

**SHOREHAM**

Parish Clerk:  
Amanda Barlow

Amanda Barlow  
PO Box 618  
Sevenoaks  
TN13 9TW

**PARISH  
COUNCIL**

07912 611048

[clerk2012@shorehamparishcouncil.gov.uk](mailto:clerk2012@shorehamparishcouncil.gov.uk)

**Local Landscape Trial Project - attached**

Presentation from Mr Reece Evans

Partnership Officer, North West Kent Countryside Partnership, Kent County Council

**AGENDA for AGM and MEETING of SHOREHAM PARISH COUNCIL**

**1. Annual General Meeting - attached**

1.1 Election of Chairman  
(Clerk in the Chair)

1.2 Election of Vice Chairman

1.3 Appointment of Committee and Working Parties

- a) Planning
- b) Amenities
- c) Finance
- d) Highways
- e) CCTV
- f) Broadband
- g) Footpaths
- h) Emergency Planning

1.4 Representation on Other Bodies

To appoint representatives to the following organisations

- a) KALC
- b) Shoreham Allotments Association
- c) Shoreham Society
- d) Shoreham Village Hall
- e) Lullingstone Liaison Committee

## **Current Position:**

**1.1 Chair** – Cllr Histed

**1.2 Vice Chair** – Cllr Jeffrey

## **1.3 Appointment of Committee and Working Parties**

a) **Planning Committee** : Cllr Blamey (Chair), Cllr Cockburn, Cllr Hibbins, Cllr Jeffrey and Cllr Sheward.

Richard Boyle and Sarah Parkes were co-opted on the Committee.

b) **Amenities Committee** : Cllr Blamey (Chair), Cllr Histed and Cllr Jeffery.  
Jeremy Tooley was co-opted onto the Committee.

c) **Finance Committee:**

d) **Highways** – Cllr Powell, Cllr Jeffrey and Cllr Sheward

e) **CCTV** – Cllr Jeffrey

f) **Broadband**

g) **Footpaths** – Cllr Powell

h) **Emergency Planning**

## **1.4 Representation on Other Bodies**

To appoint representatives to the following organisations

a) KALC : Cllr Blamey

b) Shoreham Allotments Association : Cllr Blamey and Jeremy Tooley

c) Shoreham Society : Cllr Cockburn and Cllr Powell

d) Trustees of the Shoreham Village Hall (2 members) : Lesley Spence and Cllr Cockburn

e) Lullingstone Liaison Committee : Sarah Parkes and Ann Ball

2. To receive any apologies for absence – none received
3. To receive any disclosures of interest from members in respect of items of business included on the agenda for the meeting.
4. **To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 6 April 2022 – attached separately**
5. **District/County Councillor Reports**  
**Apologies from County Councillor, Cllr Gough**
6. 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 – None
7. Chairman's Report  
**7.1. Resignation of Suzanne Hubble and Notice of Vacancy – attached**

## **NOTICE OF VACANCY IN OFFICE OF COUNCILLOR**

### **Shoreham Parish Council - The Well Hill Hundreds Ward**

#### **NOTICE IS HEREBY GIVEN**

in accordance with Section 87(2) of the Local Government Act 1972, that a casual vacancy has arisen in the Office of Councillor for the Parish Council.

If by 19 May, 2022 (14 days excluding Dies Non, after the date of this notice) a request for an election to fill said vacancy is made in writing to the Proper Officer at the address below by TEN electors for the said Parish Ward, an election will be held to fill the said vacancy, otherwise the vacancy will be filled by co-option.

If an election is called, it will take place not later than 25 July, 2022.

Dated 28 April, 2022

Dr Pav Ramewal  
Proper Officer  
Sevenoaks District Council  
Council Offices  
Argyle Road  
Sevenoaks  
Kent  
TN13 1HG

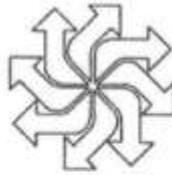
8. **Correspondence and Information**
- a) **General Correspondence – attached**

General Correspondence 4 April to 4 May 2022

1. Sevenoaks District Council: Candidates come forward for local by-elections
2. KALC - Road disruptions - HGVS (Message for residents)
3. NALC NEWSLETTER
4. Spring Newsletter from the River Darent
5. KALC NEWS MARCH 2022
6. SDC - The Big Community Sing 2022
7. SDC - Darent Valley Community Rail Partnership - BBC South East
8. KALC - Carbon footprint tool
9. NATIONAL CSSC Green Message - NaCTSO Bulletin - 11 Apr 2022
10. SDC - Summer Family Fun Days
11. Kent Police - District Police Community Support Officers
12. Sevenoaks District Council: The race is on!
13. SDC - Welcome Packs for Hosts and Ukrainian Refugees
14. KALC - Men's Sheds Kent
15. KALC - Trauma Teddy Bears
16. Sevenoaks District Community Safety Partnership Newsletter - April 2022
17. NALC EVENTS
18. SDC - Homes for Ukraine - Sevenoaks District Coordinator
19. NALC NEWSLETTER
20. NALC CHIEF EXECUTIVE'S BULLETIN

Sevenoaks Volunteer

Sevenoaks Hospital  
Hospital Road  
Sevenoaks  
Kent TN13 3PH



Transport Group

Telephone 01732 458931  
E-mail soaksvtg@yahoo.com

Registered Charity 276663

The Clerk  
Shoreham Parish Council  
PO Box 618  
Sevenoaks, TN13 9TW

11 March 2022

Dear Amanda,

I write to thank you, and to ask you to pass on our thanks to your Councillors, for the grant of £100. The past two years have been strange for all of us: we experienced cancellations amongst some passengers, isolation by some drivers wishing to avoid Covid but our office has been manned without closures throughout. The result is that our income has reduced but our expenses have remained as pre-pandemic.

This makes contributions such as yours very valuable and it is flattering to think that your members regard the service we offer to residents of the district as being of a certain importance.

Thank you again,

Yours sincerely

Christy GTC

CHAIRMAN / SVTG

[www.sevenoaksvolunteertransport.com](http://www.sevenoaksvolunteertransport.com)

b) **Housing Needs Survey – attached**

**From:** Rosemary Selling [mailto:rosemary.selling@ruralkent.org.uk]  
**Sent:** 14 April 2022 10:06  
**To:** clerk2012@shorehamparishcouncil.gov.uk  
**Subject:** Housing Need Survey Shoreham

Dear Amanda,

Many thanks for your recent email. I was wondering if you could check the letter attached (the survey form is our standard form for the housing needs surveys in the Sevenoaks parishes).

I can include the Parish Council logo on the letter if you would like me to, if you can send the logo over I can add it on.

The printers have asked me to send this by the 28<sup>th</sup> April, if possible it would be great to have confirmation you are happy with the letter a couple of days before.

Kind regards,

Rosemary

Rosemary Selling  
Rural Housing Enabler  
Action with Communities in Rural Kent

9<sup>th</sup> May 2022

Dear Resident,

## Housing Needs Survey

Shoreham Parish Council is working with Sevenoaks District Council to assess whether there might be a need for “local needs” housing in the parish so that residents who cannot afford to buy or rent locally, are not forced to move away. It also helps those who have already had to move away make a return to their family support networks and contribute to the local community.

We also want to know if there are older people and/or people with disabilities in the parish, who would like to downsize and/or move to housing more suitable for their needs. This includes people who are owner-occupiers, as well as any other current living arrangements.

We are sending out this Housing Needs Survey to assess the need and gauge the level of support a small scheme of local needs housing might have in our parish. Rosemary Selling, the Rural Housing Enabler from Action with Communities in Rural Kent, is assisting us in carrying out this survey. All personal information will be kept confidential. Once the results have been analysed, Rosemary will provide a summary report to the Parish Council, and this will then be made publically available.

Depending on the outcome of the survey, we may look for suitable sites within the parish where we could build new local needs homes. We hope local landowners would be willing to work with us on such a worthwhile project. If new homes were built:

- applicants with a genuine, strong local connection to the parish would have top priority at all times, and
- homes would remain available, in perpetuity, to meet local housing needs.

Please take a few minutes to answer the survey. We would like to know your views even if you do not need alternative housing. THANK YOU. If you have family members who live elsewhere but who would like to return to live in the parish, please make them aware of the survey. Further copies can be obtained from Rosemary. Telephone: 01303 765 645. Email: [rosemary.selling@ruralkent.org.uk](mailto:rosemary.selling@ruralkent.org.uk). If you are in housing need, it really helps if you provide Rosemary with your contact details so she can keep you advised of potential new homes becoming available.

If you have any other queries, please do contact Rosemary.

Please return your completed survey form in the freepost envelope provided by 1<sup>st</sup> June. It's really important we hear from as many residents as possible, so that the results give us an accurate picture of housing need in the parish.

Yours faithfully,

Shoreham Parish Council

c) **Water supply in Well Hill – attached**

**From:** Cllr Waterton, Rachel [mailto:cllr.waterton@sevenoaks.gov.uk]  
**Sent:** 14 April 2022 16:17  
**To:** Jill Eldridge; KCC - Roger Gough; Parish.Council, Shoreham  
**Subject:** Re: Water supply to our property & neighbouring properties in Well Hill from Thames water is not sufficient

Dear Jill

Thank you for your email. I wondered if you had been in touch with Shoreham Parish Council regarding this issue? Also, what is the extent of this problem please? Is it just your household or is it your neighbours too?

Happy Easter and I look forward to hearing from you.

Yours sincerely

Cllr. Rachel Waterton

Independent

Member of Sevenoaks District Council

District Councillor for Crockenhill and Well Hill

---

**From:** Jill Eldridge <  
**Date:** 11 April 2022 at 16:53:00 BST  
**To:** [cllr.waterton@sevenaosk.gov.uk](mailto:cllr.waterton@sevenaosk.gov.uk), [roger.gough@kent.gov.uk](mailto:roger.gough@kent.gov.uk)  
**Subject:** Water supply to our property & neighbouring properties in Well Hill from Thames water is not sufficient

Dear Councillor Waterton and Councillor Gough

Please can you help us with our inadequate water supply from Thames Water?

The supply from Thames Water to this area has always been at best adequate and apparently met the minimum standards required.

However, from around October/November 2021 Thames Water undertook some works to the immediate area. The works were ongoing for many weeks and in that time our water supply was sporadic and on some occasions failed altogether. We were informed that the works in progress were to change the areas supply from the gravity fed reservoir in Well Hill Lane to a pumped system with the intention of improving the supply locally.

Since completion of the works at the end of 2021, our supply has been severely reduced, again sometimes failing altogether. We are now unable to use more than one appliance at a time, i.e. if the washing machine is on, we do not have adequate supply to use the dishwasher at same time, if the toilet has been flushed the water flow is inadequate to the tap for hand washing etc.. Also if a tap or appliance is used the main tank cannot fill properly and this has caused us problems with the shower. This was not an issue prior to works in 2021.

We contacted Thames Water at the beginning of the year, and were assured corrective works would be undertaken. We were informed that the problem was the works had caused pipes to burst in the Crockenhill area and a restrictor valve had had to be installed before Park Gate/ Daltons Road to prevent the bursting pipes. After several engineer visits and conversations with Thames Water we were told the restrictor valve had been installed in the wrong place meaning properties in Well Hill, (including ours) were receiving restricted pressure.

After being assured that the corrective works would take place, we have now received the email below, more or less saying that we have an adequate supply from the reservoir and Thames Water obligations are being met.

This is just not acceptable. We have been left with a water supply that is worse than it was before works started last year, and really is not enough to meet the needs of modern living. It is not acceptable on a day to day basis and especially when our family and young grandchildren come to visit or stay.

We do not seem to be able to get any reassurance from Thames Water that they will resolve this problem.

Is there anything you can do to help at all, is there anyone else we could be contacting to help resolve this matter?

I look forward to your reply.

Thanking you ,

Jill Eldridge

---

**From:** [customer.feedback@thameswater.co.uk](mailto:customer.feedback@thameswater.co.uk)

**Date:** 11 April 2022 at 15:03:19 BST

**To:**

**Subject: Our Ref :**

Thames Water  
Customer Relations  
PO Box 436  
Swindon  
SN38 1TU  
Telephone: 0800 009 3932

Email: [Customer.Feedback@thameswater.co.uk](mailto:Customer.Feedback@thameswater.co.uk)

11 April 2022

## Low Water Pressure

Dear Mr Eldridge

I hope you're keeping well. I'm writing to update you on your case as I didn't want to disturb you while you were working.

I've been in contact with the team to provide the next steps on your case. I'm waiting on an update from them as to what we can do to assist with the low-pressure issues you're experiencing. However, just to clarify where we are now. We have done all we could do to ensure that we revert the network as it should be, and we have seen a slight increase in pressure. Unfortunately, the location of your property is in proximity to Chelsfield Reservoir and the pressure you receive is determined by its level.

We've logged your properties outside stop valve, and we have proved that it is receiving exactly the pressure expected based on the reservoir level. Also, based on site investigation, you have confirmed that you have fitted an internal booster to your property. Although I appreciate you've mentioned this isn't helping currently.

Lastly, according to the Water Act Section 65, the water companies are not obliged to provide pressure greater than what the reservoir provides in this occasion.

However, please be assured I'm still looking into this for you and will provide an update as soon as possible.

## Next steps

I'll contact you with a further update on or before 22 April 2022.

It may be helpful to mention, for all email contact, we'll respond within a maximum of 10 working days. If you'd like to speak with me, the quickest way to contact me is by calling **0800 009 3932**. I'm usually available between 8am and 5pm, Monday to Friday. If I'm not available when you call, you can leave a message and I'll return your call as soon as possible, or one of my colleagues will be happy to help.

## Contacting us in future

You may be interested to know, for future reference, you can report some of the most common issues, such as blockages and leaks, on our website [here](#). If no existing issues show up after searching your address, click on the map to start a new report.

For future reference, the quickest way to get in touch to report issues, or for any other advice, is to contact us on [Twitter](#) or [Facebook](#). We're available 24 hours a day, 365 days a year. Alternatively, should you prefer to call us, our Customer Contact Centre is available on **0800 316 9800**. Lines are always open.

Yours sincerely

Eileen Charlton

Customer Relations

d) **Power lines – attached**

**From:** Roger.Gough@kent.gov.uk [mailto:Roger.Gough@kent.gov.uk]  
**Sent:** 07 April 2022 22:08  
**To:** npow@me.com; np2018@shorehamparishcouncil.gov.uk  
**Cc:** clerk2012@shorehamparishcouncil.gov.uk  
**Subject:** Power lines

Hi Neil

Further to your enquiry at last night's PC, I took the matter up with Rick Bayne and got the following response:

*My colleague from the AONB team, Tim Owen is leading on this project, but is on holiday at the moment. However the last update I had in March was that the planning stage for the work was almost complete. Most landowners have now signed the wayleave agreements. The final negotiations with KCC Estates to secure permission through Preston Hill were almost there. I believe that KCC were being the most difficult to tie down, but I think the issues have been overcome now. The project will shortly be passed on to the UK Power Networks delivery team to be scheduled. This will depend on their wider schedule as I understand they have a limited number of specialist teams that undertake this work, but delivery is expected later in 2022.*

I make no comment on KCC being the most difficult - they didn't come to me ... Anyway, I hope this is useful and will forward any further update that I receive.

With best wishes

Roger

**Roger Gough**  
Leader of the Council  
Member for Sevenoaks North and Darent Valley

9. **Church Field Footpath**

To discuss the next actions with regard to the proposed footpath to the station following the presentation by Rick Bayne of the Darent Valley Landscape Partnership Scheme at the Annual Parish Meeting.

10. **Notice Boards in Village - attached**

To agree next actions with regard the notice boards following inspection by Members.

**From:** Martin Sheward  
**Sent:** 11 April 2022 16:31  
**To:**  
**Subject:** Notice Boards. Condition Check.

Dear All,

I was tasked with checking the notice boards at the village hall.

**On the footpath.**



All in good condition. Could do with a coat of paint at some time in the non-too distant future.



The doors do not shut too well. Magnets were a little rusty,



but I gave them a wire brush and wet&dry clean up whilst I was there.  
Doors now click shut better, but top magnet does not grip too well.  
Is not leaking as such, but driving rain and general damp air is getting in.

**The top notice boards.**



Are all serviceable. The soft pin-board seems to take drawing pins ok.

Left hand one is locked.

Centre has a glass door, and RH one is open to the elements.

All seem to be doing what they need to do.

I would think the LH one could be taken over for all the formal SPC notices, duplicated onto the one by the footpath.

Regards

Martin

- 11. **Shoreham Village Hall - attached**
- a) **Ownership and Land Registry**
- b) **Insurance**
- c) **Accounts**

11a.

Register your charity land if not done already

It is recommended as good practice for charity trustees to register title to their property voluntarily in any event. Registration carries with it a State guarantee of ownership, boundaries and rights over property can be clarified, there is significantly more protection against squatters' claims and additional measures can be taken to be alerted to potential property fraud.

End of document ■

association (who have many unregistered titles). The advice is to register.

I would think there is a reasonable amount of time / work to sort this out, but looks like the right thing to do.

Miranda, is this part of your field of expertise?

Regards  
Martin

## 11.b Insurance

Shoreham Village Hal have given the Parish Council sight of their insurance policy which includes the buildings. Members may wish to consider making a contribution towards the cost.

## 11.c. Accounts

----- Forwarded message -----

From: [ralph.abbott@gmx.com](mailto:ralph.abbott@gmx.com)

Date: 21 April 2022 at 15:36:25 +01:00

Subject: Auditing of Village Hall Accounts

To: 'clerk2012' <[clerk2012@shorehamparishcouncil.gov.uk](mailto:clerk2012@shorehamparishcouncil.gov.uk)>, , 'JONATHAN HISTED' <

Hi,

A couple of months back the audit requirements of the VH were discussed by the PC. It was left to me to consult the Charities Commission to establish what the legal obligations are. I've now spoken to them and the requirements are income dependent. If the annual income is below £25k (which it is for the 2021 / 22 financial year) there is no requirement for a formal audit. All I need to do is report total income and expenditure via their online system.

For the 2020 / 21 year our income just exceeded £25k hence our audit requirements were different which is what confused me.

All the PC need to decide, therefore, is what due diligence it needs to exercise over the VH accounts to check that everything is above board.

I'll leave it with you to schedule for further discussion at a future meeting.

Regards,

Ralph

## 12. Working Party Updates

- a) To receive an update from the CCTV Working Party – attached policy

## CCTV Policy

### 1 Introduction

1.1 This policy is to control the management, operation, use and confidentiality of the mobile CCTV cameras within the parish of Shoreham.

1.2 It has been prepared taking due account of the Code of Practice published by the Data Protection Commissioner (July 2000).

1.3 This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest and that the system meets legislative requirements.

1.4 The system comprises of 2 cameras located at varying locations within the parish.

### 2. Objectives of the scheme

- (a) To prevent fly tipping
- (b) To support the Police in a bid to deter and detect crime
- (d) To assist in identifying, apprehending and prosecuting offenders
- (e) To protect public and private property

### 3. Statement of intent

3.1 The CCTV Scheme will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.

3.2 The Parish Council will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.

3.3 Cameras will be used to covertly monitor areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of preventing fly tipping in Shoreham Parish.

3.4 Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals, without an authorisation being obtained using the Parish Council's forms for Directed Surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000.

3.5 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Images will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Images will never be released to the media for purposes of entertainment.

3.6 The planning and design has endeavoured to ensure that the Scheme will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

3.7 Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the CCTV.

### 4 Operation of the system

4.1 The Scheme will be administered and managed by the CCTV control group, in accordance with the principles and objectives expressed in the code.

4.2 The day-to-day management will be the responsibility of the CCTV control group

4.3 The CCTV system will be operated 24 hours each day, every day of the year.

### 5. Recording procedures

5.1 In order to maintain and preserve the integrity of the disks used to record events from the hard drive and the facility to use them in any future proceedings, the following procedures for their use and retention must be strictly adhered to:

- (i) Each disk must be identified by a unique mark.
- (ii) Before using each disk it must be cleaned of any previous recording.
- (iii) The controller shall register the date and time of disk insert, including disk reference.
- (iv) A disk required for evidential purposes must be sealed, witnessed, signed by the controller, dated and stored in a separate, secure, evidence tape store. If a tape is not copied for the police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed, signed by the controller, dated and returned to the evidence tape store.
- (v) If the disk is archived the reference must be noted.

5.2 Disks may be viewed by the Police for the prevention and detection of crime, authorised officers of Shoreham Parish Council for supervisory purposes, authorised demonstration and training

5.3 A record will be maintained of the release of disks to the Police or other authorised applicants. A register will be available for this purpose.

5.4 Viewing of disks by the Police must be recorded in writing and in the log book. Requests by the Police can only be actioned under section 29 of the Data Protection Act 1995.

5.5 Should a disk be required as evidence, a copy may be released to the Police under the procedures described in paragraph 5.1 (iv) of this Code. Disks will only be released to the Police on the clear understanding that the disk remains the property of the Parish Council, and both the disk and information contained on it are to be treated in accordance with this code. The Parish Council also retains the right to refuse permission for the Police to pass to any other person the disk or any part of the information contained thereon. On occasions when a Court requires the release of an original disk this will be produced from the secure evidence disk store, complete in its sealed bag.

5.6 The Police may require the Parish Council to retain the stored disks for possible use as evidence in the future. Such disks will be properly indexed and properly and securely stored until they are needed by the Police.

5.7 Applications received from outside bodies (e.g. solicitors) to view or release disks will be referred to the Parish Clerk. In these circumstances disks will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee can be charged in such circumstances: £10 for subject access requests; a sum not exceeding the cost of materials in other cases.

## **6 Breaches of the code (including breaches of security)**

6.1 Any breach of the Code of Practice by Council staff, will be initially investigated by the Parish Clerk, in order for him/her to take the appropriate disciplinary action.

6.2 Any serious breach of the Code of Practice will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

## **7 Assessment of the scheme and code of practice**

7.1 Performance monitoring, including random operating checks, may be carried out.

## **8 Complaints**

8.1 Any complaints about the Parish Council's CCTV system should be addressed to the Parish Clerk

8.2 Complaints will be investigated in accordance with Section 9 of this Code.

## **9 Access by the Data Subject**

9.1 The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.

9.2 Requests for Data Subject Access should be made on an application form available from the Parish Clerk. The forms will also be available to the public.

## **10 Public information**

Copies of this Code of Practice will be available to the public from the Parish Clerk.

**Summary of Key Points**

- This Code of Practice will be reviewed every two years.
- The CCTV system is owned and operated by the Parish Council.
- Recording disks will be used properly indexed, stored and destroyed after appropriate use.
- Disks may only be viewed by Authorised Parish Council Officers and the Police.
- Disks required as evidence will be properly recorded witnessed and packaged before copies are released to the police.
- Disks will not be made available to the media for commercial or entertainment.
- Disks will be disposed of securely by incineration.
- Any Covert Surveillance or use of a Covert Human Intelligence Source being considered or planned as part of an operation must comply with the corporate policies and procedures. The Parish Council must use these procedures and comply with the requirements set out in the procedure documentation.
- Any breaches of this code will be investigated by the Parish Clerk. An independent investigation will be carried out for serious breaches.
- Breaches of the code and remedies will be reported to the Parish Council.

*THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.*

*I have read the above policy and agree to abide by these instructions. I will discuss any concerns with the Clerk to the Council at any time.*

Signed ..... Print Name .....

Date ...../...../.....

(Operators are issued with their own copy of this policy and shall sign to confirm receipt and compliance.)

b) To receive an update from the Highways Working Party – attached

**From:** Whitney.Gwillim@kent.gov.uk [mailto:Whitney.Gwillim@kent.gov.uk]  
**Sent:** 03 May 2022 16:19  
**To:** clerk2012@shorehamparishcouncil.gov.uk; Roger.Gough@kent.gov.uk  
**Subject:** RE: Highways - Shoreham Parish Council

Dear Amanda,

Thank you for your email.

We are currently reviewing the latest average speed data and collision data available to us for the A225 Shoreham Road. We are reviewing whether the proposed extents of the 40mph may be extended further than currently suggested. We need to ensure that any speed limit we introduce is appropriate for the road environment and we work to Department for Transport (DfT) guidance when assessing any requests for new speed limits. Speed limits should not be used to warn of single hazards but relate to the whole road environment. Please be advised that a change in the speed limit alone will rarely make a significant difference to the actual speed of vehicles being driven along a road. Typically a reduction of only 2-3mph is achieved through signing alone.

I am due to speak with my manager on the current proposals and expect to be able to give a full update and recommendation with next steps within the next week.

With regards to Station Road I have attached my latest email on this subject. Our current guidance on red surfacing is that it may be installed only at speed limit gateways and therefore would not be suitable at this location. Textured surfacing should not be used in isolation, it can be used as part of a larger scheme where materials are used at other locations to provide speed management or a shared space environment. Could you please give some more information about the nature of the problem and what you would like this scheme to achieve and we can advise on the best options.

With regards to the weight limit signage I can advise that we have carried out a review of current signage HGV signage through Shoreham. Shoreham and Otford have a width limit in place through the two villages and our records indicate that signage should be in place at the following junctions:

High Street and Castle Farm Road, Shoreham  
Station Road and A225 Shoreham Road, Shoreham  
A225 Sevenoaks Road and High Street, Otford  
London Road and Morants Court Road, Dunton Green

Given that Shoreham already has an existing width restriction in place it is unlikely that a weight limit would have any additional impact. If you wish to proceed with a weight limit order, a Traffic Regulation Order would need to be advertised. Objections to the proposal may result in KCC deciding not to proceed with the new restriction. Costs up to this point will need to be paid for by the applicant. Please note that for environmental weight limits we will always include an exemption for vehicles gaining access to properties within the restricted area. If you haven't already I would encourage you to consider our Lorry Watch scheme which is run by local residents. Community volunteers record details of lorries that are suspected of using unsuitable roads or not sticking to the limits and restrictions. A link to more information can be found below:

<https://www.kent.gov.uk/roads-and-travel/travelling-around-kent/lorries-and-hgv/lorry-watch>

I hope this information proved helpful and I will be in touch soon with my recommendation for the A225 Shoreham Road.

Kind regards,

Whitney Gwillim | Schemes Project Manager | Schemes Planning & Delivery Team | Kent County Council | Highways & Transportation | Ashford Highway Depot | 4 Javelin Way | Henwood Industrial Estate | Ashford | Kent | TN24 8AD | External 03000 418181 | [www.kent.gov.uk](http://www.kent.gov.uk) | Follow us on Twitter @kent\_cc

**From:** Whitney.Gwillim@kent.gov.uk [mailto:Whitney.Gwillim@kent.gov.uk]  
**Sent:** 16 June 2021 10:20  
**To:** npow@me.com  
**Subject:** FW: Shoreham Parish Council HIP - George bend

Dear Neil,

I am good thank you and hope you are too.

Based on previous quotes I have received the cost of excavating the road, disposing of the tarmac etc, then installing granite setts on a concrete base will be around £300/m<sup>2</sup>. This is only for the setts however and does not include charges for traffic management including road closures. Our costs for installing brick or block paving including excavation and disposal is around £100/m<sup>2</sup>. Again this does not include traffic management charges. If there was a specific material that you had in mind we can ask our contractor to obtain a quote for this.

The prices above are a very rough estimate and I cannot guarantee them. In order to give a more accurate estimate we would need to undertake a detailed design, however there would be a charge for our staff time for us to undertake this work on your behalf.

KCC have a contract with Amey plc and will usually use this contract for any works. We can look to commission work with other companies but this would need to go through our procurement process which can take some time and we would need to request quotes from at least three companies.

Cobbles are not a standard material and therefore there could be some delay in sourcing them. Resurfacing – depending on the treatment identified - can only be undertaken during periods of good weather, wet weather or cold conditions could affect scheduled dates.

I have checked the Resurfacing Team's forward works programme for the next 5 years however Station Road is not identified as needing any treatment and therefore I do not believe we would be able to contribute to any costs at the current time.

Whilst I understand your desire to make a more appealing environment there are some factors which need to be taken into account. Your proposals are unlikely to have any impact on the issues Mr Greenwood is seeing, namely vehicles striking the side of the pub. Cobbles or granite setts are unlikely to be maintained by KCC going forward and we reserve the right to use standard materials in any maintenance we carry out. These types of measures can also be unpopular with local residents as they generate noise and vibrations as vehicles drive over them. Red surfacing will fade over time and as mentioned above I cannot guarantee that this will be maintained going forwards.

I hope this information proves helpful and look forward to hearing your thoughts on the above.

Kind regards,

Whitney Gwillim | Schemes Project Manager | Schemes Planning & Delivery Team | Kent County Council | Highways & Transportation | Ashford Highway Depot | 4 Javelin Way | Henwood Industrial Estate | Ashford | Kent | TN24 8AD | External 03000 4181811  
[www.kent.gov.uk](http://www.kent.gov.uk) | Follow us on Twitter @kent\_cc

**From:** neil powell <[npow@me.com](mailto:npow@me.com)>  
**Sent:** 20 May 2021 17:57  
**To:** Whitney Gwillim - GT HTW <[Whitney.Gwillim@kent.gov.uk](mailto:Whitney.Gwillim@kent.gov.uk)>  
**Cc:** Jonathan - Histed <[jhisted421@aol.com](mailto:jhisted421@aol.com)>  
**Subject:** Shoreham Parish Council HIP - George bend

Hi Whitney

Hope all is well with you

As you know we are looking at options for the bend between the church and the George pub in Shoreham. The Parish Council are looking at possibilities for funding from the owner of the George and other interested parties, and you have given us outline costs for our initial preference of a coloured surface on the road to differentiate the area.

Other nearby areas that have had this treatment, have a strip of cobbles or setts at each end. Would it be possible to let me know how much these would cost?

Going further, could you give me an approximate cost for laying cobbles or paving to the whole area?

Surrounded by listed buildings, this would enhance the area and its historical interest as an added benefit to the safety aspects needed. A limited run of cobbles may be more sustainable in the long run and more appropriate to the environment of a conservation area,

I assume this would cost more, but we need an idea of costs in our endeavours for funding.

This section of road has many patches following the recent development at the church, with more digging to come as the George is refurbished. The front of the George will be resurfaced, as will the road, and ideally we would like to link these areas together with the church and its mix of cobble stones and paving.

Could the cost of the road resurfacing (which I think comes out of maintenance) be put towards a cobbled surface, and are there any issues with laying a cobbled or paved surface?

Is there an option to use different contractors and manage costs?

Are coloured surfaces seen as sustainable and are repairs usually in black?

Is there a difference in timescales between the two options of tarmac or cobbles?

Apologies for all the questions, but we need to look at all our options for the best possible outcome!

Thanks for your help on this and the ongoing work to reduce the speeds on the A225.

Best

Neil

**13. Finance - attached**

- a) To agree items payable and paid
- b) Grant request from Kent, Sussex & Surrey Air Ambulance Charity Trust
- c) Donation to Shoreham's Jubilee Party
- d) To appoint the internal auditor
- e) Council email addresses for Members
- f) To agree annual subscriptions to:
  - i. Kent Association of Local Councils
  - ii. Action with Communities in Rural Kent
  - iii. National Society of Allotments and Leisure Gardeners
  - iv. Campaign for the Protection of Rural England

**Agenda Item 13. Finance****13.a Items Paid and Payable**

Items Paid for the period 1 April to 30 April 2022

4 May 2022 (2022-2023)

**Shoreham Parish Council**  
**PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
18	Car Park	01/04/2022		NatWest current account		Business Rates	Sevenoaks District Council	X	79.83		79.83
14	Toilets	04/04/2022		NatWest current account		Electricity	EDF Energy	X	145.00		145.00
15	Office telephone	05/04/2022		NatWest current account		Office telephone	O2	S	10.72	2.14	12.86
5	Hall/Emergency Room Hire	05/04/2022		NatWest current account		Hall hire	Shoreham Village Hall	X	54.00		54.00
16	Subscriptions - KALC/SLU	11/04/2022		NatWest current account		Subscription	Zoom	S	11.99	2.40	14.39
17	Computer/Printer Consumables	11/04/2022		NatWest current account		Website	Hugo Fox	S	29.99	6.00	35.99
2	Printing Gazette/Shoreham Post	11/04/2022		NatWest current account		Printing Shoreham Post	Silver Pines Services	X	60.45		60.45
3	Broadband	11/04/2022		NatWest current account		Broadband	Mrs A C Barlow	X	10.00		10.00
1	Refuse freighter	11/04/2022		NatWest current account		Refuse freighter	Sevenoaks District Council	S	165.46	33.09	198.55
6	Dog waste bins	11/04/2022		NatWest current account		Dog waste bin	Sevenoaks District Council	S	332.00	66.40	398.40
7	Playground inspection	11/04/2022		NatWest current account		Playground Equipment Ins	The Play Inspection Company	S	130.00	26.00	156.00
12	Office Rent/Storage	11/04/2022		NatWest current account		Office Allowance	Mrs A C Barlow	X	30.00		30.00
13	Clerk's mileage	11/04/2022		NatWest current account		Mileage	Mrs A C Barlow	X	73.44		73.44
<b>Total</b>									<b>2,220.35</b>	<b>136.03</b>	<b>2,356.38</b>

4 May 2022 (2022-2023)

**Shoreham Parish Council**  
**RECEIPTS LIST**

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
2	Tennis courts	01/04/2022		NatWest current account		Tennis Subscription	Jacqui Lewis	X	20.00		20.00
1	Tennis courts	06/04/2022		NatWest current account		Tennis Subscription	Liz Johnson	X	20.00		20.00
3	Interest on Precept	29/04/2022		NatWest tax saver		Bank interest	NatWest Bank	X	4.99		4.99
4	Precept	29/04/2022		NatWest tax saver		Precept	SDC General Account	X	22,059.00		22,059.00
5	Receipt	29/04/2022		NatWest tax saver		CIL receipt	SDC General Account	X	1,615.72		1,615.72
<b>Total</b>									<b>23,719.71</b>		<b>23,719.71</b>

## Items to be paid in May 2022

Shoreham Parish Council  
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
4	Office Rent/Storage	05/05/2022		NatWest current account		Office Allowance	Mrs A C Barlow	X	30.00		30.00
11	Broadband	05/05/2022		NatWest current account		Broadband	Mrs A C Barlow	X	10.00		10.00
19	Printing Gazette/Shoreh	06/05/2022		NatWest current account		Printing Shoreham Post	Silver Pines Services	X	60.45		60.45
20	Hall/Emergency Room Hi	06/05/2022		NatWest current account		Hall hire	Shoreham Village Hall	X	81.00		81.00
21	War Memorial/Meenfield	06/05/2022		NatWest current account		Cleaning Cross	Jeremy Tooley	X	45.00		45.00
22	Grasscutting Shoreham	06/05/2022		NatWest current account		Grass cutting	GF Garden Maintenance	X	190.00		190.00
23	Grasscutting Shoreham	06/05/2022		NatWest current account		Grass cutting	GF Garden Maintenance	X	190.00		190.00
25	Heat Energy Project	06/05/2022		NatWest current account		Consultancy	BHESCo	X	5,425.00		5,425.00
29	Broadband	06/05/2022		NatWest current account		Broadband	Mrs A C Barlow	X	10.00		10.00
30	Office Rent/Storage	06/05/2022		NatWest current account		Office Allowance	Mrs A C Barlow	X	30.00		30.00
31	Payroll	06/05/2022		NatWest current account		Payroll	DM Payroll Services Ltd	X	174.00		174.00
24	Heat Energy Project	06/05/2022		NatWest current account		Legal Services	Thomson Snell & Passm	S	1,300.00	260.00	1,560.00
<b>Total</b>									<b>8,669.83</b>	<b>260.00</b>	<b>8,929.83</b>

b) Grant request from Kent, Sussex & Surrey Air Ambulance Charity Trust



Our Ref: 41585  
04 March 2022

Parish Clerk  
Shoreham Parish Council  
c/o 8 High Street  
Shoreham  
SEVENOAKS  
Kent  
TN14 7TD

Dear Shoreham Parish Council

Air Ambulance Charity Kent Surrey Sussex (KSS) fight each day to save lives. We provide critical pre-hospital care across the region, to those that need us most. We are a vital part of your communities, your lives and your safety.

I am writing to you today to apply for a grant of £300 to help towards our mission of saving lives and ensuring the best possible outcomes for our patients.

Last year was the busiest year in our 32-year history. We were called to over 3000 incidents throughout the South East with 44% of our missions coming in Kent alone.

It takes over £15.2million to operate our service and we simply could not do what we do without the generosity of the people and communities of our region so any support Shoreham Parish Council may be able to offer really would be appreciated.



I hope that you will join us in our fight to save lives - your support is as critical as our care.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Nick Turrell'.

Nick Turrell

Head of Community Fundraising

c) Donation to Shoreham's Jubilee Party

**From:** Christine Euman  
**Sent:** 27 April 2022 12:53  
**To:** Sarah Moon  
**Subject:** Parish Meeting

Dear Amanda,

After the Parish Meeting, there was a fair amount of wine, crisps etc left at the Village Hall. We removed it to our house for safe-keeping.

If the PC is unsure what to do with it, could the Shoreham Society offer it a good home as a contribution to our Jubilee Big Picnic? Most things will still be within their expiry date.

Please let us know if you are not happy with this solution.

Chris Euman

Co-chair, Shoreham Society

Ralph Abbott

Treasurer,

Village

Hall

d) To appoint the internal auditor



Amanda Barlow  
Clerk to Shoreham Parish Council  
PO Box 618  
Sevenoaks  
TN13 9TW

16<sup>th</sup> April 2022

Dear Sarah,

1 Re: Internal Audit Quotation – Shoreham Parish Council

Thank you for asking me to provide a quotation for you this year. The quotation includes the addition of a face to face visit.

2 My quote therefore is – £350.00

Should this be acceptable to the Council, I look forward to working with you again this year.

Kind regards,

**Paulette Furse CPD ILCA**  
**Local Council Internal Auditor**

**Mob: 07287 427185**

e) Council email addresses for Members

**Morgan Gosling** (Vision ICT Ltd)

Apr 28, 2022, 12:21 GMT+1

Dear

Amanda

We can do the email for Shoreham PC. We would need to set them up at our end and then you would need to get your current domain hosts to change the MX records to point to our mail servers. Each mailbox will cost £18/year (+VAT) and there would be a one off fee of £25 (+VAT) to migrate your mailbox across. This will only migrate emails and folder and not contacts and calendar info, so you would need to save those separately. To do the migration I would need:

Username	(&	email	address	if	different)
Password					
Incoming			Server		Name
Port					Number

Then I will get it all set up on our servers.

Regards

Morgan Gosling

(Pronouns she/her). Please visit <https://medium.com/gender-inclusivit/why-i-put-pronouns-on-my-email-signature-and-linkedin-profile-and-you-should-too-d3dc942c8743> to find out more.

Please direct all support enquires to [support@visionict.com](mailto:support@visionict.com) in order for your query to be dealt with as quickly and efficiently as possible. We are, however, still always available on the phone (01392 669497). Thank you for your cooperation.

- f) To agree annual subscriptions to:  
 v Kent Association of Local Councils

## KENT ASSOCIATION OF LOCAL COUNCILS

PRESIDENT  
Cllr John Rivers

Chairman  
Cllr Sarah Barker

Chief Executive  
Charmaine Keatley



Dover District Council Offices  
White Cliffs Business Park  
Whitfield, Dover, Kent, CT16 3PJ

Tel: 01304 820173  
Email: [kalc@kentalc.gov.uk](mailto:kalc@kentalc.gov.uk)  
Website: [www.kentalc.gov.uk](http://www.kentalc.gov.uk)  
VAT Registration No: 509 7509 27

**INVOICE TO**  
Shoreham Parish  
Council

**INVOICE NO.** 8453  
**DATE** 01/04/2022  
**DUE DATE** 01/04/2022  
**TERMS** Due on  
receipt

DATE	ACTIVITY	QTY	RATE	VAT	AMOUNT
	<b>Subscription</b>	1	550.76	S	550.76
	As agreed at the 2021 KALC AGM, the Annual Subscription for membership to the Kent Association of Local Councils and NALC, year ending 31st March 2023, is based on the number of equivalent Band D properties in the Parish/Town/Community Council as at 2021/2022 at 66p per equivalent Band D property subject to a maximum of £1,590 plus a standing charge of £65 (all subject to VAT).				

SUBTOTAL	550.76
VAT TOTAL	110.15
TOTAL	660.91
<b>BALANCE DUE</b>	<b>£660.91</b>

### VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	110.15	550.76

Please make cheques payable to "KALC", or direct credit to:

Metro Bank  
Sort Code: 23-05-80  
Account Number: 33633408

- vi. Action with Communities in Rural Kent
- vii. National Society of Allotments and Leisure Gardeners
- viii. Campaign for the Protection of Rural England

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

- a) Planning (if required) and Council Meeting – Wednesday 18 May 2022
- b) Planning (if required) and Council Meeting – Wednesday 1 June 2022

Amanda Barlow, Clerk to Shoreham Parish Council