**Car Free School Streets**

# Memorandum of Understanding

**between**

 **Birmingham City Council**

 **and**

[NAME OF SCHOOL]

This Memorandum of Understanding (MoU) sets out the terms and understanding between Birmingham City Council (BCC) and [NAME OF SCHOOL] to pilot a time-limited closure of identified street(s) outside the school gates at the start and end of the school day.

## Background

Car Free School Streets is a pioneering approach to transforming road safety and air quality outside schools, whereby they are closed to traffic at the start and end of the school day. This helps to reduce congestion and improve air quality at the school gates, making it easier and safer to walk or cycle to school, creating a more pleasant environment for everyone.

[NAME OF SCHOOL] will be included as part of this pilot with [NAME OF STREET(S)] being closed to traffic at agreed times at the start and end of the school day.

## Purpose

This MoU will bring together BCC and [NAME OF SCHOOL] to pilot a time-limited closure (between 30 and 60 minutes) of identified streets at the start and end of the school day, whereby motor vehicles will not be permitted to enter the area – although local residents and authorised others will still be able to enter and exit the area.

This will be delivered as part of the Modeshift STARS behaviour change programme for schools, in order to encourage active travel to school, reduce car trips and minimise the displacement of traffic and parking onto nearby streets.

This intervention will be monitored at all schools to ascertain its effectiveness. Monitoring activities could include:

* Modeshift STARS school travel surveys to capture data on how children travel to school before and after the street closure is in place.
* Details of any visits and tickets issued by West Midlands Police.
* Air quality monitoring data.
* Review of road safety statistics available through BCC and West Midlands Police.

## Funding

The funding of this pilot and associated costs will be provided by Birmingham City Council.

The closure will be delivered through the application of an Experimental Traffic Regulation Order (ETRO) under Sections 9 & 10 of the Road Traffic Regulation Act 1984.

There will be no financial contribution required from the school. **However, there will be a requirement for the commitment of sufficient staff time to support this pilot**.

## Duration

The Car Free School Streets pilot will run for 18 months from Sept 2024 until March 2026. A review will be carried out after the closure 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.

## Roles and Responsibilities

Birmingham City Council will:

* Project manage the Car Free School Streets pilot overseeing the necessary planning, delivery and review activity for this intervention to result in the time-limited closure of identified streets at the start and end of the school day under Sections 9 & 10 of the Road Traffic Regulation Act 1984.
* Fund the cost of an Experimental Traffic Regulation Order to allow this closure to be implemented, install required signage, and for other resources to support the scheme.
* Dedicate the required staff time to oversee the delivery of a Car Free School Streets pilot across Birmingham, 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 Car Free School Streets explaining how this will work and how people might be affected. This will be in the form of online information, emails, letters, publicity materials, and face-to-face engagement.
* Manage the delivery of a permit scheme for local residents and other authorised users.
* The scheme is most successful where it involves the use of temporary physical barriers (e.g., traffic cones) and has volunteer stewards in place to oversee this restriction, particularly at the start of each term. BCC’s Travel Demand Management Team cannot provide stewards on a regular basis; however, the school will be supported in the recruitment, training, and support for volunteers. Stewards could include school staff, parents/carers, local residents in addition to volunteers from across the council, our partners, and community organisations.

***N.B: It should be noted that at present, only West Midlands Police have the powers to enforce this restriction. BCC work closely with them, and they are supportive of the initiative, but the resource they can provide for enforcement is limited.***

* Provide physical barriers such as traffic cones and portable signage to emphasise the closure.
* Enable access to other activities and initiatives to promote safer, greener, healthier travel to school, including:
* Support with the completion of a Modeshift STARS school travel plan and to work towards achieving Green, Bronze, Silver, Gold or Platinum accreditation.
* Delivery of regular CPD training sessions for school staff and others, covering themes such as road safety and clean air.
* Provide resources to discourage problems from car use such as parking pledges and anti-idling campaign materials.
* Regular newsletters and promotion through social media giving information on resources and campaigns.
* Work with partners such as the community benefit society [The Active Wellbeing Society](https://theaws.co.uk/), to offer ‘[Active Streets’](https://theaws.co.uk/activities/active-streets/) taster sessions.
* Work with the national walking charity [Living Streets](https://www.livingstreets.org.uk/) to provide guidance, training and risk assessments for park and stride and/or walking bus routes.

BCC Contact Information

Name: Joe Green

Position: Team Demand Manager

E-mail: Joe.green@birmingham.gov.uk

[NAME OF SCHOOL] will:

* Actively promote the Car Free School Streets pilot both in advance of and during delivery to ensure the whole school community are aware of this and how they might be affected.
* Support BCC to engage with parents, local residents and other stakeholders by assisting with the organisation and delivery of public drop-ins and providing an appropriate room/space for these to be held.
* Work with BCC and the surrounding school community to organise a stewarding scheme to emphasise the closure with physical barriers such as traffic cones. This should take place for at least the early stages of the scheme, with reminder activity at the start of, and intervals throughout every term.

***N.B: For any local authority schools who purchase insurance through BCC, volunteer stewards will be covered under the school Employers Liability policy. Schools who opt out of BCC arrangements and Academies should check the position with their own Insurers.***

* Work with BCC to produce a site-specific risk assessment and report any issues or incidents that may affect the effective running of the scheme to BCC.
* Identify and promote any potential park and stride locations in the local area.
* Restrict travel by school staff and deliveries to times outside of the agreed road closure.
* Assist BCC with data collection for the monitoring of this intervention, such as capturing data on how children travel to school, traffic counts, and air quality monitoring.
* In order to be considered for a CFSS, the school must have completed a Modeshift STARS school travel plan. Following on from this the school will work towards achieving Modeshift STARS Bronze level accreditation by Dec 2024 (where this is not already in place). This will require allocating staff time to:
* Conduct a baseline travel survey amongst pupils before the start of the scheme.
* Organise events, activities and initiatives to promote sustainable travel.
* Promote and encourage sustainable travel through school newsletters, in assemblies and at any other suitable opportunities.
* Produce a School Parking Pledge for completion by parents.
* Attend any relevant CPD sessions delivered by BCC.

School Contact Information

Name:

Signature:

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

Position:

Phone number:

E-mail:

Road(s) to be closed to traffic:

AM closure from: to:

PM closure from: to:

This MOU shall become effective upon signature by authorised officials from both parties:

**Signed**

On behalf of [NAME OF SCHOOL]

Name: Position:

Signed: Date:

On behalf of Birmingham City Council

Name: Position:

Signed: Date: