

**Report to the Chief Officer (Highways and Transportation)**

**Date: 05 August 2014**

**Subject: Burras Lane, Otley – Zebra Crossing**

**Capital Scheme Number : 32102**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): OTLEY AND YEADON	<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 This report seeks authority to undertake the detailed design and subsequent implementation of a new zebra crossing facility on Burras Lane, Otley, as per drawing TMW27-3-1969-01b, following a request from a Ward Member for a facility to be provided to aid crossing movements, particularly those using the pedestrian access to the Waitrose superstore.

**Recommendations**

- 2 The Chief Officer (Highways and Transportation) is requested to:
  - i) authorise the detailed design and subsequent implementation of a scheme in the Otley and Yeadon Ward, as shown on drawing TMW27-3-1969\_01b, to introduce a new zebra crossing facility on Burras Lane, Otley, at a cost of £19,000;
  - ii) give authority to incur capital expenditure of £9,000, funded from the LTP Transport Policy Capital Programme ( note that £10,000 of the job costs will be charged to Councillors and Area Management accounts ); and
  - iii) gave authority to display a Notice on site under provision of Section 23 for the Road Traffic Regulation Act 1984 to inform the public of the proposed zebra crossing.

## **1 Purpose of this report**

- 1.1 This report seeks authority to undertake the detailed design and subsequent implementation of a new zebra crossing facility in the Otley and Yeadon area of Leeds, as shown on drawing TMW27-3-1968\_01b.

## **2 Background information**

- 2.1 Burras Lane is a local distributor road serving the Otley area, taking traffic eastbound into Otley town centre where it meets Kirkgate. Traffic heading westerly will meet West Chevin Road, where it can then travel to Guiseley and Menston, or head to the A659 and proceed from there.
- 2.2 A vehicular speed and volume survey undertaken in September/ October 2010 showed the average speed to be 29.1mph over a 24 hour period, with the average volume over the 13 days of surveying being 7400 vehicles over both directions.
- 2.3 Burras Lane, along with nearby Piper Lane, serves as an entrance point for a Waitrose superstore, both for vehicular and pedestrian traffic, with a designated pedestrian access point being at the location of the proposed zebra crossing. There are a set of dropped kerbs on Burras Lane at present, acting as an uncontrolled crossing point for those pedestrians using the superstore pedestrian access.
- 2.4 A request was received from a Ward Member in 2013, enquiring as to the possibility of a pedestrian crossing facility being provided on Burras Lane, to aid the pedestrian crossing movements seen around the superstore's pedestrian access point. The subsequent surveys were undertaken and showed a 'score' that was below the usual criteria for a zebra crossing, however a portion of the necessary funding was guaranteed by the Ward Member, allowing the scheme to progress.
- 2.5 There have been a total of three injury accidents in the vicinity of the proposed location, in the period 2009 to date.

## **3 Main issues**

- 3.1.1 Following a request from a Ward Member as to whether a pedestrian crossing facility could be provided at the location in question, the necessary pedestrian/vehicle surveys were undertaken and it was deemed a satisfactory outcome with which to proceed with the facility. The proposal was included within the 2014-2015 Pedestrian Crossing Review, in which support was offered to the proposals.
- 3.1.2 The Ward Member in question was able to guarantee a contribution of £10,000 towards the estimated £19,000 cost, which allowed the scheme to be granted approval in the 2014/15 Pedestrian Crossing Review as a result of the lower funding required from LTP budgets.

## **3.2 Design Proposals and Full Scheme Description.**

- 3.2.2 It is proposed to construct a new zebra crossing facility on Burras Lane, Otley, as shown on drawing TMW27-3-1969\_01b, in line with the pedestrian access point to the Waitrose superstore, located north west of the junction with Saville Court.
- 3.2.3 The crossing will be complemented with dropped kerbs, tactile paving, flashing belisha beacons and pedestrian crossing markings.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Ward Members were consulted by letter and email date 21 March 2014, with one Ward Member stating they were happy with the proposals. No adverse comments were received from the other Ward Members.
- 4.1.2 The Emergency Services and METRO were consulted by letter and email date 9 April 2014. No adverse comments were received from the Emergency Services and an email giving support to the scheme was received from METRO date 9 April 2014.
- 4.1.3 A Section 23 Notice will be installed on site prior to the commencement of the works, giving members of the public the opportunity to pass any comments to the Council. One Ward Member has undertaken informal consultation with residents in the area with regards to the crossing location and that Ward Member raised no concerns with the Traffic Management team.

### **4.3 Equality and Diversity / Cohesion and Integration**

- 4.3.1 An Equality, Diversity, Cohesion and Integration screening form has been completed for this scheme with the details summarised in paragraphs 4.3.2 and 4.3.3 below.
- 4.3.2 Positive Impact: Implementing the new zebra crossing facility will:
- Give a formal, safe position on Burras Lane for pedestrians to cross the road, particularly those using the existing pedestrian access to the Waitrose superstore, but also those hard of sight and carers with children.
- 4.3.3 Negative Impact: Implementing the lengths of waiting restriction will:
- Reduce parking availability in the vicinity of the crossing facility, however this is mitigated due to the double white line system in the vicinity and the existing 'No waiting 8am-6pm' restriction which means parking is minimal on Burras Lane.

### **4.4 Council Policies and City Priorities**

4.4.1 The proposals contained in the report have no implications for the council constitution.

4.4.2 Local Transport Plan 3: **Strategic Approaches:**  
**Connectivity:** P18. Improve safety and security  
P22. Develop networks and facilities to encourage cycling and walking.

#### 4.5 **Resources and Value for Money**

4.5.1 The estimated total cost of the job at present is £19,000, broken down as approximately £7,000 staff costs and £12,000 works costs. Of this, £10,000 will be charged to Councillors and Area Management accounts ( £5335.31 to Councillors accounts and £4664.69 to Area Management accounts ). The remaining £9,000 will be charged to the capital accounts and will be funded from the LTP Transport Policy Capital Programme.

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						
<b>TOTALS</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
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)	2.0			2.0			
FURN & EQPT (5)	0.0						
DESIGN FEES (6)	7.0			7.0			
OTHER COSTS (7)	0.0						
<b>TOTALS</b>	<b>9.0</b>	<b>0.0</b>	<b>0.0</b>	<b>9.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
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 - LTP /TSG	9.0			9.0			
SCE ( C )	0.0						
SCE ( R )	0.0						
Departmental USB	0.0						
Corporate USB	0.0						
Any Other Income ( Specify)	0.0						
<b>Total Funding</b>	<b>9.0</b>	<b>0.0</b>	<b>0.0</b>	<b>9.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Balance / Shortfall =</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

**Parent Scheme Number:** 99609  
**Title:** LTP Transport Policy Capital Programme

#### 4.6 Legal Implications, Access to Information and Call In

4.6.1 There are no specific legal implications included within this report, nor is any information contained within the report to be deemed confidential. The scheme is expected to be complete within the 2014/2015 financial year.

#### 4.7 Risk Management

4.7.1 There are no risk issues, over and above those expected when working in the public highway, generated by the proposals contained within this report. The implementation of the scheme will mitigate any potential risk that is associated with crossing the highway at a point with no pedestrian crossing facilities.

### 5 Conclusions

5.1 It considered appropriate to construct a new zebra crossing facility on Burras Lane, Otley, as per drawing TMW27-3-1969\_01b. The crossing facility will aid the crossing movements of pedestrians on Burras Lane, particularly in the vicinity of the existing pedestrian access to the Waitrose superstore.

## **6 Recommendations**

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

- i) authorise the detailed design and subsequent implementation of a scheme in the Otley and Yeadon Ward, as shown on drawing TMW27-3-1969\_01b, to introduce a new zebra crossing facility on Burras Lane, Otley, at a cost of £19,000;
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- iii) gave authority to display a Notice on site under provision of Section 23 for the Road Traffic Regulation Act 1984 to inform the public of the proposed zebra crossing.

## **Equality, Diversity, Cohesion and Integration Screening**

### **7 Background Documents<sup>1</sup>**

7.1 None

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:

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

- 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.

<b>Directorate: Development</b>	<b>Service area: Traffic Management</b>
<b>Lead person: Jonathan Waters</b>	<b>Contact number: 39 50654</b>

<b>1. Title: Burras Lane – Zebra crossing facility</b>		
Is this a:		
<input type="checkbox"/> <b>Strategy / Policy</b>	<input type="checkbox"/> <b>Service / Function</b>	<input checked="" type="checkbox"/> <b>Other</b>
<b>If other, please specify</b>		

<b>2. Please provide a brief description of what you are screening</b>
<b>The screening focuses on a report to the Highways and Transportation Board requesting authority to undertake the detailed design and subsequent implementation of a zebra crossing facility on Burras Lane, Otley.</b>

<b>3. Relevance to equality, diversity, cohesion and integration</b>		
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).		
<b>Questions</b>	<b>Yes</b>	<b>No</b>
Is there an existing or likely differential impact for the different equality characteristics?	✓	
Have there been or likely to be any public concerns about the policy or proposal?		✓
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		✓
Could the proposal affect our workforce or employment		✓

practices?		
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"> <li>• Eliminating unlawful discrimination, victimisation and harassment</li> <li>• Advancing equality of opportunity</li> <li>• Fostering good relations</li> </ul>		✓

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**.

<p><b>4. Considering the impact on equality, diversity, cohesion and integration</b></p>
<p>If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.</p> <p>Please provide specific details for all three areas below (use the prompts for guidance).</p> <ul style="list-style-type: none"> <li>• <b>How have you considered equality, diversity, cohesion and integration?</b> (<b>think about</b> 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)</li> </ul> <p>Consultation has taken place with the following stakeholders:</p> <ul style="list-style-type: none"> <li>• Local Councillors</li> <li>• Emergency Services (Police, Fire and Ambulance Services)</li> <li>• The Combined Authority (METRO)</li> </ul> <p>Support for the scheme has been received from one Ward Member and The Combined Authority (METRO), with no adverse comments being received from any other stakeholders. The scheme originated following a request from a Ward Member as to the possibility of a crossing facility being provided.</p> <p>As part of the advertisement process surrounding pedestrian crossings, a 'Section 23 Notice' will be implemented on site prior to the construction of the works commencing. This gives the opportunity to members of the public to pass any comments they may have onto the Council.</p>
<ul style="list-style-type: none"> <li>• <b>Key findings</b></li> </ul> <p>(<b>think about</b> 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)</p> <p>Positive Impacts of the Scheme Features:</p>



- The scheme will have a positive impact for pedestrians of all descriptions who have the need to cross Burras Lane in the location of the crossing, but particular benefit will be to those pedestrians using the existing pedestrian access to the Waitrose superstore.
- The scheme will incorporate measures such as tactile paving and pedestrian crossing studs to aid those pedestrians hard of sight across the road in a safe and more suitable location.

Negative Impacts of the Scheme Features:

- Due to the proposed location of the scheme, parking availability on Burras Lane will be reduced.

• **Actions**

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

**At the location in question there is a double white line system, along with a 'No waiting 8am-6pm' restriction, which means that parking along this section of Burras Lane is already minimal. There is alternative on-street parking provision in the nearby adjoining streets.**

**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
Nick Hunt	Principal Engineer	Xx/5/2014

**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](mailto:equalityteam@leeds.gov.uk). For record keeping purposes it will be kept on file (but not published).

<b>Date screening completed</b>	26 June 2014
If relates to a Key Decision - <b>date sent to Corporate Governance</b>	
Any other decision – <b>date sent to Equality Team (equalityteam@leeds.gov.uk)</b>	