

**Minutes of the Parking Issues Working Group
Wednesday 25th October 2017 at 11 am**

Present: Cllrs Buchanan, Knott, McTavish (Chairman) and Ogden

In attendance: S Eggesden, Clerk
N May, Parking Services Manager, Gravesham Borough Council

1. To note apologies

Apologies received from M Cason and J Fuller.

2. To approve the minutes from the 6th October 2017

The minutes were agreed.

3. Welcome Nick May, Parking Services Manager, Gravesham Borough Council

N.May is the new Parking Services Manager at GBC, having been in post now for 4 months. He is responsible for parking enforcement across the Gravesham area and also replacing lines and signs and ensuring traffic orders are in place. Parking Enforcement Officers will be increased to 9 by December 2017.

4. Camer Parade – Update on the list of suggested improvements

Cllrs McTavish and Ogden had met with N.May last week at Camer Parade so he could see the issues here.

Trixie Mirror – Agreed: Clerk to chase up KCC Highways. If the response is not positive from KCC, then Clerk to speak with MPC's insurer to check cover if the MPC goes ahead with this, on adjoining land.

Improvements to Car Park – Following a site visit with N May, it may be possible to put in a few extra spaces by removing the grass area, subject to funding from GBC.

Agreed: N May to find out who is GBC is responsible for this. Clerk to write to the Borough Cllrs requesting their support.

Improvements to footpath – Following a site visit with N May it was felt that the footpath was not too bad.

Agreed: Cllr Knott to visit footpath and report back on the lighting in place here.

Service Road – Agreed: to leave any action regarding the surface for now. Clerk to contact GBC re clearing up the area from litter and request a bin.

Double Yellow Lines – Agreed: N. May to will look at the lines here to see if these require repainting. Cllr Buchanan asked if signage could be put up to reinforce the double yellow lines. N May advised that this is not permitted. He informed members that he felt that there was adequate signage at the parade.

Contact with the shop owners – Agreed: to hold off writing until we have some positive news to report.

5. **Flyers, banners, posters and signs - update**

Flyers/posters – Cllr Ogden is taking the original poster to Design Shack today. It had been agreed to use the overall winning design for the poster as well.

Banners – The Clerk reported that this is in progress with HFL. It had been agreed the overall winning design would be used for all the banners with the logos.

Agreed: Clerk to send proof for flyers and banners to N. May

Signs – Agreed: Cllr Ogden will speak with Design Shack regarding producing the posters in a format for the artwork required for Signs Express.

6. **Erecting signs and banners in the parish – discuss how this will be done.**

The Clerk advised that our Service Contractor is on holiday so unable to do this. **Agreed:** Clerk to ask Cllr Howard if he could help regarding the banners and if unavailable to approach another contractor.

Signs – Signway Express will be doing this as part of the contract.

Distribution of the flyers was discussed.

Agreed: to write to the schools formally to ask if the flyers can be put in the book bags.

Agreed: Clerk to forward the Meopham Mercury distribution list to the members and they can add locations to this list, plus poster locations and return to the Clerk.

7. **Pedometers – update**

The Clerk advised that the grant application was submitted on 11.10.17 to GBC for funding for 200 pedometers.

Agreed: Clerk to contact M Cason to request her to obtain the pedometers from the Grand for the Christmas Fayre at St John's.

Cllr McTavish advised that the Community Wardens hoping to arrange an event near to Christmas and it would have a parking safety theme. As they required funding towards this, Cllr McTavish suggested they apply to the MPC small grants.

Agreed: Clerk to check the policy and if applicable send an application form to M. Cason.

8. Launch

Agreed: Launch date is now Monday 13th November at 10.30am

Venue – Cricket Pavilion has been booked.

Agreed: Banner to put up by the pavilion. Stakes are required for this.

Meopham Players have a triple exhibition board which could be borrowed to display some of the competition posters.

Agreed: Clerk to arrange transportation of the board.

Invite Letters:

Agreed: Cllr McTavish to draft the invite letter and complete the Mayor's invite form to return to the Clerk.

Agreed invite list :

Mayor

County Councillor – Bryan Sweetland

Borough Councillors

Adam Holloway

Nick May Parking Manager

Jaqueline Fuller & Steve Taylor (Community Wardens) (M Cason is on leave)

KCC – Matthew Balfour (Cabinet Member for Highways)

Sam Cribbins – Highways Steward

School Headteachers and competition winners

Roy Lingham

PCSO's for the parish

Shop keepers – notify shop keepers at Camer and Neville Parade of the launch

Press Release:

Agreed: Clerk to contact South East News, Meridian and Local Press and the use the information from the flyer.

Programme:

Agreed: Cllr Buchanan to open the launch with an introduction, then request County Cllr Bryan Sweetland to speak followed by the Mayor, then Cllr Buchanan to close it.

Agreed: Clerk to organise sound equipment

Agreed: Cllr McTavish and the Clerk agreed to make a cake. Cllr Knott agreed to organise the tea and coffee.

9. Any other Business

Agreed: N May would organise an increased enforcement presence at the schools for the launch.

Cllr Knott circulated an article from the local paper that mentioned that PCSO's are now able to give on the spot fines for illegal parking in restricted areas at schools, usually marked as zigzag lines.

It was noted that the Community Wardens had held a half term event at Culverstone Community Centre for craft and cakes which also had a road safety theme. Over 40 children attended.

10. To agree on a date for the next meeting

Agreed: Wednesday 1st November 2017 at 11am at the Windmill.

The meeting closed at 12:15 pm

SignedDate.....