

SHOREHAM

Parish Clerk:

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COUNCIL

MINUTES of a MEETING of SHOREHAM PARISH COUNCIL

at Shoreham Village Hall, Shoreham on 5th December 2018 from 7:30pm

- Present: J Histed (in the Chair)
R Blamey, A Collins, A Hibbins, B Jeffery, N McDonnell, M S Parkes, N Powell and L Spence
- Also Present: County Councillor Roger Gough
1 member of the public
- Clerk: Sarah Moon
- Question Time: A member of the public referred to item 13 on the agenda and whether CIL money could be used to help refurbish the village hall toilets, particularly with regard to making them accessible for disabled people. The Clerk explained that the Village Hall Committee were already planning to refurbish the toilets and were seeking funding elsewhere however, an interim solution could be to install rails in one of the cubicles to assist less able bodied people.

1. There were no apologies for absence.
2. There were no disclosures of interest.
3. The minutes of the meeting held on Wednesday 7th November 2018 (copy previously distributed) were received and signed by the Chairman.
4. The actions arising from the meetings held on Wednesday 7th November 2018 were reviewed.

5. District/County Councillor Reports

District Councillor
No District Councillor was present.

County Councillor

- Drainage - one bit remains to be done and KCC are waiting for contractor reports to see if anything further is required.
- Well Hill Broadband – currently in the process of sorting out a date for the next meeting. There has recently however been a change in government policy – whereas previously the government supported working with KCC and BT to install fibre to cabinet, they now want to install fibre to each premises. It is KCC's belief that the scale and cost of this is over optimistic.

- Cllr Parkes informed Cllr Gough of the recent damage caused to the bridge and asked if he could ensure that KCC would rebuild and make safe the structure in time for the Duck Race in May.
- Cllr Gough was also requested to look into the resurfacing of all the roads throughout the village as the recent patching works resulting from the Thames Water Works have left it looking messy and prone to pot holes this winter.

6. **Chairman's Report**

The Chairman reported that Sevenoaks District Council are currently in the process of instructing a contractor to prepare a valuation of the disused barns at Timberden in order to obtain a valuation. This would then be used to test the market, with Mr Muscat being given the opportunity to purchase them for his farm if he so wished.

7. **Report from the Clerk**

- Work to replace the tennis shelter roof will start in January
- Work to replace the allotment fencing will start in April. The contractor will also replace the small section of fencing to the right of the village hall steps on to which the new parking restriction sign will be installed.
- Quotes have been obtained for tree felling and for the tree survey.
- Work has started on the playground repairs and work to the parish store is due to commence shortly.
- A new salt bin has been installed in Forge Way
- There will be no business rates payable on car park from April 2019. Public toilets will no longer be subject to business rates which means the relief which is currently applied to them, can be passed on to the car park instead.
- Quotes have obtained for the car park work.
- The generator has been taken off site to be looked at.
- The Village Hall's application for CIL funding was unsuccessful.
- Six alder buckthorn have been planted in the Centenary Wood with the aim of attracting brimstone butterflies.

8. **Resilience**

Cllr Spence gave an update from the Resilience Group following their meeting held on Monday 19th November 2018 (see Appendix A). Points to note were:

- That the installation of a landline telephone at the Village Hall is considered for discussion at the next PC meeting.
- That the generator is returned to the Emergency Room as soon as possible as without it, the hall is not resilient. If any problems arise with the servicing of the equipment, it may be necessary to consider buying another one.
- That Cllr Spence write to the Environment Agency asking for an update on the measures currently in place to manage and maintain the River Darent and Manor Drain and if there is anything the Parish Council can do to assist with these.

9. **Police Matters**

- i) Following a recent incident in which the Police were contacted, it was agreed that a formal process to deal with such eventualities was required. Cllr Histed confirmed he would be attending a Chairmanship course on 13th December and would use that opportunity to seek advice from KALC as to how to go about drafting a skeleton policy. Cllr Histed and the Clerk would then flesh out the draft and bring to the next Parish Council meeting for discussion.

It was RESOLVED that from now on, all letters sent by the Clerk should be depersonalised and signed on behalf of the Council. Any potentially contentious issues should be discussed on a case by case basis and any action agreed and signed off before any correspondence is sent out.

- ii) It was RESOLVED that the Clerk should investigate setting up a PO Box and that a budget of up to £500 per year be allocated to this.

10. Tree Survey and Tree Works

The quotes for undertaking the tree survey and tree works were discussed and contractors selected. The Clerk was instructed to go ahead and confirm with the contractors that the work should commence as soon as possible. All contractors advised against felling the ash tree in the allotments so it was RESOLVED to only cut down the dead cherry tree near the main entrance.

11. Grass Cutting Schedule

The grass cutting schedule for 2019 was agreed and the Clerk instructed to send it out to tender.

12. Car Park

The quotes provided to cut back hedges and scrub in the Filston Lane car park were considered and it was RESOLVED to select the local contractor in favour of SDC as long as he could match their price.

13. CIL

Due to time constraints, consideration on how best to allocate the money received from CIL was agreed to be deferred until the next Parish Council meeting.

14. Community Award

A Shoreham resident was agreed to be nominated for the 2019 KALC Community Award.

15. CCTV

Cllr Histed confirmed that he is still trying to determine the legal situation with regard to the installation of CCTV cameras and hoped that he would be able to gain some clarity at the Chairmanship conference on 13th December.

16. Village Sign

Due to time constraints, consideration on the installation of a village sign was agreed to be deferred until the next Parish Council meeting.

17. Correspondence/Information

- a) The Winter edition of 'Countryside Voice' magazine has been received.
- b) The November issue of 'Clerks and Councils Direct' has been received.
- c) The November issue of 'The Clerk' magazine has been received.
- d) Issue 4 of the 'Allotment and Leisure Gardener' magazine has been received.
- e) A letter has been received from the Public Rights of Way Officer at KCC advising that, due to the objections received, the modification order for footpath SR22 will be submitted to the Planning Inspector for decision.

- f) Kent Wildlife Trust are looking for a team of 15 volunteers to help work on the new extension to the Polhill Bank nature reserve.

18. Financial Matters

- a) Accounts/Payments: The schedule of payments as per schedule was authorised.

19. Dates of next meetings (all starting at 7:30pm unless otherwise stated)

- a) Planning and Finance Meeting: Wednesday 19th December 2018, Shoreham Village Hall
- b) Planning and Council Meeting : Wednesday 9th January 2018, Shoreham Village Hall
- c) Planning and Amenities Meeting : Wednesday 23rd January 2018, Shoreham Village Hall

Sarah Moon, Clerk to Shoreham Parish Council

The meeting closed at 9.59pm.

Appendix A

1. We were pleased to meet Lindsey MacRae from Eyot House and to know that she and Duncan were willing to be members of our team. Lindsey gave some very useful information about the state of the Manor Drain and the level of involvement she and Duncan had had with the Environment Agency.

2. We identified the community clusters outside the village itself and some key contacts for these.

3. We discussed the communication between ourselves and keeping within the law regarding data protection. Vanessa Hills has agreed to create an Excel document giving contact details for all those present and circulate this. No members details will be added until they have agreed. It was thought helpful if members would agree to emails being sent CC rather than BCC so that team members could know who else was involved but this has to be a personal decision.

4. Drain monitoring: Rather than ask householders near a drain to keep a check, members volunteered to monitor a section of the village and check those drains and report any blockages. The Monitors and areas are:

Alan Davies - Mesne Way to T Junction of Church Street and High Street

Robin Weaser - High Street as far as Shop

Jeremy Tooley and Vanessa Hills - High Street to Mill Lane, including Forge Way and Palmers Orchard

Neil Vickers - Church Street from T Junction down to bridge

Lindsey MacRae - Church Street from bridge to The George

David Clayton - Station Road

5. Ask Mark Summers if he had a map of drains. (Not sure who was going to do this, was it you Alan?)

Ask Malcolm Folland if he had such a map. (One of us on the allotments can do this.)

6. Neil Vickers said he would contact Luke from Thames Water to see if they would arrange an extra street sweeping, particularly in the High Street and Church Street where parked cars had made it impossible to do this thoroughly (we need to know date so that advance warning could be given) to clear the debris left by the works undertaken by Thames Water.

7. Report to next meeting of the Parish Council should include two requests:

That the telephone line to the village hall should be re-instated and a landline 'phone purchased to be used when the hall was a refuge centre. (The 'phone would not be connected permanently but away unless needed.)

That we invite Trevor Carmen to the next meeting in order to enhance members understanding of the River and to give his views of the topics below: In addition the Parish Council write to the Environment Agency to ask:

What measures were put in place by the former Rivers Authority (and anybody else) to manage the flows of the River Darenth and to ensure that the measures remained in service (e.g. to prevent the silting up of the Manor Drain)?

How do the measures stand up now? Are they operable and do they provide for the efficient management of water flows (particularly in flood conditions)?

What remedial action would be needed to re-instate all of the measures? (The weir at Shoreham Place cannot be moved at present as it is completely silted up and the siphon in Boakes Meadow is too narrow to deal

with extreme conditions.) If there are many measures which require re-instatement, what priority should be given to each measure

What on-going maintenance would be needed once the measures were re-instated to ensure they remained serviceable

Some idea of cost implications.

8. The team did not favour at this moment to ask the Parish Council to purchase a supply of FloodSax which could be stored at Darent Valley Golf Club and sold to residents who had not purchased their own. It was considered that residents needed to take personal responsibility for protecting their properties.

9. The Resilience Plan should include the offer of taking Thermos Flasks of hot drink round to housebound vulnerable residents who might have difficulty getting to the Refuge Centre were this necessary in power cuts.

~~10. That Trevor Carmen should be invited to the next meeting as members felt he could enhance their understanding of the River.~~