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# Traffic Around Primary Schools Task and Finish Group

Thursday, 9th November, 2017 at 5.30 pm  
Wallis Room, Parkside, Chart Way, Horsham

Councillors: David Coldwell (Chairman)

Andrew Baldwin  
Billy Greening

Mike Morgan

Leonard Crosbie (ex-Officio)

You are summoned to the meeting to transact the following business

Tom Crowley  
Chief Executive

## Agenda

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1. <b>Apologies for absence</b>	
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3. <b>Declarations of Members' Interests</b>	
4. <b>Announcements</b>	
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All Saints CE (Aided) Primary School Greenway Academy Southwater Junior Academy Upper Beeding Primary School	
6. <b>To hear from Parking Services on Enforcement</b>	
7. <b>To hear from the Head of Waste and Recycling on road cleaning schedules around the schools</b>	
8. <b>Next steps - School visits</b>	

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# Public Document Pack Agenda Item 2

## Traffic Around Primary Schools Task and Finish Group 29 AUGUST 2017

Present: Councillors: David Coldwell (Chairman), Andrew Baldwin,  
Billy Greening, Mike Morgan and Leonard Crosbie (ex-officio)

### 1 CONFIRMATION OF CHAIRMAN

Councillor David Coldwell was confirmed as Chairman of the Task and Finish Group, after previously being nominated at Overview and Scrutiny Committee on 24<sup>th</sup> July 2017.

### 2 DECLARATIONS OF MEMBERS' INTERESTS

There were no declarations of interest.

### 3 ANNOUNCEMENTS

There were no announcements.

### 4 TO AGREE THE TERMS OF REFERENCE

The Task and Finish Group discussed the draft terms of reference which had been presented at the meeting and whether the review should be extended to secondary schools in the District as well, but it was agreed that this review should be focused on primary schools and any recommendations could be extended to secondary schools if it was felt they were applicable.

A third term of reference was added:

“3. On conclusion of the review a report will be made to the Overview and Scrutiny Committee with recommendations based on the Group’s findings.”

### 5 TO SCOPE THE REVIEW

This review was agreed following issues originally raised through Upper Beeding Parish Council. However it was noted that there were 44 primary schools in the District and it was felt that many of these schools probably faced very similar problems.

Members agreed to develop a questionnaire to send to all the primary schools in the District to gather evidence. The initial list of questions were as follows:

1. Do you have a school travel plan? And could we have a copy?
2. Do you have any particular issues around parking outside your school in the morning? And in the evening?

3. Are there problems with parking illegally outside the vicinity of your school?
4. What do you think would work well to resolve the issues?
5. Can you tell us about the current situation regarding parking i.e. yellow lines, hatched boxes, are they visible, outside your school?
6. Do you have a walking bus?
7. How many parents are at your school?
8. What do you do at your school to try and encourage social behaviour? i.e. teachers/parents with high visibility jackets outside the school at the beginning and end of the school day
9. What does your school do to involve children to encourage their parents to help with the problems? i.e. encouraging walking to school
10. What have you done to discourage antisocial behaviour?
11. Is speeding a problem at your school?
12. Do you have a policy in place to encourage cycling? Also for kids to wear helmets when cycling and remove headphones?
13. Do you have a record of accidents, incidents and near misses, caused by drivers outside your school?
14. Is the parking at your school bad? Multiple choice answer from strongly agree to strongly disagree
15. Do you have a lolly-pop person?
16. What would encourage your children to walk to school or travel by bike?
17. Is there adequate signage outside your school?
18. What time does the school day start and finish and what time do the school gates open and close (if different)?
19. In your opinion, what would be the one single solution to relieve the parking problems at your school?
20. Have the schools consulted with parents on these problems?

The questions would be refined and collated into a questionnaire along with a space for the schools to add short comments. The final version would be circulated to Members of the Group before being sent to the schools. The schools would be given one month to respond. Letters would be sent to both the head teacher and school governors.

It was also suggested that parish and neighbourhood councils could be consulted as well, as part of the review.

Members were concerned that there were also problems reading access for emergency services at peak times outside the schools.

Following the responses from the schools, the Group would like carry out visits to selected schools across the District to observe the busy periods, and also to interview some key people such as a representative from the Police, the Community Safety Manager, Head of Parking Services, possibly West Sussex County Council and a neighbourhood warden.

It was agreed that the Lead Scrutiny and Committee Support Officer would draft a letter to the Local Government Association asking whether they were

aware of the problems schools faced and whether there were any successful schemes or solutions in place.

6 **TO AGREE A PROGRAMME OF MEETINGS AND TIMESCALE FOR THE REVIEW**

The Task and Finish Group would work to approximately three meetings, one to consider the responses from the school questionnaires, a second to carry out a selection of interviews and the final meeting to discuss a draft report. They would endeavour to have a draft report by Christmas 2017.

The next meeting would be held at 5.30pm on Thursday 9<sup>th</sup> November 2017.

*The meeting closed at 6.35 pm having commenced at 5.30 pm*

CHAIRMAN

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## Questionnaire from the Traffic Around Primary Schools Task and Finish Group

September 2017

**SCHOOL:** All Saints CE (Aided) Primary School

**ADDRESS:** Tylden Way, Horsham, West Sussex, RH12 5JB

1. Do you have a school travel plan? And could we have a copy?

*We have recently launched our School Parking Pledge which is effectively our travel plan. We also run a Junior Road Safety Officer scheme at the school. A copy of the Parking Pledge is enclosed for your information.*

2. Do you have any particular issues around parking outside your school in the morning? And in the evening?

*We have had numerous issues regarding the parking outside of the school, with complaints from neighbours and parents. The main issues include: parking on the double yellow lines, parking/dropping off on the zigzag lines directly outside of the school gate, double parking, blocking driveways etc.*

3. Are there problems with parking illegally outside the vicinity of your school?

*As per Question 2 – we have devised the School Parking Pledge to address these issues following a recent Road Safety Questionnaire to parents, where a parking pledge was widely supported by the majority of families in order to tackle antisocial driving and parking outside of the school.*

4. What do you think would work well to resolve the issues?

*Regular monitoring from Law Enforcement Officers where offenders are given tickets for breaching the parking restrictions.  
More large banners to display outside of the school reminding parents/drivers of their duty to park correctly and safely.*

5. Can you tell us about the current situation regarding parking i.e. yellow lines, hatched boxes, are they visible, outside your school?

*There are yellow zigzag lines directly outside of the main school entrance/driveway with a sign that says 'no stopping at any time'. Directly opposite this there are double yellow lines on the other side of the road. We display a WSCC parking banner which is visible to all drivers and display road safety posters designed by the children.*

6. Do you have a walking bus?

*This scheme was attempted a number of years ago at the school but was unsuccessful so it is no longer used.*

7. What do you do at your school to try to prevent antisocial behaviour? i.e. teachers/teaching assistants/parents with high visibility jackets outside the school at the beginning and end of the school day

*We have been running the Junior Road Safety Officer scheme for the last year and carried out a Road Safety Questionnaire for parents to highlight the issues surrounding parking and safety outside of the school. This led to the introduction of the Parking Pledge. At present we do not have anyone willing to stand outside in high visibility jackets outside of the school but it has been considered.*

8. What does your school do to involve children to encourage their parents to help with the problems? i.e. encouraging walking to school

*The Junior Road Safety Officer scheme promotes road safety and education to the children which has been disseminated in full school assemblies in the hope that the children encourage their families to help support the issues.*

9. Is speeding a problem near your school?

Yes

10. Do you have a policy in place to encourage cycling? Also for students to wear helmets when cycling and remove headphones?

*Cycling is encouraged by the school and included in the Parking Pledge. When children complete their cycling proficiency test at school they are reminded about the safety of wearing cycling helmets and removing headphones.*

11. Do you have a record of accidents, incidents and near misses, caused by drivers outside your school?

*A record book is kept in the school office.*

12. Is the parking at your school bad? (indicate as appropriate)

Strongly Agree      **Agree**      None      Disagree      Strongly Disagree

13. Do you have a lollipop person?

No

14. What would encourage your children to walk to school or travel by bike?

*Many local families do walk, cycle and scoot to school and we provide bike sheds and scooter storage on site.*

15. Are road markings adequate/visible outside your school?

Yes



16. What time does the school day start and finish and what time do the school gates open and close (if different)?

Gates Open AM	Before approx 750am (to allow for before school clubs)
School Start Time AM	8.50-8.55am
School Finish Time PM	3.20pm
Gates Close PM	After 445pm (to allow for after school clubs)

17. In your opinion, what would be the one single solution to relieve the parking problems at your school?

*That is a very good question – unfortunately, we do not have the solution but are putting measures in place to raise awareness through our Parking Pledge.*

18. Have the schools consulted with parents on these problems?

*Yes, we carried out a Road Safety Questionnaire before Easter and set up a display with the Junior Road Safety Officers at the last parents evening highlighting the issues.*

*As a result, we have devised a School Parking Pledge which has recently been launched where parents are asked to sign and agree to the terms contained therein.*

If you have any further comments which might be useful for the Group, please enter them in the box below:

*Since receiving this questionnaire, we have received several more complaints from neighbours, parents and a bus company due to various parking incidents but in particular there was an incident where a parent parked their car on the corner of a junction, completely blocking the road for all other road users including a bus which was delayed by 15 minutes as a consequence. This is despite the launch of the recent Parking Pledge and road safety awareness promoted at the recent parents evening. A complaint was also received from a member of the public travelling on the said bus. As such it would be extremely valuable to have some presence from traffic enforcement officers on a frequent basis at school drop off and collection times as parents do not feel there are any consequences for dangerous parking or driving around of and in front of the school.*

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Completed by: *Suzannah Threlfall, Governor, Chair of Finance and Premises*

Date: *16<sup>th</sup> October 2017*

Thank you for taking the time to complete this questionnaire and assist with our review.

## Questionnaire from the Traffic Around Primary Schools Task and Finish Group

September 2017

**SCHOOL:** Greenway Academy

**ADDRESS:** Greenway

Horsham

RH12 2JS

1. Do you have a school travel plan? And could we have a copy?

Not a current one – happy to revise, working with LA

2. Do you have any particular issues around parking outside your school in the morning? And in the evening?

The parking around the school has been exacerbated greatly by the recent new no parking lines on roads around the school. A large number of cars now park outside the school from early morning and are not removed until late at night. We believe these people are either commuters or work in the centre of Horsham. This means there is no parking for parents doing the school run at either end of the day. This also causes visual obstructions for children crossing the road as they have to do so through parked cars. On our last survey 73 pupils cross Greenway unaccompanied going to or from school.

The road is also a main bus route so has additional heavy regular traffic. The school receives a large number of complaints from our neighbours regarding inconsiderate parking and driving around pick up times.

The school regularly sends out good conduct reminders to parents and has invested in parking/driving safety posters, designed by the children, which are prominently displayed outside the entrance of the school.

3. Are there problems with parking illegally outside the vicinity of your school?  
Car parking is legal outside the school during the day as there are no restrictions in place. Parents do park inconsiderately on the road out of frustration at key parts of the day.
4. What do you think would work well to resolve the issues?
  - a. The school has a large tract of land at the front of the school and would welcome a drop off/pick up parking through road option on that land.
  - b. We believe if it was road width we could organise matters in school to ensure a good flow of traffic at key times of the day. Some additional parking bays would also help provide additional parking for visitors and the attached nursery school. We can currently only provide 2 parking spaces for Greenway Nursery staff on site. An average of 2 Nursery staff cars therefore need to find alternative parking each day.
  - c. A pelican crossing situated on Greenway would also aid children/families who have to cross Greenway to go home.
  - d. Speed bumps

5. Can you tell us about the current situation regarding parking i.e. yellow lines, hatched boxes, are they visible, outside your school?  
The road has been recently resurfaced, lines clearly marked and the flashing school sign has been fixed.
  
6. Do you have a walking bus?  
The wrap round care provision on site has a walking bus to the infant school across the park.

7. What do you do at your school to try to prevent antisocial behaviour? i.e. teachers/teaching assistants/parents with high visibility jackets outside the school at the beginning and end of the school day

The school works with the children to ensure they have good road skills. The school keeps a record of children who go home without adults.

Focus for  
Safeguarding Council in school

The wrap round provision provides a walking bus.  
The school communicates regularly with parents about good conduct and school expectations

School staff are not trained to manage traffic on the road especially as this is a bus route.

8. What does your school do to involve children to encourage their parents to help with the problems? i.e. encouraging walking to school  
Many of our children do walk to school, and go home via the park – which is poorly lit. The school works with children on road safety, and offer bikeability courses to older children. Healthy schools work encourages children to walk to school, however there is a key group of children who come from the wider Horsham and West Sussex area and this is always by car.  
Children have designed banners about considerate parking which are displayed outside the school and have written to the parents about this matter.

9. Is speeding a problem near your school?  
No – it's the volume at peak times and the impact of parking restrictions around the school which have made our problem considerably worse in the last 18 months.

10. Do you have a policy in place to encourage cycling? Also for students to wear helmets when cycling and remove headphones?  
Bikeability courses run every year  
Secure cycle provision in place  
Children have to wear helmet if they want to cycle to school

11. Do you have a record of accidents, incidents and near misses, caused by drivers outside your school?  
We have some records on this historically, but the record probably does not reflect the severity of the problem. Key problems are when parents makes very silly choices ie abandon car to pick child up, or argue with other commuters/parents over poor parking/aggressive attitudes and behaviours.

12. Is the parking at your school bad? (indicate as appropriate)

**Strongly Agree**      Agree      None      Disagree      Strongly Disagree

13. Do you have a lollipop person?  
No...

14. What would encourage your children to walk to school or travel by bike?  
Not being a bus route and less traffic and parked cars on Greenway and surrounding roads

15. Are road markings adequate/visible outside your school?  
Recently been replaced when road resurfaced

16. What time does the school day start and finish and what time do the school gates open and close (if different)?

Gates Open AM 8.35am Field entrance only

School Start Time AM 8.45am

School Finish Time PM 3.30pm

Gates Close PM 3.45pm Field entrance only

Unfortunately there are no gates or perimeter fencing on the front of the school.

17. In your opinion, what would be the one single solution to relieve the parking problems at your school?

Drop in road system within the school grounds

18. Have the schools consulted with parents on these problems?

We have parent voice and are happy to consult, if there is a high probability of a solution being offered.

If you have any further comments which might be useful for the Group, please enter them in the box below:

The recent changes instigated by WSSC to reduce traffic issues elsewhere close to the school site have made the problems around the school significantly worse. Whilst one understands the logic behind the decision making, it has greatly increased the risk of a death or serious accident for our pupils. The land available around the school would offer a good solution to the problem, but at a cost the school cannot bear.

The school looks forward to working on this with the WSSC, to find a solution in order to minimise the risks greatly to the children.

Completed by: Karen White, Headteacher

Date: 21/9/17

Thank you for taking the time to complete this questionnaire and assist with our review.

**Questionnaire from the Traffic Around Primary Schools Task and Finish Group**

**September 2017**

**SCHOOL:** Southwater Junior Academy

**ADDRESS:** Worthing Road, Southwater, RH13 9JH.

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Answers are in blue.

1. Do you have a school travel plan? And could we have a copy?

Yes.

2. Do you have any particular issues around parking outside your school in the morning? And in the evening?

Parents park on zig zags despite there being a banner outside of school prohibiting it.

Parents are driving quickly through the layby outside of school.

Parked cars are obstructing the view of cars coming out on the main road.

There is no 'in' and 'out' sign to direct the flow of traffic.

Parents are not looking as they are watching their children going into school and are driving away. At times, they are not looking as they are on their mobiles as they are driving.

A zebra crossing is near the school entrance which children do not always cross safely and it slows down traffic along with the queues on the road into the layby.

(All of these issues have been addressed in a school newsletter and the parish council have been alerted to the parked cars obstructing the view of cars as well as the flow of traffic.)

These occur before and after school and when school clubs finish at 4:30.

Are there problems with parking illegally outside the vicinity of your school?

Yes, see above.

3. What do you think would work well to resolve the issues?

Reducing the traffic outside of school through promoting walking to school or park and stride and putting 'in' and 'out' signs on the layby entrances and exits. The school caretaker monitors traffic before and after school which has helped.

Can you tell us about the current situation regarding parking i.e. yellow lines, hatched boxes, are they visible, outside your school?

We have zig zags outside the school in the layby.

4. Do you have a walking bus?

No

What do you do at your school to try to prevent antisocial behaviour? i.e. teachers/teaching assistants/parents with high visibility jackets outside the school at the beginning and end of the school day

The school care taker is outside of school in a high-visibility traffic approaching people who park on the zig zags.

5. What does your school do to involve children to encourage their parents to help with the problems? i.e. encouraging walking to school

We promote walking to school in assemblies, newsletters and highlighting walk to school week with a draw a map of your journey to school competition.

6. Is speeding a problem near your school?

Yes

7. Do you have a policy in place to encourage cycling? Also for students to wear helmets when cycling and remove headphones?

Yes. We have cycle racks and approach students and their parents if they are caught not wearing helmets or if they would have ear phones in. The school takes part in the Bikeability scheme to promote safe cycling.

8. Do you have a record of accidents, incidents and near misses, caused by drivers outside your school?

Yes, we keep a record.

Is the parking at your school bad? (indicate as appropriate)

Strongly Agree  
Disagree

Agree

None

Disagree

Strongly

9. Do you have a lollipop person?

Yes, there is a lollipop person at the end of the road who helps children cross but it is not allocated by the school.

What would encourage your children to walk to school or travel by bike?

Informing families about the benefits and have traffic reduction measures in the layby.

10. Are road markings adequate/visible outside your school?

Yes

11. What time does the school day start and finish and what time do the school gates open and close (if different)?

Gates Open AM	8:30
School Start Time AM	8:45
School Finish Time PM	3:20
Gates Close PM	



12. In your opinion, what would be the one single solution to relieve the parking problems at your school?

More people walking to school rather than parking outside of school.

13. Have the schools consulted with parents on these problems?

We currently are releasing a survey for International Walk to School month on our website.

If you have any further comments which might be useful for the Group, please enter them in the box below:

Completed by: Danielle Mussellwhite

Date: 1<sup>st</sup> October

Thank you for taking the time to complete this questionnaire and assist with our review.

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# Questionnaire from the Traffic Around Primary Schools Task and Finish Group

September 2017

SCHOOL: Upper Beeding Primary School.....

ADDRESS: School Rd.....

Upper Beeding .....

West Sussex.....

BN44 3HY.....

1. Do you have a school travel plan? And could we have a copy?

Yes we do – it is on our school website.....

2. Do you have any particular issues around parking outside your school in the morning? And in the evening?

Every morning and at end of school parent's park opposite the entrance and on the single yellow line during drop off and pick up times. Eye lines are obstructed and children cannot see if cars are coming when they cross. Parents also park up on pavements and kerbs.

***This is a restricted parking area but there is no enforcement happens so parents do not observe the restrictions.***

3. Are there problems with parking illegally outside the vicinity of your school?

Yes. We have a single yellow line opposite the school and some signage which parents ignore at drop off and pick up time and park illegally on. Where the single yellow line turns into double yellows, parents park up the kerb. We recently had new zig-zags outside of school which are more effective and parents generally adhere too.

***In addition in the immediate locality parents tend to park poorly on corners, on double yellows and on pavements to get a space nearer the school.***

4. What do you think would work well to resolve the issues?

Enforcement of parking regulations by traffic wardens. **1 -2 random visits per half term – one morning one evening, would be enough to create the sense of it is likely to happen. Parents on the whole are supportive of this with in excess of 75% of parents who responded to our survey agreeing enforcement was an appropriate route forward.**

We have literally done everything else possible. It is now a small percentage who will not think about where they park or care that they are putting children's lives in danger. We believe that only further involvement by authorities to give fines will give these parents something to think about.

**When parking is not enforced by the local authority it contributes to conflict between parents who are parking and parents who are walking and passes the responsibility to the school. We can only advise parents as our primary role is to educate and for that we need a great relationship with our parents. It needs to be an external body from the school who dos this enforcement.**

5. Can you tell us about the current situation regarding parking i.e. yellow lines, hatched boxes, are they visible, outside your school?

We have zig-sags directly outside front gate and a single yellow line opposite with in-adequate signage as to what parking restrictions this means for parents. We have very faded red in places also.

6. Do you have a walking bus?

No.

7. What do you do at your school to try to prevent antisocial behaviour? i.e. teachers/teaching assistants/parents with high visibility jackets outside the school at the beginning and end of the school day

We have staff at beginning of the day – but were told by Police that we can not enforce parking regulations. I will also not put my staff at risk to confront some parents. Governors and children have also stood to try to encourage parents to park more considerately and safely.

**We have invested in new parking within the school to maximise our space and get teachers and school visitors' cars off the local roads.**

We have regular assemblies and discussions led by the School Council. School Council have produced posters for parents. We have invested in Parking banners to remind parents. We have created a video through the eyes of a child of what inconsiderate parking does for their safety (please see our website).

Governors have presented to new parents on the issue at the beginning of the school year.

We have met with local parish council, community wardens, local councillor David Barling, police, District council to highlight the dangers and problems we are having with parking.

Through this the **parish and local council have combined forces** put in a new path from the local car park to the school for parents to use and we have had new line markings. This has helped to decrease the parking but it still is a problem and we need to keep the pressure up on parents to keep thinking about where they park.

8. What does your school do to involve children to encourage their parents to help with the problems? i.e. encouraging walking to school

We take part in Walk to school weeks and School Council lead on the Travel Plan. Children are actively encouraged to walk or bike/scoot to school through assemblies and health focus.

9. Is speeding a problem near your school?

Yes when parents become frustrated as they can't get through. Our main issue is parking illegally and making it dangerous for children and families to cross the road.

**On the survey responses, 2 in 3 parents stated that they had personally witnessed an incident where someone could have been hurt by the current situation.**

10. Do you have a policy in place to encourage cycling? Also for students to wear helmets when cycling and remove headphones?

Yes we do – all Y6 children take Bikeability in the Autumn Term and have to have a cycling permit so they can ride to school. They have to sign to say they will wear a helmet and cycle safely.

11. Do you have a record of accidents, incidents and near misses, caused by drivers outside your school?

We do not have a formal record but we can collate.

12. Is the parking at your school bad? (indicate as appropriate)

**Strongly Agree**

Agree

None

Disagree

Strongly Disagree

13. Do you have a lollipop person?

No. We have had the assessment and apparently we narrowly miss the requirements for county to provide one. Sadly we do not have enough funding to get one ourselves.

14. What would encourage your children to walk to school or travel by bike?

Parents supporting this.

15. Are road markings adequate/visible outside your school?

Yes – they are (NOW) but single yellow line not enforced so ignored.

16. What time does the school day start and finish and what time do the school gates open and close (if different)?

Gates Open AM	8:40
School Start Time AM	8:45
School Finish Time PM	3:10
Gates Close PM	3:30

17. In your opinion, what would be the one single solution to relieve the parking problems at your school?

There is no single solution. **There is a 3 prong strategy required, infrastructure, communication and enforcement.**

We started this journey 18months ago and it is still one we are on. We strongly believe it is the changing of parents mind set about parking that is the key. We have done everything we can physically to enhance where to park and give alternatives to parents. Children know and tell parents not to park illegally. We have poor signage and no authority to challenge parking on the single yellow line. We have encouraged parents to report to Operation Crackdown poor and dangerous parking and driving but believe a regular traffic warden presence with fines given out will reinforce the message of parking safely and legally. Our hope would be that this would make people think twice as they would possibly be fined...

18. Have the schools consulted with parents on these problems?

YES!

If you have any further comments which might be useful for the Group, please enter them in the box below:

This is an ongoing problem for many schools and will continue to be unless resource is put into it. We are hearing more and more about children being injured or fatalities occurring outside of schools. Solutions are not going to be the same for every school but the regular presence of traffic wardens even if once a week at varied days and times, morning /afternoon will make parents think twice.

Completed by: Becky Linford (Headteacher), Julie Krysik (Governor)

Date: 24/10

Thank you for taking the time to complete this questionnaire and assist with our review.

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