

# WEST MALLING PARISH COUNCIL

## MINUTES OF A MEETING OF THE HIGHWAYS, TRANSPORTATION & STREETLIGHTING COMMITTEE HELD ON 15 JUNE 2015, 7.30PM AT 9 HIGH STREET, WEST MALLING

**Present:** Mr K Bullard (Chairman)  
Mr F Carroll  
Mrs T Dean  
Mrs C Lane  
Ms H Marlor  
Mr R Selkirk  
Co-opted members:  
Mrs S Luck  
Miss S Shrubsole

**Also in attendance:**  
Clerk (minute-taker)  
Assistant Clerk

Minute		Action by	Action taken	Response
15/271	<b><u>APOLOGIES FOR ABSENCE</u></b> were received from Mr Galloway			
15/272	<b><u>DECLARATIONS OF INTEREST</u></b> Mr Bullard declared a non-pecuniary interest in 15/277 as a resident of St Leonards Street			
15/273	<b><u>MINUTES</u></b> of the meeting held on 20 April 2015 were approved and signed			
15/	<b><u>MATTERS ARISING</u></b> from the minutes not otherwise on the agenda			
274	<b>(15/173.3) Zebra Crossing Downlighters</b> – the Clerk had received the following update from Mr Michael Heath (KCC Traffic Engineer for T&M) on 10 June 2015:  “The prototype light fitting proved to not be suitable. We’ve looked at an alternative design but were quoted nearly £1000 for two units.  I have a street lighting engineer attending site this week to review the existing fittings to see if they are working correctly and if there are any other improvements we can make.”  The Clerk was asked to report to Mr Heath that the downlighters were working only intermittently.	Clerk	✓	
15/275	<b><u>GAS MAINS REPLACEMENT WORKS</u></b> (minute 15/174 <i>et. al.</i> refer)  Mr Bullard reported that he had e-mailed Mr Steve Jones (SGN) earlier in the day as follows: “A follow-up on progress re Gas Mains  1) All notices now in place for work on High St / Swan St – We have not received any further notification as per your 20-Apr Email			

	<p>2) Are there any new developments / news any further developments on this work</p> <p>3) WMPC would like a further review meeting as in particular concerns have been expressed on access to / from West St onto the proposed 1-Way system thru West Malling</p> <p>4) We note that the Work In Police Station Rd has now started – is there a specified End Date – clearly we would not want an overlap with High St Work”</p> <p>Mr Bullard reported:</p> <ul style="list-style-type: none"> <li>❖ Mr Bullard had spoken to SGN (Mr Steve Jones) earlier in the day (15 June 2015)</li> <li>❖ All work was on schedule</li> <li>❖ Mr Bullard suggested that a daytime meeting with SGN was needed</li> </ul>			
	The Clerk was to ask Mr Steve Jones to suggest some possible daytime meeting dates in WM.	Clerk	✓	
	<p>Mrs Dean reported that she had been notified by Kent Highways that the proposed diversion route for the work in EAST Malling was to be Hermitage Lane. Mrs Dean had queried this and been informed that Kent Highways thought it would be unwise to have the A228 Ashton Way as the diversion route for both the East and West Malling works.</p> <p>Mrs Dean had indicated her preference for Ashton Way to be the diversion route for both. Members agreed with this view.</p> <p>Mrs Dean agreed to forward the notification from Ms Natalie Peach to the Clerk as the Clerk had not received such notification direct.</p>	TD	✓	
	Once received, the Clerk was to inform Ms Peach that WMPC members supported Mrs Dean's view.	Clerk	✓	
<b>15/</b>	<b><u>PARKING REVIEW</u></b>			
<b>276.1</b>	<p><b>Discussion Document</b></p> <p>Mr Selkirk reported that Version 2 of his draft Discussion Document took into account the comments received from members; further comments had since been received which he would incorporate in his draft and then distribute.</p> <p>Mrs Dean explained that the Discussion Document had to be presented to Full Council for approval, and only then could it be made available at the public meeting/exhibition.</p>	RS		
	Clerk to place an item on the Full Council agenda for 6 July 2015.	Clerk	✓	
<b>276.2</b>	<p><b>Public Meeting/Exhibition</b></p> <p>The date suggested provisionally at June Full Council was no longer viable. It was suggested that Friday 17 July 2015/Saturday 18 July 2015 would be feasible. [this date was subsequently changed]</p>			
	Mrs Dean was to contact Malling Art Club about borrowing display boards. Mrs Dean explained that she had given the Club funding towards the purchase of these boards on the understanding that they would be made available to WMPC occasionally.	TD	✓	
	Mrs Dean reported that she had not received any response from T&MBC regarding the assistance requested from T&MBC officers at the Exhibition. Mrs Dean would pursue this.	TD		
<b>276.3</b>	<p><b>Chamber of Commerce/Businesses</b></p> <p>Mrs Dean explained that the Chamber of Commerce had never asked its own members for their views on parking in order to establish a combined view from the Chamber of Commerce. There was a need to try and engage ALL of the WM businesses (not just members of the Chamber) in the discussion.</p> <p>Mrs Dean reported that T&amp;MBC ought to have available a list of WM businesses liable for Business Rates with an indication of the number of on-site parking spaces in each case.</p> <p>Mrs Dean would ask T&amp;MBC to make this information available to WMPC.</p>	TD	✓	*
	[* subsequent to the meeting, Mrs Sharon Shelton, T&MBC Director of Finance provided a list of businesses but explained that T&MBC does not hold data about parking spaces]			

<p><b>276.4</b></p>	<p><b>Tesco Loading Bay</b> Mrs Dean referred to paragraph <b>6a.</b> of Mr Selkirk's draft Discussion Document.</p> <p><b>" ...Tesco Loading Bay</b></p> <p>The current situation cannot be allowed to continue. We now have a situation where we have HGV vehicles reversing into a bay adjacent to the public pavement. This activity takes place at a time of day when there are a large number of pedestrians (often including children waiting for the school bus) passing by.</p> <p>In addition, there are numerous examples where the delivery lorries park on the pavement, blocking both the bus stop and the pedestrian crossing. They also regularly stop on the public highway, restricting views of the zebra crossing, the scene of a fatal road accident and a number of near misses.</p> <p>In view of this, the introduction of a 7.5 tonnes vehicle limit for the village will change the type of vehicles used for delivery, making it safer. It is recommended that Tesco be asked to use their loading bay at the rear of the store. They should be asked to carry out their deliveries between 0100 and 0600.</p> <p>There is a convention of the public parking at 90 degrees to the pavement after the loading bay hours. This used to work well but over it has become increasingly unsafe as modern cars Hobe increased in size. All but the smallest car (approximately Fiat 500 size) protrude over the public highway. The average family car sticks out into the public highway taking up between a quarter and a third of the space. Changes in attitudes to driving have led to many instances of where vehicles that are obviously too big to fit, such as Range Rovers, vans etc. have been seen parking there. This can almost block one lane of the public highway.</p> <p>This causes congestion at the zebra crossing as vehicles coming into the village from the direction of Town Hill have to stop to allow vehicles out of spaces as they cannot see when the road is clear. This can be very dangerous.</p> <p>The existing loading bay at the front of the store can be converted to parallel parking spaces (it would give 4 or 5). Although this would reduce the amount of available spaces by about 3 or 4, it would improve the overall safety for both road and pedestrian users as well as improve the congestion at the zebra crossing. "</p> <p>Mrs Dean explained that it was relatively recently that vehicles were parked at right angles to the kerb so it might be possible to revert to the practice of parallel parking.</p> <p>There was reference in the Discussion Document to the possibility of lorries loading at the rear of Tesco store. T&amp;MBC had in the past refused permission for Tesco lorries to load at the rear of the store because it was considered that the car park surface would not take the weight of large lorries. Mr Selkirk had suggested that possibly Tesco use smaller vehicles. Members were reminded that not all the deliveries to Tesco were by Tesco's own vehicles so they might not be able to dictate the size of delivery vehicles.</p>			
	<p>Mrs Dean was to raise this matter with T&amp;MBC (Mr Steve Humphrey) pointing out that the car park was regularly accessed by large recycling lorries which seemed to suggest that the surfacing would be suitable for larger lorries.</p>	<p><b>TD</b></p>	<p>✓</p>	<p>*</p>
	<p>[* subsequent to the meeting, Mr Humphrey advised: In respect of the use of the Car Park by HGV's, I think that there is a more basic problem of public safety and practical accessibility within the car park. As you know the car park is fairly tight in space and is very often absolutely full, with occasionally cars pausing within the running areas waiting for spaces. Additionally there is a high degree of pedestrian movement (which is expected in a public car par). Altogether that is not an environment that I would wish to encourage HGVs to use and unload.</p> <p>I think the suggestion of lorry sizes would be interesting if we had any mechanism to enforce it. There would be no planning grounds on which to base such a condition. In fact I think such a move would fail the tests that we have to observe in attaching planning conditions. It certainly could not be applied retrospectively.</p> <p>I am not sure what power the Highways Authority would have to impose any further weight restrictions on approaches to the village, but instinctively I would say very limited. "</p>			

<p><b>15/277</b></p>	<p><b><u>ST LEONARDS STREET</u></b></p> <p>Mr Bullard made available some plans of highways proposals for St Leonards Street and explained in his covering e-mail:</p> <p><b><u>“KCC TRAFFIC CONSULTANT RECOMMENDATIONS</u></b></p> <p>The provision of a speed limit VAS opposite the Five Bells = <b>1203</b></p> <p>The provision of additional signing for the bend near the pond (flood and narrow road – either standard or VAS – specification to be decided) = <b>1204</b></p> <p>Realignment of the bend through either physical widening of the footway or the use of hatched road markings. The road would not be so narrow as to prevent vehicles passing, but the removing of the centreline and change in layout will make this section of the road appear narrower than it is, especially if a white carriageway edge line were added opposite = <b>1204</b></p> <p>The provision of ‘Slow’ road markings at various locations. = <b>1205</b></p> <p>I have not included them at this stage, but another possible option would be the provision of white 30mph speed limit road marking roundels along the unlit section of road to enhance the repeater signs that are already in place. “</p> <p>Mr Bullard explained that the next step was to speak to residents.</p>			
<p><b>15/278</b></p>	<p><b><u>KCC HIGHWAYS, TRANSPORTATION &amp; WASTE SURVEY</u></b></p> <p>Notification had been received that KCC had published a summary of the results of this survey; This could be found by clicking on the link:  <a href="http://consultations.kent.gov.uk/consult.ti/HTtracker">http://consultations.kent.gov.uk/consult.ti/HTtracker</a></p> <p>Mrs Dean explained that a significant improvement was reported on most issues on which respondents were asked to comment; it was noted however that the previous winter had not been harsh so this might have affected the responses.</p>			
<p><b>15/</b></p>	<p><b><u>DRAINAGE</u></b></p>			
<p><b>279.1</b></p>	<p><b>KCC Guide to Drainage</b> – receipt was noted of this Guide.                  The Clerk was to forward this to members.</p>	<p><b>Clerk</b></p>	<p>✓</p>	
	<p>[subsequent to the meeting, Mrs Dean contacted Miss Kathryn Lewis, KCC Drainage &amp; Flood Manager as follows:                  “You will recall we have had continuing problems with the drainage from the Cascade into Frog Lane and beyond?                  Can I therefore report that the drain immediately to the north of the cascade on the cascade side of Swan Street has been sending water out onto Swan Street for some weeks now pretty much continuously?                  Since the rainfall this month has been very low indeed, this indicates there may be a blockage in the system. Could this be cleared please?</p> <p>I would be grateful if you could advise me of the current state of investigations in this general location. As you know More Park School was flooded again last winter, the grounds of Mr Gibbins house opposite the cascade were also subject to flooding, and the parish council lighting column just south of the cascade has suffered repeated problems of interrupted electrical supply. It has been suggested that these may all be the result of obstructed or inadequate capacity in the drains so I am keen to know what conclusion KCC has reached on this? “</p>			
<p><b>279.2</b></p>	<p><b>KCC Drainage Cleansing Programme 2015/16</b> – receipt was noted of the Programme for all of Kent; the Clerk had not forwarded this to members in view of the size of the document (394 pages)                  The Clerk was to forward this to Mrs Dean and Mr Selkirk.</p>	<p><b>Clerk</b></p>		

15/ 280	<p><b><u>CCTV GUIDANCE</u></b></p> <p>Mr Selkirk had provided the link to the Information Commissioner's guidance on CCTV that includes private homes:  <a href="https://ico.org.uk/for-the-public/cctv/">https://ico.org.uk/for-the-public/cctv/</a></p> <p>Mr Selkirk explained that if the camera overlooked the public highway then there were data protection issues.</p> <p>Mr Selkirk referred to the exchange of e-mails with police representatives re the unsuitability of the streetlighting columns in Police Station Road for cameras to be installed:  [Sgt Mott had e-mailed on 20 April 2015: Could you pass on to the PC that a feasibility study has been carried out by Andrew Young of Tonbridge and Malling Borough Council for siting a camera in Police Station Road, West Malling please. Unfortunately, as suspected, there is no suitable lamp post to attach the relevant power supply to and to fix the camera on. The lamp posts are all low level and not of the right sort for TMBC cameras.</p> <p>The only lamp post suitable is the one on Swan Street looking direction down Police Station Road but unfortunately there are yellow lines on the only stretch of Police Station Road visible to this camera and the parking and damage issue is further down the road out of sight.</p> <p>As briefly discussed last Monday, I will therefore make enquiries as to whether any other technical support is available and keep you updated. “</p> <p>Mrs Dean expressed a preference for CCTV cameras to be installed on WMPC-owned streetlighting columns. In that case WMPC would have to register with the Information Commissioner.</p>			
	Mrs Dean would bring a proposal to the Parish Council for the installation of CCTV cameras.	TD		
	Ms Marlor suggested that the Clerk ought to ask WMPC's insurers if installation of CCTV cameras would affect our policy at all. Clerk to enquire.	Clerk	✓	
15/	<b><u>STREETLIGHTING</u></b>			
281.1	<p><b>Communication with Simmons Lighting</b></p> <p>Mr Bullard reported that an informal meeting with Simmons had been held in January 2015 but communication with them had still not improved significantly.</p> <p>A letter dated 12 May 2015 had been sent Recorded Delivery from Mrs Dean to Mr Steve Simmons (see Appendix 1)</p> <p>Mr Bullard and Mrs Dean had made an unscheduled visit to the office of Simmons Lighting on 3 June 2015. It seemed that Simmons were experiencing problems with their admin. work because of staff ill health.</p> <p>No specific reply to the letter had been received but their Scout Report had been received on 2 June 2015 .</p> <p>An e-mail from Mr Terry Simmons had been received on 12 June 2015 which indicated that:  “All repairs found during our last scout have been rectified  I understand Trudy called to our office last week for a chat, I have attempted to call and left a message with her husband but have had no reply.  If you talk to her can you let her know please that I can be contacted on 07528217362 if she needs any info”</p>			
281.2	<p><b>Communication with KCC</b></p> <p>Mr Bullard reported that he had contacted Ms Sue Kinsella (KCC Streetlighting Manager) after the informal meeting on 22 May 2015.</p> <p><b><i>“Thank you for taking time out last Friday 22 May to discuss West Malling’s Street Lighting concerns</i></b></p> <p><b><i>Just to reiterate the situation we are dealing with facing and to follow-up on any support</i></b></p>			

	<p><b>you are able to offer.</b></p> <p><b>We have approximately 123 Lights of which 50% are Mercury. We expect to replace these on a planned basis to spread costs before supplies of Mercury Bulbs &amp; Fittings runs out.</b></p> <p><b>We are operating with a simple 1 Page Contract copy attached.</b></p> <p><b>Approximately 3 years ago our present contractor undertook :- electrical testing: a bulk lamp change and visual inspection of all lights total cost was approximately £3500</b></p> <p><b>We would welcome any input as follows advice as follows:-</b></p> <ol style="list-style-type: none"> <li><b>1) Can you suggest any amendments to the contract that would strengthen / clarify in support of a tendering process.</b></li> <li><b>2) You indicated that KCC had a number of contractors who would be able to carry out a fuller inspection of our lights, as a precursor to establishing a 2-3 year maintenance and replacement plan, is it possible to provide details. Clearly cost is a major consideration.</b></li> <li><b>3) You advised that KCC are considering at a future date undertaking maintenance contracts for street lighting (as distinct from taking full ownership) systems. Can you keep us up to date on developments in this area.</b></li> <li><b>4) Previously you provided advice on possible suppliers of LED lights, particularly to replace our Mercury Inventory. We understand that the replacement technology is now improving. Again any help would be appreciated in particular the opportunity to Tailgate the KCC purchasing of LED lights, as we believe KCC are close to a decision on this..</b></li> </ol> <p>WMPC had asked KCC to keep us informed regarding conversion to LED technology.</p>			
<p><b>281.3</b></p>	<p><b>Contract</b> A copy of the existing specification/contract had been e-mailed to Ms Kinsella who had indicated that it covered all the essential points.</p> <p>KCC had indicated that WMPC ought to arrange for a complete inventory of its lights.</p>			
	<p>KCC could provide a list of contractors. Mrs Dean had contacted Mrs Kinsella as follows: "We would like to begin with invitations to tender for the electrical and structural safety testing for Are you able to assist us by advising us on the specification for that testing please? As you know we have an enviable variety of design of columns lanterns and lamps!</p> <p>We are proposing to advise tenderers that we shall be inviting tenders for the maintenance and repair contract for these lights following completion of the testing contract. I would be grateful for your help in this matter"</p> <p>the Clerk was to forward KCC's response to Mr Carroll. It was possible that KCC MIGHT be able to tender for the work themselves.</p>	<p><b>Clerk</b></p>	<p>✓</p>	
	<p>Mrs Dean proposed that WMPC go out to tender for electrical testing and structural survey; this was seconded by Mr Selkirk and agreed unanimously. Stage 1 would be the condition survey with Stage 2 the tendering process.</p>	<p><b>Clerk</b></p>		
	<p>Mr Carroll agreed to provide a template for the survey specification.</p>	<p><b>FC</b></p>		
<p><b>281.4</b></p>	<p><b>Scout Report</b> The Clerk was asked to forward to members the spreadsheet provided by Simmons.</p>	<p><b>Clerk</b></p>	<p>✓</p>	

<b>15/282</b>	<b><u>WATER MAINS REPLACEMENT WORKS</u></b> Mr Bullard reported that the work seemed to be proceeding rather slowly. The Clerk was to ask for an update.	<b>Clerk</b>		
<b>15/</b>	<b><u>JOINT PARISH COUNCILS TRAFFIC CONSULTATIVE GROUP (JPCTCG)</u></b>			
<b>283.1</b>	<b>Next Meeting</b> It was noted that their next meeting would be on Thursday 18 June 2015. Mr Bullard, Ms Marlor and Mr Selkirk would be representing WMPC; Mrs Dean would be attending as County member.	<b>KB/ HM/ RS/ TD</b>		
<b>283.2</b>	<b>Status of JPCTCG</b> Mrs Dean explained that there was a suggestion that JPCTCG MIGHT become part of the Parish Partnership Panel or the Joint Transportation Board. Mrs Dean reported that Mr Steve Perry and Mr Tim Shaw were now T&MBC members.			
<b>283.3</b>	<b>Membership</b> Mr Bullard was pleased to report that 15 Parish Councils were now members.			
<b>15/</b>	<b><u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u></b>			
<b>284.1</b>	<b>Chalkwell Coaches</b> - Mr Carroll reported that Chalkwell Coaches were no longer issuing single tickets although Brookline did still issue singles; Chalkwell had also reduced the number of coaches.			
<b>284.2</b>	<b>London Road, Grass Cutting</b> – Mr Selkirk reported that the grass near the bus stop at the bottom of Town Hill (south side) was rarely cut. Mrs Dean explained that this was part of KCC's wildflower management scheme.			
<b>284.3</b>	<b>Roundabout, Town Hill/London Road</b> – Mrs Luck commented on the poor state of this roundabout. Mrs Dean reported that she had attended seven site meetings without any success but would suggest yet another.	<b>TD</b>		
<b>284.4</b>	<b>Date of Next Meeting</b> – it was agreed that this would be held on Monday 17 August 2015 at the Clout. Clerk to book.	<b>Clerk</b>	✓	
<b>15/285</b>	<b><u>ACCOUNTS FOR PAYMENT</u></b> totalling £5,101.94 were approved. The Clerk explained that the payment of £2,740 + VAT to KALC was for the provision of two defibrillators with cabinets. These were to be installed at WM Village Hall and WM Baptist Church; they would be funded 50/50 by Mrs Dean's KCC Fund and the respective host organisation. So there was no cost to WMPC. KALC had offered preferential rates for Parish Councils and as the order was placed by WMPC it was possible to reclaim the VAT element.			
	There being no further business, the Chairman thanked members for attending and closed the meeting at 9.10pm  Signed.....Date.....			



**APPENDIX 1**

**WEST MALLING PARISH COUNCIL**  
Kent Rural Community of the Year 2012

**9 High Street, West Malling, Kent ME19 6QH**

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**Clerk to the Parish Council: Carole D'Silva**

12 May 2015

Mr S Simmons  
Simmons Lighting Ltd  
47 Pennine Way  
Downswood  
Maidstone  
Kent. ME18 8UF

Dear Mr Simmons

When we met with your company at The Parish Council offices you undertook to provide a fortnightly report on the outstanding repairs and work carried out. This you said you could easily produce since it was prepared for your own internal use.

The Parish Council has not received any such report even after many weeks have passed. It is essential for us to have such a document to ensure that faults reported have been recorded by yourselves, and that we are able to advise our residents of what action has been taken or the reasons for delay.

Whilst we are aware that some repairs have been completed, others remain outstanding and we are unclear why this is the case.

I feel I should make it clear that the new council will be reviewing its street lighting contract shortly. Members of the council are disappointed in the failure to produce the promised report and this will need to be taken into consideration as part of the review. It would therefore be a very positive step to provide it as soon as possible.

I look forward to receiving your reply.

Trudy Dean  
Chairman to West Malling Parish Council  
(dictated by Mrs Dean and signed in her absence)