

Letchworth

Active School Neighbourhoods

November 2018



About Sustrans

Sustrans is the charity making it easier for people to walk and cycle.

We are engineers and educators, experts and advocates. We connect people and places, create liveable neighbourhoods, transform the school run and deliver a happier, healthier commute.

Sustrans works in partnership, bringing people together to find the right solutions. We make the case for walking and cycling by using robust evidence and showing what can be done.

We are grounded in communities and believe that grassroots support combined with political leadership drives real change, fast.

Our vision



How we work

-  **We make the case for walking and cycling** by using robust evidence and showing what can be done.
-  **We provide solutions.** We capture imaginations with bold ideas that we can help make happen.
-  **We're grounded in communities,** involving local people in the design, delivery and maintenance of solutions.

What we do



Sustrans is a registered charity (no. 326550 (England and Wales) SC039263 (Scotland))

www.sustrans.org.uk

sustrans
FOR THE PROGRESS

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1 Why Sustrans

Sustrans is the leading UK charity working to create environments that enable people to choose healthier, cleaner and cheaper journeys, with better places and spaces to move through and live in.

We have been working to transform neighbourhoods for over a decade. Our street design process engages those living and working in a community and allows solutions to be developed that ultimately encourage greater active travel. As part of the process we will explore the opportunities to influence and create a design that is dominated by the people, their aspirations, priorities and requirements. Our end results are streets that are attractive to live in, play on and travel through. We will create a local environment that overcomes many of the perceived barriers to increased active travel

We work with residents, schools, businesses, traders, local stakeholders, community groups and other street users, tackling not only traffic related issues, but also addressing broader aspirations. These include the reclamation of public space to create more sociable and playable places, encourage more cautious and courteous driver behaviour, and creating greener streets and public art.

Sustrans' work with schools involves students in the design, developing their aspirations into workable ideas and allowing them to see their designs become real.

Thanks to our engagement process communities have organised themselves into active groups, have developed their own projects and enabled residents take greater ownership of their street environment.

The images on the following pages give an example of how Sustrans DIY Street work and of some schemes Sustrans have worked on in the last couple of years.



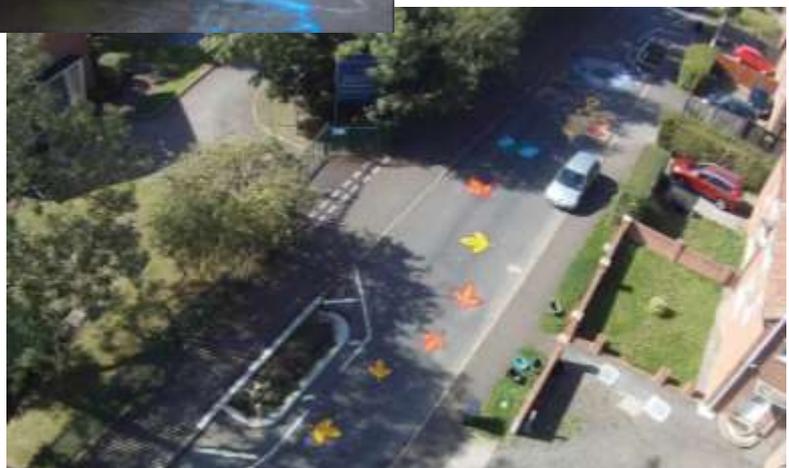
Sustrans seeks local residents' views and feedback through a series of highly engaging workshops to deliver our community street design projects.

The local community is involved throughout the process, inputting their aspirations and taking part in the co-design process and street trials.

Sustrans has several years' experience delivering community led street design projects.

Children play a key role in the design process; discussing their aspirations to ensure projects address specific local needs.

We have seen through the years that even small scale interventions can make a big difference in the way people use their public space.



2 Letchworth Active School Neighbourhoods

Sustrans will deliver active travel friendly streets in three neighbourhoods through a two year participatory design process. It will engage schools and residents in designing and implementing change to their streets.

Using innovative techniques focussed on making small changes and creating opportunities to encourage higher levels of social interaction and active travel, the projects will engage and inspire each local community. The key anchors for the initial engagement will be the three schools, Fearnhill, Highfield, Lordship Farm. Our methodology allows us to work with the communities to identify key areas around these hubs that enable everyone to develop simple but effective changes to the local environment.

In order to explore and develop these ideas, we have created a product called “street kit” (see image). In its simplest form it is a series of interlocking pieces, flexible enough to allow a design idea to be adapted, removed or replaced but designed to meet current requirements for positioning within the highway. It is an integral part of the project delivery, and allows trial layouts to be retained over a period of time. This is essential in allowing communities, service providers and council officers the chance to see how different solutions work and to see how public behaviour adapts.

In year one we will use street kit to deliver fast, temporary change at each of the school hubs. In year two points along key routes (agreed through public engagement) will also be trialled demonstrating to residents that they can affect change. In turn, the temporary street pockets created using street kit will provide a catalyst for conversation.

For this purpose, Sustrans will employ an officer to work within Letchworth 3 days a week over the two year project. This officer will be supported by a senior urban designer with extensive experience in street design community projects, an experienced project manager, and access to the wider expertise of the whole team of Sustrans designers and engineers as required.

The corridors delivered in year 2 will build on local aspirations, creating a place where residents can meet, children can play, and people can safely walk and cycle, inspiring and encouraging less car domination and a general sense of ownership of the streets.



3 Methodology

3.1 Year One

3.1.1 Inception

An inception meeting including Sustrans / TTL / HCC / district council and school representative ((s) adult and child)) will be needed to formally start the process. The outcomes of the meeting are:

- An opportunity for all parties to establish ways of working
- Highlight opportunities and other consideration that will shape the projects delivery
- Decided on appropriate points to meet and project reporting

Sustrans officer and urban designer will gather the relevant documentation to understand the local background. We will prepare the appropriate graphics to start the local engagement, and develop a detailed communication plan that will include most appropriate and effective methods of communication.

The local Sustrans officer will then start connecting with the local school and neighbourhood, contacting key local stakeholders and building a network of relationships that will be the foundation of the engagement in the local area. This will take place through school meetings, local meetings, parent mail, coffee mornings, posters and flyers in key locations, and contact with any existing local residents groups and ward members.

An inception meeting with the schools will be set up and a set of workshops planned in order to engage with school children, parents, teachers and local residents.

In order to engage with a wider range of residents and stakeholders, the workshops will take place at different times of the day.

A series of three workshops culminating in a street closure will be run at each school hub.

The sequence of the workshops will cover 3 key aspects:

- Awareness raising and issues prioritisation
- Designing safer streets
- Street Trial

3.1.2 School Hubs Workshop 1 - Awareness raising and issues prioritisation

The local project officer with the support of the senior urban designer will deliver a set of workshops to discuss local issues with the school community, the local residents and other stakeholders. These may include:

- A classroom workshop with children selected by the school
- A “school gate” session aimed at parents and children
- A “kerb-side” engagement session for residents.
- Two drop-in mapping sessions explaining the design process, aiming to capture local aspirations and general barriers to higher levels of walking and cycling in the neighbourhood, with the purpose of capturing specific issues and opportunities for the schools entrance and streets directly adjacent to the school.

The discussions and thoughts will be captured on a map of the area with post-it notes to record the comments.

Output:

A map with local aspirations and priorities.



3.1.3 School Hubs Workshop 2 – Designing Safer Streets

The workshop will focus on urban design considerations relating to designing safer, more school entrances. The Sustrans project officer and senior urban designer will discuss a number of key urban design concepts and their application in good street design.

In the school, the students will carry out an analysis of the street outside the school, considering issues and opportunities that may contribute to increased safety together with increased levels of social activity, walking and cycling.

The children will then design school entrance street improvements related to the suggested brief using methods such as the Sustrans street design model kit.

Similarly, parents and local residents will be involved in a structured workshop that will give them the opportunity to suggest design interventions for the school entrances.



Output:

The students, parents and residents will develop a series of design proposals, which will then be analysed and compiled by Sustrans urban designer into a design proposal to be trialled at the following event.



3.1.4 School Hubs Workshop 3 – Street Trial and Installation of Street Kit

A meeting between the steering group, the Sustrans team, the Local Highway Authority and other delivery partners will be organised to agree the design solutions, and invite them to the street trial.

The street trial will be organised in the form of a street party, with the aim of closing the road in collaboration with the school (at this stage we assume there is no extra cost involved).

Sustrans will trial the proposed design using Sustrans' street kit and spray chalk, and will run together with the school a set of additional activities to demonstrate the value of an improved school forecourt.

The whole process and the final design will be discussed at the event, allowing students and residents to vote on the final installation.

Output:

Sustrans street kit will be left on site for up to two weeks, to allow residents to experience and discuss the new street layout.



3.1.5 Year 1 School Hub Final Design and Delivery

The buy-in and active involvement of the Council and their Highway Engineers is essential for the design process, and for any proposal to be implemented. The Sustrans team will produce an outline design with supporting costs for the three school hub entrances. It is then hoped that the Councils highways team will take these proposals forward implementing them during year 2 of the project. The proposed changes will aim not to require complex road works. We envisage they will be of the nature of simple thermoplastics patterns, bollards, and planters.

The temporary installation of the street kit will ensure there is general awareness and agreement on the final location of the permanent features, to ensure buy-in and support by the community.

During the projects delivery there will also be talks to define the future of the scheme, identify funding opportunities, and to explore opportunities for any additional delivery



3.1.6 Active Travel Corridor Workshops

When the school hubs have been established two workshops will be delivered that bring the three schools and representatives of the local community together. The first workshop will provide an opportunity to share learning and discuss the key active travel streets/routes identified during the first school hubs workshop (refer to 3.1.2).

The second workshop will then facilitate the three neighbourhoods and schools to work together and select four key streets that can link together and form an active travel corridor. As Highfield School is located between Fearnhill and Lordship Farm School, routes that have the potential to serve Highfield and the neighbouring schools will be prioritised. This will translate into each school being served by two routes that can link to form an overall corridor (Fearnhill and Lordship Farm School selecting a street/route each that form the beginning and end of the corridor).

Output:

An agreed corridor that will be developed during year two, and workshop locations agreed.

3.1.7 Year 1 Reporting

The whole design and trialling process for year one will be documented in a short mid-point report for the steering group, containing the feedback from the engagement activities and final school entrance designs. The reporting will also help to detail and frame the direction of the year two active travel corridors.

3.2 Year Two

3.2.1 Workshops 1-3

The school hub workshops described in year 1 (awareness raising and issues prioritisation, designing safer streets and the street trial) will be delivered on the four prioritised streets/routes, using street kit as a catalyst of attention.

The “**awareness raising and issue prioritisation**” workshop will be run as several on-street pop up events, whilst the following “**designing safer streets**” will be delivered on the street in the form of 1 to 1 scale planning for real workshops.



At the **street trial** workshop, the street kit will be installed in the key street/route location chosen during the design workshop, and will be left in place for up to two weeks. A street trial will be installed on all four key streets/routes.

3.2.2 Year 2 Active Travel Corridor Final Design and Delivery

The buy-in and active involvement of the Council and their Highway Engineers is again essential for any proposal to be implemented. The Sustrans team will produce an outline design with supporting costs for the identified four key corridor points. It is then hoped that the Councils highways team will take these proposals forward implementing them after year two of the project. Like the school hubs the proposed changes will aim not to require complex road works. We envisage they will be of the nature of simple thermoplastics patterns, bollards, and planters.

The temporary installation of the street kit will ensure there is general awareness and agreement on the final location of the permanent features, to ensure buy-in and support by the community.

During the projects delivery there will also be talks to define the future of the scheme, identify funding opportunities, and to explore opportunities for any additional delivery

3.2.3 Year 2 Reporting

The whole design and trialling process for year two will be documented in a short final report that feeds into the preceding midpoint report for the steering group, containing the feedback from the engagement activities and corridor designs. The report will also identify where the final design solutions can be developed to deliver further active travel corridors for the schools.

3.3 Monitoring

Sustrans will work with delivery partners to develop a monitoring package that meets the needs of all parties. Our Research and Monitoring Unit can offer pre/post surveying packages, video analysis and other tools based on the successful delivery of similar projects. Monitoring costs aren't currently included in this proposal.

4 Sustrans' Street Kit

As part of Sustrans engagement process, we routinely trial on-street design proposals using temporary mock-ups in the streetscape, so that stakeholders can visualise what is proposed and positively influence the design process. To support this aspect of our work, we have worked with a product designer to develop a flexible modular street 'kit', which can be used to trial innovative street layouts.

Inspired by the form of a bike chain, the street kit is a fully adaptable, modular street furniture system. It has been developed as a tool for working with communities to test different layouts in streets with traffic and to enhance the street environment.

The key advantage of the 'bike chain' modular system is its ability to be easily modified on-site to reflect changing preferences, to try out different arrangements and to respond to specific site constraints, e.g. existing street furniture. It can create any curvature or shape that is required, and therefore respond to individual situations.

Also, the bike chain structure of the system creates cylindrical spaces at the point where units link – these can be filled in different ways to meet the requirements / aspirations of the project. So for example, plants could be grown to intercept and attenuate rainwater and provide seasonable colour and encourage biodiversity. Alternatively, there could be a pull-up library, a coffee table or even a board game!

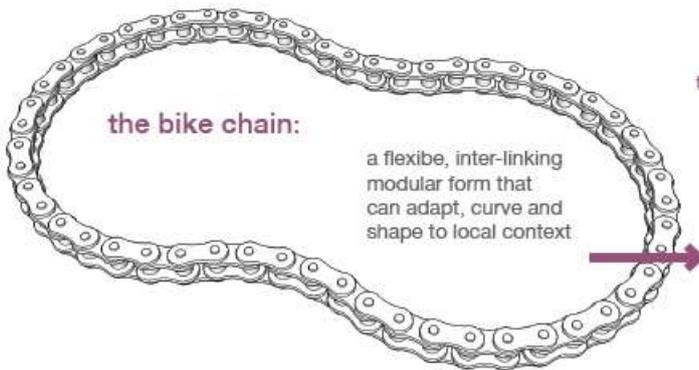
In addition, due to the design of the interlocking rims, the system can also cope with uneven surfaces such as a road camber, without the need to create new level base surfaces. However, it should be noted that the kit is not designed as a traffic restraint system

It is constructed using recyclable plastic (polyethylene) and each link unit is hollow to be filled with water for extra weight and stability. This means it can be lightweight (6kg for the empty 'link piece') to aid transportation and assembly, but when filled the 'link piece' weighs 38kg and is very stable. When interlocked with other units it forms a robust structure for a busy urban setting close to a live carriageway). Therefore, the system is capable of being used on or off carriageways in a multitude of arrangements. It is therefore ideally suited to testing different street layouts and building an evidence base for its wider use.

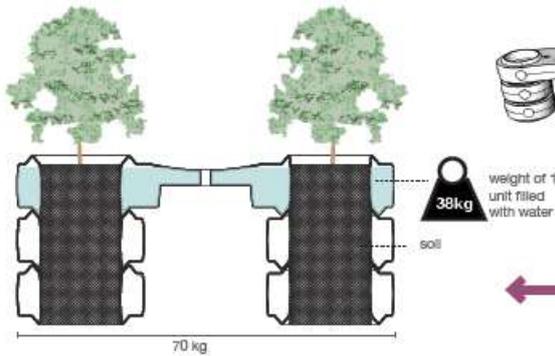
To address safety and regulatory obligations, Sustrans has:

- Undertaken a full risk assessment for the use of the kit.
- Designed a hidden interlocking mechanism to protect against vandalism and potential theft. This mechanism uses bolts, shock cord and a steel ring.
- Prepared template method statements and risk assessments for its installation on road.

Concept



view in cross-section



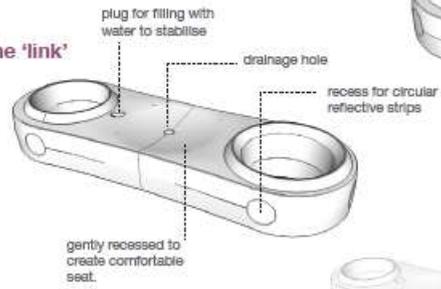
Strong and robust when water filled, planted & connected...

2 Components:

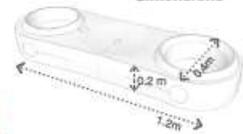
the 'donut'



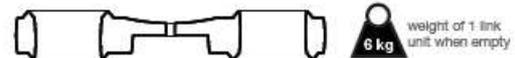
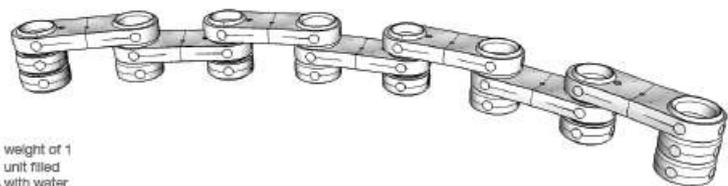
the 'link'



dimensions



Linking the chain ↓



Light weight and manoevrable when empty



5 Indicative Stages and Programme

5.1 Year 1: School Hubs

Task	March	April	May	June	July	August	September	October	November	December	January	February
Preparation												
Project set up												
Project Planning and documentation gathering (School hubs)												
School Hub: Fearnhill												
Workshop 1 – Strategic mapping and street design principles												
Workshop 2 – Design												
Street trial planning and organisation												
Street Trial (Kit 1)												
School Hub: Highfield												
Workshop 1 – Strategic mapping and street design principles												
Workshop 2 – Design												
Street trial planning and organisation												
Street Trial (Kit 2)												
School Hub: Lordship Farm												
Workshop 1 – Strategic mapping and street design principles												
Workshop 2 – Design												
Street trial planning and organisation												
Street Trial (Kit 1)												
Active Travel Corridors (to be developed & trialled in year 2)												
Workshop 1 – Sharing hub design and workshop 2 introduction												
Workshop 2 – Active travel corridor year two route selection												
School Hub Final Designs and Reporting												
Draft design												
Indicative costing and materials details												
Draft report and outline design in CAD format												
Capital Delivery												
Delivery support												
Complementary activities												
Engagement events and comms												
Meetings with key stakeholders and Highways Authority												
Additional support at meetings and events												
Project Management and QA												

5.2 Year 2: Active Travel Corridors

Task	March	April	May	June	July	August	September	October	November	December	January	February
Preparation												
Project Planning and documentation gathering (Street corridors)												
Street 1: Highfield School Overlap Street with Fearnhill School												
Workshop 1 – Route improvement mapping and street design principles												
Workshop 2 – Design												
Street trial planning and organisation												
Street Trial (Kit 1)												
Street 2: Highfield School Overlap Street with Lordship Farm School												
Workshop 1 – Route improvement mapping and street design principles												
Workshop 2 – Design												
Street trial planning and organisation												
Street Trial (Kit 2)												
Street 3: Lorship Farm School												
Workshop 1 – Route improvement mapping and street design principles												
Workshop 2 – Design												
Street trial planning and organisation												
Street Trial (Kit 1)												
Street 4 Fearnhill School												
Workshop 1 – Route improvement mapping and street design principles												
Workshop 2 – Design												
Street trial planning and organisation												
Street Trial (Kit 2)												
Corridor Final Designs and Reporting												
Draft design												
Indicative costing and materials details												
Draft report and outline design in CAD format												
Capital Delivery												
Delivery support												
Complementary activities												
Engagement events and comms												
Meetings with key stakeholders and Highways Authority												
Additional support at meetings and events												
Project Management and QA												

6 Cost

As mentioned, Sustrans will employ a local officer that will be working locally 3 days a week, supported by a senior urban designer with extensive experience in street community projects, an experience project manager, with the opportunity to use the expertise of the whole team of Sustrans designers and engineers as required.

Year 1:	
Item	Cost
Project Team	£74,000
Printing & Event Materials	£4,000
Street Kit	£8,000
Capital for Scheme Delivery (Post Trials)	£20,000
TOTAL	£106,000.00 (Ex VAT)

Year 2:	
Item	Cost
Project Team	£72,000
Printing & Event Materials	£4,000
Street Kit	Purchased in Year 1
Capital for Scheme Delivery (Post trials)	£20,000
Sub Total	£96,000.00
Inflation @ 3%	£2,880
TOTAL	£98,880 (Ex VAT)

The capital delivery costs will be established during the projects delivery. In the following appendix we provide examples of previous projects we have worked on, and examples of what different capital delivery budgets can deliver.

7 Appendix 1

Below are some examples of Sustrans projects to give an idea of interventions and relative costs.

Street Pockets, Bristol:

Approx. capital cost per pocket: £1,000 including paint, seating and planters - the community painted the road themselves and sourced the planters.



Before

After

Beechcroft Road, Oxford:

Approx. capital cost for the whole street (3 interventions as below): £10,000 including paint and planters - the community actually painted the road themselves and sourced the planters.



Before

After

Ashton Gate Primary, Bristol:

Approx. capital cost: £32,000 including road resurfacing, thermoplastics, planters and construction.



Before



After