

**Report of Head of Regeneration****Cover Report to the Chief Officer Asset Management & Regeneration****Date:** 11<sup>th</sup> May 2021**Subject:** Joint Design & Cost Report for Local Centres Programme: Local Centres Programme – Chapel Allerton Centre**Capital Scheme Number:** 32786 / CAC / 000

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Chapel Allerton		
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" 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?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number:		
Appendix number:		

**1. Introduction**

- 1.1 The approval of Local Centres Programme (LCP) schemes and the release of LCP funding requires the authorisation of the Chief Officer Asset Management & Regeneration. In instances such as this where an LCP scheme is being led and project-managed by the Highways Department, a joint Design & Cost report is prepared for consideration (please see report and appendix 1 & 2 attached).
- 1.2 On the 8<sup>th</sup> September 2020, approval was granted by the Chief Officer Highways and Transport (please see Appendix 4). Following the Council's subsequent Capital Programme Review and Executive Board's LCP Programme Review in February 2021, the Chief Officer Asset Management & Regeneration is asked to approve and authorise the release of £150,000 of LCP funding in order to deliver the LCP scheme for Chapel Allerton ward.

**2. Main issues**

- 2.1 Town and local centres across Leeds play a crucial role in supporting places and communities to respond to economic change. The Council's Inclusive Growth Strategy recognises their importance as economic, social and service hubs and the need to continue to deliver improvements that promote enterprise and connect people to jobs and opportunities within them. Targeting improvements to local centres would also assist in delivering the Best Council Plan ambition of promoting sustainable and inclusive economic growth whilst also supporting local centres in

response to the impacts of Covid-19.

2.2 Following the Council's Capital Programme Review, and Executive Board's LCP Programme Review in February 2021, the Chapel Allerton ward has been allocated £150,000 of LCP funding.

2.3 This scheme is to be funded through a combination of LCP (£150,000) and Section 106 (£40,000). The total project cost is £190,000 comprising of £170,000 works costs and £20,000 Highways fees.

2.4 Through traffic management control within Chapel Allerton centre, public realm will be expanded and enhanced through the introduction of soft landscaping and improvements to pedestrian connectivity. In summary, the scheme will involve:

- The closure of the northern section of Stainbeck Lane to facilitate the introduction of a paved public realm area;
- The widening of the southern section of Stainbeck Lane to accommodate the closure of the northern section of carriageway and facilitate the two way flow of traffic;
- The closure of the short service road around Stainbeck Corner to facilitate the introduction of a paved public realm area and a short section of off street parking;
- The introduction of a lay-by and the relocation of the Hackney Carriage rank on the northern and southern side of Stainbeck Lane respectively to facilitate on street parking for the local businesses and offset the loss of parking resulting from the closure of the existing northern section of Stainbeck Lane;
- The introduction of a flagged footway on the southern side of Stainbeck Lane, between Stainbeck Corner and the existing pedestrian crossing facility;
- The introduction of a raised speed table and the improvement of the existing pedestrian crossing facility on Stainbeck Lane;
- The introduction of new landscaping and trees and the rearrangement of the existing grassed verged island to provide a more user friendly environment;
- The resurfacing of the Stainbeck Lane carriageway through the extents of the scheme;
- The introduction of Traffic Regulation and Movement Orders to facilitate the closure of the northern section of Stainbeck Lane and amend the existing No Waiting At Any Time, Limited Waiting and Taxi Rank parking restrictions;
- Declutter of redundant street furniture to improve the streetscape and improve pedestrian access, including the removal of a redundant BT phone box; and
- All ancillary works necessary for the proper implementation of the scheme, including traffic signing, road markings, drainage, traffic signal works and street lighting works.

2.5 Please see report and appendix 2 attached for further information regarding scheme design and outputs.

### **3. Recommendations**

3.1 The Chief Officer Asset Management & Regeneration is recommended to approve the Chapel Allerton Centre LCP scheme and authorise the release of £150,000 of LCP funding in order to deliver the project.

**Report to the Chief Officer of Highways and Transportation and Chief Officer of Asset Management & Regeneration**

**Date: 08 September 2020**

**Subject: Local Centres Programme – Chapel Allerton Centre**

**Capital Scheme Number: 32786 / CAC / 000**

Are specific electoral wards affected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, name(s) of ward(s): Chapel Allerton	
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 type="checkbox"/> Yes <input checked="" 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?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If relevant, access to information procedure rule number:	
Appendix number:	

## Summary

### 1. Main issues

- Town and local centres across Leeds play a crucial role in supporting places and communities to respond to economic change. The council's Inclusive Growth Strategy recognises their importance as economic, social and service hubs and the need to continue to deliver improvements that promote enterprise and connect people to jobs and opportunities within them. Targeting improvements to local centres would assist in delivering the Best Council Plan ambition of promoting sustainable and inclusive economic growth.
- In November 2017 the Executive Board agreed to introduce a Council funded programme of support and interventions to increase the vitality and viability of local and neighbourhood centres through the development of a ward based bidding process supported by Council services and local agencies. The Local Centres Programme (LCP) was launched in December 2017 and sought bids for the first tranche of schemes.
- Highways have been working with Chapel Allerton Ward Members for several years to capture a scheme in the centre of Chapel Allerton and this was identified and submitted for a highway infrastructure based project through Round 1 of the LCP, which was subsequently approved for delivery by the LCP Programme Board.

- This report seeks authority for the detailed design and implementation of a scheme in the centre of Chapel Allerton as set out on drawing TM/09/2402/12/02d, give authority to incur expenditure of £190,000 for the introduction of these measures, with £150,000 funded from the Regeneration Local Centres Capital Programme and £40,000 funded from Highways Traffic Management Section 106 contributions.

## **2. Best Council Plan Implications** (click [here](#) for the latest version of the Best Council Plan)

- The project will support the Best Council Plan 2019-21 objectives to promote Inclusive economic growth and support the local community and businesses through increased public realm and improved visual aspects of the area for both the community, businesses and visitors to Chapel Allerton.

## **3. Resource Implications**

- The scheme proposals have no implications in terms of resources. All design and works resources have been identified within the 2019/20 and 2020/21 works programmes.

## **4. Recommendations**

a) The Chief Officer (Highways and Transportation) is requested to:

- i. Approve the detailed design of a package of measures in the centre of Chapel Allerton, as outlined in drawing TM/09/2402/12/02d and give authority to implement the works;
- ii. Note the required expenditure of £190,000, comprising £170,000 works costs, £19,000 staff fees and £1,000 legal fees, with £150,000 being funded from the Regeneration Local Centres Capital Programme and £40,000 from Highways Section 106 contributions;
- iii. Give approval to inject £40,000 into the Capital Programme funded from Highways Traffic Management Section 106 contributions;
- iv. Give authority to spend £40,000 funded from Highways Section 106 contributions; and
- v. Authorise the City Solicitor to advertise a notice under the provisions of Section 90c of the Highways Act 1980 and advertise draft Traffic Regulation and Movement Orders and if no valid objections are received, to make, seal and implement the Traffic Regulation and Movement Orders as advertised.

b) The Chief Officer (Asset Management & Regeneration) is requested to :

- i. Note the contents of the report, and
- ii. Give authority to spend £150,000 funded from the Regeneration Local Centres Capital Programme.

## **1. Purpose of this report**

- 1.1 The purpose of this report is to seek approval and for the delivery of a package of measures to provide a public realm area in the centre of Chapel Allerton as part of the Regeneration Local Centres Capital Programme, estimated at £190,000 (£170,000 works, £19,000 Staff fees and £1,000 Legal costs), and to authorise the detailed design and delivery of this scheme.

## **2. Background information**

- 2.1 In 2017 the Executive Board agreed to establish a £5m capital fund to improve town and district centres across the city, known as the Local Centres Programme (LCP) for support and intervention to increase the vitality and viability of local and neighbourhood centres.
- 2.2 The junction of Stainbeck Lane/Harrogate Road in Chapel Allerton forms the key local centre in this area with Harrogate Road being one of the main north-south routes to and from Leeds City Centre and hence carries large volumes of through traffic despite the presence of the local amenities.
- 2.3 The existing layout around the junction provides very little suitable and inviting public space and is currently under-utilised, with the area split and dominated by two sections of carriageway, that run either side of a large grassed and planted traffic island. The remaining peripheral areas are again under-utilised with standard footway provision and sections of on street parking.
- 2.4 Highways have been working with Chapel Allerton Ward Members and community groups for several years to capture a scheme in the centre of Chapel Allerton that would retain the existing Willow Tree and a scheme was identified and submitted for a project through Round 1 of the Local Centres Programme and was subsequently successful in the bid for investment, with Full Business Case being approved in August 2019.
- 2.5 The aims of the LCP project in Chapel Allerton is to;
- a) Remove part of the island, close the northern arm of Stainbeck Lane and change the junction layout to provide an attractive and enticing public realm area, which will then provide an area where events such as community events, local markets or special events can be established;
  - b) Improve the south western corner (Stainbeck Corner) of the junction to provide a smaller attractive public realm area; and
  - c) Improve the materials and landscape to encourage a more active use of the public domain, support economic growth and access to businesses, which in turn will increase the presence of this local centre and thereby encourage visitors to the area and assist the vitality of existing and new local businesses.

## **3. Main issues**

3.1 The proposed works are shown on the plan TM/09/2402/12/02d attached and will consist of:

- The closure of the northern section of Stainbeck Lane to facilitate the introduction of a paved public realm area;
- The widening of the southern section of Stainbeck Lane to accommodate the closure of the northern section of carriageway and facilitate the two way flow of traffic;
- The closure of the short service road around Stainbeck Corner to facilitate the introduction of a paved public realm area and a short section of off street parking;
- The introduction of a lay-by and the relocation of the Hackney Carriage rank on the northern and southern side of Stainbeck Lane respectively to facilitate on street parking for the local businesses and offset the loss of parking resulting from the closure of the existing northern section of Stainbeck Lane;
- The introduction of a flagged footway on the southern side of Stainbeck Lane, between Stainbeck Corner and the existing pedestrian crossing facility;
- The introduction of a raised speed table and the improvement of the existing pedestrian crossing facility on Stainbeck Lane;
- The introduction of new landscaping and trees and the rearrangement of the existing grassed verged island to provide a more user friendly environment;
- The resurfacing of the Stainbeck Lane carriageway through the extents of the scheme;
- The introduction of Traffic Regulation and Movement Orders to facilitate the closure of the northern section of Stainbeck Lane and amend the existing No Waiting At Any Time, Limited Waiting and Taxi Rank parking restrictions;
- Declutter of redundant street furniture to improve the streetscape and improve pedestrian access, including the removal of a redundant BT phone box; and
- All ancillary works necessary for the proper implementation of the scheme, including traffic signing, road markings, drainage, traffic signal works and street lighting works

## **4. Corporate considerations**

### **4.1 Consultation and engagement**

4.1.1 Chapel Allerton Ward Members: Chapel Allerton Ward Members have been involved in the development of this scheme since it's conception several years ago and have been party to all discussions and meetings throughout the design process. The Ward Members were formally consulted on the final agreed layout via email on the 2 August 2019 and all fully support the proposals and improvements to the centre of Chapel Allerton. Briefings of Ward Members has continued at Chapel

Allerton Ward Members meetings and via email through the Covid-19 lockdown period.

- 4.1.2 Emergency Services and the West Yorkshire Combined Authority (WYCA)  
The Emergency Services and WYCA were formally consulted via email on the 2 August 2019. No adverse comments were received.
- 4.1.3 Local Residents & Businesses: Local residents and businesses were consulted via a letter drop and several public drop in sessions organised by the Ward Members. At the public drop-in sessions attendees were encouraged to provide their views and comments, which saw 220 responses being received, of which 85% in favour of improving the centre of Chapel Allerton and 15% felt that there was no need to carry out any improvements.
- 4.1.4 Chapel Allerton Neighbourhood Planning Group; Chapel Allerton Neighbourhood Planning Group were consulted on the proposals and a presentation was given to the group in September 2018. The Neighbourhood Planning Group have continued to be kept informed of the proposals specifically the intention to use good quality material and introduce additional landscaping and trees
- 4.1.5 Road Safety Audit; A Stage 1 and 2 Road Safety Audit has been carried out on the scheme and the various recommendations taken into account as part of the detailed design.

## **4.2 Equality and diversity / cohesion and integration**

- 4.2.1 An Equality, Diversity, Cohesion and Integration Screening has been completed as attached in Appendix 1. The positive and negative impacts of the scheme have been identified as follows.

### **4.2.2 Positive Impact:**

- i) The scheme will provide an attractive public realm area that will benefit the local community and remove the domination of vehicular traffic and the carriageway, thus making the area a more pleasant and accessible location especially for those with mobility issues, visually impaired, carers supporting wheelchairs and pushchairs;
- ii) The improvement of the pedestrian routes and crossing facility on Stainbeck Lane will provide better connectivity across the centre of Chapel Allerton;
- iii) The introduction of more landscaping and trees will encourage a more active use of the public domain, support economic growth and access to businesses, which in turn will increase the presence of this local centre and thereby encourage visitors to the area and assist the vitality of existing and new local businesses;
- iv) The amendments to the existing parking restrictions will see an increase in on street parking outside the local businesses; and
- v) The use of higher spec material will improve the aesthetics of the area and make the centre a more pleasant and attractive environment.



#### 4.2.3 Negative Impact:

- i) The removal of the norther section of Stainbeck Lane will concentrate all the traffic movements into one single location/junction.

### 4.3 Council policies and the Best Council Plan

4.3.1 The project will support the Best Council Plan 2019-20 objectives to promote Inclusive economic growth and support the businesses through increased access for customers and by improving the visual aspects of the area for customers.

4.3.2 Climate Emergency: The removal of the northern section of Stainbeck Lane will remove the dominance of the motor vehicle on the area and the introduction of the public realm areas and subsequent landscaping and trees will improve the sustainability of the greenery in the area and counteract the carbon emissions given off by vehicles.

Improving the pedestrian routes and connectivity in the local centre along with the aesthetics of the area, will provide a more convenient and attractive option for local residents to use the amenities, rather than travelling further away, which will reduce lengths and number of vehicular journeys and reducing the overall carbon emissions.

It is also proposed to source materials locally from West Yorkshire, which in itself will see a reduction in the length of delivery journeys and a subsequent reduction in carbon emissions further afield.

### 4.4 Resources, procurement and value for money

4.4.1 The total estimated cost of the scheme is £190,000, comprising £170,000 works costs, £19,000 staff fees and £1,000 legal fees, with £150,000 being funded from the Regeneration Local Centres Capital Programme and £40,000 being funded from Highways Traffic Management Section 106 contributions.

4.4.2 Early engagement with the Term Contractor has taken place to discuss deliverability and the overall scheme costs to ensure that the scheme can be delivered on programme and within budget.

4.4.3 As the majority of the scheme falls within the constraints of the public highway all future maintenance arrangements will be covered by the Council's Highway Maintenance and Parks & Countryside teams. The area around Stainbeck Corner falls under private ownership and therefore following completion of the works will become the responsibility of the individual landowners

## 4.5 Capital Funding and Cash Flow

required for this Approval	£000's	2018 £000's	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's	2022 on £000's
LAND (1)	0.0						
CONSTRUCTION (3)	170.0				170.0		
FURN & EQPT (5)	0.0						
DESIGN FEES (6)	19.0			5.0	14.0		
OTHER COSTS (7)	1.0				1.0		
TOTALS	190.0	0.0	0.0	5.0	185.0	0.0	0.0
Total overall Funding (As per latest Capital Programme)	TOTAL £000's	TO MARCH 2018 £000's	FORECAST				
			2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's	2022 on £000's
Local Centres Capital Prog	150.0			5.0	145.0		
Section 106 Contribution	40.0				40.0		
Total Funding	190.0	0.0	0.0	5.0	185.0	0.0	0.0
<b>Balance / Shortfall =</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

## 4.6 Legal implications, access to information, and call-in

4.6.1 The scheme is not eligible for Call-In

## 4.7 Risk management

4.7.1 Construction risks are limited to those normally encountered when working in the public highway, and no significant risks have been identified which relate to this project.

## 5.0 Programme

5.1 The construction of the works will be commenced Autumn 2020 and be completed in early 2021.

## 6 Conclusions

6.1 The Executive Board agreed to introduce a Council funded programme (Local Centres Programme) of support and interventions to increase the vitality and viability of local and neighbourhood centres.

6.2 A scheme in the centre of Chapel Allerton was identified and submitted for a highway infrastructure based project through Round 1 of the LCP, which has subsequently been approved for delivery by the LCP Programme Board.

- 6.3 The scheme seeks to provide an attractive public realm area that will benefit the local community and remove the domination of vehicular traffic from the area, thus making the centre of Chapel Allerton a more pleasant and accessible location for the local community as well as supporting economic growth and access to local businesses
- 6.4 This report seeks authority for the detailed design and implementation of a scheme in the centre of Chapel Allerton as set out on drawing TM/09/2402/12/02d, give authority to incur expenditure of £190,000 for the introduction of these measures, with £150,000 funded from the Regeneration Local Centres Capital Programme and £40,000 funded from Highways Section 106 contributions.

## **7 Recommendations**

- a) The Chief Officer (Highways and Transportation) is requested to:
- i. Approve the detailed design of a package of measures in the centre of Chapel Allerton, as outlined in drawing TM/09/2402/12/02d and give authority to implement the works;
  - ii. Note the required expenditure of £190,000, comprising £170,000 works costs, £19,000 staff fees and £1,000 legal fees, with £150,000 being funded from the Local Centres Programme (previously approved) and £40,000 from Section 106 contributions;
  - iii. Give approval to inject £40,000 into the Capital Programme funded from Highways Section 106 contributions;
  - iv. Give authority to spend £40,000 funded from Highways Section 106 contributions; and
  - v. Authorise the City Solicitor to advertise a notice under the provisions of Section 90c of the Highways Act 1980 and advertise draft Traffic Regulation and Movement Orders and if no valid objections are received, to make, seal and implement the Traffic Regulation and Movement Orders as advertised.
- b) The Chief Officer (Asset Management & Regeneration) is requested to :
- i. Note the contents of the report, and
  - ii. Give authority to spend £ 150,000 funded from the Regeneration Local Centres Capital Programme.

## **8 Background documents**

- 8.1 None

## **9 Appendices**

- 9.1 EDCI Screening
- 9.2 Proposed Scheme Visuals

## Appendix 1

# 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.

<b>Directorate: Development</b>	<b>Service area: Traffic Management</b>
<b>Lead person: Nick Borrás</b>	<b>Contact number: 0113 37 87497</b>

### 1. Title: Chapel Allerton Centre - Local Centres Scheme

Is this a:

☐

Strategy / Policy

☐

Service / Function

☒

Other

If other, please specify

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

The screening focuses on a report to the Highways and Transportation Board requesting authority to introduce various measures on and around the Harrogate Road/Stainbeck Lane junction.

The scheme proposes to introduce a package of works to increase the vitality and viability of the Chapel Allerton local centre which include:

- The introduction of paved public realm areas on Stainbeck Lane;
- The widening of the southern section of Stainbeck Lane to accommodate two way flow of traffic;
- Amendment of the existing parking restrictions in the locality;
- The improvement of the existing pedestrian routes and crossing facility on Stainbeck Lane;
- The introduction of new landscaping and trees in the central area;
- Carriageway resurfacing on the Stainbeck Lane; and
- Declutter of redundant street furniture.

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

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.

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 and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

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)

Consultation on the proposals has taken place with the following stakeholders:

- Local Councillors
- Emergency Services (Police, West Yorkshire Fire and Ambulances Services)
- West Yorkshire Combined Authority
- Local Residents and businesses

The Local Ward Members support the proposals

- **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)

Scheme features:

Positive Impact:

- vi) The scheme will provide an attractive public realm area that will benefit the local community and remove the domination of vehicular traffic and the carriageway, thus making the area a more pleasant and accessible location especially for those with mobility issues, visually impaired, carers supporting wheelchairs and pushchairs;
- vii) The improvement of the pedestrian routes and crossing facility on Stainbeck Lane will provide better connectivity across the centre of Chapel Allerton;
- viii) The introduction of more landscaping and trees will encourage a more active use of the public domain, support economic growth and access to businesses, which in turn will increase the presence of this local centre and thereby encourage visitors to the area and assist the vitality of existing and new local businesses;
- ix) The amendments to the existing parking restrictions will see an increase in on street parking outside the local businesses; and
- x) The use of higher spec material will improve the aesthetics of the area and make the centre a more pleasant and attractive environment.

Negative Impact:

- i) The removal of the norther section of Stainbeck Lane will concentrate all the traffic movements into one single location/junction.

- **Actions**

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

Following the completion of the scheme and the provision of the public realm areas, improved landscaping and a more attractive and active public domain, it is envisaged that community and public events (markets, festivals, Christmas lights switch on, etc) will be held in this area.

**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:	N/A
Date to complete your impact assessment	N/A
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>
Nick Hunt	Traffic Engineering Manager	06/01/2020

<b>7. Publishing</b> 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	
<b>Date screening completed</b>	18/12/2019
<b>Date sent to Equality Team</b>	
<b>Date published</b> (To be completed by the Equality Team)	

## Appendix 2 - Proposed Scheme Visuals



**Visual 1 – Stainbeck Lane looking towards Harrogate Road**



**Visual 2 – Looking towards the Harrogate Road/Stainbeck lane junction**





**Visual 3 – Ariel view of proposed scheme area**




**Visual 4 – Ariel view from Harrogate Road**

## Appendix 4 – Highways DDN

### Delegated Decision Notification (DDN)

This form is used both to give notice of an officer's intention to make a key decision and to record any delegated decision which has been taken. The decision set out on this form therefore reflects the decision that it is intended to be made, or that has been made. Although set out in the past tense a decision for which notice is being given may be subject to amendment or withdrawal.

<b>Lead director<sup>i</sup>:</b>	Director of City Development
<b>Subject<sup>ii</sup>:</b>	Local Centres Programme – Chapel Allerton Centre
<b>Decision details<sup>iii</sup>:</b>	<p>The Chief Officer (Highways and Transportation);</p> <ul style="list-style-type: none"> <li>i) approved the detailed design of a package of measures in the centre of Chapel Allerton, as outlined in drawing TM/09/2402/12/02d and give authority to implement the works;</li> <li>ii) noted the required expenditure of £190,000, comprising £170,000 works costs, £19,000 staff fees and £1,000 legal fees, with £150,000 being funded from the Regeneration Local Centres Capital Programme and £40,000 from Highways Traffic Management Section 106 contributions;</li> <li>iii) gave approval to inject £40,000 into the Capital Programme funded from Highways Traffic Management Section 106 contributions;</li> <li>iv) gave authority to spend £40,000 funded from Highways Traffic Management Section 106 contributions; and</li> <li>v) authorised the City Solicitor to advertise a notice under the provisions of Section 90c of the Highways Act 1980 and advertise draft Traffic Regulation and Movement Orders and if no valid objections are received, to make, seal and implement the Traffic Regulation and Movement Orders as advertised.</li> </ul>
<b>Type of decision:</b>	<p><input type="checkbox"/> Key decision (executive)</p> <p>Is the decision eligible for call-in?<sup>iv</sup>      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Is the decision exempt from call-in?<sup>v</sup>      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Significant operational decision (council or executive<sup>vi</sup> – not subject to call-in)</p> <p><input type="checkbox"/> Administrative decision (council or executive<sup>vii</sup> – not subject to publication or call-in)</p>
<b>Notice<sup>viii</sup> or call-in (key decisions only):</b>	<p>Date the decision was published in the list of forthcoming key decisions:</p> <p>If not on the list of forthcoming key decisions for at least 28 clear days, the reason why it would be impracticable to delay the decision:</p> <hr/> <p>If not published for 5 clear working days prior to decision being taken the reason why not possible:</p> <hr/> <p>If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:</p> <hr/>

<b>Affected wards:</b>	Chapel Allerton		
<b>Details of consultation undertaken:</b>	Executive Member Councillor L Mulherin	Date consulted: 15/09/20	Interest disclosed? <sup>ix</sup> <input type="checkbox"/> Yes Date of dispensation: <input checked="" type="checkbox"/> No
	Ward Councillors Chapel Allerton	Date consulted: 02/08/2019	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input checked="" type="checkbox"/> No
	Others <sup>x</sup> please specify: Emergency Services & WYCA	Date consulted: 02/08/2019	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input checked="" type="checkbox"/> No
	Chapel Allerton Neighbourhood Planning Group	09/2018	
<b>Capital injection approval required:</b>	Injection approval required? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, you must complete the Approval box below)		
<b>Capital Injection approval</b>	Name: Title:	Capital scheme number: 32786 / CAC / 000  Date:	
<b>Contract details (procurement decisions only)</b>	Contract reference number	Contract title:	
		Supplier:	
<b>Implementation (key decisions only)</b>	Officer accountable for implementation  Timescales for implementation <sup>xi</sup>		
<b>Contact person:</b>	Nick Borrás	Telephone number <sup>xii</sup> : 0113 3787497	
<b>Decision maker or authorised signatory<sup>xiii</sup>:</b>	 Name: Gary Bartlett	Date: 08/09/2020	

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- <sup>i</sup> The leader of the council may also make executive decisions and should be specified as the lead director where appropriate.
- <sup>ii</sup> A brief title should be inserted here. 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>iii</sup> Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding on the chosen option, although care must be taken not to disclose any confidential or exempt information.
- <sup>iv</sup> See the executive and decision making procedure rules for eligibility. The decision will not be eligible for call-in if it has already been subject to call-in i.e. considered by the relevant scrutiny board. This includes a decision which has been modified by the decision maker following a recommendation by a scrutiny board after call-in of the earlier decision.
- <sup>v</sup> If the decision is exempt from call-in a reason must be provided in the 'notice or call-in' box and in the report. The call-in period expires at 5pm on the 5<sup>th</sup> working day after publication. Scrutiny support will notify decision makers of matters called-in no later than 12 noon on the 6<sup>th</sup> working day.
- <sup>vi</sup> If the decision would have been a key decision but for an exception set out in article 13.4(b), please refer to the connected key decision in the decision details (either by the title or the reference number).
- <sup>vii</sup> Administrative decisions do not need to be published on the council's website but this form may be used for internal recording of the decision.
- <sup>viii</sup> All key decisions should appear on the list of forthcoming key decisions for 28 clear days before the decision can be taken. If 28 clear days' notice has not been provided, a reason must be provided here.
- <sup>ix</sup> No member having a disclosable pecuniary interest or officer having an interest in any matter (whether pecuniary or otherwise required to be declared) should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here. Any dispensation in place in relation to the matter should also be recorded here.
- <sup>x</sup> This may include other elected members, officers, stakeholders and the local community.
- <sup>xi</sup> Please include proposed timescales for commencement and / or completion of implementation as appropriate.
- <sup>xii</sup> Please insert a complete telephone number whether land line or mobile, rather than an extension number so that you can be contacted from outside the council.
- <sup>xiii</sup> The signatory must be duly authorised by the lead director to make a decision in accordance with the relevant sub-delegation scheme. It is not acceptable for the signature to be 'pp' for the authorised signatory. For key decisions only, the date of the authorised signature signifies that, at the time, the officer was content that the decision should be taken. However, should representations be received following public availability of reports the signatory will consider the effect which such representations should have on the final decision.