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Ref: 'SchoolStreet'  
Date: 06.06.2023

Dear Neighbours in Diana Street and Ty'n Y Coed Place

At Roath Park Primary we have been working tirelessly to promote safer and sustainable travel to and from school. Since 2019, we have reduced the percentage of children travelling to school by car or other motor vehicle from 35% to 15% thus increasing our number of pupils walking, cycling and scooting to school from 65% to 85%. The impact of this has been fewer parking issues, less cars in the area at the start and end of the day and less occurrences of dangerous driving at drop-off and collection time. However, some areas (including roads, lanes and junctions) around the school still pose a safety issue for those choosing methods of active travel.

We are currently working with Cardiff Council to plan for the next phase of our Active Travel Plan. This phase consists of collaborative working with yourselves who reside in **Diana Street** and **Ty'n Y Coed Place** to introduce a 'School Street' system. I have included the key information regarding the implementation of a School Street can be found on the next two pages.

The School Street proposal would work in conjunction with the implementation of a new entrance way at the back of our school. This would be situated on the corner of Diana Street and Ty'n Y Coed Place where there is currently a perimeter wall. This entrance would be used exclusively for Active Travel – those walking, cycling and scooting to and from school so we do not expect a larger volume of traffic in the area. However, to ensure that the area is kept safe for pupils travelling actively, and to prevent any school-related vehicle traffic having a negative impact on residents, we are keen for the new Active Travel entrance and the School Street to be delivered together. If the proposal is taken forward, there will be a full consultation with residents and the wider school community as part of the process of implementing the new entrance and School Street.

We are hoping that this project will be supported by you, our neighbours, and are very keen to hear your thoughts on the proposal of implementing a School Street. Our priority is the safety of our pupils and with over 60% of our families living behind the school premises we know this project will benefit many by making active travel journeys shorter, safer and more convenient.

Please do not hesitate to email me: [L.Fitzgerald@roathparkprm.co.uk](mailto:L.Fitzgerald@roathparkprm.co.uk) if you have any further queries. It may be of benefit to meet in-person to discuss this proposal where our Active Travel committee and representatives from Cardiff Council would be able to answer questions and provide project timescales.

Yours sincerely

Mr. L Fitzgerald  
Headteacher

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Headteacher | Pennaeth: Mr. Lewis Fitzgerald  
Acting Deputy Headteacher | Dirprwy Bennaeth Dros Dro: Ms. Jane Marker  
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## School Streets information

School Streets in Cardiff are part of the Council's programme for making travel to school safer.

Cardiff Council is already working hard to support schools across Cardiff promoting road safety through the Road Safety Team, making improvements to walking/cycling facilities and developing Active Travel Plans. This is part of our commitment in Cardiff's Transport White Paper to make streets healthier and safer. However, in areas around some schools, the safety concerns and problems caused by vehicle access are so severe that the introduction of School Streets has been considered as an important step in helping to resolve this. 16 schools in Cardiff now have School Streets.

School Streets are restricted streets (or zones) in areas around busy schools that can only be accessed by permits holders, pedestrians and cyclists for part of a day, usually during peak school hours. They operate before and after school times, during school term times.

- School Streets are put into place using a legal process called a Traffic Regulation Order (TRO). TROs are the restrictions placed on the Highway that direct, control and prohibit vehicle movements.
- Signs are used to show that School Street restrictions are in place. The signs flash during restricted times.
- Vehicles already within the 'School Street' area during restricted times can leave at any time; the restrictions apply to entry only
- Enforcement cameras are used to monitor vehicles entering during these times and drivers without permits may receive a fine (Penalty Charge Notice - PCN) of £70. Vehicles already within the street when the restrictions may leave without incurring a fine.

## PERMITS FOR RESIDENTS

Residents can apply for a School Street Permit free of charge if they live within a School Street and their vehicle is registered or kept at their address. They are asked to upload proof to show that the permit vehicle is registered or kept at their address.

All School Street permits last for an academic year (1<sup>st</sup> September to 31<sup>st</sup> July). Permits applied for in August will apply to the next school year. This is to help make it is easier to remember when to re-apply for new permits. However, there is an "auto-renew" option as an alternative to applying every year.

To apply, residents need their Council Tax reference number to hand, and a copy of one of the following:

- UK Vehicle Registration Certificate (V5c Logbook)
- Lease, Finance or Rental Agreement
- Insurance Certificate and Policy (including Motability Insurance), or;
- Company Vehicles: you must provide a company headed letter dated within 28 days of your application to confirm all of the following you are an employee/director, you are authorised to drive the vehicle, you keep the

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vehicle overnight at your address, vehicle registration number and the name and position of the person signing the letter.

Roath Park Primary School minibuses are eligible for permits. Whilst the school building and boundary walls are undergoing essential works, the proposed entrance would be used as a temporary solution to park the minibuses on the school site. This is the only solution for loading and unloading pupils safely when embarking on school trips and local visits.

### **EMERGENCY VISITOR PERMITS**

We provide each household with up to 30 “emergency day passes” per school year. One pass will provide one vehicle with one full day’s access. There is no limit on the number of emergency passes that can be activated at any one time, but they can’t be transferred between different vehicles.

Emergency passes provide access when it really isn’t possible for the visitor to make arrangements to arrive outside of restricted times. They are not intended for general visitors, who are still expected to arrive outside of restricted times.

### **EXEMPTION PERMITS FOR CARERS**

Professional carers will be able to apply for a carer permit if they provide official health, social or community care to a resident. Persons providing regular essential care on behalf of a resident will also be able to apply, but in these circumstances every application will be considered on its own merits.

### **EXEMPTION PERMITS FOR BLUE BADGE HOLDERS**

Blue Badge Holders may also apply for permits for their vehicles, or any other vehicle they may travel in (up to a maximum of two vehicles)

### **ENFORCEMENT**

A CCTV enforcement camera will be installed that will monitor vehicles illegally entering the School Street. The cameras only monitor vehicle movements. When a vehicle enters without a valid permit the camera will record a short clip of the offence. This will then be reviewed by specialist officers to ensure that an offence has occurred. They may then authorise the issuing of a Penalty Charge Notice. There is a right of appeal for anyone who feels they have been incorrectly issued a PCN, including a right of appeal to an independent adjudicator.

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