**Keeping Neighbours Informed (letter template)**

Dear Neighbour,

Re: Play Street Session

Following [**my previous letter / our previous discussions - delete as appropriate]** I am writing to let you know that we have now been given approval to hold our Play Street session. This will mean that **[insert name of street or section of street]** will be closed to through trafficon **[insert date]** between **[insert times].**

The vehicle closure points will be stewarded throughout the session with portable ‘road closed’ signs at each end of the street **[adapt as needed]** acting as a reminder for drivers.

If you need vehicle access during the session, that’s absolutely fine. We just ask that you allow children and families time to clear the space and then drive at waking speed within the closure area. Stewards and helpers will be wearing hi viz tabards and will be able to help you if needed. You won’t need to move parked vehicles from the street unless you want to.

The Play Street session will give children the time and space to play and have fun outside their own front doors, with less traffic about. It’s not just the children who will benefit either, the Play Street session is open to everyone to bring us together and bring a sense of community spirit to our street. We’d love everyone to get together and enjoy socialising whilst the children play.

We have completed a risk assessment to make sure that children and families can enjoy the sessions safely. We will review this again before the start of the session.

Parents and carers will remain responsible for the supervision of their children throughout the sessions.

If you have any other queries or would like to volunteer as a helper or steward then please get in touch with me **[insert contact details].**

Many thanks

**[insert name]**