

Report to the Chief Officer (Highways and Transportation)

Date: 22 May 2018

Subject: Design & Cost Report for Proposed Loading Bay, North Lane, Headingley

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. One of the objectives of the Best Council Plan 2018/19 is to deliver Resilient Communities, building strong cohesive communities, raising aspirations and reducing financial hardships.
2. As part of this objective a project is currently ongoing to create Headingley Community Hub. This is located in the former Headingley Library and will incorporate a Library, Customer Services and in the near future the Post Office.
3. It is proposed to advertise and introduce a Traffic Regulation Order to create a loading bay on North Lane outside of Headingley Community Hub, operational 9am-7pm. The proposed loading bay will replace a bay currently lined as a disabled parking bay which will be retained in the area and relocated to the immediate west.

Recommendations

The Chief Officer (Highways and Transportation) is requested to;

- i) Approve the contents of this report;
- ii) Request the City Solicitor to advertise a Traffic Regulation Order as detailed on enclosed drawing TMW/17/3132 to introduce a new loading bay outside Headingley Community Hub, and to relocate the current disabled bay and subject to no valid objections being received to make and seal the order as advertised.
- iii) Approve the injection of £4,300 into the Traffic Engineering Capital Programme, fully funded by the Community Hub project.

1 Purpose of this report

- 1.1 This report seeks approval for the advertisement and implementation of a Traffic Regulation Order to provide new loading restrictions outside of Headingley Community Hub, and to relocate an existing disabled parking bay to 6.6m west of its current location.

2 Background information

- 2.1 A programme to provide additional facilities at Libraries across Leeds is currently being implemented in order to offer enhanced services to the local communities. Additional facilities include Customer Services and Post Office services. One Stop Centres across the city are in the process of being refurbished and rebranded as Community Hubs.
- 2.2 Providing additional Post Office services at Headingley Community Hub has resulted in a need for a new loading bay. This need arises from an expected increase in 'valuables' and cash security van deliveries to serve the Post Office facilities.
- 2.3 Local Councillors are in strong support of the proposals to add additional community facilities to create a new Community Hub and these proposals facilitate this project.

3 Main issues

- 3.1 **Design Proposals and Full Scheme Description.**
- 3.2 In 2.2 above it is highlighted that to serve the additional Post Office facilities at Headingley Community Hub as safely as possible a new loading bay is required to allow safety deposit vans and postal collection vehicles to park next to the Community Hub.
- 3.3 Current opening times of Headingley Library are 9am – 7pm Monday – Friday and 10am-4pm Saturday and 12-4pm Sunday and it is proposed that the loading bay should be operational across these times for a period of 20 minutes maximum use.
- 3.4 Proposals include for the provision of a loading bay outside Headingley Community Hub (loading only 9am -7pm', replacing a disabled parking bay with restrictions

‘Disabled badge holders only. 4 hours, no return within 1 hour’. Demand for the existing disabled bay requires that the provision of an additional loading bay should not remove the existing disabled parking provision.

- 3.5 These proposals therefore also include for relocating the existing disabled bay immediately west by 1 bay or 6.6m and to replace 1 of the existing parking bays. Existing parking bays to the west of the proposed location have restrictions ‘Parking Mon-Sat 8am-6pm Permit holders, or 2 hours no return within 2 hours’.
- 3.6 **Programme** – It is proposed that the works could commence as soon as approval and advertisement for the TRO changes has been undertaken. The scheme requires minor road lining changes, the relocation of 1 disabled bay sign and the provision of a new loading only sign.

4 Corporate Considerations

4.1 Consultation and Engagement

Ward Members, WYCA and the emergency services were consulted by email on the 10th April 2018. No adverse comments were received.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 A screening document has been prepared and an independent impact assessment is not required for the approvals requested. The screening document has been sent to the Equality Team to be approved and published.
- 4.2.3 Key Findings of the report are listed below:
- Provision of the loading bay facilitates the operation of the community hub. Retention of the disabled bay will ensure that this facility continues to be available in the local area.
 - This is to the benefit of disabled users and the wider community.

4.3 Council Policies and City Priorities

- 4.3.1 Leeds City Council’s Best Council Plan includes the priorities “Keeping people safe from harm” and “Supporting communities, raising aspirations”. These proposals help to meet these priorities ensuring that staff collecting and delivering valuables to the Community Hub can do so safely and the Post Office services can then be provided in this location for the benefit of the local community.
- 4.3.2 Retaining the existing disabled parking bay minimises any effects on disabled users of the Library facility.

4.4 Resources and value for money

- 4.4.1 Funding for the proposal – totalling around £4,300 (exclusive of VAT) – and is funded entirely from the Headingley Community Hub budget potentially with contribution from the Post Office.

• Variation to Traffic Regulation Order - Order for Loading Bay outside Headingley Library / Community Hub	£3000
• Lining Works	£500
• Sign manufacture & erection	£300
• Highway Staff costs	£500

4.5 Legal Implications, Access to Information and Call In

4.5.1 The contents of this report are not subject to Call In.

4.6 Risk Management

4.6.1 There are no specific risks associated with this proposal other than those normally encountered when working on the public highway.

5 Conclusions

5.1 Providing an additional loading bay at Headingley Community Hub is required to facilitate the safe delivery & collection of valuables by secure vans and their drivers at the Community Hub, ensuring that the project is viable.

5.2 The best solution to provide safe loading facilities is to locate the loading bay directly outside Headingley Community Hub at the position of an existing disabled parking bay. This requires the relocation of the single disabled parking bay further west by 1 bay or 6.6m. This relocation will in turn result in a reduction by 6.6m or 1 bay in the current parking bay section with restrictions 'Parking Mon-Sat 8am-6pm Permit holders, or 2 hours no return within 2 hours', currently 25m in length.

5.3 These proposals support the provision of the Community Hub to the benefit of the Headingley community.

6 Recommendations

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

- i) Approve the contents of this report
- ii) Request the City Solicitor to advertise a Traffic Regulation Order as detailed on enclosed drawing TMW/17/3132 to introduce a new loading bay outside Headingley Community Hub, and to relocate the current disabled bay and subject to no valid objections being received to make and seal the order as advertised.
- iii) Approve the injection of £4,300 into the Traffic Engineering Capital Programme, fully funded by the Community Hub project.

7 Background documents¹

7.1 None.

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

Equality, Diversity, Cohesion and Integration Screening



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions. Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: City Development	Service area: Traffic Engineering
Lead person: Ben Broxholme	Contact number:

1. Title: North Lane Loading Bay			
Is this a:			
<input type="checkbox"/>	Strategy / Policy	<input type="checkbox"/>	Service / Function
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Other
If other, please specify Traffic Regulation Order			

2. Please provide a brief description of what you are screening
Provision of a loading bay adjacent to the new Headingley Community Hub and relocation of an existing disabled bay 6m to the west

<p>3. Relevance to equality, diversity, cohesion and integration</p> <p>All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.</p> <p>The following questions will help you to identify how relevant your proposals are.</p> <p>When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).</p>		
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"> • Eliminating unlawful discrimination, victimisation and harassment • Advancing equality of opportunity • Fostering good relations 	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**.

<p>4. Considering the impact on equality, diversity, cohesion and integration</p>
<p>If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.</p>
<p>Please provide specific details for all three areas below (use the prompts for guidance).</p>
<p> <ul style="list-style-type: none"> • 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) <p>The loading bay is required to facilitate the operation of the community hub which will provide a range of services in the area.</p> <p>The loading bay will take the place of the existing disabled bay, which will be retained and relocated 6m to the west. This is not a material change.</p> </p>
<p> <ul style="list-style-type: none"> • 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) <p>Provision of the loading bay facilitates the operation of the community hub. Retention of the disabled bay will ensure that this facility continues to be available in the local area.</p> <p>This is to the benefit of disabled users and the wider community.</p> </p>
<p> <ul style="list-style-type: none"> • Actions (think about how you will promote positive impact and remove/ reduce negative impact) <p>The existing disabled bay will be relocated 6m to the west to ensure that the facility is retained. The new loading bay will take the place of the original disabled bay and will ensure that the community hub can operate effectively.</p> </p>

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)	

6. Governance, ownership and approval		
Please state here who has approved the actions and outcomes of the screening		
Name	Job title	Date
Chris Way	Senior Traffic Engineer	1/5/18

7. Publishing	
This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.	
Please send a copy to the Equality Team for publishing	
Date screening completed	1/5/18
Date sent to Equality Team	
Date published (To be completed by the Equality Team)	