

**Minutes of the Parking Issues Working Group
Friday 24th March 2017, 10.00 am at Meopham Windmill**

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

In attendance: S Eggesden, Clerk

The meeting started at 10.30am due to the late arrival of Cllr McTavish.

1. To note apologies

Apologies were noted from Community Warden, M Cason.

2. To approve the minutes from the 10th March 2017

Minutes were approved.

It was noted that the letters had not as yet been sent to the resident at Willow Walk and to Culverstone School.

3. To note the approval of the members grant.

The grant had been approved for the full cost - £1501.50. Cllr McTavish thanked the Clerk for her work on the grant application.

Agreed Action: Clerk to find out when the money has to be spent by.

It was noted that we cannot advertise the grant due to the forthcoming KCC elections.

4. To note the letter from a resident in School Close

The Clerk had emailed GBC Enforcement Team, GBC Housing Officer and spoken with Community Warden, M. Cason on this. Members viewed the response from GBC Enforcement Team.

Agreed Action: Clerk to draft a reply to present to the P&P Committee meeting on 28.3.17

5. To agree a plan and time table for the parking issues campaign

The Clerk advised members to note that the Working Group has no authority and is an advisory group only. The P&P Committees terms of reference would need to be amended to include 'parking and transport issues' under 6.2 to allow the committee to have the delegated power to authorise the expenditure for the campaign. This would have to be put to the Full Council on 25.4.17.

Cllr Hasler's email was noted and his offer of help.

Following discussion, a time table for the work was agreed

Time frame	Action	Responsibility
By 28 th March 2017 for the P&P meeting	Draft a letter to Culverstone School, Meopham School, Meopham Academy and Helen Allison School inviting the Head Teacher or representative and Chairman of the PTA or a representative to a meeting with the Working Group on 3 rd May to discuss what we are planning. Also agreed to include the nursery and pre-schools in any communication on this.	J. McTavish
March 2017	Contact KCC Road Safety Team to see if they can offer any help or advice for our campaign.	Clerk
April 2017	Draft a tick box survey for the shop keepers/flat residents at Camer Parade. Survey to be completed by the end of May.	J.Ogden and P. Hasler
3 rd May 17 (4pm)	Date for meeting with the schools, at the Windmill Chamber.	J.McTavish, S. Buchanan, R Knott and Clerk
May 2017	Set Launch event dates. Book Culverstone Community Centre (daytime) and Meopham Village Hall (evening) for launch events	Clerk
Beginning of June 2017	Launch competition for designing the signs with schools	WG/ Schools
End of June 2017	Competition closes	WG/Schools
1 st week in July 2017	Competition judging to take place	All WG members
2 nd week in July 2017	Prizes to be presented at the schools	S. Buchanan
End of July/ Aug 2017	Arrange the printing of the flyers, posters, banners and signs	Clerk
August 2017	Inform the press	Clerk
Sept 2017	Launch campaign and hold 2 launch events	Working Group, Community Warden, Clerk

Members viewed a sample sign which the Community Warden had borrowed from Vigo PC.

Cllr Ogden left at 11.20am.

6. Any other business

The Clerk advised that a land registry search had not revealed the owner of the service road. KCC and GBC had confirmed that they did not own this road.

Agreed Action: Cllr Knott and Clerk to investigate further.

Agreed Action: to include an agenda item for next time regarding Tesco accessing the service road.

7. To agree on a date for the next meeting

19/4/17 at **10.30am** at the Windmill

The meeting closed at 11.50am.

SignedDate.....