



## SCRUTINY BOARD (ENVIRONMENT, HOUSING AND COMMUNITIES)

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Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Wednesday, 31st July, 2024 at 1.30 pm

*There will be no pre-meeting for Scrutiny Board members.*

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### MEMBERSHIP

Cllr S Ali	- Beeston and Holbeck
Cllr B Anderson	- Adel and Wharfedale
Cllr L Cunningham	- Armley
Cllr L Farley	- Burmantofts and Richmond Hill
Cllr S Golton (Chair)	- Rothwell
Cllr K Haigh	- Farnley and Wortley
Cllr A Hannan	- Headingley and Hyde Park
Cllr N Harrington	- Wetherby
Cllr Z Hussain	- Roundhay
Cllr M Iqbal	- Hunslet and Riverside
Cllr A Maloney	- Beeston and Holbeck
Cllr A McCluskey	- Farnley and Wortley

**Note to observers of the meeting:** We strive to ensure our public committee meetings are inclusive and accessible for all. If you are intending to observe a public meeting in-person, please advise us in advance by email ([FacilitiesManagement@leeds.gov.uk](mailto:FacilitiesManagement@leeds.gov.uk)) of any specific access requirements, or if you have a Personal Emergency Evacuation Plan (PEEP) that we need to take into account. Please state the name, date and start time of the committee meeting you will be observing and include your full name and contact details'.

To remotely observe this meeting, please click on the 'To View Meeting' link which will feature on the meeting's webpage (linked below) ahead of the meeting. The webcast will become available at the commencement of the meeting.

<https://democracy.leeds.gov.uk/ieListDocuments.aspx?CId=1091&MId=12776>

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**Principal Scrutiny Adviser:**  
**Angela Brogden**  
**Tel: (0113) 37 88661**

# A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 25* of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(* In accordance with Procedure Rule 25, notice of an appeal must be received in writing by the Head of Governance Services at least 24 hours before the meeting).</p>	
2			<p><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></p> <ol style="list-style-type: none"> <li>1. To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</li> <li>2. To consider whether or not to accept the officers recommendation in respect of the above information.</li> <li>3. If so, to formally pass the following resolution:-</li> </ol> <p><b>RESOLVED</b> – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p> <p><b>No exempt items have been identified.</b></p>	

3

### **LATE ITEMS**

To identify items which have been admitted to the agenda by the Chair for consideration.

(The special circumstances shall be specified in the minutes.)

4

### **DECLARATION OF INTERESTS**

To disclose or draw attention to any interests in accordance with Leeds City Council's 'Councillor Code of Conduct'.

5

### **APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES**

To receive any apologies for absence and notification of substitutes.

6

### **CALL IN BRIEFING PAPER**

5 - 10

To consider a report from the Head of Democratic Services advising the Scrutiny Board on the procedural aspects of Calling In the decision.

7

### **CAR PARK CHARGES - GOLDEN ACRE PARK, MIDDLETON PARK, ROUNDHAY PARK, OTLEY CHEVIN AND TEMPLE NEWSAM**

11 - 66

To consider a report from the Head of Democratic Services, which presents background information relating to a key decision that has been 'called in' in accordance with procedures set out within the Council's Constitution.

The original delegated decision was taken by the Director of Communities, Housing and Environment on 19<sup>th</sup> July 2024 and relates to **Car Park Charges – Golden Acre Park, Middleton Park, Roundhay Park, Otley Chevin and Temple Newsam.**

8

## **OUTCOME OF THE CALL IN**

To determine whether to release the decision for implementation or recommend to the decision-maker that the decision should be reconsidered.

9

## **DATE AND TIME OF NEXT MEETING**

The next meeting of the Scrutiny Board (Environment, Housing and Communities) will take place on 19<sup>th</sup> September 2024 at 10.30 am. There will be a pre-meeting for Scrutiny Board members at 10.00 am.

## **THIRD PARTY RECORDING**

Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts on the front of this agenda.

Use of Recordings by Third Parties – code of practice

- a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.
- b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.

## Call In Briefing Paper

Date: 31<sup>st</sup> July 2024

Report of: Head of Democratic Services

Report to: Scrutiny Board (Environment, Housing and Communities)

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

### Brief summary

In accordance with the Council's Constitution, a key decision has been Called In. The background papers to this decision are set out as a separate agenda item and appropriate witnesses have been invited to give supporting evidence.

This report advises the Scrutiny Board on the procedural aspects of Calling In the decision.

In particular, the Board is advised that the Call In is specific to the key decision in question and issues outside of this decision, including other related decisions, may not be considered as part of the Board's decision regarding the outcome of the Call In.

### Recommendations

- a) The Scrutiny Board is asked to note the contents of this report and to adopt the procedure as detailed within it.

## **What is this report about?**

- 1 In accordance with the Council's Constitution, a key decision has been Called In. This report advises the Scrutiny Board on the procedural aspects of Calling In the decision.

## **What impact will this proposal have?**

- 2 The Call-In process provides the facility for the Scrutiny Board to require a decision taker to reconsider a decision within a specified time period. This is a separate function from the Scrutiny Board's ability to review decisions already taken and implemented. The eligibility of a key decision for Call In is indicated on the Delegated Decision Notice.
- 3 The Board is advised that the Call In is specific to the decision taken and issues outside of this decision, including other related decisions, may not be considered as part of the Board's decision regarding the outcome of the Call In.

### Reviewing the decision

- 4 Due to the unique nature of Call In, which includes the requirement to conclude the meeting with a recommendation in one sitting, it is important that the meeting has a managed framework. The Scrutiny Board is therefore recommended to adopt the following process:
  - The lead signatory or nominated representative of the Call-In request is asked to outline the reasons for calling in the decision, defining their concerns and explaining what remedial action they wish to see. If the Chair has agreed in advance that the lead signatory may be accompanied by other witnesses, these witnesses will also be given the opportunity to briefly outline their concerns in relation to the decision in question.
  - The Executive Member(s) and/or officer(s) who are representing the decision maker will be asked to respond. If the Chair has agreed in advance for the decision-maker to be accompanied by other witnesses, these witnesses will also be given the opportunity to briefly provide a response.
  - Members of the Scrutiny Board will ask any questions and points of clarification of all participants.
  - A representative on behalf of each of the parties to the Call In will be invited to sum up. The representative of the decision maker will be invited to sum up first if they wish to do so. Following this, the lead signatory to the Call-In request, or their nominated representative, will be invited to sum up having heard the discussion.
  - The Scrutiny Board will then proceed to make its decision in relation to the Call In at Agenda Item 8.
- 5 Having reviewed the decision, the Scrutiny Board will need to agree what action it wishes to take. In doing so, it may pursue one of two courses of action as set out below:

### Option 1- Release the decision for implementation

- 6 Having reviewed this decision, the Scrutiny Board may decide to release it for implementation. If the Scrutiny Board chooses this option, the decision will be immediately released for implementation and the decision may not be Called In again.

## Option 2 - Recommend that the decision be reconsidered

- 7 The Scrutiny Board may decide to recommend to the decision maker that the decision be reconsidered. If the Scrutiny Board chooses this option a report will be submitted to the decision maker.
- 8 Where the decision was taken by an officer the report will be submitted to the relevant director.
- 9 A decision can either be varied as a result of reconsideration or the original decision can be confirmed. In either case, this will form the basis of the final decision and will not be subject to any further call-in.

## Failure to agree one of the above options

- 10 If the Scrutiny Board, for any reason, does not agree one of the above courses of action at this meeting, then Option 1 will be adopted by default, i.e. the decision will be released for implementation with no further recourse to Call In.

## Formulating the Board's report

- 11 If the Scrutiny Board decides to release the decision for implementation (Option 1), then the Scrutiny Support Unit will process the necessary notifications and no further action is required by the Board.
- 12 If the Scrutiny Board wishes to recommend that the decision be reconsidered (Option 2), then it will be necessary for the Scrutiny Board to agree a report setting out its recommendation together with any supporting commentary.
- 13 Due to the tight timescales within which a decision Call In must operate, it is important that the principles of the Scrutiny Board's report be agreed at the meeting.
- 14 If the Scrutiny Board decides to pursue Option 2, it is proposed that there be a short adjournment during which the Chair, in conjunction with the Scrutiny Support Service, should prepare a brief statement proposing the Scrutiny Board's draft recommendations and supporting commentary. Upon reconvening, the Scrutiny Board will be invited to amend/agree this statement as appropriate.
- 15 This statement will then form the basis of the Scrutiny Board's report (together with factual information as to details of the Called In decision, lists of witnesses, evidence considered, Members involved in the Call-In process etc).
- 16 The Scrutiny Board is advised that there is no provision within the Call-In procedure for the submission of a Minority Report.

## **How does this proposal impact the three pillars of the Best City Ambition?**

Health and Wellbeing

Inclusive Growth

Zero Carbon

- 17 The background papers to the decision under consideration will make any relevant references to the council's three Key Pillars.

## What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted?       Yes                       No

18 Prior to submitting a Call In, a nominated signatory must first contact the relevant Director/report author or Executive Member to discuss their concerns and their reasons for wanting to call in the decision. Part of this discussion must include the Member ascertaining the financial implications of requesting a Call In. The details of this discussion should be referenced on the Call-In Request Form.

19 The background papers to this decision will make reference to any internal or external consultation processes that have been undertaken in relation to the decision.

## What are the resource implications?

20 The additional papers appended to later items on this agenda detail any significant resource and financial implications linked to the decision.

## What are the key risks and how are they being managed?

21 The additional papers appended to later items on this agenda detail any significant risks linked to the decision.

## What are the legal implications?

22 This report does not contain any exempt or confidential information.

23 The additional papers appended to later items on this agenda detail any significant legal implications linked to the decision.

## Options, timescales and measuring success

### What other options were considered?

24 A Call In is progressed in line with the procedures set out in section 4B of the Council Constitution - [Executive Decision-Making Procedures](#).

### What is the timetable and who will be responsible for implementation?

25 Where a decision is released, a call in release form is sent to the relevant director to confirm that the decision can be implemented.

26 Where a decision is referred for reconsideration the Scrutiny Officer is required to prepare a report within three working days of the Scrutiny Board meeting, which will be submitted to the Executive Board, Health and Well-Being Board or senior Officer as appropriate.

27 In the case of the Executive Board the report will then be taken to the next public meeting. This will be considered alongside the original decision – with that decision either re-confirmed or a new decision taken. The outcome of that process – be it a re-confirmation or a new decision – cannot be subject to future call-in.



28 In the case of an officer decision, if the Decision Taker wishes to confirm the original decision, that decision shall be submitted to the next Executive Board meeting.

29 If the original decision was taken by the Health and Wellbeing Board or an officer, and the relevant Director is of the view that the original decision should be confirmed, but that urgency prevents them from submitting the decision to Executive Board;

- The Director shall obtain the approval of the relevant Executive Board Member before implementation;
- Details of the Executive Member approval, together with reasons of urgency will be included in the new delegated decision form; and
- The Director and relevant Executive Board Member will also be required to attend and give their reasoning to the next available meeting of the relevant Scrutiny Board

### **Appendices**

- None

### **Background papers**

- None

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## Call In: Car Park Charges – Golden Acre Park, Middleton Park, Roundhay Park, Otley Chevin and Temple Newsam

Date: 31<sup>st</sup> July 2024

Report of: Head of Democratic Services

Report to: Scrutiny Board (Environment, Housing and Communities)

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

### Brief summary

This report presents the background to a decision, which has been Called In in accordance with the Council's Constitution.

### Recommendations

- a) The Scrutiny Board (Environment, Housing and Communities) is asked to review this decision and to determine whether to either:
- Release the decision for implementation
  - Recommend to the decision-maker that the decision should be reconsidered

### What is this report about?

- 1 In accordance with the Council's Constitution, a key decision has been Called In. The decision was made by the Director of Communities, Housing and Environment and relates to **Car Park Charges – Golden Acre Park, Middleton Park, Roundhay Park, Otley Chevin and Temple Newsam**.
- 2 Leeds City Council's Call In processes are set out within part 4 (Rules of Procedure) of the Council's constitution. Section 4B relates to [Executive Decision-Making Procedures](#) with call-in procedures detailed in paragraphs 8.1 to 8.2.7.

### What impact will this proposal have?

- 3 The Call-In process provides the facility for the Scrutiny Board to require a decision taker to reconsider a decision within a specified timeframe.
- 4 The Scrutiny Board is advised that the Call In is specific to the delegated decision and issues outside of this decision, including other related decisions, may not be considered as part of the Board's decision regarding the outcome of the Call In.

## What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted?  Yes  No

- 5 Prior to submitting a Call In, a nominated signatory must first contact the relevant officer and/or Executive Member to discuss their concerns and their reasons for wanting to call in the decision. Part of this discussion must include the Member ascertaining the financial implications of requesting a Call In. The detail of this discussion is referenced on the Call In Request Form, which is appended to this report.
- 6 Appropriate Members and officers have been invited to attend the meeting to explain the decision and respond to questions from members of the Scrutiny Board (Environment, Housing and Communities).

## What are the resource implications?

- 7 The appended Delegated Decision and the associated report reference resource and financial implications linked to the decision.

## What are the key risks and how are they being managed?

- 8 The appended report references any risk management issues linked to the decision.

## What are the legal implications?

- 9 The appended report references any legal implications linked to the decision.

## Options, timescales and measuring success

### What other options were considered?

- 10 A Call In is progressed in line with the procedures set out in section 4B of the Council Constitution - [Executive Decision-Making Procedures](#).

### How will success be measured?

- 11 A Call In is progressed in line with the procedures set out in section 4B of the Council Constitution - [Executive Decision-Making Procedures](#).

### What is the timetable and who will be responsible for implementation?

- 12 Where a decision is released, a call in release form is sent to the relevant director to confirm that the decision can be implemented.
- 13 Where a decision is referred for reconsideration the Scrutiny Officer is required to prepare a report within three working days of the Scrutiny Board meeting, which will be submitted to the Executive Board, Health and Well-Being Board or senior Officer as appropriate.
- 14 In the case of the Executive Board the report will then be taken to the next public meeting. This will be considered alongside the original decision – with that decision either re-confirmed or a new decision taken. The outcome of that process – be it a re-confirmation or a new decision – cannot be subject to future call-in.

- 15 In the case of a decision by the Health and Well-Being Board or an officer, if the Decision Taker wishes to confirm the original decision, that decision shall be submitted to the next Executive Board meeting.
- 16 If the original decision was taken by the Health and Wellbeing Board or an officer, and the relevant Director is of the view that the original decision should be confirmed, but that urgency prevents them from submitting the decision to Executive Board;
- The Director shall obtain the approval of the relevant Executive Board Member before implementation;
  - Details of the Executive Member approval, together with reasons of urgency will be included in the new delegated decision form; and
  - The Director and relevant Executive Board Member will also be required to attend and give their reasoning to the next available meeting of the relevant Scrutiny Board

### **Appendices**

- Appendix A - Copy of the completed Call-In request form
- Appendix B – Delegated Decision Notice.
- Appendix C – Report of the Head of Commercial and Estates to the Chief Officer Climate Energy and Green Spaces, Chief Officer (Highways and Transportation) and Chief Officer, Elections and Regulatory.

### **Background papers**

- None

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**CALL IN REQUEST**

Date of officer key decision/Executive Board minute publication: **19<sup>th</sup> July 2024**

Delegated decision ref: **D57556** or

Executive Board Minute no: N/A

Decision description: **Car Park Charges Golden Acre, Middleton Park, Roundhay, Otley Chevin and Temple Newsam**

**Discussion with Decision Maker:**

Prior to submitting a Call In, a nominated signatory must first contact the relevant officer or Executive Member to discuss their concerns and their reasons for wanting to call in the decision. Part of this discussion must include the Member ascertaining the financial implications of requesting a Call In.

Please identify contact and provide detail.

- Director/author of delegated decision report.  
 Executive Board Member

Detail of discussion (to include financial implications)

Cllr Norma Harrington met with the Chief Officer, Climate, Energy and Green Spaces to discuss the reasons for calling-in the decision, which included the potential impact on visitor numbers to the parks, the scale of the public opposition to the plans revealed in the consultation, and the potential negative impacts of displaced parking onto surrounding streets.

Cllr Harrington enquired about the financial implications of requesting a Call In and was advised that there were no additional costs of this.

Some costs have already been incurred producing the public consultation surveys.

**Reasons for Call In:**

All requests for Call In must detail why, in the opinion of the signatories, the decision was not taken in accordance with the principles set out in Article 13 of the Council constitution (decision making) (principles of decision making) or where relevant issues do not appear to be taken into consideration. *Please tick the relevant box(es) and give an explanation.*

<input type="checkbox"/>	Proportionality (ie the action must be proportionate to the desired outcome)
<input checked="" type="checkbox"/>	Due consultation and the taking of professional advice from officers
<input type="checkbox"/>	Respect for human rights
<input type="checkbox"/>	A presumption in favour of openness
<input checked="" type="checkbox"/>	Clarity of aims and desired outcomes
<input checked="" type="checkbox"/>	An explanation of the options considered and details of the reasons for the decision
<input type="checkbox"/>	Positive promotion of equal opportunities
<input type="checkbox"/>	Natural justice

**Explanation**

There is concern that the introduction of these charges will discourage visitors to the parks in question, which will have a negative impact on the ambition to promote healthy lifestyles across the city.

1. In terms of consultation we note that the public consultation in autumn/winter 2023/24 revealed overwhelming opposition to the proposals. 80% disagreed with the proposal at Golden Acre and 84% at Otley Chevin. There was also comparable levels of opposition to the proposals for Middleton Park, Roundhay Park and Temple Newsam. Given the scale of public opposition to the plans it raises questions about whether due regard has been paid to the consultation as part of the decision-making process. Furthermore, the feedback about the Middleton Park proposals discussed in the 11<sup>th</sup> March delegated decision (a background paper to the decision being called in) appears to acknowledge that car park charges could “discourage people visiting and gaining the benefits to health and wellbeing that the park brings.” As a result of that feedback the proposals for that park were modified, yet the proposals for the other parks remain the same. Have the responses to the consultation therefore been consistently applied?
2. There are also concerns around the clarity of the aims and anticipated outcomes of this decision. Likely unintended consequences of the decision may be to dissuade potential visitors from using the parks, as people are put off by having to pay to visit a park where it was previously free to do so. This may be even more of an issue where there is a lack of a good public transport alternative for reaching the parks. Older visitors in particular may be deterred from visiting by the lack of a cash option to pay on site at the parks and simply choose not visit at all.  
Parking may also be displaced onto surrounding streets, causing highways issues. Whilst this is mentioned as a risk in the report, there is insufficient detail as to how this might be mitigated, other than close monitoring and before and after surveys.  
Taken in the round, these outcomes have the potential to work against the desired aim of the proposals, since they may result in reduced visitor numbers to the parks, lower use of the car parks, and unintended negative impacts on the surrounding areas and residents wanting to use the parks. There are therefore questions as to whether the proposals will actually raise the anticipated income in order to undertake the planned improvements.
3. Finally, in respect of an explanation of the options considered, whilst it is noted that the proposals formed part of wider budget discussions, the assumption in this report and the previous reports that charging is the only viable option to improve these car parks seems unduly narrow and there is arguably a lack of detail on what other options may have been considered which may allow for improvements to be made in a way that does not risk deterring visitors to these much valued parks.



**Leeds City Council Scrutiny Support**

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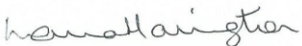
A Call In request may be made by a **minimum** of:

**5 non-executive Members** of council from the **same political group**;

or;

**2 non-executive Members** of council if **they are not from the same political group**.

This Call In request should be submitted to Scrutiny Support, 1st Floor West, Civic Hall by 5.00pm by no later than the fifth working day after the decision publication date. The following signatories (**original signatures only**) request that the above decision be called in.

Nominated Signatory 

Print name Councillor Norma Harrington

Political Group Conservative Group

  
Signature

Print name Councillor Lyn Buckley

Political Group Conservative Group

  
Signature

Print name Councillor Wayne Dixon

Political Group Social Democratic Party

Signature 

Print name Councillor Mark Dobson

Political Group Garforth and Swillington Independents Group

  
Signature


Print name Councillor Caroline Anderson

Political Group Conservative Group

**Leeds City Council Scrutiny Support**

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Signature   
Print name Councillor Wyn Kidger  
Political Group Local Independent Party

Signature   
Print name Councillor Sandy Lay  
Political Group Liberal Democrat Group

Signature   
Print name Councillor Oliver Newton  
Political Group Morley Borough Independents Group

Signature   
Print name Councillor Matthew Robinson  
Political Group Conservative Group

Signature.....  
Print name .....  
Political Group.....

Signature.....  
Print name .....  
Political Group.....

**For office use only:** (box A)

Received on behalf of the Head of Democratic Services by:

Angela Brogden..... (signature)

Date: 23<sup>rd</sup> July 2024

Time: 12.15 pm

SSU ref: 2024/25 - 81

**For office use only:** (box B)

Exemption status  
checked:



Call In authorised: Yes

Date checked:



Signed: Angela Brogden

Signatures checked:



Date: 23<sup>rd</sup> July 2024

Receipts given:



Validity re article 13



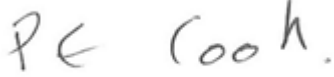
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## Delegated Decision Notice

### PART A<sup>1</sup>

Use this form to record the fact that an officer or the Leader is going to take or has taken a key decision or a publishable administrative decision.

(See Article 13 for definitions of categories of decision, and the Executive and Decision Making Procedure Rules for requirements in relation to publication.)

<b>Decision type</b>	<input checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Publishable Administrative Decision
<b>Reason for publication</b>	<input checked="" type="checkbox"/> In excess of £500,000 <input type="checkbox"/> Significant Impact in an area the size of one ward or more	<input type="checkbox"/> Over £250,000 <input type="checkbox"/> Below £250,000 and other reason for publication
	Date added to List of Forthcoming Key Decisions:	05/4/24
<b>Director<sup>2</sup></b>	The Director of Communities Housing and Environment	
<b>Contact person:</b>	Sonya McDonald	Telephone number: 0113 3788693
<b>Subject<sup>3</sup>:</b>	Car Park Charges - Golden Acre Park, Middleton Park, Roundhay Park, Otley Chevin and Temple Newsam	
<b>What decision will be / has been taken?</b>	The decision maker has approved the recommendations <b>set out in the report</b> attached.  In addition the decision maker approves the decisions <b>set out below</b> : (Set out all necessary decisions to be taken by the decision taker including exempt information, exemption from call in etc.)	
<b>Decision details:</b>	Set out in report attached. <input checked="" type="checkbox"/>	
<b>EDCI</b>	Screening attached <input type="checkbox"/>	Assessment (EIA) attached <input type="checkbox"/>
<b>Approval of publication of Decision</b>	Authorised decision maker <sup>4</sup> The Chief Officer, Climate, Energy and Green Spaces- Polly Cook	
	Signature  	Date 11/7/24
	Authorised decision maker The Chief Officer, Elections and Regulatory – John Mulcahy	



<sup>1</sup> Complete for ALL publishable decisions (key and administrative)

<sup>2</sup> Director with delegated responsibility set out in Constitution for function to which decision relates.

<sup>3</sup> 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

<sup>4</sup> Give the post title and name of the officer with appropriate delegated authority set out in Director's sub-delegation scheme.

## Delegated Decision Notice

	Signature 	Date 11/7/24
	Authorised decision maker The Chief Officer, Highways and Transportation- Gary Bartlett	
	Signature 	Date 11/7/24

### Information for monitoring purposes

Approximate value <sup>5</sup>	Proposed Expenditure	Anticipated Saving	Anticipated Income

<sup>5</sup> Over lifetime of decision (or one year if decision open-ended)

## Delegated Decision Notice

### PART B URGENT KEY DECISIONS AND APPROVALS ONLY

Complete Part B for key decisions only where urgency provisions have been used.

<b>List of Forthcoming Key Decisions<sup>6</sup></b>	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision
	<b>If Special Urgency</b> agreement of Scrutiny Chair that decision is urgent and cannot reasonably be deferred. Relevant Scrutiny Chair: Signature <span style="float: right;">Date</span>

<b>Publication of report<sup>7</sup></b>	If not General Exception or Special Urgency but published at short notice, the reason why not possible to give five clear working days notice of the report prior to decision being taken:
	<b>If report published at short notice</b> relevant Executive member's approval. Relevant Executive Member: Signature <span style="float: right;">Date</span>

<b>Call In<sup>8</sup></b>	Is the decision available for call-in? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>If exempt from call-in<sup>9</sup></b> , the reason why decision is urgent (i.e. that any delay would prejudice the interests of the council or the public):

<b>Following Call In<sup>10</sup></b>	<b>If decision confirmed by Director following call-in</b> , the reason why the decision is urgent and cannot reasonably be deferred until considered by Executive Board:
	Agreement of relevant Executive Member that decision is urgent and cannot be deferred: Relevant Executive Member:
	Signature <span style="float: right;">Date</span>

<sup>6</sup> See Rule 5.1 to 5.3 of the Executive and Decision Making Procedure Rules for further detail.

<sup>7</sup> See Rule 5.4 of the Executive and Decision Making Procedure Rules for further detail

<sup>8</sup> See Rule 8 of the Executive and Decision Making Procedure Rules for further detail.

<sup>9</sup> Remember to add a decision in Part A so that decision maker determines that decision is exempt from call-in.

<sup>10</sup> See Rule 8.2.6.a of the Executive and Decision Making Procedure Rules for further detail.

# Delegated Decision Notice



Car Park Charges - Golden Acre Park, Middleton Park, Roundhay Park, Otley Chevin and Temple Newsam

Date: 14<sup>th</sup> May 2024

Report of: Head of Commercial and Estates

Report to: Chief Officer Climate Energy and Green Spaces, Chief Officer (Highways and Transportation) and Chief Officer, Elections and Regulatory

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

## Brief summary

Reports to the Chief Officer Climate, Energy and Green Spaces earlier this year (D57065 on 4 January 2024 and D57267 on 13 March 2024) noted findings of a public consultation on the principle of introducing modest car parking charges at Golden Acre Park, Middleton Park, Otley Chevin Forest Park, Roundhay Park, and Temple Newsam. The reports supported the proposal, subject to meeting the regulatory requirements, for introduction of off-street parking charges at these locations.

This report sets out the relevant legal requirements and key considerations required to implement all necessary arrangements to the Chief Officer, Highways and Transportation as per the Council's scheme of delegation for the introduction of off-street charging at the locations specified above.

This report therefore seeks approval for the introduction of car park charging in the public car parks shown in appendix A, along with approval to commence the Traffic Regulation Order (TRO) procedure.

## Recommendations

The Chief Officer, Elections and Regulatory, the Chief Officer, Climate, Energy and Green Spaces and Chief Officer, Highways and Transportation are recommended to:

- a) note the contents of this report and approve the introduction of car parking charges at Golden Acre Park, Middleton Park Bike Hub, Otley Chevin Forest Park, Roundhay Park and Temple Newsam, and to approve the introduction of 2 hour maximum stay at Oakwood Clock car park.
- b) note, subject to the Parking Places Order being sealed and made, that the Chief Officer, Elections and Regulatory is delegated to operate the off-street car parking and associated decriminalisation and issuing of parking contravention notices.

The Chief Officer (Highways & Transportation) is requested to:

- c) instruct the City Solicitor to advertise a draft Parking Places Order in respect of those off-street car parks detailed in Appendix 1, and if no valid objections are received, to make and seal the Order as advertised; and
- d) instruct the City Solicitor to advertise a draft Traffic Regulation Order to introduce No Waiting At Any Time restrictions to protect access to the car parks and if no valid objections are received to make and seal the order as advertised
- e) note the timescales for implementation and that before and after surveys will be undertaken in the streets around the above car parks and that, should further restrictions be required, these will be subject to further recommendations fully funded from the Climate, Energy and Green Spaces directorate and reported to the Chief Highways Officer.

### **What is this report about?**

- 1 This report seeks approval for the introduction of car park charging at Golden Acre Park, Middleton Park, Otley Chevin Forest Park, Roundhay Park, and Temple Newsam along with approval to commence the Traffic Regulation Order (TRO) procedure as set out in the recommendations.

### **What impact will this proposal have?**

- 2 Proposals to introduce car park charges at these sites were subject to public consultation in autumn/winter 2023/24. In general, there was clear opposition, although the consultation results were largely in accordance with the more detailed aspects of the proposal. A summary of the proposals are as follows and are noted in detail in the attached background paper.
  - To introduce a modest parking charge to fund car park surface improvements, bay marking, signage, safe access for pedestrians and ongoing maintenance.
  - Drivers would pay a charge for each visit, although there is potential for a season ticket option to be introduced for those who regularly visit.
  - 'Blue Badge' holders would be exempt from paying car park charges.
  - A range of payment methods would be offered including credit or debit card, mobile phone, or cash payment for pre-paid tickets. Cash payments on-site are not proposed due to the risk of theft and/or vandalism.
  - The need for measures to prevent overspill parking would be assessed after introducing any charges if this was a problem, for example by introducing double yellow lines.
  - The Oakwood Clock car park adjacent to Roundhay Park will not be charged as it was recognised, through the consultation process, that it is serving local shops rather than the park. However, it is proposed that a Traffic Regulation Order is introduced to limit parking to 2 hours to encourage a greater turnover of vehicles to support local trade and allow enforcement of disabled bays.
- 3 Implementing these proposals will require a Traffic Regulation Order (TRO) to charge and enforce payment via Penalty Charge Notices.
- 4 There are benefits to the highway network of introducing car park charges, as it would encourage more people to consider walking, car sharing or using public transport to visit parks. The introduction of marked bays would mean that spaces would be allocated more efficiently, and this coupled with improved turnover of spaces would result in a more effective use of parking spaces. These measures would therefore relieve pressures on car parks at peak periods and contribute to improved air quality linked to more general climate change objectives with fewer car journeys anticipated. There are also added health benefits to those choosing to use an alternative to a personal vehicle to travel to these parks.

## How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing

Inclusive Growth

Zero Carbon

5 The proposal contributes to the Best City Ambition as follows.

- Health and wellbeing: Without a sustainable funding stream, the city's parks and green spaces will deteriorate, and create health and safety risks. By maintaining our green spaces, we are enabling every community in the city to have safe connected spaces, streets and paths to access a local park or green space, providing somewhere to be active and to play, helping to improve mental and physical health across all ages. The proposal also supports health and wellbeing by nudging people towards using active travel such as walking and cycling to get to parks, rather than cars. The reduction in car use that could potentially result as an outcome of this proposal would also contribute to cleaner, healthier air in the city.
- In 2030 Leeds will have made rapid progress towards carbon neutrality reducing our impact on the planet and doing so in a fair way which improves standards of living in all the city's communities, by encouraging people to use sustainable transport options such as walking, cycling and taking the bus for journeys to the park instead of cars. As part of the scheme, the installation of electric vehicle charging infrastructure will be considered and implemented where feasible.

## What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted?

Yes

No

6 The consultation undertaken by Climate, Energy and Green Spaces informed the key considerations of the principle of introduction of charging in these specific car parks and was therefore non statutory. Whilst there was clear opposition, the consultation results were largely in accordance with the more detailed aspects of the proposal as set out in the background papers.

## What are the resource implications?

7 The proposed charges for vehicles in a standard parking bay are as follows:

- £1 up to 2 hours.
- £2.50 for half a day
- £4 for a full day
- Season ticket: £10 per month or £80 per annum
- Free for blue badge holders

8 Coach parking will be free where dedicated spaces have been made available.

9 Payment by credit card or via the app will incur a charge of 25p per transaction, this incorporates the banking fees, company revenue and VAT.

10 Provision has been made to introduce TROs if required to manage and control parking on the adjacent highway, for example, the introduction of double yellow lines. This is detailed below.

## What are the key risks and how are they being managed?

11 Analysis of the consultation responses shows that there is opposition in principle to introducing car park charges at these car parks most likely because residents were being asked if they agree paying for something that has previously always been 'free'. Any substantive objections will be addressed as part of statutory consultation undertaken to introduce the Parking Place Orders for the car parks – this may also extend to any peripheral Traffic Regulation Order to introduce No Waiting At Any Time restrictions on the entrances to the car parks.

- 12 It is recognised that there may be the potential for displaced parking onto the adjacent highway network. Any obstruction to the highway or any other resulting road safety concern would be closely monitored before the instigation of the Parking Place Orders. Highways & Transportation's Traffic Engineering service will support this approach by conducting detailed before and after surveys of the surrounding roads and reporting the results to the relevant Chief Officers.
- 13 At Temple Newsam and Roundhay Park, it is also recognised that the introduction of parking charges could encourage people to park on fields. Within this proposal this has been addressed by including the areas considered at risk within the proposal. On the days when these areas are used for overflow car parking this will allow charges to be enforced but on days when parking is not permitted, it will allow the current illegal parking to be enforced. This will be to the benefit of other park users and also prevent damage to the greenspaces.
- 14 The proposal to allow coaches to park for free is to reflect the number of schools that visit Temple Newsam and to enable this location to continue to provide a valuable educational asset to the city.
- 15 The orders will also include a no overnight vehicular occupation. This will still allow vehicles to be left empty overnight, which happens at the sites that provide parking where people can purchase alcohol such as Roundhay Golf Club car park but it prevents overnight camping.
- 16 Subject to the findings of these before/after surveys recommendations for additional Traffic Regulation Orders to manage parking using No Waiting "At Any Time" restrictions will be prepared and presented to the Chief Officer (Highways & Transportation). Any additional TRO and accompanying works will be funded by Climate, Energy and Green Spaces and go through the appropriate statutory reporting process.

#### **What are the legal implications?**

- 17 An assessment has been made of the deeds relating to these car parks and there is nothing within any of them that prevents the introduction of car parking charges.
- 18 It should be noted that, although Wades Charity own much of Middleton Park, they do not own the land where the bike hub and associated car park is located, which is where the Parking Places Order is proposed.
- 19 The Council has the power to provide off-street parking places alongside the No waiting at any Time under the Road Traffic Regulation Act 1984 alongside Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996. Those powers include introducing a charge for car parking and the enforcement of that charge. The procedure for making a car park Order includes requirements for advertising and consultation, and consideration of the objections, if received.
- 20 Whilst it is proposed that Blue Badge Holders are exempt from charging, enforcement for parking in these bays for non badge holders will be via Penalty Charge Notice.
- 21 The charge in the event of non-payment is as follows - A penalty charge of £70 on the issue of a Penalty Charge Notice (PCN) for higher level contraventions and £50 on the issue of a PCN for lower level contraventions in accordance with the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007, but discounted by 50% if payment is received within 14 days of the issue of the PCN or within 21 days for PCNs issued by post. The Chief Officer, Elections and Regulatory is delegated to operate the off-street car parking and associated decriminalisation and issuing of parking contravention notices as set out in the recommendations.

22 In preparing and determining the proposals set out in this report, the Council is required to have regard to the provisions of the Equality Act 2010. It is considered that the proposals set out in this report are proportionate.

23 This is a key decision and is subject to call in.

## **Options, timescales and measuring success**

### **What other options were considered?**

24 Charging was determined to be the most viable option to improve the car parks and sustain funding for maintenance in the medium to long term.

### **How will success be measured?**

25 Success will be subject to the outcome of the statutory process but, if implemented would enable improvements to be made to car park infrastructure and maintenance.

### **What is the timetable and who will be responsible for implementation?**

26 Parking Place Orders to implement charging will be developed and implemented by Parking Services in conjunction with Traffic Engineering.

27 Subject to the outcome of the statutory process, the order will either be abandoned or, if the Order is proceeded with, it is anticipated that this would take around 5 months to move to implementation. Once this is completed, then preparations could be made on site to install signage and payment machines anticipated to be completed within one month of PPO implementation.

28 Advance surveys will be undertaken prior to the implementation of any PPO. Post-implementation surveys will take place around 3 months following the introduction of charges, to allow any change in behaviours to take effect.

29 Any required TRO will be implemented following recommendations to the Chief Officer (Highways & Transportation). TROs typically take 6-9 months to implement depending on the level of objections received.

## **Appendices**

- Appendix 1- Car Park Locations
- Appendix 2- EDCI

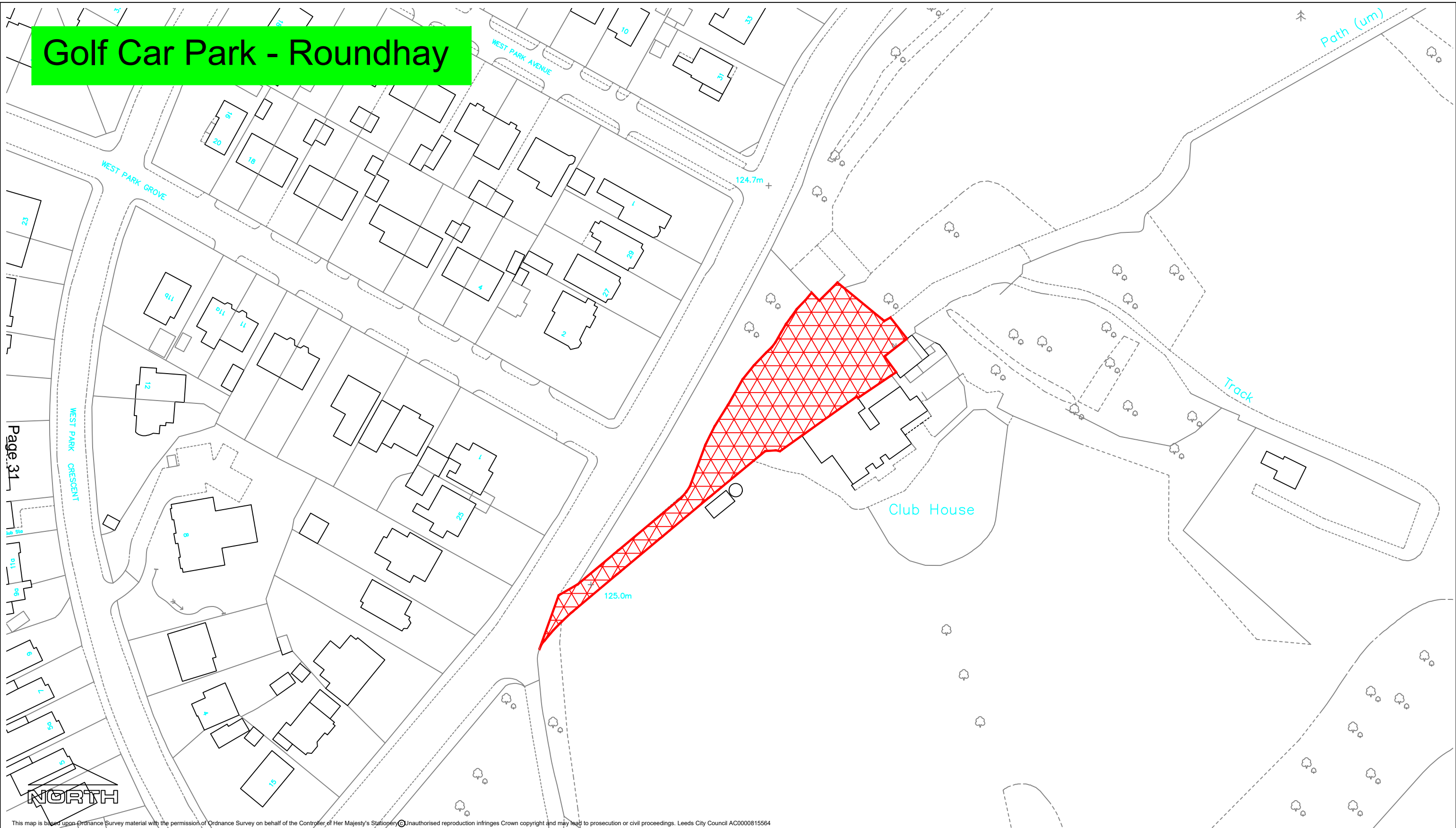
## **Background papers**

- Car Park Charges Golden Acre and Otley Chevin ([Council and democracy \(leeds.gov.uk\)](https://www.leeds.gov.uk/council-and-democracy))
- Car Park Charges Middleton Park, Roundhay and Temple Newsam ([Council and democracy \(leeds.gov.uk\)](https://www.leeds.gov.uk/council-and-democracy))

## Appendices

- Appendix One: Car Park Locations
  1. TLD2033-LCC-V1-XX-DR-L-0021 Location Plan Rndhay Golf.pdf
  2. TLD2033-LCC-V1-XX-DR-L-0022 Location Plan Tmple Relief CP.pdf
  3. TLD2033-LCC-V1-XX-DR-L-0023 Location Plan Tmple Event CP.pdf
  4. TLD2033-LCC-V1-XX-DR-L-0024 Location Plan Tmple Event Field.pdf
  5. TLD2033-LCC-V1-XX-DR-L-0025 Location Plan Tmple Gate Lodge.pdf
  6. TLD2033-LCC-V1-XX-DR-L-0026 Location Plan Tmple Whitehead.pdf
  7. TLD2033-LCC-V1-XX-DR-L-0027 Location Plan Tmple Rose Gdn.pdf
  8. TLD2033-LCC-V1-XX-DR-L-0028 Location Plan Tmple Main.pdf
  9. TLD2033-LCC-V1-XX-DR-L-0029 Location Plan Tmple House.pdf
  10. TLD2033-LCC-V1-XX-DR-L-0030 Location Plan Tmple Elm 1of 2.pdf
  11. TLD2033-LCC-V1-XX-DR-L-0031 Location Plan Tmple Elm 2of 2.pdf
  12. TLD2033-LCC-V1-XX-DR-L-0032 Location Plan Rndhay Oak.pdf
  13. TLD2033-LCC-V1-XX-DR-L-0033 Location Plan Rndhay Tram.pdf
  14. TLD2033-LCC-V1-XX-DR-L-0034 Location Plan Tmple Golf.pdf
  15. TLD2033-LCC-V1-XX-DR-L-0035 Location Plan Rndhay Mansion Ln.pdf
  16. TLD2033-LCC-V1-XX-DR-L-0036 Location Plan Rndhay Mansion CP.pdf
  17. TLD2033-LCC-V1-XX-DR-L-0037 Location Plan Rndhay Lake.pdf
  18. TLD2033-LCC-V1-XX-DR-L-0038 Location Plan Rndhay Wetherby Rd.pdf
  19. TLD2033-LCC-V1-XX-DR-L-0039 Location Plan Soldiers Field West.pdf
  20. TLD2033-LCC-V1-XX-DR-L-0040 Location Plan Soldiers Field East.pdf
  21. TLD2033-LCC-V1-XX-DR-L-0041 Location Plan Gacre Otley Rd.pdf
  22. TLD2033-LCC-V1-XX-DR-L-0042 Location Plan Gacre Arthington.pdf
  23. TLD2033-LCC-V1-XX-DR-L-0043 Location Plan Chevin YorkG.pdf
  24. TLD2033-LCC-V1-XX-DR-L-0044 Location Plan Chevin SupView.pdf
  25. TLD2033-LCC-V1-XX-DR-L-0045 Location Plan Chevin EastQuarry.pdf
  26. TLD2033-LCC-V1-XX-DR-L-0046 Location Plan Chevin UpperShaw.pdf
  27. TLD2033-LCC-V1-XX-DR-L-0047 Location Plan Chevin LowerShaw.pdf
  28. TLD2033-LCC-V1-XX-DR-L-0048 Location Plan Middleton Bike.pdf

# Golf Car Park - Roundhay



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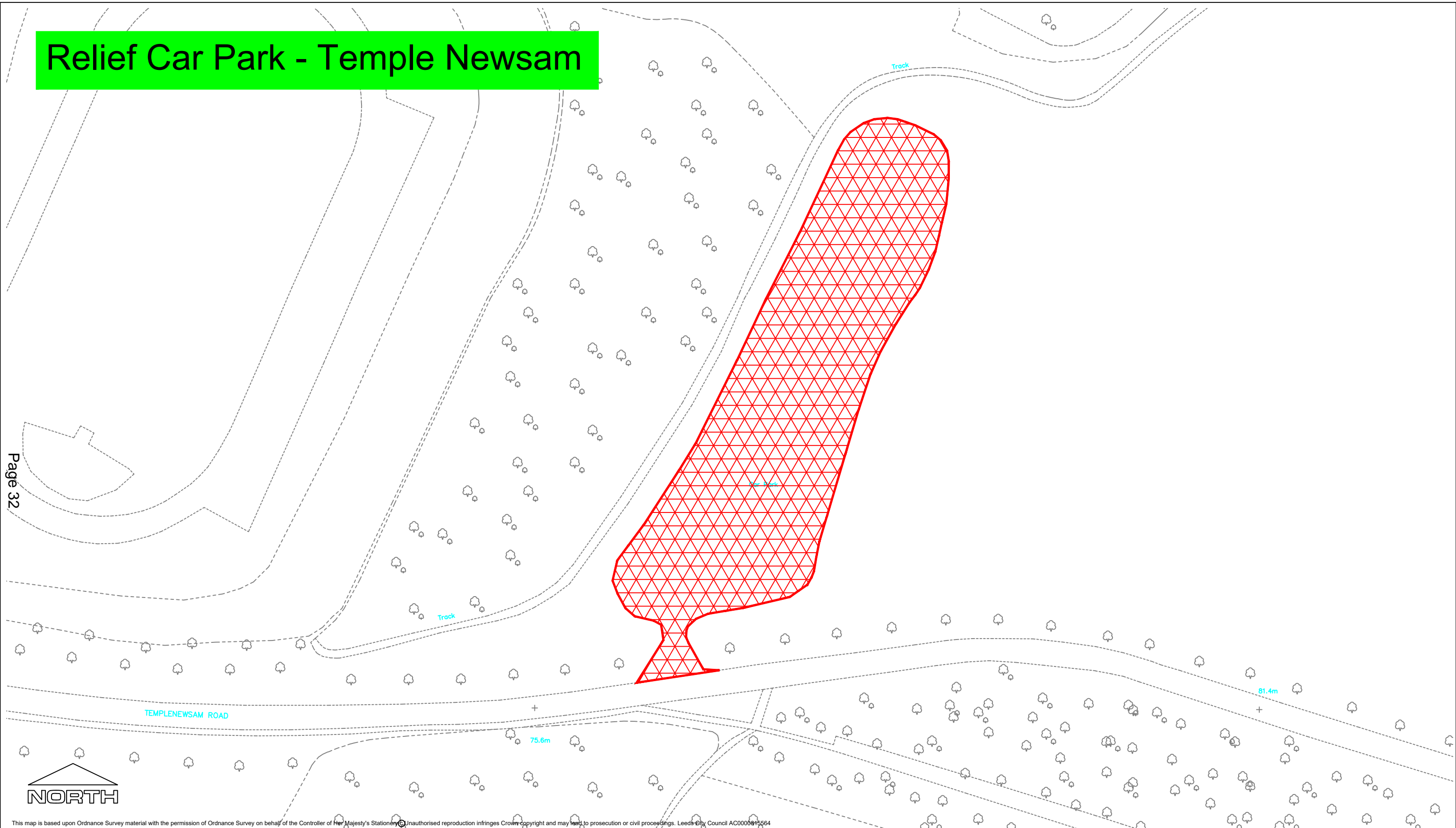
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Climate, Energy and Greenspaces Hall Lane Farnley Leeds LS12 5HA	
Leeds City Council	
Project: Proposed Traffic Regulation Order	
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# Relief Car Park - Temple Newsam



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TEMPLENEWSAM ROAD



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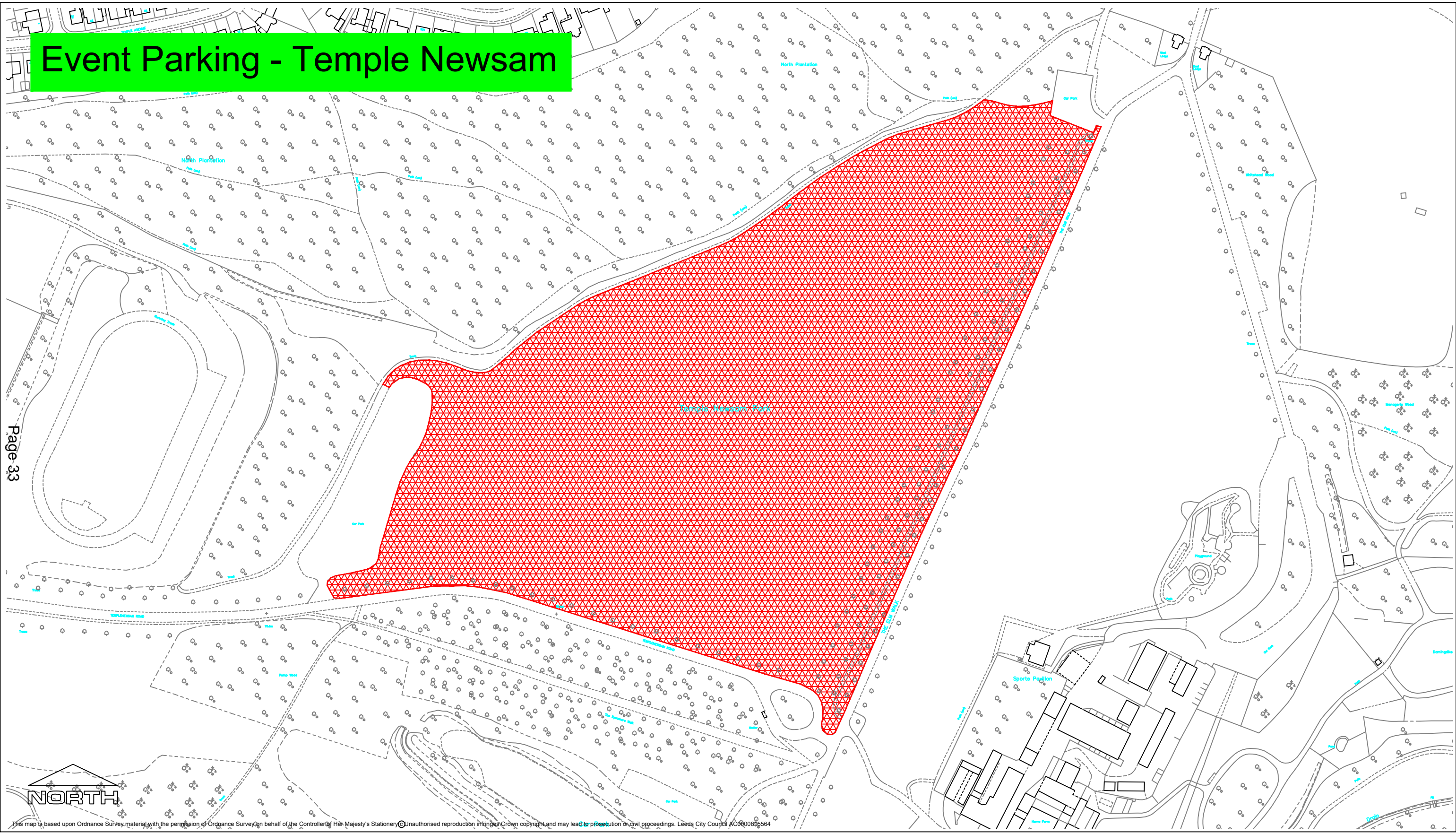
  

Climate, Energy and Greenspaces Hall Lane Farnley Leeds LS12 5HA	
	
Project Proposed Traffic Regulation Order	
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# Event Parking - Temple Newsam



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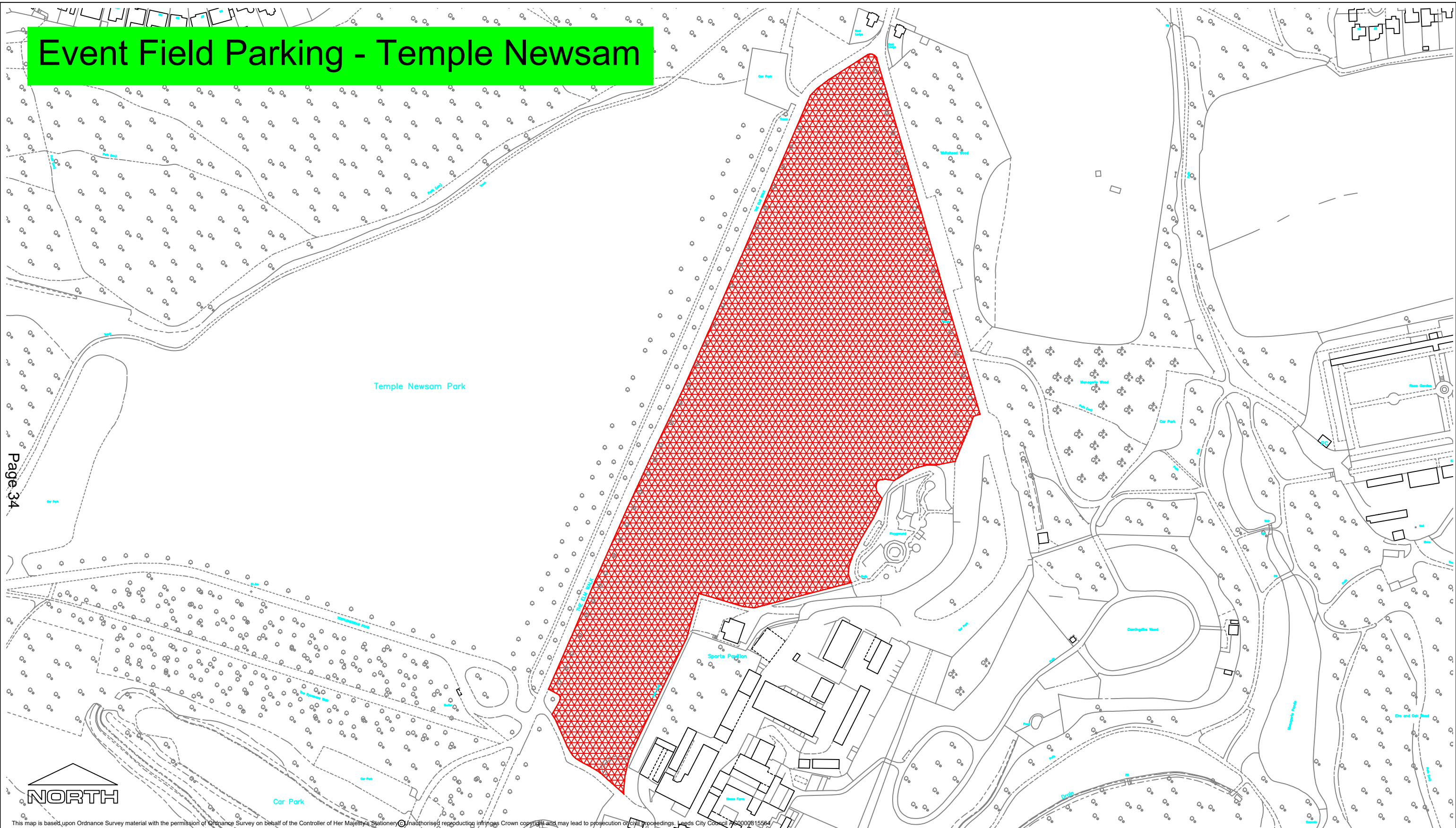
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Climate, Energy and Greenspaces	
Hall Lane	
Farnley	
Leeds	
LS12 5HA	
	
Project: Proposed Traffic Regulation Order	
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# Event Field Parking - Temple Newsam



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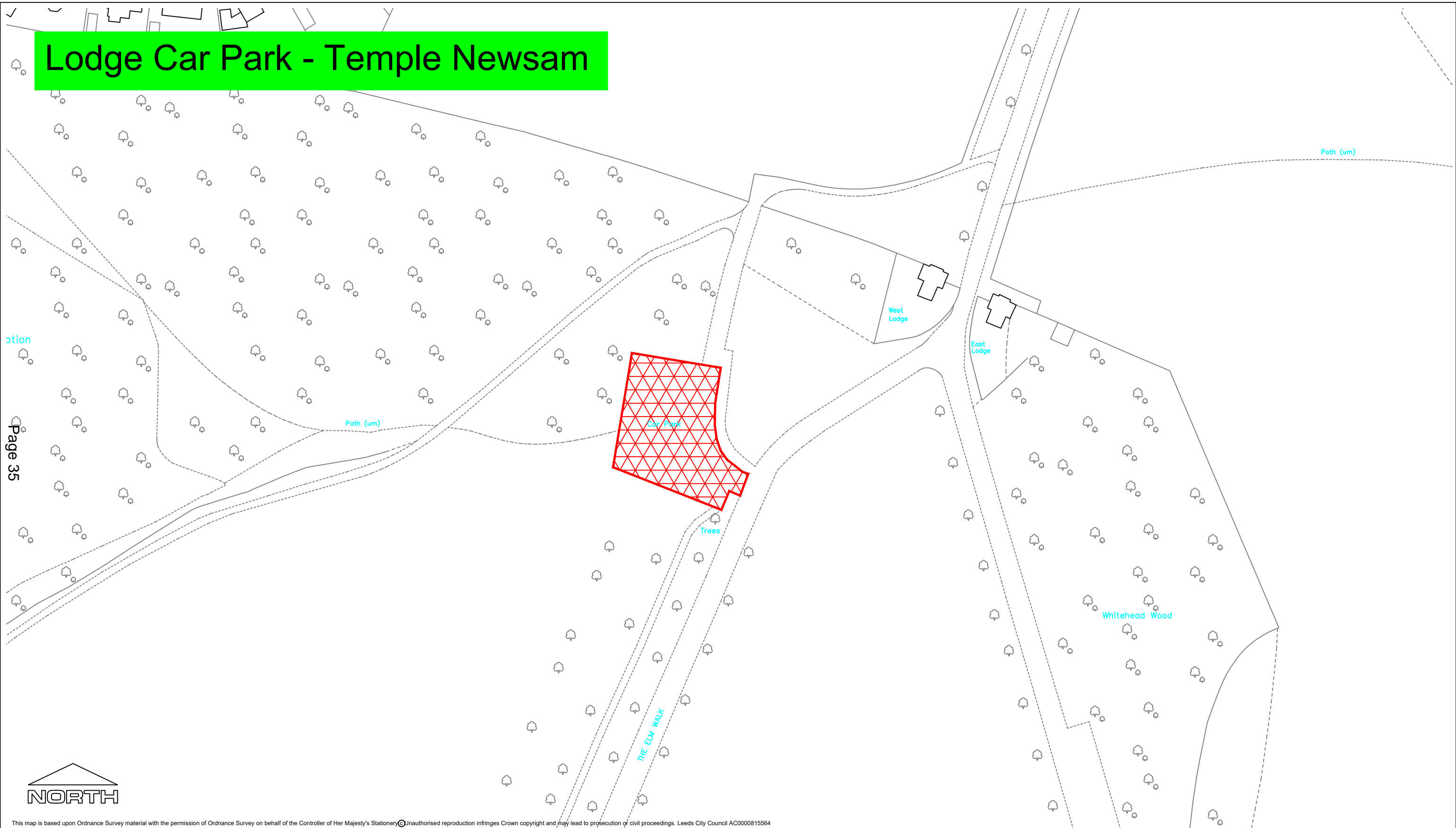
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Climate, Energy and Greenspaces Hall Lane Farnley Leeds LS12 5HA	
Leeds CITY COUNCIL	
Project Proposed Traffic Regulation Order	
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Date 22.05.24	Date 22.05.24
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Drawing Number TLD2033-LCC-V1-XX-DR-L-0024	Revision 01

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# Lodge Car Park - Temple Newsam



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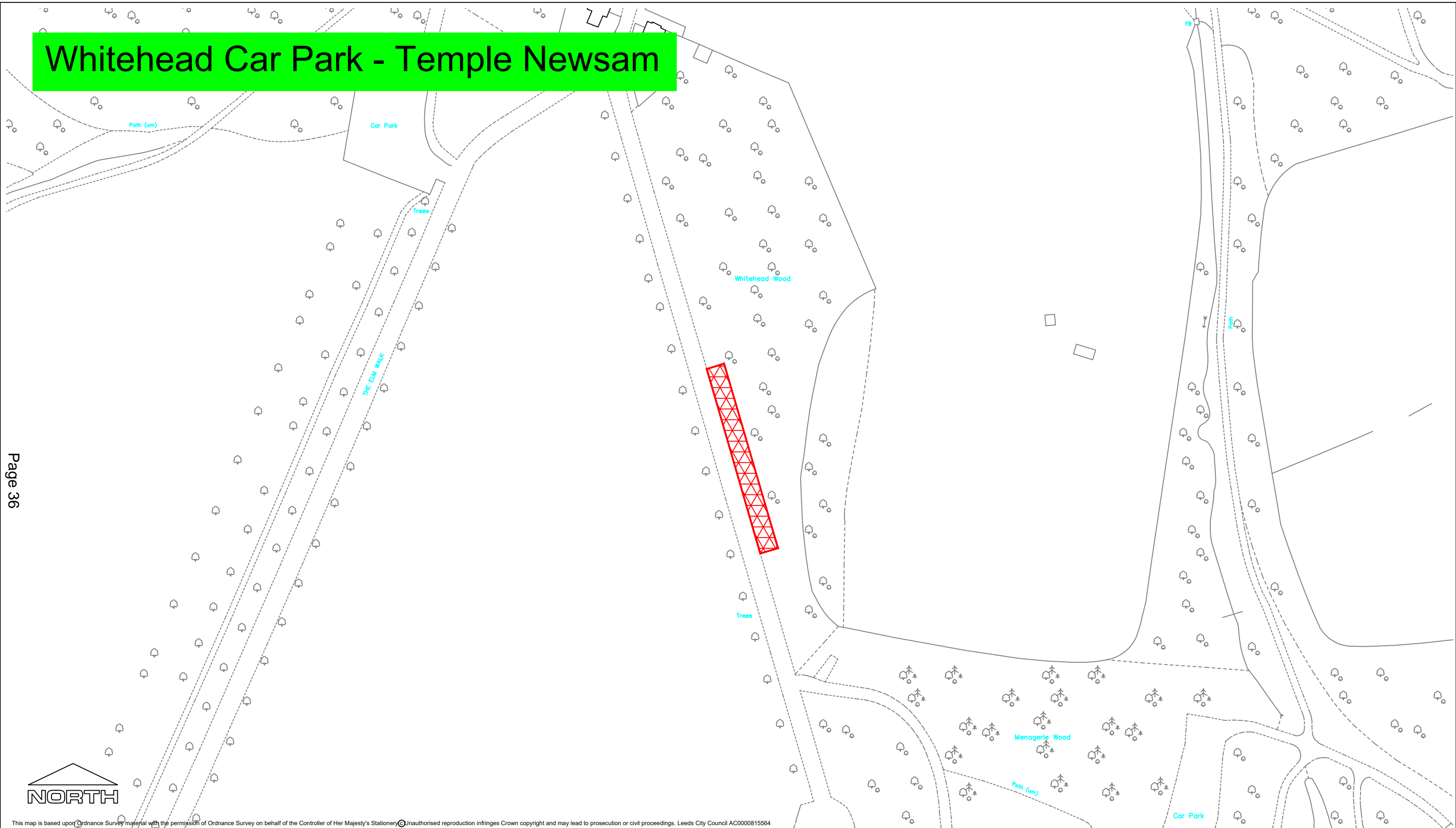
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Leeds CITY COUNCIL	Hall Lane Farnley Leeds LS12 5HA
Project: Proposed Traffic Regulation Order	
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# Whitehead Car Park - Temple Newsam



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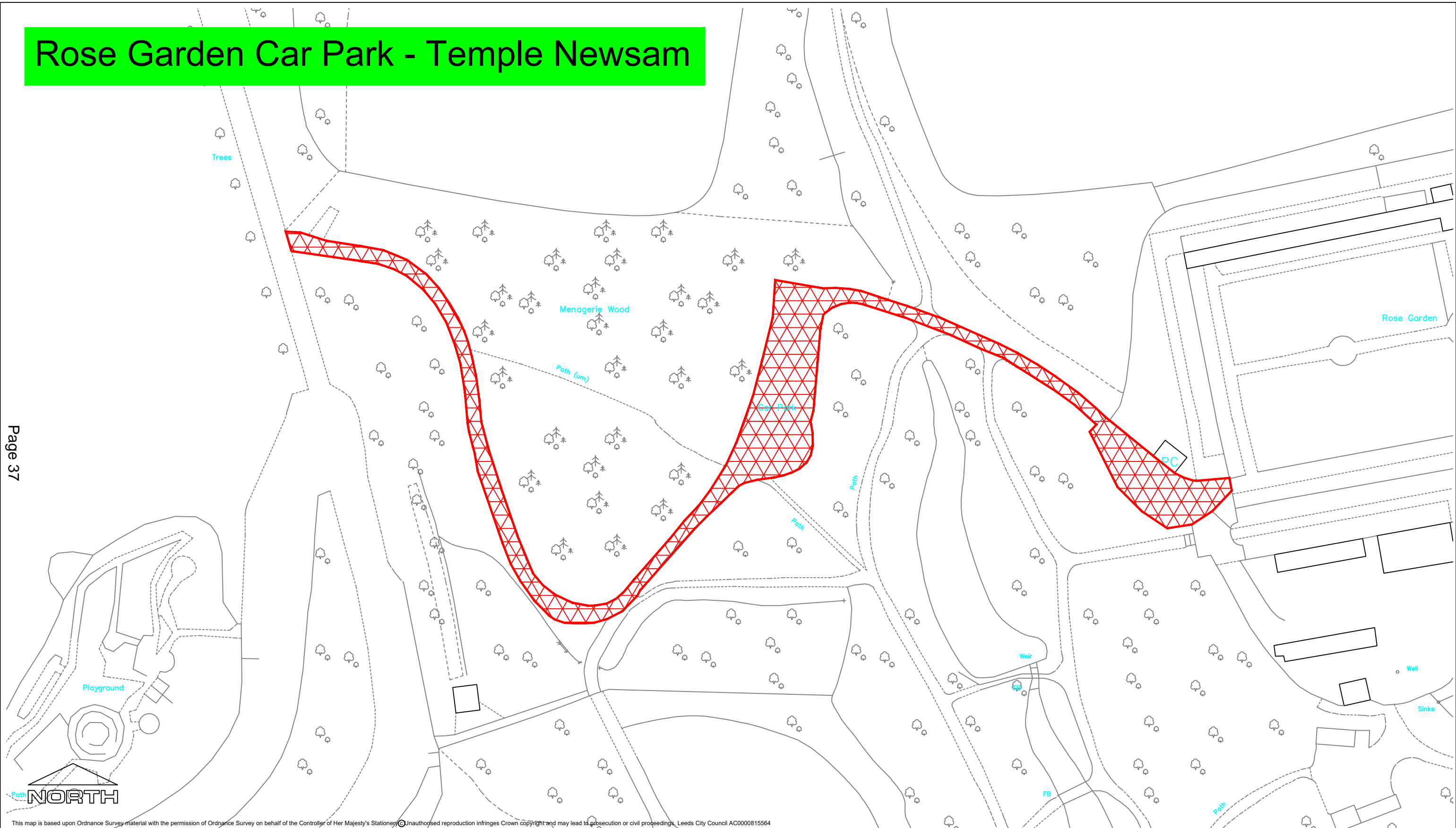
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Leeds City Council	Hall Lane Farnley Leeds LS12 5HA
Project: Proposed Traffic Regulation Order	
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# Rose Garden Car Park - Temple Newsam



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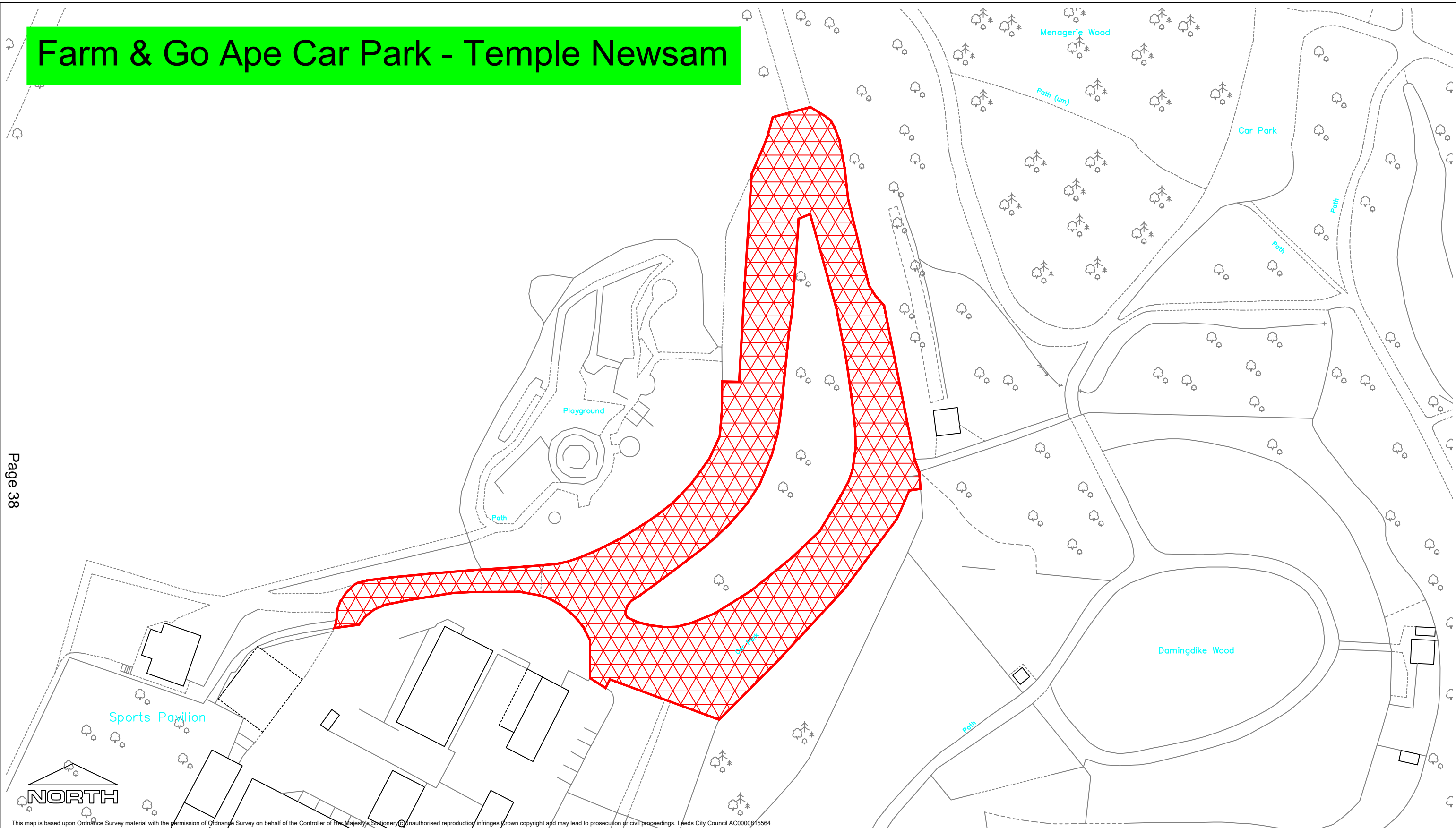
  

Climate, Energy and Greenspaces	
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Project: Proposed Traffic Regulation Order	
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# Farm & Go Ape Car Park - Temple Newsam

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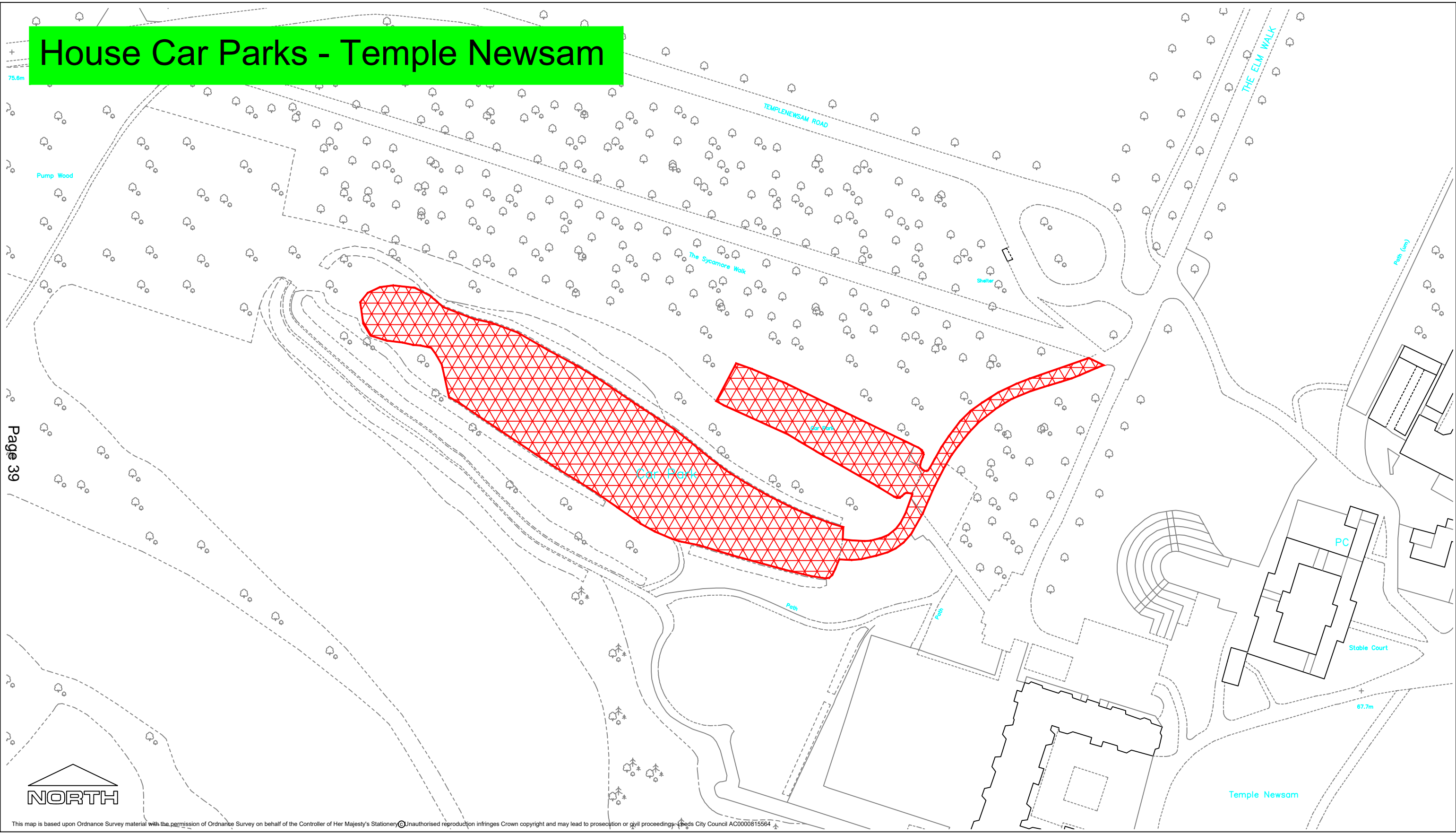
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Climate, Energy and Greenspaces Hall Lane Farnley Leeds LS12 5HA	
	
Project Proposed Traffic Regulation Order	
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# House Car Parks - Temple Newsam



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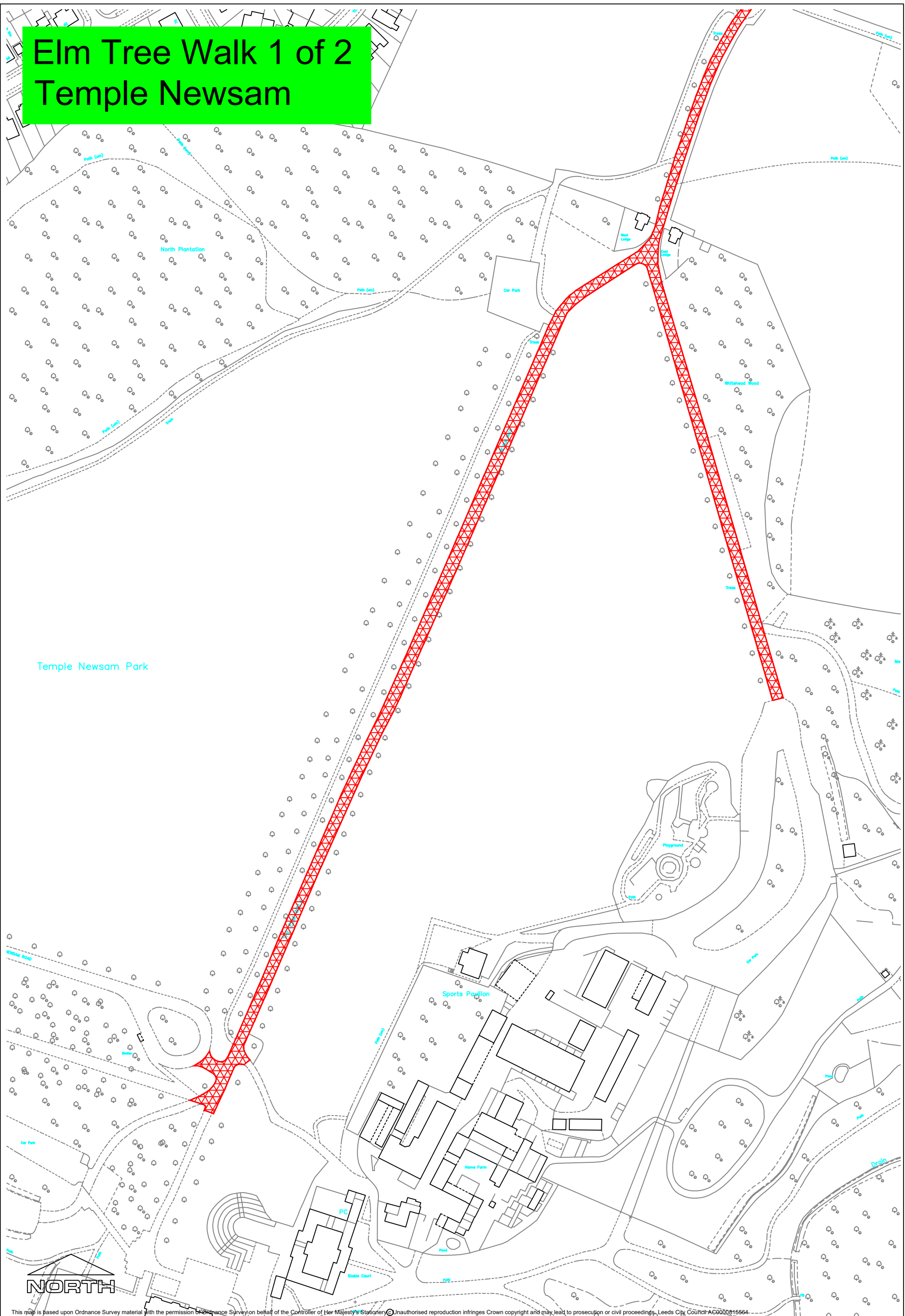
  

Climate, Energy and Greenspaces	
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Leeds	
LS12 5HA	
Leeds City Council	
Project: Proposed Traffic Regulation Order	
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# Elm Tree Walk 1 of 2

## Temple Newsam



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### Key

 Site of Proposed Traffic Regulation Order

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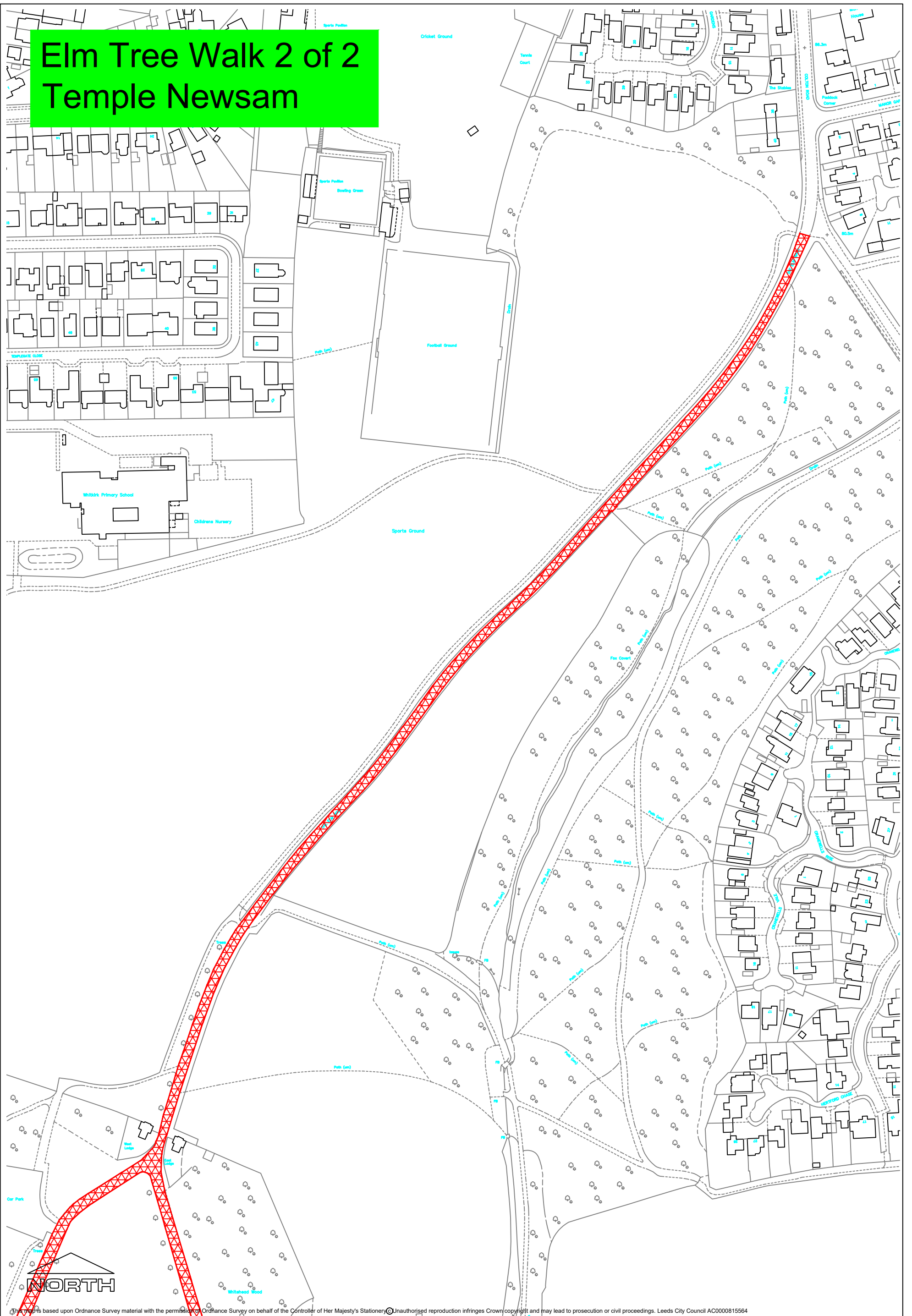
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Project: Proposed Traffic Regulation Order		
Title: Elm Tree Walk - Temple Newsam 1 of 2		
Drawn: DB	Scale: 1:2000@A3	Date: 22.05.24
Drawing Number: TLD2033-LCC-V1-XX-DR-L-0030	Checked: PC	Revision: 01

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# Elm Tree Walk 2 of 2 Temple Newsam



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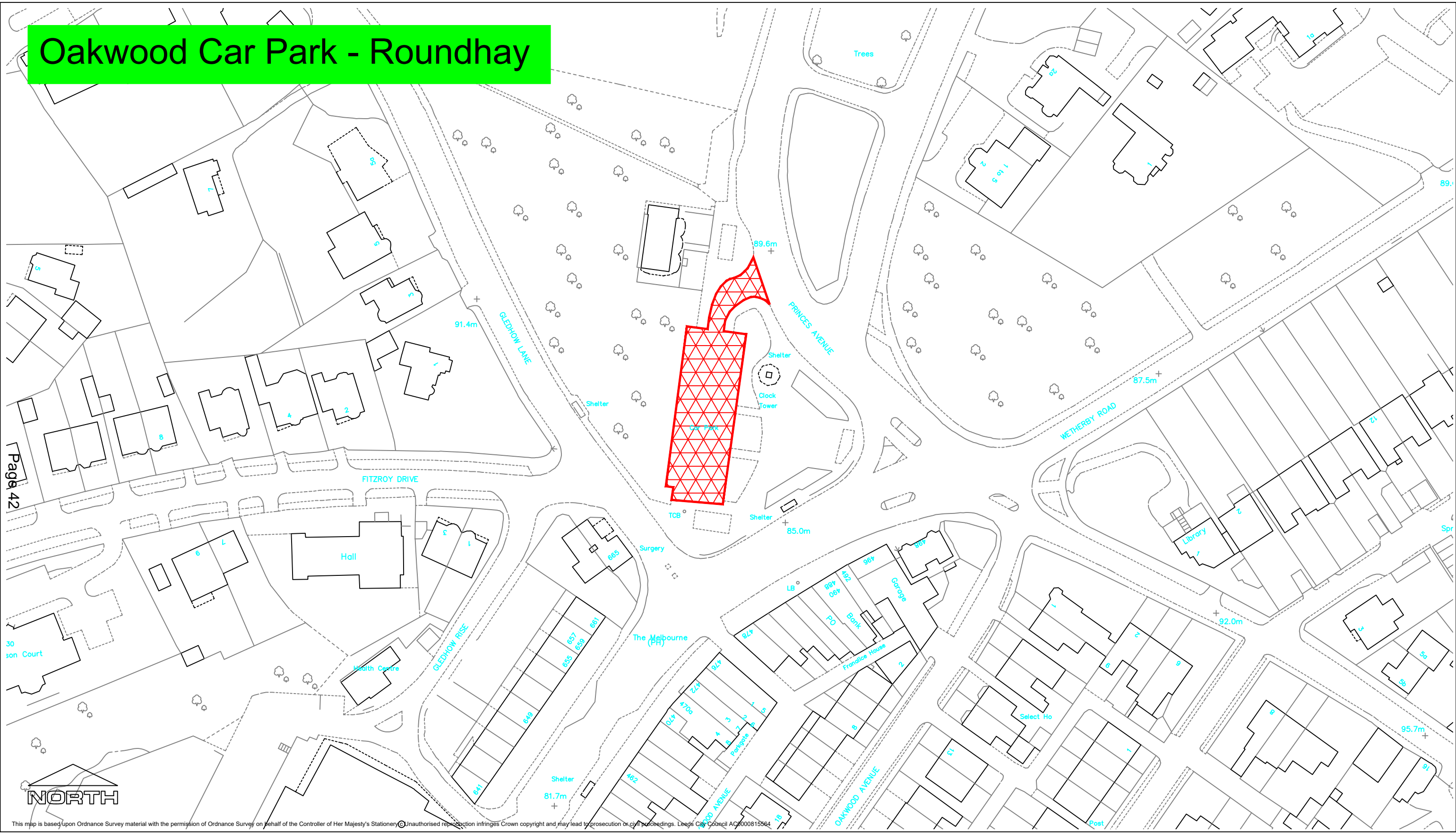
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Revision number	Date	Description
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Project: Proposed Traffic Regulation Order	
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Date: 22.05.24	Checked: 1 PC
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# Oakwood Car Park - Roundhay



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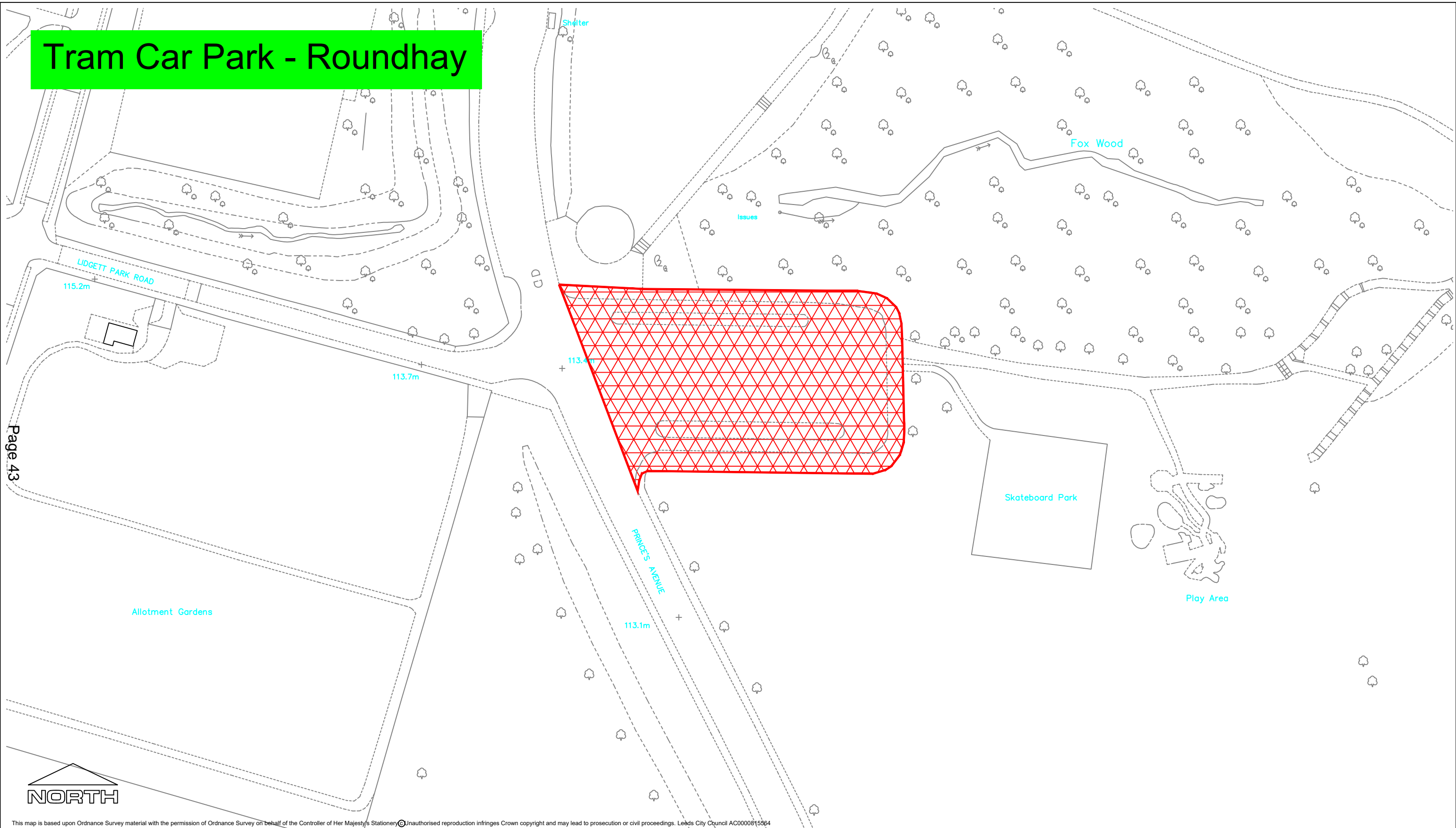
Revision number	Date	Description
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Leeds City Council	
Project: Proposed Traffic Regulation Order	
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Drawing Number: TLD2033-LCC-V1-XX-DR-L-0032	Revision: 01

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# Tram Car Park - Roundhay



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**Key**  
 Site of Proposed Traffic Regulation Order


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# A3

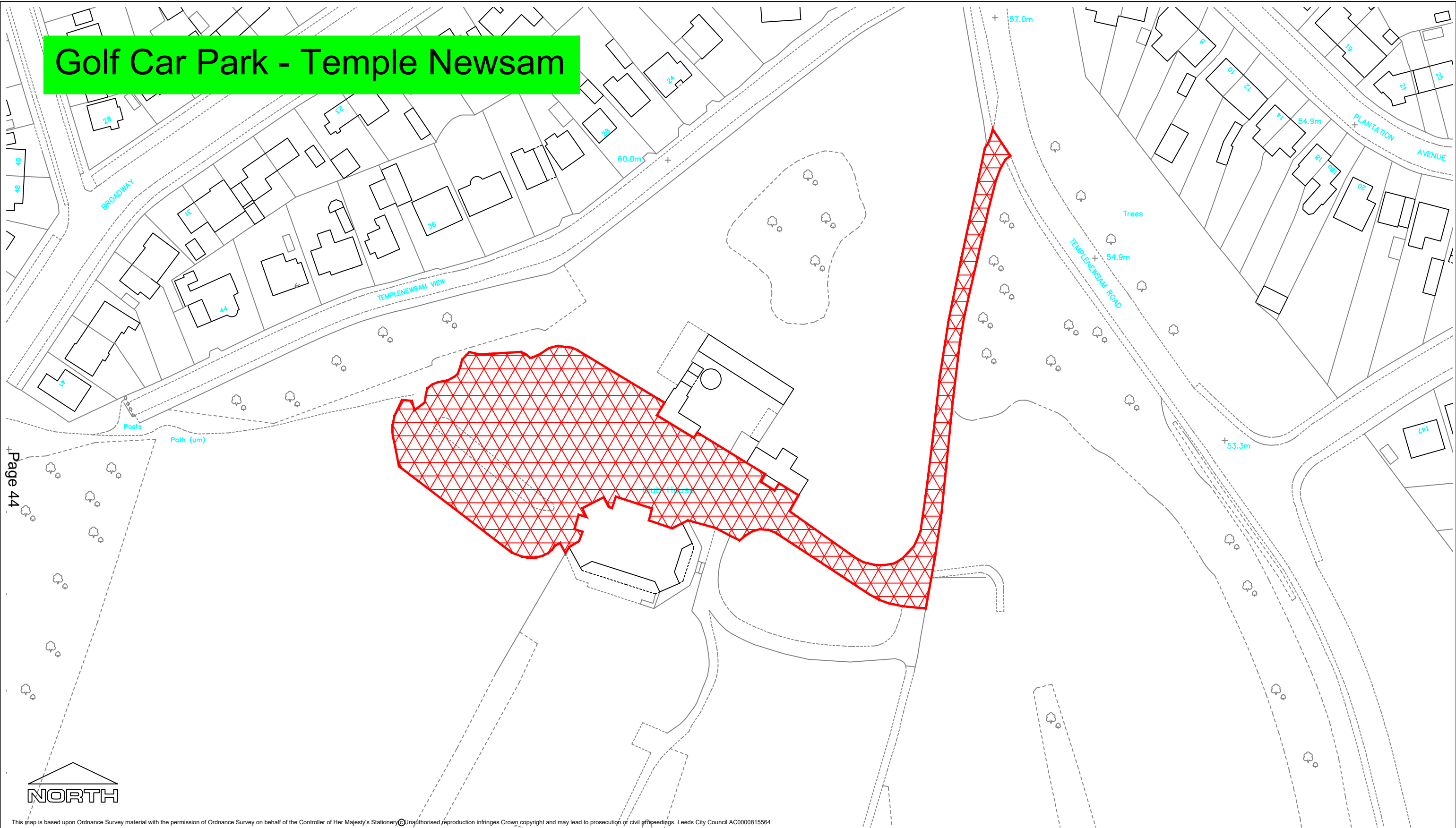
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Revision number	Date	Description
1	22.05.24	Issue 1

Climate, Energy and Greenspaces	
	Hall Lane Farnley Leeds LS12 5HA
Project Proposed Traffic Regulation Order	
Title Tram Car Park - Roundhay Park	
Drawn DB	Scale 1:1000@A3
Date 22.05.24	Checked PC
Drawing Number TLD2033-LCC-V1-XX-DR-L-0033	Revision 01

# Golf Car Park - Temple Newsam



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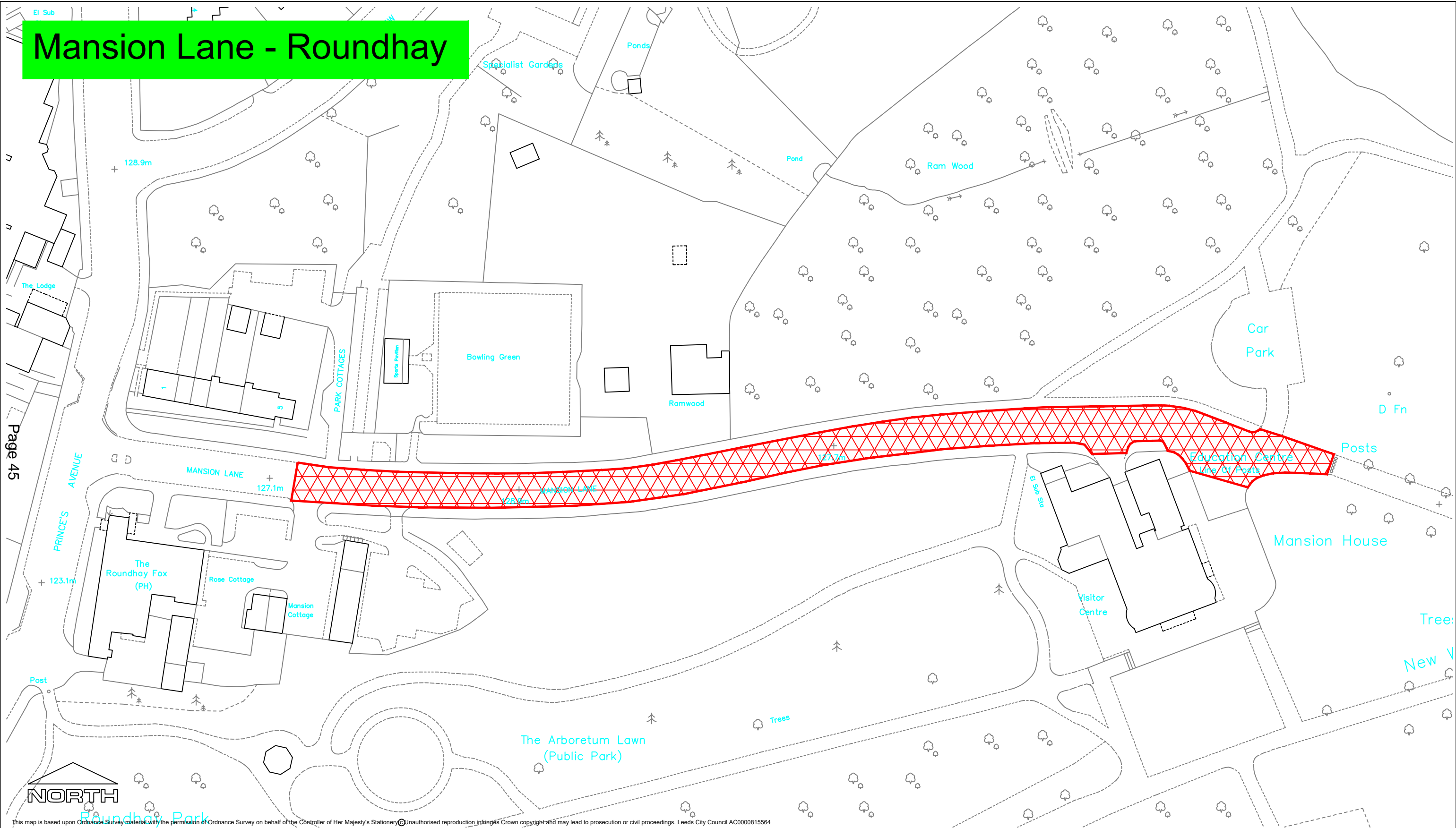
Revision number	Date	Description
1	22.05.24	Issue 1

Climate, Energy and Greenspaces Hall Lane Farnley Leeds LS12 5HA	
Leeds CITY COUNCIL	
Project Proposed Traffic Regulation Order	
Title Golf Car Park - Temple Newsam	
Drawn DB	Scale 1:1000@A3
Date 22.05.24	Checked PC
Drawing Number TLD2033-LCC-V1-XX-DR-L-0021	Revision 01

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# Mansion Lane - Roundhay



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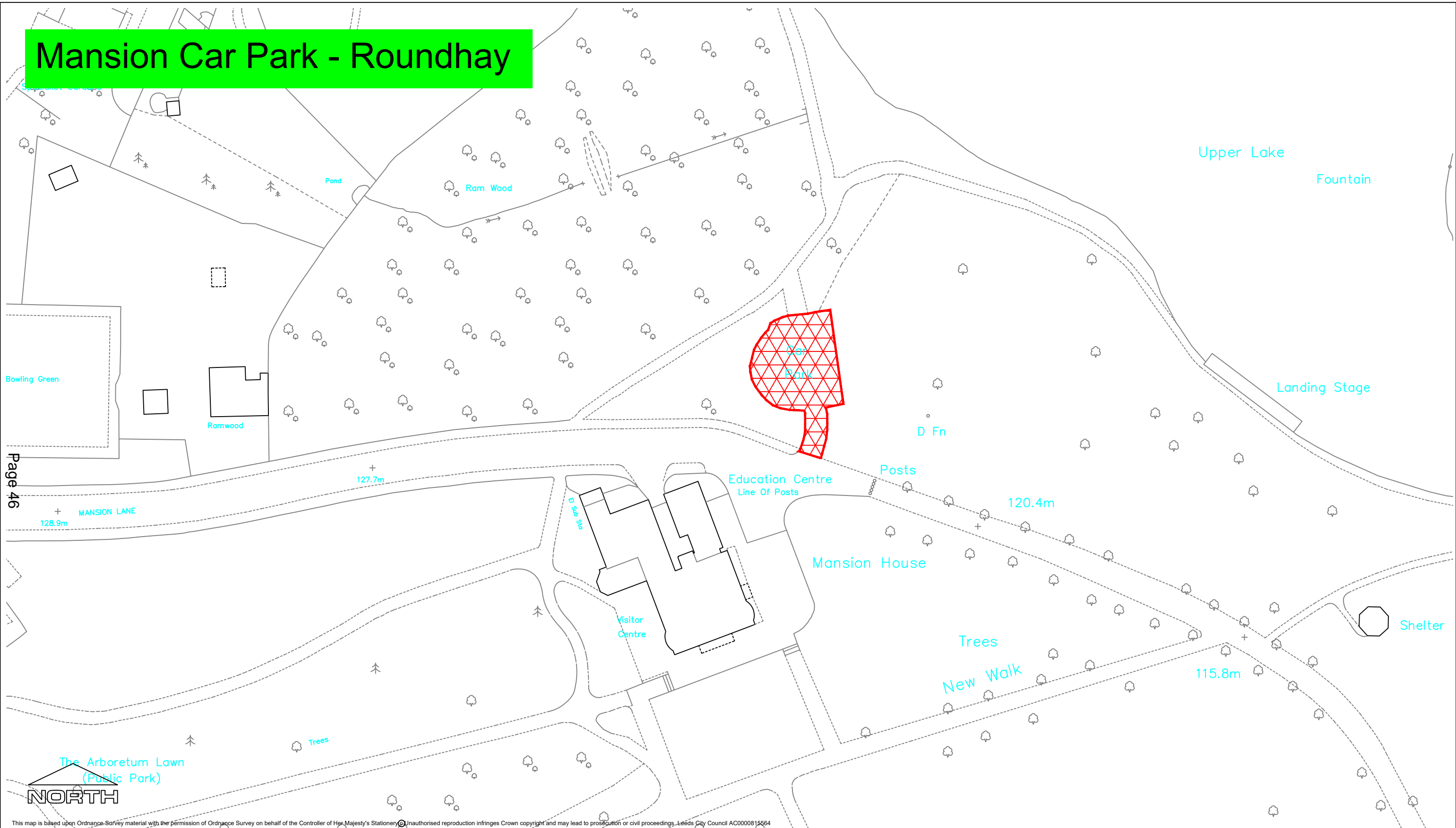
Revision number	Date	Description
1	22.05.24	Issue 1

Climate, Energy and Greenspaces	
Hall Lane	
Farnley	
Leeds	
LS12 5HA	
Leeds City Council	
Project: Proposed Traffic Regulation Order	
Title: Mansion Lane Parking - Roundhay Park	
Drawn: DB	Scale: 1:1000@A3
Date: 22.05.24	Checked: PC
Drawing Number: TLD2033-LCC-V1-XX-DR-L-0035	Revision: 01

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# Mansion Car Park - Roundhay



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Revision number	Date	Description
1	22.05.24	Issue 1

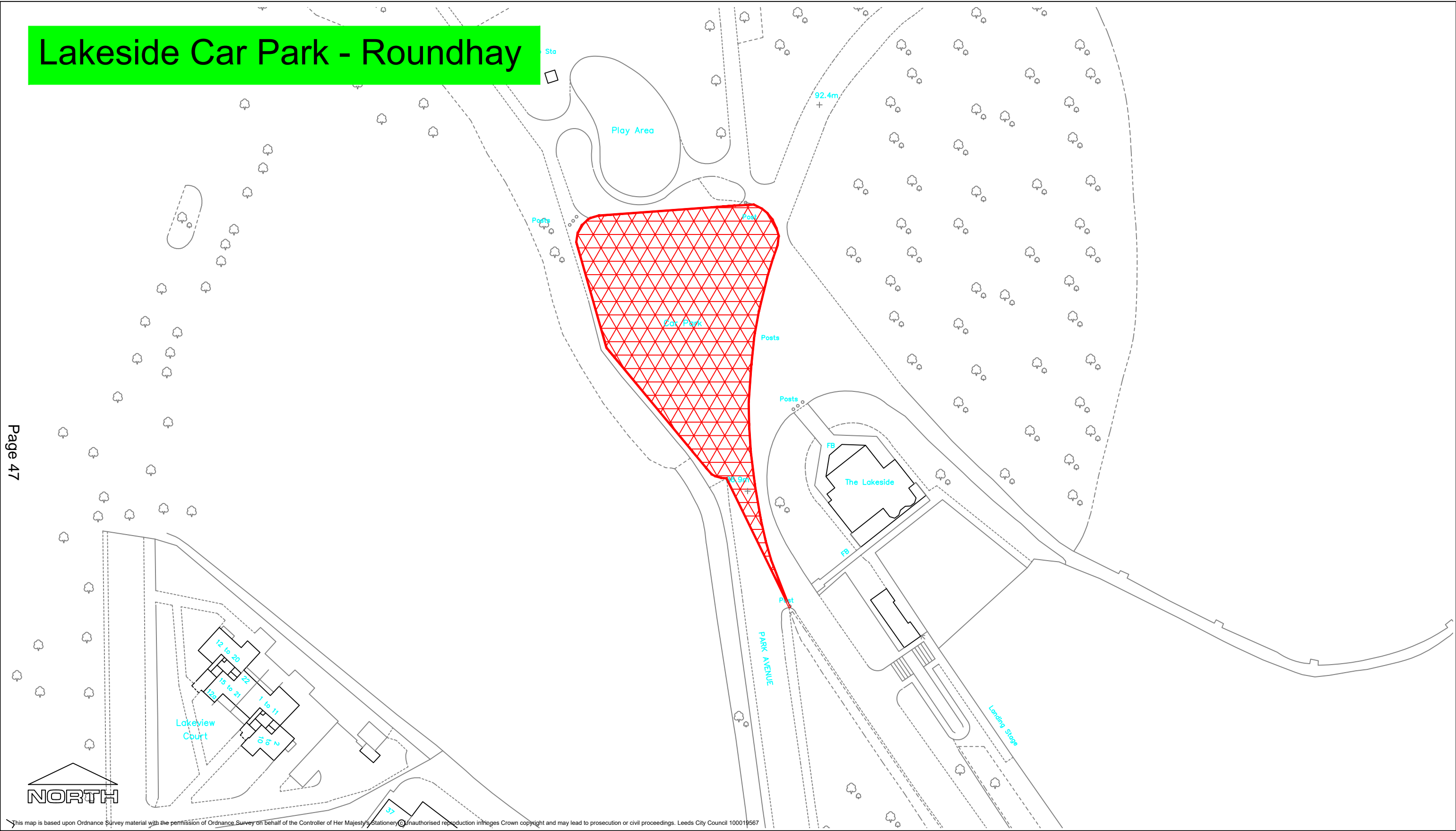
  

Climate, Energy and Greenspaces	
Leeds City Council	Hall Lane Farnley Leeds LS12 5HA
Project: Proposed Traffic Regulation Order	
Title: Mansion Car Park - Roundhay Park	
Drawn: DB	Scale: 1:1000@A3
Date: 22.05.24	Checked: PC
Drawing Number: TLD2033-LCC-V1-XX-DR-L-0036	Revision: 01

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# Lakeside Car Park - Roundhay

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**Key**  
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# A3

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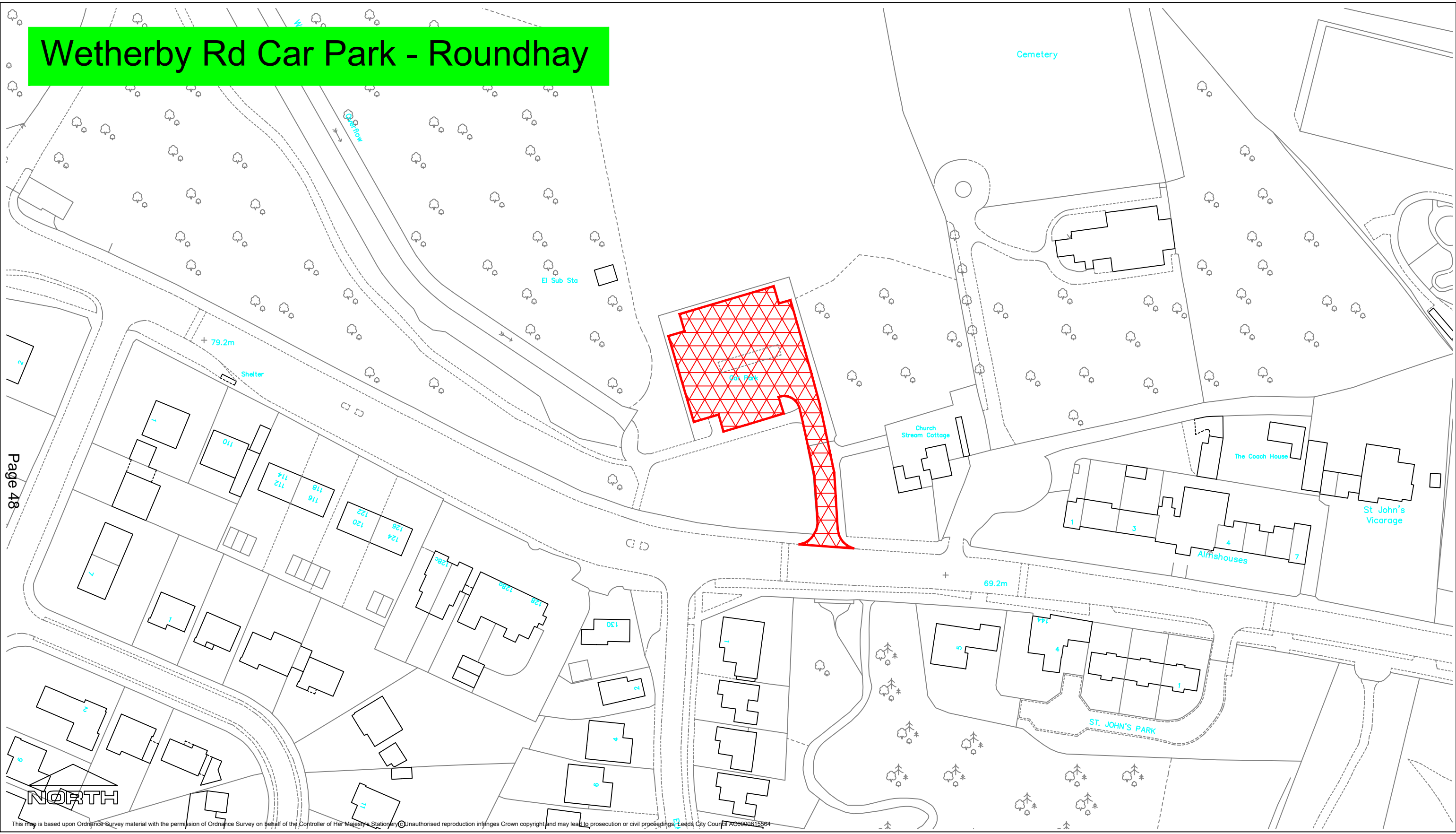
Revision number	Date	Description
1	22.05.24	Issue 1

Climate, Energy and Greenspaces Hall Lane Farnley Leeds LS12 5HA	
	
Project Proposed Traffic Regulation Order	
Title Lakeside Car Park - Roundhay Park	
Drawn DB	Scale 1:1000@A3
Date 22.05.24	Checked PC
Drawing Number TLD2033-LCC-V1-XX-DR-L-0037	Revision 01

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# Wetherby Rd Car Park - Roundhay



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1	22.05.24	Issue 1

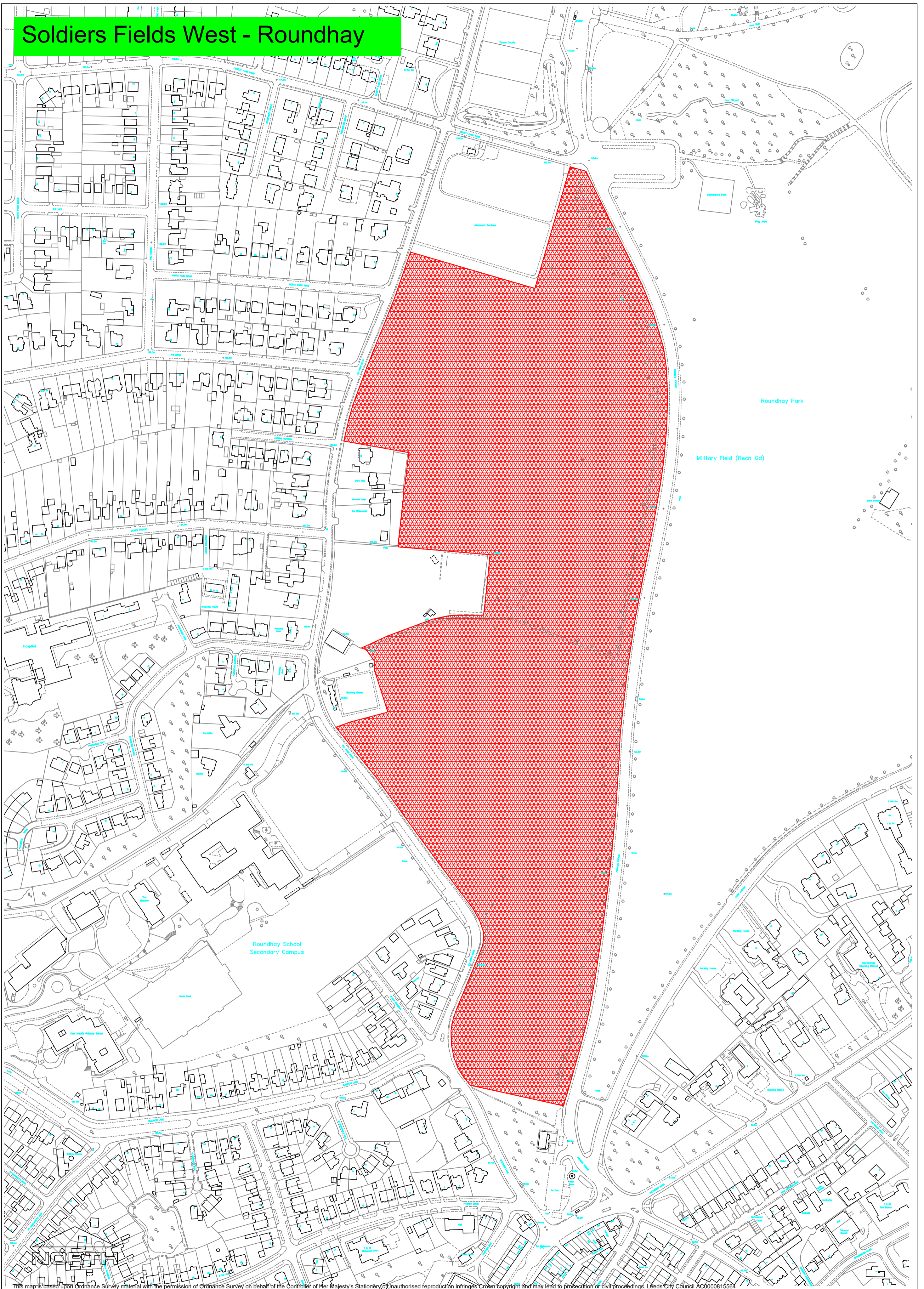
  

Climate, Energy and Greenspaces	
Hall Lane	
Farnley	
Leeds	
LS12 5HA	
	
Project: Proposed Traffic Regulation Order	
Title: Wetherby Road Car Park - Roundhay Park	
Drawn: DB	Scale: 1:1000@A3
Date: 22.05.24	Checked: PC
Drawing Number: TLD2033-LCC-V1-XX-DR-L-0038	Revision: 01

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# Soldiers Fields West - Roundhay



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### Key

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# A2

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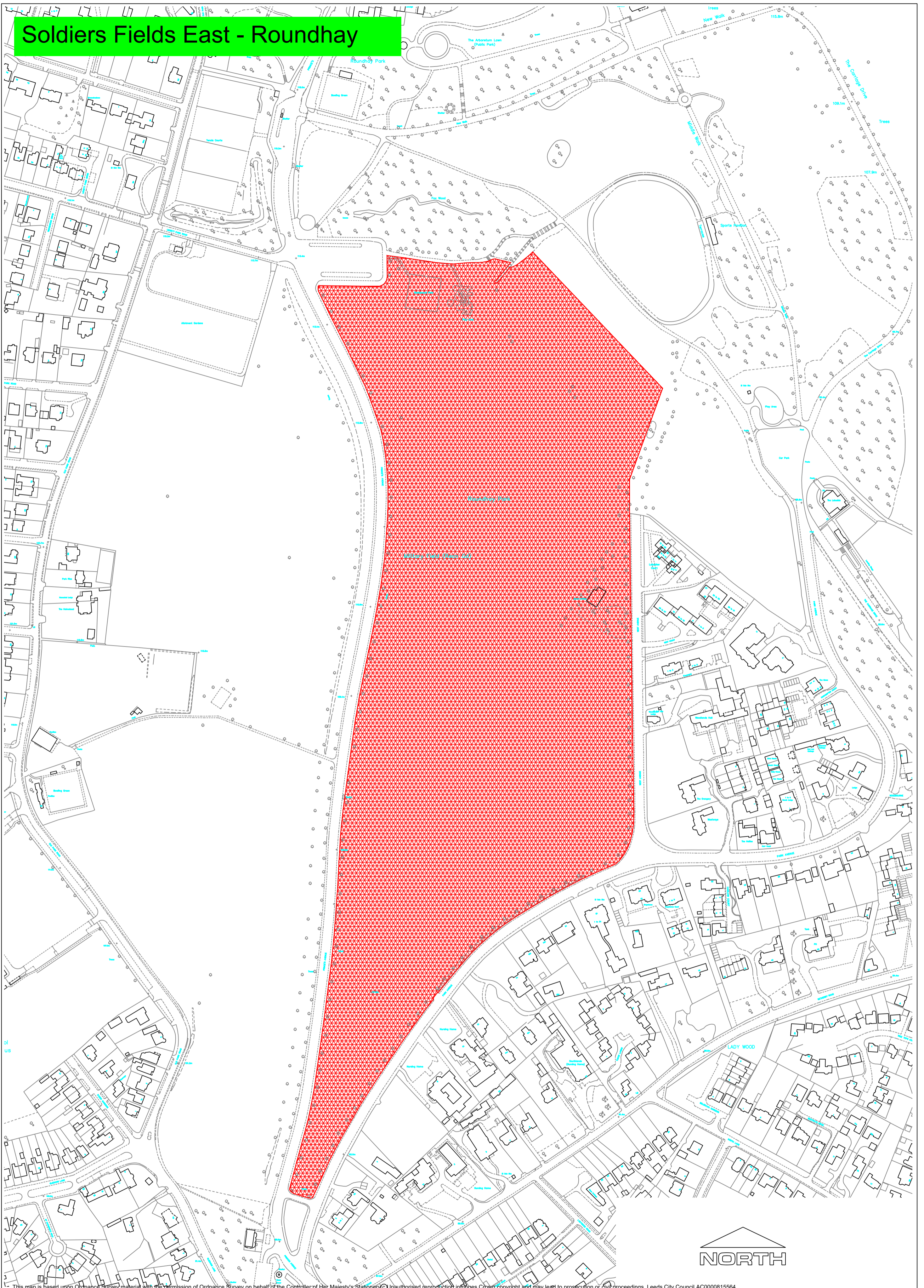
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Revision number	Date	Description
1	7.6.24	Issue

Climate, Energy and Greenspaces		Hall Lane	
Leeds City Council		Leeds	
Project		LS12 9HA	
Proposed Traffic Regulation Order			
Title			
Soldiers Field West - Roundhay Park			
Drawn	DB	Scale	1:2500@A2
Date	7.6.24	Checked	PC
Drawing Number	TLD2033-LCC-V1-XX-DR-L-0039	Revision	01

# Soldiers Fields East - Roundhay




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## A2

Revision number	Date	Description
1	7.6.24	Issue

Climate, Energy and Greenspaces  
Hall Lane  
Farnley  
Leeds  
LS12 9HA



Project:  
Proposed Traffic Regulation Order

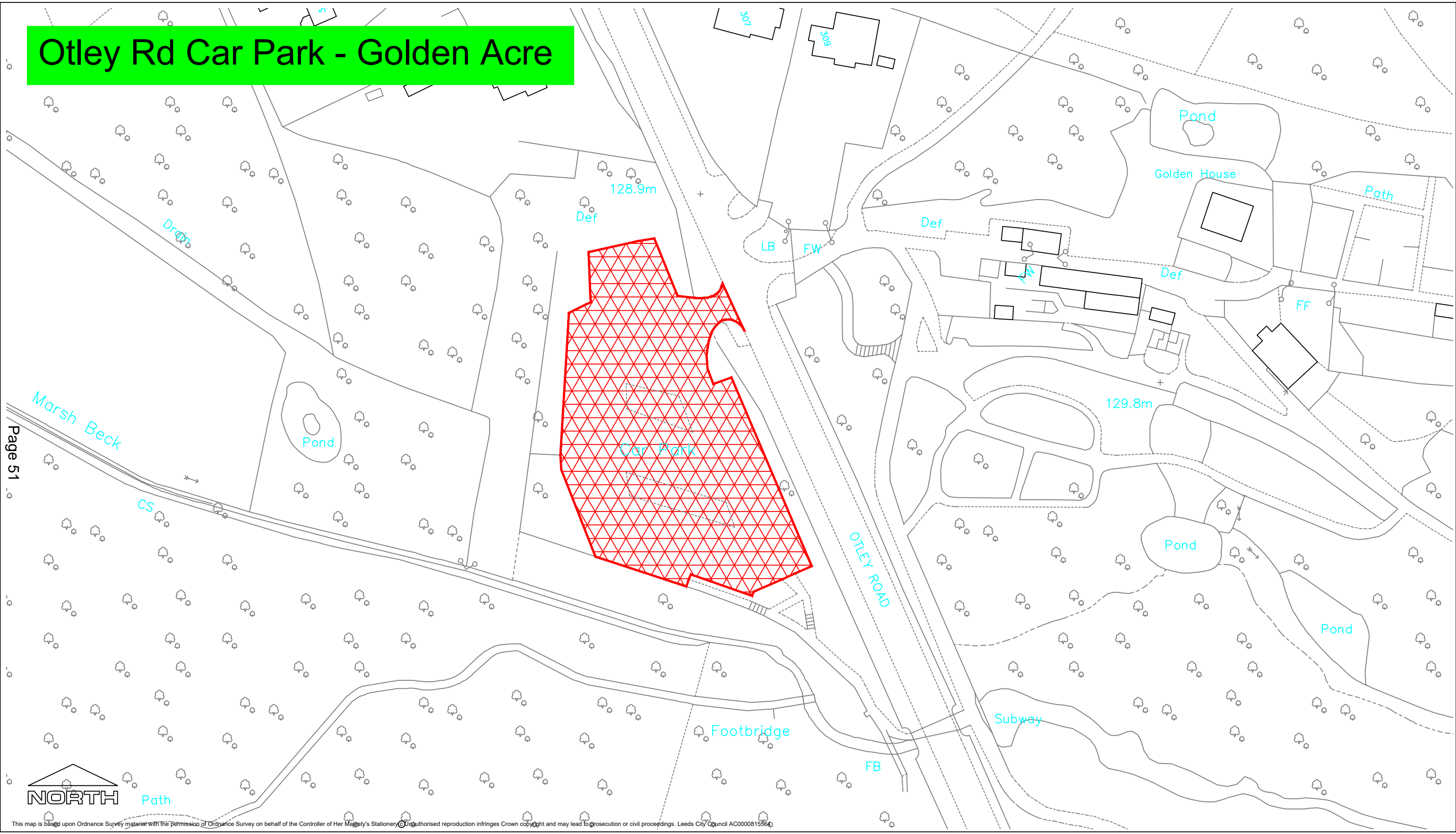
Title:  
Soldiers Field East - Roundhay Park

Drawn: DB	Scale: 1:2500@A2	Date: 7.6.24	Checked: PC
Drawing Number: TLD2033-LCC-V1-XX-DR-L-0040	Revision: 01		

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# Otley Rd Car Park - Golden Acre



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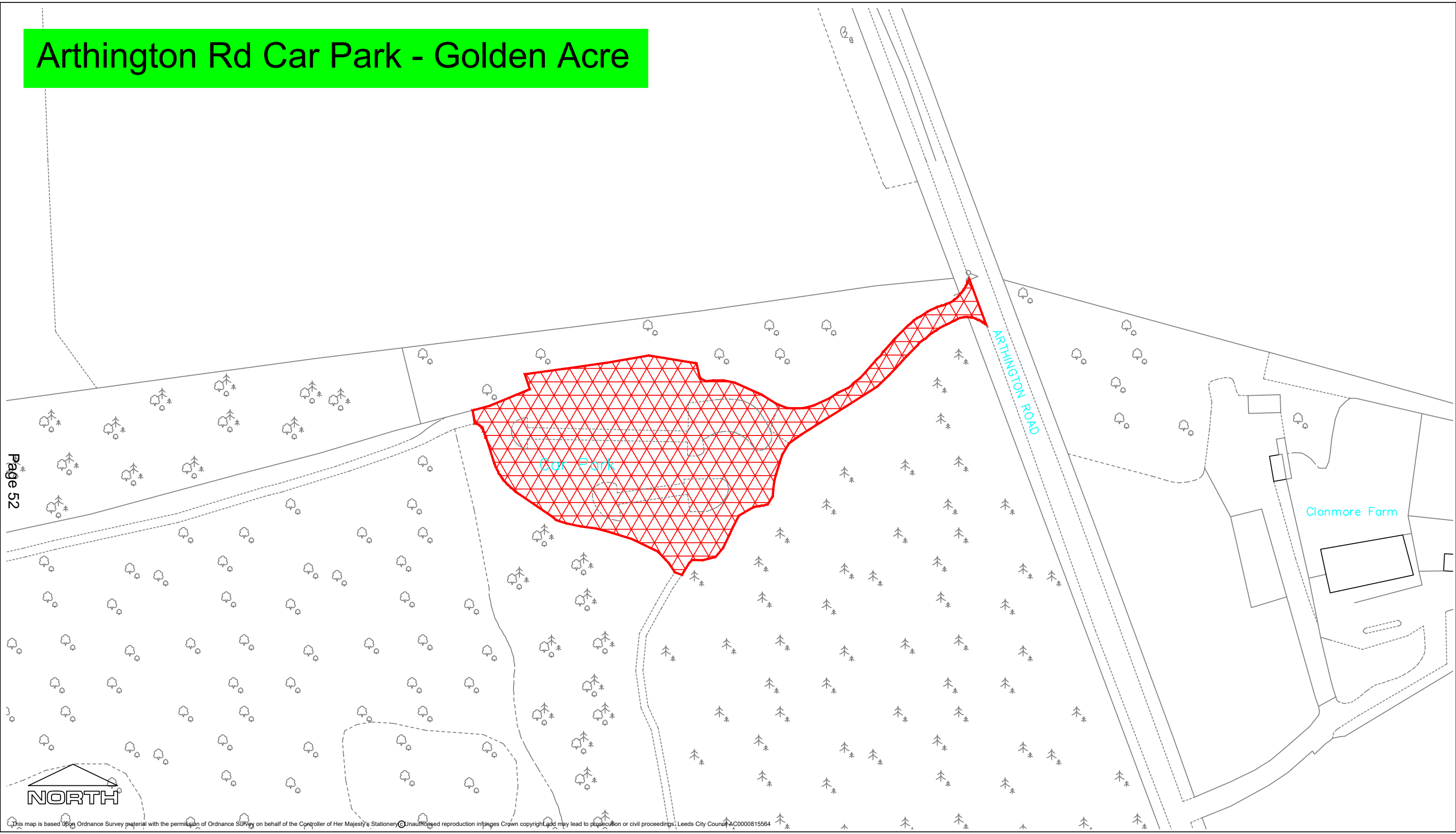
Revision number	Date	Description
1	22.05.24	Issue 1

Climate, Energy and Greenspaces Hall Lane Leeds Leeds LS12 5HA	
Leeds CITY COUNCIL	
Project: Proposed Traffic Regulation Order	
Title: Otley Road Car Park - Golden Acre Park	
Drawn: DB	Scale: 1:1000@A3
Date: 22.05.24	Checked: PC
Drawing Number: TLD2033-LCC-V1-XX-DR-L-0041	Revision: 01

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# Arthington Rd Car Park - Golden Acre



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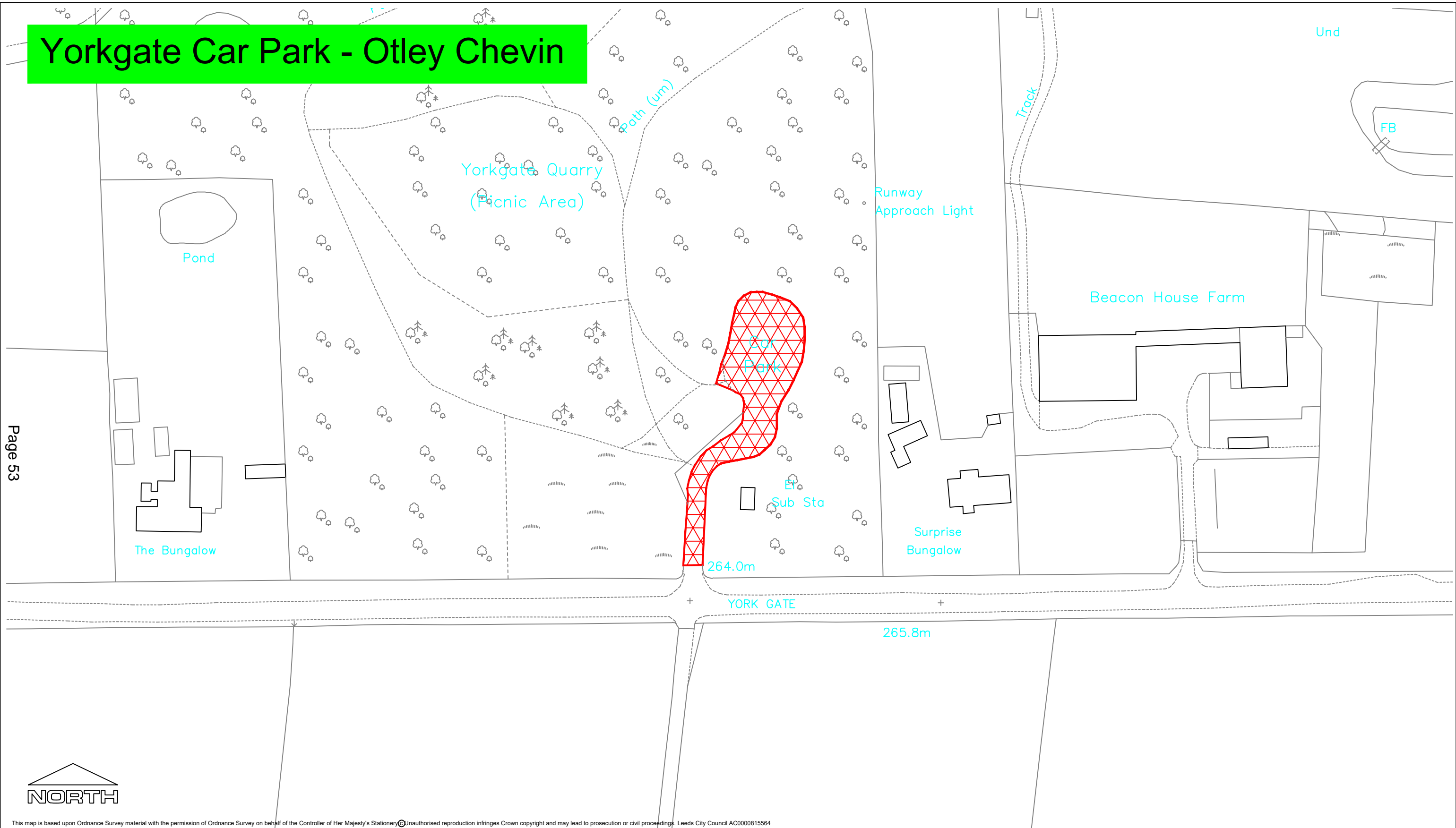
Revision number	Date	Description
1	22.05.24	Issue 1

Climate, Energy and Greenspaces	
	Hall Lane Farnley Leeds LS12 5HA
Project Proposed Traffic Regulation Order	
Title Arthington Road Car Park - Golden Acre Park	
Drawn DB	Scale 1:1000@A3
Date 22.05.24	Checked PC
Drawing Number TLD2033-LCC-V1-XX-DR-L-0042	Revision 01

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# Yorkgate Car Park - Otley Chevin



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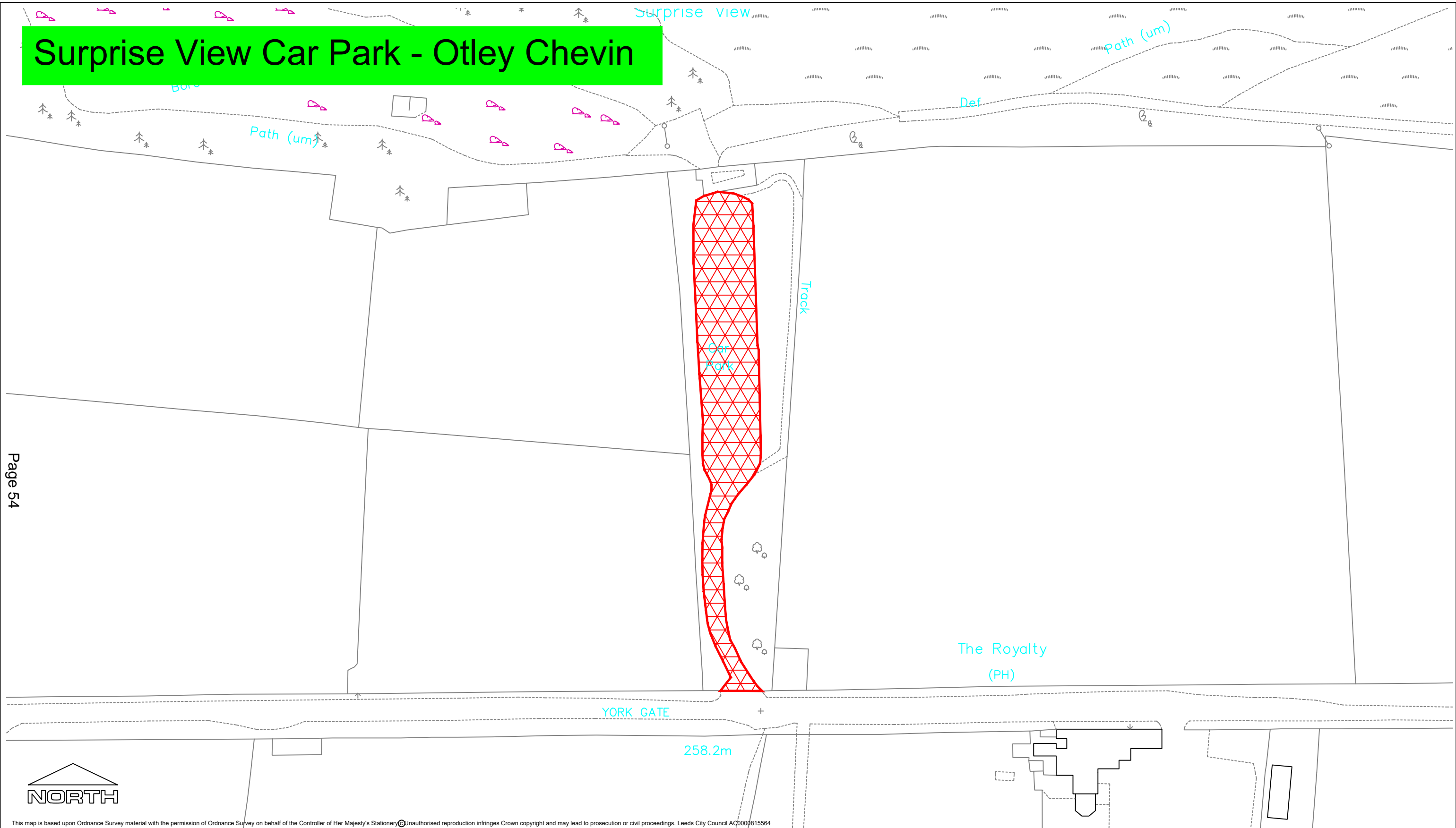
Revision number	Date	Description
1	22.05.24	Issue 1

Climate, Energy and Greenspaces	
	Hall Lane Farnley Leeds LS12 5HA
Project Proposed Traffic Regulation Order	
Title York Gate Car Park - Otley Chevin	
Drawn DB	Scale 1:1000@A3
Date 22.05.24	Checked PC
Drawing Number TLD2033-LCC-V1-XX-DR-L-0043	Revision 01

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# Surprise View Car Park - Otley Chevin



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Revision number	Date	Description
1	22.05.24	Issue 1

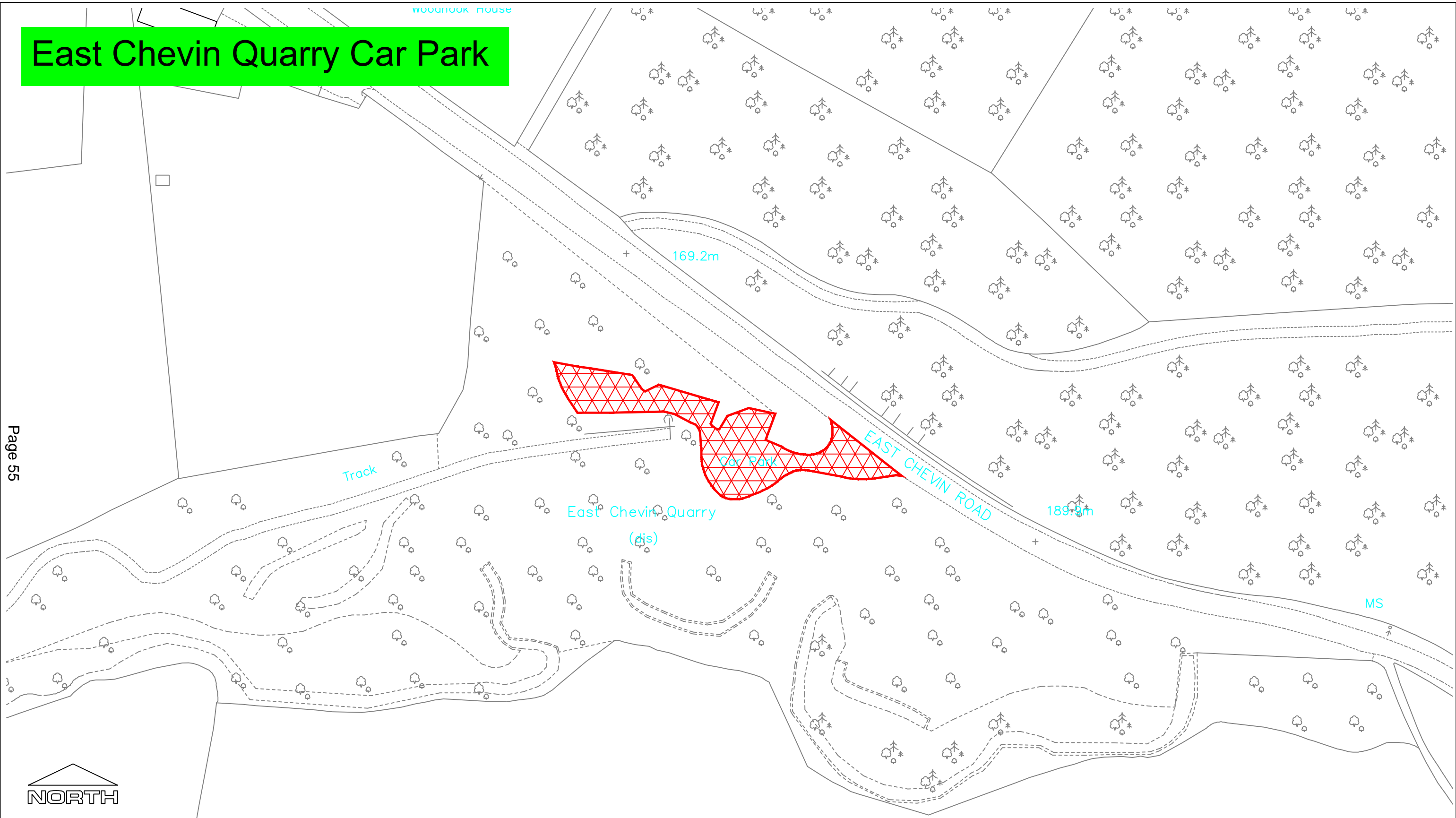
  

Climate, Energy and Greenspaces Hall Lane Farnley Leeds LS12 5HA	
Leeds CITY COUNCIL	
Project Proposed Traffic Regulation Order	
Title Surprise View Car Park - Otley Chevin	
Drawn DB	Scale 1:1000@A3
Date 22.05.24	Checked PC
Drawing Number TLD2033-LCC-V1-XX-DR-L-0044	Revision 01

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# East Chevin Quarry Car Park

WOODHOOK HOUSE



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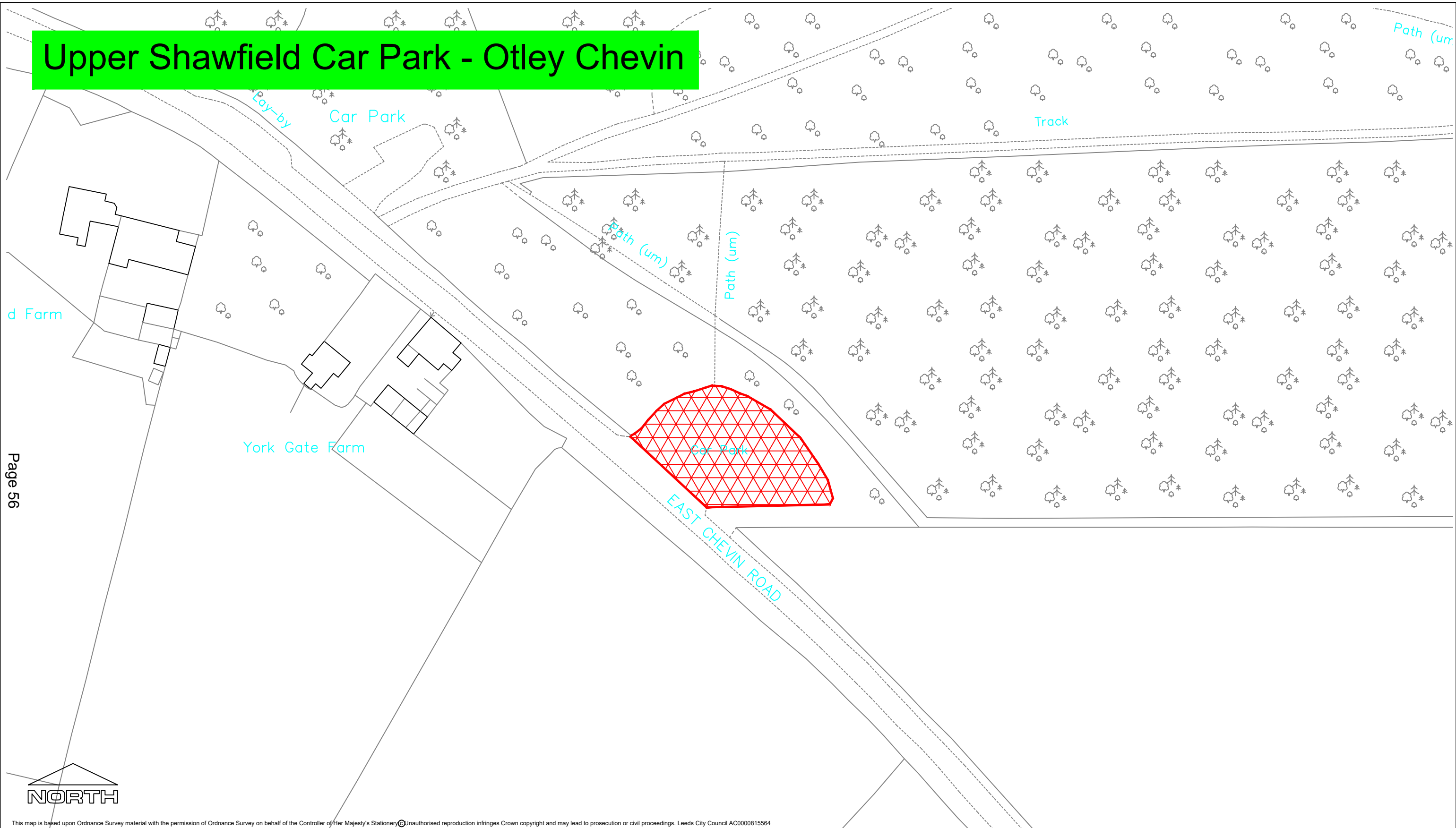
Revision number	Date	Description
1	22.05.24	Issue 1

Climate, Energy and Greenspaces	
	Hall Lane Farnley Leeds LS12 5HA
Project: Proposed Traffic Regulation Order	
Title: East Chevin Quarry Car Park - Otley Chevin	
Drawn: DB	Scale: 1:1000@A3
Date: 22.05.24	Checked: PC
Drawing Number: TLD2033-LCC-V1-XX-DR-L-0045	Revision: 01

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# Upper Shawfield Car Park - Otley Chevin



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Revision number	Date	Description
1	22.05.24	Issue 1

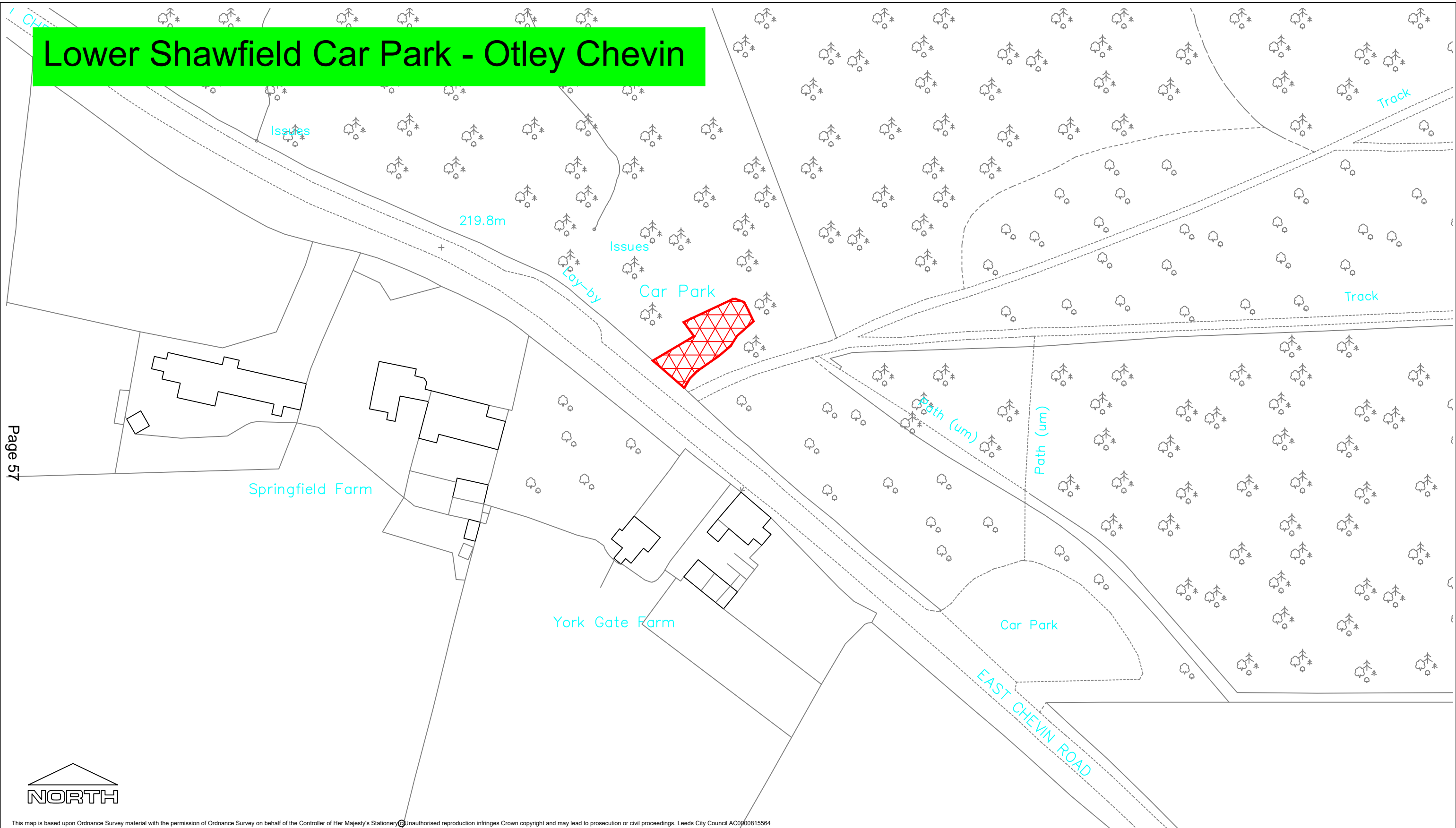
  

Climate, Energy and Greenspaces Hall Lane Farnley Leeds LS12 5HA	
Leeds CITY COUNCIL	
Project Proposed Traffic Regulation Order	
Title Upper Shawfield Car Park - Otley Chevin	
Drawn DB	Scale 1:1000@A3
Date 22.05.24	Checked PC
Drawing Number TLD2033-LCC-V1-XX-DR-L-0046	Revision 01

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# Lower Shawfield Car Park - Otley Chevin



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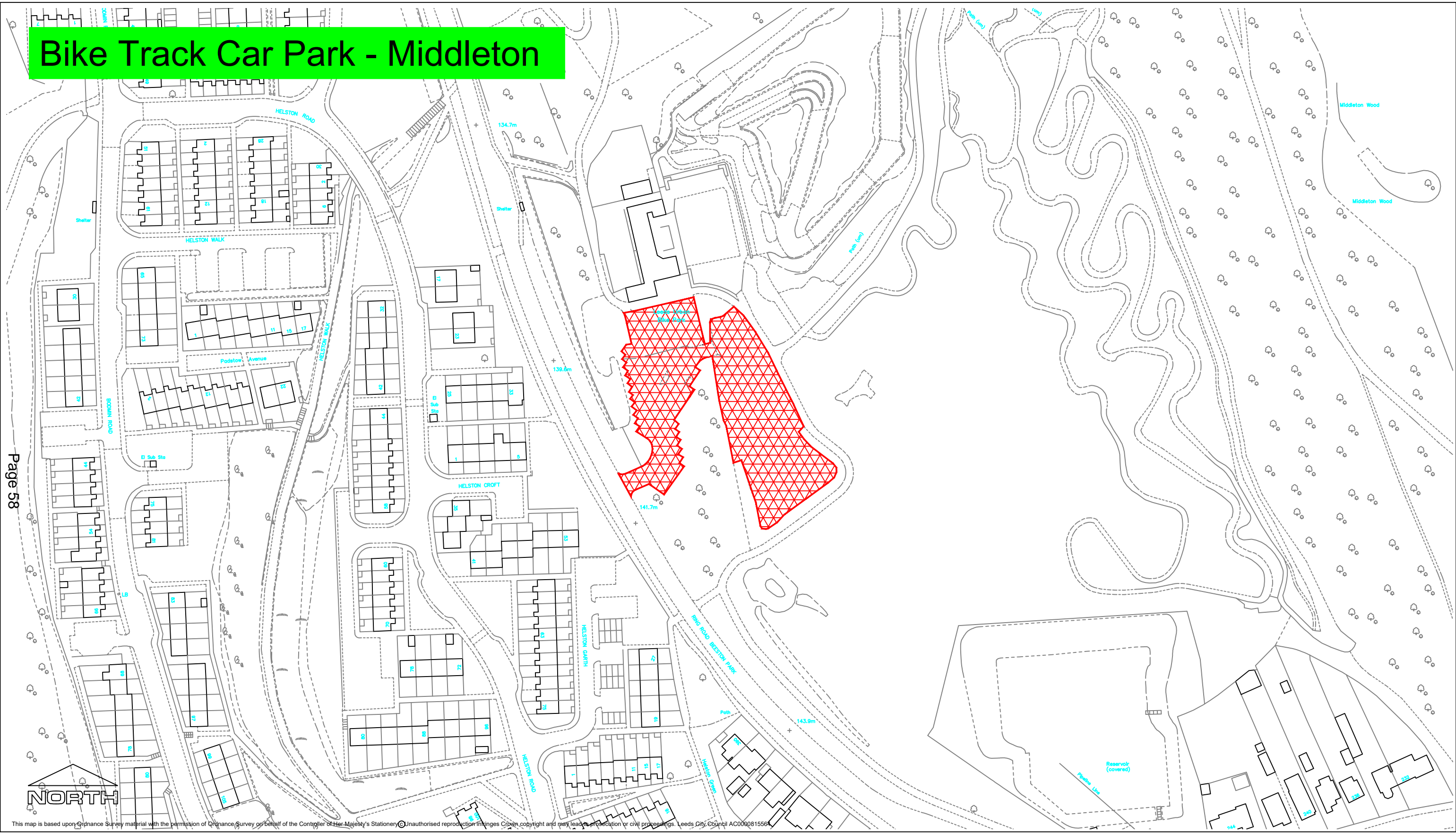
Revision number	Date	Description
1	22.05.24	Issue 1

Climate, Energy and Greenspaces	
Hall Lane	
Farnley	
Leeds	
LS12 5HA	
Leeds City Council	
Project: Proposed Traffic Regulation Order	
Title: Lower Shawfield Car Park - Otley Chevin	
Drawn: DB	Scale: 1:1000@A3
Date: 22.05.24	Checked: PC
Drawing Number: TLD2033-LCC-V1-XX-DR-L-0047	Revision: 01

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# Bike Track Car Park - Middleton



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Revision number	Date	Description
1	22.05.24	Issue 1

Climate, Energy and Greenspaces Leeds City Council		Hall Lane Farnley Leeds LS12 5HA
Project Proposed Traffic Regulation Order		
Title Bike Track Car Park - Middleton Park		
Drawn DB	Scale 1:1500@A3	Checked PC
Drawing Number TLD2033-LCC-V1-XX-DR-L-0048		Revision 01

## Equality, Diversity, Cohesion and Integration (EDCI) 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 or has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

<b>Directorate: Communities, Housing and Environment</b>	<b>Service area: Climate , Energy and Green Spaces</b>
<b>Lead person: Claire Hern</b>	<b>Contact number: 3786002</b>

### 1. Title: Car Park Charges Golden Acre Park, Middleton Park, Otley Chevin, Roundhay Park and Temple Newsam

Is this a:

Strategy / Policy

Service / Function

Other

**If other, please specify**

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

The introduction of charges for car parking at the following parks: Golden Acre, Middleton, Otley Chevin, Roundhay and Temple Newsam.

The aim of doing this is to raise funds to facilitate necessary maintenance and improvement works to the car parks at those sites and encourage visitors to travel to parks on foot, bike and public transport to help reduce the impact of driving on the climate emergency and air pollution in the city.

### 3. Relevance to equality, diversity, cohesion and integration

All the council's strategies and policies, service and functions affect service users, employees or the wider community – city wide or more local. These will also have a greater or 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?	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)

The consultation for Golden Acre and Otley Chevin commenced on Wednesday 11 October and ended on Sunday 5 November. Posters were displayed at both sites containing details of how to respond with paper copies made available at the café at Golden Acre and at local libraries and links to the survey widely shared on social media. Overall, 4,493 people completed the survey for Golden Acre Park and 2,964 for Otley Chevin Forest Park.

The consultation for Middleton Park, Roundhay Park and Temple Newsam commenced on Friday 22 December and ended on Sunday 21 January. Posters were displayed at each site containing details of how to respond with paper copies made available on site and links to the survey widely shared on social media. Overall, 6,585 responses were received for Middleton Park, 3,126 for Roundhay Park and 2,398 for Temple Newsam.

EDI analysis undertaken in relation to the car parking charges demonstrated that:

- Older people are less likely to use the car parks and less likely to disagree
- Disabled people are no more likely to use the car parks than others and less likely to disagree
- Carers are slightly more likely to use the car parks and slightly more likely to disagree
- Females are slightly more likely to use the car parks and more likely to disagree
- Although there were some differences within different ethnic groups, none were statistically significant.

Analysis of Census deprivation data, which is a classification of four types of deprivation; employment, education, health and disability, and household overcrowding, suggests that the following wards in Leeds have the highest proportion of deprivation affected by at least two of these factors; Gipton & Harehills, Burmantofts & Richmond Hill, Killingbeck & Seacroft, Middleton Park and Armley Park. See the comparison table below showing the proportion of households in these wards who do not have access to a car or van.

Ward	Most deprived (affected by at least of the above factors)	Proportion of households who do not have access to a car or van
Gipton & Harehills	31.3%	47.6%
Burmantofts & Richmond Hill	29.7%	52%

Killingbeck & Seacroft	29.4%	37.1%
Middleton Park	26.7%	35.3%
Armley	25.5%	42.3%

As the percentage of those who do not have access to a car is higher than the percentage of most deprived in each area, it is reasonable to determine that those living in greatest deprivation do not own a car and will therefore not be the ones impacted by the introduction of car parking charges.

Encouraging people to use public transport or to walk or cycle to our city parks will provide air quality benefits. From the Environment Agency’s State of the Environment, Sep 2020 report: Longterm exposure to air pollution has been associated with dementia, heart disease, stroke and some cancers. Particulate matter and NO2 alone have been estimated to have health costs of around £22.6 billion every year. Poor health associated with, or exacerbated by, air pollution leads to time off work and reduced productivity. Illness associated with air pollution affects children’s education and can lead to fewer employment options in adult life. Inequalities in environmental quality and accessibility all contribute to health inequalities in England. The poorest people often live and work in the most polluted environments. They also have higher rates of underlying health conditions that may make them more vulnerable to the effects of pollution.

Internet research shows there is no conclusion or steer from the Government over the use and acceptance of cash other than it is not a legal right to protect the use of cash, however from a Parking perspective it is still in legislation that a penalty charge notice (PCN (parking fine)) has to have a system in place to allow for the customer to pay for their PCN via cash. The national audit office produced a report on the 18th September 2020 titled ‘The production and distribution of cash’ that showed there is a significant decline in cash where the opening line into the conclusion of the report was “The declining use of cash is placing increasing pressure on the sustainability of the infrastructure for producing and distributing cash.”

The increasing costs of handling cash needs to be considered alongside access to bank cards and smart phones. According to figures from the Financial Conduct Authority (FCA) published in August 2023, 2.1% of the country’s adult population do not have access to a bank account. 4% of people do not have a smart phone. It is proposed that the parking machines will not accept cash payments, due to the risk of vandalism occurring to the machines. A recent study of how payments are made to other LCC machines across the city shows that only 15% of users chose to pay with cash, even though in some cases cash is cheaper than paying by card or app.

- 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)
- Charging for car parking could negatively impact on people with disabilities who are reliant on cars for travel

- An initial assessment of existing car parking facilities has been made and some car parking provision is currently unmarked, poorly surfaced, lacks directional and information signage and often does not maximise use of the available space
- Disproportionate impact on residents on lower incomes who may feel unable to visit the specific parks if they have to pay for parking
- To avoid the problem of vandalism, the parking ticket machines will not have an option to purchase tickets using cash and will only accept payments using a bank card or a parking app. This could cause an issue for people who do not have access to a bank account or a compatible mobile phone. It has been flagged that there is a potential that this could disproportionately impact on the elderly.
- Female employees working within businesses that use the car parks and that operate after dark may choose to not use the car park due to the cost and therefore have to walk further and feel more vulnerable
- Evidence shows that poor air quality disproportionately impacts certain vulnerable groups such as children, the elderly, people with underlying health conditions and pregnant women. Therefore, encouraging people to travel by alternative means to the car provides a positive impact to these groups.

- **Actions**

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

- A blanket charge for all users could negatively impact disabled people who rely on a car to access the sites so, as part of the proposed scheme, we intend to ensure sufficient disabled parking bays are available in each car park and exempt blue badge holders from the proposed charges.
- Investment into the car parks will help to make them more welcoming, safer and more accessible for all, especially disabled and elderly visitors and families with young children through better signage, more disabled spaces, clearer walking routes and more even/level surfaces. The planned investment in the car parks funded by the charges will enable us to bring them up to the British Standard BS 8300-1:2018 which covers the “Design of an accessible and inclusive built environment” and brings together elements of the current “Part M” building regulations and the Equality Act 2010 which now encompasses the Disability Discrimination Act, Sex discrimination and Race Relations Acts.
- The proposal could also potentially have a disproportionate impact on residents on lower incomes who may feel unable to visit the parks if they have to pay for parking. However, evidence suggests that people on the lowest incomes in society are unlikely to own and run a car so the charges would not impact them. In

addition, the charges proposed are very modest (and comparable to the cost of a return bus ticket in the city) to mitigate the potential problem of reducing access to the parks for people on lower incomes. It should also be noted that parking at local community parks with car parks is not part of this scheme and will remain free.

- Car park improvements will also include the addition of bike stands to encourage people to cycle to parks for the benefits of cycling for health and the environment. In addition, we will look into the possibility of linking the parks into the Beryl Bikes initiative for those who don't have access to their own bike as part of this scheme
- For members of the public who do not have a bank account, monthly and annual parking tickets will be available to purchase from park shops using cash (or a bank card). The parking tickets can then used at any of the parks' sites.
- It has been noted that mobile phone signal may fluctuate across the city depending on the network and area. We are in contact with network providers to try and improve the signal across the city and offer options to pay that do not require a mobile phone or signal, such as making payments at the nearest Paypoint location. Signal loss will not be accepted to appeal a PCN unless there are other extenuating circumstances. For example, mobility or breathing issues which may impact the customer's ability to reach Paypoint locations would be considered, however proof would be required when lodging an appeal.
- Lower income workers, especially females, in non-Council businesses based in parks (e.g. cafes) may avoid the car parks if charges are implemented to save on costs. This could lead to them having to walk through parks in the dark at times (e.g. in winter) to get to their cars which has raised concerns about safety. The charges will only apply up to 8pm. The charges are proposed to be set at affordable levels (£1 for 2 hours, £2.50 for up to 4 hours, £4 for all day and £80 for an annual permit, which is the equivalent of £1.50 per week) We will investigate allowing the relevant businesses to purchase passes that can be transferred between employees when at work to help mitigate this risk.
- Post implementation the service will continue to listen to feedback on the scheme, especially from those with protected characteristics.

**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:



Date to complete your impact assessment	
Lead person for your impact assessment (Include name and job title)	

<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>
Polly Cook	Chief Officer Climate, Energy and Green Spaces	13 May 2024
<b>Date screening completed</b>		

<b>7. Publishing</b>	
<p>Though <b>all</b> key decisions are required to give due regard to equality the council <b>only</b> publishes those related to <b>Executive Board, Full Council, Key Delegated Decisions</b> or a <b>Significant Operational Decision</b>.</p> <p>A copy of this equality screening should be attached as an appendix to the decision making report:</p> <ul style="list-style-type: none"> <li>• Governance Services will publish those relating to Executive Board and Full Council.</li> <li>• The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.</li> <li>• A copy of all other equality screenings that are not to be published should be sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a> for record.</li> </ul> <p>Complete the appropriate section below with the date the report and attached screening was sent:</p>	
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:

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