

# Leybourne Park Residents Association: Meeting with First Port (Management Company) 11<sup>th</sup> May 2017

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## 1. Attendees

Mike Parry-Waller	Chairman of Planning, Tonbridge & Malling Borough Council
Douglas Dick	Local Conservative Candidate for Malling Central
Ray Haffenden	Chairman of Leybourne Park Residents Association
Tina Kinns	Vice Chairman of Leybourne Park Residents Association
Phil	Site Management Advisor of Leybourne Park Residents Association
Ben Williams	First Port Representation
Pete Smith	First Port Representation

## 2. Agenda

- 2.1. Recognition of Leybourne Park Residents Association
- 2.2. Primary Objectives of Leybourne Park Residents Association
  - 2.2.1 Postpone implementation of parking controls
  - 2.2.2 Full consultation between residents and First Port
  - 2.2.3 Pinch points to be identified, agreed and marked as such
  - 2.2.4 Maximization of parking spaces on the estate
  - 2.2.5 Visitor Bay Audit
  - 2.2.6 Consultation with the Borough Council as to Papyrus Way residents parking proposal
  - 2.2.7 Resident association windscreen stickers
- 2.3. Any Other Business

## 3. Recognition of Leybourne Park Residents Association

- 3.1. The Leybourne Park Residents Association was recognised by all parties
- 3.2. First Port communicated willingness to work with the association and to take advice and consultation from association members on behalf of residents
- 3.3. It was agreed RH will manage all association communications with First Port in order to streamline this process.

## 4. Postpone Implementation of Parking Controls

- 4.1. First Port agreed to NO patrolling and NO enforcement of parking restrictions indefinitely.
- 4.2. ACTION RH to communicate to Residents

## 5. Full Consultation between Residents and First Port

- 5.1. First Port agreed to The Leybourne Park Residents Association running full consultation

reviews with residents on ALL estate matters, not restricted to parking.

- 5.2. For insurance and health and safety purposes First Port have advised any works carried out on the estate need to be undertaken by First Port approved contractors; though we can request to add companies to their approved list.
- 5.3. It was agreed residents should have some control over the estate, and that this would be the objective of The Association. First Port are happy to work with The Association on this basis.

## 6. Pinch Points

- 6.1. Access points - everyone agreed are a big issues on the estate.
- 6.2. It was agreed therefore by all that certain areas would benefit from double-yellow lines; mainly roundabouts and junctions, for the safety of residents and road users on the estate.
- 6.3. At present the yellow lines that are already in existence are not enforced. The suggestion now is that more yellow lines are introduced, with no enforcement, BUT if people continue to park in those areas we would look to use CPM to enforce ONLY the double-yellow lines.
- 6.4. All pinch point areas will be consulted internally and then agreed with First Port.
- 6.5. First Port can very quickly implement any yellow lines. The cost of which will be added to the maintenance fees across the estate. These costs will be minimal.
- 6.6. Pinch points will be continually reviewed by The Association

## 7. Parking Maximisation

- 7.1. There is a proposal from The Leybourne Park Residents Association to remove some small areas of wasted green space on the estate in order to create more space for parking.
- 7.2. RH estimated c.40 additional bays could be created just by maximising the space we already have on the estate, including changing the layout of existing parking areas.
- 7.3. MP-W confirmed that if an application came to T&MBC for removing some of the green areas, it 'would be agreed very favourably', and that changing existing parallel parking bays to 'straight on parking' 'should be easily accessible'. First Port in principal are not opposed to either of these suggestions.
- 7.4. Planning permission would be required for such changes to the estate. Next steps identified were to mark-up suggested areas for review before submitting planning applications.
- 7.5. First Port queried how these changes would be paid. The Residents Association are looking into options for this including, but not limited to, increasing the service charge for the estate, allowing people to buy or lease spaces, and potentially a pay as you go visitor ticketing service. MP-W specified ticketing services do not work well; are usually difficult to maintain/ manage, and this has not been a good experience at Holborough. To be reviewed.
- 7.6. It was agreed initial focus will be on areas not requiring construction work to change linage/ create additional parking.
- 7.7. First Port are interested to see where The Association drawn the line in terms of number of vehicles per property. It was noted some houses have 5 vehicles. The majority of the estate has 2 or less per household. It was accepted that initially we would look to see what impact additional bays have on the estate, and review from there as an evolutionary process.
- 7.8. ACTION Phil to review the number of additional bays that could be introduced 'cheaply'
- 7.9. ACTION BW is to send a site map over to RH
- 7.10. ACTION RH will mark up on the site map suggestions for additional parking

- 7.11. ACTION PS will cost up the changes before planning permission is requested.

## **8. Visitor Bay Audit**

- 8.1. Last time the parking enforcement issue came up a small number of residents painted over V signs and allocated the bays to their own properties. This was dealt with at the time, but there is concern that some of these may still exist. The Association requested an audit.
- 8.2. BW confirmed First Port are aware of this issue, and that they have already (this week) written to 5 properties where they believe visitor bays are being used privately. Those residents have been asked to provide evidence that the bays belong to them. NOTE Land registry shows these bays as being unallocated. If evidence is not submitted First Port will be remarking these as visitor bays.
- 8.3. ACTION BW to keep The Association updated.
- 8.4. TK stressed The Association would like to continue to use visitor bays as unallocated first-come-first served, rather than pure visitors. First Port noted this request.

## **9. Papyrus Way Resident Parking**

- 9.1. The suggestion of removing double-yellow lines on one side of Papyrus Way and making them single yellow lines with overnight resident parking was discussed. MP-W explained it's very difficult to get lines removed, but specified he'd 'put the feelers out' amongst his peers, and come back to us with his views.

## **10. Resident Association Windscreen Stickers**

- 10.1. RH is looking into the usage of residents stickers so for now we can simply tell which vehicles belong on the estate. If people are parking inappropriately The Association can discuss with those people and ask them to move on as a first warning. The full process is to be defined, but it will assist in definitively knowing how many resident vehicles are on the estate. If it is found people are continually parking inappropriately these details could be passed to CPM.
- 10.2. First Port agreed to stickers rather than permits, however BW stipulated they would like to control the stickers and the data as the management company. This process was noted but not agreed. Stickers are being priced up.

## **11.AOB**

- 11.1. Commercial Vehicles – DD does not want any parking issues, specifically commercial vehicles spilling out into surrounding areas impacting the local community. MP-W and BW both agree this is a more difficult topic as people did sign the contract saying no commercial vehicles on the estate. First Port believes they are just following the rules they have been supplied by instigating this. Everyone understands about safety issues, and also the outstanding question as to where these supposed to go. RH updated the Bricklayers Arms have offered commercial parking opportunities and are installing a security gate for safety. DD will also talk to Tesco, if we need him to, about having commercial vehicles park there overnight. MP-W stated as a compromise we may have to review enforcement of parking for

signed vehicles, eg he noted a number of Menzies vans parked overnight on the estate when the head office is just over the road. Hopefully though creating more bays this may not be an issue. To be continually reviewed by The Association.

- 11.2. Bays with no enforcement – TK queried the section of houses in Ingram Close which have an email saying they are unenforceable. This is due to being Ministry of Defence properties. BW will investigate.
- 11.3. First Port will meet the Leybourne Park Residents Association once a month for review. RH to arrange meetings. Next meeting due mid-June 2017.
- 11.4. Community – We are going to use The Association to bring the community of Leybourne Park together. Picnics on the green, that kind of activity. First Port said they can assist by installing things like bbqs quickly and cheaply if we want them. To be confirmed.

## 12.Actions Log

Owner	Action	Date Required
Ray Haffenden	To communicate parking enforcement controls update to Residents of Leybourne Park	With immediate effect
Phil	Review the number of additional bays that could be introduced 'cheaply'	ASAP
Ben Williams	Send a site map over to RH	ASAP
Phil Smith	Cost up any parking maximization changes before any planning permission is requested.	TBC
Ben Williams	To keep The Association updated with regards to privately marked visitors bays	ASAP
Mike Parry-Waller	Discuss Papyrus Way with planning committee peers	ASAP
Ray Haffenden	To update on pricing of resident stickers	ASAP
Ben Williams	To investigate MOD properties and why they are unenforceable	ASAP
Ray Haffenden	RH to arrange monthly meetings with First Port. Next meeting due mid-June 2017.	01/07/17
The Association	Decision on do we want communal bbqs installed	TBC