SHOREHAM PARISH COUNCIL

Parish Clerk:
Amanda Barlow

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

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 2 October 2024 at 7.30pm**. Members of the Press and Public are warmly invited to attend.
Meeting documents are available at www.shorehamparishcouncil.gov.uk

Parish Clerk 27 September 2024

AGENDA for MEETING of SHOREHAM PARISH COUNCIL

1. To receive any apologies for absence.

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

3. Public Forum

4. County/District Councillor Reports

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

6. To receive and authorise for signature by the Chairman, the Minutes of the meeting held on Wednesday 18 September 2024

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

7.1 Cricket Club Ground Banners
7.2 Ownership of Shoreham Village Hall
7.3 Hedges
7.4 Bin in car park

8. Highways and Footpaths

8.1 **Parking Survey**
To receive an update and agree next actions

8.2 **Footpaths**
Email from Kent Ramblers

9. Shoreham Recreation Ground

9.1 Vandalism to the CCTV

10. Shoreham Cross
Update on Shoreham Cross chalking

11. Shoreham War Memorial and Remembrance Sunday
Update on the cleaning of the war memorial and arrangements for Remembrance Sunday

12. Correspondence

12.1 Countryside Ranger
12.2 Kent Police
12.3 Sevenoaks District Council – Silver Sundays

13. Finance & Personnel and Governance

13.1 To agree items received, payable and paid
13.2 Grant application from “We are Beans”
13.3 UK Shared Prosperity Fund (Levelling up)
13.4 Operation Menai Bridge
13.5 Internal Audit Report

14. Next meetings (all starting at 7:30pm in Shoreham Village Hall unless otherwise stated)
a. Planning (if required) Committee – Wednesday 16 October 2024
b. **Planning (if required) Committee and Council Meeting – Wednesday 6 November 2024**
c. Planning (if required) Committee – Wednesday 20 November 2024

Amanda Barlow, Clerk to Shoreham Parish Council

Agenda Papers

1. To receive any apologies for absence

None

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

Agenda Item 9.1

6. To receive and authorise for signature by the Chairman, the Minutes of the meeting held on Wednesday 18 September 2024

MINUTES of a MEETING of SHOREHAM PARISH COUNCIL

Shoreham Village Hall, Shoreham on 18 September 2024 at 7:30pm

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

Also Present: *17 members of the public, PC Ashleigh Wilson 46015907 and Amanda Barlow (Clerk)*

Apologies: *Cllr Thorpe, Cllr Roger Gough (County), Cllr Irene Roy (District), Cllr Edwards-Winser (District)*

1. *To receive any apologies for absence.*
Apologies were received and accepted from the following:
Cllr Thorpe, Cllr Roger Gough (County), Cllr Irene Roy (District), Cllr Edwards-Winser (District)

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

None.

3. *Public Forum*

General Maintenance – Lesley Spence asked if the cutting the hedge in Centenary Woods could be included in the contract as well as the grass around the woods.

The Alder Tree on the bridge, where it was cut by KCC because it was endangering the bridge, has started to sprout again.

Cllr Powell arrived at the meeting.

4. *County/District Councillor Reports*

Cllr Roger Gough (County), Cllrs Irene Roy and John Edwards-Winser (District) had given their apologies.

The Clerk read an email from Cllr Roy regarding the new recycling bags and a copy is attached at Appendix A.

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 Items 9.1 and 13.4. in confidence.

Cllr Owen arrived at the meeting.

Members resolved to discuss the Agenda items in the following order:

8. Highways and Footpaths

8.1 ***Parking Survey***
To receive an update

Cllr Jeffery advised that he had met with Intelligent Transport Service and they have come back with an initial report at Appendix B.

Cllr Jeffery advised that the Parish Council should be able to have one Traffic Regulation Order (TRO) which would be £5,000 rather than paying £5,000 for each item.

Residents asked about the DVLPS is going to place signage to encourage people to use the footpath from the station.

***6**. To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 17 July 2024.*

Members resolved to agree the minutes of 17 July 2024.

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

7.1 Cricket Club Ground Banners

Members asked the Clerk to inform the Cricket Club regarding the agreement and advise that they need to apply for the appropriate planning permission.

7.2 Ownership of Shoreham Village Hall

Peter Kasch advised that there is a Village Hall Trust dated 1924, registered Charity and the Deed that passed the land to the Village Hall Trust.

Members resolved that Village Hall Trust should register the Village Hall with the Land Registry.

8. Highways and Footpaths

8.2 ***Shoreham Society***
Request for footpath poster at Station

Members agreed to have the same poster as the one in the village to put in the station at a cost of £100.

9. Shoreham Recreation Ground

9.1 Vandalism to the CCTV
Update on the report of the crime to Kent Police and the quote for the replacement

The update on the crime was done in confidence.

Members resolved to agree the quote of £1,284.00 for the replacement CCTV.

9.2 Maintenance of the tennis court and MUGA

The Clerk advised that she has asked GF Garden Maintenance, the Parish Council's contractor to do the work.

9.3 Play equipment

Noted. The Clerk advised that the next inspection will be in March 2025.

10. Shoreham Cross

Update on Shoreham Cross chalking

Cllr Jeffery advised that the Parish Council has met to re-chalk the Cross and felt that it was not possible for the Council to do the chalking by residents.

Members agreed to get quotes for the chalking of the Cross and the Clerk confirmed that she would apply for the funding to cover the cost.

Cllr Powell left the meeting

11. ***General Maintenance***

11.1 Car Park hedges
11.2 Station Road hedges

Members resolved to instruct GF Maintenance to cut the hedges.

11.3 Update bin moving in car park

The Clerk advised that she will ask Sevenoaks District Council.

11.4 Trees in Shoreham
Noted.

11.5 Shoreham War Memorial and Remembrance Sunday

The Clerk confirmed that Burslems would undertake the cleaning of the Memorial and has applied for road closure for Remembrance Sunday.

12. Correspondence

12.1 Request for memorial bench

Members resolved to, regrettably, not agree to a memorial bench as this is the policy of the Council and suggested maybe the family contact the public house.

12.2 Email from Trevor Kennett, Head of Direct Services, Sevenoaks District Council
re: reusable recycling bags
Noted. The Clerk confirmed that she had shared this on social media.

12.4 KALC – Training for Members
Noted.

12.5 Chairman Night at the Races
Noted.

12.6 Kent County Council Local Transport Plan consultation
Noted.

13. Finance & Personnel and Governance

13.1 To agree items received, payable and paid
Members resolved to agree the items payable and paid as at Appendix C.

13.2 Review of payroll fees
Members resolved to agree the payroll fees for the next year of £216.

13.3 UK Shared Prosperity Fund (Levelling up)

Members resolved to apply for the £4,000 grant.

13.4 Member involvement

14. ***Next meetings*** *(all starting at 7:30pm in Shoreham Village Hall unless otherwise stated)*
a. Planning (if required) Committee and Council Meeting – Wednesday 2 October 2024
b. Planning (if required) Committee – Wednesday 16 October 2024
c. Planning (if required) Committee and Council Meeting – Wednesday 6 November 2024
d. Planning (if required) Committee – Wednesday 20 November 2024

Amanda Barlow, Clerk to Shoreham Parish Council

The following items were discussed in confidence as per Agenda Item

9. Shoreham Recreation Ground

9.1 Vandalism to the CCTV

PC Ashleigh Wilson and Ralph Abbott (Trustee of the Village Hall) were present for this item.
Members resolved to agree a course of action to minimise the exposure of the damage to the CCTV and instructed the Clerk to respond to Kent Police accordingly.

13. Finance & Personnel and Governance

13.4 Member involvement
Members agreed that the Clerk should set up an informal WhatsApp group to remind Councillors of dates, meetings and other items.

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

7.1 Cricket Club Ground Banners
The Clerk has emailed the Cricket Club with the requirements for the banners and confirming that the Cricket Club must apply for, and gain, the correct planning approval from SDC. The banners have all been taken down except one – they have asked Russell House to move it.

7.2 Ownership of Shoreham Village Hall
Clerk has been in contact with Peter Kasch to arrange to access the files and agree next steps with regard to registering the hall with the Land Registry.

7.3 Hedges
GF Garden Maintenance have been instructed to cut the hedges. The car park hedge will be cut during half term week. The Clerk is awaiting a date for the other hedges.

7.4 Bin in car park
The Clerk has contacted SDC to ask them to move the bin.

8. Highways and Footpaths

8.1 **Parking Survey**
To receive an update and agree next actions
Update at meeting – Parish Council awaiting further drawings.

8.2 **Footpaths**
Email from Kent Ramblers

Your Message
Good Morning I am Secretary for Kent Ramblers. We are running a joint project with Kent County Council to refresh the parish footpath maps that were installed by KCC in many parishes ten to twenty years ago. One of these maps is in the car park at Shoreham and I would like to discuss with you the options for its refreshment and show you our preliminary design. Could you possibly let me have an email address for an appropriate representative of the parish council? Thank you

9. Shoreham Recreation Ground

9.1 Vandalism to the CCTV
Update in confidence.

10. Shoreham Cross

Update on Shoreham Cross chalking

The Parish Council have received two quotes to undertake the work and have applied for a grant from SDC to cover the cost.

From: Charles Seton <Charlie@markluckltd.co.uk>
Sent: Monday, September 23, 2024 1:31 PM
To: 'brian.jeffery@shorehamparishcouncil.gov.uk' <brian.jeffery@shorehamparishcouncil.gov.uk>
Subject: chalk quote

Hi Brian

Thank you for your call, as per our conversation, our quote for the supply of 40mm down chalk in 14 bags delivered to Shoreham, will be £420 + VAT. The quarry did say that if we can give them a week or more notice they will do their best to put aside the whitest material for your load.
If your require any more information please give me a call.

Kind regards

Charles Seton- Transport Manager

Mark Luck LTD, Railway Sidings, Wested Lane Swanley, BR8 8EE
01322613355,charlie@markluckltd.co.uk, www.markluckltd.co.uk

MIDAS BUILDING AND LANDSCAPING
Larkfield, Magpie Bottom,
Shoreham, Kent TN15 6XP
Tel - 07885504919

Customer: Date 23/09/2024

Shoreham Parish Council
clerk@shorehamparishcouncil.gov.uk

QUOTATION

Install 14 x bulk bags of chalk dust-20mm across the surface of the Shoreham Cross, and rake to a depth of 40mm

Remove all debris at bottom of cross to allow for new chalk 'top-dressing'. All spoil to be spread along fence-line below cross

Shoreham Parish Council to supply and deliver material in bulk bags on the track above the cross

Total	£1,450.00

11. Shoreham War Memorial and Remembrance Sunday

Update on the cleaning of the war memorial and arrangements for Remembrance Sunday

The war memorial will be cleaned on October 8th 2024.
The road closure has been applied for 10.30 to 11.30 on Sunday 10 November.
Parish Council to agree who will place Parish Council wreath.

12. Correspondence

12.1 Countryside Ranger

Countryside Ranger Ray recognised with award

Ray Froud, a member of the Council's Countryside team for the past 37 years, has been honoured with a long service award from the Royal Forestry Society.
Ray started with Sevenoaks District Council in 1987, helping to clear felled trees in Farningham Woods after the great storm. He went on to become the Senior Ranger managing all of the Council's countryside sites.
Over the years, Ray has dealt with many challenges, including Ash Dieback and the first nationally reported case of Oriental Chestnut Gall Wasp in Farningham Woods.
Ray also worked to improve local facilities, managing the building of the Ranger's Lodge and car park at Shoreham woods.
But under Ray's stewardship, the Council's countryside sites have become a haven for wildlife, including rare and endangered species.
Thanks to Ray, coppicing is now employed across most Council woodland sites. The ancient management technique involves cutting trees at their base so new shoots can grow. This opens up land to sunlight, allowing a wide range of plants to flourish. This then creates more habitats supporting a much greater diversity of species.
The soil is also disturbed during coppicing, rejuvenating the seed bank. Thanks to this approach, one Council run site is now home to one of the largest populations of the rare Deptford Pink, a striking native wildflower that has been in decline for decades.
Ray says: "Managing our countryside sites has evolved during my time at the Council. When I first came here, they were managed largely for the benefit of people. But in recent years, there's been a greater emphasis on supporting nature too.
"I feel very fortunate to have such a great team around me and to be working for a Council that is committed to supporting nature."
Cllr Irene Roy, Sevenoaks District Council's Cabinet Member for Cleaner and Greener, adds: "Ray's contribution has been immense and this prestigious award is well deserved. One cannot help but admire and learn from his enthusiasm, passion and knowledge. The District is incredibly fortunate to have Ray managing its precious countryside sites."
For more information about the Council's Countryside sites, visit www.sevenoaks.gov.uk/countryside.

Issued by: Daniel Whitmarsh, Communication and Consultation Manager

Call: 01732 227414

e-mail: daniel.whitmarsh@sevenoaks.gov.uk

12.2 Kent Police

Community events attended and next month's events in surgery

As we draw into the winter months, we are beginning to see a shift in crimes with the district. Burglary of both residential and non-residential properties and general thefts have seen an increase this month.

Burglaries of residential properties are seeing jewellery and smaller items the target. Please read over the following link and ensure you're aware of all of the tips listed and make sure to share with friends/family/neighbours that may not have access to relevant safeguarding advice Kent Against Burglary | Kent Police. Simple steps such as security lights, 24-hour timer lights, CCTV and making trusted neighbours aware are easy tips to help deter criminal activity.

Reports of Vehicle Thefts and crimes are also on a rise as the darker evenings draw in. Keyless thefts seem to be the target at the moment, with BMW's, Mercedes, Range Rovers and Volvo's the most reported vehicles. Signal blocking Key boxes are a great tip to help deter criminal activity. The old-fashioned wheel lock is a simple and cost-effective tool which creates a high level of security. In depth Safeguarding Advice - Preventing car and vehicle theft | Crime Prevention | Kent Police

We continue to see reports of fraud, particularly courier fraud and rogue trading. The victims tend to be elderly or vulnerable in a lot of the reports. It is important we continue to spread the word and assist those who may be more likely to fall foul of fraud. Please read over the following link and ensure you're aware of all of the tips listed and make sure to share with friends/family/neighbours that may not have access to relevant safeguarding advice Door-to-door and courier fraud | Kent Police

The Kent Police and Essex Police CCTV Registry launched (Monday 29 July 2024).

- The joint registry is a secure platform integrated within the Digital Asset Management System (DAMS) which will allow officers and staff to access the location and contact information of registered CCTV, doorbell and other cameras via an interactive map.
- Members of the public, businesses and local councils can register the details of their cameras using the public facing Connect Kent and Essex website (cctvregistrykentandessex.co.uk).
- The Registry will help reduce the time it takes to obtain digital evidence from members of the public and businesses and will play an important part in helping to identify suspects and key witnesses. Together, these improvements will result in earlier investigative outcomes.

Upcoming Events

Otford Lunch Club-17th October 2024 1145-1300

Drop-in surgery •	Your local officer is Police Community Support Officer PC 15907 Ashleigh Wilson

12.3 Sevenoaks District Council – Silver Sundays

Full details on website.

From: "Abbi Caine" Abbi.Caine@sevenoaks.gov.uk

Sent: Friday, 27 September, 2024 11:57am

To:
Subject: Silver Sunday Is Back For 2024!
Good afternoon,

I am emailing to let you know that Silver Sunday is back for 2024!

Fromtai chi, to health and wellbeing days at the leisure centres, Tea Dances to Christmas Parties, there really is something for everyone.

Silver Sunday was originally set up to tackle loneliness but in recent years it has become a national campaign to celebrate the contribution of older people while encouraging social activity.

We're asking you to help us promote Silver Sunday to older people in your areas by sharing our social media posts and spreading the word.

We have produced hard copies of our Silver Sunday Programme 2024 (attached) and if you would like some, please do let me know.

For more information please visit Silver Sunday | Sevenoaks District Council or contact myself.

Many thanks,
Abbi

Abigail Caine
Community Development, Projects and Funding Officer
Sevenoaks District Council | Council Offices | Argyle Road | Sevenoaks | Kent | TN13 1HG
01732 227000
Abbi.Caine@sevenoaks.gov.uk
www.sevenoaks.gov.uk

13. Finance & Personnel and Governance

13.1 To agree items received, payable and paid

To follow

13.2 Grant application from “We are Beans”

The Parish Council donated £50.00 in 23-24

From: "Marie Moorey" <marie.moorey@wearebeams.org.uk>
Sent: Thursday, 15 August, 2024 2:17pm
To: "'Clerk@Shorehamparishcouncil.gov.uk'" <Clerk@Shorehamparishcouncil.gov.uk>
Subject: Application for Support from We Are Beams
Good Afternoon,

I hope this email finds you well.

Please find attached our request for support with corresponding documentation.

Kind Regards

Marie Moorey
Fundraising Executive
T: 01322 668501 x5
M: 07707 286211
W:www.wearebeams.org.uk

KATRINA ADAMS - HEAD OF CHARITY

Where has yet another year gone? Life at Beams is never dull and it has been a great year to start moving forward following lockdowns and pandemics.

We were able to return to our normal service delivery during the year and our face-to-face work was able to return fully. It has been wonderful to see our full range of activities back on the agenda. The children and parents attending events at Allsworth Court is always a great joy to me, with the accompanying fun and laughter that brings.

Following the success of the Plant a Smile Appeal, work started on the new garden in September 2022. It was quite a task to allow some outdoor space for the children alongside the work, but we did it. The garden team were amazing with the children and much fun was had with hard hats and diggers. We formally opened the Garden at the end of March and we featured on ITV Meridian news to show it off. It has been a great source of pleasure to the young people and we are very pleased with the finished work.

As you will see Beams has continued to grow and with the development of new services, it was agreed that a new post for a Deputy Head of Charity would be recruited for and in May 2022, Paul Kennedy joined us and has taken on much of the Operational management of the Charity. This has enabled me to take on some longer term projects and to work with the Trustees on the Strategic future and development of the Charity.

A key objective is to secure a facility to work with 18-25 year olds and to develop Income generating services that will help underpin the finances of the Charity into the future. Charities will always rely heavily on fundraising, but it is essential that we can contribute to this from our own services and expertise.

It would be remiss to not thank our supporters for their commitment, generosity and help to us that allows us to provide all that we do. The ways in which we are supported is incredible and the challenges that people take on leave me in awe. We are fortunate to receive a number of Grants, and donations from different funders and these enable us to be there when needed.

Those who know me are aware of how proud I am of Beams and all that we achieve. Team Beams, who include, our Staff, volunteers, trustees, children, families and supporters make an incredible difference.

Incredible people make up our management team and I thank them for their commitment and dedication to the Charity. Our Board of Trustees who are all volunteers and give their time and commitment to ensure that we are a robust Charity. The role of a trustee is not easy and they all give their time whenever it is needed.

As we end another year, it is a privilege for me to continue as Head of Charity at Beams and express my sincere thanks to everyone who has contributed, supported and encouraged Teams Beams over the year.

Katrina

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WWW.WEAREBEAMS.ORG.UK FACEBOOK.COM/WEAREBEAMS @WEAREBEAMS

13.3 UK Shared Prosperity Fund (Levelling up)

Clerk had applied for the grant for £4,000.

13.4 Operation Menai Bridge

Shoreham Parish Council
Operation Menai Bridge Policy

This protocol sets out the action to be taken in the event of the death of HM The King (codename Operation Menai Bridge) and shall only be implemented when an official announcement is made by Buckingham Palace. A 10-day period of state mourning will commence and the State Funeral shall be held at Westminster Abbey on the 10th day; unless this falls on a Sunday in which case the funeral will be on the Monday.
The Clerk will be the lead for this protocol in the event of the Royal death, in liaison with SDC. The following actions will be undertaken to mark the occasion:

1. **Cancellation of meetings/business** – Meetings pre-arranged to be held anytime within the 10 days of mourning must be cancelled/rescheduled. This includes any events of a celebratory nature (Christmas, Easter, fetes, parties) but does not include Remembrance Services. Unless falling on a Saturday, the day of the state funeral will be a public holiday and no business should be transacted.

2. **Letter of Condolence –** The Parish Council shall pre-arrange a letter offering condolences to next of kin to be sent to the Royal Archives on the day following death. The letter shall be prepared and agreed by the full council.

3. **Words of Condolence** – A message of condolence from the Parish Council as a corporate body shall be published on the website, noticeboards and social media and released to local press. This wording shall be agreed by the full council.

4. **Condolence Books** – The book shall be placed in Shoreham Church. The book is to be made available for parishioners to write their messages of condolence from the first working day after the day of death until the day after the state funeral has taken place.

The Parish Council will provide links on the Parish Council's website and social media platforms to the on line condolence books provided by Buckingham Palace.

5. **In Mourning Veil on Website** – From the first day after death a grey veil shall be placed on the main web pages of www.shorehamparishcouncil.gov.uk. This shall be arranged by the current website developer and remain in place until the day after the state funeral has taken place.

6. In Mourning Covering Image (for Shoreham Parish Council Facebook page) – From the first day after death a suitable cover image shall be published. This shall stay in place until the day after the state funeral has taken place. To be arranged by the Clerk.

7. **Area for Laying Floral Tributes** – Floral tributes may be laid at the War Memorial. Only cut flowers in compostable wrappings (with no plastic ribbons/ties or rubber bands) may be laid. The area shall be checked regularly during the week of mourning. These will remain in place until the day after the state funeral has taken place. Once removed the flowers will be composted appropriately. For alternative locations the District Council shall provide a list on their website of appropriate locations over the district where floral tributes can be laid and will be managed. A link to this information shall be provided to parishioners via the Shoreham Parish Council website and social media.

13.5 Internal Audit Report

Shoreham Parish Council
Internal Audit Report 2023-2024

Accounts
The cash book is up to date for 2023-2024 and has been verified against the bank statements.
Regular bank reconciliation in place but checking and countersigning by a councillor still to be implemented. The Co-op bank account has been closed, the balance has been transferred to the Nat West saver a/c.
Unpresented items from 2021, totalling £953.88, remain outstanding and will be dealt with in 2024.
Verification of payments to be made via online banking is done at the monthly meeting by approval of the payments list.
A random selection of payments and receipts were checked against supporting paperwork and found to be correctly dealt with in accordance with the standing orders and financial regulations of the Parish Council.

Financial Regulations, Standing Orders and Payment Controls
There were no changes to the Financial Regulations and Standing Orders which were adopted by the Parish Council in July 2023.

Risk Management
The statement of internal control was updated and approved in March 2024.
It was agreed that interim audits are performed at least twice throughout the next year. The next interim audit is scheduled for October.

Budgetary Controls:
The budget was agreed in January 24. It is reviewed quarterly.

Income Controls:
Precept for 2023-2024 was received by bank transfer in April and September 2023 .

Petty Cash Procedure
There is no petty cash.

Payroll controls
Payroll is outsourced to an external provider (DM Payroll Services).
PAYE and NI and pension contributions are correctly recorded and paid correctly.

Asset Control
The Asset Register was reviewed and updated by the Clerk and a Councillor in March 2024. Insurance cover is in place.

Bank Reconciliation
The bank accounts are now reconciled monthly. They need to be reviewed by a Councillor monthly and quarterly.

Year End Procedures
Exercise of public rights published June 2023.
The 2023-2024 AGAR is to be approved by the council 26 June 2024 for submission to the external auditors, Mazars, by 30 June 2024.

14. **Next meetings** (all starting at 7:30pm in Shoreham Village Hall unless otherwise stated)
a. Planning (if required) Committee – Wednesday 16 October 2024
b. **Planning (if required) Committee and Council Meeting – Wednesday 6 November 2024**
c. Planning (if required) Committee – Wednesday 20 November 2024