

London Borough of Enfield

Portfolio Report

Report of: Richard Eason, Healthy Streets Programme Director

Subject: Bike Hangars Installation Process

Cabinet Member: Cllr Ian Barnes

Director: Doug Wilkinson

Wards: All

Key Decision: Non KD

Purpose of Report

1. This report seeks approval for a bikehangar installation process as part of the Healthy Streets Programme. The provision of cycle parking in residential areas form part of the Mayor of London's Transport Strategy to allow London's boroughs to make it easier and safer for people to cycle.

Proposal(s)

2. This report proposes:
 - That the bikehangar implementation process at Annex 1 is approved as the Healthy Streets Programme approach for the delivery of secure cycle parking units on the highway in residential locations.
 - That subject to following the relevant approved process, the approval of funding allocations and the placement of individual bikehangars is delegated to the Director of Environment & Operational Services.

Reason for Proposal(s)

3. Lack of secure cycle parking is a major barrier to people cycling, especially the lack of safe storage space at home¹. Much of the borough's housing stock does not provide enough space for people to store bikes inside, particularly when residential addresses are shared or converted into flats.

¹ <https://content.tfl.gov.uk/cycle-parking-implementation-plan.pdf>

4. Circa 17% of cyclists in London have suffered bike theft in the last three years, of these 24% no longer cycle at all and 66% have reduced their levels². Putting in place an agreed process for implementation and delegated authority to the Director of Environment & Operational Services will enable a more efficient method of delivery and installation.

Relevance to the Council's Plan

5. Good homes in well-connected neighbourhoods: The scheme directly supports the Council's commitment to reduce congestion, improve air quality, reducing vehicle dominance and road danger.
6. Safe, healthy and confident communities: The scheme also helps to deliver the Council commitment to improve health by promoting active travel. This is particularly relevant at a time where Covid-19 measures may continue affect the willingness of people to use public transport.
7. An economy that works for everyone: Wider investment in the walking & cycling network forms part of the Council's strategy to support our high streets and town centres by providing safe and easy access to local shops and services.

Background

8. A mix of cycle parking and storage solutions have been installed across the Borough.
9. The secure bikehangar is an on-street parking solution for cyclists to provide convenient access close to homes. Using only 2.5 metres of carriageway (less than a car parking space), the bikehangar houses 6 bikes within a lockable unit. They are typically placed to sit seamlessly within any row of parked cars. There is a growing demand from residents within the borough, providing access to secure facilities where they need them most, conveniently located on their doorstep.
10. Residents of Enfield can register their interest in having a bikehangar near their home by registering on the Council website³. These requests will inform the placement of the majority of the bikehangars. However, a smaller percentage will be strategically placed in other areas to align with other infrastructure projects.
11. The bikehangar programme contributes towards reducing crime, by removing exposed bikes which previously might have been vulnerable to theft.

² <https://trl.co.uk/sites/default/files/TRL284.pdf>

³ <https://letstalk.enfield.gov.uk/cycleparking>

Main Considerations for the Council

12. The basis for the bikehangar scheme is to provide a service to those who have requested it, making cycle parking as easy as car parking. This scheme allows reallocation of a small amount of road space to the 33% of residents who do not own a car⁴ and who could, along with other residents who own a car, choose to cycle more of their shorter journeys.
13. Bikehangars are minor highway intervention, seeking to bring more balance to the amount of public highway that is allocated to the storage/parking of private cycles, when compared to the space allocated to the storage/ parking of private motor vehicles.
14. It is not considered proportionate for the installation of each individual bikehangar to receive Cabinet Member approval. However, it is considered necessary for a consistent approach to delivery to be followed. With Cabinet Member approval of the overall approach and delegation in place to the director, Officers will be able to respond to residents' requests in a more timely way.
15. Funding for the installation of bikehangars will typically originate from, but not limited to, external grants.
16. Annex 1 sets out in detail the process to be followed for the approval and installation of bikehangars. Key steps in this process include:
 - Step 1: Based on the residents' registration of interest in bikehangars, a list of proposed sites for each batch is identified and the Cabinet Member is briefed on the proposed locations. General principles of the selection of sites are outlined below:
 - Prioritise streets without facilities.
 - Focus on areas with high density housing populations
 - Ensure the distribution of facilities is fair and equitable across all wards as far as practical based on demand
 - Review areas with the highest demand
 - Step 2: Selected streets are subject to detailed site assessment for placement of bikehangars according to a number of criteria which are outlined in Annex1.
 - Step 3: Ward Councillors are informed about the bikehangar proposal. After Ward Councillors' notification, residents in the direct area of the proposal are notified.

⁴ <https://new.enfield.gov.uk/healthandwellbeing/wp-content/uploads/2017/03/Enfield-People.pdf>

- Step 5: Application for a traffic order for the selected streets to make the installation effective.
- Step 6: Details of site assessment, public notification and traffic order process results are included in Record of Decision to be reviewed and approved by Director of Environment & Operational Services.
- Step 7: After approval, where applicable, parking suspensions are arranged according to installation date.
- Step 8: Implementation is confirmed with the supplier and carried out.
- Step 9: Spaces in bikehangars are allocated to the people who made the request for cycle parking these are based on a first come first serve approach.
- Step 10: The bikehangars are handed over to Parking Services for ongoing management.

Safeguarding Implications

17. None identified

Public Health Implications

18. Creating an environment where people actively choose to walk and cycle as part of everyday life can have a significant impact on public health and has the potential to reduce health inequalities. It is an essential component of a strategic approach to increasing physical activity and may be more cost-effective than other initiatives that promote exercise, sport and active leisure pursuits.
19. Transport is one of the fundamental determinants of health; it may be health-damaging or health promoting. The Secure cycle parking programme will contribute towards making transport in Enfield much more health-promoting by increasing physical activity and reducing the health costs of motorised transport.
20. Cycle hangers will help increase physical activity by making this part of everyday life e.g., walking or cycling as a normal, everyday transport mode. Such is the effect of physical activity upon health that a modal shift to levels of active transport would save the NHS billions per year. This would be achieved through savings in treating Type 2 diabetes, heart disease, stroke, some cancers, musculo-skeletal disease, and dementia.
21. Achieving a modal shift towards active travel will also reduce the indirect damaging effects of motorised transport on health, such as: air pollution, community segregation and noise.
22. Cycling has increased worldwide following the Covid-19 pandemic as it has been seen as an alternative to crowded public transport where private motor

car journeys are not possible or desirable. Cycling provision will reduce the return to the private car and prevent deterioration in air quality.

23. Creating an environment that enables more walking and cycling would also be likely to positively impact upon health inequalities as income or wealth would become a less significant factor in a person's ability to travel within the borough e.g., access to employment, healthcare, social networks etc.
24. Reducing obesity is a priority for Enfield, as outlined in the Borough's Health and Wellbeing Strategy. 61.4% of adults are classified as overweight or obese. Data for academic years 2014/15 to 2016/17 shows that the average prevalence of excess weight in year 6 pupils is 41.5%. This is higher than London (37.9%) and England (33.87%) averages.
25. More walking and cycling also has the potential to achieve related policy objectives:
 - Supports local businesses and promotes vibrant town centres
 - Provides a high-quality, appealing public realm
 - Reduces road danger and noise
 - Increases the number of people of all ages out on the streets, making public spaces seem more welcoming and providing opportunities for social interaction and children's play
 - Provides an opportunity for everyone, including people with impairments, to exercise and enjoy the outdoor environment.

Equalities Impact of the Proposal

26. Local authorities have a responsibility to meet the Public Sector Duty of the Equality Act 2010. The Act gives people the right not to be treated less favourably because of any of the protected characteristics. We need to consider the needs of these diverse groups when designing and changing services or budgets so that our decisions do not unduly or disproportionately affect access by some groups more than others. The Public Sector Duty Act 2010 requires Local Authorities, in the performance of their functions, to:

- Eliminate discrimination, harassment, victimisation and other prohibited conduct
- Advance equality of opportunity
- Foster good relations

27. In recommending this proposal we have considered the needs of all highway users including those from the protected characteristic groups.

Age	Neutral impact - No specific impacts identified.
Disability	Neutral impact – bikehangars can be adapted for non traditional cycles which may be used as a mobility aid, on request of residents.

Gender reassignment	Neutral impact - No specific impacts identified.
Marriage or civil partnership	Neutral impact - No specific impacts identified.
Pregnancy and maternity	Neutral impact - No specific impacts identified.
Race	Neutral impact - No specific impacts identified.
Religion or belief	Neutral impact - No specific impacts identified.
Sex	Neutral impact - No specific impacts identified.
Social economic	Slight positive impact – Any impact on social economic inequality is likely to be low, as those on low incomes are less likely to own cars, meaning they are more likely to walk or cycle and these projects promote active health and create a safer environment for this to occur.

Environmental and Climate Change Considerations

28. The table below provides an overview of environmental and climate change considerations.

Consideration	Impact of Proposals
Energy consumption in delivering service	Neutral There are no changes proposed to the current service delivery arrangements.
Measures to reduce carbon emissions	Positive Transport generates a significant amount of greenhouse gas emissions (33% of UK CO ₂ emissions in 2018 ⁵). The proposals will enable: <ul style="list-style-type: none"> • Increased levels of active travel. • Reduced private vehicle trips.
Measures to reduce carbon emissions in delivery	Negative The impact of distribution of the units could be improved by long term delivery strategy to decrease

5

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/790626/2018-provisional-emissions-statistics-report.pdf

	the level of carbon emission agreed with the supplier.
Environmental management	<p>Neutral</p> <p>The main impact will be in the implementation of the project and the resultant embedded carbon.</p> <p>However, the main offset will be a forecast reduction in the use of private vehicles as noted above.</p>
Climate change mitigation	<p>Neutral</p> <p>The proposal will not require additional mitigation in terms of carbon emissions and related impacts on the natural environment.</p>

Risks that may arise if the proposed decision and related work is not taken

36. Should this bikehangar installation process and delegated authority not be approved, the Council will be unable to be respond in an agile and responsive way to resident's requests. If residents have to wait for long periods of time between requests and delivery there could be a missed opportunity for enabling mode shift. There will be reduced efficiencies in project deliver, potentially enabling less assets to be delivered with external funding secured, providing less overall value for money.

Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks

37. The Cabinet Member will have reduced formal sign off on the placement of individual bikehangars. However, all proposed locations will be briefed to the Cabinet Member once the site is initially identified as a first step, prior to further progression.

Financial Implications

38. Bikehangars will typically be funded by Transport for London but are not limited to this funding, other sources may also be considered as appropriate. Funding from TfL is governed through the TfL Borough Portal which means that no costs will fall on the Council. The release of funds by TfL is based on a process that records the progress of the works against approved spending profiles. TfL makes payments against certified claims as soon as costs are incurred, ensuring the Council benefits from prompt reimbursement.

Legal Implications

39. The Council has the power under s63 of the Road Traffic Regulation Act 1984 to provide parking places for securing bicycles without prior notification or the need for a traffic order⁶.
40. The recommendation set out in this report are within the Council's powers and duties.

Workforce Implications

41. None identified

Property Implications

42. The bikehangars are typically placed on land designated as public highway in line with legislation. However, placement will also take place on Council owned land and any other land where appropriate agreements are reached.
43. As all the bikehangars are being placed on land designated as Public Highway, no corporate property implications are anticipated to arise.
44. Following implementation, the ownership of bikehangars as a Council asset will pass to Parking Services. They will manage the subscription income for the service which will provide revenue to offset future maintenance costs.

Other Implications

45. None identified.

Options Considered

46. The following alternative option has been considered:

Option	Comment
Do not implement bikehangars.	This is not recommended as this project provides a key contribution to the wider Borough strategy of delivering climate change and health & wellbeing objectives, whilst increasing access to secure cycle parking and encourage more people to cycle.
Produce a Cabinet Member report for specific bikehangar installations.	This process is not considered to be an efficient way of responding to residents' requests for what are minor interventions.

Conclusions

47. The proposal provide clarity on a process to be followed for the implementation of bikehangars in the Borough. This process involves a

⁶ <https://www.legislation.gov.uk/ukpga/1984/27/section/63>

series of steps that clarify the involvement of the Cabinet Member, Ward Cllrs and residents. This approach will ensure that the Council, subject to funding, will be able to respond to resident requests for cycle parking in a way that is timely, efficient and offers best value for money. Approval of the process with delegation to the director supports the Councils corporate objectives for tackling climate change, building healthier streets and regenerating the Borough. It is recommended that the Cabinet Member approves the content of this report and approves the adoption of a bikehangars process as specified at Annex 1.

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Date of report: 14/12/2022

Annex 1 - Bikehangar Installation Process

ANNEX 1: Bikehangars Installation Process

1. BACKGROUND

Insufficient provision of safe bicycle parking is one of the key factors affecting cycling uptake. In addition, those with cycles can end up storing them in spaces not specifically designated for this purpose, such as balconies and buildings' communal areas⁷.

To meet the need for cycle parking and enable cycling growth, more parking space is needed. Sufficient cycle parking is essential to enable people to make more trips by cycle⁸. Safe cycle parking provision needs to consider the end to end user journey. It should be available at destinations (such as town centres / transport hubs) but also needs to be provided close to resident's homes. By providing people with confidence that their cycle will be safe at various locations, they are more likely to make the choice to both own a cycle and use it more.

2. CYCLE PARKING IN ENFIELD

Enfield Council recognises that the borough has a relatively low cycle mode share and that there are real opportunities to increase the number of people cycling with great benefits to be gained.

Enfield Council is committed to increasing the level of sustainable and active travel as set out in the Enfield Healthy Streets Framework⁹. The provision of bikehangars links to a series of strategies as outlined below:

⁷ <https://www.centreforlondon.org/publication/parking-kerbside-management/>

⁸ <http://content.tfl.gov.uk/cycle-parking-implementation-plan.pdf>

⁹

<https://governance.enfield.gov.uk/documents/s88182/EnfieldHealthyStreetsCabinetReportFinal020621.pdf>

Report Name	The relevance
Mayor's Transport Strategy (MTS) 2018	Proposal 1c: The Mayor, through TfL and the boroughs, will provide more secure, accessible cycle parking, particularly in residential areas, town centres, public transport interchanges and at key destinations.
Enfield Transport Strategy 2019-2041	<p>Delivering objective 1: Deliver Cycle Enfield and supporting measures which encourage more cycling and walking in the borough.</p> <ul style="list-style-type: none"> ○ Additional cycle parking and seating ○ Improve quality and quantity of cycle parking at public transport interchanges and key local destinations <p>Delivering objective 2: Promote safe, active and sustainable transport to and from schools.</p> <ul style="list-style-type: none"> ○ Additional cycle parking in schools <p>Delivering objective 4: Manage growing demand for on-street parking</p> <ul style="list-style-type: none"> ○ Ensure new developments contain high levels of access to cycle parking and storage ○ Ensure developments contribute as appropriate to on-street cycle parking in town centres and other places of high demand.
Enfield Climate Action Plan 2020	There will be more high-quality cycling and walking routes and facilities, such as cycle parking, across the borough, encouraging everyone to enjoy active travel.

Bikehangars

Bikehangar offers a secure solution to long-term cycle parking and an effective way to protect bikes from inclement weather conditions, vandalism and theft. It stores six bikes within approximately half the space of a car parking bay, making it ideal for areas where outdoor cycle storage space is necessary.



Dimension:

- Length: 2550mm
- Height: 1365mm
- Depth: 2030mm

3. IMPLEMENTATION

Cycle parking that the Council installs should be:

- Fit-for-purpose – meeting identified current and future demand, with an appropriate balance of short stay (e.g. cycle stands in town centres for a shopping trip) and longer-stay provision (e.g. at transport hub for all day parking or residential provision for overnight). Facilities should accommodate all types of cycle.
- Secure – stands in visible, well-lit places that have high levels of natural surveillance.
- Well-located – convenient, accessible, as close as possible to the destination, and preferably sheltered.

Cycle parking delivered by Enfield Council should generally:

- Apply the standards identified in London Design Cycle Standards and Cycle Parking Implementation Plan
- Ensure that development and transport plans include proposals for addressing existing gaps in provision

3.1. Delivery Methodology

There is a clear case for providing cycle parking where there is existing evidence of use but simply serving existing demand is unlikely to accommodate the projected growth in cycle use. Setting targets for cycle parking in locations where use is currently low, but where an authority may wish to promote cycling, will

depend on the potential to attract use and to provide facilities that meet the standards¹⁰.

The right amount of cycle parking for a site or area would be at a level that:

- Meets existing baseline demand
- Meets the potential demand generated by the existing and proposed cycle network in the area
- Ensures there is further allowance for spare capacity (ideally, at least 20 per cent)

Alongside this expansion of the cycle network, we will need to provide sufficient cycle parking on new cycle routes as part of a comprehensive approach to encouraging mode shift.

Delivery phases

The target is that the Council will deliver 3 batches of bike hangars within a Financial Year. The number of batches that are delivered and the number of hangars within each batch is subject to the total amount of funding received.

In order to effectively deliver bikehangars, the Council will follow a series of steps. These steps are summarised in the table and then outlined further below. The months shown are indicative of the process and may vary, depending on the time of year that funding is secured (this is not always at the start of a new FY).

Activity Period	Steps for Delivery
BATCH 1	
April	(Step 1) Location Selection (Step2) Site Assessment (Step 3) Ward Cllrs/Public Notification
May	(Step 4) Contact Supplier- (Step 5) Traffic Order Application
June	(Step 5) Traffic Order Process (Step 6) Approval of Decision
July	(Step 7) Parking Suspension (Step 8) Installation (Step 9) Space Allocation (Step10) Handover
BATCH 2	
August	(Step 1) Location Selection

¹⁰ <http://content.tfl.gov.uk/lcfs-chapter8-cycleparking.pdf>

	(Step2) Site Assessment (Step 3) Ward Cllrs /Public Notification
September	(Step 4) Contact Supplier (Step 5) Traffic Order Application
October	(Step 5) Traffic Order Process (Step 6) Approval of Decision
November	(Step 7) Parking Suspension (Step 8) Installation (Step 9) Space Allocation (Step10) Handover
BATCH 3	
December	(Step 1) Location Selection (Step2) Site Assessment (Step 3) Ward Cllrs/ Public Notification
January	(Step 4) Contact Supplier (Step 5) Traffic Order Application
February	(Step 5) Traffic Order Process (Step 6) Approval of Decision
March	(Step 7) Parking Suspension (Step 8) Installation (Step 9) Space Allocation (Step10) Handover

Step 1 - Location Selection

Requests for bike hangars are registered through the Council's [website](#). On receipt, Officers collate and map the request location. The Cabinet Member is then briefed on the proposed locations. Sites are then prioritised by considering the following aspects:

- Prioritise streets without facilities.
- Focus on areas with high density housing populations
- Ensure the distribution of facilities is fair and equitable across all wards as far as practical based on demand
- Review areas with the highest demand

Once this initial assessment is completed, taking into account the level of funding available for each batch, bikehangars sites will be finalised. A list will be produced, with an accompanying map on a GIS layer and the Cabinet Member briefed on the proposals.

Step 2 – Site assessment and design

Once the next batch list has been identified, each of those sites will be subject to a more detailed assessment and then subsequent design. Site assessments will give careful consideration to:

- Avoid any impact on the emergency services vehicle access routes
- Avoid obstructions, for example, trees, lamp columns etc. If there is a tree nearby, ensure to keep at least 1 m from the roots of tree
- Avoid green space as a possible installation site.
- Avoid place unit next to disabled bay. A minimum of 6m should be left for a stand car space. Ensuring that the actual bay is of current legal standards.
- Ensure that drainage covers are not blocked or adversely affected
- Select locations that are clearly visible and well overlooked with high levels of natural surveillance, and CCTV
- Ensure the security to accessing the unit and doors opening way, well-lit areas, overlooked by nearby windows
- Prioritise placement on carriageway
- If placed on a footway area, ensure a minimum of 1.5m space is maintained for pedestrians and access for wheelchair users / buggies.
- Ensure the location is in close proximity to the demand.
- Ensure that placement does not hinder access to houses
- Ensure the location is not in the intersection where impacts the drivers' vision

The following examples help illustrate these principles:

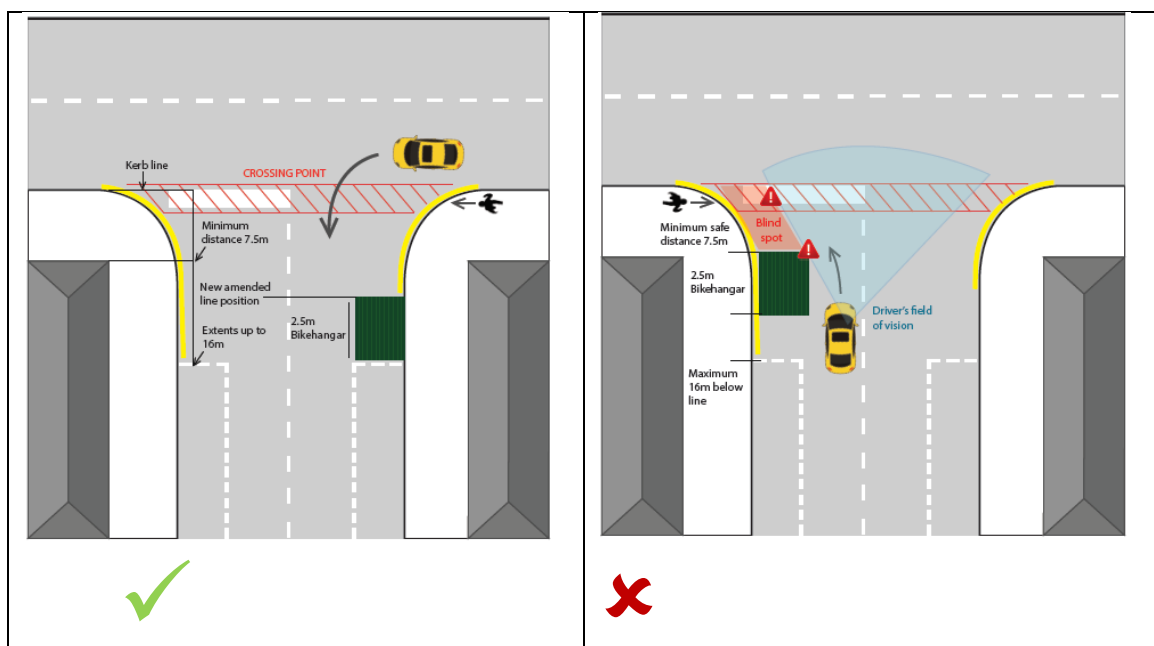


Figure 1: Placing bikehangar at intersection- the drawing illustrates the situation that make longer section of yellow line can be perceived as redundant. / Placing bikehangar

at intersection- the drawing shows the danger for the outbound left lane, the vision of driver who is trying to turn left hindered, which cause danger for pedestrian.

When site visit is conducted by considering the criteria above, officers mark out the proposal on street and photograph the location for council records and complete draft drawing.

It is recommended that the identified location on street whether in uncontrolled parking zone or controlled parking zone should be shared with Parking Services and Traffic and Transportation team to consult and notify them to maintain compliances.

If the selected location is in the conservation zone, the colleagues in Heritage and Conservation team should be consulted.

The output of the site assessment and design phase is an AutoCAD drawing for each proposed location and site photographs.

Step 3 - Notification Period

In accordance with the Road Traffic Regulation Act 1984, section 63, the Council have the appropriate powers to place cycle parking on the public highway. Section 63 of the 1984 Act states that -

"the powers of any authority under this Act to provide parking places shall extend to providing, in roads or elsewhere, stands and racks for bicycles".

There is no legal requirement to consult prior to the installation of bikehangars (leaving aside the consultation required if a traffic management order is needed to amend existing parking bays etc.). Given the small-scale nature of the proposal, that we are responding to resident demand and that encouraging active travel is part of an agreed council approach¹¹, an extensive informal consultation process is not required either.

However, Enfield Council will notify residents in the immediate area of the proposed bikehangar by letter, setting out details of the proposal and providing an opportunity to ask questions.

Using the output from step 2, the following communication are carried out:

- A briefing session is held with relevant Ward Councillors about the proposal and proposed locations of bikehangars.
- Draft the notification letter (template can be [found here](#)) of proposals including the drawing and related information such as the importance of the bikehangar, the number of requests registered from the street, the price per space, how they can request a space.

¹¹ <https://new.enfield.gov.uk/services/roads-and-transport/enfield-transport-plan-2019-2041-roads.pdf>

- Notify Ward members about letter and letter distribution prior to proceeding to public notification.
- Arrange the letter distribution.
- Send the letters to the print office with the instruction of doubled sided and folded to be collected by the distribution company
- The notification letters should be sent to the public at least 6 weeks before the installation.
- Distribute the notification letters to the immediate area surrounding the proposal. Typically, this is approximately a radius of 100m around the location or approximately 30 - 40 houses.
- A second letter (template can be found [here](#)) to notify of the installation and parking suspension must be sent before at least 1 week of the installation.

The output of this step is recoded showing the selected street for the delivery and information of notification periods including any comments received from public and responses from Council. Typically, responses to any concerns raised are reinforcing the Council policy of encouraging more active travel. However, it could be that a previously unconsidered issue is raised at this stage, which may impact the decision to implement a bikehangar at a particular location.

Step 4 - Contact Supplier

With the output of the step 3, it is recommend contacting supplier to secure window for the installation prior to 2 months of the planned installation date. Preparing the units and schedule installation date might take up to 2 months to arrange depend on the supplier availability. Also, traffic order process (6 weeks) should take into consideration when schedule the installation.

The output of step 4 is an agreement with supplier for the installation date.

Step 5 - Apply for Traffic Order

Traffic Order for streets without restrictions

If the selected location is in a no restriction area, there is a risk involved in the selected spot is occupied in the installation day which causes disruption and delay in the delivery plan. Therefore, it is recommended to apply for temporary traffic order in order to achieve installation according to the delivery plan.

- Fill the form for Temporary Traffic Order (the form can be obtained from Street Works team)
- Submit the form to NRSWA at least 6 weeks prior to the installation date.
- Share all drawings and information with Traffic officer

- Traffic officer will arrange the publication on gazette in 4 weeks as a first notice of temporary traffic order
- After 2 weeks of first notice, the notice of making is published, and signs are erected on the road accordingly.

Traffic Order for amending parking bays

If the selected location affects in existing parking bay i.e. resident, disabled, paid display etc., it is required to apply for traffic management order to amend parking bay boundaries and make the existing order aligned with the planned layout.

- Share the drawing and location information with the Traffic Order officer
- Prepare and approve Statement of Reason (SoR) to share with the officer
- Officer will prepare and publish the notice of order in 2 weeks.
- After publication, 3 weeks are given to resident to raise any objection of plan.
- If there is no objection after 3 weeks, the traffic officer should be informed about the outcome to publish notice of approval.
- If there is objection, prepare a report to justify the decision and installation which will be signed by Head of Transport
- If the decision is to proceed installation, Healthy Street officer should inform the residents who raised opposition about the final decision.
- The traffic officer should be informed about the outcome to prepare another notice of order whether approved or not.
- After the installation, HS officer assess the road marking/signage of the bays, contact highway service if any amendment is needed

The output of the Step 5 is to have published traffic order/ temporary traffic order to follow to use for the parking suspension and Record of Decision Report.

Step 6- Approval of Decision

Approval of the final site locations is delegated to the Director of Environment & Operational Services. For each installation batch, Healthy Streets officers will produce documentation that illustrate the designs, provides a response to any objections raised and offers assurance that the approved process set out in this report has been followed. If the Director of Environment & Operational Service is content to approve, implementation will take place.

Step 7 – Parking Suspension

After publishing the traffic order, parking suspension should be followed as a next step in order to make the selected location be clear on the day of installation.

- For parking suspension, contact Parking team to ask for Parking Suspension form to fill in.

- Contact Parking officer to arrange parking suspension according to the appointed time period of controlled zone.
- Prepare the information for suspension signs (yellow signs) including drawing (template can be found [here](#))
- The Parking team will prepare and erect yellow signs
- The signs should be collected when contractor complete the installation.

The output of Step 7 is to have legal signage on the road to be ready for the installation.

Step 8 – Installation

Contractor should be informed for the parking suspension in place. On the agreed day of the installations, contractor will pursue the scheduled installation program to complete the bikehangar delivery.

The output of the Step 8 is to jobsheets (example found [here](#)) obtained from contractor which shows the installation location and photos as evidence of installation that can then be provided to whoever has funded the project (typically TfL).

Step 9 - Space Allocation

The space allocation starts after the installation. First allocation applied to the people who requested the service and in the waiting list. The approach is first come first served. Council review request database fortnightly in order to progress space allocation.

- Extract the information from database who applied for the bikehangar.
- Send the list of residents appointed a space (name, address, contact number, email, bikehangar number) to supplier
- Send informative email to the residents to notify them about next steps (process of payment and key delivery).
- The information of the resident will be removed after a space is allocated.
- If there is no other request coming from the same streets, the space can be offered to the residents from near streets.

The output of the process is space allocation list and occupancy report to monitor level of occupancy in the bikehangars.

Step 10 – Handover

On completion of installation, bikehangars will be passed to Parking Services who will lead on the ongoing management of installed assets.

Bikehangar Installation Process																	
Steps	Tasks	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12	W13	W14	W15	W16
Step 1	Demand Data Review	■															
	Draft proposed locations	■															
	Inform Cabinet Member	■															
Step 2	Site visit		■														
	Pre-check the site with T&T and Parking team			■													
	Formal drawings			■													
Step 3	Book a slot for printing/distribution				■												
	Inform Ward Councillor				■												
	Notify residents by letter					■											
	Gather feedback					■	■	■									
Step 4	Secure window for installation							■									
Step 5	Apply for Temporary/Traffic Order							■									
	Traffic Order Process								■	■	■						
Step 6	Approval or otherwise by the Director of Env & Opt. to proceed											■	■				
Step 7	Parking suspension													■			
Step 8	Installation														■	■	
Step 9	Space Allocation																■
Step 10	Handover to Parking Service																■

