



# SHEFFIELD CITY COUNCIL Cabinet Highways Committee Report

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**Report of:** Simon Green, Executive Director, Place

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**Date:** 14<sup>th</sup> July 2011

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**Subject:** Buchanan Road Streetscene Improvements

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**Author of Report:** John Bann, Head of Transport & Highways

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**Summary:**

This report sets out highway improvement proposals for the Buchanan Road Streetscene Project, which is part of a package of Chaucer District Centre Public Realm improvements. The project has been developed by the Council's Housing, Enterprise & Regeneration and Transport & Highways officers in consultation with shopkeepers, residents and Ward Members.

The Council's Cabinet gave approval in March 2009 to use Section 106 (Town & Country Planning Act) funds from the Asda development for the Buchanan Road Streetscene Project.

The Committee are asked to approval the design plans of the Buchanan Road Streetscene proposals and that the project moves ahead to detail design & construction.

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**Reasons for Recommendations:**

To enable the project to proceed to detail design and construction according to the anticipated programme.

**Recommendations:**

That the Committee approves the design proposals of the Buchanan Road Streetscene Improvement Project and approves progression of the project to detailed design and construction.

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**Background Papers:** Previous Cabinet Report authorising project spend.

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**Category of Report:** OPEN

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## Statutory and Council Policy Checklist

<b>Financial Implications</b>
YES Cleared by: Catherine Rodgers
<b>Legal Implications</b>
YES Cleared by: Julian Ward
<b>Equality of Opportunity Implications</b>
YES Cleared by: Ian Oldershaw
<b>Tackling Health Inequalities Implications</b>
NO
<b>Human rights Implications</b>
NO
<b>Environmental and Sustainability implications</b>
NO
<b>Economic impact</b>
NO
<b>Community safety implications</b>
NO
<b>Human resources implications</b>
NO
<b>Property implications</b>
NO
<b>Area(s) affected</b>
Western part of Buchanan Road in Chaucer District Centre [Southey Ward]
<b>Relevant Cabinet Portfolio Leader</b>
Councillor Leigh Bramall
<b>Relevant Scrutiny Committee if decision called in</b>
<b>Is the item a matter which is reserved for approval by the City Council?</b>
NO
<b>Press release</b>
NO

## **BUCHANAN ROAD STREETSCENE PROJECT (CHAUCER PUBLIC REALM)**

### **1.0 SUMMARY**

- 1.1 This report sets out the regeneration proposals for a highway improvement scheme around the shops in Buchanan Road. The proposals have been developed by Council officers in conjunction with shopkeepers, local residents, Ward Members and other stakeholders. The project forms part of the wider regeneration of Chaucer District Centre, which also includes a new Asda superstore, Library Learning Centre and Public Square. It is important that Buchanan Road is enhanced so that it benefits from improvements elsewhere in the District Centre.
- 1.2 The project proposals seek to improve the streetscene and the safety of all road users in the section of Buchanan Road alongside the parade of shops. The project helps also to make walking to the rest of the District Centre easier.
- 1.3 Approval is sought to construct the Buchanan Road Streetscene Project in accordance with the design shown on the attached plan.

### **2.0 WHAT DOES THIS MEAN FOR SHEFFIELD PEOPLE**

- 2.1 This project will provide a significant improvement to the streetscene in Buchanan Road, making the street easier and safer to use for residents and shoppers, and potentially attract more business to this part of the District Centre. The project will directly benefit residents, shopkeepers and other users of Chaucer District Centre, including people who travel through the area.
- 2.2 The proposals will meet the City of Opportunity priorities to 'Empower Residents' by incorporating their priorities in the design of their streets – and will create streets to be proud of. The proposals also strongly support the Council's 'Thriving District & Local Centres' programme. By creating better access to the local District Centre, and a more attractive environment within, people living in the district should be encouraged to use the Centre more, rather than needing to go further afield to the City Centre or Meadowhall. This will reduce related travel impacts, particularly congestion and pollution, thereby benefiting the wider Sheffield economy and environment.
- 2.3 Improvements to the pedestrian environment and provision of safer crossing points, together with driver speed management measures, will be of particular benefit to children, and elderly and disabled people.

### **3.0 OUTCOME AND SUSTAINABILITY**

- 3.1 The objective of the project is to stimulate a more thriving and attractive local centre, allowing Chaucer to compete with larger centres for many shopping and service purposes. Alongside this, the project aims also to improve road safety. These improvements complement proposals for improving the District Centre contained within the Parson Cross Masterplan and District Centre Plan for Chaucer.
- 3.2 The streetscene at the western section of Buchanan Road will be improved, both in appearance, amenity and safety. Within the District Centre, the priority for residents, shopkeepers and users is a more focussed improvement to the streetscene, together with better car parking provision and improvement of public spaces.
- 3.3 It is envisaged that the project will contribute to more sustainable travel patterns with Buchanan Road and throughout the District Centre. This will be achieved by a safer walking and cycling environment and more attractive pedestrian routes to the main bus stops on Deerlands Avenue. The project in Buchanan Road is also designed with 'bus-friendly' traffic calming measures to allow for a future bus route along the road if deemed viable by a bus operator following forthcoming housing development in the area.
- 3.4 The contractor appointed to undertake construction of the project will be required to employ sustainable construction methods, with existing materials being re-used wherever possible. A sustainable maintenance regime for the materials will be promoted.
- 3.5 Where existing highway trees are being removed, these will be replaced, wherever possible, and extra tree planting is proposed in some instances.
- 3.6 The project recognises the importance of grass verges and highway trees to the local environment and to the climate.

### **4.0 REPORT**

- 4.1 The streetscene improvements have been developed broadly in line with 'Shared Space' principles to provide an area outside the shops that all road users are equally comfortable using. Shared Space projects seek to design highway or public spaces that pay equal regard to the needs of all road users; in this case the street clearly has a shopping and local amenity function, as well as being a highway for movement.
- 4.2 Consultation on the proposals took place with shopkeepers, affected residents and Ward Councillors at public events in February and March

2011. The events were held in Chaucer Business and Enterprise College on Wordsworth Avenue.

- 4.3 The overall responses were positive and certain changes were accommodated within the proposals. Ward councillors have been kept informed on progress throughout the project via e-briefings. The North East Community Assembly has also been notified of the proposals and invited to meetings.
- 4.4 The project consists of a remodelling of the highway layout at the western end of Buchanan Road before it meets Wordsworth Road. The main features are: -
- the removal of a lay-by (previously used informally for parking)
  - Approximately 20 new perpendicular parking bays outside the shops
  - new parking bays for residents' properties on the north side of the street
  - a designated loading bay that can accommodate delivery vehicles up to around 12 metres long
  - raised tables (bus friendly) with red surface dressing, forming uncontrolled pedestrian crossing points
  - a build-out and 'priority-flow' arrangement to reduce speed and contribute to the 'shared space' principle of the project
  - waiting restrictions along the main length of the road
  - benches and planting, including new trees.
- 4.5 A 'Stage 1' Road Safety Audit has been carried out for the scheme and its recommendations, which included amendments to the road layout to further promote speed reduction, have been addressed in the scheme design. Post Audit plans are attached as Appendix A. Further plans showing the overall scheme layout, including trees and street furniture, will be made available to the Highways Committee at its meeting.
- 4.6 The scheme links into other improvements that have been made by Asda, Chaucer Business & Enterprise College, and the Library Learning Centre and new public square on Wordsworth Avenue.

#### Relevant Implications

- 4.7 Funding for the project is generated by a Town & Country Planning Act 'Section 106' contribution of £500,000 from Asda for its new superstore in the District Centre. The estimated cost of the project is £500,000 which includes all appropriate Highway Authority fees.
- 4.8 Asda have also provided highway accommodation works (under a Highways Act Section 278 agreement) directly around their superstore at Deerlands Avenue. This includes two reconfigured roundabouts at the junctions of Deerlands Avenue with Wordsworth Avenue and Chaucer Road and new 'Toucan' crossings and shared foot-cycleways. Asda has also agreed, as part as the Travel Plan for its superstore, to allow some public parking within its new car park to serve the District

Centre. This will be monitored by Asda and reviewed if necessary under the terms of the Travel Plan.

- 4.9 Under the terms of the Section 106 Agreement between the Council and Asda, the funding for the Buchanan Road Streetscene Project needs to be authorised by the Council. The Council's Cabinet gave this approval in March 2009.
- 4.10 The timetable for construction of the scheme is for work to start on site in March 2012 with works complete by the end of July 2012. Prior to this, the project will go out to competitive tender.
- 4.11 A full Equality Impact Assessment has been conducted for the District Centre as a whole (which includes this public realm project) by officers in the Housing, Enterprise and Regeneration Service. This has been signed off and is attached as Appendix B to this report.
- 4.12 The City Council, as Highway Authority, has powers under the Highways Act to make improvements to the public highway.
- 4.13 In the short term, construction of the project will cause an element of disruption to those living or running a business in Buchanan Road. However, once complete it is anticipated that the scheme will deliver numerous benefits to residents and shopkeepers alike.

## **5.0 ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 Alternative features were incorporated into previous drafts of the design but later discounted due to the outcome of the Stage 1 Road Safety Audit. The use of more expensive paving materials was also considered but discounted on cost grounds.

## **6.0 REASONS FOR RECOMMENDATIONS**

- 6.1 To enable the proposed project to move to the detail design and construction phase and be completed to the identified programmed (by July 2012). The complete project will facilitate the benefits outlined in this report.

## **7.0 RECOMMENDATIONS**

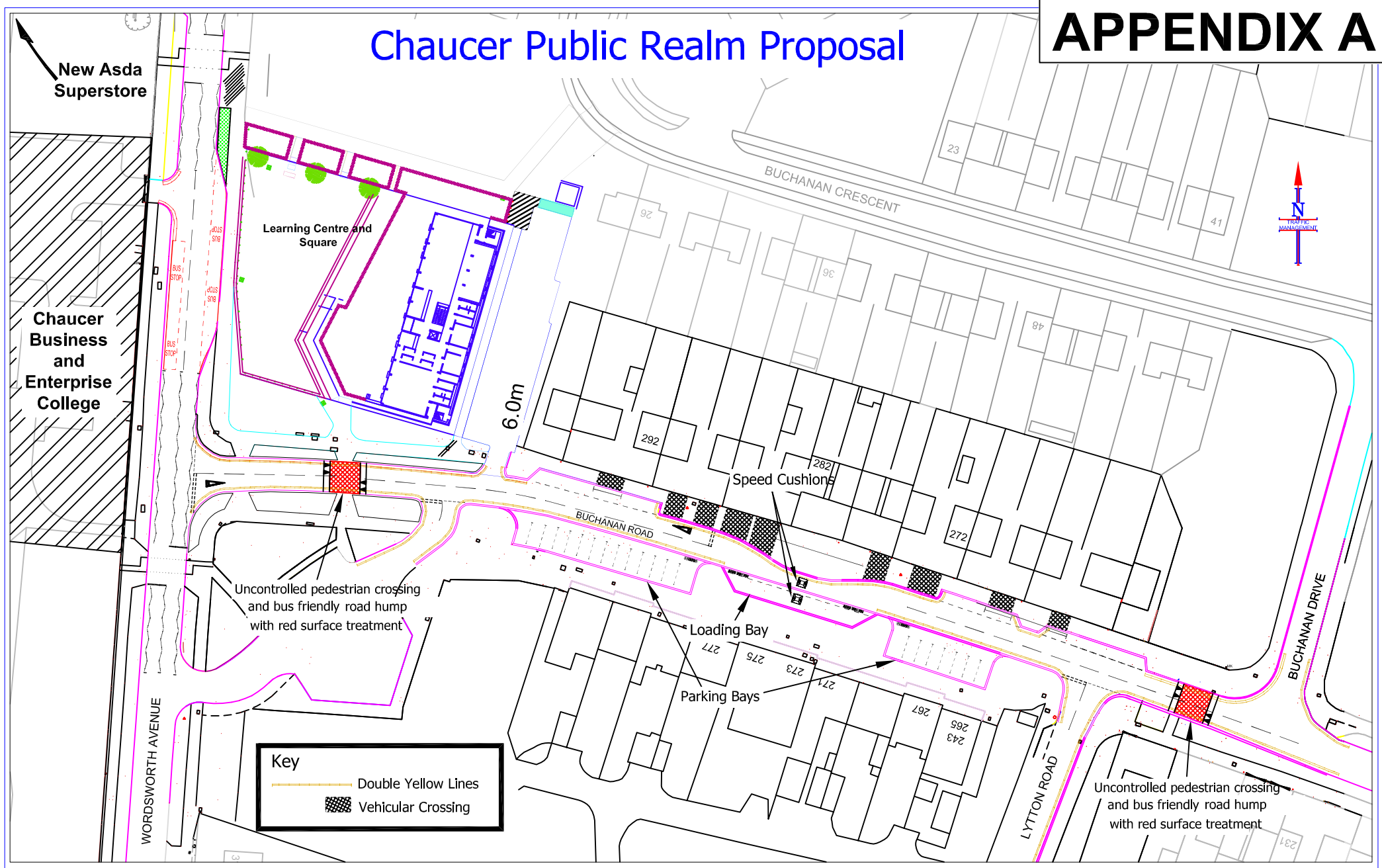
- 7.1 To approve the design of the Buchanan Road Streetscene Improvement Project and proposals to progress the project to detailed design and construction.

Simon Green,  
Executive Director, Place

14<sup>th</sup> July 2011

# Chaucer Public Realm Proposal

# APPENDIX A



**Key**

- Double Yellow Lines
- Vehicular Crossing

**DEVELOPMENT SERVICES**  
**TRANSPORT & HIGHWAYS DIVISION**  
**TRAFFIC SECTION**  
 2-10 CARBROOK HALL ROAD  
 SHEFFIELD S9 2DB  
 Tel, (Reception) 0114-273-6320, Fax, 0114-273-6182  
 D Curtis B.A., Dip. T.P., M.R.T.P.I., F.I.H.T.  
 Head of Development Services

A Service Area of the Directorate of Development, Environment & Leisure  
 Sheffield City Council

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 • Any errors/omissions to be reported immediately  
 • If in doubt, ask

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DRAWN: Des North  
 MAY 2011

CHECKED:

Rev	Date	Content	Signed

Client: SHEFFIELD CITY COUNCIL

Scheme: Chaucer Public Realm - Buchanan Road

Drawing Title: Proposed Highway Changes

Drawing No. TM/NH03360/P02

Scale: 1 : 500

Date: MAY 2011

Sheffield City Council

Development Environment & Leisure

DEVELOPMENT SERVICES

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**A  
BEST  
PERFORMING  
COUNCIL**

**EQUALITY  
IMPACT ASSESSMENT  
FORM**

**Chaucer Buchanan District Centre**

**March 2007**

**Updated March 2009**

**Updated April 2011**



INVESTOR IN PEOPLE







## Pro-forma for Equality Impact and Needs Assessment

<p><b>What is the policy or project being assessed?</b></p> <p>The Chaucer Buchanan District Centre Programme</p>	<p><b>Directorate:</b></p> <p><b>Portfolio:</b> Place</p> <p><b>Service Area:</b> Housing, Enterprise and Regeneration.</p>	<p><b>Date:</b></p> <p>Original: 28/03/07 Updated: March 2009 Updated: April 2011</p>
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### 1. Responsibility and Ownership

<p><b>Service Area:</b></p> <p>Housing, Enterprise and Regeneration</p>
<p><b>Lead Officer:</b></p> <p>Steve Birch</p>
<p><b>Members of the assessment team:</b></p> <p>Jan Fitzgerald, Steve Birch, Dave Arch, Natalie Heron</p>
<p><b>Others involved in the assessment (peer review/external challenge):</b></p> <p>CYPD and DEL officers, SOAR (Southey Owlerton Area Regeneration), Homes and Communities Agency, Sheffield Primary Care Trust,</p>

## 2. Aims of the policy or project you are assessing:

### What are you trying to achieve?

The creation of a network of neighbourhood centres is seen as a key element of the regeneration programme for Southey Owlerton and central to transforming the housing market. White Young Green's retail study (2003) identified capacity for a foodstore in north Sheffield. In 2005 Cabinet approved the Genecon Centres Strategy, which proposes investment in four centres across the area, each with a distinct role and function. The most significant of these is the proposed district centre at Chaucer/Buchanan. A follow-on Delivery Plan prepared by Genecon confirmed the actions needed to realise the strategy.

The proposed district centre will create a safer and more vibrant 'heart' to the Southey Owlerton neighbourhoods and provide and improve the facilities for commercial and non-commercial services. There will be 5 physical elements to the programme at Chaucer Buchanan – a new foodstore, a health centre, a library / learning centre and a mixed-use block with flexible commercial space and residential accommodation.

As the delivery of the district centre involves several different elements and a range of projects which are outlined above it is vital to the success of the project that all of the elements are linked together. This will be achieved through the edition of Public Realm Improvements (includes improvements to parking, pavement and road surfaces primarily on Buchanan Road), Chaucer District Centre – Public Art (one element is to design and install some signage linked to the existing shops on Buchanan Road to integrate them into the overall Centre. The other element will creatively link the District Centre together through a unique commission of artwork features that will enhance the streetscene and overall landscape) and the Activation of Chaucer Public Square (a 2 year project of performances and events that will be held on the public square).

### Who is intended to benefit from this project or policy?

Existing and future residents of the Parson Cross neighbourhood and Southey Owlerton area are the intended people to benefit from this programme.

By providing improved health and learning facilities it is hoped that this will help to reduce the health and education inequalities in the area; with the added effect that this would then also raise the employment levels. Educational attainment,

health standards and levels of employment are significantly lower in the Parson Cross neighbourhood and Southey Owlerton area than the city average. Also access to good health and learning facilities has been cited as a barrier to improving the employment rate in the area and tackling poverty.

Physical benefits include 14,757m<sup>2</sup> of new development on cleared sites to a value of £16.02M and to HMR/EP design quality standards.

Through the improvements to the public realm on Buchanan Road it is hoped that the existing shops will be integrated into the new District Centre which will encourage people to visit the shops. The improvement will also improve the aesthetics of the area, potentially encouraging investment.

The Pubic Art element of the project will create a distinctive character and sense of place for the new centre ensuring that it is enjoyed and owned by local people.

The activation of the Chaucer Public Square will provide local people including residents and the nearby school children with the opportunity to learn new skills, provide them with activities as well as entertainment. It is hoped that this will reduce Anti-social behaviour levels as a direct result of providing local children with activities.

**What outcomes are wanted from this project or policy?**

The Centres Strategy proposes three key elements for a successful centre - sustainable commercial facilities; modern, accessible services; and high accessibility and high quality public realm. For Chaucer/Buchanan this comprises: a new foodstore, new retail units/workspace with housing above, refurbished shops; new library and learning centre, new primary care development, refurbished secondary school; new public square, public realm improvements, public art and the activation of the public square.

**List any other key policies, procedures, projects or strategies that this policy/project will have implications for:**

The programme involves decisions about assets held by NCC and CYPD. DEL is closely involved because of the design

and planning issues which will include the environmental excellence agenda as well as the library provision.

The individual projects will involve procurement of development partners and possibly external specialists, acquisition of properties (potential for CPO), funding agreement with HCA.

The Public Realm improvements and Pubic Art element of the district centre will have cabinet member's approval.

The activation of the public square will have an Executive Decision.

The programme will be key in delivering the HMR Area Development framework aims and also the Council's Closing the Gap strategy.

### 3. What are the equality implications of what you are trying to achieve?

Will the policy/project have significant <b>positive</b> impact for BME people?	Will the policy/project have significant <b>negative</b> impact for BME people?	What evidence do you have?	Is there any way that you could <b>limit</b> the negative or <b>increase</b> positive impact?
Yes, it is intended that all residents within the neighbourhood and wider area will benefit directly from this project.	No	SNIS data identifies a small proportion of BME groups within the area, and the new facilities will be available to all	The work carried out for the duration of the programme will be done in partnership with SCC and community representation, and so will be monitored throughout the process to ensure that equalities aims are met. This monitoring will be done by asking for customer feedback on the

			<p>new facilities and taking action as appropriate from this feedback.</p> <p>Ensure that BME communities are involved in the early stage of the plans including those for the public realm, public art and activation of Chaucer Public Square.</p>
<p>Will the policy/project have significant <b>positive</b> impact for Disabled people?</p> <p>Yes, it is intended that all residents within the neighbourhood and wider area will benefit directly from this project.</p>	<p>Will the policy/project have significant <b>negative</b> impact for Disabled people?</p> <p>There is potentially an issue that because 8 GP's surgeries are due to move into the new PCT building this may present a challenge to some people in getting to the new health facility if they have limited access to appropriate transport.</p>	<p>What evidence do you have?</p> <p>All new buildings must now be DDA compliant and the Council's accessibility officer always scrutinises all architects' plans in the HMR area to ensure that all types of accessibility requirements have been considered. Also the new library and health facilities will have improved accessibility compared to</p>	<p>Is there any way that you could <b>limit</b> the negative or <b>increase</b> positive impact?</p> <p>The Council's accessibility officer will ensure that accessibility is maximised. Also user groups will be consulted through the design process, which should highlight any potential barriers that can be resolved.</p> <p>Ask our PCT partner to do a travel plan for the new</p>

<p>It is intended that Public realm improvements will have a positive affect on people with disabilities and visual impairment as the street scene will be improved so that it is easier to navigate.</p> <p>It is intended that all residents who either live or use the facilities in the local Neighbourhoods will benefit from the implementation of</p>	<p>Whilst the work is being carried out to the public realm access maybe restricted or alternative routes may have to be used.</p> <p>No</p>	<p>the existing provision in the area.</p> <p>Public services provided through the programme will all comply with accessibility standards in service provision</p> <p>The local community will have the opportunity to view and comment on plans at various stages throughout the design process to ensure that the improvements reflect current community needs.</p> <p>Experience from other public art projects which have followed criteria established as part of HMR funded improvements. This</p>	<p>health centre and promote the use of Dial-a-Ride to patients who may now experience difficulties in accessing the new facility.</p> <p>The Highways Planning team will coordinate comments from appropriate people including the Accessibility Officer whose comments will be taken into consideration during the design process.</p> <p>As part of the project a Chaucer multi-agency group meets regularly, transport and access issues are raised, actioned and monitored.</p> <p>Ensure that disabled people are involved at early stages of the consultation process.</p>
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<p>Public Art and the activation of the public square.</p>		<p>criteria ensures that all projects are accessible to disabled people. This project will take into account the access needs for disabled people and aim to address these.</p>	
<p>Will the policy/project have significant <b>positive</b> impact for Men or Women?</p> <p>Yes, it is intended that all residents within the neighbourhood and wider area will benefit directly from this project.</p>	<p>Will the policy/project have significant <b>negative</b> impact for Men or Women?</p> <p>No</p>	<p>What evidence do you have?</p> <p>The provision of new services within the programme, are designed to address the inequalities that are experienced by men and women within the area. E.g. access to good health and learning facilities.</p>	<p>Is there any way that you could <b>limit</b> the negative or <b>increase</b> positive impact?</p> <p>The new library / learning centre is going to contain a flexible space that could be used as a crèche and also community meeting space. The crèche facility will help to enable parents with young children to access the learning facilities. The crèche facility has never financially stacked up, Therefore, the space will be of flexible use. However, if the crèche facility cannot be provided in the learning centre a nearby local nursery will be promoted.</p>
<p>Will the policy/project have significant <b>positive</b> impact on Lesbian, Gay, Bisexual</p>	<p>Will the policy/project have significant <b>negative</b> impact for Lesbian, Gay, Bisexual</p>	<p>What evidence do you have?</p>	<p>Is there any way that you could <b>limit</b> the negative or <b>increase</b> positive impact?</p>



<p>or Trans-sexual people?</p> <p>Yes, it is intended that all residents within the neighbourhood and wider area will benefit directly from this project.</p>	<p>or Trans-sexual people?</p> <p>No</p>	<p>The programme for the district centre is designed to provide better access to services for all communities within the area.</p>	<p>The work carried out for the duration of the programme will be done in partnership with SCC and community representation, and so will be monitored throughout the process to ensure that equalities aims are met.</p>
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<p>Will the policy/project have significant <b>positive</b> impact for young people?</p> <p>Yes, it is intended that all residents within the neighbourhood and wider area will benefit directly from this project.</p>	<p>Will the policy/project have significant <b>negative</b> impact for young people?</p> <p>No</p>	<p>What evidence do you have?</p> <p>Provision of Library/learning centre, health centre and pedestrianised public space all within a realm of improved community safety should support some of the needs of young people around learning, employment, health and security.</p>	<p>Is there any way that you could <b>limit</b> the negative or <b>increase</b> positive impact?</p> <p>The work carried out for the duration of the programme will be done in partnership with SCC and community representation, and so will be monitored throughout the process to ensure that equalities aims are met. This monitoring will be done by asking for feedback from young adults on the new facilities and taking action as appropriate from this</p>
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<p>Through consultation and engagement young people will have the opportunity to contribute and be apart of the activation of the public square and public art work. Through such work it is intended the young people will learn and/ or develop new skills and take pride in the district centre.</p>			<p>feedback.</p> <p>Ensure that young people are involved at the early stages of the activation of the public square and the public art element of the project.</p>
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**5. What action do you need to take?**

<b>If you have indicated there is a negative impact for any group – could it be unlawful discrimination?</b>	
YES <input type="checkbox"/>	NO <input type="checkbox"/> No
<b>If your answer is <u>Yes</u> then you will need to make immediate changes to address this. Please list these changes below:</b>	
Please write up the action points arising from issues in this Impact Assessment using the Action Plan template on the next page.	
<b>How will you monitor the policy/project to ensure that it does not disadvantage any group?</b>	
Normal project monitoring and management will identify and address any potential for discrimination or disadvantage arising from this project.	
<ul style="list-style-type: none"><li>• <b>When you are confident that all significant equality implications have been identified and considered, bring together a very brief summary of the most important aspects of your findings and add it to the report in the section titled 'Equal Opportunities Implications'.</b></li><li>• <b>Please keep this completed form for audit purposes and forward a copy to the Directorate Equality Representative.</b></li></ul>	
Signed (officer completing the form):     John Clephan	
Date: updated April 11	

## Equality Impact Assessment Action Plan

Please list below any recommendations for action that you plan to take as a result of this impact assessment.

Issue	Action required	Lead officer	Timescale	Progress
Ensure that all briefs for new buildings state the required design and build standards (e.g. mobility standards).	Ensure that design and build standards are met in competition submissions	John Clephan	Summer 2007-2009	August 2008 - Achieved for Library Learning Centre Jan 2009 – Achieved for the foodstore development
Monitor design process to ensure that all safety and accessibility issues are considered.	Ensure that the accessibility officer and police architect are consulted during the design and planning application processes	John Clephan	Autumn 2007-2009	August 2008 - Achieved for Library Learning Centre and Public Square
Ensure that the district centre programme is communicated well in the area and that people are informed of the plans and how they can be involved and what they can	Complete communications and consultation plan with community representatives	John Clephan	Ongoing  Review End of April 2009 & quarterly through the programme team.	Update April 2008 - 30 consultation activities held in March/April, with TARA's, Area Panels, school councils, at Parson Cross Festival. Changes made as a result of consultation. July 2009 –

influence.				Communications protocol being developed for whole district centre – this will capture and record comm.s info and ensure messages are not duplicated and events are well planned.
Transport access to the new PCT centre	Raise with PCT partner potential issues around travel accessibility to the health centre and the need for a travel plan and promoting the use of Dial a Ride.	Alex Shilkoff / John Clephan	End of April 2007	This has been raised with the PCT and will be incorporated into their travel plan once the building is open in 2010.
The need for crèche facilities at the learning centre	Further explore with delivery partners through the learning centre steering group the possibilities for incorporating a crèche into the learning centre	Alex Shilkoff / John Clephan	May 2007	Agreed not to have a dedicated crèche but to promote the use of existing local crèche facilities
Finding out if the new facilities meet the needs of young people in the area	Build on the work of the current neighbourhood management research in the area and engage with young people through organisations that work with young	John Clephan	Monitoring once the new services are open	Update May 2008 - consultation activities held in March/April included working with school councils. Changes made as a result of consultation, e.g. Library now have a reading area specifically

	people to find out if the new services meet their needs and could be improved			for children April 2009 – Chaucer Square Visioning day held at Chaucer School – included a wide range of groups including children from the school – all had input into the vision for how the school will be used and the events that could take place.
Human Rights Implications of a potential Compulsory Purchase Order for 285-301 Buchanan Road	Ensure that Human Rights Act implications are dealt with in any cabinet report / member briefings for a CPO so that members are aware of the issues.	John Clephan	As appropriate depending on if / when a CPO necessary.	Included in CPO report to cabinet of 22 <sup>nd</sup> October 2008
Ensure that residents are engaged in the public art and activation of the Public Square element of the project.	An engagement plan needs to be established to ensure key people are consulted at the correct time.  Artists that are appointed to both the public art project and activation of the public square are given the relevant background	Andrew Skelton/ Dave Arch	Public Art element – August 2011 – June 2010  Activation of the Public Square -	A brief has been produced by the Public Arts Officer that includes relevant background information for the artist. The document also highlights the requirement for consultation throughout the project.

	information documents for the area and key contacts for engagement.			During the selection process to appoint an artist they will have to demonstrate that they meet the standards outlined in the brief and the quality of engagement they have carried out on other projects.
It is clearly communicated that the public realm improvements are taking place.	Appropriate communication methods are used to ensure everyone has access to information around the works that are taking place.	Dave Arch/ Natalie Heron	March 2011 – May 2012	Initial consultation has already taken place with local residents and shopkeepers allowing them to comment and influence the public realm designs.
That people with disabilities or visual impairment are unable to access the public art element and the activation of the square	Ensure that the accessibility officer is involved in plans for both projects.  Consultation and engagement with local residents.	Andrew Skelton/ Dave Arch  The appointed artist.	August 2011 – August 2013	