

Town and Country Planning Act 1990

Town and Country Planning (Development Management Procedure) (England) Order 2015

**Town and Country Planning Appeals (Determination by Inspectors) (Inquiries Procedure) (England)
Rules 2000**

Planning Obligations CIL Compliance Statement

APP/G1630/W/19/3229581

Land at Stoke Road, Bishops Cleeve, GL52 7YX

Outline planning application for up to 215 dwellings up to 2.24 HA of commercial use (B1 and B8), up to 0.2 HA of retail uses (A1), with public open space, landscaping and sustainable urban drainage including associated works and two vehicular access points from Stoke Road.

Introduction

Community Infrastructure Levy Regulations 2010 (as amended)

- 1.1 The Community Infrastructure Levy (CIL) is a charge which can be levied by local authorities on new development in their area. The levy only applies in areas where a local authority has consulted on and approved, a charging schedule which sets out its levy rates and has published the schedule on its website.
- 1.2 The Joint Core Strategy (JCS) partnership of Gloucester City Council, Cheltenham Borough Council and Tewkesbury Borough Council adopted the Community Infrastructure Levy (CIL) in October 2018, which commenced on 1st January 2019. In accordance with the Council's charging schedule only the open market dwellings would be CIL liable. The affordable housing, commercial and retail unit would be exempt.
- 1.3 Where planning applications are capable of being charged the levy, they must comply with the tests set out in the Regulation 122 of the CIL Regulations. These tests are as follows:
 - a) necessary to make the development acceptable in planning terms;
 - b) directly related to the development; and
 - c) fairly and reasonably related in scale and kind to the development.
- 1.4 As a result of these regulations, Local Authorities and applicants need to ensure that planning obligations are genuinely 'necessary' and 'directly' related to the development'. As such, the regulations restrict Local Authorities ability to use Section 106 Agreements to fund generic infrastructure projects, unless the above tests are met. Where planning obligations do not meet the above tests, it is 'unlawful' for those obligations to be taken into account when determining an application.

Community Infrastructure Levy (Amendment) (England) (No.2) Regulations 2019

- 1.5 Amendments to the Community Infrastructure Levy Regulations 2010 were introduced on 1 September 2019. The most noticeable change of the amendment is the 'lifting' of the 'pooling restriction' and the 'lifting' of the prohibition on section 106 obligations in respect of the provision of the funding or provisions of infrastructure listed on an authority's published 'regulation 123 list' as infrastructure that it intends will be, or may be, wholly or partly funded by CIL (as a result of the deletion of Regulation 123). Any development granted planning permission on or after 1 September 2019 may now be subject to section 106 obligations contributing to infrastructure that has already benefited from contributions from five or more planning obligations since 6 April 2010 and authorities are allowed to use funds from both section 106 contributions and CIL to pay for the same piece of infrastructure. However, the tests in Regulation 122 continue to apply.
- 1.6 Regulation 59(1) of the CIL Regulations 2010 provides that 'a charging authority must apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area'.

- 1.7 Assumptions were made as regards the scaling back of section 106 contributions for the majority of generic sites (non-Strategic Allocation sites) in the preparation of the Borough Council's CIL Charging Schedule as examined. However, sensitivity testing was done during the CIL examination which showed that where site specific obligations are required that generally there will be sufficient headroom to fund these costs at past average levels. Expected CIL receipts as estimated at the time of the examination and now are modest in comparison to the overall sizeable funding gap to the total estimated infrastructure costs in delivering the JCS. Since the examination process and adoption of CIL in the JCS area, the County Council has reviewed its school place planning for Gloucestershire to reflect the current values for pupil product ratios (pupil yield) which will be addressed further into this document.
- 1.8 The Borough Council's 'regulation 123 list' as published (which included education, social and community facilities, transport and public realm) provided that the Borough Council and County Council may still seek to secure section 106 contributions towards projects where it was satisfied that the need meets the tests in regulation 122 and was infrastructure directly related to an individual development.
- 1.9 The PPG on CIL states that (Paragraph: 017 Reference ID: 25-017-20190901):
- " Authorities may have existing 'regulation 123 lists' dating from before the Community Infrastructure Levy regulations were amended in September 2019. These lists remain useful as important evidence to inform plan making and the preparation of charging schedules. By no later than 31 December 2020, authorities will replace these lists with infrastructure funding statements."**
- 1.10 The Borough Council has yet to prepare any Annual Infrastructure Funding Statement.
- 1.11 The Department for Education has updated its guidance in the form a of document entitled "Securing developer contributions for education (November 2019), paragraph 4 (page 6) state that:
- "In two-tier areas where education and planning responsibility are not held within the same local authority, planning obligations may be the most effective mechanism for securing developer contributions for education, subject to the tests outlined in paragraph 1 [the 3 statutory tests set out in 1.3 above]. The use of planning obligations where there is a demonstrable link between the development and its education requires can provide certainty over the amount and timing of the funding you need to deliver sufficient school places. We recommend that planning obligations allow enough time for developer contributions to be spent (often this is 10 years, or no time limit is specified)"**
- The following paragraph makes clear that it is a developer's responsibility to mitigate the impact of their development on education regardless as to whether there are any other methods of funding available.
- 1.12 The 'County obligations Section 106 Agreement' includes (amongst other things) the full schedule of contributions requested by the County Council for the provision of both

education and libraries infrastructure necessary to make the development acceptable in planning terms and directly related to the development. These figures are to be reduced to the extent at certain points in time any CIL funding from CIL receipts received from the appeal development are transferred from the Borough Council to the County Council for education and libraries infrastructure to mitigate the needs arising directly from the appeal development.

- 1.13 The table below provides further evidence to demonstrate that each obligation meet the tests in the CIL Regulation 122 and the guidance in paragraph 54 and 56 of the NPPF (2019). This table should be read in conjunction with the relevant appendices below.
- 1.14 The amounts are derived from an assessment of the impact of the development and corresponding assessment of the ability of the identified infrastructure to accommodate the impact of the development. Appendix 1 provides the relevant extracts from the GCC publication “Local Developer Guide”.
2. Compliance with CIL Reg 122 and 123
 - 2.1 Paragraph 204 of the Framework and Regulation 122 of the Community Infrastructure Levy Regulations 2010 (as amended) set tests in respect of planning obligations. Obligations should only be sought where they meet the following tests:
 - Necessary to make the development acceptable in planning terms;
 - Directly related to the development; and
 - Fairly and reasonably related in scale and kind to the development
 - 2.2 The table that follows summarises compliance with these CIL Regulation 122
3. Explanation of the formula and approach used
 - 3.1 GCC has published a “Local Developer Guide” <http://www.gloucestershire.gov.uk/extra/local-developer-guide> which sets out the type of obligations commonly sought in developments for County level infrastructure. The Updated Developer Guide was adopted by County Council Cabinet in December 2016 following a period of public consultation undertaken between August and October. The consultation followed Local Planning Regulations and met with the requirements set out within Gloucestershire's District and County Statements of Community Involvement (SCIs).
 - 3.2 The County Council consider the Gloucestershire Local Developer Guide to have material weight in the consideration of future planning proposals. The guide has been prepared in line with the National Planning Policy Framework (NPPF).
 - 3.3 A copy of the Local Developer Guide accompanies this document. Appendix 1 extracts the relevant sections.

- 3.4 The Education Supporting Statement (Appendix 2) provides further background, detail, evidence and justifications in support of the Education contributions required in Bishops Cleeve to address the impact of this development.

4 Library Contribution

- 4.1 A contribution is sought towards library provision at Bishops Cleeve Library, which serves the local area. Detailed guidance within the GCC Developer Guide states that:

New development will be assessed by the County Council to determine whether it will adversely impact on the existing provision of local library services. In doing so careful consideration will be given to current levels of provision compared against the nationally recommended benchmark of the Arts Council - formerly put together by Museums, Libraries and Archives Council (MLA).

- 4.2 The nationally recommended benchmark is now available in the following publication: Public Libraries, Archives and New Development A Standard Charge Approach (May 2010) http://www.artscouncil.org.uk/media/uploads/publications/standard_charge_update_June_10.pdf . It sets out a recommended library space provision standard of 30 sq metres per 1,000 population. This is costed at £105 per person.
- 4.3 Bishops Cleeve Library serves the local population and is the third busiest in the County. The Library cannot be expanded further however, the contribution will be used to increase access to services in line with A Strategy for Library Services in Gloucester 2012. The contribution will be used towards capacity improvements, facilitating increased opening hours, increase in accessibility and support for digital and IT facilities and increasing library stock for example.

CIL Compliance Statement – Justification (Compliance with Regulation 122)

Appeal APP/G1630/W/19/3229581 – Land at Stoke Road, Bishops Cleeve, GL52 7YX

OBLIGATION	POLICY CONTEXT	BASIS OF NEED	CIL COMPLIANCE
Affordable Housing – Proportion, dwelling mix, size, tenure and standard	The NPPF 2019 sets out under Part 5 ‘Delivering a sufficient supply of homes’ that to support the Government’s objective of significantly boosting the supply of homes, it is important, that amongst other things the needs of groups with specific housing requirements are addressed (para.59). Policy SD12 of the Gloucester, Cheltenham and Tewkesbury Joint Core	70 rented/30 intermediate split based on previous SHMA evidence.	<p> a) necessary to make the development acceptable in planning terms; b) directly related to the development; and c) fairly and reasonably related in scale and kind to the development. </p> <p> (a) The provision of affordable housing on-site is necessary to meet an identified need and is a requirement of both national and local planning policy. </p> <p> (b) The provision of affordable housing on site is directly related to the development and the provision of 40% on site is considered to be fairly and reasonably related in scale and kind to the development. </p> <p> (c) The Gloucestershire SHMA 2014, updated in September 2015, provides evidence relating to affordable housing needs in the JCS area. The latest evidence for the 2015 </p>

	Strategy 2011-2031 (JCS) provides that the Council will seek to negotiate with developers to provide affordable housing. Policy SD12 specifies a requirement for 40% affordable on non-allocated sites of 10 dwellings or more.		SHMA determined that there is a need for 638 affordable houses per year across the JCS area.
<p>Playing pitches & changing facilities - sum of £80,000 payable towards the costs of improvements towards changing facilities at Cheltenham North RFC.</p> <p>There is disagreement between the Borough Council and the appellant on the quantum. The Appellant considers that the justified amount is £30,000.</p>	<p>Paragraph 96 of the NPPG 2019 sets out that access to a network of high-quality open spaces and opportunities for sport and physical activity is important for the health and well-being of communities. Tewkesbury Borough Local Plan (to 2011) (TBLP) saved Policy RCN1 requires the provision of outdoor playing space for sites of 10 dwellings or more. The requirement is for 2.43ha per 1000 population, of which 1.2ha per 1000 population should be playing pitches. Where</p>	<p>The development of 215 dwellings would increase the population growth of Bishops Cleeve. This increased population would increase the demand for playing pitches and changing facilities in Bishops Cleeve. Cheltenham North RFC (CNRFC) has prepared a development plan to improve their facilities to cope with the extra demand in Bishop's Cleeve. At the time the planning application was submitted the Council had already been in discussions with CNRFC regarding the club's</p>	<p>(a) The facilities would directly relate to the development based upon the impact an increase in population would bring.</p> <p>(b) As Cheltenham North RFC is directly opposite the site this was always seen as the most sensible location for the funds to be allocated, given its proximity and relationship to the site.</p> <p>(c) Planning policy requires the provision of outdoor playing spaces for sport and physical activity. As no provision is to be provided on site, a contribution towards improving the facilities at CNRFC is necessary to make the development acceptable in planning terms.</p>

	<p>provision of playing pitches is not proposed on site (as in this case) this policy states that equivalent provision off-site, or the equivalent financial contribution for existing provision, plus changing provision, should be made.</p> <p>Policy INF4 of the Gloucester, Cheltenham and Tewkesbury Joint Core Strategy 2011-2031 (JCS) requires appropriate social and community infrastructure to be delivered where development creates a need for it. Policies INF6 and INF7 support this development. The Council's Playing Pitch Strategy (Cheltenham & Tewkesbury Playing Pitch Strategy – Assessment Report- September 2016) outlines the need for funds, based on pitch demand and the quantity and quality of</p>	<p>development plans. The rugby club also produced a 'Funding Application Prospectus', which sets out they were hoping to secure up to £30,000 from S106 funding.</p> <p>CNRFC have already secured £120,000 funds from elsewhere for the development and elements of the refurbishment work has commenced. However they have uncovered some issues with the existing infrastructure and mechanical and electrical issues and the budget has increased for this work. As such CNRFC have now requested £80,000 from S106 funding.</p> <p>The sum is based on:</p> <p>Labour and project management = £21,000</p> <p>Electric and Rewiring =</p>	
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	<p>provision in relation to demand created by the new population. In relation to Cheltenham North RFC (CNRFC) the Strategy specifies:</p> <p>“Ensure quality of first team pitch is sustained and improved through the installation of a drainage system to make the pitch good quality as an option to alleviate overplay.”</p> <p>“Help club establish second team pitch and improved maintenance and a drainage system. Explore options to expand on surrounding land if club’s junior growth ambitions are hit. Seek potential funding to redevelop changing facilities at the club site.”</p>	<p>£4,000</p> <p>Plumbing = £8,800</p> <p>Catering Equipment = £21,000</p> <p>New shower rooms x 2 = £6,000</p> <p>Decoration = £4,200</p> <p>Materials = £15,000</p>	
<p>Recycling and Waste Bins - Contribution means the sum of £73 (seventy three pounds) per dwelling payable towards the costs of</p>	<p>The NPPF 2019 sets out under Part 14 ‘Meeting the challenge of climate change, flooding and coastal change’ that the planning system</p>	<p>The development of 215 dwellings would increase the population growth.</p> <p>Each dwelling would require</p>	<p>(a) These facilities would directly relate to the development based upon the impact an increase in the number of dwellings will bring about. The recycling facilities would be for new residents and therefore are</p>

<p>the provision of recycling and waste bins for each dwelling.</p>	<p>should support the transition to a low carbon future in a changing climate. It should help to shape places in ways that, amongst other things, encourage the reuse of existing resources and support renewable and low carbon energy and associated infrastructure (para.148).</p> <p>Policy INF6 of the Gloucester, Cheltenham and Tewkesbury Joint Core Strategy 2011-2031 (JCS) states that where infrastructure requirements are generated as a result of individual site proposals and/or having regard to cumulative impact, new development will be served and supported by adequate and appropriate on-and/or off-site infrastructure and services. Policy INF7 support this requirement.</p> <p>The Gloucestershire Waste</p>	<p>adequate measures for the storage and collection of waste.</p> <p>Good management of waste, especially waste minimisation and recycling, are some of the most immediate things we can do as individuals to contribute to a reduction in climate change.</p>	<p>directly related to the proposed development.</p> <p>(b) Waste is required to be collected from each dwelling to prevent any harm to amenity and to help support the transition to a low carbon future through the recycling of waste. As such it is necessary for adequate measures (bins) to be included as part of the development.</p> <p>(c) This ensures the provision of necessary recycling facilities on occupation of a dwelling and encourages new residents to maximise the amount of waste sent for recycling or treatment as opposed to landfill.</p>
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	Partnership Joint Municipal Waste Management Strategy 2007 – 2020 aims to minimise waste generation and view waste materials as a resource. The Strategy sets provides a framework for the development of municipal waste management services to 2020. It sets key aims and objectives to ensure waste is managed effectively.		
Public Transport £887,200 towards Bus Service Enhancement Including; £187,200 for 2 hour extension of bus service split equally over 5 years, and; £700,000 for increase from hourly to half hourly service split equally over 5 years.	Paragraph 108 and 110 of the National Planning Policy Framework (NPPF).	<p>The existing level of bus service identified in the Transport Assessment requires enhancing to ensure that the site is served by adequate public transport is provided to encourage sustainable forms of transport.</p> <p>The combined proposed business, residential and retail uses could generate an estimated 92 daily bus service users based on combined TRICS analysis</p>	<p>(a) Paragraph 108 of the Framework requires the opportunities for sustainable transport modes to be taken up to reduce the need for major transport infrastructure and improvement to be undertaken within the transport network that cost effectively limit significant impacts of the development. Failure to deliver adequate public transport services and facilities will result in sustainable transport modes not being available, social exclusion and the development placing additional demand on transport infrastructure.</p> <p>(b) The Obligation will be used towards upgrading the frequency and extension of</p>

		<p>attached at Appendix A.</p> <p>The regular enhanced bus service will reduce the impact of the private vehicle trips and encourage the modal shift in accordance with paragraph 108 and 110 of the NPPF.</p> <p>The amount is based on County Council market rates knowledge using a full range of contract prices received and existing similar contract costs for the same level of provision as follows:</p> <p>Comparison from the service 882 contract using 2 entire vehicles and drivers every day to operate, with a contract price of £195,000, estimated annual revenue on the bus is £83,000. A combined 2 bus operational cost of £278,000 (see Appendix B).</p>	<p>operational hours of the services adjacent to the site and therefore relates directly to the development.</p> <p>(c) The Obligation has been calculated on estimates of market knowledge, and similar bus service contract costs to pay for the additional bus and driver required to provide a regular 30 min bus frequency, and 2 hour extension at the end of the day. To be sufficiently attractive and available to allow site residents, staff and visitors to the proposed uses to access the site from Tewkesbury, Bishops Cleeve and settlements in between.</p>
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		<p>Halving that for a one bus operation proposed for the appeal site route brings the estimated annual cost to £139,000 or 695,000 for 5 years.</p> <p>Evening extensions are more variable and situational dependent, however using an existing evening extension contract with Stagecoach for the 24 service (see Appendix C) would be £39,000 per year, or 195,000 for 5 years.</p>	
<p>Travel Plan</p> <p>£10,000 Travel Plan monitoring fees</p>	<p>Paragraph 111 of the National Planning Policy Framework (NPPF).</p>	<p>The proposed number of dwellings, business and retail floor space is sufficient in scale to warrant a Travel Plan to reduce the impact on the highway and encourage sustainable mode shift.</p>	<p>(a) Paragraph 111 of the NPPF requires the all developments that will generate significant amounts of movement should be required to provide a travel plan so that the likely impacts of the proposal can be assessed. The application includes travel plan which will require monitoring by the Failure to provide sufficient travel plan monitoring fees will result in no funding for the Local Authorities to monitor Travel Plan and ensure Travel Plan actions are being implemented to encourage sustainable</p>

			<p>modal shift, monitor travel plan targets.</p> <p>(b) The Obligation will be used towards the monitoring of the site residential and business element travel plans, therefore is directly related to the development.</p> <p>(c) The Obligation has been calculated based on the travel plan annual monitoring costs using Gloucester County Council travel plan guidance attached as Appendix D of £1,000 per year which is conservative considering the business land use could be divided into individual units each with specific travel plans and yet on one monitoring cost is being sought.</p>
<p>Education</p> <p>£746,250.00 Nursery/Pre-school Contribution' to be used to provide an additional 50 pre-school places to meet demand.</p> <p>£1,200,489.00 Primary Education Contribution to be used towards</p>	<p>NPPF Paragraph 34 states that Plan should set out the contributions expected from development, including education infrastructure.</p> <p>JCS Policy INF6 states Where need for additional infrastructure and services and/or impacts on existing infrastructure and services is</p>	<p>There is no current or forecast capacity at the pre-school, primary or secondary school sector. The nearest primary schools are Grangefield Primary School and Bishops Cleeve Primary Academy.</p> <p>Cleeve School is the nearest secondary school. The</p>	<p>(a) The education contribution is necessary to make the proposals acceptable in planning terms as there is no current or forecast capacity at the pre-school, primary or secondary school sector.</p> <p>(b) The following pupil yields are expected as result of the mix and type of development:</p> <ul style="list-style-type: none"> • Pre-school: 50 • Primary: 80

<p>accommodating the anticipated increase of 80 primary school in a new Primary Academy.</p> <p>£989,516.00 Secondary Education Contribution to be used towards the expansion of facilities serving the Bishops Cleeve Area to accommodate the 43 additional secondary school places.</p>	<p>expected to arise, the local planning authority will seek to secure appropriate infrastructure which is necessary, directly related, and fairly and reasonably related to the scale and kind of the development proposal, including early years and education.</p> <p>JCS Policy INF7 (1) states: Arrangements for direct implementation or financial contributions towards the provision of infrastructure and services required as a consequence of development, including its wider cumulative impact, and provision where appropriate for its maintenance, will be negotiated with developers before the grant of planning permission. Financial contributions will be sought through the S106 and CIL mechanisms as appropriate.</p>	<p>capacity has been increased from a PAN of 250 to 280 and again to 310 recently. These increases are to accommodate additional pupils from developments that have already been granted permission. GCC is currently planning to increase primary provision by a PAN of 90 in Bishops Cleeve for these pupils and they will absorb the spare capacity at Cleeve School as they age through into the secondary phase of their education. As such this proposed site will result in the need for further additional school places.</p> <p>The calculations are based on the Department for Education Multipliers 2019. The calculations are provided at Appendix 2.</p>	<ul style="list-style-type: none"> • Secondary (inc 16-18): 43 <p>(c) The contributions as set out are considered justified to cover the additional places that will be required as a direct result of this development and have been calculated on the Department for Education Multipliers 2019.</p>
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<p>Library</p> <p>£42,140.00 contribution towards Bishops Cleeve Library including capital works, extended opening hours, increased stock, computer resources and new furniture</p>	<p>NPPF Paragraph 34 states that Plan should set out the contributions expected from development, including infrastructure.</p> <p>JCS Policy INF4 requires that Where new residential development will create, or add to, a need for community facilities, it will be fully met as on-site provision and/or as a contribution to facilities or services off-site.</p> <p>GCC Developer Guide requires that new residential development will be assessed in terms of its adverse impact on existing local library services and benchmarked against national recommended provisions identified by the Arts Council - the Public Libraries, Archives and New Development: A Standard</p>	<p>The Library contributions are based on a calculation of £196.00 per dwelling multiplied by the number of dwellings</p> <p>Bishops Cleeve Library is the third busiest in the County;</p>	<p>(a) The library contribution is necessary to make the development acceptable in planning terms as Bishops Cleeve Library serves the local population and is the third busiest in the County; physical expansion is not possible. However, the library's opening hours, its stock and facilities could be expanded as a means of increasing capacity.</p> <p>(b) The contribution of £42,140.00 is directly related to the Development in that it will be used towards the nearest library which is Bishops Cleeve library. Achieving reasonable levels of accessibility to local library services for new communities (The Gloucestershire Manual for Streets (Feb 2012) includes a local agreed definition of 'a walkable neighbourhood' as that which supports a range of facilities within 10 minutes (800m) safe walking distance of residential areas.</p> <p>(c) The Library space provision is calculated by reference to the Public Libraries, Archives and New Development A Standard Charge Approach (May 2010) which sets out library space provision standard of 30sqm</p>
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	Charge Approach		<p>per 1,000 population which at the time was costed at £105 per person. The current GCC figure of £196 reflects the uplift in costs since 2010 and is considered to be fairly and reasonably related to the development in scale and kind. The contribution will be used to increase access to services in line with A Strategy for Library Services in Gloucester 2012 and may include capacity improvements, facilitating increased opening hours, increase in accessibility and support for digital and IT facilities and increasing library stock for example</p>
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APPENDICES



1800249OUT - CIL compliance APPENDIX 1.pdf



Appendix A - 1800249OUT S106 Compliance Statement.pdf



Appendix C - 1800249OUT S106 Compliance Statement.pdf



1800249OUT-Supporting Statement Sept 2019 Stoke Road Bishops Cleeve APPENDIX 2.pdf



Appendix B - 1800249OUT S106 Compliance Statement.pdf



Appendix D - 1800249OUT S106 Compliance Statement.pdf

APPENDIX 1 :GCC Local Developer Guide

The Guide is available via the GCC website:

<http://www.gloucestershire.gov.uk/extra/local-developer-guide>

Providing for pre-school childcare

1. The County Council has a lead role in facilitating the local childcare market within the broader framework of shaping children's services in partnership with the private, voluntary and independent sector. One of its key duties is to make sure that there are enough flexible childcare places to meet the free entitlement available for local children aged 3 and 4 years and 2 year olds from economically disadvantaged families.
2. An extra 15 hours of free childcare is anticipated, and will be available across England from September 2017 for eligible 3 and 4 year olds who live in households where either a single parent or both parents work, or otherwise meet the criteria. This is on top of the existing universal provision of 15 hours of free childcare. This will have an impact on childcare provision in the County, as take-up rates will be high. The impact will be assessed and reflected in update child yields (see Appendix 2).
3. Childcare in Gloucestershire is principally delivered through day nurseries and pre-school playgroups, which provide full and sessional day care. Other local options include child-minders, nursery classes within independent schools, privately operated nursery schools.
4. New residential development may create new demands on the availability of local pre-school childcare places. This could adversely impact on the ability of the existing local childcare market to offer a reasonable and flexible offer for parents. Where this occurs the County Council will seek developer contributions to resolve this matter. Additionally, the County Council will, where appropriate, seek to spend CIL monies to ensure sufficiency of places throughout Gloucestershire.
5. Where CIL is not applicable, in the majority of cases a financial contribution sought through a S.106 planning obligation will be recommended. The purpose of this would be to fund an increase in capacity for the existing childcare market attributable to new development. Funds may be channelled into supporting the expansion of an existing local provider's facility – such as an extension or funded re-location to new, larger premises; increasing open hours by number of days or for a longer time during the working day. Other options might include increasing the ability to accommodate more childcare places within an existing setting through additional or more efficient and adaptable equipment or training.
6. Larger developments might reasonably require the provision of land and funding towards the construction of new pre-school childcare facilities, possibly as part of other community infrastructure such as a new primary school.

7. The County Council consider it vitally important that reasonable access to facilities can be achieved for new residents. Reasonable access means enabling people to carry out day-to-day activities (i.e. utilising childcare) within a reasonable walking distance of home¹.

Primary & Secondary Schools

8. It is the statutory responsibility of Gloucestershire County Council to ensure every child in the community has fair access to local schools and the highest standards of teaching².
9. Where a CIL Charging Schedule is adopted and applicable, the County Council will expect CIL monies to be passed to the County Council to provide new or expanded schools.. The County Council's preference is that where developments are of a certain size, that –in-kind provision and land is provided. For example, where a development requires a 1 Form Entry Primary School³, there are advantages to delivery to secure this through a S.106 planning obligation. In areas where CIL is not applied, this will remain standard approach. The County Council will proactively work with applicants and Charging Authorities to ensure delivery via the most appropriate route.
10. Where contributions will be sought through S.106 planning obligations, the County Council will assess the impact of new development in terms of the ability of local primary and secondary schools to offer places to children arising from it. The impact from a new development will be assessed on the local schools(s), and any obligation will comply with the legal tests. The assessment will normally use the closest school, unless others are of similar proximity to the development. The Pupil Product Ratio (PPR) is derived from the total child yield (see Appendix 2). This is reviewed annually and will be adjusted from time-to-time based on new information and data from other areas.
11. The PPR reflects the full expected child yield, but is reduced to take account of various factors such as: the take-up of local places (at nursery level this reflects the take-up of funded childcare); the proportion of children not educated within LEA schools; Sixth Form staying-on rates.
12. Where the nearby schools have sufficient surplus places, the assessment will identify that these can be matched up with the anticipated level of demand. Where a school is at or above 95% of capacity, it is considered to have no surplus places.⁴. The ability to achieve reasonable levels of access for families from the new development will be a key determining factor as to which local schools will be included in each assessment.
13. In assessing the need for school places, the County Council applies a countywide approach for the number of children expected to occur per 100 new 'qualifying' dwellings. This is known as the pupil product. A 'qualifying' dwelling is a house or flat that

¹This is a specific policy position as described under paragraph 38 of the National Planning Policy Framework (NPPF) and which is supported locally through the Gloucestershire Local Transport Plan (LTP3) under the fourth objective - Good Access to Services. The Gloucestershire Manual For Streets (Feb 2012) also provides a local definition of a 'walkable neighbourhood' as that which supports a range of facilities within 10 minutes (800m) safe walking distance of residential areas.

²The Education Act 1996, Education & Inspections Act 2006

³A 1FE Primary School has capacity for 210 children which equates to around 750 dwellings. However, the need to allow some surplus capacity means that developers should give consideration to additional primary school provision from around 600 dwellings, in consultation with GCC.

⁴The Audit Commission recommends authorities plan for a 95% occupancy rate across an area in order to achieve a match between pupils and places, efficient and educationally effective outcomes and to offer diversity and choice to parents.

has no restricted occupancy for age or health reasons and at least two bedrooms. All one-bedroom units are excluded. The County Council reviews from time to time the information used to generate the pupil product, and the costs to provide the places annually, and will update Appendix 2 to this Guide.

14. Where developer contributions are considered justified, financial contributions through S.106 planning obligations will be sought for capital works to extend, remodel, upgrade and improve the capacity of an identified existing local school or schools.
15. For large scale development schemes, which are likely to generate sufficient demand to justify the requirement for a brand new school, the County Council will require a contribution to cover the full cost of building a new school including site infrastructure and playing fields. All new schools provided in this way will need to meet County Council design standards according to best practice at the time.
16. In addition, the County Council may use the opportunity of new or reconfigured local schools to help accommodate other community infrastructure. Integrated solutions accord with a number of wider planning objectives⁵ and conform with a key Council Council's priority "*to be as efficient as possible and save money by joining up with partners*"⁶
17. Potential shared uses include: - pre-school and after-school childcare; parental support including access to information, advice and family learning opportunities; and adult & wider community access for life-long learning, sport, arts and ICT. The decision on whether an integrated solution will be pursued will be taken on a case-by-case basis and will very much depend upon the compatibility of the main school use with each additional use being considered. It will also be reliant upon the ability to achieve meaningful delivery in a timely fashion with other organisations that are responsible for providing and operating local community infrastructure. Furthermore, future new schools are going to be set-up and managed by organisations other than the County Council. These will need to be fully involved in delivering shared-use facilities.

Academies & Free Schools and negotiating future developer contributions

18. The expansion of academies and the introduction of free schools has not diminished the responsibility of the County Council in ensuring sufficient school places are made available for local communities. Therefore, developers must continue to negotiate directly with the County Council and not with individual education establishments when considering schools infrastructure with new development. An in-principle agreement made with an individual school or group of schools may not accord with the County Council's more holistic position and may result in a development proposals being objected to and recommended for refusal.

Library Service

⁵Paragraph 70 of the National Planning Policy Framework specifically refers to the need to ensure an integrated approach is taken to towards community facilities and services, and the need to plan positively for the provision and use of shared space and community facilities

⁶This priority is set out under the theme – *living within our means*, which is contained within the Gloucestershire County Council Strategy 2011 – 2015 (Update 2013/14) - '*Meeting The Challenge*'

1. Gloucestershire County Council has a statutory duty to provide a comprehensive and efficient library service to all who live, work or study in the County⁷.
2. The current service includes a network of local public libraries, a virtual online reference library and a mobile library service covering a number of localities within Forest of Dean, Cotswold and Stroud districts, and Tewkesbury Borough, as well as parts of Cheltenham Borough and Gloucester City.
3. CIL monies levied by the Charging Authorities will be spent in accordance with IDPs and agreed priorities, to increase access to library services in accordance with the Library Strategy ("A Strategy for Library Services in Gloucestershire 2012, and any updates). Where development occurs and is not liable for a CIL charge, or is outside of a CIL Charging Authority, it will be assessed by the County Council to determine whether it will adversely impact on the existing provision of local library services. In doing so careful consideration will be given to current levels of provision compared against the nationally recommended benchmark of the Arts Council - formerly put together by Museums, Libraries and Archives Council (MLA)⁸ and achieving reasonable levels of accessibility to local library services for new communities⁹. The County Council periodically reviews its benchmark for levels of local provision and may seek to factor in the anticipated expanding use of online library services in the future.
4. Where mitigation is deemed justified, the County Council will normally look to secure a proportionate financial contribution through a S.106 planning obligation. Funding may be used in order to increase access to services in line with A Strategy for Library Services in Gloucestershire 2012, and may include capacity improvements such as extending the physical size of one or more local public libraries, facilitating an increase in opening hours, increase in accessibility and support for digital and IT facilities, increase in information resources and/or the renewal of library stock, furniture or fittings. In rural localities, the infrastructure mitigation may include facilitating an increase in the capacity of the mobile library service (e.g. the length and frequency of stops) or facilitating increased access to library services through digital means.
5. The County Council may also consider more substantial developer contributions towards additional new local infrastructure where major development is expected to generate demand that cannot be accommodated by existing public libraries. As previously highlighted in this guide, any such requirement will be explored in terms of its potential to facilitate shared local facilities.

Community-run libraries

6. A number of community-run libraries are in operation across Gloucestershire. These are library services for local communities that occur outside the provision made by the County Council. The County Council may factor in this local provision on a case-by-case

⁷The Public Libraries and Museums Act 1964

⁸ The Public Libraries, Archives and New Development A Standard Charge Approach (May 2010) sets out a recommended library space provision standard of 30 sq metres per 1,000 population

⁹ The Gloucestershire Manual For Streets (Feb 2012) includes a local agreed definition of a 'walkable neighbourhood' as that which supports a range of facilities within 10 minutes (800m) safe walking distance of residential areas.

basis when determining the anticipated impact of new development upon existing libraries services.

Archives Service

7. Gloucestershire County Council is required to make proper arrangements for the security, preservation and access of public documents and records it belongs to or it has become a custodian of¹⁰. This includes an array of local material from councils, churches, schools, estates, businesses and individuals. Archives are an increasingly important social resource, which supports local communities to develop their community identity.
8. Gloucestershire Archives is the county's record office. However, it also includes a substantial resource for the neighbouring unitary authority area of South Gloucestershire, which formed part of a larger historic Gloucestershire. The Archive comprises a central storage facility with space for users – individuals and visiting groups, to consult material onsite. An electronic 'virtual' resource is also being developed to allow increased remote access.
9. As with library services, any CIL expenditure will be in accordance with the Charging Authorities' Regulation 123 List. Where development occurs that is not liable for CIL contributions, the County Council to determine whether existing demand for the local archive service is not unduly exacerbated as a result of new development. In doing so careful consideration will be given to current levels of provision compared against the nationally recommended benchmark of the Arts Council - formerly put together by Museums, Libraries and Archives Council (MLA)¹¹.
10. Where an undue impact is identified and mitigation deemed justified, the County Council will look to secure a proportional financial contribution through a S.106 planning obligation. Funds would be used to support capacity improvements such as increasing the amount of the physical archive space available or facilitating increased public access to records through longer opening times and / or an expansion of the evolving online resource.

¹⁰Local authority archiving requirements are set out within the Public Records Act (1958) and Local Government Act (1972)

¹¹The Public Libraries, Archives and New Development A Standard Charge Approach (May 2010) sets out a recommended library space provision standard of 30 sq metres per 1,000 population

**Town and Country Planning Act 1990
Town and Country Planning (Development Management Procedure) (England) Order 2010
Town and Country Planning (Inquiries Procedure) (England) Rules 2000**

Supporting Statement – Education and Library contributions

18/00249/OUT - Outline planning application for up to 215 dwellings up to 2.24 HA of commercial use (B1 and B2), up to 0.2 HA of retail uses (A1), with public open space, landscaping and sustainable urban drainage including associated works and two vehicular access points from Stoke Road.

APP/G1630/W/19/3229581 Land at Stoke Road, Bishops Cleeve

Education:

Information detailing the Bishops Cleeve Primary Planning Area and the schools within it can be found in Section D11 (pg. 77) of the Gloucestershire School Places Strategy document, which can be found here: <https://www.gloucestershire.gov.uk/media/2085281/gloucestershire-school-places-strategy-2018-2023-final-web.pdf>

In summary:

There are 5 primary age schools in the Bishops Cleeve area:

- Bishops Cleeve Primary Academy
- Gotherington Primary Academy
- Grangefield School
- Tredington Community Primary School
- Woodmancote School

There is 1 secondary school in Bishops Cleeve:

- Cleeve School catering for the 11 to 19 age range

There are 3 Secondary schools in total serving the Tewkesbury area:

- Cleeve School
- Tewkesbury School
- Winchcombe School

There is 1 special school, Alderman Knight, in the area.

The number of births has risen in recent years with a very high number in 2016/17. The need for school places essentially derives from the local child population, so pressure for primary places lags 4 years behind the number of births, and pressure for secondary places follows another 7 years later.

This area has seen significant housing growth over the last four years as a result of the

large scale housing; all schools in the planning area with the exception of Gotherington have expanded.

Bishops Cleeve Primary Academy increased its PAN to 90 in September 2013.

Grangefield School temporarily increased its PAN from 30 to 45 for September 2015, and permanently to 60 in 2017.

Tredington Primary increased its PAN from 12 to 14 from 2015 to accommodate pupils from the Coal Research Establishment development. A further PAN increase from 14 to 18 will be introduced in 2019

Woodmancote Primary temporarily increased its PAN from 45 to 60 for September 2015 and permanent from September 2016, to accommodate pupils from the Homelands 1 development.

There are two housing developments underway which will generate approximately 250 additional primary pupils being Cleavelands and Homelands (2). By 2020 the forecasts are showing a shortfall of 17 Reception places this raises to over 60(2FE) places by 2021. With all current local primary schools full and with little site capacity to expand it is expected that a new school will be required.

There are two significant outline planning applications submitted to Tewkesbury Borough Council for 850 dwellings at Fiddington, Ashchurch and 500 dwellings at Gotherington, Bishops Cleeve. Gloucestershire County Council has indicated that new schools would be required should these developments be granted permission.

Cleeve Academy is predominantly the local secondary school although some pupils opt to travel to the Cheltenham schools. The significant housing growth has lead to the expansion of Cleeve Academy by an additional 1FE for 2018 and a further 1FE by 2019 to support demand for places.

To date the significant housing developments at Bishops Cleeve have resulted in all schools bar one in the planning area expanding to meet demand arising from housing.

With all schools now at site capacity, any further places will be by the provision of a new primary school provision to meet the shortfall.

The table below shows how the financial contributions have been calculated. The Pupil Yield is based on current figures supported by recent studies and analysis and this relates to the number of dwellings proposed. The Multipliers are provided by the DfE and this figure is multiplied by the pupil yield to calculate the maximum contribution.

SUMMARY: S106 Developer Contributions for 18/00249/OUT - Land At Stoke Road Bishops Cleeve

Phase of Education	Name of closest non-selective school	Multipliers 2019 (DfE per pupil)	No of dwellings	Pupil Yield (2019)	Max Contribution (£)	Contribution
Pre-school	Bishops Cleeve EY provision.	£15,091.00	215	49.5	£746,249.95	Yes - Full
Primary	Primary school places in Bishops Cleeve Area	£15,091.00	215	79.6	£1,200,489.05	Yes - Full
Secondary (11-18)	Secondary school places serving the Bishops Cleeve Area	£23,012.00	215	43	£989,516.00	Yes - Full

Library:

The Library contributions are based on a calculation of £196.00 per dwelling multiplied by the number of dwellings.

The local library is Bishops Cleeve Library, where the increased demand arising from the additional development will be met from the library contribution of £42,140.

Appendix A – TRICS Analysis bus trips

Proposed bus passenger Trips summary – 2 Way Trip Rates & Trips (rounded)			
Residential;			
	Rate:1 dwelling	215 dwellings	
Daily	0.148	32	
8-9am	0.036	8	
4-5pm	0.026	6	
B1 Office;			
	Rate: 100sqm GFA	4180sqm GFA (gross floor area)	
Daily	1.293	54	
8-9am	0.24	10	
5-6pm	0.157	6	
B8 Warehousing;			
	Rate:100sqm GFA	2620 sqm GFA	
Daily	0.117	3	
8-9am	0.042	1	
5-6pm	0.053	1	
A1 Retail;			
	Rate:100sqm GFA	300 sqm GFA	
Daily	1.0	3	
8-9am	0.25	1	
5-6pm	0.15	0	
Combined Totals;			
	Rate: 1 dwelling + 100sqm	215 dwellings + 7100 sqm GFA	
Daily	1.675	92	
8-9am	0.568	20	
5-6pm	0.368	13	

TRICS tables;

Calculation Reference: AUDIT-840401-190920-0941

TRIP RATE CALCULATION SELECTION PARAMETERS:

Land Use : 03 - RESIDENTIAL
Category : A - HOUSES PRIVATELY OWNED

MULTI-MODAL VEHICLES

Selected regions and areas:

02 SOUTH EAST
ES EAST SUSSEX 2 days
07 YORKSHIRE & NORTH LINCOLNSHIRE
NY NORTH YORKSHIRE 1 days

This section displays the number of survey days per TRICS® sub-region in the selected set

Secondary Filtering selection:

This data displays the chosen trip rate parameter and its selected range. Only sites that fall within the parameter range are included in the trip rate calculation.

Parameter: Number of dwellings
Actual Range: 23 to 134 (units:)
Range Selected by User: 6 to 918 (units:)

Parking Spaces Range: All Surveys Included

Percentage of dwellings privately owned: All Surveys Included

Public Transport Provision:

Selection by: Include all surveys

Date Range: 01/01/11 to 09/05/19

This data displays the range of survey dates selected. Only surveys that were conducted within this date range are included in the trip rate calculation.

Selected survey days:

Wednesday 1 days
Friday 2 days

This data displays the number of selected surveys by day of the week.

Selected survey types:

Manual count 3 days
Directional ATC Count 0 days

This data displays the number of manual classified surveys and the number of unclassified ATC surveys, the total adding up to the overall number of surveys in the selected set. Manual surveys are undertaken using staff, whilst ATC surveys are undertaken using machines.

Selected Locations:

Edge of Town 3

This data displays the number of surveys per main location category within the selected set. The main location categories consist of Free Standing, Edge of Town, Suburban Area, Neighbourhood Centre, Edge of Town Centre, Town Centre and Not Known.

Selected Location Sub Categories:

Residential Zone 3

This data displays the number of surveys per location sub-category within the selected set. The location sub-categories consist of Commercial Zone, Industrial Zone, Development Zone, Residential Zone, Retail Zone, Built-Up Zone, Village, Out of Town, High Street and No Sub Category.

Secondary Filtering selection:

Use Class:

C3 3 days

This data displays the number of surveys per Use Class classification within the selected set. The Use Classes Order 2005 has been used for this purpose, which can be found within the Library module of TRICS®.

Secondary Filtering selection (Cont.):

Population within 1 mile:

1,000 or Less	1 days
1,001 to 5,000	2 days

This data displays the number of selected surveys within stated 1-mile radii of population.

Population within 5 miles:

5,001 to 25,000	2 days
75,001 to 100,000	1 days

This data displays the number of selected surveys within stated 5-mile radii of population.

Car ownership within 5 miles:

1.1 to 1.5	3 days
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This data displays the number of selected surveys within stated ranges of average cars owned per residential dwelling, within a radius of 5-miles of selected survey sites.

Travel Plan:

Yes	1 days
No	2 days

This data displays the number of surveys within the selected set that were undertaken at sites with Travel Plans in place, and the number of surveys that were undertaken at sites without Travel Plans.

PTAL Rating:

No PTAL Present	3 days
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This data displays the number of selected surveys with PTAL Ratings.

TRIP RATE for Land Use 03 - RESIDENTIAL/A - HOUSES PRIVATELY OWNED

MULTI-MODAL BUS/TRAM PASSENGERS

Calculation factor: 1 DWELLS

Estimated TRIP rate value per 215 DWELLS shown in shaded columns

BOLD print indicates peak (busiest) period

Time Range	ARRIVALS				DEPARTURES				TOTALS			
	No. Days	Ave. DWELLS	Trip Rate	Estimated Trip Rate	No. Days	Ave. DWELLS	Trip Rate	Estimated Trip Rate	No. Days	Ave. DWELLS	Trip Rate	Estimated Trip Rate
00:00 - 01:00												
01:00 - 02:00												
02:00 - 03:00												
03:00 - 04:00												
04:00 - 05:00												
05:00 - 06:00												
06:00 - 07:00												
07:00 - 08:00	3	65	0.000	0.000	3	65	0.021	4.433	3	65	0.021	4.433
08:00 - 09:00	3	65	0.000	0.000	3	65	0.036	7.758	3	65	0.036	7.758
09:00 - 10:00	3	65	0.000	0.000	3	65	0.000	0.000	3	65	0.000	0.000
10:00 - 11:00	3	65	0.000	0.000	3	65	0.000	0.000	3	65	0.000	0.000
11:00 - 12:00	3	65	0.000	0.000	3	65	0.010	2.216	3	65	0.010	2.216
12:00 - 13:00	3	65	0.005	1.108	3	65	0.010	2.216	3	65	0.015	3.324
13:00 - 14:00	3	65	0.000	0.000	3	65	0.000	0.000	3	65	0.000	0.000
14:00 - 15:00	3	65	0.005	1.108	3	65	0.000	0.000	3	65	0.005	1.108
15:00 - 16:00	3	65	0.005	1.108	3	65	0.010	2.216	3	65	0.015	3.324
16:00 - 17:00	3	65	0.021	4.433	3	65	0.005	1.108	3	65	0.026	5.541
17:00 - 18:00	3	65	0.010	2.216	3	65	0.005	1.108	3	65	0.015	3.324
18:00 - 19:00	3	65	0.005	1.108	3	65	0.000	0.000	3	65	0.005	1.108
19:00 - 20:00												
20:00 - 21:00												
21:00 - 22:00												
22:00 - 23:00												
23:00 - 24:00												
Total Rates:			0.051	11.081			0.097	21.055			0.148	32.136

This section displays the trip rate results based on the selected set of surveys and the selected count type (shown just above the table). It is split by three main columns, representing arrivals trips, departures trips, and total trips (arrivals plus departures). Within each of these main columns are three sub-columns. These display the number of survey days where count data is included (per time period), the average value of the selected trip rate calculation parameter (per time period), and the trip rate result (per time period). Total trip rates (the sum of the column) are also displayed at the foot of the table.

To obtain a trip rate, the average (mean) trip rate parameter value (TRP) is first calculated for all selected survey days that have count data available for the stated time period. The average (mean) number of arrivals, departures or totals (whichever applies) is also calculated (COUNT) for all selected survey days that have count data available for the stated time period. Then, the average count is divided by the average trip rate parameter value, and multiplied by the stated calculation factor (shown just above the table and abbreviated here as FACT). So, the method is: COUNT/TRP*FACT. Trip rates are then rounded to 3 decimal places.

Calculation Reference: AUDIT-840401-190717-0722

TRIP RATE CALCULATION SELECTION PARAMETERS:

Land Use : 02 - EMPLOYMENT
Category : A - OFFICE

MULTI-MODAL VEHICLES

Selected regions and areas:

02 SOUTH EAST	
ES EAST SUSSEX	1 days
KC KENT	1 days
SC SURREY	1 days
09 NORTH	
DH DURHAM	1 days
10 WALES	
CO CONWY	1 days
MT MERTHYR TYDFIL	1 days

This section displays the number of survey days per TRICS® sub-region in the selected set

Secondary Filtering selection:

This data displays the chosen trip rate parameter and its selected range. Only sites that fall within the parameter range are included in the trip rate calculation.

Parameter: Gross floor area
Actual Range: 2000 to 39230 (units: sqm)
Range Selected by User: 178 to 70291 (units: sqm)

Parking Spaces Range: All Surveys Included

Public Transport Provision:

Selection by: Include all surveys

Date Range: 01/01/11 to 04/10/18

This data displays the range of survey dates selected. Only surveys that were conducted within this date range are included in the trip rate calculation.

Selected survey days:

Monday	1 days
Tuesday	3 days
Wednesday	1 days
Thursday	1 days

This data displays the number of selected surveys by day of the week.

Selected survey types:

Manual count	6 days
Directional ATC Count	0 days

This data displays the number of manual classified surveys and the number of unclassified ATC surveys, the total adding up to the overall number of surveys in the selected set. Manual surveys are undertaken using staff, whilst ATC surveys are undertaken using machines.

Selected Locations:

Edge of Town Centre	2
Edge of Town	4

This data displays the number of surveys per main location category within the selected set. The main location categories consist of Free Standing, Edge of Town, Suburban Area, Neighbourhood Centre, Edge of Town Centre, Town Centre and Not Known.

Selected Location Sub Categories:

Industrial Zone	1
Commercial Zone	3
Built-Up Zone	2

This data displays the number of surveys per location sub-category within the selected set. The location sub-categories consist of Commercial Zone, Industrial Zone, Development Zone, Residential Zone, Retail Zone, Built-Up Zone, Village, Out of Town, High Street and No Sub Category.

Secondary Filtering selection:

Use Class:

B1 6 days

This data displays the number of surveys per Use Class classification within the selected set. The Use Classes Order 2005 has been used for this purpose, which can be found within the Library module of TRICS®.

Population within 1 mile:

5,001 to 10,000 3 days

10,001 to 15,000 3 days

This data displays the number of selected surveys within stated 1-mile radii of population.

Population within 5 miles:

50,001 to 75,000 2 days

75,001 to 100,000 3 days

100,001 to 125,000 1 days

This data displays the number of selected surveys within stated 5-mile radii of population.

Car ownership within 5 miles:

0.6 to 1.0 2 days

1.1 to 1.5 3 days

1.6 to 2.0 1 days

This data displays the number of selected surveys within stated ranges of average cars owned per residential dwelling, within a radius of 5-miles of selected survey sites.

Travel Plan:

Yes 4 days

No 2 days

This data displays the number of surveys within the selected set that were undertaken at sites with Travel Plans in place, and the number of surveys that were undertaken at sites without Travel Plans.

PTAL Rating:

No PTAL Present 6 days

This data displays the number of selected surveys with PTAL Ratings.

TRIP RATE for Land Use 02 - EMPLOYMENT/A - OFFICE

MULTI-MODAL BUS/TRAM PASSENGERS

Calculation factor: 100 sqm

Estimated TRIP rate value per 4180 SQM shown in shaded columns

BOLD print indicates peak (busiest) period

Time Range	ARRIVALS				DEPARTURES				TOTALS			
	No. Days	Ave. GFA	Trip Rate	Estimated Trip Rate	No. Days	Ave. GFA	Trip Rate	Estimated Trip Rate	No. Days	Ave. GFA	Trip Rate	Estimated Trip Rate
00:00 - 00:30												
00:30 - 01:00												
01:00 - 01:30												
01:30 - 02:00												
02:00 - 02:30												
02:30 - 03:00												
03:00 - 03:30												
03:30 - 04:00												
04:00 - 04:30												
04:30 - 05:00												
05:00 - 05:30												
05:30 - 06:00												
06:00 - 06:30												
06:30 - 07:00												
07:00 - 07:30	6	9805	0.005	0.213	6	9805	0.000	0.000	6	9805	0.005	0.213
07:30 - 08:00	6	9805	0.024	0.995	6	9805	0.000	0.000	6	9805	0.024	0.995
08:00 - 08:30	6	9805	0.095	3.979	6	9805	0.002	0.071	6	9805	0.097	4.050
08:30 - 09:00	6	9805	0.143	5.968	6	9805	0.000	0.000	6	9805	0.143	5.968
09:00 - 09:30	6	9805	0.102	4.263	6	9805	0.003	0.142	6	9805	0.105	4.405
09:30 - 10:00	6	9805	0.065	2.700	6	9805	0.019	0.782	6	9805	0.084	3.482
10:00 - 10:30	6	9805	0.041	1.705	6	9805	0.017	0.711	6	9805	0.058	2.416
10:30 - 11:00	6	9805	0.048	1.989	6	9805	0.027	1.137	6	9805	0.075	3.126
11:00 - 11:30	6	9805	0.015	0.639	6	9805	0.014	0.568	6	9805	0.029	1.207
11:30 - 12:00	6	9805	0.027	1.137	6	9805	0.024	0.995	6	9805	0.051	2.132
12:00 - 12:30	6	9805	0.024	0.995	6	9805	0.063	2.629	6	9805	0.087	3.624
12:30 - 13:00	6	9805	0.025	1.066	6	9805	0.036	1.492	6	9805	0.061	2.558
13:00 - 13:30	6	9805	0.053	2.203	6	9805	0.020	0.853	6	9805	0.073	3.056
13:30 - 14:00	6	9805	0.014	0.568	6	9805	0.029	1.208	6	9805	0.043	1.776
14:00 - 14:30	6	9805	0.012	0.497	6	9805	0.005	0.213	6	9805	0.017	0.710
14:30 - 15:00	6	9805	0.012	0.497	6	9805	0.019	0.782	6	9805	0.031	1.279
15:00 - 15:30	6	9805	0.008	0.355	6	9805	0.017	0.711	6	9805	0.025	1.066
15:30 - 16:00	6	9805	0.008	0.355	6	9805	0.017	0.711	6	9805	0.025	1.066
16:00 - 16:30	6	9805	0.005	0.213	6	9805	0.008	0.355	6	9805	0.013	0.568
16:30 - 17:00	6	9805	0.010	0.426	6	9805	0.044	1.847	6	9805	0.054	2.273
17:00 - 17:30	6	9805	0.000	0.000	6	9805	0.087	3.624	6	9805	0.087	3.624
17:30 - 18:00	6	9805	0.000	0.000	6	9805	0.070	2.913	6	9805	0.070	2.913
18:00 - 18:30	6	9805	0.002	0.071	6	9805	0.031	1.279	6	9805	0.033	1.350
18:30 - 19:00	6	9805	0.000	0.000	6	9805	0.003	0.142	6	9805	0.003	0.142
19:00 - 19:30												
19:30 - 20:00												
20:00 - 20:30												
20:30 - 21:00												
21:00 - 21:30												
21:30 - 22:00												
22:00 - 22:30												
22:30 - 23:00												
23:00 - 23:30												
23:30 - 24:00												
Total Rates:			0.738	30.834			0.555	23.165			1.293	53.999

This section displays the trip rate results based on the selected set of surveys and the selected count type (shown just above the table). It is split by three main columns, representing arrivals trips, departures trips, and total trips (arrivals plus departures). Within each of these main columns are three sub-columns. These display the number of survey days where count data is included (per time period), the average value of the selected trip rate calculation parameter (per time period), and the trip rate result (per time period). Total trip rates (the sum of the column) are also displayed at the foot of the table.

To obtain a trip rate, the average (mean) trip rate parameter value (TRP) is first calculated for all selected survey days that have count data available for the stated time period. The average (mean) number of arrivals, departures or totals (whichever applies) is also calculated (COUNT) for all selected survey days that have count data available for the stated time period. Then, the average count is divided by the average trip rate parameter value, and multiplied by the stated calculation factor (shown just above the table and abbreviated here as FACT). So, the method is: COUNT/TRP*FACT. Trip rates are then rounded to 3 decimal places.

Calculation Reference: AUDIT-840401-190920-0934

TRIP RATE CALCULATION SELECTION PARAMETERS:

Land Use : 02 - EMPLOYMENT
Category : F - WAREHOUSING (COMMERCIAL)

MULTI-MODAL VEHICLES

Selected regions and areas:

02 SOUTH EAST
EX ESSEX 1 days
09 NORTH
CB CUMBRIA 1 days

This section displays the number of survey days per TRICS® sub-region in the selected set

Secondary Filtering selection:

This data displays the chosen trip rate parameter and its selected range. Only sites that fall within the parameter range are included in the trip rate calculation.

Parameter: Gross floor area
Actual Range: 2950 to 6560 (units: sqm)
Range Selected by User: 2950 to 80066 (units: sqm)

Parking Spaces Range: All Surveys Included

Public Transport Provision:

Selection by: Include all surveys

Date Range: 01/01/11 to 18/05/18

This data displays the range of survey dates selected. Only surveys that were conducted within this date range are included in the trip rate calculation.

Selected survey days:

Tuesday 1 days
Friday 1 days

This data displays the number of selected surveys by day of the week.

Selected survey types:

Manual count 2 days
Directional ATC Count 0 days

This data displays the number of manual classified surveys and the number of unclassified ATC surveys, the total adding up to the overall number of surveys in the selected set. Manual surveys are undertaken using staff, whilst ATC surveys are undertaken using machines.

Selected Locations:

Edge of Town 2

This data displays the number of surveys per main location category within the selected set. The main location categories consist of Free Standing, Edge of Town, Suburban Area, Neighbourhood Centre, Edge of Town Centre, Town Centre and Not Known.

Selected Location Sub Categories:

Industrial Zone 2

This data displays the number of surveys per location sub-category within the selected set. The location sub-categories consist of Commercial Zone, Industrial Zone, Development Zone, Residential Zone, Retail Zone, Built-Up Zone, Village, Out of Town, High Street and No Sub Category.

Secondary Filtering selection:

Use Class:

B8 2 days

This data displays the number of surveys per Use Class classification within the selected set. The Use Classes Order 2005 has been used for this purpose, which can be found within the Library module of TRICS®.

Secondary Filtering selection (Cont.):

Population within 1 mile:

5,001 to 10,000	1 days
10,001 to 15,000	1 days

This data displays the number of selected surveys within stated 1-mile radii of population.

Population within 5 miles:

5,001 to 25,000	1 days
125,001 to 250,000	1 days

This data displays the number of selected surveys within stated 5-mile radii of population.

Car ownership within 5 miles:

1.1 to 1.5	2 days
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This data displays the number of selected surveys within stated ranges of average cars owned per residential dwelling, within a radius of 5-miles of selected survey sites.

Travel Plan:

No	2 days
----	--------

This data displays the number of surveys within the selected set that were undertaken at sites with Travel Plans in place, and the number of surveys that were undertaken at sites without Travel Plans.

PTAL Rating:

No PTAL Present	2 days
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This data displays the number of selected surveys with PTAL Ratings.

TRIP RATE for Land Use 02 - EMPLOYMENT/F - WAREHOUSING (COMMERCIAL)

MULTI-MODAL BUS/TRAM PASSENGERS

Calculation factor: 100 sqm

Estimated TRIP rate value per 2620 SQM shown in shaded columns

BOLD print indicates peak (busiest) period

Time Range	ARRIVALS				DEPARTURES				TOTALS			
	No. Days	Ave. GFA	Trip Rate	Estimated Trip Rate	No. Days	Ave. GFA	Trip Rate	Estimated Trip Rate	No. Days	Ave. GFA	Trip Rate	Estimated Trip Rate
00:00 - 00:30												
00:30 - 01:00												
01:00 - 01:30												
01:30 - 02:00												
02:00 - 02:30												
02:30 - 03:00												
03:00 - 03:30												
03:30 - 04:00												
04:00 - 04:30												
04:30 - 05:00												
05:00 - 05:30	1	2950	0.000	0.000	1	2950	0.000	0.000	1	2950	0.000	0.000
05:30 - 06:00	1	2950	0.000	0.000	1	2950	0.000	0.000	1	2950	0.000	0.000
06:00 - 06:30	1	2950	0.000	0.000	1	2950	0.000	0.000	1	2950	0.000	0.000
06:30 - 07:00	1	2950	0.000	0.000	1	2950	0.000	0.000	1	2950	0.000	0.000
07:00 - 07:30	2	4755	0.000	0.000	2	4755	0.000	0.000	2	4755	0.000	0.000
07:30 - 08:00	2	4755	0.000	0.000	2	4755	0.000	0.000	2	4755	0.000	0.000
08:00 - 08:30	2	4755	0.021	0.551	2	4755	0.000	0.000	2	4755	0.021	0.551
08:30 - 09:00	2	4755	0.021	0.551	2	4755	0.000	0.000	2	4755	0.021	0.551
09:00 - 09:30	2	4755	0.011	0.275	2	4755	0.000	0.000	2	4755	0.011	0.275
09:30 - 10:00	2	4755	0.000	0.000	2	4755	0.000	0.000	2	4755	0.000	0.000
10:00 - 10:30	2	4755	0.000	0.000	2	4755	0.000	0.000	2	4755	0.000	0.000
10:30 - 11:00	2	4755	0.000	0.000	2	4755	0.000	0.000	2	4755	0.000	0.000
11:00 - 11:30	2	4755	0.000	0.000	2	4755	0.000	0.000	2	4755	0.000	0.000
11:30 - 12:00	2	4755	0.000	0.000	2	4755	0.000	0.000	2	4755	0.000	0.000
12:00 - 12:30	2	4755	0.000	0.000	2	4755	0.000	0.000	2	4755	0.000	0.000
12:30 - 13:00	2	4755	0.000	0.000	2	4755	0.000	0.000	2	4755	0.000	0.000
13:00 - 13:30	2	4755	0.000	0.000	2	4755	0.000	0.000	2	4755	0.000	0.000
13:30 - 14:00	2	4755	0.000	0.000	2	4755	0.000	0.000	2	4755	0.000	0.000
14:00 - 14:30	2	4755	0.000	0.000	2	4755	0.000	0.000	2	4755	0.000	0.000
14:30 - 15:00	2	4755	0.000	0.000	2	4755	0.000	0.000	2	4755	0.000	0.000
15:00 - 15:30	2	4755	0.000	0.000	2	4755	0.000	0.000	2	4755	0.000	0.000
15:30 - 16:00	2	4755	0.000	0.000	2	4755	0.000	0.000	2	4755	0.000	0.000
16:00 - 16:30	2	4755	0.000	0.000	2	4755	0.000	0.000	2	4755	0.000	0.000
16:30 - 17:00	2	4755	0.000	0.000	2	4755	0.011	0.275	2	4755	0.011	0.275
17:00 - 17:30	2	4755	0.000	0.000	2	4755	0.032	0.826	2	4755	0.032	0.826
17:30 - 18:00	2	4755	0.000	0.000	2	4755	0.021	0.551	2	4755	0.021	0.551
18:00 - 18:30	2	4755	0.000	0.000	2	4755	0.000	0.000	2	4755	0.000	0.000
18:30 - 19:00	2	4755	0.000	0.000	2	4755	0.000	0.000	2	4755	0.000	0.000
19:00 - 19:30	1	2950	0.000	0.000	1	2950	0.000	0.000	1	2950	0.000	0.000
19:30 - 20:00	1	2950	0.000	0.000	1	2950	0.000	0.000	1	2950	0.000	0.000
20:00 - 20:30	1	2950	0.000	0.000	1	2950	0.000	0.000	1	2950	0.000	0.000
20:30 - 21:00	1	2950	0.000	0.000	1	2950	0.000	0.000	1	2950	0.000	0.000
21:00 - 21:30												
21:30 - 22:00												
22:00 - 22:30												
22:30 - 23:00												
23:00 - 23:30												
23:30 - 24:00												
Total Rates:			0.053	1.377			0.064	1.652			0.117	3.029

This section displays the trip rate results based on the selected set of surveys and the selected count type (shown just above the table). It is split by three main columns, representing arrivals trips, departures trips, and total trips (arrivals plus departures). Within each of these main columns are three sub-columns. These display the number of survey days where count data is included (per time period), the average value of the selected trip rate calculation parameter (per time period), and the trip rate result (per time period). Total trip rates (the sum of the column) are also displayed at the foot of the table.

To obtain a trip rate, the average (mean) trip rate parameter value (TRP) is first calculated for all selected survey days that have count data available for the stated time period. The average (mean) number of arrivals, departures or totals (whichever applies) is also calculated (COUNT) for all selected survey days that have count data available for the stated time period. Then, the average count is divided by the average trip rate parameter value, and multiplied by the stated calculation factor (shown just above the table and abbreviated here as FACT). So, the method is: COUNT/TRP*FACT. Trip rates are then rounded to 3 decimal places.

Calculation Reference: AUDIT-840401-190920-0917

TRIP RATE CALCULATION SELECTION PARAMETERS:

Land Use : 01 - RETAIL
 Category : O - CONVENIENCE STORE

MULTI-MODAL VEHICLES

Selected regions and areas:

07 YORKSHIRE & NORTH LINCOLNSHIRE
 NE NORTH EAST LINCOLNSHIRE 1 days
09 NORTH
 DH DURHAM 1 days
 TW TYNE & WEAR 1 days

This section displays the number of survey days per TRICS® sub-region in the selected set

Secondary Filtering selection:

This data displays the chosen trip rate parameter and its selected range. Only sites that fall within the parameter range are included in the trip rate calculation.

Parameter: Gross floor area
 Actual Range: 330 to 1200 (units: sqm)
 Range Selected by User: 70 to 1500 (units: sqm)

Parking Spaces Range: All Surveys Included

Public Transport Provision:

Selection by: Monday-Friday 0700-1900
 Include days where PT not known: No
 Range: 12 to 6080

Date Range: 01/01/11 to 16/11/17

This data displays the range of survey dates selected. Only surveys that were conducted within this date range are included in the trip rate calculation.

Selected survey days:

Monday 1 days
 Friday 1 days
 Saturday 1 days

This data displays the number of selected surveys by day of the week.

Selected survey types:

Manual count 3 days
 Directional ATC Count 0 days

This data displays the number of manual classified surveys and the number of unclassified ATC surveys, the total adding up to the overall number of surveys in the selected set. Manual surveys are undertaken using staff, whilst ATC surveys are undertaken using machines.

Selected Locations:

Suburban Area (PPS6 Out of Centre) 3

This data displays the number of surveys per main location category within the selected set. The main location categories consist of Free Standing, Edge of Town, Suburban Area, Neighbourhood Centre, Edge of Town Centre, Town Centre and Not Known.

Selected Location Sub Categories:

Residential Zone 3

This data displays the number of surveys per location sub-category within the selected set. The location sub-categories consist of Commercial Zone, Industrial Zone, Development Zone, Residential Zone, Retail Zone, Built-Up Zone, Village, Out of Town, High Street and No Sub Category.

Secondary Filtering selection:

Use Class:

A1 3 days

This data displays the number of surveys per Use Class classification within the selected set. The Use Classes Order 2005 has been used for this purpose, which can be found within the Library module of TRICS®.

Secondary Filtering selection (Cont.):

Population within 1 mile:

1,001 to 5,000	1 days
5,001 to 10,000	2 days

This data displays the number of selected surveys within stated 1-mile radii of population.

Population within 5 miles:

5,001 to 25,000	1 days
100,001 to 125,000	1 days
125,001 to 250,000	1 days

This data displays the number of selected surveys within stated 5-mile radii of population.

Car ownership within 5 miles:

0.6 to 1.0	2 days
1.1 to 1.5	1 days

This data displays the number of selected surveys within stated ranges of average cars owned per residential dwelling, within a radius of 5-miles of selected survey sites.

Petrol filling station:

Included in the survey count	0 days
Excluded from count or no filling station	3 days

This data displays the number of surveys within the selected set that include petrol filling station activity, and the number of surveys that do not.

Travel Plan:

No	3 days
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This data displays the number of surveys within the selected set that were undertaken at sites with Travel Plans in place, and the number of surveys that were undertaken at sites without Travel Plans.

PTAL Rating:

No PTAL Present	3 days
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This data displays the number of selected surveys with PTAL Ratings.

TRIP RATE for Land Use 01 - RETAIL/O - CONVENIENCE STORE

MULTI-MODAL BUS/TRAM PASSENGERS

Calculation factor: 100 sqm

Estimated TRIP rate value per 300 SQM shown in shaded columns

BOLD print indicates peak (busiest) period

Time Range	ARRIVALS				DEPARTURES				TOTALS			
	No. Days	Ave. GFA	Trip Rate	Estimated Trip Rate	No. Days	Ave. GFA	Trip Rate	Estimated Trip Rate	No. Days	Ave. GFA	Trip Rate	Estimated Trip Rate
00:00 - 01:00												
01:00 - 02:00												
02:00 - 03:00												
03:00 - 04:00												
04:00 - 05:00												
05:00 - 06:00												
06:00 - 07:00												
07:00 - 08:00	3	666	0.150	0.450	3	666	0.000	0.000	3	666	0.150	0.450
08:00 - 09:00	3	666	0.150	0.450	3	666	0.100	0.300	3	666	0.250	0.750
09:00 - 10:00	3	666	0.000	0.000	3	666	0.000	0.000	3	666	0.000	0.000
10:00 - 11:00	3	666	0.100	0.300	3	666	0.000	0.000	3	666	0.100	0.300
11:00 - 12:00	3	666	0.000	0.000	3	666	0.000	0.000	3	666	0.000	0.000
12:00 - 13:00	3	666	0.000	0.000	3	666	0.000	0.000	3	666	0.000	0.000
13:00 - 14:00	3	666	0.100	0.300	3	666	0.050	0.150	3	666	0.150	0.450
14:00 - 15:00	3	666	0.050	0.150	3	666	0.000	0.000	3	666	0.050	0.150
15:00 - 16:00	3	666	0.000	0.000	3	666	0.000	0.000	3	666	0.000	0.000
16:00 - 17:00	3	666	0.000	0.000	3	666	0.050	0.150	3	666	0.050	0.150
17:00 - 18:00	3	666	0.050	0.150	3	666	0.100	0.300	3	666	0.150	0.450
18:00 - 19:00	3	666	0.000	0.000	3	666	0.000	0.000	3	666	0.000	0.000
19:00 - 20:00	3	666	0.000	0.000	3	666	0.100	0.300	3	666	0.100	0.300
20:00 - 21:00	3	666	0.000	0.000	3	666	0.000	0.000	3	666	0.000	0.000
21:00 - 22:00	3	666	0.000	0.000	3	666	0.000	0.000	3	666	0.000	0.000
22:00 - 23:00	2	835	0.000	0.000	2	835	0.000	0.000	2	835	0.000	0.000
23:00 - 24:00												
Total Rates:			0.600	1.800			0.400	1.200			1.000	3.000

This section displays the trip rate results based on the selected set of surveys and the selected count type (shown just above the table). It is split by three main columns, representing arrivals trips, departures trips, and total trips (arrivals plus departures). Within each of these main columns are three sub-columns. These display the number of survey days where count data is included (per time period), the average value of the selected trip rate calculation parameter (per time period), and the trip rate result (per time period). Total trip rates (the sum of the column) are also displayed at the foot of the table.

To obtain a trip rate, the average (mean) trip rate parameter value (TRP) is first calculated for all selected survey days that have count data available for the stated time period. The average (mean) number of arrivals, departures or totals (whichever applies) is also calculated (COUNT) for all selected survey days that have count data available for the stated time period. Then, the average count is divided by the average trip rate parameter value, and multiplied by the stated calculation factor (shown just above the table and abbreviated here as FACT). So, the method is: COUNT/TRP*FACT. Trip rates are then rounded to 3 decimal places.

Appendix B – Service 882 Bus Contract Details

ORDER FORM**DYNAMIC PURCHASING SYSTEM - PASSENGER TRANSPORT****FROM**

Council	Gloucestershire County Council
DPS Category	Category 4
Service Address	Integrated Transport Unit, Shire Hall, Westgate Street, Gloucester, GL1 2TG
Invoice Address	Integrated Transport Unit, Shire Hall, Westgate Street, Gloucester, GL1 2TG
Contact Ref:	Ref: Bill Carr Phone: 01452 425985 e-mail: itu@gloucestershire.gov.uk
Order Number	EA882DT - <i>to be quoted on all correspondence relating to this Order</i>
Order Date	

TO

Supplier:	Pulham & Sons (Coaches) Ltd.
For the attention of:	Mrs K or Mr A Pulham
E-mail	Andy@pulhamscoaches.com
Telephone number	01451 820 369
Address	Bourton Business Park Bourton-on-the-Water Cheltenham GL54 2HQ

1. SERVICES REQUIREMENTS

(1.1) Services and Deliverables Required:

FROM: Gloucester

TO: Tetbury

MINIMUM NUMBER of ADULT PASSENGER SEATS to be PROVIDED (per vehicle): 44 seat vehicle on the school flow journeys and a 31 seat vehicle on daytime journeys that use narrow roads unsuitable for a larger vehicle.

SERVICE START DATE: W/C Sunday 30th December 2018

OPERATING DAYS PER YEAR: 309 (approx).

CONTRACT FINISHES: W/E 30th December 2023 although may be extended for a further period of up to 2 years at the sole discretion of the Authority

BANK HOLIDAYS, CHRISTMAS AND EASTER ARRANGEMENTS:

The following arrangements shall apply during holiday periods: -

Good Friday – Saturday timetables unless the service runs on limited days that include a Friday but not a Saturday, in which case the journey should be provided on Maundy Thursday (Thursday preceding Good Friday)

Early May Bank Holiday, Late Spring Bank Holiday, August Bank Holiday – No service

Christmas Eve 24th December and New Year's Eve 31st December – services to run down from 20:00hrs

Christmas Day 25th December & Boxing Day 26th December, no services run under this specification. Where a service runs on limited days and would normally run on the days when Christmas Day and/or Boxing Day fall, it should be provided on the normal full working weekday either immediately preceding or succeeding Christmas Day and or Boxing Day

27th December – 31st December inclusive Saturday timetables to run unless the service runs on limited days that would not be covered by the Saturday timetable. That being so the service appropriate to the day of the week should run, e.g. a service that normally runs on a Wednesday should run on the Wednesday. In the event that a bus service runs on Mondays to Fridays but not on Saturdays, then the service that would normally run on the weekday in question should be provided, e.g. a Monday service on a Monday.

THE FOLLOWING ADDITIONAL CONDITIONS OF TENDER APPLY:

- Unless otherwise stated vehicles compliant with accessibility legislation in place at the inception of and throughout the life of the contract must be provided.
- If a school service, solely for the use of children, is included in the tender specification, then the crew will need to have clearance from an enhanced DBS

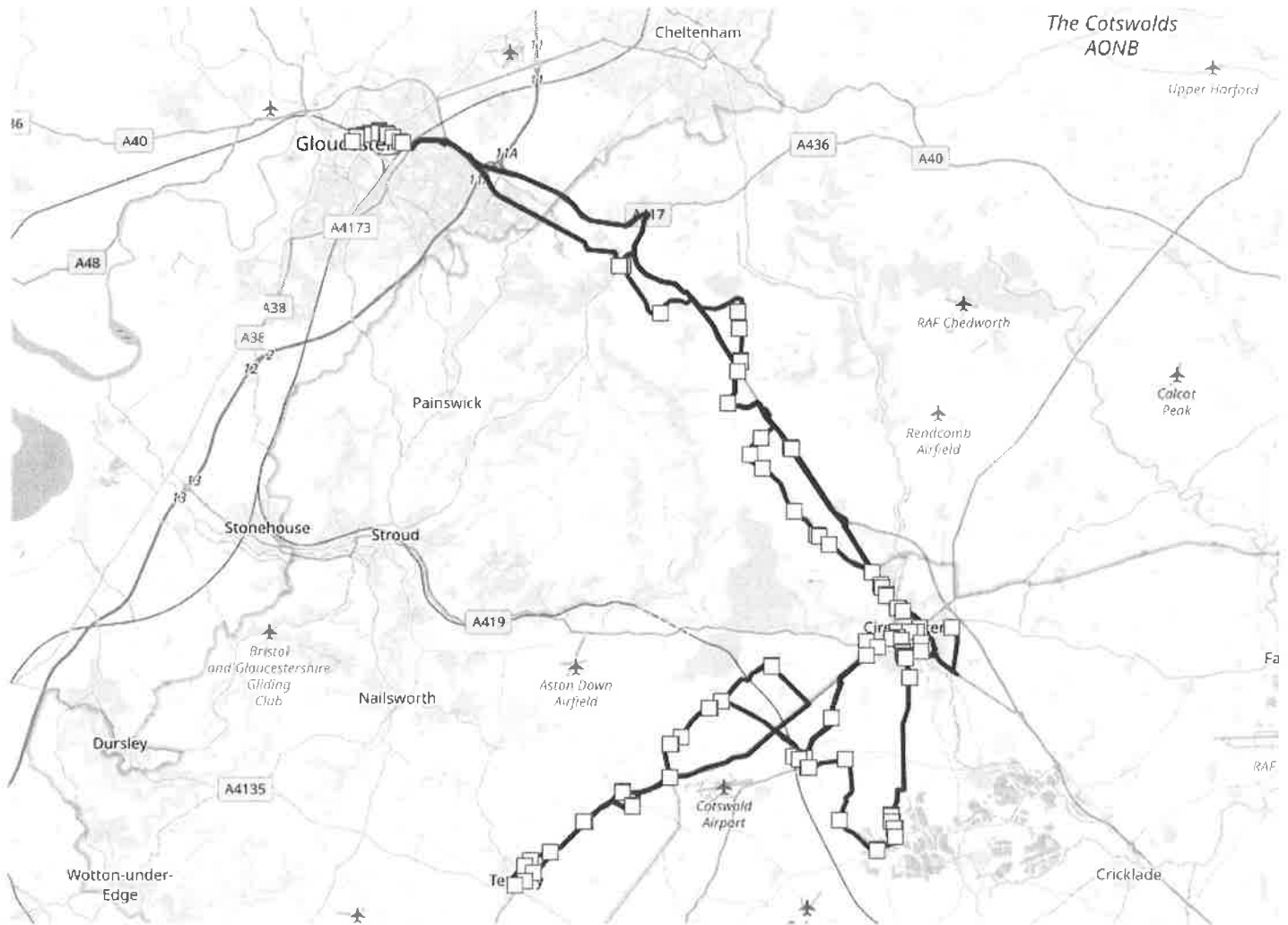
check and display a GCC ID badge from the council **at all times**. If the service is not solely for the use of children then no DBS or GCC ID badge requirements will normally apply.

- The vehicle must be fitted with, and use, illuminated destination display equipment
- ITSO compliant smart ticket machines must be provided; these systems must be capable of handling ITSO smart products and interfacing with Real Time Passenger Information systems and bus priority at traffic signals
- The successful supplier may be required to accept tickets issued by other operators and **MUST** participate in multi-operator ticket schemes, as prescribed by the council.
- Information about the performance of this contract, irrespective of the contract type must be supplied to the council each month and within 5 working days of the preceding month. No payments will be made until the minimum level of information is supplied. Required information is:
 - Total passenger journeys and passenger journeys made on concessionary passes and other multi operator tickets, by type
 - Information about revenue taken on each day type
 - Journeys or parts of journeys not run and the reason for the failure
 - Mileage not operated.
 - Details of any incident, accident or complaints received
- The successful bidder will be expected to grant the council access to their back office systems to validate any passenger/travel data that has been submitted to the council along with information about specific journeys detailing numbers of passengers boarding and alighting at each individual stop or by fare stage bandings covering distinct clusters of bus stops, journey by journey. Should access to your back office system not be available such information must be supplied electronically within 2 working days of such a request being made.
- To assist you in giving us the information we require we have attached an electronic spreadsheet 'Monthly Performance Data Report' (Appendix B) that you will be required to complete in full and return electronically within 7 calendar days of the end of the month. Payment will not be made until this form has been correctly completed and received. This form may be revised during the life of the contract.
- The successful supplier must participate in developing and then working to a Bus Improvement Plan (for reliability and punctuality) as directed by the council and required by the DVSA.
- The successful bidder must produce a written risk assessment of the route and submit it to the council prior to the commencement of the contract. The risk assessment should include all bus stops, hazards such as trees and any highway issues.
- CCTV is required for this contract. Details can be found at Appendix A.

The anticipated income and patronage data relating to this service is provided in the table below which will help you evaluate whether you can submit an attractive fixed price bid or you are able to operate the service commercially. Such information can only reflect the situation at the time of publishing this tender specification. You should be aware that information relating to the English National Concessionary Travel Scheme reflects the rules at the time this document was published. These figures are given in good faith but the council cannot be held responsible for any inaccuracies.

Category	Annual Estimated Passenger Numbers	Annual Estimated Value (£)
Local bus passengers (not home to school entitled bus pass holders)	29484	
Fares taken on the bus		£69,141.80
Passes used under the English National Concessionary Travel Scheme	13126	£13,585.56
TOTAL	42610	£82,727.36

Service 882 – Route Map



Route Description:

Gloucester - Cirencester - Tetbury

Gloucester Market Parade, London Road, Barnwood Road, Ermin Way, Birdlip Road, Beechpike, Pike Road, Ermin Way B4070, Pike Road, The Green, Main Street, Overlay Road, Cirencester Road, Gloucester Road, Abbey Way, London Road, Watermoor Road, Victoria Road, Cirencester South Way, Sheep Street, Hammond Way, A429, Somerford Road, Chesterton Lane, Somerford Road, Main Street, School Road, Main Street, Station Approach, Main Street, Trewsbury Road, School Road, The Green, Sandpool Lane, Station Approach, A433, Trewsbury Road, Main Street, The Green, A433, London Road, Main Street, A433, London Road, Tetbury Long Street.

Cirencester to Tetbury via Kingshill School

Kingshill Lane, A419, A429, Watermoor Way, Watermoor Road, Querns Lane, Sheep Street, Hammond Way, Tetbury Road, Sheep Street, Hammond Way, Bristol Road, A429, London Road, Lewis Lane, South Way, North Way, Dyer Street, Lewis Lane, Querns Lane, Sheep Street, Hammond Way, A429, Stroud Road Deer Park School, Chesterton Lane, Somerford Road, Spratsgate Lane, u/c rds, Somersford Keynes, Spine Road West, u/rds Ewen, u/c rds Coates, School Road, Kemble, A433, Trewsbury Road, Sandpool Lane, Tarlton, A433, Rodmarton, A433, Culkerton, Oxleaze Road, A433, Tetbury, London Road, Long Street.

Tetbury-Cirencester-Gloucester

Tetbury, Long Street, Chipping Street, Cirencester Road, A433, London Road, Oxleaze Road, A433, Rodmarton, Sandpool Lane, Tarlton, Trewsbury Road, Coates, Tetbury Road, A429, Windmill Road, Kemble Station, Windmill Road (direct to Cirencester via A429) or, West Lane, School Road, Ewen, u/c rds Poole Keynes, Spine Rd West, Arlington Drive, Spratsgate Lane, Somerford Road, Chesterton Lane, A419, (Cirencester school journey via Deer Park School, A429, Hammond Way, rmdt Waitrose, Hammond Way, Bristol Road, Swindon Road, A419, Kingshill Lane, CIRENCESTER Kingshill School, Kingshill Lane, A419, A429, Lewis Lane, South Way) or when not serving school (via Kemble Station) A429, Hammond Way, Tetbury Road, Sheep Street, Hammond Way, Bristol Road, A429, London Road, Lewis Lane, South Way, North Way, Dyer Street, London Road, Grove Lane, Stratton, Gloucester Road, Overlay Road, Daglingworth, Dowers Ln, A417, Crabtree Lane, Duntisbourne Abbots, Ealy Hill, Notch Road, Winstone, Pike Road, u/c, Elkstone, u/c, Brimpsfield, Birdlip Hill, Cirencester Road, Ermin Street, Hucclecote Road, Barnwood Road, London Road, Bruton Way, Gloucester Market Parade.

TIMETABLE Service 882; GLOUCESTER - TETBURY

Monday to Friday

								Sch	H
Gloucester, Market Parade	-	-	0810	0950	1120	1320	1435	-	-
Birdlip, Village Stores	-	-		1010				-	-
Brimpsfield, War Memorial	-	-		1015				-	-
Elkstone, Westerleigh Crossroads	-	-		1022				-	-
Birdlip, Royal George Hotel	-	-	0830					-	-
Winstone, Foss Field	-	-	0842	1027	1149	1349	1504	-	-
Duntisbourne Abbots, St Peter's Church	-	-		1032				-	-
Daglingworth, Village Hall	-	-		1042				-	-
Duntisbourne Leer, Duntisbourne Leer Turn	-	-	0847		1154	1354	1509	-	-
Stratton (Cirencester), The Plough	-	-	0852	1047	1159	1359	1514	-	-
Cirencester, Kingshill School Grounds	-	-						1535	-
Watermoor (Cirencester), Queen Street	-	-						1546	-
Cirencester, The Forum	0620	0655	0858	1053	1205	1405	1520	1552	1552
Cirencester, Deer Park School Grounds							-	1558	
Chesterton (Cirencester), Somerford Court							-	1605	
Somerford Keynes, Telephone Box							-	1613	
Somerford Keynes, Mill Lane							-	1618	
Ewen, The Timbrells							-	1622	1615
Kemble (Gloucs), Post Office	0630	0705	0911	1106	1218	1418	-	1625	1618
Kemble (Gloucs), Kemble Railway Station arr	0632	0706	0913	1108	1220	1420	-	1627	1620
Kemble (Gloucs), Kemble Railway Station dep	-	0706	-	1110	1220	-	-	1627	1622
Coates (Gloucs), Glebe House	-		-			-	-	1635	1630
Tarlton, Crossroads	-		-	1114		-	-	1640	1635
Rodmarton, St Peter's Church	-		-	1117		-	-	1643	1638
Culkerton, The Old Post Office	-		-	1123		-	-	1649	1644
Tetbury, Tetbury Industrial Estate	-	0720	-	1130	1236	-	-	1656	1651
Tetbury, Newsagent	-	0722	-	1133	1238	-	-	1659	1654

Key: Sch Operates school days only

H Operates school holidays only

TIMETABLE Service 882; GLOUCESTER - TETBURY

Monday to Friday continued...

Gloucester, Market Parade	1550		1825
Birdlip, Village Stores		-	
Brimpsfield, War Memorial		-	
Elkstone, Westerleigh Crossroads		-	
Birdlip, Royal George Hotel		-	
Winstone, Foss Field	1619	-	1854r
Duntisbourne Abbots, St Peter's Church		-	
Daglingworth, Village Hall		-	
Duntisbourne Leer, Duntisbourne Leer Turn	1624	-	1859r
Stratton (Cirencester), The Plough	1629	-	1904r
Cirencester, Kingshill School Grounds		-	
Watermoor (Cirencester), Queen Street		-	
Cirencester, The Forum	1635	1740	1910
Cirencester, Deer Park School Grounds			-
Chesterton (Cirencester), Somerford Court			-
Somerford Keynes, Telephone Box			-
Somerford Keynes, Mill Lane			-
Ewen, The Timbrells			-
Kemble (Gloucs), Post Office	1648	1753	-
Kemble (Gloucs), Kemble Railway Station arr	1650	1755	-
Kemble (Gloucs), Kemble Railway Station dep	-	1755	-
Coates (Gloucs), Glebe House	-	1802r	-
Tarlton, Crossroads	-	1807r	-
Rodmarton, St Peter's Church	-	1810r	-
Culkerton, The Old Post Office	-	1816r	-
Tetbury, Tetbury Industrial Estate	-	1823r	-
Tetbury, Newsagent	-	1826	-

Key: r Calls by request to set down only

Sch Operates school days only

H Operates school holidays only

TIMETABLE Service 882; GLOUCESTER - TETBURY**Saturdays**

Gloucester, Market Parade	-	1030	1345
Birdlip, Village Stores	-		
Brimpsfield, War Memorial	-		
Elkstone, Westerleigh Crossroads	-		
Birdlip, Royal George Hotel	-		
Winstone, Foss Field	-	1059	1414
Duntisbourne Abbots, St Peter's Church	-		
Daglingworth, Village Hall	-		
Duntisbourne Leer, Duntisbourne Leer Turn	-	1105	1420
Stratton (Cirencester), The Plough	-	1111	1426
Cirencester, Kingshill School Grounds	-		
Watermoor (Cirencester), Queen Street	-		
Cirencester, The Forum	0800	1115	1430
Cirencester, Deer Park School Grounds			
Chesterton (Cirencester), Somerford Court			
Somerford Keynes, Telephone Box			
Somerford Keynes, Mill Lane			
Ewen, The Timbrells			
Kemble (Gloucs), Post Office	0810	1125	1440
Kemble (Gloucs), Kemble Railway Station	0812	1127	1442
Coates (Gloucs), Glebe House			
Tarlton, Crossroads			
Rodmarton, St Peter's Church			
Culkerton, The Old Post Office			
Tetbury, Tetbury Industrial Estate	0830	1144	1459
Tetbury, Newsagent	0832	1147	1502

TIMETABLE Service 882; TETBURY – GLOUCESTER

Monday to Friday

			Sch	H					
Tetbury, Newsagent	-	-	0723	0730	-	-	1135	1240	-
Culkerton, The Old Post Office	-	-	0731	0738	-	-		1249	-
Rodmarton, St Peter's Church	-	-	0737	0744	-	-		1254	-
Tarlton, Crossroads	-	-	0740	0747	-	-		1258	-
Coates (Gloucs), Glebe House	-	-	0745	0752	-	-			-
Kemble (Gloucs), Kemble Railway Station	0635	-	0753	0800	-	1005	1155	1305	1420
Kemble (Gloucs), Post Office	0637	-	0755	0802	-	1007	1157	1307	1422
Ewen, The Timbrells		-	0758	0805	-				
Poole Keynes, The Cross		-	0802		-				
Somerford Keynes, Telephone Box		-	0807		-				
Chesterton (Cirencester), Somerford Court		-	0815		-				
Cirencester, Deer Park School Grounds		-	0819		-				
Cirencester, Old Station Car Park	0647	-	0825	0820	-	1017	1207	1317	1432
Cirencester, Kingshill School Grounds		-	0840	-	-				
Cirencester, The Forum	0655	-	-	-	-	1025	1215	1325	1440
Cirencester, The Forum	-	0700	-	-	0900	1030	1220	1325	1500
Stratton (Cirencester), The Plough	-	0707	-	-	0907	1037	1227	1332	1507
Daglingworth, Village Hall	-		-	-				1337	
Duntisbourne Abbots, St Peter's Church	-		-	-				1347	
Duntisbourne Leer, Duntisbourne Leer Turn	-	0713	-	-	0912	1042	1232		1512
Winstone, Foss Field	-	0718	-	-	0917	1047	1237	1352	1517
Elkstone, Westerleigh Crossroads	-		-	-				1357	
Brimpsfield, War Memorial	-		-	-				1404	
Birdlip, Royal George Hotel	-	0727	-	-				1409	
Gloucester, Market Parade	-	0800	-	-	0947	1117	1307	1434	1547

Key: Sch Operates school days only

H Operates school holidays only

TIMETABLE SERVICE 882; TETBURY - GLOUCESTER

Monday to Friday continued...

Tetbury, Newsagent	-	1700	1840
Culkerton, The Old Post Office	-		
Rodmarton, St Peter's Church	-		
Tarlton, Crossroads	-		
Coates (Gloucs), Glebe House	-		
Kemble (Gloucs), Kemble Railway Station	1655	1720	1900 *
Kemble (Gloucs), Post Office	1657	1722	1902
Ewen, The Timbrells			
Poole Keynes, The Cross			
Somerford Keynes, Telephone Box			
Chesterton (Cirencester), Somerford Court			
Cirencester, Deer Park School Grounds			
Cirencester, Old Station Car Park	1707	1732	1912
Cirencester, Kingshill School Grounds			-
Cirencester, The Forum	1715	1740	-
Cirencester, The Forum	1715	-	-
Stratton (Cirencester), The Plough	17:2	-	-
Daglingworth, Village Hall		-	-
Duntisbourne Abbots, St Peter's Church		-	-
Duntisbourne Leer, Duntisbourne Leer Turn	1727	-	-
Winstone, Foss Field	1732	-	-
Elkstone, Westerleigh Crossroads		-	-
Brimpsfield, War Memorial		-	-
Birdlip, Royal George Hotel	1740	-	-
Gloucester, Market Parade	1810	-	-

Key:

* Bus must wait up to ten mins for delayed trains

TIMETABLE Service 882; TETBURY – GLOUCESTER**Saturdays**

Tetbury, Newsagent	0900	1220	1515
Culkerton, The Old Post Office			
Rodmarton, St Peter's Church			
Tarlton, Crossroads			
Coates (Gloucs), Glebe House			
Kemble (Gloucs), Kemble Railway Station	0920	1240	1535
Kemble (Gloucs), Post Office	0922	1242	1537
Ewen, The Timbrells			
Poole Keynes, The Cross			
Somerford Keynes, Telephone Box			
Chesterton (Cirencester), Somerford Court			
Cirencester, Deer Park School Grounds			
Cirencester, Old Station Car Park	0928	1248	1543
Cirencester, Kingshill School Grounds			
Cirencester, The Forum	0932	1252	1547
Cirencester, The Forum	0935	1255	-
Stratton (Cirencester), The Plough	0939	1259	-
Daglingworth, Village Hall			-
Duntisbourne Abbots, St Peter's Church			-
Duntisbourne Leer, Duntisbourne Leer Turn	0945	1305	-
Winstone, Foss Field	0951	1311	-
Elkstone, Westerleigh Crossroads			-
Brimpsfield, War Memorial			-
Birdlip, Royal George Hotel			-
Gloucester, Market Parade	1020	1340	-

(1.2) Commencement Date: W/C Sunday 30th December 2018.

(1.3) Nett Price Payable by the Council: One Hundred and Ninety Five Thousand Pounds (£195'000.00 – Fixed Price) per year.

(1.4) Contract Term: W/E 30th December 2023. Although may be extended for a further period of up to 2 years at the sole discretion of the Authority.

2 DPS ORDER - ADDITIONAL REQUIREMENTS

(2.1) Supplemental Requirements in addition to the Terms and Conditions:

(2.2) Variations to the Terms and Conditions

3. PERFORMANCE OF THE SERVICES AND DELIVERABLES

(3.1) Key Personnel of the Supplier to be involved in the Services and Deliverables:

Mr & Mrs Pulham

(3.2) Location(s) at which the Services are to be provided: In accordance with 1.1 (above)

BY SIGNING AND RETURNING THIS ORDER FORM THE SUPPLIER AGREES to enter a legally binding contract with the Council to provide to the Council the Services specified in this Order Form (together with, where completed and applicable, the DPS Order (additional requirements) set out in section 2 of this Order Form) incorporating the rights and obligations in the Terms and Conditions for the applicable DPS category.

For and on behalf of the Supplier:-

Name and Title	
Signature	

Name and Title	
Signature	

For and on behalf of the Council:-

THE COMMON SEAL OF

GLOUCESTERSHIRE COUNTY COUNCIL

was hereunto affixed in the presence of:

Head of Legal Services

Dynamic Purchasing System
Tender Specification and Response
For Category 4 Public Transport

NB Highlighted areas are for completion by GCC

Contract Number: EA882DT

Tender response required by: xxxxxxxx

We invite you to tender for the public transport contract listed above. Transport is required to convey passengers as detailed in the tender specification attached.

SECTION 1: RESPONDING TO DPS TENDER:

Please use the page(s) below and attach it to your bid to submit your conforming tender. **Please note that it is mandatory to submit a conforming bid.** We encourage you to submit an additional alternative tender.

- Your bid must be returned electronically using Pro Contract. Paper or emailed copies submitted will **not** be accepted as a valid tender.
- The Pro Contract question and answer facility must be used should you have **any** questions regarding this procurement process.
- A revenue guarantee price in **Box A MUST be submitted in all cases.**
- Income & patronage information has been included to assist you in formulating a price, should you wish to submit: -
 - a fixed price bid
 - a tapering scale of subsidy over the life of the contract (to reflect up-front set up costs or your capability to grow patronage)
 - a proposal to take on the service commercially
- You must clearly state any differentiation in price where there is any variation in the cost of providing the service on different days (e.g. Saturdays or Sundays or Monday to Fridays or where additional or fewer services are required on a specific day).
- Suppliers are encouraged to submit a consortium bid where appropriate. For all such bids, details of the lead contractor and all sub contractors must be provided as part of your submission. The lead contractor will be responsible for all elements of the tender including the entire performance and

FROM: 30th December 2018

TO: 30th December 2023

MINIMUM NUMBER of ADULT PASSENGER SEATS to be PROVIDED (per vehicle): 40

SERVICE START DATE: W/C Sunday 30th December 2018

OPERATING DAYS PER YEAR: 309 (approx).

CONTRACT FINISHES: W/E 30th December 2023 although may be extended for a further period of up to 2 years at the sole discretion of the Authority

BANK HOLIDAYS, CHRISTMAS AND EASTER ARRANGEMENTS:

The following arrangements shall apply during holiday periods: -

Good Friday – Saturday timetables unless the service runs on limited days that include a Friday but not a Saturday, in which case the journey should be provided on Maundy Thursday (Thursday preceding Good Friday)

Early May Bank Holiday, Late Spring Bank Holiday, August Bank Holiday – No service

Christmas Eve 24th December and New Year's Eve 31st December – services to run down from 20:00hrs

Christmas Day 25th December & Boxing Day 26th December, no services run under this specification. Where a service runs on limited days and would normally run on the days when Christmas Day and/or Boxing Day fall, it should be provided on the normal full working weekday either immediately preceding or succeeding Christmas Day and or Boxing Day

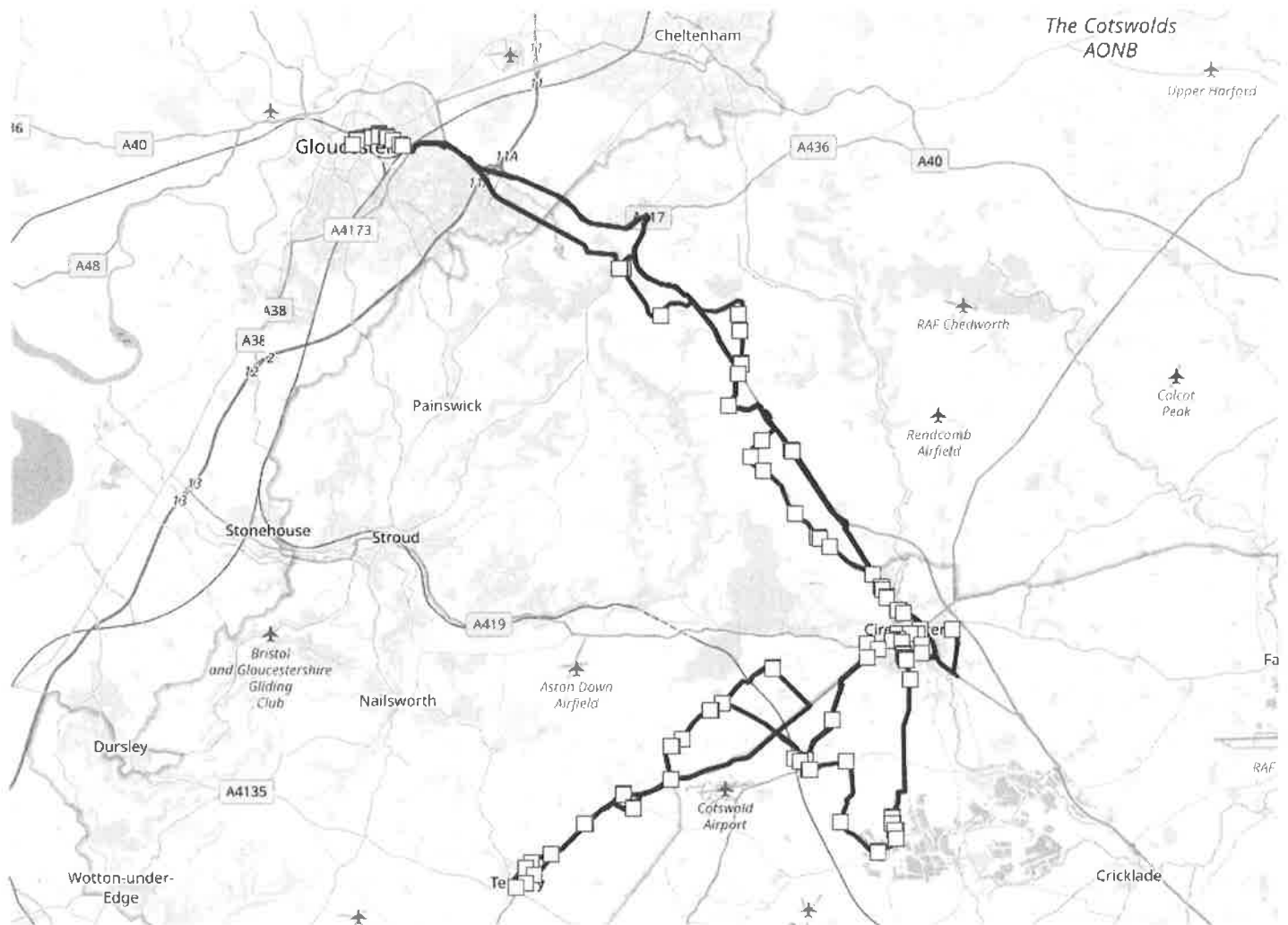
27th December – 31st December inclusive Saturday timetables to run unless the service runs on limited days that would not be covered by the Saturday timetable. That being so the service appropriate to the day of the week should run, e.g. a service that normally runs on a Wednesday should run on the Wednesday. In the event that a bus service runs on Mondays to Fridays but not on Saturdays, then the service that would normally run on the weekday in question should be provided, e.g. a Monday service on a Monday. **THE FOLLOWING ADDITIONAL CONDITIONS OF TENDER APPLY:**

Please note we will only award tender EA882DT or EB882DT

- Unless otherwise stated vehicles compliant with accessibility legislation in place at the inception of and throughout the life of the contract must be provided.
- If a school service, solely for the use of children, is included in the tender specification, then the crew will need to have clearance from an enhanced DBS check and display a GCC ID badge from the council **at all times**. If the service is not solely for the use of children then no DBS or GCC ID badge requirements will normally apply.
- The vehicle must be fitted with, and use, illuminated destination display equipment
- ITSO compliant smart ticket machines must be provided; these systems must be capable of handling ITSO smart products and interfacing with Real Time Passenger Information systems and bus priority at traffic signals
- The successful supplier may be required to accept tickets issued by other operators and **MUST** participate in multi-operator ticket schemes, as prescribed by the council.
- Information about the performance of this contract, irrespective of the contract type must be supplied to the council each month and within 5 working days of the preceding month. No payments will be made until the minimum level of information is supplied. Required information is:
 - Total passenger journeys and passenger journeys made on concessionary passes and other multi operator tickets, by type
 - Information about revenue taken on each day type
 - Journeys or parts of journeys not run and the reason for the failure
 - Mileage not operated.
 - Details of any incident, accident or complaints received
- The successful bidder will be expected to grant the council access to their back office systems to validate any passenger/travel data that has been submitted to the council along with information about specific journeys detailing numbers of passengers boarding and alighting at each individual stop or by fare stage bandings covering distinct clusters of bus stops, journey by journey. Should access to your back office system not be available such information must be supplied electronically within 2 working days of such a request being made.
- To assist you in giving us the information we require we have attached an electronic spreadsheet 'Monthly Performance Data Report' (Appendix B) that you will be required to complete in full and return electronically within 7 calendar days of the end of the month. Payment will not be made until this form has been correctly completed and received. This form may be revised during the life of the contract.
- The successful supplier must participate in developing and then working to a Bus Improvement Plan (for reliability and punctuality) as directed by the council and required by the DVSA.
- The successful bidder must produce a written risk assessment of the route and submit it to the council prior to the commencement of the contract. The risk assessment should include all bus stops, hazards such as trees and any highway issues.
- CCTV is required for this contract. Details can be found at Appendix A.

The anticipated income and patronage data relating to this service is provided in the table below which will help you evaluate whether you can submit an attractive fixed price bid or you are able to operate the service commercially. Such information can only reflect the situation at the time of publishing this tender specification. You should be aware that information relating to the English National Concessionary Travel Scheme reflects the rules at the time this document was published. These figures are given in good faith but the council cannot be held responsible for any inaccuracies.

Category	Annual Estimated Passenger Numbers	Annual Estimated Value (£)
Local bus passengers (not home to school entitled bus pass holders)	29484	
Fares taken on the bus		£69,141.80
Passes used under the English National Concessionary Travel Scheme	13126	£13,585.56
TOTAL	42610	£82,727.36



Route Description:

Gloucester - Cirencester - Tetbury

Gloucester Market Parade, London Road, Barnwood Road, Ermin Way, Birdlip Road, Beechpike, Pike Road, Ermin Way B4070, Pike Road, The Green, Main Street, Overlay Road, Cirencester Road, Gloucester Road, Abbey Way, London Road, Watermoor Road, Victoria Road, Cirencester South Way, Sheep Street, Hammond Way, A429, Somerford Road, Chesterton Lane, Somerford Road, Main Street, School Road, Main Street, Station Approach, Main Street, Trewsbury Road, School Road, The Green, Sandpool Lane, Station Approach, A433, Trewsbury Road, Main Street, The Green, A433, London Road, Main Street, A433, London Road, Tetbury Long Street.

Cirencester to Tetbury via Kingshill School

Kingshill Lane, A419, A429, Watermoor Way, Watermoor Road, Querns Lane, Sheep Street, Hammond Way, Tetbury Road, Sheep Street, Hammond Way, Bristol Road, A429, London Road, Lewis Lane, South Way, North Way, Dyer Street, Lewis Lane, Querns Lane, Sheep Street, Hammond Way, A429, Stroud Road Deer Park School, Chesterton Lane, Somerford Road, Spratsgate Lane, u/c rds, Somersford Keynes, Spine Road West, u/c rds Ewen, u/c rds Coates, School Road, Kemble, A433, Trewsbury Road, Sandpool Lane, Tarlton, A433, Rodmarton, A433, Culkerton, Oxleaze Road, A433, Tetbury, London Road, Long Street.

Tetbury-Cirencester-Gloucester

Tetbury, Long Street, Chipping Street, Cirencester Road, A433, London Road, Oxleaze Road, A433, Rodmarton, Sandpool Lane, Tarlton, Trewsbury Road, Coates, Tetbury Road, A429, Windmill Road, Kemble Station, Windmill Road (direct to Cirencester via A429) or, West Lane, School Road, Ewen, u/c rds Poole Keynes, Spine Rd West, Arlington Drive, Spratsgate Lane, Somerford Road, Chesterton Lane, A419, (Cirencester school journey via Deer Park School, A429, Hammond Way, rmdt Waitrose, Hammond Way, Bristol Road, Swindon Road, A419, Kingshill Lane, CIRENCESTER Kingshill School, Kingshill Lane, A419, A429, Lewis Lane, South Way) or when not serving school (via Kemble Station) A429, Hammond Way, Tetbury Road, Sheep Street, Hammond Way, Bristol Road, A429, London Road, Lewis Lane, South Way, North Way, Dyer Street, London Road, Grove Lane, Stratton, Gloucester Road, Overlay Road, Daglingworth, Dowers Ln, A417, Crabtree Lane, Duntisbourne Abbots, Ealy Hill, Notch Road, Winstone, Pike Road, u/c, Elkstone, u/c, Brimpsfield, Birdlip Hill, Cirencester Road, Ermin Street, Hucclecote Road, Barnwood Road, London Road, Bruton Way, Gloucester Market Parade.

TIMETABLE Service 882; GLOUCESTER - TETBURY

Monday to Friday

								Sch	H
Gloucester, Market Parade	-	-	0810	0950	1120	1320	1435	-	-
Birdlip, Village Stores	-	-		1010				-	-
Brimpsfield, War Memorial	-	-		1015				-	-
Elkstone, Westerleigh Crossroads	-	-		1022				-	-
Birdlip, Royal George Hotel	-	-	0830					-	-
Winstone, Foss Field	-	-	0842	1027	1149	1349	1504	-	-
Duntisbourne Abbots, St Peter's Church	-	-		1032				-	-
Daglingworth, Village Hall	-	-		1042				-	-
Duntisbourne Leer, Duntisbourne Leer Turn	-	-	0847		1154	1354	1509	-	-
Stratton (Cirencester), The Plough	-	-	0852	1047	1159	1359	1514	-	-
Cirencester, Kingshill School Grounds	-	-						1535	-
Watermoor (Cirencester), Queen Street	-	-						1546	-
Cirencester, The Forum	0620	0655	0858	1053	1205	1405	1520	1552	1552
Cirencester, Deer Park School Grounds							-	1558	
Chesterton (Cirencester), Somerford Court							-	1605	
Somerford Keynes, Telephone Box							-	1613	
Somerford Keynes, Mill Lane							-	1618	
Ewen, The Timbrells							-	1622	1615
Kemble (Gloucs), Post Office	0630	0705	0911	1106	1218	1418	-	1625	1618
Kemble (Gloucs), Kemble Railway Station arr	0632	0706	0913	1108	1220	1420	-	1627	1620
Kemble (Gloucs), Kemble Railway Station dep	-	0706	-	1110	1220	-	-	1627	1622
Coates (Gloucs), Glebe House	-		-			-	-	1635	1630
Tarlton, Crossroads	-		-	1114		-	-	1640	1635
Rodmarton, St Peter's Church	-		-	1117		-	-	1643	1638
Culkerton, The Old Post Office	-		-	1123		-	-	1649	1644
Tetbury, Tetbury Industrial Estate	-	0720	-	1130	1236	-	-	1656	1651
Tetbury, Newsagent	-	0722	-	1133	1238	-	-	1659	1654

Key: **Sch** Operates school days only
H Operates school holidays only

TIMETABLE Service 882; GLOUCESTER - TETBURY

Monday to Friday continued...

Gloucester, Market Parade	1550		1825
Birdlip, Village Stores		-	
Brimpsfield, War Memorial		-	
Elkstone, Westerleigh Crossroads		-	
Birdlip, Royal George Hotel		-	
Winstone, Foss Field	1619	-	1854r
Duntisbourne Abbots, St Peter's Church		-	
Daglingworth, Village Hall		-	
Duntisbourne Leer, Duntisbourne Leer Turn	1624	-	1859r
Stratton (Cirencester), The Plough	1629	-	1904r
Cirencester, Kingshill School Grounds		-	
Watermoor (Cirencester), Queen Street		-	
Cirencester, The Forum	1635	1740	1910
Cirencester, Deer Park School Grounds			-
Chesterton (Cirencester), Somerford Court			-
Somerford Keynes, Telephone Box			-
Somerford Keynes, Mill Lane			-
Ewen, The Timbrells			-
Kemble (Gloucs), Post Office	1648	1753	-
Kemble (Gloucs), Kemble Railway Station arr	1650	1755	-
Kemble (Gloucs), Kemble Railway Station dep	-	1755	-
Coates (Gloucs), Glebe House	-	1802r	-
Tarlton, Crossroads	-	1807r	-
Rodmarton, St Peter's Church	-	1810r	-
Culkerton, The Old Post Office	-	1816r	-
Tetbury, Tetbury Industrial Estate	-	1823r	-
Tetbury, Newsagent	-	1826	-

Key: r Calls by request to set down only

Sch Operates school days only

H Operates school holidays only

TIMETABLE Service 882; GLOUCESTER - TETBURY

Saturdays

Gloucester, Market Parade	-	1030	1345
Birdlip, Village Stores	-		
Brimpsfield, War Memorial	-		
Elkstone, Westerleigh Crossroads	-		
Birdlip, Royal George Hotel	-		
Winstone, Foss Field	-	1059	1414
Duntisbourne Abbots, St Peter's Church	-		
Daglingworth, Village Hall	-		
Duntisbourne Leer, Duntisbourne Leer Turn	-	1105	1420
Stratton (Cirencester), The Plough	-	1111	1426
Cirencester, Kingshill School Grounds	-		
Watermoor (Cirencester), Queen Street	-		
Cirencester, The Forum	0800	1115	1430
Cirencester, Deer Park School Grounds			
Chesterton (Cirencester), Somerford Court			
Somerford Keynes, Telephone Box			
Somerford Keynes, Mill Lane			
Ewen, The Timbrells			
Kemble (Gloucs), Post Office	0810	1125	1440
Kemble (Gloucs), Kemble Railway Station	0812	1127	1442
Coates (Gloucs), Glebe House			
Tarlton, Crossroads			
Rodmarton, St Peter's Church			
Culkerton, The Old Post Office			
Tetbury, Tetbury Industrial Estate	0830	1144	1459
Tetbury, Newsagent	0832	1147	1502

TIMETABLE Service 882; TETBURY – GLOUCESTER

Monday to Friday

			Sch	H					
Tetbury, Newsagent	-	-	0723	0730	-	-	1135	1240	-
Culkerton, The Old Post Office	-	-	0731	0738	-	-		1249	-
Rodmarton, St Peter's Church	-	-	0737	0744	-	-		1254	-
Tarlton, Crossroads	-	-	0740	0747	-	-		1258	-
Coates (Gloucs), Glebe House	-	-	0745	0752	-	-			-
Kemble (Gloucs), Kemble Railway Station	0635	-	0753	0800	-	1005	1155	1305	1420
Kemble (Gloucs), Post Office	0637	-	0755	0802	-	1007	1157	1307	1422
Ewen, The Timbrells		-	0758	0805	-				
Poole Keynes, The Cross		-	0802		-				
Somerford Keynes, Telephone Box		-	0807		-				
Chesterton (Cirencester), Somerford Court		-	0815		-				
Cirencester, Deer Park School Grounds		-	0819		-				
Cirencester, Old Station Car Park	0647	-	0825	0820	-	1017	1207	1317	1432
Cirencester, Kingshill School Grounds		-	0840	-	-				
Cirencester, The Forum	0655	-	-	-	-	1025	1215	1325	1440
Cirencester, The Forum	-	0700	-	-	0900	1030	1220	1325	1500
Stratton (Cirencester), The Plough	-	0707	-	-	0907	1037	1227	1332	1507
Daglingworth, Village Hall	-		-	-				1337	
Duntisbourne Abbots, St Peter's Church	-		-	-				1347	
Duntisbourne Leer, Duntisbourne Leer Turn	-	0713	-	-	0912	1042	1232		1512
Winstone, Foss Field	-	0718	-	-	0917	1047	1237	1352	1517
Elkstone, Westerleigh Crossroads	-		-	-				1357	
Brimpsfield, War Memorial	-		-	-				1404	
Birdlip, Royal George Hotel	-	0727	-	-				1409	
Gloucester, Market Parade	-	0800	-	-	0947	1117	1307	1434	1547

Key: Sch Operates school days only
H Operates school holidays only

TIMETABLE SERVICE 882; TETBURY - GLOUCESTER

Monday to Friday continued...

Tetbury, Newsagent	-	1700	1840
Culkerton, The Old Post Office	-		
Rodmarton, St Peter's Church	-		
Tarlton, Crossroads	-		
Coates (Gloucs), Glebe House	-		
Kemble (Gloucs), Kemble Railway Station	1655	1720	1900 *
Kemble (Gloucs), Post Office	1657	1722	1902
Ewen, The Timbrells			
Poole Keynes, The Cross			
Somerford Keynes, Telephone Box			
Chesterton (Cirencester), Somerford Court			
Cirencester, Deer Park School Grounds			
Cirencester, Old Station Car Park	1707	1732	1912
Cirencester, Kingshill School Grounds			-
Cirencester, The Forum	1715	1740	-
Cirencester, The Forum	1715	-	-
Stratton (Cirencester), The Plough	17:2	-	-
Daglingworth, Village Hall		-	-
Duntisbourne Abbots, St Peter's Church		-	-
Duntisbourne Leer, Duntisbourne Leer Turn	1727	-	-
Winstone, Foss Field	1732	-	-
Elkstone, Westerleigh Crossroads		-	-
Brimpsfield, War Memorial		-	-
Birdlip, Royal George Hotel	1740	-	-
Gloucester, Market Parade	1810	-	-

Key:

* Bus must wait up to ten mins for delayed trains

TIMETABLE Service 882; TETBURY – GLOUCESTER

Saturdays

Tetbury, Newsagent	0900	1220	1515
Culkerton, The Old Post Office			
Rodmarton, St Peter's Church			
Tarlton, Crossroads			
Coates (Gloucs), Glebe House			
Kemble (Gloucs), Kemble Railway Station	0920	1240	1535
Kemble (Gloucs), Post Office	0922	1242	1537
Ewen, The Timbrells			
Poole Keynes, The Cross			
Somerford Keynes, Telephone Box			
Chesterton (Cirencester), Somerford Court			
Cirencester, Deer Park School Grounds			
Cirencester, Old Station Car Park	0928	1248	1543
Cirencester, Kingshill School Grounds			
Cirencester, The Forum	0932	1252	1547
Cirencester, The Forum	0935	1255	-
Stratton (Cirencester), The Plough	0939	1259	-
Daglingworth, Village Hall			-
Duntisbourne Abbots, St Peter's Church			-
Duntisbourne Leer, Duntisbourne Leer Turn	0945	1305	-
Winstone, Foss Field	0951	1311	-
Elkstone, Westerleigh Crossroads			-
Brimpsfield, War Memorial			-
Birdlip, Royal George Hotel			-
Gloucester, Market Parade	1020	1340	-

Appendix C – Service 24 Bus Contract Details

ORDER FORM**DYNAMIC PURCHASING SYSTEM - PASSENGER TRANSPORT****FROM**

Council	Gloucestershire County Council
DPS Category	Category 4
Service Address	Integrated Transport Unit, Shire Hall, Westgate Street, Gloucester, GL1 2TG
Invoice Address	Integrated Transport Unit, Shire Hall, Westgate Street, Gloucester, GL1 2TG
Contact Ref:	Ref: Bill Carr Phone: 01452 425985 e-mail: itu@gloucestershire.gov.uk
Order Number	FB024ET - <i>to be quoted on all correspondence relating to this Order</i>
Order Date	

TO

Supplier:	Cheltenham & Gloucester Omnibus Company Ltd
For the attention of:	Mr James O'Neill
E-mail	James.O'Neill@stagecoachbus.com
Telephone number	01452 304857
Address	One Stockport Exchange 20 Railway Road Stockport SK1 3SW

1. SERVICES REQUIREMENTS

(1.1) Services and Deliverables Required:

FROM: NAILBRIDGE

TO: GLOUCESTER

MINIMUM NUMBER of ADULT PASSENGER SEATS to be PROVIDED (per vehicle): 33

OPERATING DAYS PER YEAR: 310 (approx).

BANK HOLIDAYS, CHRISTMAS AND EASTER ARRANGEMENTS:

The following arrangements shall apply during holiday periods: -

Good Friday – Saturday timetables unless the service runs on limited days that include a Friday but not a Saturday, in which case the journey should be provided on Maundy Thursday (Thursday preceding Good Friday)

Easter Monday, Early May Bank Holiday, Late Spring Bank Holiday, August Bank Holiday – No service

Christmas Eve 24th December and New Year's Eve 31st December – services to run down from 20:00hrs

Christmas Day 25th December & Boxing Day 26th December, no services run under this specification. Where a service runs on limited days and would normally run on the days when Christmas Day and/or Boxing Day fall, it should be provided on the normal full working weekday either immediately preceding or succeeding Christmas Day and or Boxing Day

27th December – 31st December inclusive Saturday timetables to run unless the service runs on limited days that would not be covered by the Saturday timetable. That being so the service appropriate to the day of the week should run, e.g. a service that normally runs on a Wednesday should run on the Wednesday. In the event that a bus service runs on Mondays to Fridays but not on Saturdays, then the service that would normally run on the weekday in question should be provided, e.g. a Monday service on a Monday.

THE FOLLOWING ADDITIONAL CONDITIONS OF TENDER APPLY:

- Unless otherwise stated vehicles compliant with accessibility legislation in place at the inception of and throughout the life of the contract must be provided.
- If a school service, solely for the use of children, is included in the tender specification, then the crew will need to have clearance from an enhanced DBS check and display a GCC ID badge from the council at all times. If the service is not solely for the use of children then no DBS or GCC ID badge requirements will normally apply.
- The vehicle must be fitted with, and use, illuminated destination display equipment

- ITSO compliant smart ticket machines must be provided; these systems must be capable of handling ITSO smart products and interfacing with Real Time Passenger Information systems and bus priority at traffic signals
- The successful supplier may be required to accept tickets issued by other operators and MUST participate in multi-operator ticket schemes, as prescribed by the council.
- Information about the performance of this contract, irrespective of the contract type must be supplied to the council each month and within 5 working days of the preceding month. No payments will be made until the minimum level of information is supplied. Required information is:
 - Total passenger journeys and passenger journeys made on concessionary passes and other multi operator tickets, by type
 - Information about revenue taken on each day type
 - Journeys or parts of journeys not run and the reason for the failure
 - Mileage not operated.
 - Details of any incident, accident or complaints received
- The successful bidder will be expected to grant the council access to their back office systems to validate any passenger/travel data that has been submitted to the council along with information about specific journeys detailing numbers of passengers boarding and alighting at each individual stop or by fare stage bandings covering distinct clusters of bus stops, journey by journey. Should access to your back office system not be available such information must be supplied electronically within 2 working days of such a request being made.
- To assist you in giving us the information we require we have attached an electronic spreadsheet 'Monthly Performance Data Report' (Appendix B) that you will be required to complete in full and return electronically within 7 calendar days of the end of the month. Payment will not be made until this form has been correctly completed and received. This form may be revised during the life of the contract.
- The successful supplier must participate in developing and then working to a Bus Improvement Plan (for reliability and punctuality) as directed by the council and required by the DVSA.
- The successful bidder must produce a written risk assessment of the route and submit it to the council prior to the commencement of the contract. The risk assessment should include all bus stops, hazards such as trees and any highway issues.
- CCTV is required for this contract. Details can be found at Appendix A.

The anticipated income and patronage data relating to this service is provided in the table below which will help you evaluate whether you can submit an attractive fixed price bid or you are able to operate the service commercially. Such information can only reflect the situation at the time of publishing this tender specification. You should be aware that information relating to the English National Concessionary Travel Scheme reflects the rules at the time this document was published. These figures are given in good faith but the council cannot be held responsible for any inaccuracies.

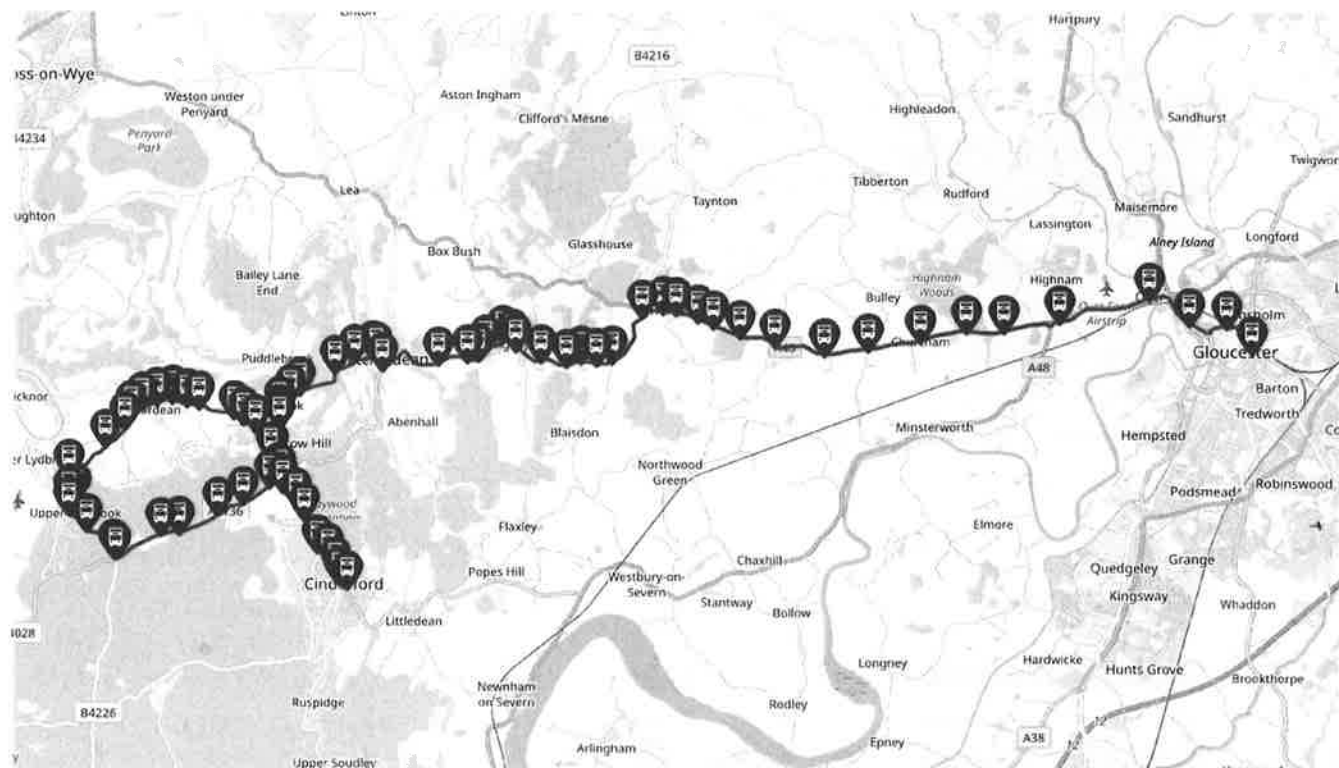
Category	Annual Estimated Passenger Numbers	Annual Estimated Value (£)
Local bus passengers (not home to school entitled bus pass holders)	10037	
Fares taken on the bus		£10,776
Passes used under the English National Concessionary Travel Scheme	1854	£1780
TOTAL	11891	£12,556

ROUTE DESCRIPTION; Service 24

Nailbridge, Morse Rd, Crooked End, High St, Townsend, Joy's Green Rd, Church Rd, B4234, A4136, High St, A4136, Steam Mills Rd, Cinderford High St, Steam Mills Rd, Church Rd, Joy's Green Rd, Townsend, Ruardean High St, Crooked End, Morse Rd, Nailbridge, Drybrook Rd, Drybrook High St, Mitcheldean, The Stenders, Stars Pitch, Merrin St, Gloucester Rd, A4136, Longhope, The Latchen, Old Monmouth Rd, Hopes Hill, A4136, Huntley, Longhope Rd, Main Rd, A40, Gloucester, Westgate St, Priory Rd, Worcester St, Transport Hub.

Gloucester Transport Hub, Priory Rd, Westgate St, A40, Huntley Main Rd, A40, Ross Rd, A4136, Hopes Hill, A4136, Old Monmouth Rd, Latchen, A4136, Mitcheldean, Gloucester Rd, Stars Pitch, The Stenders, High St, Drybrook Rd, Morse Rd, Crooked End, Ruardean High St, Townsend, Joy's Green Rd, Church Rd, B4234, A4136, Steam Mills Rd, Cinderford High St.

ROUTE MAP; Service 24



TIMETABLE; Service 24

NAILBRIDGE - CINDERFORD - GLOUCESTER

Monday to Saturday

Nailbridge, Drybrook Road	19:27	21:57
Ruardean, The Square	19:34	22:04
Joy's Green, Forge Hill Turn	19:38	22:08
Upper Lydbrook, Telephone Exchange	19:42	22:12
Upper Lydbrook, Telephone Exchange		
Cinderford, Co-op	19:56	22:26
Drybrook, Hearts of Oak	20:03	22:33
Mitcheldean, Lamb Inn	20:09	22:39
Huntley (Gloucs), Red Lion	20:19	22:49
Churcham, Bulley Lane Turn	20:22	22:52
Gloucester, Bus Station Arrival	20:35	23:05

GLOUCESTER - NAILBRIDGE - CINDERFORD

Monday to Saturday

Gloucester, Transport Hub	18:50	21:20
Churcham, Bulley Lane Turn	19:04	21:34
Huntley (Gloucs), Red Lion	19:08	21:38
Mitcheldean, Lamb Inn	19:19	21:49
Drybrook, Hearts of Oak	19:25	21:55
Nailbridge, Drybrook Road	19:27	21:57
Ruardean, The Square	-	-
Joy's Green, Forge Hill Turn	-	-
Upper Lydbrook, Telephone Exchange	-	-
Cinderford, Co-op	-	-

Friday and Saturday

Gloucester, Transport Hub	23:20
Churcham, Bulley Lane Turn	23:34
Huntley (Gloucs), Red Lion	23:38
Mitcheldean, Lamb Inn	23:49
Drybrook, Hearts of Oak	23:55
Nailbridge, Drybrook Road	23:57
Ruardean, The Square	24:04
Joy's Green, Forge Hill Turn	24:08
Upper Lydbrook, Telephone Exchange	24:12
Cinderford, Co-op	24:23

(1.2) Commencement Date: Week Commencing Sunday 31st March 2019.

(1.3) Nett Price Payable by the Council: Thirty Nine Thousand Pounds (£39,000.00 – Fixed Price) per annum.

(1.4) Contract Term: Week Ending 30th March 2022, although may be extended for a further period of up to 2 years at the sole discretion of the Authority.

2 DPS ORDER - ADDITIONAL REQUIREMENTS

(2.1) Supplemental Requirements in addition to the Terms and Conditions:

(2.2) Variations to the Terms and Conditions

3. PERFORMANCE OF THE SERVICES AND DELIVERABLES
--

(3.1) Key Personnel of the Supplier to be involved in the Services and Deliverables: Mr Rupert Cox

(3.2) Location(s) at which the Services are to be provided: In accordance with 1.1 (above)

BY SIGNING AND RETURNING THIS ORDER FORM THE SUPPLIER AGREES to enter a legally binding contract with the Council to provide to the Council the Services specified in this Order Form (together with, where completed and applicable, the DPS Order (additional requirements) set out in section 2 of this Order Form) incorporating the rights and obligations in the Terms and Conditions for the applicable DPS category.

For and on behalf of the Supplier:-

Name and Title	
Signature	

Name and Title	
Signature	

For and on behalf of the Council:-

THE COMMON SEAL OF

GLOUCESTERSHIRE COUNTY COUNCIL

was hereunto affixed in the presence of:

Head of Legal Services

Dynamic Purchasing System
Tender Specification and Response
For Category 4 Public Transport

NB Highlighted areas are for completion by GCC

Contract Number: FB024ET

Tender response required by: xxxxxxxx

We invite you to tender for the public transport contract listed above. Transport is required to convey passengers as detailed in the tender specification attached.

SECTION 1: RESPONDING TO DPS TENDER:

Please use the page(s) below and attach it to your bid to submit your conforming tender. **Please note that it is mandatory to submit a conforming bid.** We encourage you to submit an additional alternative tender.

- Your bid must be returned electronically using Pro Contract. Paper or emailed copies submitted will **not** be accepted as a valid tender.
- The Pro Contract question and answer facility must be used should you have **any** questions regarding this procurement process.
- A revenue guarantee price in **Box A MUST be submitted in all cases.**
- Income & patronage information has been included to assist you in formulating a price, should you wish to submit: -
 - a fixed price bid
 - a tapering scale of subsidy over the life of the contract (to reflect up-front set up costs or your capability to grow patronage)
 - a proposal to take on the service commercially
- You must clearly state any differentiation in price where there is any variation in the cost of providing the service on different days (e.g. Saturdays or Sundays or Monday to Fridays or where additional or fewer services are required on a specific day).
- Suppliers are encouraged to submit a consortium bid where appropriate. For all such bids, details of the lead contractor and all sub contractors must be provided as part of your submission. The lead contractor will be responsible for all elements of the tender including the entire performance and

SECTION 3: THE REQUIREMENT

FROM: NAILBRIDGE

TO: GLOUCESTER

MINIMUM NUMBER of ADULT PASSENGER SEATS to be PROVIDED (per vehicle): 33

SERVICE START DATE: W/C Sunday 31st March 2019

OPERATING DAYS PER YEAR: 310 (approx).

CONTRACT FINISHES: W/E 30th March 2022 although may be extended for a further period of up to 2 years at the sole discretion of the Authority

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Gloucester Transport Hub, Priory Rd, Westgate St, A40, Huntley Main Rd, A40, Ross Rd, A4136, Hopes Hill, A4136, Old Monmouth Rd, Latchen, A4136, Mitcheldean, Gloucester Rd, Stars Pitch, The Stenders, High St, Drybrook Rd, Morse Rd, Crooked End, Ruardean High St, Townsend, Joy's Green Rd, Church Rd, B4234, A4136, Steam Mills Rd, Cinderford High St.

ROUTE MAP; Service 24



TIMETABLE; Service 24

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Ruardean, The Square	-	-	24:04
Joy's Green, Forge Hill Turn	-	-	24:08
Upper Lydbrook, Telephone Exchange	-	-	24:12
Cinderford, Co-op	-	-	24:23

Appendix D – Gloucestershire Travel Plan Guidance for Developers

Travel Plan Guide for Developers



July 2012

Notice

This report was initially produced by Atkins Ltd for Gloucestershire County Council in November 2008 and updated by Gloucestershire County Council and Atkins Ltd. in 2012.

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Transport Planning Advice Sheets www.gloucestershire.gov.uk/tpguidance

1	Car Clubs	(Revision 1. March 2006)
2	Individualised Travel Marketing	(Discontinued; see sheet 7)
3	Cycle parking	(Discontinued; see Cycle Infrastructure Design)
4	Bus Stop specifications and infrastructure	(Revision 1. August 2006)
5	Accessibility	(Revision 1. November 2006)
6	Soft Measures and Incentives	(Discontinued; see sheet 7)
7	Residential Travel Plans	(Revision 1. September 2009)
8	Employment / Workplace Travel Plans	(Revision 1. February 2012)
9	Template S106 Agreements	(Revision 1. January 2011)
10	Leisure and Retail Travel Plans	(Revision 1. February 2012)

Glossary of terms and abbreviations used in this guidance

Table 1

Abbreviation		Meaning
GCC	Gloucestershire County Council	Gloucestershire's local highway authority for strategic planning and development control.
LA	Local Authority	The local government offices responsible for transport and/or planning in the area (in this case Gloucestershire County Council or one of the 6 District authorities; Cheltenham, Cotswold, Forest of Dean, Gloucester, Stroud or Tewkesbury).
LTP3	Gloucestershire Local Transport Plan 3	LTP3 sets out the transport strategy for the County from 2011 to 2026. <i>"Providing a safe and sustainable transport network within Gloucestershire"</i> www.gloucestershire.gov.uk/ltp3
SOV	Single Occupancy Vehicle	A motorised vehicle occupied by the driver only.
SPD	Supplementary Planning Document	A Supplementary Planning Document is a Local Development Document that may cover a range of issues. It provides further detail of policies and proposals in a 'parent' Development Plan Document.
TA	Transport Assessment	A TA is a comprehensive and systematic process that sets out transport issues relating to a development. www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta
TP	Travel Plan	A document containing a package of measures produced by an organisation to incentivise individuals to use alternatives to single-occupancy car-use (see chapter 3 for further guidance).
TPAS	Transport Planning Advice Sheet	These Advice Sheets support the guide and are available at www.gloucestershire.gov.uk/tpguidance use the link on the left hand side of the page
TPC	Travel Plan Coordinator	An onsite or site specific officer (preferably in a senior position), who leads the coordination, implementation and management of the Travel Plan (see chapter 8 for further guidance)

9. Travel Plan Management, Monitoring and Review

It is essential that Travel Plans are monitored in order for their effectiveness to be gauged. This is essential for the Travel Plan Coordinator to understand what changes have occurred, and also to inform GCC who can understand whether Travel Plan obligations or conditions are being met.

9.1 Monitoring reports

As mentioned in the previous chapter, applicants are required to submit concise monitoring reports to GCC, on either an annual basis or at other intervals agreed with GCC. The reports should contain:

- **Details of progress made since the submission of the previous monitoring report:** This could include details of measures which have been implemented, participation in events e.g. bike week. It should also include details of any other changes which have occurred over the year, which are significant to the Travel Plan e.g. rise in staff numbers at the site;
- **A summary of the monitoring results:** This should include the results of the travel survey, and/ or the results of traffic counts at the access point(s)/ relevant junction(s), surveys of cycle parking usage or a review of the patronage of bus services. The methodology for monitoring and the monitoring results must be deemed to be robust and accurately relate to travel to and from the development; and
- **An assessment of whether Travel Plan targets are on track to be met:** If the results show that targets are not likely to be met, either due to negative shifts in modal shares or little movement from the previous survey, a decision should be made as to whether remedial measures should be implemented.

The first monitoring report should be submitted on the first anniversary of first occupation of the development.

The identification of actions and priorities for the forthcoming year should also be outlined in the monitoring report. Sections detailing the progress, monitoring and targets should inform and justify a review of the measures being implemented. The review needs to explain what further actions are to be undertaken to help meet the targets contained within the Travel Plan and why these have been selected.

9.2 The Role of GCC

As part of their review of the monitoring reports, GCC will seek assurance from the developer or occupier that the Travel Plan is being implemented in accordance with the approved Travel Plan document. In particular GCC will:

- Monitor the Travel Plan's compliance;
- Review submitted reports; and
- Record and review figures and targets.

The cost associated with GCC's assistance in reviewing monitoring reports and evaluating the performance on the Travel Plan based on these results is £1,000 per year (depending on the size of the site*). Applicants will be required to pay this annual sum to GCC for a period of 10 years. This is in addition to any contributions secured for sustainable travel and the cost of preparing and implementing the Travel Plan.

* NB. Large developments such as residential developments over 1,000 units or large mixed use retail and employment sites may incur extra monitoring/review costs. Those developments which are beneath the specified thresholds but still warrant a Travel Plan for 'other considerations' ,may incur less or no costs for monitoring.

A.1 Travel Plan Thresholds (taken from the DfT's Guidance on Transport Assessment)

No.	Land use	Use/description of development	Size	TA/TP
1	Food retail (A1)	Retail sale of food goods to the public - food superstores, supermarkets, convenience food stores.	GFA	>800 m ²
2	Non-food retail (A1)	Retail sale of non-food goods to the public; but includes sandwich bars - sandwiches or other cold food purchased and consumer off the premises, internet cafés.	GFA	>1500 m ²
3	A2 Financial and professional services	Financial services - banks, building societies a bureaux de change, professional services (other than health and medical services) - estate agents and employment agencies, other services - betting shops, principally where services are provided to visiting members of the public.	GFA	>2500 m ²
4	B1 business	(a) Offices other than in use within Class A2 (financial and professional services) (b) Research and development - laboratories, studios (c) Light industry	GFA	>2500 m ²
5	B2 General Industrial B8 Storage and Distribution	General industry (other than classified as in B1). The former 'special industry' use classes, B3 - B7, are now all encompassed in the B2 class Storage or distribution centres - wholesale warehouses, distribution centres and repositories	GFA	>5000 m ²
6	C1 Hotels	Hotels, boarding houses and guest houses, development falls within this class if 'no significant element of care is provided'	Bedroom	>100
7	C2 Residential institutions - hospitals, nursing homes	Used for the provision of residential accommodation and care to people in need of care.	Beds	>100
8	C3 Dwelling houses	Dwellings for individuals, families or not more than six people living together as a single household. Not more than six people living together includes - students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in the community.	Dwelling unit	>80 units