

Lostwithiel Town Team  
c/o Taprell House  
North Street  
Lostwithiel  
Cornwall  
PL22 0BL

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Tender pack for Consultancy services to provide a Sustainable Traffic & Travel Plan for the Town of Lostwithiel Cornwall

Lostwithiel's Town Team wishes to invite tender for consultant services to secure a comprehensive survey of current pedestrian and traffic movement in the town of Lostwithiel to produce a holistic Sustainable Traffic & Travel Plan with innovative solutions to transport flow around and through the town.

For the purposes of this project consultant services will be defined as follows: -

*A person or persons engaged for a specific length of time to work to a defined project brief with clear objectives to be delivered, which brings specialist skills and knowledge to the role and where the Town Team has no ready access to skills, experience or capacity to undertake the work.*

It is essential that the appointed consultant engages and consults with Cornwall Council's Transport and Public Transport teams to ensure that any proposed scheme(s) are technically feasible and do not adversely impact public transport. Cornwall Council has recently refreshed the Local Transport Plan – Cornwall Council which is available via the following link.

<https://www.cornwall.gov.uk/transport-parking-and-streets/local-transport-plan/>

The commission should strike a balance between the needs of local residents and an aspiration to increase visitor numbers given the economic benefits that visitor spend can bring to an area.

The final Sustainable Traffic & Travel Plan should take cognisance of current best practice and investigate all potential measures which could contribute to managing traffic more effectively in and around the town but not limited to:

- Context, evidence base and key issues and opportunities.

- Assessment of current pedestrian and cycle routes to include:

- A review of the local network to support a reduction of car use for local trips and improve accessibility to local services and public transport interchanges.

- Potential opportunities to expand the network to connect with other key walking and cycling routes/other villages, towns, tourist attractions and cycle trails etc.
- A review of existing infrastructure to support pedestrians and cyclists to include elements such as signage/wayfinding, seating and cycle parking.
  
- Assessment of connectivity by public transport for the benefit of residents and visitors to include:
  - Baseline information including current bus and rail timetable information.
  - A review of existing public transport infrastructure.
  - Recommendations where opportunities could contribute to providing a joined-up transport solution to the current car dominated environment.
  
- Assessment of current traffic and parking arrangements to include:
  - One-way town centre circulation assessment and highlighting strengths/weaknesses to current system and to make recommendations with SWOT analysis for any options put forward as alternative solution(s).
  - Assessment of current public vehicular parking provision in the town and issues affecting recirculation of spaces.
  - Recommendations to revise any of the vehicular parking arrangements and to identify any opportunities to increase or enhance parking provision in the town to include any operating models such as pay and display/pay on exit and permits for businesses/local residents.
  - Recommendations on current signage in and around the town with a view to making information clearer for the public and visitors, to include opportunities to declutter confusing signage.
  
- Development of the plan should be informed through engagement with the Cornwall Council One Public Transport Team and the transport works planned by GWR, Network Rail, and Transport for Cornwall.
  
- Lostwithiel has aspirations to be a destination promoting green tourism that can take advantage of the compact town centre and the central location of its railway station.

- The Plan should consider the diverse and often conflicting needs of businesses, work, education, leisure, shopping trips etc while seeking to enhance access to the town centre and the riverside walks that adjoin it.
- Recommendations should seek to improve connectivity in and around Lostwithiel to offer modal shift opportunities for short in town commuter trips/journeys to provide better travel to work opportunities for the people of Lostwithiel

The Town Team is inviting tenders from consultants who can embrace the ambition of the Town Team to facilitate through the final traffic plan a reduction in damaging carbon dioxide (CO2) emissions, encourage less reliance on cars and increase the use of environmentally friendly travel modes such as public transport, walking and cycling. The maximum budget available is £20,000 Twenty thousand pounds excluding VAT.

The final report must be in accordance with guidance published on <https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

*The primary purpose of a Travel Plan is to identify opportunities for the effective promotion and delivery of sustainable transport initiatives e.g., walking, cycling, public transport and tele-commuting, in connection with both proposed and existing developments and through this to thereby reduce the demand for travel by less sustainable modes. As noted above, though, they should not be used as way of unfairly penalising drivers.*

The Town Team anticipates that the final report will include the following as a minimum: -

- A report summary listing findings and recommendations
- A travel plan for Lostwithiel which will specify solutions to improve sustainable transport in Lostwithiel now and measures to mitigate the transport impact of future development in and around Lostwithiel.
- Copies of the raw and analysed data collected
- A clear list of the next steps and future actions in order to implement the outlined programme
- Identification of all funding available to aid next steps

This pack sets out the requirements, timetable and process for application.

Tenders will only be considered if evidence of the following is enclosed with the tender form –

Public Liability Insurance to a value of £5,000,000

Professional Indemnity insurance to a value of £2,000,000

Lostwithiel's Town Team reserves the right to modify or amend this document at any time prior to the deadline for the receipt of tenders. Any such change will be notified to the Tenderers in writing. Where modifications or amendments are significant, the Town Team may, at its discretion extend the deadline for the receipt of tenders.

Tendering of the contract is the responsibility of Lostwithiel's Town Team and your only point of contact is Lostwithiel Town Council's Town Clerk on 01208 872323 or via email [clerk@lostwithieltowncouncil.gov.uk](mailto:clerk@lostwithieltowncouncil.gov.uk).

Prospective contractors are not permitted to contact Town Team Members, Lostwithiel Town Councillors or Town Council office staff to canvass or encourage support for their tender outside of the prescribed process.

## **Procurement**

A timetable for the procurement process is set out below.

Event	Date
Upload tender to Contractsfinder	05 August 2022
Target date for response to tender clarifications	23 August 2022
Deadline for receipt of tenders	13 September 2022 (Midday)
Shortlisting	27 September 2022
Presentations & Interviews	11 October 2022

Notification of contract award	18 October 2022
Completion by	18 January 2023

The successful team will be expected to sign a formal contract for consultancy services with Lostwithiel Town Team and this contract will include penalty clauses for missing the completion date.

All clarification requests should be submitted to [clerk@lostwithieltowncouncil.gov.uk](mailto:clerk@lostwithieltowncouncil.gov.uk) with Tender Clarification request entered in the email subject bar. All tender query responses will be made available to all potential tenderers.

Tenders must be returned in a plain sealed envelope marked Sustainable Traffic Plan Tender by midday on Tuesday 13 September 2022. Should you choose not to post your tender please be advised that it will not be possible to hand deliver it to a member of staff the tender will need to be left in the black post box outside the Taprell courtyard black metal gates.

All tenders should be returned to the following address:

DO NOT OPEN - TENDER FOR SUSTAINABLE TRAFFIC PLAN

Mrs S Harris - Town Clerk  
Lostwithiel Town Council  
Taprell House, North Street  
Lostwithiel, Cornwall PL22 0BL

Tenders submitted electronically by email or fax will not be accepted. A tender that is not sealed, is received after the appointed time for receipt or is in an envelope that has a mark identifying the candidate will be considered an irregular tender.

All tenders will be opened after the date and time appointed for the receipt of tenders for the proposed contract by the Town clerk in the presence of two Town Team members. All bidders will be notified simultaneously and as soon as possible of any contracting decision.

It is the Tenderers responsibility to ensure that their tender arrives at the Lostwithiel Town Council office address by noon on Tuesday 13 September 2022.

## **Tender Assessment for shortlisting**

### **Part A Confirmation**

The tenderer is asked to provide a signed covering letter that confirms ALL of the following points. All information must be provided and will be judged on a pass or fail basis. Further assessment will not be carried out if the tenderer fails to confirm any part of this section satisfactorily: -

1. Identification of the main contact for the contract (including contact details)
2. Completion and return of the Form of Tender and Non-collusion certificate (pages 12-15 of this tender document)
3. Confirmation that you have no conflict of interest in carrying out these works.
4. Confirmation that the tender is submitted on a fixed price basis.
5. Confirmation submitted with the tender that you hold the following levels of insurance cover as a minimum: -
  - Public Liability Insurance £5,000,000
  - Professional indemnity Insurance £2,000,000
6. Confirmation that all the services defined in this document will be delivered in compliance with relevant law and all statutory and other provisions. Relevant law means any applicable law, statute, proclamation, bye-law, directive, decision, regulation, rule of court or delegated or subordinate legislation and any applicable request or requirement.
7. Confirmation that any prices, rates or discounts quoted in this tender are valid for 90 days after the tender return date and confirmation that the terms of the tender will remain binding upon us and may be accepted by you at any time before expiry of that period.

## Part B

### Experience and Quality

The scoring as specified below is designed to assist the Town Team in determining the most appropriate contractor to instruct but the scoring result will not be binding on the Town Team.

The following are considered key requirements for the Contract

- Proven experience (2 examples) of works similar in nature and scope carried out within the last five years
- Demonstration of understanding of the objectives
- Interpretation of the brief
- Ideas for community consultation
- Table illustrating Human Resources time allotted to each Team Member
- Tenderers are expected to customise the outline programme (Appendix 2) and submit their customised version as part of their tender bid.

Tenderers must not make assumptions that the Town Team has prior knowledge of their organisation or their service provision. Tenders will be evaluated on the information provided in their response.

## Part C

### Amount of tender

On the Form of Tender please specify a fixed price excluding VAT.

### Tender Evaluation for shortlisting

Tender award criteria and weighting

Part A Covering Letter	Pass/Fail
Part B Proven experience (2 examples) of works similar in nature and scope carried out within the last five years	20%



Demonstration of understanding of the objectives	10%
Interpretation of the brief	10%
Ideas for community consultation	10%
Part C	
Amount of tender	30%
Effectiveness of the proposed programme	20%

The amounts of the tenders will be scored on a comparative basis.

Please see the equation below: -

$$\frac{\text{Lowest price}}{(\text{-----})} \times \text{Weighting}$$

Tenderers price

Quality criteria

Scoring matrix

Score	Judgement	Interpretation
10	Excellent	Exceptional demonstration of relevant ability. Evidence provided to support the response
8	Good	Above average demonstration of relevant ability.

		Majority of evidence provided to support the response
6	Acceptable	Demonstration of relevant ability. Some evidence provided to support the response
4	Minor Reservations	Some minor reservations of the relevant ability Little or no evidence to support the response
2	Serious Reservations	Considerable reservations of the relevant ability. Little or no evidence to support the response
0	Unacceptable	Insufficient information provided

**Tenders:**

1. Tenderers shall ensure that the tender response is compliant with all statutory and other provisions to be observed and performed in connection with any subsequent award of contract.
2. Tenderers should note that all the requirements detailed in the tender document supersede all detail, documents and discussions prior to the issues of this tender.

3. Tenderers should note that the Town Team does not bind itself to accept or reject the lowest or any tender, and reserves the right to accept or reject any tender, either in whole or in part, or to annul the tender and not to award any contract. The Town Team will not be responsible for any costs incurred in the preparation/submission of the tender.
4. As part of the tender evaluation process the Town Team may shortlist from the offers received and short-listed tenderers may be invited to give a presentation to the Town Team. Detailed arrangements for any presentation will be issued nearer the time.
5. The Town Team may enter into limited post tender clarification following receipt of the tender responses.

### **Warranties & Disclaimers**

Whilst the information contained within this tender documentation is believed to be correct at the time of issue, tenderers should not rely on the information and should carry out their own due diligence checks and verify the accuracy of the information. The Town Team will not accept any liability for its accuracy, adequacy or completeness. This exclusion extends to liability in relation to all information including any statement, opinion or conclusion contained in, or any omission from this tender and in respect of any other written or verbal communication transmitted or made available to any tenderer

### **Freedom of Information**

Under the Freedom of Information Act 2000, members of the public or any interested party may make a request for information to Lostwithiel Town Team.

Information contained in your tender documents will be treated as commercially sensitive and not subject to disclosure until a successful tender has been awarded.

After the tender has been awarded the information in your tender may be disclosed upon request to members of the public or interested parties.

If your tender documents or any information therein is commercially sensitive then the onus is on you, as the tenderer, to ensure that this information has been clearly identified.

### **General Data Protection Regulations**

All tenders will be shared with Lostwithiel Town Council as the 'accountable body' a copy of the Town Council's General Data Protection Regulations -General Privacy Notice is available on the Town Council's website

[http://www.lostwithieltowncouncil.gov.uk/data/uploads/1078\\_1242440435.pdf](http://www.lostwithieltowncouncil.gov.uk/data/uploads/1078_1242440435.pdf)

## Form of Tender

To: Lostwithiel Town Team

Date: \_\_\_\_\_

Tender for consultancy services to provide a sustainable traffic management plan for Lostwithiel £\_\_\_\_\_.

1. I/We the undersigned DO HEREBY UNDERTAKE on the acceptance by the Town Team of my/our tender to supply and/or deliver all the goods and/or services on such terms and conditions and in accordance with such specifications as are contained or incorporated in the invitation to tender.
2. Any prices, rates or discounts quoted in this tender are valid for 90 days after the tender return date and we confirm that the terms of the tender will remain binding upon us and may be accepted by you at any time before expiry of that period.
3. This fixed price tender is signed and dated by an authorised representative of the Contractor and shall be binding

Signed.....

Print Name .....

In the authorised capacity of.....

Please provide contact details for two referees for whom you have undertaken similar work

## References

Reference Company name		
Address		
Contact name		
Telephone number		
Email Address		
Description of goods/works/services undertaken		
Date contract awarded		
Length of contract		
Type of contract		
Annual value of contract (£)		
Details of relevant qualifications, skills, memberships of professional bodies,		

etc, used in support of delivery of the contract		
Contract Details of known risks involved with delivery of this type of work and suggested mitigations		

### **Non-Collusion Certificate**

I/We certify that

- a) The prices, specifications and all matters relating to the enclosed Tender have been arrived at independently, without consultation, communication, agreement or understanding for the purposes of restricting competition with any other person or organisation.
- b) Unless otherwise required by law, the prices and other information have not knowingly been disclosed, directly or indirectly to any other person or organisation nor will they be disclosed.
- c) No attempt has been made or will be made to induce any other person or firm to submit or not to submit a Tender nor to withdraw or amend a Tender which has either already been or is intended to be submitted for the purposes of restricting competition.

d) No attempt has been made directly or indirectly to canvass any Lostwithiel Town Team Member, Lostwithiel Town Councillor or employee of Lostwithiel Town Council or anyone acting on the Town Team's behalf concerning the award of the contract which is the subject of this invitation to tender.

In addition, no person acting on behalf of or representing the persons or firm submitting this tender has:

- a) Offered, given or agreed to give anyone any inducement, gift or reward in respect of this or any other Town Team/Council contract.
- b) Committed an offence under the Prevention of Corruption Acts 1889 to 1916 (or any amendments to them) or Section 117(2) of the Local Government Act 1972 or the Bribery Act 2010 or given, solicited or accepted any fee or reward or any form of money.
- c) Committed any fraud in connection with this or any other Town Team/Council contract whether alone or in conjunction with Town Team/Council members, contractors or employees.

I/We understand that the Town Team may cancel the contract we me/the firm if there is any evidence of any failure on my/the firm's part to comply with any of the above and if necessary, take legal action against me.

Signed

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## Appendix 1 – Overarching brief

This project must meet the needs of residents and visitors and increase visitor numbers to the town centre. From the outset the Town Team and the Town Council will work very closely with the Consultants to ensure the project parameters fulfil the revitalisation objectives.

### **The Heritage Context**

Lostwithiel is a historic town with an important building heritage. This project is linked with a further project, also funded by Cornwall Council, for the revitalisation of the high street through a renovation and conversion of its major, nationally important heritage buildings. Each project is independent, but full synergy is gained from their combination. However, the key heritage buildings are in need of repair. (Detailed in Lostwithiel Neighbourhood Development Plan:

[http://www.lostwithielplan.org.uk/data/uploads/337\\_2045774564.pdf](http://www.lostwithielplan.org.uk/data/uploads/337_2045774564.pdf)

This limits their ability to play a full role in the development of the town centre. This project seeks to identify transportation solutions to facilitate the role these buildings can play in rejuvenating the town centre.

Lostwithiel town centre is a conservation area that opens out to riverside and woodland countryside. It is therefore vital that any transport infrastructure must be sensitive towards the historic and natural environment of the town. This is why the holistic approach of professionals needs to be taken to identify sustainable and environmentally appropriate transport solutions for Lostwithiel.

The Town Council's aim, set out in its Neighbourhood Development Plan, is to increase visitor numbers and improve the local economy to the benefit of local residents and local businesses. High levels of car ownership and a lack of off-road parking spaces (more than 75% of town centre homes are without off-road parking) distorts the use and perception of place and the ability to enjoy local facilities, the heritage buildings, and the cultural fairs, festivals and outdoor concerts that make Lostwithiel such a special place. Visitors arriving in Cornwall by car are unable to park. Lostwithiel Business Group considers this a principal barrier to further development of businesses



in the town centre and a limiting factor in their profitability. Improvements in public transport, innovative transport solutions, and more effective use of parking space will significantly enhance the sense of place and facilitate its enjoyment by all.

Unless access to and movement around the town is improved, the town centre and businesses will find it difficult to grow. Important considerations are raised in the DfT Consultation *The Future of Transport: Rural Strategy*, proposing innovative solutions such as last-mile linkages to transport hubs and the use of new technologies. However, medieval towns are not designed for modern day transport needs and we must ensure that all proposals are in accordance with guides such as Historic England's *Streets For All: South West* and other relevant Heritage planning documentation and guidelines. The greater use of cycles, electronic scooters, and walking are limited by the town's location in a valley surrounded by steep hills and approached through narrow lanes. It is anticipated, however, that the Report will investigate innovative and sustainable solutions, combining private and public transport, that recognises the heritage character of the town – one of its main attractions to visitors.

Historic England's *Streets for All* drive supports the development of historic towns whilst maintaining their unique character. They identify that fine buildings, such as the 27 listed buildings in Lostwithiel (three of them Grade 1), need protection and enhancement by improving traffic flow; placing a greater emphasis on walking and cycling; and valuing public transport.

### **Lostwithiel Town Centre**

A thriving town centre is essential to the sustaining of a lively community life. It ensures the economic viability of local businesses, maintains the social character of the town as a community, and enhances the appreciation of the physical environment. It is only through improvements in traffic flow and management that these sustainable benefits can be achieved. The whole of the town will benefit from improved mobility, improved parking, a growth in business in the town centre, and a greener, healthier transport infrastructure. This will ensure the vitality of the town centre and its heritage buildings, contributing to both the material and mental well-being of its residents.

With their objective to improve transport to, from, and within Lostwithiel, the Council recognises that it will support local heritage assets, events that enhance the life of the town, and all shops and services that meet the needs of visitors. The main shopping area, in

common with many towns, has experienced difficulties since the onset of the depression of 2010, the growth of online shopping, and the national lockdowns during the Covid-19 restrictions. The Town Team judges that the improvements anticipated from the project will be essential to securing a solid recovery and laying the foundations for a viable future. Lostwithiel Business Group report that their members regularly lose business because potential customers cannot park near the town centre. They are working on marketing to attract visitors to all businesses and are keen to work with consultants to use land, signs and their social influence to improve the transport options for the Town and increase visitor dwell time. The Community Centre and heritage buildings must be able to hold weekend, evening, and week-long events that utilise the town's hospitality sector and extend the tourist season.

Visit Cornwall have estimated that tourist numbers will increase by at least 10% in the next 10 years whilst the Covid-19 pandemic is showing that many more people are choosing to spend their holidays in Cornwall. The range and extent of accommodation for visitors is increasing across Cornwall. It is clear that Lostwithiel's transport from these places must be improved if the town is to benefit from this uplift in tourism. Visitors to Cornwall arrive mainly by car, limiting possibilities for public transport substitution. The rural hinterland has little or no public transport provision. A Sustainable Traffic & Travel Plan provides the opportunity to address this and allow tourists to visit the town, whilst also meeting the needs of local residents.

This must be seen in the context of climate change, which makes reliance on cars no longer sustainable. Lostwithiel Town Council has declared a climate emergency and it is essential that the plan looks towards an energy-efficient and sustainable solution to modern traffic movements in a heritage town. The need for alternatives to the car have been underlined by experience of the Covid 19 restrictions on transport. Improvements in public transport connectivity, traffic flow, and optimised parking will have a wholly positive impact on Lostwithiel town centre. The investigation has been designed to allow locals and visitors to enjoy the variety that Lostwithiel has to offer: countryside, heritage, and the plethora of restaurants, coffee shops, and unique independent shops, all within easy walking distance of the train station.

## **Lostwithiel Sustainable Traffic and Travel Plan**

The tangible outcome of the project should be a holistic, integrated, and sustainable traffic and travel management plan. The appointed consultants will deliver a comprehensive report with explicit recommendations in the form of a green and sustainable Traffic and Travel Plan. The travel plan should take cognisance of current best practice and investigate all potential measures which could contribute to managing traffic more effectively in and around the town. The implementation costs are to be set out clearly with an indication of any obstacles to achieving the desired outcomes. During the course of the project, the consultants will undertake all necessary investigations, engage directly with stakeholders and relevant public and private bodies, and will undertake effective public consultation over needs and proposals.

The consultants will undertake public consultations with residents and local stakeholders. They will engage and consult with Cornwall Council's Transport Team and other Public Transport bodies as necessary to ensure that any proposed scheme(s) are technically feasible and do not adversely impact existing public transport. The Report will contain the plan together with an account of the context, evidence, and opportunities. Throughout the project the Consultants will maintain close contact with the Town Team in regular meetings.

The substantive outcomes of that plan will be achieved over the following months and years as the improvements made reap their benefits for the town. The Plan will consider the diverse and often conflicting needs of businesses, work and education travellers, leisure travellers, local shoppers, etc., and will ensure enhanced access to the town centre shopping facilities and the riverside walks that adjoin it. It will recommend a Marketing Plan for the town. Lostwithiel's ancient buildings, independent shops, stunning countryside and vibrant community make it an ideal tourist destination and popular place to live.

The Consultants are to investigate all possibilities, including one-way circulation, revised parking arrangements, charging and permits for varying stays, safety, and speed limitation. They should advise on all necessary regulations and orders as may be required by the planning authority. Recognition of the Climate Emergency reinforces the view of the Neighbourhood Development Plan that attention

must urgently be given to the problem of traffic in Lostwithiel. It is recognised by the Town Council that additional parking is only a part of the solution and their commitment to the Climate Emergency shows that sustainable transport solutions also need to be found.

The final Report will contain specific recommendations which must relate to:

1. Improved signage and marketing to increase the visibility of the town centre, currently hidden from passing traffic. It is anticipated that signage that is both effective and sympathetic will increase visitor numbers and town centre dwell time. Visitors who do arrive will constantly remark that they had no idea that Lostwithiel has so much to offer. It is clear that the proposals from the Plan would have a huge impact on visitor numbers. Lostwithiel Town Centre is 'invisible' to passing traffic, creating a false impression of the town and limiting our ability to shape its development. Appropriate signage and advertising will ensure that visitors to the county stop on their way and contribute to the local economy. Such serendipitous visits contribute to the green economy by ensuring that a visit to Lostwithiel need not be a special trip by car and so reducing the carbon footprint of tourism. Signage is to be compatible with the heritage character of the town and all possible decluttering of signage should be considered.
2. A review of the local public transport network to support a reduction of car use for local trips and improve accessibility to local services and public transport interchanges, considering the benefits to residents and visitors, whose interests may often conflict. Baseline information on public transport infrastructure, including current bus and rail timetable information is well-known. There should be recommendations where opportunities could contribute to providing a joined-up transport solution to the current car-dominated environment. The Town Forum has worked with the Town Council and Cornwall Council One Public Transport Team to increase train arrivals, secure a new footbridge, and establish a bus service. Better advertising of rail access can be pursued through the Devon and Cornwall Rail Partnership. There is a pressing need to improve bus access for young people to access leisure and educational services and to travel to work; to provide access for local residents to Bodmin town centre and to Fowey, and to provide access for all to Cornwall's tourist sites.
3. Particular emphasis should be placed on encouraging green tourism that can take advantage of the compact town centre and the central location of its railway station. Connectivity in and around Lostwithiel should offer modal shift opportunities for short in town commuter trips/journeys to provide better travel to work opportunities for the people of

Lostwithiel. In this context, innovative transport solutions must be explored. Cornwall Council's Connecting Cornwall: 2030 plan encourages the use of innovative solutions to overcome the challenges of transport and accessibility. The DfT Consultation on Rural Transport is especially relevant to a small town such as Lostwithiel. A member of the Town Team has made a submission to the consultation setting out problems and opportunities. It is anticipated that the outcome of that Consultation will be highly relevant to our project.

4. Consideration of current and potential one-way traffic flows. One-way town centre circulation assessment and highlighting strengths/weaknesses to current system and to make recommendations with SWOT analysis for any options put forward as alternative solution(s).
5. Changes to current parking provision. Within the context of the need to reduce car usage, the Report should recommend ways of improving parking provision. This is to be based on an assessment of current public vehicular parking provision in the town and issues affecting recirculation of spaces and recommendations to revise any of the vehicular parking arrangements. The Report should identify any opportunities for operating models such as pay and display/pay on exit and permits for businesses/local residents that could optimise parking without unduly increasing the level of parking. Consideration should be given to possibilities for the optimal use of existing spaces (e.g., through diagonal parking where road width permits this) and exploration of possible on-road parking on the A390 as it enters Lostwithiel.
6. While recognising the need to reduce car usage and not to encourage greater car use, there is a clear lack of parking space within the town. The medieval layout of the town means that the vast majority of houses within the built-up area have no off-road parking. Compared to other towns with a similar number of houses, Lostwithiel simply does not have sufficient car-park space for either local residents or visitors. Brown-field and similar sites that are not suitable for housing have been identified in the NDP as having the potential for car parking. There should be discussions with relevant landowners over possibilities for utilising this land. These spaces include: (a) the old goods sidings, where discussions with Network Rail and GWR have already raised the possibility of use as a park-and-ride facility that would reduce the traffic flow into the more westerly parts of Cornwall; (b) waste land at the rear of Lostwithiel Community Centre.

7. Consider potential opportunities to expand provision of key walking and cycling routes to other villages, towns, tourist attractions and cycle trails, and to maximise connections with other local transport facilities. A review of existing infrastructure to support pedestrians and cyclists should include elements such as signage/wayfinding, seating and cycle parking. Safe walking trails will allow the town's fascinating history, wildlife, and natural beauty to be explored. The CC Community Network Area plan highlights the long-held desire to link walking and cycling routes to the National Cycle Network at Lanhydrock House (National Trust) and its grounds.
8. Improved disability access. We have long recognised the difficulties of ensuring appropriate disability access to the town centre and its facilities. Many improvements have been made and we will ensure that these considerations are central to the Consultant briefing. Heritage buildings create particularly difficult problems, especially when allied with sympathetic curbs, pavements, and roadways. The Town Team and its predecessors have always consulted with local disability groups and intend to ensure that improvements are in accord with national guidelines and best practice

## Appendix 2 Outline Project Programme

Sustainable Transport project: Outline Programme																										
w/c		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Week no.	Date (w/c)																									
Consultant Appointed								#																		
Working Group Meetings (Full TT meets 3rd Tues in month)																										
Community Consultation																										
Consultation with Stats																										
Survey and Analysis																										
Options Testing																										
Technical Feasibility / Next Steps																										
Training (visits)																										
Website																										
Funding Applications																										
Draft Report																										
Final Report																										
Prospective tenderers are expected to customise the outline programme and submit the customised version as part of their tender bit.																										