

# SHOREHAM

Parish Clerk:

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# PARISH

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# COUNCIL

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

at Shoreham Village Hall on 5<sup>th</sup> April 2017 from 7:30pm

Present: R Blamey, A Collins, P Dodd, A Hibbins, B Jeffery, N McDonnell, M S Parkes

Also Present: 6 members of the public  
District Councillor John Edwards-Winser  
County Councillor Roger Gough

Clerk: Sarah Moon

Question Time: No questions were raised by members of the public.

1. Apologies for absence were received from Cllr McDonnell and Cllr Spence, both of whom were on holiday.
2. There were no disclosures of interest from members.
3. The minutes of the meeting held on 1<sup>st</sup> March (copies previously distributed) were received and signed by the Chairman.
4. Actions arising from the meeting held on 1<sup>st</sup> March were reviewed.
5. District/County Councillor Reports  
County Councillor Gough explained that the main item he wished to speak about was the meeting between himself, the Parish Council and Kent Highways to discuss the traffic and parking proposals. Although this was covered under agenda item 9, he stated that in his view, the 20 mile an hour speed limit may indeed be possible, even though KCC did not think it beneficial.  
The lease on the car park was also discussed and it was suggested that the parish council may wish consider purchasing the car park from KCC.  
The 'find and fix' pothole blitz is currently underway.  
Both Cllr Gough and Cllr Lowe expect to attend the Annual Parish Meeting.  
Cllr Parkes asked Cllr Gough please be put on Andy Gorman to keep the paths at Preston Hill walkable and to put up sign and perhaps maps at Lullingstone to let people know it is there.
6. Chairman's Report  
  
The Chairman confirmed that he would be standing at County Council elections as Green Party candidate.
7. Report from the Clerk.
  - (a) Work is on-going to complete the grant application for the re-chalking of the Cross.

- (b) Medium priority tree work on the allotments and the recreation ground has now been completed. The decay test, which was recommended as part of the tree survey however has not been done as advice from the forester suggested it to be unnecessary at this point in time as the tree poses no threat to the public.
- (c) The Parish Council website is currently being looked at to identify where any improvements can be made.
- (d) Annual rent letters and access licence renewal requests to allotment plot-holders have begun to be sent out. The letter now includes a request for payment of a £5.00 maintenance charge payable to the Allotments Association.  
Cllr Dodd questioned members of the Allotments Association who were in the audience, as to why the £5 maintenance charge was decided without any consultation. The Allotments Association replied that it was done now in order that payment could be made at the same time as the rent.
- (e) A letter has been written to an allotment judge asking whether he would be available to come and judge this year's competition.
- (f) New slide panels to replace the broken ones are in the process of being made.
- (g) The April edition of the Shoreham Post has been published,
- (h) The 'Year End' accounts process is underway.

#### 8. Timberden Farm

The Clerk read out an email from the Planning Agent acting for the purchaser of Timberden Farm, in which he confirmed his client's wish to meet with the parish council as he wishes to purchase the buildings from Sevenoaks District Council, which is also the preferred option for the Shoreham Parish Council. It was agreed to invite Mr Muscat to the Planning Meeting scheduled for 19<sup>th</sup> April.

#### 9 Traffic and Parking

Cllr Collins read out the notes from the meeting held on 17<sup>th</sup> March between the Working Party, Cllr Gough and Kent Highways (see Appendix A).

It was agreed to proceed with the following proposals:

- Passing place opposite the Two Brewers pub, with sign erected just past the telegraph pole and not on the green outside Walnut Tree Cottages. This will be required to go through a formal consultation process.
- Signage for width restrictions to be implemented at all entry points to the village (currently sign only exists at the top of the High Street near the triangle).
- Reflective signs on the George Bend.
- 20mph speed limit

It was confirmed that Kent Highways would not need to be involved in consultations over any proposed parking on the allotments but Shoreham Parish Council would need to investigate whether any covenants exist and whether there are any legal issues which may prevent any allotment land being converted in to parking spaces. It was agreed that the Clerk should contact Knocker and Foskett to see whether they are in possession of any title deeds or documentation which may shed light on this prior to starting work on any proposals.

#### 10. Emergency Planning

The Clerk read out an update from Cllr Spence which reported on the success of the Flood Warden Training and the fact that 15 individuals have now signed up to be Flood Wardens. Additionally, Vicky Hitchcock shall soon be placing an advert in the Gazette, asking people to contact the Clerk if they wish to be placed on the Parish Council's 'Vulnerable Persons' list.

#### 11. Amenities

The following recommendations made by the Amenities and Services Committee in their meeting held on March 15<sup>th</sup> 2017 were considered:

- That a wooden role play tractor to replace the see-saw be purchased at a cost of £2202.

Having received the quote, which included removal of the see-saw and replacement of the surface, the total price was in the region of £7,000. This recommendation was therefore rejected as the difference in price was too great.

- That the tennis shelter roof be replaced with metal tile effect sheeting at a cost of £3150. This recommendation was rejected as Sevenoaks District Council had stated they would only grant the Lawful Development Certificate if the roof was to be replaced like for like. It will not. Cllr Dodd agreed to call Sevenoaks District Council for advice on how best to progress this issue.
- That a new marquee be purchased to replace the existing one. It was agreed that a new marquee should not be purchased until confirmation that the current one is not fit for purpose has been received.
- That the lengthsmens' hourly rate be increased from £7.52 per hour to £8.50 to align with the cost of living. This was agreed with effect from new financial year.
- That the Parish Council discuss how best to maximise usage of the tennis court following its refurbishment. It was decided that a group of individuals get together to discuss this in greater detail. This group shall be made up of Cllrs Dodd and Hibbins as well as the Clerk. Cllr Dodd agreed to arrange a meeting.
- That the Parish Council identify tasks which may be undertaken this summer by volunteer groups such as Sevenoaks School or a Community Payback schemes. It was agreed to wait until Sevenoaks School and/or Community Payback have definitely agreed to come before identifying any tasks. Once confirmation has been received, the Amenities Committee should come up with a list of tasks.

12. Neighbourhood Plan

The current situation is that Sevenoaks District Council have still not started the designation process. Cllr Dodd agreed to chase them up on this. Although the Parish Council is responsible for the Neighbourhood Plan, it was decided that a Steering Group should be set up in order to keep the project moving, report back to the Parish Council and to get ratification for the actions they propose. The first step in this process is to develop a Terms of Reference for the Steering Group. A good example of this is Hereford City Council's. Cllr Dodd agreed to create a similar document for Shoreham Parish Council and for it to be reviewed by Cllr Parkes prior to it being presented to full council. In the meantime, the Clerk was instructed to forward Cllr Dodd's previous email about steering groups to all members as not everyone received it.

13. Flytipping

Cllr Hibbins agreed to find out who is responsible for cleaning up fly tipping as well as how to go about installing a camera trap to try and catch offenders.

14. Duck Race

The Parish Council discussed their wish to approach the Shoreham Society to help finance the play tractor or an outdoor table tennis table out of some of the proceeds from the Duck Race. However, it was confirmed that the Duck Race money has already been designated to buy more equipment for the projector in the Village Hall.

15. Darent Valley Consortium

- (a) A 50mph limit on the A225 was discussed at the last Darent Valley Consortium Meeting and it was agreed to raise this with Cllr Gough at the next Parish Council meeting.
- (b) Before committing to contributing towards the Darent Valley Landscape Partnership, clarity is required as to what the money would be spent on. It was decided to invite Rick Bayne to the Annual Parish Meeting on May 10<sup>th</sup> in order to establish whether DVLP have received the requirements of Shoreham Parish Council.

16. Annual Parish Meeting

Final preparations for the Annual Parish Meeting scheduled for Saturday 22<sup>nd</sup> April were discussed.

Cllr Dodd agreed to put together an exercise for Neighbourhood Planning and to show a video on his laptop. He also agreed to bring materials such as post-it notes and pens. Cllr Parkes agreed to make cheese biscuits.

The Clerk was instructed to design a flyer which could be posted to all households notifying them of the event. Cllr Hibbins agreed to ask Keith the postman whether he would be willing to deliver these for us. Cllr Dodd agreed to check the numbers on the electoral role for the purpose of print quantity.

17. Parish Store

Cllrs Parkes and Spence had inspected the ladies toilets to ascertain whether any further refurbishments are required. In order to maximise space, the cubicles and sink must be removed however, consultation with full council and the public is required in order to confirm that one toilet (ie the disabled) toilet is sufficient as once the refurbishments have been made there will be no going back. This will therefore be discussed at the next Council meeting, and, if it is agreed that one toilet will be sufficient, then Cllr Parkes will provide a list of works that need to be done and will ask for authority for these works to go ahead.

A motion to go past 10pm was passed.

18. Correspondence/Information

- (a) Notification that our Annual Return is due in June has been received from the external auditor, PKF Littlejohn.
- (b) A email has been received from estate managers Gen 2, advising that Sevenoaks District Council shall be relinquishing the lease on the Filston Lane car park in June and asking whether the Parish Council would be interested in taking up a lease from KCC, owners of the car park.  
Cllr Lowe had written to the Parish Council advising that the cost of lease is small and there may be opportunity to negotiate year rent free. However, the obligations of the lease and any maintenance costs are unknown. Cllr Edwards-Winsor advised asking KCC how much it would cost to purchase and to ask Sevenoaks District Council for a peppercorn rent for the recycling bins. It was decided to first see whether a rent free lease period can be agreed before progressing these steps.
- (c) A Business Rates bill in the sum of £0.00 in respect of the public conveniences has been received from Sevenoaks District Council.
- (d) A letter and refunded cheque for the sum of £40 has been received from solicitors Knocker and Foskett in respect of the transfer of land to the west of the recreation ground.
- (e) A request for financial support has been received from Citizens Advice in Sevenoaks and Swanley who, in 2016 helped 121 residents of Otford and Shoreham.  
Cllr Dodd agreed to write to them asking what they will do for us and how much they want.
- (f) An email has been received from Sevenoaks Transport Volunteer Group thanking the Parish Council for the recent donation of £100.
- (g) The Spring/Summer edition of Kent Voice has been received.
- (h) The Spring edition of LCR magazine has been received.
- (i) An email has been received from the organisers of this year's Shoreham Music Festival asking for financial assistance of £52 to cover the cost of publicity.  
It was agreed by majority vote not to contribute to these costs as this could be paid for out tickets sales revenue.

19. Financial Matters

Accounts/Payments: The schedule of payments was authorised.

20. Dates of next meetings (all starting at 7:30pm unless otherwise stated)

- (a) Planning Committee Meeting: Wednesday 19<sup>th</sup> April 2017, Shoreham Village Hall (if required)
- (b) Annual Parish Meeting : Saturday 22<sup>nd</sup> April 2017 at 10.00am Shoreham Village Hall
- (c) Annual Council Meeting : Wednesday 10<sup>th</sup> May, 2017, Shoreham Village Hall

The meeting closed at 10.05 pm  
Sarah Moon, Clerk to Shoreham Parish Council

**APPENDIX A**

**NOTES of a MEETING BETWEEN TRAFFIC AND PARKING WORKING GROUP AND KENT HIGHWAYS**

at 8 High Street 17<sup>th</sup> March 2017 from 1:15pm

Present: A Collins, R Gough, E Green (Kent Highways), Gary Peak (Kent Highways), and L Spence

Clerk: Sarah Moon

**1. Speed and Large Lorry Restrictions throughout village:**

- 1.1 That a 20 mph speed limit be implemented throughout village : Vicarge/Shoreham Place, from Filston Lane where 30mph sign is just before Mesne Way and outside Oxbourne House. **AGREED**

Although this is something Kent Highways could assist with, they did not recommend, stating they thought it would be of limited benefit and that money would be better spent elsewhere.

Working Party explained that the main problem with speeding is not cars but cyclists.

Cost for implementing a speed limit would be in the region of £3000 - £4000.

Alternative action would be to write to cycling clubs asking that their members reduce speed when entering the village. Also some bespoke signage, asking people entering the village to slow down.

- 1.2 Lorries over 7.5 tons prohibited except for access. **AGREED**

As there is already a 6'6" width restriction in place in the village adding a weight restriction would have no effect. This is because anything larger than 6'6" would generally weight more than 7.5 tons anyway. The existing signage for width restriction could however be improved and they need to be checked in order to see if any maintenance is required. This would be done at zero cost to SPC with any extra signs costing around £200 each.

**2. Safe Footpath to avoid George bend**

- 2.1 Seek to establish and possibly widen footpath along the bottom of Church Field to gate to Church path. **AGREED**  
Not KCC

- 2.2 Seek to change kissing gate to gate that will permit children's buggies to pass through. **AGREED**

Not KCC but something Roger could possibly provide some assistance with from his member fund.

- 2.3 Seek to establish church path lighting to operate during winter time hours to encourage pedestrians to  
choose this route: e.g. between 4 and 8 p.m. **AGREED**

Not KCC but something Roger could provide some assistance with from his member fund with contributions from SPC.

### 3. Change of Environment Road Surface:

3.1 Surfacing of roadways with buff non-skid asphalt to indicate an environment where negotiation between road and footpath users will be required, and parking discouraged except where indicated:

3.1.1 On approach to George bend and down to Old George car park. **AGREED**

Assuming the existing road surface is in good condition and ok to lay the buff surface, the cost for this would be in the region of £10,000. If not, the cost would be more like £15,000. However, this type of surface has a relatively short lifespan and within ten years, the surface is almost entirely worn away. Replacing the surface on subsequent occasions would cost in the region of £15,000 as the existing surface would need to be planed off prior to the epoxy resin and gravel being laid. This would be an on-going cost which the council would have to bear each 5 – 10 years. Also, this type of surface does tend to wear out more on a bend where wheels are turning on the surface

An alternative solution would be to use coloured tarmac. This is more hard wearing and lasts longer but is more expensive at around £20,000 to £25,000

KCC agreed to find out where the epoxy resin is used so that SPC can make a site visit.

3.1.2 Over bridge. **POSTPONE**

3.1.3 Round junction of High Street and Filston Lane. **POSTPONE**

### 4. Provision of additional parking along High Street

4.1 That a scheme for providing additional parking in the High Street be drawn up, approved and implemented on the land at the western end of the allotments site (adjacent to High Street) in order to:

4.1.1 Create marked parking bays. **AGREED**  
Not KCC

4.1.2 Enable a viable footpath along the allotments boundary and along High Street to the Crown Road junction so that pedestrians, particularly those pushing children's buggies are not forced out into the street at its narrowest point. **AGREED**

KCC will need to be consulted if a new footway is to be created.

### 5. Signage

5.1 New 20 mph speed limit signs to replace existing 30 mph signs after (and if) 20mph speed limit implemented. **AGREED**

See 1.1 above

5.2 Reflective yellow backing to chevron signs on approach to George Bend. **AGREED**

Although this is technically possible and would only cost a few hundred pounds, these signs are quite garish and therefore generally discouraged in an AONB.

- 5.3 An additional sign directing visitors to car park be erected at the Mill Lane end of High Street. **AGREED**

Responsibility of Sevenoaks District Council.

- 5.4 Prohibition signs for lorries at the triangle entrance to the High Street and in Filston Lane. **AGREED** (need to seek advice about installation).

This would fit in with the 6'6" restriction in 1.2 above. A new sign at the triangle may be required.

## 6. Roadway markings:

- 6.1 White T markings indicating 2 parking bays alongside Old Vicarage Wall past entrance to Old Vicarage Cottage. **AGREED BY MAJORITY VOTE**
- 6.2 White T markings indicating 1 parking bay outside 1 Church Cottages. **AGREED District Council**
- 6.3 White T markings indicating parking bays down Church Street alongside wall of Shoreham House and beside river as far as the driveway to Riverside House. **AGREED** (although actual markings may differ if AONB guidelines indicate otherwise).

6.1 – 6.3 It is hard to predict whether there would ever be any benefit. If small cars are usually parked along this stretch, marked bays could actually reduce the number of vehicles parked. Sevenoaks District Council would usually deal with this, but could probably do it ourselves in consultation with the conservation officer.

- 6.4 Two of these bays (opposite entrance to The Mount) to be reserved as a passing bay during the day and overnight parking only permitted (might depend on permission for signage to be installed on wall). **AGREED**

People will still park here if there are no yellow lines. Would need yellow lines. Would need a sign.

- 6.5 White T markings indicating 2 parking bays outside Vine Cottage and 1 High Street. **NOT AGREED**
- 6.6 White hatched lines indicating passing bays outside door to The Herons and Eyot House and opposite drive gates beside Rising Sun Cottage. **NOT AGREED**
- 6.7 Single primrose line along High Street from steps to Recreation Ground extending 27 towards village shop (opposite Two Brewers) prohibiting parking between 7 a.m. and 7 p.m. This might be trialled as an experiment first. **AGREED**

A TRO would be required as well as full consultation. The cost would be in the region of £1000.

6.8 Extending double primrose lines round Crown Road along High Street up to the bungalows after (and if) additional parking is provided at top of the allotments and viable footpath can be re-established. **AGREED** (but a shorter distance or something like 5m)

6.9 Painting double primrose lines (10 m in each direction) round junction of Mill Lane and High Street round Oxbourne Cottages after (and if) additional parking is provided at the top of the allotments. **AGREED BY MAJORITY VOTE**

6.10A passing bay cross hatched in white outside The Old Post Office (if it is not possible to fund buff surface). **NOT AGREED**

- 7 And **one of these 3 options in relation to the George bend** (as disagreement between Working Party members). Already agreed two spaces and one space.

Motion passed to extend the meeting past 10.00pm.

7.1 Follow Jonny Russell's advice i.e. '*As this was observed to be...the most critical part of the junction, parking restrictions would be strongly recommended. This would ideally take the form of double yellow line markings, which prohibit parking at any time, but allow loading as required*'. **NOT AGREED**

7.2 Or as an alternative offered by Jonny Russell i.e. '*An alternative would be to use single yellow line markings to limit the parking restrictions to critical times when larger vehicles are more likely. This would typically be from 7am to 7pm when traffic levels are lower and outside the business day*'. NB would require signage and would need to include restrictions at weekends. **NOT AGREED**

7.3 White T markings indicating viable parking bays at end of bend going up Station Road, where road straightens. **NOT AGREED**