

Enfield Council School Streets Project

Memorandum of understanding

[November 2021]

1. Background

- 1.1 Enfield Council & [School name] have formed this partnership to help improve the environment at the school gates by creating a temporary walking & cycling zone at the start and end of the school day.
- 1.2 School Streets projects can only work effectively by the School and Council working in collaboration to deliver the benefits that a School Street can offer. Schools will be engaged with STARS in order to be eligible for a School Streets scheme.

2. Partnership Aims & Objectives

- 2.1 The overarching aim of this partnership is to protect our young people at the School gate.
- 2.2 Specific objectives include:
 - Reducing road danger
 - Improving air quality
 - Improving health & wellbeing
 - Encouraging more active travel to school

3. Operating Model

- 3.1 Enfield Council School Streets are intended as a long-term project and need to be designed and delivered with a view to ongoing sustainability. There are three types of operating model:
 - **Type A - Marshal Only Scheme** – this model is only intended as a temporary solution, typically no more than one academic year. It enables a School Street

to become operational within a shorter time frame, although it does require more input from the school in terms of marshalling. After this initial period, Schools are expected to transition to one of the models below.

- **Type B - ANPR Only Scheme** – this model uses camera enforcement to assist compliance with the walking & cycling zone, however, the lack of physical barriers may mean that some motorists fail to consider the traffic signs and drive into the zone. This operating model is likely to significantly reduce motor vehicles, but may not remove them entirely.
- **Type C - ANPR & Marshalled Scheme** – this model combines the approaches above, using a combination of technology and marshals to create the most effective walking & cycling zone.

3.2 The initial operating model will be agreed in partnership between the Council and the School, in the knowledge that all schemes will transition to either Type B or C.

4. Operating Times

4.1 The Council and the School will work in partnership to determine the most appropriate operating times for the walking & cycling zone, based on the following:

- the minimum operating time for the zone is to be 30 mins in the morning and afternoon
- the maximum operating time for the zone is to be 60 mins in the morning and afternoon
- Timings are to be in 15-minute increments, i.e. 30 mins, 45 mins and on the hour
- School Streets operate during term time only.

4.2 The Council will work with individual schools to agree the timings at the launch of the project. Once agreement on the timings is reached, the School accepts that these will not be able to be altered without the school incurring charges. These charges are likely to be in the region of £5,000 to cover the costs associated with the legal process of amending the related Traffic Order.

4.3 The walking & cycling zones are only in operation Monday – Friday and during term times.

5. Permitting Policy

5.1 In order to maximise the safety of children in the walking and cycling zones created by the School Streets initiative, it is essential to minimise vehicle movements during the times of operation.

5.2 The following exemptions will be made:

- residents within the School Street zone, who can apply for up to 3 permits per household
- business owners within the School Street zone, who can apply for up to 8 permits for either employee vehicles and or vehicles associated with the business
- a Blue Badge holder who needs to access the school for work or to drop off and collect pupils, organised via the school managed exemption list
- SEN Private hire funded via community transport, organised via the school managed exemption list
- emergency service vehicles
- vehicles undertaking statutory obligations for the council or community such as royal mail and refuse / street cleansing dept.

5.3 In accordance with the Memorandum of Understanding (MOU), school staff will not be offered unlimited exemptions to travel through the walking and cycling zone during the hours of operation, this will help ensure that:

- safety is not compromised by encouraging more motor vehicle movements than are absolutely necessary
- there is equity between parents, staff and the rest of the community in the use of the public highway
- active travel is led by example

5.4 To help mitigate the impact of this, Schools will have the opportunity to influence the operating times of the walking and cycling zone at their school, based on the following constraints:

- the minimum operating time for the zone is to be 30 mins in the morning and afternoon
- the maximum operating time for the zone is to be 60 mins in the morning and afternoon
- Timings are to be in 15-minute increments, i.e. 30 mins, 45 mins and on the hour

5.5 The Council will work with individual schools to agree the timings at the launch of the project. Once agreement on the timings is reached, these will not be able to be altered without the school incurring charges. The Council recommends that the walking & cycling zone starts a minimum of 15 mins prior to the class start time.

5.6 The Council anticipate that the majority of staff will leave and depart school outside of the walking and cycling zone operating hours that the school sets. Where this is not the case, and staff are driving, a 'park and stride' approach is expected.

5.7 It is acknowledged that there may occasionally be exceptional circumstances whereby schools wish to apply for an exemption for a member of staff, on either a permanent or temporary basis, who fall outside of the exemptions listed above. In recognition of this, the school will be offered the opportunity to apply for a number¹ of discretionary exemptions, the total number of these will be clarified in section 9 of this MOU.

5.8 Each school will be required to maintain its own exemption list using the 'School Streets Exemption List' template. This list should be managed by the school and sent directly to parking@enfield.gov.uk so that the Council can exempt these vehicles (note that permits will not be issued for these vehicles). Schools can add to this list the details of any Blue Badge holders (either staff or parents / carers dropping off) who they feel should be exempt. In addition to Blue Badge holders, the school can list up-to a maximum of 5 further vehicles that will be added to the exemption list. These vehicles can be amended by the School as they wish by updating the 'School Streets Exemption List' and sending it to parking@enfield.gov.uk. This list needs to be provided in the standardised format, the latest template will be available to download from the School Streets project page: <https://letstalk.enfield.gov.uk/schoolstreets>

6. Implementing School Streets

6.1 To effectively implement a School Street there are a number of responsibilities, the following sets out who is responsible for what as part of the partnership.

6.2 The Council will be responsible for delivering and covering the costs of the following:

- The legal process associated with the necessary traffic orders to create the walking & cycling zone
- Providing and installing all fixed equipment such as planters, cameras, signs & posts
- Providing an initial provision of additional equipment such as mobile gates and promotional materials
- Providing a training package for schools which includes how to marshal where appropriate
- Administering permits for residents and businesses within the zone

6.3 The School will be responsible for the following:

¹ The number of discretionary exemptions that the school will be able to apply for will be based on a % of the overall number of staff. The percentage is anticipated to be in the 5 – 10% range, subject to discussions between the Council and the School in the early feasibility stage. The use of these exceptional exemptions should be limited to protect the integrity of the walking & cycling zone.

- The management of a marshalling system where applicable
- Ensuring that those parents / teachers that are involved in marshalling have completed the Schools Street training provided by the Council
- Storage of any equipment, such as mobile gates
- Opening and closing the signs at the start/end of official school term dates (note that owing to the variability of Inset days, restrictions will apply on all term day dates)
- Administering the 'School Street Exemption List', to include Blue Badge holders who need to access the school, along with the management of the approved number of discretionary exceptional exemptions, where these are required
- Continuing engagement with the STARS process and progression through the levels

7. Communication & Engagement

7.1 The school and the council will work together to promote and engage with the community (pupils, parents, staff and residents) delivering a common message.

7.2 The council will:

- Be responsible for distributing notifications to any affected businesses and residents
- Hold engagement sessions with the community
- Host and manage the consultation process associated with traffic orders

7.3 The school will:

- Update their community via their website, newsletters etc of School Street operating times
- Reinforce the requirement for consideration by parents 'parking and striding' ensuring they do not block other residents access
- Embed active travel into the visions and ethos of the school through participation in STARS

8. Designated Partnership Leads

8.1 Both the Council and the School will appoint a member of staff to be the primary point of contact to help manage the partnership. Where the School point of contact is not the Headteacher, the Council will assume that all correspondence is with the agreement of the Headteacher.

8.2 Through working together in partnership the Council and [insert School name] will be able to resolve issues and challenges in a respectful and professional manner, delivering a successful School Street project for the benefit of all the young people who attend the School.

9. Detail of Agreement

9.1 Following discussion with the Council, the following details form the basis of the partnership between the Council and [insert school]:

Name of School allocated lead:

Email of School allocated lead:

If the school lead is not the headteacher we confirm that in respect of communication around School Streets they act on behalf of the headteacher.

If different from above:

Name of School Exemptions Co-ordinator:

Email of School Exemptions Co-ordinator:

Alterations to the Schools Exceptional Exemption list need to be sent by the named School Exemption co-ordinator.

Preferred Operating Model (A, B or C):

It is understood that operating model A is a temporary approach with a transition to B or C anticipated in the future.

Agreed number of discretionary exceptional exemptions:

Preferred Operating Times: AM: PM:

It is understood that if the school requests a change to these times we are likely to incur a cost of £5,000.

I confirm the school will remain engaged with STARs (please tick):

I confirm I have read and understand the approach to permitting (please tick):

Name of Headteacher:

Signature:

Date:

Name of Enfield Council allocated lead:

Email: