

## APPENDIX 1

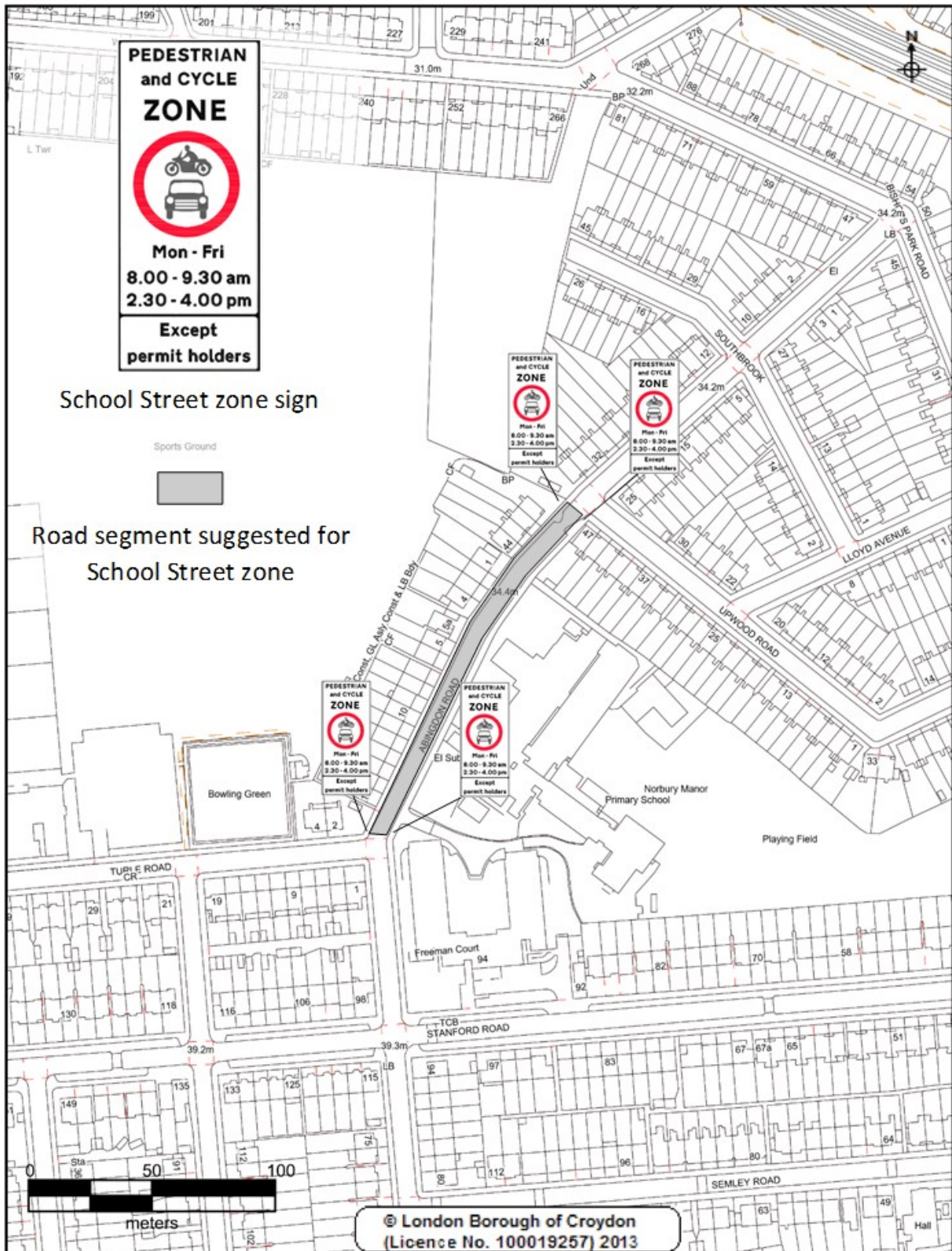
### Approach to the School Street



### Entry to the School Street

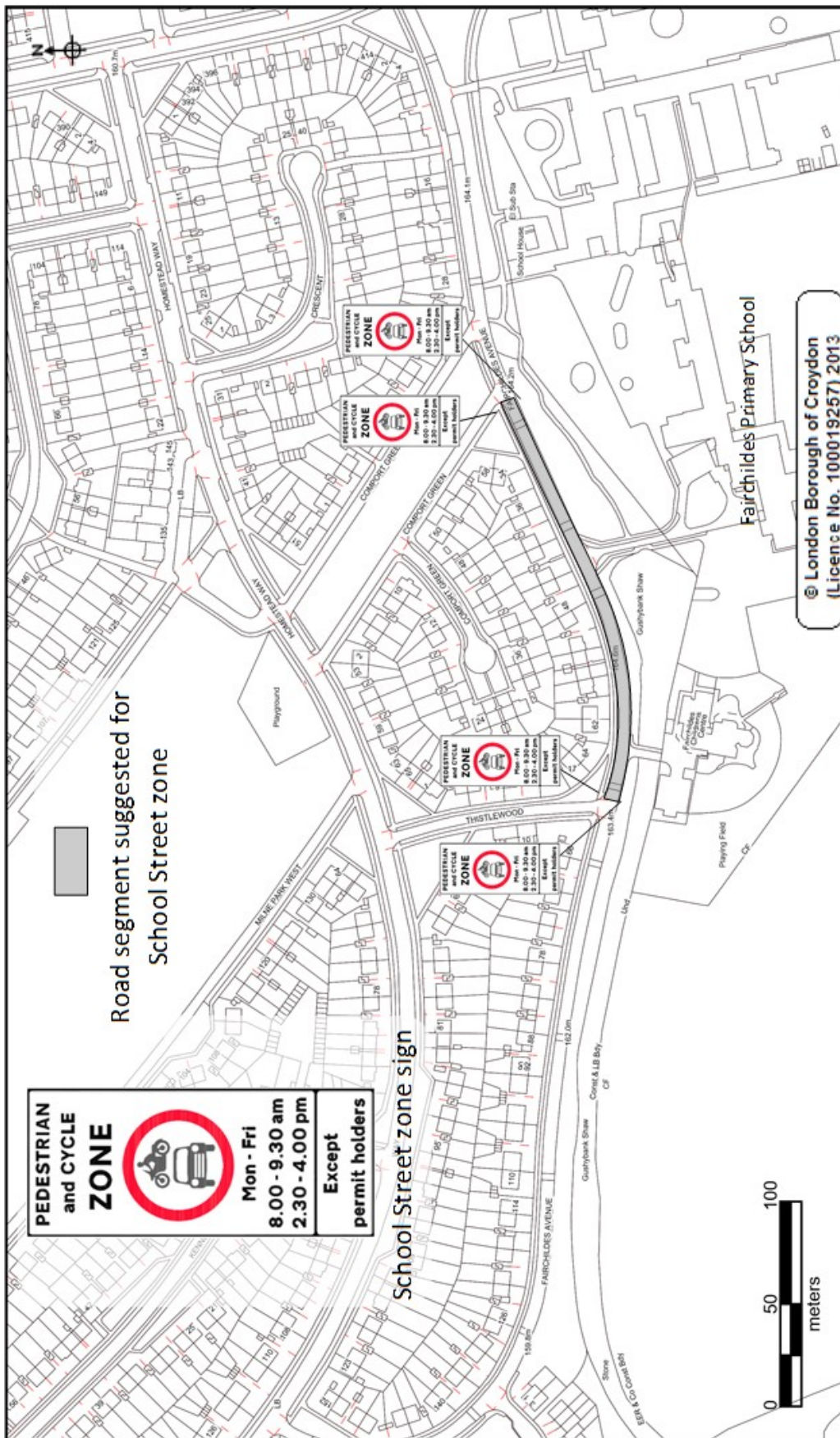


# Norbury Manor Primary





# Fairchildes Primary



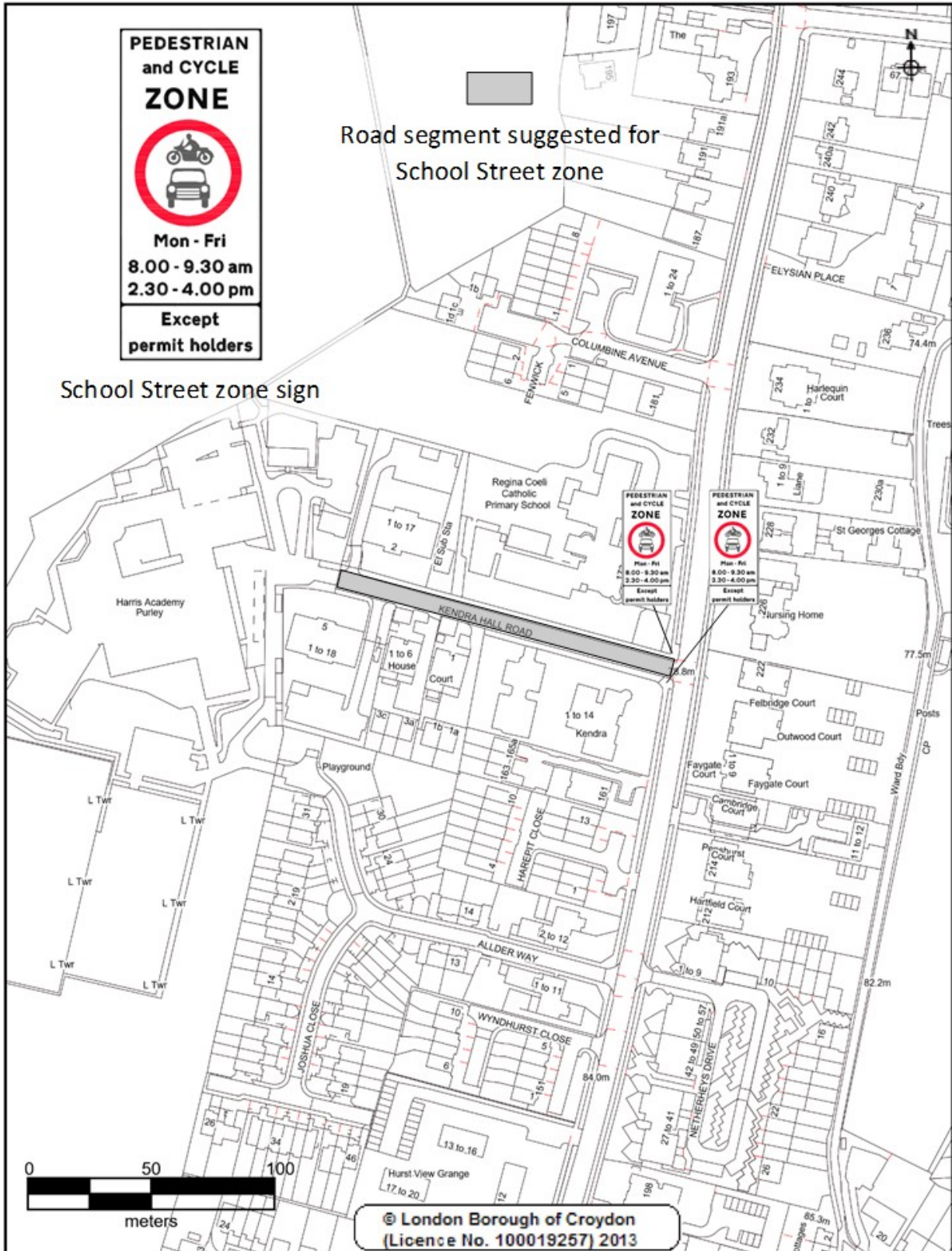
Crown Copyright Ordnance Survey (Licence No: 100019257) 2009

## London Borough Croydon



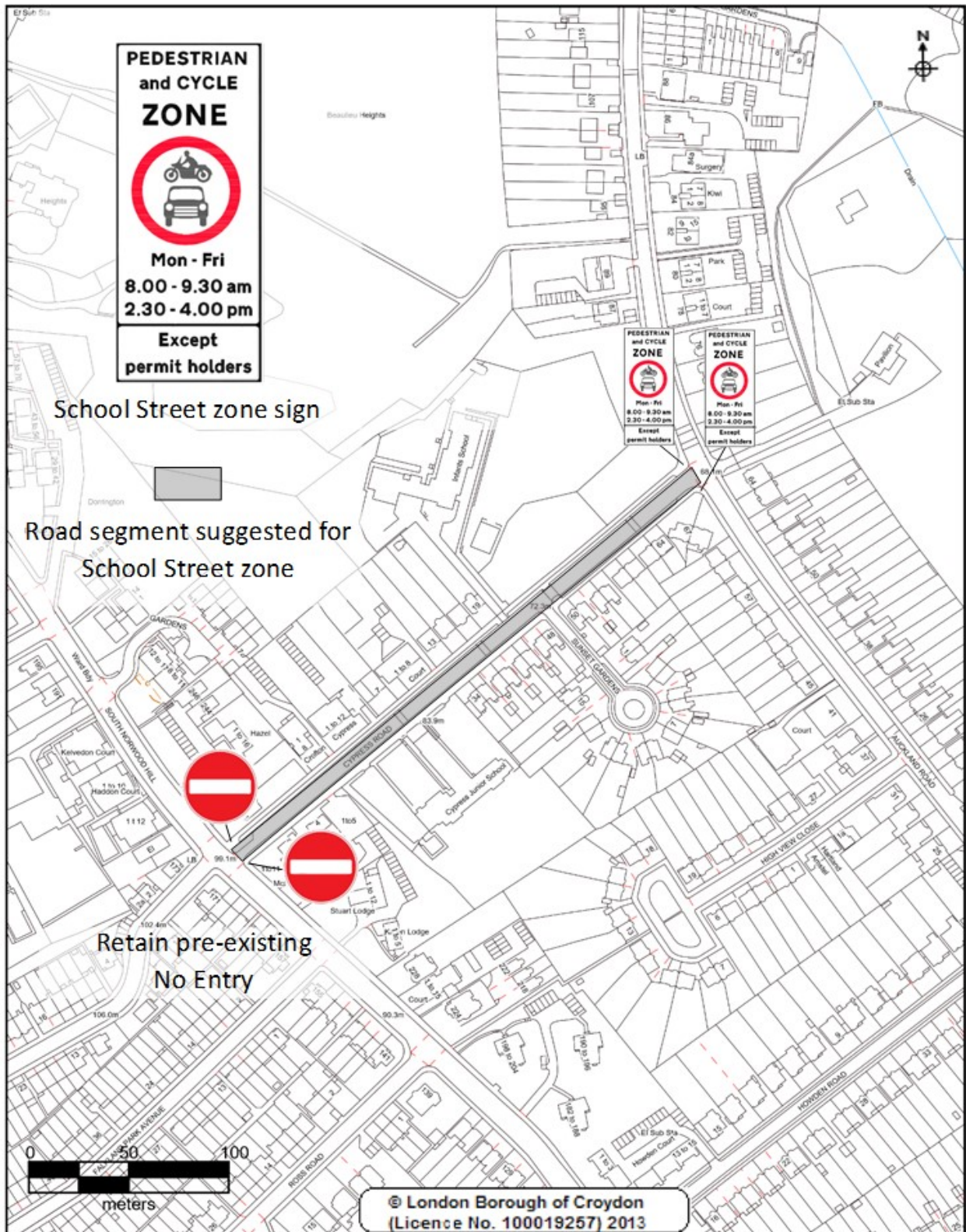
Scale 1:2500

Harris Academy Purley



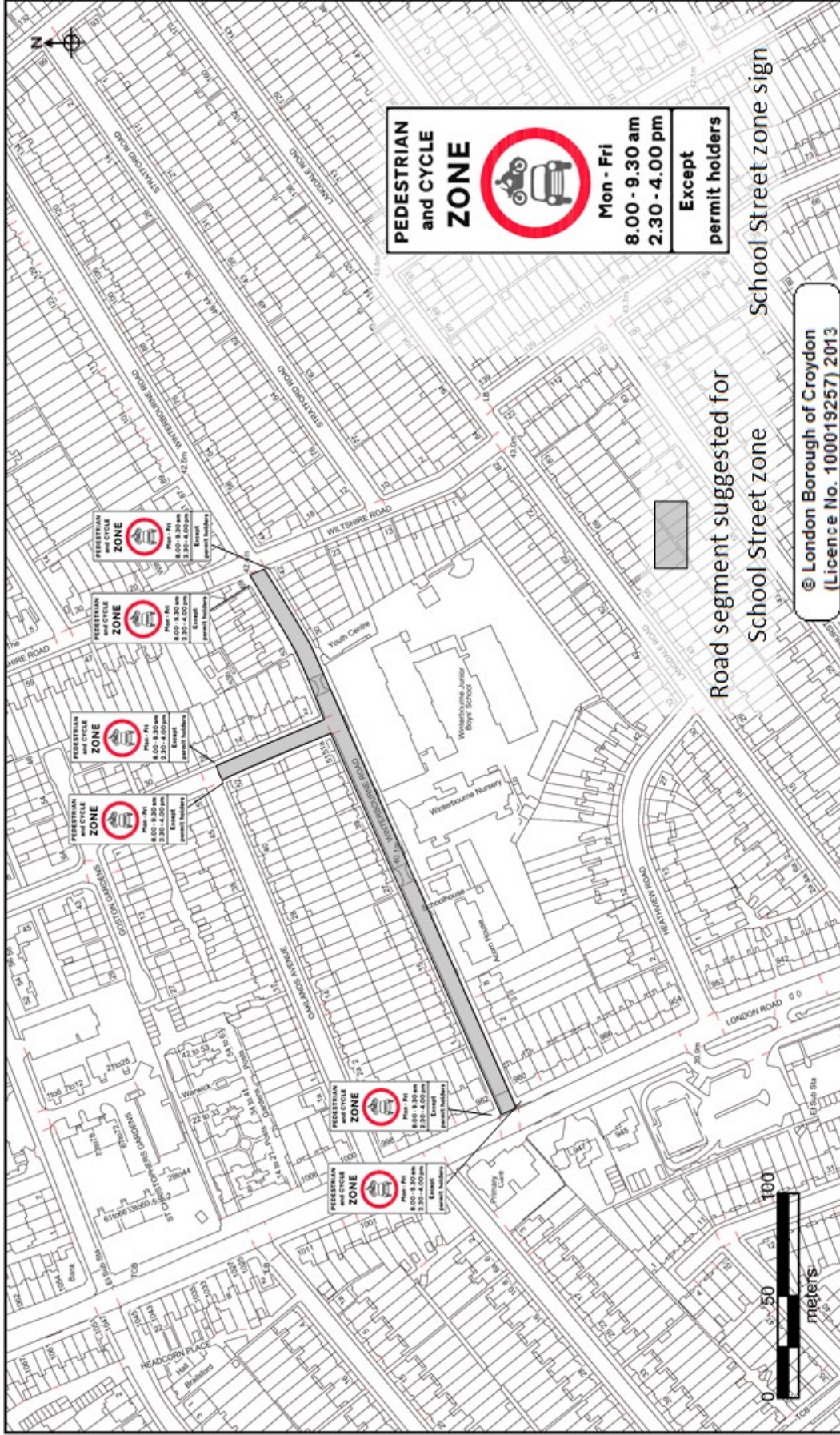


# Cypress Primary



Winterbourne Boys & Girls





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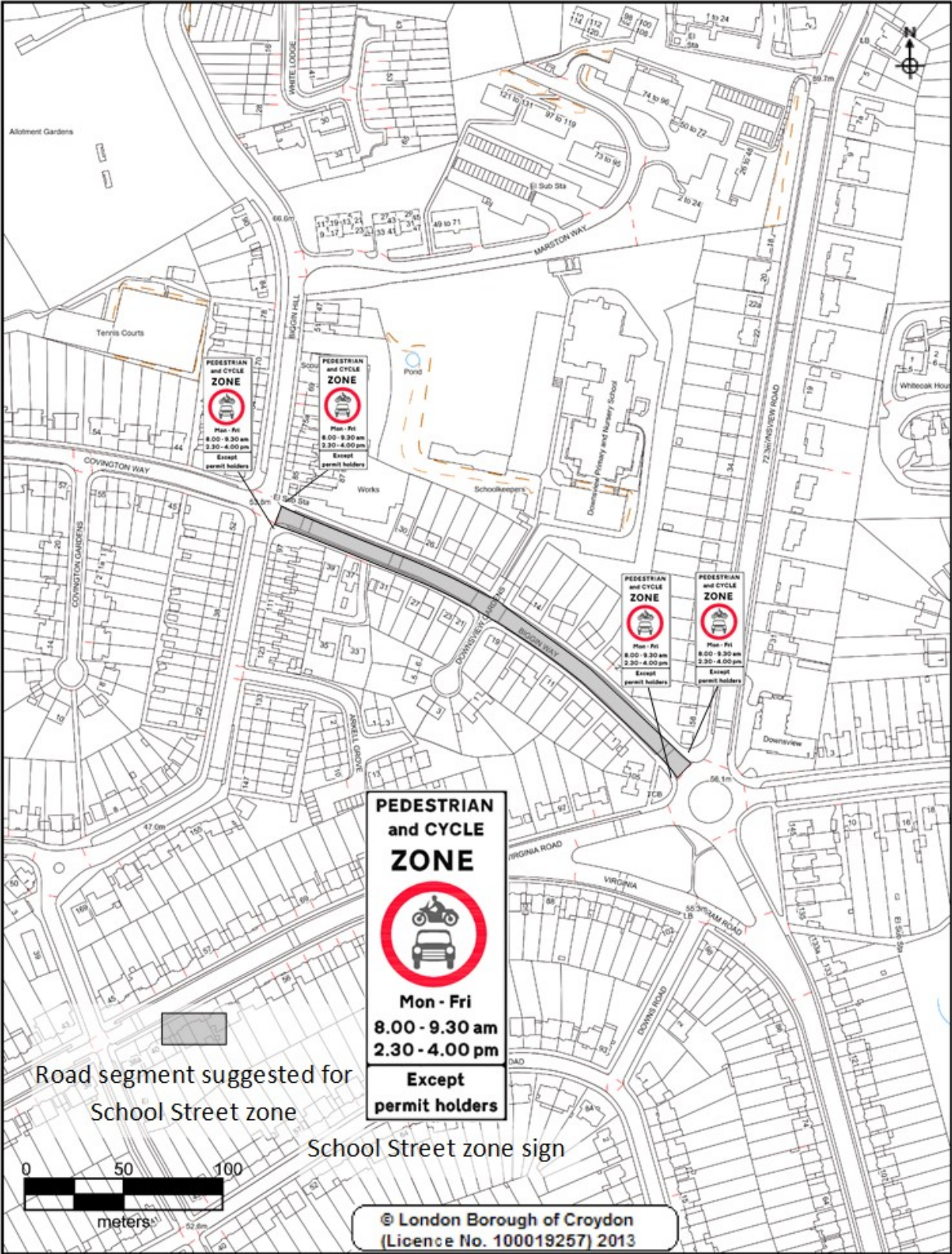
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**London Borough Croydon**

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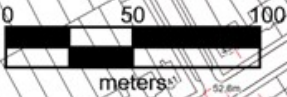
Downsview Primary & Nursery





Road segment suggested for School Street zone

School Street zone sign



**PEDESTRIAN  
and CYCLE  
ZONE**

**Mon - Fri  
8.00 - 9.30 am  
2.30 - 4.00 pm**  
**Except  
permit holders**

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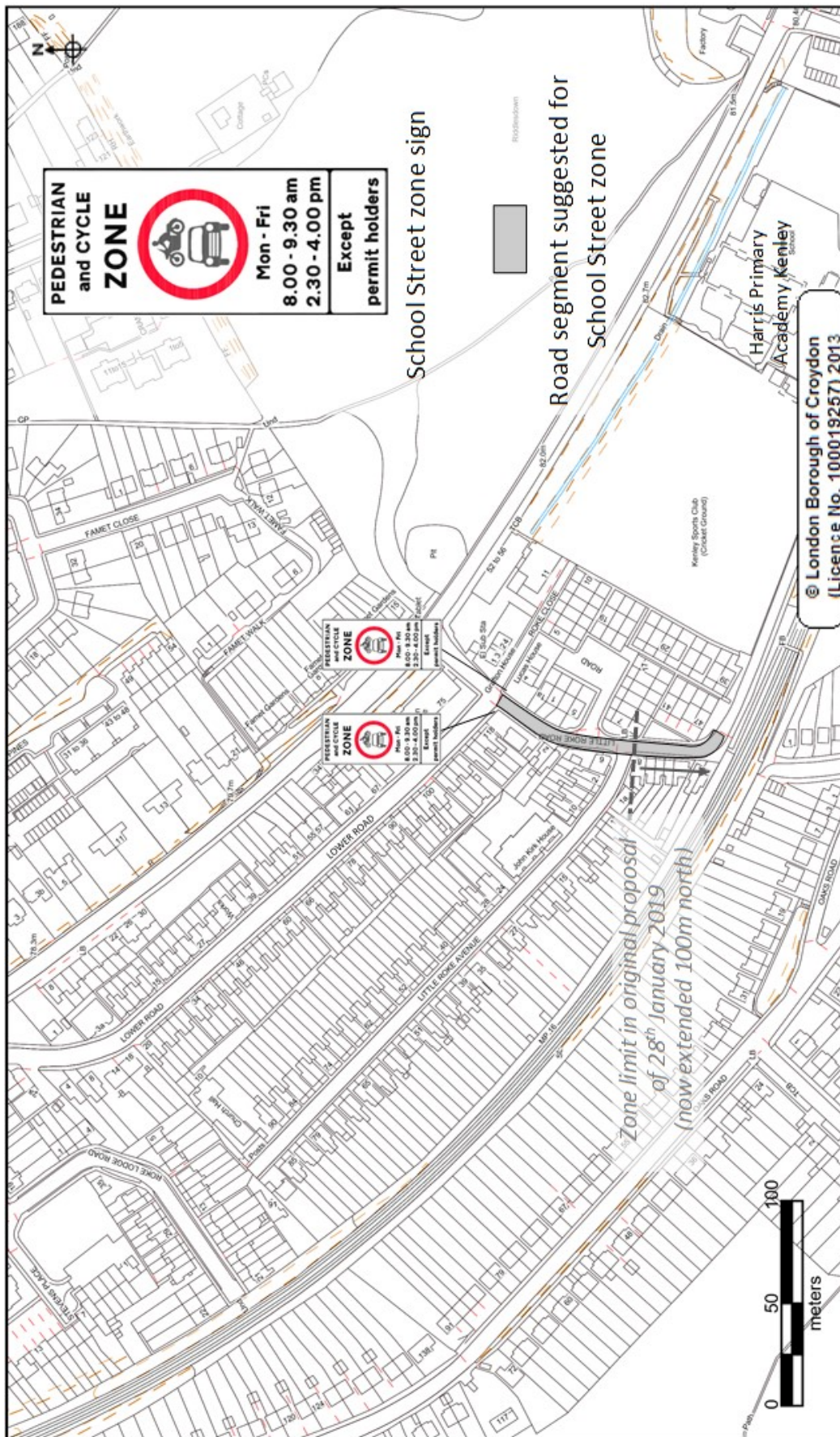
**London Borough Croydon**

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# Harris Academy Kenley



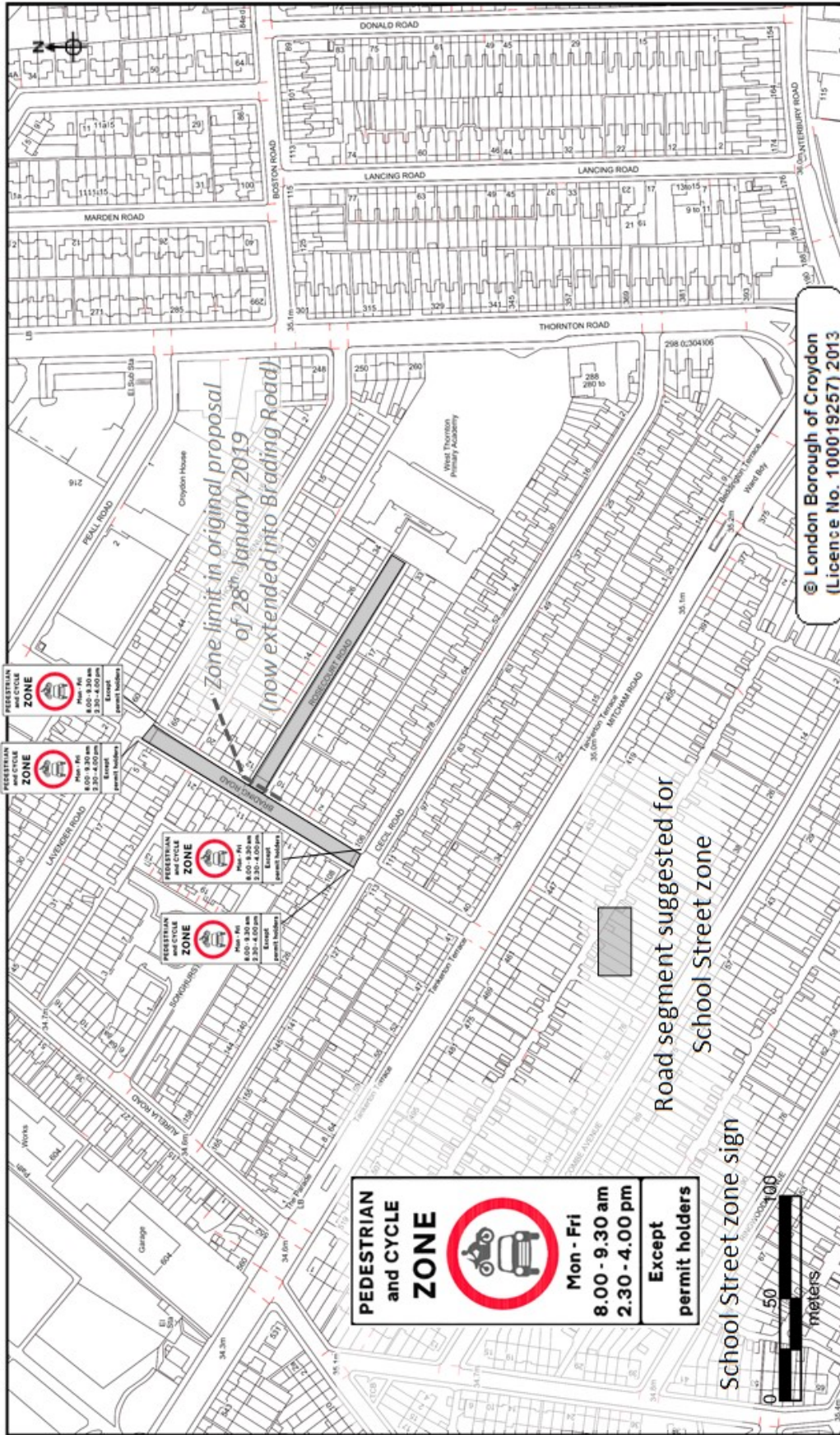
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**London Borough Croydon**



West Thornton Academy



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## **APPENDIX 2**

### **OPERATION OF A SCHOOL STREET**

The road signs and camera position at the entrance to the School Street are illustrated in Appendix 1 above.

Motor vehicles belonging to the following groups of drivers are eligible for an exemption permit, to enable them driving in the School Street during the hours of operation:

- a) Resident with a vehicle registered or a hire, company or courtesy car agreement at an address within the zone.
- b) Schools buses and vehicles used in the transport of children and adults with special access needs, including private vehicles, taxis and minicabs declared for such use.
- c) Business employees and school staff with allocated parking on their workplace premises inside the zone.
- d) Essential health and care visitors, including relatives of vulnerable residents.
- e) All day and heavy commercial operators, such as builders and decorators, are eligible for a temporary permit covering the duration of their necessary activities.

The exemption permit is simply an electronic record in the compliance system and there is no need to physically affix anything to a vehicle. The permit is currently free (£0.00) and requested by email. It is envisaged to eventually create an online exemption system with automated DVLA VQ5 validation, as opposed to manually processing emails, but this development is not yet justifiable for the relatively low number of exemptions in place and unconfirmed final number of School Streets.

Motor vehicles belonging to the following groups and situations are automatically permitted to drive in a School Street, without first obtaining an exemption permit:

- f) Emergency services.
- g) Statutory Undertakers.
- h) Local Authority in pursuance of statutory powers, including refuse collection.
- i) The Royal Mail.
- j) Exemptions stated in the Highway Code, such as a medical emergency or with the permission or at the direction of a police officer.

None of the 8 proposed School Streets are currently on a bus route. Should this change in the future, then public transport buses would also be automatically exempted.

Other drivers who wish to access the School Street must arrive outside the hours of operation, or they can temporarily park outside the zone and then move the vehicle once the restrictions end. The vehicles that are not eligible for a permit notably include those of:

- a) General visitors to residents and businesses.
- b) Home deliveries.



- c) Employees and school staff without on-premises parking (the scheme is not intended to free up the road to substitute for workplace parking).

A traffic camera with automatic number plate recognition (ANPR) and a contravention detection algorithm will operate during the controlled hours. To prevent false triggers and to permit a driver correcting a turning mistake, the alleged contravention trigger point is a small distance into the road. A qualified CCTV Enforcement Officer (CEO) will review a video recording of the context in which an alleged contravention has occurred and verify a picture of a driving car's registration number against the exemptions list. The CEO can issue a £130 Penalty Charge Notice (discounted to £65 if paid within 14 days) to the registered keeper of a vehicle that drives into the road without a valid exemption or reason. The penalty charge is set by a London-wide authority, to reflect a level deemed necessary in deterring driving contraventions and which is consistent with a requirement on the local authority to charge to recover the costs of implementing and operating such a scheme.

The fixed position ANPR camera is type approved by the Department for Transport and will focus strictly on the traffic entry point to the street. It cannot be turned or used for any other purpose, such as for observing private individuals or recording anti-social behaviour.

Operational procedures and enforcement assessment guidance are defined to help assure fairness:

- The compliance enforcement system is operated during school term time only and can include insert days that differs between the schools.
- To assure the triggering of a single enforcement action per driving contravention, the ANPR camera enforcement system is set to focus on vehicles driving into the zone. For example, a driver will not receive a second penalty charge notice when leaving the zone, several hours or days after entry.

There is no provision in traffic signs regulations for displaying the above two operating procedures; nor would it be workable to advertise them and consider representations on the basis of what a driver may or may not have perceived. For example, if a sign was to say "on schools days only", then a driver could rightly make representation on grounds that there is no information to indicate whether the particular day is a school day or not. It might also result in disputes over the number of children that were visibly present in the street at the time. The system would risk falling into disrepute and becoming unenforceable.

To fairly enable drivers realising the changing conditions in the street and to give them the opportunity to find another mode or route of travel, the scheme would not be enforced during its first month of operation. Instead, CEOs will show an advisory presence in the street and the surrounding area. Drivers will subsequently have the right to appeal any penalty, stating a legally valid reason for driving in the School Street.



## APPENDIX 4

### Responses data from informal consultation

| <b>All 8 school proposals</b> |              |                          | Opinions                |                          |                         |                       |
|-------------------------------|--------------|--------------------------|-------------------------|--------------------------|-------------------------|-----------------------|
| Distance                      | Letters      | Responses                | No                      | Yes                      | Yes, extend             | Unsure                |
| Inside Zone                   | 434          | 190<br>44%               | 29<br>15%               | 134<br>71%               | 26<br>14%               | 1<br>1%               |
| Less than 100m outside        | 491          | 89<br>18%                | 37<br>42%               | 27<br>30%                | 22<br>25%               | 3<br>3%               |
| More than 100m outside        | 1,060        | 67<br>6%                 | 21<br>31%               | 20<br>30%                | 24<br>36%               | 2<br>3%               |
| <b>Total</b>                  | <b>1,985</b> | <b>346</b><br><b>17%</b> | <b>87</b><br><b>25%</b> | <b>181</b><br><b>52%</b> | <b>72</b><br><b>21%</b> | <b>6</b><br><b>2%</b> |

Of the 72 respondents voting 'Yes, extend', 13 expressly state a condition of 'only if extended to my address'. The other 59 respondents did not express such a condition and should therefore be read as 'yes and yes if extend'. The total responses can thereby also be re-stated as:

| <b>All 8 school proposals</b> |              |                          | Opinions                |                          |                        |                       |
|-------------------------------|--------------|--------------------------|-------------------------|--------------------------|------------------------|-----------------------|
| Distance                      | Letters      | Responses                | No                      | Yes                      | Yes, only if extend    | Unsure                |
| <b>Total</b>                  | <b>1,985</b> | <b>346</b><br><b>17%</b> | <b>87</b><br><b>25%</b> | <b>240</b><br><b>69%</b> | <b>13</b><br><b>4%</b> | <b>6</b><br><b>2%</b> |

### Individual proposals

| <b>Norbury Manor Primary</b> |            |                         | Opinions               |                         |                        |                       |
|------------------------------|------------|-------------------------|------------------------|-------------------------|------------------------|-----------------------|
| Distance                     | Letters    | Responses               | No                     | Yes                     | Yes, extend            | Unsure                |
| Inside Zone                  | 21         | 9<br>43%                | 0<br>0%                | 8<br>89%                | 1<br>11%               | 0<br>0%               |
| Less than 100m outside       | 54         | 4<br>7%                 | 1<br>25%               | 1<br>25%                | 1<br>25%               | 1<br>25%              |
| More than 100m outside       | 175        | 13<br>7%                | 3<br>23%               | 5<br>38%                | 5<br>38%               | 0<br>0%               |
| <b>Total</b>                 | <b>250</b> | <b>26</b><br><b>10%</b> | <b>4</b><br><b>15%</b> | <b>14</b><br><b>54%</b> | <b>7</b><br><b>27%</b> | <b>1</b><br><b>4%</b> |



| <b>Fairchildes Primary</b> |            |                  | Opinions        |                 |                 |                |
|----------------------------|------------|------------------|-----------------|-----------------|-----------------|----------------|
| Distance                   | Letters    | Responses        | No              | Yes             | Yes, extend     | Unsure         |
| Inside Zone                | 18         | 6<br>33%         | 1<br>17%        | 4<br>67%        | 1<br>17%        | 0<br>0%        |
| Less than 100m outside     | 33         | 8<br>24%         | 5<br>63%        | 1<br>13%        | 2<br>25%        | 0<br>0%        |
| More than 100m outside     | 124        | 8<br>6%          | 1<br>13%        | 3<br>38%        | 4<br>50%        | 0<br>0%        |
| <b>Total</b>               | <b>175</b> | <b>22</b><br>13% | <b>7</b><br>32% | <b>8</b><br>36% | <b>7</b><br>32% | <b>0</b><br>0% |

| <b>Harris Academy Purley</b> |            |                  | Opinions        |                  |                 |                |
|------------------------------|------------|------------------|-----------------|------------------|-----------------|----------------|
| Distance                     | Letters    | Responses        | No              | Yes              | Yes, extend     | Unsure         |
| Inside Zone                  | 52         | 22<br>42%        | 2<br>9%         | 16<br>73%        | 4<br>18%        | 0<br>0%        |
| Less than 100m outside       | 7          | 2<br>29%         | 0<br>0%         | 2<br>100%        | 0<br>0%         | 0<br>0%        |
| More than 100m outside       | 96         | 8<br>8%          | 2<br>25%        | 1<br>13%         | 5<br>63%        | 0<br>0%        |
| <b>Total</b>                 | <b>155</b> | <b>32</b><br>21% | <b>4</b><br>13% | <b>19</b><br>59% | <b>9</b><br>28% | <b>0</b><br>0% |

| <b>Cypress Primary</b> |            |                  | Opinions         |                  |                 |                |
|------------------------|------------|------------------|------------------|------------------|-----------------|----------------|
| Distance               | Letters    | Responses        | No               | Yes              | Yes, extend     | Unsure         |
| Inside Zone            | 83         | 47<br>57%        | 9<br>19%         | 33<br>70%        | 4<br>9%         | 1<br>2%        |
| Less than 100m outside | 61         | 13<br>21%        | 8<br>62%         | 2<br>15%         | 3<br>23%        | 0<br>0%        |
| More than 100m outside | 31         | 2<br>6%          | 2<br>100%        | 0<br>0%          | 0<br>0%         | 0<br>0%        |
| <b>Total</b>           | <b>175</b> | <b>62</b><br>35% | <b>19</b><br>31% | <b>35</b><br>56% | <b>7</b><br>11% | <b>1</b><br>2% |

| <b>Winterbourne Girls &amp; Boys</b> |            |                         | Opinions                |                         |                         |                       |
|--------------------------------------|------------|-------------------------|-------------------------|-------------------------|-------------------------|-----------------------|
| Distance                             | Letters    | Responses               | No                      | Yes                     | Yes,<br>extend          | Unsure                |
| Inside Zone                          | 57         | 29<br>51%               | 5<br>17%                | 21<br>72%               | 3<br>10%                | 0<br>0%               |
| Less than 100m outside               | 132        | 30<br>23%               | 11<br>37%               | 12<br>40%               | 7<br>23%                | 0<br>0%               |
| More than 100m outside               | 261        | 17<br>7%                | 5<br>29%                | 6<br>35%                | 5<br>29%                | 1<br>6%               |
| <b>Total</b>                         | <b>450</b> | <b>76</b><br><b>17%</b> | <b>21</b><br><b>28%</b> | <b>39</b><br><b>51%</b> | <b>15</b><br><b>20%</b> | <b>1</b><br><b>1%</b> |

| <b>Downsview Primary &amp; Nursery</b> |            |                         | Opinions                |                         |                         |                       |
|--|------------|-------------------------|-------------------------|-------------------------|-------------------------|-----------------------|
| Distance                               | Letters    | Responses               | No                      | Yes                     | Yes,<br>extend          | Unsure                |
| Inside Zone                            | 42         | 20<br>48%               | 1<br>5%                 | 15<br>75%               | 4<br>20%                | 0<br>0%               |
| Less than 100m outside                 | 81         | 13<br>16%               | 7<br>54%                | 3<br>23%                | 2<br>15%                | 1<br>8%               |
| More than 100m outside                 | 122        | 11<br>9%                | 3<br>27%                | 3<br>27%                | 4<br>36%                | 1<br>9%               |
| <b>Total</b>                           | <b>245</b> | <b>44</b><br><b>18%</b> | <b>11</b><br><b>25%</b> | <b>21</b><br><b>48%</b> | <b>10</b><br><b>23%</b> | <b>2</b><br><b>5%</b> |

| <b>Harris Academy Kenley</b> |            |                         | Opinions                |                         |                         |                       |
|------------------------------|------------|-------------------------|-------------------------|-------------------------|-------------------------|-----------------------|
| Distance                     | Letters    | Responses               | No                      | Yes                     | Yes,<br>extend          | Unsure                |
| Inside Zone                  | 127        | 36<br>28%               | 11<br>31%               | 17<br>47%               | 8<br>22%                | 0<br>0%               |
| Less than 100m outside       | 31         | 6<br>19%                | 3<br>50%                | 1<br>17%                | 2<br>33%                | 0<br>0%               |
| More than 100m outside       | 32         | 3<br>9%                 | 2<br>67%                | 1<br>33%                | 0<br>0%                 | 0<br>0%               |
| <b>Total</b>                 | <b>190</b> | <b>45</b><br><b>24%</b> | <b>16</b><br><b>36%</b> | <b>19</b><br><b>42%</b> | <b>10</b><br><b>22%</b> | <b>0</b><br><b>0%</b> |

| <b>West Thornton Academy</b> |            |                  | Opinions        |                  |                 |                |
|------------------------------|------------|------------------|-----------------|------------------|-----------------|----------------|
| Distance                     | Letters    | Responses        | No              | Yes              | Yes,<br>extend  | Unsure         |
| Inside<br>Zone               | 34         | 21<br>62%        | 0<br>0%         | 20<br>95%        | 1<br>5%         | 0<br>0%        |
| Less than<br>100m outside    | 92         | 13<br>14%        | 2<br>15%        | 5<br>38%         | 5<br>38%        | 1<br>8%        |
| More than<br>100m outside    | 219        | 5<br>2%          | 3<br>60%        | 1<br>20%         | 1<br>20%        | 0<br>0%        |
| <b>Total</b>                 | <b>345</b> | <b>39</b><br>11% | <b>5</b><br>13% | <b>26</b><br>67% | <b>7</b><br>18% | <b>1</b><br>3% |



## APPENDIX 5

Example of the standard consultation letter, questionnaire and FAQ sheet used in this informal engagement. The same standard letter was used in all 8 locations.

**CROYDON**  
www.croydon.gov.uk

Parking Services  
P O Box 1462  
Croydon  
CR9 1WX  
Tel/Typetalk: 020 8726 6000  
Minicom: 020 8760 5797

The Occupiers

Contact: Parking Services  
schoolparking@croydon.gov.uk  
Tel: 020 8726 6000  
Our Ref: PS/FJ/P762  
Date: 19 February 2019

**Important Traffic and Parking Questionnaire**  
**AMENDED**

Dear Occupier,

**Possible School Street scheme at Norbury Manor Primary School**

In response to a petition requesting the Council consider restricting traffic at the start and end of school days, we initially on 28<sup>th</sup> January wrote to occupiers near to the school for the views on the possibility of introducing a scheme as indicated in the attached map.

It is suggested to designate the street a pedestrian and cyclist zone, with general motor vehicle traffic being prohibited, from 08:00 to 09:30 and 14:00 to 16:00 on school days. This is intended to eliminate the so called school run and rat run traffic. Residents and businesses within the zone boundary are eligible for an exemption. They would thereby be able to drive in the School Street during the times of the suggested restrictions.

The initial responses have included suggestions from residents outside the drawn zone that it should be extended to cover a wider area. Although a School Street can help alleviate a traffic and parking related problems near to a school, we are conscious that it at times also restricts certain desirable activities in a street. We are therefore now issuing this amended questionnaire and asking residents in the wider area for their views.

The feedback you provide in response to this informal consultation will assist the decision on whether to develop a formal proposal for a School Street scheme. We would be grateful if you could complete and return the attached questionnaire by email to [schoolparking@croydon.gov.uk](mailto:schoolparking@croydon.gov.uk) or by post by **Tuesday 5 March 2019**.

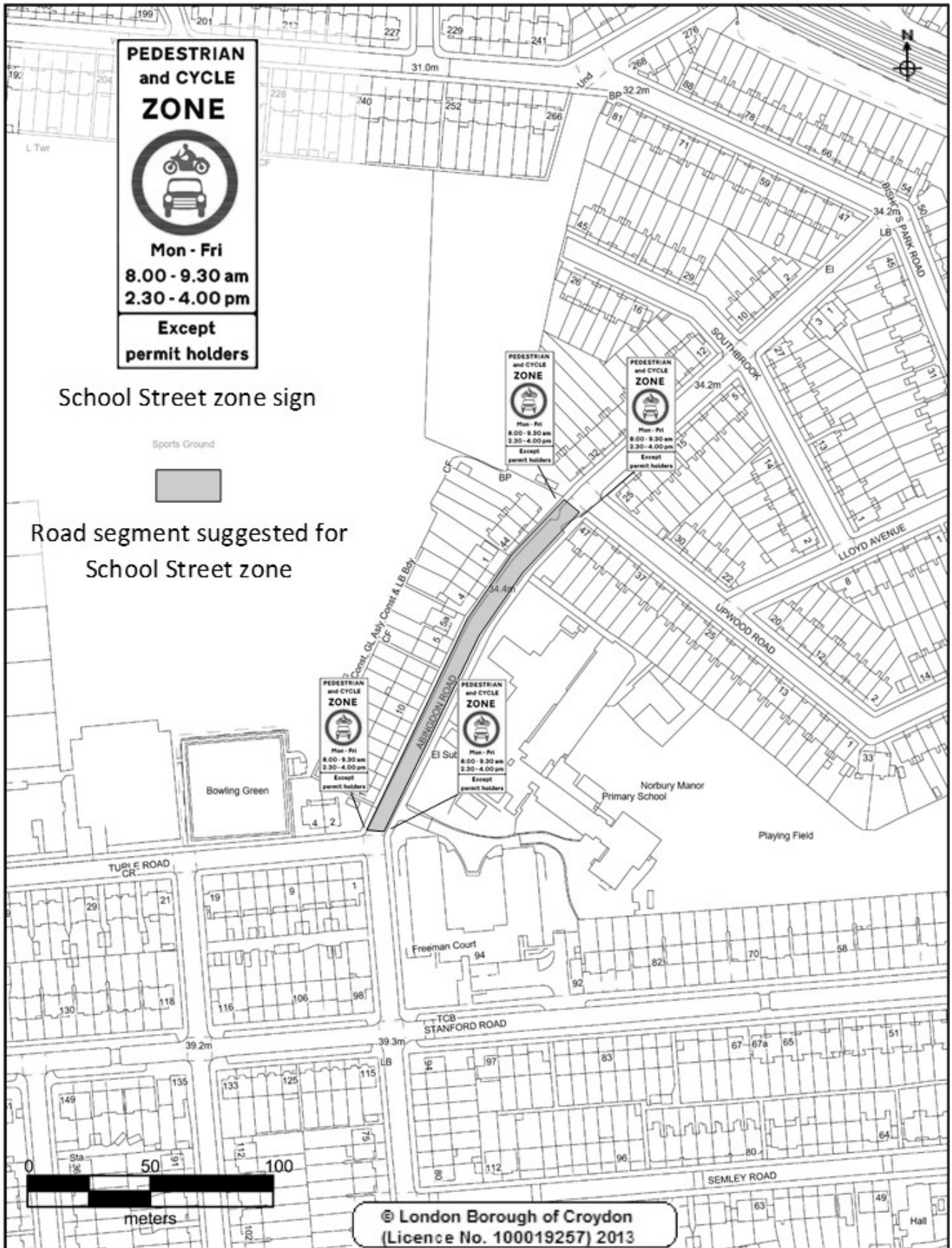
It is suggested that before completing the questionnaire you may wish to look at the enclosed Frequently Asked Questions (FAQ) sheet. Further information on how we operate various schemes can be found on the Council's website pages:  
<https://www.croydon.gov.uk/transportandstreets/parking>.

All questionnaire responses will be presented in a report for consideration by the Traffic Management Advisory Committee when it meets to guide a next step decision on 2 May 2019. The report will be available to view online from a week before the meeting:  
<https://www.croydon.gov.uk/democracy/dande/minutes>.

Please do not hesitate to contact me by email should you require information or clarification on this proposal.

Yours faithfully,

Frede Jensen  
Project Manager



**PEDESTRIAN  
and CYCLE  
ZONE**



**Mon - Fri**  
**8.00 - 9.30 am**  
**2.30 - 4.00 pm**

**Except  
permit holders**

School Street zone sign



Road segment suggested for  
School Street zone



## School Street Consultation – QUESTIONNAIRE

Please ensure you complete this questionnaire and return it by email or post to reach us by Tuesday, 5 March 2019

**Name\*** .....

**Address\*** .....

*\* Without this information your views will not be counted. This information will be used only for the purpose of this consultation. We will only use responses from occupiers within the proposed area shown on the attached plan – one response per household and returned using the official pre-paid envelope provided.*

### Are you in favour of introducing a School Street as shown in the drawing?

Please choose **one** option only by putting an 'X' in the appropriate box.

**Yes**, traffic restriction at start and end of school day is needed as shown in the proposal drawing

**Yes**, traffic restriction at start and end of school day is needed but should be wider than proposed (explain below)

**No**, traffic restriction at start and end of school day is not needed

Whether you answered 'Yes' or 'No' above, please provide any comments that you wish to contribute to the decision to fully develop the suggested scheme. Please explain what you would change to the proposal in the drawing, bearing in mind the practicalities described in the FAQ sheet point 5, 8 and 9. Continue on the reverse if necessary.

### Comments:

*The results of the consultation will be presented in a report to the Traffic Management Advisory Committee for consideration at its next public meeting on 2 May 2019 in the Town Hall, Katharine Street, Croydon. The report will be available to view 7 days prior: [www.croydon.gov.uk/democracy/dande/minutes](http://www.croydon.gov.uk/democracy/dande/minutes)*



## School Street – Frequently Asked Questions

### 1. What is a School Street?

In present context, it is a street with a school entrance, which during the start and end of the school day is restricted to use by pedestrians and cyclists, with most motor vehicle traffic prohibited. Driving a non-exempt motor vehicle in the street during the hours of operation, without any of the valid exclusions listed in the Highway Code (e.g. a medical emergency, under direction of a policy officer etc.), would constitute a contravention under traffic management regulations.

### 2. Why is the Council considering this?

The School Street is proposed, firstly, in response to credible requests for something to be done about obstruction and safety concerns from the high volume of parking and manoeuvring at school times. Conventional parking enforcement patrols only have a limited short term effect and occasions of open hostility towards them set a bad example to children. Secondly, the school run accounts for thousands of short trips on the roads network, which contributes to congestion, air pollution and, at some schools, creates dangerous conditions. The London Mayor has made it an over-reaching policy that all local Councils must help children and parents to use cars less and to walk, cycle and use public transport more. This requires that a healthier and safer environment is established at the school entrance.

### 3. What have people reported from similar schemes in other places?

The Council introduced the first School Streets schemes in 2017. Follow up surveys show that schools and residents inside the zones are in favour of the schemes. The inconvenience of having to apply for an exemption is disliked, but is outweighed by the benefits. Existing schemes have resulted in a significant uptake in children walking and cycling to school, with fewer parents using the car. Concerns have been raised about the displacement of the residual car travel, with some school children now being dropped-off and picked-ups in neighbouring roads. However, this effect is reduced in amount and is dispersed over a wider area. Parents have needed time to find alternative arrangements to their usual car journey.

### 4. What is the difference between informal and formal consultation?

The Council has already assessed that the requested School Street scheme might be feasible. The informal stage is now intended to gauge the opinions of people who reside inside and immediately outside the proposed zone, to help decide upon and define the proposal in more detail. The Traffic Management Advisory Committee (TMAC) of elected councillors will then review the detailed proposal, together with the opinions in support and in opposition to the scheme.

If it is agreed to proceed further, a subsequent formal stage is conducted in accordance with the legal obligation on the Council to issue a Public Notice and to allow a time for receiving objections from the wider public and public service authorities. The outcome of a formal consultation is reported back to the TMAC for final consideration, before a scheme can (or cannot) be decided upon and implemented.

### 5. Where will the scheme operate?

It is presently proposed to place signs at the entrance to the school street as is shown on the attached drawing. The Council is open to receiving comments or petitions for changes to this proposal. Beware, it would only be possible to establish zone start and end points at appropriate road junctions, to present drivers with a realistic opportunity to select an alternative route and to avoid leading drivers into a road where they would be forced to make difficult and potentially hazardous U-turns.

### 6. At what times will the restrictions apply?

The days and hours of the proposed scheme will depend on the comments received from this consultation. Other School Streets in the borough tend to operate at 08:00 to 09:30 and 14:00 to

16:00, Monday to Friday. This can vary in places where multiple schools in a neighbourhood have staggered their time tables. The restrictions are not enforced on weekends and outside the school terms.

**7. Can I park in the School Street during the operational hours?**

Vehicles parked within the School Street before the operational times will be able to remain parked for the duration of the operational hours.

**8. What if I need to drive my car in the street during the restricted hours?**

Any resident with a vehicle registered or hire agreement at an address within the zone would be eligible for an exemption permit. The permit is simply an electronic record in the compliance system and there is no need to physically affix anything to the vehicle. Schools busses and vehicles used in the transport of children and adults with special access needs are also exempted. Business employees and schools staff with allocated parking on their workplace premises inside the zone will be exempted. Employees and staff without on-premises parking will not be exempted (the scheme is not intended to substitute for workplace parking). If business employees or school staff wish to park on-street within the restricted zone, they would have to arrive and depart outside the hours when the zone is in operation.

**9. What about our visitors?**

Essential health and care visitors can request an exemption, which may be zone specific or apply across all School Streets in Croydon. Other visitors, including home deliveries other than by Royal Mail, will have to arrive outside the hours when the zone is in operation, or they can temporarily park outside the zone and then move the vehicle once the restrictions end.

**10. How much will an exemption permit cost?**

It is currently free (£0.00).

**11. Can you guarantee me a parking space outside my house?**

It is not possible to guarantee anyone a particular space on the public highway.

**12. How can it be ensured that motorists driving in the School Street zone are entitled?**

A fixed position traffic camera with automatic number plate recognition and a contravention detection algorithm will operate during the controlled hours. Civil Enforcement Officers (CEOs) will verify the picture of a driving car's registration number against the exemptions list. The CEO can issue a £130 Penalty Charge Notice (discounted to £65 if paid within 14 days) to any vehicle that drives into the road without a valid exemption. The camera will focus strictly on the traffic entry point to the street. It cannot be turned or used for any other purpose, such as for spying or recording anti-social behaviour.

**13. Is this not just a money making scheme?**

The scheme is proposed solely for traffic and parking management considerations. Its enforcement will very likely result in the detection and enforcement of driving contraventions. The penalty charge is set by a London-wide authority, to reflect a level deemed necessary in deterring driving contraventions and which is consistent with a legal requirement on the local authority to charge to recover the costs of implementing and operating such a scheme (as no funding is available from the Council Tax for these types of proposals).

To fairly enable drivers realising the changing conditions in the street and to give them the opportunity to find another mode or route of travel, the scheme would not be enforced during its first month of operation. Instead, CEOs will show an advisory presence in the street and the surrounding area. Drivers will subsequently have the right to appeal any penalty, stating a legally valid reason for driving in the School Street.

**14. What if I do not support the introduction of a School Street?**

Tick the 'No' box on the enclosed questionnaire. If the school and the majority of residents in the street are against then a scheme is unlikely to go ahead. It would be helpful if you stated why you oppose the proposal. If the majority is in favour of a scheme then there may still be opportunity to make amendments and address concerns raised. There will be opportunity to make further comments or object to the proposals at a later Public Notice stage.

**15. What happens next?**

At the end of this consultation, the opinions and comments on all returned questionnaires will be analysed. The results of these will be presented in a report to the TMAC, at its public meeting in the Town Hall, Katharine Street, Croydon, to guide a decision whether to proceed with the next stage. The report will be available 7 days before the meeting using the following link:

**<https://www.croydon.gov.uk/democracy/dande/minutes>**.