

# SHOREHAM

Parish Clerk:  
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# PARISH

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# COUNCIL

## DRAFT MINUTES of a MEETING of SHOREHAM PARISH COUNCIL

at Shoreham Village Hall on 7 September 2016 from 7:30pm

Present: A Collins, P Dodd, A Hibbins, J Histed, N McDonell, M S Parkes and L Spence

Also Present: County Councillor Roger Gough  
27 members of the public

Clerk: Sarah Moon

There were no questions from the Public other than those relating to items on the agenda.

1. Andrew Hibbins was formally appointed a full member of Shoreham Parish Council and his Declaration of Acceptance was signed.
2. Apologies for absence were received from Cllr Blamey and District Councillor J Edwards-Winser.
3. No disclosures of interest were made.
4. The minutes of the meetings held on Wednesday 6th and 20<sup>th</sup> July 2016 were agreed and signed.
5. District/County Councillor Reports  
No District Councillor was present.  
County Councillor Roger Gough confirmed that the parking initiatives suggested by the Traffic and Parking Working Party had been received by KCC and should soon be in a position to commence the public consultation.  
KCC have been undertaking a pothole blitz since June (pot of £3 million across the county) and a communication to parish councils regarding this is expected imminently.  
County Cllr Gough also confirmed that he had followed up with Mr Moon regarding the painting of the railings and the repairing of the footpath on the bridge and had also written to David Munn of KCC regarding the footpath up to the Cross. A reply is awaited but as yet no signs confirming it is a footpath have been installed. The millennium footpath up to the terrace should be given the same consideration.
6. Chairman's Report  
The Chairman confirmed that Richard Inniss had resigned from the Council but thanked him for his service over the years. His knowledge and expertise will be missed.  
  
He also stated that he had been reading up on Neighbourhood Plans.  
  
Finally, he acknowledged and thanked the Traffic and Parking Working Party for the work they have done to date.
7. Report from the Clerk.
  - (a) Sevenoaks District Council have exchanged contracts on Timberden Farm and received the 10% deposit. The new owner will complete on Lot 3 by the end of August and on Lots 2 and 4 at the end of October 2016 when the remaining 90% will be paid. The tenant farmer will stay in place until then. The purchaser does not wish to reveal his name until he fully takes over in October.

1. Question : Has the field adjacent to the new Centenary field already been sold as it has not been cut for some time. There is a significant amount of ragwort present and there are concerns that this could infect the whole valley. How is this to be treated if the owner of the field is unknown?

Answer : It was agreed to raise this once again with the District Councillor, emphasising the urgency of the ragwort removal.

- (b) The Old Livery Store has now been vacated and the keys handed back to the freeholder. Contents have been moved into the Gents Toilets and, having moved the existing contents from the Gents Toilets into the Ladies Toilets, there is ample space for Parish Council files.
- (c) Notices for Councillor vacancies have been advertised for the ward of Shoreham (since filled) and for East Hill and Romney Street (in progress).
- (d) A complaint raised by a resident against a member of the Parish Council has now been dealt with and the matter closed.
- (e) The September edition of the Shoreham Post has been produced. It also contains a separate Emergency Plan, produced by Cllr Spence.
- (f) Down to Earth have confirmed that the alder on the Village Green is dead and they will remove it at the same time as they carry out the works on the Recreation Ground, scheduled for Monday 12<sup>th</sup> and Tuesday 13<sup>th</sup> September.
- (g) Residents of Crown Road have been written to informing them of the recent incident on the Allotments.
- (h) A Family Fun Day was held on the Recreation Ground on Monday 8<sup>th</sup> August. This was well attended and feedback has been positive.
- (i) Both the Cross and the War Memorial on Darenth Way have now been cleaned and restored. The former by volunteers from the village and the latter by a company specialising in the cleaning of stone. After all the work on weeding the Cross, the weeds are returning and this now needs to be sprayed. This should be included in the tender for next ground maintenance contractors. A contractor to rechalk the cross must also be sought. There are also concerns that there are holes in the stone on Darenth Way which could become filled with water and damage the stone.

Finally the ash tree next to the memorial needs to be removed at the same time as the removal of the dead alder but this has not been included in the Down to Earth quote. Clerk agreed to speak to Down to Earth when they commence work on 12<sup>th</sup> to see if they can remove said tree.

- (j) Nets have been installed on the hoops on the basketball court on the Recreation Ground.

The Clerk agreed to contact Sevenoaks District Council and Kent County Council regarding the progress of the footpath to the Cross as well as the Millenium Path – i.e. no signs have been installed, no gates/stiles have been installed and no confirmation that the footpaths have been officially designated have been received.

## 8. Neighbourhood plan

The process of how to start producing a Neighbourhood Plan was discussed. Cllr Dodd stated that he had met with some people from the Planning Department at Sevenoaks District Council who had informed him that the first step would be to redesignate the area (as a result of the separation from Badgers Mount). They would then map out an area and a consultation on the boundary would ensue. Once the designation is completed, then an application for funding could be made. Sevenoaks District Council could also apply for funding to assist us. The Community Development Team at Sevenoaks District Council may be able to help with drafting policies, consulting households, printing and mapping as well as providing access to consultation software. Other things which need to be done in the early stages include a Residential Character Assessment, Landscape Character Assessment, evidence based statistics and suggestions of agencies who could help. The key thing is to obtain funding as soon as possible. Cllr Dodd requested the go ahead from Council to inform SDC to go ahead with the redesignation. Council agreed.

The Clerk was given the go ahead to get information from DCLG for a funding pack.

## 9. Traffic and Parking

(a) The Traffic and Parking Working Group's recommendations to reduce and relieve parking pressures were considered as follows:

- (i) An update on the plans and initial response returned to KCC was given by Cllr Spence who gave an outline of where the proposed parking restrictions are likely to be and where new parking spaces could be created – eg relocating the recycling bins in the car park to create 5 more spaces, asking the school to provide extra staff parking on the field and at the top of the allotments (15 spaces). Discussions have been had with the bus companies who advised that the most problematic area for them was the Church Street/Filston Lane junction. This was followed by the bridge outside Riverside House. Sevenoaks District Council advised that their refuse collection vehicles had difficulty along the High Street. Some door to door consultations with residents about the proposals have taken place some important views have been received. This will be input into our findings.

Brian Alleeson went through the findings of the engineer from JR Highway Engineering Ltd, who had accompanied Brian around the village to see the potential problems first hand. He recommended that some parking on the George Bend should be allowed but this would depend on the size of the vehicle. Also a non-slip surface could be put in place and signs on the corner backed with reflective coating. Additionally, it was suggested that there should be a passing place on Church Street and a passing place outside 21 High Street as well as white parking bay markings on Church Street to assist people to park sensibly. The engineer was in agreement with the yellow line outside the village hall but also mentioned the T junction on Forge Way.

At this point the public were asked for their comments and any questions relating to these points.

1. Comment : Parking on allotments means nibbling away at the green belt.
2. Question : Given it is against highway code to park where people do, and this is not enforced, how can the proposed parking restrictions be enforced?  
Answer: Yellow lines give a much more clear cut prohibition and are policed differently.
3. Comment : By clearing the roads of parked cars, people may be encouraged to drive quicker, making it less safe.
4. Comment : There is enough parking for residents. Problems only occur on weekends when visitors come into the village. It is likely that the more parking provided, the more people will come. A solution would be to introduce permits for residents as are currently in place near the war memorial.
5. Comment : Parking does need to be put back if it is taken away. If people from outside the village cease to come, the village will die, permits are a pain.
6. Comment : The car park is under utilised. One resident suggested in an email that the car park sign is obscured and could be re-sited to a more obvious position.
7. Comment : Without visitors I would not have a business. A passing place outside the village hall is required but the lines need to go on both sides of the road.
8. Question : Many people load and unload outside the village hall. How will they do this if there are yellow lines?  
Answer: The line will not go the whole way along.
9. Comment : There are lots of people in the village who cannot park and who do not have drives. Also parents from school should not be penalised. The school depends on these people otherwise it would not survive.
10. Comment : Regarding the proposed parking at the golf club, don't forget that some people live further out of the village and cannot walk to the station.
11. Comment : Parents dropping off their children at school do park on the road. Yellow lines are needed on both side of the road. Against moving the bottle bank as this would cause more disruption with the noise.
12. Comment : Many cars are parked on the pavements and people have to walk in the road. This is more serious than the issue of parking itself.
13. Question : Could the bottle bank be relocated to the lay-by opposite the station?  
Answer : This would mean that everyone would have to drive to do their recycling.
14. Comment : I would feel deeply distressed if having so many lines meant that cars would go faster.
15. Question: Instead of modelling, could cones/temporary markings be put up as a trial?  
Answer : This is a good idea but would not take in account varying length of vehicles. Also, the cones could be moved.

In summary, it was agreed that a passing place opposite The Two Brewers was sensible although there were differing views on the other plans. The Working Party needs to meet again and take on board the feedback.

- (ii) Plans for how best to engage residents with the formal consultation were discussed. The Chair asked the audience what the consultation process should contain. Suggestions included a clear map, one to one discussions with the people who are directly affected, leaflet drop or possibly inclusion in the Gazette and door to door visits for everybody. It was agreed that everyone should be consulted and most people held the opinion that consultations and any ensuing votes should relate to individual schemes rather than to the 'whole package'.
- (ii) It was agreed to proceed with points 2 and 3a from JR Highway Engineering for the sums of £350 and £420 respectively. As the work is under £1000, don't need to get three quotes and ask Highway Engineering to go ahead.
- (iv) The installation of hanging flower trough and polite notice on railings next to steps near bridge in order to free up more space for cars to pass was discussed. A disadvantage of this is that it could be self-defeating but an advantage is that it could be moved, unlike yellow lines, which are much more permanent. As the Chair had not been briefed on this topic, it was agreed that the Working Party discuss further and provide more detail at the next meeting

- (b) The Working Party was authorised to proceed with its approach in communicating the proposals, ensuring the points raised in (a) (ii) are included.
- (c) Extra parking was discussed as part of (a) (i) above.

10. Golf Club

The offer from the Darenth Valley Golf Club to assist with the creation of a footpath along Station Road was discussed. The owners of the golf club also suggested that they could potentially provide some car parking facilities for villagers for around twenty cars. Such a car park could be accessed via the golf club entrance or its own entrance and would be restricted to villagers only.

1. Question : Why not use the footpath in the field on the other side of Station Road, rather than creating a new one?

Answer: The footpath in the field on the opposite side of the road is not an official footpath and nobody has the right to walk through it.

2. Question : What provision will be made for lighting on the footpath? And where will it be put in exactly?

Answer : Low cost LED lighting could be put in. Environmentally friendly lighting could also be looked at. Lights could either be installed along the footpath or the lights from the car park used (a less favourable option).

3. Question : The Golf Club have previously offered to assist with a storage problem. Are they able to offer a secure, dry and permanent solution for the Village Archives?

Answer : The golf club do have space for storage. It would be dry and secure although possibly not permanent. The best thing would be for the Historical Society to go and view the space to ascertain its suitability.

It was agreed that the Traffic and Parking Working Party would meet with the owners of the Darenth Valley Golf Club to find ways to take forward the offer of the car park and the footpath.

11. Litter Bin

To consider providing a new litter bin on the Village Green as the design of the current one leaves it open to animals, who pull out the contents on a nightly basis.

It was agreed that the Clerk obtain a quote from Sevenoaks District Council as to how much this may cost. The bin should also be re-sited so it is not in the middle of the Village Green.

12. Darent Valley Landscape Partnership

To consider whether Shoreham Parish Council would like to volunteer to represent the area of 'Mid Valley' on the newly proposed Advisory Board.

It was agreed that Shoreham Parish Council would like some representation on the board but this may be better to come from the Darenth Valley Consortium. Clerk to write to DVLP informing them of this.

13. Filming Location

To consider whether to suggest Shoreham as a potential location for filming following a request from the Kent Film Office.

Cllr Histed agreed to contact the film company to obtain more details on the exact filming requirements.

14. Communication  
To review Shoreham Parish Council's communication with residents.
15. Correspondence/Information
  - (a) A letter has been received from the Shoreham and District Historical Society asking for assistance in finding a secure and dry place in which to store the Village Historical Archives. The Archives are currently being housed in the Village Hall but this is only a temporary arrangement.
  - (b) A letter has been received from the Royal British Legion, thanking the Parish Council for organising and funding the cleaning of the War Memorial.
  - (c) A letter has been received from KCC regarding the Kent Waste Disposal Strategy Consultation. Views are being sought. Documents can be found at [www.kent.gov.uk/wastestrategy](http://www.kent.gov.uk/wastestrategy). The consultation closes 2<sup>nd</sup> October 2016. Alison Collins volunteered to look at the consultation and send any responses to the council before sending off.
  - (d) An email has been received from KCC giving an update on the situation with ground water in the area following the oil theft last year. It confirms that no impact relating to the theft has been noted in the river and that river samples will be suspended unless boreholes show impact. Fortnightly monitoring of boreholes will continue.
  - (e) A letter has been received from the Licensing Partnership at Sevenoaks District Council giving notification of the intention for Sevenoaks District Council to pass a resolution to adopt Section 76 of the Public Health Act 1925.
  - (f) Issue 3 2016 of the Allotment and Leisure Gardener has been received.
  - (g) The Summer 2016 edition of the Countryside Voice has been received.
  - (h) A letter has been received from Gatwick Airport, detailing its Performance Summary, which tracks progress against their ten sustainability targets set over a ten year period from 2010 to 2020.
  - (i) The September 2016 edition of the Clerk Magazine has been received.
16. Committee Reports  
The minutes Planning Committee meetings held on Wednesday 6<sup>th</sup> July and Wednesday 20<sup>th</sup> July were received and adopted.
17. Financial Matters
  - (a) Accounts/Payments. Authorisation of payments as per schedule (to follow).  
The Schedule of Payments was agreed.
18. Dates of next meetings (all starting at 7:30pm)
  - a) Planning and Finance Committee Meeting: Wednesday 21<sup>st</sup> September 2016, Shoreham Village Hall
  - b) Planning Committee and Council Meeting : Wednesday 5<sup>th</sup> October 2016, Shoreham Village Hall
  - c) Planning Committee and Amenities & Services Meeting : Wednesday 19<sup>th</sup> October 2016, Shoreham Village Hall
19. Motion that 'In view of the special, confidential or commercial nature of the business to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw'.  
Motion agreed.  
Motion that 'may need to extend past 10pm'.  
Motion agreed.

Sarah Moon, Clerk to Shoreham Parish Council

The meeting was closed at 9.50 pm.

Public question time  
No questions.