



Memorandum of Understanding

between

Leeds City Council and

XXXXXX XXXXXX School

INTRODUCTION

This Memorandum of Understanding (MOU) sets out the terms and understanding between Leeds City Council (Influencing Travel Behaviour and Parking Services), West Yorkshire Police (WYP) and XXXXX XXXXXX School (together the 'Parties') to work collaboratively to implement access restrictions on identified street(s) outside the school gates at the start and end of the school day (the School Streets scheme).

1. Background

1.1 School Streets are Traffic Regulation Orders which prohibit motor vehicles from using road(s) directly around schools for short periods of time at the start and end of the school day. They free up the road space to make it easier and safer for children and families to walk, cycle or wheel to and from school. School Streets can also help to address other issues such as congestion, road safety and air quality.

1.2 XXXXX XXXXXX School has agreed to take part in the Leeds School Streets programme with Lofthouse Place (the 'Streets') having access restrictions to motor vehicles at agreed times at the start and end of the school day.

2. School Streets

2.1 This MoU will bring together LCC, WYP and XXXXXX XXXXXX School to implement access restrictions for a limited time on identified streets at the start and end of the school day, whereby motor vehicles (other than those referred to in paragraph 2.2) will not be permitted to access the area.

2.2 Permit holders and authorised vehicles such as the emergency services will still be able to enter and exit the Streets.

2.3 For the purposes of paragraph 2.1, the Parties have agreed:

Road(s) with access restrictions: XXXXstreet nameXXXX

AM closure from: XX.XX to: XX.XX

PM closure from: XX.XX to: XX.XX



2.4 This initiative will be monitored to ascertain its effectiveness. Monitoring activities will be agreed between the Parties and recorded. The monitoring activities may include:

- Conducting school travel surveys to capture data on how children travel to school before and after the street closure is in place
- Local traffic counts (with potential for work with pupils to carry these out)
- Installing air quality monitors at suitable locations
- Details of any visits and tickets issued by West Yorkshire Police
- Details of any visits and parking tickets issued by Civil Enforcement Officers employed by LCC
- Reviewing road safety statistics available through LCC and West Yorkshire Police to eliminate road danger by adopting a Vision Zero approach to road collisions and injuries.

2.5 The key objective for the Leeds School Streets Programme is to promote active, healthy and safe travel to/from school. They can also help to address concerns around air quality (the 'Objectives').

3. Principles of Collaboration

The Parties agree to adopt the following principles when delivering the School Streets scheme (the "Principles"):

- (a) collaborate and co-operate. Establish and adhere to the governance structure set out in this MoU to ensure that activities are delivered, and actions taken as required
- (b) be accountable. Take on, manage and account to each other for performance of the respective roles and responsibilities set out in this MoU
- (c) be open. Communicate openly about major concerns, issues or opportunities relating to the School Streets scheme
- (d) share information, experience, data and skills to learn from each other and develop effective working practices, work collaboratively to identify solutions, mitigate risk and reduce unnecessary costs
- (e) adopt and work in a positive and constructive manner



- (f) adhere to statutory requirements and best practice. Comply with applicable laws and standards including EU procurement rules, data protection and freedom of information legislation
- (g) act in a timely manner, and respond accordingly to requests for support and information
- (h) communicate with stakeholders effectively
- (i) where identified and set out in paragraph 7 all Parties should deploy appropriate resources. Ensure sufficient and appropriately qualified resources are available and authorised to fulfil the responsibilities set out in this MoU.

4. Scheme Governance

4.1 All matters in connection with this MoU will be dealt with by the officers authorised by the respective Parties as set out below:

LCC (Influencing Travel Behaviour) Contact Information

Name: XXXXX XXXXXX

Position: xxxxxxxxxxxxxxxxxxxx

E-mail: schoolstreets@leeds.gov.uk

Phone number: 0113 xxxxxxx

LCC (Parking Services) Contact Information

Name: xxxx xxxxxx

Position: Parking Services Manager

E-mail: parkingservices@leeds.gov.uk

Phone number: 0113 xxxxxxx

West Yorkshire Police Contact Information

Name: xxxxxx xxxxxx

Position: Roads Policing Support



E-mail: rps@westyorkshire.police.uk

Phone number: xxxxxxxxxxxx

School Contact Information

Name:

Position:

Email:

Phone number:

4.2 xxxxxxxx xxxxxxxx School shall attend meetings with LCC on request.

4.3 The Parties shall duly observe all their obligations under data protection legislation which arise in connection with this MoU. The Parties shall provide to each other the names, email addresses and telephone numbers of the staff responsible for managing the School Streets scheme.

4.4 The personal data referred to in paragraph 4.3 shall only be used for the purposes of the Parties performing their obligations under this MoU.

5. Funding

5.1 The funding of the School Streets scheme installation and associated costs will be provided by Leeds City Council from the Active Travel Fund programme.

5.2 There will be no financial contribution required from xxxxxx xxxxxx School However, xxxxxxxx xxxxxxxx School will be required to commit sufficient staff time to support the effective delivery of the scheme.

6. Duration

6.1 Restricting or prohibiting the use of the highway network will be delivered through the application of an Experimental Traffic Regulation Order (ETRO) under Sections 9 & 10 of the Road Traffic Regulation Act 1984.

6.2 An ETRO has a lifespan of up to 18 months unless revoked, amended or made permanent.



6.3 A review will be carried out after the ETRO has been in place for a minimum period of six months to consider whether the TRO should be made permanent, with further consultation and approval process to follow as required.

7. Roles and Responsibilities

Leeds City Council (Influencing Travel Behaviour team) will:

- Project manage the Leeds School Streets scheme overseeing the necessary planning, delivery and review activity for this initiative to introduce access restrictions on a street(s) at the start and end of the school day.
- Fund the cost of a Traffic Regulation Order to enable the access restrictions to be implemented, install required signage, and road safety training in schools. Where funding is available other resources may be supplied to support the scheme such as railing banners, wheelie bin stickers.
- Administer in partnership with the West Yorkshire Combined Authority the Government's Active Travel Funding to implement the scheme.
- Dedicate the required staff time to oversee the delivery of the Leeds School Streets scheme, including technical expertise and support for local engagement.
- Provide information for the whole school community including staff, pupils, parents, local residents and neighbouring businesses/organisations regarding the School Streets scheme explaining how it will work and how people might be affected.
- Provide training for school staff, parents/carers and/or volunteer marshals who will display the temporary No Access sign(s) which will be supplied.
- Manage the delivery of a permit scheme (if appropriate) for local residents, businesses and other authorised users by creating a permit zone.
- Provide risk assessments to support the introduction of the School Streets scheme and Park and Stride sites when the school has an agreement in place with the landowner.
- Provide details of agreed enforcement activity to support compliance with the School Street scheme.
- Enable access to other activities and initiatives to promote safer, greener, healthier travel to school, to reduce the negative effects of transport on the local community, including:



- Support schools to create a Modeshift STARS School Travel Plan and help them work towards achieving Good, Very Good or Excellent Travel Plan accreditation
- Deliver/provide access to training sessions and toolkits for school staff and others, covering themes such as road safety, sustainable travel and clean air
- Use available communication tools such as Connecting Leeds, Leeds for Learning and Commuter webpages, newsletters and social media to provide information on resources and campaigns to support the delivery of the School Streets scheme.

Leeds City Council (Parking Services) will:

- Issue resident and business access permits in line with other parking permit schemes in Leeds
- Patrol each of the School Streets at least twice per academic year to enforce parking restrictions including Keep Clear markings
- Provide details to the ITB team (Leeds City Council) of which schools have been visited each term and the number of penalty charge notices or fixed charge notices issued
- Work collaboratively with Neighbourhood Policing Teams to deliver joint enforcement campaigns at School Street locations

West Yorkshire Police (Neighbourhood Policing Teams) will:

- Assign an officer(s) to work with each school delivering a School Street scheme and be the point of contact for enforcement issues
- Print and distribute letters/leaflets about legal and considerate parking prior to the launch of the School Street scheme
- Support each new School Street scheme prior to and during the introductory period of operation so that parents/carers understand the aims of the scheme and the penalty if they do not comply with the Traffic Regulation Order
- Thereafter patrol each of the School Streets at least twice per academic year to enforce the School Streets Order
- Work collaboratively with Civil Enforcement Officers (Leeds City Council) to deliver joint enforcement campaigns at School Street locations
- Provide feedback to the ITB team (Leeds City Council) each term regarding support to schools participating in the Leeds School Streets programme and the number of penalty charge notices or fixed charge notices issued



- Remind parents/carers of the access restrictions in place and report on enforcement activity through established communication channels and social media
- Work with School Street schools to create a parent parking pledge
- Deliver a Mini Police initiative at each School Street school at least once every academic year

XXXXXXX Primary School will:

- Engage positively with stakeholders to actively promote the School Streets scheme both in advance of and during delivery to ensure the whole school and local community are aware of this and how they might be affected.
- Commit to the introduction of the school street trial on a day and time agreed with LCC.
- Respond to enquiries from staff, parents/carers, residents or local businesses by referring to the Frequently Asked Questions on the LCC website.
- Ensure school staff and deliveries arrive and/or leave the school site at times outside of the agreed access restrictions if access to the School Street is required.
- Agree to store the No Access sign(s) which will be supplied in a safe place and advise LCC if the sign(s) suffer damage and become unfit for use
- Encourage school staff, parents/carers or volunteers to be marshals to display the temporary No Access sign(s) to remind parents/carers about the access restrictions. To achieve greatest compliance marshalling should take place for at least the early stages of the scheme, with reminder activity at the start of and intervals throughout every term.
- Attend any relevant information/training sessions delivered by LCC including allowing time for school staff to be trained as marshals.
- Attend an annual monitoring meeting to review and provide feedback about the operation of the School Street.
- Work with LCC to produce a site-specific risk assessment and report any issues or incidents that may affect the effective running of the scheme to LCC.
- Identify potential park and stride locations and obtain agreement from the landowner.
- Agree to have an air quality monitor installed (where appropriate). The main requirement will be access to a mains power supply (the devices are powered via 5v



USB cable) to an outdoor location. This may include mounting and powering via a lighting column (inside or outside the school premises).

- Work towards achieving Modeshift STARS Good Travel Plan level accreditation within 9 months of the launch of the School Street zone (or the next level if a Good Travel Plan is already in place). This will require allocating staff time to:
 - Conduct a baseline travel survey amongst pupils before the start of the scheme
 - Promote and encourage sustainable travel through school newsletters, assemblies, school website/prospectus, parent evenings and at any other suitable opportunities
 - Organise events, activities and initiatives to promote safe and sustainable travel which could include creating a walking bubble on Modeshift STARS
 - Promote suitable park and stride location(s) to parents/carers and add details to the school website/prospectus/new parent information
 - Monitor use of the park and stride location
 - Produce a School Parking Pledge by parents/carers with support from the NPT

8. Status and Variation

8.1 This MoU is not intended to be legally binding, and no legal obligations or legal rights shall arise between the Parties from this MoU. The Parties enter the MoU intending to honour all their obligations.

8.2 Nothing in this MoU is intended to, or shall be deemed to, establish any partnership or joint venture between the Parties, constitute either Party as the agent of the other Party, nor authorise either of the Parties to make or enter into any commitments for or on behalf of the other Party.

8.3 This MoU may only be varied by written agreement of the Parties.

This MOU shall become effective upon signature by authorised officials from the Parties and will remain in effect until modified or terminated by one of the Parties by mutual consent.

For and on behalf of xxxxxx xxxxxxxx School

Name:

Position:

Signed:



(I confirm that I am authorised to act on behalf of the school)

Date:

For and on behalf of Leeds City Council (Influencing Travel Behaviour team)

Name:

Position:

Signed:

Date:

For and on behalf of Leeds City Council (Parking Services)

Name:

Position:

Signed:

Date:

For and on behalf of West Yorkshire Police

Name:

Position:

Signed:

Date: