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**Report to: The Chief Officer (Highways and Transportation)****Date: 14 April 2015****Subject: Design & Cost Report for Station Gardens Car Park Improvements****Capital Scheme Number: 32204/000/000**

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

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**Summary of main issues**

1. Leeds City Council owns the informal public car park site close to Wetherby town centre and is maintained by Parks & Countryside (LCC). The subject site comprising a poorly surfaced free public car park which totals 0.303 ha (0.75 acres).
2. There is a public car park on Hallfield Lane in Wetherby town centre which is close to Wm Morrisons Supermarket. This car park is to be improved by the City Council with funding available from the supermarket chain to provide a modern surfaced and landscaped public town centre parking.
3. On May 14 2014 the Chief Asset Management & Regeneration officer approved a Design and Cost Report for a proposal with Morrisons whereby they would make a financial payment to the council to undertake the works to improve the car park at Hallfield Lane.
4. A further proposal has, however, come forward in conjunction with discussions with ward members to improve the Station Gardens car park on Linton Road. It is proposed to be funded from part of the payment received from Morrisons for works to improve the Hallfield Lane car park as stated in the previously approved City Development Design and Cost Report dated 06 November 2014 to the Director of City Development.

5. Asset management gained capital approval subject to payment from the developer in connection with the Hallfield Lane project. During a meeting with a Ward Member and the Deputy Chief Executive - Strategy & Resources, approval was given in advance of payment from Wm Morrisons.

## **Recommendations**

6. The Chief Officer (Highways and Transportation) is requested to;
  - i) note the contents of the Design and Cost Report dated 06 November 2014 which injects funds into the capital programme and gives authority to incur expenditure;
  - ii) authorise design and construction refurbishment works at Station Gardens, Wetherby (funding previously approved); and
  - iii) Authorise the City Solicitor to make and advertise a Parking Place Order along the access road and if no valid objections are received to seal and implement the Order as advertised.

### **1 Purpose of this report**

- 1.1 To update the Chief Highways Officer to proposals to improve Station Gardens car park using funds allocated initially from Strategy & Resources (LCC) to procure the works. The funding will then come from Wm Morrisons previously approved transaction in respect of the Hallfield Lane project.
- 1.2 Authorise the City Solicitor to make and advertise a Parking Place Order along the access road to prevent indiscriminate parking and maintain safe access/egress, and if no valid objections are received to seal and implement the Orders as advertised

### **2 Background information**

- 2.1 Funds have been previously approved by the Director of City Development to inject expenditure into the capital programme to fund the works.
- 2.2 Station Garden car park is located in a historical railway cutting off Linton Road ten minutes' walk to Wetherby town centre and is used primarily by walkers and a recycling disposal point.
- 2.3 The current parking area is unrestricted with the ground poorly surfaced and the existing street lighting has not been in use for some years.
- 2.4 Following completion of the refurbishment works this will improve accessibility, formalise the unrestricted parking and potentially lead to an increased use with an improved visual appearance and improved street lighting.

### **3 Main issues**

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

- 3.1.1 The scheme will provide improved; vehicle access/egress, parking arrangements, lighting and visual appearance in keeping with the area, potentially leading to an

increase in its use as an out of town car park as shown on drawing:  
EP/732204/GA/01a.

## **Scheme Description**

3.1.2 A plan of the scheme is attached, EP/732204/GA/01a. Expenditure of the funds will provide the following improvements:

- Resurfacing of the existing carriageway entrance and construction of a circular carriageway. Other works include; general site clearance, boundary fencing, landscaping and improvements to the street lighting.
- An off-street car park Traffic Regulation Order (double yellow lines) along the site entrance to prevent indiscriminate parking and maintain safe access/egress.

3.1.3 Upon completion of the works all future maintenance and management of the car park will remain with Park & Countryside (Leeds City Council).

## **3.2 Programme -**

3.2.1 The council's term contractor will be appointed to deliver the whole scheme. The majority of the work will be carried out during 2015/16 financial year.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 A Stage 1-Internal consultation has been undertaken (27/02/15). Minor comments raised have been implemented within the design or resolved.

4.1.2 A Stage 2 – External consultation was undertaken (27/02/15) with emergency services & Ward Councillors, No objections were received. Parks & Countryside (LCC) were consulted via email and have confirmed their support of the proposals.

4.1.3 One Ward Member is very supportive of the proposals. Further consultations have taken place with two other Ward Members who did not object to the scheme.

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

4.2.1 An EDCI screening document (Appendix A) has been prepared and an independent impact assessment is not required for the approvals requested.

4.2.2 Positive scheme impacts include;

4.2.3 The refurbishment works will provide an improved environment to the car park for its users and aims to improve safe vehicle access/egress and improve pedestrian movement.

4.2.4 Due to the poor state of the existing made ground and carriageway surfacing, implementing the improvements will reduce the potential risk of slips and trips. A new surface treatment will benefit its users and persons with mobility issues by providing a smooth even surface to travel on.

- 4.2.5 Works to upgrade the existing street lighting will provide an increased improvement to the lighting quality making users feel safer in using the car park due to its location in a wooded historical railway cutting. This will benefit its users particularly the elderly and single women during darker hours.
- 4.2.6 Works to install drop kerbs in the footway will assist wheelchair, pushchair users and people with mobility issues.
- 4.2.7 The introduction of a off-street car park Parking Place Order (double yellow lines) along the site entrance will improve vehicle access/egress, increase driver visibility and aid pedestrian sight lines.
- 4.2.8 Negative scheme impacts include;
- 4.2.9 Disruption and Disruption and inconvenience are likely whilst the works are being carried out. However, safe pedestrian access will be provided through the works and any carriageway resurfacing works will be constructed in phases to allow vehicle access and keep disruption to a minimum. The scheme construction work activities are mitigated by providing a safer environment for the elderly, pushchair users and other vulnerable groups who use the car park.

#### **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 refurbishment of Wm Morrisons Supermarket (PLC) town centre store for the benefit of the town for pedestrians and transport.

#### **4.4 Resources and value for money**

##### **4.4.1 Full scheme estimate**

- 4.4.2 Please refer to the Design & Cost Report dated 06/11/14 to the Director of City Development.

#### **4.5 Capital Funding and Cash Flow.**

- 4.5.1 Funding: The scheme is to be initially funded by a contribution from the Strategy & Resources (LCC) capital programme, but will eventually be funded from the capital receipt from the Hallfield Lane car park scheme.
- 4.5.2 Staffing: The design and supervision of the works can be carried out within the existing staff resources.

**Revenue Effects:** There are no revenue effects as a result of this capital scheme.

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

- 4.6.1 Call-in is not applicable due to the scheme being under the call-in threshold.

## **4.7 Risk Management**

- 4.1 There is a small risk the long term funding from Wm Morrisons is not received in respect of the payment to be made in connection with the Hallfield Lane Project, as the contractual position is currently pending. However, the Hallfield Lane project is in the final stages of approval and therefore the risk is minimal.

## **5 Conclusions**

- 5.1 Funding from Strategy & Resources (LCC) was approved in February 2015 who agreed to temporarily inject funds to cover the initial project. Following eventual funding from the capital receipt from the Hallfield Lane car park project for the refurbishment of Station Gardens car park.

## **6 Recommendations**

- 6.1 The Chief Officer ( Highways and Transportation) is requested to:
- i) Note the contents of the Design and Cost Report dated 06 November 2014 which injects funds into the capital programme and gives authority to incur expenditure;
  - ii) Authorise design and construction refurbishment works at Station Gardens, Wetherby (funding previously approved); and
  - iii) Authorise the City Solicitor to make and advertise a Parking Place Order along the access road and if no valid objections are received to seal and implement the Order as advertised.

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

- 7.1 General arrangement plan of the scheme, EP/732204/GA/01a.

## **8 Appendices**

- 8.1 Appendix A: EDCI Screening Report.

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<sup>1</sup> 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 A

# 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.

<b>Directorate: City Development</b>	<b>Service area: Highways &amp; Transportation</b>
<b>Lead person: Ian Waite</b>	<b>Contact number: 395 1350</b>

### 1. Title: Station Gardens Car Park Improvements

Is this a:

☐

Strategy / Policy

☒

Service / Function

☐

Other

If other, please specify

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

The screening focuses on the report seeking authorisation to the design and implementation of highway improvement works At the Station Gardens car park in Wetherby. Which includes the following;

- Resurfacing of the carriageway entrance and a circular carriageway route within the car park.
- General site clearance, boundary fencing, landscaping and upgrading the existing street lighting.
- Provide an off-street car park Traffic Regulation Order (double yellow lines) along the site entrance to provide safe vehicle access/egress.

### 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"><li>• Eliminating unlawful discrimination, victimisation and harassment</li><li>• Advancing equality of opportunity</li><li>• Fostering good relations</li></ul>		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)

Stages 1 & 2 internal/external consultations have been undertaken including Parks & Countryside (LCC) who maintain the car park & local Ward Councillors. They were consulted by email and no objections were 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 refurbishment works will provide an improved environment to the car park for its users and aims to improve safe vehicle access/egress and improve pedestrian movement.
- Due to the poor state of the existing made ground and carriageway surfacing, implementing the improvements will reduce the potential risk of slips and trips. A new surface treatment will benefit its users and persons with mobility issues by providing a smooth even surface to travel on.
- Improvements to the existing street lighting will provide an increased improvement to the lighting quality making users feel safer in using the car park due to its location in a wooded historical railway cutting. This will benefit its users particularly the elderly and single women during darker hours.
- Improvement works to drop kerbs in the footway will assist wheelchair, pushchair users and people with mobility issues.
- The introduction of a Traffic Regulation Order (double yellow lines) along the site entrance will improve vehicle access/egress, increase driver visibility and aid pedestrian sight lines.

Negative impacts;

- Disruption and inconvenience is likely whilst the works are being carried out. However, safe pedestrian access will be provided through the works and any carriageway resurfacing works will be constructed in phases to allow vehicle access and keep disruption to a minimum. The scheme works are mitigated by providing a safer environment for the elderly, pushchair users and other vulnerable groups who use the facility.

- **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



<b>6. Governance, ownership and approval</b> Please state here who has approved the actions and outcomes of the screening		
<b>Name</b>	<b>Job title</b>	<b>Date</b>
James Gray	Group Engineer	26/03/15

<b>7. Publishing</b> <p>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.</p> <p>If this screening relates to a <b>Key Delegated Decision, Executive Board, full Council</b> or a <b>Significant Operational Decision</b> a copy should be emailed to Corporate Governance and will be published along with the relevant report.</p> <p>A copy of <b>all other</b> screenings should be sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a>. For record keeping purposes it will be kept on file (but not published).</p>	
<b>Date screening completed</b>	26/03/15
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>	N/A