SHOREHAM

Parish Clerk:
Amanda Barlow

The Post Box,
Shoreham Village Hall
High Street, Shoreham
TN14 7TB

PARISH COUNCIL

07912 611048

clerk@shorehamparishcouncil.gov.uk

You are hereby summoned to a Meeting of the Shoreham Parish Council to be held at **Shoreham Village Hall on Wednesday 17 July 2024 at 7.30pm**. Members of the Press and Public are warmly invited to attend. Meeting documents are available at www.shorehamparishcouncil.gov.uk

Parish Clerk 12 July 2024

AGENDA for MEETING of SHOREHAM PARISH COUNCIL

1. To receive any apologies for absence.

2. To receive any disclosures of interest from members in respect of items of business included on the agenda for the meeting.

3. Public Forum

4. County/District Councillor Reports

5. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of The Public Bodies (Admission to Meetings) Act 1960

6. To receive and authorise for signature by the Chairman, the Minutes of the meetings held on Wednesday 5 June and 26 June 2024

7. Matters arising from the minutes not covered by Agenda items

From the minutes of 5 June 2024:

7.1 Remembrance Day Road Closure
7.2 War Memorial Cleaning
7.3 Filston Road rates

8. Shoreham Cricket Club

8.1 Cricket Ground Banners

9. Highways and Footpaths

9.1 **Parking Survey**
To receive an update
9.2 **Footpaths**
- Station Road steps to footpath

10. Shoreham Recreation Ground

10.1 Vandalism to the CCTV
10.2 Maintenance of the tennis court and MUGA
10.3 Shoreham Society – Village Picnic

11. Shoreham Village Hall
Ownership of the village hall

12. Correspondence
12.1 Walnut Tree Trust
12.2 Kent Police
12.3 KALC – Training for Members
12.4 Planning Policy – Fawkham Neighbourhood Plan

13. Finance & Personnel
13.1 To agree items received, payable and paid
13.2 Grant requests from:
12.2.1 Shoreham Village Players
12.2.2 Well Hill Mission Church

13. Next meetings (all starting at 7:30pm in Shoreham Village Hall unless otherwise stated)
a. Planning (if required) Committee – Wednesday 7 August 2024 at 7.30pm
b. Planning (if required) Committee – Wednesday 21 August 2024 at 7.30pm
c. Planning (if required) Committee – Wednesday 4 September 2024 at 7.30pm
d. Planning (if required) Committee and Council Meeting –
Wednesday 18 September 2024 at 7.30pm

Amanda Barlow, Clerk to Shoreham Parish Council

AGENDA PAPERS

1. To receive any apologies for absence.

Apologies received from Cllr Gough (County) and Cllr Owen

4. County/District Councillor Reports

Cllr Gough has given apologies but will be providing an update.

5. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of The Public Bodies (Admission to Meetings) Act 1960

The emails related to Agenda item 11 are confidential papers.

6. To receive and authorise for signature by the Chairman, the Minutes of the meetings held on Wednesday 5 June and 26 June 2024

MINUTES of a MEETING of SHOREHAM PARISH COUNCIL

Well Hill Mission Church, Shoreham on 5 June 2024 at 7:30pm

Present: *Cllrs R Blamey, B Jeffery, J Histed (Chair), N Powell and M Sheward*

Also Present: *9 members of the public, Cllr Roger Gough (County) (in part), Cllr Edwards-Winser (District) (in part), and Amanda Barlow (Clerk)*

Apologies: *Cllr Irene Roy (District)*

1. *To receive any apologies for absence.*

   Apologies were received and accepted from Cllr Irene Roy (District)

2. *To receive any disclosures of interest from members in respect of items of business included on the agenda for the meeting.*

   None.

3. *Public Forum*

Mrs Spence noted that there was a reference to the "Millennium" Woods and they are in fact the Centrium Woods.

Mrs Spence asked if the recreation ground could be mowed.

Mrs Ball commented on the correct name of the Lullingstone Group and the updated Structure is at Appendix A.

It was asked if the road could be closed for Remembrance Day and it was agreed to apply for a road closures at the next meeting in July.

4. *County/District Councillor Reports*

Cllr Gough (County) reported:

- *Cracks in the bridge – Cllr Gough had responded to the resident.*
- *Pot hole blitz – surface patching etc.*
- *Resident raised issues about speeding around Well Hill and asked about signage.*
- *Cllr Jeffery advised that there is an item on the HIP for Well Hill asking for speed reduction and more signage.*
- *A resident asked about the pot hole blitz and Cllr Gough explained how the blitz is being run this year using local contractors.*
- *In response to questions, Cllr Gough advised that road tax is a central Government tax.*
- *Resident advised that there is a lot of graffiti to paint over the bridge.*

Cllr Edwards -Winser (District)

- *Cllr Roy is now on the Committee for Cleaner and Greener*
- *He is now on the following Committees –*
  - *DCAC, Development Management Control, Housing and Health, People and Places, and Licencing*
- *The housing register was changed to residents who have lived in the District for 3 years and there is 800 people on the register.*

Cllr Jonathan Histed thanked the Clerk for attending the meeting whilst on sick leave and to her husband for driving her to Well Hill.

Cllr Jonathan Histed offered a vote of thanks on behalf of the Parish Council to Ann Ball for her outstanding contribution to the Shoreham Gazette.

5. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of The Public Bodies (Admission to Meetings) Act 1960

Members resolved to discuss the urgent health and safety item in confidence.

Members agreed to take the Agenda items in the following order:

***6**. To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 1 May 2024*

Members resolved to agree the minutes of 1 May 2024.

8. Well Hill Issues
To discuss and agree next actions of any issues raised by Well Hill residents.

The main issue is the traffic in Well Hill which was dealt with under Agenda 3.0.

7. Matters arising from the minutes not covered by Agenda items

7.1 War Memorial
The Clerk advised that Burslems are going to quote for the work and complete it by Remembrance Sunday.

7.2 Shoreham Recreation Ground CCTV
Cllr Jeffery advised that he has now a quote to have separate CCTV system for 3m pylon, trench for cables and 2 cameras is £2,958.

Members resolved that the Parish Council should install the CCTV at a cost of £2,958.

7.3 Emergency Planning

Members resolved that the Clerk should discuss with the Gazette and printer to include an insert with the emergency plan.

7.4 Filston Lane Car Park – Electric charging

Members agreed that the Clerk should apply for rate relief on the Filston Road car park.

Cllr Jeffery advised that the offer is for two slow charging points for 7 years or one slow charging point and one faster charging point for 15 years.

Members resolved in the majority that the Parish Council should not install electric charging points.

7.5 Cricket Club

Members resolved, in the majority, that the Cricket Club banners should be discussed at the next Council meeting where representatives of the Cricket Club could be present.

9. Highways and Footpaths

9.1 ***Parking***
To receive an update on the appointment of ITS Global Members

9.2 ***Highways***
To note the new Highways Information Pack

10. Parish Council Website
To discuss and agree next actions with regard to the Parish Council website.

It was agreed to get quote to redo the website.

11. Correspondence

11.1 Bench for Century Wood

Members resolved that there should be no street furniture in the wood.

11.2 Update on Shoreham Cross work
Members thanked Jeremy Tooley for his work.

11.3 Sevenoaks District Council New Leader and Cabinet
11.4 General Correspondence

12. Finance & Governance

Finance

12.1 To agree items received, payable and paid

Members resolved to agree the items received, paid and payable at Appendix E.

12.2 To note the reschedule of the audit and to schedule an Extraordinary Meeting to agree the AGAR.

Members noted that the audit will take place on Friday 21 June 2024 and agreed to have an Extraordinary Meeting to agree the AGAR on 26 June 2024.

13. Next meetings (all starting at 7:30pm in Shoreham Village Hall unless otherwise stated)

***a**. Planning (if required) Committee – Wednesday 19 June 2024 at 7.30pm*
b. Planning (if required) Committee and Council Meeting – Wednesday 3 July 2024 at 7.30pm

MINUTES of an EXTRAORIDINARY MEETING of SHOREHAM PARISH COUNCIL

Shoreham Village Hall, Shoreham on 5 June 2024 at 7:30pm

Present: *Cllrs R Blamey, B Jeffery, J Histed (Chair), A Montgomerie, N Powell and J Thorpe*

Also Present: *9 members of the public (Alex Hoffman and 3 representatives of the Cricket Club), and Amanda Barlow (Clerk)*

Apologies: *Cllrs G Owen and M Sheward, Cllr Roger Gough (County), Cllr Edwards-Winser (District), Cllr Irene Roy (District)*

1. *To receive any apologies for absence.*

   Apologies were received and accepted from Cllrs G Owen and M Sheward, Cllr Roger Gough (County), Cllr Edwards-Winser (District), Cllr Irene Roy (District)

2. *To receive any disclosures of interest from members in respect of items of business included on the agenda for the meeting.*

   None.

4. *To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of The Public Bodies (Admission to Meetings) Act 1960*

None.

5. ***Annual Governance and Accountability Return (AGAR)***

(i) To approve Section 1 (Annual Governance Statement) of the 2023-2024 Annual Return.

Members resolved to approve the Annual Governance Statement for 2023-24 and it was duly signed by the Clerk and Chairman.

(ii) To approve Section 2 (Accounting Statements) of the 2023-2024 Annual Return.

Members resolved to approve the Accounting Statements for 2023-24 and it was duly signed by the Chairman.

3. *Public Forum*

It was agreed that as no member of the public wanted to make representation on the AGAR the public forum should be taken after Agenda item 5.

Cllr Histed gave some background information on the matter of the banners at the Cricket Club.

Alex Hoffman and Cricket Club Representatives

- *Thank you to the Parish Council for their support.*
- *The Cricket Club is aiming to be the best club in the area.*
- *It is very expensive to run the club with costs such as fertilizers, grass cutting etc.*
- *It was a kick in the gut to have the possibility of losing £2,200 revenue.*
- *They don't understand why the issue of the banners have come up as some of the banners have been there for 10 years.*
- *They would like to work with the Council about the number, size and type of banner and help with the application for advertising consent.*

- *In response to questions from Cllr Histed, Alex advised that the Cricket Club would see the present situation as a minimum.*

- *The Cricket Club cannot afford to pay for items without the funding. There is constant vandalism which is costing the cricket club. The Cricket Club desperately need the money.*
- *Harry, first team Captain, he asked the Council to consider where the money goes and if list, this will result in the reduction of providing services to children and ladies cricket.*

Nigel, Shoreham Society
- *For the record the Shoreham Society wanted a comprise solution for the banners to be there during the season and be removed out of the season.*
- *The Shoreham Society is a strong supporter of the Cricket Club.*

Members and the Cricket Club discussed the issue over advertising consent.

A member of the Cricket Club asked why is it such an issue as the banners have been up for 9 years.

6. Shoreham Cricket Club

To discuss and agree next actions with regard to the advertising banners at Shoreham Cricket Club.

Members discussed the position of the Cricket Club.

- *Cllr Montgomerie – in full support of the Club with advertising consent.*
- *Cllr Thorpe – in support of Cricket Club but does not feel the banners are not in keeping with the surroundings and felt that if the Parish allowed these banners they would be setting a precedent to encourage advertising in the village*
- *Cllr Powell stated that the Cricket Club should remove the banners and the Clerk advised that a resolution had been passed at the last meeting, in the majority, to re-open the discussions on the banners.*
- *Cllr Thorpe thought that a solution would be for the Parish Council to award a grant*
- *Cllr Jeffery congratulated the Cricket Club on their excellent running of the Club. He was totally in support of the Club and the banners. Cllr Jeffery thought that if the advertisements were tidied up in the all the same format that would be a good compromise.*
- *Cllr Blamey totally agreed with Cllr Jeffery and Cllr Montgomerie.*

Cllr Histed put forward the following resolutions:

The Parish Council unanimously resolved that Shoreham and Otford Cricket Club do not have to remove the banners this season in 2024.

The Parish Council resolved, in the majority, that the Shoreham & Otford Cricket Club should be allowed to place advertising banners at the Cricket Club ground subject to the conditions agreed by the Parish Council, as the landlord, and that advertising consent is applied for and gained, if required, by the Cricket Club.

Cllr Thorpe voted against the resolution.

Cllrs Powell, Montgomerie, Jeffery, Blamey and Histed voted for the resolution.

It was agreed that Cllrs Jeffery and Montgomerie would put together a proposal to be agreed at the July meeting.

7. Next meetings *(all starting at 7:30pm in Shoreham Village Hall unless otherwise stated)*
***a**. Planning (if required) Committee – Wednesday 3 July 2024 at 7.30pm*
b. Planning (if required) Committee and Council Meeting – Wednesday 17 July 2024 at 7.30pm

The meeting ended at 21.27.

7. Matters arising from the minutes not covered by Agenda items

From the minutes of 5 June 2024:

7.1 Remembrance Day Road Closure

7.2 War Memorial Cleaning

7.3 Filston Road rates

7.4 Website

8. Shoreham Cricket Club

8.1 Cricket Ground Banners – update from Cllrs Jeffery and Montgomerie

9. Highways and Footpaths

9.1 **Parking Survey**

Intelligent Transport Services Ltd have been appointed to carry out the survey and they have arranged a site visit to Shoreham. Cllr Jeffery will be attending.

9.2 **Footpaths**
- Station Road steps to footpath
The Station Road steps to the footpath will not be going ahead a the landowners will not give permission.

10. Shoreham Recreation Ground

10.1 Vandalism to the CCTV

The village hall CCTV was mildly damaged and the PC's CCTV in the rec was smashed. The Clerk has reported the damage to the police.

10.2 Maintenance of the tennis court and MUGA

10.3 Shoreham Society – Village Picnic

Dear Amanda, I am not sure whether I have to contact the Parish Council about this or not! So, here goes! The Shoreham Society are planning a Village Picnic on August Bank Holiday. We intend it to be fairly low key - bring your own picnic and seating. There might be a bar. It will certainly not be as grand as our royal celebrations! Do we need the permission of the Parish Council or is it enough to simply inform them? Many thanks, Chris Euman

11. Shoreham Village Hall

Ownership of the village hall

12. Correspondence

12.1 Walnut Tree Trust

Name
Mrs. Jill Aisher
Email Address

Your Message
I'm contacting you on behalf of the Walnut Tree Trust, of which I am chair. We were in contact in January 2023 when the abattoir belonging to the Trust collapsed. There were concerns raised about the stability of the recreation ground land being retained above and behind this building. Trustees have cleared plant growth to reveal a wall that is partly visible. The council fence thus revealed requires some repair. I hope it can be added to your planned list of maintenance for the future. Best wishes, Jill.

12.2 Kent Police

Community events attended and next month's events in surgery

From reviewing Otford and Shoreham's recent incoming calls to the police. There have been reports of various vehicle related crimes. These include Vehicle thefts and Vehicle interference reports. Please continue the efforts to keep your property safe by implementing prevention methods where possible.

As documented on my previous newsletter we are still seeing a rise in the reports of nuisance vehicles and persons in the area. Please continue to report any nuisance behaviours whether this is vehicle or person related and any areas of interest to Kent Police. Over the last few weeks there has been increased patrols on evenings and weekends in and around Otford and Shoreham by both the beat officers and the neighbourhood task force.

Throughout the Sevenoaks district we are still seeing the odd report of burglary including in Sevenoaks. Whilst out and about I have been providing prevention advice and how to keep houses and businesses safer to deter criminal behaviour. Please read over the following link and ensure you're aware of all of the tips listed and make sure to share with friends/family/neighbours that may not have access to relevant safeguarding advice Kent Against Burglary | Kent Police.

On 17th June 2024 I was able to attend the Otford Parish Council meeting held at the Parish Office.

Upcoming Events

Shoreham Over 60's Meeting- 3rd July 2024

Otford Lunch Club- 4th July 2024

Shoreham WI Coffee Morning- 11th July 2024

Drop-in surgery

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Your local officer is Police Community Support Officer

PC 15907 Ashleigh Wilson

12.3 KALC – Training for Members – sent to Members

12.4 Planning Policy – Fawkham Neighbourhood Plan –

Fawkham Neighbourhood Development Plan - Regulation 16 Consultation
From: Planning Policy <Planning.Policy@sevenoaks.gov.uk>
Sent: Tue, 4 Jun, 2024 at 9:48 am
To: Planning Policy
Images not displayed.**SHOW IMAGES**|**ALWAYS SHOW IMAGES FROM THIS SENDER**
Good Morning

As you may be aware, Fawkham Parish Council have prepared a Neighbourhood Development Plan, which sets out a vision for the future of the Parish and policies which, once adopted, will be used to determine planning applications locally.

In accordance with Regulation 16 of the Neighbourhood Planning Regulations 2012 (as amended), the Fawkham Neighbourhood Plan will go out to consultation for 6 weeks, from this **Friday 7th June** to **Friday 19th July 2024**, inviting representations on the draft submission plan and supporting documentation.

Copies of the Fawkham Neighbourhood Plan and supporting documents will be available to view on Sevenoaks District Council's website at www.sevenoaks.gov.uk/fawkhamnp.

Printed copies of the consultation documents will also be available for public inspection during normal opening hours at:

- **Sevenoaks District Council Offices, Argyle Road, Sevenoaks, TN13 1HG**
- On request from **6 Small Grains, Fawkham, DA3 8NT**

Representations can be made via SDC's website using the link above, or by post to the Strategic Planning Team, Sevenoaks District Council Offices, Argyle Road, Sevenoaks, TN13 1HG.

All representations must arrive no later than midnight on Friday 19th July 2024.

If you have any queries, please contact the Strategic Planning Team by email (planning.policy@sevenoaks.gov.uk) or by telephone on 01732 227000.

Kind regards

Emma Coffin
Senior Planning Officer
Planning Policy

Sevenoaks District Council | Council Offices | Argyle Road | Sevenoaks | Kent | TN13 1HG
Tel: 01732 227315
Email: emma.coffin@sevenoaks.gov.uk
Online: www.sevenoaks.gov.uk

13. Finance & Personnel

13.1 To agree items received, payable and paid

Items Paid 6 June to 15 July 2024

Shoreham Parish Council

16 July 2024 (2024-2025)

PAYMENTS LIST

Code	Date	Description	Supplier		Net		Total
Broadband	05/06/2024	Broadband	Mrs A C Barlow	X	10.00		10.00
Office Rent/Storage	05/06/2024	Office Allowance	Mrs A C Barlow	X	30.00		30.00
Hall/Emergency Room Hire	05/06/2024	Hall hire	Shoreham Village Hall	X	60.00		60.00
Printing Gazette/Shoreham Post	05/06/2024	Printing of Gazette - Feb, March, April, May , June 24	Silver Pines Services	X	265.80		265.80
Clerk's mileage	05/06/2024	Mileage	Mrs A C Barlow	X	23.22		23.22
Office telephone	05/06/2024	Office telephone	O2	S	13.72	2.74	16.46
Insurance	05/06/2024	Insurance	Arthur J Gallagher Insurance	X	1,861.47		1,861.47
Shoreham Cross	05/06/2024	Cleaning Cross	Jeremy Tooley	X	180.00		180.00
Email Hosting Charges	06/06/2024	Email Hosting	Vision ICT	S	180.00	36.00	216.00
Email Hosting Charges	06/06/2024	Charge for email .gov.uk	Vision ICT	S	90.00	18.00	108.00
Grasscutting Shoreham	06/06/2024	Grass cutting	GF Garden Maintenance	X	430.00		430.00
Tree surgery	06/06/2024	Tree work at Shoreham Recreation Ground	Down to Earth Trees Ltd	S	2,340.00	468.00	2,808.00
Toilets	06/06/2024	Toilet Supplies	Goldservice Contract Cleaning Ltd	S	48.08	9.62	57.70
Allotments	17/06/2024	Water Charges - Allotments TW2378728040	Castle Water	X	155.75		155.75
Lengthsmen	20/06/2024	Lengsthman wages	Mrs A Hollands-Parsons	X	377.52		377.52
Car Park	01/07/2024	Business Rates	Sevenoaks District Council	X	90.00		90.00
Audit fees	03/07/2024	Internal Audit	Julia Chamberlain	X	175.00		175.00
Clerk's mileage	03/07/2024	Mileage	Mrs A C Barlow	X	36.72		36.72
Office Rent/Storage	03/07/2024	Office Allowance	Mrs A C Barlow	X	30.00		30.00
Broadband	03/07/2024	Broadband	Mrs A C Barlow	X	10.00		10.00
Remembrance Sunday	03/07/2024	Poppy wreath for 23 and 24	Mike Robinson	X	52.50		52.50
Dog waste bins	03/07/2024	Dog waste bin and litter bin collection	Sevenoaks District Council	S	356.20	71.24	427.44
Recreation Ground	03/07/2024	CCTV	Custodia CCTV	S	2,958.00	591.60	3,549.60
Refuse freighter	03/07/2024	Refuse freighter	Sevenoaks District Council	S	220.50	44.10	264.60
Grasscutting Shoreham	04/07/2024	Grass cutting	GF Garden Maintenance	X	430.00		430.00
Printing Gazette/Shoreham Post	04/07/2024	Printing Shoreham Post	Silver Pines Services	X	120.00		120.00

13.2 Grant requests from:

12.2.1 Shoreham Village Players

Hi, This year the Shoreham Village Players are 100 years old and we have begun the process of upgrading our lighting equipment. Our current equipment is 20-30 years out of date and is now unserviceable. The new equipment will be more energy efficient and more versatile for the group to use going into our next 100 years of productions in Shoreham. This project comes at a cost and it is currently quoted at about 17,000. I wonder if the Parish Council would be willing to donate some money to the players to help us continue fundraising. Many Thanks Henry Desmond

12.2.2 Well Hill Mission Church

WELL HILL MISSION CHURCH
in the Parish of Chelsfield, Kent
founded 1893

Please reply to:
Mrs Anne Ireland
Westacre, Well Hill Lane
Well Hill
BR6 7QJ

To:
Shoreham Parish Council
c/o Amanda Barlow

18th June 2024

Dear Amanda,

It was good to be able to host you and fellow Council members at the meeting on 5th June at Well Hill, and once again I do apologise for the collapse of the chair.

At the end of the meeting, I asked whether there would be chance of a grant from SPC for the purchase of new chairs. We think that the other wooden ones should be destroyed as they are the same age as the one that broke. We would be looking to buy 10 new fold-flat sturdy chairs that can be used whenever there are public events at the church.

As you are aware, the church is not just used for ecclesiastical purposes. As well as being used for the SPC council meeting on occasion, it is the local Polling Station, the official Evacuation Point for Well Hill, and it hosts public events such as our annual concert and cream tea which are well attended by many residents who are not church-goers.

Having done some research and discussed it amongst ourselves, we have found suitable chairs that cost £33 each, making a total cost of £330.

We'd be grateful if you would put this request for a grant of £330 to the next meeting of the Parish Council.

Many thanks,

Yours sincerely,

Anne Ireland

Anne Ireland

13. **Next meetings** (all starting at 7:30pm in Shoreham Village Hall unless otherwise stated)

a. Planning (if required) Committee – Wednesday 7 August 2024 at 7.30pm

b. Planning (if required) Committee – Wednesday 21 August 2024 at 7.30pm

c. Planning (if required) Committee – Wednesday 4 September 2024 at 7.30pm

d. Planning (if required) Committee and Council Meeting –
Wednesday 18 September 2024 at 7.30pm