

# HOME ZONE CASE STUDIES USER GUIDE

Including Vetting Panel Criteria

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The guidance notes and instructional images contained within this user guide are accurate as of 17 November 2005.

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(G:\BR\0648\_IHIE\Quark\Document\REV02\User Guide.qxp)

## **IHIE Home Zone Case Studies**

Home Zones are evolving all the time, so to help us learn from each other the IHIE has provided a convenient and easy-to-use facility to produce Case Study sheets on new Home Zone developments or retrofit schemes.

### **What are the benefits of using this Case Study system?**

The main benefit is that it offers developers/professionals an excellent opportunity to publicise their Home Zone schemes on a dedicated website. The case studies will help to build a valuable resource of reference information on UK Home Zones.

### **How does the system work?**

The system is accessed through your internet browser by entering a member login and password. You can input, edit and print Case Study sheets. This is achieved by locking the graphic attributes, such as fonts, sizes, colours and placement

of images, within a series of templates. You don't need to have any knowledge of desktop publishing, specialist layout packages or expensive photo editing software. Images can be easily uploaded and edited using a variety of online tools.

After you submit the required information, the system automatically generates a draft PDF file. To request approval of a Case Study, click the 'Email Approval' button. This sends a notification to the Vetting Panel appointed by the IHIE, who review the content using a list of criteria (refer to page 13 of this user guide). After approval the Case Study appears on the website.

### **The Vetting Panel**

The IHIE has invited experts from a range of disciplines to form a Vetting Panel and give their professional views on the quality of the case studies on the website. These experts include urban designers, architects, landscape architects, highway engineers, transport planners, road safety officers,

and representatives from special interest groups. Each has experience of designing or implementing a Home Zone.

For guidance, it will take approximately 2 weeks from the time you submit a draft Case Study for approval, to getting the Vetting Panel's comments, making any changes and the IHIE loading your approved Case Study onto the website.

This following pages contain diagrams from the Case Study system, with relevant notes attached.

## Additional help with content

The following pages of this guide contain a basic overview on how to use the system and explain various functions and tools. For advice on entering text into the template, please refer to page 9 of this user guide. There is also a completed example at the back of this document.

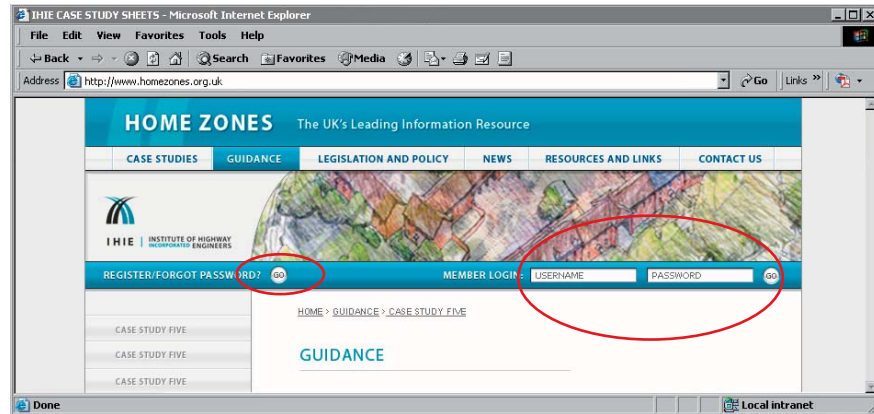
If you require any further information, please email [secretary@ihie.org.uk](mailto:secretary@ihie.org.uk) or alternatively you can contact us at:

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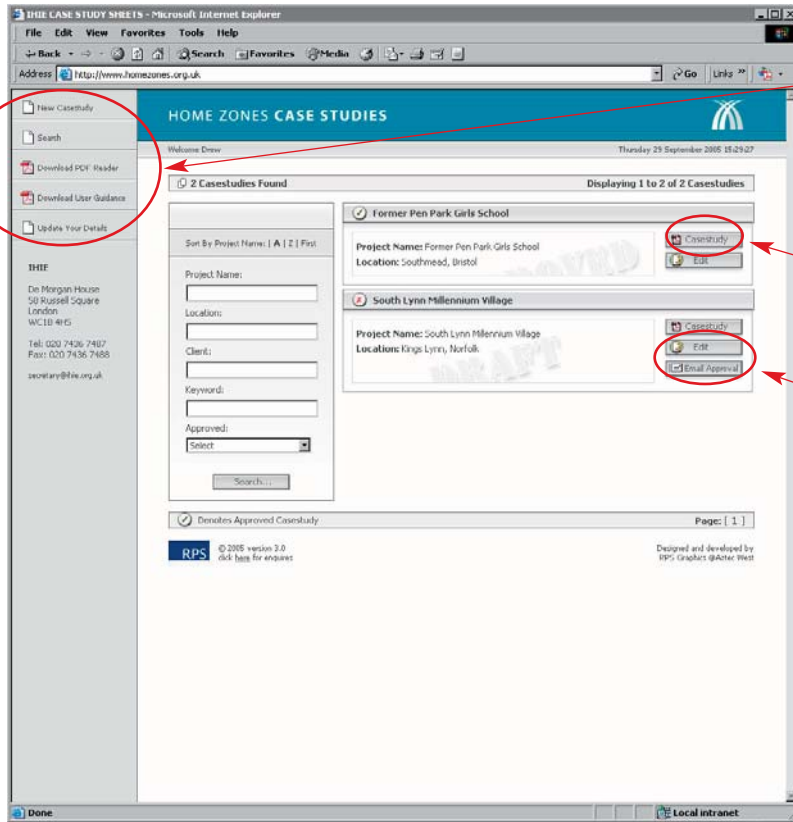
**Fig. 1 - Member Login**



To access the Case Study system from the Home Zone website, enter your username and password as illustrated above.

To register as a new user or have if you forgotten your password, click the opposite link in the login bar as shown above.

Fig. 2 - Home/Search Page



## Home/Search Page and Navigation

Case studies can be created, edited and previewed from this page and you can also update your user details (see panel opposite).

There are two types of case studies stored in the system - Draft (✗) and Approved (✓).

The Case Study can be viewed as a PDF by clicking the '**Case Study**' button. This is covered in more detail on page 9.

To edit an existing draft Case Study click the '**Edit**' button.

To request approval from the Vetting Panel click the '**Email Approval**' button. If the Case Study meets the Panel's criteria, the 'Draft' label will be removed and the Case Study will appear on the Home Zone website. If the recommendation is no, IHIE will contact you to explain why and hopefully resolve any issues. It may simply be that better quality images are required. See page 13 for advice on what the Vetting Panel look for when reviewing draft case studies.

Fig. 3 - New Case Study Page

NEW CASESTUDY

PROJECT HEADINGS

PROJECT NAME: LOCATION:

PROJECT CONTENT: (PLEASE COMPLETE AT LEAST ONE PARAGRAPH)

1500 CHARACTERS LEFT (Approx.)

CHARACTERISTICS

TYPE: NO OF DWELLINGS:

PROGRAMME

APPROVAL: START CONSTRUCTION:

COMPLETION: STATUS:

LEAD ORGANISATION

Simply click and type project details into the applicable fields. Certain fields have drop down menus and character counters that indicate the remaining characters as you type.

Refer to page 9 of this user guide for help with content/definition of fields.

At the bottom of the page, click '**Add Project**' to enter the Case Study text and proceed to the 'Summary' page where images can be uploaded.

PROJECT WEBSITE

PROJECT WEBSITE:

SELF EVALUATION

1500 CHARACTERS LEFT (Approx.)

Add Project

Fig. 4 - Case Study Summary Page

At this stage you can add images, captions and decide if you want a 2, 3 or 4-page Case Study. (Please note: Page A and D are required; B and C are optional.) See Page 12 for image sizes and pixel data.

Select '01 - PAGE A' from the dropdown menu as shown below. Click the **'Browse'** button, choose your image and click **'Open'**. (Please note that only bitmap, jpeg or gif image formats can be selected.) The file path to your image should appear in the window next to the Browse button.

Click **'Submit Image'** and this will load your image ready for editing as shown on the following page.

The 'Case Study Summary' page can also be accessed by clicking the **'Edit'** button as shown on page 3 (fig 2).

Note: There may be a slight delay while the image page loads.

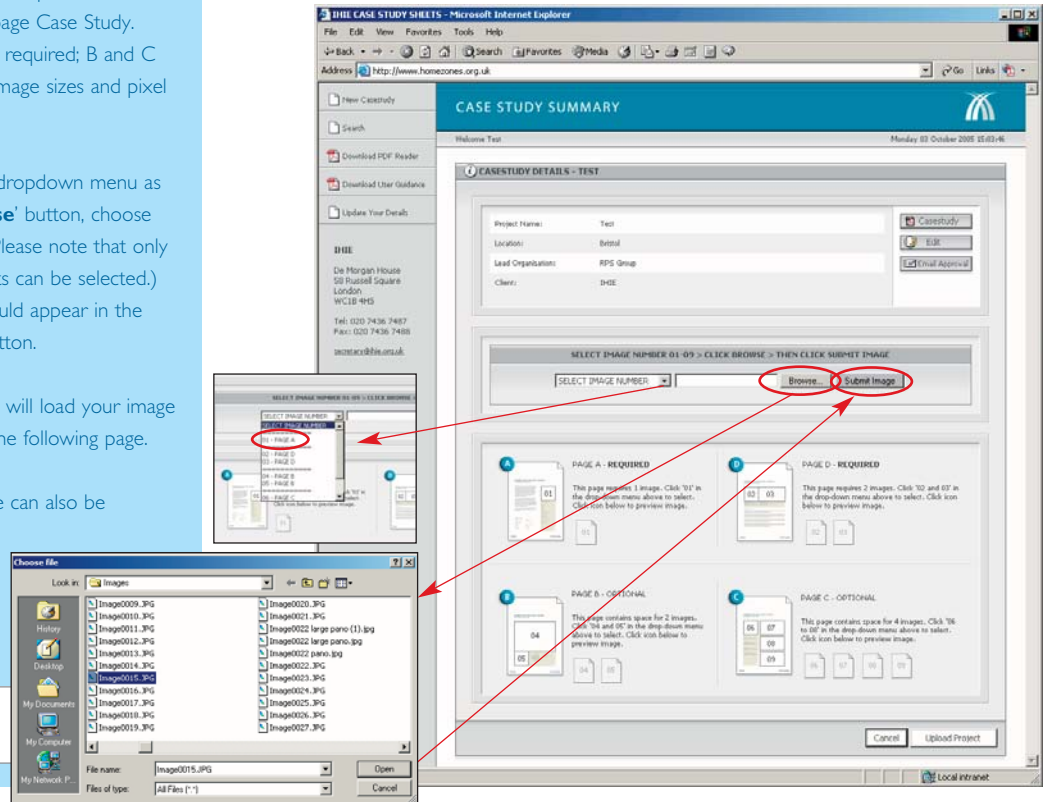
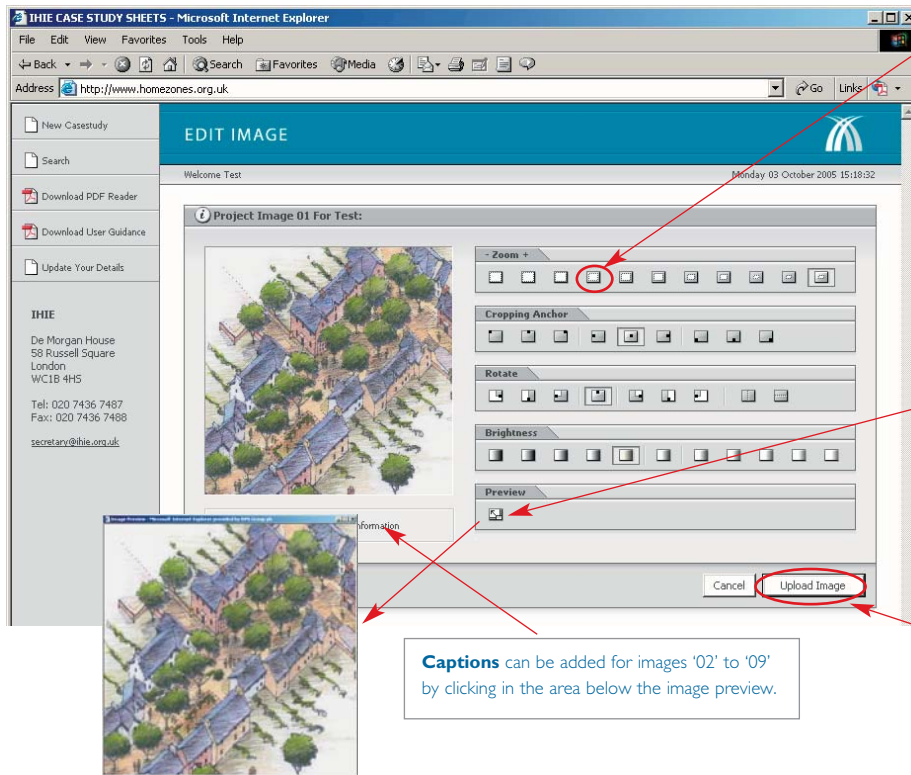


Fig. 5 - Edit Image Page



There are a number of editing tools available by clicking the appropriate buttons:

- **Zoom**
- **Cropping Anchor** - allows a point to be selected for cropping the image, if original is not the correct dimensions
- **Rotate** - allows the image to flip vertically, horizontally and rotate in increments
- **Brightness**

The **'Preview'** button allows the edited image to be viewed at its actual size and quality prior to uploading. Images already uploaded can be previewed by clicking the icons on the 'Case Study Summary' page as shown on page 7 of this user guide.

Click **'Upload Image'** to return to the 'Case Study Summary' page.

Fig. 6 - Case Study Summary Page

To input images 02 to 09, repeat the method on page 5.

To preview uploaded images click if the icon is grey it indicates that no image has been uploaded.

If an uploaded image needs to be replaced follow the procedure shown on page 5. This will overwrite the existing image.

From the 'Case Study Summary' page you can also:

- View the finished Case Study as a PDF by clicking the **'Case Study'** button
- Edit the Case Study text by clicking the **'Edit'** button
- Request email approval as previously explained on page 3

To upload the finished Case Study, click the **'Upload Project'** button. This will take you back to the Home/Search page as shown on page 3.

You can now save the pdf and circulate it to your colleagues if necessary (Refer to page 8 for instructions on saving PDF's).

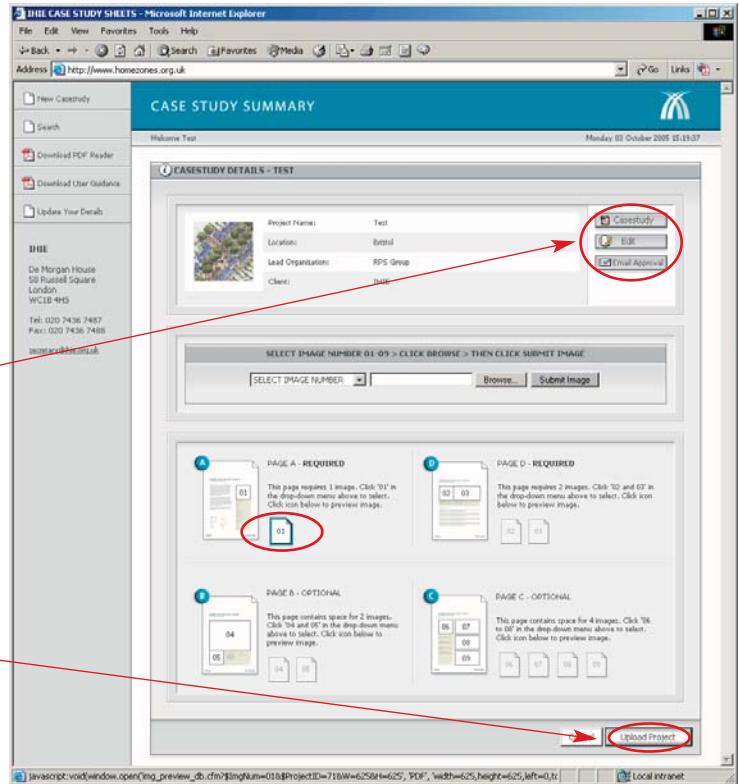


Fig. 7 - Case Study (PDF)

To view a Case Study as a PDF click the 'Case Study' button.

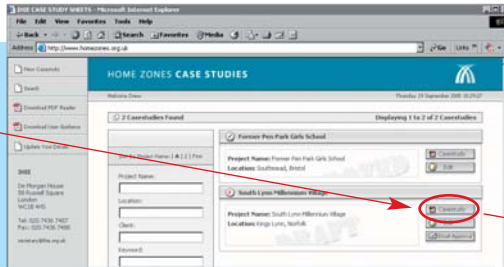
There may be a slight delay while the PDF page loads, depending on the type of internet

connection used. The PDF window needs to be closed before attempting to view a different Case Study. If you do not have Acrobat Reader this can be downloaded from the navigation panel on the Home/Search page by clicking 'Download PDF Reader'.

- Save - Click to save the PDF to an external location. The original Case Study will remain stored in the system
- Print - Click to print the Case Study
- Document Security - The PDF is automatically encrypted to prevent alterations being made to the Case Study if posted on a website or emailed to a third party
- Page Search - Click to view additional pages of the Case Study

Please note that the layout of the PDF window opposite may vary depending on the version of Adobe Acrobat Reader used.

Turn to the back of this user guide for an example of a completed Case Study.



The following guidance is provided to assist with entering text and images.

If you require further help, turn to the back of this user guide for an example of a completed Case Study.

You will receive an email reminder 6 months from the date the Case Study was last edited or approved. If amendments are required and the project is edited, the status will automatically revert to 'Draft' and the Case Study will be temporarily withdrawn from the Home Zone website.

If the revision is minor, such as amending the 'Start Construction' date, the IHIE will normally just re-approve the Case Study. Only if the revision is significant will the Vetting Panel become involved.

The following input fields are listed in the order that they appear in the 'New Case Study' online template. The fields are arranged by the page on which they appear, eg PAGE A to D.

The **input fields** are listed in bold with character limits and a brief explanation or **example** in italic. All fields must be completed. An asterisk (\*) indicates an optional field.

#### **PAGE A - (Front Page)**

##### **Project Name** - (35 characters)

This field contains the title of the Case Study which appears at the top of pages A to D, eg *South Lynn Millennium Village*.

##### **Location** - (47 characters)

This field indicates the location of the Home Zone scheme in relation to the town, city or region. This field also appears on each page below the project name, eg *Kings Lynn, Norfolk*.

help

**Project Content** - (1500 characters)

This field is for the main body of text describing the project. You can copy and paste text from a word file but you cannot drag and drop text.

**Characteristics**

**Type** - The type of Home Zone scheme can be selected from the dropdown menu. Options include 'New Build', 'Retrofit' and 'Retrofit/New Build'.

**Number of Dwellings** - (76 characters)

The information contained in this field offers the best way to indicate the size of the scheme. It may also be split into phases for larger developments or include other information such as houses; flats; mixed use; private; housing association; rented, eg *First Phase - 164 Units. Overall - 600 to 700 Units.*

**Programme****Approval** - (34 characters)

This field indicates the planning approval or adoption of SPD date, eg *January 2005.*

**Start Construction** - (34 characters)

This field indicates the approximate date that construction starts or has started, eg *Summer 2005* or *June 2005.*

**Completion** - (34 characters)

This field indicates the estimated completion date, eg *Summer 2007.*

**Status** - This field can be selected from the dropdown menu. Options include 'Pre-1999 Legislation', 'Intend To Seek Designation' and 'Designated'. The status could change over time to reflect the evolving scheme.

**Lead Organisation** (could be a developer, housing association or funder and contact details should be for the person who can answer questions - it could be you, not the client.)

**Company Name** - (42 characters)

eg *Morston Assets Ltd.*

**Address Line 1 to 5** - (42 characters each)\* Use fields for address details as required.

**Telephone** - (42 characters)\***Fax** - (42 characters)\***Client** - (42 characters)

In some cases the Client could also be the Lead Organisation.

**Contractor** - (42 characters)\*

This field relates to the contractor involved with site works.

## Professional Team

### Company Name 01 - (42 characters)

This field relates to the company name of consultant/professional and the role undertaken within the Home Zone scheme, eg *Phil Jones Associates (Traffic Engineers)*.

**Company Name 02 to 06** - (42 characters each)\* Use each field for company names/roles as indicated above.

## Estimated Cost

**Value** - (£) This field indicates the estimated cost elements for the design process and construction of the highway/streets (including street lighting, landscaping, utilities and any consultation costs). Home Zones are about providing a quality environment so there may be additional costs.

### Description - (42 characters)\*

This field can be used to briefly explain the

estimated cost. If there are any special circumstances or unique features, these can be incorporated into text for the Project Content or Self Evaluation fields.

### Project Website - (42 characters)\*

This field allows the opportunity to enter a website address that relates to the Home Zone scheme. Please keep the web link as relevant as possible.

**(PLEASE NOTE:** The IHIE is not responsible for the content of any linked site and accepts no liability to for any material found on those websites or on any other websites to which those sites are linked. Listing and linking should not be taken as an endorsement of any kind. We cannot guarantee that these links will work all of the time and have no control over the availability of the linked pages.)

## PAGE D - (Back Page)

**Self Evaluation** - (1500 characters)

This field can be used to review the scheme and illustrate what is new, special or unique, lessons learnt, residents' views, any statistics, or your objectives in creating a Home Zone and if they have been met (eg, crime, traffic flow, speeds etc).

The Self Evaluation field can also be used to include your contact details as interested parties or prospective new clients may want to find out further information.

## PAGE A/B/C/D - (Images Pages)

Using quality images enhances the Case Study and can be very informative.

Try to include plans of the streets/zone and ensure at least one plan shows the layout of key and typical streets.

As the scheme progresses before and after photos can be added so that visitors can appreciate what the scheme is trying to achieve and how it will look.

Please be careful with the use of photos that include children or identifiable people. Make sure that you have permission to use licensed plans or photos that are subject to copyright.

**(PLEASE NOTE:** The IHIE is not responsible and accepts no liability for any photo, image or plan that the user selects to upload for which they had not sought prior permission to use. Any infringement of copyright may render the perpetrator(s) liable to criminal prosecution and civil claims for damages.)

#### **Image 01 - (Page A - 1 image)**

The image choice for this page is particularly important as the main banner on the Home Zone website randomly selects from these images to create visual interest. (Note: Selection is from approved case studies only.)

#### **Image 02 - 03 (Page D - 2 images)**

The image selections for this page could contain a plan or layout and photo. There

is space for two captions (42 characters each).

The following pages are optional.

#### **Image 04 - 05 (Page B - 2 images)\***

This page is ideal for a larger layout plan with accompanying photo. There is space for two captions (42 characters each).

#### **Image 06 to 09 (Page C - 4 images)\***

This page can accommodate various images and photos. There is space for four captions (42 characters each).

#### **Technical Information**

ALL images for upload must be in jpg/jpeg, gif or bmp format. Other file formats, eg CAD, will be automatically rejected.

The system has a maximum upload size of 5MB. Attempts to upload a larger file will be automatically rejected.

It may be better to crop the image illustrating an important section or feature

within the plan. If an original layout plan is A0 size it will not be legible in the allocated area.

#### **Image Sizes (Pixel Data)**

##### **PAGE A**

**Image 01:** W: 625 px H: 625 px

##### **PAGE D**

**Image 02:** W: 625 px H: 625 px

**Image 03:** W: 1167 px H: 625 px

##### **PAGE B**

**Image 04:** W: 1810 px H: 1340 px

**Image 05:** W: 1167 px H: 625 px

##### **PAGE C**

**Image 06:** W: 625 px H: 625 px

**Image 07:** W: 1119 px H: 639 px

**Image 08:** W: 1119 px H: 639 px

**Image 09:** W: 1119 px H: 639 px

# criteria

The Vetting Panel is looking for quality developments amplifying good home zone characteristics:

- Safe**
- Self Explaining**
- Self Enforcing**
- Legible**
- Secure**
- Maintainable**
- Accessible**
- Community Involving**

Look at the IHIE Home Zone Design Guidelines - **'Summary of the Key Guidance (Appendix D)'** for these characteristics. You can find this information under the 'Guidance' section on **[www.homezones.org.uk](http://www.homezones.org.uk)**

There is significant scope for innovation and any unique features in your scheme should be highlighted in the case study text.

If you would like any further information regarding this user guide or the online system, please email: [secretary@ihie.org.uk](mailto:secretary@ihie.org.uk) or, alternatively, you can contact us at:

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## MORICE TOWN HOME ZONE PLYMOUTH, DEVON

Morice Town comprises a mix of dwellings including owner occupied, housing association, Council flats and private rented accommodation. With a population of some 3,000 living in 155 houses and 253 flats, the community has good access to nearby local shops and public transport, which are within walking distance. The area also hosts 8 local businesses.

The layout of Morice Town comprises a typical late 19th / early 20th century design of terraced streets on a grid setup with footway either side and straight roads. Good visibility allows for traffic speeds to be in excess of what would be deemed appropriate for a residential area. With much of the remaining terraced housing fronting directly onto the footway there is little in the way of environmental enhancements, although houses destroyed in the war have been replaced by three story flats that have resulted in the introduction of some green space to the area.

The central idea and impetus for the Home Zone initiative was to regenerate the area and to give it a new lease of life. Specifically it was hoped to improve the quality of life for residents of all ages through: improving and enhancing the built environment, introducing the concept of shared space for equal use by all road users and change the environment to reflect this change of priority away from motor vehicles, reducing both the number and speed of vehicles so that communities are not divided and children's play can take place in the redefined shared space.

### CHARACTERISTICS

TYPE:	Retrofit
NO OF DWELLINGS:	408

### PROGRAMME

APPROVAL:	2000
START CONSTRUCTION:	
COMPLETION:	Summer 2003
STATUS:	Designated



### LEAD ORGANISATION

Plymouth City Council  
Civic Centre  
Road Safety - Floor 10  
Armada Way  
Plymouth, PL1 2EW  
T: 01752 307729 F: 01752 304922

### CLIENT

Plymouth City Council

### PROFESSIONAL TEAM

Adrian R. Trim - PCC  
Lacey, Hickie, Caley. Urban Design  
WSP Ltd

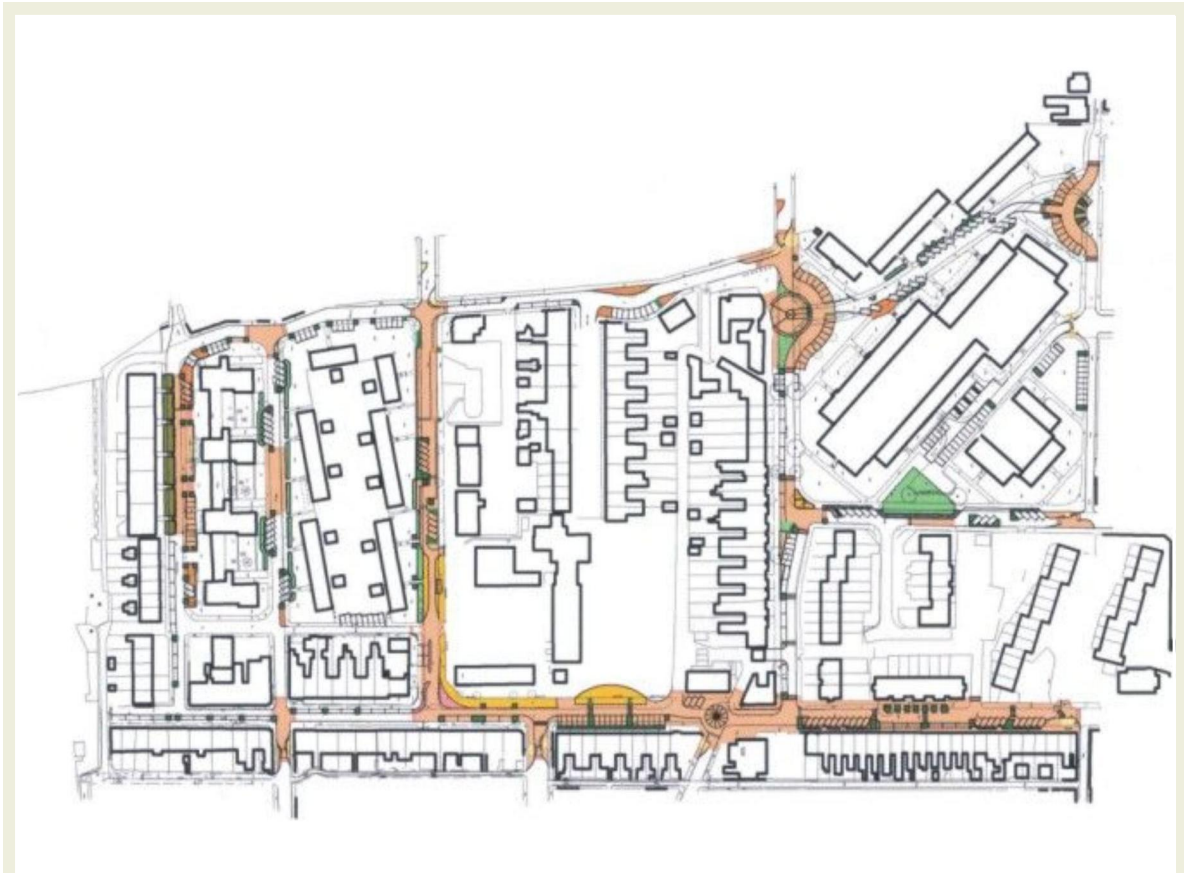
### ESTIMATED COST (£)

£2,300,000



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## MORICE TOWN HOME ZONE PLYMOUTH, DEVON



◀ OPPOSITE:  
Residents stocking the  
planters

▲ TOP:  
Community 'Vision' for the  
Home Zone.

## MORICE TOWN HOME ZONE PLYMOUTH, DEVON



 **ABOVE LEFT:**  
Protected parking bays

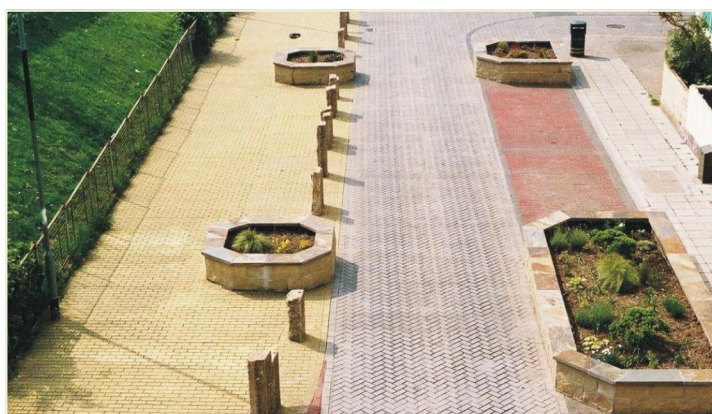


 **ABOVE RIGHT:**  
Charlotte Street gateway



 **OPPOSITE:**  
Charlotte Street water feature

 **BELOW RIGHT:**  
Shared surface & planters



## MORICE TOWN HOME ZONE PLYMOUTH, DEVON



▲ ABOVE LEFT:

Charlotte Street Punaise



▲ ABOVE RIGHT:

Balfour Terrace / Pentamar Street Community Space

### SELF EVALUATION

The home zone has turned traditional streetscapes into shared use surfaces, much of it at a single level, with dedicated parking areas built into the infrastructure to reduce the width of the carriageway and the speed of vehicles. Gateway features at each of the nine entrances are visually and physically impactful, leaving all road users in no doubt that they were entering a very different environment. Planters give the area another dimension adding to the quality of life for the residents and creating a distinctive landscape unique to Morice Town. The unusual thermal imprint surface used on through routes and at locations of community interaction give Morice Town an identifiable uniqueness.

Removal of all the normal signing and lining associated with vehicular traffic has also helped to redefine the area which traffic now shares equally with all road users - no one group has priority. The Home Zone was designed to reduce both the number and speed of vehicles through a variety of quality measures, with the emphasis on sustainability, walking and cycling, improved community activity and children's play. The result of implementing Morice Town Home Zone has been impressive on a number of levels not least the capacity that has been built in the community, the complete transformation of the streetscape and environment. It has changed the perception and feel of Morice Town in a very positive way, delivering a great many of the original aspirations of the community.



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