



Lambeth

CABINET MEMBER DELEGATED DECISION REPORT 20 AUGUST 2021

Report title: Cycle storage on Housing Estates

Wards: All

Portfolio: Cabinet Members for Sustainable Transport, Environment and Clean Air –
Councillors Mahamed Hashi and Danny Adilypour

Report Authorised by: Bayo Dosunmu, Strategic Director, Resident Services

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REPORT SUMMARY

This report provides an overview of the rationale, financial arrangements, and ongoing implications for the introduction of additional storage cycle hangers and amendments to existing hangers on Housing Estates to meet the increased demand for cycle storage.

FINANCE SUMMARY

There has been a previous application to the Neighbourhood Community Infrastructure Levy (NCIL) for this project. The original application was for £80,000 of which there is £40,000 remaining. An additional £500,000 Capital Investment Programme (CIP) funding has been apportioned to deliver additional cycle storage on estates from financial year 2020/21 to 2024/25.

RECOMMENDATIONS

1. To approve the spending of £500,000 Capital Investment Programme approved by Cabinet on 20 July 2020 over five years to fund the provision cycle storage capacity on housing land.
2. To approve the proposed cycle hangar design (Appendix A) for future installation of hangars and roll back the existing Cyclehoop breadbin type installations on housing estates.
3. To approve the proposed AskPorter system development and associated costs to enable the necessary administrative improvements required to provide a cost-effective service.
4. To approve the procurement of a supplier to deliver installations as per the prescribed design specifications.

1. CONTEXT

- 1.1 Demand for cycle storage on our estates continues to increase with many of residents taking up cycling as an alternative to public transport or private car use during the pandemic.
- 1.2 The Council has 52 cycle existing storage units on housing estates (Appendix C). Historically, location and priority for installation of cycle storage has been driven through the Estate Action Planning (EAP) process and recommendations from fire risk assessments.
- 1.3 The Housing team has been responsible for lettings and revenue management of cycle hangers in housing estates. However, we have applied an inconsistent approach to managing cycle storage on estates and as such very few residents have been paying an ongoing rental fee for use of storage and little planned inspection and maintenance has been carried out. An audit of existing cycle hangars is under way.
- 1.4 Proposals outlined on this report are aligned with the Council's policy to encourage cycling by making it an attractive transport option to all.

2. PROPOSAL AND REASONS

- 2.1 The main issue to consider with cycle storage is the relatively low income generated versus the cost of effectively administering lettings and revenue accounts. The annual rental cost to store a bicycle in a secure hangar is currently £1 per week (£52 per annum). This is being reduced to £42 per annum to match what non-estate customers pay for cycle storage on-street. An approximate price for a hangar which can accommodate 12 bicycles is around £6,500.
- 2.2 Lambeth has over 150 estates ranging from 50 - 1200 dwellings. Depending on ongoing demand, the number of hangars on housing estates could increase substantially in the following five years. An improved online system offering a greater level of self-service combined with the use of smart digital locks will considerably reduce administrative costs and improve the customer journey.
- 2.3 One of the main drivers for allocating a significant sum in the Capital Investment Programme is increasing equity – enabling residents living in more crowded accommodation to free up space in their homes by providing secure storage for cycles. Additional plans are in place to provide families with affordable storage for multiple bikes through converting disused laundry rooms, bin rooms and refurbishing pram sheds on housing estates. A stock condition survey of these assets will be carried out by March 2021 and works will be prioritised based on demand. A further paper outlining these proposals will be presented to members by March 2021.

OPTION	REASONS
To approve the proposed cycle hangar design for future installation of hangars and the roll back of Cyclehoop breadbin	1. A standardised design and access methodology will ensure installations on housing estates are consistent. This will make maintenance and lettings less complicated. The design will enable different sizes and designs of cycles including adapted cycles to be stored.

<p>type installations on housing estates.</p>	<ol style="list-style-type: none"> 2. Using a digital lock as opposed to manual keys will significantly reduce administrative costs. Customers would no longer need to attend Council premises to collect keys as Lambeth can grant and revoke access remotely. 3. The proposed smart lock is battery operated and is capable of capable managing 100,000 opening cycles before batteries need to be changed. 4. Smart locks cannot be retrofitted on Cyclehoop breadbin hangars. Environment have offered pay up to 60% of the original installation cost to remove them from housing land and install them on-street. The short-term loss on rolling back these installations will be counterbalanced by long term gains on increased capacity and on reducing administrative costs associated with managing the service.
<p>To approve the proposed system development and associated costs through AskPorter to enable the necessary administrative improvements required to provide a cost-effective service.</p>	<ol style="list-style-type: none"> 1. There are currently no robust systems for ensuring payments are made continually and existing accounts are mainly managed on spreadsheets and other secondary systems. 2. The proposed AskPorter (Appendix B) system will provide a greater level of self-service to customers wanting to use a hangar. The system will also inform future installation by keeping accurate waiting lists and tracking requests for new installations. 3. The proposed system will enable residents to rent a vacant space, join a waiting list, or request a new cycle hangar online with minimum administrative interaction by officers. 4. New installations will be prioritised by the number of requests the received from residents, whereas decisions to increase capacity will be informed by the number of residents on the waiting list per estate. 5. Once the expression of interest or waiting lists reach critical mass, officers will make the necessary arrangements to install a new hangar.
<p>To approve the procurement of a supplier to deliver installations as per our prescribed design specifications.</p>	<ol style="list-style-type: none"> 1. The proposed hangar design should be the basis for a procurement exercise. 2. Preliminary market assessment suggests a bike hangar to the proposed specification can be procured for approximately £6,500. This is equivalent to what the Council have been paying CycleHoop for similarly sized hangars. 3. Formally procuring a contractor to deliver the design will enable the Council to achieve the maximum possible value from the funds the

4. LEGAL AND DEMOCRACY

- 4.1 By virtue of Part 12 of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015, the placing of cycle hangers is considered as permitted development and no planning consent is required.
- 4.2 The Council will endeavour to install cycle hangars in areas where parking on estates remains unaltered. However, in instances where a hangar must be installed on parking bays, the council has a statutory requirement to carry out consultation when a hangar would be in a Controlled Parking Zone (CPZ). This is because if installed on an existing parking spaces, a cycle hanger legally changes where vehicles can and cannot park. The Council's powers to implement the measures proposed in this report are principally set out in the Highways Act 1980 (HA80) and Road Traffic Regulation Act 1984 (RTRA) and will require the making of Traffic Management Orders (TMO).
- 4.3 In making such Orders, the Council must follow the statutory consultation procedures set out in the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996 (the 1996 Regulations). The said Regulations, prescribe inter alia, specific publication, consultation and notification requirements that must be strictly observed. It is incumbent on the Council to take account of any representations made during the consultation stage and any material objections received to the making of the Order, must be reported back to the decision maker before the Order is made.
- 4.4 This proposed key decision was entered in the Forward Plan on 4 January 2021 and the necessary 28 clear days' notice has been given. In addition, the Council's Constitution requires the report to be published on the website for five clear days before the proposed decision is approved by the Cabinet Member. Any representations received during this period must be considered by the decision-maker before the decision is taken. A further period of five clear days - the call-in period – must then elapse before the decision is enacted. If the decision is called-in during this period, it cannot be enacted until the call-in has been considered and resolved.

5. CONSULTATION AND CO-PRODUCTION

- 5.1 Where necessary, the statutory consultation will be carried out and include the erection of Notices on lamp columns in the area, the publication of Council's intentions in the Local paper and the London Gazette. The documents will be available on the Council website and a newsletter will also be distributed to all properties within the consultation area.
- 5.2 Letters will also be sent to properties directly affected by revised location proposals resulting from the informal consultation as part of the statutory consultation, who may previously not have had the opportunity to comment. An email address will be provided in order for residents to make their representation for or against the scheme. All representations along with Officers' comments and recommendations will be presented in a further report to the Assistant Director prior to a decision being made on how to proceed.

6. RISK MANAGEMENT

6.1 The main risks and control measures are identified as below:

Risk	Likelihood	Impact	Score	Mitigation
Customers may not have a smartphone and an email address which are necessary to access the hangar.	2	1	2	A fob key can be issued in the unlikely event a customer does not have a smartphone and or an email address.
Through the statutory process, residents may object to the location of proposed cycle hangars	4	1	4	Investigation of alternative locations will to be undertaken but should not prevent installation of hangars at non-contentious sites.
Because it is not possible to confirm the final, installation schedule for the hangars until the Traffic Order process has concluded, customers' delivery expectations could be impacted	4	1	4	The project manager will manage resident expectations by supplying information and keeping residents and Councillors up to date with the process

Key

Likelihood	Very Likely = 4	Likely = 3	Unlikely = 2	Very Unlikely = 1
Impact	Major = 8	Serious = 4	Significant = 2	Minor = 1

7. EQUALITIES IMPACT ASSESSMENT

- 7.1 The overall conclusions of the Equalities Impact Assessment (Appendix D) is that the provision of cycle hangars provision has an overriding positive impact on the community with no disproportionate impact on people with any of the protected characteristics described by the Equality Act 2010.
- 7.2 Unlike hangars supplied by Cyclehoop, the proposed hangar can be adapted to accommodate adapted bikes, tricycles (which are more likely to be used by the elderly and disabled people who require extra support and stability while cycling), tandems (which are more likely to be used by people who are blind or partially sighted) and cycles with some designs of child seat attached
- 7.3 During the project, officers will continue to monitor residents' needs and will review and update the Equalities Impact Assessment. If the requirement to accommodate non-standard bicycle designs arises, the hangar design will be amended accordingly to suit the needs of the customer.

8. COMMUNITY SAFETY

- 8.1 These proposals enhance community safety and lower fire risk concerns in multiple occupancy building by enabling residents to park their bicycles in secure hangars rather than on communal walkways.

9. ORGANISATIONAL IMPLICATIONS

Environmental

- 9.1 An outcome sought by this initiative is to encourage people to cycle rather than drive. Fewer journeys by motor vehicle help reduce air and noise pollution and reduce carbon emissions.

Health

- 9.2 The outcome sought by these proposals is for residents to cycle rather than use motor transport. Fewer motor vehicles help reduce air and noise pollution and reduce road danger. Research has demonstrated that, on average, the health benefits of cycling are substantially larger than the risks relative to car driving for individuals shifting their mode of transport.

Corporate Parenting

- 9.3 None as a result of this report.

Staffing and accommodation

- 9.4 The proposals in this paper are aimed at reducing the administrative burden typically associated with managing low income non-residential assets.

Responsible Procurement

- 9.5 A separate procurement report will be prepared to enable to the selection of suitable contractor to deliver the required installations as detailed in the proposals.

10. TIMETABLE FOR IMPLEMENTATION

Activity	Proposed Date
Officer or Cabinet Member Decision	December 2020
Procurement of suitable contractor to supply and install proposed hangars	February 2021
Execution of Contract	March 2021
Development of Ask Porter	March 2021

AUDIT TRAIL

Name and Position/Title	Lambeth Directorate	Date Sent	Date Received	Comments in paragraph:
Councillor Claire Holland	Deputy Leader of the Council (Sustainable Transport, Environment & Clean Air)	19.01.21	19.01.21	throughout
Councillor Jennifer Braithwaite	Deputy Leader of the Council (Housing and Homelessness)	19.01.21	19.01.21	
Bayo Dosunmu, Strategic Director, Resident Services	Resident Services	10.12.20	10.12.20	
Neil Euesden, Director of Housing	Resident Services	10.12.20	10.12.20	
Shankar SivaAnanthan, Group Manager, Housing Services	Finance and Property	18.12.20	18.12.20	
Jean-Marc Moccarme, Legal Services	Legal and Governance	26.10.20	29.10.20	
Nazyer Choudhury, Democratic Services	Legal and Governance	11.11.20	11.11.20	

REPORT HISTORY

Original discussion with Cabinet Member	The proposals discussed in this paper were discussed in a meeting with Councillors Braithwaite and Holland on 19 th October 2020.
Report deadline	N/A
Date final report sent	26.01.21
Part II Exempt from Disclosure/confidential accompanying report?	N/A
Key decision report	Yes
Date first appeared on forward plan	4 January 2021
Key decision reasons	
Background information	<ul style="list-style-type: none"> • 2014 Traffic Management Orders (TMO) • Road Traffic Regulation Act 1984 • Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996 • Equality Act 2010 • General Permitted Developments (England) Order 2015
Appendices	<i>Appendix A, Proposed Hangar Design and Specification</i> <i>Appendix B, Customer Journey</i> <i>Appendix C, Existing Installations</i> <i>Appendix D, EIA</i>

APPROVAL BY OFFICER IN ACCORDANCE WITH SCHEME OF DELEGATION

I confirm I have consulted Finance, Legal, Democratic Services and the Procurement Board, and taken account of their advice and comments in completing the report for approval:

Signature:

Date:

Post:

Valdrin Rexha
Head of Income Maximisation

I confirm I have consulted the relevant Cabinet Members, including the Leader of the Council (if required), and approve the above recommendations:

Signature:

Date:

Post:

Councillor Danny Adilypour
Cabinet Member for Sustainable Transport, Environment and Clean Air

Any declarations of interest (or exemptions granted):

Any conflicts of interest:

Any dispensations: