

# SHOREHAM

Parish Clerk:  
Amanda Barlow

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

# PARISH COUNCIL

07912 611048

[clerk@shorehamparishcouncil.gov.uk](mailto:clerk@shorehamparishcouncil.gov.uk)

## 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
  - 4.1 Pedham Place
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 6 December 2023
7. **Matters arising from the minutes not covered by Agenda items**
  - 7.1 Hedge cutting in the High Street
  - 7.2 PC Ashleigh Wilson
8. **Shoreham Cricket Club**
  - 8.1 Vandalism and alarm system
  - 8.2 Grant
  - 8.3 Extension
  - 8.4 Cricket Ground Banners
9. **Highways**
  - 9.1 **A225 Speed Reduction Project**  
To receive an update
  - 9.2 **Parking Survey**  
To agree next steps
  - 9.3 **Highways Improvement Plan**  
To discuss the request from the Shoreham Society
  - 9.4 **Shoreham Highways Drain Inventory**  
To note the inventory
10. **Darent Valley Community Rail Partnership**  
To receive an update
11. **Correspondence**
  - 11.1. Music Festival – request to use recreation ground and grant
  - 11.2 Defibrillator – request for the Parish Council to take ownership of the defibrillator at Shoreham Village Hall

- 11.3 TFL Proposals for A21
- 11.4 General correspondence

**12. Finance**

- 12.1 To agree the Budget 23-24 at 31 December 2023
- 12.2 To agree the Budget for 24-25
- 12.3 To agree the precept for 24-25
- 12.4 To agree items received, payable and paid

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

- a. Planning (if required) Committee and Council Meeting – Wednesday 7 February 2024**
- b. Planning (if required) Committee – Wednesday 21 February 2024**

## **AGENDA DOCUMENTS**

Agenda Item 1. To receive any apologies for absence.

Cllr Irene Roy (District)

Agenda Item 4. County/District Councillor Reports

4.1 Pedham Place

Agenda Item 6. To receive and authorise for signature by the Chairman, the Minutes of the meetings held on Wednesday 6 December 2023

**MINUTES of a MEETING of SHOREHAM PARISH COUNCIL**

Shoreham Village Hall, Shoreham on 6 December 2023 at 7:30pm

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

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

*Apologies:* Cllr Sheward

*The meeting was preceded with.*

1. *To receive any apologies for absence.*

*Apologies were received and accepted from Cllr Sheward.*

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*

- *The Parish Council donated £250 to the Jubilee Gate. However, there is a problem as the hinge has been broken. The gate is mended and a plaque is going to be placed on the gate. Members commented that it was sad that the gate had not been respected.*
- *Assets – It appears that the Cross on the Hill and war memorial are not on the Parish Council asset register. The Clerk advised that these would be reviewed under the AGAR process.*
- *Hedges encroaching on the High Street – the Clerk confirmed that she had written to the land owner to ask him to cut the hedges.*
- *Problem with access to a resident's property due to parking on the road. Members discussed the issue and it was agreed that it would be raised at the next meeting when the PC Wilson is attending a meeting.*
- *Jack Sadler – Concern about a field of 60 acres which is now been sold into lots and he explained the situation with the planning and the actions taking place. It was suggested that Mr Sadler should discuss the issues with the District Councillors.*
- *Cllr Neil Powell – vandalism at Shoreham Station and he reported it to Otford Police.*

*Cllr Gough arrived at the meeting.*

#### 4. County/District Councillor Reports

##### *Cllr Gough (County)*

- *A225 – agreement has now been confirmed that Kent Highways will cover the costs of the scheme. Cllr Gough does not have a timeline but the signage bits will go in as quickly as possible.*
- *Cllr Gough advised that there is a Highways Asset Management Plan.*
- *Cllr Gough advised that part of the problem is due to the unpredictable nature of dealing with Highways. KCC received £6million from the Government to deal with potholes. Cllr Gough advised that KCC is hoping to put together a multi year plan to deal with the potholes under the Government’s “pothole blitz”.*
- *There is massive pressure on the budget particularly with Adult Social Care, children placed in homes and private transport to school. The Autumn Statement did not give anything extra for these areas.*
- *Cllr Powell advised that the footpath reporting system is not working as it does not recognise the reference number.*

##### *Cllr Edwards-Winser (District)*

- *A copy of his report is attached at Appendix A.*

**Members resolved to take the Agenda items in the following order:**

#### **8. Highways**

##### **8.1 A225 Speed Reduction Project**

*To receive an update and agree next steps*

*Cllr Jeffery advised that the Parish Council now have it in writing that Kent Highways will pay for the scheme.*

##### **8.2 Shoreham Highways Drain Inventory**

*To note the inventory*

*The Clerk advised that KCC had sent the inventory but the file was corrupted and she has asked for it to be resent.*

*Cllr Gough left the meeting.*

##### *Cllr Irene Roy (District)*

- *The District Council has a gap in its finance.*
- *The pest control service is not working and SDC will now use private companies.*
- *The cesspool service will cease operating in the new year.*
- *There will be fee increases in licences.*
- *A car parking review had taken place and there will be no increase in the District Council’s fees but the free Sunday parking will end.*
- *The District Council will no longer be providing the free black sacks.*
- *The recycling sacks will be replaced with enormous recycling bags. This is more environmentally friendly.*
- *Local Plan – residents are encouraged to make comments and the deadline for response is 11 January 2024.*

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 10.5 in confidence.**

6. *To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 1 November 2023*

**Members resolved to agree the minutes of meeting on 1 November 2023.**

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

7.0. 9.0 Darent Valley Community Rail Partnership

*The Clerk advised that she is still awaiting the presentation for the website and social media.*

8. **Highways**

8.3 **Parking Survey**

*To agree next steps*

*Cllr Histed advised that there has been a meeting of the transport working group. The Parish Council is awaiting the response of the professional advisers prior to arrange a meeting.*

**Members agreed that the Clerk should ask the consultant for a meeting and publish the Shoreham Parish Traffic and Parking Roadmap**

8.4 **Highways Improvement Plan**

*To discuss the request from the Shoreham Society*

**It was agreed that this item will be discussed with the professional advisers.**

9. **Amenities**

10.1 **Maintenance of assets**

*To agree, if appropriate, the maintenance quotes for the following:*

10.1.1 *Filston Road car park*

10.1.2 *Station Road path maintenance*

**Members resolved to instruct GF Garden Maintenance to carry out the maintenance in Filston Road car park and the station road car park.**

10.1.3 *The Cross maintenance*

**Members agreed that Cllrs Jeffery, Cllr Blamey, Cllr Histed and Mr Tooley would meet to agree the best way to carry out the maintenance.**

10. **Correspondence**

10.1. *KALC Community Awards Scheme*

**Members agreed to take part in the Community Awards Scheme.**

10.2 *Lullingstone*

*Noted.*

10.3 *Kent Police*

*Noted.*

10.4 *General correspondence*

*Noted.*

10.5 *Freedom of Information Internal Review*

***Members resolved that the process was appropriate and met with legislation.***

11. ***Finance***

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

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

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

***a. Planning (if required) Committee– Wednesday 20 December 2023***

***b. Planning (if required) Committee– Wednesday 10 January 2024***

***c. Planning (if required) Committee and Council Meeting – Wednesday 24 January 2024***

***d. Dates for meetings in 2024 attached at Appendix C.***

*Amanda Barlow, Clerk to Shoreham Parish Council*

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

7.1 Hedge cutting in the High Street

The Clerk has requested that Mr Muscat cut the hedge asap.

7.2 PC Ashleigh Wilson

The Clerk has invited PC Wilson to attend a meeting in 2024 and is awaiting confirmation of a date.

**Agenda Item 8. Shoreham Cricket Club**

- 8.1 Vandalism and alarm system
- 8.2 Grant
- 8.3 Extension

From: "Hofmann, Alex" <

Sent: Tuesday, 2 January, 2024 8:53pm

To: "clerk@shorehamparishcouncil.gov.uk" <clerk@shorehamparishcouncil.gov.uk>

Cc: "

Subject: Cricket club news and request for funding

Hello,

I am writing on behalf of Shoreham and Otford Cricket Club to request funding for an alarm system and to inform the club that our extension plans have been finalised and will shortly be submitted for planning permission.

1. Vandalism and alarm system

The pavilion has suffered an extreme amount of vandalism over the last two months. We have recorded four separate incidents since October 31st 2023 and these have been logged with the police under reference number 24-0595; the police has told us that without CCTV and an alarm system, we have no chance of preventing further damage or getting a prosecution. Apart from being very disappointing, some of the vandalism has involved racist graffiti. We organised a major clear-up operation with volunteers on 30th December and we engaged a local builder to repair the pillar which was knocked down and to re-paint and clean at a cost to the club of £340. The local community in Shoreham has really pulled together to help us to fund an alarm system with cameras and we intend to use the same company which installed the alarm system at Shoreham village hall (we have raised £1,100 so far). The estimate for the alarm installation is in the region of £1600 and I attach these documents (we need both options to make it worthwhile). In order to operate the system, we need to install WiFi at the club at a cost of £600 per annum. **The club would like to request an annual grant of £300 linked to inflation towards the cost of running the alarm system, in order to help us to protect this asset as our landlord.**







<p>FROM</p> <p>Danny Murrell</p> <p>Custodia Limited</p> <p>225 Hook Lane</p> <p>Welling</p> <p>Kent</p> <p>DA16 2NY</p> <p>danny@ccctv.co.uk</p> <p>www.ccctv.co.uk</p> <p>PHONE: 020 8306 3742</p> <p>COMPANY NUMBER 08165827</p>	<p>FOR</p> <p>Shoreham Cricket Club</p> <p>Shoreham Road</p> <p>Shoreham</p> <p>Kent</p> <p>TN14 7RP</p> <p>TO</p> <p>Nick Stroudley</p> <p>EMAIL</p> <p>nickstroudley@hotmail.co.uk</p> <p>07903 718 280</p>	<p>QUOTE NO.</p> <p>Q-9451</p> <p>DATED</p> <p>18/12/2023</p> <p>VALID UNTIL</p> <p>30 Days</p>
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### Scope of Works – Digital IP CCTV Installation

1x Complete Digital IP CCTV Camera Installation with new Digital Cabling.

### Control equipment

- 1x 4 Channel NVR Recorder – 2TB HDD (up to 8MP Recording)
- 2x 4MP IP ColourVu Dome Camera – Built in Audio

### Mains supply

A suitably rated (3 amp) UN-switched fused spur should be provided within the agreed locations to provide mains power for the system. As agreed, this should be provided by the works electrician prior to the commencement of the installation and should be sited to allow the installing engineer room to position the control unit.

**Custodia Limited** (Registration No. 08165827)  
 225 Hook Lane, Welling, KENT, DA16 2NY.  
 Office: 0208 306 3742, Mobile: 07852 282 622  
 Email: info@ccctv.co.uk  
 www.ccctv.co.uk

## Notification and Warning Devices

- Primary notification: n/a.
- Secondary notification: n/a

## Quotation

- Below Pricing - is a breakdown of hardware being supplied by Custodia Ltd along with the associated costs.
- Each element is separated to provide clarity. Please let us know of any queries that you may have.

Description	Quantity	Unit	Total
4 Channel NVR 2TB HDD, up to 8MP Recording, 4 POE Port - USB Back-Up	1	245.00	245.00
4MP IP ColourVu IP Dome Camera – Built in Audio	2	152.00	304.00
Cables & Consumable Items	1	55.00	55.00
Networking & Port Forwarding	1	25.00	25.00
<b>Installation</b>			
Labour Rate (installing) – 2 Engineers	1.00	£ 280.00	£ 280.00
Commissioning (hrs)	0.00	£ -	£ -
Plant Equipment	0.00	£ -	£ -
Project Management	0.00	£ -	£ -
Prelims	1.00	£	£
		Net Total	£ 909.00
		VAT	£ 181.80
		Total	£ 1,090.80

## Additional Options

- If camera locations would require a deep base junction back box on any of the cameras: £15+VAT (£18)
- Cheaper non ColourVu and Analogue Camera options are available upon request.



<p>FROM                  Danny Murrell                  Custodia Limited                  225 Hook Lane                  Welling                  Kent                  DA16 2NY</p> <p>danny@ccctv.co.uk                  www.ccctv.co.uk</p> <p>PHONE: 020 8306 3742</p> <p>COMPANY NUMBER 08165827</p>	<p>FOR                  Shoreham Cricket Club                  Shoreham Road                  Shoreham                  Kent                  TN14 7RP</p> <p>TO                  Nick Stroudley</p> <p>EMAIL                  nickstroudley@hotmail.co.uk</p> <p>07903 718 280</p>	<p>QUOTE NO.                  Q-9452</p> <p>DATED                  18/12/2023</p> <p>VALID UNTIL                  30 Days</p>
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### Scope of Works – Smart Alarm Installation

Pyronix Alarm Installation.

### Control equipment

- 1x Mains Powered Alarm Panel with Built in Keypad / LCD Display
- 1x Wireless External Bell Siren
- 1x Wireless Door Contact
- 2x Wireless PIR Motion Sensor

### Mains supply

A suitably rated (3 amp) UN-switched fused spur should be provided within the agreed locations to provide mains power form the system. As agreed, this should be provided by the works electrician prior to the commencement of the installation and should be sited to allow the installing engineer room to position the control unit.

**Custodia Limited** (Registration No. 08165827)  
 225 Hook Lane, Welling, KENT, DA16 2NY.  
 Office: 0208 306 3742, Mobile: 07852 282 622  
 Email: info@ccctv.co.uk  
 www.ccctv.co.uk

## Notification and Warning Devices

- Primary notification: n/a.
- Secondary notification: n/a

## Quotation

- Below Pricing - is a breakdown of hardware being supplied by Custodia Ltd along with the associated costs.
- Each element is separated to provide clarity. Please let us know of any queries that you may have.

Description	Quantity	Unit	Total
Pyronix Wireless Alarm Kit Including: 2x PIR Motion Sensor, 1x Nano Door Contact, 1x Bell Module with Siren	1	310.00	310.00
External Bell Base / Lid (BLACK)	1	20.00	20.00
Cables & Consumable Items	1	10.00	10.00
<b>Installation</b>			
Labour Rate (installing)	1.00	£ 160.00	£ 160.00
Commissioning (hrs)	0.00	£ -	£ -
Plant Equipment	0.00	£ -	£ -
Project Management	0.00	£ -	£ -
Prelims	1.00	£	£
		<b>Net Total</b>	<b>£ 500.00</b>
		<b>VAT</b>	<b>£ 100.00</b>
		<b>Total</b>	<b>£ 600.00</b>

## Optional Additonal Items

- Wireless Nano Shock Sensor: £58+VAT (£69.60)
- Wireless Motion PIR Sensor: £58+VAT (£69.60)
- Wireless Panic Button: £50+VAT (£60)
- Proxi Key Tag: £6+VAT (£7.20)
- Wired Backlit Bell Siren & Cable: £100+VAT (£120)
- Wireless Smoke Detector: £80+VAT (£96)
- Wireless Keypad: £80+VAT (£96)
- Dummy Alarm Box: £20+VAT (£24)

## 2. Extension plans

The club has finalised its plans for an extension to the new pavilion which we presented to the Parish Council in December 2022.

Please find attached the document which I presented to Shoreham Parish Council on 7th December 2022 and the minutes of that meeting may be found here:

<https://www.shorehamparishcouncil.gov.uk/shared/attachments.asp?f=8c7be159%2D542c%2D46f9%2Da0e1%2D82ec140ce002%2Epdf&o=7%2DDecember%2D2022%2DCouncil%2DMinutes%2Epdf> The club's proposal was well-received and a vote was taken:

“Members unanimously resolved that there were in support of the Shoreham & Otford Cricket Club to extend the pavilion in line with the draft concept at the meeting however Members noted that as landlords the Parish Council would have to give approval to any final plans.”

Over the past year, we have revised our plans substantially and the new extension is now a single storey building, retaining much more of the original building and the front elevation. You will find the finalised plans in the link below. The revised plans meet with ECB guidelines regarding female dressing rooms.

Here is a link to the final plans:

<https://www.dropbox.com/t/5oQ9vocKwUrAbgig>

Phil Simpson RIBA | Principal | [pplarchitects.co.uk](http://pplarchitects.co.uk)  
[phil@peopleandplacearchitects.co.uk](mailto:phil@peopleandplacearchitects.co.uk)<<mailto:phil@peopleandplacearchitects.co.uk>>

I would like the Parish Council to vote on whether they will support these plans prior to our submission for planning approval.

Kind regards, Alex

## PAVILION EXTENSION PROJECT



### Shoreham & Otford Cricket Club

Prepared for Shoreham Parish Council

Date: 3<sup>rd</sup> November 2022

Author: Alex Hofmann

Website: [www.socc.uk](http://www.socc.uk)

### Background

Shoreham CC merged with Otford CC in 2020 with the aim of becoming the leading village club in North West Kent. Prior to the merger, both teams were suffering from dwindling numbers and our second teams were in dire straits and likely to fold. Otford had a healthy junior section, while Shoreham's junior section closed in 2014. In terms of assets, SOCC has the right to play cricket at our ground in Shoreham and on Otford recreation ground, but the only pavilion is at Shoreham. At Otford, the club has to rent the changing room from Otford Village Memorial Hall on match days and there is no option to build a pavilion at Otford. So the club's HQ and focal point will always be our pavilion at Shoreham and this is to the benefit of all parishioners of Shoreham, as the club is a focal point for local people on match days and it is open for use by the community on request: the Primary School uses it each year for its end of term celebration for Year 6 and the ground has been used for yoga this summer. (We do not charge for these activities).

### The growth of the club

The present pavilion was built in 2000, following the arson attack on the old pavilion at Shoreham and at this time the ownership of the ground passed from the club to Shoreham Parish Council, with the club paying a peppercorn rent to the Parish Council. The pavilion was built at a time when the club had one men's team on a Saturday and one men's team on a Sunday. We now have three senior teams on Saturday (men and women have played for these teams), one team on a Sunday and three junior teams in the Invicta Leagues as well as a midweek senior team and two winter indoor teams. Due to the success of the club and the growth we have seen, particularly in junior cricket, the current pavilion is much too small for the club, with communal areas being full of furniture, cricket paraphernalia and groundkeeping equipment.

### The way forward

The club has commissioned Phil Simpson of [People and Place Architects](#) to carry out a feasibility study (Stage 0: Strategic Design under the RIBA 0-4 stage process). People and Place Architects is a friend of the club and they have carried out this work, including the concept drawings free of charge. Before we start spending club funds on the next stages in the RIBA planning process, we would like to ask Shoreham Parish Council as our landlords whether it would be supportive in principle of an extension to the pavilion, subject to the usual consents and Sevenoaks local plan. The feasibility study is attached here:



SOCC Feasibility  
Study.pdf

## Benefits to the community

### 1. A function room for the local community

If we are successful in our extension to the pavilion, we will create a large function room on the first floor (with lift access for disabled people) which we would look to let out to local people for children's birthday parties and to local businesses like nursery schools, pilates and yoga instructors. The function room will benefit from the beautiful location in the Darenth Valley and we have parking for at least 50 cars (more in summer).

### 2. Encouraging women and girls' cricket

The club already has over 10 girls in the junior section and we are keen to expand this offering and start a girls' team to play against clubs including The Vine and TWCC. If we are permitted to extend the pavilion, we will provide a female changing room, and this will help to unlock grants from ECB and KCB.

### 3. Getting people back into exercise

The club has approached DVLPS regarding the provision of a unisex disabled public toilet on the ground floor of the building which would be locked at night (similar to the toilet in the car park at Otford). Kent Community Cricket and DVLPS have both indicated that if we can encourage inactive people to start walking, it is much more likely that we would be successful in any future application for a grant. We would also aim to serve drinks and snacks to passing walkers on Saturdays and Sundays.

### 4. Securing the future of the cricket club

Although the club has enjoyed success over the last two seasons, many other clubs in the local area have not been so fortunate. For the club to grow and thrive, we need to provide first class facilities on and off the pitch, to ensure that the club is around to celebrate our 200<sup>th</sup> anniversary in 2068.

## Costs and funding

People and Place Architects has suggested a construction estimate of £160,000 for the proposed extension (October 2022 prices) in addition, the following additional professional services and contingences have been allowed for a full development cost of £200,000. These additional services include:

- Architectural Design, including finalising the brief and design and submission to planning
- Structural Survey and associated design services for Building Control approval
- Transport report (if required)
- Planning Consultant (if required), and
- Design and Construction contingency of 12.5%

The above figures are provisional and will need to be validated if we proceed with the project.

It is the intention of the club to fund the majority of the costs over a 2-3 year period. There are multiple sources of funding available for a project of this type and the club has approached the following organisations for advice and support.

- England and Wales Cricket Board
- Kent Cricket Board
- Kent Community Cricket
- Darenth Valley Landscape Partnership

If the Parish Council is broadly supportive of an extension to the pavilion, we will approach the following organisations for funding:

- Kent County Council
- Defra
- National Lottery Community Fund
- SDC Community Fund
- Sevenoaks District Sports Council
- Lord's Taverners
- BIFFA Awards

- WREN Funding
- Viridor Awards
- Veolia Environmental Trust Funding

We are not asking the Parish Council to provide any money towards funding the extension, although if the extension fulfils any of the strategic objectives of the Council, we would invite the Council to consider making a contribution.

For further information on sources of funding, please see **Appendix 1**.

### **Changes to the lease**

There is a clause in the lease which will need to be changed to allow community access to the function room. This should not be controversial in any way, but it does need consideration.

### ***Prohibitions relating to user***

- (a) Not to use the Premises or permit the same to be used otherwise than as a cricket ground and cricket club for the use of the Club and to procure that the Club be kept open for the use of residents of Shoreham Parish, or for such other use (consistent with the terms of any grant received by the Landlord) as the Landlord shall approve in writing

### **Pavilion Extension Committee**

The club has formed a sub-committee to manage the pavilion extension project.

Bob Stacey, Chairman ([bob@heritagebrickwork.com](mailto:bob@heritagebrickwork.com))

Alex Hofmann, Head of Junior Cricket ([alex.hofmann@fisglobal.com](mailto:alex.hofmann@fisglobal.com))

David Jarratt, Secretary ([david.jarratt@gmail.com](mailto:david.jarratt@gmail.com))

Richard Bradfield, Club Member ([Bradfield.r@gmail.com](mailto:Bradfield.r@gmail.com))



We look forward to hearing your feedback on our proposals and we welcome any questions.

The Pavilion Extension Committee

### **Appendix 1: Cricket Pavilion Funding**

ECB

<https://www.ecb.co.uk/be-involved/club-support/club-funding/county-grant-fund>

<https://resources.ecb.co.uk/ecb/document/2021/07/19/99bb6940-eed9-4372-b78a-e2b08e287ee1/County-Grants-Fund-Guidance-V5.pdf>

Clubs can apply for funding towards the purchase of relevant products or materials, and associated professional labour costs, under the following project themes:

3.1 Creating Welcoming Environments – supporting All Stars, Dynamos, Women’s and Girls’ Cricket and / or Disability Cricket

- Social Space – furniture / decoration / flooring / patio / decking / heating / glazing
- Toilet Facilities – sanitaryware / tiling / flooring / baby-changing facilities
- Catering – kitchen units / appliances / professional catering equipment / barbecue
- Arrival and Access – lighting / signage / car park / disabled access
- Digitising – WiFi / Broadband hardware (excludes subscription fees) / TVs / PA or Music systems / Electronic Point of Sale equipment

3.2 Providing Enhanced Facilities and Playing Opportunities - supporting Women’s and Girls’ Cricket and / or Disability Cricket

- Non-Turf Match Pitch (must be an ECB Approved System)
- Non-Turf Practice Facility (must be an ECB Approved System)

or

- Enhanced Changing Facilities:
  - Create individual shower spaces with drying areas
  - Improved toilet provision – sanitaryware / tiling / flooring
  - Decoration / mirrors / hand dryers / grooming points
  - Personal possession lockers

3.3 Tackling Climate Change – supporting ECB affiliated Cricket Clubs

- Flood Resilience\* – building protection / targeted drainage\*\* / ditch or culvert clearance
- Drought Resilience\* – rainwater harvesting / irrigation\*\*\* / bore holes
- Energy Saving – Insulation / LED lighting / Solar PV / Solar Thermal / energy-efficient heating systems
- Water Management – Water-saving sanitaryware / greywater recycling / efficient appliances

Kent County Council

Kent County Council - Capital Grant Scheme for Sport

<https://www.idoxopen4community.co.uk/kent/Scheme/View/Kent-County-Council-Capital-Grant-Scheme-for-Sport-GRUKBP3!S30819?search=c8a83f6daa154da8a3fa4fe244e95c61&cip=10&bcr=MTI0NQ>

Sporting Capital Fund

<https://www.idoxopen4community.co.uk/kent/Scheme/View/Sporting-Capital-Fund-GRUKBP3!S43937?search=c465254466a04de390a240d37ceaca0d&cdp=3&cip=10&bcr=MTI0OQ>

Description

Loan funding is available to a wide range of incorporated organisations based and operating in England to deliver projects using sport and sporting facilities that generate sustainable revenue and deliver long-term community impact.

Current Status

Open for Applications

Maximum value:

£ 150,000

Not applicable – SUEZ Communities Trust Landfill Communities Fund - Primary Fund (England)

<https://www.idoxopen4community.co.uk/kent/Scheme/View/SUEZ-Communities-Trust-Landfill-Communities-Fund-Primary-Fund-England-GRUKBP3!S21307?search=c465254466a04de390a240d37ceaca0d&cdp=3&cip=10&bcr=MTI0OQ>

Description

Grants are available to non-profit making organisations in qualifying areas of England for improvements to local community facilities, historic buildings and structures, sport and recreation facilities.

Current Status

Open for Applications

Maximum value:

£ 50,000

England & Wales Cricket Trust - Loan Scheme

<https://www.idoxopen4community.co.uk/kent/Scheme/View/England-Wales-Cricket-Trust-Loan-Scheme-GRUKBP3!S37436?search=c465254466a04de390a240d37ceaca0d&cdp=2&cip=10&bcr=MTI0OA>

#### Description

Interest-free loans are available to cricket clubs in England and Wales to finance capital projects, including renovations, to improve facilities which contribute to increased participation in cricket.

#### Current Status

Open for Applications

Maximum value:

Discretionary

#### Others

<https://www.funding4sport.co.uk/>

<https://www.thestablecompany.com/sources-of-funding/sports-leisure>

<https://communityenergyengland.org/pages/funding-opportunities-2>

#### Crowd funding

<https://www.spacehive.com/dartford-rugby-community-space-project>

<https://www.crowdfunder.co.uk/funds/sports/cricket>

## 8.4 Cricket Ground Banners

From: [Cllr Neil Powell <neil.powell@shorehamparishcouncil.gov.uk>](mailto:neil.powell@shorehamparishcouncil.gov.uk)  
Sent: Wed, 17 Jan, 2024 at 2:58 pm  
To: [clerk@shorehamparishcouncil.gov.uk](mailto:clerk@shorehamparishcouncil.gov.uk)

Hi Amanda

The cricket ground banners came up at the Shoreham Society meeting and I said I would raise it as the cricket club have refused to take them down. As the banners are in an ASCA (area of special control of advertisements) and we are the landowners, I assume we are liable. Either way if a complaint is made a planning application would have to be submitted. So could you pop that on the agenda?

Thanks

Neil

From: **Jack Sadler** <[jack@c-l-m.co.uk](mailto:jack@c-l-m.co.uk)>  
Date: Wed, 1 Nov 2023 at 16:15  
Subject: Advertisements and Consents  
To: Alice Montgomerie <[alice@sephamfarm.co.uk](mailto:alice@sephamfarm.co.uk)>

Dear Alice

Thank you for your query regarding consents for advertisements, I must admit this is quite a specialist area and so it has taken some looking into. Firstly, 'Advertisements' is quite a broad term and encompasses: posters, notices, estate agents boards, traffic signs, directional signs etc, this would include the signs at Shoreham Cricket Club.

### Planning Permission

Advertisements of this nature e.g. banners on a fence, do not require planning permission as they do not fall within the definition of development which is outlined in section 55(1) of the Town and Country Planning Act 1990 which defines development as: *the carrying out of building, mining, engineering or other operations, on, in, over or under land; or a material change of use of land or buildings.*

Instead they require advertisement consent which is regulated by the Town and Country Planning (Control of Advertisements) (England) Regulations 2007.

### Advertisement Consent

These regulations state that no advertisements may be displayed unless consent for its display has been granted. Consent itself takes two forms: 'express consent' – consent expressly given by the local planning authority following an application, and 'deemed consent': certain classes of permitted advertisements which do not require an application and have already been approved by the regulations; akin to Permitted Development Rights.

Part 2 and 3 of the regulations outline the conditions for both deemed consents and applications for express consent. Schedule 1 outlines the classes of advertisement to which parts 2 and 3 do not apply (in essence there is no need to apply for consent), and Schedule 3 outlines the classes of advertisements which benefit from a deemed consent. Unfortunately I do not think the banners at the Cricket Club fall within Schedule 3 and so do not benefit from a deemed consent however there is mention to 'sports stadiums' in Schedule 1.

Class A of Schedule 1 outlines that parts 2 and 3 do not apply to an advertisement displayed on 'enclosed land' which specifically includes sports stadiums, but does not include any public park or any place which the public have a right of access.

This wording expressly states that the area must be enclosed, refers to stadiums and where the public do not have a right of access. It is my opinion that Shoreham Cricket Club fails on all three of these grounds as: it is not fully enclosed due to the gates at either end, there is a public footpath passing through the site and it is a village cricket club not a stadium. With this in mind I believe, technically, consent is required for these advertisements.

### Objectives

I can only offer my opinion on this, but I believe that when considered amongst other factors, consent would most likely be granted by Sevenoaks District Council. My key thoughts are:

- they are minimalist banners on a village cricket ground
- they do not obstruct the public right of way
- the site is screened on all sides by mature vegetation meaning there is minimal visual impacts of the advertisements on the surrounding landscape

- the sponsorship income will most likely have a positive impact on the cricket club
- the cricket club and its members play a key role in the community
- the advertisements support local rural businesses

A question I would pose would be, what are the client's objectives? An application for advertisement consent is submitted via the Planning Portal which costs on it's own £462 + VAT and then there will be time associated with this and at least a location plan. When totalled, the expenditure may exceed the income from the sponsorship banners, only for the consent to be approved regardless.

If this has not yet been raised by the local planning authority, I would question whether this should be brought to their attention for the benefit of the Village Cricket Club and any inter-personal relationships with them and/or the sponsors?

I hope this has proven useful for you but if you would like to discuss this further then please do not hesitate to contact me.

Kind Regards

Jack

**Jack Sadler** BSc (Hons) MProf

## Agenda Item 9. Highways

### 9.1 A225 Speed Reduction Project To receive an update

#### What we plan to do

Kent County Council is planning a scheme to improve safety on the A225 Shoreham Road by reducing the speed limit to 40mph. The main issues are a lack of pedestrian warning signs where pedestrians frequently cross the road along with high traffic speeds and 40mph signage needed where the traffic speeds are appropriate for a reduced speed limit. The scheme is to introduce pedestrian crossing warning signs on the approaches to public footpaths SR18 and SR22 and to reduce traffic speeds through speed limit signing and treatments at the speed limit gateways including white Glasdon Gates, village signs, red surfacing, 40mph signs and 40mph roundel road markings..

#### When we plan to carry out the work and how long it will take

The work will take around **two weeks** to complete, commencing on **Monday 15<sup>th</sup> January 2024** (excluding Sundays), between the hours of **09:30am** and **15:30pm**. This type of work can be affected by bad weather, so if it is not possible for us to carry it out at this time, we will arrange a new date for the work. We will also put up signs along the road, before we start, showing the date we plan to start work.

#### How will we carry out the works and how it will affect you

The works will be undertaken using **temporary traffic signals** to give our contractor a safe area within which to carry out construction. If you normally use these roads, please be aware that there may be delays whilst the works are being carried out.

#### Why are we doing this work?

Kent County Council is introducing this scheme to improve road safety and provide a safer environment for all road users. Keeping our roads as safe as they can be is a key priority for the County Council, both in respect of our Statutory Duty, to promote road safety and act to reduce the likelihood of road casualties from occurring. We have also recently developed and published a new approach to casualty reduction in Kent and this is called ‘Vision Zero Road Safety Strategy (see link below):

<https://www.kent.gov.uk/roads-and-travel/road-safety/road-casualty-reduction-strategy>.

#### How you can help us

We need your help to make sure the work is done as quickly as possible and to the best possible quality. We want to complete the works as quickly as we can and without causing you too much inconvenience. If your vehicle is usually parked on the carriageway, please make sure you park it somewhere else away from the site whilst the works are carried out.

***For your safety and the safety of our workforce, please drive carefully and slowly through the roadworks.***

Feedback from our workers shows that too many drivers go too fast through roadworks. Everyone is entitled to a safe workplace and our staff work next to moving traffic and risk injury every day to maintain and improve the highway for everyone.

#### How to contact us?

For further information or to find out more about what we do please visit our website [www.kent.gov.uk/highways](http://www.kent.gov.uk/highways) where you can also report a fault on any of our roads across Kent. You can find us on Twitter @KentHighways. You can also view our diversion/permit details at [www.one.network](http://www.one.network). Alternatively, you can call us on **03000 41 81 81**.

We often ask residents to fill in a short feedback survey on line at [www.kent.gov.uk/roadworkssurvey](http://www.kent.gov.uk/roadworkssurvey).

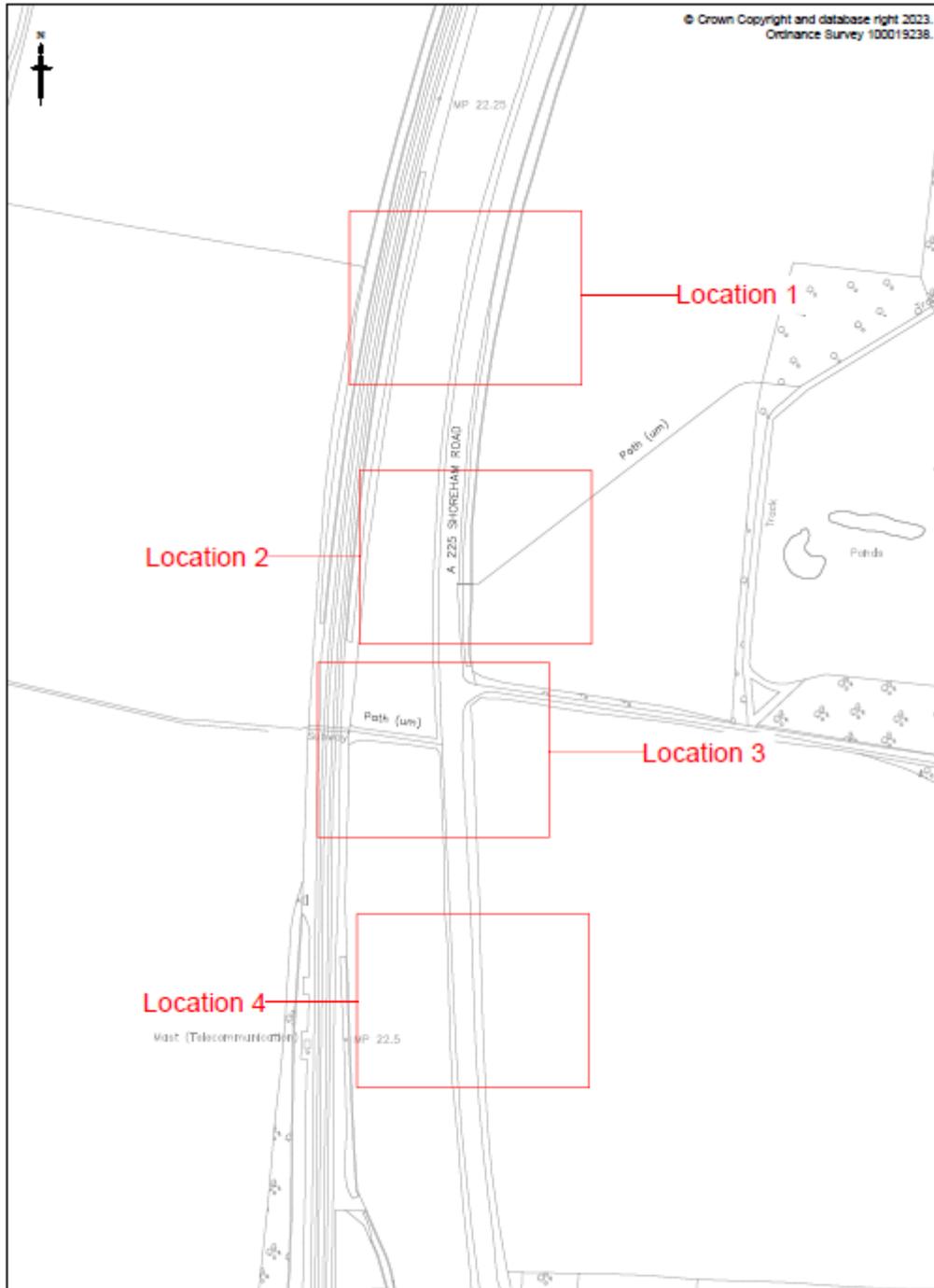
#### **WARNING – Beware Bogus Callers**

Kent County Council Highways, Transportation and Waste do not allow works to be carried out on private properties. If anyone says they are working for us or our specialist contractors and offer to carry out any work for cash, they should be treated with caution. We advise you to contact Citizen’s Advice on 03444 111 444 (Monday to Friday 9.00am to 5.00pm)

**A225, Shoreham Road - Programme**

smart!

Task Name	Jan 14							Jan 21						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1 <b>Works</b>														
2 <b>Vegetation clearance in locations listed (1,2,3,4,5,7,8,9,11)</b>														
3 Carry out vegetation clearance with a tractor and flail														
4 <b>Phase 1-4</b>														
5 Temporary traffic lights														
6 Excavate existing footpath														
7 Supply and install new PCC edgings														
8 Supply and install type-1 subbase to a depth n.e 100mm														
9 Supply and hand lay AC14 to a depth n.e 50mm														
10 Supply and hand lay AC6 to a depth n.e 20mm														
11 Supply and install new traffic signs to new post in locations 1 and 4														
12 Contingency for phase 1-4														
13 <b>Phase 5-8</b>														
14 Temporary traffic lights														
15 Signs in location 5 & 6														
16 Signs in location 7 & 8														
17 <b>Phase 9-11</b>														
18 Signs in location 9-10														
19 Signs in location 11														
20 <b>Contingency plan</b>														
21														
22														
23														
24														
25														
26														
27														
28														



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Ordnance Survey 100019236.

0	21/06/2023	Per/Issue	GAB	HC	CK	Project	Highway Improvements Team Parish Scheme	Drawing title	For construction	
Rev	Revision Date	Purpose of revision	Drawn	Checked	Agreed			Scale	NTS at A3	Do not scale
 Kent County Council Ashford Highway Dept Herwood Industrial Estate Ashford TN24 6AD Tel: 02000 418101			Drawing title A225 Shoreham Road, Shoreham Proposed 40mph Speed Limit Reduction and Warning Signage Location Drawing - Sheet 1 of 3				Drawing number 22/23-SE-EXT-281-01		Rev 0	

0:07: 8702646495@shoreham23-2023-08-01T12:01: Shoreham Road, Shoreham\Design\Shoreham road, Shoreham - Location.dwg A3 Plot38





9.2 **Parking Survey**  
To agree next steps

The Clerk has spoken to Jonny Russell who has agreed to set up a meeting with ITS Global.

9.3 **Highways Improvement Plan**  
To discuss the request from the Shoreham Society

Dear Amanda

On behalf of the Shoreham Society, I would like to request that a request for a 30mph speed limit along the length of Filston Lane be added to the Parish Council's Highway Improvement Plan (HIP). We propose a limit from the end of the current 30mph limit in the village to the junction with Twitton Lane.

Traffic does travel too fast on this road and there have been accidents and I believe one fatality. It has several blind bends and it is used by pedestrians to connect to residential properties and to footpaths, and is widely used by cyclists. There is also a non inconsiderable amount of heavy goods vehicle traffic to and from the local farms, each of which are home to various other businesses.

We feel that there is potential for serious accidents and that action should be taken to slow the traffic down.

Best regards

John Saynor

Co-Chair, The Shoreham Society

9.4 **Shoreham Highways Drain Inventory**  
To note the inventory

Still awaiting new file.

**10. Darent Valley Community Rail Partnership**  
To receive an update

**Agenda Item 11. Correspondence**

11.1. Music Festival – request to use recreation ground and grant

**From:** louise norris <

**Sent:** Wednesday, January 17, 2024 7:26:06 AM

**To:** clerk@shorehamparishcouncil.gov.uk <clerk@shorehamparishcouncil.gov.uk>; Brian Jeffery <brianjeffery13@outlook.com>; Potential Music Festival

Good Morning

Hope you all had a lovely Christmas.

I have been asked if we will do another music festival this year.

I am not sure yet but can it be added to the PC notes as permission to use The Rec on Sat 20th July in case I can make it work?

All the best

Lou Norris

## 11.2 Defibrillator – request for the Parish Council to take ownership of the defibrillator at Shoreham Village Hall

On Mon, 18 Sept 2023 at 13:16, Julie Carder <[julieshoreham@gmail.com](mailto:julieshoreham@gmail.com)> wrote:

Dear Amanda

When you have a moment, please could you have a look at the emails below which I think are self-explanatory. In response to Brian's email, yes, we are hoping that the PC would pick up future ongoing costs - although that shouldn't be until 2027 as the spare pads I referred to in my original email have an expiry date of March 2027 (and obviously these could be installed in the machine when the current ones expire in 2024).

Hopefully you can see where we're coming from (all Parish defibs being handled in one place) and I'd be grateful if you could let me know if you need something as a 'formal request' so that it can be put to PC members.

Thank you,  
Julie  
(Julie Carder, Secretary of Shoreham WI)

**From:** Julie Carder <[julieshoreham@gmail.com](mailto:julieshoreham@gmail.com)>  
**Sent:** Friday, September 15, 2023 3:55 pm  
**To:** [brian.jeffery@shorehamparishcouncil.gov.uk](mailto:brian.jeffery@shorehamparishcouncil.gov.uk) <[brian.jeffery@shorehamparishcouncil.gov.uk](mailto:brian.jeffery@shorehamparishcouncil.gov.uk)>  
**Subject:** Fwd: Successful defibrillator status check

Dear Brian

Mandy (Vickers) asked me some time ago to contact you and ask whether it would be possible for the defibrillator outside the Village Hall to be taken under the Parish Council's wing in future. As you know, the WI fundraised to buy the VH defib a few years ago and have since raised more funds for its upkeep, but now that we have quite a few others around the parish as well (presumably monitored by someone from the PC / the Clerk?), we think it would make sense if they all came under the same umbrella.

Currently Neil (Vickers) checks the status of the machine regularly and then I complete the update on The Circuit each month. This works fine, but of course people come and go and I can see it being confusing in the future if people take on different roles. The pads currently in the defib don't expire until February 2024 and we have a spare set that we'd be happy to pass on to whoever is most appropriate. I don't know who looks after all the other machines but, if you agree, perhaps the VH one could be incorporated into whatever system is in place? I think it would be fairly easy for me to transfer 'responsibility' on The Circuit website if you could provide details of who that is.

Please could you let me know what you think? It's not about us getting rid of stuff, but just a concern that we're out of track with all the other defibs.

Thanks very much,  
Julie  
(Julie Carder, Secretary of Shoreham WI)

### 11.3 TFL Proposals for A21

From: Nigel.Rowe@kent.gov.uk  
Sent: Friday, 12 January, 2024 1:35pm  
To: clerk@shorehamparishcouncil.gov.uk  
Subject: TfL proposals A21  
Hello,

Please see below text received from TfL regarding proposed improvements on the A21 close to your parish. There are links below where you can have your say. Obviously this is a TfL scheme and not KCC so we will be unable to comment:

We have launched a consultation on proposed changes to the A21 Sevenoaks Road.

In May 2023 we made some emergency changes to the A21 at its junction with Sevenoaks Road to make it safer for all road users. We banned the right-hand turning movement from the A21 into Sevenoaks Road, moved the 'merge point' for traffic further east and reduced the westbound lanes of A21 Sevenoaks Road down to a single lane. We did so to help road users be more visible to one another.

We made these changes because over the last three years or so, there have been two collisions at this junction in which three people tragically lost their lives. These collisions occurred between vehicles travelling westbound with vehicles turning in and out of this junction. The changes were intended to keep everyone using this junction safe. This is in line with The Mayor's Vision Zero Action Plan which is central to our aim to eliminate all death and serious injuries on London's roads. To achieve this, we must take steps to reduce road danger for everyone.

We have now reviewed the changes we made and we now want to hear your thoughts about a new set of proposals. In summary, we propose to:

- \* to reduce the speed limit from 50mph to 40mph
- \* reinstate the banned right turn on the eastbound A21, but to control it with new traffic signals
- \* keep the westbound traffic at one lane, reduced from two.

This email explains how you can find out more about these proposals and respond to the consultation.

How do I respond to the consultation

You can read more about the proposed changes and respond to the consultation on our website  
<https://haveyoursay.tfl.gov.uk/a21-sevenoaks-road>

You need to register your email address before you can submit a response through our website. We will keep your information secure and, if you agree, we will send you updates about the scheme periodically. If you cannot submit a response online, or would prefer not to, you can do so:

- \* By emailing [haveyoursay@tfl.gov.uk](mailto:haveyoursay@tfl.gov.uk)<<mailto:haveyoursay@tfl.gov.uk>>
- \* By writing by Freepost to 'TfL Have your Say'

The consultation will be open for eight weeks so you can respond at any time up to 15 February 2024. If you would like to receive information about our consultation through the post, please call us on 020 3054 6037 and quote 'A21 Sevenoaks Road' when recording your message.

In person drop in events

We will be available to answer questions in person at Knockholt Station, Old London Road, TN14 7HR on 17 January 2024 from 07:00 until 09:30 and on Thursday 25 January 2024 from 07:00 until 09:30.

If you are unable to make this time, please get in touch with us and we can have a discussion with you if needed.

Yours sincerely

Fraser MacDonald  
Strategic Consultations Lead  
Transport for London

#### 11.4 General correspondence

- KCC Kent Parish Council Winter Support Scheme
- Pre-Submission Draft of the Kent Minerals and Waste Local Plan 2024-2039 - Regulation 19 Public Consultation January 2024
- KENT POLICE RURAL MATTERS

**Agenda Item 12. Finance****12.1 To agree the Budget 23-24 at 31 December 2023****Shoreham Parish Council**

23 January 2024 (2023-2024)

**Summary of Receipts and Payments****All Cost Centres and Codes (Between 01/04/2023 and 31/12/2023)****Administration**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Advertising				200.00	200.00	200.00 (100%)	
2	Audit fees				600.00	580.00	20.00 (3%)	
4	Chairman's allowance				150.00	150.00	150.00 (100%)	
6	Stationery/Sundries				300.00	282.04	17.96 (5%)	
7	Clerk's mileage				130.24	286.40	-156.16 (-119%)	
8	Members' allowance				162.79	162.79	162.79 (100%)	
9	Members' mileage				109.16	109.16	109.16 (100%)	
10	Computer/Printer Consumables				162.79	239.92	-77.13 (-47%)	
11	Photocopier				190.00	190.00	190.00 (100%)	
12	Office Rent/Storage				800.00	210.00	590.00 (73%)	
13	Office telephone				162.79	103.11	59.68 (36%)	
14	Hall/Emergency Room Hire				978.56	447.00	531.56 (54%)	
15	Professional Fees				2,000.00	2,000.00	2,000.00 (100%)	
16	Elections				3,000.00	3,000.00	3,000.00 (100%)	
17	Insurance				1,086.72	1,674.66	-587.94 (-54%)	
18	Shoreham Post				543.92	543.92	543.92 (100%)	
19	Training				500.00	500.00	500.00 (100%)	
21	Photocopier Rental and Charge:						(N/A)	
22	Subscriptions - KALC/SLCC/Ot				978.56	605.85	372.71 (38%)	
23	Scribe licence				434.76	468.00	-33.24 (-7%)	
24	Office equipment						(N/A)	
51	Investment income	420.04		-420.04			-420.04 (-100%)	
52	Miscellaneous				217.36	120.00	97.36 (44%)	
53	Interest on Precept	31.56	160.04	128.48			128.48 (407%)	
59	Postage				157.56	157.56	157.56 (100%)	
60	Broadband				126.00	70.00	56.00 (44%)	
61	Website hosting charge						(N/A)	
62	Marquee				100.00	100.00	100.00 (100%)	
78	Electricity						(N/A)	
87	Water						(N/A)	
92	Printing Gazette/Shoreham Pos					404.32	-404.32 (N/A)	
95	Payroll				300.00	204.00	96.00 (32%)	
96	Darent Valley Community Rail f					100.00	-100.00 (N/A)	
101	Annual Parish Meeting					209.70	-209.70 (N/A)	
104	Email Hosting Charges					306.00	-306.00 (N/A)	
108	Refreshments					17.30	-17.30 (N/A)	
	<b>SUB TOTAL</b>	<b>451.60</b>	<b>160.04</b>	<b>-291.56</b>	<b>13,391.21</b>	<b>6,328.30</b>	<b>7,062.91</b>	<b>6,771.35 (48%)</b>

**Amenities**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3 Allotments					1,958.11	-1,958.11	-1,958.11 (N/A)
25 Dog waste bins				1,260.00	237.90	1,022.10	1,022.10 (81%)
26 General repairs				500.00	1,130.00	-630.00	-630.00 (-126%)
27 Grasscutting Shoreham				3,674.96	2,595.00	1,079.96	1,079.96 (29%)
28 Grass cutting Badgers Mount							(N/A)
29 Recreation Ground				524.96	220.00	304.96	304.96 (58%)
30 Playground inspection				168.04	130.00	38.04	38.04 (22%)
31 Tennis courts	105.04		-105.04	524.96	26,716.30	-26,191.34	-26,296.38 (-4174%)
32 Tree surgery				1,575.00		1,575.00	1,575.00 (100%)
33 War Memorial/Meenfield Cross				1,575.00		1,575.00	1,575.00 (100%)
34 Toilets		160.56	160.56	1,575.00	3,494.25	-1,919.25	-1,758.69 (-111%)
35 Black sacks							(N/A)
36 Salt bins				420.04	420.98	-0.94	-0.94 (-0%)
54 Land rent	26.21		-26.21				-26.21 (-100%)
55 Access licences							(N/A)
64 Recreation Ground				524.96		524.96	524.96 (100%)
65 Playground Repairs				524.96	2,300.00	-1,775.04	-1,775.04 (-338%)
66 Tree Inspection				1,575.00		1,575.00	1,575.00 (100%)
77 Trees							(N/A)
81 Emptying litter bins					445.90	-445.90	-445.90 (N/A)
83 Centenary Wood				524.96		524.96	524.96 (100%)
85 Installation of New Bin							(N/A)
86 Car Park				1,680.04	701.62	978.42	978.42 (58%)
89 Village Hall					1,240.00	-1,240.00	-1,240.00 (N/A)
93 Village Sign	4,725.00		-4,725.00	5,040.00		5,040.00	315.00 (3%)
97 Notice Boards					1,470.00	-1,470.00	-1,470.00 (N/A)
98 Defibrillators							(N/A)
103 Cricket Club					1,273.00	-1,273.00	-1,273.00 (N/A)
105 Allotment rent		995.00	995.00				995.00 (N/A)
106 Shoreham Cross					285.00	-285.00	-285.00 (N/A)
<b>SUB TOTAL</b>	<b>4,856.25</b>	<b>1,155.56</b>	<b>-3,700.69</b>	<b>21,667.88</b>	<b>44,618.06</b>	<b>-22,950.18</b>	<b>-26,650.87 (-100%)</b>

<b>CIL</b>		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
<b>Code Title</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>	
90 Receipt							(N/A)	
91 Payment							(N/A)	
<b>SUB TOTAL</b>							<b>(N/A)</b>	

<b>Emergency Planning</b>		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
<b>Code Title</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>	
63 Emergency Planning				200.00		200.00	200.00 (100%)	
<b>SUB TOTAL</b>				<b>200.00</b>		<b>200.00</b>	<b>200.00 (100%)</b>	

<b>General Services</b>		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
<b>Code Title</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>	
38 Street lighting				315.00	141.49	173.51	173.51 (55%)	
39 Footpaths							(N/A)	
40 Refuse freighter				735.04	458.40	276.64	276.64 (37%)	
41 Vacant							(N/A)	
84 Traffic and Parking							(N/A)	
<b>SUB TOTAL</b>				<b>1,050.04</b>	<b>599.89</b>	<b>450.15</b>	<b>450.15 (42%)</b>	

<b>Grants</b>		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
<b>Code Title</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>	
57 Grant				3,150.00	2,100.00	1,050.00	1,050.00 (33%)	
<b>SUB TOTAL</b>				<b>3,150.00</b>	<b>2,100.00</b>	<b>1,050.00</b>	<b>1,050.00 (33%)</b>	

<b>Precept</b>		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
<b>Code Title</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>	
58 Precept	45,210.00	45,210.00					(0%)	
<b>SUB TOTAL</b>	<b>45,210.00</b>	<b>45,210.00</b>					<b>(0%)</b>	

<b>Projects</b>		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
<b>Code Title</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>	
50 Computer Website							(N/A)	
75 Trim Trail and Safety Surface							(N/A)	
76 Extra Litter and Dog Waste Bin							(N/A)	
79 Toilet Conversion							(N/A)	
80 Tennis Shelter Artwork							(N/A)	
94 Heat Energy Project							(N/A)	
99 First Aid Training				367.52		367.52	367.52 (100%)	
102 Shoreham Woods					126.67	-126.67	-126.67 (N/A)	
107 Coronation					539.58	-539.58	-539.58 (N/A)	
<b>SUB TOTAL</b>				<b>367.52</b>	<b>666.25</b>	<b>-298.73</b>	<b>-298.73 (-81%)</b>	

**Reserves**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
42 Computer Hardware							(N/A)
67 General Contingency				2,000.00		2,000.00	2,000.00 (100%)
68 Legal Contingency				2,000.00		2,000.00	2,000.00 (100%)
69 Playground Scheduled Mainten;							(N/A)
70 Car Parking							(N/A)
71 Replacement Playground Equip							(N/A)
72 Storm/Flood				2,000.00		2,000.00	2,000.00 (100%)
73 Tennis Court Capital Reserve							(N/A)
74 Badgers Mount Reserve							(N/A)
88 Village Hall				2,000.00		2,000.00	2,000.00 (100%)
<b>SUB TOTAL</b>				<b>8,000.00</b>		<b>8,000.00</b>	<b>8,000.00 (100%)</b>

**VAT repayments**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
56 VAT repayment	8,500.00	16,317.84	7,817.84				7,817.84 (91%)
<b>SUB TOTAL</b>	<b>8,500.00</b>	<b>16,317.84</b>	<b>7,817.84</b>				<b>7,817.84 (91%)</b>

## 12.2 To agree the Budget for 24-25

**Shoreham Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

24 January 2024 (2024-2025)

**Administration**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Advertising				200.00	200.00	200.00	200.00 (100%)
2 Audit fees				600.00	600.00	600.00	600.00 (100%)
4 Chairman's allowance				150.00	150.00	150.00	150.00 (100%)
6 Stationery/Sundries				315.00	315.00	315.00	315.00 (100%)
7 Clerk's mileage				135.00	135.00	135.00	135.00 (100%)
8 Members' allowance				170.00	170.00	170.00	170.00 (100%)
9 Members' mileage				115.00	115.00	115.00	115.00 (100%)
10 Computer/Printer Consumables				170.00	170.00	170.00	170.00 (100%)
11 Photocopier				250.00	250.00	250.00	250.00 (100%)
12 Office Rent/Storage				100.00	100.00	100.00	100.00 (100%)
13 Office telephone				170.00	170.00	170.00	170.00 (100%)
14 Hall/Emergency Room Hire				1,000.00	1,000.00	1,000.00	1,000.00 (100%)
15 Professional Fees				1,000.00	1,000.00	1,000.00	1,000.00 (100%)
16 Elections				3,000.00	3,000.00	3,000.00	3,000.00 (100%)
17 Insurance				1,200.00	1,200.00	1,200.00	1,200.00 (100%)
18 Shoreham Post				550.00	550.00	550.00	550.00 (100%)
19 Training				350.00	350.00	350.00	350.00 (100%)
21 Photocopier Rental and Charge:				250.00	250.00	250.00	250.00 (100%)
22 Subscriptions - KALC/SLCC/Ot				1,100.00	1,100.00	1,100.00	1,100.00 (100%)
23 Scribe licence				450.00	450.00	450.00	450.00 (100%)
24 Office equipment							(N/A)
51 Investment income	440.00		-440.00				-440.00 (-100%)
52 Miscellaneous				200.00	200.00	200.00	200.00 (100%)
53 Interest on Precept	35.00		-35.00				-35.00 (-100%)
59 Postage				150.00	150.00	150.00	150.00 (100%)
60 Broadband				120.00	120.00	120.00	120.00 (100%)
61 Website hosting charge				420.00	420.00	420.00	420.00 (100%)
78 Electricity							(N/A)
87 Water							(N/A)
92 Printing Gazette/Shoreham Pos							(N/A)
95 Payroll				315.00	315.00	315.00	315.00 (100%)
96 Darent Valley Community Rail F							(N/A)
101 Annual Parish Meeting				250.00	250.00	250.00	250.00 (100%)
104 Email Hosting Charges				200.00	200.00	200.00	200.00 (100%)
108 Refreshments							(N/A)
<b>SUB TOTAL</b>	<b>475.00</b>		<b>-475.00</b>	<b>12,930.00</b>	<b>12,930.00</b>	<b>12,455.00</b>	<b>92%</b>

**Amenities**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3 Allotments							(N/A)
25 Dog waste bins				1,300.00		1,300.00	1,300.00 (100%
26 General repairs				500.00		500.00	500.00 (100%
27 Grasscutting Shoreham				3,800.00		3,800.00	3,800.00 (100%
28 Grass cutting Badgers Mount							(N/A)
29 Recreation Ground				550.00		550.00	550.00 (100%
30 Playground inspection				175.00		175.00	175.00 (100%
31 Tennis courts	1,000.00		-1,000.00	550.00		550.00	-450.00 (-29%
32 Tree surgery				1,000.00		1,000.00	1,000.00 (100%
33 War Memorial/Meenfield Cross				1,500.00		1,500.00	1,500.00 (100%
34 Toilets				1,500.00		1,500.00	1,500.00 (100%
35 Black sacks							(N/A)
36 Salt bins				150.00		150.00	150.00 (100%
54 Land rent	25.00		-25.00				-25.00 (-100%
55 Access licences							(N/A)
64 Recreation Ground				550.00		550.00	550.00 (100%
65 Playground Repairs				550.00		550.00	550.00 (100%
66 Tree Inspection				1,500.00		1,500.00	1,500.00 (100%
77 Trees							(N/A)
81 Emptying litter bins							(N/A)
83 Centenary Wood				500.00		500.00	500.00 (100%
85 Installation of New Bin							(N/A)
86 Car Park				1,000.00		1,000.00	1,000.00 (100%
89 Village Hall							(N/A)
93 Village Sign	4,500.00		-4,500.00	4,500.00		4,500.00	0.00 (0%
97 Notice Boards							(N/A)
98 Defibrillators							(N/A)
103 Cricket Club							(N/A)
105 Allotment rent	1,000.00		-1,000.00				-1,000.00 (-100%
106 Shoreham Cross							(N/A)
<b>SUB TOTAL</b>	<b>6,525.00</b>		<b>-6,525.00</b>	<b>19,625.00</b>		<b>19,625.00</b>	<b>13,100.00 (50%)</b>

**CIL**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
90 Receipt							(N/A)
91 Payment							(N/A)
<b>SUB TOTAL</b>							<b>(N/A)</b>

**Emergency Planning**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
63 Emergency Planning				200.00		200.00	200.00 (100%
<b>SUB TOTAL</b>				<b>200.00</b>		<b>200.00</b>	<b>200.00 (100%)</b>

**General Services**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38 Street lighting				330.00		330.00	330.00 (100%
39 Footpaths							(N/A)
40 Refuse freighter				770.00		770.00	770.00 (100%
41 Vacant							(N/A)
84 Traffic and Parking							(N/A)
<b>SUB TOTAL</b>				<b>1,100.00</b>		<b>1,100.00</b>	<b>1,100.00 (100%)</b>

**Grants**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
57 Grant				3,000.00		3,000.00	3,000.00 (100%
<b>SUB TOTAL</b>				<b>3,000.00</b>		<b>3,000.00</b>	<b>3,000.00 (100%)</b>

**Precept**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
58 Precept	48,000.00		-48,000.00				-48,000.00 (-100%
<b>SUB TOTAL</b>	<b>48,000.00</b>		<b>-48,000.00</b>				<b>-48,000.00 (-100%</b>

**Projects**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50 Computer Website				250.00		250.00	250.00 (100%)
76 Extra Litter and Dog Waste Bin:				500.00		500.00	500.00 (100%)
79 Highways Projects				1,500.00		1,500.00	1,500.00 (100%)
80 Tennis Shelter Maintenance				200.00		200.00	200.00 (100%)
99 First Aid Training				350.00		350.00	350.00 (100%)
102 Shoreham Woods							(N/A)
<b>SUB TOTAL</b>				<b>2,800.00</b>		<b>2,800.00</b>	<b>2,800.00 (100%)</b>

**Reserves**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
42 Computer Hardware							(N/A)
67 General Contingency				500.00		500.00	500.00 (100%)
68 Legal Contingency				500.00		500.00	500.00 (100%)
69 Playground Scheduled Mainten:				500.00		500.00	500.00 (100%)
70 Car Parking							(N/A)
71 Replacement Playground Equip							(N/A)
72 Storm/Flood				1,000.00		1,000.00	1,000.00 (100%)
74 Badgers Mount Reserve							(N/A)
88 Village Hall				1,500.00		1,500.00	1,500.00 (100%)
<b>SUB TOTAL</b>				<b>4,000.00</b>		<b>4,000.00</b>	<b>4,000.00 (100%)</b>

**VAT repayments**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
56 VAT repayment	5,000.00		-5,000.00				-5,000.00 (-100%)
<b>SUB TOTAL</b>	<b>5,000.00</b>		<b>-5,000.00</b>				<b>-5,000.00 (-100%)</b>

## 12.3 To agree the precept for 24-25

**23/24 Precept**

Precept: £45,210  
 Tax base: 718.66  
 £62.91

**24/25 Precept**

<b>Total Payments</b>	<b>£61,505</b>
<b>Less Receipts</b>	<b><u>£12,000</u></b>
	<b>£49,505</b>
<b>Reserves</b>	<b><u>£ 1.505</u></b>
	<b>£48,000</b>

Precept: £48,000  
 Tax base: 726.81  
 £66.04

## 12.4 To agree items received, payable and paid

**Items Received 6 December 2023 to 24 January 2024**

24 January 2024 (2023-2024)

**Shoreham Parish Council  
RECEIPTS LIST**

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
22	Interest on Precept	29/12/2023	Bank interest	NatWest Bank	X	19.93		19.93
23	Allotment rent	05/01/2024	Allotments rents	Allotment Holders	X	30.00		30.00
24	Tennis Club Membership	08/01/2024	Tennis Club Membership	Tennis Club Member	X	20.00		20.00
25	Tennis Club Membership	17/01/2024	Tennis Club Membership	Tennis Club Member	X	20.00		20.00
26	Tennis Club Membership	18/01/2024	Tennis Club Membership	Tennis Club Member	X	20.00		20.00
<b>Total</b>						<b>109.93</b>		<b>109.93</b>

**Items Paid 6 December 2023 to 24 January 2024**

24 January 2024 (2023-2024)

**Shoreham Parish Council  
PAYMENTS LIST**

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
160	Office telephone	06/12/2023	Office telephone	O2	S	13.08	2.62	15.70
179	Refuse freighter	06/12/2023	Refuse freighter	Sevenoaks District Council	S	152.80	30.56	183.36
174	Hall/Emergency Room Hire	06/12/2023	Hall hire	Shoreham Village Hall	X	60.00		60.00
175	Grasscutting Shoreham	06/12/2023	Grass cutting	GF Garden Maintenance	X	450.00		450.00
176	Broadband	06/12/2023	Broadband	Mrs A C Barlow	X	10.00		10.00
177	Office Rent/Storage	06/12/2023	Office Allowance	Mrs A C Barlow	X	30.00		30.00
178	Clerk's mileage	06/12/2023	Mileage	Mrs A C Barlow	X	38.72		38.72
171	Computer/Printer Consumables	07/12/2023	Website	Hugo Fox	S	29.99	6.00	35.99
181	Clerk's salary	18/12/2023	Clerk's salary	Mrs A C Barlow	X	860.14		860.14
182	Printing Gazette/Shoreham Post	18/12/2023	Printing Shoreham Post	Silver Pines Services	X	60.45		60.45
183	Allotments	19/12/2023	Water charges	Castle Water	L	70.63	3.53	74.16
184	Computer/Printer Consumables	20/12/2023	Website	Hugo Fox	S	29.99	6.00	35.99
192	Tree surgery	22/12/2023	Tree Surgery	Down to Earth Trees Ltd	S	33.33	6.67	40.00
191	Car Park	02/01/2024	Business Rates	Sevenoaks District Council	X	88.00		88.00
190	Office telephone	05/01/2024	Office telephone	O2	S	13.08	2.62	15.70
186	Broadband	11/01/2024	Broadband	Mrs A C Barlow	X	10.00		10.00
187	Office Rent/Storage	11/01/2024	Office Allowance	Mrs A C Barlow	X	30.00		30.00
188	Postage	11/01/2024	Stamps	Mrs A C Barlow	X	10.00		10.00
185	Computer/Printer Consumables	22/01/2024	Website	Hugo Fox	S	29.99	6.00	35.99
193	Tree surgery	24/01/2024	Tree Surgery	Down to Earth Trees Ltd	S	6.67	1.33	8.00
194	Grant	24/01/2024	Donation to We are Beam:	We are Beams	X	50.00		50.00

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

- a. **Planning (if required) Committee and Council Meeting – Wednesday 7 February 2024**
- b. **Planning (if required) Committee– Wednesday 21 February 2024**