



# Humberstone Gate West



# Management Plan



*Peter Wilkinson - January 2001 - (third version)*

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# **1. INTRODUCTION**

## **Aims of the Document**

The purpose of this document is to set out the standards and procedures that are to be followed in the management of the Clock Tower and Humberstone Gate West area. This area is the prime shopping area for the whole City, which attracts the largest number of people. Furthermore, the City Council and its private sector partners, most notably Leicester Centre Properties and Marks and Spencers, have recently invested a large amount of money transforming the area into a pedestrianised area. Therefore the quality of the management and maintenance needs to be high to reflect a similar commitment in the recently completed capital investment.

## **A Public/Private Partnership**

As the area has been fundamentally transformed by a public/private partnership, it is felt that this same spirit of co-operation and joint working should be appropriate for its long-term management. Consequently, all the frontagers (that is both freeholders and leaseholders) as well as Leicester City Council and Leicester Promotions Ltd (the company responsible for marketing the City) have signed up to this Management Plan and the protocols contained within. This should help maintain high standards. In addition, any income earned, for example from selling electricity to users of the space, will be ploughed back into the management and maintenance of the area. In the long term, it is hoped that this innovative model of working could be extended to further parts of the City Centre.

## **The Humberstone Gate West Scheme's Rationale**

Humberstone Gate West, Fox Lane and the Clock Tower area were pedestrianised in 1999. The funding for this scheme was provided by both the City Council and private sector partners, most notably Leicester Centre Properties and Marks and Spencers.

The principal purpose of the scheme was to provide another substantial part of the retail heart of the City Centre where pedestrians could walk about freely without being worried by moving vehicles. In this, it has undoubtedly succeeded with a noticeable increase in footfall and business.

An equally important objective was to provide a substantial space in the City Centre where major events promoting Leicester could take place. It is something that has been lacking for many years. The improvement works were specifically designed to create a "theatre" for events. Consequently, high quality natural materials were used, but the spaces were left relatively free to accommodate substantial activities. The Clock Tower and the Sports Statue are obvious focal points, but the use of the open space between the major alignments of street furniture in Humberstone Gate will be as critical to the overall success of the scheme.

## **The Legal Background**

The Clock Tower area, Humberstone Gate West and Fox Lane are all adopted public highways. The statutory framework for the uses of this area is defined by the Highways Act 1980.

Section 115 B of the Act allows the Council to place objects or structures in the highway to enhance the amenity of the highway or immediate surroundings and to provide a service for the benefit of the public. Where a charge is made for the service to the public and so income is produced (or a centre for advice or information is provided), the consent of the frontagers is required. Section 115 E allows the Council to grant others the same rights as they themselves hold, again subject to the approval of the frontagers.

Section 115 F allows the making of reasonable charges to operators of services for the above. These charges must not exceed the 'standard amount' which is defined as the cost of providing the facility and such charges that will reimburse the Council for their reasonable expenses in connection with the granting of permission.

## **The Humberstone Gate West Area Management**

The City Council as Highway Authority, under the Highways Act 1980, is formally responsible for the management and maintenance of the whole of this area. Approval for the use of areas for all purposes lies with the City Council. This responsibility of the Council will be exercised in terms of maintaining safe access (including for emergency vehicles); ensuring the maintenance of the highway and the street furniture; and promoting the City as the heart of a vibrant regional Centre.

The City Centre Co-ordinator is employed by the City Council and will be responsible for managing the approval of activities in the area. Charges will be made to ensure that the necessary management and maintenance are undertaken. This is especially the case given the high quality materials that have been used in the total re-design of the area. Leicester Promotions Ltd will assist in both securing and managing activities and events in the area. For this, they will agree their reasonable expenses in advance.

In addition to the above costs, at November 2000 prices, £6000 per annum will be required for a second power wash of the area that elsewhere only occurs once a year in the City Centre. It is envisaged that the intensive use of parts of the area will make this higher cleaning standard necessary. Additionally, £5000 per year (November 2000 prices) will be required to assist in the maintenance and repair of the street stone surface and furniture. Finally, there are standing charges of just under £200 per month that need to be paid to East Midlands Electricity for the supply that has been provided in the street to power the various activities that are to be held.

## **2. STREET CLEANING REGIME**

Clean streets are a fundamental characteristic of any successful City Centre.

Under the Environmental Protection Act 1990 with its associated Code of Practice on Litter and Refuse, the City Council, as a 'duty body', is responsible for cleaning the streets. All duty bodies must follow the Code of Practice, compliance with which is measured in two ways.

- (i) Grades of cleanliness, which set out how clean the area should be;
- (ii) 'Cleanliness Standards', which give a time scale for cleaning up.

Below are the four grades of cleanliness with accompanying standards as defined by the Code of Practice:

- Grade A No litter or refuse.
- Grade B Predominantly free of litter and refuse apart from small items
- Grade C Widespread distribution of litter and refuse with minor accumulations.
- Grade D Heavily littered with significant accumulations.

Under the Code of Practice, if a town Centre (called a "Zone 1" classification) deteriorates to Grade D, it has to be restored to Grade A within one hour of notification. For Grades C and B, the duty of restoration to Grade A is three and six hours respectively. For the purposes of compliance with the standards of the Code, the period of 8pm to 6 am is discounted. There is one proviso that if the standard should fall to Grade B or below during the period 8 p.m. to 6 am, it should be restored to Grade A by 8 am.

Over and above this standard, the City Centre of Leicester is split up into a series of caretaker areas which are continuously cleaned by green machines between the hours of 7.30 am and 9.30 p.m.

The Clock Tower and Humberstone Gate are swept five times in this period. In addition, the litterbins are also emptied five times a day. The capacity of the major litter bins in the Clock Tower area is about to be doubled. With the existing level of emptying, this should ensure that on nearly all occasions the bins are not full.

The Street Environment Management Team (Environment and Development Dept., Leicester City Council) is responsible for ensuring that the above standard of cleanliness is maintained. Any deviations from the standard should be reported in the first instance to Leicester City Helpline (0116 252 6339).

In addition to the above daily regime, the whole area is currently power washed cleaned once a year to assist in the removal of more persistent stains as well as chewing gum. That part of the refurbished area, adjacent to the Clock Tower, where granite dust was used as the jointing material, because of slow turning movements of heavy vehicles, will need careful assessment before power washing. This is to ensure that power washing does not compromise the integrity of the joints. If this problem does appear likely then an alternative solution for annual or bi-annual cleaning will need to be investigated.

Once a year power washing is the standard achieved in the rest of the City Centre. Because the Clock Tower/Humberstone Gate area is not only the busiest part of the Centre, but also the focus of major events which can attract additional cleanliness problems, this area needs to be power washed twice a year in the Spring and Autumn. The additional funding to pay for this will be secured from charges for the use of the space for activities and events.

### **3. VEHICLES' ACCESS**

The use of Humberstone Gate West/Clock Tower area for vehicles is restricted to the following:

#### **Access/Egress**

Access for loading to Humberstone Gate West and the Clock Tower area is only available via Gallowtree Gate. Egress is either onto Charles Street or East Gates. Access is not permitted at any time for private cars unless engaged in loading. While traffic flows are permitted in both directions on Humberstone Gate West itself, there is no entry permitted from Charles Street. This is to allow vehicles to turn and leave via East Gates if part of Humberstone Gate West is closed off for any reason (such as events).

At the south – west corner of Charles Street and Humberstone Gate West, there are four removable bollards in the carriageway. These protect the surface immediately in front of the major store on this corner. A key to remove these bollards if the necessity arises can be obtained from the City Centre Co-ordinator.

#### **Loading**

Access for loading to the frontage of premises is permitted:

- Sunday to Friday, before 11.00 am and after 5.00 p.m.
- Saturdays, before 9.00 am and after 6.00 p.m.

Exceptionally Brucciani's have a permit to allow access for deliveries of perishable goods to Fox Lane at all times, as this company was already in place at the time of the approval of the Highway Orders. No further exceptions are envisaged.

In exceptional circumstances, a specifically authorised exception can be made to this regulation with authority from the Police.

The scheme has been designed to stop vehicles using the former area of footway between the frontages and the parallel lines of street furniture. This is because there are underground services in these locations that could be potentially being damaged by the weight of such vehicles.

#### **Cycles**

Cycles are subject to the same restrictions on time as loading vehicles, but are also permitted access from Charles Street.

#### **Emergency Route**

A four-metres wide route for emergency vehicles must be maintained at all times.

## 4. ELECTRICITY CONNECTION

### Location

Electricity supply on Humberstone Gate West can be found in locked metallic cabinets in 3 different locations. These are in front of Nos. 18, 22 and 27 Humberstone Gate. The substation to serve the supply is based on Fox Lane.

### Technical Specification

The following can be found in each of the 3 locked cabinets:

2 x 5 pin socket outlets, 32 ampere, 400 volt

2 x 3 pin socket outlets, 16 ampere, 230 volts

Both outlets comply with British Standards BS EN 60309-2 / BS 4343 and to an IP rating of IP 44.

The connection cables will be installed through the cap flap in the side of each cabinet, thus enabling the main doors to be locked closed.

The supply to each events pillar is protected by a residual current device complying with British standards BS EN 61008 & IEC 1008 which is installed in the supply cabinet in Fox Lane. The residual current devices have a tripping characteristic of 30mA.

**IMPORTANT:** the above sockets can only receive industrial type plugs. Therefore, a special adaptor needs to be used to connect domestic plugs (i.e. with 3 rectangular pins). Such an adaptor can be borrowed from Leicester City Council against a £25 cheque, which will be repaid, when the adaptor is returned.

### How to Get Connected

To apply for connection, please contact the City Centre Co-ordinator, Leicester City Council on 0116 252 7284. Please note that the following information will be required prior to authorising the connection:

- An electrical certificate for the temporary installation.
- A written guarantee that:
  1. the maximum capacity of each socket outlet will not be exceeded; and
  2. the correct/appropriate type of plugs will be used for the socket outlets installed; and
  3. adequate protection of the installed temporary cables will be provided to prevent damage and from becoming a hazard to the general public.

### Costs

The connection cost will vary between £50 & £80 depending on the day and time when an approved electrician is required. There will also be an administration charge of £25 to cover the reading of the meters, production of an invoice and collection charges.

The electricity consumption costs will again vary but are currently (December 2000) £0.07 per unit /kWh.



## **5. STREET WORKS (NEW ROAD AND STREET WORKS ACT 1991)**

Despite the surface of Humberstone Gate area being so recently replaced, it is still inevitable that statutory undertakers from time to time may need to excavate the sub structure of the area.

This work needs to be very closely supervised to ensure that the high quality materials in use are not compromised. Once the excavation has been completed the existing surface materials need to be restored. If any have been damaged, they will need replacing. An inspection after work completion will be carried out by an Highway Officer of the City Council Environment & Development Department. Normal procedure elsewhere in the City is for only 6% of openings to be inspected on a random basis. Because this is the centre of both the City and City centre in this area every opening will be examined by a Highway Officer.

Equally the holding of events and activities in the area, especially major ones that might occupy the space for a period of time, may compromise planned street works. Consequently, the City Council's New Road and Street Works Co-ordinator will need to be informed of all planned events. If work is already programmed then events will need to be relocated to avoid works or in extremis cancelled. However, every effort will be made to avoid such eventualities by encouraging statutory undertakers to re-programme work.

In the case of emergencies when statutory undertakers need to access underground services it may be that events and activities will have to be suspended. This will only be done where it is absolutely unavoidable.

It is the intention of the City Council to designate Humberstone Gate West as a pedestrian area of High Duty and High Amenity - (S8 of the Specification for Reinstatement of Openings in the Highway) as well as a Traffic Sensitive Street under the New Roads and Street Works Act 1991. These designations will permit the procedure set out below to be followed where a statutory Notice of Intention to carry out works is received by the City Council's New Road and Street Works (NRSWA) Co-ordinator.

Upon receipt of an Authority's Opening Notice to the Council, the NRSWA Co-ordinator in conjunction with the Highway Officer should immediately serve a Counter Notice on the Authority in accordance with the Notices Code of Practice. The notice will state that approval will not be given to the opening of Humberstone Gate West until full consultation has taken place with the City Centre Co-ordinator and others, if necessary, regarding any proposed events that are being planned that could clash with any street works. The notice should invite the Authority to consult with the Council by providing further information (if not already to hand) as follows:

- a) details of the timing and anticipated duration of the works.
- b) location plan of the works including any areas required for the contractor's working space,
- c) proposed traffic management arrangements,
- d) arrangements for the permanent reinstatements,

The Counter Notice must provide the Authority with information as to the reinstatement requirements, and give the name of the supplier for any special materials required in order to carry out the permanent reinstatement.

The NRSWA Co-ordinator should ensure that copies of the Authority's Notice and the Council's Counter Notice is sent to the City Centre Co-ordinator, Area Traffic Control, Group Manager (Traffic), SEMT and any other officers affected by the proposals.

Where an agreement as to the timing of the works between the Council's officers and the Authority wishing to carry out works cannot be reached the matter should be referred to the Co-ordination Officer, who, in conjunction with the Highway Client Manager, has the power to serve a Section 56 Notice under the NRSWA directing the timing of the works.

All other procedures, for example, regarding inspection and co-ordination should be carried out in accordance with the NRSWA as for any other adopted highway in the City.

## **6. LICENSING OF EVENTS**

All public events in the area will need the approval of the City Council. For all events that last for 28 days or longer (except markets when the exemption time limit is 14 days) separate planning approval will be required. The City Centre Co-ordinator should be consulted separately on this matter, as it will involve a formal submission of the appropriate planning application forms to the Development Control Manager of the City Council. Two months minimum should be allowed for this legal procedure.

Humberstone Gate was specifically designed so that major events could be held in the heart of the City Centre. It is very difficult to exactly define a 'major event', but typically it would take a significant amount of space and is likely to be promoted elsewhere in order to specifically draw people into the area. And, of course attract large numbers of people into the area.

For 'major events' prior approval must be sought two months before the activity is proposed. This is necessary in order to consider the proposals, undertake the necessary consultations and obtain the necessary consents.

Every event will require a specific risk assessment and a management plan, which will contain information on how the event will be controlled, and any necessary contingency plans. The HSE publication 'The Event Safety Guide' provides essential information on the planning of any event.

Smaller scale events are more characterised by attracting people who are already in the area and would see them as an adjunct to their visit. For these events, approval must be sought at least 21 days before the activity is proposed to take place.

Applications in both cases should be made to the City Centre Co-ordinator, Leicester City Council. (0116 2527284).

In the case of profit-making organisations' activities, the reasonable costs of the Council to both approve and police the event will be sought. Although the cost will vary with the input required, it is likely that a charge of about £200 plus VAT per day will be required. For major events the cost of each activity will be assessed individually depending on the amount of work required to provide the necessary level of advice and supervision.

### **Surface Protection.**

Section 13 of this Management Plan gives advice for protection of the surfaces from installed equipment, which must be followed, where appropriate

## **7. FAIRS**

### **Application**

Any operator willing to hold a Fair on Humberstone Gate West should apply for approval to the City Centre Co-ordinator, Leicester City Council, at least 2 months prior to the starting date of the event. An application received without the 2 months notice will be refused.

The applicant will then receive an application pack, along with the list of all the required documents. A 28-day consultation of the surrounding businesses and traders will be carried out and any comment received will be considered prior to granting approval.

### **Fee**

A daily fee of £50 per ride/stall/attraction will be charged for any day except on Saturdays where a daily rent fee of £100 per ride/stall/attraction will be charged.

### **Showmen's Guild Rights**

Any operator willing to hold a Fair on Humberstone Gate West will be asked to waive in writing his Showmen's Guild rights for the Humberstone Gate West site.

### **Aesthetic**

As Humberstone Gate West is one of the most prominent City Centre sites, particular attention will be given to the attractiveness of the rides, to ensure that the Fair will enhance the quality of Leicester City Centre. Therefore, a photograph of each ride must be provided with the application.

### **Surface Protection.**

Section 13 of this Management Plan gives advice for protection of the surfaces from installed equipment, which must be followed where appropriate

### **Operating Times**

Operating times for Fair on Humberstone Gate West will be:

- 9am till 6.30 p.m., every day except Wednesday
- 9 am till 9.30 p.m. on Wednesdays

### **Location**

The rides location will have to be approved by the City Centre Co-ordinator, as they must leave ample space for pedestrians, delivery vehicles and not obstruct shops visibility.

## **Access**

Please note that any vehicle weighting more than 10 tons per axle (loaded or unloaded) will not be allowed on site. Vehicle will not be allowed to remain on site once every piece of equipment has been unloaded.

## **Electricity**

Electricity supply may be available. Please refer to the “Electricity Connection” section.

## **Security**

The area is covered with CCTV cameras (for further information, contact the City Centre Co-ordinator on 0116 252 7284). However, as this area can be busy at night, special measures for night security will have to be arranged.

## **Music**

The level of music will have to be kept under 300 Watts of amplifier power and silenced generators must be used. Any request from surrounding traders to lower down the sound level will have to be complied with.

## **8. BANNERS**

### **Rationale**

The objective of the banners is to advertise public events and activities that will promote Leicester. At the same time, they can provide some visual interest in the space and help to promote vitality and activity in the City Centre. The intention is that while they can carry a sponsor's logo, this should be subsidiary to the promotion of the event or activity. Indeed no advertising of companies or products will be permitted other than in association with the sponsorship of events.

### **Specifications**

There are six vertical lighting columns in Humberstone Gate which have been specifically designed to each accommodate two banners. The dimensions of the vertically hung banners are 2500 mm. by 500mm.

### **Application Process and Fees**

The approval and the management of the erection of the banners will be undertaken by the City Centre Co-ordinator (Leicester City Council 0116 2527284). A fee will be charged for the erection of the banners that will reflect the cost of the work.

To satisfy the Town and Country Planning (Advertisement Regulations) 1992, the City Council will have to ensure that the primary focus of any advertising is the event or activity itself. Consequently, the content of the banner will have to be agreed with an officer of the Development Control Group within the Environment and Development Department of the City Council.

Priority for fixing such banners will be given to those supporting events and activities in Humberstone Gate. With that in mind, it has been agreed that any booking for banners for events and activities not located in Humberstone Gate will be provisional until one month before the erection of the banners. The normal length of time that a banner should remain is a maximum of one month. In special circumstances, such as an event in Humberstone Gate lasting longer than one month, this restriction will be waived.

If the banners are no longer in place

- due to an installation fault, then they will be re-erected at no costs.
- due to vandalism or material defect (i.e. torn away by the wind), then they will be dismantled to avoid creating any risk hazard. If this happens, the fee paid for the banner installation and de-installation will not be refunded.

## **9. MUSIC**

### **Rationale**

The provision of music can significantly enhance the quality of any event within the City Centre as well as provide specific pleasure in its own right. On the other hand, loud noise and particularly amplification, can be a nuisance to users of the City Centre, be they workers in nearby properties or shoppers and visitors enjoying the streets.

### **Legal Background**

The above relates to music provided as entertainment and/or busking. Use of amplification in the street for the purpose of advertising any trade or business is specifically prohibited under the Control of Pollution Act 1974, and will not be tolerated (for more information, please contact Leicester City Council's Pollution Group on 0116 252 6438)

### **Authorisation**

It is recognised that as well as output, other matters such the time of the day, directionality etc. are important influences on the disturbance nature of any noise. To avoid unnecessary paperwork, the approval of a Pollution Control group's officer will not be required for any musical output, if it is either acoustic or electronically amplified using an amplifier of total power adding up to no more than 300 watts.

Above this output level, the Pollution Control Group will need to be specifically consulted on any proposal to ensure that the interests of the holders of the event and other City Centre users are taken into account.



## **10. STREET TRADING**

### **Legal Background**

Under the authority of the Local Government (Miscellaneous Provisions) Act 1982 Humberstone Gate, Fox Lane and the Clock Tower area, along with the remainder of the City Centre streets within the central ring road, have been designated as 'Consent Streets' for the purposes of street trading by the City Council. However, the Council has also determined that it will only issue a maximum of 10-night time street trading consents, exclusively reserved for hot food traders only. While some such licenses are currently available, it is not intended that any should be granted in the Humberstone Gate West area, in order to prevent further vehicle movement and greasy litter that would detract from the quality of the newly laid floorscape.

Exceptions are possible for daytime street trading in respect of particular types of operation. These are activities in conjunction with specific religious festivals and celebrations, sporting events or events connected to the same or which are attractive and beneficial to the City and do not conflict with existing trading operations, including established shops and the Leicester Market.

At present there are a few stalls that are operated in the City Centre, specifically on Gallowtree Gate. These appear to operate either illegally or with a Pedlars Certificate. Any attempt for operators to move onto Humberstone Gate will be resisted.

Any Market anywhere in the City also needs to be specifically licensed by the City Council under its Market Charter (see section 13).

There does appear to be a place for limited and occasional street trading in Humberstone Gate. One of the intentions of creating such an expansive area was to allow activities that can add to the vitality and viability of the City Centre. There may be events in their own right such as a 'French Market' or a 'Business Enterprise Market' that would draw in more people to the City and enhance the existing 'offer' to visitors. Alternatively, day time trading in association with major entertainment's that have been planned in Humberstone Gate can be desirable. Authority to permit these activities lies with the delegated authority of the City Council's Public Safety Manager and the Markets Manager.

To secure approval, it will be necessary to show that the proposals will benefit the City Centre as a whole, in particular the Leicester Market; and, not detract from existing businesses in the area. Specific linkages to the Market area will be benefit of any proposals.

Because monies are likely to be charged for goods and services, the consent of the frontagers affected will also be necessary, under the provisions of section 115E Highways Act 1980. Charges will have to be made to the operators to cover the Council's necessary costs such as supervision, cleaning, electricity, etc.

## **11. BUSKING**

### **Rationale**

High quality buskers can definitely add something to the life and vitality of any shopping centre. They can provide entertainment that brightens up any visit to the City Centre. Conversely, they can be a nuisance if either the quality is poor, the volume is excessive or if they maintain the same performance in one location for too long.

In Leicester, the Council operates an authorised busking scheme in the Centre to encourage the raising of standards. There are six sites where buskers who have passed an audition with the City Centre Co-ordinator have first priority on the pitches, subject to a booking system. The maximum stay in any one location is three hours.

Two of the pitches (the Clock Tower and at the junction of Fox Lane and Humberstone Gate) are within the area of this management plan. It is intended that the current busking arrangements be maintained.

Access to the pitches will also be constrained by their use for other events and activities which will naturally take precedence, in particular major activities to promote the whole of the City Centre.

## **12. A BOARDS**

A boards are a regular feature of many City Centre streets and generate frequent complaint, particularly from visually impaired people as well as from other traders. A sea of A boards can also detract from the image of the street.

Generally, when a complaint is received by Leicester City Council regarding an A board in the City, the Street Environmental Management Team Inspector responsible for the area visits the shop and requests that the display or A board be removed. If the shop fails to do so, it will then receive a warning letter which, if not complied with, would lead to the instigation of legal proceedings under Section 137 of the Highway Act 1980. This is inevitably a time consuming and potentially expensive process.

In Humberstone Gate, it has been agreed in writing between the City Council and the frontagers that A boards will not be used. (It is understood that some businesses will place boards in the area even though they have premises in the immediate vicinity).

To ensure easy and effective implementation of this strategy of zero tolerance whenever A boards are seen in the area, the Street Environmental Management Team will be instructed to remove the offending boards without reference to the premises. They will be informed where the board can be retrieved from within 21 days after which it will be sold or otherwise disposed.

## **13. CONSTRUCTION WORK**

It is inevitable that from time to time that construction or shop fitting work will be undertaken in premises adjoining the area the subject of this Management Plan. Requests may be made under the Highways Act 1980 to place scaffolding, hoarding or deposit builders' materials on the public highway when such work is being carried out.

In all cases permission must be sought from the City Council as Highway Authority for the necessary licence. Applications must be submitted to the Street Environmental Management Team, Environment and Development Department. Depending on the type of work proposed, additional information may be required from the applicant, such as a method statement.

It is recognised that in the case of emergency, such as slates falling off a roof, or a fire, that it is difficult for much notice to be given to the City Council. In the case of planned work, however, it is recommended that at least two weeks notice is given so that the necessary consultations can be undertaken with all the relevant interested parties such as the Police. It may be necessary to hold meetings with the applicant to resolve difficulties before the issuing of the necessary approval. Major redevelopment schemes could benefit from even greater notification.

### **Scaffolding**

Because of the high quality materials used in the surfacing of the area extra protection will be required for the usual metal foot plate bases to scaffolding poles. These must take the form of purpose-designed timber, rubber or similar wedges. They must be used for all the time any scaffolding is in place. (This protection will also be needed for other fixtures that could chip or otherwise damage the surfaces such as fairs, fencing around events etc.).

It should go without saying that any damage to the public highway consequent of this work will need to be repaired to the same standard as existing.

## **14. STREET CAFÉS**

Street Cafés on Humberstone Gate West are most welcome and every effort will be made to accommodate them wherever possible. The general guidelines for the establishment of a Street Café on Humberstone Gate West is as follows:

### **Application Process**

To apply for a Highways Amenities Licence (which will give the right to locate and operate a Street Café on the Highway), it is necessary to fill in an application form which can be obtained by contacting the City Centre Co-ordinator on 0116 252 7284. A £200 fee will be charged. There is a very comprehensive consultation procedure that needs to take place. In addition the application needs to be considered by Development Control Sub Committee, the granting of a Highways Amenities Licence will take a minimum of 2 months.

### **Location**

On the Haymarket Shopping Centre side of Humberstone Gate West, Street Cafés must be located between the building front and the street furniture line in a way that it leaves clear:

- a 2 metres pedestrian route between the building front and the Street Café; and
- 0.5 metre pedestrian route between the Street Café and the line of street furniture.

On the M & S side of Humberstone Gate West and in Fox Lane, each Street Café application will have to be judged on its own merits.

### **Design and Layout**

To demarcate and clearly contain the Street Café, but also to give a clear warning, particularly to people with visual impairments, a temporary form of enclosure with adequate opening to permit access will be required when the Street Café is in use. To guarantee that the Street Café will not have an adverse impact on the quality of the Humberstone Gate West design, the fence/barriers design will be part of the Highways Amenities Licence approval process. The same will apply to the layout of tables and seats. The approved position of the barriers will be indicated by a small green painted square on the paving

### **Operation**

A waitress/waiter service will be required. Alcoholic drinks will only be served as an accompaniment to substantial food. The fence/barriers will have to be removed from the Highway every day once the Street Café has finished operating.

### **Operating Times**

The Street Café will normally be authorised to operate up to 6.30pm on normal shopping days and up to 9.30pm on late night shopping days.

## **15. MARKETS**

### **Legal Background**

Under the Local Government (Miscellaneous Provisions) Act 1982, Leicester City Council's Commercial Services Markets Division is responsible for the controlling of markets within 6 and two thirds miles of the Council's own operated markets. A market is defined as five or more stalls

Therefore any market operation within Humberstone Gate or indeed anywhere else in the City has to be approved by Leicester City Council's Markets Manager (tel 0116 2526770).

As also explained in section 6 the use of this area for a market in excess of 14 days in any one year would also require planning approval, which is a totally separate and parallel procedure.

The City Council does not wish to weaken the existing City Centre market in Market Place which has been in operation for more than 600 years.

However, specialist markets such as Business Enterprise events or French markets, which help to draw people into the City Centre in their own right, preferably with some link to the existing City Centre market, could be beneficial and will be considered sympathetically.

Any proposals must be discussed at least two months before the proposed date of the activity with both the Markets manager and the City Centre Co-ordinator.