This project guide was developed by Cross River Partnership (CRP) as part of its Healthy Streets Everyday project, a Mayor of London Air Quality Fund initiative to empower boroughs, businesses and communities across London to deliver pedestrian-priority healthy streets. CRP would like to recognise and thank the Mayor of London, as the funder for this guidance document.

The image on the front is of a parklet located in Hammersmith BID, by Meristem Design. The parklet is one of 4 installed in the area and the scheme won first place for the Best Healthy Streets Improvement District Project at the Healthy Streets Awards 2018. The image on the inside cover is from Team London Bridge and WMB Studio’s creative Parklet near London Bridge. (Picture credits: Mickey Lee, WMB Studio and Meristem Design)

Definitions & abbreviations

Resilience: the capacity to recover quickly from difficulties
Parklet: a temporary pavement extension which would sit in existing parking bays
BID: Business Improvement District
Active travel: making journeys by physically active means
Experience economy: creating memorable events or encounters as part of the consumer experience

Healthy Streets Approach: a people-based approach to planning that aims to make streets healthy, safe and welcoming for everyone
HSE: CRP’s Healthy Streets Everyday Project
Pop-up parklet: a parklet that is designed to be very short term, installed for only a few days or weeks
Modal filter: a feature used to limit through-journeys along a street by certain modes of transport
Planter: a decorative container in which plants are grown
Highway authority: the name that may be given to a body responsible for the administration of public roads
Introduction

The street has been the intersection of policy and planning debates for the last decade. From residential streets to high streets, the importance of street design on the economy, air quality, technology, transport and space has become ever more apparent. Views on the street are shifting; these spaces are no longer being considered as a means of travel, but places that people can use and enjoy. Subsequently, there has been a push to create clean, safe, vibrant, economically successful, resilient and connected streets that are centred around people.

Parklets provide an opportunity to build on this approach, altering the layout and design of a street in a small-scale, flexible manner to provide benefits on an environmental, social and economic scale. They provide an adaptable, effective, yet simple contribution to solving challenges our streets face, equally now and in the future. As a result, parklets can act as a form of resilience.

CRP is a non-profit and impartial partnership organisation that has delivered positive change in collaboration with public, private and community sectors for over 25 years. CRP works with partners to deliver great places through innovative projects associated with place making and also provides guidance and information to support these initiatives. Parklets represent an exciting opportunity for CRP to continue supporting public, private and community sectors to deliver health, well-being, air quality, active travel and environmental improvements.

This document aims to provide local authorities, businesses and communities with a useful resource to assist with the design and implementation of a parklet, addressing the lack of information currently available in the UK.

Air quality is the largest environmental health risk in the UK. The World Health Organisation (WHO) states that one third of deaths from stroke, lung cancer and heart disease can be attributed to poor air quality1. Research by Kings College London found that over 9,000 Londoners die prematurely each year as a result of air pollution, with short and long-term health impacts identified across all demographics2. Similarly, air pollution has been linked to respiratory illnesses, asthma, dementia and reduced lung function and development in young children, including those in the womb3. These negative health impacts fall disproportionally on the most vulnerable communities, with effects being exacerbated for the young, the elderly, the most deprived and those from black, Asian, and minority ethnic (BAME) groups4.

In London, two pollutants are attributed as the main source of poor air quality; particulate matter (PM10 & PM2.5; hereafter PM) and nitrogen dioxide (NO2)5. Although targets to reduce these pollutants have been set in the UK, London is failing to meet the legal limit for NO2, and PM is still considered dangerously high6. In May 2018, the London Environment Strategy committed London to have the best air quality of any major world city by 20507. Immediate action is required if London is to achieve this target and reduce the exposure of all Londoners to harmful pollution.

Road transport is responsible for approximately half of London’s Nitrogen Oxide (NOx) and particulate matter emissions8. This is not surprising considering 56% of London households own a car9 and nearly 10 million journeys occurred by private vehicle in London each day, pre-COVID lockdown in 202010. As a result, the transport sector forms a central part of the UK and London’s air quality strategies with active and sustainable travel measures aiming to address the UK’s reliance on cars. Encouraging people to walk and cycle through improvements in infrastructure, availability and accessibility is vital to address the detrimental effect private vehicle use has on air quality and to meet UK and global climate goals.

Providing space and infrastructure to support active travel does not just deliver environmental and air quality benefits, it can also help to address economic and social challenges too. The past decade has seen significant changes to business models and approaches, with more than half of UK consumers now choosing to shop online.

The experience economy is one method that addresses online consumerism; creating stronger, more meaningful bonds with customers by delivering an engaging, educational and attractive experience that can’t be replicated online. Providing spaces for consumers to sit in and enjoy can encourage more visitors, increase high street footfall and add to the overall retail/leisure experience. Additionally, in response to the COVID-19 pandemic, parklets can provide outdoor space for physical distancing whilst also facilitating community interaction, in turn reducing social isolation and mental health problems, all of which are becoming increasingly common in the UK.

This document aims to provide local authorities, businesses and communities with a useful resource to assist with the design and implementation of a parklet, addressing the lack of information currently available in the UK.
COVID-19 has highlighted the pressing need to address these challenges; during lockdown traffic flows across London reduced by over 50%, causing hourly concentrations of NO2 to decrease by ~21.5%. Additionally, Londoners found the confidence to start walking and cycling, with 20% increasing cycling more during lockdown and sales of some cycling equipment rising by 500%. Walking trips also increased with 48% of Londoners walking more than before lockdown.

The COVID-19 crisis has also emphasised the critical lifeline that public space plays for cities and their residents; providing free places for play, exercise, connection to nature, acting as a facilitator for social interactions, and boosting the local economy.

The pandemic has reinforced the need for our streets to provide more space for pedestrians and cyclists, encourage cleaner modes of transport and provide opportunities for leisure and social interaction.

The below infographics are from Centre for London data.

The Healthy Streets Approach is a global policy framework that “puts people and their health at the centre of decisions about how we design, manage and use public spaces”. It aims to make streets healthy, safe and welcoming for everyone by prioritising people and their needs.

Underpinning the Healthy Streets Approach are 10 ‘Healthy Street Indicators’ that are used to create healthy streets:

- People feel safe
- People choose to walk, cycle and use public transport
- Not too noisy
- Clean air
- Things to see and do
- Easy to cross
- People feel relaxed
- People feel alive
- Shade and shelter
- Place to stop and rest

CRP’s Healthy Streets Everyday (HSE) is a cross-sector project to empower boroughs, businesses and communities across London to deliver cycling and pedestrian-priority healthy streets, increase cycling and walking rates and reduce emissions and exposure to toxic air pollution.

Since 2019, the HSE programme has been proactively working with a range of borough, BID and landowner partners to make lasting and transformative change to streets throughout London. The programme is also helping to assist London’s COVID-19 response by enabling walking and cycling through initiatives such as school streets and car-free zones, both of which align with TfL’s Streetspace programme.

Creating streets that are pleasant, safe places for all Londoners to enjoy has become more important than ever. CRP and the HSE programme are excited to support changes to London’s urban realm, such as parklets, that promote active travel, environmental health, car-free behaviour and economic resilience.

“My vision to create ‘healthy streets’ aims to reduce traffic, pollution and noise, create more attractive, accessible and people-friendly streets where everybody can enjoy spending time and being physically active, and ultimately to improve people’s health.”

Mayor of London, Sadiq Khan

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**Healthy Streets**

Introduction

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Promoting Parklets

What is a Parklet?

At its simplest level, parklets are “a temporary pavement extension which would sit in existing parking bays”\(^{30}\). Parklets were first created in San Francisco, with the first official public parklet being installed in 2010\(^{31}\). They have since emerged in the UK and Europe with the first parklet in London appearing in Hackney in 2015\(^{32}\).

As of 2019, there have been more than 50 parklets installed across London, however this figure is significantly low when compared internationally; in the US, Canada and Australia, several hundred, to possibly thousands of parklets, have been installed in each individual country\(^{33}\).

Although parklets are public property, engaging and co-ordinating with local people and businesses is essential to ensure that they can provide the most benefit. As a result, they are promoted by Transport for London (TfL) as a source of small-scale, urban design changes that place sustainability, community and safety at its heart\(^{34}\).

A parklet located on Calvert Avenue, near Shoreditch High Street. (Picture Credit: Monstern Design).

Lack of Information

One reason for the low level of parklet numbers in the UK is the lack of data. Many parklets are installed as temporary features, or as “pop-up parklets” that are only present for short periods of time\(^{35}\).

As a result, accurate data collection and record-keeping in the UK is a challenge. Additionally, a lack of guidance on parklet implementation may also be responsible for the lower numbers. Despite procedural differences across local authorities, the general considerations through design to implementation remain similar across the UK. Nevertheless, this information isn’t always easily accessible.

Promoting Parklets

Why Parklets?

As the desire for more space on London’s streets continues to magnify, interest in parklets have started to surge. A well-designed and co-ordinated parklet can reclaim space as an accessible, flexible, small-scale urban design solution; creating more pavement space for pedestrians, promoting active travel, stimulating economic growth and encouraging community engagement\(^{36}\). They can be quick, low cost, and flexible initiatives that incorporate the healthy streets approach by contributing to the following healthy streets indicators:

- **Pedestrians from all walks of life:** parklets can enable higher footfall, supplement active travel measures by providing cycle parking and seating, and act as a method of footway widening providing more space for the movement of people.

- **Clean air:** parklets promote a car-free culture by removing car parking spaces, encouraging active travel, and through the incorporation of plants that can absorb pollution.

- **People feel relaxed:** parklets provide rest stops and seating whilst also being considered pleasant and vibrant urban realm changes.

- **People choose to walk, cycle and use public transport:** parklets encourage active travel measures through footway widening as well as the provision of seating and bicycle storage, offering a method of connecting people to local public transport hubs.

- **Places to stop and rest:** through seating and the use of parklet space.

- **Shade and shelter:** parklets can provide people with shade and shelter through innovative design features.

- **Things to see and do:** parklets can be used by local communities and businesses to showcase events, meet with other people and increase social interaction.
Promoting Parklets

What are the benefits?

Parklets can provide a source of social, environmental and mental health benefits through greening, active travel and wellbeing. These include:

• Improved wellbeing and mental health - parklets can be places to demonstrate local creativity, design and art. Following installation of parklets in Stockport and Fitzrovia, London, users reported better wellbeing and improved mental health37 38.

• More cyclists and pedestrians visiting the area - impact studies in the US and Australia have shown increased footfall and bicycle counts. Following a parklet trial in Perth, Western Australia, walking and cycling increased by 35% on Thursdays and 20% on Fridays39 40.

• Lower crime & antisocial behaviour – a study in North America found urban green space resulted in “more eyes on the street”41 42.

Economic benefits are also evidenced with parklets promoting business growth, creating jobs, bringing higher footfall into economic zones, and creating economic spillover effects into surrounding streets and neighbourhoods.

• In the US, parklets in San Francisco, Long Beach, and Philadelphia, were found to positively impact businesses through new business licenses, revenue growth, job creation and nearby spillover effects for the economy were generated43 44.

• Additionally, cafes located near parklets in the London boroughs of Hackney45 and Hammersmith and Fulham46 generated a 20% and 30% growth in sales respectively following parklet installation.

(CRP’s Healthy Greening in Central London report provides a great evidence base on the benefits of urban greening as well as innovative case studies and examples.)

Promoting Parklets

Learning from COVID-19

Providing resilience

COVID-19 has changed the way the world thinks about space, travel, health and the environment. London is no exception, and ensuring safe, spacious streets has been a key focus to reduce future outbreaks in the capital, particularly as lower levels of transmission have been reported in open spaces and outdoors. It has also highlighted the importance of fast, functional and temporary solutions to enable resilience; measures have been implemented at an unprecedented scale to provide more space for walking and cycling, whilst also encouraging economic recovery through outdoor markets and summer streets47.

More active travel

For many, London was considered the UK’s epicentre for sustainable transport before lockdown in March 2020 – in 2018, 63% of London’s trips were made by sustainable means, with public transport accounting for ~60% of this total48. COVID-19 has highlighted the limitations of London’s sustainable travel network with physical distancing rules reducing London underground and bus capacity to 15% and 12%49. Additionally, before the crisis, only 2.5% of trips in London were by bicycle50. Now it’s estimated that 16% of Londoners want to cycle more post-lockdown, and this may rise the longer the fear of public transport continues51. Pop-up schemes and highway interventions have become commonplace across London, with footway widening, modal filters and pop-up cycle lanes aiming to address the need for more space to walk and cycle52.

Impacts on business and communities

In April 2020 the UK saw a record-breaking 20.4% drop in GDP as businesses were forced to close and remodel to cope with the COVID-19 crisis53. Remodelling was dominated by a digital revolution, with employees remote-working and an increase in online consumerism. However, restrictions to non-essential travel and a general shift to favour local journeys has also resulted in consumers operating at a neighbourhood level.

Even as restrictions lifted, the fear of travelling by public transport or over long distances has remained, with Londoners continuing to limit their travel to areas from which they can walk and cycle. As a result, there has been an increasing demand for local businesses and community spaces to meet people’s needs. Consequently, the importance of active travel and open space to re-invigorate London’s economy has been realised with rapid, functional and temporary solutions to enable active travel and provide resilience.
Parklets: Applicability to COVID-19

Parklets are a quick, cheap, flexible and temporary solution that provide more space for walking and cycling, whilst also encouraging economic recovery. Applicable across residential, business districts and mixed-use areas, parklets can be adapted to address the needs of their users; for example, providing extra capacity to businesses or additional green space within a community.

With 1 in 3 Londoners planning to walk and cycle more following lockdown, additional space is required in economic areas, such as retail and hospitality zones, to enable Londoners to adopt active travel measures safely. Cyclists will need more space to store bikes. Pedestrians, including the mobility impaired, will need more passing spaces on pavements, and the elderly and less mobile will require more rest areas and seating.

Parklets provide an opportunity to address these challenges, whilst also promoting local economies and clean air by removing space for vehicles. Higher levels of pollution have been linked with a greater likelihood of suffering from respiratory illness (particularly pertinent for COVID-19), and a well-placed parklet can accommodate more users for local businesses than any parked car could provide. As a result, parklets offer a holistic solution, placing people and their health first, whilst also addressing numerous social, economic and environmental challenges.

“Given the urgency of the crisis, TfL are looking to work with boroughs on implementing measures as quickly as possible, which, in some instances, will mean the use of cheap materials.”

Streetspace Guidance TfL

Build Back Better

For the recovery from COVID-19 to be durable and resilient, a return to ‘business as usual’ must be avoided. Global emergencies such as climate change and biodiversity loss could cause social and economic damages far greater than those experienced from COVID-19. As a result, recovery should focus on ‘building back better’, going beyond economic renewal and instead facilitating behaviour change and investment that will reduce our vulnerability to social and environmental threats and increase society’s resilience.

The Healthy Streets Approach and CRP’s HSE programme places the focus on people, well-being and inclusiveness, whilst also addressing global threats such as air pollution and the climate emergency. Parklets are therefore a component in a toolbox of potential solutions that communities and authorities should be considering improving our environment, our streets and resilience; ensuring a shift towards streets for all people to safely work, live and play.
The Project

This guidance document aims to address the lack of information available on parklets in the UK and provide local authorities, businesses and residential communities with a useful resource to assist with parklet implementation and design.

The document is intended to be flexible; providing a comprehensive method to assist with the procedures and processes needed to transform your parklet idea from vision to reality. The information covers the following steps.

3.1 Starting the Project & Developing a Business Case

This section will help to inform and develop your parklet project and business case. Project management and communication with stakeholder groups is key to ensure successful project delivery.

Identifying your project aims and stakeholders

High-level project management is critical to deliver a parklet on-time and on-budget, and to ensure that the desired purpose and benefits of the parklet are fulfilled. Firstly, the aims and objectives of the parklet should be clearly identified and any stakeholders or project partners established. It is critical that everyone understands clearly what the project is aiming to achieve, and that the wider community is broadly supportive of the proposal.

The table on the following page outlines who the key stakeholders are likely to include, why they are critical to the project, and the responsibilities they might have throughout the project lifecycle. However, this is not a strict list. Parklet projects are flexible with varying levels of stakeholder engagement, responsibilities, and project involvement based on each parklet application and use. There is no set formula for success; the achievements of a parklet project will be dependent on stakeholder collaboration to deliver the maximum benefit for the local community and people.

Additional details on the roles and responsibilities of key stakeholders will become evident throughout the guidance and will be highlighted using the icons presented in the table on the next page.

Case Study

Parklets as part of wider aims and objectives

Although your parklet will have its own individual aims and objectives, it can also form part of a wider, more ambitious programme. For example, Camden Highline is an ambitious and innovative project to transform a disused railway into a sustainable green space and transport link for use by everyone. In preparation for this initiative, Camden Town Unlimited have installed a Pocket Park (a small park accessible to the general public) to support the Highline project and activities, including acting as a place to begin regular walking tours and facilitate educational workshops associated with the initiative55 56.

Artists representation of The Camden Highline (Picture Credit: Camden Highline and Studio Weave).
The Project

<table>
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<tr>
<th>Stakeholder</th>
<th>Who are they and why are they needed?</th>
<th>High-level Project Involvement</th>
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| Community Catalyst                   | The community catalyst is the active voice in the community that is driving for the delivery of a public parklet. This can be a business leader or group of businesses, an employee at a school, a resident, or even a borough officer. The community catalyst will be influential in making the parklet local and reflective of the community and businesses in the area. | • The community catalyst should notify the relevant contact in your local borough of your intention to install a parklet (this won’t be applicable if the project is initiated by the local authority)  
  • Generate community support through expressions of interest and petitions  
  • Communicate community support and businesses desiring a parklet to the local authority and/or project leader  
  • Engage in the design process and collaborate with the local community and stakeholders to encourage co-design  
  • Be present at site visits.                                                                                                                                  |
| Project Leader                       | The project leader is most likely to be an officer from a local authority with direct responsibility for the delivery of similar schemes. The project leader will be in charge of co-ordinating, managing and delivering the parklet project, from its origin to instalment. Project leaders may approach communities about a parklet project, or a community catalyst may approach a project leader. Technical knowledge of where to apply for sources of funding and considerations for highways and parking changes (through colleagues) will be necessary. | • Overall project and budget management, from conception to implementation, through to maintenance post-installation  
  • Developing a strong business case for the proposal  
  • You may want to collect baseline and evaluation data from the parklet site, to evidence improvements. These can include air quality, business data, wellbeing and community feedback  
  • Demonstrate how the project will complement other local place-making measures  
  • Demonstrate how success will be captured and any risks will be managed  
  • Project aims, objectives and plans should be clearly identified, and funding support should be sought, and the requirements of the funding understood  
  • Provide details and co-ordinate how the project is funded. (Funding may come from a mix of private and public sources. COVID-19 has demonstrated an urgency from the UK government, TfL and local authorities for street changes to encourage active travel, as a result grant funding and government schemes may be able to support parklet schemes)  
  • The project lead will also need to obtain the relevant permissions for project approval, including liaising with TfL and highways and/or parking teams within the local authority  
  • Conduct site visits with the project delivery partner and community catalyst(s)  
  • Agree a maintenance plan and appoint a parklet keeping team and/or Lead Parklet Keeper. This should be informed by what works best for the whole stakeholder group  
  • Agree and confirm installation and maintenance agreements and lead times with the project delivery partners.                                                                                          |
| Project Delivery Partner             | There are many expert urban design consultancies that can physically install a parklet, some of which solely specialise in parklet installation and design. These urban design consultancies will often manage part, or all of the process, liaising with the council and other key stakeholders. They are often keen to collaborate with communities in the area to deliver a localised solution and provide increased benefit when installing the parklet. | • Project delivery partners can have as much, or as little project involvement as wanted  
  • Conduct site visits with project lead and community catalyst  
  • Responsible for technical considerations alongside the project leader  
  • Source raw materials needed for the parklet and develop designs  
  • Design, build and install the parklet, working in collaboration with local communities  
  • Provide options to maintain the parklet if agreed.                                                                                                          |

Developing your Business Case

It is important to have a strong business case that supports the installation of the parklet. You should be able to demonstrate how it will complement other local place making measures, how risks will be managed, and success will be captured. Think about other parklet success stories and document good examples to act as an evidence base to support the implementation of the scheme.

You will also need to demonstrate how the parklet will be funded. Work with your key stakeholders to identify opportunities for funding support and ensure you have local backing; contacting local influencers and advocacy groups (Living Streets, local Councillors, MP’s etc.) will help give the parklet momentum and potentially provide support in terms of funding or the design of the parklet.

Designing your parklet is a really enjoyable and engaging part of the process. Be creative, talk to others (including members of the community) about your designs and involve them wherever possible. If you need help with your ideas, research parklets online to encourage innovation. Remember - have fun when designing your parklet!

As part of your business case it may be necessary to collect baseline data to show how your parklet has provided local benefits and achieved the project aims. How to evaluate the impacts of your parklet will be discussed later in this guidance.

Think about the end users and parklet purpose

Each parklet will be unique to the area and designed with different end users in mind. Think about your user group and why you are adding a parklet. This will help you to develop your business case.

Parklets have been implemented across the world:

- To provide outdoor learning and educational facilities
- For community gardens and vegetable plots
- To provide green space and improve wellbeing
- For community events and to display art, local history and innovative design
- To provide outdoor meeting and co-working space
- To improve productivity and wellbeing for employees
- To improve footfall for high streets and business
- To provide extra capacity for cyclists and pedestrians.

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3.2 Designing the Parklet: Basic Principles & Considerations

The next section will discuss design and installation considerations to support you in refining the project scope and creating an enjoyable, effective and well-used parklet that caters for all these people. These basic principles must be considered and incorporated when designing all parklets, and include aspects such as size, location, components and materials, safety, accessibility and permissions.

Location & Dimensions

Location

At this point you should have identified several site options that are suitable for the parklet aims and objectives. Depending on the aims of the parklet, the choice of location will vary. Parklets aimed at providing educational or economic benefits (such as increased revenue or outdoor learning) will need to be located next to educational or commercial facilities. Those aimed at providing community space and encouraging active travel can have a greater degree of flexibility.

Thought should also be given to the position of physical infrastructure when identifying a suitable parklet location:

- Picking a well-lit area with plenty of street-lighting will ensure that the parklet is safe and enjoyable for users all year round, whilst locations with public or private CCTV can deter any antisocial or disruptive behaviour.
- Waste storage facilities and appropriate drainage will need to be located nearby; parklets should not be placed in areas where they could block any drain or sewage systems, and they must not obstruct access to public works.

Consequently, the physical geography, layout, surface and surrounding hazards are key considerations for the location of a parklet so site visits should be conducted with all key stakeholders and decision makers. Ensure that each stakeholder understands the challenges and benefits associated with each site to make sure that the best parklet location is chosen. Any feedback from site visits should be summarised and decisions clarified in writing to the local highway authority and landowner.

Dimensions

The traditional size of a London parking space is roughly 2 metres x 5 metres. Parklets can range from a single parking space but are most commonly 2 or 3 parking spaces in size (2m x 10-15m). Parklets that are only present for very short periods of time, such as ‘Pop-up parklets’, may occasionally differ from these dimensions.

Components & Materials

The components and materials needed for a parklet are important to ensure that it is attractive, clean, safe and sturdy. Each stakeholder group should think carefully about the materials and components that parklets should contain, incorporating any local and recycled materials where possible as part of the design. A project delivery partner should be able to advise on the best materials and components for a proposed location, including their suitability in terms of safety and accessibility standards.

Materials

It is important to use materials that are:

- Weather-resistant
- Sturdy and structurally sound
- Recycled/reusable where possible
- Easily distinguishable for those who are partially sighted or the mobility impaired

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Base

A parklet will traditionally consist of a decked area, using timber or wood, on top of a steel sub-frame. The decked area should be level with the pavement to enable access for the mobility impaired and pushchairs, ensuring that it does not cause a trip hazard or any dangers for users.

Accessibility

Parklets need to be accessible to all people, including individuals with impaired mobility. The following design elements should be provided to enable the street can be enjoyed by all; a key component of the healthy streets approach.

- Ensure there are no trip hazards
- Ensure the parklet floor is level with the pavement
- Provide seating for less able users
- Assist with wayfinding through sound, scent or colour and provide appropriate signage where possible.
- Place any art or design features out of the main access route and ensure they are not visually ambiguous.
- Use colour and tonal contrast and tactile features to highlight different use areas where possible.

Safety

Safety considerations need to be understood by decision makers to reduce the risks of hazards. The following points should be addressed to ensure that the correct safety procedures are put in place when designing and installing a parklet.

- Conduct and undertake an appropriate risk assessment.
- Ensure the parklet is not placed near an intersection or junction – it needs to be clearly seen from the highway.
- Display bright colours and fluorescent strips on the external facing back and side to ensure visibility for night-time users.
- Place in a well-lit area so parklet users can clearly be seen.
- Clearly sign-post the parklet where possible.
- Provide clear and specific signage where appropriate to encourage orderly behaviour e.g. to encourage physical distancing or to prevent littering or smoking.

Seeking permission

Once you have established the basic design of the parklet, it will be necessary to receive permission from the appropriate authority as installing a parklet requires suspension of the parking bay and changes to the footpath and road. Although the authority will vary by location, the correct permissions should be sought by the project leader. Permissions may be needed from one or all of the parking, highway, transport and parks teams, so it is crucial to engage stakeholders early on in the process. Additionally, any details relating to the parklet installation, such as date and duration, should be discussed and agreed, with temporary changes to the street more likely to receive the required permission than permanent requests.

Dependent on the authority, seeking permission may involve an application process that requires a business case proposal, and potentially a small fee. Make sure that permission is evidenced in writing and that you have considered options relating to the ownership, liability and insurance of the parklet. You may also receive a parklet “permit” for the temporary feature.

You will also need to consider any implications of the parklet to emergency access or public transport services (for example to TfL’s network). Is there anyone else from which you require permission? Think about:

- Who might you impact?
- Who should you contact?
- How can you mitigate impacts?
- Will you require a formal consultation?
Designing the Parklet: A Tailored Approach

The previous section has discussed the fundamental design principals and considerations required when creating a parklet. However, parklets are most successful when they represent the community. Engaging the community as part of the design process and encouraging creativity is a great way to create a unique parklet that reflects local people and businesses.

The following section discusses ways to incorporate public involvement and innovation as part of the parklet design process, ensuring continued community support and momentum.

Use of parklet space

There are a range of options available with regards to the use of parklet space itself. Although the dominant way space is utilised will be based on the project aims and end user, there is an opportunity to tailor the design to incorporate preferences associated with the wider community that will be using the parklet. Acknowledging that different businesses and communities may want different design options is important to ensure that each parklet is unique and appropriate for the surrounding area.

The opposite infographic highlights the different preferences that might be desired based on potential community groups associated with the parklet:

- **Consumer-facing businesses**
  - Restaurants and cafes may like open space for additional tables and chairs
  - Delis and fast food establishments may prefer built-in seating where people can relax or congregate
  - Retail providers may require separate space from the pathway to enable safe queuing and physical distancing

- **Local residents & wider community**
  - Additional seating and green space for relaxation and wellbeing
  - Space for local events and creativity such as markets, live music or spaces in which to display local art
  - A place for residents and local groups to share news and information

- **Educational facilities**
  - May require outdoor learning environments with whiteboards and seating
  - Space for additional cycle and scooter parking during the school run
  - Edible gardens or green space to supplement the curriculum

- **Employment zones and business districts**
  - Areas to provide outdoor meeting space
  - Outdoor seating and green space for relaxation and employee wellbeing
  - Cycle parking facilities to enable active travel and ensure employees can safely return to work

Choice of design features

Parklets should incorporate design features that reflect the local community and businesses present. When designing the parklet, try to identify opportunities for collaboration and consider the following questions:

- Can you work with local artists or designers?
- Can you incorporate a local theme or display community sculptures/art?
- Can residents and businesses decide on the colour scheme or chose particular planting as part of the design?
- Is there a historic connection that the parklet can incorporate to generate a sense of community and affiliation?

Case Study: Learning from Vienna’s parklet toolkit

In Austria’s capital city, Vienna, citizens are able to apply for and implement their own parklet using an excellent community engagement toolkit created as part of the CityMaking/Wien project. The toolkit includes clear mapping showing where parklets can be implemented in line with street regulations, an interactive design page and clear guidance on rules and regulations associated with parklet design and implementation. Parklet permits are temporary, and following approval, parklets can be installed from the 1st March – 15th November. The parklets are encouraged to be artistic, creative and vibrant to enhance the city’s streetscape and encourage community engagement.
Utilising plants

As stated previously, parklets often incorporate plants as a method of ensuring safe and dependable design. However, not all plants are suitable for parklets as those that require large volumes of water can impact the weight of the planter, which may lead to the deterioration of the decking beneath. Although plants need to be resilient and fairly drought-tolerant, there is still flexibility when it comes to the choice of plants. For example, many parklets incorporate plants that absorb local pollutants due to their proximity to the roadside.

Case Study

Bee friendly in Hammersmith BID

Four Parklets have been installed in Hammersmith BID60 as part of an initiative to encourage green spaces, promote cycling and improve local air quality. When selecting the parklets’ plants, bee-friendly plants such as lavender and ivy were specifically chosen to provide pollen for the 380,000 Buckfast bees that reside on the roof of the nearby Lyric Hammersmith theatre. The parklets won an award for the Best Healthy Streets Improvement District Project at the Healthy Streets Awards 2018.

Encouraging active travel

Incorporating seating and bicycle parking in parklets can encourage active travel by empowering users to walk and cycle to the area. COVID-19 has highlighted the need for better walking and cycling infrastructure and policy in London is clearly attempting to encourage a shift towards active travel. Pedestrian space can easily be incorporated into the design through extra space on the footway side of the parklet, as well as rest areas within the parklet.

If you plan to incorporate cycle parking in the design of your parklet, make sure you consider the following:

- Ensure enough space between cycle stands - the recommended distance is 100cm
- The materials for cycle stands are strong and secure
- There are two points of contact between the frame and the bike.
- The cycle parking is visible
- Short-term cycle parking (less than 2 hours) should be easy and convenient to use
- Long-term cycle parking should place stronger emphasis on security and shelter.

A NASA study has shown that some plants are better at absorbing pollutants than others. Plants with excellent air filtering properties that you may wish to consider include:
- Florist’s Chrysanthemum
- English ivy
- Variegated Snake Plant
- Peace Lily
- Red-Edged Dracaena

Providing flexibility

One great thing about parklets is that they are flexible. They can provide many functions for different users, such as bike storage for one, a place for social interaction for another, or a place to dine or interact with nature. This shift in functionality can occur throughout the day or throughout a parklets lifecycle. As a result, parklets can rapidly adapt to changes in both the short and long term, providing additional value and ensuring community and business resilience.

Flexibility: Throughout the day

Think about how the parklet may be used throughout the day and for different types of users. For example, could your parklet provide a sanctuary of green space for local employees during office working hours (e.g. 9am – 5pm) and outdoor dining for restaurants in the evening?

Thinking carefully about how parklet users may change throughout the day can help to ensure that your parklet is designed to cater for all and that it provides the most benefit.

Flexibility: Over time

A parklets function can also be changed throughout its lifetime. For example, during COVID-19, they can adapt to physical distancing measures with more or less seating being put in place as necessary. Similarly, if increases in active travel result in a greater demand for bicycle parking, a parklet can easily be modified to adjust to demand.

Parks can also be flexible in terms of their size and location, expanding to further parking spaces if proving successful. Equally, it may become clear that there is a more suitable destination elsewhere, particularly if a stakeholder maintaining the parklet moves.

Think outside the box

Some designers are introducing incredible innovations when it comes to their parklets. Don’t be afraid to think outside the box! Here are some examples:

- Technology solutions such as Wi-Fi & charging points.
- Clean energy schemes, such as the installation of solar panels, that generate renewable energy for local business or the community.
- Water fountains have been installed in some parklets.
- Clear Perspex screens have been placed between tables in some parklets to prevent COVID-19 transmission.

Case Study:

Moveable parklets to enable cycle parking

A parklet in Amsterdam, Netherlands, was designed with flexibility in mind when encouraging active travel. The parklet, which provided bicycle parking for 9 bicycles, had a number plate and wheels to ensure compliance with local parking laws and enable it to move between locations across the city as demand for cycle parking changed. The installation was a project between the bicycle provider Union, and an advertising agency called Natwerk61.

A park in Waltham Forest with moveable dining facilities for local businesses. (Picture credit – Meristem Design).

Cycle parking in use at a parklet on Calvert Avenue in Shoreditch (Picture Credit: Meristem Design).
Your Parklet Design: Example

Below is an example diagram of a parklet design incorporating details set out in the design process.

Wayfinding and information point/community news

Sturdy, weather resistant materials

Space for community art

Barrier with planting

Street lighting

Priority/accessible areas

Litter/ waste facility

Spaces for movable seating and tables associated with local businesses

Parklet floor level with pavement

Cycle parking facilities

Bright colours to ensure visibility

Acknowledgement to sponsors and key stakeholders

Public survey in practice.

The Project

3.4 Maintenance & Evaluation

Maintenance

Maintenance of the parklet can be a concern for stakeholders so it is important to have properly agreed maintenance procedures in place in advance of the installation.

The project leader should appoint a parklet keeper (or parklet keeping team) as part of the project plan. This could be:

• The delivery partner
• A member of the local community (such as a local business owner or employee)
• A member of the local authority
• A combination of the above (different stakeholders may take on different responsibilities; for example, a local business may be responsible for the cleaning of the parklet, whilst the local authority may be responsible for watering any plants and general maintenance).

Ensure there is a key point of contact if there are any emergency maintenance issues.

Cleaning and maintenance plans will also need to be more frequent throughout COVID-19, with the appropriate disinfecting tools used and safety procedures followed.

Evaluation

Understanding the parklet’s impact is crucial to demonstrate economic, social and environmental viability. Collecting baseline data at the start of the project (pre-installation) will allow you to demonstrate the impact of the parklet by using it as a historical point of reference. Several quantitative and qualitative methods can be used to understand the parklet’s impact. Some suggestions below include:

• Surveys and interviews with parklet users on wellness, wellbeing and mental health
• Local air quality data to understand if there are a reduction in vehicles to the area
• Observational data such as head count and bicycle count to understand the increase/decrease in parklet and its surrounding areas users

Remember

Seasonal changes will have implications in terms of maintenance. As daylight hours become longer and warmer weather ensues, there may be an increase in parklet use; parklets may generate more litter and plants may need more frequent watering. Flexible maintenance arrangements may be required to ensure users are able to enjoy the parklet all year round.

• Economic data of local businesses in terms of sales or job creation, and interviews to understand the impact on their business
• Longitudinal data such as repeated surveys, new businesses on the road and local requests for parklets.

Continually evaluating your parklets positives (and negatives) will also help improve its use for the business and residential community over its lifecycle. Parklets are flexible and changes to the design, location, maintenance schedules, and many other facets of the parklet, could improve project outcomes over time. Additionally, evaluation provides empirical evidence which can inform business decisions, something that is often missing from UK parklet pilots and implementations.
## 3.5 Finalising & Installing the Parklet

Once you have developed your design, maintenance and evaluation strategy, you can use the below questions to ensure you have followed the relevant protocols and to help finalise and install the parklet.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Have you got the relevant approval and sign off from the local highway authority and if applicable TFL? Has this been received in writing?</td>
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<td>Have you worked with the appropriate departments within the local authority to receive the required permissions? This can include procurement, finance, highways, parking, environment and air quality, business and economy, transport and parks.</td>
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<td>Have you engaged with the funder(s) about progress and discussed any details such as special requirements, promotion, signage and acknowledgement?</td>
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<td>Have you provided appropriate signage/information to explain the purpose of the project, the funder, branding, and who to contact for further information?</td>
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<td>Have you engaged with community and business groups and documented ongoing support?</td>
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<td>Have you engaged with the Project Delivery Partner to ensure that the concept is well defined, within budget and that the lead times are agreed?</td>
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<td>What is the duration of the instalment? Has this been agreed with the local highway authority and confirmed in writing?</td>
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<tr>
<td>How are any additional parklet elements being delivered? Have you informed the Project Delivery Partner and ensured any delivery arrangements to the site?</td>
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<td>Has a maintenance schedule been finalised with resources identified?</td>
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<tr>
<td>Is there a dedicated contact number for instalment and maintenance challenges?</td>
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<td>How will you launch the parklet? Is it possible to have a formal launch and has a date been agreed?</td>
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<td>Have you promoted the project and launch on social media?</td>
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<td>How will you be monitoring progress and communicating successes? Has this been agreed with the funder and/or project leader?</td>
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<td>How will you capture any lessons learnt and disseminate these with your stakeholders?</td>
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<https://crossriverpartnership.org>
Barriers

We have identified the most common perceived barriers when installing a parklet. These have been summarised and addressed below.

Interdepartmental communication

In addition to listening to external stakeholders, working closely with other departments within the local authority will be necessary to deliver a successful parklet project. Parklets provide a wide range of benefits across departments and it is important to engage with all relevant branches early on in the process: lack of engagement may lead to unforeseen hurdles or push back for certain permissions. We would strongly recommend engaging with the following teams or departments to ensure endorsement of the parklet project:

- Procurement
- Finance
- Environment and air quality
- Transport
- Highways
- Parking
- Parks and estate
- Business and economy

The creation of an inter-departmental steering group could be useful for a parklet project to ensure direct communication with other teams, clarity over project processes, and that delivery time frames and budgets are on track.

Maintenance

Maintenance is one of the most cited barriers when introducing a parklet, with concerns around cleaning and watering plants. However, as parklets appeal to communities and businesses alike, these concerns are often unwarranted with parklets continuing to be enjoyable places for the community to visit and use. There are many examples of parklets being ‘adopted’ by the local community, whilst businesses are unlikely to neglect a parklet if it is improving their revenue.

Encouraging community involvement throughout the design process is a great way to alleviate this issue. Working with a local garden centre or gardening group when picking out planting can create a feeling of community ownership, ensuring that plants in the parklet are maintained following installation.

Project delivery partners also often offer maintenance programmes (albeit at an additional fee) ensuring local authorities don’t have to provide additional staff time or resource. However, feedback from authorities who have installed parklets suggests that maintenance is not necessarily onerous with watering and cleaning overseen by the relevant parks and estate team. Nevertheless, it is worth considering agreeing a maintenance plan with the project stakeholders to ensure any responsibilities are fully understood.

Antisocial behaviour

Another common barrier is the perception that parklets will draw in antisocial behaviour despite limited evidence; studies have shown that urban green space can reduce crime rates through establishing community bonds and providing “more eyes on the street”. Although there have been some incidences of littering or smoking, appropriate signage and messaging is often sufficient at addressing these behaviours.

Additionally, steps can be taken to reduce antisocial activities in terms of parklet location, such as:

- Placing parklets on streets with high footfall
- Ensuring plenty of street lighting
- Enabling the parklet to be in view of public or private CCTV

Loss of parking spaces

Parking will always be a contentious subject and there are often complaints when it is removed. The best way to address this issue is to listen to any concerns, provide a solution if possible, and ensure the aims and objectives of the project are clearly understood. Although statistics show that cars are parked for 95% of their lifetime on-street parking continues to dominate London’s street use. Parklets provide an opportunity to offer space that everyone can use whilst also addressing wider societal, environmental and economic challenges.

The Seulool 7017 is a 983-metre-long park that occupies a stretch of the 1970s highway destined for demolition. It contains 24,000 trees, shrubs and flowers and formed part of a wider project to make the city more pedestrian friendly. Similarly, in 1999, New York’s High Line project saw a derelict and abandoned railway line transform into a 1.45 mile long urban park through a community-led and groundwork approach. As a result of public and private sector partnership funding models and a drive for urban greening, the area was transformed into an iconic urban park and led to urban renewal and regeneration.

The Need for Change

Parklets provide a myriad of benefits at a social, environmental and economic scale. However, the process for installing a parklet can be complex when working with different stakeholder groups. The following suggestions have been provided to help re-think and simplify the process, reducing the need for local authority resource and instead increasing engagement for communities and businesses.

- A parklet counter map to demonstrate live parklets in London
- Clear mapping showing locations in which parklets can be implemented safely. This should be made available to both local authorities and the public
- Community engagement tools to aid with design and implementation
- Accredited suppliers to ensure safety standards are met
- A more accurate record collection of parklet baseline and impact data. When installing a parklet, ensure impact data is collected to help inform the business case for any more parklets you may wish to install in the future
- Consider a joint ownership model for implementing parklets
- Consider a parklet permit and licensing scheme. Communities of residents or businesses can apply for installation and ownership of a parklet and, once approved, they could pay an application fee to cover the installation and design whilst maintenance would be the responsibility of the owner. The Council would then provide a license which can be revoked following any issues around maintenance or antisocial behaviour. (Note that some pioneering local authorities, such as Hackney Council, provide parklet permits and licenses for residential communities and already have a simplified process in place)
- A standardised process for installing parklets should be created ensuring consistency across London boroughs.

There is also a need to ensure open space is provided on a more permanent basis. Initiatives such as New York’s Highline and the Seoullo 7017 highlight how underutilised and disused space can be repurposed to create well-connected, greener, friendlier places. Parklets provide an opportunity to facilitate these longer-term transformations as an interim solution, providing a greater network of open green space.

Case Study:

New York’s High Line and the Seoullo 7017 highlight how underutilised and disused space can be repurposed to create well-connected, greener, friendlier places. Parklets provide an opportunity to facilitate these longer-term transformations as an interim solution, providing a greater network of open green space.
**Useful Resources & References**

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The image on the back cover is from Team London Bridge and WMB Studio’s creative parklet. The parklet uses innovative design to provide an element of urban greening, whilst also ensuring great accessibility and safety features. The parklet also has in-built air quality monitoring to understand fluctuations in local air quality which could help to evaluate the parklet impact. (Picture Credits: Ed Butler, WMB Studio).

If you would like further information about anything that has been included in this guidance, please get in touch:

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