

## APPENDIX 7

Description	Handover to DP	Owner	Comments	External input	Enabling Departments	LCC H&T Departments	Interim Agreement Date	Sign off	Process Duration	Critical	Sign-off Date
<b>Preliminary Design Stage</b>											
<b>Surveys</b>											
<b>Design</b>											
General Arrangement	27/03/2019	WSP	GA to be submitted to Highways Board [21/05/19]	WYCA/Leeds cycle campaign group, Sustrans, CTC/Disability Groups	CCM/ Access groups-Kasia	Asset Maintenance/Highway Operations		Highway Board		Y	04/06/2019
Combined Utilities Plan	27/03/2019	WSP						N/A			
Stage 1 Road Safety Audit	27/03/2019	WSP/ LCC	Comments received and incorporated through Detailed Design					N/A			
Typical sections	27/03/2019	WSP	Sections to be submitted to Highways Board [21/05/19]					Highway Board			04/06/2019
Fencing	n/a	WSP	Ped guard rail/ VRS' (detailed design)					N/A		N	
RRS	n/a	WSP	Ped guard rail/ VRS' (detailed design)					N/A		N	
Drainage Strategy	12/04/2019	WSP	Reviewed and Approved by Jonathan Moxon [Leeds Flood Risk Management]			Lead Local Flood Authority		Highway Board		Y	04/06/2019
Geotechnical	n/a	WSP	To be completed during Detailed Design					N/A			
Contaminated land	N/A	WSP	Review environmental constraints - unlikely - Further investigation surbeys through Detailed Design					N/A			
Hard Landscaping Strategy	27/03/2019	WSP	Submitted to Highways Board [21/05/2019], following Landscape Design Review					Highway Board		N	04/06/2019
Signing strategy	N/A	WSP	To be developed in Detailed Design		CCM?	Traffic		N/A		N	
TRO (extents fixed)	27/03/2019	WSP	TRO Approval during Detailed Design through Highways Board	WYCA/Taxis/Disabled/Businesses		Traffic		N/A		Y	
Signal Strategy	10/05/2019	WSP	Handed over to UTC 10/05/19 for review			UTC		UTC		Y	
Signal Design	09/05/2019	WSP	To be developed in Detailed Design			UTC		UTC		N	
Landscaping (Soft)	27/03/2019	WSP	Outline Design to be presented at Highways Board [21/05/2019], with the Detailed Design developed post GPR Survey Results, which may influence the layout/design/options.		Parks & Countryside, Landscaping (Glen Gerner), Public Realm (Fiona Moore& Jane Walne)			Highway Board		N	
Material Palette	27/03/2019	WSP	To be presented at Highways Board [21/05/2019]	WYCA/Leeds cycle campaign group, SSE	Landscaping (Glen Gerner), Public Realm Board (Fiona Moore& Jane Walne)/CCM	Asset Maintenance/Highway Operations		Highway Board		Y	
Public Realm areas [Cookridge Street / New Briggate]	N/A	WSP	Do min+ in Target Cost [Perfecta or equivalent] When Public Realm finalise there approved solution and funding stream confirmed, will become a CE to the Headrow Gateway		Jane Cash			Highway Board			
Street Lighting	n/a	WSP (changed to SSE)	To be completed in Detailed Design by SSE	SSE				N/A		N	
Bus Shelters	n/a	DP	To be developed during Detailed Design Period. The Locations will be finalised at Highways Board	WYCA- Assets, Passenger Services	Public Realm Board (Fiona Moore& Jane Cash)			WYCA/ Highway Board		?	
Structures (inc Basements, Cellars etc)	N/A	WSP/ DP	Design of Highway Layout to take cognisance of the North Street Bridge Assessment			Structure TAA		N/A		N	
Communications	02/05/2019	WSP	Phase 2 Consultation completed in April 2019 and documented in the Exec Board Report. On going Engagement with Stakeholders through Detailed Design					N/A			
Real Time information	n/a	WYCA	The Bus Shelter Design is to be compatible with the RTI units, DP to co-ordinate the design and install.	WYCA / Real Time	Combined Authority - Assets, Passenger Services			WYCA/ Highway Board			
Advertising (Existing & New)	n/a	DP/ LCC/ WYCA	Delivery partner to progress. DP to advise on Bus Shelter locations, Planning Permission co-ordinated by Clear Channel and WYCA	WYCA and Clear Channel	LCC Planning			N/A			
CCTV	n/a	DP/ LCC/ WYCA	Delivery partner to progress with Leeds Watch		Leeds City Watch			N/A			
Hostile Vehicle mitigation strategy	08/03/2019	DP	DP to undertake HWM Risk Assessment and advise LCC. To be developed through Detailed Design		CCM (Paul Seddon)			N/A			
Landownership	N/A		within Highway Boundary plans - LCC to send to the delivery partner (WSP to send details relating to the court land)					N/A		Y	
Environmental	N/A	WSP	WSP to Submit EIA Screening Report to LCC Planning		LCC Planning			LCC Planning			
Planning permission granted	N/A		Assumed that works are carried out under permitted development [excluding scheme sign boards]		LCC Planning			N/A		Y	
Ecology			To be finalised during Detailed Design					N/A			
Heritage & Conservation	27/03/2019		Covered in Environmental Plan					N/A			
Risk Register	Ongoing	WSP	Prepared Collaboratively between LCC/WSP/DP					N/A			
ORA	N/A	WSP	Prepared Collaboratively between LCC/WSP/DP					N/A			
ORC Cost Estimates	01/10/2018	WSP	Signed off by WYCA - Oct 2018					N/A			
Design Decision Log	Ongoing	WSP	Live Document handed over to DP April 2019					N/A			
ORC (including Appendices)	01/10/2018	WSP	Signed off by WYCA - Oct 2018					N/A			
Local Junction Modelling Reports	09/05/2019	WSP	Submitted to UTC for comment [9th May 2019]			UTC		UTC			
Local Junction Modelling Signal Staging	09/05/2019	WSP	Submitted to UTC for comment [9th May 2019]			UTC		UTC			
Accident Data	27/03/2019	WSP	Received information only					N/A			

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<b>Detailed Design</b>												
GA		Sisk/Capita	Alignment revisions to be agreed during Design Meetings [as detailed in Highways Board recommendations]	WSP			23/05/2019	WSP				
Site Clearance		Sisk/Capita	LCC to confirm items to be retained and location of storage. Schedule to be issued 1 week prior to agreement date	WSP	LCC City Centre Management	LCC Highways Maintenance	14/06/2019	WSP			09/07/2019	
Fencing		Sisk/Capita	Sign off of proposed PGR by Sisk/Capita	WSP		LCC Traffic	31/07/2019	WSP				
RRS		Sisk/Capita	Sign off of proposed PGR by Sisk/Capita	WSP		LCC Traffic	31/07/2019	WSP				
Drainage		Sisk/Capita	LLFA agreement when deviating from Preliminary Drainage Strategy	WSP	Lead Local Flood Alleviation [LLFA]		31/07/2019	WSP				
<b>Earthworks</b>		<b>Sisk/Capita</b>		<b>N/A</b>				<b>N/A</b>				
Pavement - Enabling works / central reserve		Sisk/Capita	Seek design approval of the pavement construction proposed in the central reserve and confirm temporary surfacing	WSP		Highways Maintenance		WSP			25/06/2019	
Pavement - Main carriageway		Sisk/Capita	Interim agreement of any proposed changes to pavement specification. Seek departure from DMRB/LCC spec to cognisance of existing	WSP	LCC Public Realm and LCC City Centre Management	Highways Maintenance	25/06/2019	WSP				
Footways and Kerbing		Sisk/Capita	Trial panel displayed 18/06, sign off 1 week later. LCC Conservation Team to confirm the location for reuse of heritage materials on site	WSP	LCC Conservation Team, Access Groups, Public realm, City centre management	LCC Maintenance Team	25/06/2019	WSP				
Signing and Lining [Direction]		Sisk/Capita	Current proposal is like for like for the scheme	WSP		LCC Traffic	11/06/2019	WSP				
Signing and Lining [Pedestrian and Cycleway]		Sisk/Capita	Style and Type of signs, locations to be agreed		LCC City Centre Management		12/07/2019	WSP				
Regulatory Signing and Lining		Sisk/Capita	To support the TRO restrictions	WSP		LCC Traffic	11/06/2019	WSP				
Signal Design		Sisk/Capita	UTC to advise on preferred systems and technology through regular meetings. Fixed proposals agreed by 12/07/19.	WSP		UTC	12/07/2019	WSP				
Street Lighting		SSE	Column and lantern style to be confirmed by LCC-CCM, SSE to complete design of lighting levels. LCC Traffic to consult over signing locations using street lighting equipment	WSP	LCC City Centre Management [LCC-CCM]	LCC Traffic	26/07/2019	WSP				
Structures	N/A	Sisk/Capita	To be designed to avoid existing structures	WSP				WSP				
Statutory Undertakers		ALL	Statutory Undertaker Diversions are still to be determined	WSP	ALL			LCC				
Landscaping [Soft]		Sisk/Capita	Indicative layout provided at Preliminary Design. Location of proposed trees to be defined post GPR Survey results and Stats review. Continual liaison with Public Realm and CCM to determine the Final Design	WSP	LCC Public Realm Board and LCC City Centre Management		12/07/2019	WSP				
Landscaping [Soft - New Briggate and Cookridge Street]		LCC Public Realm	Do min+ in Target Cost [Perfecta or equivalent] When Public Realm finalise there approved solution and funding stream confirmed, will become a CE to the Headrow Gateway		LCC Public Realm Board and LCC City Centre Management		01/10/2019	LCC Public Realm Board				
<b>Traffic Regulation Orders</b>												
Consultation [Informal]			Phase 2C Consultation Complete					Highways Board				
Consultation [Formal Process]		LCC	LCC to advertise the TRO	Sisk/Capita to support		LCC Traffic		Highways Board				
Waiting		LCC	Sisk/Capita to review and make recommendations. LCC to progress implementation of the TRO	Sisk/Capita to support		LCC Traffic	28/06/2019	Highways Board				
Loading		LCC	Loading Surveys complete and Sisk/Capita to review and make recommendations. LCC to progress implementation of the TRO	Sisk/Capita to support		LCC Traffic	28/06/2019	Highways Board				
Access		LCC	Loading Surveys complete and Sisk/Capita to review and make recommendations. LCC to progress implementation of the TRO	Sisk/Capita to support		LCC Traffic	28/06/2019	Highways Board				
<b>Traffic Management Plan</b>												
PEP/CEMP		Sisk/Capita	Fix proposed working arrangements (i.e one way working and temporary bus route) and co-ordination with District Heating. Date fixed based on issuing 10 week notice for bus diversion to Operators.		WYCA	LCC Network Management	14/06/2019	LCC Network Management				
Communications Plan		Sisk/Capita			LCC Comms		21/06/2019	WSP?				
PCI		Sisk/Capita						LCC				
Departures from Standards								TBC				