

Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input checked="" type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000 Sits under previous key decision	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of City Development		
Contact person:	Gillian MacLeod		Telephone number: 0113 39 88091
Subject²:	Transforming Cities Fund (Carbon Mitigation Measures Fund) Leeds Public Bike Hire Scheme		
Decision details³:	The Head of Transport Planning has: <ol style="list-style-type: none"> 1. Approved sites which will be implemented between March and June 2024 2. Approved the commencing of the TRO process for these sites which will happen in parallel with implementation. 		
	A brief statement of the reasons for the decision <ol style="list-style-type: none"> 1) LCB scheme is a fully electric docked e-bike hire scheme. Docks will be sited in groups from approximately 5 to 20. There will be a ratio of approximately 1.5 docks per bike to allow space for bikes to be returned to alternative docks to those they were hired from. There are proposed to be 515 LCC owned bikes and 140 Beryl owned bikes in the first phase. A proportion of these bikes have been operational across up to 41 sites to date. Different considerations apply dependent on where docks are to be located. The initial scope of the e-bike hire scheme focused on the city centre, inner city and Headingley corridor. 2) Expansion and improving density of the network is key to support the use of the scheme. Introduction of docks outside of the city centre and Headingley corridor provided more opportunity to use bikes to travel between more areas of the city. Improving density in key areas gives users more options to start and end their journeys as well as offering additional capacity if bays 		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

³ Simply refer to supporting report where used as these matters have been set out in detail.

are full or empty so users can still find bikes and dock them at the end of their journeys. This ensures the fully docked stipulation for the scheme can be adhered to by its users.

3) Leeds City Council are the owners of the scheme and of all infrastructure for the duration of the bike share contract. Beryl are the operators of the bike share scheme. The contract documents set out the contractual arrangements including this ownership arrangement. As a result, the documents set out lease arrangements for Leeds City Council to lease the infrastructure to Beryl for the duration of the contract and cover off ongoing liabilities for maintenance and replacement.

4) Docks are already approved and installed in various locations:

- On highway – footway
- On highway – carriageway
- Private land – LCC
- Private land – other

Docks are of varying sizes and some will be combined with barriers / planters / totems / mobility hubs. Signage to explain the scheme and promote scheme sponsors will be present

5) There are a number of legal considerations to be reviewed for each location:

- Equipment leased to Beryl for contract duration (all sites);
- Sites on third party land – Licence to use site entered into by Leeds City Council and land owner, allowing Beryl to implement and maintain scheme and allowing public use of scheme. Beryl's obligations are contained in contract documentation.
- TRO (carriageway) – removal of existing restriction (if any) and provision of TRO to allow e-bike hire on carriageway – See GP signing / lining design – DfT special approval granted. (Limited sites)
- TRO for cycle parking (on and off carriageway – all LCC sites within highway)
- Note a S115 licence is not required for LCC as LCC have permitted development rights to install within highway. All equipment will be added to Highways Asset Management asset register for recording purposes.
- Planning permission – Permitted development (PD) rights for LCC to install cycle parking (docks) and planters / seats / barriers / signage (hubs) on highway – and LCC owned land. Advertising consent is not required due to the nature and size of the proposed signage, which is non-illuminated. Legal advice was sought from LCC legal officers.
- Permits – All sites within the highway – footway and carriageway require permits (under the Traffic Management Act 2004) and these will be obtained prior to installation.
- Planter approval issues. Planters are being installed as part of hubs. These will not be located on the carriageway. Further site development will be required to ensure the 10 locations are installed by the end of June 2024. Totems installed on the planters will provide information signage related to the scheme. Details of scheme sponsors will also be included within the planter detail but this is PD for Leeds City Council to implement.
- Planning permission – It is noted that most LA's with Bike Share schemes have not sought planning permission for any sites, the

exceptions being London and Manchester. It is thought that this is down to the delivery mechanism being used in other Local Authorities.

6) The details and plans for 28 sites which, once approved, will be ready for implementation between 14th and 29th March 2024 are attached as appendix 1. It is noted that the majority of these sites will be implemented in March 2024 but some may be carried over into the final phase of installs in June 2024. This approach ensures expansion of the scheme throughout this year can be linked to demand and ensures servicing operations can be carefully managed as the volume of stations and bikes increases. These sites fall across all of the original expansion phases. They will also offer more options to users of the scheme to travel across the city, opening up more options outside of the inner city.

7) These sites are:

- L027 Norwood Terrace
- L038 Potternewton Lane
- L048 Hunslet Library
- L057 Rose Garden
- L101 Knowle Terr/Burley Rd
- L102 Easy Road/Cross Green Ln
- L106 Shepherds Lane
- L110 Stainbeck Avenue
- L117 Spencer Place
- L118 Leopold Street
- L135 Whitehall Road
- L142 Lincoln Green
- L148 Mabgate
- L153 Brudenell Mount
- L154 Ashville View
- L156 Hyde Terrace
- L160 City Sq/Wellington St
- L162 St Peter's Building
- L164 Allerton Grove
- L165 Falkland Mount
- L166 Stonegate Rd/Parkland Cres
- L167 Stainbeck Rd/Stainbeck Ln
- L168 Scott Hall Grove
- L171 Pearson Avenue
- L172 Norwood Grove
- L177 Queen's Road
- L179 Brewery Wharf
- L180 Marshall Street

8) It is intended to package the sites listed here, along with ones which have not yet progressed with installation from previous phases of site development, to be sent to have Traffic Regulation Orders (TROs) drafted and advertised following approval. As with phase 1.1a, It is noted that there is limited time in which to progress this TRO and that the scheme will potentially be implemented without the benefit of a sealed TRO. This is not desirable but a consequence of the process followed to implement the Leeds Bike Share Scheme as promptly as possible following contract award. The potential impact on due process is mitigated by:

	<ul style="list-style-type: none"> a) All docking sites have to meet minimum footway clearances to ensure minimum impact on pedestrians and disability groups b) Site visits including site measurements have been taken for every site c) The docks are to be installed on base plates which makes them easier to move should a site be unacceptable for any reason d) Consultation with site frontages has been undertaken by Beryl for all proposed sites. Any comments have been taken into account when considering siting and site suitability. e) Sites where there is higher potential to objection to TRO change will be advertised ahead of installation
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>None.</p>
Affected wards:	All Leeds wards.
Details of consultation undertaken⁴:	<p>Public – properties in the immediate vicinity of proposed locations contacted by Beryl via letter.</p> <p>Ward Councillors – invited to make comments on the proposed locations in their ward</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Chris Kirby, Assistant Transport Planner, Influencing Travel Behaviour</p>
List of Forthcoming Key Decisions⁵	<p>Date Added to List:-</p> <p>If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision</p> <p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>
	If not published for 5 clear working days prior to decision being taken the reason why not possible:

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

Publication of report⁶	If published late relevant Executive member's approval	
	Signature	Date
Call In	Is the decision available ⁷ for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<p>If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:</p> <p>The decision to deliver this project has already been made by Executive Board.</p>	
Approval of Decision	Authorised decision maker ⁸ Kate Morris – Head of Transport Planning	
	Signature: 	Date: 13 March 2024

⁶ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁷ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.