for conflicts and improving overall safety, especially for vulnerable users.

Resolved: That the installation of a quality bus stop and clearway on Lancaster Road, Preston as shown on the plan at Appendix 'A' of the report, be approved.

11. Proposal to Construct Bus Stop Clearways on the Stagecoach 125 Bus Route in the Area of the A6 and A673 Chorley to Horwich

Cabinet considered a report that proposed to introduce bus stop clearways and associated traffic regulation orders as part of a works package to improve bus stop access along the Stagecoach 125 bus route between Chorley and Horwich, making



stops Equality Act compliant and providing improvements for those with mobility impairments. It was noted that objections to the proposals had been received.

In presenting the report, it was noted that an additional objection had been received after the agenda publication raising the number of objections received from two to three. The objection had been circulated to the Cabinet prior to the meeting.

Resolved: That, the following be approved:

- (i) The revocation of 4 bus stop clearways on Bolton Road and Chorley Road; and
- (ii) The introduction of 13 bus stop clearways and associated works on Bolton Road and Chorley Road.

12. SEND Sufficiency Strategy Implementation - Provision of Special Educational Needs Units in Mainstream Schools and Special School Places

Cabinet considered a report proposing an increase in the number of specialist school places available either through establishing Special Educational Needs Units attached to mainstream schools and/or to increase capacity in Lancashire special schools.

The report also included the results of a formal consultation to create a Special Educational Needs Unit at Flakefleet Primary School for 16 children in Fleetwood and sought approval for the following:

- To confirm the budget spend for alterations/adaptations in two mainstream schools' Special Educational Needs Units at Fleetwood Chaucer Primary School and Morecambe Bay Primary School.
- The increased spend required to create additional places at The Loyne Specialist School, Lancaster, and Mayfield Specialist School, Chorley.
- The budget spend to complete phase 3 of the expansion of Thornton Cleveleys Red Marsh School.
- The increased spend required to create additional places at West Lancashire Community High School Phase 2 of the works.

It was noted that Appendix 'C' of the report was in Part II and was set out at Item No. 22 on the agenda.

In presenting the report, it was noted that following further information received following the agenda publication, the costings in relation to Mayfield Special School, Chorley had increased, and therefore an amendment was proposed to recommendation (v) as follows:

"Approve the additional funding for the completion of the works required to create additional capacity at The Loyne Specialist School, Lancaster and the revised additional funding for Mayfield Specialist School, Chorley, as tabled at the meeting."



Resolved: That:

- (i) Following consideration of the results of the formal consultation following the publication of the statutory proposal, approval be given for the creation of a Special Educational Needs Unit within Flakefleet Primary School, Fleetwood;
- (ii) The funding for building alterations/adaptations and/or acquisition of resources or necessary expenditure for Flakefleet Primary School, Fleetwood, be approved;
- (iii) The funding for building alterations/adaptations in the Special Educational Needs Unit at Chaucer Primary School, Fleetwood, be approved;
- (iv) The funding for building alterations/adaptations in the Special Educational Needs Unit at Morecambe Bay Primary School, be approved;
- (v) The additional funding for the completion of the works required to create additional capacity at The Loyne Specialist School, Lancaster and the revised additional funding for Mayfield Specialist School, Chorley, as tabled at the meeting, be approved;
- (vi) The budget for the completion of the third phase of the expansion of Thornton Cleveleys Red Marsh School, be approved; and
- (vii) The additional funding for the completion of Phase 2 of the works required to create additional capacity at West Lancashire Community High School, Skelmersdale, be approved.

13. School Place Planning Basic Need Update

Cabinet considered a report that provided details on the outcome of the statutory consultation regarding a proposal to permanently expand Archbishop Temple Church of England High School, Preston, from September 2025, by increasing the school's Published Admission Number from 155 to 210.

It was noted that Appendix 'A' of the report was in Part II and was set out at Item No. 23 on the agenda.

Resolved: That, following consideration of the findings of the Archbishop Temple Church of England High School statutory consultation, the following be approved:

- (i) The proposal to permanently expand Archbishop Temple Church of England High School, Preston by 55 places, to increase the Published Admission Number from 155 to 210 from September 2025; and
- (ii) The capital allocation for the permanent expansion of Archbishop Temple Church of England High School, as set out at Appendix 'A' of the report.

14. The Future of Pinfold Primary School, Scarisbrick

Cabinet considered a report on the future of Pinfold Primary School, Scarisbrick. It was noted that on 14 February 2024, the Leader of the Council and the Cabinet Member for Education and Skills took an urgent decision on behalf of Cabinet agreeing to a statutory notice being published to begin a representation period on the proposed closure of Pinfold Primary School, Scarisbrick and repurposing the building as a satellite site to Kingsbury Primary School, Skelmersdale. As part of the statutory process, a decision should now be taken about the proposal, which will be



undertaken by Lancashire County Council as the decision maker. It was further noted that if the authority did not make a decision within two months from the end of the consultation period, the proposal and any representations about the proposal must be passed to the schools' adjudicator for a decision.

Resolved: That:

- (i) The proposal, as detailed in the Statutory Notice, to close Pinfold Primary School, Scarisbrick, with implementation commencing from 19 April 2024, be approved;
- (ii) The proposal, as detailed in the Statutory Notice, to expand Kingsbury Primary School, Skelmersdale, onto a satellite on the site of Pinfold Primary School, creating up to 20 special school places commencing from 22 April 2024, be approved; and
- (iii) That an appropriate statutory decision letter be sent out, as specified under legal requirements, to give reason for the decisions to those who are to be informed of them.

15. Urgent Decisions taken by the Leader of the County Council and the relevant Cabinet Member(s)

Resolved: That the three urgent decisions taken by the Leader of the County Council, and the relevant Cabinet Member, since the last meeting of Cabinet, be noted.

16. Urgent Business

There were no items of Urgent Business.

17. Date of Next Meeting

It was noted that the next meeting of Cabinet would be held at 2pm on Thursday, 9 May 2024 at County Hall, Preston.

18. Notice of Intention to Conduct Business in Private

Cabinet noted the Notice of Intention to Conduct Business in Private and that no representations had been received.

19. Exclusion of Press and Public

Resolved: That under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item of business on the grounds that there would be a likely disclosure of exempt information as defined in the appropriate paragraph of Part I of Schedule 12A to the Local Government Act 1972.



20. Waiver of Procurement Rules - Tier 4 Residential Rehabilitation and Detoxification

Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. The report contained information relating to the financial or business affairs of any particular person (including the authority holding that information). It was considered that in all the circumstances of the case the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

Cabinet considered a report that requested a waiver of Procurement Rules in relation to the Tier 4 Residential Rehabilitation and Detoxification recovery and treatment system.

Resolved: That the recommendation, as set out in the report, be approved.

21. Appendix 'A' of Item 7 - Residential Children's Homes

Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. The appendix contained information relating to the financial or business affairs of any particular person (including the authority holding that information). It was considered that in all the circumstances of the case the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

Resolved: That Appendix 'A' of Item 7 - Residential Children's Homes, be noted.

22. Appendix 'C' of Item 12 - SEND Sufficiency Strategy Implementation - Provision of Special Educational Needs Units in Mainstream Schools and Special School Places

Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. The appendix contained information relating to the financial or business affairs of any particular person (including the authority holding that information). It was considered that in all the circumstances of the case the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

It was noted that an updated version of Appendix 'C' of Item 12 - SEND Sufficiency Strategy Implementation - Provision of Special Educational Needs Units in Mainstream Schools and Special School Places had been circulated as part of a supplementary agenda.

Resolved: That the revised Appendix 'C' of Item 12 - SEND Sufficiency Strategy Implementation - Provision of Special Educational Needs Units in Mainstream Schools and Special School Places, be noted.



23. Appendix 'A' of Item 13 - School Place Planning Basic Need Update

Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. The appendix contained information relating to the financial or business affairs of any particular person (including the authority holding that information). It was considered that in all the circumstances of the case the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

Resolved: That Appendix 'A' of Item 13 - School Place Planning Basic Need Update, be noted.

Angie Ridgwell
Chief Executive

County Hall
Preston



Report to the Cabinet

Meeting to be held on Thursday, 9 May 2024

Report of the Director of Finance and Commerce

Part I

Electoral Division affected:
(All Divisions);

Corporate Priorities:
Delivering better services;
Caring for the vulnerable;

Procurement Report

(Appendices 'A' and 'B' refer)

Contact for further information:

Paul Fairclough, Tel: (01772) 538206, Acting Head of Service - Procurement

paul.fairclough@lancashire.gov.uk

Brief Summary

This report sets out a recommendation to approve the progression of the following procurement exercise:

(i) Employee Screening Service

And a recommendation for the extension of the following contracts for four months, to allow the procurement exercise and contract mobilisation to be satisfactorily completed:

(i) Young People's Supported Accommodation Contracts

This is deemed to be a Key Decision and the requirements of Standing Order C18 have been complied with.

Recommendation

Cabinet is asked to approve the proposed actions concerning the procurement exercises as set out in Appendix 'A'.

Detail

Appendix 'A' sets out the detail of the procurement exercises and basis upon which it is proposed to carry out the process including:

- The description of the services.
- The procurement route proposed.
- The estimated contract value.
- The proposed basis for the evaluation of the tender submissions.

Appendices

Appendices 'A' and 'B' are summarised below and referenced at relevant points within this report.

Appendix	Title
Appendix 'A'	Procurement Exercises
Appendix 'B'	Approval of an Extension to Young People's Supported Accommodation Contracts - Legal Advice

Implications:

This item has the following implications, as indicated:

Legal

Legal implications are considered within Appendix 'A' for each procurement exercise individually. Further legal advice for the Approval of an Extension to Young People's Supported Accommodation Contracts procurement exercise is in Appendix 'B'.

Financial

The estimated value of the contracts will be contained within the funding arrangements as set out in Appendix 'A'. If significant variations should result from this position a further report to Cabinet will be required.

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

Appendix 'B' - Exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972. Appendix 'B' contains information relating to the financial or business affairs of any particular person (including the authority holding that information). It is considered that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.



<p>Procurement Title Employee Screening Services</p>
<p>Procurement Option Further competition via Crown Commercial Service G-Cloud 13 framework, compliant with the Public Contract Regulations 2015. Early market engagement had indicated that the contract value would be below the 'key decision' threshold. As such the procurement process has already commenced, though it has not been awarded, and is effectively 'paused' subject to this approval to proceed. As set out in the "Estimated Annual Contract Value" section, the initial estimate of value has been revised.</p>
<p>New or Existing Provision Renewal of existing service</p>
<p>Estimated Annual Contract Value and Funding Arrangements Estimated contract value is now estimated at £2.25m over four years. Early market engagement had indicated that the contract value would be up to £1.8m over a four-year period. However, a review of the estimated contract volumes, as well as the availability of a wider range of employment checks, has indicated a likely increase in future demand. As such the value of the contract is now expected to exceed the Key Decision threshold.</p>
<p>Contract Duration The Agreement is intended to be let for an initial period of 36 months from 1st June 2024, with an option to extend for a further 12 months, concluding no later than the 31st May 2028.</p>
<p>Lots Not applicable, to reduce the disaggregation of spend, maximise our economies of scale, reduce the number of systems and service providers for similar background checks, the market has sufficient competition to support a single service provider in delivering a managed service.</p>
<p>Evaluation The Contract will be established by evaluating service providers against the following Crown Commercial Services evaluation methodology and criteria:</p> <ul style="list-style-type: none"> • Prepare – understand and detail service requirements, conducting soft market testing if required. Define the evaluation criteria and weightings. • Long list – using the digital marketplace, search for service providers that match the Authority's key requirements. • Short list – review each service providers system and filter out those that do not match the Authority's specific requirements. • Evaluation – review each short-listed service providers service documents against the evaluation criteria. The panel will moderate and document decision making. • Clarifications – issue clarifications to each service provider to clarify their service proposal against the Authority's requirements. Invite for a meeting or system demonstration if required.

- Finalise evaluation – panel members finalise their scores and award to the service provider that offers the most economically advantageous tender proposal.

Tenders will be evaluated on:

- 60% technical, quality, and social value
- 40% whole of life costs

The highest scoring tenderer will be awarded the service contract.

Contract Detail

The Council will utilise the Crown Commercial Service, G-Cloud 13 framework call-off order form to structure the future contract. Additional clauses have been added that are bespoke to the Council and this specific contract. The G Cloud 13 Framework is an appropriate Framework to utilise and Legal will work with Procurement to ensure that appropriate terms are agreed with the successful provider.

The Council is moving to a managed employee screening service via a cloud hosted solution, offering a wider range of digital ID checking functionality (e.g. Digital Identity, social media and adverse media checks). The solution will introduce new ways of working, more efficiently using resources and meeting customer expectations in relation to an easy-to-use managed service. The solution will be based on an efficient workflow structure that allows users to track checks through the process and be kept up to date with how their requests are being progress through a two-way exchange.

The solution will be available to the Council's Recruitment Officers (approximately 20 users) who will undertake this activity on behalf of the Council plus all Lancashire schools (approximately 540 users) who purchase people support services.

The solution will be delivered via a usage charge (per employment check) with no overhead costs for the hosted system or number of users.

Procurement Title

Approval of an Extension to Young People's Supported Accommodation Contracts

Procurement Option

In July 2023 Cabinet gave approval to procure Young People's Supported Accommodation Contracts. However, for the reasons set out in the Contract Detail section the publication of this open tender procedure has been delayed. For completeness, the key information pertaining to the procurement is provided within this report.

An extension of four months (to the end of October 2024) to the existing contracts is requested for the purpose of allowing the procurement exercise and contract mobilisation to be safely completed.

Furthermore, with consideration to the contract mobilisation for these building-based services it is requested that the option for an additional three-month extension be included, only to be utilised where absolutely necessary in the event of the identification of significant risks impacting the safe and successful mobilisation of any individual contract, determined on a case-by-case basis. The decision to initiate this additional extension would be delegated to Directors, requiring the agreement of both the Executive Director of Resources and Director of Policy, Commissioning and Children's Health for any action to be undertaken.

The legal advice is in Part II and is set out at Appendix 'B'.

New or Existing Provision

Existing provision. Support is also commissioned through spot arrangements via the regional Northwest Flexible Purchasing System which is set to continue.

Estimated Annual Contract Value and Funding Arrangements

The procured block contract arrangements set up for these services is anticipated to have a value in the order of £5.0m per annum. This is within the indicative range set out in the previous report. The total potential value of the contracts is up to £37.0m.

Any gap in funding will be met through the New Burdens Funding and a reduction in spot commissioned services.

The four-month extension requested has an estimated value of £1,290,000.

There are no additional cost implications assumed in the extension of the existing agreements.

Contract Duration

New service contracts will be up to 7 years in length, with break points and potential extensions built in. The existing Contracts commenced on 6 January 2022 and cease on 16 June 2024. The extension to the current contracts proposed will set contract expiry to 30 October 2024.

Lotting

New service contracts concerning the delivery of supported accommodation services will be separated into 4 main lots (contract categories) to enable commissioning arrangements to be established on a district, a locality or a countywide footprint dependent upon various factors including the type of service, anticipated demand, efficiency of service delivery and value for money. Each of the 4 contract categories may be further subdivided on a geographical basis, and in total approximately 25-30 contracts may be let.

Lot 1: a) Core: multi-occupancy (6+ units) accommodation-based support service with 24-hour staffing on site; b) Visiting support: accommodation-based and/or dispersed, which can provide either a stepped down level of support from the core or can be accessed directly by young people whose needs can be best met in this service; c) Emergency accommodation.

Lot 2: Teenage Parents: visiting or on-site accommodation-based support.

Lot 3: Supported Lodgings: Support provided in a home environment by a host householder(s).

Lot 4: Short term supported accommodation services for people who are homeless which accepts families, single people and young people.

Evaluation

Tenders will be evaluated on:

- 60% Quality Criteria, including social value
- 40% Financial Criteria

Contract Detail

Young People's Supported Accommodation services provide support to Children Looked After, Care Leavers and vulnerable young people including those who are homeless, primarily aged 16 to 21.

The key objectives are to ensure that young people have a safe place to live and have access to the appropriate support to acquire the necessary skills to move on successfully to more independent living and to develop the responsibilities associated with adulthood. The services support the council to fulfil its sufficiency duty in relation to accommodation and improved outcomes for Children Looked After.

Services are currently commissioned under block arrangements for 378 young people, across 13 provider organisations. The needs of young people are wide-ranging and various types of supported accommodation services are commissioned including core 24/7-staffed services, visiting support arrangements, supported lodgings and emergency accommodation.

At the meeting held on 2 February 2023 Cabinet were informed that from April 2023 supported accommodation services for 16- and 17- year-old children looked after and care leavers would become regulated and overseen by an Ofsted-led

registration and inspection regime. The report highlighted the impact that slippages in the timeline for the changes were having on the ability to reprocur the services under a competitive tender process. At the meeting, Cabinet approved a waiver of the procurement rules to allow the extension to the block contracts for a 12-month period so that continuity of services could be maintained.

There has subsequently been a considerable delay with Ofsted registering providers. It was anticipated that providers in this market who would bid for these services would be registered with Ofsted when the tender was published. Registration of bidders would have been a requirement of the successful tender ensuring that appropriate legal service provision from the commencement of the services.

It is not currently known how long the delay in Ofsted registering providers will be, therefore a decision has been made to progress with the procurement without a resolution to these issues. Unfortunately, given the delays encountered it will be necessary to extend contracts beyond June 2024. Providers bidding for the Services will now be required to have submitted a complete registration application to Ofsted at the point of tendering, though the full outcome of the application may not be known at the point of contract award.

This is a complex procurement exercise consisting of 24 Lots for services to be provided throughout the county and includes support provided in buildings already identified and in buildings yet to be identified by bidders.

The tender opportunity is expected to close in May 2024 providing scope for evaluation and contract award to take place, followed by contract mobilisation, as required.

Report to the Cabinet

Meeting to be held on Thursday, 9 May 2024

Report of the Executive Director of Growth, Environment, Transport and Health

Part I

Electoral Division affected:
(All Divisions);

Corporate Priorities:
Supporting economic growth;

Lancashire Enterprise Partnership - Integration of Functions into the County Council

Contact for further information:

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Brief Summary

This report seeks approval for Lancashire County Council to assume those tasks and financial responsibilities detailed in the Department for Levelling Up, Housing and Communities' guidance on Local Enterprise Partnership integration into local democratic institutions. This is an interim solution, to be reviewed once the planned Combined County Authority is established.

In its guidance, the government suggests that where no combined authority is yet in place, that upper tier authorities determine where on-going responsibilities, programmes and assets of the Lancashire Enterprise Partnership will be absorbed. Given Lancashire's progress towards establishing a Combined County Authority, this would be the obvious ultimate destination for most of these assets and functions, but until it is formed, an interim solution is needed. This report outlines those activities where there remain continued responsibilities beyond the Lancashire Enterprise Partnership's closure, which formally ceased on 31 March 2024, and proposes that Lancashire County Council (the partnership's accountable body and Section 151 link) takes steps to provide that interim hosting in consultation with the other two Upper Tier Local Authorities that were Lancashire Enterprise Partnership company members, i.e. Blackburn with Darwen Borough Council and Blackpool Council.

Recommendation

Cabinet is asked to:

- (i) Approve that Lancashire County Council takes steps to provide the necessary interim hosting of all former Lancashire Enterprise Partnership functions in consultation with Blackburn with Darwen Borough Council and Blackpool Council.
- (ii) Authorise the Executive Director of Growth, Environment, Transport and Health and/or the Executive Director of Resources, in consultation with the Cabinet Member for Economic Development and Growth, to undertake all the residual functions of the former Lancashire Enterprise Partnership including management of continued investment activity through the Growing Places Fund.

Detail

Government first announced its intention to cease core funding for the network of 38 English Local Enterprise Partnership in its Spring 2023 Financial Statement. This decision was predicated on moving decision-making to local democratic institutions, backing-up wider policy intent around Levelling Up and local devolution agendas.

In defining what functions the Lancashire Local Enterprise Partnership has left to integrate into local democratic institutions, it is useful to reference the 'Strengthening Local Enterprise Partnerships' White Paper 2022, in which the Government set out that the Lancashire Enterprise Partnership's main focus had been on the following four activities to support the development and delivery of a Lancashire Industrial Strategy:

- **Strategy:** developing an evidence-based Lancashire Industrial Strategy that identifies local strengths and challenges, future opportunities and the action needed to boost productivity, earning power and competitiveness across their area.
- **Allocation of funds:** identifying and developing investment opportunities; prioritising the award of local growth funding; and monitoring and evaluating the impacts of its activities to improve productivity across the local economy.
- **Co-ordination:** using their convening power, for example to co-ordinate responses to economic shocks; and bringing together partners from the private, public and third sectors.
- **Advocacy:** collaborating with a wide-range of local partners to act as an informed and independent voice for their area.

Position of the Lancashire Local Enterprise Partnership

In terms of allocation of funds historically the Lancashire Enterprise Partnership received Growth Deal funding of circa £232m and Getting Building Fund of circa £34m. These have all been spent/allocated and the projects completed, albeit with some reporting requirements ongoing.

The only funding that remains is the circa £19m Growing Places investment fund which is essentially a rolling loan fund that is lent to businesses in Lancashire, paid back with interest, and then loaned out again. The partnership's accountable body,

Lancashire County Council already administers this loan on behalf of the Lancashire Enterprise Partnership as the partnership was established as a dormant company.

The rest of the Lancashire Enterprise Partnership Board's decisions have fallen into the other categories – Strategy, Co-ordination and Advocacy. It has approved items like Lancashire Growing Places Investment Strategy, Innovation Plan, Internationalisation Strategy and Action Plans, its own Annual Business Plan and National Skills Funding allocations via the Skills and Employment Board, a committee of the partnership, where grant funding activity and reporting continues.

Lancashire County Council has always acted as the accountable body for the Lancashire Enterprise Partnership business and provided the Section 151 function, needed to draw down and ensure the proper use of public funds. The Board of Lancashire Enterprise Partnership Limited (always technically a dormant company) would make investment and other decisions and delegate authority for the county council to enter into relevant contractual commitments. Cabinet approved transitioning proposals on 22 June 2023 and 21 December 2023 and Lancashire Enterprise Partnership Limited was wound-up as an independent company in July 2023 with financial decision-making resting with the county council's Executive Director of Resources as the representative of the accountable body.

Consultations

Blackburn with Darwen and Blackpool Councils have also been consulted.

Implications:

This item has the following implications, as indicated:

Financial and Legal

In relation to Growing Places Loans, the power to loan out monies to third parties exists within the Local Government Act 2003 and is included in the council's financial regulations and investment and treasury management strategies and policies. As the purpose for making the loan is the facilitation of the economic development and growth objectives of the Council in Lancashire, there is no legal requirement to conduct these activities through a company.

The money received from the interest on repaid loans will not be material to Lancashire County Council but will be reinvested in Economic growth activity.

Risk Management

The main risk associated with the business is the return of the value of the investments and it is to be noted that there are no third party clawback conditions attaching to it from any external source.

It is proposed that the approval process for the management of the Fund and other partnership activities, will be undertaken under the county council's Scheme of Delegation to Officers in functions delegated to the Executive Director for Growth, Environment, Transport and Health and/or the Executive Director of Resources, in



consultation with the Cabinet Member for Economic Development and Growth, with appropriate investment advice provided. It is proposed that this arrangement be formalised and the county council's Scheme of Delegation to Officers be updated to include specific reference to these former Lancashire Local Enterprise Partnership functions.

It is considered that these governance arrangements will ensure that the Fund will continue to be managed and supervised with the appropriate expertise until consideration is given to incorporating the Growing Places investment fund into the proposed new County Combined Authority structures.

The Fund has never experienced any major default and it is believed that the internal management of the Projects is strong. Overall the current risk associated with the current loan portfolio of the Fund is assessed as low. The risk of loss to the county council beyond the value of the Fund is nil (The county council would not inject further funds to make up any loss). It is therefore considered that there is no overwhelming commercial need for the Fund to be administered through a Company or other limited liability structure.

List of Background Papers

Paper	Date	Contact/Tel
None		
Reason for inclusion in Part II, if appropriate		
N/A		

Report to the Cabinet

Meeting to be held on Thursday, 9 May 2024

Report of the Director of Highways and Transport

Part I

Electoral Division affected:
(All Divisions);

Corporate Priorities:
Supporting economic growth;

Bus Service Improvement Plan Phase 3 Funding

Contact for further information:

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Brief Summary

This report seeks approval from Cabinet to proceed with the spending plan for £7.025m Bus Service Improvement Plan Phase 3 funding from the Department for Transport, as approved by the Enhanced Partnership Executive Board on 26 February 2024.

This is deemed to be a Key Decision and the requirements of Standing Order C18 have been complied with.

Recommendation

Cabinet is asked to approve the spending plan as approved by the Enhanced Partnership Executive Board, as set out in the report.

Detail

On 23 October 2023, the Government announced the indicative allocation of £150 million funding for 2024/25 for Local Transport Authorities to improve bus services, as set out in their Bus Service Improvement Plans and as part of Network North, which is referred to as Bus Service Improvement Plan 3. This is part of the third phase of Bus Service Improvement Plan funding, which follows the first phase announcement in 2022 of £1,085m for 34 authorities, and the second phase announcement in 2023 of a further £160m for Bus Service Improvement Plan Plus (now referred to as Phase 2).

Lancashire County Council was allocated £7.025m revenue funding for the 2024/25 financial year as part of Bus Service Improvement Plan 3. The Council was expected to consult with Bus Operators to draw up a list of interventions for approval by the Enhanced Partnership Executive Board. Areas of specific interest were bus service enhancements and fares initiatives.

The draft proposals were submitted to the Department for Transport on 29 February 2024 using a Project Adjustment Request form, as this is seen as an adjustment to the overall Bus Service Improvement Plan funding provided by the Department for Transport. A letter from the Department for Transport was received on 5 April confirming approval of the proposed spending plan. The letter also stated that no Bus Service Improvement Plan funding would be released unless an updated Bus Service Improvement Plan document was submitted to Government by 12 June 2024.

It was agreed by the Enhanced Partnership Executive Board to use £995,000 saved from withdrawing the current 'Buy Saturday, Get Sunday Free' fares offer, alongside £0.5m of Bus Service Improvement Plan 2 allocated to Fares Initiatives, to supplement the £7.025m Phase 3 funding allocated to Lancashire County Council. It is proposed that the £8.520m will be split as follows during the 2024/25 financial year:

- Young Person discounted fare scheme = £5.5m
- £1 Sunday Adult Single = £1.5m
- Marketing including extra members of bus station staff = £200,000
- Bus Service enhancements = £1.32m

The Young Person discounted fare scheme is still under discussion with operators; however, it has been proposed to operators that those aged 16-21 would be offered a third off the adult fare when purchasing a single, return or day ticket on the bus. Those eligible and wishing to receive the discounted fare would need to apply for an AnyBus Young Person's pass which will need to be presented when boarding the bus.

The £1 Sunday Adult Single fare will be an expansion of the current £1 Evening Fare offer to cover all day Sunday. This will replace the current 'Buy Saturday, Get Sunday Free' (also known as Weekender Ticket) fares offer which has had a low uptake in some areas of Lancashire compared to the evening offer. This is partly due to the lack of standardisation across operators in how the ticket can be purchased and used.

Extra members of staff will be employed at Lancashire County Council managed bus stations. This will allow for an increased customer service and security provision, including the opening of the information office at Preston to support customers and extending operational hours of the sites. The remaining marketing budget will help promote initiatives funded through Bus Service Improvement Plan 3 as well as other events such as Catch the Bus Week.

The table below outlines the service enhancements approved by the Enhanced Partnership Executive Board.



District(s)	Current Operator	Service	Summary of Proposals	BSIP Priority
Chorley	LUL [^]	2	Increase Mon-Sat daytime frequency to half-hourly, extra journeys via Chorley Hospital	Superbus route min 30-minutes. Enhancing access to hospitals
Preston / Chorley	LUL [^]	152	Match Monday - Thursday evening timetable to Friday - Saturday	Standardisation of Monday - Saturday timetable / frequency
Preston / S Ribble / W Lancs	SML	X2	Restore half-hourly daytime frequency Preston - Southport	Superbus route min 30-minutes
Preston / South Ribble	VIS ^{\$}	113	Introduce Monday -Saturday evening service	Enhance evening services
West Lancashire	ARV	375/385	Introduce extra early morning & late evening Ormskirk (Edge Hill) - Southport journeys	Enhancing access to hospitals
Lancaster	SCL	10 & 11	Introduce Monday -Saturday evening service	Enhance evening services
Lancaster	KLC ^{\$}	82	Introduce Monday -Saturday evening service Lancaster - Hornby	Enhance evening services
Lancaster / Wyre / Fylde	SCL [*]	42	Introduce extra morning return journey to fill in gap in service	Standardisation of Monday - Saturday timetable / frequency
<i>Preston</i>	<i>PBL</i>	<i>23</i>	<i>Enhance Saturday daytime frequency to every 10 minutes</i>	<i>Standardisation of Monday - Saturday timetable / frequency</i>
Rossendale / Burnley	ROS	481/483	Introduce extra Monday -Saturday evening journeys Rawtenstall -	Enhance evening services
Wyre	BTS [*]	12	Enhance current school service to all day, creating Bispham - Poulton link	Serving new housing developments
Lancaster	SCL	100	Enhancing Sunday Lancaster - Bare - Morecambe to 30 mins	Enhanced Sunday services Requested by LDBUG
\$ Service currently funded by Lancashire County Council				
[^] Jointly funded by Blackburn with Darwen Borough Council				
[*] Jointly funded by Blackpool Council				
<i>Italics</i> - Provisional				

The £1 Sunday fare will be introduced on Sunday 26 May and will also be available on Spring Bank Holiday, Monday 27 May. The bus service enhancements will be introduced from 26 May onwards, depending on when operators are able to deliver them (subject to receiving approval from the Department for Transport by the end of April). The Young Person discounted fare scheme will be introduced from 1 July 2024.

Consultations

All bus operators within Lancashire were given the opportunity to provide ideas for spending the funds allocated under Bus Service Improvement Plan 3. Additionally, Lancaster District Bus User Group provided a set of recommendations for improving bus services within the Lancaster area. Following a shortlisting by council officers, a proposal was put to the Enhanced Partnership Management Board (which all bus operators are invited to attend) for comments prior to the Enhanced Partnership Executive Board meeting to approve the proposals.



Implications:

This item has the following implications, as indicated:

Legal

If Lancashire County Council did not follow the recommendations within this report, then the Council would be in breach of the terms of funding with the Department for Transport following the latter's approval of the funding proposals. Re-negotiation with the Department for Transport would be required, whilst not impossible, it may result in a reduced funding offer. The Enhanced Partnership Executive Board acts as the decision-making board for the Enhanced Partnership, which is a legally binding agreement – not following the proposals would undermine the position of the Executive Board as the body for setting the agenda for the Enhanced Partnership.

The funding through Bus Service Improvement Plan Phase 3 is under the same terms as previous phases of funding. There are no subsidy control implications as all operators are invited to participate in the fare schemes. The bus service enhancements either provide a bus service where/when there currently is no opportunity to travel by bus or enhance existing daytime services which do not overlap with services provided by other bus operators.

Financial

The funding is ringfenced for the purpose of supporting and developing public transport services. If the proposals were not followed Lancashire County Council would be required to notify the Department for Transport of the position at which point the offer of funding may be withdrawn or reduced.

Risk management

There are risks for both following and not following the recommendations. If the recommendations are followed there are two key risks:

1. Fares Initiatives – both the Young Persons and £1 Sunday fares initiatives are based on cost estimates provided by the bus operators and under the assumption that the national £2 single fare cap will be extended in some form or other beyond December 2024. If either the estimated cost is too low, or the national £2 fare cap ends with no replacement in December 2024, Lancashire County Council may be required to end the fares initiatives prior to March 2025.
2. Long-term funding uncertainty – whilst further Bus Service Improvement Plan funding is expected until the 2028/29 financial year, there has been no official guarantee of funding beyond 2024/25. This means that decisions may be required for 2025/26 onwards regarding which schemes are continued or which may need to be revised.



If the recommendations are not followed there is a reputational risk for Lancashire County Council with:

1. Bus operators, which would affect the ability of the Enhanced Partnership to function.
2. Neighbouring authorities, notably Blackpool Council and Blackburn with Darwen Borough Council which have agreed to jointly fund some of the bus service enhancements; and
3. The Department for Transport, which would likely affect future funding allocations.

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A



Report to the Cabinet

Meeting to be held on Thursday, 9 May 2024

Report of the Head of Planning and Transport

Part I

Electoral Division affected:
(All Divisions);

Corporate Priorities:
Protecting our environment;
Supporting economic growth;

Lancashire Cycling and Walking Infrastructure Plans

(Appendix 'A' refers)

Contact for further information:

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Brief Summary

This report, and the Executive Summary set out at Appendix 'A', outline the requirements for the development of Local Cycling & Walking Infrastructure Plans and the subsequent development of seven Local Cycling & Walking Infrastructure Plan documents for Lancashire.

At this stage, the documents set out broad cycle corridors and walking zones only, within a broad network. In the future the corridors and zones will provide the focus for further work to define detailed routes and locations for active travel infrastructure across the county.

The broad corridors and zones also provide a focus for securing future investment for delivery of infrastructure – such as from developer contributions or external grants. It is at this future funding stage that the detail of the broad routes and zones will be defined.

Consultation and extended stakeholder engagement has taken place to make best use of local knowledge to help inform the proposed broad network – which itself was prepared following a prescribed methodology from the Department for Transport.

This is deemed to be a Key Decision and the requirements of Standing Order C18 have been complied with.

Recommendation

Cabinet is asked to:

- (i) Approve the Local Cycling and Walking Infrastructure Plans as summarised in the Executive Summary at Appendix 'A'.
- (ii) Authorise the Director of Environment and Planning, in consultation with the Cabinet Member for Highways and Transport, to approve any minor changes of each of the seven plans prior to publication.

Detail

Local Cycling & Walking Infrastructure Plans, as set out in the Department for Transport's Cycling and Walking Investment Strategy, enable a long-term approach to developing local cycling and walking networks, ideally over a 10-year period, to increase the number of trips made on foot or by cycle and to deliver 'Better Safety', 'Better Mobility' and 'Better Streets' by 2040.

The development of Local Cycling & Walking Infrastructure Plans is supported by Lancashire County Council's transport policy, being a key component of the Highways and Transport Strategy 2023-2025 and directly addressing the county council's strategy 'Actively Moving Forward: A Ten-Year Strategy for Cycling and Walking' (2018). This is further supported by local planning guidance released by the Department for Transport in July 2020, 'Gear Change – a bold vision for walking and cycling'.

The proposed Local Cycling & Walking Infrastructure Plans that have been produced are evidence-based documents and have been developed using the prescribed methodology in the Department for Transport's Technical Guidance for Local Authorities (2017). This Technical Guidance sets out the development process as six stages which have been outlined in Appendix 'A' (Lancashire Local Cycling & Walking Infrastructure Plans Executive Summary Report). The Lancashire Local Cycling & Walking Infrastructure Plans have completed Stages 1 to 4 to date, with Stage 5 (Prioritising Improvements) and Stage 6 (Integration and Application) to follow.

The proposed seven Local Cycling & Walking Infrastructure Plans that have been produced are based on the council's Highways and Transport Masterplan geographies, with the East Lancashire area being further divided to provide more manageable, coherent areas. The seven Local Cycling and Walking Infrastructure Plan areas are:

- Burnley & Pendle;
- Central Lancashire (Chorley, Preston & South Ribble);
- Fylde Coast (Fylde, Wyre & Blackpool);
- Hyndburn & Rossendale;
- Lancaster;



- Ribble Valley; and
- West Lancashire.

Officers have worked closely with neighbouring authorities to ensure that any cross-boundary routes are included in their plans, to ensure a coherent network is provided for everyone living in, working in or visiting Lancashire.

Consultation

Throughout the development of the Local Cycling & Walking Infrastructure Plans, officers have engaged with local and national stakeholders to ensure opportunities for all those interested to contribute to the network development process. For each Plan officers have had regular meetings with officers from the relevant district councils, whilst also engaging neighbouring authorities, Active Travel England and Sustrans.

Two stages of public engagement have been held to help understand existing issues, collect suggestions for proposed routes and collect views on an initial 'data led' draft network of broad corridors. The first stage of engagement in Spring 2022 received just over 3,630 responses and the second stage, in Autumn 2023, generated an almost identical response, with 30 more people responding.

Local Cycling and Walking Infrastructure Plan Documents

Each Local Cycling and Walking Infrastructure Plan contains a range of evidence used to generate the network plans, split across five main categories: population and demographics; key destinations; existing and future travel patterns; transport network and infrastructure; and barriers to active travel. This evidence was then processed within the context provided by numerous existing national and local (both county and district) policies.

Each document contains a separate broad network plan for both cycling and walking. The cycling network plans have broad routes identified as either Strategic, Primary or Secondary, to help identify important routes that offer slightly different functions within the overall network. The walking network plans show Core Walking Zones identified as either Primary, Secondary or Tertiary, some of which have more detailed walking routes identified within them.

Copies of each of the seven plan documents, which are very large, are available to read in the Members' Retiring Room. The Executive Summary (set out at Appendix 'A') is much more accessible and sets out the key information about the development process and contains the final network plans.

Next Steps

Lancashire's Local Cycling & Walking Infrastructure Plans are strategic documents, which set out the county council's ambitions for active travel infrastructure development over the next 10 years and beyond. Each broad route identified in the Local Cycling & Walking Infrastructure Plans will require further inspection to work through options for different alignments, feasibility and then a design process.



Further engagement will be built into this scheme development pathway to ensure that all relevant stakeholders have the opportunity to engage in the process.

Officers are working to ensure the emerging broad corridors and network are tied in with other programmes and used to support existing and new funding bids (for example the county council's Levelling Up Fund in East Lancashire).

Officers are working to produce lower resolution versions of each Local Cycling & Walking Infrastructure Plan that will be able to sit on the county council's website. In the meantime, a hard copy of each is available in the Members Retiring Room.

Appendices

Appendix 'A' is attached to this report. For clarification it is summarised below and referenced at relevant points within this report.

Appendix	Title
Appendix 'A'	Local Cycling & Walking Infrastructure Plans Executive Summary Report

Implications:

This item has the following implications, as indicated:

Risk management

Failure to adopt Lancashire's Local Cycling & Walking Infrastructure Plans will leave a significant transport policy gap, which will affect the council's ability to attract funding into Lancashire, through grant funding or planning gain. It would cause reputational damage with key transport stakeholders (eg. Department for Transport, Active Travel England), which may affect broader funding allocations.

Financial

There are no direct financial implications of adopting Lancashire's Local Cycling & Walking Infrastructure Plans. Funding will be required in the future to deliver active travel capital schemes which will complete the proposed network, but securing such funding will be made more difficult if the Local Cycling & Walking Infrastructure Plans are not adopted.

Legal

There are no direct legal implications of adopting Lancashire's Local Cycling & Walking Infrastructure Plans. They remain yet to have the detail of the broad routes and zones defined at later stage when legal advice will be given as appropriate.

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A





Local Cycling and Walking Infrastructure Plans (LCWIPs)

EXECUTIVE SUMMARY REPORT





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Introduction

This document provides an overview of Lancashire's Local Cycling and Walking Infrastructure Plan (LCWIP) programme. It defines the overall objective of the LCWIP programme, and the process and methodology Lancashire is undertaking to produce LCWIPs for seven sub-areas of the County. Together, these LCWIPs will provide a long-term plan for a County-wide active travel network and priorities for future investment.

LCWIP Purpose and Process

Purpose

It is an ambition of Lancashire County Council (LCC) to enable more people to walk, wheel and cycle for everyday journeys, such as going to work, school, or to local shops. Our *Actively Moving Forward: A Ten Year Strategy for Cycling and Walking* sets out a vision and targets for active travel by 2028, including:

- Doubling the number of people cycling.
- 10% increase in the number of people walking.
- Level of physical inactivity in every Lancashire district brought below the national average.

The primary objective for preparing Local Cycling and Walking Infrastructure Plans (LCWIPs) County-wide is to enable growth in active travel and support these targets by providing long term plans for our future cycling, walking and wheeling networks throughout the County, creating better connected, greener, safer and healthier communities where people want to live and work. Publishing LCWIPs is a key action of *Actively Moving Forward*.

LCWIPs, as set out in the Department for Transport's (DfT) *Cycling and Walking Investment Strategy*, enable a long-term approach to developing local cycling and walking networks, ideally over a 10-year period, to increase the number of trips made on foot or by cycle and to deliver 'Better Safety', 'Better Mobility' and 'Better Streets' by 2040.

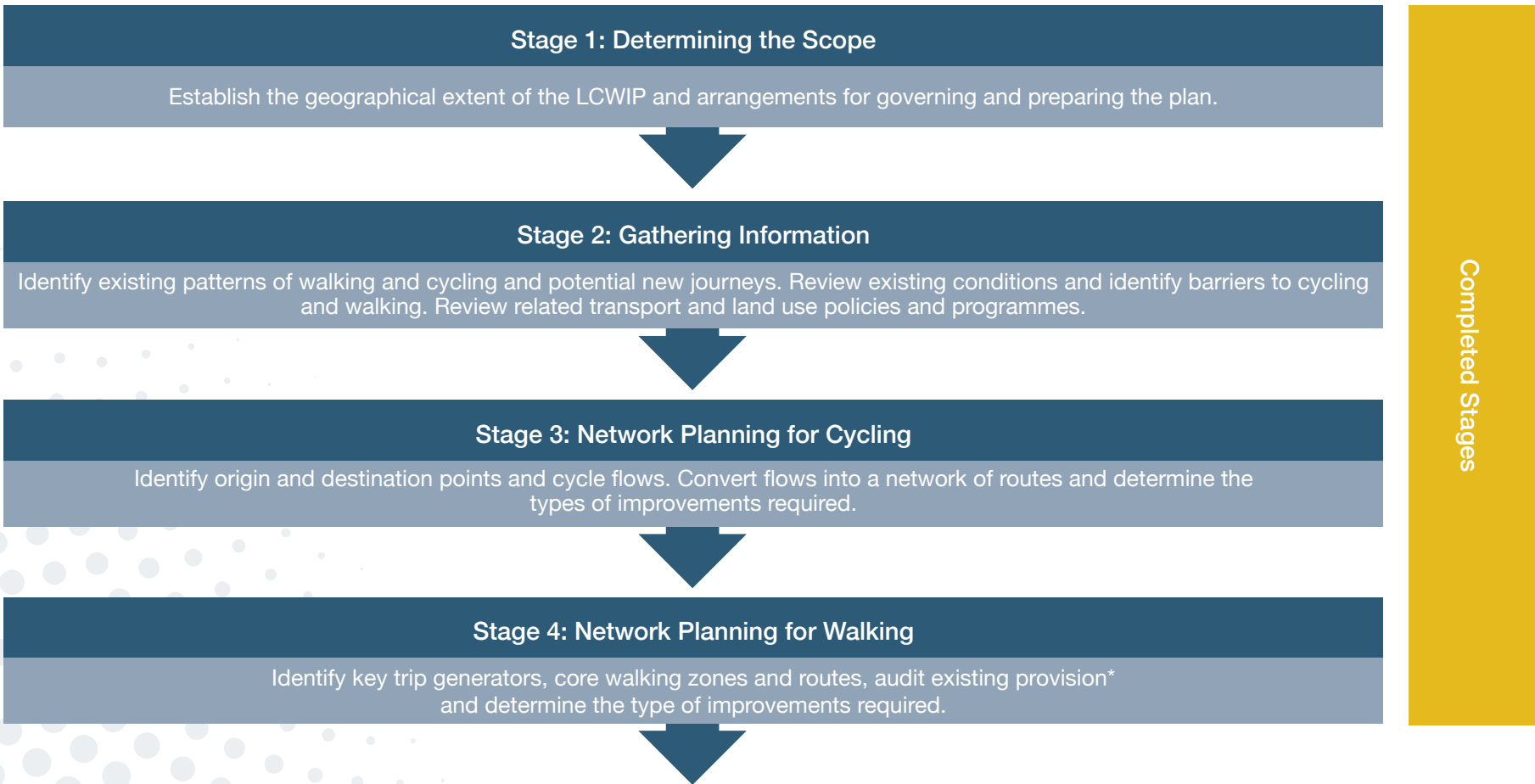
The key outputs of LCWIPs are:

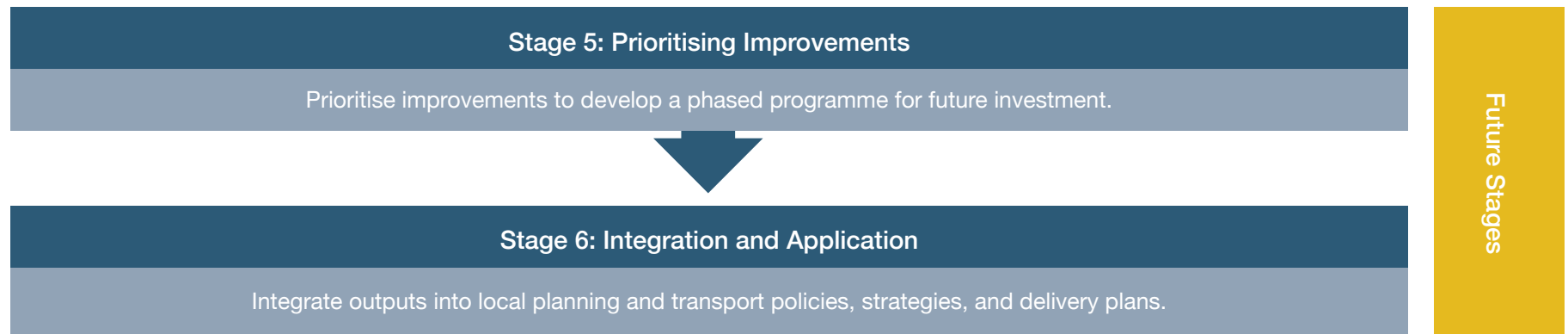
- A network plan for walking and cycling which identifies preferred routes and core zones for further development of active travel improvements.
- A prioritised programme of infrastructure improvements for future investment in the short, medium and long term.
- A report which sets out the underlying analysis carried out and provides a narrative which supports the identified improvements and network.



Purpose

The Lancashire LCWIPs are evidence-based documents and have been developed in line with the DfT's LCWIP Technical Guidance for Local Authorities (2017) . The Technical Guidance sets out the LCWIP process as six stages which have been outlined in Figure 1. The Lancashire LCWIPs have completed Stages 1 to 4 to date, with Stages 5 and 6 to follow in the next steps of the LCWIP programme.





*excluded from current Lancashire LCWIPs, to be undertaken in Stage 5

Figure 1 **LCWIP Process (DfT's LCWIP Technical Guidance for Local Authorities)**

LCWIP Stage 1: Determine the Scope

Geographic Scope

The LCWIPs present an opportunity to encourage active travel throughout the County. LCWIPs have been prepared for seven sub-areas of Lancashire, each of which includes one or more districts:

- Burnley and Pendle
- Central Lancashire (Preston, South Ribble and Chorley)
- Fylde Coast (Fylde and Wyre, as well as Blackpool)
- Hyndburn and Rossendale
- Lancaster
- Ribble Valley
- West Lancashire

A map of these areas is shown in Figure 2. Whilst the network development focused on potential corridors within Lancashire itself, it also considered cross-boundary links to key destinations and tying into existing or proposed active travel facilities or LCWIP networks in neighbouring authorities. Blackburn with Darwen (BwD) have previously produced an LCWIP, and LCC have continued to engage with BwD through that process to ensure that any proposed cross-boundary routes are suitably aligned, as the BwD network will interact with three of the LCC LCWIPs (Central Lancashire, Ribble Valley, and Hyndburn and Rossendale).

Engagement

Stakeholder and public engagement is vital to ensure that current and potential future users of cycling and walking infrastructure have the opportunity to express their views and input to the proposals.

Stakeholder Engagement

The formulation of the LCWIPs has drawn upon a wide range of stakeholders, whose input and local knowledge helped inform identification of the active travel networks. Key stakeholders included:

- LCC and district officers representing a variety of disciplines (e.g., transport planning, development planning, road safety, highways, public health)
- Representatives from external organisations, such as officers from neighbouring authorities, Sustrans and Active Travel England

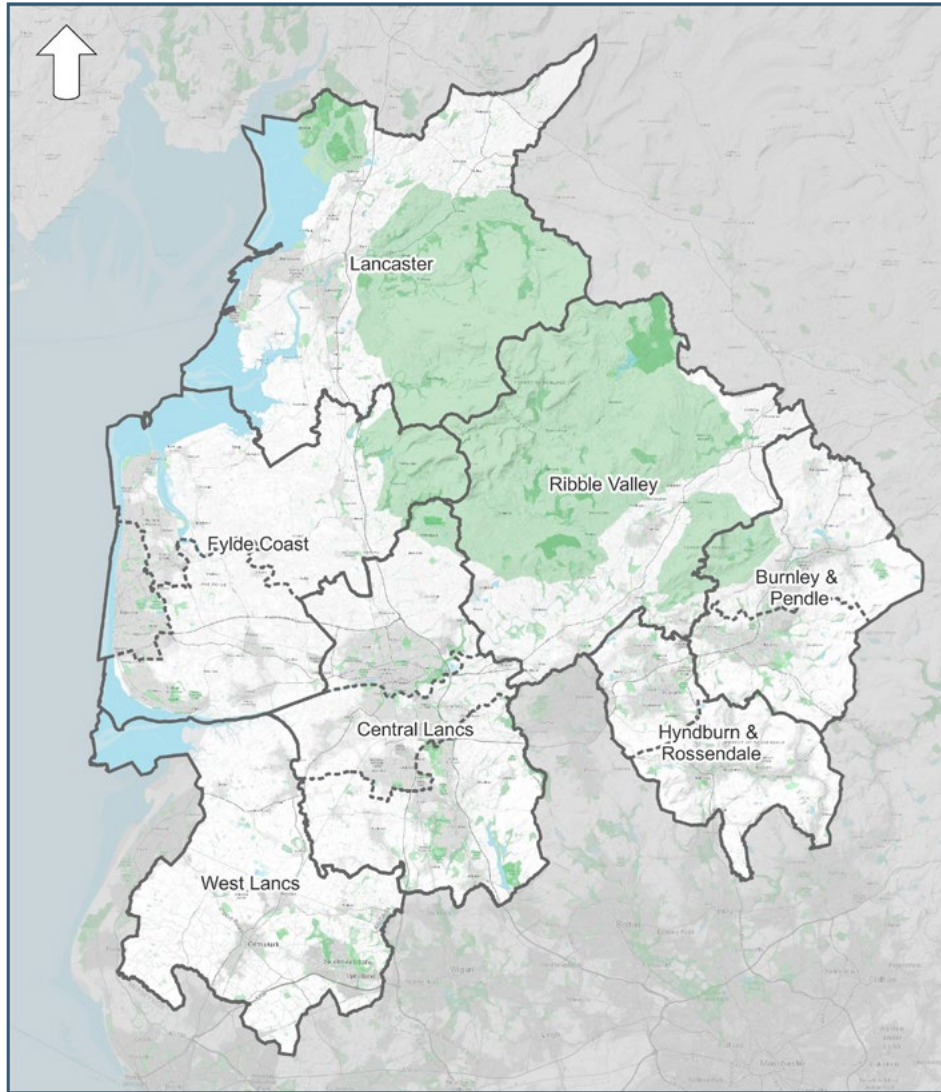


Figure 2
**Lancashire LCWIPs
location map**

--- District Boundary
□ LCWIP Area Boundary

0 10 20 km

Esri, HERE, Garmin, FAO, NOAA, USGS,
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Contains OS data © Crown copyright 2024

Public Engagement

In addition to the stakeholder engagement, Lancashire County Council have undertaken two stages of public engagement activities during the development of the LCWIPs:

Stage 1 Engagement

In Spring 2022, the Council undertook an engagement survey to obtain input from the general public on existing issues and desired improvements related to active travel County-wide. The survey included interactive online maps, which allowed participants to identify specific locations for issues/suggested improvements.

Overall, 3,631 people participated in the survey, leaving a total of 4,989 'pins' placed on the interactive maps.

Stage 2 Engagement

In Autumn 2023, the Council undertook a second engagement survey to obtain input from the general public on an initial County-wide network of proposed active travel routes. The proposals reflected input from the Stage 1 engagement and initial outputs from the LCWIP process in some districts. The survey included interactive online maps, which allowed participants to state whether they were supportive or unsupportive of the proposed routes and also draw additional proposed routes of their own. The engagement feedback was used to help refine the networks during further development of the LCWIPs.

There were 3,662 responses to the survey.

Governance

Development of the Lancashire LCWIPs is led by LCC's Sustainable Travel team. For each sub-area, individual project teams consisted of officers from LCC and the local district(s), supported by consultants from AtkinsRéalis, Jacobs and PJA to provide technical assistance and drawing together the engagement input noted above. The officers oversaw development of the LCWIPs, providing local knowledge and feedback on the outputs produced by the technical team as the studies progressed.

The LCWIPs for each sub-area will be presented to LCC's Cabinet on 9th May, 2024 with the recommendation that they are adopted as LCC's proposed active travel network. For the Fylde Coast LCWIP, Blackpool will similarly present the plan to their Executive Committee for approval.

Further development and delivery of the proposed active travel networks will sit primarily with the Sustainable Travel team.

Timescales

The Lancashire LCWIPs programme is expected to cover a 10-year period to support the delivery of the strategic active travel network.

It is intended that the priority routes identified in the proposed walking and cycling networks will be taken forward for design and implementation, subject to deliverability and available funding.

The LCWIPs will be periodically updated as opportunities change and thus considered as live documents.

LCWIP Stage 2: Information Gathering

Introduction

The LCWIPs have been developed using a variety of datasets to understand existing and potential future travel patterns, in addition to drawing on local policies, plans and previously proposed schemes.

Evidence Base

The information and datasets collated as part of the evidence base for the LCWIPs are summarised in Table 1.

Category	Data types
<p>Population & Demographics Inform understanding of potential demand / propensity for active travel.</p>	<ul style="list-style-type: none"> • Resident population • Workplace population • Car/van availability • Indices of multiple deprivation
<p>Key Destinations Inform understanding of potential travel patterns and demand / propensity for active travel.</p>	<ul style="list-style-type: none"> • Schools • Designated centres & high streets • Retail areas • Railway stations • Bus stations / stops • Employment areas • Hospitals & GP surgeries • Parks, recreation areas, leisure centres • Tourist attractions

Table 1 **LCWIP Evidence Base**

Category	Data types
<p>Existing and Future Travel Patterns Inform understanding of existing and future travel patterns.</p>	<ul style="list-style-type: none"> • Journey to work data • Propensity to cycle tool (PCT) • Strava Metro data • Planned developments
<p>Transport Network and Infrastructure Inform understanding of existing networks, active travel facilities, planned schemes, linkages to public transport, connectivity to neighbouring networks, and existing road safety issues related to walking and cycling.</p>	<ul style="list-style-type: none"> • Road network • Existing cycle network • Public rights of way network • Public transport services • Planned transport schemes • Existing & proposed cycle facilities in neighbouring authorities • Collision data
<p>Barriers to Active Travel Identify natural and man-made features which may prevent or discourage journeys to be made by walking or cycling.</p>	<ul style="list-style-type: none"> • Rivers, lakes, other water bodies • Topography • Highways, railways, canals • Motor vehicle speeds and volumes

Table 1 continued LCWIP Evidence Base

Policy Context

A policy review was undertaken as part of the development of the LCWIPs in order to understand how the LCWIPs can align with the objectives of LCC and the District Councils.

A summary of the key national, regional and local policy that aligns with the LCWIPs is included in Table 2. From a policy perspective, the LCWIPs sit underneath the Highways and Transport Masterplans for each sub-area of the County, which in turn will support the future Local Transport Plan 4.

<p>Key National Policy</p> <ul style="list-style-type: none"> • DfT’s Cycling and Walking Investment Strategy 2 (2022) • DfT’s LCWIP Technical Guidance (2017) • DfT’s Gear Change (2020) • DfT’s Cycle Infrastructure Design (Local Transport Note 1/20; 2020) • DfT’s Decarbonising Transport: A Better, Greener Britain (2021) • DfT’s Decarbonising Transport: Setting the Challenge (2020) 	<p>Key Lancashire CC Policy</p> <ul style="list-style-type: none"> • Lancashire Local Transport Plan 2011-2021 • Lancashire Highways and Transport Masterplans for each subarea (published 2013 – 2016) • Lancashire Actively Moving Forward (2018) • Lancashire Rights of Way Improvement Plan 2015-2025 • Lancashire Net Zero Pathways Options (2022) • Emerging Lancashire Climate Change Strategy 	<p>Key District Policy (varies by district, examples listed)</p> <ul style="list-style-type: none"> • Local Plans • Green Infrastructure Strategies • Cycling Strategies • Climate Change Declarations • Local Masterplans
<p>Key Themes</p> <ul style="list-style-type: none"> • To make walking and cycling the natural choices for shorter journeys by 2040 • Accelerating modal shift to public and active transport • Enabling people to cycle and protecting them when they do 	<p>Key Themes</p> <ul style="list-style-type: none"> • Increase the number of journeys undertaken by walking and cycling • Reduce carbon emissions • Expand existing active travel networks 	<p>Key Themes</p> <ul style="list-style-type: none"> • Support sustainable growth • Reduce reliance on private car journeys • Reduce carbon emissions • Expand existing active travel networks

Table 2 **LCWIP Policy Context**

LCWIP Stage 3: Network Planning for Cycling

Introduction

Stage 3 of the LCWIPs involves development of the Cycling Network Map, a key output of the LCWIP process, which provides a high-level overview of the priority routes for further investigation and development.

Process for Creating the Cycling Network

The process used to develop the Cycling Network has been summarised in Figure 3.

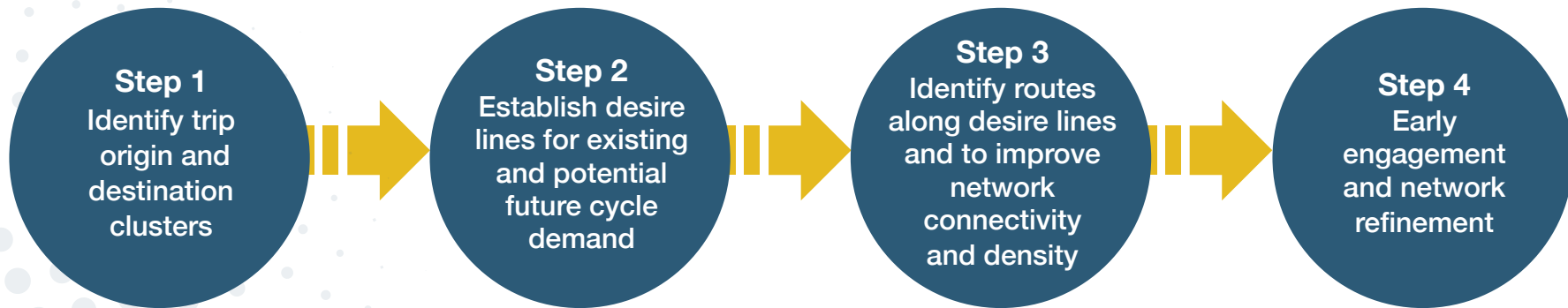


Figure 3 **Network Planning for Cycling**



Step 1

Identify key trip origin and destination clusters

The existing and future trip origins and destinations identified in Stage 2 that are in close proximity to each other are grouped into clusters to represent locations that may generate a large number of trips.

Step 2

Establish desire lines

The potential for cycle trips between the key trip origin and destination clusters is considered, drawing on evidence collated in Stage 2. Desire lines are identified where there is potential for cycle demand.

Step 3

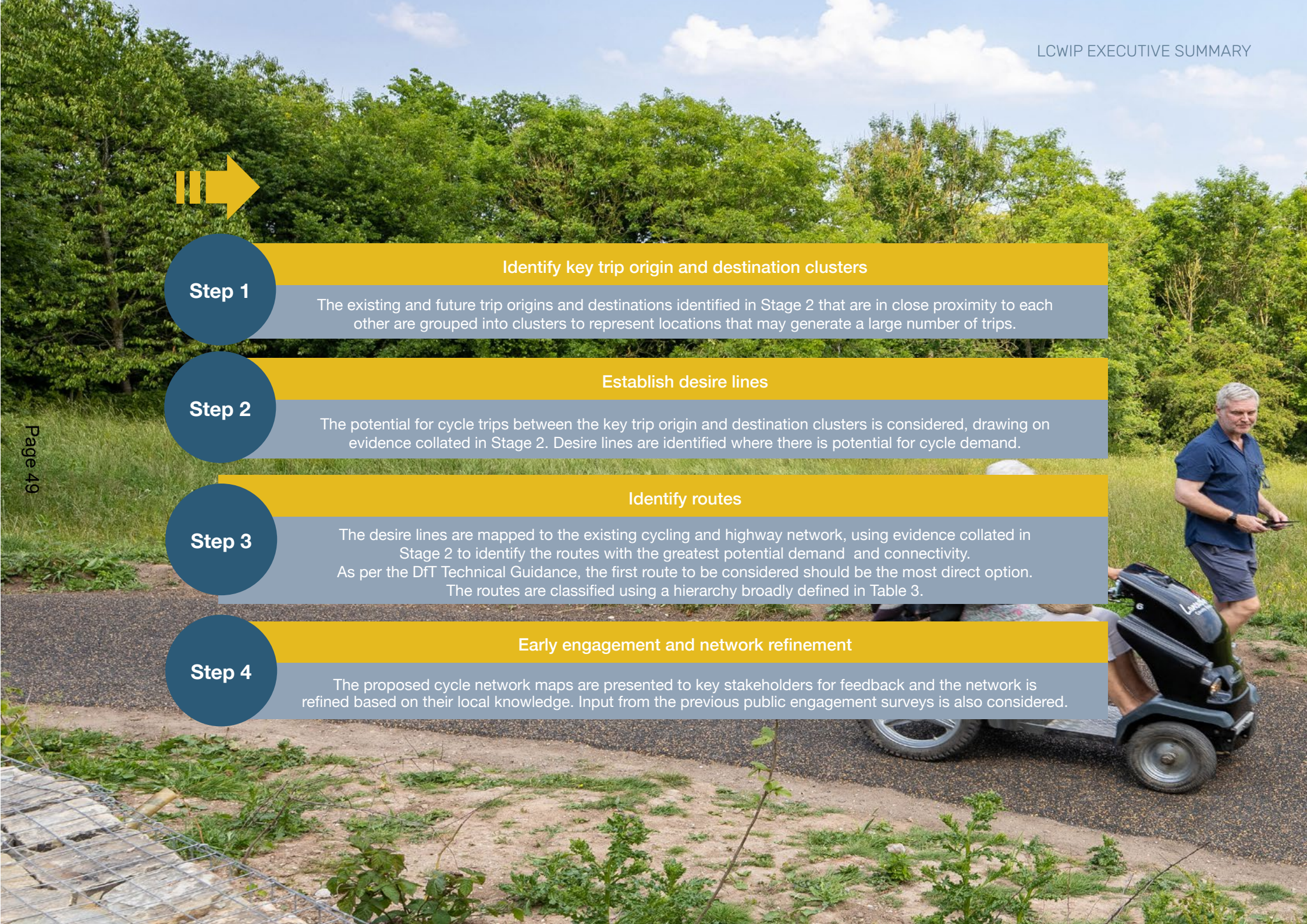
Identify routes

The desire lines are mapped to the existing cycling and highway network, using evidence collated in Stage 2 to identify the routes with the greatest potential demand and connectivity. As per the DfT Technical Guidance, the first route to be considered should be the most direct option. The routes are classified using a hierarchy broadly defined in Table 3.

Step 4

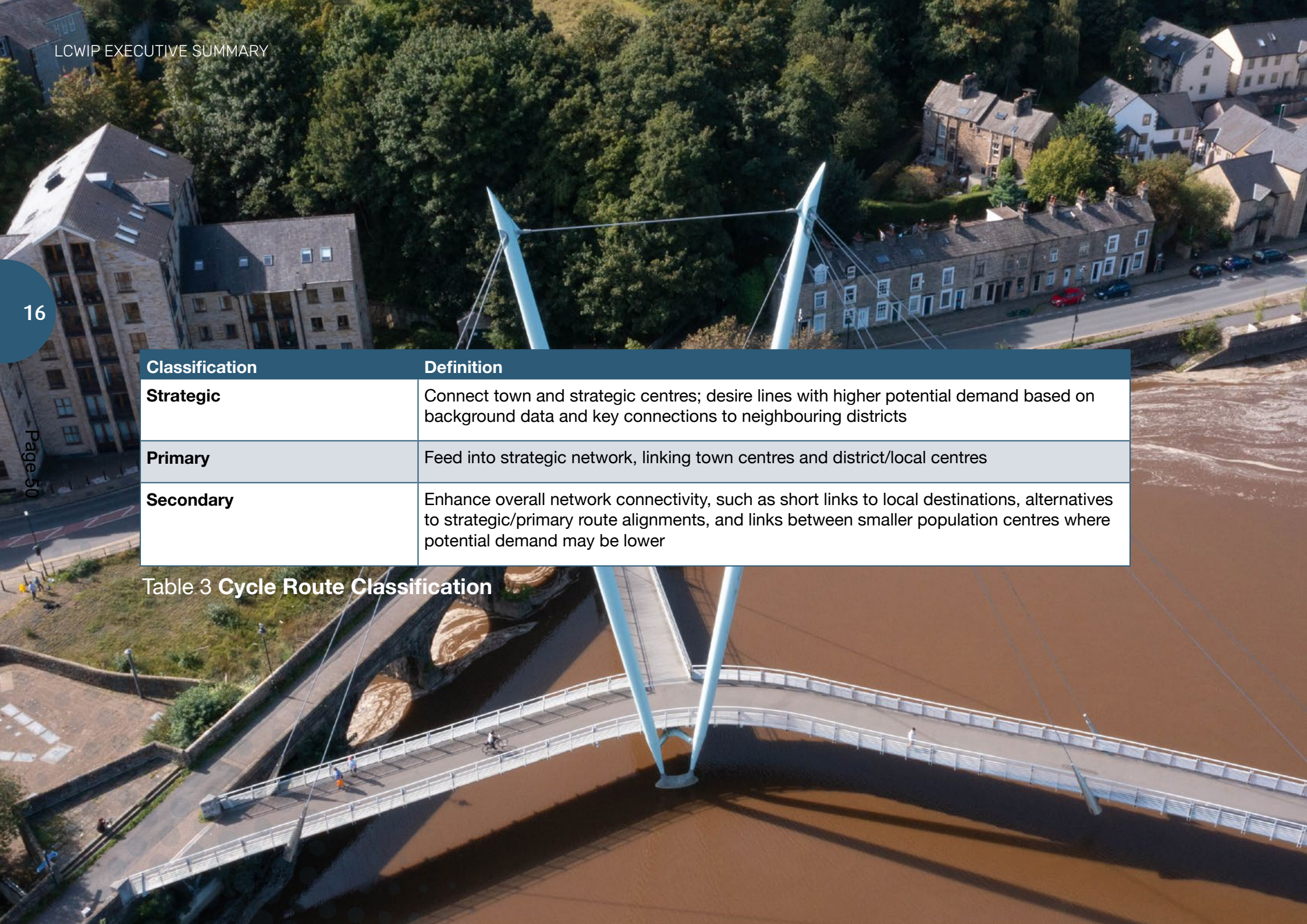
Early engagement and network refinement

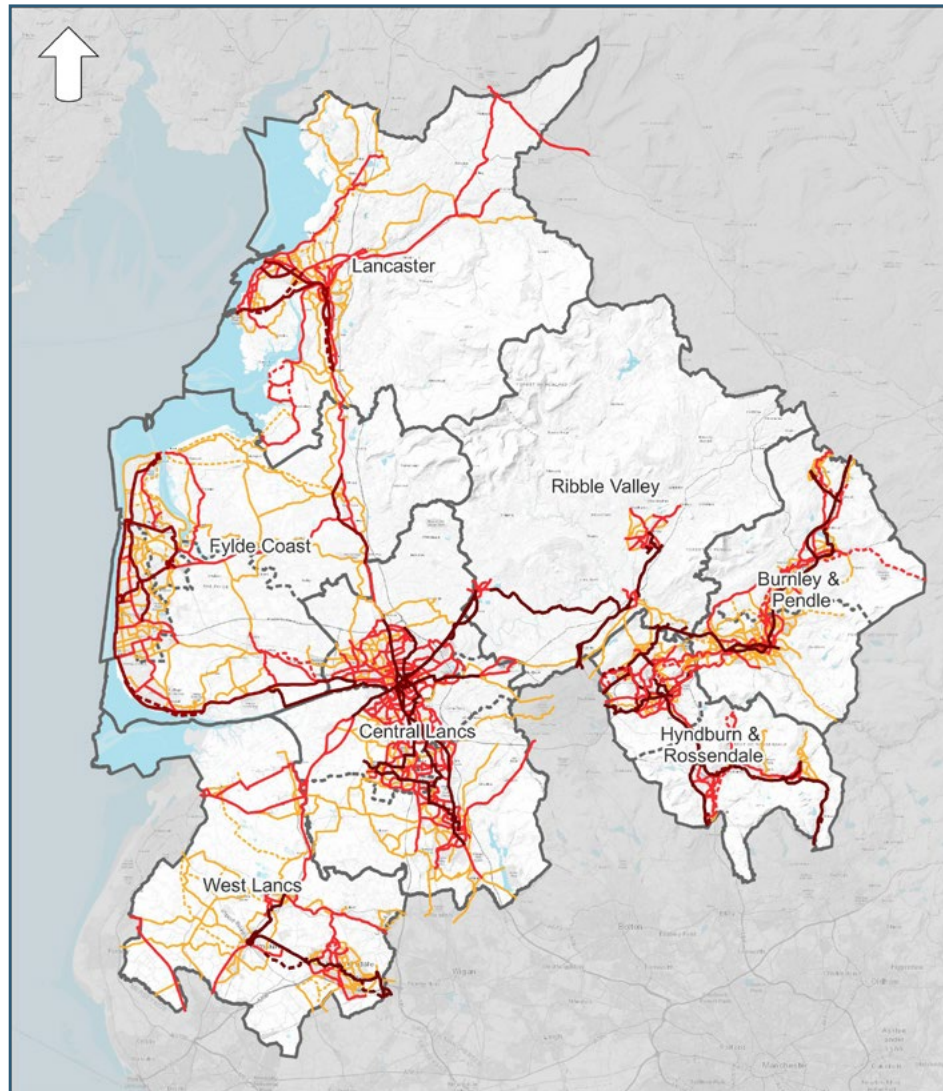
The proposed cycle network maps are presented to key stakeholders for feedback and the network is refined based on their local knowledge. Input from the previous public engagement surveys is also considered.



Classification	Definition
Strategic	Connect town and strategic centres; desire lines with higher potential demand based on background data and key connections to neighbouring districts
Primary	Feed into strategic network, linking town centres and district/local centres
Secondary	Enhance overall network connectivity, such as short links to local destinations, alternatives to strategic/primary route alignments, and links between smaller population centres where potential demand may be lower

Table 3 Cycle Route Classification



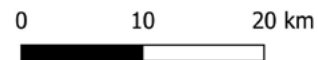


The Cycling Network

Based on this process, the County-wide cycle network proposed in the LCWIPs is shown here. Individual maps for each sub-area can be found in Appendix A.

Figure 4
Lancashire LCWIPs combined proposed aspirational cycle network

- Strategic
- - - Strategic - alternative
- Primary
- - - Primary - alternative
- Secondary / Local
- - - Secondary - alternative
- - - District Boundary
- LCWIP Area Boundary



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Establishing Interventions

As part of the LCWIPs, initial high-level interventions have been proposed for selected strategic and primary routes in the network. This included identifying the level of provision that may be possible on these routes. The feasibility of these proposals will need to be investigated at a later stage following audits of the existing conditions of the cycling routes and assessment of key constraints. At that stage, the initial proposals may be refined to reflect site-specific issues, constraints, and compliance with best practice design guidance. Advancement of individual schemes to design, public consultation and delivery will be dependent on funding availability.



LCWIP Stage 4: Networking Planning for Walking

Introduction

Stage 4 of the LCWIPs involves development of the Walking Network Map, a key output of the LCWIP process, which provides a high-level overview of the priority areas and routes for further investigation and development. The Walking Network consists of Core Walking Zones (CWZs) and key walking routes.

Process for Creating the Walking Network

The process used to develop the Walking Network has been summarised in Figure 5.

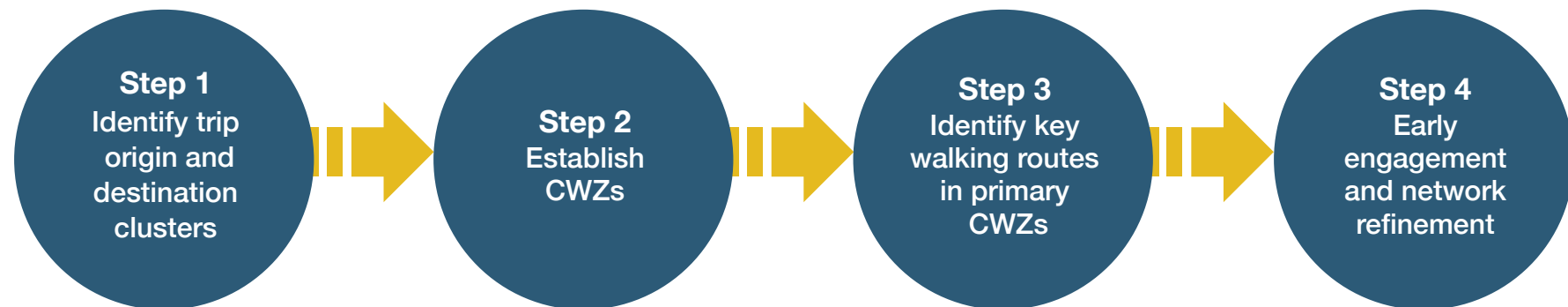
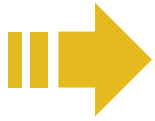


Figure 5 **Network Planning for Walking**



Step 1

Identify key trip origin and destination clusters

The existing and future trip origins and destinations identified in Stage 2 that are in close proximity to each other are grouped into clusters to represent locations that may attract a large number of trips.

Step 2

Establish CWZs

CWZs are defined in the DfT Technical Guidance as areas consisting of a number of key trip origins and destinations that are located close together. Identification of CWZs focused on designated centres in the district Local Plans, supplemented by additional clusters of destinations, as appropriate, by drawing upon the evidence base collected in Stage 2. The CWZs are classified using a hierarchy broadly defined in Table 4.

Step 3

Identify routes

For primary CWZs, key walking routes within the zone and connecting to the surrounding area and key destinations are identified. The routes are classified using a hierarchy broadly defined in Table 4.

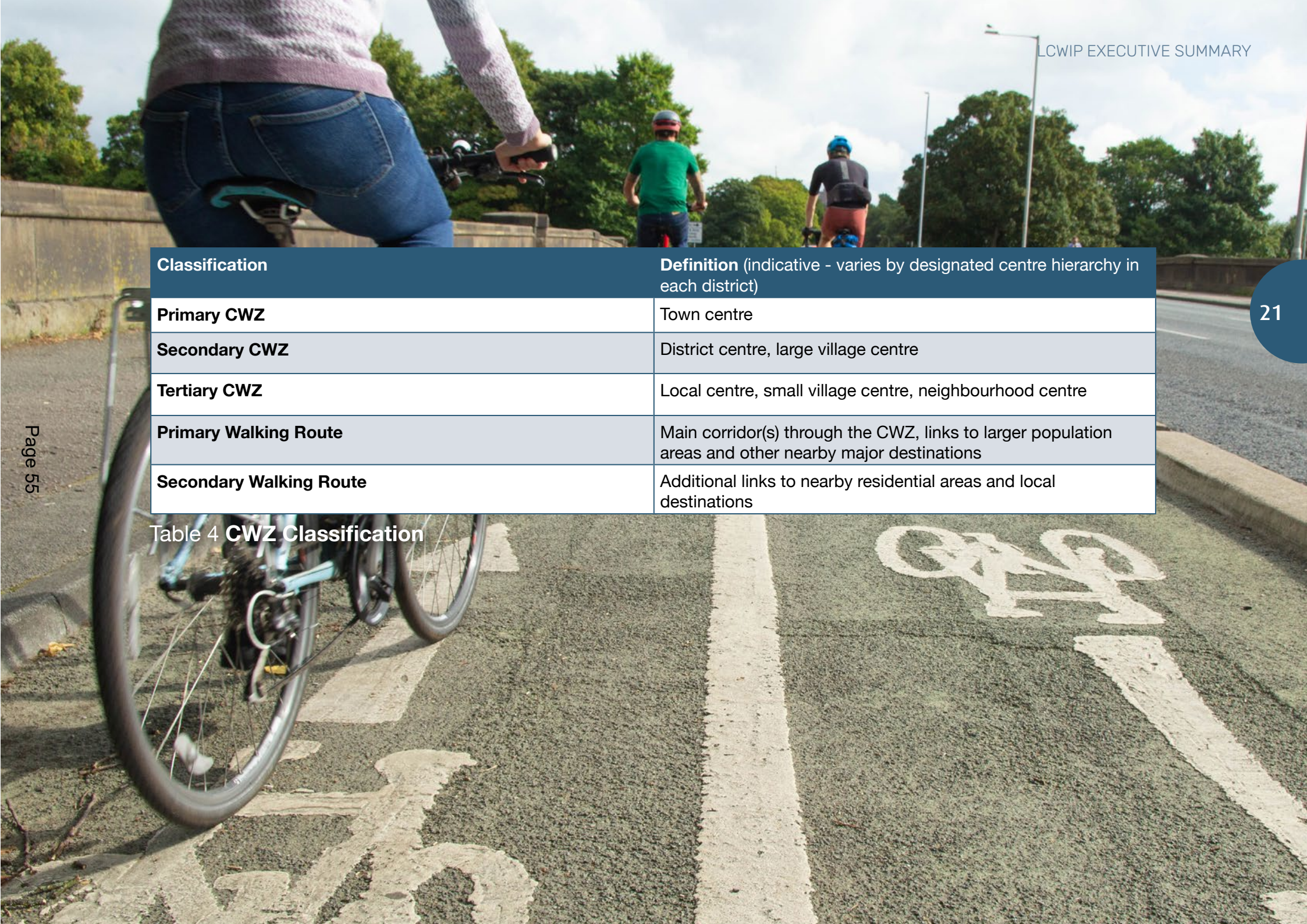
Step 4

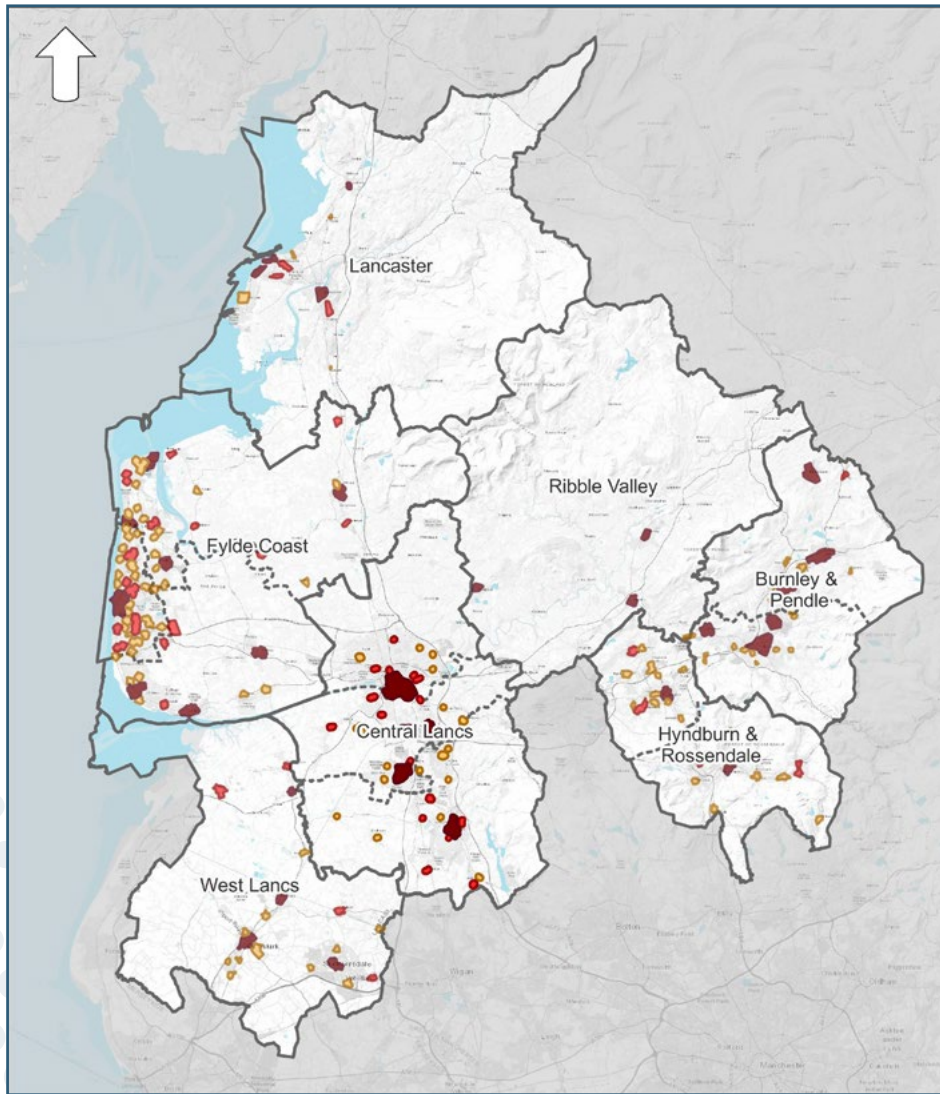
Early engagement and network refinement

The proposed walking network maps are presented to key stakeholders for feedback and the network is refined based on their local knowledge.

Classification	Definition (indicative - varies by designated centre hierarchy in each district)
Primary CWZ	Town centre
Secondary CWZ	District centre, large village centre
Tertiary CWZ	Local centre, small village centre, neighbourhood centre
Primary Walking Route	Main corridor(s) through the CWZ, links to larger population areas and other nearby major destinations
Secondary Walking Route	Additional links to nearby residential areas and local destinations

Table 4 CWZ Classification





The Walking Network – Core Walking Zones

Based on this process, the County-wide network of core walking zones proposed in the LCWIPs is shown in Figure 6 below. Individual maps for each sub-area can be found in Appendix B.

Figure 6
Lancashire LCWIPs combined core walking zones

Core Walking Zones

- Primary
- Secondary
- Tertiary
- District Boundary
- LCWIP Area Boundary

0 5 10 km

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Establishing Interventions

As part of the LCWIPs, initial high-level interventions and strategies have been proposed for primary CWZs identified in the network. This included identifying the key walking routes within the CWZs and the possible provision and types of improvements that could be provided. The feasibility of these proposals will need to be investigated at a later stage following audits of the existing conditions along the walking routes. At that stage, the initial proposals may be refined to reflect site-specific issues, key barriers to walking and wheeling, constraints, and compliance with best practice design guidance. Advancement of individual schemes to design, public consultation and delivery will be dependent on funding availability.





LCWIP Programme Next Steps

The next steps for the Lancashire LCWIPs will be to undertake Stage 5 and Stage 6 of the LCWIP process.

Stage 5 – Prioritising Improvements

As set out in the DfT Technical Guidance, the fifth stage of the LCWIP process provides a suggested approach to prioritising walking and cycling infrastructure improvements, in the short, medium and long term. This approach is summarised in Figure 7.



Figure 7 **Prioritising Improvements**



The key output of this stage will be a joint prioritised programme of cycling and walking infrastructure improvements. The proposed improvements will be prioritised using a multi-criteria assessment, considering factors such as their potential effectiveness, alignment with policy, deliverability, and/or cost.

Additionally, during Stage 5, audits of the prioritised areas may be undertaken using DfT and Active Travel England (ATE) assessment tools. This will further inform the understanding of existing conditions, issues, opportunities, and constraints along each route and CWZ and compliance of potential interventions with best practice design guidance. Information from the audits, as well as further stakeholder engagement, will also support the prioritisation process and refinement of the initial, indicative high-level interventions identified in Stages 3 and 4.

Stage 6 – Integration and Application

The final stage of the LCWIP process considers how the LCWIP will be integrated into local policy, strategies and plans. This stage is summarised in Figure 8. The LCWIP should help support future active travel funding applications and inform infrastructure delivery and future development schemes. LCC will review and update the LCWIPs periodically as the active travel networks expand, plans for future local growth and demand evolve and opportunities arise.

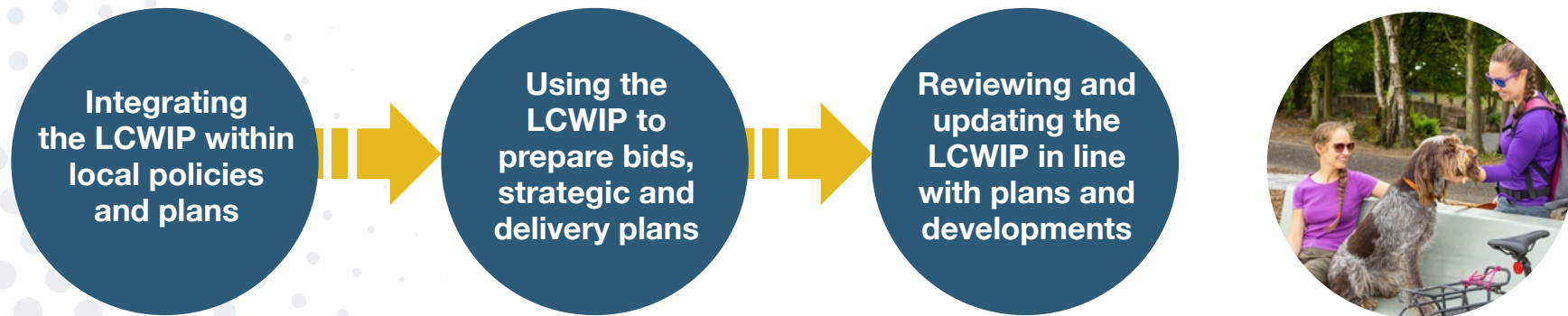
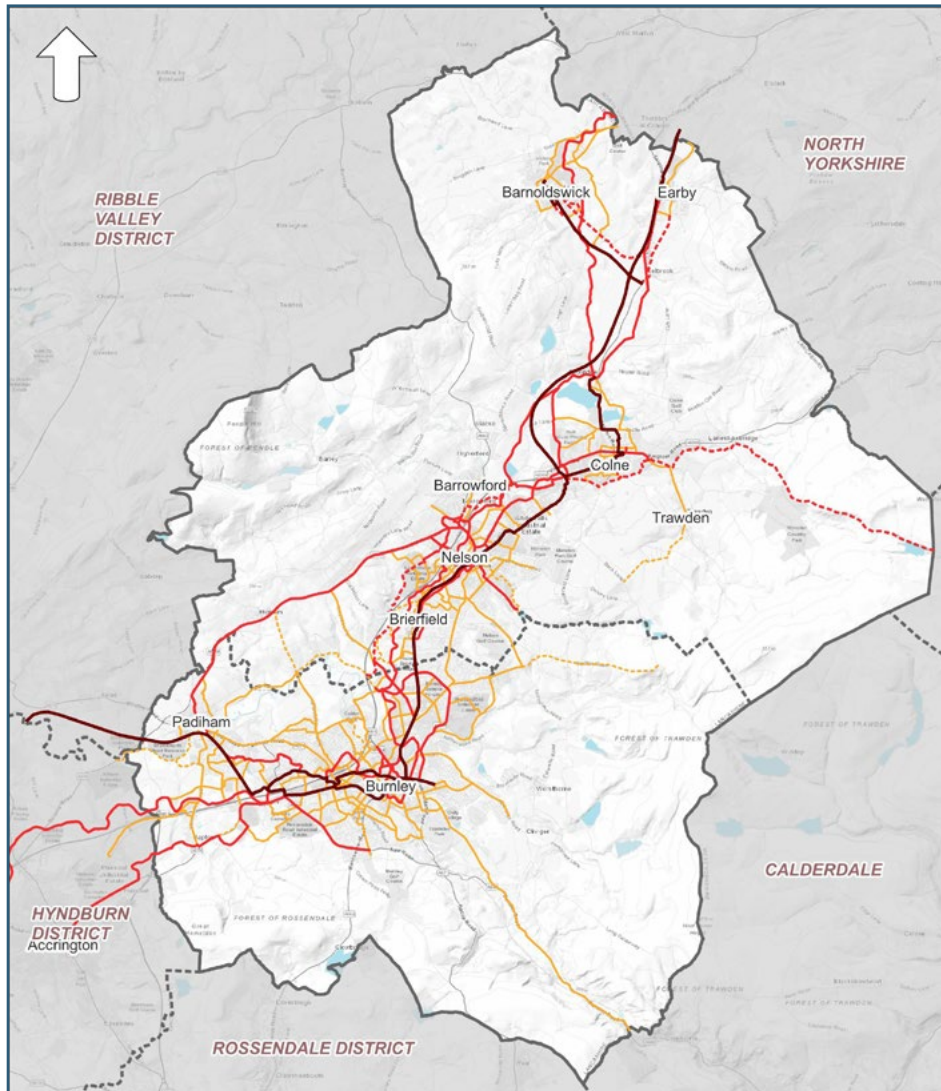


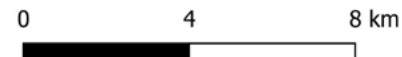
Figure 8 Integration and Application



Appendix A: Cycle Network Maps, by LCWIP sub-area

Figure 9
Burnley & Pendle proposed aspirational cycle network

- Strategic
- Primary
- - - Primary - alternative
- Secondary
- - - Secondary - alternative
- - - District Boundary
- LCWIP Area Boundary



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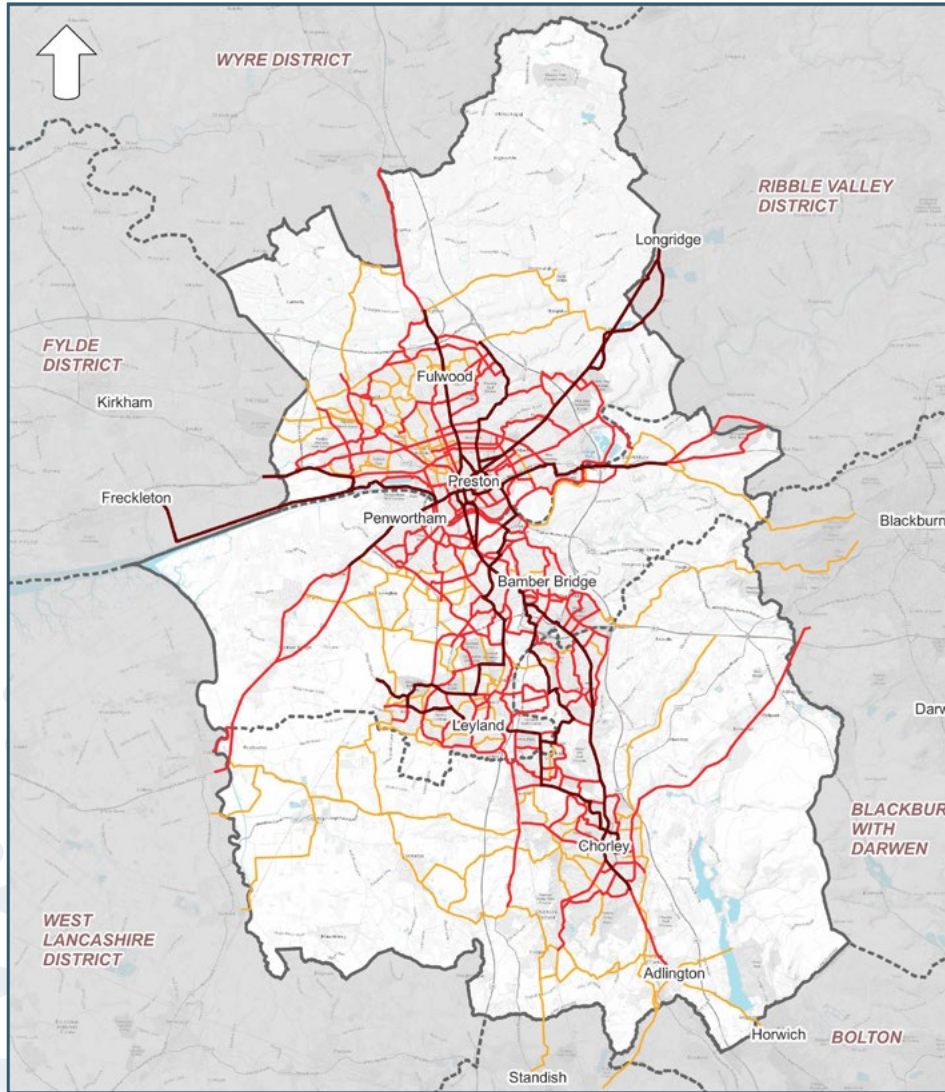


Figure 10
Central Lancashire proposed aspirational cycle network

- Strategic
- Primary
- Secondary
- - - District Boundary
- LCWIP Area Boundary

0 5 10 km

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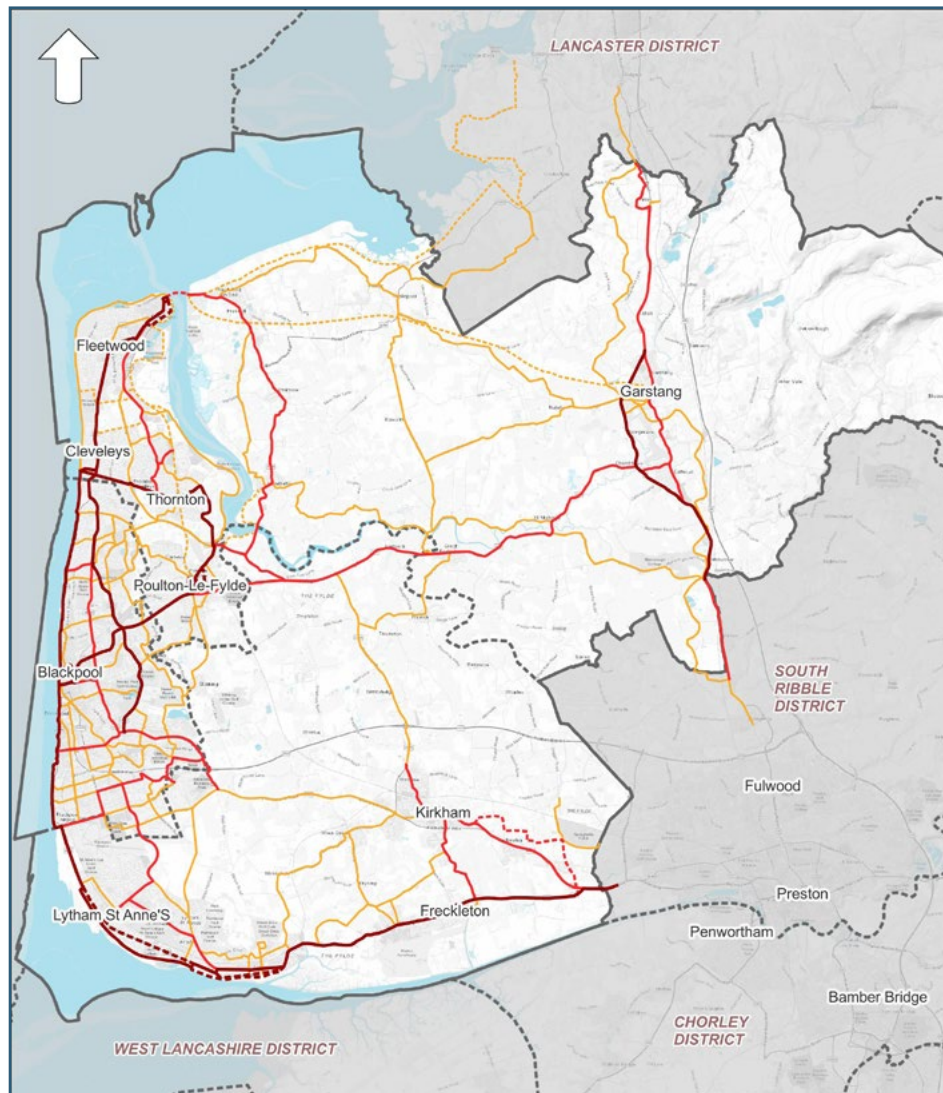
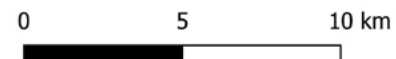


Figure 11
Fylde Coast proposed aspirational cycle network

- Strategic
- - - Strategic - alternative
- Primary
- - - Primary - alternative
- Secondary / Local
- - - Secondary - aspirational
- - - District Boundary
- LCWIP Area Boundary



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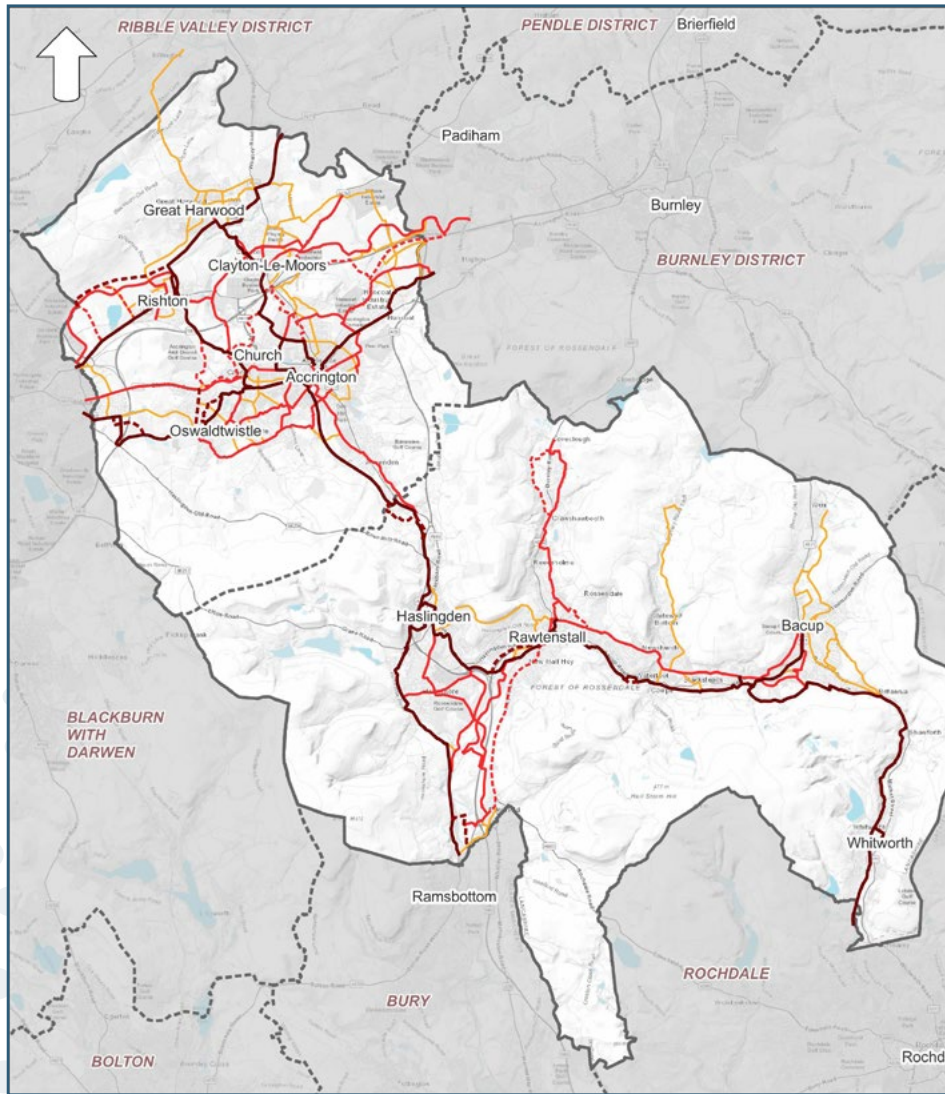
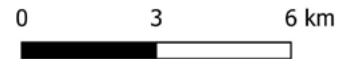


Figure 12
Hyndburn & Rossendale proposed aspirational cycle network

- Strategic
- - - Strategic - alternative
- Primary
- - - Primary - alternative
- Secondary / Local
- - - Area Boundary
- LCWIP Area Boundary



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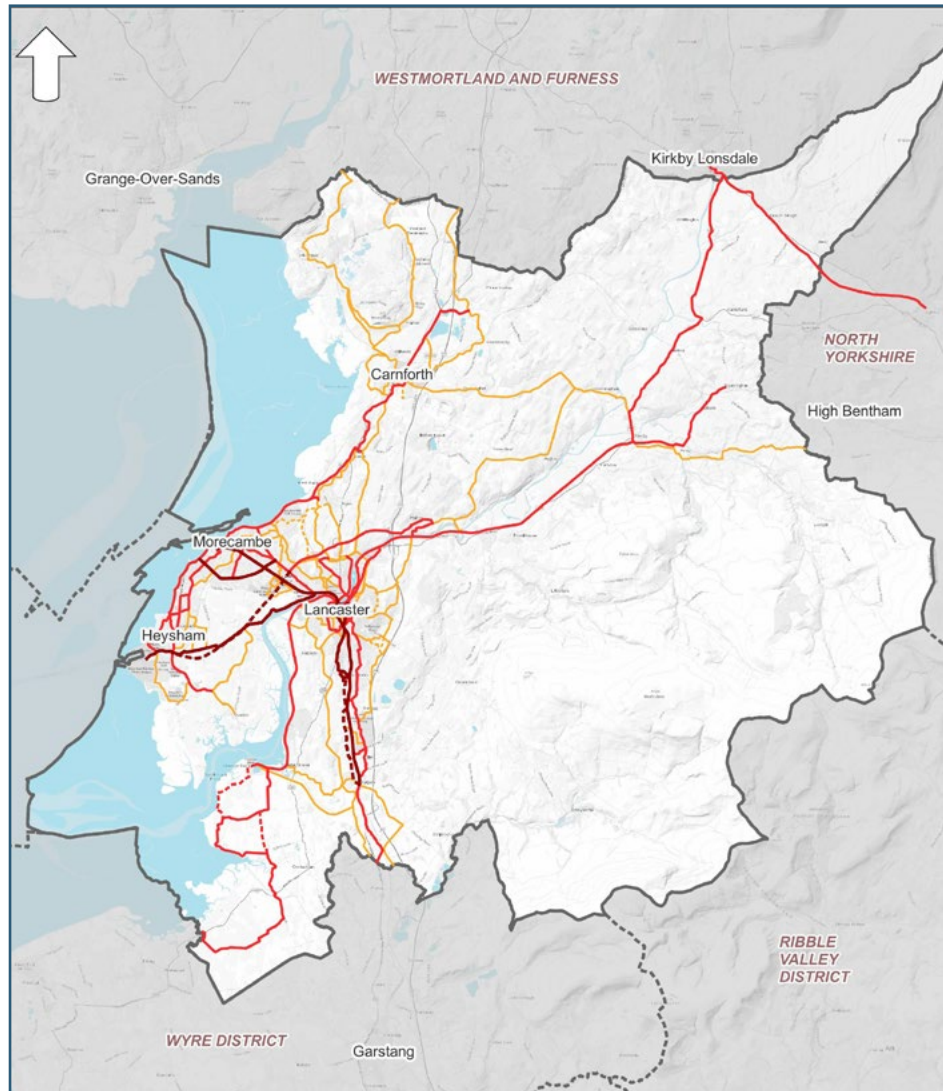
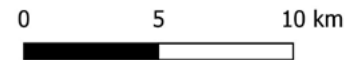


Figure 13
Lancaster proposed aspirational cycle network

- Strategic
- - - Strategic - alternative
- Primary
- - - Primary - alternative
- Secondary
- - - Secondary - alternative
- - - District Boundary
- LCWIP Area Boundary



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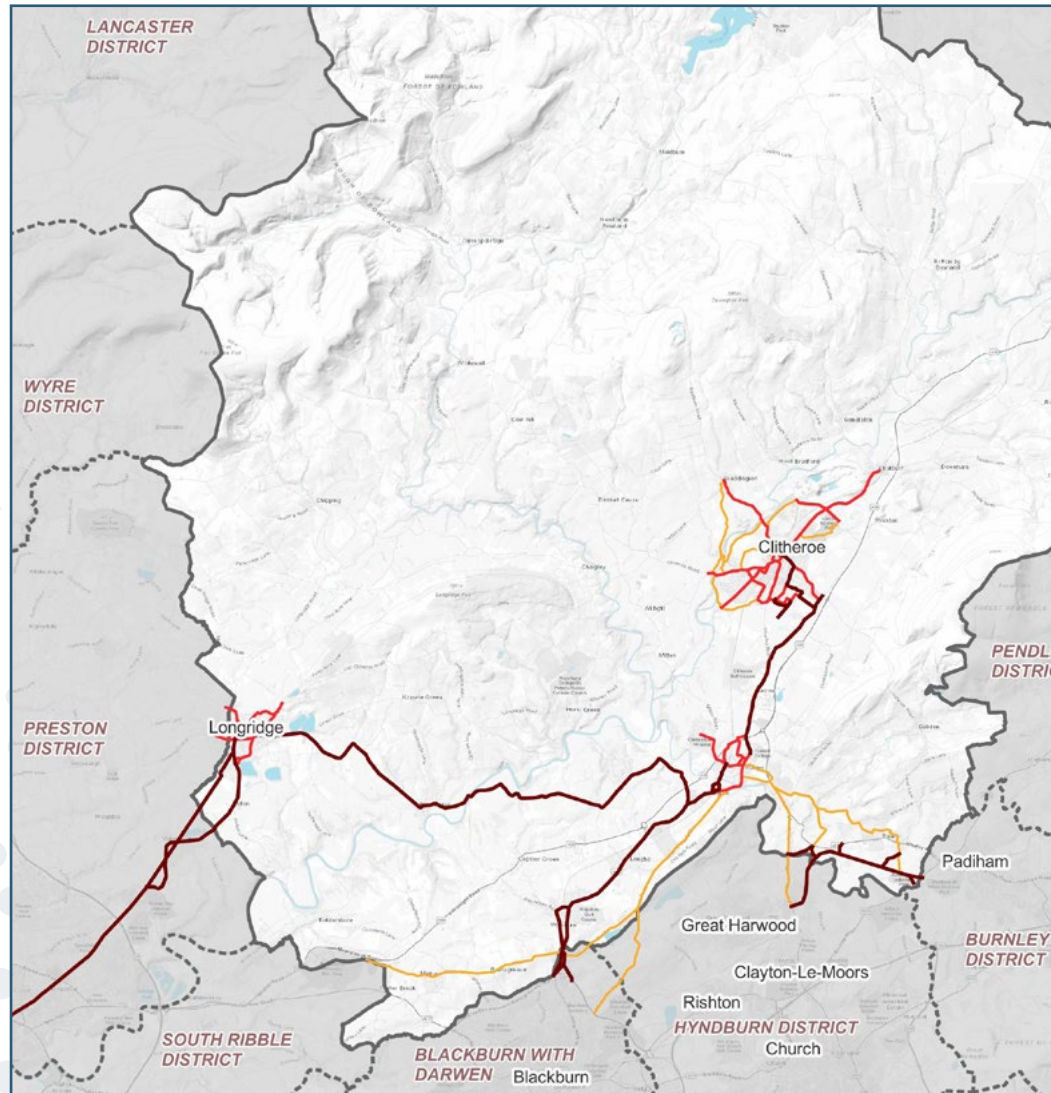
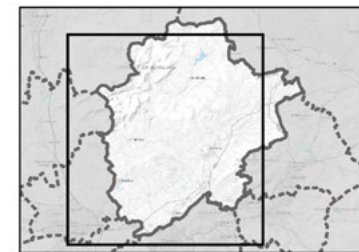


Figure 14
Ribble Valley proposed aspirational cycle network

- Strategic
- Primary
- Secondary
- - - District Boundary
- ▭ LCWIP Area Boundary



0 4 8 km

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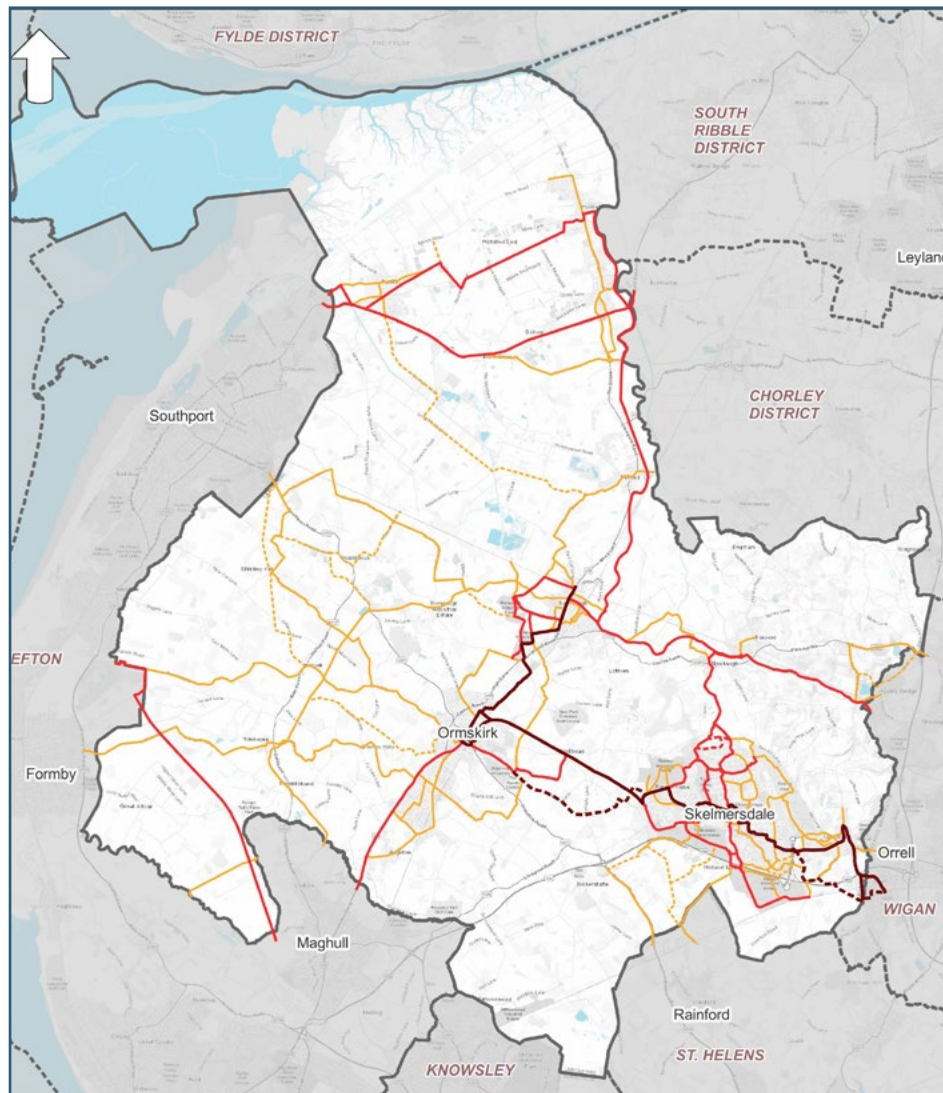
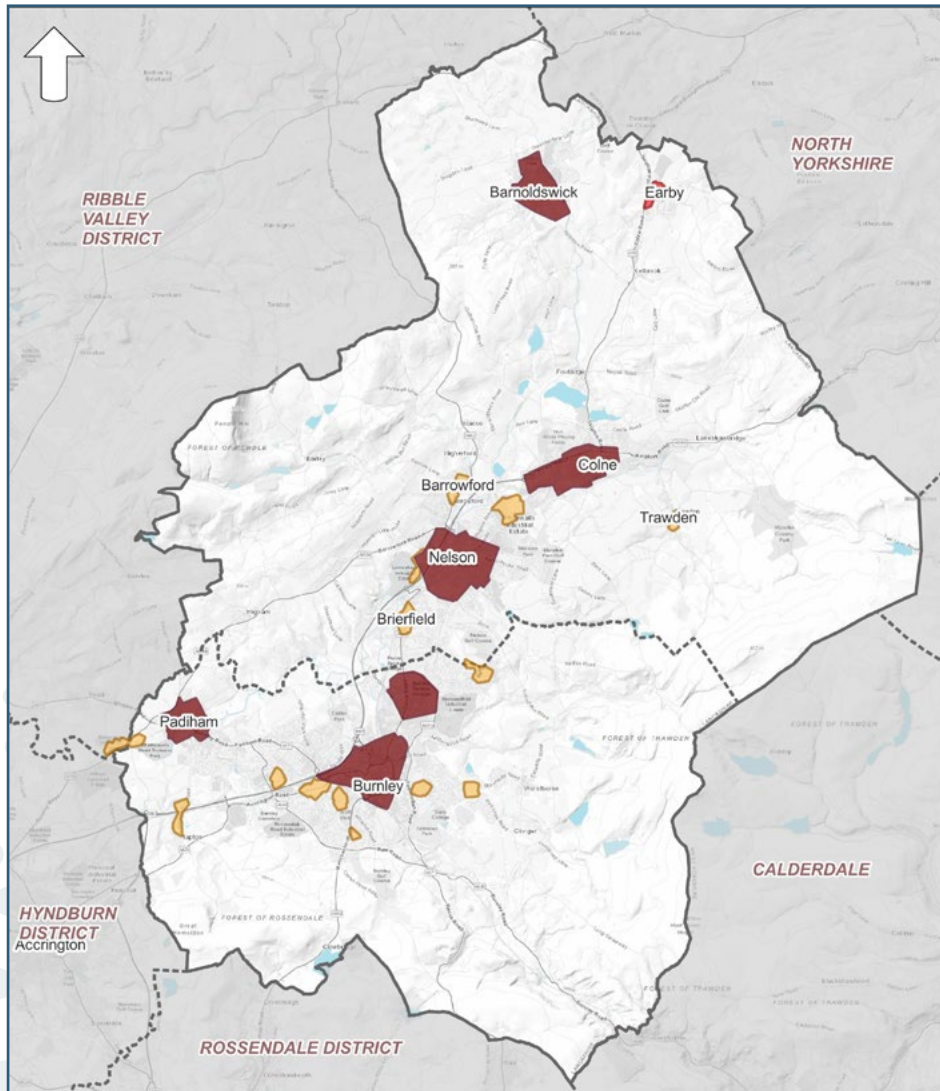


Figure 15
West Lancashire proposed aspirational cycle network

- Strategic
- - - Strategic - alternative
- Primary
- - - Primary - alternative
- Secondary
- - - Secondary - alternative
- - - District Boundary
- LCWIP Area Boundary



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Appendix B: Walking Network Maps, by LCWIP sub-area

Figure 16
**Burnley and Pendle proposed
core walking zones**

- Core Walking Zones
- Primary
 - Secondary
 - Tertiary
- District Boundary
- LCWIP Area Boundary



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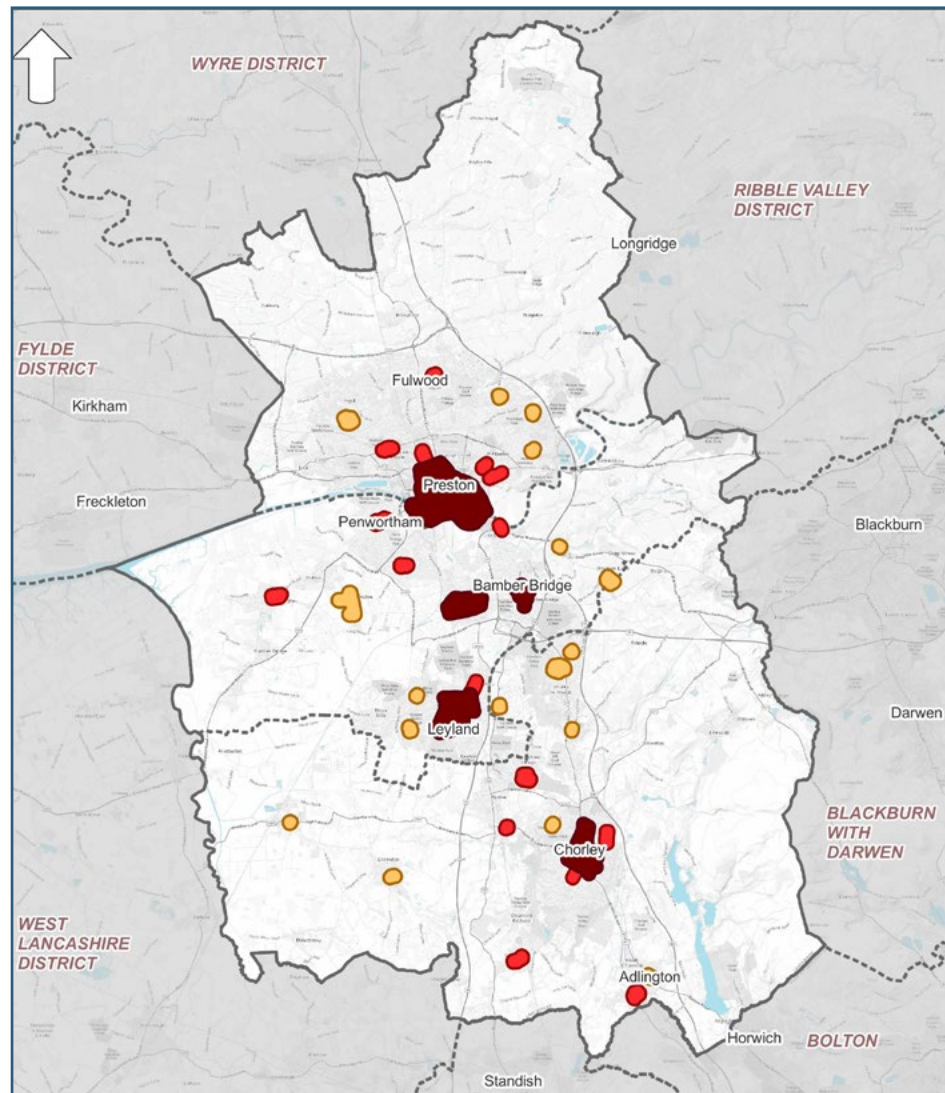
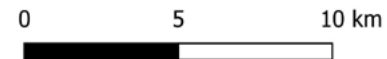


Figure 17
Central Lancashire proposed core walking zones

- Primary
- Secondary
- Tertiary
- District Boundary
- LCWIP Area Boundary



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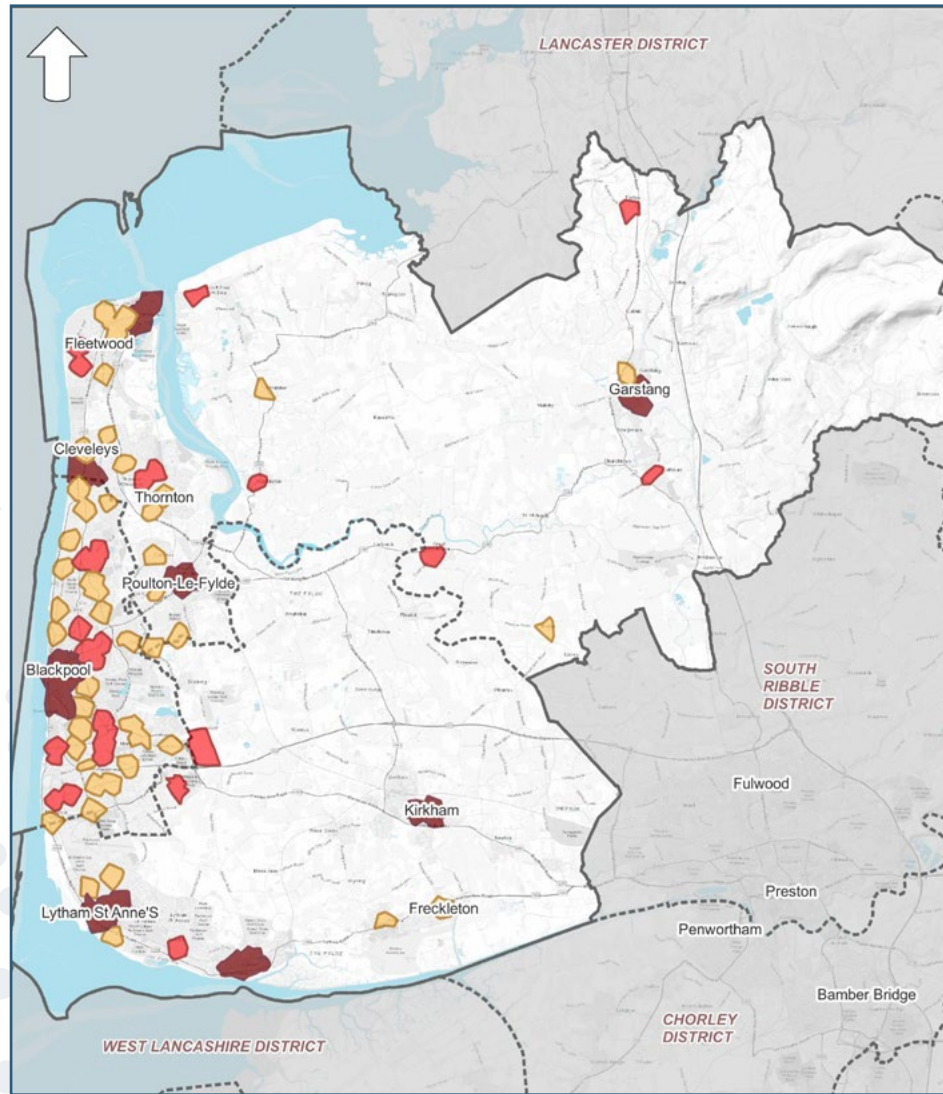
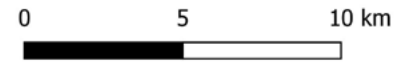


Figure 18
**Fylde Coast proposed
core walking zones**

- Primary
- Secondary
- Tertiary
- - - District Boundary
- ▭ LCWIP Area Boundary



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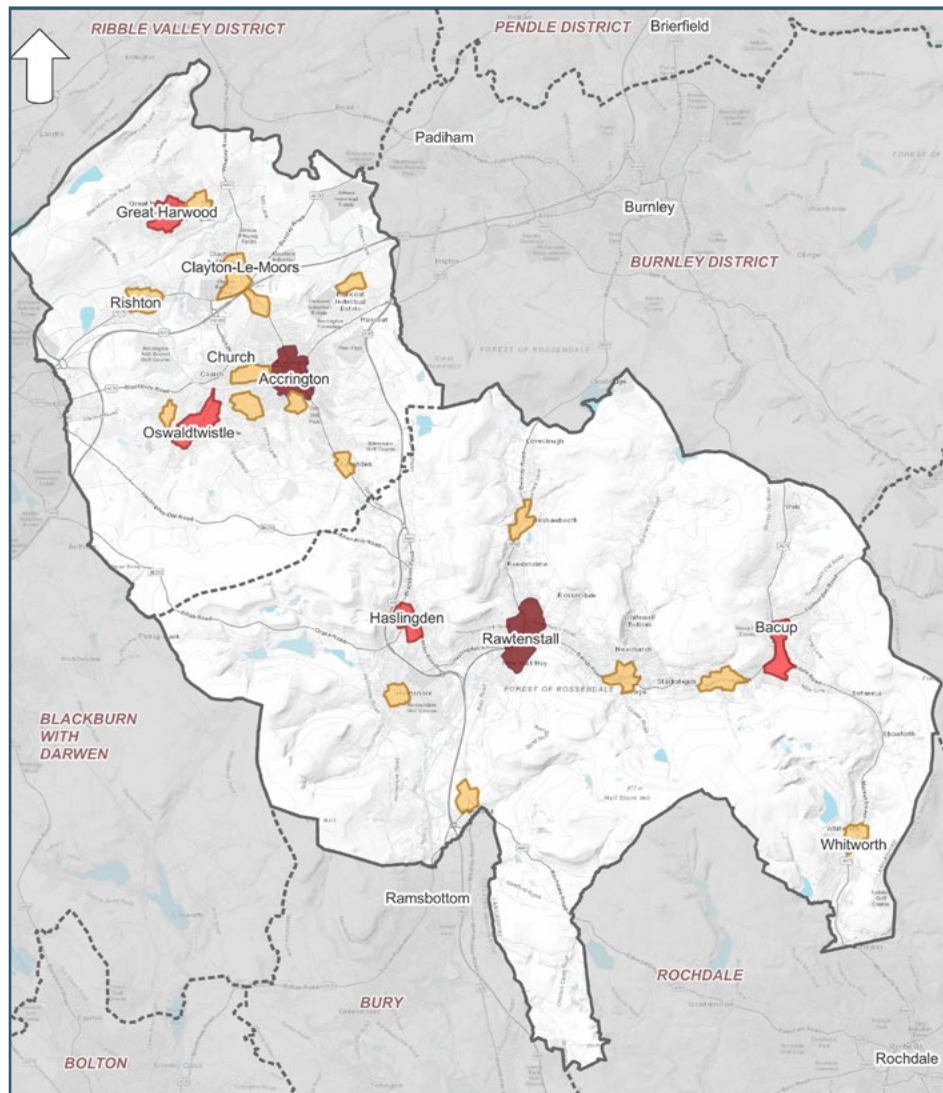
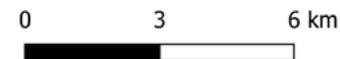


Figure 19
Hyndburn and Rossendale proposed
core walking zones

Core Walking Zones

- Primary
- Secondary
- Tertiary
- Area Boundary



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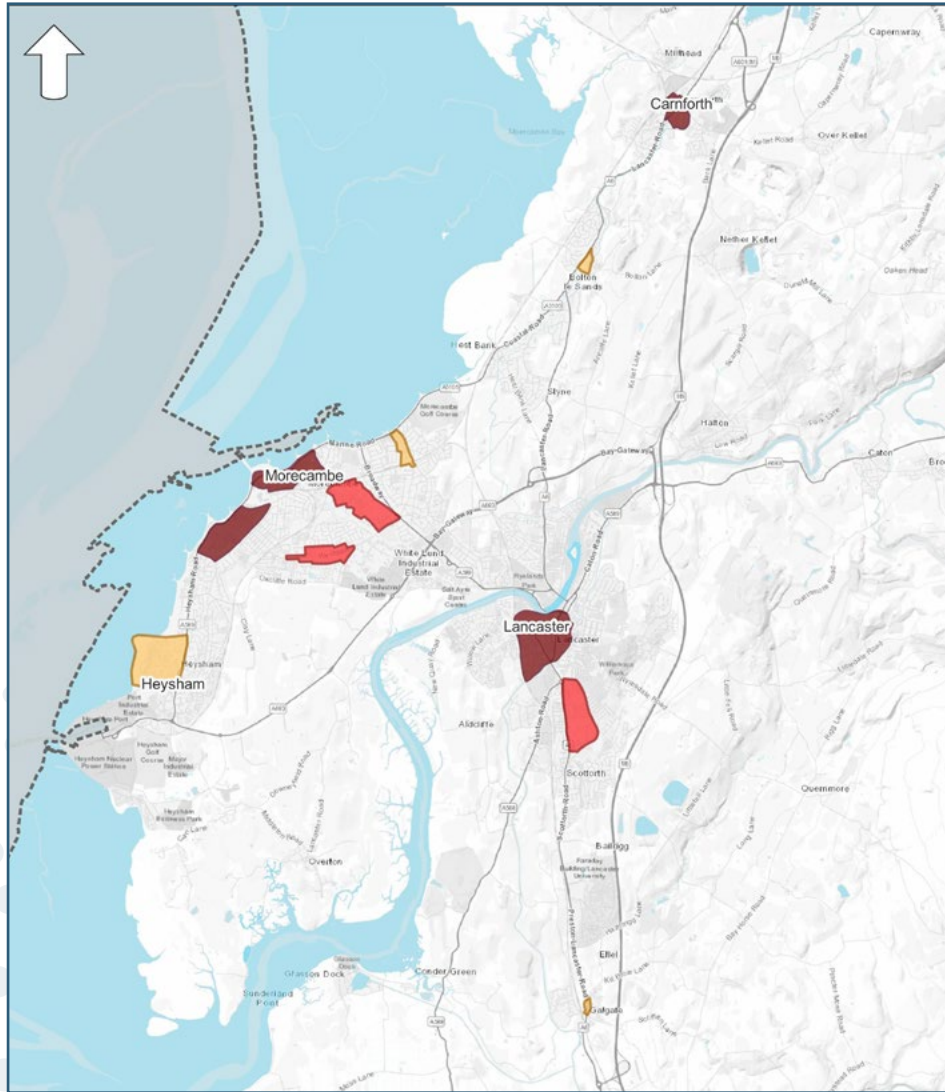
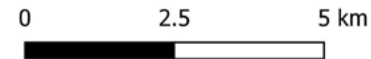
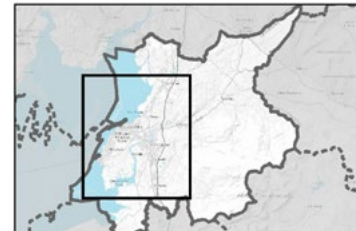


Figure 20
Lancaster proposed
core walking zones

Core Walking Zones

- Primary
- Secondary
- Tertiary
- Area Boundary



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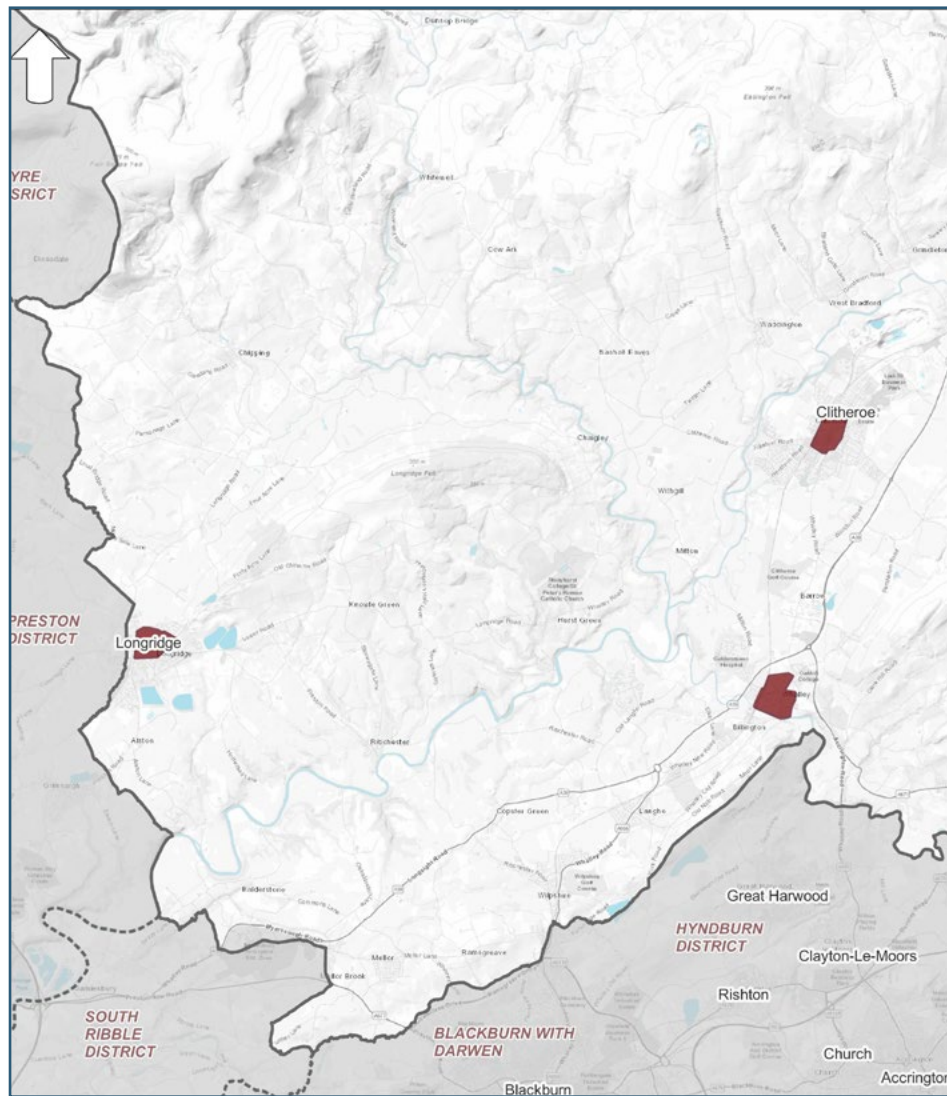
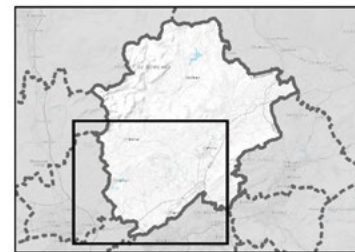


Figure 21
**Ribble Valley proposed
core walking zones**

- Core Walking Zones
- ⋯ Area Boundary



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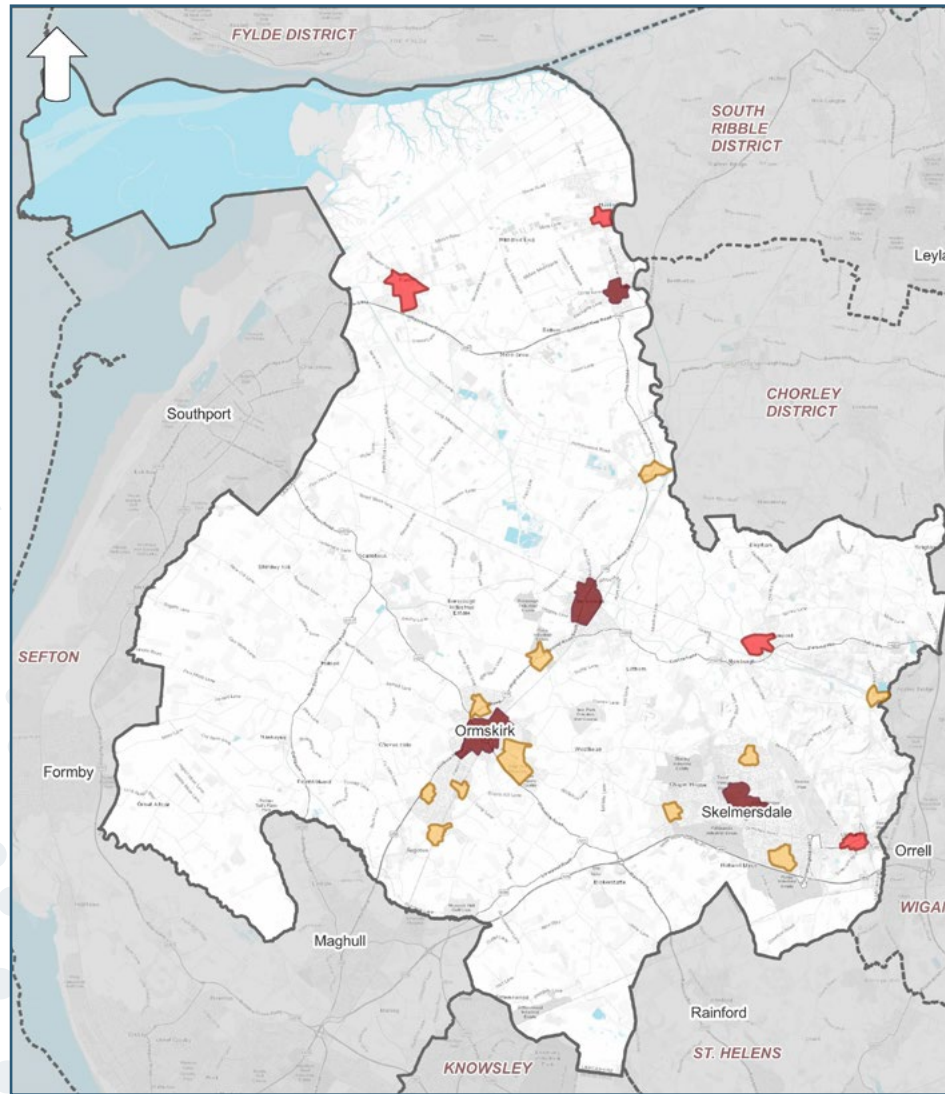
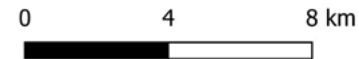


Figure 22
West Lancashire proposed
core walking zones

- Core Walking Zones
- Primary
 - Secondary
 - Tertiary
 - District Boundary
 - LCWIP Area Boundary



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Local Cycling and Walking Infrastructure Plans (LCWIPs)

EXECUTIVE SUMMARY REPORT

Report to the Cabinet

Meeting to be held on Thursday, 9 May 2024

Report of the Director of Environment and Planning

Part I

Electoral Division affected:
(All Divisions);

Corporate Priorities:
Supporting economic growth;

Integrated Transport Capital Funding 2024/25: Proposed Apportionment (Appendices 'A' and 'B' refer)

Contact for further information:

Janet Wilson, Tel: (01772) 538647, Levelling Up Delivery Manager,
janet.wilson@lancashire.gov.uk

Brief Summary

This report requests approval of the proposed 2024/25 Transport Programme, funded by the Department for Transport's Integrated Transport Grant totalling £6.101 million; together with approval that an allocation of £491,000, held as a contingency in the 2023/24 Transport programme, be added to and allocated as part of the 2024/25 programme. This would create a total fund of £6.592 million in 2024/25.

This is deemed to be a Key Decision and the requirements of Standing Order C18 have been complied with.

Recommendation

Cabinet is asked to:

- (i) Approve that the Department for Transport 2024/25 Integrated Transport grant of £6.101 million be added to the Transport Block of the Capital Programme.
- (ii) Approve that the allocation of £491,000, held as a contingency in the 2023/24 Transport programme, be added to and allocated as part of the 2024/25 programme, creating a total funding envelope of £6.592 million in 2024/25.

- | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>(iii) Subject to approval at (i) and (ii) above, approve the proposed apportionment of the 2024/25 Department for Transport Integrated Transport Grant as detailed at Appendix 'A'.</p> <p>(iv) Subject to such approval of apportionments in (iii) approve the proposed 2024/25 New Starts Public Rights of Way programme at Appendix 'B'.</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Detail

In March 2022 the Department for Transport confirmed that the Integrated Transport annual capital allocation would be £6.101m per annum until 2024/25. This capital allocation is separate from other funded programmes for highway maintenance.

The 2024/25 and future Integrated Transport annual capital allocation is under increasing pressure from a series of 'first call' commitments already confirmed or proposed, specifically:

- A contribution of £15m to fund the City Deal to its conclusion, subject to the decision to be made by Cabinet elsewhere on the agenda.
- A contribution to support development funding for the East Lancashire Levelling Up Fund.
- Funding committed towards post-construction activities on the North-West Preston Roads Programme.
- Legacy costs to close down of the South Lancaster Growth Catalyst, to cover sunk costs and the minimum cost of geotechnical equipment already installed.
- The remaining development costs for the A582 focused scheme.

These commitments would exceed the capital allocation available in 2024/25. Options have been explored regarding the potential for reducing the funding requirements, particularly so in the context of:

- The prospect for additional funding to be available in 2025/26 and subsequent years through the Local Transport Fund.
- The ability to service and spend these amounts given competing calls/pressures for in-house capacity and capability amongst design, operational, project management, procurement, etc, resources.
- The prospect for spending new allocations during 2024/25 given the backlog of completing prior years' projects already in our capital programme.

To alleviate the budget pressures detailed above it is proposed that the allocation of £491,000, held as contingency in the 2023/24 Transport programme, be added to and allocated as part of the 2024/25 programme. This would create a total funding envelope of £6.592 million in 2024/25.

It is proposed that the 2024/25 funding is allocated as detailed at Appendix 'A'. This acknowledges a continuing funding requirement for the 'first call' commitments referenced above. The proposed 2024/25 New Start Public Rights of Way programme is detailed at Appendix 'B'.



In addition to the above, delivery of road and cycle safety schemes and bus stop compliance schemes will continue to be funded from the ongoing multi-year capital programme.

Appendices

Appendices 'A' - 'B' are attached to this report. For clarification they are summarised below and referenced at relevant points within this report.

Appendix	Title
Appendix 'A'	Proposed Apportionment of 2024/25 Integrated Transport Programme Funding
Appendix 'B'	Proposed 2024/25 New Starts Public Rights of Way Programme

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Legal

Individual schemes will have appropriate legal consideration as they are developed.

Financial

It is proposed that the programmes detailed at Appendices 'A' and 'B' be funded from:

- (i) The 2024/25 Integrated Transport grant funding from the Department for Transport with a value of £6.101 million.
- (ii) The addition and allocation of £491,000 held as a contingency in the 2023/24 Transport programme.

The above creates a total funding envelope of £6.592 million in 2024/25.

The schemes within the programme will be reduced accordingly to fit within the grant available, therefore there is no commitment to additional borrowing required for this programme.

The current commitments not funded in 2024/25 should be deemed as 'first calls' on future years funding with detailed profiling to be submitted as part of the 2025/26 capital programme setting process.

Risk management

It should also be noted that the delivery of the proposed programmes/projects is dependent on the 2023/24 transport programme outturn position which will not be



known until late spring 2024. The programmes may be subject to change after this date when the revised delivery programme is reported to Cabinet.

Furthermore, there is a risk that some of the detailed projects set out at Appendices 'A' and 'B' may not be delivered or could be delayed due to changes to estimated costs, other priorities emerging within year because of bad weather or other unforeseen circumstances. Any changes required to the programmes will be reported in the revised delivery programme.

The City Deal and South Lancaster Growth Catalyst allocations and the use of the funds within those programmes are the subject of separate programme reporting reflecting the different maturity stages of those programmes and the different funding regimes with in them.

List of Background Papers

Paper	Date	Contact/Tel
None		
Reason for inclusion in Part II, if appropriate		
N/A		

Proposed Apportionment of 2024/25 Integrated Transport Funding

Proposed 2024/25 Allocation	£
East Lancashire Levelling Up Fund	£1,946,000
Accrington Rail Station	£400,000
A582 Major Road Network	£2,400,000
North West Preston Road Programme	£1,246,000
South Lancaster Growth Corridor Legacy Costs	£300,000
Public Rights of Way Programme	£300,000
Total	£6,592,000

Appendix B

Proposed 2024/25 New Starts Public Rights of Way Capital Programme

DRAFT 2024/25 Programme: Public Rights of Way				
Project Name	Division	District	Project Description	Estimate
Burden Lane Burnley	Burnley Central East	Burnley	Surfacing improvement work	£50,000
Dean Brook Footpath Rivington	Chorley Rural East	Chorley	Revetment and surfacing improvement works	£15,500
Bridleway 10 Chipping	Longridge with Bowland	Ribble Valley	Revetment works	£15,000
Public Rights of Way 2023/24 Reactive Works	Countywide	Countywide	Reactive maintenance small scale works to support the necessary improvements and emergency works to the PROW network when they arise in-year	£219,500
Forecast Outturn Capital Expenditure:				£300,000

Report to the Cabinet

Meeting to be held on Thursday, 9 May 2024

Report of the Director of Highways and Transport

Part I

Electoral Divisions affected:
Preston City; Preston
Southeast;

Corporate Priorities:
Protecting our environment;

Proposed Bus Lane, New Hall Lane, Preston

(Appendix 'A' refers)

Contact for further information:

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Brief Summary

The introduction of a dedicated bus lane is proposed to improve journey times and reliability of bus services travelling southwest bound on New Hall Lane, as part of the Bus Service Improvement Plan. The proposal, in co-ordination with other schemes in the Bus Service Improvement Plan, aims to encourage a greater proportion of sustainable travel. The two lanes available for other traffic will remain, but less wide.

Recommendation

Cabinet is asked to approve the proposed creation of a 406m long bus only lane, with exception for cycles, as set out in this report and in Appendix 'A'.

Detail

Lancashire County Council and Blackburn with Darwen Borough Council have worked in partnership with all of Lancashire's local bus operators to jointly develop a Bus Service Improvement Plan for their areas. The Department for Transport granted funding of £34.1 million to support the Plan, which includes a range of measures to make buses better and help create a bus network which more people use for regular journeys.

As part of the Bus Service Improvement Plan, the western end of New Hall Lane was identified as a location where the carriageway was wide enough so that a bus lane could be constructed, whilst maintaining a two-way carriageway for general vehicles. The proposed inbound bus lane would allow buses to bypass congestion and cut journey times, particularly during peak travel periods.

Consultation

Consultation and formal advertising of the proposals have been undertaken between 19 January and 16 February. Objections to the proposals were received.

Objection 1

I would like to say that this idea of a bus lane on new lane would be a ridiculous idea. You have already narrowed New Hall Lane down how could you put a bus lane.

This is a very busy road used by commuters to and from work and is the main road into Preston from the motorway. Going ahead with this would significantly affect all road users and local residents that of like.

There are 2 schools on this road and parents drop them off using cars can you imagine how much traffic this would cause.

Have you even considered how this would affect all the businesses on new hall lane? heavily impact our business! There are close to hundred shops on new hall which would all be affected.

Objection 2

I would like to say I am completely against this idea of a bus lane on new hall lane. This would cause significant traffic on a road that is already so busy and narrow.

My children go to school just off New [Hall] Lane and I live on Fishwick parade this would cause us so much more time to drop and pick kids also create a lot more traffic on Fishwick parade.

I would urge the council to reconsider this proposal.

Objection 3

I have objections to this proposal. This will cause disruption to local business and congestion on an already busy road due to previous work on New Hall Lane. The previous work carried out on New Hall Lane has already left long term inconvenience & congestion.

As there is no lay by for buses at bus stops to pull into, this causes tailbacks of traffic. There is nowhere for traffic to move to when there are emergency vehicles trying to get through. The roads are flooded with water especially at pedestrian crossings due to poor drainage. Pedestrians and people on mobility scooters are risking their lives and walking into roads to avoid the large pools of water. Pedestrians crossing are useless in wet conditions.



Motorists will resort to taking short cuts to beat the traffic onto Skeffington Rd and Ribbleton lane. These roads are very narrow with parked vehicles on both sides and very busy due to nearby schools. These roads are already poorly maintained and have potholes.

Please don't fix something that's not broken. Please for goodness' sake use the money to repair New Hall Lane road surfaces. There are potholes and roads in and around Fishwick are in dire conditions. I wish one of you planners would just walk down New Hall Lane on a wet/rainy day and see the congestion and flooding caused my previous bad decisions. I have lived in this area all my life and unfortunately the conditions have worsened due to very expensive bad decisions using taxpayers' money. The roads are awful and unsafe to drive on. Fly-tipping and streets are filthy. It seems the council has too much money to waste on such useless money wasting projects. This money can be better spent especially in this difficult economic climate.

In Response to Objections 1, 2 and 3

The objectors make reference to the road being narrow and the scheme unworkable, however the measured carriageway width over the proposed bus lane length is between 11.2 and 13.4 metres.

The proposals would involve reallocating the existing carriageway width to accommodate the 406m long southwest bound bus lane, whilst maintaining a two-way carriageway for general vehicles. Traffic flow would not be impeded in any way (see Appendix 'A' for location and extents). The two lanes for general traffic at present would remain, just less wide.

A section of carriageway on New Hall Lane to the east of these proposals was narrowed several years ago to create a wide footway being a more pedestrian friendly public space, however this would not be affected by the proposals. It is further east than the proposed changes to the lanes within carriageway width for this proposal.

This scheme is funded by central government through the 'Bus Service Improvement Programme initiative. Funding cannot be redirected to any unrelated function.

Objection 4

We feel that this proposal needs testing, that it should be put in place using temporary barriers for a period to see if it has a positive effect on traffic. Failing that, we believe it should be paused while deeper consultation is considered, we could help with this.

Please advise if this is agreeable?

In Response to Objection 4

The scheme has been safety audited and legal orders created against the fully implemented design, including regulatory signs, road markings and enforcement cameras. The scheme is not suitable for any experimental order but is part of a programme of measures in the Bus Services Improvement Plan. It is designed to be lawful, safe and enforceable.



Appendices

Appendix 'A' is attached to this report. For clarification it is summarised below and referenced at relevant points within this report.

Appendix	Title
Appendix 'A'	General Plan

Implications:

This item has the following implications, as indicated:

Legal

The Highway Authority has the power to provide lanes and footways within highway width.

The statutory framework for delivery of the National Bus Strategy for England through partnership is provided by the Bus Services Act 2017 and the key document setting out the vision, objectives and delivery plans of local transport authorities and their partners at the local level is the Bus Service Improvement Plan.

The proposals in this report would be implemented under the Road Traffic Regulation Act 1984 and the Traffic Signs Regulations and General Directions 2016.

Financial

The total cost of the proposed scheme is estimated at £100,000. The cost will be fully met from the £5.24 million within the Bus Service Improvement Plan Capital Programme for 2022/23 and 2023/24 Bus Priority Infrastructure Schemes, which is financed through the Department for Transport Bus Service Improvement Plan funding. As this is grant funding there are no revenue implications for financing, any increases to the above cost estimate will also have to be met from the grant funds which may impact the levels of future delivery. The proposals and costs have been approved by the Enhanced Partnership Board.

Risk management

Failure to implement this scheme would result in Lancashire County Council not introducing a dedicated bus lane, journey times not being shortened, and reliability not being improved. This would adversely affect the overall Bus Service Improvement Plan's aim to encourage increased sustainable travel.



List of Background Papers

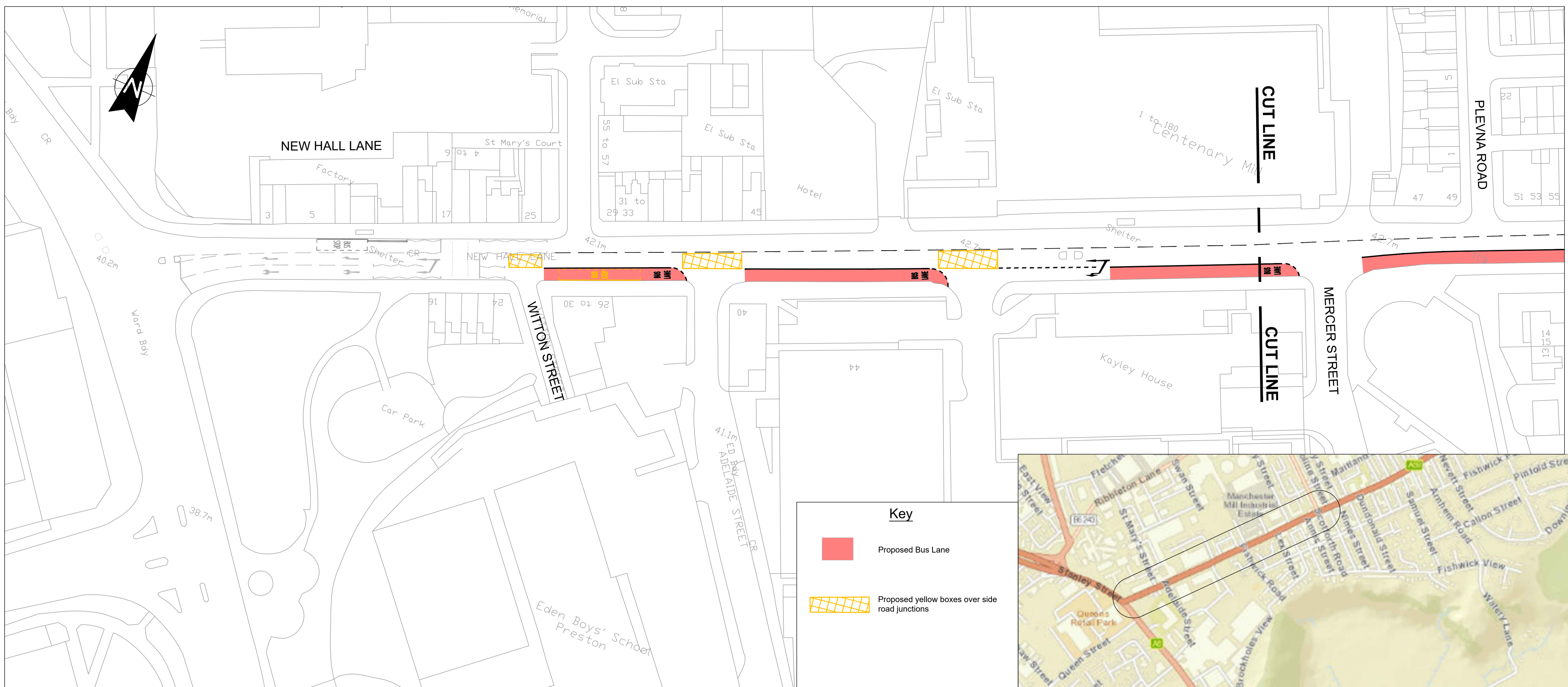
Paper	Date	Contact/Tel
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None



Reason for inclusion in Part II, if appropriate

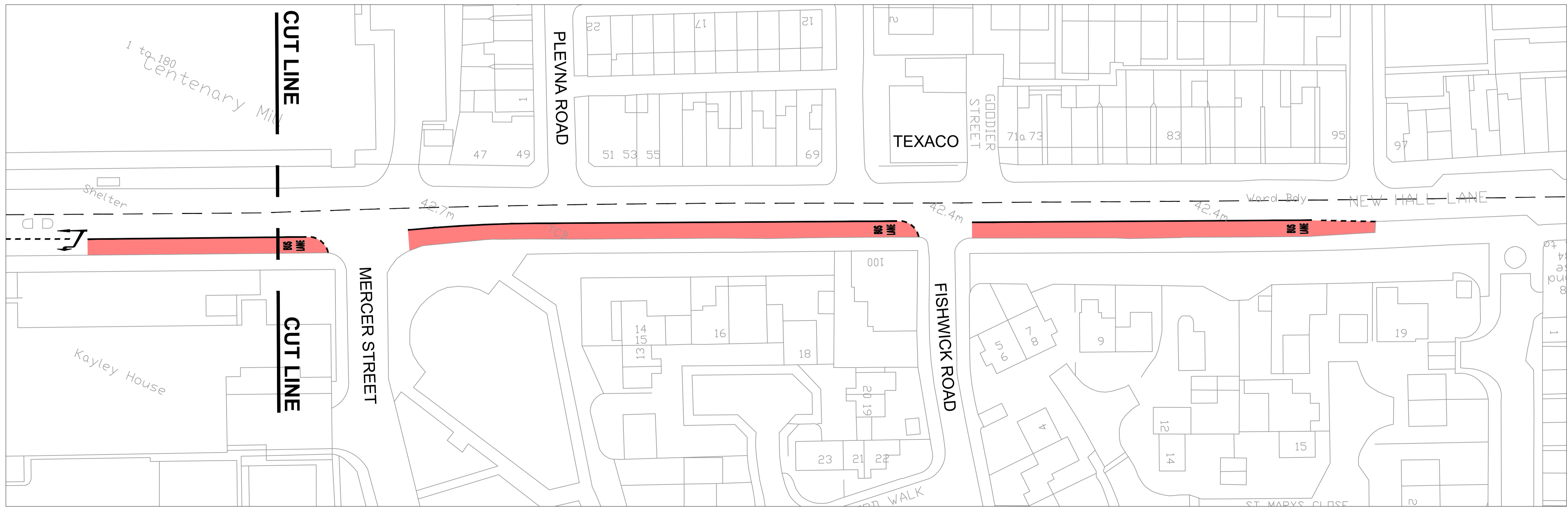
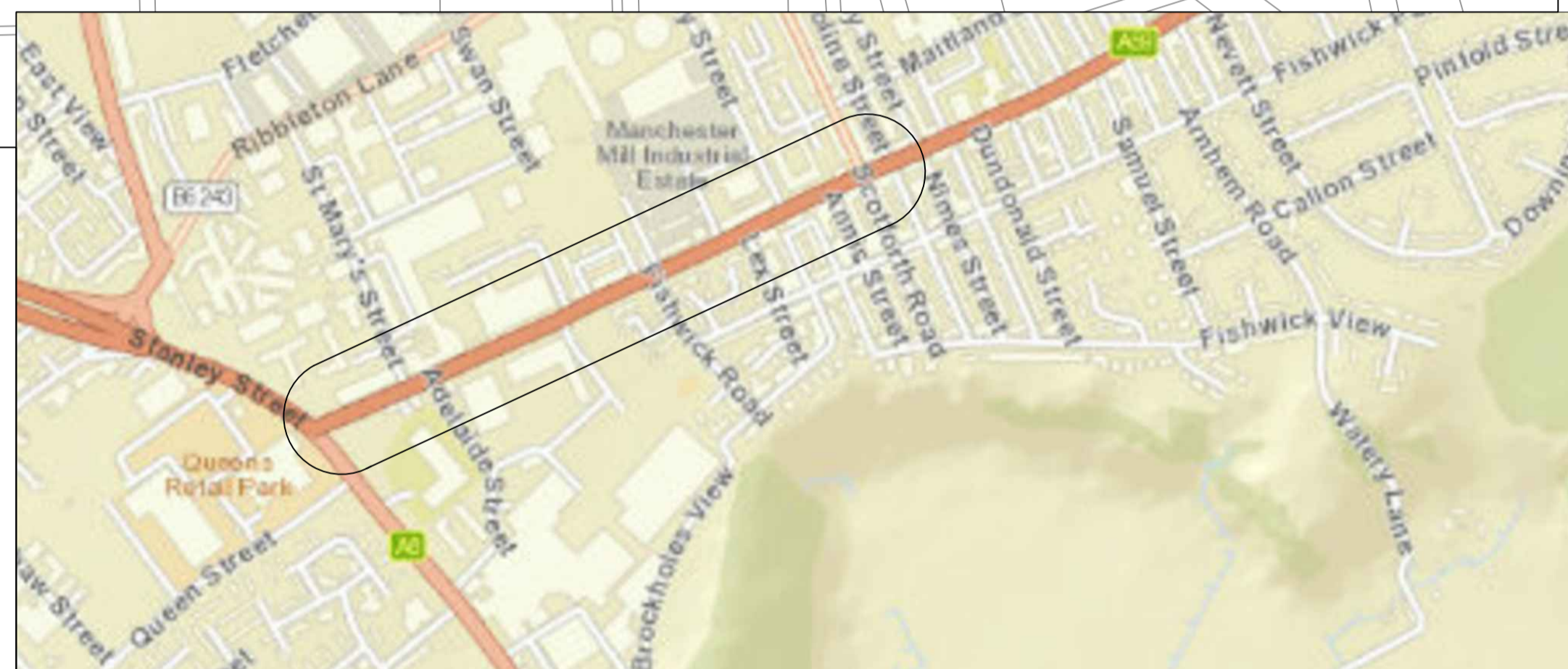
N/A





Key

-  Proposed Bus Lane
-  Proposed yellow boxes over side road junctions



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No.	DATE	AMENDMENT DETAILS	CHECKED BY	DRAWN BY
REVISIONS				
		Design and Construction		
 SCALE BAR (PLOTTED mm)				
PROJECT TITLE		BUS SERVICE IMPROVEMENT PROGRAMME NEW HALL LANE BUS LANE		
DRAWING TITLE		GENERAL PLAN		
DRAWN BY	M SOUTHALL	DATE	JULY 2023	
CHECKED BY	J BARON	DRAWING No.	13673-01	
PROJECT No.	13673	SHEET No.	1 OF 1	REVISION -
SCALE @ A1	1:500	ISSUE PURPOSE		

Report to the Cabinet

Meeting to be held on Thursday, 9 May 2024

Report of the Director of Education, Culture and Skills

Part I

Electoral Division affected:
(All Divisions);

Corporate Priorities:
Delivering better services;

**Determination of Home to School Transport Policy -
Academic Year 2025/2026**
(Appendices 'A' and 'B' refer)

Contact for further information:

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Brief Summary

Lancashire County Council reviews its Home to School Transport Policy on an annual basis. New guidance was issued by the Department for Education on Home to School Transport for children of compulsory school age in June 2023. Although there are no changes to the statutory entitlement of pupils, the amended policy reflects the Department for Education's recommendations that all the information in relation to transport assistance is available to parents in one document. The previous mainstream and Special Educational Needs transport policies have therefore been amalgamated, and additional information has been provided to parents, to ensure transparency and understanding.

This is deemed to be a Key Decision and the requirements of Standing Order C18 have been complied with.

Recommendation

Cabinet is asked to approve the Home to School Transport Policy for the academic year 2025/2026, as set out at Appendix 'A'.

Detail

In accordance with the Education School Information Regulations 2008 (Regulation 8), the county council has a duty to publish all relevant information that may inform parental decision making when applying for a secondary school, no later than six weeks before the closing date for secondary school applications which is 31 October each year.

Additionally, the county council is required to publish general arrangements and policies in respect of home to school transport for children of compulsory school age. The county council informs parents of entitlement to receive transport assistance by publishing a Home to School Transport Policy on the Lancashire County Council website and it is reviewed annually.

Statutory Entitlement

The Department for Education issued new statutory guidance in June 2023 that reaffirmed that Local Authorities have a duty to provide free transport for all pupils of compulsory school age (5-16) if their nearest suitable school is:

- beyond 2 miles (if below the age of 8); or
- beyond 3 miles (if aged between 8 and 16)

Pupils attending secondary schools whose parents are on the qualifying benefits for free school meals, or in receipt of the maximum amount of Working Tax Credit, also receive assistance with travel costs if they attend one of their three nearest schools, provided the distance to school is between 2 and 6 miles. For low-income families there is also denominational transport assistance if a pupil is attending a particular school on the grounds of faith and the school is between 2 and 15 miles from home.

County Council's Home to School Transport Policy

The Home to School Transport Policy is reviewed annually and considered by Cabinet each summer term. New Department for Education Guidance; *Travel to school for children of compulsory school age. Statutory guidance for local authorities* was issued in June 2023; [Home-to-school travel – GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/home-to-school-travel) As there have been no changes to the legislation governing home to school transport, the statutory entitlement of pupils remains the same.

The revised guidance is much more detailed and seeks to clarify the local authorities' statutory duties and respond to issues raised through consultation and through regular meetings held with local authorities and the Department for Education. The new guidance also seeks to help parents understand their rights with additional information on:

- considering if a parent can be expected to accompany their child;
- encouraging independence for children with disabilities;
- managing children's medical needs.

For the first time, the statutory guidance also provides specific advice to local authorities on how their policies and procedures should be reviewed to ensure

transparency and fairness, with a checklist of what needs to be included in the Home to School Transport Policy.

In light of the new guidance, the Access to Education Team have undertaken a complete overhaul of the County Council's Home to School Transport Policy, so that it includes the following 4 categories of eligible children:

- statutory walking distances;
- special educational needs;
- disability and mobility problems;
- unsafe walking routes.

The local authority will provide transport for children who attend their nearest school that is within walking distance of home, if it is unreasonable to expect that child to walk to school for reason of special educational needs and disabilities, disability or mobility issues.

For the first time, the mainstream and Special Educational Needs transport policies have been amalgamated, and there is a clear introduction explaining what parents can expect to learn from the document.

The new policy enhances the advice available to parents by:

- clearly explaining terms such as 'home address' and 'nearest suitable school'.
- clearly explaining how a child's eligibility will be assessed, including information on how distances will be measured and how route safety is assessed.
- clearly explaining the ways in which travel is provided.
- clearly explaining the eligibility of children with special educational needs, a disability or mobility problems and how they will be assessed on an individual basis.

The Home to School Transport Policy has been re-written to include additional information for parents. There is advice on how pupils should use, replace, or amend their travel pass in a separate information leaflet, which is set out at Appendix 'B'. There is also more detailed advice for parents of children with special educational needs, a disability or a mobility problem. Lancashire County Council's Unsafe Walking Route Policy has also been updated to reflect latest guidance from Road Safety GB.

The Home to School Transport Policy reflects the statutory guidance provided by the Department for Education, and is equitably applied when assessing all pupils transferring from primary to secondary school.

Information about the availability of transport assistance

During the Autumn Term, members of the Access to Education team attend most secondary school open evenings to advise parents on the admissions process and on entitlement to receive transport assistance. The admissions literature and the online application system both encourage parents to seek advice from their local

education office, if travel costs are part of their consideration when making a secondary school application.

Going forward, there will continue to be a positive communications strategy which will include:

- Updated Lancashire County Council website.
- School Admissions Posters/Year 6 flyers distributed with key message to 'Think Transport.'
- Press Releases.
- Social Media Campaign.
- Targeted Facebook advertisements.

The admission information which is available to all parents from each September (online and paper where requested) provides a summary of the Transport Policy. Parents are advised to check the policy carefully if getting their child from home to school and back is a consideration. Parents are directed to a full copy of the Home to School Transport Policy on the Lancashire County Council website, and are encouraged to seek advice from the area education office if they have any queries. The county council also has officers in attendance at most secondary school open evenings, to give advice on transport eligibility and admission queries.

Consultations

It has not been necessary to consult on the Home to School Transport Policy 2025/2026 as there have been no changes to the entitlement of pupils of compulsory school age to receive transport assistance.

Appendices

Appendices 'A' and 'B' are attached to this report. For clarification, they are summarised below and referenced at relevant points within this report.

Appendix	Title
Appendix 'A'	Home to School Transport Policy 2025/26
Appendix 'B'	Assistance with Home to School Transport – Guide for Parents

Implications:

This item has the following implications, as indicated:

Risk management

There are no suggested changes to parental entitlement to receive transport assistance.



Legal

In accordance with the Education School Information Regulations 2008 (Regulation 8), the county council has a duty to publish all relevant information that may inform parental decision making when applying for a secondary school, no later than six weeks before the closing date for secondary school applications which is 31 October each year.

Although the Department for Education have issued new guidance there have been no changes to the regulations relating to transport entitlement for pupils. There has therefore been no need to undertake a consultation on the amalgamation of the mainstream and special educational needs transport policies.

Financial

There are no financial implications as a result of this report. The Home to School Transport budget has been forecast to overspend in 2023/24, with the outturn position for the financial year currently being finalised. As part of the agreed budget for 2024/25 and the medium term financial strategy for future years, additional funding has been included to reflect both local and national increased demand across the service.

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A



**HOME TO SCHOOL
TRANSPORT
POLICY**

2025 to 2026

lancashire.gov.uk



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HOME TO SCHOOL TRANSPORT POLICY 2025 / 26

Introduction.

This guidance sets out Lancashire County Council's arrangements for providing home to school transport, ensuring children and young people are safe and able to achieve their full potential in education, learning and future employment.

When considering whether to provide home to school transport assistance, Local Authorities are under a statutory duty to have regard to The Education Act 1996 (Section 508B).

Free transport is only available where your child fulfils strict criteria so it is important that you understand whether your child will be eligible before taking the time to complete a travel pass application.

The guidance has been written to explain how entitlement to transport assistance is assessed for all pupils, including those with an Education, Health, and Care Plan [EHCP].

The policy provides more detailed advice if you have a child with an EHCP. This can be found in Appendix B.

Transport Eligibility

You must make sure your child attends school regularly. If you do not, court action may be taken unless you can prove that your child's non-attendance is because your child's school is not within statutory walking distance of home and the County Council has failed to provide transport or access to a school closer to home.

Lancashire County Council has a statutory duty to ensure that suitable travel arrangements are made for "eligible children" in their area to facilitate their attendance at "qualifying schools".

Walking distances

By law, the local authority must provide free transport to and from school if your child is of compulsory school age and is:

- under eight years old and has to walk more than 2 miles (3.21 kilometres) to the nearest qualifying school or
- aged eight or over and has to walk more than 3 miles (4.82 kilometres) to the nearest qualifying school.

Your child will be eligible if they attend their nearest suitable school and.

- they live more than the statutory walking distance (see above) from that school, or
- they could not reasonably be expected to walk to that school, regardless of the distance because of their special educational needs, disability, or mobility problem, even when accompanied by an adult (includes children with or without an EHCP), or

- they would not be able to walk to that school in reasonable safety, even if they were accompanied by an adult.

Nearest suitable school

While parents are free to name any school they wish during the admissions process, their child will only be eligible for free transport where the school selected is their nearest suitable school for transport purposes. Whilst Lancashire County Council recognises that parents have a right to exercise parental preference in their selection of schools, this does not mean, however, that transport will automatically be awarded.

The nearest suitable school for transport purposes is the nearest school that is suitable for your child's age, ability, aptitude, and any special educational needs they may have. 'Suitable school' does not mean the most suitable for your child. All schools are able to meet a wide range of needs and abilities. Suitable schools include all academies, free schools and faith schools and those located in a neighbouring local authority or district.

When deciding which is the nearest appropriate school for transport purposes, Lancashire does not consider parents' preference for a faith, single-sex, mixed, specialist or grammar school. This means that your child will not automatically receive transport assistance to any school where a place is offered. If you apply for a school that is not the closest to your home, in most cases, it will be your responsibility to ensure that your child can travel there safely.

Free transport will not be provided if your child attends a fee-paying, independent school unless the independent school is the only school named in their Education Health & Care plan.

The County Council assesses each child's eligibility for transport assistance when they transfer to secondary school. This is because preference selection on your secondary school application plays an important part when Lancashire considers if your child is attending their nearest suitable school. The transport eligibility assessment considers whether a place could have been offered at a nearer school if it had been included as a preference.

Distance from home to school

Where there are schools within 3 miles of your address, the county council will determine which is the nearest school by measuring the shortest route along which your child, accompanied as necessary, may walk in reasonable safety. Route assessments may take into account public footpaths, bridleways, other footpaths as well as recognised roads where they are available.

Where all the schools are beyond a 3-mile walking distance, the county council will measure the shortest road route between your home and the nearest school where your child could have secured a place.

All distances between pupils' homes and schools are measured using Lancashire County Council's own mapping software and not any other internet measuring

application. In this way, all children are assessed consistently. Distances will be calculated to the school point defined in this software, which is not necessarily the nearest point between your home and the school's perimeter.

Extended Rights / Low-income criteria

Extended rights are designed to support low-income families when expressing their preferences for schools. There is additional help with free transport when parents are in receipt of one of the qualifying benefits for free school meals or the maximum amount of Working Tax Credit.

Your child will be eligible for free travel to school if they are eligible for free school meals or you receive maximum Working Tax Credit, and they are:

- aged 8 or over but under 11, attend their nearest suitable school and it is more than 2 miles from their home; or
- aged 11 to 16 years, and attend one of their three nearest suitable schools provided it is more than 2 miles but not more than 6 miles from their home; or
- aged 11 to 16 years, attend a school that is more than 2 but not more than 15 miles from their home that their parents have chosen on the grounds of their religion or belief if, having regard to that religion or belief, there is no suitable school nearer to their home.

Home to School Transport

Definition of Home

If your child lives in two different homes, (there is a shared parenting arrangement in place between mother and father or other approved carers), transport will only be provided from one of the addresses.

To work out whether your child is entitled to transport to and from school, we will use the address which we consider is your child's main residence.

To decide which is your child's main home, we will consider:

- the address which you specifically chose to use when applying for a school place.
- the address at which your child spends most school days and
- the address used your child's doctor, dentist etc.

If your child spends an equal amount of the school week at each address, we will usually consider the main address to be the one used on your admission application. This is normally where your child wakes up on the most school days, during the school term (Monday to Friday).

You should be aware that entitlement to assistance with home to school transport is assessed separately after the admission process (after school places have been offered). You cannot use an address to apply for a school place and another to have transport entitlement assessed.

For a new address to be accepted, there must be very exceptional reasons for the change, for example the sale of a property, house fire at one address, bereavement,

or relocation of the parents/carers to a single property. Parents must provide the necessary evidence for the Council to consider. A change in a child's living arrangements, for example spending more time at the new address, will not generally be considered to equate to exceptional circumstances.

Address changes

If you move into Lancashire, or change address within Lancashire, we will identify the schools with available places at the time of your relocation. If your child is attending the nearest school where a place could be offered, then transport assistance will be provided.

If you have a low income and move to a new address that is over the statutory walking distance, there may be free transport available if your child is in their last year at primary school (Year 6) or if they are at secondary school and they have started their GCSE courses (Years 10 and 11). When considering whether to give transport assistance consideration will be given to.

- the cost of the transport
- how easy it is to move your child to another school.
- the journey to school
- whether your child was at the nearest suitable school to your previous address and
- whether you chose to move or whether you have been forced to move

We will also need proof (such as a solicitor's letter or a rental agreement) confirming the date you moved.

Primary School Transport

If your child qualifies for free transport as you live over 2 miles from your nearest appropriate primary school this help will continue until the end of the academic year in which your child turns eight years old.

Free travel will also be provided if your child is starting in Reception and is not yet of compulsory school age. By law, free travel only must be provided from the term after your child's 5th birthday. Lancashire provides extra help to younger pupils but not those attending a nursery or pre-school class.

Siblings

If you have one child with free transport to a school, it does not mean a younger sibling will automatically qualify. Each child is assessed based on their individual circumstances with consideration to their nearest suitable school at the time of application. Similarly, a child may not be eligible for free school transport just because a child in a neighbouring home qualifies.

Home to School Travel

If your child is entitled to free transport from home to school, their travel pass will not cover any extra journeys during the school day. The council is not able to make arrangements to accommodate:

- parents' work or other commitments.
- attendance by siblings at other schools.
- a journey from one educational establishment to another.
- ad hoc visits to other schools, colleges, or other establishments.
- out of hours clubs (breakfast club, after school activities)

Mapping

Due to the ever-changing nature of the road and public footpath network that results from the ongoing housing developments across Lancashire, our mapping data accuracy improves over time, highlighting pre-existing routes that were not historically available for use during the assessment process. Lancashire County Council receives regular software updates to ensure that assessments are made using the most up-to-date mapping software available.

How will your child travel to school?

There are several different ways that your child might undertake the journey to school, which may not be door to door transport. These include:

- a bus pass for use on public transport
- travel training to enable an older child to walk or take public transport on their own
- a place on a dedicated school bus
- a shared taxi or minibus
- an individual taxi.

If your child is travelling on a dedicated school bus or a shared taxi or minibus, there will be group pick up points from a location reasonably near to your home and your child's school.

Dependant on individual circumstances, you might also be eligible for a mileage allowance or personal transport budget (Travel Assistant Grant.) See Appendix B for more details.

Travel times

Home to school transport will be arranged to make the journey as straightforward as possible for all children. Every effort will be made to try to make sure that your child does not have to travel for more than:

- 45 minutes if they attend primary school: or
- 75 minutes if they attend secondary school.

These are one-way journey times.

In some circumstances it may be necessary to exceed these time scales where special schools are concerned, particularly where children attend a school some distance from their home.

Keeping children safe

Home to school transport should be a safe environment for everyone involved. If your child regularly acts in a manner that creates risks for other users of the vehicle there may be a review of the transport arrangements. Reasonable adjustments will be made if your child's presenting behaviours result from their disability or medical condition.

Your child's transport may be suspended if an incident occurs that presents a serious risk to others. In this situation, a review will take place and the suspension will continue until safe and suitable provision is found. If following a review and reasonable adjustments the misbehaviour or risk remains, in extreme cases, a removal from transport may be permanently made. Any such decisions will be made with full consideration of the Department for Education's statutory guidance and the Equality Act 2010.

Route Reviews

Over time the children travelling to a school change, some children will leave and new children will join. Sometimes the needs of children travelling also change.

The County Council's Integrated Transport Service regularly reviews transport operators and individual travel routes to make sure they meet the needs of the children travelling as much as possible, as well as delivering best value for public money. Where routes are fulfilled by external contracts such as taxi or bus operators, routes are planned and retendered in accordance with procurement regulations.

It is unlikely that you will be consulted as part of a route review as these have to be carried out in a timely and efficient manner. Your child's needs will be a primary consideration with any such review and there may be occasions where a consultation is required with you or the school particularly if your child is very sensitive to change.

You may receive notification at any time that the type of transport for your child is to be changed because of a review. Notifications may include:

- changes to the contractor / operator used
- changes to passenger assistant provision
- changes to the timings of pick ups and drop offs.

Where possible you will be given advanced notice of any changes but some may need to be made at very short notice, for example because of the termination of a contract with a vehicle operator or sickness.

Appeal details

If the Council refuses your application for free transport, it is because you are not eligible under this policy or in law.

If you feel that the Council has applied the law incorrectly or if you consider that you have exceptional circumstances which you have not previously advised us of, you may submit an appeal.

Your appeal must precisely specify the nature of the error and all exceptional circumstances must be corroborated by appropriate documentation or evidence. If you fail to provide evidence, your appeal cannot be considered. Your eligibility will initially be reconsidered by an officer of the Council, who was not involved in the original decision not to award transport for your child. The officer will review the original decision and any personal and/or family circumstances you believe should be considered.

If transport is not awarded your appeal and evidence will then be considered by the Independent Transport Appeals Panel whose decision is final. A further appeal will not be considered unless there have been some significant/exceptional changes in your circumstances since the last appeal was heard. You can get appeal forms from your local area education office, or they are downloadable from the County Council's website. If the Independent Transport Appeals Panel decides that your child is entitled to help with travel costs, we will refund their travel costs from the date we receive your appeal form with the full evidence to support your appeal.

Appendix A

Home to School Transport Policy

Unsuitable Routes Policy

The County Council's Unsuitable Routes Policy is based on guidelines produced on behalf of Road Safety GB which have been compiled based on existing legislation, best practice, health and safety and case law. Case law has found that distance and not safety is the appropriate test and that your child should be accompanied where necessary. Assessments must look at the relationship between pedestrians and traffic only. Personal safety of children travelling alone are not considered. The County Council is not legally obliged to provide free transport just because you perceive the route to be unsafe on the grounds of personal safety.

If the shortest walking distance between your home and the school your child attends is within the statutory distance and you believe that the walking route could be considered as unsuitable, the County Council will undertake an assessment of the whole route, or those parts of the route which you may think are unsafe. When determining whether a route is suitable consideration will be given to the age of your child and consider footways, verges, walkable roadside strips, footpaths, and bridleways.

The County Council's assessment of the route will consider the following factors:

Road Accident Record

The accident record for the route over a minimum of 3 years will be taken in to consideration. The existence of an accident record will not necessarily indicate that a route is unsafe for the journey your child takes to school. This will depend on the type, nature and relevance of the incidents.

Traffic Flow

Where the two-way (one way of a dual carriageway) traffic flow is below 240 vehicles per hour the road is assessed as safe to cross. This is based on the original County Road Safety Officers Association criteria and is equivalent to one vehicle every 15 seconds and allows a reasonable gap time to cross a 7m wide road at a walking speed of 3 ft per second. A written account of any vehicle counts will be kept.

Accompanied by a suitable adult

Parents have the primary responsibility for ensuring their child's safe arrival at school. In all cases when assessing the suitability of routes, the County Council will assume that the child is accompanied, where necessary, by a parent or other responsible person and is suitably clad.

Therefore, the existence of the following factors will not usually make a route unsuitable, although they would be considered:

- lonely routes
- moral dangers
- canals, rivers, ditches, dykes, lakes, and ponds
- railway crossings
- routes without street lighting

Definitions

Available Route

An available route is any highway or public right of way which is maintained by the Local Authority. This includes roads surfaced or unsurfaced, footpaths, bridleways, or public rights of way. If the shortest walking route is felt to be unsuitable, however an alternative walking route is available which may be classed as suitable and which falls within the distance criteria, assistance with travel costs will not be awarded.

Footway

A footway or roadside strip is one that is adequate usable walking width for the circumstances. To be usable it should be clear of overgrowth ie shrubs and trees obstructing the footway.

Sight lines

A sight line is important when crossing the road or walking along the roadway. For a route to be non-hazardous:

- lines of sight for a pedestrian must be enough for them to see oncoming vehicles and have sufficient time to safely take avoiding action. Vehicle speeds on individual roads would need to be considered.
- lines of sight for a driver must be enough for them to see pedestrians walking along the carriageway and have sufficient time to safely take avoiding action at whatever speed they are travelling.

Step off

A “step off” is where pedestrians can step clear of the roadway onto a reasonably even and firm surface such as a roadside verge.

Traffic Interrupter

Any feature in the highway or environment that create gaps in the traffic flow eg traffic lights, roundabouts etc

Points to Consider

The whole route from your home to your child's school will be assessed at the time children would normally be travelling to and from school. Where possible the assessment will be carried out on foot.

1. Availability of a footway, verge, walkable roadside strip, footpath, or bridleway

If these are available, then these parts of the route cannot be unsuitable, if there are suitable crossing points.

If the width of the roadside footway/verge/roadside strip falls to less than 1m in width and an alternative footway is not available, then traffic counts will be necessary at the points where this happens.

2. Suitable Crossing Points

When undertaking the measuring of walking distances to school the County Council will consider suitable road crossing points when assessing the suitability of the route.

Where road crossings are necessary, it will be assumed that if the half hour two-way traffic flow (one way on dual carriageways) is below 240 vehicles, the road should be reasonably able to be crossed.

Conversely, where the half hour two-way traffic flow (one way on dual carriageways) is in excess of 700 the road is assessed as being unsuitable to cross, unless there are 'traffic interrupters' (eg traffic lights) which provide suitable crossing gaps at reasonable intervals.

The assessments will not apply if pedestrian crossing facilities are provided.

In cases where central pedestrian islands are provided in the centre of the road to assist pedestrian crossing movements and there are no other pedestrian facilities available (ie pelican/zebra crossing), traffic flows will only be taken in one direction.

For roads where the half hourly traffic flow is between 240 and 700 vehicles, the ability of being able to cross the road comfortably four or more times in each five-minute period would normally indicate a road which is reasonably able to be crossed by an accompanied child. In cases where central pedestrian islands are available, the number of crossings will be taken from the island to the footway and vice versa.

The County Council will undertake a half hourly traffic count for both the morning and afternoon during school terms to coincide with the times the route would be walked.

When determining the number of vehicles in any time period, the following 'passenger car equivalent values' (PCU's) will be used as multiplication factors:

3 pedal cycles	1 PCU
2 motorcycles	1 PCU
1 car	1 PCU
1 Light Goods Vehicle (under 3.5 tonnes)	1 PCU
1 Bus/Coach	2 PCU

3. Roads without Footways

On roads less than 6.5m in width, where there is no public footpath or walkable verge or refuge points and where the traffic exceeds the maximum vehicle numbers per hour relevant to the width of road shown in the table below, these would be deemed unsuitable routes.

In addition, if the proportion of Heavy Goods Vehicles (HGV's) using the route is more than 10% of the highest total traffic volume figure, relative to the road width shown in the table below, the route would be deemed unsuitable.

In undertaking the assessment, however, if there are verges which may be 'stepped onto' to avoid vehicles, where there is insufficient road width for the vehicle/s to pass, then these parts of the route are not deemed to be unsuitable, unless the number of vehicles exceeds that which corresponds to the appropriate road width shown in the table below.

A step off or verge is a minimum area that a pedestrian could use as a refuge which is defined as 1.5m in length and 0.5m in depth and relatively level.

Where no 'step-off' exists for any part of the route the number of vehicles using the route will be counted at this point in accordance with the road widths shown in the table below.

Acceptable maximum length of single sections of road without verges before broken by a verge or refuge	Acceptable number of vehicles per half hour by road width			
	>3.5m road	3.5>4.5m road	4.5>5.5m road	5.5>6.5m
10m	201-240	301-360	401-480	501-600
15m	161-200	241-300	321-400	401-500
25m	121-160	181-240	241-320	301-400
35m	81-120	121-180	161-240	201-300
55m	61-80	91-120	121-160	151-200
75m	41-60	61-90	81-120	101-150
120m	31-40	46-60	61-80	76-100
160m	21-30	31-45	41-60	51-75
240m	11-20	16-30	21-40	26-50
300m	6-10	9-15	11-20	13-25
500m	1-5	1-8	1-10	1-12

In order to make the assessment, the above table will only compare the number of vehicles at those places on the route where the lack of 'step-off' exists.

Example: 4.5>5.5m road width

There are 3 parts of the route where no verge exists.

Part 1 the gap is 15m there were 200 vehicles counted - Route suitable.

Part 2 the gap is 120m there were 27 vehicles counted - Route suitable.

Part 3 the gap is 300m there were 21 vehicles - Route unsuitable.

Where HGV vehicles (this includes farm vehicles on rural roads) in the hourly two-way traffic count on the un-verged portions of the route are more than 10 in number or where this constitutes more than 10% of the total traffic volume, then the route would be classed as unsuitable, irrespective of whether the traffic volume was reached.

4. Pupils not attending their nearest schools

In cases where a pupil chooses not to attend their nearest school, travelling expenses to a more distant school on the grounds that the route to that school is deemed to be unsuitable will be not considered.

5. Re-imburements and Unsuitable Routes

Where the Council determines that a route is unsuitable, any claims for retrospective re-imburement of travelling expenses will only be backdated to the date that a travel pass application was made.

Appendix B

Discretionary Transport Assistance:

Long term cases

Where pupils live within the statutory walking distance between home and their nearest suitable school and where a pupil is physically unable to walk to school, transport assistance will be provided. Up to date medical evidence will be needed that confirms that your child is unable to walk to school. Provision of transport will not usually be offered where a pupil does not attend their nearest school, unless the medical incapacity arises where the pupil is in Year 10 and Year 11 in secondary school or in Year 6 in primary school. Lancashire County Council will however consider cases in other year groups where there has been a significant change in circumstances relating to a child's medical condition.

Assistance will normally take the form of public transport provision unless the pupil is physically unable to access public transport.

If the County Council determine that discretionary transport support is no longer required, parents can submit an appeal to the Independent Transport Appeals Committee if they consider it should continue, subject to a further officer review.

Short term cases (up to 12 weeks)

Short term taxi transport may be considered where a child has a short-term medical incapacity. Medical evidence will be sought to confirm that the pupil will not be able to access public transport. In these cases, the provision will normally be made for a maximum of 12 weeks. In these circumstances, the Council will consider the provision of transport even if the pupil is not attending their nearest school.

If transport is likely to be required in excess of twelve weeks, the case will be reviewed, the parents have the option of appeal to the Independent Transport Appeals Committee.

Looked After Children, those in the Care of the Local Authority

Pupils who are 'Looked After' by the County Council, who are placed in short term foster care and who do not meet the statutory criteria for transport assistance, will not be considered for transport assistance under this policy.

For eligibility for transport assistance for children looked after, the nearest suitable school would be that identified by the social worker.

Emergency transport arrangements

In cases where children have been temporarily re-housed due to unforeseen emergency circumstances, transport assistance may be considered to a school other than the nearest provided the distance criteria is met. Assistance would be offered on this basis where it was considered that a pupil would be unable to attend school

without support from the County Council. Assistance will initially be provided up to a maximum of twelve weeks. Confirmation of the family circumstances will need to be provided by the local council or other agencies.

Transport assistance will normally take the form of provision on public transport unless the journey times exceed the County guidelines.

If transport is likely to be required in excess of twelve weeks, the case will be reviewed, the parents have the option of appeal to the Independent Transport Appeals Committee.

Managed moves and fair access protocol pupils

Pupils, who are admitted to schools under the fair access protocol, may receive assistance with transport costs if the distance criterion is met, irrespective of whether they are attending their nearest suitable school.

Transport assistance will only be provided for pupils subject to a 'managed move' if the family meets the low-income criteria.

Medical conditions affecting the parent/s

In exceptional circumstances where it is not possible due to the medical condition of one or both parents or carer to accompany a child to school and suitable arrangements cannot be made for a family member or friend to accompany a child to school, transport assistance will be considered. Assistance may be provided to ensure that the pupil travels to school safely and attends the school. Any such assistance is subject to satisfactory medical evidence being provided indicating the parental incapacity.

This assistance will only be provided for pupils who meet the low-income criteria, this might include instances where the pupil resides within the statutory walking distance or the pupil does not attend their nearest school.

If transport is likely to be required for longer than twelve weeks, the case will be reviewed, the parents have the option of appeal to the Independent Transport Appeals Committee.

Appendix C

Children with an Education, Health & Care Plan (EHCP)

Eligibility

If your child has an EHCP there is no guarantee that they will receive free home to school transport assistance provided by Lancashire County Council. All children are assessed in accordance with transport eligibility criteria as described in the Home to School Transport Policy. If you wish to receive transport assistance for your child you will need to submit a completed application form and until this has been submitted and approved it is your responsibility to ensure your child attends school. An application can take up to 6 weeks to assess.

If your child has an EHCP, their nearest suitable school will usually be named in their EHCP. If you are requesting transport assistance to a school that is not the nearest appropriate school it is unlikely that your child will be eligible for free home to school travel unless it can be demonstrated that any associated or additional costs would represent an efficient use of Lancashire County Council's resources or are negligible.

Transport assistance will be considered as part of any new education, health and care needs assessment. In making a judgement about the most appropriate transport and support the council will consider:

- age and maturity of the child or young person
- ability and aptitude of the child or young person
- any special educational needs or disabilities
- the length of the journey
- whether the child or young person is physically able to walk the distance from home to school and/or an agreed pick up and drop off point.
- whether the child or young person needs to be accompanied and whether it is possible for the child or young person to be accompanied.
- the type of vehicle the child is travelling on if transport is agreed

How will transport support be provided?

There are a range of different transport options, which may not be door to door transport. These include:

- a bus pass for use on public transport
- travel training to enable an older child to walk or take public transport on their own
- a place on a dedicated school bus
- a shared taxi or minibus
- an individual taxi.

If your child is travelling on a dedicated school bus or a shared taxi group pick up points may be used. It may also be possible to provide you with a mileage allowance or personal transport budget (Travel Assistance Grant) or a walking escort.

Independent travel training will be provided free of charge if this is appropriate in supporting your child's development independence. The offer of independent travel training will be based on the needs of your child and their travel requirements.

Travel assistance grant

If your child is entitled to receive home to school transport and you wish to take your child to and from school, you may request a Travel Assistance Grant from the Integrated Transport Service. In this situation, you would be responsible for making the arrangements rather than Lancashire County Council. The grant will be entirely at the discretion of Lancashire County Council and will only be provided where it supports the efficient use of resources. It is unlikely to be available where existing suitable transport is in operation locally.

The Travel Assistance Grant is designed to help you make any arrangements needed and can be used to facilitate your child's access to education. The grant is paid over eleven months directly into your bank account and is based upon the one-way distance from your home to school on the shortest appropriate route between your home and the school. The distance will be determined by the Integrated Transport Service with the only exception being where the journey is over twenty-five miles.

The Travel Assistant Grants are grouped into bands according to the distance between your home and the school; these are as shown below:

Band 1 – Up to 5 miles

Band 2 – Over 5 miles up to 10 miles

Band 3 – Over 10 up to 15 miles

Band 4 – Over 15 up to 20

Band 5 – Over 20 up to 25

Band 6 – Over 25 miles - £0.45 per mile (or current Lancashire County Council Business Mileage allowance) to and from the school and based on a standard return trip.

The bands cover the basic cost of transport a child to and from school. Parking subsistence, and other costs are not provided. Where a grant is offered partway through the school year, or where attendance at school is on a part-time timetable, the total payment provided will be on a pro rata basis. The terms and conditions of the grant will be fully detailed in the Transport Assistance Grant agreement letter.

If you wish to stop receiving a grant, a reapplication for transport is required due to the change in circumstances and this can take up to six weeks to be approved and implemented.

There will be no reduction in the grant for occasional non-attendance at school. If your child however does not regularly attend school the County Council reserves the right to make a pro-reduction to the grant and review the provision of the grant.

Passenger Assistants

There is no specific duty on the County Council to provide passenger assistants for children carried on home to school transport. However, fulfilling a duty of care to passengers and others may require a passenger assistant. A passenger assistant may be provided to accompany a child with significant needs arising from a medical condition or disability and where there is exceptional need for supervision. The decision about whether a passenger assistant is provided will be made as part of your child's transport assessment. Factors that will be taken into consideration when making the decision will include:

- medical issues
- health and safety related issues, including risk to self or others
- the child's mobility
- any challenging behaviour arising from the child's special educational needs or disabilities
- the need for continual care and supervision where a child has severe or complex medical needs
- age and capability
- length of journey
- the vehicle type and size.

A passenger assistant will only be provided where there is substantial evidence that demonstrates that your child may be at risk or may pose a risk to others travelling in the same vehicle. Any assessment for an individual passenger assistant will be based on the detailed supporting evidence that is provided.

Passenger assistants are trained to look after the general welfare of the children on their home to school journeys and will not normally provide first aid or administer any form of medication. If your child requires an enhanced level of support due to a severe medical condition, then a formal risk assessment may be carried out which may include advice and guidance from relevant health professionals.

A passenger assistant may supervise more than one child on a journey.

ASSISTANCE WITH HOME TO SCHOOL TRANSPORT

The county council's policy for assistance with home to school transport is summarised below. This is intended to act as a guide for parents and is not a definitive statement of policy. A copy of the full policy may be downloaded from our website.

This guide applies to pupils living in Lancashire, who are under sixteen years of age at the beginning of the school year and attending primary and secondary schools including church schools, academies and free schools. Separate information is available for students in further education and school sixth forms, who are in exceptional circumstances and for other students attending school sixth forms and colleges.

A parent's right to express a preference for a place at a particular school does not necessarily mean that assistance with home to school transport will be provided by the county council and **if transport costs are an important factor in your decision to accept a school place, you are strongly advised to seek further information from the Area Education Office**

- (a) Assistance with home to school transport is given where a pupil attends the **nearest suitable school at which a place is available** provided that the shortest suitable walking route accompanied by an adult, as necessary, from home to that school is two miles or more for pupils aged 4 but under 8 years of age or three miles or more for pupils aged 8 and over.

The county council determines the nearest suitable school (usually the geographically nearest school able to provide education suitable to the age of the pupil at which a place is available) and the shortest available route in individual cases.

The qualifying walking distance to determine eligibility is two miles for those primary aged pupils attending their nearest suitable school if they are eligible for free school meals or their parents are receiving the maximum amount of working tax credit.

The LA will consider providing transport for children who attend their nearest school that is within walking distance of home if it is unreasonable to expect that child to walk to school for reason of SEND, disability or mobility issues.

Pupils attending secondary schools, who are eligible for free school meals, or their parents are receiving the maximum amount of working tax credit, will receive assistance with travel costs if they attend one of their three nearest schools, provided that the distance to the school attended is between two and six miles. In addition, pupils whose parents meet the low income criteria may also receive travelling expenses if they choose to attend a particular school on the grounds of religion or belief (and can provide evidence to substantiate this conviction) if that school is the nearest school, which meets the parental belief or religion, and the distance to that school is between two and 15 miles from their home.

- (b) Denominational reasons for expressing a preference for a school are no longer taken into account in assessing applications for assistance with transport unless, for secondary school aged pupils, you are on a low income. The Authority no longer offers partially subsidised transport assistance for children attending their nearest faith school which is not their nearest school.
- (c) Where parents change address within Lancashire whilst pupils are in their final year of primary education (Year 6) or the final two years of secondary education (Years 10 and 11), assistance with transport is given provided the home to school distance criterion is met, the travelling time is not excessive and they previously attended their nearest school and provided the family meet the low income criteria.

The financial circumstances of the family or family associations with a particular school are not normally considered in assessing eligibility for transport assistance; except under (a) above. A preference for a single sex, selective or for a mixed school is not regarded on its own as a valid claim for travelling expenses.

The type of transport provided is at the county council's discretion. Normally pupils are issued with a travel pass allowing free travel on a bus or train. In exceptional circumstances, a taxi may be provided. Pupils who qualify for free transport and whose parents prefer them to travel by bicycle, can claim an allowance. In exceptional circumstances, a vehicle mileage allowance may be paid. Details for these allowances are available from the Area Education Office.

Transport is provided from a point reasonably near to the pupil's home, normally the nearest bus stop, to a point reasonably near the school. Parents are encouraged to check the bus stop or pick up point that their child has been allocated to and ensure that their child knows how to use transport to and from school safely.

SPECIAL CIRCUMSTANCES

The county council considers cases where there are special circumstances (for example medical difficulties, unsuitable journeys) on their merits and enquiries should be made to the Area Education Office.

APPLYING FOR ASSISTANCE WITH TRANSPORT

Where a pupil has not received assistance with transport before, and is not transferring to secondary school, an application form may be completed through our website www.lancashire.gov.uk and search for 'Free Travel to and from School' on the website search engine.



After completion, the form should be sent to the Area Education Office where a decision is made on whether or not assistance can be provided.

Pupils transferring to secondary school are normally sent a letter in June inviting them to complete an application form if the area office feels they may be entitled to assistance. If you have not received your letter by 30 June and you think you may be entitled, please ring the School Traveline on **0300 123 6738**.

Where a pupil currently has a gold pass, this will not be renewed. The pass will be valid to the end of the month and year on this pass.

Where a pupil currently has a travel pass which is not a gold pass, this will automatically be re-issued to you each year providing your child is not transferring into Y7 or Y12, subject to your circumstances remaining the same. These passes will be sent out to parents around 22 July each year. There are a couple of exceptions to this process:

- If your child is receiving free transport on the grounds that your child is in receipt of free school meals, your pass will be sent out before the end of July. If you no longer qualify, you will be advised about this before that date.
- If your child is receiving free transport on the grounds that you are receiving the maximum amount of working tax credit (MWTC), you will be contacted later in July each year to confirm your continuing eligibility.
- Parents are required to advise the council should their circumstances change, specifically changes of address/school.

Please note that pupils travelling to and from school/bus stops, by taxi, will not be issued with passes. Parents will be contacted and advised of the transport operator.

WHEN TO APPLY

Pupils commencing in Reception, Year 7 or new to area applications

For children starting year 7 in September, a letter will automatically be posted out to parents of children whom the council has determined are eligible to receive assistance inviting them to apply.

Applicants should expect to receive their passes on the following dates:

- Approved Applications received by 30 June - passes sent out on or just after 1 August
- Approved Applications received by 31 July - passes sent out on or just after 12 August
- Approved Applications received during August - passes sent out within 20 working days of receipt

The council cannot guarantee that they will be able to issue passes for the start of the new term if the applications are received after 10 August.

For approved applications received outside of these dates, passes will normally be sent out within 10 working days of receipt.

BEHAVIOUR

Anti-social behaviour of any kind will not be tolerated.

Pupils involved in anti-social behaviour whilst using Home to School Transport risk having their transport assistance withdrawn and being banned from travelling on school services.

PHOTOGRAPHS

Travel passes issued to secondary school pupils include a photograph of the passholder. Parents are required to provide a passport type photograph of Year 7 (first year). Travel passes cannot be issued for secondary school pupils without photographs.

RIGHT TO REVIEW

Parents may request a review of the local authority's decision to refuse transport assistance or against the detailed arrangements made, if there are mitigating circumstances. Particulars of the review procedure are available from the Area Education Office or by accessing our website:

www.lancashire.gov.uk

QUALITY OF SERVICE

The county council is committed to providing a high-quality service at all times. If you would like to compliment, comment, or complain about our service, then please contact your local Area Education Office.

NOT ENTITLED TO FREE TRANSPORT

If your child is not entitled to free transport they may still be able to travel on contracted school buses provided by the county council, if there is space available. If space isn't available you need to plan how your child will get to school.

On services where space is available, you can pay a daily fare to the driver or if you want to save money, you can purchase a season ticket.

Annual season tickets are available and offer a 20% discount on daily return fares*.

Please contact the School Transport enquiry line on **0300 123 6738** for more information or you can apply online at **www.lancashire.gov.uk/schools** following the links for the school transport.

*In addition, these can be paid by debit/credit card and by interest free instalment payments.

AREA EDUCATION OFFICES

Further information or advice on the contents of this leaflet may be obtained from the Area Education Office.

NORTH

(Serving Lancaster, Morecambe, Wyre and Fylde Districts)

Pupil Access Team North

Email: **School.TransportNorth@lancashire.gov.uk**

Telephone: **(01524) 581148**

SOUTH

(Serving Preston, South Ribble, West Lancashire and Chorley Districts)

Pupil Access Team South

Email: **School.TransportSouth@lancashire.gov.uk**

Telephone: **(01772) 532109**

EAST

(Serving Ribble Valley, Hyndburn, Burnley, Pendle and Rossendale Districts)

Pupil Access Team East

Email: **School.TransportEast@lancashire.gov.uk**

Telephone: **(01254) 220747**

POSTAL ADDRESS FOR ALL AREAS:

PO Box 100

County Hall

Preston

PR1 0LD

If your enquiry relates to Special Education Needs and Disability [SEND] home to school transport, please ring the SEND helpline on **(01772) 533900**.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.
It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Document is Restricted

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