



Doncaster
Council

STREET PLAY Toolkit

**A STEP-BY-STEP GUIDE ON HOW TO
ORGANISE YOUR OWN COMMUNITY
STREET PLAY SESSION IN DONCASTER**



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WELCOME

Welcome to Public Health's step-by-step guide on how to organise a one-off or regular Street Play session on the street where you live.

STEP 1: GETTING STARTED

The planning process, from first having the idea up until the first session, takes around 2 to 3 months. However, please do not let this put you off; this is mostly due to the time required to process a road closure application. You can use this time to talk and listen to the views and ideas of your neighbours.

PLANNING YOUR STREET PLAY SESSION

A step-by-step process has been developed to help you organise your own Street Play session in Doncaster.

WHEN, WHERE, WHO

At least three months before you want to hold your first Street Play session, we suggest that you invite all your neighbours to an informal meeting to discuss the idea. This is particularly important as it ensures that everyone feels included from the beginning of the project. It also allows any questions or concerns to be raised early in the planning process.

You will need to choose a date and time for this first meeting. How you invite people is entirely up to you; for example, going out door knocking or sending an invite.

At this first meeting, you should try to do the following things...



1 SHARE THE STREET PLAY IDEA AND GENERATE INTEREST:

The main aim of this meeting is to share the idea of Street Play and attempt to generate discussion and interest. You may want to show [the video from the playing out website](#).

2 DISCUSS ANY QUESTIONS OR CONCERNS FROM NEIGHBOURS:

Some people may have concerns, objections, or worries; you can find examples of questions people may ask on the Street Play Q&A on our webpage. This could be used during the Neighbour Consultation phase to clear up any concerns that residents may have.

3 SET A DATE AND TIME FOR THE FIRST SESSION IF THERE IS ENOUGH INTEREST:

The first thing you need to do is set a date and time for your Street Play session(s) as road closure applications take time to process. It is advised to set a date at least two months from the date of this first meeting. You also need to decide;

- If it is a one-off session to “test the waters” (It must be noted that if this is the case, your street cannot be closed again for 12-months)
- If you want to apply for a series road closures (This requires additional approval from the Department of Transport. Doncaster Council will do this on your behalf. All dates must be listed in the one application, and will cover a 12-month period)
- How long you want to close the street off for (Closures will only be permitted for a maximum of 3 hours)
- How much of the street you want to close

Please avoid bin collection days



4 DISCUSS AND AGREE ROLES AND GATHER CONTACT DETAILS:

THERE ARE 3 BASIC ROLES WHICH WILL NEED TO BE FILLED...

ORGANISER(S):

You will need at least one person to be the main organiser and co-ordinator for the session BUT this role can be shared. No previous experience of organising an event is required – just commitment and enthusiasm.

STEWARDS:

Stewards are crucial, as they are responsible for making the space where the session will take place safe. As a minimum, you will need two stewards for each vehicle access point and at least two “floating” stewards to be near the middle of the road to watch out for cars wanting to leave the closure area. Stewards need to be reliable and confident as their position on the road is at one of the main places of potential danger or difficulty due to its interface with cars.

Any stewards with young children should ensure someone else takes responsibility for the children while they are stewarding the session.

VOLUNTEERS:

Street Play is only possible with support from volunteers. Asking neighbours to deliver leaflets and to do other jobs is a way of sharing the workload as well as being an effective way to involve others, particularly those without young children.



STEP 2: ROAD CLOSURE APPLICATION

Local traffic authorities in the UK have powers under the Road Traffic Regulation Act 1984 Section 16A (following the introduction of the Special Events Act 1994) to place prohibition or restriction on roads in connection with certain events.

These powers can be used if the local traffic authority is satisfied that restrictions and prohibitions can be implemented with the purpose of:

- Facilitating the holding of a relevant event
- Enabling members of the public to watch a relevant event, or
- Reducing the disruption to traffic likely to be caused by a relevant event.

Local authorities may temporarily restrict or prohibit the use of a road by vehicles in any instance.

A Temporary Traffic Regulation Order is applied to an identified street, temporarily restricting access to motorised vehicles. That street will in, effect, become a pedestrian and cycle only zone.

You will need to choose a date and time as this will need to be added to the TTRO. You can apply for multiple date or just a 'one off' date.

To get permission to close the road you must complete the following documentation:

Temporary
Traffic
Regulation
Order

Risk
Assessment

Yorkshire
Ambulance
Service
Assessment

Once completed this will need to be sent to Doncaster Council using the following email address: network.management@doncaster.gov.uk

A TTRO can take up to 8 weeks to be processed and are subject to existing road space bookings, so you need to plan and have a set date/s in mind. Once the application has been reviewed you will be contacted for further details if needed and/or permission to close the street. Creating an account on [One Network](#) is a great way to view future road closures which you can plan your event around.

As part of the application process, you will be asked to send out a formal consultation letter (send a 'Resident Closure Letter' to all residents, giving them the chance to raise any objections or concerns). This can be sent out for each closure or if you have multiple dates booked then list them on this letter.

Hopefully, you will have support from all residents but there are some people who worry about having access to and from their property during the closure. If you have consulted with residents beforehand then this shouldn't be a problem. The best policy is to avoid confrontation and seek to hear and understand their side as they may have a perspective that has not been considered before.



1 CLOSING THE ROAD

There are 2 options to close the road:

- Using a Traffic Management company to manage the closure on your behalf. The company will provide signage and cones/barriers and a trained staff member to close the road at the directed time. Please note, using a Traffic Management company will incur a cost.
- Use stewards/volunteers to close/marshal a road closure, in most instances this will only be permitted on cul-de-sacs. You must have the right equipment and signage, this includes the “Road Closed” sign, cones and barriers, further information about these can be sought from the Council’s Network Management team. It may be worth purchasing the equipment you require and storing it nearby if you have applied for repeat closures.

2 LIABILITY AND INSURANCE

With regards to the events, the organisers of each event could be jointly responsible for any claim arising through the activity. Therefore, the advice would be for to seek your own PL insurance should they not have any. However, as the main organiser, you should be aware that there might be circumstances in which you would be held liable for an accident. It is unlikely that public liability insurance would cover you if this were the case (i.e., if you had been negligent). For further information visit [the Playing Out website](#).

The Council’s public liability insurance (PL) would cover any potential claims against us through highway/street defects that we may be responsible for.

The best way to prevent being held liable for anything that goes wrong is to make sure you do everything in a responsible way. We advise you to take good care, prepare well and encourage everyone to be sensible and respectful about other people and their property. In all publicity and on the day, please remind parents that playing out sessions are not ‘risk-free’ and that they are still ultimately responsible for their own children’s safety, both during and after the sessions.

Please also remind parents to make sure that younger children understand that the road is not safe to play in under normal circumstances, but only when signs and stewards are in place and parents have said it is ok.



STEP 3: GETTING THE MESSAGE OUT

Notify residents of the date and time of the event.

We recommend keeping publicity within your own street. Although the street is a public space, you should avoid actively promoting the session as a public event as this may concern neighbours and have implications for liability, insurance, and road closure procedures.

Ask people to put a poster in their window a couple of weeks before the session to show their support for the idea. You could also send out emails and text messages to neighbours leading up to the day.

It is important to state clearly on all publicity that parents are responsible for their own children during the sessions and that cars can only come in and out escorted by a steward at walking speed.

STEP 4: GETTING READY FOR STREET PLAY

1 NOTIFICATION OF CLOSURE

A legal order will be created once the road closure is approved, which states that a road may be closed within the permitted times and dates. The Network Management team will send you a copy of the order once it is created.

If you are not using a Traffic Management company, you need to think about preventing unauthorised access by closing off the width of the road, using signs, cones and barriers. These will need to be sourced by you. It is important to make sure whatever you set up meets with legal requirements and clearly and effectively stops cars and bikes from coming through without permission. If you get in touch with The Network Management team and outline what equipment you have, they will advise if it is appropriate.



2 TOYS, GAMES AND EQUIPMENT

Street Play aims to leave children to their own devices to find their own ways to play, encouraging resourcefulness and creativity in the process.

Children can bring whatever toys, games, and activities they want to the session such as chalk, skipping ropes, bikes cycles, scooters, hoops, bubbles and more. Unless you notice something unduly risky (e.g., hard cricket balls!) in which case you may need to calmly intervene, you can relax about this side of things.

3 PHOTOGRAPHY CONSENT

If you are filming and photographing other people, always ensure that you have their clear consent and parental consent for children. [Example of a photograph consent form.](#)

STEP 5: IT'S TIME TO PLAY OUT!

On the day you will need to do the following:

1 BRIEF THE STEWARDS

Arrange to meet and brief the stewards at least 30 minutes before the event begins. This is important, as stewards need to be clear about their role, which is to:

- Be alert to cars.
- Keep children within the road closure.
- Divert "through" traffic.
- Safely guide resident drivers needing access into and out of the road.

You should give the stewards a copy of the steward briefing to read and explain to them that it is important that they follow it. You also need to give the stewards hi-visibility vests and a 'lanyard' with a whistle. Stewards should be safely behind the road closure point (i.e., not in the live carriageway) but in view of oncoming traffic, the closure area, and other stewards. The organiser and stewards should agree who will look out for drivers wanting to leave the street and how this will be managed safely.



2 CLOSE THE ROAD

After the briefing, the stewards should go to the closure points and put the signs in place as simultaneously as they can. Do this gradually so you are always protected by a cone or barrier. Once in place, the stewards should not leave their posts except to walk cars in and out. Make sure everyone is clear about when the street is fully closed and safe for play – you could have a signal for this (e.g., three blows on a whistle).

3 DEALING WITH CARS

After the road is closed, vehicles are unable to go through (emergency vehicles are an exception) as the road is legally closed. If a driver lives on or is visiting a resident on the road and wants access in or out, tell them that they can only drive in the road once it has been cleared. They must then drive very slowly with one of the stewards walking in front.

You should ask adult cyclists to dismount for this section of the road and walk through as if a pedestrian.

4 HAVING AN ENJOYABLE TIME WHILE MANAGING THE SESSION

The organisers are in effect, like the hosts. People are responsible for themselves and yet you are responsible for the event overall. You need to strike a balance. As organiser you have every right to let a child or parent know if you think they are acting dangerously or disruptively. But you will want to relax and enjoy it with your neighbours. Do, but keep an eye out, particularly on the stewards. Use your judgment; it is unlikely that you will need to intervene with anything except the occasional steward no show or at worst, a difficult driver.

If neighbours or people from other streets come out to have a look, introduce yourself, and tell them what you are doing. These conversations can be the most rewarding thing about the sessions.



5 DIFFICULT DRIVERS

This is a potential risk, so be prepared. If a driver becomes difficult or challenges your authority, the trained stewards will need to use their judgment and training to trouble-shoot as best they can. Their role is to prioritise the safety of all the participants.

6 CLEARING UP AND RE-OPENING THE ROAD

About 10 minutes before re-opening the road one steward walks up the street, telling everyone that the road will be reopening shortly and asking people to start clearing things away.

This is also a time to remind parents to make sure their children understand the difference between a playing out session and normal circumstances. You may need to be quite firm with parents that cars may now be coming through at speed and it is their responsibility to keep their children safe. Getting their verbal agreement is useful to reassure yourself that you have 'handed over' responsibility in relation to cars.

Once everything is cleared away, and children are safely on the pavements the Stewards should simultaneously start to remove the cones and closure signs.

7 AFTER THE EVENT

Once the Street Play is over, you might want to arrange a meeting to discuss how it went and start planning for future dates.

