

SHOREHAM

Parish Clerk:
Amanda Barlow

Amanda Barlow
PO Box 618
Sevenoaks
TN13 9TW

PARISH COUNCIL

07912 611048

clerk2012@shorehamparishcouncil.gov.uk

You are hereby summoned to a Meeting of the Shoreham Parish Council to be held at **Well Hill Mission Chapel on Wednesday 20 July 2022** following a Planning Meeting at 7:30pm. Members of the Press and Public are warmly invited to attend.

Parish Clerk 15 July 2022

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. To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 22 June 2022
4. District/County Councillor Reports
5. To co-opt a Member following the resignation of Suzanne Hubble.
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
7. Chairman's Report
8. Clerk's Report
9. Shoreham Village Hall
- Resilience Plan
10. Operation London Bridge Policy
11. **Correspondence and Information**
 - a) Correspondence from residents:
 - i. Commercial Waste
 - ii. High Street Repairs
 - iii. Litter bin
 - b) Correspondence from other parties
 - i. Environment Agency
 - ii. PCSO
 - c) General correspondence

12. **Working Party Updates**

- a) To receive an update from the Heat Network Working Party (if available)
- b) To receive an update from the Highways Working Party (if available)

13. **Finance**

- a) To agree items payable and paid

14. **Staffing (Confidential item)**

Lengthsmen – to agree arrangements for the appraisal and duties

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

- a) Planning (if required) Meeting – Wednesday 3 August 2022
- b) Planning (if required) Meeting – Wednesday 17 August 2022
- c) Planning (if required) Meeting – Wednesday 7 September 2022
- d) Parish Council Meeting – Wednesday September 21 2022

Amanda Barlow, Clerk to Shoreham Parish Council

3. To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 22 June 2022

MINUTES of a MEETING of SHOREHAM PARISH COUNCIL

Shoreham Village Hall 22 June at 7:30pm

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

*Also Present: 14 members of the public (in part)
Cllr R Gough (County) (in part), Cllr John Edwards-Winser (District) (in part), Amanda Barlow (Clerk)*

Apologies: Cllr A Hibbins

Public Forum: Aidan asked that the Parish Council shared the cost of the fire risk assessment of the Village Hall. Members agreed to discuss the cost under Agenda item 12.

AGENDA for MEETING of SHOREHAM PARISH COUNCIL

1. To receive any apologies for absence.

Apologies were received and accepted from Cllr Hibbins.

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

Cllr Power arrived at the meeting.

None.

3. **Members resolved to agree the minutes of the meeting held on Wednesday 4 May 2022.**

4. **District/County Councillor Reports**

District Report – Cllr John Edwards- Winser

- A housing needs survey will be carried out in Shoreham.*
- Cllr Edwards-Winser advised the meeting about the housing statistics.*

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

None.

Members agreed to take the Agenda items in the follow order:

7. **Heat Network Committee**

Receive an update from the Committee – Peter Kasch

- Peter gave an update on the current position of the Heat Network about the water supply.
- The engineering side of the project is moving forward.
- The financial side of the project is less clear. Electricity is currently purchased off the grid. There is not a financial feasibility which includes very expensive capital costs and costs of energy.
- On July 6th there will be a further update with more detailed information.
- Peter Kasch advised that once the report has been finalised, Members will be asked what are the views of the Parish Council are in continuing and applying for further funds.

6. **Chairman's Report**

Cllr Histed advised that he had been asked to meet with the Golf Club about a path to help access. The path will run from the golf club to Shoreham Place. Cllr Histed suggested that the golf club should ask for access to the station. **Cllr Histed agreed that he would meet with Jason along with Cllr Sheward.**

8. **Darent River Valley Partnership/ Church Field Path**

Cllr Jeffery advised that following the AGM, more information was requested from the DRVP and the Parish Council engaged in correspondence with them.

As a result, the path will be reduced to 2.5m. Cllr Histed advised that it is not in the Parish Council's gift as the Council is not funding the project and it is not on Parish Council land.

9. **Highways**

Members resolved to agree that the Clerk should ask Kent Highways for detailed costings for the proposed scheme and were in agreement to contribute funds to the scheme.

11. **Correspondence and Information**

- d) Correspondence from residents:
- iv. George Bend

A member of the public commented on the public survey that 74% of residents stated they had a concern about the bend.

Cllr Power advised that Members have been discussing with Kent Highways about putting different surfaces down and other possible safety measures.

Members noted that the issues of the George Bend are on the Highways Improvement Plan (HIP).

Cllr Roger Gough arrived at the meeting.

Cllr Jeffery advised that the issue is cars parked down the road. Cllr Sheward advised that the report appears to advise that the parked cars slow down the traffic.

Members agreed to discuss the issue further with Highways and include it on the Highways Improvement Plan.

4. District/County Councillor Reports

- Cllr Gough asked that Members include him in the correspondence on the George Bend.
- The Highways Team has been restructured and it has been divided between East and West Kent.
- On the A225 Cllr Gough advised that he would be prepared to contribute some funds to the project.
- Cllr Histed also advised about a possible path across the golf club. **Members asked the Clerk to email Sarah Newman at SDC to discuss about further access to the rail station.**
- Heat Network Project – Cllr Gough advised that he will discuss with KCC and email a response to Bill Latimer prior to the meeting on 6 July.

Cllrs Gough and Edwards-Winser left the meeting.

10. Notice Boards

Members agreed that the Parish Council should keep once notice board up to date with Parish information and the official notice board will be the one in front of the village hall. It was agreed that the Clerk should arrange for it to be refurbished and fitted with a lock.

The notice boards attached to the wall of the Village Hall will be for general use. The notice boards at Well Hill and East Hill are both in a good state of repair.

The notice board on the wall by the Samuel Palmer should be removed and it was agreed the Clerk would write to the owners to ask them to remove it.

11. Correspondence and Information

Members resolved to extend the meeting.

a. Correspondence from residents:

I. Pump Lane

Members advise the resident to contact Cllr Gough as this is a Highways matter.

II. War Memorial

Members resolved that the Clerk should ask the lengthsman to carry out the duties.

III. Litter bin

Members agreed that the Clerk should ask Sevenoaks District Council to relocate the bin and replace it with a heritage bin.

e. Well Hill water supply

Members discussed the email from resident and asked the Clerk to advise the resident to contact the MP.

b. General Correspondence Noted at Appendix A.

12. **Finance**

Annual Governance and Accountability Return (AGAR)

- a) To approve Section 1 (Annual Governance Statement) of the 2021-2022 Annual Return.
Members resolved to agree the Annual Governance Statement for 2021-22 and it was signed by the Chairman.
- b) To approve Section 2 (Accounting Statements) of the 2021-2022 Annual Return.
Members resolved to agree the Accounting Statements for 2021-22 and they were signed by the Chairman.
- c) To agree items payable and paid

Members resolved to agree to contribute 50% of the cost of the fire risk assessment.

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

13. **Working Party Updates**

- a) To receive an update from the CCTV Working Party (if available)
None.

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

- a) Planning (if required) Meeting – Wednesday 13 July 2022
- b) Amenities Committee Meeting – Wednesday 13 July 2022
- c) Parish Council Meeting – Wednesday 20 July 2022

Amanda Barlow, Clerk to Shoreham Parish Council

Appendix A

General Correspondence

1. *SDC - Sevenoaks Urban Area Local Walking and Cycling Infrastructure Plan (LCWIP)*
2. *SDC - Young Person Mentoring Project*
3. *SDC - Sevenoaks Welcomes Refugees - various correspondence*
4. *KALC NEWS APRIL 2022*
5. *Sevenoaks District Council: New Chairman champions the environment*
6. *Sevenoaks District Council: Swanley man snared for fly tipping offences*
7. *KALC - Kent Homeless Connect - Public Consultation Invitation*
8. *Sevenoaks District Council: Sevenoaks secures funding for safe cycle and walking route*
9. *NALC - CHIEF EXECUTIVE'S BULLETIN*
10. *CPRE - Star Count results: night skies outlook is bright!*
11. *KALC - Kent Connect to Support - supporting people to live well in Kent*
12. *KALC - Private Members' Ballot - Local Electricity Bill.*
13. *Gatwick Airport Northern Runway Project: Summer 2022 Consultation launched*
14. *KALC NEWS MAY 2022*
15. *M20 Moveable Barrier: project update*

Appendix B

Items Paid 1 May to 31 May 2022

22 June 2022 (2022-2023)

Shoreham Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
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
24	Heat Energy Project	06/05/2022		NatWest current account		Legal Services	Thomson Snell & Passm	S	1,300.00	260.00	1,560.00
25	Heat Energy Project	06/05/2022		NatWest current account		Consultancy	BHESCo	S	5,425.00	1,085.00	6,510.00
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
26	Lengthsmen	20/05/2022		NatWest current account		Lengthsman wages	Mrs A Hollands-Parsons	X	267.30		267.30
27	Lengthsmen	20/05/2022		NatWest current account		Lengthsman wages	N McDonnell	X	35.64		35.64
28	Clerk's salary	20/05/2022		NatWest current account		Clerk's salary	Mrs A C Barlow	X	784.53		784.53
Total									8,592.92	1,345.00	9,937.92

Items to be Paid

22 June 2022 (2022-2023)

Shoreham Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
4	Office Rent/Storage	06/06/2022		NatWest current account		Office Allowance	Mrs A C Barlow	X	30.00		30.00
29	Broadband	06/06/2022		NatWest current account		Broadband	Mrs A C Barlow	X	10.00		10.00
41	Toilets	06/06/2022		NatWest current account		Toilet cleaning	Mrs L Spence	X	51.00		51.00
42	Insurance	22/06/2022		NatWest current account		Insurance	Arthur J Gallagher Insura	X	1,522.08		1,522.08
39	Photocopier Rental and C	22/06/2022		NatWest current account		Photocopier Rental and C	Sundridge with Ide Hill P	X	196.20		196.20
33	Printing Gazette/Shoreh	28/06/2022		NatWest current account		Printing Shoreham Post	Silver Pines Services	X	60.45		60.45
34	Hall/Emergency Room Hi	28/06/2022		NatWest current account		Hall hire	Shoreham Village Hall	X	54.00		54.00
35	Grasscutting Shoreham	28/06/2022		NatWest current account		Grass cutting	GF Garden Maintenance	X	190.00		190.00
36	Toilets	28/06/2022		NatWest current account		Asbestos Survey	RBM Services	X	220.00		220.00
32	Computer/Printer Consu	28/06/2022		NatWest current account		Website	Hugo Fox	S	29.99	6.00	35.99
37	Toilets	28/06/2022		NatWest current account		Toilet Supplies	Goldservice Contract Cle	S	78.78	15.76	94.54
38	Website hosting charge	28/06/2022		NatWest current account		website hosting	HCI Data Ltd	S	85.00	17.00	102.00
40	Heat Energy Project	28/06/2022		NatWest current account		Heat Project	BHESCo	S	2,765.00	553.00	3,318.00
Total									5,292.50	591.76	5,884.26

5. To co-opt a Member following the resignation of Suzanne Hubble.

The vacancy is for Well Hill ward and Jane Austin has come forward as the candidate for co-option.

Jane moved to Well Hill from Central London in 2019. She has been active in the local community since she arrived, including organising litter picking, being part of the horticultural society show organising committee and volunteering at the church fete. She was nominated by her neighbours to be the Parish Councilor.

Jane is a C level executive of a large design and advertising agency, and is working on her MBA. This gives her an excellent understanding of communication strategy, board level organisation, running committees and negotiation techniques as well as managing significant budgets.

You can view Jane's LinkedIn profile here <https://www.linkedin.com/in/msjaneastin/> where you can see her experience as well as reading recommendations from 43 different current and previous colleagues testifying to her emotional intelligence and leadership skills.

Jane is excited to put these skills as well as her background and experience in service to Well Hill, a community she is very proud to belong to.

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

Agenda Item 14.

8. Clerk's Report

8.1 Trees

The Amenities Committee agreed to appoint All Trees Consultancy to carry out a tree survey at the allotments and the recreation ground at a cost of £280 + VAT.

The Clerk will arrange for a member of the cricket club to meet with All Trees Consultancy to determine what trees are part of the cricket club and give a quote for the tree survey at the cricket club.

8.2 Tennis Courts

A quote was received from First Surface for resurfacing the tennis courts and also cleaning up the other area. The quote was complicated and it was agreed that the Clerk should arrange for First Surface to meet with a Member/Clerk to discuss the quote further. The Clerk will then get 2 further like for like quotes.

8.3 Green

There is some concern about cars driving down to the green and getting "stuck". It was agreed the Clerk would ask a welder to attend the site to look at options to prevent cars driving there.

8.4 Recreation Ground

It was agreed that the Clerk would get a new sign for the playground area.

8.5 Notice Boards

a. Parish Council Notice Board

Situated outside the village hall – to be refurbished and locked.

b. Well Hill and East Hill

These notice boards are in good repair.

c. Board on the wall by the Samuel Palmer

To be removed.

d. Boards on wall of village hall

To be available for residents to use to post notices.

8.6 Allotments

8.7 Defibrillators

1. Village Hall
2. Darenth Golf Club (but not available when golf club closed)

Suggested locations:

Crown Public House
Samuel Palmer Public House

East Hill – solar powered defib
Well Hill – solar powered defib



E: solutions@defibmachines.co.uk
W: www.defibmachines.co.uk
T: 0800 0852 733

Defib Machines Quote – Two Units

AED Rental Package – Full Coverage

The costing for two AED's is **£1 x 2 = £2.00 (+VAT) per day** and a **£150 x 2 = £300 deposit** in your first year (returnable after your order has finished). All orders run for 5 years and payments would be annually in advance.

Included for the price quoted;

- Full installation of Defib Machine(s) and wall bracket(s);
- Onsite AED training
- Adult Pads and training on how to activate these pads in an emergency
- Full Maintenance & Service of machine, including regular onsite Health Checks and pad/battery replacement
- Replacement of Defib Machine(s) if ever used in an emergency or displaying an error message within one working day
- Loyalty Bonus available including new machine and 10% price reduction after 3 years
- Resuscitation Kit; Signs & Training link
- Protective hard casing and Adult Live Pads

Annual Total for Two AED Units - £730 (+VAT)



E: solutions@defibmachines.co.uk
W: www.defibmachines.co.uk
T: 0800 0852 733

Defib Machines External Cabinet Quote – 2 Units

External Cabinet Package

The costing for four cabinets is £1 x 2 = £2.00 (+VAT) per day.
The duration of a cabinet runs for 5 years and payments would be annually in advance.

Included for the price quoted;

- Review of site and recommendation of location;
- Full installation of cabinet;
- Full Maintenance & Service of cabinet, including regular onsite Health Checks;
- Replacement of cabinet if ever faulty;

Annual Total for four External Cabinets - £730(+VAT)

8.8 Email Addresses

The following email addresses have been set up for Members. Could all Members please ensure that they are using the following address by 1 August 2022.

Jonathan.Histed@shorehamparishcouncil.gov.uk

Roy.Blamey@shorehamparishcouncil.gov.uk

Brian.Jeffery@shorehamparishcouncil.gov.uk

Martin.Sheward@shorehamparishcouncil.gov.uk

Miranda.Cockburn@shorehamparishcouncil.gov.uk

Neil.Powell@shorehamparishcouncil.gov.uk

Andrew.Hibbins@shorehamparishcouncil.gov.uk

clerk@shorehamparishcouncil.gov.uk

9. Shoreham Village Hall
- Resilience Plan

From: Geraldine Field <hopescottage@yahoo.co.uk>
Sent: 10 July 2022 22:28
To: Clerk2012 <clerk2012@shorehamparishcouncil.gov.uk>
Subject: Resilience Plan Shoreham

Hi Amanda,

At our last Village Hall Committee meeting, the subject of the Village Resilience Plan was raised, specifically the items in the extract from the minutes. Could you please raise this with the PC. Hopefully, the member of the PC who comes to the next Village Hall meeting on the 27th July, will be able to answer the questions raised.

Regards

Geraldine

"Ralph queried the role of the hall in a crisis i.e. the recent power cuts. Who has the key to the generator cupboard? Who knows how to use the generator? Who tests it? It was decided that this is the responsibility of the PC though a key to the generator cupboard should be in the key safe."

10. Operation London Bridge Policy

Shoreham Parish Council Operation London Bridge Policy

This protocol sets out the action to be taken in the event of the death of HM The Queen (codename Operation London Bridge) and shall only be implemented when an official announcement is made by Buckingham Palace. A 10-day period of state mourning will commence and the State Funeral shall be held at Westminster Abbey on the 10th day; unless this falls on a Sunday in which case the funeral will be on the Monday.

The Clerk will be the lead for this protocol in the event of the Royal death, in liaison with SDC. The following actions will be undertaken to mark the occasion:

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

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

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

4. Condolence Books – **The book shall be placed in Shoreham Village Hall.** The book is to be made available for parishioners to write their messages of condolence from the first working day after the day of death until the day after the state funeral has taken place. The black-bordered loose-leaf pages will be in a black ring-binder. This allows for pages to be reordered and for the removal of inappropriate content. Following completion of the open period for signing (approximately 10 days) the pages may be reviewed, reordered and bound. A letter shall be sent to the Private Secretary at Buckingham Palace advising a condolence book is held in council archives. The book is to be placed on a table clothed in black with a small appropriate floral tribute (to be refreshed when necessary), a framed photo of HM The Queen with a black ribbon across one top corner of the frame and image. A supply of pens will be made available.

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

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

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

Black Loose Leaf 'Book of Condolence' Binder

£34.00

SKU:

ESP00890



11. Correspondence and Information

- e) Correspondence from residents:
i. **Commercial Waste**

From: Ralph Abbott

Sent: 15 July 2022 12:36

Subject: FW: Commercial Waste

Please see email below from John Edwards-Winsor.

It's clearer now. SDC's position seems to be that:

- The Village Hall must take responsibility for all waste generated on site.
- Requiring hirers to dispose of their own rubbish is not acceptable since they perceive a risk that the rubbish may be fly tipped.

The obvious question that springs to mind is to ask SDC what evidence they have that rubbish from our village hall usage is fly tipped.

I could also point out that there is nothing to stop domestic rubbish being fly tipped but they don't ask every household for a waste disposal plan.

So, to summarise:

- Currently we have a waste disposal process that works, costs us nothing, requires no effort on our part and we have been presented with no evidence that the system is being abused.
- SDC wants to replace this with a system that requires us to store unhygienic rubbish on site, costs us money, puts an administrative burden on us and requires us to employ someone to manage the rubbish.

I make no further comment but you can probably work out what I'm thinking!

Regards,

Ralph

From:

Sent: 15 July 2022 12:09

To:

Subject: Re: Commercial Waste

Morning Ralph - it's tooooo B....hot already and it's going to get worse!!

Unfortunately no I didn't - it was escalated to Trevor who I contacted via e-mail. As far as I understand the situation you need a waste disposal plan as handing the problem back to the hirers is insufficient because there is nothing stopping them fly-tipping it and the quantity isn't recorded. I got in touch with the manager of Otford Hall to see what sort of plan they had, and as he is a relatively new manager, he didn't know of one. However, speaking with Trevor, apparently there is one for Otford and all the waste is taken to the parish office each week, along with the lengthmans roadside rubbish collection, where it is collected by a van - not the normal compactor - that means that it is then controlled by Dunbrik and that satisfies the requirement. So maybe you might have to store the rubbish in the ex-toilets and arrange for Dunbrik to pick it up once a week??

I will do my best to attend as I haven't actually met Trevor yet due to SDC being effectively closed (Covid) to Councilors visiting unless necessary.

Regards
John E-W

ii. High Street Repairs

From: Ann Palmer <

Sent: 12 July 2022 12:35

To: Cllr Roy, Irene <cllr.roy@sevenoaks.gov.uk>; Cllr Edwards-Winsor, John <cllr.edwards-winsor@sevenoaks.gov.uk>; Jonathan Histed <jhisted421@aol.com>; brian.jeffery@smpgroup.co.uk
Parish.Council, Shoreham <clerk2012@shorehamparishcouncil.gov.uk>

Subject: High Street chaos

The pothole repairs is very welcome, but having to clear the whole road for three days isn't practical for most residents who live there.

Can you follow this up as a matter of urgency, and keep everyone informed on the FB page please? I raised it with Roger, as you'll see.

I've also put out a call for locals who have extra parking capacity to make it known, but so far only Ann Ball and Frances McDonnell have come forward openly.



--
Ann

iii. **Litter Bin**

The litter bin sited at on the corner of High Street / Forge Way has disintegrated.

Proposal:

Parish Council replace the bin with a heritage style bin. £750 plus VAT



- f) Correspondence from other parties
 - i. Environment Agency

From: Waring, Peter <peter.waring@environment-agency.gov.uk>

Sent: 11 May 2022 15:08

To: clerk2012 clerk2012@shorehamparishcouncil.gov.uk

Cc: KSL Enquiries <KSLE@environment-agency.gov.uk>; Mark.Gallant@kent.gov.uk; Lord, Ben <Ben.Lord1@environment-agency.gov.uk>; Iepure - Carolea, Adriana <Adriana.LepureCarolea@environment-agency.gov.uk>; Stephens, Mark <mark.stephens@environment-agency.gov.uk>

Subject: RE: River Darent Our ref KSL260978 AC

Dear Amanda

Thank you for your letter dated 22 April 2022 and please accept my apologies for not replying earlier.

The Environment Agency obtains funding for flood risk management based on the cost benefit of the number of properties that can be protected against flooding. To prepare bids to obtain funding, evidence based business cases need to be submitted.

In 2019 we completed the River Darent Hydraulic Model update and as part of the project, took the opportunity to test a number of scenarios throughout the Darent catchment to reduce flood risk. This included assessing the influence of the structure at Shoreham Place on peak river levels.

Section 4.4.2 of the Modelling Report refers specifically to Shoreham Place sluice.

In baseline modelling, the sluice gate at Shoreham Place has been modelled as open as it was seen on site as partially open. For comparison, the model was also run with the sluice gates both closed. The impact on water levels was local, with no difference in water level observed within 200m upstream or downstream of the structure.

The results indicate that as well as no increase in flood level whether the sluice is open or closed, neither is there any change in flood extent. This means that operation, or even the presence of the sluice, provides no benefit in terms of flood risk management and so unfortunately, there is no justification to bid for funds to restore the structure.

In this regard, the modelling project also considered the impact on peak flood levels if the sluice were to be removed completely and the upstream bed level lowered (by removing the silt). Similar results were obtained in that it made no difference to peak level either up or downstream.

In understanding the reasons for this, it is necessary to consider other structures in the vicinity and the volume of flow that can be generated from a rainfall event.

1. Out of bank flow is first observed upstream from Home Farm and so flooding of the floodplain between the Darent and the Filston Sewer will commence upstream of Shoreham village. Flooding will progress towards the village irrespective of what structures exist downstream.
2. Within Shoreham itself, there are a number of structures which limit the capacity of the channels and so operation of the weir at Shoreham Place has minimal impact due to the presence of other structures downstream.
3. Whilst it is possible that works to the sluice could create an additional “25cm depth of water”, the rate of flow during a flood is measured in cubic metres per second and due to other downstream controls, this “25cm” would fill within a matter of minutes.

The rate of silt deposition is increased due to the presence of structures such as those at Shoreham Place and so removal of silt without addressing the cause of silt deposition is a waste of resources, as it merely means the exercise will need to be repeated within a short period of time. An alternative solution is to remove the structure that is causing the siltation alongside a “one -off” de-silting exercise. In the case of the structure at Shoreham Place, this will likely lead to significant improvements to the water quality of the Darent immediately upstream and improve biodiversity, without increasing flood risk.

Therefore, instead of undertaking costly repair work to a structure that provides no benefit in terms of flood risk, we would like to investigate the possibility of removing the structure completely and de-silting the channel immediately upstream. For the reasons given above, this is unlikely to provide any significant benefit in reducing flood risk but neither will it cause flood risk to increase elsewhere. There will be other benefits as it will result in a shallower, faster flowing watercourse typical of a chalk stream environment. This causes greater oxygenation of the water leading to improvements to water quality, biodiversity and fish passage.

We would therefore like to discuss the potential for these works with the community/Parish Council and please note, I have copied in colleagues who have an interest in this potential work.

Please can you let me know if this is something of interest to the Parish?

Regards

PETER WARING
Senior Flood Risk Advisor

Tel 0208 474 6775
Ext 26775

ii. PCSO

From: Timothy Darling 46057761 <Timothy.Darling@kent.police.uk>
Sent: 05 July 2022 15:21
To: clerk@otfordpc.co.uk; clerk2012@shorehamparishcouncil.gov.uk
Subject: Parish

Good Afternoon,

I've recently taken over as PCSO (along with my colleague PCSO George WILDERS) in both Otford and Shoreham. Could you please confirm with a reply that these emails are correct and in use?
I can then add you to my list for any future contact.

Many Thanks,

Tim

Tim Darling
Police Community Support Officer
Sevenoaks



Protecting and **servicing** the people of Kent

Kent Police and our Partners working with the diverse communities for a safer Kent and Medway

g) General correspondence

From: Christine Euman

Sent:

Subject: Jubilee

It seems only right that the Parish Council should receive feedback following the recent, generous donation towards the Jubilee Celebrations.

The Big Picnic went well, despite very fluctuating weather forecasts. No head count was done but 90 decorated crowns were given out, so there were plenty of children. To this day there are some children who believe that it was the real Queen distributing them!

The Over 60s helped distribute the engraved Jubilee coins. The Rec was decorated by the banners created by the school, scarecrows and plenty of bunting. The puppet show gave two entertaining performances. The Darenth Valley Landscape Partnership offered craft classes to the younger children. There were cup cakes, teas and coffees, a spontaneous tug of war, some impressive and competitive table tennis, not to mention the singing and dancing. It was a very happy, community event.

The engraved Jubilee coins are almost all distributed' although it has proved difficult to identify all under 16s in the Village.

Overall costs were £783. The puppet show was £220 and the coins about the same. All receipts were dealt with by our Treasurer.

The Shoreham Society is very happy to return the remaining money to the Parish Council. However, there was a feeling at our recent committee meeting that some more permanent commemoration might be worthwhile. The first suggestion was for a drinking water tap to be installed outside the Village Hall. This would be of benefit to users of the Rec and visitors, with the longer term benefit of cutting down on the use of plastics. This would clearly need to be a joint enterprise with the Parish Council. Another suggestion is to plant a tree in the Centenary Wood.

I look forward to any suggestions,

Christine Euman
Co-chair, Shoreham Society

[Sent from Yahoo Mail for iPad](#)

General Correspondence List

1. NALC CHIEF EXECUTIVE'S BULLETIN
2. SDC - Free Family Cycle Rides
3. SDC - Family Fun Day Leaflet
4. SDC - Sevenoaks launches new 'So Much More' place brand FINAL.docx
5. Sevenoaks District Council: Free fun for the family!
6. M20 Moveable Barrier: project update
7. SDC - Get out into nature this summer
8. KALC - Transport for the South East – TfSE
9. KALC - OPERATION BROCK
10. Sevenoaks District Council: FREE family nature trails
11. Sevenoaks District Council: The explosive problem of discarded aerosol cans
12. Gatwick Airport Consultation
13. Climate friendly gardening event at Lullingstone Castle

12. Working Party Updates

- c) To receive an update from the Heat Network Working Party (if available)
- d) To receive an update from the Highways Working Party (if available)

The Parish Council have confirmed that they would like to go ahead with the A25 project and have been advised by Highways that the likely contribution from the PC will be around £5,000. The Clerk is awaiting detailed costings from Whitney Gwillim (she is on annual leave until 1 August 22).

13. Finance

- a). To agree items payable and paid

Items Paid 1 June to 30 June 2022

Shoreham Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
48	Car Park	01/06/2022		NatWest current account		Business Rates	Sevenoaks District Council	X	84.00		84.00
49	Toilets	06/06/2022		NatWest current account		Electricity	EDF Energy	X	191.00		191.00
4	Office Rent/Storage	06/06/2022		NatWest current account		Office Allowance	Mrs A C Barlow	X	30.00		30.00
29	Broadband	06/06/2022		NatWest current account		Broadband	Mrs A C Barlow	X	10.00		10.00
41	Toilets	06/06/2022		NatWest current account		Toilet cleaning	Mrs L Spence	X	51.00		51.00
50	Office telephone	08/06/2022		NatWest current account		Office telephone	O2	S	11.55	2.31	13.86
51	Clerk's mileage	09/06/2022		NatWest current account		Mileage	Mrs A C Barlow	X	73.44		73.44
39	Photocopier Rental and	22/06/2022		NatWest current account		Photocopier Rental and Cf	Sundridge with Ide Hill P	X	196.20		196.20
42	Insurance	22/06/2022		NatWest current account		Insurance	Arthur J Gallagher Insura	X	1,522.08		1,522.08
43	Toilets	28/06/2022		NatWest current account		Water charges	Castle Water	X	6.63		6.63
44	Allotments	28/06/2022		NatWest current account		Water charges	Castle Water	X	31.66		31.66
33	Printing Gazette/Shoreh	28/06/2022		NatWest current account		Printing Shoreham Post	Silver Pines Services	X	60.45		60.45
34	Hall/Emergency Room Hi	28/06/2022		NatWest current account		Hall hire	Shoreham Village Hall	X	54.00		54.00
35	Grasscutting Shoreham	28/06/2022		NatWest current account		Grass cutting	GF Garden Maintenance	X	190.00		190.00
36	Toilets	28/06/2022		NatWest current account		Asbestos Survey	RBM Services	X	220.00		220.00
32	Computer/Printer Consu	28/06/2022		NatWest current account		Website	Hugo Fox	S	29.99	6.00	35.99
37	Toilets	28/06/2022		NatWest current account		Toilet Supplies	Goldservice Contract Cle	S	78.78	15.76	94.54
38	Website hosting charge	28/06/2022		NatWest current account		website hosting	HCI Data Ltd	S	85.00	17.00	102.00
40	Heat Energy Project	28/06/2022		NatWest current account		Heat Project	BHESCo	S	2,765.00	553.00	3,318.00

Items to be paid

Shoreham Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
54	Car Park	01/07/2022		NatWest current account		Business Rates	Sevenoaks District Council	X	84.00		84.00
55	Street lighting	06/07/2022		NatWest current account		Electricity	E-on	X	191.00		191.00
56	Office telephone	06/07/2022		NatWest current account		Office telephone	O2	S	11.55	2.31	13.86
52	Broadband	06/07/2022		NatWest current account		Broadband	Mrs A C Barlow	X	10.00		10.00
53	Office Rent/Storage	06/07/2022		NatWest current account		Office Allowance	Mrs A C Barlow	X	30.00		30.00
57	Subscriptions - KALC/SLI	08/07/2022		NatWest current account		KALC Subscription	KALC	S	550.76	110.15	660.91
58	Subscriptions - KALC/SLI	21/07/2022		NatWest current account		National Allotment Assc St	NSALG	S	55.00	11.00	66.00
59	Dog waste bins	21/07/2022		NatWest current account		Dog waste bin	Sevenoaks District Council	S	341.90	68.38	410.28
62	Computer/Printer Consu	21/07/2022		NatWest current account		Website	Hugo Fox	S	29.99	6.00	35.99
60	Heat Energy Project	21/07/2022		NatWest current account		Heat Project	Heather Sillitoe	X	342.49		342.49
61	General repairs	21/07/2022		NatWest current account		Cross Cleaning	Jeremy Tooley	X	45.00		45.00
63	Printing Gazette/Shoreh	21/07/2022		NatWest current account		Printing Shoreham Post	Silver Pines Services	X	60.45		60.45
64	Hall/Emergency Room H	21/07/2022		NatWest current account		Hall hire	Shoreham Village Hall	X	54.00		54.00
65	Clerk's mileage	21/07/2022		NatWest current account		Mileage	Mrs A C Barlow	X	55.08		55.08
66	Stationery/Sundries	21/07/2022		NatWest current account		Stationery	Mrs A C Barlow	X	7.99		7.99

14. **Staffing (Confidential item)**
Lengthsmen – to agree arrangements for the appraisal and duties

15. **Next meetings** (all starting at 7:30pm in Shoreham Village Hall)
 - a) Planning (if required) Meeting – Wednesday 3 August 2022
 - b) Planning (if required) Meeting – Wednesday 17 August 2022
 - c) Planning (if required) Meeting – Wednesday 7 September 2022
 - d) Parish Council Meeting – Wednesday September 21 2022

Amanda Barlow, Clerk to Shoreham Parish Council