

Traffic Management Working Party

Thursday 24th 2021 (Zoom Meeting)

LOGISTICS MEETING FOR IMPLEMENTATION - NOTES

Present: Irene Roy (Chairman), Howard Leicester, Graham Bignell, Rod Shelton, Phil Clucas, Jeff Lee, Simon Featherstone, Ian Bell, Jenny Kelly & Kay Drake
Apologies: Marion Corver, Keith Gofton

1. Traffic Management

1.1 Programme of Works

Implementation of Phase One will commence on Monday 26th July and finish on Friday 27th August. A full Works Programme detailing traffic management arrangements is attached.

1.2 Changes to Works Programme

With the exception of the partial road closure, the dates provided by KCC Highways are subject to change. Any changes to the works programme will be communicated via: KCC/OPC notices, social media, and the *News* page on the Parish Council website.

1.3 Marshalls

The committee agreed not to have Marshalls during implementation on the grounds of road safety and road rage concerns. This decision was partly based on the experience of Marshalls during the Civic Service road closures.

1.4 Point of Contact

It was agreed that the Clerk should be the central point of contact for all communications.

1.5 Keeping an Eye on Progress

It was agreed that any concerns on construction or safety should be reported to Graham Bignell (contact details provided for use by Councillors and TMG only). Please note that RH in their role as Principal Designer is responsible for health and safety.

2. Communication

2.1 Door Drops

a) **All** shops, businesses, pubs, village halls, churches, surgery, dentist, and residents in impacted roads to receive a personal letter, Works Programme leaflet and KCC notice (see attached) as follows:

- High Street, Pickmoss Lane and Park Lane
- Station Road, Leonard Avenue, Colets Orchard, Pond and Village Green
- Sevenoaks Road; Parade Shops, Dentist and Beadles Garage

b) Electronic copies of the communications to be sent to the groups above and clubs.

c) Copies of Works Programme to be made available to the above to hand out to customers and visitors.

d) Surrounding Parish Councils to be notified of traffic works and sent copy of the traffic works leaflet.

e) Large businesses surrounding the village (inc Vestry estate) to be notified of traffic works.

2.2 Parish Newsletter

Traffic Management article to be placed in the Parish Newsletter with details of Works Programme. A large notice to go on the front cover of the newsletter to flag the Traffic Management article.

2.3 Social Media

Works programme and updates will be available on social media platforms, Village hub and Nextdoor.

2.4 OPC News Page

OPC website to be get up to date with traffic management arrangements and Works Programme.

Action

IR/SF

Clerk

GB

RS/JK
PC/KD
IR

IR

JK/MC

IR

JL

IR

SF

Clerk

	Action
<p><u>2.5 Chronicle</u> Village news section no longer available. An article for the Chronicle on the traffic works to be explored.</p>	IR
<p><u>2.6 Notices</u> KCC Highway Notices KCC notices will go up on 9th July around the village and wider road network (after the letter drops and Parish Newsletter deliveries).</p> <p>OPC Notices Two weeks before works commence: a) Works programme & updates: To be displayed on notices boards, shop windows, etc. b) Information on parking & shops: A3 boards to be displayed around Village Green.</p>	KCC All RS
<p>3. Volunteers See <i>Action</i> column for details on volunteers for all forms of communication and other tasks.</p>	
<p>4. Areas of Responsibility</p> <p><u>4.1 Door Drops & Notices</u> Personal letters and leaflet deliveries as set out in point 2.1 above.</p> <p><u>4.2 Surrounding Areas</u> Keeping surrounding Parish Councils and businesses informed and up to date as set out in 2.1 above.</p> <p><u>4.3 Social Media & PC News Page</u> All social media platforms.</p>	RS/JK PC/KD/ MC JL/IR SF
<p>5. Safe Crossing Points</p> <p>To regularly check provision of safe pedestrian access and crossing points throughout works on all roads and address any safety concerns. See 1.5 above.</p>	GB
<p>6. Village Car Park</p> <p><u>6.1 Partial Road Closure</u> The committee reviewed options to accommodate parking during the period where there will be no access to the car park from the east of the village. Options for staff parking were explored at St Barts Church, the Primary School and Russell House School. All unable to assist due to their own requirements to run activities and school summer camps. One suggestion to use the Village Surgery car park to be explored. Post meeting: This option ruled out due to the surgeries own parking requirements.</p> <p><u>6.2 Car Park Closure</u> The committee reviewed options for the one-day full closure of the car park. Only one central location at the rear of the recreation ground identified that could accommodate demand. This was explored with access via Park Lane and eliminated due to the unsuitability of the narrow lane for passing vehicles and concerns over damage to the grounds over a prolonged period.</p> <p><u>6.3 Alternative Parking</u> It was agreed that there was enough on-street parking to absorb demand if some of the on-street staff parking could be accommodated elsewhere, and if not, more of the Bubblestone area would have to be used for alternative parking. Permit holders to receive all details via personal letter.</p> <p>KCC has been asked to schedule the full closure of the car park for the lining works on a Monday when the majority of shops are closed to reduce parking demand. Post meeting: The lining works have been scheduled for Monday 2nd August 8am to 7pm.</p> <p>Cllr Irene Roy, Chairman of the Traffic Management Group 25th May 2021</p>	HL IR