

SHOREHAM

Parish Clerk:
Sarah Moon

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PARISH

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COUNCIL

MINUTES of a MEETING of SHOREHAM PARISH COUNCIL

at Shoreham Village Hall on 11th May 2016 from 7:30pm

Present: Cllrs R Blamey, P Dodd, R Inniss, N McDonell, M S Parkes and L Spence

Also Present: District Cllr J Edwards-Winsor, 8 members of the public

Clerk: Sarah Moon

1. Election of Chairman
Cllr Inniss was proposed by Cllr Spence and seconded by Cllr Blamey.
Cllr Inniss was re-elected as Chairman of Shoreham Parish Council.
2. Apologies for absence were received from Cllr Histed, Cllr Medlen and County Councillor Roger Gough.
3. Election of Vice Chairman
Cllr Blamey was proposed by Cllr Spence and seconded by Cllr Inniss.
Cllr Blamey was re-elected as Vice Chairman of Shoreham Parish Council.
4. Co-Option of Members
No applications for co-option were received at the meeting but the Parish Council is still seeking to co-opt additional members, particularly for East Hill and Romney Street ward following the resignation of Cllr Medlen.
5. Creation of Finance Committee
Cllr Inniss proposed the replacement of the existing Finance and General Purposes Advisory Group with a new Finance and General Purposes Committee. This was agreed by the Parish Council.
6. Appointment of Committees and Working Parties
Members were appointed to the following committee and working parties:
 - a) Planning Committee : Roy Blamey, P Dodd, Jonathan Histed, Richard Inniss, Norman McDonnell and Sarah Parkes and co-opted member Richard Boyle. The Committee then elected Cllr Dodd as Chair.
 - b) Amenities and Services : Lesley Spence, Roy Blamey and Sarah Parkes and co-opted member Jeremy Tooley. Cllr Spence was re-elected as Chair
 - d) Community Warden Contact : Cllr Inniss
 - e) Complaints and Grievance Committee: Jonathan Histed, Lesley Spence and Philip Dodd
 - f) Emergency Planning Group: Lesley Spence, Sarah Parkes, Neil Vickers, Ralph Abbott and Roy Blamey.
 - g) Finance and General Purposes Committee : Roy Blamey, Richard Inniss, Jonathan Histed. Following the resignation of Stuart Medlen, a fourth person is required. This will be discussed in further detail at June's Council meeting.
 - h) Footpaths Group : Philip Dodd, Sarah Parkes and Lesley Spence.
 - i) Internal Auditor : Roy Blamey
7. Terms of Reference
The Terms of Reference for the Planning, Amenities & Services and the Finance and General Purposes Committees were approved in their entirety.
8. Representation on Other Bodies
Representatives to the organisations listed below were appointed as follows:
 - a) KALC : Roy Blamey, Sarah Moon

- b) Shoreham Allotments Association : Lesley Spence, Roy Blamey
- c) Shoreham Society : Philip Dodd
- d) Shoreham Village Hall : Lesley Spence
- e) Lullingstone Liaison Committee : Sarah Parkes, Ann Ball

9. Annual Subscriptions

Annual subscriptions to the following organisations were approved:

- a) KALC
- b) Action with Communities in Rural Kent
- c) SLCC
- d) CPRE

The meeting was adjourned at 8.05pm in order to present a Community Award to Gerald Walker in recognition of over sixty years' continuous service to the local community as the treasurer and warden of Well Hill Mission Church.

The meeting was reopened at 8.16pm.

- 10. No disclosures of interest from members in respect of items of business included on the agenda for the meeting were received.
- 11. The minutes of the meeting held on Wednesday 6th April 2015 (copy previously distributed) were received and signed by the Chairman.
- 12. District/County Councillor Reports
District Councillor John Edwards-Winsor reported that during his five years in office, staffing levels at Sevenoaks District Council have been reduced from over 600 to slightly over 400. Despite this reduction however,, Investors in People have awarded SDC with a Platinum Award. Around 14,000 organisations are Investors in People but only five of them hold a Platinum Award. The District Councillor Edwards-Winsor also reported how he had been trying to attend a KALC meeting regarding the M26 East Facing Slips meeting. A meeting has now been scheduled for mid-June, which he will attend. Finally, it was also reported that the sale of Timberden Farm is still going ahead and this should be completed by the end of May. Whilst the identity of the purchaser has still not been made public, Sevenoaks District Council have been undertaking checks on company finances, confirming that it is being bought by a company and not a person.
- 13. Chairman's Report
The owner of the Old Livery Store has now accepted an offer from a developer for £190,000. However, as the building has been registered as a Community Asset the Community have the right bid for the building and have six weeks to do so. In the meantime, the temporary three month lease for the Parish Council to continue to use the building as its Parish Office has been signed and sealed.
- 14. Report from the Clerk.
 - a) Shoreham Cross
All documents have been signed and sealed by Shoreham Parish Council are awaiting sealing by Sevenoaks District Council. Once this has occurred, Shoreham Parish Council shall officially own the Shoreham Cross.
 - b) Trees
Tree surgery works to the trees in the allotments have been completed by Prestige Treecare. A 10% discount on any further work to be carried out by them has been offered.
 - c) Allotments
Allotment rent letters have been sent out and most payments have already been received. All tenancy agreements have now been signed and returned and these will be countersigned and sent back to all plot holders along with receipts for rent payment.
 - d) Finance
End of year accounts have been passed to Yes Accounting, who have agreed to undertake the internal audit and assist with the compilation of the Annual Return.
 - e) Training

The Clerk attended a course on Planning on 26th April . This gave quite a detailed overview of the whole planning process and was most informative. The Clerk also expressed her intention to attend a full day's Clerk's Conference in June, if approved by Council. The request was approved.

f) Toilets

Work has completed on the conversion of the gents toilets to a store. Plans have been submitted to Sevenoaks District Council to convert the ladies and gents toilets into a Parish Office. Conditional Building Regulations approval has been received. There has been some confusion over whether the disabled toilet is and will be available for everyone to use and so a sign stating this will be displayed.

g) Mowing

Landscape Services have taken on the mowing contract and made their first cut week commencing 25th April 2016.

15. Neighbourhood Plan

The need for a Neighbourhood Plan and how to involve residents and other village societies in assisting with its creation was discussed. Cllr Dodd produced a very informative paper outlining the details of various options, a copy of which is attached at the end of the minutes (Appendix 1).

It was agreed that despite being the greatest challenge and involving the most work, further investigation into the Neighbourhood Plan option would be undertaken. The Shoreham Society also gave their backing to the creation of a Neighbourhood Plan. It was agreed that the first step would be to contact Sevenoaks District Council to ascertain what sort of support they may be able to give.

16. Darent Valley Consortium

The notes sent to the Parish Council following the meeting of the Darent Valley Consortium attended by Cllr Lesley Spence were discussed, a copy of which is attached at the end of the minutes (Appendix 2). It was agreed that Shoreham Parish Council should commit to attending future meetings of the Darent Valley Consortium and to working closely with its nearest neighbours. Many common difficulties are faced by different villages throughout the valley and linking together with other parishes would give us more influence. The Darent Valley Landscape Partnership is seeking a modest contribution of £1000 from all Parishes and it was agreed that this donation should be discussed at the next council meeting in June. Cllrs Dodd and Blamey also expressed an interest in attending the next meeting of the Darent Valley Consortium in October.

17. Traffic and Parking

An email from a local resident was read out requesting an update on the proposals expected from Kent Highways. The email also enquired as to whether the Community Warden could help with the parking situation until the restrictions are implemented. As there has been no response to date from KCC it was agreed that the Clerk should write to them asking for some action and some plans detailing their proposals. It was stressed that even once the proposals have been received, there would be no guarantee that they would be implemented as they would firstly need to go through a consultation process. It was also stated that putting notices on cars parked on pavements, T-junctions and corners of bends or helping to enforce better parking would be outside the remit of the Community Warden. However, a PSCO may be able to assist with this and it was requested that a letter is sent to the new Police Commissioner of Kent requesting a visible police patrol in the village on a regular basis.

18. Communication

Following discussions with residents it has come to light that there in order to engage with a different population, multiple means of communicating with people need to be identified. One idea would be to hold one or two meetings per year on Saturday mornings to try and encourage younger people with children to attend. Another suggestion was that the Parish Council should set up a stall at the Village Fete. Whilst there is not enough time to organise this for this year, a stall could be set up for the 2017 fete at which posters could be displayed highlighting what the parish council has done and what decisions have been taken over the past year . In the meantime, it was suggested that parish councillors attending the fete wear badges in order to identify themselves and this is advertised on the gate. It was also suggested that the press are contacted once the Cross is fully transferred to Shoreham Parish Council in order to generate publicity around one of the projects the Parish Council has undertaken.

19. Correspondence/Information

a) Memorial Benches

An email has been received from Kim Cooke, mother of Stacey Cooke informing us that the Cricket Club have kindly agreed to allow a memorial bench for Stacey on the cricket ground.

- b) Grant
A letter of thanks from Sevenoaks Citizens Advice in respect of the donation of £100 recently sent to them by the Parish Council.
 - c) Timberden Farm
An email has been received from Cllr Michelle Lowe stating that the identity of the purchaser of Timberden Farm will now not be known until the end of May at the earliest as Sevenoaks District Council have decided to run more checks.
 - d) A letter has been received from the Shoreham Society giving their support to the creation of a Neighbourhood Plan. With regard to the Old Livery Store, they also requested that the Parish Council investigate the possibility that development rights for change of use to residential could be exempt in which case an Article 4 Direction could be applied to this community asset, requiring full planning for change of use, which could be effectively opposed.
20. Committee Reports
Planning Committee: The minutes for this Committee held on 16th March 2016 were received and adopted.
21. Financial Matters
Accounts/Payments. The schedule of payments was authorised.
22. Dates of next meetings (all starting at 7:30pm)
- a) Planning Meeting: Wednesday 25th May, Shoreham Village Hall (if required)
 - b) Planning/Council Meeting: Wednesday 1st June, Shoreham Village Hall
 - c) Amenities & Services Planning: Wednesday 15th June, Shoreham Village Hall

Sarah Moon, Clerk to Shoreham Parish Council

Meeting closed at 9.30pm.

Public Question Time

Appendix 1

Shoreham Parish Council - Neighbourhood Plan or Parish Plan?

Both are Community Led Plans. The characteristics are:

They are produced by the community at a very local level, thereby representing the parish as a whole;

They enable local community groups to become actively involved in the decision making process affecting the future of their parish;

The process of producing a Community Led Plan establishes local needs and aspirations, highlights issues and priorities, and develops a vision for the future of the community.

What is a Parish Plan?

A Parish Plan determines the future of your community, and how it can change for the better.

It is a document that sets out a vision for the future of the parish and outlines how that can be achieved in an Action Plan.

The Parish Plan process may include:

- A Village Appraisal – a household questionnaire to assess needs and aspirations of local people
- Participatory Appraisals – hands-on interactive workshops
- Business Surveys
- Creation of an Action Plan

What is a Village Design Statement?

A Village Design Statement provides an opportunity for your community to describe how they feel the physical character of the parish can be enhanced.

It is a document that identifies what is special, unique and distinctive about the character of the parish.

It provides design guidance to influence change and improve the physical qualities of the area.

What is a Neighbourhood Plan?

The Localism Act introduces a new right for a parish council or a neighbourhood forum to produce a 'neighbourhood development plan' setting out policies against which traditional planning applications could be judged. These policies could cover:

- planning objectives for the neighbourhood;
- the broad planning context (e.g. transport connections), local facilities, services;
- key neighbourhood projects and infrastructure priorities;
- development management policies on housing, economic development, environment;
- site-specific policies on housing, economic development and environmental issues;
- changes in the coverage of some planning designations.

Neighbourhood Planning initiatives will be additional to, and not a replacement for, the existing planning system in England. The plans will be allowed to accommodate more housing than proposed by the local authority's development plan but they will not be able to provide for less. Provided a neighbourhood development plan is in line with national planning policy, with the strategic vision for the wider area set by the local authority, and with other legal requirements, local people will be able to vote on it in a referendum. If the plan is approved by a majority, then the local authority will bring it into force. In a neighbourhood which contains all or part of the administrative area of a town or parish council, the town or parish council has lead responsibility for neighbourhood planning.

	Parish Plan	Neighbourhood Plan	Design Statement
Purpose	Assess current and future potential issues and set out an action plan to tackle the issues.	Assess physical (spatial) assets and set out what should be protected and where future development should go.	Assess character and set guidelines to influence what future development should look like.
Status	A business plan for the community, adopted by the parish council to take forward	Part of the local authority development plan (subject to an independent examination	Sits outside the local authority development plan as 'a material

	<p>in partnership with other organisations. Part of the Local Development Framework evidence base <i>(NOTE: Some local authorities have also approved as a material consideration in the determination of planning applications)</i></p>	<p>and support by local referendum) Might also result in a 'Neighbourhood Development Order' which (subject to an independent examination and support by local referendum) will set out development proposals without the need to seek planning permission.</p>	<p>consideration in the determination of planning applications' or 'planning guidance' (subject to local authority approval) <i>Some authorities have adopted VDS as Supplementary Planning Documents to make them part of the Local Development Plan</i></p>
Document	<p>Description of the services and facilities and their strengths and weaknesses. Views and opinions on all matters affecting quality of life and aspirations for the future. Action Plan outlining projects, timescale, costs and organisations involved.</p>	<p><i>Expected to include:</i> Audit of land use and infrastructure. Views and opinion about local need and aspirations for conservation and development. Policies on objectives for the area, infrastructure priorities, and a map outlining open space of community importance, assets of community value and locations for development.</p>	<p>Assessment of the character of the built and natural environment. Views and opinion about various elements of character and aspirations for the future. Guidelines about the design of future development (including an attempt to influence permitted development).</p>

The Darent Valley Consortium

NOTES OF MEETING
Held at Otford Memorial Hall
13th April 2016

Attending:

Horton Kirby & South Darent: Sent their apologies but supplied details of their developments on many items.

Farningham: Philip McGarvey (also attending as SDC councillor & Mayor): Jane Gray

Eynsford: Jeff Kirby: Alan Cooke :

Shoreham: Leslie Spence

Otford: Jon Verral: Many Evans: Nick Rushby: Maureen Wright: Sharon Palmer: Rod Shelton: Elizabeth Ward:

DVLPS: Rick Bayne

1: Recent Surveys:

Recent surveys in which parishes had been involved include:

- The Old Chalk New Downs Project:

denise.roffey@kent.gov.uk

This sought parish guidance on maintaining and promoting the areas of chalk landscape. Responses would not be in conflict with planning for the DVLPS as the two organisations were working in tandem.

- The Proposed Implementation of planning Changes:

https://www.gov.uk/government/.../160310_planning_consultation.pdf

This survey is being concluded this week. Otford had responded and their details are available on request. The report proposes major changes in the manner of planning applications for both large and small projects. There was concern that other parishes were unaware of this important consultation document.

As an addendum the meeting were informed that KALK were proposing a right of appeal by parish councils in future. As, like District Councils, they could become liable to high costs if an appeal failed, it was generally felt that this was unlikely to be adopted very often..

2: The Darent Valley Landscape Partnership Scheme

Rick.Bayne@vov.kentdowns.org.uk

Rick Bayne addressed the meeting with PowerPoint support.

A detailed survey with over 1,000 respondents had now been carried out both within the valley area and outside (specifically targeting communities within 1km of train stations with direct link to the Darent Valley). Some of the headline findings from the survey were shared. In summary these included:

- The reasons for visiting the valley were very varied, but the primary ones (in order of preference) were: walking (85%); watching wildlife (56%); enjoying local history/to visit a heritage site (53%) and spend time with family and friends (50%).
- 83% of respondents travelled by car. Train transport rated surprisingly low (8%).
- The major threat to the landscape perceived by local people was from fly-tipping.

Rick wanted to know from parish councils whether they felt any further threats had been missed and should be included.

Whilst time limited a detailed report on progress of the scheme development so far, Rick appraised the group on some of the key actions achieved so far.

- Sustrans had been asked to produce a feasibility report on low carbon access in the Darent Valley identifying the potential for enabling 'shared use' (i.e. bicycle, push chairs etc) on or adjacent to the Darent Valley path. This is a hypothetical model and would require considerable negotiation and expense to achieve in full. The use of E-bikes (electrically assisted bicycles) within the valley is a major element, and is included to open up cycling to a much wider audience. These could be hired/supplied at specific points (possibly tied to rail stations)
- The wooden posted 11-kilovolt power cables which cross the valley at certain points are planned for underground replacement. Potential locations for these will be opened up to public consultation shortly.
- The veteran trees in Lullingstone Park (some of which have been dated at over 1,000 years old) are to receive improved management along with the identification and protection of 'future veterans'.
- A partnership has been developed with Innocent Drinks through their 'Innocent Unplugged' a music festival. Income from tickets sold at this year's festival are all being donated to the DVLPS and it is hoped that this will be the start of a longer-term relationship.
- £1.3 million of 'match' funding is required to release the Heritage Lottery Fund grant of £2.1m. Rick is in extensive negotiation with a number of sources to achieve this goal. Negotiations are often complex and without a guarantee of success. This is at present his main task. Secured and prospective contributors include: UK Power Networks; Google; Environment Agency; Kent Wildlife Trust; The National Grid; SDC; Interreg (European funding) and the parish councils.

** Farningham has led the way for parish councils by committing to supply 3% (£1,000) of its annual precept for each of the five years of the scheme from 2017/18. Rick requested that other parish councils matched Farningham PC's contribution by committing a similar % of their precept as an annual donation. It is reasonable to believe that the benefits to our communities will far outweigh such an expenditure. Might this therefore now be included on each parish meeting's next agenda?

*Rick asked that any parishes with current data on car movement numbers was supplied to him to support evidencing the need for tackling congestion within the valley.

*Rick also requested if everyone could consider if they were aware of any potential office space for the DVLPS team when delivery begins in April 2017. Room would be needed for at least five people with good internet connectivity and ideally a separate meeting room and space outside for securely storing an Airstream caravan(!).

3: Linking/developing local footpaths

Jeff Kirby explained Eynsford's proposals for developing linking footpaths within the parish. They sought to reduce the present pressure on 'hot spots', facilitate movement and demonstrate a working landscape. This could be extended to include Farningham. Discussions had already taken place with SDC and DVLPS on these proposals. Horton Kirby & SD were also already working with DVLPS to improve the Darent Valley Path and had formed a paths volunteer group to manage and improve local footpaths.

The proposal for the creation of apps for use by the public when following particular routes would be further considered.

Otford wished to consider options for the improvement/development of their own parish footpath systems and would report back.

It was agreed that if firm proposals could be made by the parishes, negotiation with the riparian/land-owners would best be conducted through DVLPS.

Rick confirmed that limited funds (£35,000) had been presently allocated toward footpath development and improvement.

- Rick asked that parishes which already had printed literature on local path routes, would supply him with their examples. This would support the interpretation strategy being developed for the valley, and would ensure that existing routes were being supported rather than new ones being devised in the same location. (Rod suggested that an attractive paths booklet, correlating all this information and attractively produced by DVLPS would be very popular with walkers. He offered his advice and help in such a production)

4: Local policing and the elections for a Police Crime Commissioner on 5th May

(See websites of KCC or Assoc. of Police and Crime Commissioners)

6 applicants had put their names forward, however it was understood that Anne Barnes has recently withdrawn. (The Chronicle is publishing details of the candidates shortly, it says).

All parishes reported high satisfaction with their community officers although all were now aware of the reduced local police presence due to financial restrictions.

- Rick (DVLPS) pointed out that a dedicated Police Community Support Officer had been 'adopted' by Medway parishes as a result of the 'Valley of Visions (Medway)' project. The Kent Police employed and ran this officer, however the role was dedicated to environmental and heritage crime matters in the Medway Valley area only. The salary and offroad vehicle was funded from a combination of sources which included HLF/Tarmac/Trenport, local landowners, North Downs Way National Trail, Parish Councils, and local community organisations.

5: The Paramount effect

<http://londonparamount.info/contact-us/register-your-details/>.

The company developing this £2 billion theme park over 870 acres of the Swanscombe Peninsular, is *The London Resort Company Holdings*. It predicts a minimum of 3 million visitors a year, making it significantly larger than Euro-Disney. It was now estimated that it would open in 2022.

Rod read out an email response he had received from them. It assured us that our valley route would now be included in future traffic movement assessments.

The meeting was also informed, that Cllr Roger Gough had now become involved and has insisted that LRCH carry out thorough north-south route traffic modelling predictions. If your parish wish to receive up-dated news, please register on the above website.

(Philip McGarvey informed the meeting that a roundabout was being considered at the junction of the A225 and Death Hill to increase traffic safety at this vulnerable spot. Kent Highways had naturally claimed that no such money was available but Farningham would continue to press their case.)

6: Preparing a Neighbourhood Plan

For further information follow this web route: *SDC Home page – planning –planning policy(local plan) – neighbourhood plan*

A discussion followed at which the social role and benefits of preparing the Paris Plan were compared to the housing development benefits of preparing a Neighbourhood Plan. It had been generally agreed that unless a major potential site was available for a new housing scheme within the parish, the costly and time-consuming process of preparing a Neighbourhood Plan was of no benefit to a parish.

Eynsford have now agreed with the proposal that they would join with Farningham in the preparation of a parish plan for both parishes.

7: Tourism. : emma.lamb@sevenoaks.gov.uk

SDC are involved in two websites to promote tourism in the district.: <http://www.visitkent.co.uk/destinations/sevenoaks/6334> and <http://www.visitsevenoaksdistrict.co.uk/>

The latter has been 'under overhaul' for several months...

The meeting were informed by a member that there appeared nothing on the site further north than Kemsing!

** It was agreed that Rod would look at the options and practicalities of our Valley Parishes setting up their own website in order to benefit from promoting the valley's tourism opportunities. This would then tie in with DVLPS progress and provide essentially local information (and stimulation) to visitors. He agreed to research possible designs and present to the parishes in due course. It could also link with other web recourses and broaden its appeal.

(Use of the web by individual parishes was already varied from their own web sites to Facebook pages and other social media systems)

8: River status &Local flood preparations

Many parishes had not designated a specialist 'flood officer' but the majority had devised an 'emergency team' who had the knowledge of the means to alleviate and deal with a sudden catastrophic event. It had been found that trying to establish a list of 'vulnerable properties' had proved unsuccessful as owners did not wish to co-operate.

As regards river problems of 'Invasive species' or river blockages., contact with the North West Kent Countryside Partnership (NWKCP) Louise.Smith@kent.gov.uk

was the most effective route to deal with them. NWKCP worked closely with the Environment Agency and had the personnel and experience to provide practical assistance. This was already particularly effective in HortonKirby and South Darent. Where they were training parishioners in recognising and dealing with invasive species.

9: Drains clearance

All recognised that financial constraints had put great pressure upon the drains clearance systems operated by KCC. However, at the same time, all parishes reported that surface water drainage was becoming increasingly more of a problem as drains became blocked. There was concern expressed that, given the high degree of surface flooding which had occurred two years previously, this scenario could become increased in the coming winter unless our drains were cleared in advance.

If parishes could approach their KCC Councillors with this problem (bearing in mind we are unique as we are so low-lying,) then there could be hope that the Darent parishes would be prepared in time for next January's storms.

10: Accessible Information Standard (AIS)

<http://www.england.nhs.uk/accessableinfo>

Parishes were asked to refer to this website and review what they could do to facilitate the conveyance of parish information to those who were visually impaired. It was noted that even a note on the bottom of parish newsletters and communications which offered a telephone contact in order to provide the information in larger type or Braille, would be of positive benefit to many.

(Addendum) 11: Archaeology

On occasion, it becomes useful for a site to be reviewed by a qualified Archaeological team to establish its origin or age. KCC have firm contacts with the Canterbury Archaeological team and there is similarly a big team in Dartford. These are the 'big boys' and both carry out regular 'watching briefs' as well as major excavations on new sites. On occasion, a parish may wish a more discreet approach.

For the information of members, in Otford, we have found that the modus operandi and dedication of the North West Kent Archaeology Unit to be invaluable, if you do not want to call in the big players.

Their contact leader is kevin.fromings@btinternet.com

Next Meeting

The next meeting will be kindly hosted by Farningham and members will be contacted in due course. This will be in/around October/November this year.

The meeting concluded at 9.00pm