

Report of Head of Station Development

Report to Director City Development

Date: 18th September 2020

Subject: Authority to spend development funding for RIBA Stage 4, detailed design

Are specific electoral wards affected? If yes, name(s) of ward(s): Beeston and Holbeck, Riverside and Hunslet	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has consultation been carried out?	<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
Will the decision be open 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

1. Main Issues

- The purpose of this report is to seek authority to spend £3,681,036 for the delivery of RIBA Stage 4 detailed design which is necessary to progress the Leeds Station Sustainable Travel Gateway project, noting that this figure is the total sum of spend required to deliver this work package. This paper constitutes the third approval gateway report for the project; the previous gateway report for RIBA Stages 3a and 3b were approved in December 2019 and March 2020 respectively.
- To facilitate the completion of RIBA Stage 4 approval is sought to enter into a Pre-Construction Order. Under the Scape Framework the Pre-Construction Order signifies progression from Scape Stage 2 Feasibility to Stage 3 Pre-Construction and incurs a fee of £558,495. This key milestone within the Scape process is critical to project development as under the terms of the Scape Framework (previously approved by Leeds City Council for the MBARC programme) the project is unable to progress to Stage 3 Pre-Construction until the order has been authorised.
- RIBA Stage 4 will predominately focus on the progression of the detailed design based on the proposal submitted as part of the planning application. Noting that the concept design is still subject to further design development following discussions with key project stakeholders. The detailed design phasing will commence with the works to Neville Street, Dark Neville Street and the Cycle Hub the progression on other areas of the scheme to be

commenced when the discussions with stakeholders have concluded. RIBA Stage 4 will culminate in a full design package and market-tested construction cost. Approval is sought to complete this work with Balfour Beatty within an existing contract. The agreed sum is £2,676,541, this includes professional fees, necessary survey work required to inform the design and a contingency sum.

- Whilst the main focus of activity in RIBA Stage 4 is the progression of the detailed design other work streams will run in parallel. This will include development of the Full Business Case (FBC) plus required as part of the West Yorkshire Combined Authority's (WYCA) governance process and due for submission on the 1st April 2021. The intention is to appoint consultancy firm Steers to complete the Economic Case as they have prior knowledge of the project following their appointment to complete the Economic Case for the Outline Business Case (OBC). Whilst not imminent, the submission of the FBC plus will occur during RIBA Stage 4 timescales, therefore authority is sought to spend £35,000 on fees. A separate report will request approval to contract with Steers. Other project work streams include the decommissioning of the cladding in Neville Street and the development of proposals for fascia art work scheduled to be installed in the arches in Dark Neville Street. Funding of £25,000 is required to support these projects.
- Additional consultancy support is required from Network Rail and Corderoy to complete specialist tasks necessary to ensure the effective completion of this work package. Approval to enter into the Network Rail Basic Asset Protection Agreement was granted in March 2020 for RIBA Stage 3b activities, however, this needs to be extended for RIBA 4.
- Corderoy will be appointed by Balfour Beatty and instructed as a compensation event to the professional services contract for RIBA 4. Corderoy will work alongside utility companies to risk assess the impact of the construction works on the utilities on Bishopgate and New Station Street identifying mitigation measures and developing cost estimates.
- As the detailed designs progress it is intended to host a series of public and business stakeholder consultation and engagement sessions similar to those conducted in February 2020 subject to COVID 19 government guidance. Following advice obtained from the previous events it is proposed to present the information in various formats to ensure a fully inclusive approach. Stakeholders representing a cross section of key areas of design including inclusive design requirements, wayfinding and taxi ranks and bus stops proposals will be involved in focussed workshops.
- In June 2020, the WYCA Investment Committee approved a request from Leeds City Council (LCC) for £1,984,932 from the Transforming Cities Fund (TCF) development fund for the project. This sum will reimburse LPTIP for costs incurred in relation RIBA Stage 3a and 3b and to cover project costs until the approval of the OBC in October 2020. Both parties are now in the process of entering into the funding agreement. Following the submission of the OBC in June 2020 and further discussions with colleagues from WYCA, LCC has sought the full amount of TCF development funding required to complete RIBA Stage 4, an addition of £3,104,572. The funding request was submitted as an appendix to the OBC and recommended for approval within the appraisal report. The Programme Appraisal Team meeting was held on the 14th August and the Investment Committee meeting is scheduled for the 7th October 2020 where it is expected to be approved. Approval is sought within this paper to inject the previously approved TCF development funding of £1,984,932 into the capital programme and then the further £3,104,572 subject to WYCA Investment Committee approval.
- The completion of RIBA Stage 4 is required to ensure continued development of the 'Leeds Station Sustainable Travel Gateway' project. The project, part of the Leeds City Region Transforming Cities Fund programme, aims to transform the entrance to the station into a modern, multi-modal 21st century sustainable transport exchange and a 'world class' gateway into Leeds.

2. Best Council Plan Implications

The enhancements described within this report will contribute to the delivery of the Best Council Plan's Priorities:

- Health & Wellbeing
The creation of the largest station cycle hub in the North helps meet forecasted growth in cycle usage and supports and promotes healthy and physically active lifestyles.
- Sustainable Infrastructure
Installation of segregated cycle lanes on Bishopgate, Neville Street and Dark Neville Street as well as within the wider City will help support the modal shift towards sustainable forms of transport. This will improve air quality in these areas by reducing harmful nitrogen dioxide (NO₂) levels. An air quality survey conducted earlier in the year by 'Friends of the Earth' found Neville Street to be the most polluted street outside of London.
- Inclusive Growth
The proposed works for a multi-modal transport hub will facilitate modal shift, circulation and capacity and improve connectivity to key and strategic areas of the city, in particular the South Bank which is Europe's largest regeneration project. Failure to address these constraints will be a barrier to growth.

3. Resource Implications

- Staff time
The Station Development Team along with resources from Highways, Planning, Urban Design and Heritage are working in partnership with Network Rail and the West Yorkshire Combined Authority (WYCA).
- Funding
RIBA Stage 4 will be funded by Transforming Cities Fund (TCF) monies. In March 2020 Department for Travel (DfT) announced that the Leeds City Region Strategic Outline Business Case (SOBC) had been awarded £317M of TCF funding. WYCA are unable to transfer TCF development funding until Outline Business Case (OBC) stage at the earliest, therefore interim arrangements are in place to fund the works from LPTIP until they can be recovered from TCF.
- Overheads
Overheads will be reviewed as the scheme progresses.

4. Recommendations

The Director of City Development is recommended to:

- a) Give authority to spend £3,681,036 for fees associated with the completion of RIBA Stage 4, noting that this includes fees for Balfour Beatty, Steers, Network Rail and Corderoy.
- b) Approve the injection of Transforming Cities Fund (TCF) development funding of £1,984,932 into the capital programme and a further £3,104,572 once approved by Investment Committee on the 7th October 2020.
- c) Approve the council entering into the Pre-Construction Order, ensuring the project progresses to the next phase in the Scape process.

- d) Authorise Balfour Beatty to provide detailed design services (subject to the terms set out in this report) to develop the project to construction.
- e) Approve the extension of the Basic Asset Protection Agreement to cover RIBA 4 design activities.

1.0 Purpose of this report

1.1. The purpose of this report is:

- a) To update the Director of City Development on the progress of the 'Leeds Station Sustainable Travel Gateway' project.
- b) Seek authority to spend fees of £3,681,036 to facilitate the completion of RIBA Stage 4 and the production and submission of the full project design and construction cost.

2.0 Background information

- 2.1. In December 2019 approval was granted by the Director of City Development to enter into a short-form professional services contract (PSC) between Leeds City Council and Balfour Beatty (appointed by the Scape Framework), to complete RIBA Stage 3. This work package included design activities associated with planning approval, culminating in the submission of the full planning application on the 27th March 2020. Due to programme constraints and the need to meet the critical path dates, it was necessary to split RIBA Stage 3 into two separate work packages in order to minimise the financial risk to the Authority. The first phase, RIBA Stage 3a was completed following the submission of the planning application. The second phase, RIBA Stage 3b was recently approved and has been instructed as a compensation event to the original professional services contract. The main focus for this stage was to develop the principles of the technical design, produce the specifications for the surveys required to inform the design and provide a revision of the project construction estimate as part of the feasibility report submission.
- 2.2. In February 2020 the Strategic Outline Case (SOC) was submitted to the West Yorkshire Combined Authority (WYCA), the second stage in the Combined Authority's governance process. The first stage was the Strategic Assessment Review Group approved in September 2019. The SOC was appraised by colleagues within WYCA and presented at the PAT meeting on the 15th April and Investment Committee on the 14th May 2020 where it was approved and authorised to progress to Outline Business Case (OBC). Following approval of the previous report in early April 2020, consultancy firm Steers were appointed to undertake the economic appraisal for the OBC which was submitted to WYCA on the 1st June 2020.
- 2.3. On the 11th March 2020 the Department for Transport announced that the Leeds City Region Strategic Outline Business Case (SOBC) has been awarded £317M in the Transforming Cities Fund. In the SOBC, WYCA were required to identify a low (£292M), core (£406M) and high (£480M) package of works. The funding award is less than the core value of works and WYCA are undergoing a prioritisation assessment to determine the level of funding attributed to each package of works included within the SOBC submission. The Leeds Station Sustainable Travel Gateway project has the same value of £39.5M for each scenario and therefore WYCA are expected to confirm indicative approval with final approval expected following the submission of the Full Business Case (FBC) plus in April 2021.

3. Main Issues

3.1 **Design proposals and full scheme description**

- 3.1.1 Whilst funded by Transforming Cities Fund (TCF), the 'Leeds Station Sustainable Travel Gateway' project is closely aligned to a number of Highways projects designed to transform and reduce the flow of traffic in and around Leeds City Centre. Termed MBARC, the programme includes projects at Meadow Lane, Bishopgate (this project), Armley Gyratory, Regent Street and City Square. Bishopgate is particularly aligned to the Armley Gyratory and City Square projects as the expansion at Armley will generate a reduction of up to 10% in vehicles entering the city via Victoria Bridge. Consequently, allowing the flow of traffic to be reduced from three lanes to two will generate space for a segregated cycleway to be introduced.
- 3.1.2 The close proximity of City Square to Bishopgate requires a coordinated design approach, as the schemes merge at the junction at the top of Bishopgate. As such it was determined at the outset for the Bishopgate element to follow a similar procurement route and utilise the Scape Civils Framework. The Scape Framework follows a slightly different route to RIBA in which there are 5 stages of work: Initial stage, Feasibility, Pre-Construction, Construction and Post Construction. Balfour Beatty (the Contractor on the Scape Civils Framework) undertake the first two stages free of charge to the client. These stages are designed to develop aims and objectives, establish high level costs and programme requirements and generate a basic design. The culmination of the Initial and Feasibility stages is the Feasibility Report which provides the client with an overview of the construction cost, programme and constraints.
- 3.1.3 When applied to the Bishopgate project these activities are the same as RIBA Stage 3a and 3b which were subject to previous reports. The Initial and Feasibility stages are a free service provided by Balfour Beatty, however, due to TCF programme constraints and the need to meet critical path dates for the planning submission, works that would normally occur in Pre-Construction such as concept design have had to be undertaken in the Feasibility Stage (RIBA 3a & 3b). Under the agreed terms of the Scape contract which Leeds City Council (LCC) have signed, Balfour Beatty are permitted to charge a management fee for the appointment of any sub-contractors, which in this case is Atkins Global. These costs were the subject of previous approval reports. RIBA Stage 4 detailed design activities fall within stage 3 of the Scape Framework, Pre-Construction. To progress to the next stage in the Scape process the client, Leeds City Council, are required to sign a Pre-Construction Order committing to the next phase of the works. Pre-Construction is a chargeable work package under the terms of the Scape Framework valued at 1.9% of the construction total identified in the Feasibility Report submitted at the conclusion of Stage 2 Feasibility. In relation to this project this value equates to £558,495. This is a key requirement of the Scape Framework which if not approved by Leeds City Council would result in project termination.
- 3.1.4 The design activities for the 'Leeds Station Sustainable Travel Gateway' project, RIBA Stage 4 will be delivered under an NEC4 Professional Services Contract and fees have been agreed at £2,676,541. Please note that during contract negotiations for RIBA Stage 4, Balfour Beatty had included a cost of £75,000 for undertaking works that were perceived as exceeding the level of works required for Feasibility. The project team challenged these costs and it was agreed to remove them from the professional services contract (PSC) contract sum and award via a compensation event if evidence to support the claim is provided by Balfour Beatty. Once agreed that cost will be subject to a separate approval paper.
- 3.1.5 The work package for RIBA Stage 4 will consist of the following components:
- Detailed design drawings (typically, updated general arrangements and detailed plans and production of sections and details) based on the proposal submitted as part of the planning application. Noting that the concept design is still subject to further design development following discussions with key project stakeholders. The detailed design phasing will commence with the works to Neville Street, Dark Neville Street and the Cycle Hub the progression on other areas of the scheme to be commenced when the discussions with stakeholders have concluded.

- Material Schedules
- NBS specification document (defining standards of quality and workmanship)
- Designer's Risk Assessment
- Attendance at meetings (fortnightly) with the design team, client and contractor to review and develop design
- Surveys
- Completion of Network Rail multiple approval process

- 3.1.6 A contingency sum has been allowed for within the RIBA Stage 4 costs to address potential scope changes arising from the surveys required to inform the design. Access to the Shabab restaurant and Tick Tock escape room for surveys is restricted until full vacation by the tenants. In order to meet critical path dates, detailed design will progress using existing information and where necessary assumptions will be made and tested at a later date once the surveys can take place.
- 3.1.7 The construction works to be delivered as part of this project predominately take place on Network Rail owned land and consequently the assets created will be handed over to Network Rail for management and maintenance following completion. Network Rail's involvement throughout the design development process is therefore integral to project success, as it will ensure the proposals will be accepted by Network Rail upon handover. In line with Network Rail standard practice and previously approved by LCC, a Basic Asset Agreement was signed in order to access chargeable specialist resource within the organisation. Network Rail resource is required through RIBA 4 therefore it is proposed to extend the Basic Asset Protection Agreement to cover the next phase of the project at an agreed cost of £300,000.
- 3.1.8 Network Rail have advised that the Basic Asset Protection Agreement can be varied following detailed design to cover implementation and delivery. This would simplify the Network Rail governance and process and ease the negotiations with Balfour Beatty at the next stage.
- 3.1.9 Whilst the main focus of recent project activities has focused on the development of the concept design, in preparation for the submission of the planning application, other work streams have been progressed in parallel. The Strategic Outline Case (SOC), part of the West Yorkshire Combined Authority (WYCA) governance process, was completed and submitted to WYCA on Monday 3rd February 2020. Following assessment it was recommended at the Project Assurance Meeting on the 15th April 2020 that the 'Leeds Station Sustainable Travel Gateway' Project within Leeds City Centre progress to Outline Business Case (OBC) and this was developed and submitted on the 1st June 2020. Given the complexity and specific technical detail required, approval was granted to appoint consultancy firm Steers to undertake the Economic Case and specialist transport modelling required for the OBC. The timeframe for RIBA Stage 4 will encompass the submission of the Full Business Case (FBC) plus due for submission in April 2021. Steers are familiar with the scheme and have substantial experience of developing the economic cases and modelling required therefore it is proposed to procure them again to complete the economic case for the FBC. The fees for this work package are £35,000.
- 3.1.10 Supplementary work streams will be undertaken in RIBA Stage 4 to support the project. These work streams include the removal of the existing cladding on Neville Street and the development of the art work that will be temporarily installed in the arches in Dark Neville Street. Both projects require careful planning due to the sensitivities of the works. The existing cladding in Neville Street was installed by Yorkshire Forward with ownership and maintenance responsibility transferred to the Homes and Communities Agency. The cladding is also of interest to the Neville Street Interest Group. The work stream will explore options for removing the cladding and ensure that all stakeholders are involved in the process. Options for the temporary art installation in Dark Neville Street will be developed

in with key stakeholders. A funding allowance of £25,000 has been assigned to develop these work streams.

3.1.11 RIBA Stage 4 is a significant phase in the project's development and as such it is important that stakeholder engagement and consultation activities continue in line with the projects evolution.

3.1.12 The full RIBA 4 cost breakdown is as follows:

Activity	Cost
RIBA Stage 4 Professional Services inc Surveys & Contingency	£2,676,541
Pre-Construction Fee (Scape Framework)	£558,495
Steers Consultancy – Economic Appraisal for FBC Plus	£35,000
Network Rail Resources	£300,000
Utilities Investigation and Contingency	£36,000
Stakeholder Events	£50,000
Cladding and Dark Arches Project Work	£25,000
Total	£3,681,036

4. Programme

4.1 The key milestones for the project are noted below:

Milestone	Date
Submission of the Outline Business Case (OBC)	1 st June 2020
Planning Application Target Determination Date	16 th July 2020 now deferred and delegated anticipate October 2020
OBC PAT Meeting	12 th August 2020
RIBA Stage 4 Commences	21 st September 2020
OBC Investment Committee	7 th October 2020
Submission of Full Business Case	1st April 2021
RIBA Stage 4 Design Activities Complete	6 th May 2021
RIBA Stage 4 Completes	29 th October 2021

4.2 Authority to spend fees of £3,681,036 to facilitate the completion of RIBA Stage 4 is vital to ensure the critical path dates noted above are met and the 'Leeds Station Sustainable Travel Gateway' project remains on programme.

5. Corporate considerations

5.1 Consultations and engagement

5.1.1 To date consultation has taken place with the following key project stakeholders: Member of Parliament for Leeds City Centre; Leader of Leeds City Council; Executive Board Member for Climate Change; Transport and Sustainable Development; Ward Members for Beeston and Holbeck; Ward Members for Hunslet and Riverside; Access and Use-Ability Group; Bus Operators, Cycle Forum Sub Group; Train Operator Companies and Network Rail.

5.1.2 Consultation events were held at Leeds Station on the 10th February, 12th February and 14th February 2020. These sessions targeted station users and commuters during peak usage hours, with the intent to obtain their views on the proposals for the station. Feedback was collated and used to inform the concept design and planning submission.

5.1.3 A meeting took place with the Access and Use-Ability Taxi operators sub group in December 2019 and a further meeting had been arranged for 30th March 2020 however, this was

replaced with the circulation of a briefing note further to the cancellation of the meeting due to COVID 19. Negative feedback has been received from the Unite Union who are concerned about the taxi rank being moved further away from the station entrance.

- 5.1.4 There was a presentation of the initial concept scheme to the Access and Use-Ability Group on the 28th January 2020 and meetings were sought a number of times to discuss the proposals further. At the meeting concerns were raised regarding the distance to the taxi rank from the Station Entrance and the level difference from the station entrance to the taxi rank. When lockdown commenced a briefing note was issued to the Group seeking feedback and asking for the opportunity to meet virtually.
- 5.1.5 An independently chaired meeting with the Access and Use-Ability Group and Hackney Taxi Operators was held on the 15th July 2020 to discuss the proposals in further detail. It was agreed at the meeting that the project team would review the Access and Use-Ability Group preferred option of retaining the taxi rank in its current location or relocating it closer to the main station entrance whilst assessing the impacts on the predicted passenger growth, security and health and safety concerns. A further three meetings have been held with the Access and Use-ability Group resulting in additional analysis work being undertaken by the architects to assess the impact of their proposal. These discussions will continue and potentially may result in changes to the proposed scheme that was submitted for planning.
- 5.1.6 Business consultation events were held at 34 Boar Lane on the 11th February and 13th February 2020. The project team presented the proposals to local businesses, inviting comments and feedback which was then collated and used to inform the proposals.
- 5.1.7 In addition to the public and business consultation events a 'Your Voice' survey was launched on the West Yorkshire Combined Authority's website in February 2020 and closed at the end of March 2020. This online survey offered further opportunity for public comment.
- 5.1.8 A presentation was made at the Bus Delivery Board on the 20th August 2020 to all bus operators in Leeds. Following the meeting the bus operators submitted a letter of concern to the Leader of the Council. Leeds City Council (LCC) and the West Yorkshire Combined Authority (WYCA) issued a joint response and agreed to attend a Bus Delivery Board in October to discuss the proposals further.
- 5.1.9 On the 8th September a meeting was held with a newly formed Inclusive Design Group, the attendees represent the Protected Characteristics as defined by the Equalities Act. The discussions are valuable to the development of the designs as it provides 'live experience' and what the barriers are in day to day life.

5.2 Equality and diversity / cohesion and integration

- 5.2.1 A Diversity Impact Assessment was completed in 2018 for the Leeds Integrated Station Masterplan which considered all protected characteristics this will be reviewed and updated as the programme of work at the station develops to ensure that all of the projects within the programme work together to develop an inclusive design.
- 5.2.2 An Equality, Diversity, Cohesion and Integration screening assessment has been completed for the Leeds Sustainable Travel Gateway project
- 5.2.3 An Inclusive design specialist was appointed in January 2020 and together with the council's Access Officer has been a core member of the design team. This approach will continue through the design and implementation stages of the project.

5.3 Council policies and the Best Council Plan

- 5.3.1 The Leeds Sustainable Travel Gateway project will contribute towards the following Best Council Plan 2015-20 priorities; Transport & Infrastructure and Good Growth.

- 5.3.2 The project also contributes towards the Inclusive Growth Strategy 21st Century Infrastructure priority supporting requirement for additional capacity to meet the projected passenger growth at Leeds station from 34 million in 2019 to 70 million in 2043.

5.4 Climate emergency

- 5.4.1 Infrastructure improvements in the city centre will help support the Climate Emergency agenda through the encouragement of sustainable forms of transport. The increased usage of sustainable forms of transport will make a significant contribution to the reduction of carbon emissions in an already busy and congested area. The delivery of the Leeds Station Sustainable Travel Gateway project, along with the other MBARC highways schemes, will reduce the volume of traffic on Bishopgate and Neville Street. Pedestrian footways and cycle routes will be prioritised as the main mode of transport, supported by the creation of the 700 space cycle hub the largest cycle hub in the north with charging points for electric bikes.

5.5 Resources, procurement and value for money

- 5.5.1 The existing contract between Leeds City Council (LCC) and Balfour Beatty, will ensure that consistent terms and conditions are applied to the next phase of work.
- 5.5.2 The Leeds Station Sustainable Travel Gateway project will be delivered by a Principal Contractor (Balfour Beatty) procured via the Scape Group, a nationally recognised public sector partnership, using the Scape Civils Framework. The framework utilised for this project was set up following a competitive, open market and OJEU compliant tender process. LCC have signed an 'Access Agreement' to the framework, enabling access to all Building and Engineering Services covered by the framework.
- 5.5.3 Additional consultancy support will be sought from Steers to assist with the development of the Economic Case and specialist transport modelling necessary to complete the Full Business Case (FBC) plus. For this element of work Steers will be appointed via the Crown Service Framework, which will be subject to a separate approval report.
- 5.5.4 Development funding of £1,984,932 has been approved by the West Yorkshire Combined Authority (WYCA) a funding agreement is being entered into. A further £3,104,572 was requested as appendix to the Outline Business Case (OBC) and was recommended for approval within the appraisal report. The OBC is due to be approved at the Investment Committee meeting on the 7th October 2020.

5.6 Legal implications, access to information and call-in

- 5.6.1 The contents of this report are not exempt or confidential under the access to information rules detailed in the constitution.
- 5.6.2 Authorising this appointment may leave the Council open to a claim from providers who feel the contract should have been effectively advertised and that the council has not been wholly transparent, however both the Scape framework and Steers contract have been competitively procured.
- 5.6.3 The Council is to decide what degree of advertising is appropriate and it is felt that no advertising is the most appropriate method for the Council.

5.7 Risk management

- 5.7.1 Project management resource from the Station Development team is tasked with ensuring the project remains within the risk tolerances.
- 5.7.2 A joint risk log has been developed with the Principal Contractor to ensure all project risks are allocated to a relevant, appropriate risk owner. The project risk log will continue to be maintained and updated throughout the project and escalation of any risks that sit outside of the agreed tolerances will be managed via the Project Board which is being established to govern the project.
- 5.7.3 The key risk to the project at present remains the potential for delay. The scheme is predicated on usage of TCF funding and guidelines for this state that these budgets must be spent by March 2023. In addition Leeds Year of Culture is scheduled for 2023 and no major building works are permitted in the city centre during this period. Consequently, the works to the station entrance, Neville Street and Dark Neville Street must be completed by December 2022. A delay in entering into the contracts would impact these timescales.
- 5.7.4 Despite COVID-19 this work is still proceeding and the programme deadline has not changed.

6. Conclusion

- 6.1 The Leeds Station Sustainable Travel Gateway project is necessary to help transform the station into a 21st Century multi modal transport exchange promoting sustainable travel and that accommodates the increasing capacity at the station.
- 6.2 The project will be funded from the Department for Travel (DfT) Transforming Cities Fund (TCF) that was announced in March 2020. Strict criteria dictates that TCF monies must be spent by March 2023, however, the Leeds Year of Culture requires the project is completed by December 2022. As such the design and construction programme for the project has been compressed to work within the restrictions imposed by the Year of Culture.
- 6.3 To ensure the project is completed within the required timescales it is necessary for the project to progress into detailed design culminating in a full design package and market test construction costs for the scheme.
- 6.4 The costs for RIBA Stage 4 detailed design are £3,681,036. This figure encompasses all activities within RIBA Stage 4: survey works necessary to inform the design; vital consultant support from Network Rail and Steers; stakeholder engagement activities and financial support to aid supplementary project work.

7. Recommendations

- 7.1 The Director of City Development is recommended to:
- a) Give authority to spend £3,681,036 fees associated with the completion of RIBA Stage 4, noting that this includes fees for Balfour Beatty, Steers, Network Rail and Corderoy.
 - b) Approve the injection of Transforming Cities Fund (TCF) development funding of £1,984,932 into the capital programme and a further £3,104,572 once approved by Investment Committee on the 7th October 2020.
 - c) Approve the council entering into the Pre-Construction Order, ensuring the project progresses to the next phase in the Scape process.
 - d) Authorise Balfour Beatty to provide detailed design services (subject to the terms set out in this report) to develop the project to construction.

- e) Approve the extension of the Basic Asset Protection Agreement to cover RIBA 4 design activities

8. Background documents¹

8.1 None.

9. Appendices

9.1 Appendix A - Equality Impact Assessment Screening Document

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