

# Open Streets



## 10 Steps to hosting your event

### 1 Getting started

Do you want to change how your street is used?

Want fewer cars and more space for people?

**First, talk to your neighbours about the idea.**

Are people interested?

Can you identify a couple of key people who can help to make it happen?

### 2 Pitch your idea

- Arrange a meeting within your community and invite other local residents.
- Discuss ideas, questions, and address any concerns.

The meeting could be hosted at your home, in a local village hall, or a café. Ideally somewhere where people can share views in a relaxed environment.

### 3 Agree likely dates, times and street

If your pitch goes well, you should follow up with residents to agree potential streets where the event could be held, plus a range of dates and times.

It's worth noting that dates are dependent on your local authority's road closure application timescales.

### 4 Permission and support

- Contact your local authority responsible for roads, streets and highways.

They will advise on the necessary steps and requirements to close your street (**contact details of each local authority can be found in the useful contacts section**).

- Contact your local councillors and update them on your plans for your street. If you are unsure who your local councillor is, they can be found here:

[www.gov.uk/find-your-local-councillors](http://www.gov.uk/find-your-local-councillors)

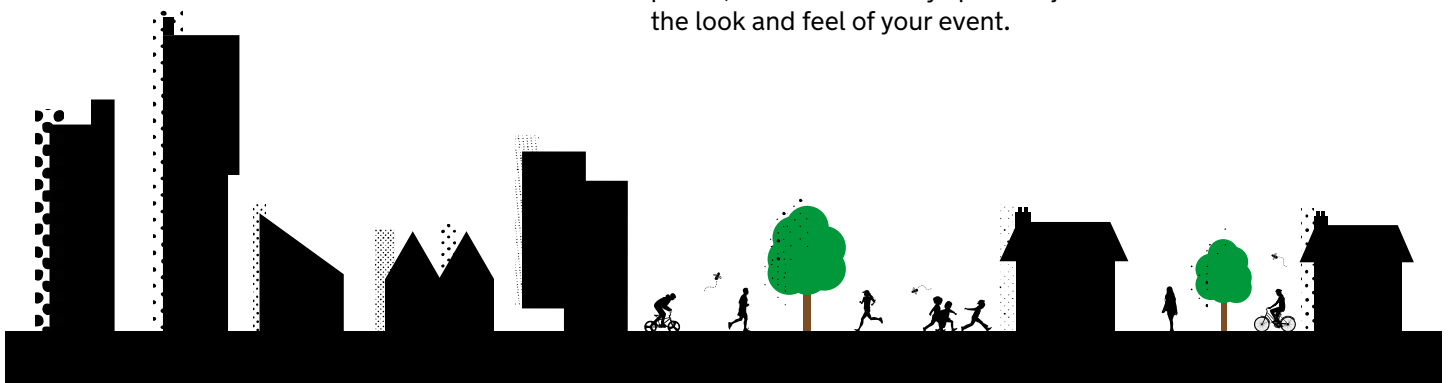
- Contact your local police officer and police community support officer and update them on your plans.

### 5 Resources

Some local authorities will offer to waive any fees for street closures, whereas some may charge a fee. In order to fund your event, you may wish to do some local fundraising, your local councillor may have advice on local funding opportunities.

Transport for Greater Manchester can provide signage to assist you with your event, this includes road closure and diversion signs.

We can also loan you items to allow you to re-imagine your street environment such as large planters which can be used to act as filtering points, to widen footway space or just to enhance the look and feel of your event.



## 6 Organisation

Within your core group, agree the following roles and responsibilities:

- **Co-ordinator(s)** – the person(s) who is (are) leading the organising, liaising with the local authority and local councillors.
- **Communications co-ordinator** – tasks include helping with promotion and publicity, talking to residents and local community groups.
- **Activities co-ordinator** – they will be in charge of supporting any activities on the street and arranging the logistics (tables, chairs, street games etc). What activities take place is up to you and your group. Sometimes less is more, people will improvise and children will use their imagination.

**Additional support required on the day:**

- **Marshals** – this role involves ensuring the street is kept safe from cars. A minimum of two marshals are required at each end of the street.
- **Street volunteers** – this role involves helping with agreed activities.

## 7 Promotion

Transport for Greater Manchester has produced various templates for you to use for your Open Street sessions including promotional posters and flyers.

- Ask residents to display posters in their windows, local shops and community centres.
- Social media is a great way to reach new people, local residents and members of your community.
- Could you set up a Facebook group to update residents on activity and event details?
- Twitter is also a good way of sharing event updates and creating excitement around the event. If there are well-used existing social media accounts for community groups, it is a good idea to push any messages about the event through these.

Don't forget to use **#OpenstreetsGM** in all your posts so you can easily find and share updates.

## 8 Planning meeting ahead of the day

A final planning meeting ahead of the event itself is a good idea. You can use this meeting to agree and confirm roles for on the day, the more people the merrier.

**Things to consider:**

- **Agree details** – including who is bringing chairs, games and the refreshments / tea making rota!
- **Agree what to do if it rains** – can you make use of a gazebo, bring along umbrellas, tell residents to bring their ponchos.
- **Marshals' briefing** – the marshals have an important job and should be clear on what they are doing. It is a good idea to swap out marshals so that the same people aren't doing this role for the full event.

## 9 Monitoring and evaluation

Collecting data on your event can help you understand how it went, and show what the impact of the event was.

**For example it can:**

- Show support for your temporary street closure.
- Show what the benefit of the event was for the people who came along.
- Show how any people not attending the event were affected.
- Provide feedback for future events.

To help make it as easy as possible for you to collect this important information on your Open Streets event we have provided some guidance and template forms which you can use during your events. For more details visit:

[tfgm.com/made-to-move/open-streets](https://tfgm.com/made-to-move/open-streets)

## 10 On the day

When closing the street, put the signs into place at the time your event or temporary street closure begins.

Place the signs with the writing clearly visible to approaching drivers. Once in place, the marshals should remain at their posts except to let vehicles of residents and visitors in and out.



If a driver becomes aggressive, marshals will need to use their judgement. Avoid confrontation and prioritise the safety of all participants.

It is a good idea to carry the contact details of the person at the local authority whose name is on the road closure notice in case somebody wants to lodge a complaint.



## Clearing up and re-opening the road

Before re-opening the road, you will need to tell everyone that the road will be re-opening and start clearing things away.

Clear everything you can and pick up all rubbish before re-opening the road. Try to re-open the road closure points simultaneously to avoid traffic problems.



## Enjoy!

Remember, above all, that this event is a fun, free way for your community to get together and to enjoy using your streets in a different way.

For more advice and information contact the Sustainable Journeys team at Transport for Greater Manchester:

**E** [Sustainable.Journeys@tfgm.com](mailto:Sustainable.Journeys@tfgm.com)

**P** 0161 244 1000



## Useful contacts at/in your local authority

### Bolton

**E** [highways@bolton.gov.uk](mailto:highways@bolton.gov.uk)

**P** 0120 433 6677

**W** [bolton.gov.uk/roads-pavements/road-closures-restrictions](http://bolton.gov.uk/roads-pavements/road-closures-restrictions)

### Bury

**E** [traffic@bury.gov.uk](mailto:traffic@bury.gov.uk)

**P** 0161 253 5353

**W** [bury.gov.uk/index.aspx?articleid=11740](http://bury.gov.uk/index.aspx?articleid=11740)

### Manchester

**E** [highwayapplications@manchester.gov.uk](mailto:highwayapplications@manchester.gov.uk)

**P** 0161 234 5004

**W** [manchester.gov.uk/directory\\_record/287429/request\\_a\\_streetroad\\_closure\\_for\\_your\\_event/category/355/highways\\_and\\_pavements](http://manchester.gov.uk/directory_record/287429/request_a_streetroad_closure_for_your_event/category/355/highways_and_pavements)

### Oldham

**E** [Env.traffic@oldham.gov.uk](mailto:Env.traffic@oldham.gov.uk)

**P** 0161 770 4305

**W** [oldham.gov.uk/info/201054/roads\\_streets\\_and\\_pavements/1829/temporary\\_and\\_permanent\\_road\\_closures](http://oldham.gov.uk/info/201054/roads_streets_and_pavements/1829/temporary_and_permanent_road_closures)

### Rochdale

**E** [events@rochdale.gov.uk](mailto:events@rochdale.gov.uk)

**P** 0300 303 8879

**W** [rochdale.gov.uk/events-and-activities/Pages/apply-to-hold-an-event.aspx](http://rochdale.gov.uk/events-and-activities/Pages/apply-to-hold-an-event.aspx)

### Salford

**E** [eventapplications@salford.gov.uk](mailto:eventapplications@salford.gov.uk)

**P** 0161 793 2433

**W** [salford.gov.uk/people-communities-and-local-information/holding-a-street-party/](http://salford.gov.uk/people-communities-and-local-information/holding-a-street-party/)

### Stockport

**E** [jon.brown@stockport.gov.uk](mailto:jon.brown@stockport.gov.uk)

**P** 0161 474 4843

**W** [stockport.gov.uk/permits-and-licences/play-streets](http://stockport.gov.uk/permits-and-licences/play-streets)

### Tameside

**E** [trafficoperations@tameside.gov.uk](mailto:trafficoperations@tameside.gov.uk)

**P** 0161 343 6764

**W** [tameside.gov.uk/streetworks](http://tameside.gov.uk/streetworks)

### Trafford

**E** [traffordstreetworks@amey.co.uk](mailto:traffordstreetworks@amey.co.uk)

**P** Trafford Events Team: 0161 912 4502  
One Trafford Highways: 0161 672 6501

**W** [trafford.gov.uk/residents/community/partnerships-and-communities/temporary-road-closures-for-special-events](http://trafford.gov.uk/residents/community/partnerships-and-communities/temporary-road-closures-for-special-events)

### Wigan

**E** [networkmanagement@wigan.gov.uk](mailto:networkmanagement@wigan.gov.uk)

**P** 01942 489 004

**W** [wigan.gov.uk/Resident/Parking-Roads-Travel/Roads/Events-on-the-highway.aspx](http://wigan.gov.uk/Resident/Parking-Roads-Travel/Roads/Events-on-the-highway.aspx)

