**Design guidance for Parklets**

**This document outlines the criteria for location, design and maintenance of Parklets.**

It is expected that community parklets will provide public seating, cycle parking or other facilities that would benefit residents or visitors to the area. Business parklets may contain removable seating for commercial use but are not limited to this use. All parklets should contain some element of greening. Outside of these principles we encourage designs that are creative and reflect the needs of the local community, businesses and the feel of the surrounding urban fabric.

**Location:**

Parklets are to be in a position that is safe, and accessible. They should be placed within the road, against the kerb. It is expected that they will replace an existing parking bay.

* After the parklet is installed there must still be space for road users. A minimum of 3.5m on A and B classified roads, and 3m on all other roads.
* The proposed location of the parklet must not obstruct utility covers and street drainage. Access should always be available for maintenance purposes.
* A minimum of 2 metres clear walkway must be maintained for the use of pedestrians after the installation of the parklet.
* Parklets must be placed at least 10m away from each junction, and 5m away from any informal pedestrian crossing points.
* The parklet cannot be in certain types of bays, this includes a paid for business bay, disabled bays and we discourage the use of loading bays as these are used by several businesses.
* They will not obstruct bus movements or mobility lanes.
* They cannot be installed on major routes such as red routes (TLRN)
* The street must ideally have a low level of traffic, with minimal HGVs.
* There should be a reasonable level of parking available so that there is always space for people to park.
* Consider whether the location is well lit and whether it feels safe.
* Consider whether the location of the parklet is likely to attract anti-social behaviour, and mitigation for this should be included in design or location.
* Should be 1 metre distance from parklets and lamp columns where possible, to allow maintenance.
* Business Parklets should be located on the kerb directly outside, or as close as is possible along the kerb to the business responsible for the parklet.

**Design**

* An individual Parklet can be a maximum of 5m in length x 2m in width.
* Parklets must have a solid base to ensure accessibility (flush with the pavement).
* Parklets must be sheltered on all three sides.
* Parklets must be designed with visibility of the road for pedestrians in mind. Structures which block the view of the road with no through-visibility should not be installed at higher than 0.6m. e.g. Planters greater than 0.6m will block views, but wire fencing does not. This is to ensure there is enough visibility for all road users, and pedestrians who may wish to cross the road near the parklet and have a clear view of passing traffic.
* The design must not prevent access to drainage gullies and channels at the side of the road. Water must be able to flow freely. Where necessary a gully underneath the parklet needs to provided.
* Any gaps between parklets for parking spaces must not be less than 6m.
* The parklet must be able to be temporarily moved in case of any highway works
* Design the parklet to be long lasting - using materials that will not degrade rapidly. It should be designed for at least a 5-10 year lifespan.
* Materials used should be sustainable, non-slip, weather resistant and durable.
* Be flush to the kerb. Consider what the height of the kerb is; whether it is consistent and in good condition.
* If a business parklet location is deemed to be one that may attract anti-social behaviour, furniture should be removable, with the Parklet Owner storing overnight.
* Reflectors must be attached to the corners of the parklet to reduce risk of vehicle collisions.
* If there are no marked parking bays either side of the parklet, extra protection may need to be provided. This may be signage or road markings to warn road users of the parklet’s presence. Any additional signage or road markings will come at a cost to the business.
* 0.5m of double yellow lines will be installed either side of the parklet by the Council.

**Construction**

* Plan to complete installation in one day.
* The parklet must be modular – so that it can be installed (and removed) within a single day
* Parklet owners will be responsible for moving the parklet if access or maintenance to the road is needed.
* Do not permanently attach elements to, alter, or mark the road surface.
* Do not design any elements that need electricity.
* All planting/ soil elements must be contained in planters or pots.
* Ensure all elements of the parklet are secure and weighted down to be able to stand strong in all weather.
* Surface must be flat, have a non-slip surface treatment and not have tripping hazards.
* Ensure that elements are secured and cannot be easily removed or blown away.

**Accessibility**

Parklets must be designed to be used by all. They must be welcoming and inclusive.

* Consider how people will get on and off and use your parklet.
* Think about how people with visual and physical impairments will use the space.
* Each parklet must have a solid base which is flush to kerb, built to kerb height, with wheelchair/mobility aid accessibility built into the design.

**Road safety**

It is important to keep people safe when they are using the parklet as well as other road users. Your parklet must fulfil the criteria below:

* Protected on all three non-kerb sides preventing access directly from the parklet to the road.
* The sides of the parklet must be made of materials which are strong and constructed to protect those within it.
* The team will assess all the designs to ensure that they are safe and protects all road users.
* Safe - the design must pass a Road Safety Audit
* Parklet owners will be responsible for ensuring the parklet is safe throughout its life.
* Steps must be taken to make the parklet visible in the dark, i.e. reflective strip

**Road safety audit**

A road safety audit may take place in stage 2, once your initial proposal has been accepted. The audit will assess the proposal, taking into consideration: any road safety issues in the design of the parklet and the location.

The audit will take into consideration:

* Road layout and marking
* Position of signs
* Lighting provision
* Construction and dimensions of the parklet

Council officers will work with you to address any problems that are highlighted in your parklet proposal.

**Maintenance & inspections**

* The parklet owner is responsible for maintaining the parklet and covering any maintenance costs. All parklet owners will be required to sign a maintenance contract.
* This responsibility will not extend beyond the bounds of the parklet, the surrounding footway and road will remain the responsibility of the council.
* Parklets will be inspected by the Council to ensure that public and road safety is being maintained.
* The council will complete an evaluation one year after installation. This will include a check on the condition of the parklet, as well as an assessment of the impact it has had on the local community.
* The council will undertake regular checks on the parklets.
* Parklets must be kept clean and free of litter and graffiti.
* Parklets that do not meet maintenance standards may have to be removed.
* Once installed, the existing pavement outside businesses should be kept clear of all obstructions (i.e. A-frames, tables, chairs).

**Planting and Greening**

* Planting must be suitable for the location
* Where possible planting should encourage bio-diversity
* Planting and greening needs to be maintained.

**Other**

* Community parklets must not include any elements that can be considered as commercial or that may provide financial benefits to the parklet owner.