

**Minutes of the Parking Issues Working Group  
Friday 10<sup>th</sup> March 2017, 10.30 am at Meopham Windmill**

Present: Cllrs Buchanan, Knott, McTavish and Ogden,  
Community Warden, M Cason

In attendance : S Egglesden, Clerk

1. To elect a Chairman

Cllr Jo McTavish was elected as Chairman.

2. To agree, if appropriate, to invite further members to join the Working Group

Cllr Buchanan suggested invited James Ferrin to help with the campaign. It was agreed to invite him to meetings when his help would be required.

3. To view the grant application and agree on further information for its completion for submission by 20/3/17

Cllr McTavish suggested members agree on the aims and objectives of the campaign first.

Agreed as follows:-

- To achieve greater awareness and responsibility by parishioners and others in observing parking regulations in the parish
- We will work in partnership with local businesses, schools and other bodies to encourage compliance and reduce the danger caused by illegal parking

It was agreed to involve the schools and businesses at Camer Parade and to produce a flyer, poster and sign.

A list of issues at each area and points for action were noted.

Camer Parade

- Discourage staff from using the parking on the Parade. Put a possible time restriction put in place but not sure if this could be implemented. Need to work with shop owners on this issue.
- Find out how many staff actually use the spaces outside of the shops
- Look at the alternative parking; School Close car park, storage area at the back of the Parade. Concerns were raised about using the alleyway to School Close in the dark.
- Consult with the flat owners regarding parking issues
- Service road has an uneven surface and members were not sure who owns this. **Agreed Action:** Clerk to establish ownership of the service road by carry out a land registry search.

Culverstone School

- Write to school suggesting we work in partnership, arrange to meet with them and see what resources they may have
- Liaise with local residents here and ask for their help/assistance
- Organise an event to launch the campaign/work with the school on this
- Talk with the school about launching a competition for the designing of the signs

How will we publise the campaign?

- Social media; twitter and facebook
- Website
- Local press
- Meopham Review and Mercury

The members grant application was reviewed page by page and wording was agreed. The Clerk would type up the application and email to members.

**Agreed Action:** members to make any comments on the application to the Clerk by 14/3/17

**Agreed Action:** Clerk to obtain quotations for the costs for the grant application

4. To agree on the next steps

Cllr McTavish had already drafted a letter to Culverstone School. This was viewed and suggestions were made following this meeting. **Agreed Action:** Cllr McTavish to revise the letter.

Letter to Culverstone Resident. **Agreed Action:** Clerk to advise resident that we have set up a Working Group

5. To agree on an 'information report' to include in the Meopham Mercury on the aims of the Working Group

**Agreed Action:** for Meopham Review it was agreed to include:- Following the recent public meeting where parking issues in the parish were discussed at length, the Parish Council has set up a Working Group to address this. A further update on this will follow.

6. Any other business

None.

7. To agree on a date for the next meeting

24/3/17 at 10am at the Windmill

Signed .....Date.....