

**Report of Economic Development**

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

**Date: 19 July 2016**

**Subject: Cookridge Street Pop up Park, Leeds City Centre – Proposed Experimental Traffic Regulation Order**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): City & Hunslet		
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input 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 In October 2015, Executive Board approved the recommendations within the report “An Approach to Street Design and Public Realm”, which placed an emphasis on the importance of pedestrian priority within the city centre. Improvements to The Headrow and the surrounding area were included as priorities, and an emphasis was placed on improving connectivity to cultural assets.
- 2 Cookridge Street is a key connecting street between Park Row, the Headrow and Millennium Square. An aspiration exists to develop a scheme which improves the pedestrian environment on the street.
- 3 There is an opportunity to make temporary improvements to the space, which is currently dominated by a wide carriageway and parking spaces, leaving little space for pedestrian circulation on its western footpath.
- 4 It is proposed to close Cookridge Street to traffic on a trial basis from Monday 8<sup>th</sup> August to Sunday 4<sup>th</sup> September 2016 (24 hours a day) by means of an experimental Traffic Regulation Order. The street would then be used to place a temporary greenspace, known as a Pop up Park. The Leader of Leeds City Council and the Executive Member for Regeneration, Transport and Planning has also been briefed on the temporary scheme and is supportive.
- 5 The consultation related to the closure is now complete.

- 6 The Pop up Park will be delivered on a trial basis this summer, with a view to considering whether the greenspace can be delivered on a seasonal basis in future years. The Pop up Park is a summer initiative and it is not envisaged that the park would be provided outside of the summer months, or for a longer period than a few weeks at a time. The Pop up Park is not intended to predetermine the permanent use of the space.
- 7 An experimental TRO will be promoted in the interests of public safety and to improve the amenities of the area. The scheme will be monitored and if successful, the intention is for the TRO to be made permanent in order to effect a seasonal closure.
- 8 The reason for making the Order on an experimental basis is that the dates of particularly length of closure may need to be adjusted in future, depending on the impact on the public highway network, car parking, taxi rank, hotel drop off and motorcycle parking. Furthermore, there is a chance that closure may have a greater effect on the traffic network than is currently anticipated. The experimental nature of this Order gives the flexibility to make amendments without the need for further significant investments in cost and time.

## **Recommendations**

- 10 The Chief Officer (Highways and Transportation) is requested to:
  - i) authorise the City Solicitor to make and advertise an Experimental Traffic Regulation Order prohibiting motor vehicles from using Cookridge Street between Monday 8th August and Sunday 4th September (24 hours a day) as shown on drawing No.TM/10/CS1. A provision shall be included to enable the Chief Officer (Highways and Transportation) to modify or suspend the Order during the period of the experiment; and
  - ii) at the end of the 18 month experimental period and in the event that no valid objections have been received to give appropriate consideration to making the Order permanent incorporating any modifications considered appropriate following the monitoring of the measures.

## **1 Purpose of this report**

- 1.1 To update the Chief Officer (Highways and Transportation) on proposals to close Cookridge Street to traffic on a temporary basis, including providing a summary of the consultation carried out to date.
- 1.2 To request that the Chief Officer (Highways and Transportation) gives authority to implement a scheme to close Cookridge Street to motor vehicles on an experimental basis.

## **2 Background information**

- 2.1 In October 2015, Executive Board approved the recommendations within the report "An Approach to Street Design and Public Realm", which placed an emphasis on the importance of pedestrian priority within the city centre. Improvements to The Headrow and the surrounding area were included as

priorities, and an emphasis was placed on improving connectivity to cultural assets.

- 2.2 The permanent closure of Merrion Street East has proved successful, and the current experimental temporary closure of Greek Street is similarly proving to be successful, and an aspiration exists to look at other opportunities to creatively re-use Highway space for the benefit of visitors to the city.
- 2.3 Cookridge Street is a key connecting street between Park Row, the Headrow and Millennium Square. It is also adjacent to the Henry Moore Institute, Library, Art Gallery and The Light leisure complex.
- 2.4 An aspiration exists to develop a scheme which improves the pedestrian environment on the street.
- 2.5 There is an opportunity now to make temporary improvements to the space, which is currently dominated by a wide carriageway and parking spaces, leaving little space for pedestrian circulation on its western footpath.
- 2.6 It is proposed to close Cookridge Street to traffic on a trial basis from Monday 8th August to Sunday 4th September 2016 (24 hours a day) by means of an experimental Traffic Regulation Order. The street would then be used to place a temporary greenspace, known as a Pop up Park. The Pop up Park is not intended to predetermine the permanent use of the space.

### **3 Main issues**

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

- 3.1.1 By closing Cookridge Street to traffic, it will be possible to place a Pop up Park on the carriageway. The Pop up Park will comprise of high quality artificial grass and picnic benches. The park will be free to use.
- 3.1.2 The artificial grass will be placed between the western footpath and the cycle lane. The cycle lane will remain open and fully available to use.

3.1.3 The image below shows the proposed layout of the Pop up Park on Cookridge Street.



3.1.4 The proposed dates of closure to traffic are Monday 8<sup>th</sup> August to Sunday 4<sup>th</sup> September 2016 (24 hours a day).

3.1.5 The proposals within this report do not include any permanent improvements/amendments to the footway or carriageway on Cookridge Street

3.1.6 Temporary signage will be installed in the vicinity of the closure to ensure that the closure is well signed.

3.1.7 The 'management' of the site would be carried out by a daytime trading concession such as an ice cream trader, who will provide surveillance of the site. Leeds City Council's Liaison Officers would also include the site as part of their daily patrols. Depending on the nature of the street furniture provided, night-time security may have to be employed to ensure the security of the site overnight.

### **Parking**

3.1.8 The closure will result in the temporary loss or relocation of:

- 3 disabled parking bays – which will be temporarily relocated to St Anne's Street, adjacent to the Light leisure complex.

- 11 P&D parking bays – for which the income will be lost for the temporary period. An agreement has been reached with Parking Services in relation to this lost income.
- A motorcycle parking bay – which will be compensated for by extending the existing motorcycle bay adjacent to Leeds City Museum. Signage will be placed on the Cookridge Street motorcycle bay, providing information about the temporary closure and the alternative provision.

### **Cycling**

- 3.1.9 The existing well-used cycle stands on Cookridge Street will be unaffected by the closure. The southbound cycle path on Cookridge Street will be unaffected.. Northbound cycling will be facilitated by leaving a 1.5m gap adjacent to the existing southbound cycle path.

### **Taxis**

- 3.1.10 The closure affects taxis in two main ways. The lightly used rank on Cookridge Street will be unavailable during the period of the closure, and the drop-off/pick-up adjacent to the Light leisure complex will be unavailable. The taxi industry has been consulted and they are supportive of the closure, recognising that the rank is lightly used, that the street is closed before Christmas without adverse effects, and that an alternative 10 minute pick-up/drop-off facility is to be provided on St Anne's Street.

### **Royal Mail**

- 3.1.11 Vehicle access to the gold Royal Mail post boxes on Cookridge Street will not be possible. Royal Mail have been consulted and have stated that they will find an alternative way of servicing the boxes.
- 3.1.12 Cookridge Street is closed regularly – particularly when events take place, and when the fairground rides are placed on the street on weekends before Christmas. These closures do not have a negative impact on the overall highway network, but the experimental nature of this longer closure will mean that officers can assess the impact of a four week closure.

### **Radisson Blu Hotel**

- 3.1.13 The Radisson Blu hotel have been consulted and are satisfied with the alternative temporary provision, which is a 10 minute drop-off/pick-up bay on St Anne's Street.

### **Emergency Services**

- 3.1.14 The emergency services have been consulted and no objections have been received. In an emergency, the artificial grass could be driven over, and the temporary fencing at the top and bottom of the pop-up park can be moved. A 3m wide route will be in place to ensure emergency vehicles can pass through the space without having to move significant items of street furniture.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Internal consultation has taken place with the appropriate sections of Highways & Transportation. The Leader of Leeds City Council and the Executive Member for Regeneration, Transport and Planning has given his support to the scheme.
- 4.1.2 Consultation with the Emergency Services & Ward Councillors has also taken place and no objections have been received. The Police representative said that the scheme “would add value to the area” and that he had “no issues at all”. In an emergency on the site, the artificial grass could be driven over if needed. A 3m wide route will be in place to ensure emergency vehicles can pass through the space without having to move significant items of street furniture.
- 4.1.3 External consultation has taken place with The Light leisure complex and the Radisson Hotel, who are supportive provided that a combined taxi/private car drop off point is provided on St Anne’s Street.
- 4.1.4 Consultation with other neighbouring businesses and organisations has been completed and no objections have been received. Neighbouring businesses/organisations consulted include the Cathedral, Henry Moore Institute, Renegade, Browns and Nation of Shopkeepers. Businesses saw the benefit of providing a temporary greenspace and felt that it would not have any adverse impact on the operation of their business.
- 4.1.5 Consultation has taken place with Royal Mail, whose access to two post boxes is affected by the closure. Royal Mail have stated that they will find an alternative way of servicing the boxes.

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

- 4.2.1 Pedestrian and cycle access will be fully maintained at all times. The recently provided cycle lane will remain fully open and usable for the duration of the closure.
- 4.2.2 The proposals will have a positive impact for all pedestrians. However, this will be of particular benefit to carers supporting wheel chairs/pushchairs, the disabled, young and older people, as it will provide a traffic free approach from Millennium Square to the Headrow
- 4.2.3 Three disabled car parking spaces will be unavailable during the times of the part time pilot. This will be mitigated by alternative temporary provision on St Anne’s Street

### **4.3 Council policies and City Priorities**

- 4.3.1 The best Council Plan 2013-2017 list among its key objectives that the Council should :
- Boost the local economy
  - Improve roads, and

The proposals to provide a Pop up Park will deliver benefits under these objectives. Furthermore, 'Leeds: Becoming the Best City Centre' states as one of the main ambitions that Leeds should have a quality environment, where the public realm is well maintained and of a high quality design. This scheme fits with that ambition.

4.3.2 The Scheme meets with the objectives outlined in the Executive Board report "An Approach to Street Design and Public Realm"

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

4.4.1 **Funding:** The temporary scheme is expected to cost around £25k and costs will initially be met by Economic Development (Scheme 32236 'City Centre Enhancements').

4.4.2 **The costs are broken down as follows:**

- Supply and fit of artificial grass (which can be re-used): £14K
- Benches and other street furniture: £3k
- TRO related costs: £2,975 (comprising advertisements; Legal fees, Highways staff fees, signing)
- Contingency: £2,025
- Loss of car parking revenue: £3k

4.4.3 **Staffing:** The design and supervision of the works can be carried out within the existing staffing resources.

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

4.5.1 No significant legal implications outside of the Traffic Regulation Order process.

4.5.2 Call in not applicable due to the scheme amount being under the Call In threshold.

#### **4.6 Risk Management**

4.6.1 The risk that the city centre's traffic network is negatively impacted will be mitigated by the fact that the proposed Traffic Regulation Order is Experimental, and that the Chief Officer (Highways and Transportation) retains the ability to modify or suspend the Order during the period of the experiment.

### **5 Conclusions**

5.1 It is proposed to close Cookridge Street to traffic on a trial basis from Monday 8<sup>th</sup> August to Sunday 4<sup>th</sup> September 2016 (24 hours a day) by means of an experimental Traffic Regulation Order. The street would then be used to place a temporary greenspace, known as a Pop up Park. The Executive Member for Regeneration, Transport and Planning has also been briefed on the temporary scheme and is supportive.

- 5.2 The consultation related to the closure is ongoing and no objections have been received to date.
- 5.3 The Pop up Park will be delivered on a trial basis this summer, with a view to considering whether the greenspace can be delivered on a seasonal basis in future years. The Pop up Park is a summer initiative and it is not envisaged that the park would be provided outside of the summer months, or for a longer period than a few weeks at a time.

## **6 Recommendations**

- 6.1 The Chief Officer (Highways and Transportation) is requested to:
- i) authorise the City Solicitor to make and advertise an Experimental Traffic Regulation Order prohibiting motor vehicles from using Cookridge Street between Monday 8<sup>th</sup> August and Sunday 4<sup>th</sup> September 2016 (24 hours a day) as shown on drawing No.TM/10/CS1. A provision shall be included to enable the Chief Officer (Highways & Transportation) to modify or suspend the Order during the period of the experiment; and
  - ii) at the end of the 18 month experimental period and in the event that no valid objections have been received to give appropriate consideration to making the Order permanent incorporating any modifications considered appropriate following the monitoring of the measures.

## **7. Background Papers<sup>1</sup>**

- 7.1 None.

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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.



# 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: Economic Development</b>
<b>Lead person: Mark Durham</b>	<b>Contact number: 74685</b>

<b>1. Title: <a href="#">Cookridge Street Pop-up Park</a></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: it's a temporary project</b>

<b>2. Please provide a brief description of what you are screening</b>
<a href="#">The proposal to close Cookridge Street to traffic, and provide a temporary greenspace, for the period of four weeks in August/September 2016.</a>
<a href="#">The closure will provide an additional 800 square metres of traffic free space within a key part of Leeds city centre.</a>
<a href="#">The proposal will also necessitate the temporary relocation of three disabled parking bays.</a>

<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. Also those areas that impact on or relate to equality: tackling poverty and improving health and well-being.

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?	Yes	
Have there been or likely to be any public concerns about the policy or proposal?		No
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?	Yes	
Could the proposal affect our workforce or employment practices?		No
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>	Yes	

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
<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>The proposals are temporary, they will be in place for a four week period in August/September 2016.</p> <p>We have therefore considered what appropriate alternatives/measures should be put in place as a temporary measure.</p> <p>The proposals will result in a facility which is open and free for everyone to use.</p>

- **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 proposals will have a positive impact for all pedestrians. However, this will be of particular benefit to carers supporting wheel chairs/pushchairs, the disabled, young and older people, as it will provide a traffic free approach from Millennium Square to the Headrow

- **Actions**

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

Three disabled car parking spaces will be unavailable during the times of the part time pilot. This will be mitigated by alternative temporary provision on St Anne's Street.

The facility itself – the park – will provide easy access (albeit with a slight rise) so that pushchairs, wheelchairs etc will be able to use it. The park will be particularly attractive for families with children and for office workers at lunchtimes.

The benches provided will be picnic bench style where a wheelchair user could transfer from and to their wheelchairs.

**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:	
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Date to complete your impact assessment	
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Lead person for your impact assessment (Include name and job title)	
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**6. Governance, ownership and approval**

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
<b>Date screening completed</b>		

**7. Publishing**

Though **all** key decisions are required to give due regard to equality the council **only** publishes those related to **Executive Board, Full Council, Key Delegated Decisions** or a **Significant Operational Decision**.

A copy of this equality screening should be attached as an appendix to the decision

making report:

- Governance Services will publish those relating to Executive Board and Full Council.
- The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.
- A copy of all other equality screenings that are not to be published should be sent to [equalityteam@leeds.gov.uk](mailto:equalityteam@leeds.gov.uk) for record.

Complete the appropriate section below with the date the report and attached screening was sent:

For Executive Board or Full Council – sent to <b>Governance Services</b>	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate <b>Directorate</b>	Date sent:
All other decisions – sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a>	Date sent: