

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE HIGHWAYS, TRANSPORTATION & STREETLIGHTING COMMITTEE HELD ON 17 AUGUST 2015, 7.30PM AT 9 HIGH STREET, WEST MALLING

Present: Ms H Marlor (vice-Chairman, in the chair)
Mrs C Lane
Mr R Selkirk

Mr F Carroll (from 7.42pm)
Co-opted member:
Mrs S Luck

Clerk (minute-taker)

Minute		Action by	Action taken	Response
15/373	<u>APOLOGIES FOR ABSENCE</u> were received from Mr Bullard, Mrs Dean and Mr Galloway			
15/374	<u>DECLARATIONS OF INTEREST</u> None other than those routinely declared.			
15/375	<u>MINUTES</u> of the meeting held on 15 June 2015 were approved and signed			
15/	<u>MATTERS ARISING</u> from the minutes not otherwise on the agenda			
376.1	(15/280) CCTV – the Clerk had been informed by WMPC’s insurers Zurich that installation of CCTV cameras attached to streetlighting columns would not affect WMPC’s policy.			
376.2	(15/281.3) Streetlighting Contract – the Clerk reported that neither she nor Mr Bullard had heard from Mr Carroll regarding a template. [7.42pm Mr Carroll joined the meeting]			
15/	<u>GAS MAIN REPLACEMENT WORKS</u>			
377.1	Timing It was noted that the work had started on 27 July 2015 and completed on 5 August 2015 – 1.5 weeks ahead of schedule. The Clerk had sent an e-mail to thank WCB Utilities (c.c. SGN) for their conscientious work and helpfulness.			
377.2	Business Impact Mr Bullard had reported: <ul style="list-style-type: none"> • Two of the businesses had chosen to close for the duration of the works • There had been some adverse reporting in the KM regarding the impact on businesses • But subsequently the KM reported the “good news” that the work had finished earlier than scheduled and some businesses had expressed appreciation of the way the work had been carried out 			
377.3	Lessons Learned Mr Bullard had reported: <ul style="list-style-type: none"> • Good communications were essential • WMPC had been involved with the contractors at an early stage and had established a rota of WMPC members to liaise with the contractors on a daily basis 			

- It seemed that the T&MBC Civil Enforcement Officers had not been informed in advance of the works
- Changes had been necessary to the electronic signage and the need to emphasise "Businesses Open As Usual"
- Bus company had not informed all of its drivers when Swan Street was closed
- "Physical" signage had been moved around on occasions
- Suggestion that possibly the Chamber of Commerce ought to have been more involved

15/ PARKING REVIEW STEERING GROUP

378.1 Enforcement

Mr Andy Bracey (T&MBC Parking Manager, Transport Services) had informed that since their Civil Enforcement Officers had relocated to Kings Hill they had managed to increase their presence in WM significantly.

The following statistics had been provided by Mr Bracey:

"In May and June last year our CEOs handheld computers logged in to patrol locations (separate streets or car parks) in West Malling 82 times, covering six discrete locations, resulting in 68 penalty charge notices (PCNs). The 6 locations patrolled were (in no particular order); Visitor car park; High Street on-street; Ryarsh Business Car park; King Street; Meadow Bank & Nevill Court

In comparison, the same two months of 2015 the CEOs logged in to patrol locations 605 times, covering 17 discrete locations, resulting in 272 PCNs, though not all locations / visits resulted in the issue of a PCN.

DATE	VISITS	PCNs	LOCNS	DETAIL	PCN PER VSIT
MAY-JUN-2014	82	68	5	Visitor car park; High Street on-street; Ryarsh Business Car park; King Street; Meadow Bank; Neville Court	83%
MAY-JUN-2015	605	272	17	High Street car park / High Street on-street /Ryarsh Lane car park/ King Street/ Police Station Road / Meadow Bank / Nevill Court / Swan Street / Frog Lane / Lucks Hill / Offham Road / St Leonards Street / Station Road / Alma Road / Meadow Bank Mews / Water Lane / Kings Hill	45%
AVRAGE	343.5	170	11		

Since our relocation the CEOs now travel though West Malling far more regularly than before, so more "ad-hoc" visits have been possible. The improvement is also the result of a reorganisation of the CEO team to be flexible with their patrolling routes. "

Members suggested that they would like more evening visits by the CEOs. Members suggested asking for more statistics in a year's time and also more liaison with the Chamber of Commerce.

378.2 Public Meeting/Exhibition

Mrs Dean reported on 23 June 2015:

"I had a meeting with Steve Humphrey and Andy Bracey today.

Tonbridge and Malling Borough Council will conduct a second informal consultation on parking proposals for Offham Road north of Fartherwell Avenue, and Norman Road between Offham Road and Alma Road in Autumn.

It will therefore be sensible for the Parish Council exhibition to form part of that consultation. I will postpone the booking of the school and display boards.

Thanks to all who offered to help, and keep your poster design on file Richard please.

The delay is frustrating, but I think a further consultation by TMBC which we will have an opportunity to promote and exhibit is the best way forward to ensure we are

	all working constructively together. “ Mrs Luck reported that the meetings of the Joint Transportation Board were being re-scheduled.			
	The Clerk was asked to place an item on the agenda for Full Council on 7 September 2015 to consider the arranging of the Public Meeting.	Clerk	✓	
378.3	Discussion Document Mr Selkirk explained that his Discussion Document which he had provided at the previous meeting (minute 15/276.1 refers) seemed to have inadvertently caused some concern to business-owners. It was intended solely as a document to prompt discussion within this present Committee but it had been made available to one of the business-owners who had attended Full Council on 6 July 2015 to express his discontent. Mr Selkirk was liaising with Mrs Dean and Mr Bullard to discuss the best way to deal with documents of this nature. Ms Marlor thanked Mr Selkirk on behalf of the committee for all his hard work.			
378.4	School Parking Mrs Dean had asked that this item appear on this agenda. Members were reminded that the access road to the School belonged to KCC. Mr Selkirk expressed his opinion that any solution ought to be school-led. The Clerk was to refer this back to Mrs Dean. [* Mrs Dean subsequently informed the Clerk that she had a meeting scheduled with the Headteacher for 8 September 2015]	Clerk	✓	*
15/ 379	<u>ST LEONARDS STREET</u> Mrs Dean had asked that this Committee consider the proposals for traffic calming in St Leonards Street. Members wished to ascertain residents' views before considering the proposals.			
15/	<u>STREETLIGHTING</u>			
380.1	Specification This was discussed at Full Council (minute 15/305.1 refers). KCC had provided a specification including a condition survey. Mr Carroll did not feel that he could add anything to the KCC Specification. It was agreed that once Mr Bullard returned the Clerk would liaise with him to draw up a specification; this would be submitted to the two contractors suggested by KCC as well as to Simmons Lighting. [see Appendix 1 for specification used]	Clerk	✓	
380.2	Report from Simmons Lighting [report from Simmons dated 12 July 2015 is appended separately] Column immediately outside St Mary's Church: members accepted Simmons' quote for this work and asked that they carry out the repair ASAP. Assistant Clerk actioned this.	SH	✓	
	Column on London Road: members accepted Simmons' quote for this work and asked that they carry out the repair ASAP. Assistant Clerk actioned this.	SH	✓	
380.3	Budget Ms Marlor reported that the costings were in accordance with the budget. Mr Carroll asked when cheques had most recently been drawn in payment of maintenance charges to Simmons. [* subsequent to the meeting the Clerk ascertained that cheques had been drawn on 17 July 2015 in payment for maintenance in February, March and April 2015; the list of cheques to be drawn had been circulated to all members]	Clerk	✓	*
	LED Lights – Mr Bullard had reported that contact had been made with Marwood Electrics in Tunbridge Wells in order to arrange for them to visit and inspect WMPC's lighting stock to discuss details of complete lantern and lamp replacement as well as retrofit options.	Clerk	✓	

15/	<u>WATER MAINS REPLACEMENT WORKS</u>			
381.1	<p>Delays, St Leonards Street Mrs Dean had received the following e-mail on 4 August 2015 from Mr Alex Brauningger (Highway Drainage Engineer):</p> <p>“We have not been allowed to progress so far due to all the various utility works in the area. This was mainly due to the over-running water board works. These still aren’t finished by I have been advised they will not be allowed back in to complete for some time. I had a meeting with our roadworks coordinators last week and they have asked us to go in and do the work after the current gas closure is complete. I believe my contractor is therefore programmed for week beginning 24th August. “</p>			
	The Clerk was asked to contact Mr Brauningger and seek reassurance that the grass outside the war memorial would be reinstated.	Clerk		
381.2	<p>Floodworks in St Leonards Street Mrs Dean had received the following-mail on 31 March 2015 from Mr Alex Brauningger (Highway Drainage Engineer):</p> <p>“Following previous email I have now received the survey report which allows better judgement of the site. The survey reveals the main line carrying the water from St Leonard’s Tower is a 300mm (1ft.) internal diameter cast iron pipe (with a short section of 9 inch plastic on the pond end). This should be more than adequate to pass the volumes of spring water beneath the road, however there is some root intrusion on a joint in the pipe which requires removing. The pipe is not blocked but this but it will cause a minor loss of capacity in full flow conditions. I think a short section of new pipe at this joint into the pond will be more cost effective than root cutting in the long term and as this repair will be relatively low cost, I will raise a repair order with a view to completing works within the next 3 months. “</p>			
15/	<u>JOINT PARISH COUNCILS TRAFFIC CONSULTATIVE GROUP (JPCTCG)</u>			
382.1	<p>Meeting on 18 June 2015 Mr Bullard, Ms Marlor and Mr Selkirk attended this meeting as WMPC’s representatives; Mrs Dean attended as Cnty Cllr.</p>			
382.2	<p>Speedwatch Disappointment had been expressed because of the lack of response from the Police and their failure to use the data generated. Ms Marlor had also mentioned this at the KALC meeting.</p>			
382.3	<p>Next Meeting Their next meeting would be on Monday 28 September 2015; Ms Jane Heeley (T&MBC Chief Environmental Officer) would be speaking about Air Quality Monitoring. Ms Marlor also wished to raise the issue of the bikers using the Oakdene café.</p>			
15/	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u>			
383.1	<p>Seven Mile Lane/A20, Roundabout Members expressed concerns about the design and signage for this roundabout as it was felt that the poor design was regularly causing near-misses. The Clerk was asked to place an item on the Full Council agenda for 7 September 2015 in order to canvass the views of WMPC members.</p>	Clerk	✓	*
	[* subsequent to the meeting Mr Carroll provided the Clerk with illustrative photos]			
383.2	<p>55 Swan Street, Paving Mr Selkirk explained that WMPC had reported to T&MBC that the paving had not been reinstated correctly; WMPC had been advised to report this to Kent Highways. Kent Highways had informed that the paving would be reinstated once the building work was finished. Mr Selkirk had asked Kent Highways for an update. In the meantime, Mr Carroll considered that this constituted a trip hazard.</p>			

<p>383.3</p>	<p>Tree, Swan Street Mr Carroll asked the Clerk to contact Mrs Liz Guthrie (T&MBC Tree Officer) to ascertain what was happening about the tree in Swan Street which blew down. [* Mrs Guthrie advised the Clerk to contact Aubrey Furner at Kent Highways – response awaited]</p>	<p>Clerk</p>	<p>✓</p>	<p>*</p>
<p>383.4</p>	<p>Town Hill/A20 roundabout Mr Carroll asked the Clerk to report that the light on the “keep left” sign was not working.</p>	<p>Clerk</p>	<p>✓</p>	
<p>383.5</p>	<p>Date of Next Meeting Next meeting scheduled for Monday 19 October 2015 @ the Clout. Clerk to book meeting room. Ms Marlor indicated that she might not be available for that meeting.</p>	<p>Clerk</p>	<p>✓</p>	
	<p>There being no further business, the Chairman thanked members for attending and closed the meeting at 8.52 pm</p> <p>Signed.....</p> <p>Date.....</p>			

APPENDIX 1

1. WEST MALLING PARISH COUNCIL STRE LIGHTING TENDER

West Malling owns an inventory of 125 pedestrian street lights spread across the whole of the village area. The majority of the lights are Column Mounted, but approximately 15% are wall mounted. Whilst the inventory has been continuously maintained, the council is now seeking tenders for undertaking the inspections noted below as a precursor to a further proactive program of work.

This program, would include replacement / upgrading of the inventory:- to specifically convert 60 "Mercury Lights" with "more modern LEDs"; and to identify and prepare a maintenance program of repainting / upgrading other components in a phased manner.

Therefore the inspections required are:- Electrical safety testing of all the lights; Structural testing; leading to an update of the existing inventory register of the lights, with outline of immediate and ongoing maintenance required. Details follow below.

2. ELECTRICAL TESTING

Electrical testing and inspection to be carried out by NICEIC (National Inspection Council for Electrical Installation Contracting) approved contractor)

Electrical testing should be carried out in accordance with IET Wiring regulations BS7671:2008 :- Polarity test, insulation resistance test between conductors, continuity of protective conductors, external earth fault loop resistance, voltage

Category 1 defects that require urgent attention to be dealt with at the time of the inspection

Survey to be carried out at ground level for column supported fittings. Contractor to arrange suitable cherry picker capable of reaching up to 6 mtrs to inspect wall mounted fittings.

3. STRUCTURAL TESTING

Structural inspection and testing to be carried out in accordance with ILP (Institution of Lighting Professionals) Technical Report TR22 (Managing a Vital Asset; Lighting Supports)

- NDT (Non Destructive Test) Method to be used
- A visual inspection to be carried out from the ground level
- For steel columns, metal loss at swage joint to be measured by means of ultrasound test and Eddy current methods.
- Metal loss below and at ground levels to be measured and percentage loss is reported.
- Visual inspection to be carried out on brackets including wall mounted fittings
- All testing limitations to be reported to lighting authority.

4. UPDATE OF INVENTORY REGISTER

The Inventory Register has recently been updated, the proposed inspection program would serve to validate the register; indicate the status of immediate and future maintenance; clearly identify locations of all lights using the existing numbering protocol.

APPENDIX 2