

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 1 November 2023 at 7.30pm**. Members of the Press and Public are warmly invited to attend.

Parish Clerk 26 October 2023

The meeting will be preceded with a vote of thanks and presentation to Malcolm Folland who is retiring as Chairman and Membership Secretary of the Allotment Association in Shoreham.

AGENDA

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 Wednesday 4 October 2023
7. **Matters arising from the minutes not covered by Agenda items**
 - 9.0 Darent Valley Community Rail Partnership
8. **Highways**
 - 8.1 **A225 Speed Reduction Project**
To receive an update and agree next steps
 - 8.2 **Parking Survey**
To receive data and agree next steps
 - 8.3 **Highways Improvement Plan (HIP)**
To agree the new priorities for the HIP
9. **Amenities**
 - 10.1 **Tree Survey**
To agree, if appropriate, carrying out a tree survey at the recreation ground
 - 10.2 **Minutes (draft) of Amenities Committee meeting on 18 October 2023**
 - 10.3 **Update on items at Amenities Committee meeting**
10. **Correspondence**
 - 10.1. **Kent Police**
 - 10.2 **General correspondence**

- 11. Finance**
 - 11.1. To agree budget at 30 September 2023**
 - 11.2 To agree items received, payable and paid**
 - 11.3 Bank account**

- 12. Next meetings** (all starting at 7:30pm in Shoreham Village Hall unless otherwise stated)
 - a. To agree the dates of the meetings for 2024**
 - b. Planning (if required) Committee– Wednesday 15 November 2023**
 - c. Planning (if required) Committee and Council Meeting – Wednesday 6 December 2023**

Amanda Barlow, Clerk to Shoreham Parish Council

AGENDA PAPERS

The meeting will be preceded with a vote of thanks and presentation to Malcolm Folland who is retiring as Chairman and Membership Secretary of the Allotment Association in Shoreham.

1. **To receive any apologies for absence.**
Apologies received from Cllr Thorpe

6. **To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 4 October 2023**

MINUTES of a MEETING of SHOREHAM PARISH COUNCIL

Shoreham Village Hall, Shoreham on 4 October 2023 at 7:30pm

Present: Cllrs R Blamey, B Jeffery (in Chair for items 1 to 6), J Histed (Chair) (in part), N Powell, and J Thorpe

Also Present: 17 members of the public, Cllr Edwards-Winser (District) Amanda Barlow (Clerk)

Apologies: Cllrs Owen, Cllr Sheward and Cllr Roy (District), Cllr Gough (County)

It was agreed that Cllr Jeffery should chair the meeting until Cllr Histed arrived at the meeting.

1. *To receive any apologies for absence.*

Apologies were received and accepted from Cllrs Owen, Cllr Sheward and Cllr Roy (District) and Cllr Gough (County)

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*

None.

4. *County/District Councillor Reports*

Cllr Edwards-Winser reported:

- *Edenbridge redeveloping Spittalls with 23 new high spec environmentally friendly houses, community hall and local shop.*
- *SDC appointed experts to look at the plans for the cycle route from Otford to Sevenoaks as external funding has been secured and the plans are on display in the luggage room at Bat and Ball Station.*
- *Covid is rapidly increasing in Sevenoaks.*
- *Income from village bottle banks in Sevenoaks is £85,000 and is offset against the tax.*

Cllr Gough had given his apologies and he sent the following report which was read out by Cllr Jeffery.

A225 Speed Reduction Project –

Unfortunately Chris is currently off sick but his Manager has confirmed that the drawings for the speed limit scheme should be ready by next week; they are just doing the final checks on the designs before they are shared.

Island by station – I note that when Chris met with the parish council, he said he thought it may be possible to do something such as a splitter island that wouldn't officially be for pedestrians and to aid with crossing officially but may go some way to addressing their concerns. Chris made it clear though that we'd need to look at it in detail and there was no commitment to anything definite. He also said the PC would need to put it on the HIP, which he doesn't think has been done. If that's correct, doing so would be an important step to progressing this.

Cllr Jeffery advised that this is on the HIP and has been for some time. This scheme will be now be full funded by KCC.

Wildlife signs – Lisa in my office got some feedback from officers and some background information. The PC may well be very aware of this, and I leave to your judgement how much of this you wish to share. I'm happy otherwise to pick it up separately outside the meeting.

The Department for Transport (DfT) now insist of approving any new wildlife signs and that their installation must be supported by substantial evidence of the presence of wildlife at the specific location. This could be evidenced by the position of hides etc, but is usually determined as part of an ecological assessment. Mammals on Roads reporting - [Mammals on Roads wildlife survey- take part this summer (ptes.org)](<https://ptes.org/get-involved/surveys/road/>)

The small wildlife sign complements other warning signs already used on UK roads, filling a gap between warnings about smaller animals such as migratory toads and wildfowl, and large animals such as deer and livestock. These signs will be used to warn motorists in areas where there are large concentrations of small wild animals, including squirrels, badgers, otters and hedgehogs.

The move also comes shortly before a refreshed Road Safety Statement and two-year action plan are published. These will look at further ways to reduce the number of deaths on the roads. This warning sign is available for any local highway authority in England to use on their roads on application to the Department for Transport, please contact [traffic.signs@dft.gov.uk](<mailto:traffic.signs@dft.gov.uk>).

Nigel Rowe is keen to meet with the Parish Council to discuss their HIP.

Roger Gough
Leader of Kent County Council
Member for Sevenoaks North and Darent Valley

Members of the public asked what if the personnel at Highways change again and the plan is then changed again. Cllr Jeffery advised that Mr Konnigen was very clear that the previous plan would not be signed off and explained that this was very disappointing given the amount of time spent on the plan by the Parish Council. Cllr Jeffery advised, in response to questions, that Mr Konnigen explained that if the speed limit is changed as people do not understand national speed signs it can be dangerous.

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 Agenda Item 7.11.1.4 in confidence.

Cllr Histed arrived at the meeting.

6. *To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 20 September 2023*

Members resolved to agree the minutes of 20 September 2023.

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

7.1 *Shoreham Parish Parking Survey*

The Clerk advised that the survey is now closed and she will advise on how many responses were received. Members will then review the responses and a report will be published.

8.0 *Well Hill Update*

The Clerk advised that she had received details of the issues with speeding in Well Hill and it was agreed that these would be included on the Highways Improvement Plan.

10.0 *Tennis Court Membership & Maintenance*

*The Clerk advised that the membership scheme was in place and details would put in the diary at the shop. It was advised by a resident that membership fees were not being collected however the Clerk confirmed that in fact residents had been paying their membership fee. **It was agreed the Clerk would advertise the costs of membership more widely in the community.***

It was agreed that the Council would look at ways to make the membership more effective in the future.

11.1.4 *The Honey Pot*

This item was discussed will be discussed in confidence at the end of the meeting.

8. A225 Speed Reduction Project

To receive an update and agree next steps

This was discussed at Agenda item 3.0.

9. Darent Valley Community Rail Partnership

To discuss the proposals put forward by Sarah Newman at the meeting on 20 September 2023

Sarah Newman gave details about the proposals for the scheme for Shoreham rail station. Full details are on the website.

She advised that generally a tri-partite agreement would need to be drawn up with Southeastern (who own the building lease), Network Rail (who own the land on which the station sits) and the responsible body (Shoreham Parish Council in this case), to agree on a peppercorn rent (for community, not commercial use), with, say, a 15 year lease. She explained that she would try to see if DVCRP could fund the legal fees for this. Liability insurance costs would also be involved.

In response to questions, Sarah Newman advised that the scheme could take about a year.

It was agreed that details of the scheme would be placed on the Parish Council website and social media pages. Sarah Newman advised that she would provide the Clerk with a more condensed report.

Trustees of the Village Hall voiced their concern about another hall competing for rentals.

Members resolved that they support the scheme further to receiving details.

10. **Correspondence and Information**

10.1. *Correspondence from residents*

11.1.1 *Salt bin for crossroads at top of Well Hill*

The resident has subsequently confirmed that there are two salt bins in Well Hill and Members ask the Clerk to advise the Well Hill residents on how to contact KCC to fill the bins.

10.2. *Sevenoaks District Council – Code of Conduct Training* *Noted.*

10.2 *General correspondence* *None.*

11. **Finance**

11.1. *To agree items received, payable and paid*

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

11.2 *Request for a Grant from the Citizen Advice Bureau in North & West Kent*

Members resolved to award a grant of £50 to the Citizen Advice Bureau in North & West Kent.

11.3 *Request for a Grant from Beams*

Members resolved to award a grant of £50 to Beams.

11.4 *External audit report*

Members confirmed receipt of the external audit report and asked the Clerk to take the appropriate action and publish the signed AGAR.

11.5 *Bank account*

The Clerk advised that she has resolved the issue with the Co-op Bank and Members resolved that Cllrs Histed, Jeffery and Thorpe should be signatories on the account with the Clerk set up as a user but not a signatory.

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

a. Planning (if required) Committee– Wednesday 18 October 2023

b. Planning (if required) Committee and Council Meeting – Wednesday 1 November 2023

Members agreed to discuss the following item in confidence.

7. *Matters arising from the minutes of 20 September 2023*

11.1.4 *The Honey Pot*

Members discussed the issues raised and agreed that Cllr Thorpe should try to resolve the issues raised with the parties involved.

Appendix A

Items received 20 September to 3 October 2023

3 October 2023 (2023-2024)

Shoreham Parish Council RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
15	Allotment rent	22/09/2023		NatWest current account		Allotments rents	Allotment Holders	X	20.00		20.00
13	Precept	29/09/2023		NatWest tax saver		Precept	Sevenoaks District Council	X	22,605.00		22,605.00
14	Interest on Precept	29/09/2023		NatWest tax saver		Bank interest	NatWest Bank	X	18.27		18.27
Total									22,643.27		22,643.27

Items paid 20 September to 3 October 2023

3 October 2023 (2023-2024)

Shoreham Parish Council PAYMENTS LIST

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
119	Computer/Printer Consumables	21/09/2023	Website	Hugo Fox	S	29.99	6.00	35.99
123	Tennis courts	21/09/2023	Completion invoice for tennis courts	Trevor May Contractors Ltd	S	3,562.00	712.40	4,274.40
121	Hall/Emergency Room Hire	21/09/2023	Hall hire	Shoreham Village Hall	X	30.00		30.00
120	Printing Gazette/Shoreham Cross	21/09/2023	Printing Shoreham Post	Silver Pines Services	X	90.06		90.06
122	Shoreham Cross	21/09/2023	Cleaning Cross	Jeremy Tooley	X	150.00		150.00
125	Toilets	29/09/2023	Water charges	Castle Water	L	38.20	1.91	40.11
126	Allotments	29/09/2023	Water charges	Castle Water	L	44.28	2.21	46.49
124	Car Park	02/10/2023	Business Rates	Sevenoaks District Council	X	88.00		88.00
128	Office Rent/Storage	03/10/2023	Office Allowance	Mrs A C Barlow	X	30.00		30.00
127	Broadband	03/10/2023	Broadband	Mrs A C Barlow	X	10.00		10.00

Items to be paid @ 4 October 2023

3 October 2023 (2023-2024)

Shoreham Parish Council PAYMENTS LIST

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
133	Emptying litter bins	04/10/2023	Dog waste bin and litter bin collection	Sevenoaks District Council	S	341.90	68.38	410.28
134	Toilets	04/10/2023	Toilet Supplies	Goldservice Contract Cleaning Ltd	S	33.24	6.65	39.89
136	Clerk's mileage	04/10/2023	Mileage	Mrs A C Barlow	X	68.40		68.40
131	Hall/Emergency Room Hire	04/10/2023	Hall hire	Shoreham Village Hall	X	30.00		30.00
135	Refuse freighter	04/10/2023	Refuse freighter	Sevenoaks District Council	S	152.80	30.56	183.36
132	Grant	04/10/2023	Grant for Churchyard grass cutting	St Peter & St Paul Church	X	1,000.00		1,000.00
Total						1,626.34	105.59	1,731.93

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

9.0 Darent Valley Community Rail Partnership

The Clerk is awaiting a concise presentation from Sarah Newman to share on the website and social media.

8. Highways

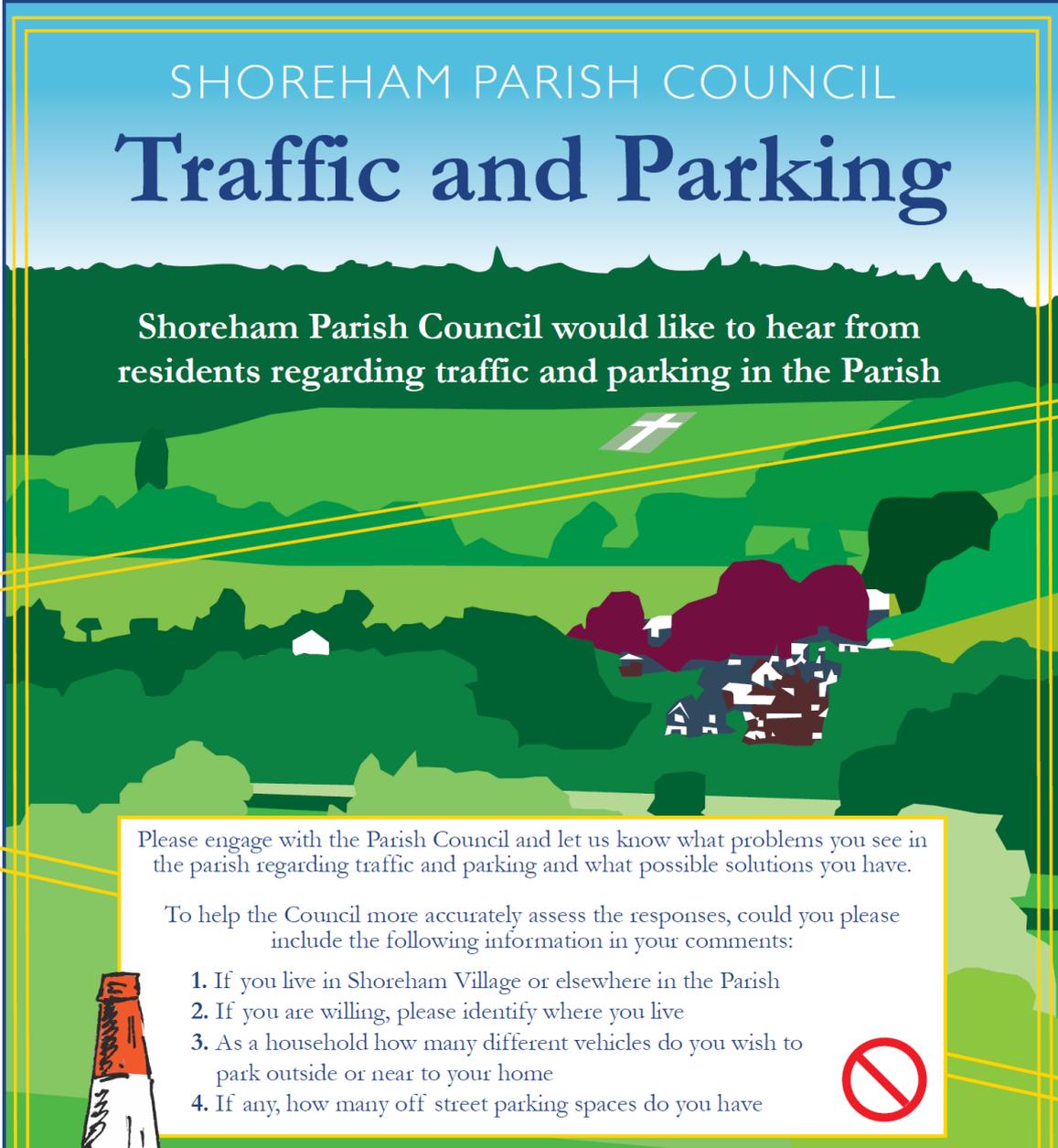
8.1 A225 Speed Reduction Project

To receive an update and agree next steps

The Parish Council are still awaiting an update from Highways.

8.2 **Parking Survey**
To receive data and agree next steps

The Parish Council carried out the following parking survey during July, August and September. 91 responses were received out a total of 637 residences in Shoreham.



SHOREHAM PARISH COUNCIL

Traffic and Parking

Shoreham Parish Council would like to hear from residents regarding traffic and parking in the Parish

Please engage with the Parish Council and let us know what problems you see in the parish regarding traffic and parking and what possible solutions you have.

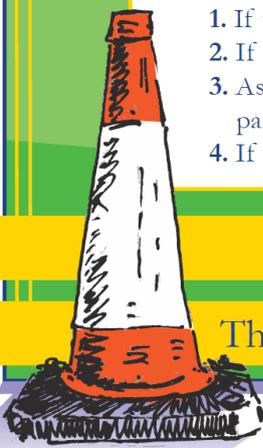
To help the Council more accurately assess the responses, could you please include the following information in your comments:

1. If you live in Shoreham Village or elsewhere in the Parish
2. If you are willing, please identify where you live
3. As a household how many different vehicles do you wish to park outside or near to your home
4. If any, how many off street parking spaces do you have

You can either email the Clerk or put your comments in the Post Box at the Village Hall.

The consultation ends on 30 September 2023

The Post Box, Shoreham Village Hall
Email: clerk@shorehamparishcouncil.gov.uk



Shoreham, Well Hill
East Hill, Romney Street

Shoreham Parish Council Traffic and Parking Survey

Summary of 305 ideas and suggestions from 91 respondents

The numbers to the left denotes the total number of residents with the same idea or suggestion and as a percentage of the total

- **53/17.5%** Restrict parking around the Samuel Palmer Bend
- **2/0.7%** No Yellow Lines around Samuel Palmer Bend
- **1/0.33%** Rumble strips on entrances to Samuel Palmer Bend
- **28/9.3%** Create passing places along Station Road (Suggested places, opposite Shoreham Place, Footpath entrance and Darenth Valley Golf course)
- **1/0.33%** Widen Station Road to create parking bays and footpath
- Create additional car parking.
 - 15/5%** Top of Station Road
 - 14/4.6%** The Allotments
 - 4/1.3%** Increase Station parking
 - 4/1.3%** West side of village
 - 1/0.33%** School Field
 - 2/0.7%** Use of spare golf course parking
 - 1/0.33%** Knock down garages at bottom of Forge way and use for parking
 - 1/0.33%** Create 5-6 car park spaces on Walnut Tree Trust land for Village Hall use
- **10/3.3%** Encourage Samuel Palmer Patrons to use Mount Vineyard car park
- **1/0.33%** Teachers should be encouraged to use Filston Lane Car Park
- **1/0.33%** School Pedestrian Gate in Car Park needs to be kept clear of cars and vegetation
- **5/1.6%** Increase Parking Enforcement
- **7/2.3%** Mill Lane parking restriction one side of road
- **14/4.6%** Parking restrictions at junction of Church Street / High Street/ Filston Lane
- **1/0.33%** Parking restrictions at junction of Forge Way / High Street
- **14/4.6%** Restrict parking East side of Bridge
- **8/2.6%** Restrict parking West side of Bridge
- **3/1.1%** Mount Vineyard Patrons to use entrance to car park in Station Road
- **2/0.7%** Concerns regarding cars on the footpath along Church Field
- **8/2.6%** Stop people saving spaces with cones

- **18/6.0%** Village 20 mph speed Zone
- **4/1.3%** Opposed to 20mph Speed Zone
- **12/4.0%** Residents parking permit scheme
- **6/2.0%** Opposed to Residents parking Permit Scheme
- **2/0.7%** Charge visitors parking fee
- **4/1.3%** Stop pavement parking at Allotments and along High Street by Crown Pub
- **2/0.7%** Stop parking on Pavement by Crown Pub by cutting back hedges opposite
- **4/1.3%** Single yellow line opposite Two Brewers should be Double Line, Extended, Better signed.
- **3/1.1%** Use Mirrors at blind bends
- **5/1.6%** Create Passing space opposite Mount Vineyard Entrance
- **2/0.7%** Create Passing spaces along High Street
- **3/1.1%** Restrict parking next to Samuel Palmer Gates to create passing place
- **2/0.7%** Mark parking spaces along Church Street
- **4/1.3%** Restrict parking at Herons Bend to create passing space
- **4/1.3%** Make Church Street One Way
- **2/0.7%** No more yellow lines
- **3/1.1%** Speed Humps through Village
- **2/0.7%** No Speed Humps
- **2/0.7%** Better Signage for Station Road Path
- **1/0.33%** Link the Otford Path to Station Road Path
- **2/0.7%** Speed check cameras/flashing signs
- **2/0.7%** Restrict HGV's in Village
- **1/0.33%** Encourage Train Travel
- **1/0.33%** Create Park and ride for Darenth Valley Villages
- **1/0.33%** Centralise Parcel Deliveries
- **1/0.33%** Make Village Car Free Zone
- **1/0.33%** Improve 30 mph signage along Filston Lane
- **1/0.33%** Mark parking spaces along Crown Road
- **1/0.33%** Mark Parking Spaces on Church Street at Junction with High Street
- **1/0.33%** Install EV Charging points outside village Hall
- **3/1.1%** There should be no parking restrictions
- **1/0.33%** Residents to share excess off road parking or rent it
- **1/0.33%** Re-engage with Traffic Consultant
- **1/0.33%** Stop all electric vehicles from driving through Shoreham
- **1/0.33%** Stop all SUVs from driving through Shoreham

Members to agree, as previously discussed, to appoint JR Highways to conduct a review of the parking in Shoreham concentrating on those issues highlighted by the survey.

Clerk is awaiting quote from JR Highways.

Update on 1 November 2023:

From: "jonny" <i.am.jonny.russell@gmail.com>
Sent: Wednesday, 1 November, 2023 11:07am
To: "clerk@shorehamparishcouncil.gov.uk" <clerk@shorehamparishcouncil.gov.uk>
Cc: brian.jeffery@shorehamparishcouncil.gov.uk, jonathan.histed@shorehamparishcouncil.gov.uk, "Aaron Banfield" <aaron.banfield@its-global.co.uk>, "Frederico Fernandes" <fred.fernandes@its-global.co.uk>
Subject: Re: Shoreham Parish Council

Good afternoon,

My apologies for the delay in responding to you, I was on leave last week and needed to sort some things out before I got back to you.

Unfortunately I don't think I'll be able to take on the work myself; I have moved more into the construction side of things over the past 5 or 6 years and haven't kept in touch with the current traffic management and safety design principles. Also, my partner's pregnant and expecting in the next few months, so I think all my spare time will be taken up!

I have however been working a lot with Intelligent Transport Systems (<https://its-global.co.uk/>) on an extensive redesign of the British Standards Institute parking and method of operation around their head office. They do a lot of work around managing large sporting and government events, and they have very extensive experience carrying out design work for local councils. I think they would be absolutely perfect for this kind of work, as they take a very holistic approach to their briefs and have a team that have experience in pretty much every aspect you could need, should they need to be called upon.

I've copied in Fred from ITS, who is probably best placed to take this forward, and Aaron who could also be involved. I wouldn't mind being involved in the process where I can, even if it's just to pass on knowledge from the previous review. Speaking to Fred he has suggested a Teams meeting to discuss the brief in a bit more detail, so we can get a better idea of your needs, and he can see how we can help you.

Would this be acceptable?

jon

8.3 Highways Improvement Plan (HIP)
To agree the new priorities for the HIP

Members to arrange a meeting with Nigel Rowe, Highways Steward to update the HIP.

9. Amenities
10.1 Tree Survey

To agree, if appropriate, carrying out a tree survey at the recreation ground



DOWN TO EARTH
 — ROOTED 1979 —



The Oast · Preston Farm · Shoreham · Kent · TN14 7UD

To:

Brian Jeffery / Shoreham Parish Council
 The Post Box
 Shoreham Village Hall
 High Street
 Shoreham
 Kent
 TN14 7TB
 Phone: 07912 611048 (PC clerk)

Quotation RF20442

Quotation Date: 22/09/2023
 Valid For: 60 Days
 Estimator:

Site Address: Shoreham Recreation Ground, High Street, Shoreham, TN14 7TB

- | | |
|--|-----------|
| - PROPOSED SCHEDULE OF WORKS - | £1,440.00 |
| T1- Acer pseudoplatanus (Sycamore) Overhanging entrance to the recreational ground, adjacent to the village hall- | |
| - Remove to source 3/4 of the lowest branches on the South side only. | |
| T2- Fagus sylvatica (Beech) Adjacent to the East side of the playground- | |
| - Raise low crown over the lawn and the playground by approximately 3m to provide a ground clearance of approximately 5m. | |
| G1- Row of Fagus sylvatica (Beech) On the rear boundary to the South of the tennis courts- | |
| - Raise low crowns over the field by approximately 3m to provide a ground clearance of approximately 4.5m. | |
| G2- Row of Fagus sylvatica (Beech) On the Left boundary up to the mature Tilia (Lime)- | |
| - Raise low crowns over the field by approximately 3m where possible without the removal of branches/limbs over the diameter of 250mm to provide a ground clearance of approximately 4.5m. | |
| The total cost of the above works, including the processing and removal of all arising debris, will be | |

Net Amount:	£1,440.00
VAT@20%	£288.00

Client signature to approve specification and agree to terms and conditions:

Quote Total £1,728.00

- All work shall be completed in accordance with BS3998:2010 'recommendations for Tree Work' where appropriate unless instructed otherwise by the

<p>Tel. 01959 524 623 enquiries@dtetrees.co.uk www.downtoearthtrees.co.uk</p> <p>Registered Office - 63 High Street Chislehurst BR7 5BE</p>	<table style="margin: 0 auto;"> <tr> <td style="border: 1px solid white; padding: 2px;">ISO 9001 REGISTERED</td> <td style="border: 1px solid white; padding: 2px;">ISO 14001 REGISTERED</td> <td style="border: 1px solid white; padding: 2px;">ISO 45001 REGISTERED</td> </tr> </table> <p>Registered in England - 7912353 VAT Reg - 133785402</p>	ISO 9001 REGISTERED	ISO 14001 REGISTERED	ISO 45001 REGISTERED
ISO 9001 REGISTERED	ISO 14001 REGISTERED	ISO 45001 REGISTERED		

10.2 Minutes (draft) of Amenities Committee meeting on 18 October 2023

AMENITIES & SERVICES COMMITTEE MINUTES

Wednesday 18 October 2023 at Shoreham Village Hall from 7.30pm

*Present: Cllrs R Blamey (in the Chair), B Jeffery, G Owen, N Powell,
Mrs L Spence and Mr J Tooley*

Also Present: 5 members of the public

Clerk: Amanda Barlow

- 1. To receive any apologies for absence.*

There were no apologies.

- 2. To approve the minutes of the meeting of the Amenities and Services Committee held on 15 February 2023 for signature by the Chairman.*

Members resolved to agree the minutes of the meeting held on 15 February 2023.

- 3. To receive any disclosures of interest from Members in respect of items of business included on the agenda for the meeting.*

None.

- 4. Filston Lane Car Park*

4.1 Maintenance

The Clerk advised that she had instructed the maintenance contractor to clear the car park.

4.2 Electrical Charging points

Cllr Jeffery advised that the contractor is awaiting confirmation on funding from Kent County Council and Sevenoaks District Council.

- 5. Recreation Ground*

5.1 Tree Survey

Members resolved to recommend that the Council agree to the tree survey at a cost of £1,440.

5.2 Area behind tennis courts

Cllr Blamey advised he is going to clear the area behind the courts. Cllr Jeffery advised that he would ask the school to provide some more artwork.

5.3 Tennis Club Membership

Members agreed that the Clerk should:

- Put details of membership in the diary
- Ask a resident if he would sweep the court and the Council would waive his membership
- New signs for the court
- Put details in the Gazette
- Put details on the Facebook page

6. Public Convenience

Members agreed to get an electrician to look at and repair the hand drier and the light.

7. Refuse Freighter

Members noted the freighter costs and schedule and agreed to make no changes. Members asked the Clerk to check if the Well Hill residents use the stop at Lullingstone Golf Course.

8. Allotments

8.1 Membership

The letters have gone out and rent collected from the majority of holders. The Clerk and membership secretary are working to chase up those who have not paid.

Jeremy Tolley advised that the hut has been re-roofed and it has been completely repainted. The only big outstanding job is the renewing the guttering and there has been a quote from a contractor.

8.2 Retirement of Malcolm Folland

Malcolm has stepped down as the Chairman and Membership Secretary of the Allotment Association and Vanessa Hills has taken over. It was agreed to give a formal vote of thanks at the Full Council meeting.

10.3 Update on items at Amenities Committee meeting

4 Filston Lane Car Park

4.1 Maintenance

The work has now been carried out.

5.3 Tennis Club Membership

Members agreed that the Clerk should:

- Put details of membership in the diary – details now in the diary
- Ask a resident if he would sweep the court and the Council would waive his membership – this has been done.
- New signs for the court
- Put details in the Gazette – details were included in September and October gazette
- Put details on the Facebook page – the details have been put on social media.

6 Public Convenience

The hand drier and light have been fixed.

7 Refuse Freighter

8. Allotments

8.1 Membership

The majority of outstanding rents have now been paid.

10. Correspondence

10.1. Kent Police – Clerk to invite PC Wilson to attend a full Council meeting to meet residents.

-----Original Message-----

From: "Wayne Owen PC 46012238" <Wayne.Owen@kent.police.uk>

Sent: Wednesday, 25 October, 2023 1:07pm

Subject: RE: Introduction - Beat Officer

Good afternoon everyone,

I have some exciting news. You will be getting PC WILSON as your dedicated Local Beat Officer.

Back in June, when the new Neighbourhood Policing Model was first introduced there was a shortfall in PC numbers covering the Sevenoaks District. Well, I'm pleased to announce due to an influx of new officers we can now fill the beat roles with full-time officers and start the Neighbourhood Task Force which is where I will be heading.

The Neighbourhood Task Force will be a team of officers who support our Beat colleagues and tackle any issues or matters they have on a particular area/parish.

In the meantime, I will be working with PC WILSON for the next few weeks to complete a handover and identify any on-going issues or concerns. This will also include attending the Parish Meeting for an official introduction.

I just want to take this opportunity to thank you all for your patient and commitment and Kent Police will continue to work closely with you all and promote Neighbourhood Policing.

Kind Regards,

Wayne

7.3 General correspondence

1. KALC NEWS OCTOBER 2023
2. M20 Moveable Barrier
3. Kent County Council Rail Summit - recording available
4. CPRE - Our new report on Local Green Spaces is out!
5. KCC - Community Transport Grant Scheme
6. Hedgehog Highway Project

11. Finance

11.1. To agree budget at 30 September 2023 – to agree that the Finance working party review the budget prior to the internal audit in November. Members to review budget in December.

11.2 To agree items received, payable and paid
To follow

Items received 4 October to 1 November 2023

1 November 2023 (2023-2024)

**Shoreham Parish Council
RECEIPTS LIST**

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
17	Interest on Precept	31/10/2023	Bank interest	NatWest Bank	X	38.54		38.54
16	Allotment rent	31/10/2023	Allotments rents	Allotment Holders	X	210.00		210.00
Total						248.54		248.54

Items paid 4 October to 1 November 2023

1 November 2023 (2023-2024)

**Shoreham Parish Council
PAYMENTS LIST**

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
141	Toilets	04/10/2023	Electricity	EDF Energy	L	308.57	15.43	324.00
133	Emptying litter bins	04/10/2023	Dog waste bin and litter bin	Sevenoaks District Council	S	341.90	68.38	410.28
134	Toilets	04/10/2023	Toilet Supplies	Goldservice Contract Cleaning Ltd	S	33.24	6.65	39.89
135	Refuse freighter	04/10/2023	Refuse freighter	Sevenoaks District Council	S	152.80	30.56	183.36
136	Clerk's mileage	04/10/2023	Mileage	Mrs A C Barlow	X	68.40		68.40
131	Hall/Emergency Room HI	04/10/2023	Hall hire	Shoreham Village Hall	X	30.00		30.00
132	Grant	04/10/2023	Grant for Churchyard grass	St Peter & St Paul Church	X	1,000.00		1,000.00
139	Office telephone	06/10/2023	Office telephone	O2	S	13.08	2.62	15.70
146	Stationery/Sundries	19/10/2023	Stationery	Amazon	S	64.71	12.94	77.65
144	Coronation	19/10/2023	Coronation Bench	Cyan Teak Furniture	S	539.58	107.92	647.50
147	Subscriptions - KALC/SLU	19/10/2023	ICO subscription	ICO	X	40.00		40.00
145	Refreshments	19/10/2023	Refreshments	Waitrose	X	17.30		17.30
143	Computer/Printer Consumables	20/10/2023	Website	Hugo Fox	S	29.99	6.00	35.99
142	Street lighting	23/10/2023	Electricity	npower	X	56.64		56.64
148	Stationery/Sundries	27/10/2023	Stationery	Amazon	S	20.04	4.01	24.05
149	Stationery/Sundries	31/10/2023	Stationery	Amazon	S	13.32	2.66	15.98
151	Car Park	01/11/2023	Business Rates	Sevenoaks District Council	X	88.00		88.00
Total						2,817.57	257.17	3,074.74

Items to be paid @ 2 November 2023

1 November 2023 (2023-2024)

**Shoreham Parish Council
PAYMENTS LIST**

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
155	Audit fees	02/11/2023	External Audit fee	Mazars	S	420.00	84.00	504.00
138	Office Rent/Storage	02/11/2023	Office Allowance	Mrs A C Barlow	X	30.00		30.00
152	Scribe licence	02/11/2023	Scribe licence	Scribe 2000 Ltd	S	468.00	93.60	561.60
157	Grasscutting Shoreham	02/11/2023	Grass cutting	GF Garden Maintenance	X	585.00		585.00
137	Broadband	02/11/2023	Broadband	Mrs A C Barlow	X	10.00		10.00
153	Toilets	02/11/2023	Toilet Supplies	Goldservice Contract Cleaning Ltd	S	201.10	40.22	241.32
154	Toilets	02/11/2023	Toilet repair	7Oaks Electrical Ltd	X	105.00		105.00
156	Emptying litter bins	02/11/2023	Emptying Litter Bins	Sevenoaks District Council	S	104.00	20.80	124.80
Total						1,923.10	238.62	2,161.72

11.3 Bank account

The Clerk has submitted the change of signatory to the Co-op Bank.

12. Next meetings (all starting at 7:30pm in Shoreham Village Hall unless otherwise stated)
a. To agree the dates of the meetings for 2024

Meeting Dates and Venues for 2024

Meeting	Day	Date	Venue
Full Council Amenities and Planning (if required)	Wednesday	24 January 10	SVH SVH
Full Council Amenities and Planning (if required)	Wednesday	7 February 21	SVH SVH
Full Council Planning (if required)	Wednesday	6 March 20	SVH SVH
Full Council Planning (if required) Annual Parish Meeting	Wednesday	3 April 17 24	SVH SVH SVH
Full Council and AGM Planning (if required)	Wednesday	1 May 15	SVH SVH
Full Council Planning	Wednesday	5 June 19	WHC SVH
Full Council Planning (if required)	Wednesday	3 July 17	SVH SVH
Planning (if required) Planning (if required)	Wednesday	7 August 21	SVH SVH
Full Council Planning (if required)	Wednesday	18 September 4	SVH SVH
Full Council Planning (if required)	Wednesday	2 October 16	SVH SVH
Full Council Planning (if required)	Wednesday	6 November 20	SVH SVH
Full Council Planning (if required)	Wednesday	4 December 18	SVH SVH

All meetings start at 7.30pm

SVH – Shoreham Village Hall
WHC – Well Hill Church

- b. Planning (if required) Committee– Wednesday 15 November 2023**
c. Planning (if required) Committee and Council Meeting – Wednesday 6 December 2023

Amanda Barlow, Clerk to Shoreham