

# SHOREHAM

Parish Clerk:  
Amanda Barlow

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# PARISH COUNCIL

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You are hereby summoned to a Meeting of the Shoreham Parish Council to be held at **Shoreham Village Hall on Wednesday 18 January 2023** at 7:30pm. Members of the Press and Public are warmly invited to attend.

Parish Clerk 13 January 2023

There will be a 10 minute Public Forum before the meeting and further representations from the public at the Chairman's discretion during the meeting.

## **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. District/County Councillor Reports
4. 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
5. To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 7 December 2022
6. Matters arising from the minutes not covered by Agenda items
  - 6.1 Darent Valley Landscape Partnership Scheme – Shoreham Path
  - 6.2 Re-surfacing of Tennis Courts
  - 6.3 Refurbishment of Public Convenience
  - 6.4 Gate at Parish Church
  - 6.5 Cricket Club – Trees
  - 6.6 Path by recreation ground
  - 6.7 Shoreham Cross
  - 6.8 Notice Boards
7. **Finance**
  - 7.1 To review the 2022-23 budget as at 18 January 2023
  - 7.2 To review the draft 2023-24 budget
  - 7.3 To set the precept for 2023-24
  - 7.4 To review grant application from Sevenoaks Voluntary Transport
  - 7.5 To agree items paid, payable and received
8. **Highways Working Party**
  - 8.1 A225 Speed reduction
  - 8.2 Highways Improvement Plan
  - 8.3 Road from Hewitts to Well Hill
9. **Well Hill Mission Church**

To discuss the status of Well Hill Mission Church as a Community Asset.

10. **Shoreham Village Hall**

To review and agree, if appropriate, funding the CCTV for the Village Hall.

11. **Correspondence**

- 11.1 To review requests for memorial benches from two families
- 11.2 Dogs from Longland Farm
- 11.3 Elections – May 4<sup>th</sup> 2023
- 11.4 General Correspondence

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

12.1 Parish Council Meeting – 1 Wednesday February 2023

12.2 Amenities and Planning (if required) Meeting – 15 Wednesday February 2023

Amanda Barlow, Clerk to Shoreham Parish Council

## Agenda Item 5.0

To receive and authorise for signature by the Chairman, the Minutes of the meetings held  
Wednesday 7 December 2022

### MINUTES of a MEETING of SHOREHAM PARISH COUNCIL

Shoreham Village Hall 7 December 2022 at 7:30pm

Present: Cllrs R Blamey, J Histed (Chair), B Jeffery, N Powell and M Sheward

Also Present: 12 members of the public (in part), Cllr R Gough (County) (in part), Cllr I Roy (District) (in part), Amanda Barlow (Clerk)

Apologies: Cllr R Waterton (District) and Cllr Austin, Cllr John Edwards-Winser (District)

Public Forum:

1. To receive any apologies for absence.

Apologies were received and accepted from Cllrs Austin, Cockburn and Hibbins

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

None.

4. To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 2 November 2022

**Members resolved to agree the minutes of the meeting held on 2 November 2022.**

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

Public Forum – Recreation path and appearance of war memorial

Clerk has received a quote and instructed a contractor to carry out the work.

#### 9. Defibrillators

The Parish Council have received all the defibrillators and is awaiting a quote to install them.

#### 7c.ii. Shoreham Village Hall Accounts

The Clerk has appointed the Parish Council's auditor, Julia Chamberlain to audit the accounts and the Parish Council will pay for the audit. The audit will be done in March 2023.

#### 10. Tennis Courts

Cllr Jeffery is meeting with the company who have been instructed to carry out the work on 15 December 2022.

#### 11. Public Convenience

The Clerk is arranging to get the public convenience refreshed – new lights and painted and the ceiling cleaned and repaired.

16. Lengthsman for Well Hill

Dominic Holmes has been appointed as the Lengthsman for Well Hill.

7. **Cricket Club**

7.1 To discuss and agree, if appropriate, the plans by Shoreham & Otford Cricket Club to extend the pavilion at Shoreham Cricket Ground.

**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.**

7.2 To receive the tree survey and agree next actions based on its recommendations.

**Members unanimously resolved to have the trees felled 1, Apple, 8 Hawthorn and 9 Goat Willow.**

**Members unanimously resolved to remove the ivy as per the report from Alltree Consultancy.**

**Members resolved to ask Alltree Consultancy to give a quote for the work and ask for advice on replating some more trees to replace those that have been felled.**

7. **District/County Councillor Reports**

Apologies had been received from Cllr Gough (County) and Cllr Edwards-Winser (District).

Cllr I Roy (District)

- The Local Plan has been put out for consultation and the deadline for response is 11 January 2023. Cllr Roy advised that residents are having issues printing off the survey and so she has provided paper copies. There are a number of new policies going into the Plan which focus on health and wellbeing.
- A225 going to Joint Transport Board (JTB) on 13 December 2022. Members confirmed that they had sight of the papers and asked Cllr Roy that it is what the community want and it has been a community led initiative. Cllr Roy suggested that the Parish Council should have funding in place.
- Heat Network Committee has been disbanded and Cllr Roy advised about the issues regarding planning on historic and listed buildings to insulate their homes. SDC Planning do try and help and it is very rare not to get consent to insulate homes. SDC have created a page on useful information and general advice. It should be available by the end of the year.

8. Darent Valley Landscape Partnership Scheme – Shoreham Path

Sarah Moon (Kent Downs) gave the background information to the Shoreham Path and advised that they are currently carrying out a tender process. Most of the funding comes from the National Lottery but there is some European funding which has to be spent by the end of March. The agreements are in place from the land owners as well as the funding is in place. However, the Scheme need agreement that the path will need to be maintained to secure the funding. The landowner is not willing to sign anything as he has given up land with no profit. There is expected to be minimal maintenance of the path. The hedge next to the Station Road path also needs to be cut annually.

Cllr Jeffery advised that he has got a quote of £300 to cut the hedges once a year.

**Members unanimously resolved to agree to sign the licence agreement to maintain the Shoreham Path.**

**Members resolved to get the hedge cut at a cost of up to £500 at the correct time of the year. Members asked Sarah Moon to advise when the contractors are going on site so that the hedge can be cut.**

9. **Highways Working Party**

9.1 Speed Reduction on A225 Shoreham Road

This was dealt with under Agenda item 3.0.

9.2 Highways Improvement Plan

The HIP was put on the website.

9.3 Road from Hewitts to Well Hill

**It was agreed to defer this item as it was raised by Cllr Austin.**

10. **Well Hill Mission Church**

To discuss the status of Well Hill Mission Church as a Community Asset.

Members agreed that the Clerk should await advice from KALC and then proceed with the application for Well Hill Mission Church as a Community Asset.

11. **Shoreham Village Hall**

To discuss and agree, if appropriate, putting a new noticeboard with glass doors outside the village hall.

**Members resolved to get a new notice board to use by village outside the Shoreham Village Hall.**

12. **Shoreham Cross**

To agree, if appropriate, a plan to repair the Cross.

Members discussed the issues getting the Cross repaired. **It was agreed that the Clerk would ask SDC if they would repair the Cross as they did in 1989 and 1997. The Clerk also agreed to get a quote from Landscape Services.**

13. **Correspondence**

13.1 Environment Agency

**Members agreed that the Clerk should contact the Environment Agency and invite the Agency to a Parish meeting and asked the to produce a report prior to the meeting of the proposals.**

13.2 Sevenoaks District Local Plan

**Members agreed that they would discuss the Local Plan on Wednesday 4 January 2023.**

13.3 Police

The November newsletter has not been received

13.4 General Correspondence

Noted at Appendix A.

14. **Finance**

To agree items payable and paid

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

15. **Next meetings** (all starting at 7:30pm in Shoreham Village Hall)

15.1 To agree the meeting dates for 2023

15.2 Planning (if required) Meeting – 21 December 2022

15.3 Planning (if required) Meeting – 4 January 2023

15.4 Parish Council Meeting – Wednesday 18 January 2023

Amanda Barlow, Clerk to Shoreham Parish Council

## Appendix A

### General Correspondence

1. Sevenoaks District Council: Residents urged to comment on revised Spitals Cross community improvements
2. SDC - Campaign to help residents save money on their energy bills
3. Sevenoaks District Council pledge to help Small Businesses
4. SDC - Making it Happen Community & Voluntary Awards
5. Sevenoaks District Council: Bradbourne Lakes funding update
6. Sevenoaks District Council: FREE Christmas parking
7. CC Public Health media release: Severe cold weather warning for Kent residents
8. Sevenoaks District Council: Recognise local superheroes!
9. SDC - Saturday freighter schedule for 2023
10. SDC - Severe Weather Emergency Protocol - street homeless

## Appendix B

### Items paid 1 November to 6 December 2022

#### Shoreham Parish Council PAYMENTS LIST

Voucher	Code	Description	Supplier	VAT Type	Net	VAT	Total
113	Broadband	Broadband	Mrs A C Barlow	X	10.00		10.00
114	Office Rent/Storage	Office Allowance	Mrs A C Barlow	X	30.00		30.00
143	Car Park	Business Rates	Sevenoaks District Council	X	84.00		84.00
133	Recreation Ground	Tree Surgery	SL Tree Care	S	130.00	26.00	156.00
131	Hall/Emergency Room Hire	Hall hire	Shoreham Village Hall	X	54.00		54.00
138	Clerk's mileage	Mileage	Mrs A C Barlow	X	30.11		30.11
128	Computer/Printer Consumables	Website	Hugo Fox	S	29.99	6.00	35.99
137	Scribe licence	Scribe licence	Scribe 2000 Ltd	S	468.00	93.60	561.60
130	Hall/Emergency Room Hire	Hall hire	Shoreham Village Hall	X	60.00		60.00
132	First Aid Training	Hall hire	Shoreham Village Hall	X	33.00		33.00
129	Printing Gazette/Shoreham Post	Printing Shoreham Post	Silver Pines Services	X	60.45		60.45
144	Toilets	Electricity	EDF Energy	X	145.00		145.00
112	Office telephone	Office telephone	O2	S	11.55	2.31	13.86
139	Toilets	Toilet Supplies	N&C Building Products	S	94.43	18.89	113.32
140	Defibrillators	Defibrillators	Defib Warehous	S	6,700.00	1,340.00	8,040.00
141	Toilets	Toilet Supplies	Goldservice Contract Cle	S	120.00	24.00	144.00
142	Car Park	Business Rates	Sevenoaks District Council	X	84.00		84.00
145	Toilets	Electricity	EDF Energy	X	145.00		145.00
146	Office telephone	Office telephone	O2	S	11.55	2.31	13.86

### Items to be paid @ 8 December 2022

7 December 2022 (2022-2023)

#### Shoreham Parish Council PAYMENTS LIST

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
151	Tree Inspection	08/12/2022	Tree Inspection	SL Tree Care	S	200.00	40.00	240.00
152	Computer/Printer Consumables	08/12/2022	Website	Hugo Fox	S	29.99	6.00	35.99
150	Subscriptions - KALC/SLCC/Other	08/12/2022	SLCC Subscription (50%)	SLCC Enterprises Ltd	X	139.50		139.50
155	Street lighting	08/12/2022	Street lighting repairs	PSR Lighting and Signs L	S	349.00	69.80	418.80
154	Hall/Emergency Room Hire	08/12/2022	Hall hire	Shoreham Village Hall	X	60.00		60.00
153	Printing Gazette/Shoreham Post	08/12/2022	Printing Shoreham Post	Silver Pines Services	X	60.45		60.45

## **Agenda Item 6.0 Matters arising from the minutes not covered by Agenda items**

### **6.1 Darent Valley Landscape Partnership Scheme – Shoreham Path**

Work has already begun the path.

The hedges may need to be cut by hand which could mean increased costs.

Members will now also consider putting steps in to link the path.

### **6.2 Re-surfacing of Tennis Courts**

Works to be carried out are the resurfacing of both the tennis and MUGA, replacement of the existing basketball goals with combination small sided football and basketball goals, with additional rigid mesh panels to either side of combination goal at far end only.

Tennis surface to be coloured in two tone green, dark green play and lighter green surround, MUGA to be the same lighter green as the tennis court run offs.

Currently looking to undertake the works starting in April 2023, provided the access across the sloping field has dried out sufficiently by then. Anticipate 2-3 weeks to complete the preparation and resurfacing and installation of the goals. Minimum curing time for new asphalt surface is 3 weeks, before surfaces can be colour sprayed and line marked. Tennis lines only on tennis court, basketball lines only on MUGA, if small-sided football share use of the shooting circles for basketball. Otherwise an extra set of shooting circles for small-sided football to be added at small extra cost. Drawing to be sent to allow line options to be considered and an instruction issued. Details and exact cost for combination goals to be forwarded for sign off.

### **6.3 Refurbishment of Public Convenience**

The ceiling will be painted, the light replaced and the arm for the disabled toilet fixed.

### **6.4 Gate at Parish Church**

Work to install the gate will begin shortly.

### **6.5 Cricket Club – Trees**

All Tree Consultancy have been instructed to fell the trees identified at 1 (apple), 8 (Hawthorn) and 9 (Goat Willow) and carry out the work at 7 (Goat Willow). They have been asked to suggest 3 suitable trees to suggest those felled.

### **6.6 Path by recreation ground**

The Clerk and Cllr Jeffery are meeting with the contractor to finalise the work and it should be done imminently.

### **6.7 Shoreham Cross**

The Clerk is continuing to make enquiries regarding the

### **6.8 Notice Board**

A new notice board has been ordered for the wall immediately outside the door to the village hall. This notice board will be for Shoreham Community Notices.



## Agenda Item 7.0 Finance

### 7.1 To review the 2022-23 budget as at 18 January 2023

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

18 January 2023 (2022-2023)

#### Administration

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1	Advertising				207.00	100.00	107.00	107.00 (51%)
2	Audit fees				518.00		518.00	518.00 (100%)
4	Chairman's allowance				155.00		155.00	155.00 (100%)
5	Clerk's salary				12,937.00	7,648.15	5,288.85	5,288.85 (40%)
6	Stationery/Sundries				310.00	83.90	226.10	226.10 (72%)
7	Clerk's mileage				124.00	385.79	-261.79	-261.79 (-211%)
8	Members' allowance				155.00		155.00	155.00 (100%)
9	Members' mileage				104.00		104.00	104.00 (100%)
10	Computer/Printer Consumables				155.00	269.91	-114.91	-114.91 (-74%)
11	Photocopier							(N/A)
12	Office Rent/Storage				776.00	270.00	506.00	506.00 (65%)
13	Office telephone				155.00	114.67	40.33	40.33 (26%)
14	Hall/Emergency Room Hire				932.00	564.00	368.00	368.00 (39%)
15	Professional Fees				2,586.00		2,586.00	2,586.00 (100%)
16	Elections				1,242.00		1,242.00	1,242.00 (100%)
17	Insurance				1,035.00	1,522.08	-487.08	-487.08 (-47%)
18	Shoreham Post				518.00		518.00	518.00 (100%)
19	Training				776.00		776.00	776.00 (100%)
20	Tax and NI					3,726.55	-3,726.55	-3,726.55 (N/A)
21	Photocopier Rental and Charges					196.20	-196.20	-196.20 (N/A)
22	Subscriptions - KALC/SLCC/Oth				932.00	757.25	174.75	174.75 (18%)
23	Scribe licence				414.00	468.00	-54.00	-54.00 (-13%)
24	Office equipment							(N/A)
51	Investment income	400.00		-400.00				-400.00 (-100%)
52	Miscellaneous				207.00		207.00	207.00 (100%)
53	Interest on Precept	30.00	123.25	93.25				93.25 (310%)
59	Postage				150.00	50.35	99.65	99.65 (66%)
60	Broadband				120.00	90.00	30.00	30.00 (25%)
61	Website hosting charge					85.00	-85.00	-85.00 (N/A)
62	Marquee				104.00		104.00	104.00 (100%)
78	Electricity							(N/A)
87	Water							(N/A)
92	Printing Gazette/Shoreham Post					483.60	-483.60	-483.60 (N/A)
95	Payroll					234.00	-234.00	-234.00 (N/A)
96	Darent Valley Community Rail P.					100.00	-100.00	-100.00 (N/A)
100	Clerk's Pension					464.22	-464.22	-464.22 (N/A)
<b>SUB TOTAL</b>		<b>430.00</b>	<b>123.25</b>	<b>-306.75</b>	<b>24,612.00</b>	<b>17,613.67</b>	<b>6,998.33</b>	<b>6,691.58 (26%)</b>

#### Grants

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
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>

## 7.2

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

18 January 2023 (2022-2023)

**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>

**Amenities**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3 Allotments	1,100.00	930.00	-170.00	1,553.00	254.22	1,298.78	1,128.78 (42%)
25 Dog waste bins				1,200.00	1,194.26	5.74	5.74 (0%)
26 General repairs				500.00		500.00	500.00 (100%)
27 Grasscutting Shoreham				3,500.00	1,405.00	2,095.00	2,095.00 (59%)
28 Grass cutting Badgers Mount							(N/A)
29 Recreation Ground				500.00		500.00	500.00 (100%)
30 Playground inspection				160.00	130.00	30.00	30.00 (18%)
31 Tennis courts	100.00	40.00	-60.00	500.00		500.00	440.00 (73%)
32 Tree surgery				1,500.00		1,500.00	1,500.00 (100%)
33 War Memorial/Meenfield Cross				1,500.00	180.00	1,320.00	1,320.00 (88%)
34 Toilets				1,500.00	2,115.08	-615.08	-615.08 (-41%)
35 Black sacks							(N/A)
36 Salt bins				400.00		400.00	400.00 (100%)
37 Lengthsman				3,250.00	2,930.46	319.54	319.54 (9%)
54 Land rent	25.00		-25.00				-25.00 (-100%)
55 Access licences							(N/A)
64 Recreation Ground				500.00	130.00	370.00	370.00 (74%)
65 Playground Repairs				500.00		500.00	500.00 (100%)
66 Tree Inspection				1,500.00	200.00	1,300.00	1,300.00 (86%)
77 Trees							(N/A)
81 Emptying litter bins					104.00	-104.00	-104.00 (N/A)
83 Centenary Wood				500.00		500.00	500.00 (100%)
85 Installation of New Bin							(N/A)
86 Car Park				1,600.00	751.83	848.17	848.17 (53%)
89 Village Hall					495.00	-495.00	-495.00 (N/A)
93 Village Sign	4,500.00		-4,500.00	4,800.00		4,800.00	300.00 (3%)
97 Notice Boards					547.19	-547.19	-547.19 (N/A)
98 Defibrillators					6,700.00	-6,700.00	-6,700.00 (N/A)
<b>SUB TOTAL</b>	<b>5,725.00</b>	<b>970.00</b>	<b>-4,755.00</b>	<b>25,463.00</b>	<b>17,137.04</b>	<b>8,325.96</b>	<b>3,570.96 (11%)</b>

**General Services**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38 Street lighting				300.00	589.86	-289.86	-289.86 (-96%)
39 Footpaths							(N/A)
40 Refuse freighter				700.00	450.50	249.50	249.50 (35%)
41 Vacant							(N/A)
84 Traffic and Parking							(N/A)

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

18 January 2023 (2022-2023)

<b>SUB TOTAL</b>				<b>1,000.00</b>	<b>1,040.36</b>	<b>-40.36</b>	<b>-40.36 (-4%)</b>
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**Reserves**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
42	Computer Hardware							(N/A)
67	General Contingency				19,000.00		19,000.00	19,000.00 (100%)
68	Legal Contingency				19,000.00		19,000.00	19,000.00 (100%)
69	Playground Scheduled Maintens							(N/A)
70	Car Parking				8,037.00		8,037.00	8,037.00 (100%)
71	Replacement Playground Equipr				20,000.00		20,000.00	20,000.00 (100%)
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				10,000.00		10,000.00	10,000.00 (100%)
<b>SUB TOTAL</b>					<b>78,037.00</b>		<b>78,037.00</b>	<b>78,037.00 (100%)</b>

**Projects**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	Computer Website							(N/A)
75	Trim Trail and Safety Surface							(N/A)
76	Extra Litter and Dog Waste Bins							(N/A)
79	Toilet Conversion				2,000.00		2,000.00	2,000.00 (100%)
80	Tennis Shelter Artwork							(N/A)
94	Heat Energy Project	20,000.00	15,000.00	-5,000.00		26,624.16	-26,624.16	-31,624.16 (-158%)
99	First Aid Training				350.00	33.00	317.00	317.00 (90%)
<b>SUB TOTAL</b>		<b>20,000.00</b>	<b>15,000.00</b>	<b>-5,000.00</b>	<b>2,350.00</b>	<b>26,657.16</b>	<b>-24,307.16</b>	<b>-29,307.16 (-131%)</b>

**VAT repayments**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
56	VAT repayment							(N/A)
<b>SUB TOTAL</b>								<b>(N/A)</b>

**Precept**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
58	Precept		44,118.00	44,118.00				44,118.00 (N/A)
<b>SUB TOTAL</b>			<b>44,118.00</b>	<b>44,118.00</b>				<b>44,118.00 (N/A)</b>

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

18 January 2023 (2022-2023)

**CIL**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
90	Receipt		1,615.72	1,615.72				1,615.72 (N/A)
91	Payment							(N/A)
<b>SUB TOTAL</b>			<b>1,615.72</b>	<b>1,615.72</b>				<b>1,615.72 (N/A)</b>

**Summary**

<b>NET TOTAL</b>	<b>26,155,00</b>	<b>61,826,97</b>	<b>35,671,97</b>	<b>134,662,00</b>	<b>62,448,23</b>	<b>72,213,77</b>	<b>107,885,74 (67%)</b>
<b>V.A.T.</b>					<b>7,591.80</b>		
<b>GROSS TOTAL</b>		<b>61,826,97</b>			<b>70,040,03</b>		

## Shoreham Parish Council

### 7.2 To review the draft 2023-24 budget

#### All Cost Centres and Codes (Between 01/04/2022 and 31/03/2023)

Current Year 2022-2023							Next Year 2023-2024	
Administration		Receipts			Payments		Receipts	Payments
Code	Title	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget
1	Advertising				207.00	100.00		200.00
2	Audit fees				518.00			600.00
4	Chairman's allowance				155.00			150.00
5	Clerk's salary				12,937.00	6,834.01		10,000.00
6	Stationery/Sundries				310.00	83.90		300.00
7	Clerk's mileage				124.00	330.71		130.24
8	Members' allowance				155.00			162.79
9	Members' mileage				104.00			109.16
10	Computer/Printer Consum				155.00	269.91		162.79
11	Photocopier							190.00
12	Office Rent/Storage				776.00	240.00		800.00
13	Office telephone				155.00	103.12		162.79
14	Hall/Emergency Room Hire				932.00	504.00		978.56
15	Professional Fees				2,586.00			2,000.00
16	Elections				1,242.00			3,000.00
17	Insurance				1,035.00	1,522.08		1,086.72
18	Shoreham Post				518.00			543.92
19	Training				776.00			500.00
20	Tax and NI					2,641.76		3,000.00
21	Photocopier Rental and C					196.20		
22	Subscriptions - KALC/SLC				932.00	757.25		978.56
23	Scribe licence				414.00	468.00		434.76
24	Office equipment							
51	Investment income	400.00					420.04	
52	Miscellaneous				207.00			217.36
53	Interest on Precept	30.00	123.25				31.56	
59	Postage				150.00	50.35		157.56
60	Broadband				120.00	80.00		126.00
61	Website hosting charge					85.00		
62	Marquee				104.00			100.00
78	Electricity							
87	Water							
92	Printing Gazette/Shorehar					483.60		
95	Payroll					174.00		300.00
96	Darent Valley Community					100.00		
100	Clerk's Pension					464.22		1,200.00
SUB TOTAL		430.00	123.25		24,612.00	15,488.11	451.60	27,591.21

Current Year 2022-2023							Next Year 2023-2024	
Grants		Receipts			Payments		Receipts	Payments
Code	Title	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget
57	Grant				3,000.00			3,150.00
SUB TOTAL					3,000.00			3,150.00

Current Year 2022-2023							Next Year 2023-2024	
Emergency Planning		Receipts			Payments		Receipts	Payments
Code	Title	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget
63	Emergency Planning				200.00			200.00
SUB TOTAL					200.00			200.00

Current Year 2022-2023							Next Year 2023-2024	
Amenities		Receipts			Payments		Receipts	Payments
Code	Title	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget
3	Allotments	1,100.00	930.00		1,553.00	254.22		1,630.64
25	Dog waste bins				1,200.00	839.36		1,260.00
26	General repairs				500.00			500.00
27	Grasscutting Shoreham				3,500.00	1,405.00		3,674.96
28	Grass cutting Badgers Mo							
29	Recreation Ground				500.00			524.96
30	Playground inspection				160.00	130.00		168.04
31	Tennis courts	100.00	40.00		500.00		105.04	524.96
32	Tree surgery				1,500.00			1,575.00
33	War Memorial/Meenfield C				1,500.00	180.00		1,575.00
34	Toilets				1,500.00	2,115.08		1,575.00
35	Black sacks							
36	Salt bins				400.00			420.04
37	Lengthsmen				3,250.00	2,645.46		3,412.48
54	Land rent	25.00					26.21	
55	Access licences							
64	Recreation Ground				500.00	130.00		524.96
65	Playground Repairs				500.00			524.96
66	Tree Inspection				1,500.00	200.00		1,575.00
77	Trees							
81	Emptying litter bins							
83	Centenary Wood				500.00			524.96
85	Installation of New Bin							
86	Car Park				1,600.00	751.83		1,680.04
89	Village Hall					495.00		
93	Village Sign	4,500.00			4,800.00		4,725.00	5,040.00
97	Notice Boards					547.19		
98	Defibrillators					6,700.00		
SUB TOTAL		5,725.00	970.00		25,463.00	16,393.14	6,011.21	26,711.00

Current Year 2022-2023							Next Year 2023-2024	
General Services		Receipts			Payments		Receipts	Payments
Code	Title	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget
38	Street lighting				300.00	589.86		315.00
39	Footpaths							
40	Refuse freighter				700.00	165.46		735.04
41	Vacant							
84	Traffic and Parking							
SUB TOTAL					1,000.00	755.32		1,050.04

Current Year 2022-2023							Next Year 2023-2024	
Reserves		Receipts			Payments		Receipts	Payments
Code	Title	Budget	Actual	Forecast	Budget	Actual	Budget	Budget
42	Computer Hardware							
67	General Contingency				19,000.00			2,000.00
68	Legal Contingency				19,000.00			2,000.00
69	Playground Scheduled Maintenance							
70	Car Parking				8,037.00			
71	Replacement Playground				20,000.00			
72	Storm/Flood				2,000.00			2,000.00
73	Tennis Court Capital Rese							
74	Badgers Mount Reserve							
88	Village Hall				10,000.00			2,000.00
SUB TOTAL					78,037.00			8,000.00

Current Year 2022-2023							Next Year 2023-2024	
Projects		Receipts			Payments		Receipts	Payments
Code	Title	Budget	Actual	Forecast	Budget	Actual	Budget	Budget
50	Computer Website							
75	Trim Trail and Safety Surf.							
76	Extra Litter and Dog Waste							
79	Toilet Conversion				2,000.00			
80	Tennis Shelter Artwork							
94	Heat Energy Project	20,000.00	15,000.00			21,207.49		
99	First Aid Training				350.00	33.00		367.52
SUB TOTAL		20,000.00	15,000.00		2,350.00	21,240.49		367.52

**VAT repayments**

Current Year 2022-2023							Next Year 2023-2024	
		Receipts			Payments		Receipts	Payments
Code	Title	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget
56	VAT repayment							8,500.00
SUB TOTAL								8,500.00

**Precept**

Current Year 2022-2023							Next Year 2023-2024	
		Receipts			Payments		Receipts	Payments
Code	Title	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget
58	Precept		44,118.00					45,210.00
SUB TOTAL			44,118.00					45,210.00

**CIL**

Current Year 2022-2023							Next Year 2023-2024	
		Receipts			Payments		Receipts	Payments
Code	Title	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget
90	Receipt		1,615.72					
91	Payment							
SUB TOTAL			1,615.72					

**Summary**

TOTAL	26,155.00	61,826.97		134,662.00	53,877.06		60,172.81	67,069.77
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### 7.3 To set the precept for 2023-24

Members advised the Clerk/RFO at the previous meeting that they would like to keep the precept the same.

The 23/24 tax base, as advised by SDC, is 718.66

#### **22/23 Precept:**

Precept: £44,118  
Tax base: 701.30  
£62.91

#### **23/24 Precept**

##### **Option 1:**

Precept remains the same at £44,118

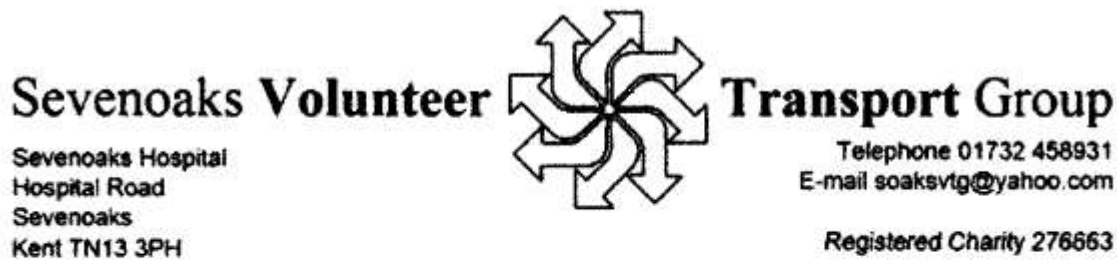
Precept: £44,118  
Tax base: 718.66  
£61.39

##### **Option 2:**

Per household payment remains the same at: £62.91

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

7.4 To review grant application from Sevenoaks Voluntary Transport



Mrs A Barlow  
Clerk, Shoreham Parish Council

7 January 2023

Dear Mrs Barlow

I hope you and your Parish Council members are in good health.

I am writing again with my annual appeal on behalf of Sevenoaks Volunteer Transport Group [SVTG], which continues to provide support to elderly and infirm residents of Brasted and the district.

As you may recall, our volunteer drivers collect their passengers, who are mostly over 75 years old, from their homes and take them to their appointments at hospitals and surgeries. Our drivers then wait for up to two hours before returning them. This transport is scheduled by our paid part time Co-ordinator. Our drivers use their private cars and receive a modest mileage allowance for their petrol and other costs. Passengers may be recommended by their medical professional or may approach SVTG directly. They contribute to the cost of their transport at rates, which are significantly lower than the alternatives.

Thanks to the dedication of our core band of volunteers, SVTG has operated throughout the pandemic. However, like all organisations, we are now faced with a new threat, increasing costs. The contributions paid by our elderly passengers do not recover all our costs. I am therefore writing to ask your Parish Council to support us with a grant towards covering the shortfall.

Would you please ask the Parish Council to consider making another grant to SVTG? If you prefer, this can be paid direct into our account at NatWest Sevenoaks, account 71586431, sort code 60-19-02.

Yours sincerely  
for **SEVENOAKS VOLUNTEER TRANSPORT GROUP**

**Chris Holgate, Chairman**

## 7.5 To agree items paid, payable and received

## Items Paid 1 December to 18 January 2023

## PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
142	Car Park	01/12/2022		NatWest current account		Business Rates	Sevenoaks District Council	X	84.00		84.00
145	Toilets	05/12/2022		NatWest current account		Electricity	EDF Energy	X	191.00		191.00
146	Office telephone	06/12/2022		NatWest current account		Office telephone	O2	S	11.55	2.31	13.86
150	Subscriptions - KALC/SLC	08/12/2022		NatWest current account		SLCC Subscription (50%)	SLCC Enterprises Ltd	X	139.50		139.50
151	Tree Inspection	08/12/2022		NatWest current account		Tree Inspection	SL Tree Care	S	200.00	40.00	240.00
152	Computer/Printer Consumables	08/12/2022		NatWest current account		Website	Hugo Fox	S	29.99	6.00	35.99
154	Hall/Emergency Room Hire	08/12/2022		NatWest current account		Hall hire	Shoreham Village Hall	X	60.00		60.00
153	Printing Gazette/Shoreham Post	08/12/2022		NatWest current account		Printing Shoreham Post	Silver Pines Services	X	60.45		60.45
155	Street lighting	08/12/2022		NatWest current account		Street lighting repairs	PSR Lighting and Signs Ltd	S	349.00	69.80	418.80
158	Toilets	28/12/2022		NatWest current account		Water charges	Castle Water	X	31.66		31.66
159	Allotments	28/12/2022		NatWest current account		Water charges	Castle Water	X	53.08		53.08
161	Car Park	03/01/2023		NatWest current account		Business Rates	Sevenoaks District Council	X	84.00		84.00
162	Toilets	04/01/2023		NatWest current account		Electricity	EDF Energy	X	191.00		191.00
163	Office telephone	05/01/2023		NatWest current account		Office telephone	O2	S	11.55	2.31	13.86

## Items to be paid 19 January 2023

18 January 2023 (2022-2023)

Shoreham Parish Council  
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
164	Office telephone	19/01/2023		NatWest current account		Office telephone	O2	S	11.55	2.31	13.86
165	Broadband	19/01/2023		NatWest current account		Broadband	Mrs A C Barlow	X	10.00		10.00
167	Hall/Emergency Room Hire	19/01/2023		NatWest current account		Hall hire	Shoreham Village Hall	X	60.00		60.00
170	Refuse freighter	19/01/2023		NatWest current account		Refuse freighter	Sevenoaks District Council	S	285.04	57.01	342.05
166	Office Rent/Storage	19/01/2023		NatWest current account		Office Allowance	Mrs A C Barlow	X	30.00		30.00
171	Payroll	19/01/2023		NatWest current account		Payroll	DM Payroll Services Ltd	X	60.00		60.00
172	Dog waste bins	19/01/2023		NatWest current account		Empty dog waste bins	Sevenoaks District Council	S	354.90	70.98	425.88
173	Emptying litter bins	19/01/2023		NatWest current account		Emptying Litter Bins	Sevenoaks District Council	S	104.00	20.80	124.80
176	Clerk's mileage	19/01/2023		NatWest current account		Mileage	Mrs A C Barlow	X	55.08		55.08
175	Heat Energy Project	19/01/2023		NatWest current account		Heat Project	BHESCO	S	5,416.67	1,083.33	6,500.00

## Agenda Item 8. Highways Working Party

### 8.1 A225 Speed reduction

The A225 Speed reduction was agreed at the Sevenoaks Joint Transportation Board meeting on 13 December 2022.

### 8.2 Highways Improvement Plan (HIP)

The HIP is on the website and was shared on social media.

#### Shoreham Parish Council - Highway Improvement Plan/Action Plan

##### Document control:

Revision no:	Date:	Purpose of revision
0	11/06/2020	First Issue
1	12/11/2020	Amended – PC to KCC
2	19/02/2021	Reviewed and amended – KCC to PC

HIGHWAY IMPROVEMENT PLAN – Stage 1 – (Parish Council to list with as much information as possible and in priority order their issues and then send to KCC contact).			ACTION PLAN – Stage 2 (to be completed by KCC contact and regular updates provided to the Parish Council)			
Priority	Location	Problem & Potential solution (if known)	Action/Programme (Who/When)	C o s t Estimate	Funding Source	KCC Comments

Note: All Parish Council requests for Highway Improvement Plans to be submitted once a year and an action/programme for the year agreed. Any additional requests may not be investigated/actioned until the following year.

1	A225 between Otford gateways and Preston Farm	Traffic moves too fast along this stretch of road and the current national speed limit is inappropriate for the environment. KCC's Active Travel Strategy is encouraging people to walk, cycle and use public transport but it is not safe to do this along this stretch of road. The road is crossed by people using the bus service, which has recently been changed to bypass Shoreham Village, and by school children. The A225 bisects several public footpaths and bridleways which are used by walkers and horses and there are several properties with direct access onto the road for whom turning into the road is hazardous. In order to ensure the speed limit is more appropriate for the environment and its users, a reduction to 40mph is requested.	1. KCC to review traffic data and produce proposals for speed limit. Parish Council to be updated by end of March 2021. 2. KCC to undertake pedestrian surveys once schools return and to carry out assessment of suitability for pedestrian islands. 3. KCC to progress designs for a speed limit reduction, and update PC by end of March. 4. KCC to assess request for pedestrian refuge islands and advise parish council by end of April – dependent on surveys taking place in March.	1. NA 2. NA 3. 9k 4. TBC	1. KCC 2. KCC 3. TBC 4. TBC	1. Speed limit review would be to DfT guidance in circular 01/2013 'Setting local speed limits' 2. KCC to arrange pedestrian surveys at locations for proposed crossing points. Surveys to be undertaken once schools return. These surveys will help to ascertain if pedestrian refuge islands are feasible. These surveys will need to be considered alongside other guidance and design standards. 3. Should the findings support a speed limit reduction a funding source would need to be identified for this. A Traffic Regulation Order (TRO) would cost in the region of £3,000-£4,000. A typical signing and lining only speed limit scheme would cost around £5,000. Additional engineering measures could add significantly to the overall scheme cost. A typical speed limit scheme may take from a minimum of 6 months to a year from start of consultation to installation on site. 4. Should the findings support the installation of traffic island(s) a funding source would need to be identified for this. The cost for a pedestrian refuge island with dropped kerbs on either side of the road starts at around £7,500 and can increase significantly if additional costs are incurred. These costs could include widening of the carriageway, drainage provision or alteration, utility diversions to name a few.
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**Note: All Parish Council requests for Highway Improvement Plans to be submitted once a year and an action/programme for the year agreed. Any additional requests may not be investigated/actioned until the following year.**

#### Shoreham Parish Council - Highway Improvement Plan/Action Plan

2	Whole village of Shoreham from entry points at Station Road, Filston Lane and Shacklands Road.	There is a problem with vehicles and bicycles speeding along the High Street and Church Street. Pavements in Shoreham are narrow and people often have to resort to walking in the road. This includes the numerous children, who have to cross these roads in order to reach the entrance to their primary school, which is located right in the centre of the problem 'zone'. A reduction in speed limit throughout the village from 30mph to 20mph would make it safer for all road users, pedestrians, cyclists, horses and drivers alike.  A traffic survey undertaken by the Parish Council recorded that 95% of respondents were in favour of this.	1. KCC to undertake traffic surveys (TBC) 2. Speed limit review (desktop study and site visit) (timescale to be agreed) 3. Review traffic survey data and report back with overall recommendations. (timescale to be agreed).	1. N/A 2. N/A 3. 9k	1. KCC 2. KCC 3. TBC	KCC to action this request after priority one has been completed. This request may not be actioned until the following financial year. 1. KCC to arrange traffic surveys at locations to be agreed by Parish Council. 2. Desktop study and site visit would be working to DfT guidance in circular 01/2103 'Setting local speed limits'. 3. Should the findings support a speed limit reduction, a funding source would need to be identified for this. A Traffic Regulation Order (TRO) would cost in the region of £3,000-£4,000. A typical signing and lining only speed limit scheme would cost around £5,000. Additional engineering measures could add significantly to the overall scheme cost. A typical speed limit scheme may take from a minimum of 6 months to a year from start of consultation to installation on site.
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**Note: All Parish Council requests for Highway Improvement Plans to be submitted once a year and an action/programme for the year agreed. Any additional requests may not be investigated/actioned until the following year.**

3	Whole village of Shoreham	<p>Too many HGVs are driving through the village. The narrow streets and listed bridge are unsuitable for such large vehicles. Weight restriction signs at the 3 entry points to the village (Station Road, Filston Lane and Shacklands Road) preventing HGVs except for access should reduce the number of such vehicles coming into the village.</p> <p>A traffic survey undertaken by the Parish Council recorded that 99% of respondents were in favour of this.</p>	1. KCC to investigate possible measures to limit HGVs through the village.	1. TBC	1. TBC	<p>1. An initial desktop study indicates that a width limit is already in place for Shoreham Village. KCC to carry out signage review to ensure existing signage is adequate. Has the Parish Council considered signing up to Lorry Watch. This scheme aims to empower local residents to record the details of HGVs that are inappropriately using a road. This data is passed to the Freight Officer at KCC who liaises with the Police when a restriction has been broken. In this instance, there would be no law broken but the benefit of collecting this data would be to build a picture of the numbers of lorries using the road and which companies are using it. The Freight Officer has offered to contact the businesses who regularly use the lane and discuss alternative route selection.</p> <p>Lorry Watch has proven very successful in a number of other locations around Kent. We are told that the temporary Lorry Watch signing alone has shown significant decreases in HGV traffic in some areas. Further information can be found at <a href="https://www.kent.gov.uk/roads-and-travel/travelling-around-kent/lorries-and-hgv/lorry-watch">https://www.kent.gov.uk/roads-and-travel/travelling-around-kent/lorries-and-hgv/lorry-watch</a>.</p>
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## Shoreham Parish Council - Highway Improvement Plan/Action Plan

4	High Street, north eastern end	<p>There is an on-going problem with parking in Shoreham village despite there being a free car park at the southern end of the village. Visitors arriving from Shacklands Road at the northern end of the village may not be aware that there is a car park so a sign around 500m away showing the direction of the car park, should ensure it is better used, resulting in a reduction in the number of vehicles parked on the streets.</p> <p>A traffic survey undertaken by the Parish Council recorded that 91% of respondents were in favour of this.</p>	1. KCC to assess suitability of car park signs.	1. £200	1. KCC	<p>1. KCC can assess the suitability of installing a car park sign at the suggested location. Following an assessment, a sign could be installed within 3-6 months. This could be progressed as a 'quick win' in the coming financial year (2021-22).</p>
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## Shoreham Parish Council - Highway Improvement Plan/Action Plan

5	Bends next to The George pub, Church Street	<p>Visibility is poor coming around these bends both from the station and from the village centre. Cars parked on the bends exacerbate the problem. Vehicles often travel too quickly around the bends making it dangerous both for on-coming traffic as well as pedestrians. Changing the surface of roadway to buff non-skid asphalt would indicate an environment where careful negotiation between road and footpath users is required and would encourage drivers to slow down.</p> <p>A traffic survey undertaken by the Parish Council recorded that 74% of respondents were concerned about these bends.</p>	<p>1. KCC to carry out assessment of issues experienced in the village. (timescales TBC)</p> <p>2. KCC to investigate feasibility of coloured surface patch or other mitigating measures (timescales TBC).</p>	<p>1. NA</p> <p>2. 7k</p>	<p>1. KCC</p> <p>2. TBC</p>	<p>1. KCC can undertake an assessment of traffic through the village and provide the Parish Council with possible options. Should the parish wish to progress any of the proposals a funding source will need to be identified.</p> <p>2. Installation of high friction surfacing would normally require the carriageway to be resurfaced in order to provide a sound even surface for the high friction surface to adhere to. Typical costs for a coloured surface patch are normally in the region of £5,000. We would usually need to close the road in order to undertake this type of work and costs can start at around £2,000 but can increase significantly if additional charges are incurred. Should a coloured surface be the preferred option a funding source would need to be identified for this.</p>
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## 8.3 Road from Hewitts to Well Hill

Cllr Austin to talk on this item.



9. **Well Hill Mission Church**

To discuss the status of Well Hill Mission Church as a Community Asset.

The Clerk asked KALC for advice, as some Members may be aware, Clive Powell (legal advisor) had been off sick for a long period, the Clerk chased up the request several times – Clive has advised that the Council should really seek advice from Rural Kent who are experts on this topic but did attach the following information to start the process.

## **What defines an Asset of Community Value?**

**An Asset of Community Value is defined as:** A building or other land is an asset of community value if its main use has recently been or is presently used to further the social wellbeing or social interests of the local community and could do so in the future. The Localism Act states that 'social interests' include cultural, recreational and sporting interests.

The regulations list a number of situations where land or buildings are exempted from inclusion on the list or operation of the moratorium. These include:

- homes
- hotels
- assets being transferred between kindred businesses
- Church of England land holdings.

## **How do you nominate an Asset of Community Value?**

A number of community organisations can nominate land and buildings for inclusion on the list:

- parish councils
- neighbourhood forums (as defined in Neighbourhood Planning regulations)
- unconstituted community groups of at least 21 members
- not-for-private-profit organisations (e.g. charities).

Community organisations also have to have a local connection, which means their activities are wholly or partly concerned with the area, or with a neighbouring authority's area.



## **Why are Assets of Community Value and the Community Right to Bid important?**

In neighbourhoods across the country there are buildings and amenities that are integral to the communities that use them. This could be a village shop, a pub, a community centre or a library for example. Many provide a base from which to deliver public services to the local community. The closure or sale of such buildings and amenities can create lasting damage in communities and threaten the provision of services.

Assets of Community Value and the Community Right to Bid offers greater opportunity for communities to keep such buildings in public use and ensure they remain a social hub for the community.

# Nominating an asset

There is now a statutory duty upon local authorities, including:

- District Councils;
- County Councils (in an area where there are no district councils);
- Unitary Authorities; and
- London Boroughs

To maintain a list of assets of community value.

The local authority will determine the format of the list. The list should be made publicly available. Nominations for the list of assets have to come from the community itself. For the purposes of making a nomination, the request must come from a voluntary or community body with a local connection and relate to land in the local authority's area, or in the neighbouring local authority's area.

An eligible voluntary or community body is defined as:

- an unincorporated group of 21 or more people who appear on the local electoral register;
- a community interest group: i.e. a legally constituted organisation such as a charity, a company limited by guarantee that does not distribute profits amongst its members, an Industrial and Provident Society that does not distribute profits amongst its members or a Community Interest Company;
- a Neighbourhood Forum designated as such by the local planning authority;

- a Parish Council in respect of land in its own area.
- a neighbouring parish council – if the parish council borders an unparished area, then they may nominate an asset with that neighbouring local authority

It is likely that councils will appoint a single point of contact to manage community nominations if the nominated asset crosses local authority boundaries. If potential nominators are unsure which council to target within their local area, they should start with their local planning authority – search for your local planning authority, using a post code, at the Planning Portal:

The nomination process should be clear and simple. Any form of written nomination submission should be acceptable, whether on-line, by email or a letter. Eligible voluntary and community bodies can make as many nominations as they wish.

The regulations set out what is required in a nomination, as follows:

- a description of the nominated building or land including its proposed boundaries;
- a statement of all the information which the nominator has with regard to the names of the current occupants of the land and the names and current or last-known addresses of all those holding a freehold or leasehold stake in the land;
- the nominator's reasons for thinking that the asset is of community value; and

- evidence that the nominator is eligible to make a community nomination.

Once a nomination is made, the council will have up to eight weeks to decide whether or not to list the asset. The council must decide which nominations are eligible to be listed.

The council must give notice that it intends to list the asset to:

- the owner;
- the occupier (if the occupier is not also the owner);
- a parish council if any of the land is in the parish council's area.
- the nominating body

If a nomination is not approved, the council must write to the nominator and give the reasons why. There is no right of appeal against the council's decision.

There is also an eight week period during which the owner can request a review of the decision. The review must be carried out within eight weeks of the asset being listed and if the decision is still to list the asset, the owner has a right of appeal to a First Tier Tribunal.

If listed, the asset will remain on the list for a maximum of five years, at which point it can be re-nominated and re-listed subject to local interest and continued compliance with the definition of an asset of community value. In terms of maintaining the list, if the asset was included in the list in response to a community nomination, the council must give written notice of the asset's removal from the list to the person who made the nomination.

Some assets may not be listed. There is a list of exclusions in the regulations, but the most relevant ones to note are:

- residential property including gardens, outbuildings and other associated land owned by a single owner (unless the residence is a building that is only partly used as a residence and but for that residential use of the building, the land would be eligible for listing, for example: accommodation as part of a pub or a caretaker's flat);
- operational land of 'statutory undertakers', which covers mainly transport infrastructure such as ports, railways and roads;
- licensed, and some unlicensed, caravan sites.

**Agenda item 10. Shoreham Village Hall**

To review and agree, if appropriate, funding the CCTV for the Village Hall.  
Cllr Jeffery to talk on this item.

**Agenda Item 11. Correspondence**

11.1 To review requests for memorial benches from two families

**Request 1:**

Dr. Sarah Chard

**Email Address**

**Your Message**

Good evening, My sisters and I grew up at Sepham Farm, and we would really like to pay for a bench to be placed in our mother's (Ros Chard) memory near the public footpath which runs through the farm. We will obviously request permission from the current owner but before we do this we wanted to check if it would be feasible? Also, are you able to advise us on how this or something similar might be possible? Thank you for your help, Sarah, Lizzie, Caroline, Georgina and Becky :)

**Request 2:**

**Name**

Mrs. Terri Crowland

**Email Address**

**Your Message**

Hi, I'm trying to enquire about replacing a bench by the river in Shoreham, and placing a plaque on it in memory of Dad, who we lost last year, and who spent so much time sitting there and contemplating the views in a place he loved. The bench is in need of repair, and we would happily bear the cost of replacement. I hope to hear back from you. Kind regards, Terri Crowland

- 11.2 Dogs from Longland Farm  
Cllr Austin to talk on this item

11.3 Elections – May 4<sup>th</sup> 2023

Local Elections (including Shoreham Parish Council) will take place on Thursday 4 May 2023. Further details will be provided once issued by Sevenoaks District Council.

SDC have advised that Shoreham Parish Council's costs for elections are:

Uncontested = £442.18

Contested (whole Parish or all Town/Parish wards) = £2851.40

11.4 General Correspondence

- 1.SDC - Kent Public Health - Strep A FAQs
- 2.SDC - Ukraine Host Scheme – posted on social media
3. SDC: Views sought on Homelessness and Rough Sleeper Strategy
4. NALC Newsletter
5. SDC: Community Safety News Issue 63 - December 2022
6. KALC - M20 Moveable Barrier: project update
7. SDC - Here for you - Cost of Living leaflet – posted on social media
8. SDC: Free event offers information and support for disabled people

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

12.1 Parish Council Meeting – 1 Wednesday February 2023

12.2 Amenities and Planning (if required) Meeting – 15 Wednesday February 2023

Amanda Barlow, Clerk to Shoreham Parish Council