

Report to the Chief Officer (Highways and Transportation)

Date: 17 March 2014

Subject: City Connect Cycle Parking Scheme

Capital Scheme Number : 32017 / 000 / 000

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): City and Hunslet		
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number:		
Appendix number:		

Summary of main issues

- 1 This proposal is for improvements to cycle parking facilities in Leeds City Centre to complement the ongoing Leeds Core Cycle Network route provision (including the City Connect Project) and encourage greater cycle use. This will help reduce CO2 emissions, reduce congestion and contribute to improving the health of the residents of Leeds. This is consistent with the Best Council Plan which prioritises helping inactive people become more active in 2013/14 and will also contribute to the Tour de France Legacy.
- 2 Providing additional cycle parking spaces will also discourage inconsiderate parking on other items of street furniture such as benches, trees, guardrail etc.
- 3 After a rigorous study of cycle parking options, two systems have been identified for provision at this time:
 - Sheffield Stands – for locations where footway space is available.
 - Car Bike Ports – for on-carriageway locations where no footway space is available.
- 4 An appraisal of different systems of on-carriageway cycle parking options has been undertaken. Car Bike Ports, produced by Cycle Hoop is the only product to offer a tried and tested option that gives a good balance between aesthetics and the practical needs of cycle parking. Procurement of Car Bike Ports is the subject of a separate Waiver Report.

- 5 This report seeks approval to incur costs and to carry out the works necessary to provide cycle stands and Car Bike Ports at the locations detailed in Appendices A and C.

Recommendations

- 6 The Chief Officer (Highways and Transportation) is requested to:
- i) note the contents of this report;
 - ii) approve the supply of 16 Car Bike Ports at a cost of £64,974;
 - iii) approve installation and supply of cycle stands and installation of Car Bike Ports, by Leeds City Council's own Highways Maintenance Team, at the locations shown on drawings CC-716969-CCCP-01, 02 and 03 included in Appendix A and in Appendix C at cost of £36,560; and
 - iv) give authority to incur total expenditure of £106,534, comprising £101,534 works costs (as detailed above), and £5,000 internal staff fee costs, fully funded from the LTP Transport Policy Capital Programme.

1. Purpose of this report

1.1. The purpose of this report is to:

- i. Seek approval to provide the cycle stands and Car Bike Ports at the locations shown in drawings CC-716969-CCCP-01, 02 and 03 included in Appendix A and in Appendix C at a cost of £106,534 and;
- ii. Give authority to incur expenditure of £106,534 comprising £101,534 works costs and £5,000 internal staff fee costs, fully funded from the LTP Transport Policy Capital Programme.

2. Background information

- 2.1. The Grand Depart of the 2014 Tour de France will be leaving from Leeds City Centre. The events and promotions surrounding the event will lead to an increase in the popularity of cycling, including city centre commuting. A "Legacy" proposal for Leeds is being developed to lock in the benefits of the Tour, and the improved city centre cycle parking proposed in this report will form a part of it.
- 2.2. In August 2013 the West Yorkshire Integrated Transport Authority (Metro), in partnership with Leeds City Council and Bradford Metropolitan District Council were awarded £18.1m from the Department for Transport's Cycle City Ambition Grant fund. This was matched with over £10m of local funds (of which this scheme forms part) to deliver the City Connect project. This includes a programme of cycle route provision and initiatives to promote and support cycling as a means to cycle to work and for leisure. It will also see an increase in the numbers of cyclists entering the city and therefore an increase in demand for cycle parking.

2.3. The City Connect project also includes funding for cycle parking. This will be focused on high profile cycle hubs and potential initiatives to encourage businesses to improve in-house parking. (in line with the consultation feedback detailed in para 4.2). These initiatives will complement the proposals in this report.

3. Main issues

3.1. An appraisal of potential cycle parking options was undertaken and the two options proposed in this report stood out as having practical applications:

3.2. **Cycle Stands** – These are tried and tested cycle parking facilities. Numerous such stands already exist across the city. They allow cycles to be fixed by their frame and front wheel and are instantly recognisable as cycle parking facilities. It is proposed to install stands at a variety of new locations and to provide additional stands at existing locations that have already reached capacity.

3.3. Although a variety of cycle stand designs are now available, for the sake of consistency it has been decided to continue with the current design. That is the standard “Sheffield” style cycle stand “Hoop” in Stainless Steel and fitted with a tapping rail.

3.4. It is proposed to provide around 100 stands at the locations shown on drawings CC-716969-CCCP-01, 02 and 03 included as Appendix A. These will be in Stainless Steel and have tapping rails.

3.5. **Car Bike Ports** – These are produced by the company; Cycle Hoop. An information sheet is attached as Appendix B. This product enables us to provide on carriageway parking in locations where on-footway cycle Stands are not possible due to space restrictions. They will be placed in Pay and Display bays, which will be suspended for a trial period. Installation of Car Bike Ports will mean revenue loss equivalent to 16 bays. To ensure revenue loss is minimised and only incurred where beneficial, use of Car Bike Ports will be monitored to ensure use. If any location is under utilised they can be removed and redeployed elsewhere. If use is proven then permanent Traffic Regulation Orders will be applied for. It is proposed that the trial period will last for one year but to be reviewed a month after the Tour de France.

3.6. Cycle Hoops designs have been produced for four years and have been used in many locations across the UK and Europe including Newcastle, Durham, London, Sweden and Germany.

3.7. Installation of Car Bike Ports will not require Temporary Traffic Regulation Orders and bays can be suspended at the discretion of the appropriate Officer.

3.8. Car Bike Port procurement is the subject of a separate Waiver Report on which Highways and Transportation Procurement and Corporate Procurement have been consulted.

3.9. The profile of both the Sheffield Stand and Cycle Bike Ports can be raised by the use of integrated advertising banners. These can be produced by the City Connect team and consist of infill banners that can be affixed after installation. Leeds City Council Officers associated with potential revenue sources have also been contacted.

- 3.10 Other methods of cycle parking provision were highlighted by consultation as being potentially useful and will be progressed as part of the main City Connect project. These include provision of secure cycle hubs (enclosed compounds operated by key cards) and initiatives to encourage businesses to improve their on-site facilities.

Corporate Considerations

- 4.1.1 The City Connect Programme Board is in full support of these recommendations.
- 4.1.2 Car Bike Port procurement is the subject of a separate Waiver Report on which Highways and Transportation Procurement and Corporate Procurement have been consulted

4.2 Consultation and Engagement

- 4.2.1 An online Survey Monkey questionnaire was advertised through Twitter and emailed to a wide range of stakeholders. 1700 responses were received. The following is a summary of feedback:
- Access to secure cycle parking is a deciding factor in cycling to work and for encouraging cycling for leisure and retail purposes;
 - There is a demand for better cycle parking facilities at work and for leisure or retail purposes in key central locations. Existing cycle parking provision is not considered adequate;
 - It was felt that safety and security should be the most important factor to consider when providing new facilities, followed by proximity to destination. Cycle hubs, workplace facilities and frequent on-street stands were stated as high priority;
 - A wide range of locations were suggested highlighting the need for improved facilities across the city centre; and
 - The need for supporting facilities such as lockers and showers is also important.
- 4.2.2 Meetings were also held with a subgroup of the Leeds Cycling Consultation Forum, which included the Chair of the Leeds Cyclists Campaign and a representative of the UTravel Active project.
- 4.2.3 The above feedback led to the proposals within this report and to development of proposals to follow as part of the City Connect project.
- 4.2.4 Ward Members were contacted by email on on 14th February 2014. No comments have been received.
- 4.2.5 Fire, Ambulance and Police services have been contacted as well as Metro, and no adverse comments have been received. Comments received between report submission and Highways Board meeting will be reported verbally.
- 4.2.6 Internal Consultation. Colleagues in Highways and Transportation and Environment and Housing have been consulted as part of the process.

- 4.2.7 All shops and restaurants within the vicinity of the standard cycle stand proposals have been provided with scheme drawings and no outstanding issues remain.

Frontages adjacent to the proposed Car Bike Port locations have not yet been consulted, but all will be approached well in advance of installation. Additional locations have been identified should any substantial objections be received. The positioning of Car Bike Ports within Pay and Display bays means that objections are only likely to arise through aesthetic considerations or vehicle parking reduction, rather than practical ones such as access blocking, sight-line reduction etc. The units have been chosen to provide an upbeat and interesting “look” and have been spaced to keep vehicular parking loss to a minimum.

4.3 Equality and Diversity / Cohesion and Integration

- 4.3.1 An Equality, Diversity, Cohesion and Integration Screening has been carried out and is attached as appendix D. The screening identified that there was not a requirement to carry out a full impact assessment on the reports proposals. As part of the screening process the Cycle Infrastructure Equality, Diversity, Cohesion and Integration Impact Assessment was used in the development of these proposals.

The screening identified that the proposals will have the following impacts on the equality characteristics:

Positive

- Cyclists of all ages will have a more secure space to park their cycle, including disabled cyclists.
- Cyclists are less likely to park their bikes in inappropriate places that could obstruct the footway ie guard railing, trees etc.
- Use of Car Bike Ports of the carriageway will reduce the amount of street furniture required on the footway.
- Stands have also been specified to be equipped with a Tapping Rail. This is designed to help identification of the stand by blind and visually impaired pedestrian who would use a cane.

Negative

- There may be some issues with cyclists remaining mounted on their cycles as they come off the carriageway and will be addressed with ongoing behaviour change work.
- Car Bike Ports have the potential to restrict pedestrian movement at crossing points etc and will be sited carefully.
- Sheffield Stands: the screening identified that there is the potential that these stands may cause an obstruction in the footway if poorly sited. Colleagues have been consulted to ensure that this is not the case.

4.4 Council Policies and City Priorities

- 4.4.1 The proposals are consistent with the Best Council Plan which prioritises helping inactive people become more active. The Leeds Core Cycle Network, and the parking facilities that support it will also help achieve the Leeds City Priority Plan Priority of making sure that people who are the poorest improve their health the fastest.
- 4.4.2 The proposals facilitate the scheme which is consistent with the 'A Healthy City, Physical Activity Strategy for Leeds'. The strategy recognises that physical inactivity is one of the top ten leading causes of death and disability in the developed world. Active Travel provides one of the four key components of the strategy.
- 4.4.3 Development of cycle infrastructure supports the Local Transport Plan objectives to improve connectivity to support economic activity, to make substantial progress towards a low carbon transport system and to improve quality of life. Furthermore, the scheme is consistent with the detailed aims and proposals of LTP3 specifically:
- 4.4.4 Proposal 22: 'Define, develop and manage networks and facilities to encourage cycling and walking'; and
- 4.4.5 Proposal 22: 'Define, develop and manage networks and facilities to encourage cycling and walking'; and
- 4.4.6 Implementation Priority: 'Investment in low carbon modes of travel'.
- 4.4.7 The proposals are in line with the Leeds Vision 2030 which sets out plans for 'increased investment in other forms of transport, such as walking and cycling routes, to meet everyone's needs'.

4.5 Resources and Value for Money

- 4.5.1 The total cost of these proposals is £106,534 comprising £101,534 supply and installation works costs, and £5,000 internal staff fee costs, all to be fully funded by the LTP Transport Policy Capital Programme (100% Government Grant).

4.5.2 Capital Funding and Cash Flow :

Funding Approval :		Capital Section Reference Number :-						
Previous total Authority to Spend on this scheme	TOTAL	TO MARCH	FORECAST					
	£000's	2013 £000's	2013/14	2014/15	2015/16	2016/17	2017 on	
			£000's	£000's	£000's	£000's	£000's	
LAND (1)	0.0							
CONSTRUCTION (3)	0.0							
FURN & EQPT (5)	0.0							
DESIGN FEES (6)	0.0							
OTHER COSTS (7)	0.0							
TOTALS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Authority to Spend required for this Approval		TOTAL	TO MARCH	FORECAST				
	£000's	2013 £000's	2013/14	2014/15	2015/16	2016/17	2017 on	
			£000's	£000's	£000's	£000's	£000's	
LAND (1)	0.0							
CONSTRUCTION (3)	101.5		101.5					
FURN & EQPT (5)	0.0							
DESIGN FEES (6)	5.0		5.0					
OTHER COSTS (7)	0.0							
TOTALS	106.5	0.0	106.5	0.0	0.0	0.0	0.0	
Total overall Funding (As per latest Capital Programme)		TOTAL	TO MARCH	FORECAST				
	£000's	2013 £000's	2013/14	2014/15	2015/16	2016/17	2017 on	
			£000's	£000's	£000's	£000's	£000's	
LCC Supported Borrowing	0.0							
Revenue Contribution	0.0							
Capital Receipt	0.0							
Insurance Receipt	0.0							
Lottery	0.0							
Gifts / Bequests / Trusts	0.0							
European Grant	0.0							
Health Authority	0.0							
School Fundraising	0.0							
Private Sector	0.0							
Section 106 / 278	0.0							
Government Grant	106.5		106.5					
SCE (C)	0.0							
SCE (R)	0.0							
Departmental USB	0.0							
Corporate USB	0.0							
Any Other Income (Specify)	0.0							
Total Funding	106.5	0.0	106.5	0.0	0.0	0.0	0.0	
Balance / Shortfall =	0.0	0.0	0.0	0.0	0.0	0.0	0.0	

Parent Scheme Number : 99609 / 000 / 000

Title : LTP Transport Policy Capital Programme

4.5.3 Revenue Effects

The following table illustrates the alterations which could be necessary to the Council's revenue budgets as a direct result of this capital scheme :

REVENUE EFFECTS	2013/14	2014/15 and SUBSEQUENT YEARS
	£000's	£000'S
EMPLOYEES		
PREMISES COSTS		
SUPPLIES & SERVICES		
POTENTIAL EXTERNAL INCOME REDUCTION		26.5*

4.5.4 *As part of the proposal to provide Car Bike Ports, revenue for 16 pay and display bays will be affected. Use of parking bays is generally proposed in the Greek Street and Park Place areas. During the weekday, the Park Place pay and display bays are underutilised and are likely to act as overspill for the Greek Street area, mitigating revenue and capacity loss. In the evening and weekends both areas become full to capacity and some revenue (gained by introduction of evening and Sunday charging and existing Saturday charges) will be lost. The cost included in 4.5.3 shows the maximum revenue lost for one year in the worst case scenario i.e. if demand was not met and all overspill redirected to private car parks. Environment and Housing have been consulted on proposals.

4.6 Legal Implications, Access to Information and Call In

4.6.1 The Chief Officer (Highways and Transportation) has been delegated the authority to approve the recommendations contained within this report as identified in the Constitution, Part 3, Section 3E.

4.7 Risk Management

4.7.1 Implementation during the financial year 2013/14 will maximise use of Local Transport Plan funding and is an element of the match funding provided for the City Connect programme as outlined to the Department for Transport. This timescale also means that stands will be in place well before the Tour de France takes place. If this report is not approved, it is unlikely that this timescale can be met.

4.7.2 Failure to provide adequate cycle parking will mean that either people who might otherwise cycle to the city are put off from doing so, and the potential increases in cycle numbers are not maximised or people will park bikes against inappropriate street furniture such as trees, benches and guard railing.

5 Conclusions

5.1 The proposed scheme aims to improve city centre cycle parking and encourage cycle access to the city centre, shops, and services. It is anticipated implementation will lead to higher levels of cycling and the resultant reduced levels of congestion and air pollution, with improvements to sustainability and health. The scheme will also enhance the city centre environment through provision of adequate and fit for purpose facilities for cycle parking.

5 Recommendations

6.1 The Chief Officer of Highways and Transportation is requested to:

- i) note the contents of this report;
- ii) approve the supply of 16 Car Bike Ports at a cost of £64,974
- iii) approve installation and supply of Sheffield Stands and installation of Car Bike Ports, by Leeds City Council's own Highways Maintenance Team, at the locations shown on drawings CC-716969-CCCP-01, 02 and 03 included in Appendix A and in Appendix C at cost of £36,560; and
- iv) give authority to incur total expenditure of £106,534, comprising £101,534 works costs (as detailed above), and £5,000 internal staff fee costs, fully funded from the LTP Transport Policy Capital Programme.

7 Background documents ¹

7.1 Sheffield Stand Location Drawings numbered CC-716969-CCCP-01 to 03 included as Appendix A.

7.2 Car Bike Port by Cycle Hoop Information sheet included as Appendix B.

7.3 Car Bike Port location scheduled included as Appendix C.

7.4 Equality, Diversity, Cohesion and Integration Screening report included as Appendix D.




¹ The background documents listed in this section are available for download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.




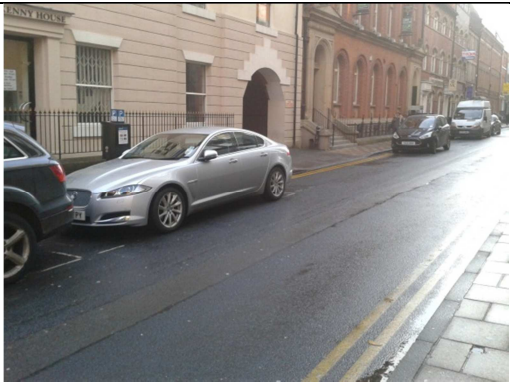
Appendix C





Proposed Car Bike Port Locations



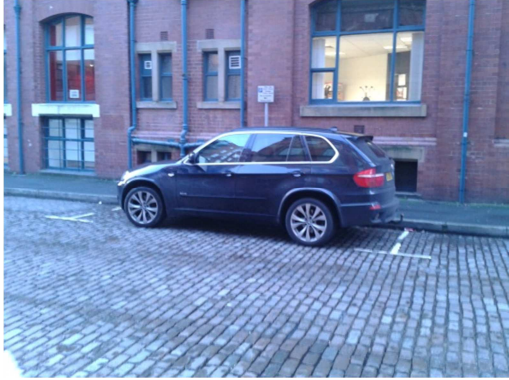

Note: No bays will be located at the end of rows of Pay and Display bays, where collisions are more likely. Locations with reference numbers are proposed for installation of Car Bike Ports in the first instance. Those without a number can be used if problems occur with the first 16.




All immediate frontages are to be consulted prior to installation. If substantial objections are made, then alternative locations will be used.

Ref.	Address	Description	Photo
1	St. Paul's Street	Outside St. Paul's House	
2	St. Paul's Street	Outside Carlton Tower	
3.	Park Place	Outside Job Centre	

4.	York Place	Outside No. 26	
5	Queen Street	Outside Monarch House	
6.	Britannia Street	Adjacent to Car Club Bay	
7.	York Place	Outside Kilkenny House	

8.	Park Place	Outside City Point	
9.	St. Paul's Street	Outside 1 East Parade	
10.	Russell Street	Outside La Tasca	
11.	Greek Street	Outside Carluccio's	

12.	South Parade	Outside Sovereign House / Phoenix House	
13.	Lower Briggate	Outside Fibre	
14.	Concordia Street	Outside Prospect House	
15.	Sovereign Street	Outside Addleshaw Goddard	
16	North Street	Outside the Reliance	Awaiting picture

	<p>Call Lane</p>	<p>Outside Revolution or 44 Call Lane</p>	
	<p>The Calls</p>	<p>Opposite 44 The Calls</p>	
	<p>Kirkgate</p>	<p>Outside Domino's</p>	

Appendix D

Equality, Diversity, Cohesion and Integration Screening

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions. Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: City Development	Service area: Highways and Transportation
Lead person: Mark Robinson	Contact number: 39 51470

1. Title: City Connect Cycle Parking
Is this a:
<input type="checkbox"/> Strategy / Policy <input checked="" type="checkbox"/> Service / Function <input type="checkbox"/> Other
If other, please specify

2. Please provide a brief description of what you are screening

Sheffield stands at various points around the city centre.

The screening focuses on the proposals to provide Car Bike Ports within Pay and Display bays around the City Centre.

3. Relevance to equality, diversity, cohesion and integration

All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?	X	
Have there been or likely to be any public concerns about the policy or proposal?		X
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		X
Could the proposal affect our workforce or employment practices?		X
Does the proposal involve or will it have an impact on <ul style="list-style-type: none">• Eliminating unlawful discrimination, victimisation and harassment• Advancing equality of opportunity• Fostering good relations		X

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.

- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

How have you considered equality, diversity, cohesion and integration?

(think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

- **Key findings**

(think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

The full Cycle Infrastructure Equality, Diversity, Cohesion and Integration Impact Assessment has been used in the development of these proposals.

They may also have an impact parents with supporting pushchairs and young children who may be standing in between the Car Bike Ports and which could potentially obscure them to oncoming motorists.

Overall the proposals will have the following impacts on the equality characteristics:

Positive

- Cyclists of all ages will have a more secure space to park their cycle, including disabled cyclists.
- Cyclists are less likely to park their bikes in inappropriate places that could obstruct the footway ie guard railing, trees etc.
- Use of Car Bike Ports of the carriageway will reduce the amount of street furniture required on the footway.

Negative

- There may be some issues with cyclists remaining mounted on their cycles as they come off the carriageway to park on the footway. Notes on this should be included in the general cycle behaviour improvement work to be undertaken by the City Connect Team.

<ul style="list-style-type: none"> • Car Bike Ports, have the potential to restrict pedestrian movement at crossing points etc which could have an impact on the more vulnerable pedestrians, for example, people with mobility issues, the disabled, especially wheelchair users and those who are blind/visually impaired. However, they are to be placed in locations where Pay and Display Bays already exist and won't therefore obscure existing crossing points and affect sight lines as much as vehicles would have done due to the shape / density mass etc . • Sheffield Stands: the screening identified that there is the potential that these stands may cause an obstruction in the footway if poorly sited. This could cause difficulties to the blind and visually impaired, carers supporting wheelchairs/pushchairs and people with mobility issues. This is mitigated against as all the proposed locations have been checked with Officers from Traffic and City Centre Management to ensure that they are suitable. The majority of the locations that have been identified are usually within the line of existing street furniture and enough space has been identified to accommodate the stand plus the whole of the length of a bike without it protruding into the pedestrian desire line. • Stands have also been specified to be equipped with a Tapping Rail. This is designed to help identification of the stand by blind and visually impaired pedestrian who would use a cane.
<ul style="list-style-type: none"> • Actions <p>(think about how you will promote positive impact and remove/ reduce negative impact)</p> <p>N/A</p>

5. If you are not already considering the impact on equality, diversity, cohesion and integration you will need to carry out an impact assessment.	
Date to scope and plan your impact assessment:	N/A
Date to complete your impact assessment	N/A
Lead person for your impact assessment (Include name and job title)	N/A

6. Governance, ownership and approval		
Please state here who has approved the actions and outcomes of the screening		
Name	Job title	Date
Gwyn Owen	Projects Manager (Transport Projects)	05/03/2014

7. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.

If this screening relates to a **Key Delegated Decision, Executive Board, full Council** or a **Significant Operational Decision** a copy should be emailed to Corporate Governance and will be published along with the relevant report.

A copy of **all other** screening's should be sent to equalityteam@leeds.gov.uk. For record keeping purposes it will be kept on file (but not published).

Date screening completed	5 th March 2014
If relates to a Key Decision - date sent to Corporate Governance	
Any other decision – date sent to Equality Team (equalityteam@leeds.gov.uk)	