School Streets
Timed traffic restrictions

TOOLKIT FOR PROFESSIONALS

2021 Edition

Foreword

Hackney was one of the first local authorities in the world to implement School Street schemes. We started our programme in 2017, by piloting School Streets outside of five schools. In May 2019, we launched the first edition of our 'School Streets Toolkit for Professionals', which summarized our findings from the pilot schemes. Since then, the Hackney School Streets programme has continued to go from strength to strength.

In November 2019, Hackney Council announced that we would assess all primary schools in the borough for a School Street and, unless the school opted out, we would install School Streets at all suitable locations. By committing to such a large scale implementation, Hackney was continuing to make it safer to walk and cycle to school for our most vulnerable residents and making strides towards reclaiming our streets from the dominance of motor vehicles.

This commitment was given new urgency by the Coronavirus crisis and the increased necessity to support walking and cycling, protect people from an increase in traffic, and aid with social distancing needs. In spring 2020 the Council successfully bid for emergency funding from Transport for London's Streetspace fund to roll out our School Streets programme at an increased pace.

As of March 2021, we have made all five of the pilot schemes permanent and have installed a further 37 School Streets outside schools across the borough. We currently run the largest School Streets programme in the world, making it better for over 15,000 pupils to walk and cycle to school.

Hackney's School Streets Programme has attracted professional attention from as far away as Singapore, Australia and Canada. We've held School Streets professional development workshops, presented at various conferences, and have won several Sustainable Transport awards for the initiative. Evaluation of our School Streets programme continues to demonstrate fantastic results in areas of air quality, behaviour change, and traffic reduction.

The 2021 edition of the Hackney School Streets Toolkit for Professionals will expand on the 2019 edition by expanding on details about budget, exemptions, common myths; providing results and information from new schools; and explaining detailed operational changes and innovations to the Hackney School Streets programme. In reissuing an updated 'School Streets Toolkit for Professionals' we hope to provide useful insight for other authorities seeking to implement School Streets in response to the transportation challenges we currently face.

Cllr Mete Coban, Hackney Council Cabinet Member for Energy, Waste, Transport and Public Realm.

For more information, visit: https://hackney.gov.uk/school-streets

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Photo Credit

Gary Manhine/ Hackney Council - pages 7, 9, 11, 12, 14, 16, 19, 25, 35

Caroline Burwell - pages 13, 15

Vivacity City Labs - page 7

"It's actually quite extraordinary because I've just experienced a school run where the noisiest thing was a scooter. You can't say that about many school runs. So I think this is a massive advert for what can be done"

- Chris Heaton-Harris, Minister of State

The number of children cycling to school at Hackney School Streets increased by up to

51%

"St John St James Primary School have noticed such a fantastic reduction in cars around the school site, which means our air will be cleaner and the streets are safer and less congested for our school community. We now only have three families who are still using a car for the school run as a result of living far away. The rest are using sustainable methods to get to school."

- Poppy, Teacher at St John and St James Primary School

68%

the average decrease in traffic levels outside of school gates at Hackney School Streets

At Hackney School Streets walking to school rates increase by up to

30%

"I am writing in huge support of your School Street scheme which will close my road during school open/close times. I do not have children currently, but understand the huge negative impacts of air pollution, which are particularly bad for children."

- Hackney Resident

"School Streets has already had a huge impact at our school. The bike sheds are full as parents now they feel safe and confident to let their children bike and scooter. Families that always used to drive are now walking every day. We are so pleased that Hackney made this happen so quickly!"

- Abigail Hopper, Headteacher at Nightingale Primary School

Research from a Hackney School Street shows that vehicle emission of oxides of nitrogen (Nox), PM10 and PM2.5 dropped by

74%

Hackney's School Streets programme recognised as industry leader by the National Transport Awards, Healthy Streets Awards, and the Sustainable City Awards

Hackney School streets

INTRODUCTION

What is a School Street?

A School Street is a road, or section of road, that becomes closed to vehicular traffic during school drop-off and pick-up times and where a pedestrian and cycle only zone is created in front of the school. Vehicles are not permitted to enter the zone during the School Street operating times unless they have been granted an exemption. Residents and businesses within the zone, as well as special groups (like blue badge holders and emergency vehicles) can be granted an exemption.

A School Street is a timed road closure. It is not a temporary or advisory restriction, like a Play Street or a one-off special event. A School Street is also not a 'car-free-zone' as it does not ban driving to school; rather it encourages parents to either use sustainable transportation for their school run or, failing that, park their vehicle away from the school gate and walk the final section of their journey.

Main Aims of School Streets

School Streets have a number of key aims:

- Tackle congestion and reduce the volume of motor vehicle traffic using roads in front of school gates
- Improve air quality outside of school gates
- Increase number of pupils using active travel modes to get to school by making it easier and safer

Benefits of School Streets

School Streets demonstrate positive impacts and benefits:

- Decreased levels of vehicular traffic directly outside of schools
- Improved air quality and reduction in associated risk (such as childhood lung conditions)
- Increased levels of children walking and cycling to school
- Decrease in children being driven to the school gate
- Improved perceptions of safety
- Calmer environment for all of the local community

What is the Hackney School Streets Toolkit?

The Hackney School Streets Toolkit for Professionals, is a practical guide created to assist transportation practitioners with developing School Streets in their communities. It provides best practice from existing schemes across the U.K., focusing mainly on London Borough of Hackney, but also including examples from the London Borough of Camden, as well as Solihull and Edinburgh. It is based on the experiences of transportation professionals, teachers, pupils, parents and the wider community. It has been designed to provide a step-by-step guide of how to implement an individual School Street scheme as well as what else needs to be considered when operating an area-wide programme of School Streets.

The updated version of the Hackney School Streets Toolkit builds on the information contained in the 2019 edition, by distilling the experience and knowledge gained through the implementation of Hackney's growing programme. We have added findings from some of our recent schemes and provided updates about innovations that have been adopted into Hackney's School Street programme. The updated toolkit aims to be responsive to the needs of our audience - we have provided more extensive coverage of key topics (such as engagement, enforcement, exemptions and finances) and have added new sections (which address publicity, mythbusting, and lessons learned).

Along with the toolkit, Hackney provides a number of other School Streets resources. Further information about these additional resources can be found in Part Four of this toolkit.

PART ONE: Implementing an Individual School Street Scheme

Part One of this toolkit deals with how to implement an individual School Street *scheme* from start to finish. Advice about how to develop an area-wide *programme* of School Streets is addressed in Part Two of this toolkit. Transportation professionals should undertake the following four steps: 1) Develop, 2) Engage, 3) Install & Enforce, and 4) Evaluate - to successfully deliver a School Street scheme.

Step 1: Develop

This section covers how to kick-start the scheme: securing funding, coordinating project management, selecting schools, determining the extent of the zone, identifying who should be exempt, collecting baseline data and considering EqIA impacts.

Set Out Budget

Costs are a significant consideration when developing a School Street scheme and this is something that should be addressed early on. Implementing an individual School Street scheme can cost anywhere between £5,000 and £50,000 (excluding staff fees), depending on factors such as whether or not you have an existing programme in operation, whether or not you are using camera enforcement, etc.

The level of funding required to introduce a single School Street scheme will be most heavily impacted by whether or not cameras are used to enforce the scheme. This is because the cost of an enforcement camera, including installation and on-going maintenance, can exceed £20,000. This investment may be recouped over time from income generated through issuing Penalty Charge Notices, although it is not possible to predict the volume of these.

The cost of an individual School Street scheme has to allow for:

- design & installation of engineering measures
- processing and advertising of the Traffic Management Order
- design, printing and delivery of consultation and publicity materials
- monitoring and evaluation
- staff costs

See Appendix 1 for a breakdown of the average costs involved in implementing a School Street.

Assemble the Working Group

One of the keys to success in developing a School Street scheme is to consider a diverse range of stakeholders. School Streets generally have a central working group and internal and external stakeholders.

Central Working Group

> The central working group consists of three entities. Firstly, The Local Authority; the transportation team is generally at the centre of the internal stakeholder group. Secondly, The School Community; the participating school head teacher is generally at the centre of the external stakeholders group. Thirdly, The School Street Project Officer; the link between the local authority (and it's relevant internal teams) and the School (and the wider, external, school community).

Internal and External Stakeholders

> Internal stakeholders are a high level group representing teams 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/ Consultations team –responsible for consultation, engagement and production of promotional materials

External stakeholders consist of parents/ carers, pupils, school staff, local residents and businesses, local interest groups.
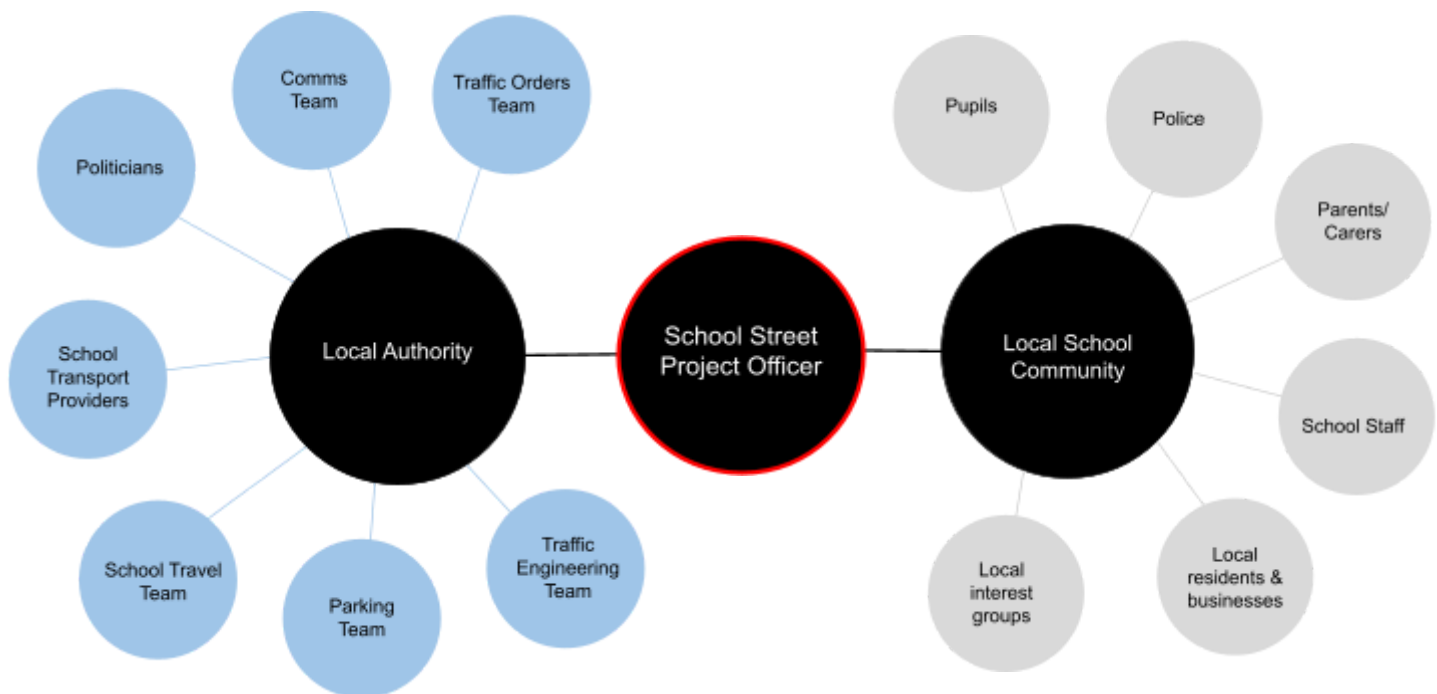
The diagram above shows the relationship between the local authority, the school community, the project officer and the various internal and external stakeholders. The organization of the central working group and stakeholders will differ between one local authority and another.

Select School(s)

There are a number of factors to consider when selecting a school for a School Street, especially if it is the first School Street scheme being implemented in your area. It is useful to create a matrix system which will allow you to identify selection criteria and draw up a priority list. Your selection criteria may develop over time to fit with changing circumstances. See Appendix 2 for the scoring matrix for Hackney's pilot School Streets schemes.

Potential Selection Criteria

Criteria	Considerations
Suitability of Road Classification	You should carefully consider if you will include schools whose gates are located on traffic sensitive routes, major roads, or bus routes. Closing these roads, which carry very high volumes of traffic, may have a considerable impact on the surrounding road network, especially if there are no suitable diversion opportunities. Other measures, such as footway improvements or safe crossing points, may be more suitable measures to consider.

When Hackney developed our pilot programme for School Streets, we selected schools located on a wide variety of road types, such as culs-de-sac, through roads and bus routes. This was an intentional choice |

	to test the limits of the School Streets concept. The evaluation of these different schemes was used to inform the development of the borough-wide School Streets programme.
Level of Community Support	You should consider the level of support from the school and the local community. It is difficult to run a successful scheme if you cannot work collaboratively with the school, parents and residents. This is especially important when implementing your first few schemes, as you may not yet have built-in support.
Presence of a Completed School Travel Plan	Consider which schools demonstrate a commitment to promoting walking and cycling to school by having an active school travel plan
Evidence of School Involvement in Behaviour Change Initiatives	Consider which schools demonstrate that they are already undertaking a number of travel behaviour change initiatives - like cycle training, walk to school events, and school gate parking campaigns. This may demonstrate that the school has already tried to overcome issues and are more likely to be committed to this initiative
Level of Air Pollution	Consider where there is evidence of high air pollution levels outside of schools
Road Collision Data	Consider where road safety data shows a higher number of road casualties within 100 m of school gate over the last 5 years. This could provide clear evidence of an existing road safety problem.

Determine Extent of the School Street Zone

Once you have selected which school(s) you will be delivering a School Street to, you need to design the layout of the School Street zone. It is important to consider traffic impacts when you are at the stage of designing the layout of the zone. You should also conduct site assessments. While it is possible to conduct site visits virtually, we recommend that you conduct them in person, where possible. While it is good practice to have a preliminary design of the School Street zone prior to speaking to stakeholders, you may find that stakeholder feedback influences the final design of the zone. For example, after speaking to the headteacher, you may discover the school has changed how they use their entrances.

Considering Traffic Impacts of Scheme

Impact	Considerations
Access Impacts	You need to consider the impact of disrupting access to the residents' properties ,local businesses, and to other trip generators (such as shops, doctors' surgeries, daycare centres etc). This is important because it can affect businesses' ability to operate, receive customers or get deliveries.
Number of Residents Affected	In Hackney, we often have residents on the edge of the zone who want a scheme expanded to include their property. If a School Street zone is too big, with a large number of properties within the proposed zone, the larger the likely number of exempted vehicles. A School Street in a high density area may not achieve significant reductions in traffic volume if a high number of exemptions are granted. This, in turn, will reduce parental confidence in walking or cycling to school.
Displacement of Through Traffic	Consider the likely impact of diverting motor vehicle traffic around the School Street zone onto the surrounding streets. Are diversion routes available, short and easy to follow?
Displacement of School Traffic	Consider the impact on the streets on the periphery of the School Street zone and their ability to absorb the possible displaced parking created by parents' vehicles.

Identify Exemptions

The Importance of Exemptions

It is important to consider which groups should be given an exemption to enter the School Street zone and the impact on those who have not been granted an exemption. One of the aims of a School Street scheme is to significantly reduce the number of motor vehicles accessing the road(s) directly in front of a school, in order to create a safer environment and encourage more walking and cycling to school. This could not be achieved if a significant number of motor vehicles are granted an exemption to the School Street restriction, so it is important to limit exemptions to only cases that are absolutely necessary.

Who is Eligible for an Exemption?

Residents and local businesses who have a vehicle registered to an address located within a School Street zone should be considered for an exemption to that specific School Street restriction for that specific vehicle. This will give them the legal right to drive their registered vehicle into the zone during the scheme's operating times, thus reducing the negative impact the scheme could have on their daily lives. Emergency service vehicles, when responding to an emergency, should be able to access any School Street zone.

It is also possible to grant a small number of 'special exemptions'. Some groups or individuals, such as blue badge holders and carers for vulnerable residents, should be able to apply for an exemption on a case-by-case basis. Parents, school staff, employees of businesses within the zone, and delivery drivers are generally not granted special exemptions.

At Hackney, all vehicles already parked within the zone during the scheme's operating times can exit the zone, during the operating hours, without incurring a penalty.

In summary:

Exempt	Not Exempt
✓ Emergency Services vehicles on an emergency call ✓ Vehicles registered to an address with in the zone (include those of business and residents) ✓ Blue badge holders (dependant on need to access zone) ✓ Carers for vulnerable residents (dependant on need to access zone) ✓ Utility providers on emergency call	× School staff × Parents × Delivery drivers × Tradespeople × Visitors

Permits: Virtual or Physical?

The type of permit issued to exempt vehicles will depend on the enforcement method being undertaken. In London, councils have the power to enforce moving traffic offences, such as vehicles entering a School Street zone during operating hours, by the use of ANPR enforcement cameras. If an exemption request for a vehicle is granted, that vehicle registration number will be added to an authorised vehicle list, commonly referred to as the 'white list'. The driver is then notified that their vehicle has been granted a 'virtual' permit. Any vehicle that enters the zone during the scheme's operating hours that has not been granted an exemption, will be automatically issued a penalty charge notice (PCN).

If the scheme is enforced by a means other than ANPR camera, such as by the police, then paper permits can be issued to eligible vehicles and displayed in the vehicle for inspection. Examples of paper permits used for some School Street schemes, can be seen below.

Collect and Analyse Baseline Data

Even before your School Street scheme begins, you need to start thinking about evaluation. It is best to start this process while your scheme is still in the development stage. In order to evaluate a School Street scheme, a number of baseline surveys, listed below, should be undertaken. If you are unable to collect certain or any baseline data, it is still possible to run your scheme. However, it is preferable to have this 'before data' in order to demonstrate the scheme's success at achieving its aims.

Mode of Travel Survey

A Mode of Travel Survey (also known as a 'MOT Survey' or a 'Hands up Survey') is used to ask pupils "How do you normally travel to school?". Ideally, a MOT survey would be conducted at all schools in your area at least once a year. However, it is especially useful to get this information from a school where a School Street is being implemented, prior to the launch of the scheme. While MOT surveys focus primarily on pupils, it is useful to collect information on how school staff travel to school as well. See Appendix 3 for more information on how to conduct a Mode of Travel Survey.

A MOT survey is most useful when it is used to obtain the postcodes from which pupils are travelling to and from school. This could be the home postcode or the location where the journey starts (e.g. grandparents' house). This additional piece of information can be used to produce a Postcode Plot for each school. Postcode plots are useful because they show where pupils are travelling from and their mode of travel which can help identify if pupils living within walking or cycling distance are still being driven to school.
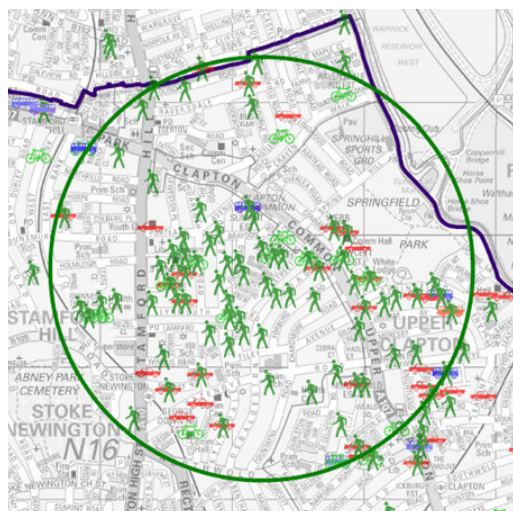
Traffic Counts

A School Street scheme aims to improve the conditions for people walking and cycling by reducing the number of vehicles passing the school gate at key times of day. To show that this has been achieved, it is important to gather data on the volume, type, and speed of vehicles in and around the proposed scheme. Traffic data can be gathered using Automatic Traffic Counters (ATCs) or video surveys (such as Vivacity cameras).

Volume data: the vehicle count should be taken over a full 24hr period for a week. This allows comparisons to be drawn between weekdays and weekends, showing the likely impact of the school run traffic. If data is gathered in 15 minute segments then it is also possible to compare the vehicle numbers during the School Street operating times with periods before and after to confirm level of compliance with the closure.

Vehicle type data: the vehicle count can be broken down by vehicle type e.g. motor bike, car, delivery van, HGV etc. This can be useful to investigate the impact of closure on deliveries to local shops and businesses.

Speed data: this can provide data showing the number of vehicles exceeding the speed limit and creating a danger to vulnerable road users.

Top Tips:

- Don't inadvertently schedule counts for school holidays. Ensure that the survey supplier knows when the school is closed.
- Do collect data on surrounding streets. Surveying the streets on the periphery to the zone is useful for responding to complaints about the scheme displacing traffic or an increase in parental / staff parking.
- Do get vehicle count to include bikes – can be useful to corroborate MOT data and also to show that other cyclists are encouraged to use these streets when there is a reduction in motor vehicle traffic.

See Appendix 4 for a sample traffic survey

Air Quality

You should also consider collecting and analysing baseline data regarding air quality and the interaction with your scheme. This isn't always easy data to collect for timed closure schemes like School Streets - there are issues with the usefulness of available data provided by such means as 24 hour diffusion tubes. However, Hackney Council worked with King's College London to develop a strategy to calculate the difference in emissions of air pollution before and after schemes were implemented. The research determined that when Hackney's first four School Streets were operating, the total emissions of NOX, PM10 and PM2.5 decreased by 74%. See Appendix 5 for study.

Equalities Impact Assessment

Consideration has to be given to the impact of the School Street schemes in terms of equalities. An Equality Impact Assessment (EqIA) should be undertaken to ensure that the proposed scheme does not unlawfully discriminate against any of the nine protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. The Assessment has to outline steps/actions that will be taken to enhance positive impacts and to mitigate the negative impacts. Where potential negative impacts are identified, an explanation of how these are justified, and/or what actions are to be taken to eliminate or mitigate them, is required.

Consideration has to be given to the impact in terms of the protected characteristics. School Street schemes prioritise walking, cycling and public transport, improve road safety and reduce pollution, suggesting that the overall equalities impact will be generally positive. While pupils will likely be the primary beneficiaries, the schemes could also have positive impacts for residents, parents, and school staff. Potential negative impacts are reduced by allowing certain persons (such as blue badge holders) access to special exemptions; putting in place arrangements for emergency permits; explaining the scheme in accessible formats; and considering exemptions for certtain carers who are visiting local residents from the restrictions.

Step 2: Engage

It is important to consider how, and to what extent, you will involve the community when planning your School Street scheme(s). This portion of the toolkit, 'Step 2: Engage', covers the consultation process in England, as well as information about pre-implementation publicity .

Consultation and Engagement

How residents are invited to provide feedback about the scheme - in terms of 'what form' and 'when' - varies depending on the local authority and the circumstances.

In terms of *how* residents should be engaged in the feedback process; it can be through online and paper methods, and through events (if possible). Each authority should determine what is best depending on their needs and what the circumstances allow for. Hackney has used both online and paper methods; our pilot schemes involved the distribution of paper packs of consultation material to residents in the immediate vicinity of the scheme, and hosted a corresponding survey available online on the Citizen Space platform. More recently we have operated a feedback period largely online through the Commonplace platform as a recognition that the majority of comments we were receiving were online, (although residents can still feedback by post, email or telephone).

The question of *when* engagement and invitation for feedback takes place is an important one. The Department for Transportation (DfT) has outlined their official guidance for consultation related to both permanent traffic orders and experimental traffic orders:

> *Current DfT Guidance[1]*
>
> - Permanent: this process includes prior consultation on the proposed scheme design, a 21-day notice period for statutory consultees and others who can log objections; there can be a public inquiry in some circumstances.
> - Experimental: these are used to trial schemes that may then be made permanent. Authorities must put in place monitoring arrangements, and carry out ongoing consultation once the measure is built. Although the initial implementation period can be quick, local residents and businesses should still be given an opportunity to comment on proposed changes, and the need for extra monitoring and consultation afterwards can make them a more onerous process overall. Schemes installed using experimental orders are subject to a requirement for ongoing consultation for 6 months once in place, with statutory consultees including bus operators, emergency services and freight industry representatives. This consultation allows a trial scheme to be adjusted in the light of experience and feedback, which can lead to a better scheme overall.

Publicise the Scheme

Outside of soliciting feedback, publicity - the act of letting people know a School Street scheme is coming - is important. Making sure people are properly informed about the scheme prior to implementation can have an impact on increasing levels of compliance and minimising negative feedback.

Methods of Communication

> When it comes to publicity, different groups require different approaches. You should identify the groups of people with whom you want to communicate and the key information that you want to get across and then decide what channels of communication you will use. It is important to inform the wider community about the launch of a School Street scheme and reaching the greatest number of stakeholders will require the use of multiple methods of communication. See Appendix 6 for tips on how to communicate the launch of a scheme.

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[1] The DfT guidance is accurate as of March, 2021. Updated following and in response to covid, the guidance can be found here: https://www.gov.uk/government/publications/reallocating-road-space-in-response-to-covid-19-statutory-guidance-for-local-authorities/traffic-management-act-2004-network-management-in-response-to-covid-19#engagement-and-consultation

Key Pre-Implementation Publicity Material

There are a number of key materials that Hackney uses to publicise an upcoming School Street. Hackney Council has made templates for our key publicity materials School Street available for other local authorities to use free of charge. More information about this can be found in Part 4 of this toolkit.

Material	Usage and Considerations
Vinyl Banner	To give very basic information about the scheme, such as "School Street operates here". They can be attached to railings or walls outside of school gates. See Appendix 7 for an example of a Hackney School Street Vinyl Banner.
Lamppost Wrap	To provide slightly more detailed information about the scheme (for example the operational times and launch date). They should be displayed within the School Street zone. See Appendix 8 for an example of a Hackney School Streets Lamp Post Wrap.
Informative Post Cards	Postcards can be a great way to get information to parents and businesses as they can be put in school backpacks or delivered by council staff directly to businesses. See Appendix 9 for an example of a Hackney School Streets Postcard
Social Media and specific School Street Council Webpage	Social media and council webpages are important ways to get information out about the scheme, especially for those who are impacted by the scheme in less visible ways (for example those who care for an elderly resident within a School Street zone). They are also an excellent way of providing specific details, something that is not always possible with the vinyl banners, lamppost wraps and postcards. Example of Hackney

	communication about School Streets through Social Media and the Council webpage can be found in Appendix 10.
Letters to the area	A letter sent to residents and local businesses within a School Street zone prior to the launch of the scheme. It should include information on: ● what is a School Street? ● how the scheme will work ● launch date ● location map ● enforcement methods ● eligibility for exemptions and process if eligible ● how to provide feedback These letters should also be considered for residents and businesses who live directly outside of the School Street zone(although the information might be slightly different). An example of this type of letter can be found in Appendix 11.
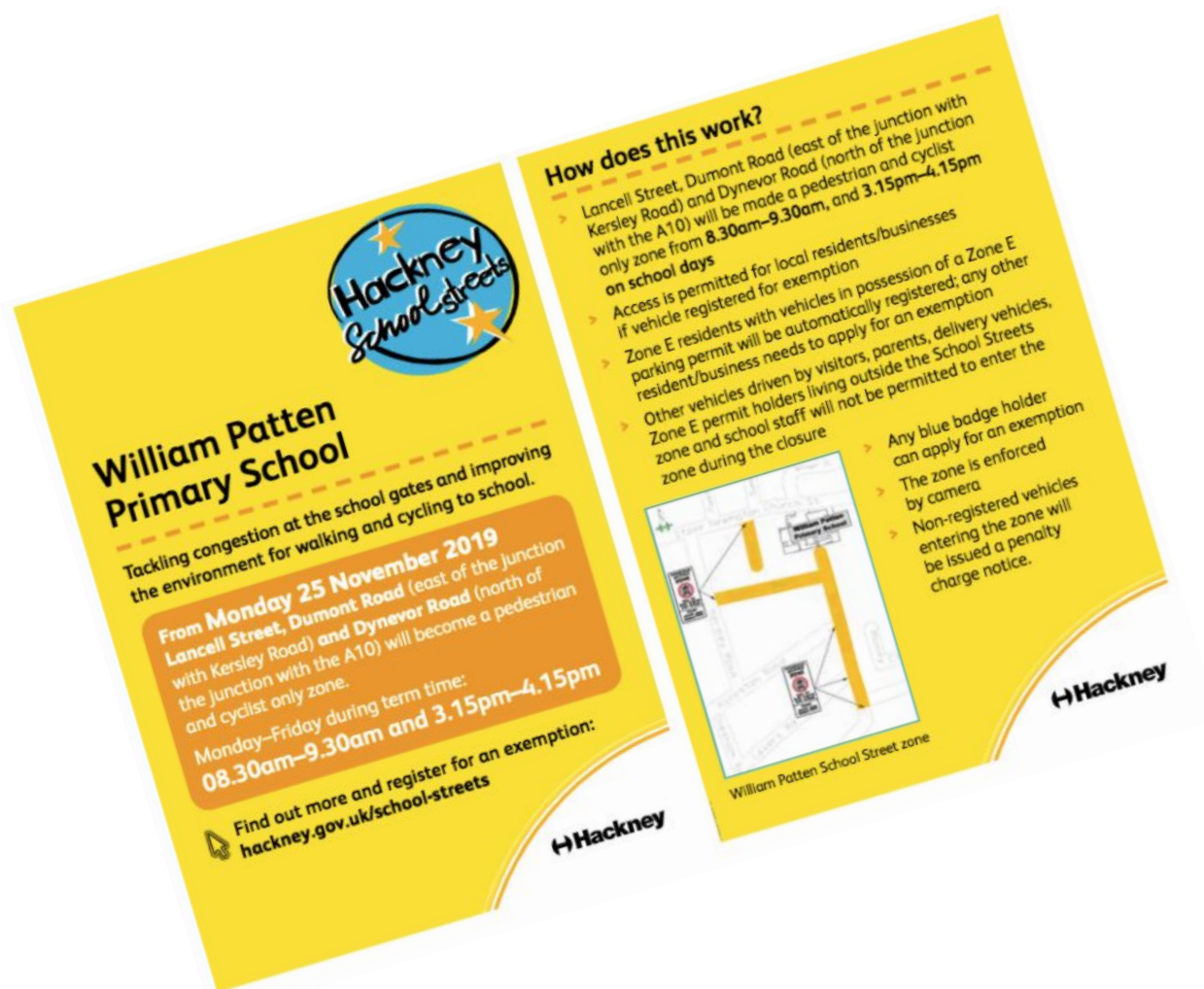
Step 3: Install and Enforce

'Part 1, Step 3' of this toolkit focuses on the installation and enforcement of a School Street scheme. This section outlines what needs to be considered when launching a scheme, what traffic orders are involved, and comparing signage and enforcement options.

Launch Date

Deciding on a Launch Date

The reality is that each scheme will be in a position to get started at different times for different reasons. While there is no 'wrong' time to launch a School Street scheme, there are optimal times. Consider a launch date that ideally:

- Allows for the first 6-9 months of the scheme (the experimental period) to avoid excessive overlap with school 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 groups in order to be able to make more accurate comparisons.

Launch Event

Hackney has frequently held an on-street and child-friendly 'launch party' on the first day a new School Street becomes operational. While this isn't a necessary step of launching a School Street, an on-street party can help raise awareness of the new restrictions and it also helps the school view the scheme in a positive way, right from the start.

If you are able to host an on-street launch party, ensure you apply for the relevant permits to close the street for the duration of the event as all traffic, including exempted vehicles, will be banned. Make sure the local community is aware of the event and the fact that it is just a one-off occurance. Parents and pupils should be invited to take part. 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.

Traffic Orders

To date, all of Hackney's School Streets have been implemented by the use of an Experimental Traffic Management Order (ETMO). In Hackney, the restriction imposed by the ETMO is applicable Monday to Friday during school term-time only. It operates for very short periods, generally between 8:30 - 9.30, and 15:00 - 16:00, set to coincide with school pick-up and drop-off times and it effectively creates a 'Pedestrian and Cyclist Zone' on the the road(s) in front of the school.

ETMOs afford local authorities the flexibility to modify or revoke the Order as a result of comments received during the first six months after commencement, and to provide an opportunity to monitor the effects of the scheme before committing to a Permanent Traffic Management Order. Councils can then review the Experimental Traffic Orders approximately 6 - 9 months after introduction and make a decision as to whether the Order should be retained permanently or removed. To enable enforcement to be undertaken all the statutory steps must be completed for the Traffic Order to be legal. Examples of an order can be found in Appendix 12.

Signage

Pedestrian and Cycle Zone Signs

At Hackney, we have installed '*618.3c - Pedestrian and Cycle Zone*' signs at the entry point(s) to each School Street zone. The legend includes the scheme identifier, operating times and exceptions, like permit holders. It is important to carefully consider the scheme identifier used to reduce possible confusion with other zones, like Controlled Parking Zones. Hackney uses 'SSXX' as our scheme identifier for School Streets.
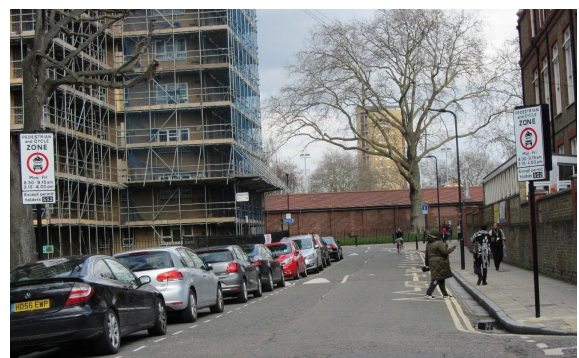
At Hackney, the signs fold to become blank when the zone is not in operation, i.e. during school holidays. You will need to agree on who is responsible for physically opening and closing the signs at the relevant times; they are large and installed with a height clearance of minimum 2.1m to underside, so need access via step ladder or platform lift.

A no. '*618.4B - End of restrictions associated with a Pedestrian and Cycle Zone*' should be installed on the back of the *618.3c* sign to inform drivers when they are leaving the School Street zone.

Hackney has taken action to lobby the Department of Transportation to allow for the introduction of School Street specific signage in order to increase driver recognition, understanding and compliance with School Street schemes.

Motor Vehicles Prohibited Signs

An alternative option to the '*618.3c - Pedestrian and Cycle Zone*' is to install '*619 Motor vehicles prohibited'*. This has been used by London Borough of Camden in the St Joseph's School scheme on Macklin Street, Holborn, in conjunction with collapsible bollards.

Electronic Signs

Applications have been made to the Department for Transport by several English local authorities for approval of a new version of sign '*613.3c Pedestrian and Cycle Zone'* that would have flashing LED lights in the four corners of the sign and would use the legend "when lights flash". Currently, it is only approved by Transport Scotland and used in the Edinburgh School Streets schemes.

The main advantages of these signs are:

- easier for drivers to know that the restriction is in force
- no requirement to close signs in holidays
- if there is a need to change the scheme operating times (for example, the school implemented a policy where they closed an hour earlier on Friday afternoons), the electronic signs would only need to be reprogrammed, while any non-electric 613.3c signs would need to be replaced.

Site Assessment for Installing Signs

A site visit should be undertaken to identify suitable locations for signs erected at the zone entry points. Considerations should include:

- Footway width: is there sufficient room on the footway to install the signage without creating a hazard for pedestrians and wheelchair users?
- Visibility: will drivers be able to easily see the signs, which will increase the chances of driver compliance
- Design clutter: can other existing signs be relocated to the same pole to reduce street clutter?
- Advanced warning: is there a need for advanced warning signs if traffic is turning into the entrances? Are suitable locations available for these signs?

Advanced Warning Signs

Advanced warning signs can be erected on the roads approaching the School Street zone in order to warn drivers that the street they are about to turn into is closed during certain times because of the scheme.The inclusion of advance warning signs, especially in areas where the road layout has minimal alternative routes, will reduce the risk of drivers making a u-turn at the scheme entrance creating a hazard to themselves or other road users.

Enforcement

The success of a School Street scheme will be dependent on reducing the number of motor vehicles entering the zone. In order to achieve this, there will need to be a deterrent to ensure drivers keep out. Enforcement can be

undertaken in different ways according to who is legally responsible for enforcement and whether or not motor vehicle traffic is going to be physically prevented from entering the zone. Options include enforcement by camera (either fixed or mobile camera unit), installation of physical barriers (like bollards or gates) and enforcement by the police.

ANPR Camera

Using ANPR Cameras to Enforce School Streets

One way to enforce a School Street scheme remotely is to use Automatic Number Plate Recognition (ANPR) enforcement cameras. Hackney has used this enforcement method at many of our School Street schemes.

When fixed, ANPR cameras are mounted on lamp columns at the entrance(s) to the zone with an additional '*879 Reminder to drivers within an area in which cameras are used for enforcement*' warning sign. Consider installing guards to protect the base of columns from damage by vehicles.

Through ANPR technology, the cameras can identify the entrance and exit of vehicles into the zone by reading vehicle number plates up to a range of 50 metres. The cameras can differentiate which vehicles are exempt from that School Street zone and which are not by using an authorised vehicle list (or 'white list)'. This ensures that access is maintained during hours of operation for those who have been granted access. Non- exempted vehicles entering the zone during operating times will be automatically issued a Penalty Charge Notice (PCN).

In Hackney, a Penalty Charge Notice is £130, discounted to £65 if paid within 14 days. While it is not possible to predict the volume of PCNs that will be issued to drivers per School Street scheme, PCNs can create a financial benefit to the scheme. This can help offset the relatively high initial cost of purchasing ANPR cameras.

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 issued on a daily basis. For example, at one of Hackney pilot School Street schemes, the PCNs being issued at one school dropped from an average of 17 a day (in the first month after implementation) to 11 a day (in the fourth month after implementation) to 2 a day (in the ninth month after implementation).

At Hackney, we developed a practice of setting a grace period at the start of the scheme implementation during which warning notices, rather than PCNs, are sent to those who fail to comply with the School Streets restriction. The grace period can also be used when schools start the new school year in September, after the summer holidays. This serves as a useful reminder to existing parents and the new intake of parents of the School Street and the practice has been very well received. See Appendix 13 for a warning notice example.

Mobile Cameras

ANPR cameras can also be used in a mobile unit. That is, they can be placed on top of a motor vehicle and driven from site to site. One of the main benefits of mobile ANPR camera enforcement is flexibility; mobile cameras are able to survey numerous sites a day, where fixed cameras can only survey one. Mobile cameras can be purchased or leased, and their cost can be spread across multiple schemes (both other School Streets and other types of schemes) using spot-enforcement measures. Considering the cost of ANPR cameras, and the fact that School Streets only operate for two periods per day, mobile ANPR cameras cant be a cost-effective enforcement option.

ANPR Camera Use Outside of London

Currently, only London and Wales allow for councils to use cameras as a means to enforce moving traffic contraventions, such as entering a School Street zone during operating hours. In 2020, the Transport Minister announced that local authorities in England outside London would soon be granted these powers as well.

Physical Barriers

Bollards

It is possible to use folding bollards to enforce School Street schemes. The London Borough of Camden did this at one of their School Streets, St Joseph's Catholic Primary School, which used folding bollards that folded flat into the road. While this method can increase compliance, there are a number of disadvantages. For example, using this method of enforcement places a high degree of reliance on school staff to open and close the bollards twice a day. Also, if high volumes of traffic and heavy vehicles are using the road outside of closure times, they might cause the casing for the bollard to deform, rendering them unusable. This type of method can also limit the scheme's flexibility with providing exemptions.

Movable Gate

Movable gates and barriers are another type of physical barrier that is possible to use with a School Street. Points to consider when selecting temporary barriers include: need for stewards to operate them, ease of movement, storage, and cost. The benefit of using this method is that they can be rolled out quickly and inexpensively.
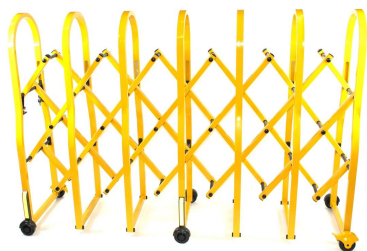
Police

Police are able to enforce School Street restrictions on site. However, many local authorities are reporting that the police are cutting back on this service due to budget cuts and staff shortages. 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 is very short.

Step 4: Review

'Step 4' of this toolkit covers monitoring and evaluation, publicising success, and making the School Street scheme permanent.

Monitoring and Evaluation

Monitoring and evaluating the scheme is one of the most important steps in the School Streets process. Post-implementation monitoring should begin as soon as possible following the implementation of a scheme. Data should continue to be collected throughout the existence of the scheme - even after the scheme has been made permanent.

Collect and Analyse Post-Implementation Data

- Follow up on pre-implementation data. Post-implementation data should be gathered using as many of the same forms and methods as in the pre-implementation data, covered in 'Part, 1 Step 1' of this toolkit. This is to enable direct before-and-after comparisons and to be able to measure progress in regards to the scheme's aims. Try and carry out post-implementation surveys at a similar time of the year as the pre-implementation surveys - this will help with minimising the impact of factors like weather conditions (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 if you can help it). If you are unable to collect pre-implementation data, still ensure that you are collecting data post-implementation.
- Carry out interviews and/or questionnaires in order to gauge stakeholder views on the scheme and collect qualitative data. You might include questions asking users how safe they feel the street is, if they have changed their travel habits, if it has encouraged active travel and whether they want the changes to be made permanent etc. This can be done in person or online.
- Ensure that you have an agreed process to handle comments and objections to the scheme. This can be set up prior to implementation, so that you are able to capture, log, and address these throughout the duration of the scheme.
- Analyze driver compliance. It is possible to analyse driver compliance with the restriction by collecting data on the number of Penalty Charge Notices (and warning notices, if applicable) issued through camera enforcement. The level of compliance should be tracked over a period of time to see if a pattern emerges from the data.
- A picture is worth a thousand words. Make sure to take photos to capture the impact the scheme has had on the street(s) outside of the school gates. This works best if you are able to get before-and-after photos that capture the same time, day and location.

Communicate and Celebrate Results

Once you have collected and analysed your post-implementation data, it's time to share and celebrate the results. There are many ways to do this. We have captured some top tips below:

- Keep a record of what the most common concerns were when you publicitized that you were putting the scheme in. Come back to these and show what the impact was. For example, if there were a lot of concerns about the scheme displacing traffic onto neighbouring roads, make sure that relevant data is collected before the scheme is put in and well as during the scheme's operation. Analyse the data and be able to present on it.
- Put a call out for photographs, it's important to have good photos of your work!
- School Streets don't always make for the most existing backdrop (remember, they are largely just going to look like streets without many cars). So be creative when you are capturing images. Launch dates are a good time to see the School Street with a bit of colour. Side by side before and after photos are one of the best ways to show the impact the scheme can have on street life.
- Collate media coverage on your scheme(s), it's good to have this on hand.
- It's important to shout about your own success, but remember, you can get others to shout about it for you as well - share your success stories and results with local interest groups, the school and the wider community.
- Get testimonials from teachers, parents, pupils, residents, businesses. These are easy to obtain and can be very useful for things like press releases and social media.

New Harrington Hill School Street gets local police support

1,345 views • 13 Nov 2020
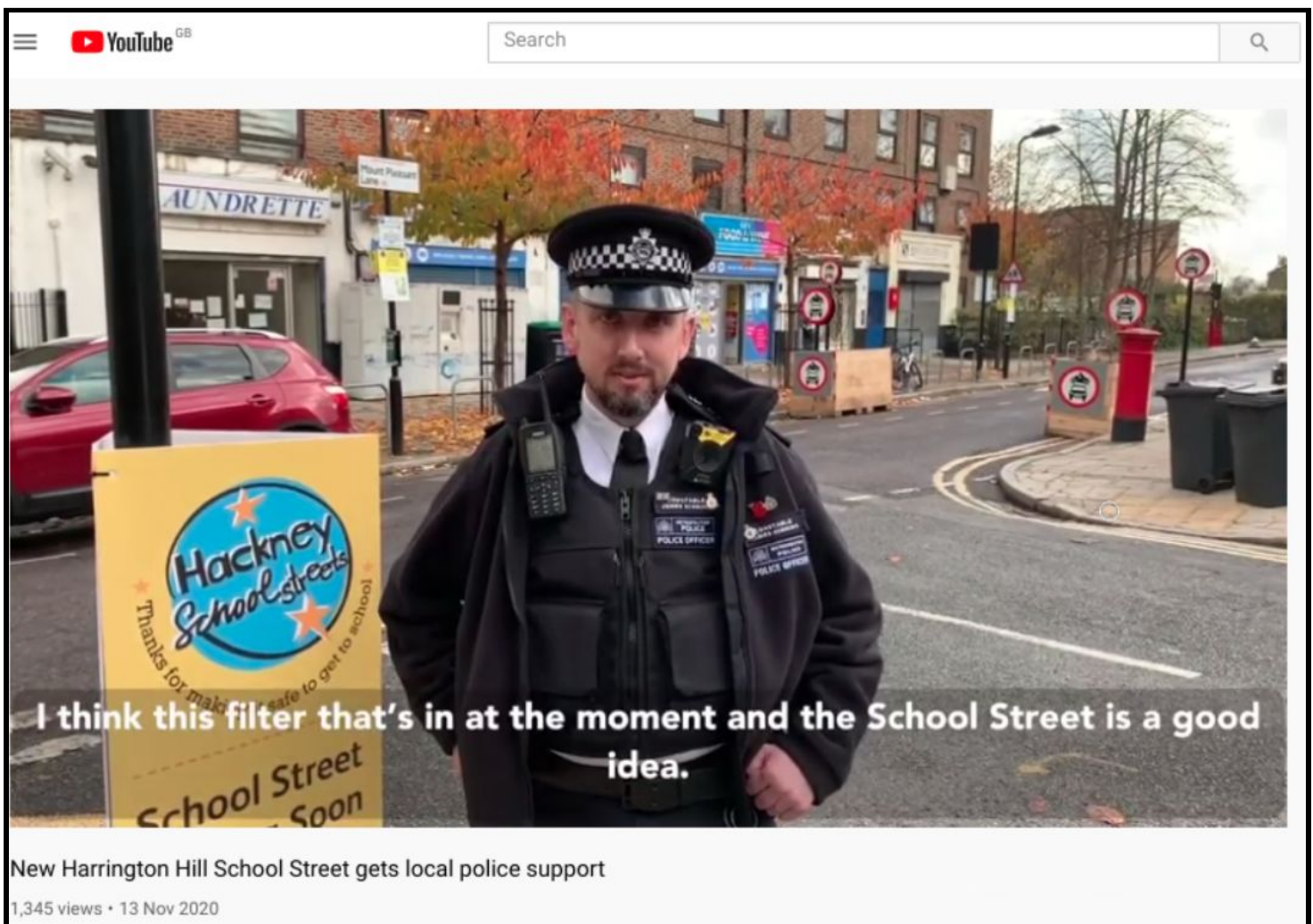
Making Scheme Permanent

Options for Scheme Life Beyond the ETMO Period

Hackney's School Streets have been introduced using an Experimental Traffic Management Order, which has a maximum lifespan of 18 months, so a decision has to be made before that as to whether to make the Order permanent. Options include:

- Make changes to the scheme based on feedback - use the feedback received during the time the scheme was operating to change or fine tune the scheme. Alterations might include things such as incorporating another street to the School Street zone or changing the scheme's operating times. Make sure that you are listening to feedback about the scheme, analysing the data, and considering if making the alterations would improve the scheme.This action has to be taken in the first 6 months after implementing the scheme.
- Make the Order permanent as it is - this will continue the scheme in its current design
- Do nothing and let the Order elapse - the path to take if a decision has been made to remove the scheme.
- Replace the scheme with a new traffic management scheme, like a 20mph traffic calmed zone or install engineering measures, like pedestrian crossing

PART TWO: Implementing an Area-Wide School Streets Programme

While Part One of this toolkit addresses the different steps that are involved in implementing an individual School Street *scheme*, Part Two addresses the considerations that come with progressing an area-wide School Streets *programme*. There are additional considerations when putting in School Streets on a wider scale, including issues like political support, funding, and publicizing the programme as a whole.

Political Support

Top Tips for Getting Local Politicians on Board

- Make it clear that School Street schemes can be installed as experimental traffic orders which makes it possible to remove them after the 18 month experimental period if they are deemed unpopular or unsuccessful.
- Show the level of support School Streets programmes have received from residents and politicians in other local authorities.
- Prepare for their concerns about School Streets and be ready to myth bust. See below for some of the most common myths about School Streets.

Myth Busting

Common School Streets Myth	Reality
School Streets mean that emergency services can't get through	Emergency vehicles are exempt from School Street restrictions - they are able to access addresses within the School Street zones, and are also able to pass through School Street zones, when responding to an emergency.
School Streets disadvantage blue badge holders	Blue badge holders, specifically those who need to access a School Street zone for a specific purpose, can be granted a special exemption, meaning that they will be able to access the address within the zone even during the School Street operating times.
School Streets prevent teachers and other school staff from getting to their place of work	School Streets operational times coincide with school opening and closing times. In most circumstances, teachers will have already arrived at school before the restrictions come into effect and therefore will not be negatively affected by the scheme regardless if they drive to work or not. All cars already parked inside the zone when the restriction comes into effect will be able to leave.
It's impossible to make deliveries inside School Street zones	School Streets only operate for a very limited window during the day, generally less than 2 hours in a 24 hour day. Moreover, they are only operational on days that schools are open, which accounts for only about 50% of the calendar year. While School Streets may interfere with a very small proportion of deliveries, the short operating times mean the schemes provide plenty of opportunity to retime these deliveries. Also, by keeping the physical School Street zones as small as possible, it means that delivery drivers arriving during the closure periods would only have a short distance to walk if they parked on the periphery of the scheme.
School Streets are only possible in high density neighbourhoods, where pupils live within walking distance.	School Streets are possible in lower density areas. Additional consideration will need to be given to facilitating and encouraging cycling, public transit and multimodal trips as well as delineating Park and Stride areas.

Funding

The major stumbling block for many local authorities wanting to introduce a School Streets programme is a lack of funding. A number of top tips from Hackney are listed below.

- Start small. Hackney started with a pilot programme consisting of five schemes, which allowed for the trialing of different road layouts as well as engagement and publicity activities .
- Reduce the costs associated with design materials. Costs can be reduced by using template designs for publicity materials. See Part Four of this toolkit for School Street design material templates that Hackney provides to other local authorities, free of charge. Cost can also be saved by reusing more expensive materials, like lamp post wraps, from one scheme to the next. At Hackney, we used blue removable stickers showing scheme launch dates on the lamp post wraps so the wraps could be reused at future schemes.

- If planning to enforce the schemes by camera, consider using a mobile unit, to spread costs among individual School Streets schemes.

Appendix 1 of this toolkit provides a breakdown of the costs associated with an individual School Street scheme. It can be used to gauge a rough estimate of an area-wide School Streets programme, by factoring in the number of planned individual School Street schemes. Note: additional costs, such as staffing, will still need to be accounted for.

Publicity for a School Streets Programme

Having Recognizable Branding

Having recognizable School Streets branding and logo is important; recognizable branding increases recognition of the initiative and subsequently increases compliance with the restrictions. The Hackney School Streets' distinctive bright yellow and blue colouring is eye-catching and stands out to passing motorists and other users of the street.

Programme Level Publicity Strategy

In order to publicise and grow support for your School Streets programme, you will likely need to expand your publicity strategy from what you would do for an individual School Street scheme. A wider, programme-level, publicity strategy for School Streets could include the following elements:

- Webpage
- Video
- Press releases
- Newspapers/TV ads
- Visits from ministers
- National campaign day events (Bike Week, Walking Month, etc)

PART THREE: Issues Raised and Lessons Learned

Part Three of this toolkit addresses some of the key issues raised and lessons learned about planning, designing, implementing and reviewing both individual School Street schemes and area-wide School Streets programmes. While much of the knowledge and findings gained from Hackney's experience with School Streets over the past 4+ years has been embedded through the different sections of the toolkit, Part Three focuses on providing details about prevalent and recurring issues and the insights gained from addressing them.

Area	Issue	Lesson Learned
School selection	School commitment	If a prioritisation process is being undertaken, the most successful schemes are likely to be those where there is strong commitment and support from both the school community and local residents. These are often schools with clear, previously identified problems around the school gate, where both parents and local residents are keen for a solution to be found.
	Level of engagement from school in supporting and promoting active travel	See above; schools already supporting active travel activities are more likely to work to make a School Street a success - so begin by encouraging schools to develop and implement a school travel plan and to support and encourage staff, pupils and parents to travel sustainably.
Road layout and size of zone	Implementing School Streets on different road types	School Streets that are located on streets which act as through roads are more challenging and resource intensive to implement and enforce. Allocate more time to planning these schemes and more resource towards enforcing them. Where a school has several possible entrances, one of which is on a priority or bus route, then it may be possible and reasonable to work with the school to relocate their main entrance to where a School Street is being delivered in order to better suit the implementation and operation of the scheme.
	Determining the size of the zone	If a School Street zone is too small, it will not be effective as traffic in front of the school gate will not be reduced. If the School Street zone is too big, this is also an issue, because of the increased number of exemptions as well as the increased number of cars that can be parked inside of the zone prior to operational times. Creating a zone that is too large or too small, undermines the scheme and the confidence of parents and children to walk and cycle to school. Keep the zone as small as practically possible, ensuring there are alternative routes around. Do not create a situation that means drivers have to carry out dangerous u-turns at entry points, creating conflict with pedestrians and cyclists.
Location of schemes	Interaction between individual School Street schemes	The interaction of School Streets with other road closure schemes and construction sites in the area needs to be considered, as does the overall impact on

		the network. Mapping all planned/existing closures on one map is a helpful way to understand these interactions.
	Prevention of modal shift due to poor public realm infrastructure around schemes	Ideally, schools need to be in areas where parents can safely walk and cycle to school with their children and where peripheral streets can safely accommodate any displaced traffic and displaced school parking. Local infrastructure should be put in place to support walking and cycling, e.g. local routes, safe crossing points, cycle storage
Signage	Placement of signs	It is important to ensure there is sufficient space on the public footway to place signage at the entrances of the scheme, without blocking the footway to users

Sufficient visibility when positioning signs at the scheme entrances increases chances of driver compliance. Angle signs so drivers can read timings.

Installing Advanced Warning Signs on approach to the scheme should be considered, especially if a driver is required to make a left turn into the zone. |
| | Operating the opening and closing of signs during school holiday periods is time consuming | If the scheme only operates during term times, signs should be manually opened/closed at beginning/end of term. As the number of schemes increases, this can be time-consuming. It is important to be clear about who is responsible for this task. Using school staff has the advantage of close proximity to the scheme, but reliability can vary which can damage the scheme's reputation. Council staff (such as a parking team) can also be used, but a financial agreement may have to be reached.

Approaches are being made to DfT to approve electronic signage as used in Scotland, see Part One, Step 3 of this toolkit, which would help overcome this problem, as these signs flash only when the closure is in operation and can be programmed remotely. |
Displacement	Fear that scheme just displace traffic and parking to peripheral streets	Monitoring for displacement and feeding back results is vital for quashing fears that the scheme causes displacement. Ensure a comprehensive set of traffic counts & parking surveys undertaken before scheme and after launch, including on peripheral streets and diversion routes. Hackney has found that School Street schemes in the borough can lead to traffic evaporation, rather than traffic displacement.
Engagement with stakeholders	Difficulty engaging passing motorists	Put up on-street information minimum 2 weeks in advance. Best format: lamp post wraps & banners. Send warning notices to offending drivers during the initial 28 days of the scheme to remind them of the restriction.
	Extent of engagement with wider community	With the first few schemes of a School Streets programme it will be important to focus heavily on involving the wider community as the first few sites are taking the risk of being the leaders of a new initiative. But, we found that our first 9 schemes generated so much attention that there was widespread understanding of what a School Street is. At some

		point, to scale up and reach all schools, a balance between time spent on initial engagement and implementation needs to be found. Some schools will begin to expect quick implementation
	Parents and residents feeling that they have not been properly informed about the scheme	Timely and regular communication with residents and parents will be key to the successful delivery of, and compliance with, the scheme. Use different communication methods -from basic printed materials delivered to properties, to more complex or interactive methods (like a website, social media, television and radio spots). Get the school to help you with reaching parents. Consider targeting not only those residents who live within the School Street zone, but also those who live on the immediate periphery
	Public feeling that they are not able to voice their opinion about the schemes	Provide various means for the public to make contact and voice their concerns(e.g. dedicated hotline number or email account, feedback forms, Freepost envelopes, etc). Make clear when you are soliciting feedback from the public, how they are able to provide their feedback and how this feedback will be used.
	Don't forget internal stakeholders	Devise and circulate an internal comms strategy. Especially if you are not granting exemptions to Council vehicles, then you must ensure that other departments (e.g. Parks, Cleansing, School Transport) know about the scheme so they can plan alternative routes or timings for their fleet. It is important to keep politicians up to date about the schemes, the wider programme, and changes to policy or approach. It is especially important to keep politicians updated about the process for public feedback.
Enforcement	Lack of ability to use camera enforcement and low availability of police enforcement	Not everywhere has the ability to use camera enforcement. In the U.K. most local authorities outside of London are unable to use ANPR enforcement so only the police have the powers to enforce the schemes. Many police forces lack the resources to commit to regular enforcement of School Streets. In order to get the most out of this limited resource, work with the police to agree that spot checks will be carried out at locations where infringement of the rules is taking place. In 2020, it was announced that the government will enact legislation to give moving traffic offence powers to councils outside of London.
	Enforcing scheme when unregistered vehicles enter zone during operating hours	In Hackney. problems arose when cameras enforcing one of the School Street schemes picked up an unregistered vehicle in the zone. No contact details are available from DVLA so Penalty Charge Notices could not be issued and there was a risk that this driver could continue to flout the restriction with impunity. We addressed this issue by providing the Police with information about the unregistered vehicle.
Exemptions	Dealing with exemption requests is time consuming	Ensuring residents know to apply for exemptions a minimum of 2 weeks prior to scheme launch will ensure officers can turn requests round in plenty of

| | | time. If possible, use a dedicated email/phone number to capture these requests.

If you have a large number of exemptions to make (because you have a large zone or a large number of School Streets going in at once) consider automatically exempting people within the zone so that they don't have to apply (Hackney took this approach for various of the School Streets it put in during the 2020/2021 academic year). |
| | Approaching the provision of special exemptions for Blue Badge holders | Provision should match need. Blue Badge holders who have a need to enter a zone to access a specific address should be eligible for a special exemption to that zone. |
| Sustaining schemes | Keeping schemes going after making them permanent | A governance plan can be put in place, which states the roles and on-going responsibilities of the Council and the school community. This can be done through a Memorandum of Understanding and can include agreements about promoting the scheme to new parents, updating web pages, gathering annual MOT data, annual review meeting and maintenance of the signage etc. |

PART FOUR: Hackney Knowledge Sharing Offer with Other Local Authorities

Part Four provides details about the School Streets knowledge sharing materials, beyond this toolkit, that Hackney makes available to other local authorities. Hackney recognises the transformative benefits that School Streets can have for children, parents/carers, teachers, and the wider community. That's why we've made it a priority to share our knowledge and expertise with other local authorities who are considering, or actively implementing, their own School Street schemes and programmes. It's the reason we developed a toolkit in the first place, and it's the reason we decided to release this second, more robust, edition. It's also the reason we have developed other School Streets resources - including a case making video, design templates of publicity materials, training and webinar sessions, and a hotline help service.

Hackney School Streets Video

Hackney has released a short case-making video. The video, which presents information in an easy-to-digest format, can be used to introduce those previously unfamiliar with School Streets to what the aims are, how the schemes operate, and what the feedback has been from communities where the schemes have been implemented. (https://hackney.gov.uk/school-streets)
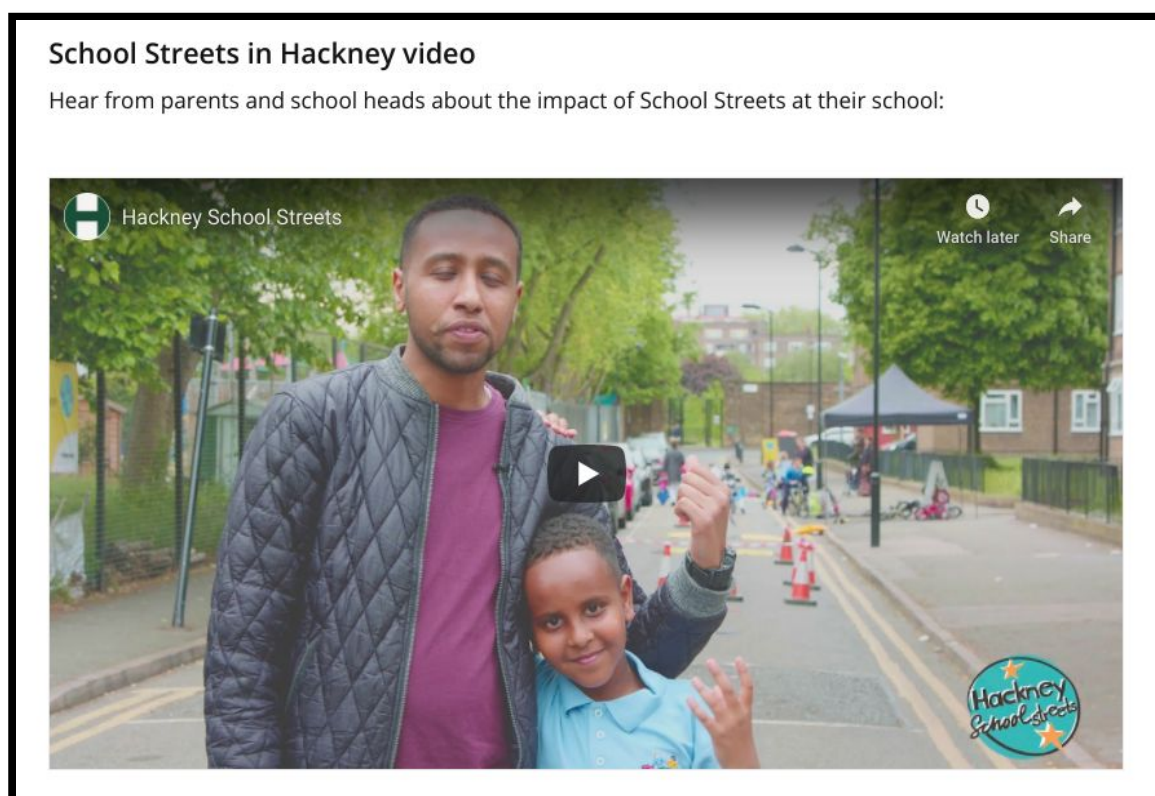
Hackney School Streets Design Templates for Publicity Materials

We recognise that local authorities can be under pressure to implement School Streets at a rapid pace. Because of this, Hackney has decided to release design templates of some of our key School Streets publicity materials to other local authorities, free of charge. We believe that this will relieve other councils of the time and costs associated with designing their own materials and will allow them to focus more on the delivery of their schemes. We also see the benefits of standardizing School Streets publicity materials in order to increase public understanding of, and compliance with, School Streets.

We are providing editable design templates for key School Streets publicity materials - School Streets Logo, Vinyl Banner, Postcard Flyers, and Lamppost Wraps - as well as brand guidance that explains how to use the materials. To request these templates, please contact sta@hackney.gov.uk .
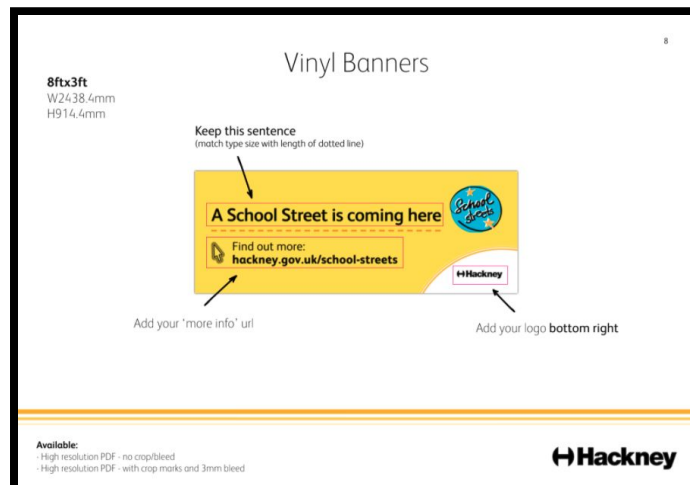
Training and Webinar Sessions

Hackney, in partnership with Modeshift (a not-for-profit organisation promoting sustainable travel choices) has created the 'Developing and Implementing School Streets' training course. This one-day course is designed for transport professionals who want to learn more about how to set up and deliver a School Street in their area. The course takes delegates through the key components of implementing a scheme including; the process of selecting suitable schools; techniques and methods for implementing schemes; and evaluating and monitoring School Street schemes. There is also a site visit depending on the location of the course.

By the end of 2019, over 50 delegates had attended the courses. In 2020, this was replaced by a webinar, which took the approximately 100 delegates through the key elements of a School Street scheme and focused on how local authorities can quickly establish schemes in their area as a response to the current public health crisis.

Hackney's School Streets Hotline: Phone Help Service

Operating the Hotline

From April to September 2020, Hackney operated a weekly over-the-phone help service called 'Hackney's School Streets Hotline'. The Hotline, which was funded by Cross River Partnership's Healthy Streets Everyday Programme (a Mayor's Air Quality Fund initiative), was conceived as a response to local authorities' interest in Hackney's School Streets programme and their desire to replicate Hackney's success. The purpose of this free service was to provide local authorities with tailored one-to-one support as well as up-to-the-minute, site-specific advice from Hackney Council. In its six months of operation, 14 local authorities used the Hackney School Streets Hotline and received advice regarding individual School Street schemes as well as support in planning entire School Streets programmes.

The most frequently asked questions received by the Hotline included those relating to: planning and engagement, websites and promotional materials, and enforcement The table below gives examples of some of the Hotline's FAQs.

Hotline's Frequently Asked Questions

FAQs	Responses
We have been asked if we can install a large number of School Streets in a matter of weeks - where do we start?	If it's your local authority's first time implementing a School Street, you need to be realistic about how many you can (and should) do right off the bat. Rather than trying to do too many schools at once, focus on a small number you can do well. Create a priority list based on selection criteria, like ease of installation, most pupils benefitting from the scheme, number of pupils coming by car etc. Schools with entrances on cul-de-sacs are also easier to install and operate, so focus on these easy wins first.
I want Google Maps to incorporate our School Street closures - iIs there a way to provide an update so that Google Maps doesn't direct vehicles through the zones during the scheme's operating times?	Yes. This can be done manually by officers through Google Maps in a browser (select "Send Feedback, Wrong Information, Closed of Blocked" and state closure restrictions). Platforms, such as one.network, can be used to complete this en mass, for multiple sat nav platforms.
Is it possible to have a School Street scheme on a bus route?	Yes and it is possible (Hackney has implemented a School Street over a bus route). It is more difficult on busy routes because you may have to divert the bus around closure rather than exempting it and allowing it to run through the scheme.
What on-street engineering measures do School Street schemes need to make them legal?	As a minimum, School Streets must have Pedestrian & Cycle Zone entry & exit signs at start/finish of scheme (or '619 Motor vehicles prohibited' signs). Make sure these signs do not impede movement on the pavement. If they do, consider decluttering streets to provide more space, like removal of guard rails.
If we choose to have ANPR cameras in place to enforce School Streets, do we have to write any child protection assessments or are the cameras only triggered when a vehicle is committing an offence?	At Hackney, the cameras only trigger when a vehicle goes past the trigger point, which is usually in the middle of the road and just by the restriction signs. The footage that is available to view online is also pixelated so faces of the public and other VRMs are not visible
What is the process for whitelisting Blue Badge holders for a School Street zone? Do you pre-register vehicles before the scheme goes live, is any evidence required? If not - is this publicised widely and if so how do you ensure the system isn't abused?	Hackney has used an online /paper application process to pre-register vehicles for special exemptions - such as blue badge holders. If time allows, one could ask for proof of address & car ownership or a copy of their blue badge, but given time restrictions, you will likely need to rely on an element of trust. Blue badge holders need to register their reason why they need access to a particular School Street zone (e.g picking up a pupil who has a disability from school).
We want to start our School Streets programme soon, but COVID 19/ lockdown measures mean that public meetings are difficult or impossible. How do we get	Set up School Streets pages on the council website, including basic information about proposed schemes and maps. It is important to include a comprehensive section on FAQs, which you can point people towards. Provide information to schools and encourage them to send it out to parents, put it up on school website or spread through social

information out to parents and residents?	media channels. Put up on-street material within the School Street zone. Inform residents and businesses (both within the zone and directly outside of the zone) of your plan (preferably at least a couple weeks in advance of your launch date). Ensure that you are directing the public to a location where they can provide their feedback (council email, online platform like Commonplace etc). Make sure you are including your consultation team in these discussions and referring to government guidance.

HACKNEY
SCHOOL STREETS
HOTLINE

HEALTHY STREETS EVERYDAY
A CRP FUNDED INITIATIVE

SUPPORTED BY

MAYOR OF LONDON

User Feedback

"Thank you for organising this hotline. You helped us so much very early on in the process and we've been reassured that some of the ideas we had were feasible."

- *Nicky, London Borough of Ealing*

"The hotline service helped to build the foundation and structure of Lambeth's School Streets Programme, particularly in terms of selecting schools that were most suitable for School Streets."

- *Joe, London Borough of Lambeth*

"Well done for pioneering this initiative and thanks for sharing so much with us!"

- *Lindi, Richmond and Wandsworth Councils*

"Thank you so much for taking the time to reply to my questions in-depth! This is really useful."

- *Georgia, London Boroughs of Enfield and Haringey*

Support from Healthy Streets Everyday

Cross River Partnership (CRP) has thoroughly enjoyed working with the London Borough of Hackney as part of CRP's Healthy Streets Everyday (HSE) Programme to provide support and guidance on implementing School Streets. Following the success of an initial HSE School Street Workshop, the Hackney School Streets Hotline was created to provide tailored one-to-one support to help local authorities quickly implement School Streets as part of London's response to the Coronavirus pandemic. The service was very well utilised and actively helped several Local Authorities implement School Streets to facilitate social distancing and support sustainable travel to school. CRP's Healthy Streets Everyday Programme is pleased to continue working with The London Borough of Hackney as part of the development of this toolkit, ensuring that all London Boroughs can benefit from Hackney's wealth of experience in implementing School Streets.

– Fiona Coull, Healthy Streets Everyday Project Manager

Appendices

APPENDICES

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

Appendix 1: Implementation Costs for an Individual School Street Example

This budget table is an approximate breakdown of costs for a two-entrance School Street scheme. Costs will vary depending on supplier used, zone layout, size and enforcement method.

Item	Each (approx £)	Number per site	Total per site (£)	Notes
School Street Zone - Entry Treatments				
Entrance/exit signage	540	4	2,160	
Sign posts	200	4	800	
Advanced Warning signs	200	2	400	Need dependent on road layout
Legal				
Processing & advertising ETMO	300	1	300	An additional cost would be incurred for second TMO required to change from Experimental to Permanent School Street scheme
Promotional & Engagement Materials				
Design, printing & delivery of postcards, residents' letter, exemption application form, vinyl banners	1700	1	1,700	
Monitoring (before / after)				
MOT Surveys	0	2	0	No cost -can be carried out by school staff.
ATCs	100	8	800	
Design & Project Management Fees				
Staffing	Approx 25% of implementation costs		1340	This value may vary depending on number of schemes and opportunity to realise economies of scale
Camera Enforcement Costs (Where Applicable)				
Purchase, installation, configuration & support of fixed, ANPR enforcement camera	20000	2	40000	Relocating existing fixed ANPR cameras cost approximately £1000 per camera.

Appendix 2: School Selection Scoring Matrix Example

The table shows the scoring matrix for the five School Streets involved in Hackney's School Streets pilot programme.

School	Road Type	Bus Route	Above EU NO₂ Limit (1)	Travel Plan rating (2)	Mode share - car (No.) (3)	Mode share - Active travel (%) (4)	KSI <100m of school m) (5)	Behaviour change initiatives completed in past year (6)	Access Impacts (7)	Number of residents (8)	Displacement through traffic (9)	Displacement - school traffic (10)	Total
1	Through road (rat run)	No	Yes	Gold	44	88%	3	50	Low	Low density	Low	High	
			5	3	3	1	1	3	3	2	3	1	25
2	Through road (shops)	No	No	Gold	95	60%	6	63	High	Low density	High	High	
			0	3	5	2	2	4	1	2	1	1	21
3	Cul-de-sac	No	Yes	Silver	21	84%	3	11	Low	High density	N/A	Low	
			5	2	2	1	1	1	3	1	0	3	19
4	B road through route	Yes	Yes	Silver	46	79%	14	24	N/A	N/A	High	High	
			5	2	3	2	3	2	0	0	1	1	19
5	Through road	no	No	Silver	76	78%	2	15	Low	Low density	Low	High	
			0	2	4	2	1	1	3	2	3	1	19

1. NO₂ > EU limit - 5, < EU limit - 0
2. Travel plan, Gold 3, Silver 2, Bonze 1, None 0
3. Number of cars, > 80 - 5, > 60 -4, >40 -3, >20 -2, >0 - 1, No data -0
4. Percentage of children walking / cyling to school, <20% -5, <40% -4, <60% - 3, <80% -2, < 100% -1
5. Killed / seriously injured road caualties within 100m of shool gate in last 5 years, <5 - 1, <10 -2, <15 -3, <20 -4, >20 -5
6. Number initiatives, 0 -0, <20 -1, <40 -2, <20 -3, <60 - 3, <80 -4, >80 -5
7. Access impacts, High impact (affecting shops, doctors, business, deliveries etc.) 3, Low impact (not materially affecting shops etc.) 1
8. Number of residents, No residential properties -0, houses/small number of residential properties (low density) - 1, flats / few houses (high density) -2
9. Displacement of through traffic, likely impact of diverting traffic. N/A (cul-de-sac) -0, High impact -1, Low impact -3
10. Displacement school traffic, e.g. parental parking, High impact -1, Low impact -3

Appendix 3: Mode of Travel Survey Example

Each year, Hackney Council requests a Mode of Travel (MOT) survey from every school in the borough. Schools are contacted by email and provided with a comprehensive step-by-step guide on how to conduct and submit the survey. Below provides a summary of the steps involved:

1. School data officer prints off and distributes the follow items to each class:
   i. Class registers (which will function as the survey form)
   ii. Survey Guidance for Teachers;
2. Teachers use the register form to conduct the Mode of Travel Survey in their classroom.
3. Teachers return completed forms to school office by [date];
4. School travel lead checks all returned forms to ensure completeness and accuracy;
5. School data officer updates information on SIMS (or equivalent database software) using the "bulk update" functionality on Sims.net
6. School data officer runs a "MOT" report and submits the school's data to [Local Authority contact details].

Pupil Initial/	Postcode	Mode of Travel	Preferred Mode of Travel
		Walk	Cycle
		Car	Scooter
		Cycle	Cycle

It is important to remind school staff conducting the survey that identifying information (beyond postcode and mode of travel) should not be provided in the survey results.

Appendix 4: Traffic Survey Example

Traffic counts on Oldhill Street, (within School Street zone) and Osbaldeston Road (parallel road, possible diversion route around School Street zone). Data from operating times – 08.30-09.15 and 15.15 to 16.00 Mon to Fri. Shows the effectiveness of the closure in reducing traffic flow; though there has been an increase on surrounding routes it is not equal to the decrease on the streets within the zone, indicating traffic evaporation, not large-scale displacement.

	July 2017-Before		Nov 2018 -After		Change July 2017 – Nov 2018					
	AM	PM	AM	PM	AM	%	PM	%	AM & PM	%
Oldhill St, at school gate	175	150	20	29	-155	-89%	-121	-81%	-276	-85%
Osbaldeston Rd	63	59	74	90	+11	+17%	+31	+53%	+42	+34%

Appendix 5: Assessing Air Quality at School Streets Example

Background: Hackney Council sought to get expert verification for our air quality monitoring data (from diffusion tube monitoring) and to verify air quality (AQ) modelling calculations (from the pre and post-implementation traffic counts) from the first four School Street schemes in Hackney's School Streets pilot programme.

We aimed to use AQ modelling calculations as an evaluation metric, using 'before and after' traffic count information to understand the direct impact of School Streets on local air quality during the short periods of operation. School Streets, by reducing the number of vehicles entering the street, reduced emissions at source, particularly from cars idling around schools at drop-off and pick-up times. It is not clear, however, whether this is a measurable reduction. Many other factors influence the concentrations of NOx that is measured by diffusion tubes, including: weather, atmospheric conditions, background levels of pollution and pollution from other sources. Furthermore, diffusion tubes measure average monthly concentrations, and may not have the precision to measure what is a fairly small reduction.

Hackney Council provided King's College London with the raw automated traffic count data for the pilot School Streets (SS1 - St John's the Baptist School; SS2 - Millfields Community School; SS3 - Gayhurst; SS4 - Tyssen) and extracted data for the before and after counts during the 45 minute School Streets operational periods.

Limitations of the research: There were time constraints for the deadline for the report from King's College London. Therefore, they based their calculations on using one vehicle type (car) for sites 1-4 as the numbers for all other vehicle types were very low. This would have led to a slight underestimate of the emissions reduction in the final figures.

Methodology: Emissions savings were calculated in each area using a combination of traffic data provided by Hackney Council, emissions data from The European Environment Agency's (EEA) air pollution emission inventory guidebook (EMEP/EEA, 2018) and vehicle fleet composition data from the National Atmospheric Emissions Inventory website (http://naei.beis.gov.uk/data/ef-transport).
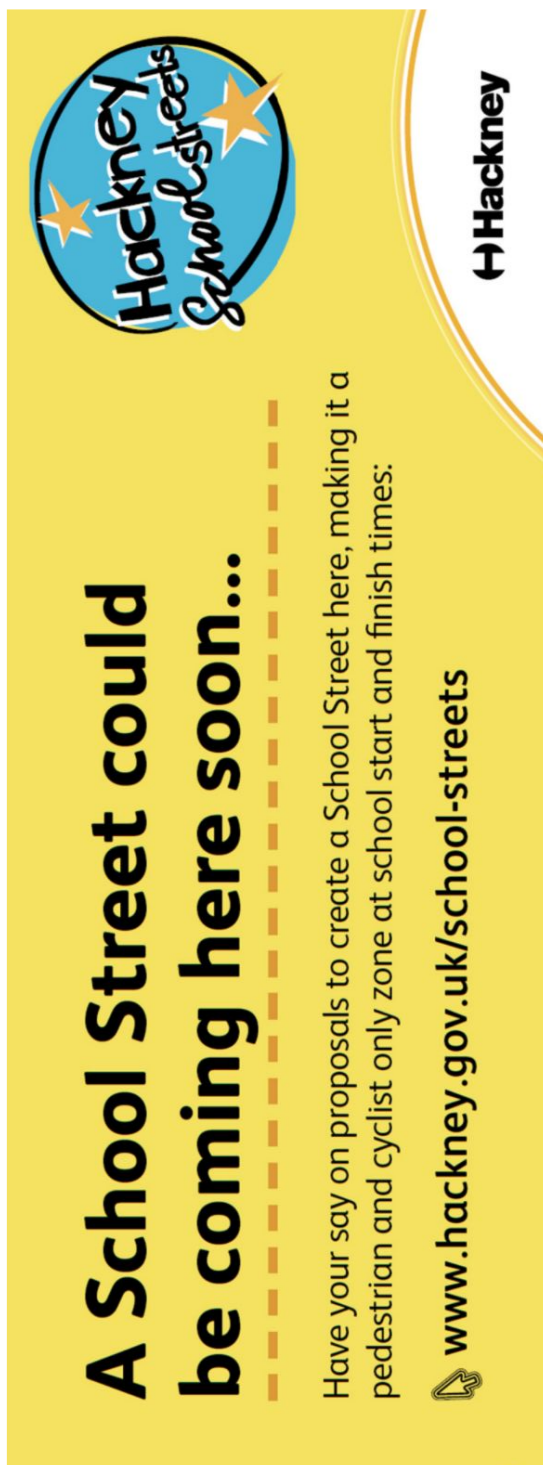
Emission factors specific to the vehicle fleet in Inner London Boroughs were calculated for NOx, PM10 and PM2.5, weighted by fuel type and Euro class. Most of the traffic using the area consisted of passenger cars.

Results: The initial assessment of School Streets in Hackney aimed to calculate the difference in emissions of air pollution before and after schemes were implemented. When the four school streets were operating the total emissions of NOX, PM10 and PM2.5 decreased by 74%. This is a promising indication of the potential of initiatives like this to decrease children's exposure to air pollution.

Appendix 6: Publiciting Scheme Launch Example

The table compares a variety of different communication methods for publicising an individual scheme to specific stakeholders.

Audience Segmentation	Channel	Actions to Consider
Residents and businesses inside the School Street zone	Council website leaflets/posters/letters Drop in sessions On street banners & lamp post wraps Visits by council officers Invitation to launch event	Send out information about eligibility and method of applying for exemptions, giving sufficient time to process them before launch date
Residents and businesses just outside the School Street zone	Council website Drop in sessions On street banners & lamp post wraps Letters	Provide information postcards to local businesses to hand out to customers and delivery drivers
Pupils	Posters Assemblies	Run competitions to produce information posters and display outside school. Get older pupils (such as Junior Road Safety Officers) to give presentations explaining how a School Street scheme works and how pupils can help make them successful.
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	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 the night before launch to remind parents. Make sure parents who still need to drive, know the location of suitable Park & Stride' locations (if applicable)
School staff	Staff meetings Internal school communication channels Memorandum of Understanding	The most common concern of school staff is their ability to drive to work, so make sure they are told well in advance who is/isn't eligible for an exemption and what times the scheme is operational. Get the school administration on board with the scheme. They can help with getting their staff on board and setting expectations.
Internal council departments & school transport providers	Meetings Email	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.
Motorists	Local radio and TV stations On street banners & lamp post wraps Bus backs Newspapers Advance warning signs	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

Appendix 7: Vinyl Banner Example

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

Hackney School Streets

Hackney

Appendix 8: Lamp Post Wrap Examples

How does this work?

> Lancell Street, Dumont Road (east of the junction with Kersley Road) and Dynevor Road (north of the junction with the A10) will be made a pedestrian and cyclist only zone from 8.30am–9.30am, and 3.15pm–4.15pm on school days

> Access is permitted for local residents/businesses if vehicle registered for exemption

> Zone E residents with vehicles in possession of a Zone E parking permit will be automatically registered; any other resident/business needs to apply for an exemption

> Other vehicles driven by visitors, parents, delivery vehicles, Zone E permit holders living outside the School Streets zone and school staff will not be permitted to enter the zone during the closure

> Any blue badge holder can apply for an exemption

> The zone is enforced by camera

> Non-registered vehicles entering the zone will be issued a penalty charge notice.

William Patten School Street zone

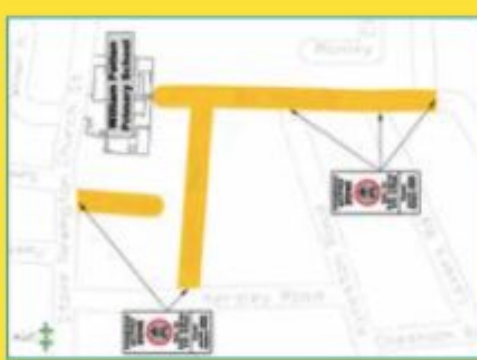**Hackney**

William Patten Primary School

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

From Monday 25 November 2019
Lancell Street, Dumont Road (east of the junction with Kersley Road) **and Dynevor Road** (north of the junction with the A10) will become a pedestrian and cyclist only zone.

Monday–Friday during term time:
08.30am–9.30am and 3.15pm–4.15pm

Find out more and register for an exemption:
hackney.gov.uk/school-streets

Hackney

Hackney School streets

Appendix 10: Social Media and Website Examples

Hackney Council ✓
@hackneycouncil

🔶 We're consulting on proposals to create two more of our pioneering School Streets at Audrey Street in Haggerston and Detmold Road in Clapton 🔶

@feryaldemirci @SebrightPrimary @COLA_Shoreditch @SchoolSouthwold

Have your say: hackney.gov.uk/school-streets

Hackney Council ✓
@hackneycouncil

🚶 🚴 We launched our eighth School Street this week, which will make it easier and safer for children at St Mary's to walk and cycle to school.

⬇️ Watch @JonBurkeUK explain why we're passionate about School Streets ⬇️

0:11 20.8K views

7:59 am · 3 Nov 2019 · Buffer

80 Retweets   33 Quote Tweets   229 Likes

❶❶ Hackney   Menu ☰   🔍

School Streets

FAQs

What times are the restrictions in force?	+
How will the scheme be enforced?	+
What if I'm already parked inside the School Street zone when it comes into operation?	+
Am I eligible for an exemption?	+
Exempt addresses for existing School Streets (SS1-SS9)	+
Do I need to apply for an exemption?	+
Can local buses drive through School Streets zones?	+
How long will the new School Street schemes last?	+

Appendix 11: Letters to Residents Example

⊖Hackney

REBUILDING
A GREENⱷR
HACKNEY

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

movegreener@hackney.gov.uk

26 November 2020

Rebuilding a Greener Hackney: School Streets at St Scholastica's Catholic Primary School (SS48) and Benthal Primary School (SS25) both launch Monday 7 December 2020

Dear Resident,

Lockdown has changed the way we all get around. People are walking and cycling more, spending more time in their local area, and drastically reducing the amount they travel by public transport. This brought a number of benefits to the capital such as cleaner air, less traffic, quieter neighbourhoods and higher levels of active travel. We want to rebuild a greener Hackney that secures these benefits for future generations.

We are also committed in our Transport Strategy 2015-2025 to making Hackney's roads safer for everyone living, working, and visiting the borough. We aim to create an environment that will encourage more walking and cycling, improve air quality, and road safety in the borough.

School Streets in Hackney
School Streets are schemes where the road(s) outside of a school is closed to most vehicles during school opening and closing times, helping children walk or cycle to school safely. Before the coronavirus crisis, School Streets had already been delivered at nine schools in the borough and a further expansion of the programme was already earmarked.

However, the coronavirus crisis means that we need to accelerate the installation of School Streets to protect children and support schools with social distancing.

Given that lockdown restrictions remain subject to change and public transport capacity remains much lower than pre-lockdown levels, it is important that we support the 70% of Hackney households that do not own a car to walk and cycle instead. There is also a risk that, as public transport use remains low, car use will return to or exceed pre-lockdown levels, with the associated effect this will have on road safety and air quality.

We need to act quickly to make roads safer for walking and cycling, and to help residents maintain social distancing. This is in line with the Department for Transport guidance, which states that: "Measures should be taken as swiftly as possible, and in any event within weeks, given the urgent need to change travel habits before the restart takes full effect."

A School Street will be implemented at both St Scholastica's Catholic Primary School (SS48) and Benthal Primary School (SS25) in December 2020, as part of our effort to rebuild a greener Hackney post-pandemic. School Streets help promote cleaner air, reduce congestion and increase levels of active travel, creating a more pleasant environment for local communities. This will help provide immediate protection against road danger and difficulties with social distancing at school opening and closing times, addressing the dangers of vulnerable road users being forced out into the carriageway to avoid crowding around school gates.

School Street at St Scholastica's Catholic Primary School (SS48)
Maury Road, from the junction with Rendlesham Road/Kenninghall Road to the junction with Evering Road, and Rendlesham Road, from the junction with Maury Road/Kenninghall Road to the junction with Walsingham Road, will be made a Pedestrian and Cycle Zone between 8:30-9:30am and 3:00-4:00pm, Monday to Friday. The School Street will not operate on weekends or during school holidays. Signage will be erected at the entrance points to the zone, informing drivers of the restrictions (see map below).

School Street at Benthal Primary School (SS25)
Benthal Road, from the junction with Ottaway Street/Stellman Close to the junction with Evering Road, will be made a Pedestrian and Cycle Zone between 8:30-9:30am and 3:00-4:00pm, Monday to Friday. The School Street will not operate on weekends or during school holidays. Signage will be erected at the entrance points to the zone, informing drivers of the restrictions (see map below).

How will the School Streets be enforced?
Vehicles will be banned from entering each School Street zone between the operational times, unless they have been granted an exemption from a zone enabling vehicle access to just that zone. Access for residents will be maintained for vehicles registered to an address within each zone. This will enable residents who live within a School Street zone to drive to and from their homes by motor vehicle.

Each School Street zone will be indicated by Pedestrian and Cycle Zone signs at each entry point (see map below). It is a traffic offence for non-exempt vehicles to enter a School Street zone during the operational times, and infractions can carry a penalty charge issued by an Automatic Number Plate Recognition (ANPR) camera. School Streets will be spot enforced across the borough and the enforcement regime will be monitored and reviewed. Additionally, some sites will incorporate barriers, marshalled by school staff and volunteers, to remind drivers that the School Street is a Pedestrian and Cycle Zone that prioritises the safety of children.

Public notices advising the changes will be displayed in the streets prior to implementation.

Am I eligible for an exemption?
No. As your address is not located inside of the School Street SS48 or School Street SS25 zone, you are not eligible for an exemption. Only residents with a vehicle registered to an address within a School Street zone are permitted to drive that vehicle in and out of the street(s) when it is closed to other traffic.

Vehicles driven by residents living outside of a School Street zone, friends, tradespeople and school staff, and delivery vehicles, will also not be permitted to enter the street(s) during the School Streets operational times.

We will consider granting special exemptions to drivers of other vehicles, on a case-by-case basis. This may include Blue Badge holders, carers or medical professionals who need access to a property in a zone, including the school, during the School Street operating times. If you think this applies to you, you need to complete the application form, clearly explaining the reasons for needing an exemption. The application form can be found at: https://hackney.gov.uk/school-streets. |

What about businesses within a School Street zone?
Vehicles registered to a business address within a zone will automatically be exempt, allowing them to access the zone. Private vehicles driven by employees or owners of the business are not exempt.

What if I'm already parked inside a School Street zone when it comes into operation?
All vehicles already parked in a School Street zone before the times of operation will be able to leave.

What happens next?
Both School Street schemes will be operational from Monday 7 December 2020.

School Streets information and answers to frequently asked questions is available at www.hackney.gov.uk/school-streets.

Have your say
Both School Street schemes are being introduced using an experimental traffic order for a maximum period of 18 months, which means you can see how the schemes work in practice before having your say.

The views of residents and businesses, including any suggested changes to how the schemes operate, will be taken into account before any decision on whether or not to make the measures permanent.

The experimental traffic order was advertised in the London Gazette and the Hackney Gazette on Thursday 26 November 2020.

You can have your say up until six months after the schemes have been implemented, until 7 June 2021. To have your say, visit **rebuildingagreenerhackney.commonplace.is**, or email streetscene.consultations@hackney.gov.uk. You can also write to us by sending your comments to 'Freepost Streetscene'.

Map of the School Street at St Scholastica's Catholic Primary School (SS48) and the
School Street at Benthal Primary School (SS25)
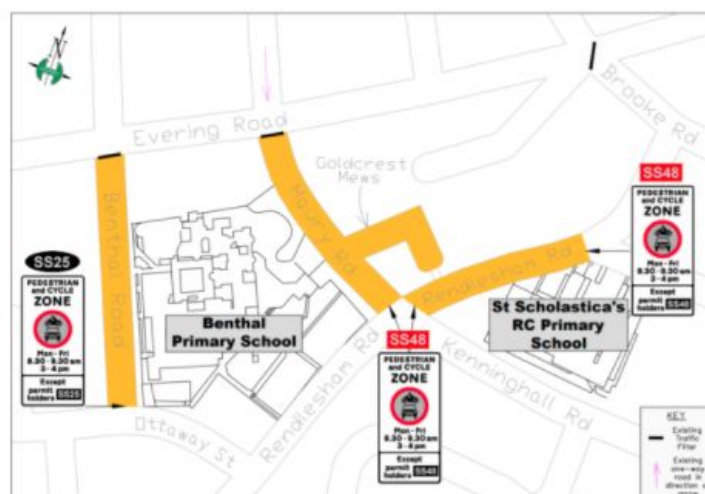
Appendix 12: TMO Example

Experimental Traffic Order

LONDON BOROUGH OF HACKNEY

THE HACKNEY (PRESCRIBED ROUTES AND 20 MPH SPEED LIMIT) (SCHOOL STREETS – BENTHAL PRIMARY SCHOOL AND ST SCHOLASTICA'S CATHOLIC PRIMARY SCHOOL) (SCHOOL STREETS – PEDESTRIAN AND CYCLE) (EXPERIMENTAL) ORDER 2020

TT1457

1. **NOTICE is hereby given** that on 20ᵗʰ November 2020, the London Borough of Hackney made an Experimental Traffic Order under the Road Traffic Regulation Act 1984 ('the Act') and all other enabling powers.

2. The effect of the Experimental Traffic Order, which comes into operation on 3ʳᵈ December 2020, will be to introduce a 'Pedestrian and Cycle Zone' in the following locations, operating Monday - Friday, between 8.30am - 9.30am and 3pm – 4pm (during school term times only):

   a. Benthal Primary School (SS25) – **Benthal Road** - from the junction with Ottaway Street/Stellman Close to the junction with Evering Road.

   b. St Scholastica's Catholic Primary School (SS48) - **Maury Road** - from the junction with Rendlesham Road/Kenninghall Road to the junction with Evering Road. And **Rendlesham Road** - from the junction with Maury Road/Kenninghall Road to the junction with Walsingham Road including Goldcrest Mews.

   Access will be permitted for emergency services vehicles.

   Access will be permitted by means of special dispensation for residents/businesses within the affected zone and for Blue Badge holders who register.

   Access for residents to enter and exit the street will be maintained for vehicles registered for an exemption. Access will also be permitted for Dial-a-ride vehicles.

   Two way access for cyclists will be permitted at all times through the zone.

3. The London Borough of Hackney will in due course be considering whether the provisions of the ETO should be continued in force indefinitely. Accordingly, these changes are being introduced for a trial period before consideration is given to whether the provisions of the ETO should be made permanent.

4. The ETO will continue in force for a period of 18 months, during which time a permanent Order will be considered. Within a period of 6 months

from the date on which the ETO comes in force, any person may object to the making of a permanent order. Should the ETO be varied or modified, the 6 month period will begin with the day on which the variation or modification (or, as appropriate, the latest variation or modification) comes into force. Any objection should be made in writing, giving the grounds on which it is made and should be emailed to streetworks@hackney.gov.uk. Any comments in support of the ETO are also invited during this period.

5. Section 10(2) of the RTRA 1984 provides that an experimental traffic order may include provision empowering a specified officer of the Council who made the order (or another person authorised by that specified officer) to modify or suspend the operation of the order or any provision of it if it appears to him or her to be essential in the interests of the expeditious, convenient and safe movement of traffic; in the interests of providing suitable and adequate on-street parking facilities; and/or for preserving or improving the amenities of the area through which any road traffic affected by the order runs. Such provision has been included in the ETO.

6. Documents giving more detailed particulars are available for inspection at: Owing to the Covid-19 pandemic documents are not currently available for inspection at the Hackney Service Centre; however plans for proposed measures can be requested for inspection by emailing streetworks@hackney.gov.uk.

7. Any person wishing to question the validity of the ETO or any of its provisions on the grounds that it is not within the powers of the relevant enabling Act or that a requirement of any such enabling Act or of any relevant regulations made there under has not been complied with may, within six weeks from the date on which the ETO was made, make application for this purpose to the High Court.

Dated this 20ᵗʰ day of November 2020

Appendix 13: Warning Notice for Enforcement Example

WARNING NOTICE

⊕ Hackney
Parking Services

London Local Authorities and Transport for London Act 2003

Penalty Charge Notice No:	██████
Vehicle Registration No:	████
Date of this notice:	03/03/2020
Date of Contravention:	25/02/2020

You are legally responsible for dealing with this notice. Do not pass it on to the driver

The London Borough of Hackney believes that a contravention has occurred with respect to the above vehicle for the following alleged contravention:

Details of contravention:
The Vehicle was in Dove Row at 08:49 on the 25/02/2020

In contravention of: W53 Failing to comply with a restriction on vehicles entering a pedestrian zone

On this occasion we have issued a warning notice rather than a Penalty Charge, as this is a new restriction which we want to help drivers understand, and therefore no payment is needed. We are only issuing one warning notice per vehicle seen contravening the new restrictions, so be aware that your vehicle may have been identified as passing through this location on more than one occasion during the warning notice period.

If any subsequent contraventions of this restriction occur, Penalty Charge Notices (PCNs) will be served at full charge: £130 if paid before the end of the period of 28 days from the date of the Notice, discounted to £65 if paid within 14 days.

These images are taken from CCTV video evidence associated with the contravention. This notices has been served by post on the basis of a record produced by an approved device.

Warning CCTV - Moving PCN and NTO

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Hackney School streets

Thanks for making it safe to get to school

For more information, contact Doolin O'Reilly at **sta@hackney.gov.uk**

CROSS RIVER
PARTNERSHIP
HEALTHY STREETS EVERYDAY

SUPPORTED BY

MAYOR OF LONDON

Hackney