

Report to Chief Officer (Highways and Transportation)

Date: 02 September 2014

Subject: Hallfield Lane, Wetherby. - Car Park Highway Works

Capital Scheme Number: 32057/000/000

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Wetherby Ward	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

- 1 In November 2012, Wm Morrison Supermarkets plc obtained detailed planning consent (No.12/03034/FU) to extend their supermarket in Wetherby.
- 2 One of the conditions contained within this consent was that the Council owned a parcel of land adjacent to the supermarket, which is currently used for informal parking, be formally set out, improved and landscaped as a public car park.
- 3 Wm Morrison has approached the Council's Asset Management section with a proposal to fund substantial improvements to the informal parking area in order to satisfy the planning conditions.
- 4 Engineering Projects have in turn been approached by Asset Management to deliver the car park proposals. Preliminary work has been done to produce an agreed layout, undertake initial consultation and to prepare a budget estimate and programme. (Dwg No. EP/732057/GA/03)
- 5 Financial approvals are already in place and the Council has entered into a legal agreement with Wm Morrison for them to fully fund the car park scheme.

Recommendations

- 6 The Chief Officer (Highways and Transportation) is requested to :
- i) note the report to the Chief Asset Management and Regeneration Officer dated 12 May 2014 which injects funds into the capital programme and gives authority to incur this expenditure;
 - ii) authorise detailed design of the proposed car park, and associated highway works which are necessary to accommodate the proposed car park layout; and
 - iii) authorise the City Solicitor to make and advertise a draft TRO to amend the existing Parking Permit Scheme and parking restrictions currently in operation, and also a Parking Places Order to formalise parking arrangements in the car park, and if no valid objections are received to seal and implement the Orders as advertised. (Dwg No. EP/732057/TRO/01)

1 Purpose of this report

- 1.1 The purpose of this report is to inform the Chief Officer (Highways and Transportation) of current developments regarding a planning condition associated with detailed planning consent (No.12/03034/FU) to extend Wm Morrison's supermarket in Wetherby.
- 1.2 The report also seeks approval to undertake the detailed design and to implement the proposed car park scheme including associated TRO's.

2 Background information

- 2.1.1 As a condition of Wm Morrison Supermarkets approved planning application to extend its store, highway works are required which include the construction of a car park on unadopted land between Hallfield Lane & Walton Road in Wetherby.
- 2.1.2 Wm Morrison Supermarket plc have approached the City Council with a proposal to fund the substantial improvements to the car park area in order to satisfy the planning consent requirements. It will also enhance and improve on the lack of town centre public car parking in Wetherby.
- 2.1.3 The Council has subsequently entered into a legal agreement with Wm Morrison who have agreed to fully fund the proposals.
- 2.1.4 Engineering Projects have been approached to design and implement the proposed car park and associated highway works. Preliminary design and consultation has been undertaken to provide Asset Management with a budget estimate and to produce an outline design and programme.

3 Main issues

3.1 Design Proposals and Full Scheme Description.

3.1.1 The proposed car park and highway works are shown on the attached drawing EP/732057/GA/03 which comprise the following:

- 110 free limited parking spaces (4 hours free 8am to 6pm), 9 Residents Permit places, and 36 long stay pay and display spaces.
- construction of a new car park on Council owned land. Where existing drainage is present, this will be utilised with a proposed soakaway solution in the remaining areas.
- car park tie-in works into the existing highway resulting from the car park works described above.
- Coach drop-off point
- A Traffic Regulation Order (TRO) within the works area to prevent indiscriminate parking within the coach drop-off area and an amendment to the existing Permit Zone restrictions. (Dwg No. EP/732057/TRO/01)
- A Parking Places Order to formalise the car parking area.
- All associated Civils works including signing and street lighting where required.
- Statutory undertakers works in the footway as necessary resulting from the works described above.
- The car park will not form part of the adopted highway with future maintenance to be carried out by Parking Services (LCC).

3.2 The proposed highway works are anticipated to be complete by the end of the financial year.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Internal consultation has been undertaken and any issues raised have been resolved with minor amendments to the design. No major issues were identified.

4.1.2 External consultation has been undertaken with local businesses and residents which also included Ward Councillors. Comments from residents/businesses have been collated and reviewed. A meeting has also been held with the Wetherby Ward Councillors to discuss the scheme and to review feedback from their own consultation. The Ward Councillors are in full agreement with the current proposals and that they address the residents' concerns.

- 4.1.3 Ward Councillors did express concerns regarding cars that will be displaced during construction. Alternative parking is available at Station Gardens just out of the centre of Wetherby but there are current issues with the access being restricted by indiscriminate parking. The Councillors requested that a TRO be promoted to protect this car park. The Councillors are also keen to promote further works at Station Gardens but this is beyond the scope of works for this scheme. Proposals for Station Gardens will be covered in a future report with a view to carrying out works after the Hallfield Lane car park is complete.
- 4.1.4 A Stage 1/2 Safety Audit has been undertaken. Minor issues raised have been addressed in the design.
- 4.1.5 An email containing details of the proposals was sent to Emergency Services Police, Ambulance & West Yorkshire Fire & Rescue (WYFR) and Metro on 24/06/2014. The WYFR & METRO responded by email confirming that they do not have any objections to the proposals. No other responses have been received.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 No specific issues arise however the upgrading of the car park and TRO proposals will improve on facilities supporting general public accessibility to the supermarket and town centre supporting local businesses and service provision.
- 4.2.2 A screening document has been prepared previously as an appendix to Asset Managements Design & Cost Report (see attached) and an independent impact assessment is not required for the approvals requested.

4.3 Council policies and City Priorities

- 4.3.1 The scheme is intended to supplement the upgrade of car park sites in Wetherby in conjunction with the part refurbishment of Wm Morrisons Supermarket (PLC) town centre store for the benefit of the town for pedestrians and transport.
- 4.3.2 The Road Safety section have been involved in developing the scheme proposals and do not have any adverse comment.

4.4 Resources and value for money

- 4.4.1 The current proposals can be delivered from within the current resource available and within the approved budget.
- 4.4.2 **Capital Funding and Cash Flow.**
- 4.4.3 The funding for these proposals, and authority to incur the expenditure has previously received approval from the Chief Asset Management and Regeneration Officer.
- 4.4.4 See attached confidential background document Design & Cost Report from Asset Management for cost breakdown.
- 4.4.5 All scheme costs will be funded by Wm Morrison's Supermarkets.

4.5 Legal Implications, Access to Information and Call In

4.5.1 Funding for the scheme has previously been approved identified in the original Asset Management D&C Report.

4.6 Risk Management

4.6.1 The proposals contained in this report are a consequence of, and in pursuance of a regulatory decision which require planning conditions to be discharged.

4.6.2 In order to minimise the risk of damaging and/or needing to divert underground services, trial holes have been dug in the areas where new car park accesses are proposed. Early indications are that the risk of increased costs from the presence of underground services is small.

5 Conclusions

5.1.1 A condition of the detailed planning consent (No.12/03034/FU) to extend the Wm Morrisons supermarket in Wetherby is to upgrade an area of council owned land into a formal car park.

5.1.2 The Council has been approached by Morrisons to deliver the car park proposals which will provide 110 free limited parking spaces, 9 residents parking spaces and 36 long stay pay and display spaces. The proposals will discharge the planning condition and will also improve the visual appearance, increase pedestrian safety and facilities, and be of general benefit to the town.

5.1.3 Funding has already been approved and this report seeks approval to implement the scheme.

5.1.4 Approval is now sought to design and implement the proposals.

6 Recommendations

6.1 The Chief Officer (Highways and Transportation) is requested to :

- i) note the report to the Chief Asset Management and Regeneration Officer dated 12 May 2014 which injects funds into the capital programme and gives authority to incur this expenditure;
- ii) authorise detailed design and construction of the proposed car park, and associated highway works which are necessary to accommodate the proposed car park layout; and
- iii) authorise the City Solicitor to make and advertise a draft TRO to amend the existing Parking Permit Scheme and parking restrictions currently in operation, a Parking Places Order to formalise parking arrangements in the car park and if no valid objections are received to seal and implement the Orders as advertised.

7 Background documents¹

7.1 None.

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. U:HWT/Admin/wordproc/Comm/2014/Hallfield Lane, Wetherby Cark Park – Highway Works.doc

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 & Transportation
Lead person: Ian Waite	Contact number: 395 1350

1. Title: Station Grove & Hallfield Lane, Wetherby Car Park Works.

Is this a:

Strategy / Policy
 Service / Function
 Other

If other, please specify

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

The City Council is responsible for designing and implementing highway construction and improvement works on two existing car park sites in Wetherby. We are screening the proposed detailed design and associated highway works which include the following;

- Laying out and landscaping of a car park to Hallfield Lane lorry and car park.
- Refurbishment/upgrade of an existing Station Gardens car park off Linton Road.

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**.

4. 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)

A Stage 1 - No major concerns were raised.

A Stage 2 - External consultation has been undertaken with comments from residents/businesses collated and reviewed. As a result, we have met with the Wetherby Ward Councillors to discuss the scheme and agreed design changes with the approval of Local Councillors in line with the residents' concerns.

A Stage 1/2 Safety Audit has been undertaken. The need for a car access from Walton Road to the car park was highly recommended to reduce traffic coming through the town centre accessing the car park.

An email containing details of the proposals was sent to Emergency Services Police, Ambulance & West Yorkshire Fire & Rescue (WYFR) and Metro on 24/06/2014. The WYFR responded by email confirming that they do not have any objections to the proposals. No other responses have been received.

• **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)

Positive impacts

- The car park improvements will provide enhanced town centre car parking to Wetherby helping to alleviate and improve on town centre public car parking
- The proposed works will aid safe pedestrian movement for the disabled, abled bodied and aid safe vehicle movement. Additionally, the works will prevent heavy goods vehicles and lorries from parking overnight on the Hallfield Lane site to the benefit of local residents

Negative impacts

N/A

• **Actions**
(think about how you will promote positive impact and remove/ reduce negative impact)

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
Paul Russell	Principal Engineer	07/05/14

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	10/07/14
If relates to a Key Decision - date sent to Corporate Governance	
Any other decision – date sent to Equality Team (equalityteam@leeds.gov.uk)	10/07/14