



# School streets Timed traffic restrictions

## TOOLKIT FOR PROFESSIONALS

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## Foreword

In Hackney, we're committed to reclaiming our neighbourhoods for people, not cars, tackling poor air quality and making it easier to walk and cycle.

The school run makes up over a quarter of London's morning traffic, and across the country it's even higher. When school catchment areas are so small, there's no excuse for this level of traffic on our roads, and there's no excuse for forcing children to share their walk to school with hundreds of cars, which worsens road safety and increases pollution.

We also have a nationwide obesity crisis - in London, four in 10 children are considered to be overweight or obese and eight in 10 do not achieve the minimum recommended one hour a day of physical activity.

Alongside other initiatives to encourage walking and cycling and tackle obesity, it's so important that we make our schools as inviting as possible for people who want to get there by bike or on foot.

We were the first area in the country to launch camera-enforced School Streets - where streets outside schools are closed to traffic at school opening and closing times - with the aim of improving air quality and making it easier to walk and cycle to school.

There are now seven in the borough, with plans to reach at least 17 by 2022 - which will mean a third of Hackney's primary schools have School Streets.

The results have been incredible. Schools Streets have so far: reduced congestion in the street at school opening and closing times; improved road safety and accessibility for those walking and cycling; encouraged active travel to school for children, parents and staff; and, reduced air pollution at the school gates.

More than that, they have reclaimed the space outside schools for people, not cars, transforming school gates into open, accessible spaces, where children can walk or cycle to school without having to fight for space with polluting cars.

As a School Streets pioneer, we wanted to put all of our experience in one place so it'd be as easy as possible for councils across the country to start introducing School Streets.

This toolkit is the first step in supporting other areas to embed School Streets in the country's villages, towns and cities, and making sure that children across the country can enjoy a safer, cleaner and more active journey to school.

Please don't hesitate to get in touch with us if you'd like any more information.



Cllr Feryal Demirci

Deputy Mayor and Cabinet Member for Health, Social Care, Transport and Parks

## Introduction

The aim of the toolkit is to provide easy to use guidance to help transport professionals and schools to develop and deliver their own School Street schemes. It contains information and sample documents that you may find useful and provides details about existing School Street schemes in the Case Studies.

## Background

At the beginning and end of the school day, it is possible to see the same scenario being played out outside schools across the UK. Children who are travelling to and from school must navigate roads that are congested with motor vehicles, often concentrated directly in front of the school gates, making the last few metres of their journey to school, which should be safe and easy, into the most hazardous.



Outside London Fields Primary School in Hackney, before School Streets

Increasingly larger numbers of pupils across the country are arriving on foot or by bike and yet they are still being put at risk by motor vehicles. In Hackney, less than 10% of children are brought to school by car (down from 19% a decade ago) and thousands of children are travelling around the borough at peak times on foot or by bike. However, even a relatively small number of vehicles, when combined with high numbers of pedestrians and cycles can create a hazardous environment. Many parents then feel that the unpleasant and unsafe street environment forces them to drive to keep their children safe, with implications for children's activity levels and consequently their health.

These vehicles are often a combination of school-run traffic as well as through-traffic using routes past schools as part of their daily journeys, but the situation is worst at the school gates where it all comes together: parents dropping off or picking up, high numbers of young, vulnerable pedestrians and cyclists, local residents leaving or accessing their homes and as well as through traffic trying to get past.

Removing vehicles outside the school gates makes the space safer, less polluted and more pleasant.

Hackney Council, along with most Local Authorities in the country and many third sector organisations such as Modeshift, Sustrans and Living Streets have been working to address this challenge for many years through various approaches such as the STARS Accreditation scheme, Safe Routes to School, and promotions such as Living Street's Walk on Wednesday (WOW).

In 2013, Hackney Council and Edinburgh Council joined a European Union funded project, called STARS Europe<sup>1</sup> to share best practice and develop a Pan-European framework to increase active travel to school. One of the partners, Milan was first to trial timed road closures (there are now 17

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<sup>1</sup> [www.starseurope.org](http://www.starseurope.org)

in Milan<sup>2</sup>) and Edinburgh Council imported the idea to the UK, launching 6 School Streets in late 2015 and growing the scheme to 9 schools (with a further 3 scheduled for 2019). Shortly after, Hackney launched a pilot and the first School Street in Hackney opened in June 2017.

School Streets is a community-based approach that has been used with success to increase the number of children choosing active transportation modes to get to and from school and reducing car use.

### **Main aims of project:**

- Reduce volume of traffic using roads past school gates, both school-run and through traffic;
- Improve air quality in and around school gates;
- Increase number of pupils walking and cycling to school; and
- Reduce the number of pupils arriving at the school gate by car

There are many benefits when children use more active modes, some of which result from increased physical activity while others come from a decrease in traffic around schools.

### *Healthier Children*



- Active school travel helps school-aged children meet the recommendation to accumulate at least 60 minutes per day of moderate to vigorous physical activity, which is linked with improved physical health.
- Active school travel is associated with mental health benefits including reduced stress, depression and anxiety; as well as increased happiness.
- Reduces childhood obesity

### *Less Traffic and Pollution*



- Reducing the number of children being driven to school reduces particulate air pollution around the school; this improves air quality and reduces associated risks of lung and cardiovascular diseases.

### *Healthier and Safer Communities*



- Reducing traffic volumes creates safer school zones. Improving walking and cycling routes to school also enhances the safety, connectivity and quality of life for the community as a whole.

### *Better Academic Performance*



- The increased physical activity specifically associated with the school journey has been found to increase alertness and attention during the school day.
- Physical activity supports healthy brain development, which can lead to improved learning and academic outcomes.

### **What is the School Streets toolkit?**

This is a practical toolkit to guide transport practitioners and schools in developing School Streets schemes in their communities. It provides best practice from existing and proposed schemes across England and Scotland, including London Boroughs of Hackney and Camden, Solihull and Edinburgh. It is based on the experiences of teachers, pupils, parents and school travel professionals. It has been designed to provide a step-by-step guide through the process, which can also be tailored to your school's individual circumstances.

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<sup>2</sup> [www.comune.milano.it/wps/portal/ist/it/news/primopiano/Tutte\\_notizie/mobilita\\_ambiente\\_energia/17\\_strade\\_car\\_free](http://www.comune.milano.it/wps/portal/ist/it/news/primopiano/Tutte_notizie/mobilita_ambiente_energia/17_strade_car_free)

Key concerns raised during the development of these projects, including consultation, signage, enforcement and exemptions, have been addresses in the toolkit.

There are six steps to the School Streets process starting with setting it up through development, implementation, evaluation and plans to keep the scheme going into the future

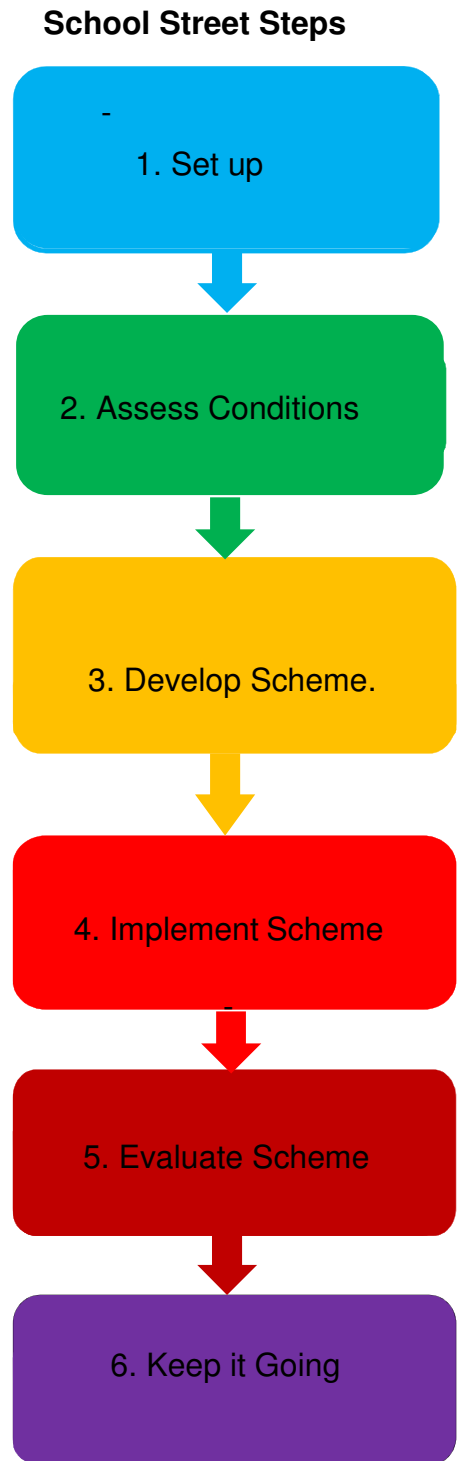


## 6 Steps to a successful School Streets Scheme

There are six steps in the successful delivery of a School Streets scheme. Keep in mind that even though the diagram shows a linear flow of steps, in reality the phases often overlap. For example, while "Keeping it Going" is officially described as Step 6, preparing for this phase should be happening throughout the entire process.

The flow chart with questions to be considered at each step is included in Appendix 1.

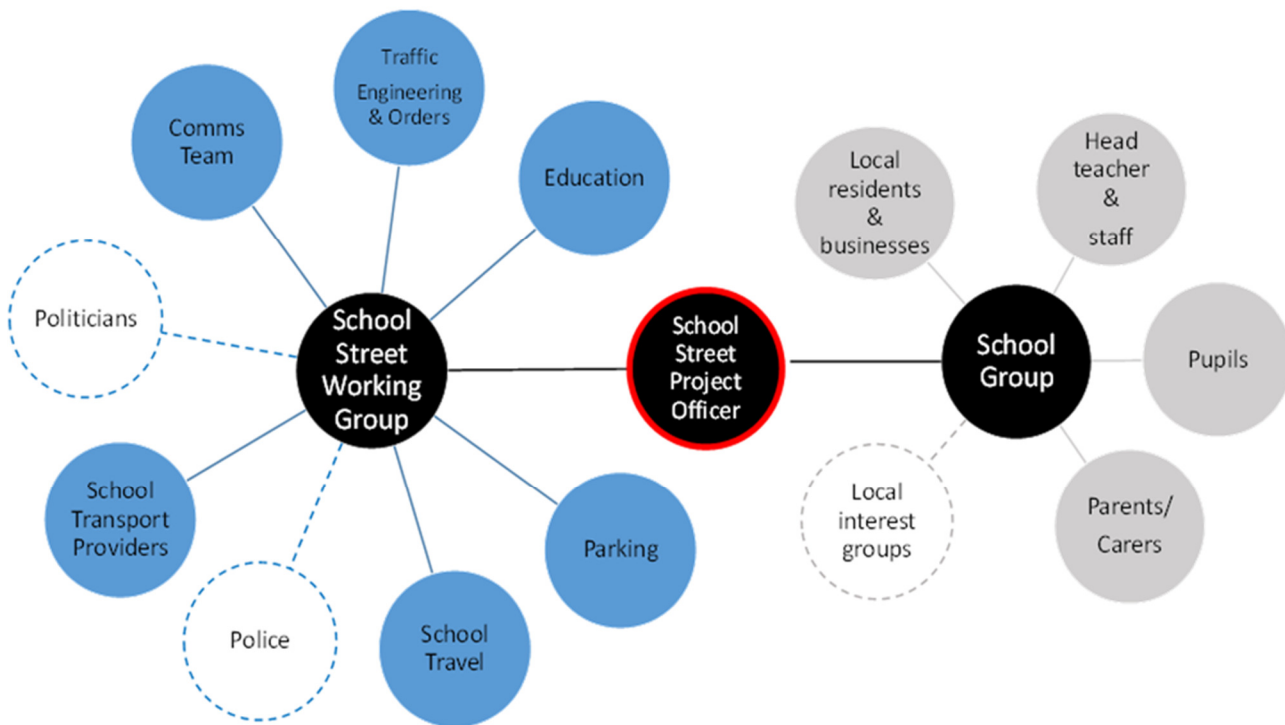
Appendix 2 gives Sample Case Studies from four Hackney schools.



## Step 1: Set-up

### Establish School Street Working Group

One of the keys to success is involving a diverse range of stakeholders. Two levels of stakeholders are typically involved with a central working group overseeing all the schemes, with each individual school having their own group – they could add it to the remit of existing School Travel Planning groups. The project lead officer would act as the link between the two groups.



The diagram above shows the key stakeholders for each group in solid coloured circles. The stakeholders shown in white circles are helpful but not essential. The exact stakeholders that are essential will vary from school to school.

The School Street Working Group is responsible for overseeing the delivery of the School Streets project. It is a high level group of stakeholders, mostly representing departments from within a local authority. Their responsibilities should include:

- School Travel - School travel planning and active travel promotion
- Traffic Engineering –design and installation of on street measures
- Traffic Orders – carrying out the traffic order process
- Parking – overseeing camera enforcement and processing Penalty Charge Notices (PCN).
- School Transport Providers – provision of home to school transport, often for disabled pupils
- Communications team –responsible for consultation, engagement and production of promotional materials
- Education – representing schools

There may be other groups or individuals who need to be kept informed but are not actively involved in project management. These may include the police, especially in areas where they are responsible for on street enforcement and elected members, including local councillors and Transport Convenor/Member.

Each School Street school should designate a member of staff to act as point of contact for the project with responsibility for passing information on to the Head, other staff members, pupils and parents. Some schools may already have School Travel Planning groups in place to take on this role.

A project officer should be appointed, whose remit should include liaising between the participating schools and the central working group.

### **Select schools**

In September 2016, all primary schools in Hackney were invited to apply to be part of the 18 month pilot; a total of 14 schools applied.

Officers then investigated these schools as options, assessing them according to criteria based on the rating of their school travel plan, travel to school mode share, accident data and poor air quality levels. Evidence of previous problems at the school and involvement with initiatives to resolve congestion and safety issues were also taken into consideration.

Schools were ranked using a matrix system which took into account the following criteria (see below for selection matrix), but selection for the pilot was based on this ranking, plus the need for a variety of road layouts to test the concept in different locations. The prioritization matrix was in itself a test to see if a similar exercise would work in future expansion of the scheme.

#### *Essential criteria*

- Road classification - the schools are not on traffic sensitive roads, major roads or bus routes. The roads must have suitable diversion opportunities
- EU NO2 exceedance - Evidence of air pollution in excess of EU limits

#### *Supporting criteria*

- Presence of a completed school travel plan, ranked Silver or Gold
- School travel mode share (level car use)
- School travel mode share (level of active travel)
- Road collision data over the last 5 years which could provide clear evidence of an existing problem
- Evidence of involvement or engagement in transport initiatives - such as Junior Road Safety officers, Youth Ambassador and School Keep Clear programmes - this would help demonstrate that the school have actively been seeking to overcome issues and would be committed to the initiative
- Level of support for a proposal - this was seen as crucial as the Council would not want to impose solutions but would want to work collaboratively with residents and parents to overcome problem

#### *Traffic Impacts*

- Access impacts - Disruption to residents' and businesses' ability to access properties
- Number of residents affected - Density of housing indicative of the number of residents
- Displacement of through traffic — the practicalities of delivering the scheme, including availability of diversion routes around the closure;
- Displacement of school traffic - the surrounding street network has the capacity to absorb the number of displaced vehicles (based on school mode of travel data).

No schools were eliminated based on their location on traffic sensitive roads. One school, London Fields, is on a bus route, but exemptions would be granted to the buses ensuring there would be no disruption to the bus schedules or routes.

There were three schools in exceedance of EU NO2 limits (measured as above 40 milligrams per cubic metre):

- St John the Baptist School 49.23
- London Fields School 42.99
- Gayhurst School 40.63

The shortlisted schools are also located on a variety of different road types, such as culs-de-sac, through roads and bus routes. The evaluation of these different schemes will be used to inform the development of any model for a future, wider, roll out.

Following information gathering, the table of schools that expressed an interest looked like this:

ESSENTIAL CRITERIA			SUPPORTING CRITERIA					TRAFFIC IMPACTS						
Road Classification	Bus Route	EU NO2	Travel Plan rating	Mode share car (No.)	Mode share - Active travel (%)	KSI* (<100 m)	Initiatives completed	Total	Access Impacts	Number of residents	Displacement through traffic	Displacement - school traffic	Total	Total
Unclassified	No	No	Bronze	47	64%	35	18		Low 3	Low density 2	Low impact 3	High impact 1		
			1	3	2	6	1	13	3	2	3	1	9	22
Unclassified	No	Yes	Gold	44	88%	3	50		Low - 3	Low density 2	N/A	High impact 1		
		5	3	3	1	1	3	16	3	2	0	1	6	22
Unclassified	No	No	Gold	95	60%	6	63		High 1	Low density 2	High impact 1	High impact 1		
			3	5	2	2	4	16	1	2	1	1	5	21
Unclassified	No	No	Bronze	72	74%	2	17		Low 3	Low density 2	Low impact 3	Low impact 3		
			1	4	2	1	1	9	3	2	3	3	11	20
Unclassified	No	Yes	Silver	21	84%	3	11		Low 3	High density 1	N/A	Low impact 3		
		5	2	2	1	1	1	12	3	1	0	3	7	19
B	Yes	Yes	Silver	46	79%	14	24		N/A	N/A	High impact 1	High impact 1		
		5	2	3	2	3	2	17	0	0	1	1	2	19
Unclassified	no	No	None	88	60%	7	0		Low 3	Low density 2	High impact 1	High impact 1		
			0	5	2	2	0	9	3	2	1	1	7	16
Unclassified	No	No	Gold	24	86%	9	40		Med 2	Low density 2	N/A	Med 2		
			3	2	1	2	2	10	2	2	0	2	6	16
Unclassified	no	No	Silver	76	78%	N/A	15		Low 3	Low density 2	N/A	High impact 1		
			2	4	2	0	1	9	3	2	0	1	6	15
C	No	No	None	19	88%	1	None		Low 3	Low density 2	High impact 1	High impact 1		
			0	1	1%	1	0	2	3	2	1	1	7	16
Unclassified	No	Yes	None	45	54%	3	0		Low 3	High density	N/A	High impact 1		
		5	0	3	3	1	0	12	3	2	0	1	6	18
Unclassified	No	Yes	None			4	0		Low - 3	Low density 2	N/A	Low 3		
		5	0	0	0	1	0	6	3	2	0	3	8	14
Unclassified	No	No	Gold	35	88%	3	36		High 1	High 1	High 1	High impact 1		
			3	2	1	1	2	9	1	1	1	1	4	13
Unclassified	No	No	None	59	83%	3	0		Low 3	Low density	N/A	High impact 1		
			0	3	1	1	0	5	3	2	0	1	6	11

### Lessons learned from school selection

While KSI within a given proximity of the school is a useful proxy for the condition of the road environment, the figures are so low as to be of questionable value for prioritisation. Also, the delay in casualty stats reporting, means that the figures used are a few years old, and changes may have been made to the road environment in the meantime. A better method (although time consuming) is to use a road safety audit to assess the existing situation at the time of prioritisation.

The pilots have shown that the greatest mode shift is achieved at schools with an existing high proportion of children travelling by car. This means that the impact of school traffic displacement is less of an issue than assumed. Schools with a high proportion of car use, that are willing to complement the scheme with robust behaviour change programming should be prioritised as this will result in the greatest public health benefit (increasing active travel to school).

## **Source funding**

The level of funding required to introduce one scheme will depend mainly on whether enforcement is to be by camera as the cost of an enforcement camera, including installation and on-going maintenance can exceed £20,000; much of this investment can be recouped over time from PCN income.

## **Legal**

All of the pilot School Streets to date have been implemented by the use of an Experimental Traffic Management/Regulation Order.

Local authorities in Greater London have powers under the Road Traffic Regulation Act 1984 (s6-9) to regulate traffic and restrict access to: a) avoid danger to persons or other traffic using the road, b) for facilitating the passage on the road of any class of traffic (including pedestrians) and c) preventing the use of a road by vehicular traffic where such use is inappropriate given the street context.

An Experimental Order is used as it is recognised that both the form and use of this type of restriction has not yet been widely tested and as such, the impact on the local community is still somewhat unknown.

In Hackney, the restriction imposed by the Experimental Traffic Management Order (ETMO) is a prohibition of Motor Vehicles, applicable Monday to Friday during school term-time only. It operates for very short periods between 8.30am - 9.15am, and 3.15pm – 4:00pm, set to coincide with school pick-up and drop-off times. This will effectively create a 'Pedestrian and Cyclist Zone' on the surrounding streets.

It affords councils the flexibility to modify or revoke the Order as a result of any comments received during first six months after commencement, and to provide an opportunity to monitor the effects of the scheme before committing to a permanent Order.

Councils can then review the experimental Orders approximately 6 - 9 months after introduction and make a decision as to whether the Order should be retained permanently (with or without modification), removed, or the experimental period extended for a maximum of a further 18 months.

The main difference between schemes across the UK is whether an extensive consultation takes place before or during the experimental period.

Examples of experimental and permanent orders and adverts can be found in Appendix 6.

## **Exemptions**

In all the pilot schemes exemptions have been granted to two main groups, namely residents/businesses within the scheme and blue badge holders. Any blue badge holder can apply for an exemption if they can demonstrate a need to access properties within the zone.

The decision as which other groups are exempt varies from one authority to another. In Hackney, other vehicles driven by visitors, parents, delivery vehicles and school staff are not permitted to enter the zones during the closure. The Edinburgh schemes permit additional groups such as

doctors and nurses, statutory undertakers such as utilities and removal vans. The main point to consider is the more vehicles allowed in, the more the impact of the scheme is potentially diluted.

The number of exemptions issued needs to be kept small to ensure that number of vehicles legitimately entering the School Streets zone during operating hours is kept as low as possible. Increasing the number of exemptions will lead to a higher workload for Parking Services, who are responsible for updating the electronic 'white lists' of registration numbers to be ignored by the cameras..

All vehicles already within the zone during the operational times will be able to exit without incurring a penalty.

## Permits

These will depend on the type of enforcement: Paper if to be inspected by the police or virtual if to be used for camera enforcement. Solihull and Edinburgh produced paper permits as enforcement is carried out by police (shown below).

Hackney created a permit type, similar to a parking zone permit, labelled 'SS1', 'SS2'.. etc and vehicles registered to these permits are kept on a 'white list' exemptions list – using their vehicle registration number. Therefore the signage states 'Pedestrian and Cycle Zone except permit holders SS1' and in the back-end, the exemptions list ensures that PCNs are not issued to exempt vehicles.



## Set out timeline

Start the scheme at an optimal time if you can – consider a launch date that ideally:

- Will allow the pilot scheme to run for 6-9 months without excessive amounts of time lost to holidays
- Encourages walking and cycling –bad weather over the winter can discourage parents from abandoning their cars
- Keeps the same pupils in the baseline and follow up data so gives more accurate comparisons.

The reality is that each school will be in a position to get started at different times for different reasons, and you will need to craft a timeline that works based on that start date

## Step 2: Assess Conditions

### Undertake site assessments

Carry out site visits to assess the entrance locations of each scheme – identify:

- footway locations which offer sufficient space and visibility for positioning signs to increase chances of driver compliance
- alternative locations to act as 'Park and Stride' drop off points
- need for advanced warning signs if traffic turning into entrances
- pedestrian accessibility to the addresses within the zone from parking spaces outside of the zone

### Collect and analyse baseline data

In order to evaluate the scheme, a number of baseline surveys should be undertaken, including: -

- Mode of travel survey: a hands up survey asking pupils 'How do you normally travel to school?'
- Vehicle volumes: surveys undertaken outside the school gates and on surrounding streets and
- Air quality;

One thing to keep in mind as you develop your timeline is that you should schedule data collection at comparable times. You may have to schedule your data collection at a different time of year, but if you do, then make sure your follow-up data collection occurs during similar weather conditions so that change can be accurately measured. Rates of active school travel tend to be lower in winter, so you don't want to be comparing data from warm weather months with winter months.

### Produce home postcode plots

Ask schools to provide postcode data for pupils to produce a map showing all homes, the school location and catchment area. This is especially helpful when planning your promotional walking and cycling activities. Do some of the pupils arriving by car have alternative options using nearby public transport?

### Develop vision and targets

Review the baseline data and use it to set targets for the school. After analysing the data, you should be able to identify the challenges faced and be able to set SMART targets for increasing walking and cycling levels and reducing car use

## Step 3: Develop Scheme

### Consultation and Engagement

The schemes were introduced as a trial, using an experimental Traffic Order. This type of Order only requires statutory consultation, usually just with the police, before the scheme is launched. When full consultation takes place has varied from one authority to another, with two differing approaches:

1. Extensive consultation carried out with local residents, parents and the travelling public through a variety of means **before** a scheme is launched.
2. Install and launch a scheme, then **after** implementation, consult and invite feedback on the scheme.

Option 1 was the approach used in Hackney and Edinburgh where a full consultation of non-statutory consultees was undertaken before the scheme was implemented. In Hackney, proposals were advertised in the press and on-street by means of public notices, with letters also sent to statutory bodies representing persons likely to be affected by the proposals. Those letters were sent, for example, to the local ward Councillors, school transport providers, and other Council departments e.g. Parks.

Consultation packs and information postcards were delivered directly to affected residents by mail drop and sent home to parents/carers via the schools. Information was displayed to motorists via lamp post wraps and banners erected within the affected streets— examples from Gayhurst School, Hackney can be found in Appendix 3.

Personal visits by Council officers were made to local businesses, especially with the shop keepers on Oldhill Street and Broadway Market, as well as the Lido and Parks department at London Fields

Public drop in sessions attended by Council staff were held at the schools for residents and parents to attend during the consultation period.

Details of the schemes were also made available on the Council website, with an option to respond to the consultation electronically. The website also displayed a list of FAQs which had been asked at consultation events (sample included in Appendix 4)

Option 2 -The advantage of this approach, as used in Solihull, is that it allows people to experience the changes before responding to the consultation. In order to assess the impact of the scheme, during the first 6 months, a range of surveys, engagement and consultation events take place with stakeholders to get their views on the impact and effectiveness of the scheme since its inception. It could use similar consultation materials as Option 1.

### Branding

How are you going to present the scheme to a variety of different users? –consider creating materials in a bespoke School Streets branding and logo. The Hackney School Streets' distinctive bright yellow and turquoise colouring is eye catching and stands out to passing motorists and other users of the streets.



Hackney School Streets logos



This branding was used to produce the following (see Appendix for examples):

- Information postcards for parents /carers and residents
- Lamp post wraps
- Vinyl Banners for railings
- Information postcards for visitors to shops within the scheme
- School website pages



## A School Street could be coming here soon...

Have your say on proposals to create a School Street here, making it a pedestrian and cyclist only zone at school start and finish times:

 [www.hackney.gov.uk/school-streets](http://www.hackney.gov.uk/school-streets)

 Hackney



## Spreading the message

Letting people know a School Street scheme is coming is how you will get high levels of compliance and minimise negative feedback.

Different groups require different approaches

Segmentation of the audience:	Channel identification:
identify the groups of people with whom you want to communicate and the key information that you want to communicate with them e.g.:	decide what forms of communication you will use, e.g.:
Pupils	School Travel Plan activities JRSO assemblies Pedestrian & Cycle training
Parents/Carers	Social media platforms (Facebook, Twitter etc.) School newsletters, apps, SMS Posters/banners on school railings Drop in sessions School website invitation to launch event
Scheme residents & businesses	Council website Consultation leaflets and posters Drop in sessions On street banners & lamp post wraps Visits by council officers invitation to launch event
Residents & businesses in peripheral streets	Council website Drop in sessions On street banners & lamp post wraps
School staff	staff meetings internal school comms Memorandum of Understanding (MOU)
Internal council departments & school transport providers	Meetings Email
Motorists	Local radio and TV stations On street banners & lamp post wraps Bus backs Newspapers

## Design and install on street measures

### Signage

Install no. 618.3C - *Pedestrian and Cyclist Zone* signs at the entry points to the zones. The legend should include the scheme identifier, operating times and exceptions, like permit holders. A no. 618.4B *End of restrictions associated with a Pedestrian and Cyclist Zone* should be installed on the back to tell drivers when they are leaving the zone.

The signs fold to become blank when the zone is not in operation, i.e. during school holidays. You will need to agree on who is responsible for physically opening and closing the signs at the relevant times; they are large and installed with a height clearance of minimum 2.1m to underside, so need access via step ladder or platform lift.

Consider carefully the scheme identifier used, like PS1, to reduce possible confusion with other zones, like Controlled Parking Zones.



Entrance signs opened (during term time)



Entrance signs closed (during school holidays)



Zone end sign

## Alternate signage

### St Joseph's School, Camden

An alternative option is no *619 Motor vehicles prohibited* which has been used by London Borough of Camden in the St Joseph's School scheme on Macklin Street, Holborn, in conjunction with collapsible bollards.



### Sciennes School, Edinburgh – electronic signs

Applications have been made to the Department for Transport by several English local authorities for approval of a new version of sign no *613.3c Pedestrian and Cycle Zone* using legend 'when lights flash' and flashing LED lights in the four corners of the sign. Currently, it is only approved by Transport Scotland and used in the Edinburgh schemes. The main advantages of these signs are that it is easier for drivers to know that the restriction is in force, no requirement to close signs in holidays and changes to operating times just require signs to be reprogrammed. The latter has been an issue in Hackney where one of the pilot schools changed the time of the Friday afternoon end of school, requiring new signs to be installed with more text to read for approaching drivers



## Advanced Warning Signs

Advanced Warning signs can be erected on the zone approaches to warn drivers before they turn into the zone.



London Fields School, Hackney and Sciennes School, Edinburgh – Advanced Warning Signs

## Additional Measures

### Bollards on Macklin Street, Camden

Camden used folding bollards for this scheme, with the bollards able to fold flat into the road. One disadvantage to this is that high volumes of traffic and heavy vehicles using the road outside of closure times might cause the casing for the bollard to deform, rendering them unusable. Another is the reliance on school staff to open and close them twice a day. This method though removes the requirement to carry out expensive camera enforcement to ensure compliance with the restrictions.



Thought was also given to electronic automatic bollards, but again this would have considerably increased the cost of the scheme and can create issues with cars becoming stuck on top of them as well as vandalism.

### Steel column protector

Consider installing guards to protect the base of columns from damage by vehicles, especially those carrying expensive enforcement camera equipment or ones located on narrow footways.



## Decide on enforcement methods

To enable enforcement to be undertaken all the statutory steps must be completed for the Traffic Order to be legal.

The two main options for enforcement are by remote enforcement cameras or in person by police officers, often depending where you are located within the UK.

## Enforcement Cameras



### ANPR camera –Gayhurst Road

Install Automatic Number Plate Recognition (ANPR) enforcement cameras mounted on lamp columns to help enforce the zones

Through ANPR technology, the cameras will identify the entrance and exit of exempted and non- exempted vehicles into the scheme. This will ensure that access is maintained during hour of operation for residents, blue badge holders, local buses and any other vehicles requiring access.

Non- exempted vehicles entering the zone during operating times will be automatically issued a Penalty Charge Notice.

The ANPR software is able to read and identify vehicle number plates up to a range of 50 metres and differentiate between exempted and non- exempted vehicles by using an authorised vehicle list, commonly known as a 'white list'. An additional warning sign no

*879 Reminder to drivers within an area in which cameras are used for enforcement* should also be erected (as seen in photo on camera pole).

PCNs will be issued to drivers of vehicles in contravention of the Order (although it is not possible to predict the volume of these), thereby creating a financial benefit to the scheme.

- In Hackney, a Penalty Charge Notice is £130, discounted to £65 if paid within 14 days.
- The cameras are switched off during the school holidays
- There may also be cost savings realised where enforcement by camera can replace visits and patrols outside schools by parking enforcement officers.
- The success of the School Streets pilot and subsequent expansion to other schools in Hackney is dependent on the use of camera enforcement to ensure compliance and the requisite traffic volume reduction.

No additional signage is needed if the scheme is to be enforced by the police.

## Step 4: Implement Scheme

### Send out pre-implementation information

It is important to inform the wider community about the start of a School Street scheme.

To reach the greatest number of stakeholders, use multiple methods of communication. Some examples of pre-implementation materials from Hackney School Streets are included in Appendix 5.

Useful tips -Residents and local businesses:

- Send out information on how to apply for exemptions giving sufficient time to process them before launch date
- Provide information postcards to local businesses to hand out to customers and delivery drivers

Parents:

- The school newsletter, e-bulletins and website can be effective vehicles for informing parents .
- Provide information postcards to send home if internet access may be a barrier
- Consider translating materials into additional languages for the process to be most effective.
- Get school to send out short text messages on night before launch to remind parents.
- Make sure parents who still need to drive, know the location of suitable Park & Stride' locations

Motorists:

- Seek media coverage of the launch event to highlight start of the scheme
- Stick 'Starts on' stickers on to on-street banners and lamp post wraps to inform motorists and residents

Council departments:

- Develop and circulate an internal communications strategy to ensure that Council departments are fully aware of each new scheme and the impact on their operations and staff.



## Pre-implementation materials for Hackney School Streets

### Plan for delays

Despite the best planning, experience has shown that ideal timelines may be delayed—installation of engineering measures or cameras could take longer than planned, or a school's circumstances could change. It is important to plan for flexibility when creating your timeline, i.e., don't make deadlines unrealistically 'tight.'

### Go big with a launch event

Consider holding an event on the first day of the scheme—if you hold it on the street, it will help raise awareness of the new restrictions. Ensure you apply for the relevant permits to close the street for the duration of the event; all traffic including exempted vehicles will be banned. Notices should be delivered to all residents within the scheme to make them aware that it is just a one-off event and invite them to join you.

Remember to take some photos and capture the conversations so that you can keep a record to share with others and to build upon at a later stage.



Examples of launch events in Hackney



## Carry out enforcement

The success of the scheme will be dependent on reducing the number of vehicles entering the street, with the knock-on effect that more pupils will be encouraged to walk and cycle to school.

In order to achieve this, there will need to be a deterrent to ensure vehicles keep out. Enforcement can be undertaken in different ways according to who is legally responsible for enforcement and whether traffic is going to be physically prevented from entering.

Options could include:

- Enforcement by remote fixed cameras
- Enforcement by mobile camera units
- Enforcement by the police
- Installation of physical barriers like bollards

Over time as the scheme beds in, data from Hackney and other authorities using camera enforcement, shows a steady decline in the average number of Penalty Charge Notices (PCN) issued on a daily basis. At St John the Baptist School, Hackney, in month one (Sept 17) a daily average of 11 PCNs were issued, dropping to 5 in Dec 17 and further down to 2 in May 18.



Given the competing pressures on police time and that the closure times are virtually the same at each scheme, the amount of time the police can be present to issue tickets is very short. This leads to motorists taking a risk and driving through as the odds of getting caught are slim. The knock-on effect is that the credibility of the scheme is put in doubt and parents are not reassured about their children's safety when walking and cycling.

## Sciennes School Edinburgh

## **Step 5: Evaluate Scheme**

### **Collect and analyse follow up data**

Follow up data should be gathered using the same forms and methods as in the baseline data to enable direct comparison and measure progress. To minimise impact of weather conditions, try and carry out these surveys at a similar time of the year as the baseline.

### **Communicate and celebrate results**

Put a call out for photographs Collate media coverage

Have you set up an agreed process to handle comments and objections to the schemes? These will form the basis of the lessons learned.

There are currently a number of local authorities across the UK which have introduced School Streets schemes so initial feedback and evaluations are available if you search on-line.

### **Issues raised and Lessons learned**

The main issues established through consultation and during trial periods to date were concerns related to extent of consultation, motorist non-compliance, displacement of the problem(s) to other streets, and inconvenience and difficulties associated with the restrictions. -examples listed in Appendix 4 Lessons Learned

Experience gained through the pilot identified a number of key determining factors to future success:

The initiative has the greatest chance of success at schools where there is already a strong ongoing commitment from the school and the school community to promote active travel and reduce car journey. So, priority should continue to be given to schools with an active travel plan. In London this could be those with STARS Gold or Silver accreditation;

School Streets which act as through roads are more challenging and resource intensive to implement and enforce;

Too wide a roll out can have traffic displaced from one school having a detrimental effect on a neighbouring one; and

This initiative is not suitable for all schools –should be included as part of suite of measures on offer, including other traffic control schemes like camera enforcement of School Keep Clear markings and Park and Stride Schemes.

The results and feedback demonstrate that a combined programme of school travel initiatives and street closures in a school with motivated staff and parents can bring about reductions in driven trips to school and increases in walking and cycling

## **Step 6: Keep it Going**

### **Making schemes permanent**

#### **Identify partners to keep the scheme running**

Given that the project officer will not always be there to directly support each school, it is strongly recommended that you work to build capacity by assigning responsibilities to the school and parents from the start (i.e., don't try to do everything,)

#### **Memorandum of Understanding**

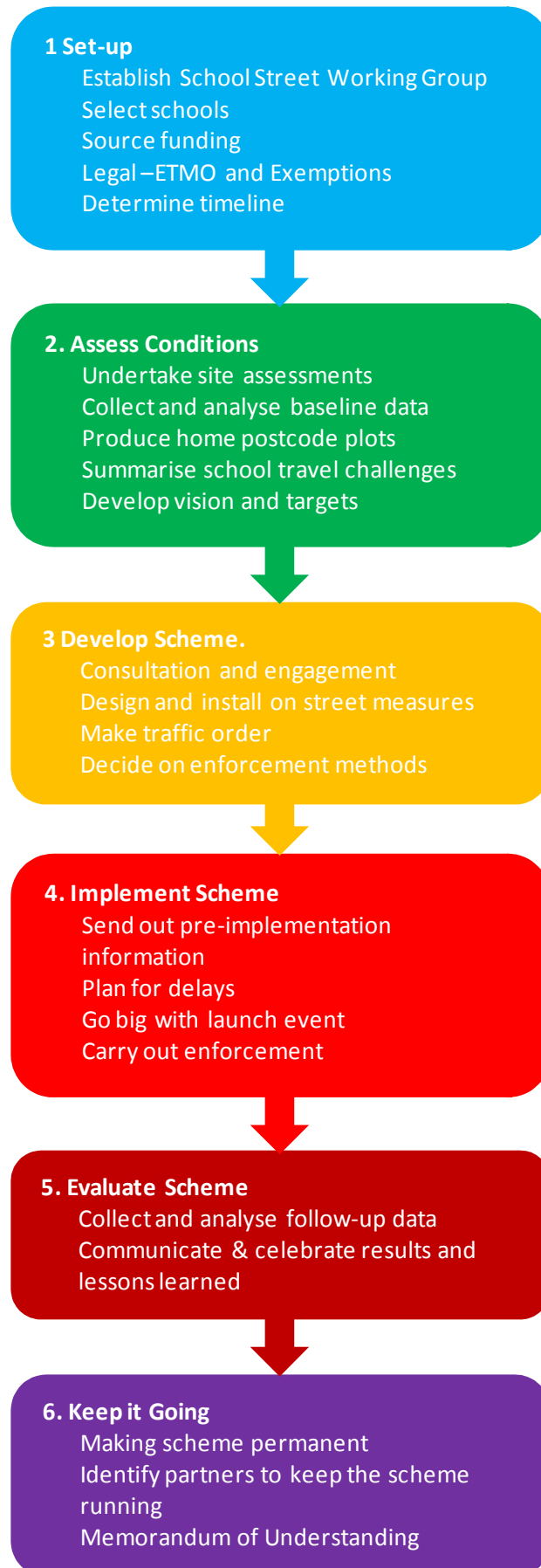
A governance plan needs to be put in place with schools to ensure the on-going success of the schemes beyond the initial implementation phase. A Memorandum of Understanding (MOU) should be drawn up which sets out the roles and responsibilities of the Council and the schools. It should include promotion of the scheme to new parents, updating web pages, gathering annual MOT data, annual review meeting and maintenance of the signage etc.

## **Appendices**

To support the toolkit, we have included sample forms, lists, policies and web links. These appendices are generic, so we would encourage you to review, use and amend any so as to suit your organisation, your location and provision. This list is not exhaustive but more a sample to help you on your way.

## Appendix 1 – Process Flow Chart

### School Street Steps & Key Tasks



## Appendix 2 – Case Studies

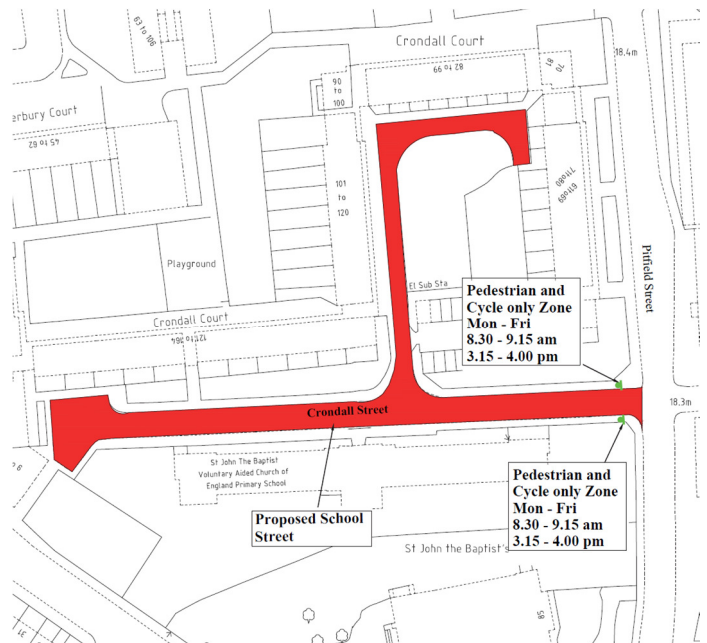
### Case Study 1 - St John the Baptist C of E School



**Location:** Crondall Street, London, N1 6JG

**Implemented:** 26 June 2017

**Background:** St John the Baptist C of E School is a denominational primary school with 350 pupils aged between 3 and 11. It is located on a short and narrow cul-de-sac, with the school buildings on one side and blocks of flats on the other. Outside the school's main entrance are parking restrictions, including School Keep Clear Markings, with parking bays on the opposite side. The narrow road width makes two-way traffic flow difficult as there is limited space to pull in and let traffic pass. There is also little room to turn around at the head of the street, so vehicles frequently U-turn at any point. High levels of school traffic resulted in dangerous manoeuvres as drivers u-turned to exit, poor air quality, and created danger for pedestrians and cyclists. This high concentration of vehicles resulted in levels of pollution breaching EU limit values in 2010. The school was selected as the first pilot school as the road layout and the small number of residents makes implementation straightforward.



**Key Objectives:**

- To reduce the dominance of traffic in the small cul-de-sac at beginning and end of school day.
- To increase the safety of pupils walking and cycling to school
- To improve air quality around the school gate

**Consultation:** The consultation results showed that 80% of the respondents, both residents and parent/carers, were in favour of the trial scheme and 20% were against.

**Proposals:** A pair of Pedestrian and Cycle only zone signs were erected at the entrance to the cul-de-sac. Advanced warning signs were erected on Pitfield Street on approach to its junction with Crondall St. The

scheme is enforced by an Automatic Number Plate Recognition (ANPR) camera which issues a Penalty Charge Notice (PCN) to any non-exempt vehicle entering the School Streets zone during operating hours.

**Outcomes:** A trial was run for 18 months:

Traffic reduction – traffic counts taken in afternoon closure showed a 32% reduction in vehicle volumes (including exempted residents' vehicles and blue badge holders).

Increase in walking and cycling -the potential for change to more active travel modes was likely to be small as the pre- implementation total was 79%. There was an increase in cycling from 1.2% to 5.1% after one year of the trial and to 7.1% after 18 months. Despite the incredible increase in cycling, this is the only of the pilot schools to see an increase in driving to school from 10% to 17%. It is not fully understood why this occurred. Some factors could be that the school added numbers to their intake, changing their catchment area wider, and it is also noted that of the pilot locations, this is one with the nearest obvious park and stride locations. There are a number of parking bays outside of the zone less than 100m from the school entrance, accessible by a pedestrian path at the end of the cul-de-sac. This shows that school streets restrictions alone are not powerful enough on their own to dissuade driving, especially when park and stride alternatives exist. However, it has created a much better cycling environment as evidenced by the increase in cycling as park and stride is preferable to school gate drop offs in that it keeps the space around the school clear of vehicles.

Continual reduction in number of PCNs issued -The level of compliance has risen steadily since the cameras became operational in September 2017. A daily average of 11 PCNs were issued in the first month (Sept 17), reducing to 5 in December 17 and further down to 2 in May 18.

#### **Lessons learned:**

Communicating with local residents: Most drivers using Crondall Street/Court were already in possession of a council parking permit so contacting them about exemptions to the School Street scheme was straightforward. Some however, had off road parking or used garages so did not need a residents' parking permit. On-street lamp post wraps were erected for several weeks ahead of launch day, informing these residents to apply for an exemption. Leaflets were also pushed under garage doors.

#### **Next Steps:**

The scheme was made permanent in December 2018.

Continue to work with school through the STARS accreditation on initiatives to keep reducing car use, especially with younger pupils. On a positive note, even though car use has not significantly reduced, its impact has. The number of PCNs issued is low, so parents are finding alternative locations to park and stride.





## Case Study 2 - Gayhurst Community School



**Location:** Gayhurst Road, Hackney, London, E8 3EN

**Implemented:** 30 January 2018

**Background:** Gayhurst Community School is a community primary school with 560 pupils aged between 3 and 11, over 90% of whom walk or cycle to school. It is located opposite London Fields Park. The school had raised safety concerns about the junction of London Fields West Side and Gayhurst Road, where pupils walking and cycling through London Fields Park have to cross to access the school gate. This brings them into potential conflict with motor traffic, including commercial vehicles, using this route as a shortcut to avoid the busy Richmond Road/Lansdowne Drive junction. The dead-end section of London Fields West Side also provides parking for users of the Park who have to undertake a U-turn manoeuvre when exiting.

**Key Objectives:**

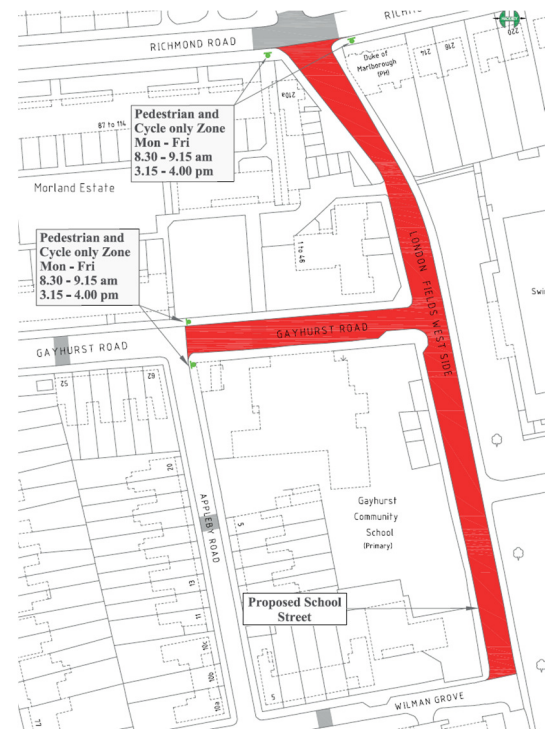
To improve safety and accessibility for pedestrians and cyclists

To reduce traffic congestion in the vicinity of the main school gate

To reduce the number of vehicles using the roads around the school as a short cut at school opening and closing times

**Consultation:** The consultation results showed 84% of the respondents were in favour of the trial scheme and 15% were against. (1 respondent was neither in favour nor against). Key stakeholder groups were also consulted, including the Council's Parks Dept and GLL, who manage London Fields Lido. Both these organisations required access for their vehicles to London Fields to continue through the proposed scheme. They were generally supportive of the scheme and worked with officers to ensure that access was still maintained for works vehicles to enable the smooth running of their facilities.

- Main comments made in favour of the proposal:



- Improve safety of children walking and cycling to school (41% of responses)
- Reduce illegal parking and dangerous manoeuvres at school gate (24%)
- Reduce congestion and improve air quality around the school gate (23%)
- Reduce traffic cutting through to avoid the busy Richmond Road/Lansdowne Drive junction (9%).
- The main points raised in objection to the proposals, along with Officer's responses:

The scheme should be extended to include surrounding streets, including Appleby Road, Wilman Grove and all of Gayhurst Road to Lansdowne Drive. This issue was raised by 21% of the respondents who stated that the scheme was not extensive enough to reduce traffic volumes in the area. Officer's response:- the proposed layout addresses the main concerns of parents; traffic surveys will be undertaken during the trial on the surrounding streets to monitor any possible displacement.

**Adverse impact on local residents' lives, especially when accessing the facilities in the park.** This issue was raised by 5% of the public respondents. **Officer's response:** The proposed operating hours have been kept as short as possible and will only apply during school term time, so there are sufficient opportunities to arrange deliveries outside the closure times. Any park visitor already within the zone during the closure periods can remain legally, as the prohibition relates to moving vehicles, not parked ones; they also have access to alternative pay and display bays on the opposite side of the park. Blue badge holders can apply for an exemption.

**Proposals:** A pair of Pedestrian and Cycle only zone signs were erected at the entrances on Gayhurst Rd and London fields West Side. Advanced warning signs were erected on Richmond Rd and Lansdowne Dr. The scheme is enforced by two Automatic Number Plate Recognition (ANPR) cameras which issues a Penalty Charge Notice (PCN) to any non-exempt vehicle entering the School Streets zone during operating hours.

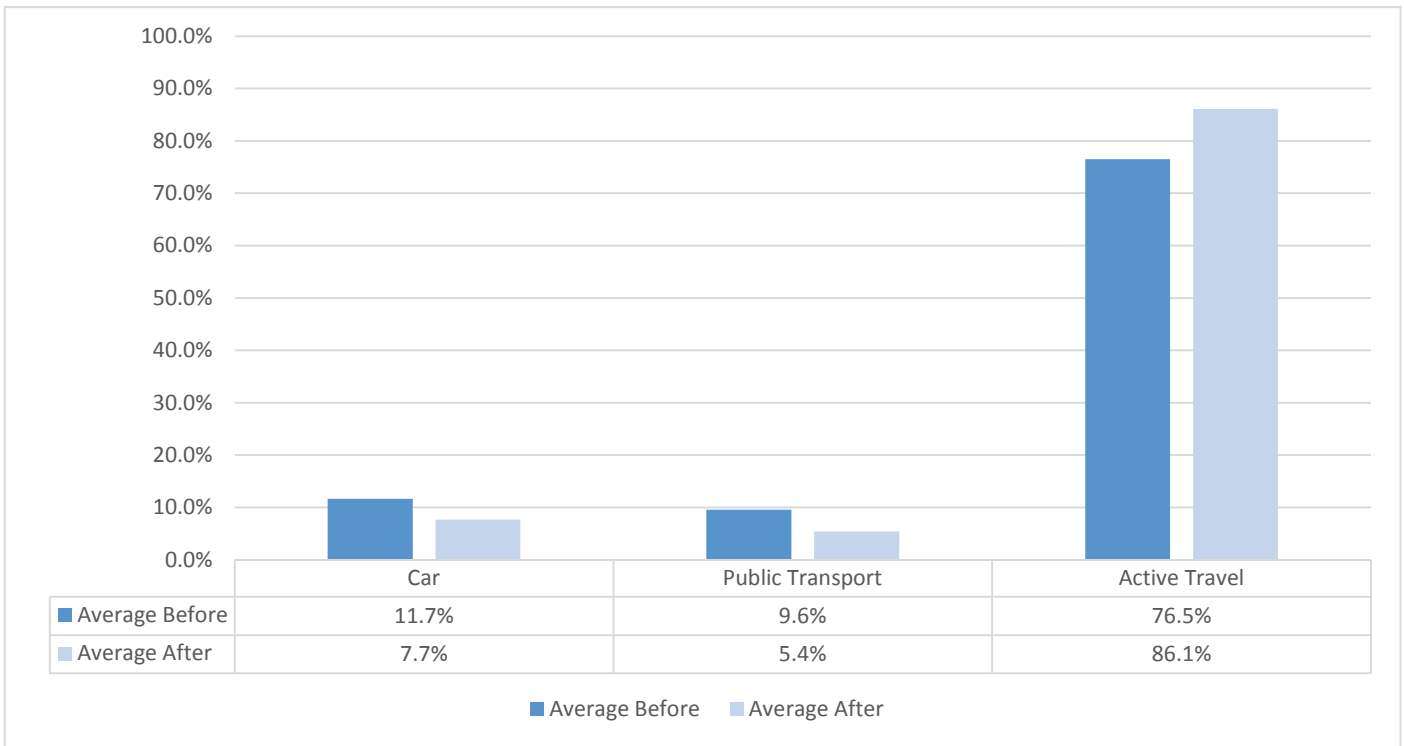
#### Outcomes:

##### Travel behaviour change

Surveys were conducted before and after the implementation of the scheme. Prior to the start of the project, the school had ten years of baseline data on the pupils' mode of travel to school. 'After' surveys were conducted 6 months and 1 year after implementation. To account for seasonal variation, the two most recent surveys before and the two surveys after were averaged to measure any change in mode from car to more active modes, such as walking and cycling after the School Street scheme had been implemented.

**Table:** Proportion of children travelling to school by mode of travel before and after School Streets implementation

	1 year Before	2 months Before	Before average	6 months After	1 year After	After average	pp change before - after	% change
	24/02/2017	01/01/2018		30/07/2018	01/01/2019			
<b>Car</b>	6.6%	5.2%	5.9%	5.4%	6.5%	6.0%	0.1%	1%
<b>Car Share</b>	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
<b>Bus</b>	1.7%	1.8%	1.8%	1.8%	1.2%	1.5%	-0.2%	-14%
<b>Rail</b>	1.0%	0.7%	0.9%	0.7%	0.4%	0.5%	-0.3%	-39%
<b>Bicycle</b>	20.3%	19.1%	19.7%	26.6%	30.7%	28.6%	8.9%	45%
<b>Foot</b>	68.3%	73.0%	70.7%	64.3%	61.0%	62.6%	-8.0%	-11%
<b>Other</b>	1.9%	0.2%	1.0%	1.3%	0.2%	0.7%	-0.3%	-31%



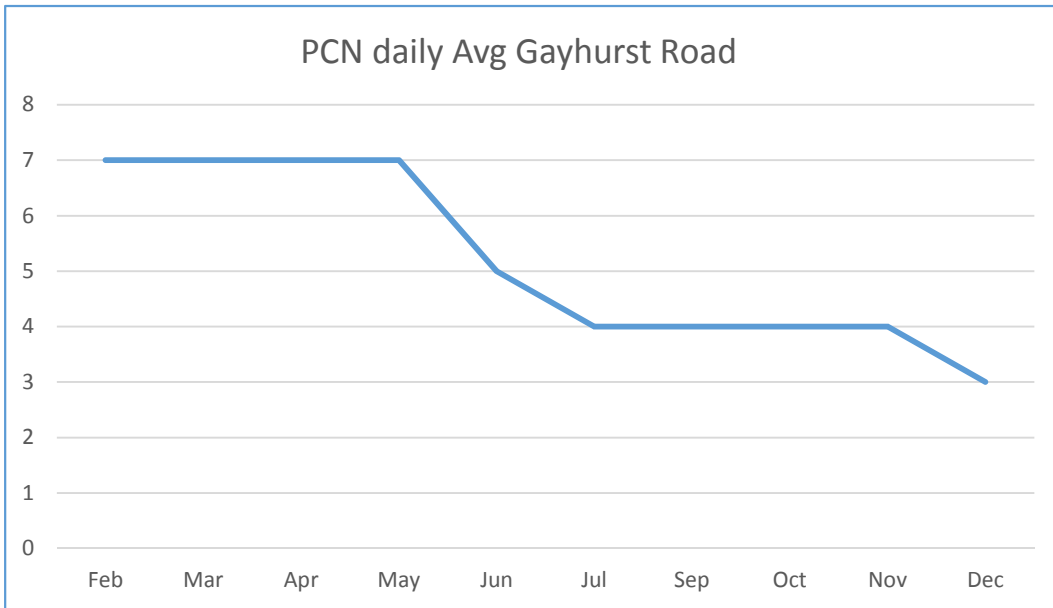
### Traffic reduction

**Table:** Traffic counts at 08:15-09:00 and 15.15-16.00 on Gayhurst Road

Site Name	Time	Volume before School Streets			Volume after School Streets	Change in Vehicle Volumes (Apr 2017–Jan 2019)	% Change of Volume
		Apr-17	May-18	Jan-19			
Gayhurst Road, outside side gate *Eastbound	AM	43	9	4	-39	-91%	
	PM	22	6	5	-17	-77%	
Gayhurst Road, outside side gate *Westbound	AM	24	9	8	-16	-67%	
	PM	19	14	6	-13	-68%	
Total traffic reduction (East and Westbound)	AM & PM	108	N/A	23	-85	-79%	

**Table:** Gayhurst Road average speeds over 24 hours (mph)

Before April-17		After 1 May-18		After 2 Jan-19		Change (Apr-2017 - Jan-2019)	
EB	WB	EB	WB	EB	WB	EB	WB
16	15	14	14	13	15	-19%	0%



Continual reduction in number of PCNs issued

**Lessons learned:**

Ensure a comprehensive set of traffic counts and parking surveys are undertaken before scheme starts, including all the peripheral roads to which residents are concerned traffic may be displaced. This will help provide comparison data when decisions are to be made on a permanent scheme.

**Next Steps:**

The scheme is currently being evaluated and consultation will take place to determine whether to make the scheme permanent at the end of the trial period.

## Case Study 3 - Millfields Community School



Before



After

**Location:** Hilsea  
Street Hackney London E5  
OSH

**Implemented:** 1 February  
2018

**Background:** Millfields Community School is a community primary school with 670 pupils aged between 3 and 11. The school has reported safety concerns around its school gate, which is located close to the junction of Rushmore road and Hilsea Street. At school entry and exit times, vehicles park around the junction corners making it difficult for pupils to safely cross at the crossing points. Parents stop and drop off on the School Keep Clear Markings. Through traffic on Rushmore Road, especially in the morning peak is heavy and often travels at inappropriate speeds. Excessive amounts of time are spent by school staff dealing with parking and road safety issues.



**Key Objectives:**

- To improve the safety of children walking and cycling to school
- To reduce illegal parking and dangerous manoeuvres at school gate
- To encourage parents not to drive to school

**Consultation:** The results of the consultation showed that 77% of the respondents were in favour of the trial scheme and 23% were against.

Main comments made in favour of the proposal:

- Improve safety of children walking and cycling to school (41% of responses)
- Reduce congestion in the area (26%)
- Improve air quality around the school gate (18%)
- Encourage parents not to drive to school (17%)
- Reduce illegal parking and dangerous manoeuvres at school gate (15%)

Main points raised in objection to the proposals, along with Officer's response:

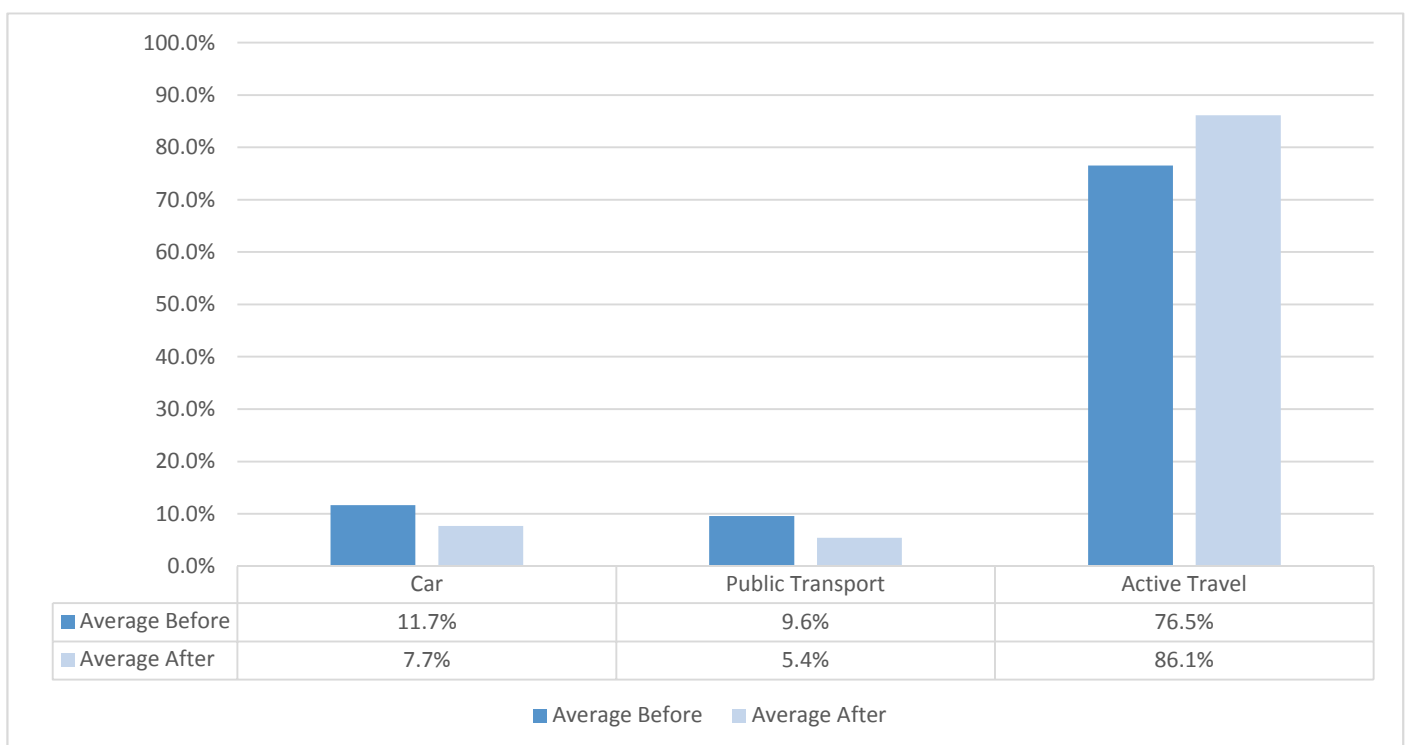
**The school does not have any road safety or traffic issues.** This issue was raised by 21% of the respondents who stated that the scheme was not needed as there were no significant traffic problems in the area. **Officer's response:-**Overall 79% of respondents stated that they had observed traffic issues, especially parking on the corners and double yellow lines around the school entrance and through traffic travelling at inappropriate speeds past the school on Rushmore Rd. The school already undertook a number of education, training and publicity activities with parents to tackle these issues, for which they have achieved a Gold STARS award. The School Streets scheme was seen as the next step to mitigating these issues.

**Makes it more difficult for parents who have to drive to school.** This issue was raised by 8% of the respondents, who stated that driving was the only practical way of getting their children to school, as their children had medical issues, or they had to drive on to work. **Officer's response:** If they or their child had a blue badge holder, they can apply for an exemption, allowing them to still park close to the school gate. For other parents, there are still shared use bays on the periphery of the scheme, which provide alternative parking, only a short walk from the school gate.

**Proposals:** A pair of signs erected at the two entrances to the scheme on Rushmore Road.. Alternative routes around the closures have been maintained so no vehicles have to U-turn to avoid being penalised. The scheme is enforced by two Automatic Number Plate Recognition (ANPR) cameras which issues a Penalty Charge Notice (PCN) to any non-exempt vehicle entering the School Streets zone during operating hours.

**Outcomes:**

**Travel behaviour change**



Date	24/05/16	08/12/16	Before average	30/07/18	01/01/19	After average	pp change averages	% change averages
<b>Car</b>	11%	10%	11%	7%	8%	8%	-3%	-29%
<b>Car Share</b>	1%	1%	1%	0%	0%	0%	-1%	-86%
<b>Bus</b>	8%	9%	9%	5%	5%	5%	-4%	-42%
<b>Rail</b>	1%	1%	1%	1%	0%	0%	-1%	-56%
<b>Bicycle</b>	7%	7%	7%	8%	8%	8%	1%	17%
<b>Foot</b>	71%	68%	70%	79%	77%	78%	8%	12%
<b>Other</b>	0%	4%	2%	1%	1%	1%	-1%	-66%

The school had a relatively high level of walking and cycling to school with a contrasting low level of car use prior to the introduction of the schemes. The total percentage for 'active travel' (walking and cycling) was 75% in the most recent survey before the scheme (Dec 2016) and 11% travelled by car. This indicated that the potential for change to more active modes was likely to be small.

The mode share figures for walking cycling have increased, with the greatest increase for walking. There has been a corresponding decrease the total percentage coming by car.

The school has undertaken a wide range of active travel activities through the STARS scheme, like cycle training, participating in Living Streets' Walk on Wednesday (WOW) events, cycle training and road safety initiatives to encourage parents to consider how they travel to school.

### Traffic reduction

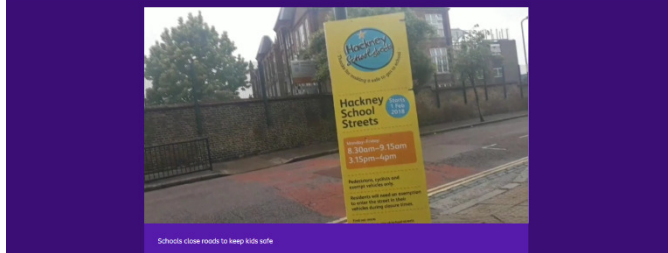
During the School Streets operational times, there has been an overall reduction in traffic of 70% at the junction of Hilsea Street and Rushmore Road, which is near to the school gate.

The remaining volume of traffic is consistent with the number of exemptions issued. There are a number of properties within the zone that are eligible for exemptions and/ or are able to exit the zone during the school streets timings. This proves the theory that the size of the zone is proportionate to the expected residual volume of traffic during the timed restriction. This is an important learning for the pilot, that when deciding on the size of the zone, the larger the zone and therefore the more properties inside the zone will influence the level of traffic after the restriction is in place. In this case, the residual traffic still represents a significant reduction and is considered a successful reduction in traffic.

The traffic reduction means that 158 fewer vehicles are passing Millfields School every day at the peak drop-off and pick-up times at the Hilsea Street/Rushmore Road junction and 127 fewer vehicles at the Elmcroft Street/Rushmore Road junction.



Road Safety Week: Are the roads around your school safe? [View Comments \(2\)](#)

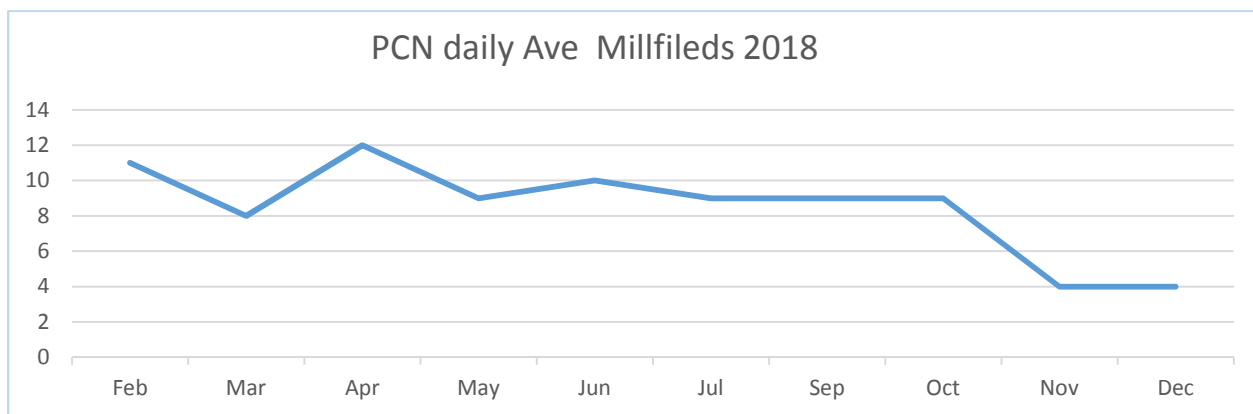


Millfields School was featured on BBC Newsround

**Table:** Traffic counts – Millfields School Street

Site Name	Time	Traffic volume before School Streets implementation	Traffic volume after School Streets Implementation		Change in vehicle volumes (Jul 17 – Nov 18)	% Change of Volume (Jul 17 – Nov 18)
		Jul-17	May-18	Nov-18		
Rushmore Rd / Hilsea St junction	AM	86	29	26	-60	-70%
	PM	141	32	43	-98	-70%
	AM + PM	227	61	69	-158	-70%
Rushmore Rd / Elmcroft St junction	AM	52	17	16	-36	-69%
	PM	110	18	19	-91	-83%
	AM + PM	162	35	35	-127	-78%

**Continual reduction in number of PCNs issued**



A daily average of 11 PCNs were issued in February 2018, reducing to 4 in November and early December 2018 (the most recent data available at the time of writing).

**Lessons learned:**

Consider how widely to deliver consultation materials. Residents living in streets on the eastern periphery of the scheme complained that they should have received consultation materials through their doors as their daily routines would be disrupted by the closures

Set up robust method of on-going maintenance of a scheme, perhaps through use of Memorandum of Understanding so all parties know the roles they play. An example of where this broke down was that Millfields School changed their start and finish times without informing the Council. This resulted in the times on the signage being wrong and the possibility of drivers being incorrectly issued with a ticket.

The size of the School Street zone determines the number of exemptions and the number of vehicles parked in the zone that are allowed to exit. Therefore the size of the zone correlates with the expected volume of traffic while the restrictions are operating. The larger the zone, the more traffic will be already internal and therefore passing through the zone during the operating times.

Need to consider SEND pupils who live within the zone and who travel to school by taxi. Taxi is a common method of providing home to school transport, but unlike a school transport bus, is not necessarily the same vehicle every day. This issue was resolved by speaking with the taxi company and identifying 5 taxis used for the run and exempting them.



## Case Study 4 - Tyssen Community School



Before

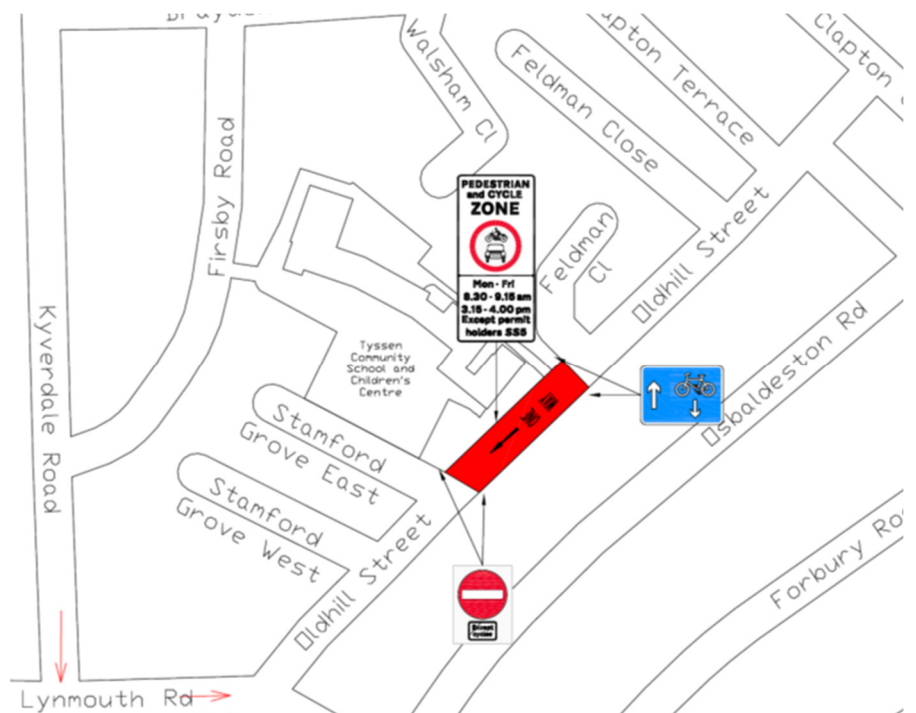
After

**Location:** Oldhill Street, Hackney, London, N16 6LR

**Implemented:** 6 March 2018

### Background:

Tyssen Community School is a community primary school with 430 pupils aged between 3 and 11. The main entrance is on Oldhill Street, a through route which is both residential and a local retail centre. Although there are parking restrictions in place, there are always high numbers of vehicles parked on the footway and on corners blocking crossing points and restricting two-way flow. This leads to dangerous driving along the footway in front of the school entrance putting pedestrians and cyclists in danger. There have also been reports of aggressive driver behaviour.



### Key Objectives:

- To improve the safety of all vulnerable road users, not just at school times
- To increase the number of pupils walking and cycling to school
- To reduce the dominance of traffic in the street
- To reduce dangerous manoeuvres, like driving on the footway
- To create a quieter and more pleasant street environment, which encourages more people to visit the shops

**Consultation:** The results of the consultation showed that 64% of the respondents were in favour of the trial scheme and 36% against. A total of 90% of the parents who responded were in favour of the scheme; 100% of the traders and 38% of the residents of Oldhill Street were against the scheme.

The traders were concerned about the possible negative impact on their businesses, if customers and delivery vehicles had to drive a greater distance around the one-way system or were restricted in where they could park. Extensive discussions were held with the local traders to ensure continued access to the shops for customers was maintained.

Main points raised in objection to the proposals, along with Officer's response:

The proposed section of one-way street is too short to be effective and will be abused by drivers taking a chance and driving through at speed. This was raised by 31% of all respondents. Officer's response: The one-way section should eradicate the conflict between two-way traffic trying to negotiate this short section of road, as shown in the Before photo above. The restriction is enforced 24/7 by an ANPR camera, which will over time reduce the number of drivers taking a chance and driving through by issuing them with a ticket.

**The scheme would have no impact on current parking behaviour.** This was raised by 24% of the objectors, who stated that the scheme would not stop drivers parking on the footway, on corners or over crossing points. All these actions create problems for pedestrians. **Officer's response:** A number of bollards could be installed at strategic points to prevent footway parking. Additional double yellow lines could also be introduced on corners.

**There is no space to turn vehicles round at the zone entrances.** This was raised by 26% of the objectors. The introduction and enforcement of parking restrictions on the corners will help facilitate turning manoeuvres; these manoeuvres are not to be encouraged so advanced warning signage will be erected to inform drivers to take an alternative through route rather than using Oldhill Street. Together these measures should gradually reduce the number of vehicles needing to turn around at the junctions.

**Proposals:** There are two main elements which are needed for this scheme on Oldhill Street to be successful, namely a One-way system and a School Street scheme. The One-way system operates 24/7 banning motorists from driving past the school gate in a northerly direction. This will help traffic move more freely and reduce congestion and driving on the footway at all times. A pair of 'No entry' signs were erected at the start of the closure at the junction with Stamford Grove East.

To ensure that there are minimal volumes of traffic past the school gate during term time, a School Street scheme was introduced in a southerly direction. Together, these two schemes will remove most of the traffic from outside the school gates at the start and finish of the school day.

**Outcomes:** the trial scheme is still in operation, but early results show:

**Traffic reduction**

**Table:** Traffic counts at 08:30-09:15 and 15.15-16.00. Oldhill Street and surrounding streets

	July 2017 - Before		May 2018 - After 1		July 2018 - After 2		August 2018 - After 3		Nov 2018 - After 4		Change July 2017 - Nov 2018					
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	%	PM	%	AM & PM	%
Oldhill Street, outside school gate	175	150	36	61	2	2	30	50	20	29	-155	-89%	-121	-81%	-276	-85%
Oldhill Street, outside St Thomas Church	200	187	74	92	87	100	86	202	55	98	-145	-73%	-89	-48%	-234	-60%
Oldhill Street, north of Lynmouth Rd	175	150	50	97	55	97	36	69	71	65	-104	-59%	-85	-57%	-189	-58%
Osbaldeston Road	63	59	37	81	34	87	31	61	74	90	11	17%	31	53%	42	34%
Clapton Terrace	16	9	3	9	3	9	5	0	9	10	-7	-44%	1	11%	-6	-24%
Oldhill Street, Osbaldeston Rd, Clapton Terr combined <sup>3</sup>	254	218	90	187	92	193	72	130	154	165	-100	-39%	-53	-24%	-153	-32%

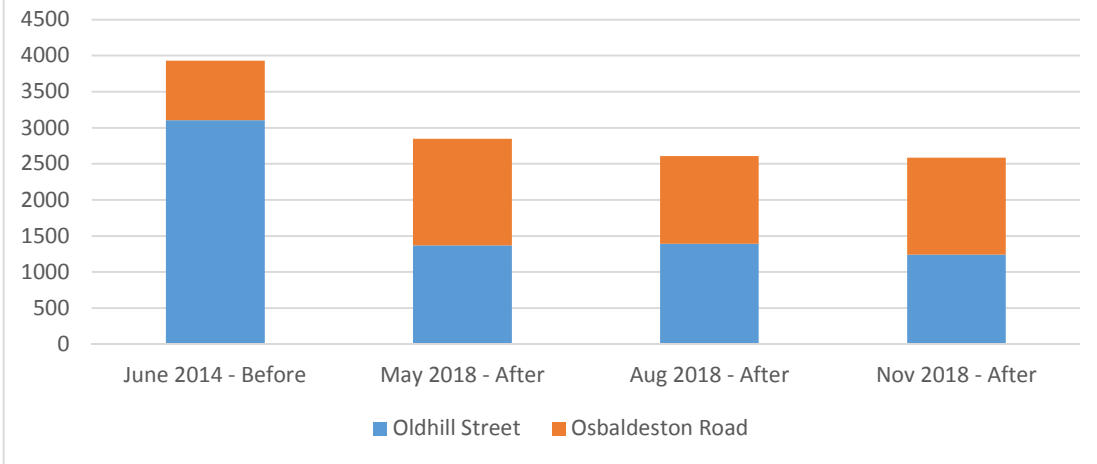
This location also involved installation a 24 hour northbound no-entry restriction, so to evaluate the impact of that element, 24 hour traffic counts were also collected.

**Table:** Traffic counts for Oldhill Street and Osbaldeston Road – two-way, 24 hour

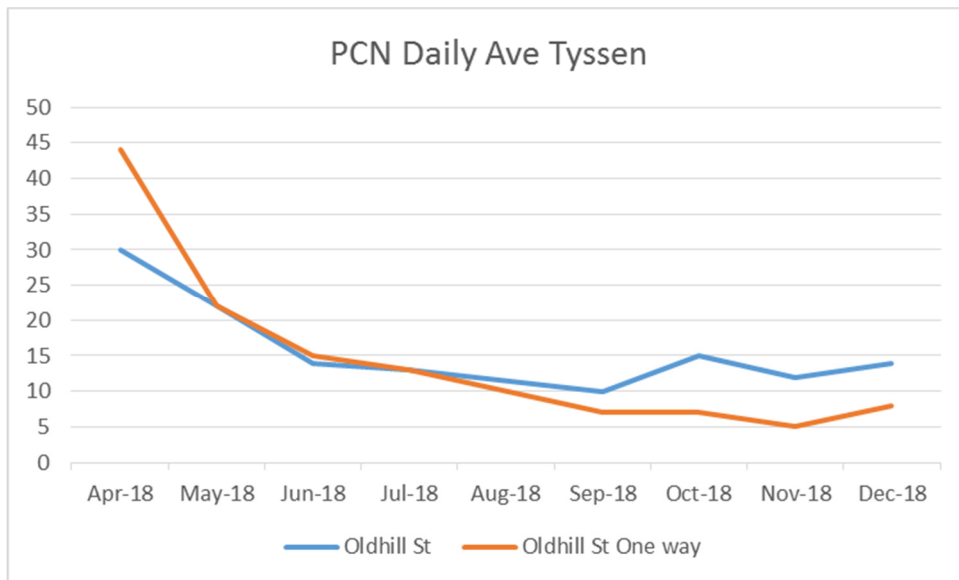
	June 2014 - Before	May 2018 - After	Aug 2018 - After	Nov 2018 - After	Difference
<b>Oldhill Street</b>	3103	1370	1392	1240	-1863
<b>Osbaldeston Road</b>	825	1479	1215	1346	521
<b>Combined</b>	3928	2849	2607	2586	-1342

<sup>3</sup> This provides an area-wide picture of through-traffic. As it is a measure of through traffic, the counts for Oldhill Street outside the school gate were used as the measure of through traffic on Oldhill Street.

### Oldhill Street and Osbaldeston Road Traffic counts - 24 hr - two-way



### Continual reduction in number of PCNs issued



### Lessons learned:

While there has been some traffic displacement, overall, there has been a traffic reduction of 34% across Oldhill Street and Osbaldeston combined.

Pavement parking still continued to be a problem, so bollards were erected on the school frontage.

Install steel column protectors around the enforcement camera poles as they were being hit by vehicles with the risk of damage to expensive camera equipment.

The introduction of other parking or traffic management schemes in the area can have an impact on the operation of your scheme. The extension of a Controlled Parking Zone on streets to the south of the scheme resulted in additional vehicles being parked within the scheme, especially on Osbaldeston Road which served as the alternative route around the closure. This may be mitigated in the future if the residents agree to the introduction of a CPZ within the scheme (Currently out to consultation).

### **Appendix 3 – Consultation documents**

Sample consultation pack used at Millfields School, Hackney. The pack included information leaflet, map and questionnaire.



# Gayhurst Road and London Fields West Side

Gayhurst Community School -  
School Streets proposal

Public consultation

September 2017



## What is this document about?

This consultation is about gathering views on a proposed trial of a school street scheme to make it safer and easier for children to walk and cycle to school. The scheme proposes to close the roads around the school to most of the traffic at school opening and closing times. It is also hoped that this will encourage a reduction in the numbers of children driven to school by car and to an improvement in air quality at these times.

Gayhurst Road (from junction with Appleby Road) and London Fields West Side would temporarily become a pedestrian and cycle only zone for 45 minutes at school opening and closing times whilst maintaining access for residents, businesses, pedestrians and cyclists. The purpose is to tackle congestion at the school gates and improve the environment for travel to school.

Residents and businesses who live and work on Gayhurst Road and London Fields West Side will be able to register for an exemption so they can still get to and from their homes and businesses by car.

## Why are these changes being proposed?

The Council is committed to making Hackney's roads safer for everyone living, working and visiting the borough and creating an environment that will encourage more walking and cycling. Gayhurst Community School has been selected to take part in the trial because it experiences road safety problems at the school gate.

The aim is to improve local air quality and make it safer and easier for children and parents to walk and cycle to school.

Reducing the use of the private car for journeys to school should lead to:

- less road danger from traffic
- less anti-social behaviour from inconsiderate parking and dangerous manoeuvres
- more walking, cycling and active lifestyles for pupils and parents/carers
- reduced congestion and pollution from vehicles waiting with their engines running.



## What is the proposed scheme?

- Gayhurst Road (from junction with Appleby Road) and London Fields West Side will be made a pedestrian and cycle only zone between **8.30am-9.15am** and **3.15pm-4.00pm** on school days.
- Access for residents and businesses to enter the streets will be maintained for vehicles registered for an exemption.
- Other vehicles driven by visitors, parents, delivery vehicles and school staff, will not be permitted to enter the zone during the closure.
- All vehicles that are already in the zone during the operational times will be able to exit the zone.
- Signage will be erected at the entrances to the scheme on Gayhurst Road (from junction with Appleby Road) and London Fields West Side, informing drivers of the restrictions.
- The zone will be enforced by camera and non-registered vehicles entering the zone during operating hours will be automatically issued a penalty charge notice.
- If approved, the trial will be implemented by February 2018.
- The trial will run for 9 months.
- After the trial, a decision will be made on whether to make it permanent.



## Have your say

Whatever your views about school streets, as a parent, resident, business or driver, we want to hear from you. Your views are important to us and will help the Council to make a decision.

- A questionnaire has been provided for you to give your views on the outlined proposals. Please complete and return the questionnaire using the **FREEPOST Streetscene** envelope provided before **Friday 20 October 2017**.
- Alternatively, visit [www.hackney.gov.uk/school-streets](http://www.hackney.gov.uk/school-streets) to complete the questionnaire online.
- Attend a drop-in session on **Wednesday 27 September 3.45-6pm** at **Gayhurst Community School, Gayhurst Road, Hackney, E8 3EN**

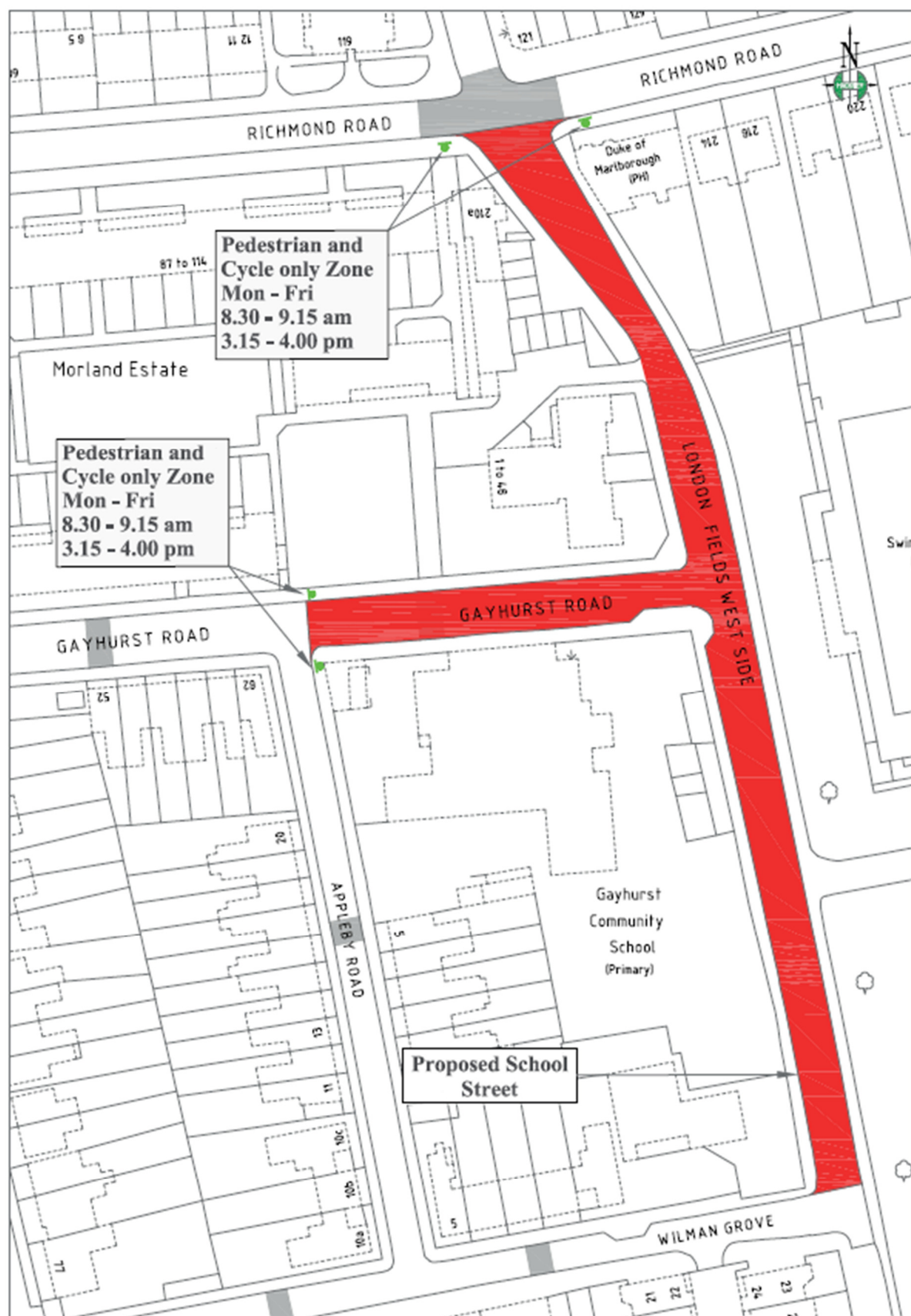
## What happens next?

Your feedback will help us reach a decision on whether to proceed with these proposals. The results will be available at [www.hackney.gov.uk/streetscene](http://www.hackney.gov.uk/streetscene)

Should the Council agree to proceed with these proposals, residents and businesses will receive a letter to inform them about the start date for the scheme with details of how to register a vehicle or vehicles for exemption. Public notices advising the changes will be displayed in the street.

 For further information on these proposals, please contact us on: Hackney Service Centre by calling: **020 8356 2897** or by emailing: [streetscene.consultations@hackney.gov.uk](mailto:streetscene.consultations@hackney.gov.uk)





# Gayhurst Road and London Fields West Side

## Gayhurst Community School - School Streets Proposal

# Questionnaire

Please return this questionnaire by **Friday 20 October 2017** in the **FREEPOST** envelope provided. Alternatively, complete this questionnaire online: [www.hackney.gov.uk/school-streets](http://www.hackney.gov.uk/school-streets)

Please review all the information in the consultation document and accompanying plan before completing the questionnaire.

### About you:

Name (optional): .....

House/flat number (required): .....

Postcode (required): .....

Email address (optional): .....

#### Are you a:

- Resident     Business     Visitor     Person who works in the area?

#### Do you think there is a problem with the traffic around the school?

- Yes     No

#### If yes, please tell us why

Please use this space for any comments you may have on the proposed scheme.

*Continued overleaf*

Do you support or oppose the proposals?

- Support     Do not support

If you don't support the proposal, please tell us why?

Please use this space for any comments you may have on the proposed scheme.

## How to have your say

- Please complete this questionnaire and return to **FREEPOST STREETSCENE** in the envelope provided by **Friday 20 October 2017**.
- Alternatively, complete the questionnaire online at [www.hackney.gov.uk/school-streets](http://www.hackney.gov.uk/school-streets)

## How we use your feedback

Due to the high volume of consultation form returns expected, it may not be possible to provide an individual reply to all responses received, however we will consider your comments together with road safety research and statistics to help us make a decision about the proposals. **Please note** that we can only accept one reply per household.

**Postcard** – sent home with every child at the school



# Gayhurst Community School

Tackling congestion at the school gates and improving the environment to make it safer and easier to walk and cycle to school.


The proposal is to make Gayhurst Road outside the school gate and London Fields West Side into a pedestrian and cyclist only zone at school start and finish times.

Find out more and how you can have your say  
[www.hackney.gov.uk/school-streets](http://www.hackney.gov.uk/school-streets)



## How does Hackney School Streets work?

- > Gayhurst Road (from junction with Appleby Road) and London Fields West Side will be made a pedestrian and cyclist only zone from 8.30am - 9.15am and 3.15pm – 4pm on school days only
- > Access for residents and businesses will be maintained if vehicle is registered for an exemption
- > Any blue badge holder can apply for an exemption
- > Other vehicles driven by visitors, parents, delivery vehicles and school staff will not be permitted to enter the zone during the closure
- > The zone will be enforced by camera and non-registered vehicles entering zone will be automatically issued a penalty charge notice
- > If approved, the trial will run for 9 months, starting by February 2018



**Consultation vinyl banner** – 8ft x 3ft – hung on school fence

# A School Street could be coming here soon...

Have your say on proposals to create a School Street here, making it a pedestrian and cyclist only zone at school start and finish times:

[www.hackney.gov.uk/school-streets](http://www.hackney.gov.uk/school-streets)





**A School Street  
could be coming  
here soon...**

**A School Street  
could be coming  
here soon...**

**A School Street  
could be coming  
here soon...**

Have your say on proposals to make Audrey Street a pedestrian and cyclist only zone at school start and finish times.

Have your say on proposals to make Audrey Street a pedestrian and cyclist only zone at school start and finish times.


Have your say on proposals to make Audrey Street a pedestrian and cyclist only zone at school start and finish times.

This will tackle congestion and improve air quality at the school gates, making it easier and safer to walk and cycle to school.


This will tackle congestion and improve air quality at the school gates, making it easier and safer to walk and cycle to school.

This will tackle congestion and improve air quality at the school gates, making it easier and safer to walk and cycle to school.


Find out more:

 [www.hackney.gov.uk/school-streets](http://www.hackney.gov.uk/school-streets)

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 [www.hackney.gov.uk/school-streets](http://www.hackney.gov.uk/school-streets)

Find out more:

 [www.hackney.gov.uk/school-streets](http://www.hackney.gov.uk/school-streets)

## **Appendix 4 - Sample FAQs**

### *What are School Streets?*

School Streets is a scheme where the streets outside a school are closed to traffic at school opening and closing times. Closing the streets to school and through traffic helps to achieve a safer, more pleasant environment for everyone using the streets whilst maintaining access for residents, businesses, pedestrians and cyclists.

### *How will it work?*

The streets around school entrances become a pedestrian and cycle-only zone before and after school. Signs at the entrances to the scheme will inform drivers of the restrictions. Non-registered vehicles entering the scheme during the times of operation will be identified by camera/police officers and issued a fixed penalty notice.

### *What times are the restrictions in force?*

The scheme operates for set periods before entry and after exit times of the school during school term time. It will not operate in the school holidays or at weekends. The length of each restriction is usually between 30-60 mins, often longer in the afternoon when schools may have staggered finish times. Vehicles will not be able to enter the scheme between these times unless they have been given an exemption.

### *Who will enforce them?*

This will depend in which local authority the scheme is located, and the type of offence being enforced; some have the powers to use automatic number plate recognition (ANPR) cameras, whilst others will be enforced by police or parking enforcement officers. The penalty for ignoring the prohibition is a fixed penalty notice. Advanced warning signs will be installed and, if feasible, diversion routes will also be signed, giving drivers alternative routes around the closed streets.

### *What if I am already parked inside the scheme when it comes into operation?*

All vehicles already parked in the scheme before the times of operation will be able to exit without incurring a fixed penalty notice.

### *I am a resident of a School Street, what do I need to know? Can I drive in and out of my street during operating times?*

Residents living within the scheme will be able to apply, free of charge, for an exemption for a vehicle or vehicles registered to their address. This will allow them to drive that vehicle in the scheme when it is closed to other traffic. It is the resident's responsibility to tell the Council if they change their vehicle and register a new number plate for exemption.

### *As a blue badge holder, can I apply for an exemption?*

Yes, you are exempt from the scheme, but you must apply for an exemption.

### *As a parent/carer, can I apply for an exemption?*

Parents or carers dropping children at school will not be eligible for an exemption. You can only be granted an exemption if you or your child are a blue badge holder.

### *Will school staff get an exemption?*

No, they must be in the scheme before it comes into operation. Only staff who have a blue badge will be exempt.

*What other road users are permitted in the scheme?*

This will vary from scheme to scheme, often depending on information obtained through the consultation/engagement process. To ensure that bus routes are not impacted during operating times, public service buses are usually exempt. Other likely exemptions are emergency service vehicles and contract school transport dropping or picking up pupils from the school or their home address if it is within a School Street scheme.

*This scheme will penalise parents and is a ban on driving to school*

No, it is a ban on driving just on streets around school entrances; parents who feel they need to drive will have to park legally nearby and walk the last leg of the journey. Information will be provided on locations where parents can park, such as supermarket or leisure centre carparks.

At many schools, there are already a high proportion of pupils walking and cycling to school and a significant number of the vehicles are using the streets as a short cut on their journey, rather than school traffic.

*The signage would be unsightly and, because this is such an unusual form of restriction, it would have to be large and prominent.*

The signage will be kept to a minimum, with a pair of signs being erected only at the entrances to the scheme. When the scheme is not in operation, the signs will be closed up or switched off to make them less intrusive.

*Could this create congestion on surrounding streets?*

We will be working with school communities to identify and promote locations away from schools where parents can park; this should disperse the cars over a wider area than at present. Reward schemes could be introduced to encourage use of these 'Park & Stride as well as pedestrian & cycle training, setting up of walking buses (groups of children accompanied by adults), school crossing patrols (at new crossing points) and provision of additional cycle and scooter parking.

*How long will the scheme last?*

Usually the scheme is promoted as a trial by an Experimental Order, so it is only being made for a maximum period of 18 months. During this period, each scheme will be reviewed and, if deemed successful, can be made permanent by the introduction of a permanent Traffic Management /Regulation Order.

*The Council have failed to follow the correct legal process in introducing the experimental scheme as I was unable to lodge an objection to the scheme.*

This question could be raised when schemes are introduced without a consultation process being undertaken prior to the start of the trial.

An experimental order is a legal document which imposes traffic and parking restrictions such as road closures, on specific streets for a short time span of up to 18 months. However, it is not possible to lodge a formal objection to an experimental order until it is in force. This allows Councils to introduce new and innovative schemes and take feedback on the progress of them whilst they are in operation. Once it is in force, objections may be made to the order being made permanent and these must be made within six months of the day that the experimental order comes into force.

*Were other options explored to improve the traffic problem and children's safety before introducing the School Streets scheme?*

Schools chosen to participate in these schemes have already tried other means of improving the road environment around the school gates. One of the selection criteria is that schools have to

have in place an active School Travel Plan or have achieved a Modeshift Stars accreditation. They will have tried publicity, training and promotion activities to improve the situation, often with limited success.

Other traffic management options, like One-Way Systems or extensive parking restrictions , may have been considered, but to introduce them on a permanent 24/7 basis would penalise those residents living in the affected streets based on an issue that occurs only during school term times at drop-off and pick-up times. It would also not discourage or penalise parking on school zig zag crossings.

The School Streets project provides an opportunity to trial a new way of addressing concerns raised around school parking and congestion, whilst encouraging and enabling alternative and sustainable forms of travel to school.

*How will you know if the pilot has been successful?*

The road should be visibly calmer, safer and cleaner during these times. Data will be collected and compared before and during the trial period on modes of travel to school, traffic flow and speeds, and air quality will be monitored. The school community and local residents can also give their views on the scheme.

*Who is paying for this?*

Each local authority will need to provide this information as it is likely to vary across the UK.



## Sample Lessons Learned

The lessons learned, through consultation and during trial period, can be grouped into three areas; concerns related to the extent of the engagement process, inconvenience and difficulties associated with the restrictions, and displacement of the problem(s) to other streets.

### *Concerns related to the extent of the engagement process*

**ACTION:** Consider widening extent of consultation

All the schemes were introduced as a trial for a 6-9-month period, using an Experimental Traffic Management Order. This type of Order only requires statutory consultation, with full consultation starting as part of the trial once it is in place, allowing people to experience the changes before responding.

However, Hackney decided to consult the public on whether to implement an experimental scheme ahead of the trials commencing. Consultation packs were delivered to all addresses within the proposed School Streets zones and to a limited number of addresses on the immediate periphery. Packs were also sent home with pupils and the consultation was put on-line on Hackney's Consultation Hub allowing the general public to comment.

Complaints were received from residents living on peripheral streets especially around Millfields and Tyssen, who did not receive consultation packs directly, but felt very strongly that the timed closures were an intolerable imposition on their daily lives. This was felt most by residents of Millfields, who used Rushmore Road as the quickest and most direct route out of the area on to A107 Clapton Road and staff and parents accessing Clapton Girls Academy by the same route. The alternative route via Mayola and Saratoga Rds. is slightly longer, but still enables them to reach the main road with minimal impact on the journey time.

At Tyssen, the residents of adjacent streets, like Osbaldeston Road, raised concerns about the impact the scheme would have on the level of traffic displaced on to their street and the possible reduction in parking spaces.

### *Difficult to engage with passing motorists*

**ACTION:** Lamp post wraps and banners were installed around the schools to try and engage with the community, but passing drivers are the most difficult to engage with. Careful thought should be given to the extent of the engagement process when consulting on the permanent schemes to give any changes the best possible chance of success.

### *Need to work with individuals and their specific concerns*

**ACTION:** Officers have attempted to implement the scheme in a flexible manner and have reacted to feedback raised by individuals and worked with them to address any specific needs if possible. Examples have been exemption requests from family members of elderly relations who needed access to their properties during scheme operating hours to provide care or take them to doctors' appointments. It is not the intention of the scheme to make it safer for one vulnerable group at the expense of another, like the elderly. This helped to minimise any potential negative impact of the scheme whilst still working to achieve the overall aim.

Whilst it is inevitable that the scheme has and will continue to have an impact, the number of complaints has reduced as residents and parents have restructured their days to cater for the closures. It is considered that many of the original concerns raised were unfounded and consequently the benefits in terms of reduced congestion around all school sites justifies this impact.

### *Need way to keep it going when made permanent*

*ACTION:* A governance plan needs to be put in place through a Memorandum of Understanding, which clearly states the roles and on-going responsibilities of the Council and the school community.

A governance plan needs to be put in place with schools to ensure the on-going success of the schemes beyond the initial implementation phase. A Memorandum of Understand (MOU) should be drawn up which sets out the roles and responsibilities of the Council and the schools. It should include promotion of the scheme to new parents, updating web pages, gathering annual MOT data, annual review meeting and maintenance of the signage etc.

The importance of this has been highlighted by the proposals put forward by Millfields school, and not communicated to the Council, to change the school hours in September 2018. Their intention is to allow pupils to go home early on a Friday, but by putting back the end of the day from 3.30 to 2.00 the existing afternoon School Street closure times will need to be adjusted to ensure traffic stays out.

#### *Inconvenience and difficulties associated with the restrictions*

*ACTION:* A number of actions were undertaken to minimize the inconvenience and difficulties associated with the restrictions, especially to businesses within the scheme. Contact was made with these businesses to try and reduce the impact on their operations, deliveries and customers. This included officer visits to shops and businesses on Broadway Market and Oldhill St and the printing of targeted leaflets for them to hand out to their customers.

*ACTION:* Exemptions were granted to essential business vehicles to allow them to enter the zones during operating hours; an example being Parks vehicles needing access to the depot in London Fields through the Gayhurst scheme or Hackney Learning Trust minibuses providing school transport.

#### *Don't forget internal Council communication*

*ACTION:* Review the internal communications strategy to ensure that Council departments are fully aware of each new scheme and the impact on their operations and staff.

We were less successful in getting the message across to businesses outwith the schemes, including other departments of the Council as to the impact on their day to day operations. No exemptions are automatically given to Council vehicles, so drivers have to plan their journeys to avoid a PCN.

Discussions have been held with departments, like Hackney Housing and Courier Service, as well as Homerton Hospital to try and reduce their concerns about the scheme.

The number of exemptions issued needs to be kept small to ensure that number of vehicles legitimately entering the School Streets zone during operating hours is kept as low as possible. Only a small group of drivers have been exempted from the restrictions, namely residents, businesses and blue badge holders and careful thought should be given before agreeing to increase the number of exempt groups.

Blue badge holders have to have a specific reason to visit properties within the zone e.g. School staff or parents of disabled children (no exemptions were granted to blue badge holders who just wanted to drive through the zone)

During the pilot scheme, applicants were not asked to provide proof of having a blue badge; it was taken on trust. This approach should continue, unless evidence is obtained to show misuse of the system, then more rigorous checking procedures may need to be put in place to verify applicants' entitlement.

#### *Increased workload handling exemption process*

*ACTION:* Increasing the number of exemptions will lead to a higher workload for Parking Services, who are responsible for updating the 'white lists. The lack of traffic and its inherent dangers has helped encourage parents to let their children cycle to school. All four of the schools have experienced an increase in cycling levels, including Gayhurst, which already had 92% of pupils walking and cycling to school before scheme implementation.

#### *Visibility of signage*

*ACTION:* New School Streets must offer sufficient space and visibility options for positioning signs at the entrances to increase chances of driver compliance

Concerns have been raised by drivers regarding the location and visibility of the signage; this is especially pertinent for drivers turning left directly into the schemes, e.g. from Richmond Road into London Fields West Side. Advanced Warning Signs are put in place ahead of the restrictions and signage is angled to make it more visible. Drivers are also required to read the timings of the closures as they approach the signs.

#### *Time consuming opening/closing signs*

*ACTION:* As the restrictions only operate during term time, all the signs have to be manually opened and closed before and after school holidays. This has been possible to handle as there are only five pilot schools, but with a proposed expansion of the scheme, it would become more onerous and time consuming for the contractor.

*ACTION:* We would support other local authorities in lobbying the DfT to approve the use of an electronic version of the Pedestrian and Cycle Zone sign as authorised for use in Scotland by Transport Scotland. This overcomes the problems of opening/closing the signs, as it has flashing lights which come on when the closure is in operation.

#### *Confusion for the residents over different types of permits*

*ACTION:* Consider re-naming the initiative to reduce confusion with controlled parking zones

A number of complaints have been received from Hackney residents in possession of a parking permit. They have wrongly assumed that because they have a parking permit for one of the School Streets they are entitled to enter and park during the closure period. Consideration should be given to renaming the School Streets Zones to reduce confusion with Controlled Parking Zones. Gayhurst, St John the Baptist and Millfields have all had these problems.

Enforcement should continue to take place both morning and afternoon throughout term time without exception to ensure a continually high level of compliance, No significant increase in the number of vehicles entering the St John the Baptist scheme was observed when the cameras were temporarily switched off for two weeks, so it may be possible to rotate cameras between schemes for short periods to reduce the need for increased expenditure on new cameras.

#### *Unregistered vehicles*

*ACTION:* Problems arise, especially at St John the Baptist with cameras picking up unregistered vehicles in the zone; no contact details are available from DVLA so PCNs cannot be issued and drivers continue to flout the restriction with impunity. The Council will continue to work with the police to try and reduce this problem.

*Displacement of the problem(s) to other streets.* The schemes which are proving hardest to introduce positively are in areas of higher car ownership and usage e.g. Tyssen. There was the highest level of objection to this scheme of all the five pilots, especially from local businesses concerned about loss of trade from their car orientated clientele and residents of neighbouring streets concerned about increased displacement traffic.

*ACTION:* Need to continue monitoring the displacement of traffic and parking on to surrounding streets—Observations and traffic counts show, supported by objections from residents, that there has been some displacement of vehicles on to the surrounding roads since the scheme commenced. This is especially true of the Tyssen scheme, where traffic has been displaced on to Osbaldeston Road to avoid the northbound closure of the parallel route past the school gate. Proposals for the introduction of extension to adjacent Controlled Parking Zone may go some way to alleviate this problem, if introduced.

Residents living on the section of Gayhurst Road adjacent to the closure have on-going concerns about the impact of school traffic on their ability to park near their properties.

Observations show, supported by objections from residents, that there has been some displacement of vehicles into the outer roads since the scheme commenced. Drivers are now driving and parking around neighbouring streets in proximity to the school. Consideration is being given to introducing additional vehicle restrictions within those roads affected by the scheme.

*STARS accredited school work best*

*ACTION:* The initiative has the greatest chance of success at schools where there is already a strong ongoing commitment from the school and the school community to promote active travel and reduce car journey. So, priority should continue to be given to schools with a STARS Gold or Silver accreditation;

*School Streets which act as through roads are more challenging and resource intensive to implement and enforce. Too wide a roll out can have schemes close by clashing with each other*

*ACTION:* School Streets should be included as part of suite of measures on offer, including other traffic control schemes like camera enforcement of School Keep Clear markings and Park and Stride Schemes.

*Permit size and management* - Concerns have been raised by residents in the Solihull scheme around the management and visibility of the original permit system. The small size of the original permits made it difficult for the Police to identify vehicles displaying a permit. It was suggested that a larger permit, in a bright colour would aid both formal monitoring of the scheme by the Police as well as encourage self-monitoring by residents.

*ACTION:* New permits were reissued in the summer of 2018.

## Appendix 5 – Sample pre-implementation information

This information was sent out to residents, local businesses and parent/carers just before schemes were launched to inform them of the changes and encourage/remind them to apply for exemptions for their vehicles, (if they were eligible).



Residents of Gayhurst Road, London  
Field West Side and Appleby Rd

Streetscene  
Hackney Council  
Hackney Service Centre  
1 Hillman Street  
London  
E8 1DY

020 8356 3941  
@hackney.gov.uk

12 January 2018

Dear Resident,

### **Gayhurst Community School - School Streets Proposal**

The School Streets scheme for Gayhurst School will come into operation on Monday 29 January 2018.

This is a scheme where the road outside a school is closed to most of the traffic at school opening and closing times. This would help achieve a safer, more pleasant environment for everyone using the street whilst maintaining access for residents, businesses, pedestrians and cyclists.

Your feedback from the consultation undertaken in September 2017 was positive and helped us to reach the decision that the scheme should be introduced for a 9 month trial. The results are available at [www.hackney.gov.uk/school-streets](http://www.hackney.gov.uk/school-streets).

**This letter is to inform you about how the scheme impacts on you with details of how to register a vehicle or vehicles for exemption, if eligible**



# Application for **School Streets Exemption**

This application form is for **residents and businesses** that want to apply for an exemption or special exemption to enter **London Fields West Side and Gayhurst Road (Between London Fields West Side and Appleby Road)** during the operating hours of the School Street zone **outside Gayhurst Community School**.

## Part 1 - About you:

Name (required): .....

House/flat number (required): .....

Postcode (required): .....

Email address (required): .....

Telephone number (required): .....

### Are you a:

- Local resident
- Local business
- Visitor to the area
- Person who works in the area

## Part 2 - Please tell us what you wish to do?

If you are a resident or a local business with a parking permit, you will automatically be exempt and will not need to make an application for an exemption.

Please tick your reasons for applying for an exemption or special exemption. Select one option from the following:

- I am a resident living within the School Street's zone at Gayhurst School** currently without a parking permit
- I am a local business** located within the School Street's zone at Gayhurst School currently without a parking permit
- I wish to apply for an exemption** for a vehicle on special grounds e.g. blue badge holder, carer (Go to part 4)

## Part 3 - About you:

**This vehicle should be registered to your home or business address. As the applicant, are you the registered keeper of the vehicle?**

- Yes                       No

**If no**, please complete registered keeper's name and address below

Name (required): .....

House/flat number (required): .....

Postcode (required): .....

Email address (required): .....

Telephone number (required): .....

### Vehicle registration number

Vehicle 1 .....

Vehicle 2 .....

Vehicle 3 .....

*(Continued overleaf)*

**Part 4 - Special Exemption:**

A resident/business/blue badge holder can apply for a special exemption for a vehicle not registered to an address within the zone.

Please select your reason for applying for a Special Exemption. You can tick more than one if applicable

- Vehicle used by blue badge holder
- Used by carer
- Other

If other, please provide an explanation in the space provided.

As the applicant, are you the registered keeper of the vehicle?

- Yes
- No

If no, please complete registered keeper's name and address below

Name (required): .....

.....

House/flat number (required): .....

Postcode (required): .....

Email address (required): .....

.....

Telephone number (required): .....

.....

Vehicle registration number

Vehicle 1 .....

**Part 5 - Declaration:**

I declare that the information provided on this form is correct.

Signed: .....

Date: .....



# Gayhurst Community School

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Tackling congestion at the school gates and improving the environment for walking and cycling to school.

From **Monday 29 January 2018** London Fields West Side and Gayhurst Road between Appleby Rd and London Fields West Side will become a pedestrian and cycle only zone

Monday–Friday during term time:

**8.30am–9.15am and 3.15pm–4pm**



[www.hackney.gov.uk/school-streets](http://www.hackney.gov.uk/school-streets)

 **Hackney**



## How does it work?

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- > London Fields West Side and Gayhurst Road between Appleby Rd and London Fields West Side will be made a pedestrian and cyclist only zone from 8.30am–9.15am and 3.15pm–4pm on school days only
- > A pair of signs will be erected at the entrances to the zone warning drivers of restrictions ahead
- > Access for residents and businesses will be maintained if they have registered their vehicle for an exemption
- > Zone residents with vehicles in possession of a Zone J parking permit will be automatically registered; any other resident/business needs to apply for an exemption
- > Special exemptions will also be granted to any blue badge holder and others, such as carers and medical staff
- > Other vehicles driven by visitors, parents, delivery vehicles, Zone N permit holders living outside the school streets zone and school staff will not be permitted to enter the zone during the closure
- > The zone is enforced by camera; non-registered vehicles entering the zone will be automatically issued a penalty charge notice
- > All vehicles already within the zone during the operational times will be able to exit

Find out more about the scheme and apply for an exemption:



[www.hackney.gov.uk/school-streets](http://www.hackney.gov.uk/school-streets)  
[streetscene@hackney.gov.uk](mailto:streetscene@hackney.gov.uk)



# London Fields Primary School – School street and bus gate

## IMPACT ON BROADWAY MARKET

This scheme will reduce traffic and congestion on Lansdowne Drive and Westgate Street (between Trederwen Road and Sheep Lane), improving the environment for everyone walking and cycling to school and the shops, and accessing London Fields.

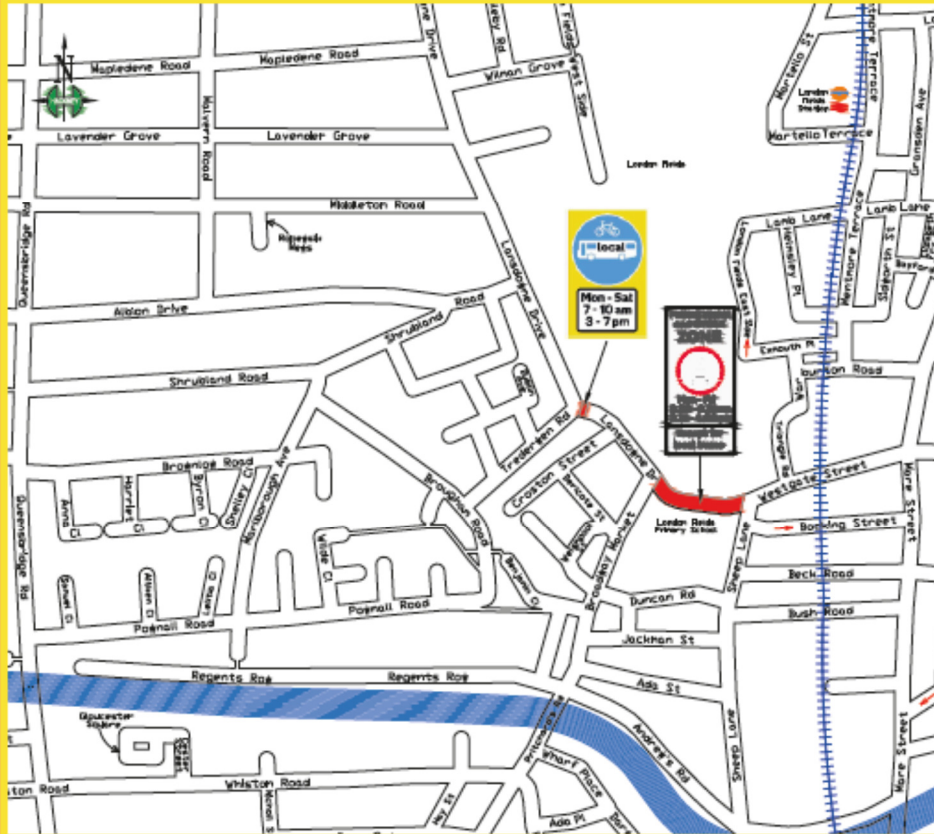
From **Wednesday 6 June** these changes will take place on Westgate Street

- > **School street** – a pedestrian, cycle and local buses only zone – **8.30am–9.15am** and **3.15pm–4.00pm**  
Monday – Friday during school term time.
- > **Bus gate** at the junction of Lansdowne Drive and Trederwen Road which will only allow local buses, pedestrians and cyclists through in both directions **7am–10am** and **3pm–7pm**  
Monday – Saturday.

 [hackney.gov.uk/school-streets](https://hackney.gov.uk/school-streets)

 **Hackney**

## How does it work?



HDS659Z

### School street

- ▶ Westgate Street between Sheep Lane and Broadway Market will be a pedestrian, cyclist and local buses only zone 8.30am–9.15am and 3.15pm–4pm Monday to Friday on school days.
- ▶ Watch out for and comply with the signs at either end of the closure - do not drive past them when the scheme is in operation.
- ▶ The zone is enforced by cameras. Any vehicle, except a local bus, entering the zone during operating hours will be automatically issued a penalty charge notice.
- ▶ All vehicles already within the zone during the operational hours will be able to exit without incurring a penalty.

### Bus gate

- ▶ If you are driving or delivering to Broadway Market from the direction of Lansdowne Drive, you will need to use an alternative route to avoid the bus gate closure at the junction of Lansdowne Drive and Tredewen Road during operating hours.
- ▶ The bus gate is enforced by cameras; any vehicle, except a local bus, passing through the bus gate during operating hours will be automatically issued a penalty charge notice.

## Appendix 6 – Sample TMOS and adverts

These are examples of experimental and permanent orders and adverts for St John the Baptist School, Hackney.

The London Borough of Hackney

TRAFFIC MANAGEMENT ORDER

**The Hackney (Prescribed Routes and 20 Mph Speed Limit) (School Street – Pedestrian and Cycle) (Experimental) Order 2017**

2017 No.319

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Made: 8<sup>th</sup> June 2017

Coming into force 26<sup>th</sup> June 2017

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The Council of the London Borough of Hackney having consulted the Commissioner of Police for the Metropolis, in exercise of the powers under the Road Traffic Regulation Act 1984 as amended by the Traffic Management Act 2004 and all the other enabling powers, hereby make the following Order:-

**Citation and Commencement**

1. This Order may be cited as the Hackney (Prescribed Routes and 20 mph Speed Limit) (School Street – Pedestrian and Cycle) (Experimental) (TT1222) and shall come into force on 26<sup>th</sup> June 2017.

**Interpretation**

2. Any reference in this Order to a numbered Article or Schedule is a reference to the Article or Schedule of this Order so numbered and a reference to a numbered paragraph is to the paragraph so numbered in the Article in which the reference occurs.

**Amendments**

3. Without prejudice to the validity of anything done or to the liability incurred in respect of any act or omission before the coming into operation of this Order the Hackney (Prescribed Routes and 20 mph Speed limit) (Consolidation No 1) Order 2017 (the 2017 Order) shall have effect from the date of this Order
4. The following inserted in the correct alphabetical and numerical sequence

Schedule 5  
Pedestrian Zones

1	2	3	4
Road Name	Location	Times of operation	Specific restrictions/exemptions
Crandall Street	Between the junction with Pitfield Street and Crandall Court	Mon - Fri 8.30am - 9.15am, and 3.15pm – 4:00pm Term times only	except for permit holders, registered blue badge holders and Dial-a-ride buses

**LONDON BOROUGH OF HACKNEY**

**THE HACKNEY (PRESCRIBED ROUTES AND 20MPH SPEED LIMIT)  
(AMENDMENT No.14) ORDER 2018**

**TT1222**

1. **NOTICE IS HEREBY GIVEN** that on the 30<sup>th</sup> November 2018 the Council of the London Borough of Hackney did make the above-mentioned Order under the Road Traffic Regulation Act 1984 as amended.
2. The general effect of the Order will be to;
  - a) Make permanent a 'Pedestrian and Cyclist Zone' on Crondall Street, west of Pitfield St and Crondall Court between 8.30am - 9.15am, and 3.15pm – 4:00pm Monday – Friday. (During term times only).  
  
Access will be permitted by means of special dispensation for residents/ businesses within the affected zone and for blue badge holders who register
3. Copies of the Order, which will come into force on 10<sup>th</sup> December 2018, other relevant Orders, and other documents giving more detailed particulars of the Order, can be inspected during normal office hours on Mondays to Fridays for a period of six weeks from the date on which the Order is made, in the visitors reception area, London Borough of Hackney, Hackney Service Centre, 1 Hillman Street, E8 1DY. Further information may be obtained at by contacting Helpdesk on 020 8356 8991 and quoting the above TT reference number.
4. If any person wishes to question the validity of the Order, or of any provision contained therein on the grounds that it not within the powers conferred by the Road Traffic Regulation Act 1984 or that any requirement of the Act or of any instrument under the Act has not been complied with, that person may, within six weeks of the date on which the Order is made, apply for the purpose to the High Court.

Dated this 3<sup>rd</sup> day of December 2018

**Andrew Cunningham**  
Head of Streetscene  
(The officer appointed for this purpose)

