

SHOREHAM PARISH COUNCIL

Parish Clerk:

Amanda Barlow

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MINUTES of a MEETING of SHOREHAM PARISH COUNCIL

Shoreham Village Hall, Shoreham on 16 September 2026 at 7:30pm

Cllr Jeffery asked members of the public if they would like to address any issues to PC Ashleigh Wilson:

Residents raised the following issues:

- a. Drug use in the car park and cannisters in the area
- b. Speeding on A225

There was a discussion about the issues with the speeding on the A225.

There was a presentation by Darent Valley Community Rail Partnership by Sarah Newman and she distributed copies of their Annual Report. Full details can be found on their website: <https://darentvalleycrp.org/>

Present: Cllrs J Histed (Chair), B Jeffery and N Powell

Also Present: 9 members of the public (in part), PC Ashleigh Wilson (in part), Amanda Barlow (Clerk)

Apologies: Cllrs Sheward, Blamey and Thorpe, Cllr Marc Logen (County), Cllr John Edwards-Winser (District), Cllr Irene Roy (District)

1. To receive any apologies for absence.

Apologies were received and accepted from Cllrs Sheward, Blamey and Thorpe, Cllr Marc Logen (County), Cllr John Edwards-Winser (District), Cllr Irene Roy (District).

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

None.

3. Public Forum

None.

4. County/District Councillor Reports

Cllr Marc Logen (County) sent his apologies and his report is attached at Appendix A.

The Local Government Reorganisation was discussed and full details are included at Appendix A.

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

None.

6. To receive and authorise for signature by the Chairman, the Minutes of the meeting held on Wednesday 3 June 2026

Members resolved to agree the minutes of the meeting held on 22 July 2026

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

7.1 Local List

Members thanked Cllr Powell for his excellent paper. Members discussed if there was any advantage of including Grade 2 Listed buildings. **Members agreed that they would consult further with residents to see what other items could be added prior to the submission to Sevenoaks District Council.**

7.2 Family Fun Day

The Clerk reported that the day was a huge success with many families attending and Members thanked Shoreham Pre-School for running the snack stand.

8. Shoreham Allotments

8.1 Tree Survey

Members agreed that the Clerk should ask Down to Earth to quote for the extreme and high risk trees and a separate quote for the medium risk trees. The Allotment Association asked if the woodchip could be left on site.

8.2 Daffodil Planting

Members agreed that the daffodils could be planted on the Parish Council land and that they would contribute £70 to the cost of the bulbs.

9. Highways and Footpaths

9.1 Highways Improvement Plan

9.2 Traffic Regulation Order (TRO)

Nigel Rowe from KCC advised on the outcome of the TRO as follows:

As you will be aware we carried out a TRO consultation for your proposal to reduce the speed limit in the village for various roads to 20mph. We received a total of 39 comments with 34 being in favour and 5 objecting. I will now be writing to those 5 objectors providing them with more information about the scheme and inviting them to remove their objection. I have to give 14 days for that process. Once the 14 days has passed, it will be for my head of service to approve the scheme.

I have covered the costs of the TRO from our budget, but the cost of installation will need to be met by the parish council. I have asked the Design and Delivery team to cost up the scheme and as soon as I have this information, I will share it with you. Once you are happy with the cost and design, I will arrange for an invoice to be raised. Once this is paid, we will hand over the scheme to contractors for installation. At this stage it is difficult to provide you with a time scale of any accuracy. Our Design and Delivery team will be able to give me a better idea of times, once they have handed over.

9.3 Kissing gates for footpath by Cricket Ground

The Clerk advised that the Public Rights of Way Officer has confirmed that no authorisation is required for the gates but the gates should have radar. Cllr Jeffery agree to look into the costs of radar gates.

9.4 Car park at Filston Lane

The Clerk advised that she is working to complete the form and will send it to Cllr Roy.

9.5 Station Road Steps

No update.

9.6 Application for a disabled parking space in Crown Road

Members had no objection to the disabled parking space in Crown Road but would ask that when the resident no longer needs the space it is removed. It was agreed that it should be reviewed annually.

10. Shoreham Public Conveniences and Recreation Ground

10.1 Update on repairs to playground

The Clerk advised that the repairs are being undertaken on 28 September 2026.

10.2 Maintenance of the Tennis Court

11. Correspondence

11.1 Local Government Reorganisation (LGR) Update

It was discussed under Agenda Item 4.

11.2 Sevenoaks District Council - Fly-tipper prosecuted

Noted.

11.3 Resident – Bins

Members agreed to take no action.

11.4 DRIPS How much rain do we really need?

Noted.

12. Finance & Personnel and Governance

12.1 To agree the items received, paid and payable

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

12.2 Payroll contract for 2026-27

Members resolved to agree the payroll contract for 2026-27.

12.3 To discuss and agree, if appropriate, a grant for Darent Valley Community Rail Partnership

Members resolved to agree a grant of £150 to Darent Valley Community Rail Partnership.

12.4 To agree that the Vice Chairman shall stand in for the Chairman during the Chairman's period of convalescence

Members agreed that Cllr Brian Jeffery should take over the Chairmanship during Cllr Histed's convalescence.

12.5 Council Vacancies

There are two vacancies on the Parish Council.

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

a. **Planning (if required) and Full Council Meeting – Wednesday 7 October 2026**

b. Planning (if required) Meeting – Wednesday 14 October 2026

Appendix A

Subject

Highway Improvement Plans, funding and safety, what I've learned

From Marc.Logen@kent.gov.uk

To clerk@crockenhillpc.org.uk, clerk@shorehamparishcouncil.gov.uk, clerk@farninghamparishcouncil.org, info@ciety.org.uk

Date 2026-07-30 14:14

Hi all

I've been pressing KCC for several weeks now on how the Highway Improvement Plan (HIP) process works, particularly the funding available to parishes, the time it takes to progress schemes, and how road safety concerns are handled. I've had a series of detailed responses back and there's a good deal in them that's worth knowing if you're managing a HIP. A summary is below, along with the points I'm still pushing on.

Please forward to your councillors/members if relevant.

What the HIP budget actually delivers

The core HIP allocation is small. KCC's figures for 2025/26 show around £41,500 of direct HIP-funded delivery spread across the 31 parishes in Sevenoaks district, which is roughly £1,300 per parish on average. The larger headline figures KCC cite (around £227,000 of works and 41 schemes across the district) are accurate, but most of that came from funding sources outside the core HIP budget. The practical point is that HIP on its own will rarely fund anything substantial.

Bigger schemes and the alternative funding routes

Where a scheme is too large for the HIP allocation, KCC officers will look elsewhere. The available routes are developer contributions (s106), Local Transport Plan bids (which can support schemes up to £150,000), Community Infrastructure Levy funding through the district council, and the Active Travel programme where a scheme fits its objectives. The Eynsford footway on Shoreham Road (around £75,000) is the example KCC give of a HIP-identified scheme funded this way.

So the HIP process is often the front door even when the money comes from somewhere else. If you have a larger ambition, it's worth framing it so it can be picked up by one of these routes rather than expecting the HIP allocation to carry it.

How long things take, and why

Realistically a parish progresses one or two HIP items a year. The main constraint is officer capacity at the planning advice stage, which is where schemes queue. Your KCC Community Engagement Officer covers more than 23 parishes across this area, so there is a limit to how much can move at once. Two things help. Prioritise ruthlessly, so your top item is unambiguously your top item. And batch related requests, particularly Traffic Regulation Order items, so they can be progressed together rather than individually.

Road safety is a separate process (CRM)

This is the most useful clarification I've had, and it changes how parishes should approach safety concerns. Collision and safety issues are not meant to go through HIP at all. They are handled through the Crash Remedial Measures (CRM) programme, which is driven by collision data supplied by Kent Police. There are three ways a location can enter it.

Collision cluster sites use a fixed threshold: a minimum of four personal injury collisions within a 50-metre radius at rural locations, or six at urban locations, over the most recent three full years of data.

Crash junctions have no minimum collision threshold. KCC assess junctions and crossings on A and B roads countywide, using ten years of collision data, to identify those with a significantly higher collision rate than would be expected for that type of location. Injury severity is weighted, as is the involvement of vulnerable road users, which KCC define as including pedestrians, cyclists, motorcyclists and horse riders.

Crash routes also have no minimum threshold. These cover longer sections of road rather than individual sites, using five years of collision data assessed against road length and traffic volume, again weighted for injury severity. This picks up rural roads where collisions happen between junctions, and urban corridors where a series of similar junctions produce comparable problems.

The important consequence is that a site does not have to meet the cluster thresholds to be assessed. If you have a location with a poor collision history that has never hit the cluster numbers, it can still be considered under the junction or route programmes. Two caveats worth knowing. The junction programme covers A and B roads only, so unclassified rural lanes are outside it, and I've asked KCC to clarify what route exists for those. And selection for assessment does not mean a scheme follows: officers review the collisions and the road in detail, and some sites have no workable engineering solution.

Please report collisions and faults

All of this runs on recorded data, and it's worth being clear about which route does what.

Injury collisions reach KCC through Kent Police rather than the council. Anyone involved in a collision where someone is hurt must report it to the police at <https://www.kent.police.uk/advice/advice-and-information/rs/road-safety/collisions/>, and these records are the basis of KCC's annual analysis.

Damage-only collisions are the gap. Kent Police do not require a report where details were exchanged at the scene, nobody was injured and there is no allegation of a driving offence, so most of these incidents are never recorded anywhere. KCC have confirmed that damage-only collision information reported to them does feed into the crash junction and crash route assessments, so if residents mention a shunt, a clipped wall or a damaged hedge at a particular spot, it is worth reporting it to KCC even though the police do not need it. On a rural lane, a run of these may be the only evidence a site has a problem.

Worth knowing that a reportable collision also covers damage or injury to a horse, and damage to walls, fences and hedges forming part of the roadside. Given that KCC weight injuries to vulnerable road users, including horse riders, in the junction assessment, incidents involving horses should always be reported. Highway faults (potholes, obscured or damaged signs, overgrown vegetation, blocked drainage, worn markings) go through kent.gov.uk/roads-and-travel. These do not feed the collision analysis but are recorded against the location, and a documented history of defects supports a wider case about a site.

Near-misses are not formally recorded by anyone. A parish log carries no statistical weight in the CRM analysis, but it is useful supporting material when a case is argued, so it is not wasted effort.

Managing your HIP: practical points

- Treat HIP as a small budget for local, community-led improvements, not for major or safety-critical works.
- Route significant safety concerns to CRM rather than HIP, and say explicitly that you consider it a safety matter.
- Report everything through the Police and KCC portal so the collision and fault data exists when a site is reviewed.
- Batch TRO and related requests to cut down the back-and-forth.
- For anything larger, consider which funding route it might fit and raise it with me early.
- My Combined Member Grant can sometimes match-fund or unblock smaller items, so ask if you think it applies.

What I'm still pushing on

I don't think the current position is good enough, and I've said so at Cabinet level. Three points remain open. The per-parish HIP allocation is inadequate for what parishes are being asked to manage. Around £1,300 a year does not stretch to much.

The scale of the safety programme is modest. In 2025/26 the CRM junction and route programmes delivered four schemes across the whole of Kent at a total cost of £70,858. One of those was local, at the A224 Polhill junction with Pilgrims Way in Dunton Green, so West Kent has not been overlooked, but four schemes countywide in a year is not a lot of capacity for a county this size. I've asked whether Cabinet regards that as sufficient.

The time it takes to progress anything, and whether safety works could be separated from general improvements with their own budget line and shorter timelines. That is the change I think would make the most difference, and I'm pressing for a view on it.

Offer of a meeting

KCC have offered to have officers from the Highway Improvements Team meet to go through the HIP and CRM processes in more detail. If that would be useful, I'm happy to arrange it, either for individual parishes or as a joint session across the division, which would probably be a better use of everyone's time. Let me know if you'd like me to set something up.

If you have a specific site or scheme you want me to factor into these conversations, send it over and I'll take it forward.

Regards

Marc

Marc Logen County Councillor for Sevenoaks North & Darent Valley | Kent County Council

Hello all

I am sure you have seen the news. I wanted to pass on a quick update from me.

A tremendous waste of taxpayers money that we have been fighting against since the beginning. Over £1m spent at KCC alone and nothing to show for it.

Full update here

<https://www.facebook.com/MarcLogenKCC/posts/pfbid0WUkodGaaRP54AGbHv2JcnaDUpPvpTtHh9BRsXrrPSAKsDzHJkz6EABvoBBPTNiKEI>

and here <https://news.kent.gov.uk/articles/kent-county-councils-statement-in-response-to-the-decision-around-local-government-reorganisation>

Regards

Marc Logen County Councillor for Sevenoaks North & Darent Valley | Kent County Council

Dear Clerks,

Following the Government's surprise announcement on Monday that they would be pausing LGR, we thought it may be helpful to provide an update and share the limited amount of additional information we've been able to gather during this week.

The Minister maintains that the Government remains committed to LGR and implementing unitary councils across all areas of England. But, they say the decision to pause was necessary following updated and privileged legal advice, which requires them to review the decisions they made around seven weeks ago.

Whilst not giving an absolute commitment, it is the current view that LGR will be delayed for one year, with new unitary councils taking effect from 1 April 2029.

This would require elections to the (shadow) unitary councils to take place in May 2028.

We are now expecting to hold elections to Sevenoaks District Council in May 2027 alongside the Town & Parish Council elections.

Whilst these are the expected timelines, the Government have made it clear that the implementation date for LGR and the term of office for Councillors due to be elected in 2027 are matters that will be confirmed through their "rapid review" of the LGR decisions. We do understand that this may have implications for Town & Parish Councils and we will keep you updated should we receive any further information.

It is also still being stated that unitary council elections may still be possible in some areas in 2027. This would require a very rapid decision on LGR structures to allow Structural Change Orders to pass through Parliament which are essential to being able to hold an election for a new unitary council. Whilst this may be unlikely, it has not been categorically ruled out.

It has also become clear that the details of what the 'rapid review' of LGR will consider, and how the process will be undertaken, is still to be concluded.

We expect an update from Government by mid-October which may provide some of the clarity that Councillors and Officers across all tiers of local government are asking for.

Should we receive any further information from Government in advance of October, we will ensure you are kept updated.

Should you have any further questions at this stage, please do let me know.

Kind regards

Lee Banks Assistant Chief Executive Sevenoaks District Council 01732 227161 www.sevenoaks.gov.uk

Appendix B

PAYMENTS LIST - 22 JULY TO 15 SEPTEMBER 2026

Code	Date	Description	Supplier			Total
Hall/Emergency Room Hire	22/07/2026	Hall hire	Shoreham Village Hall	X	66.00	66.00
Office Rent/Storage	05/08/2026	Office Allowance	Mrs A C Barlow	X	30.00	30.00
Computer/Printer Consumables	05/08/2026	Keyboard	Arron Services	S	37.94	7.59 45.53
Hall/Emergency Room Hire	05/08/2026	Hall hire	Shoreham Village Hall	X	66.00	66.00
Toilets	05/08/2026	Toilet Supplies	Goldservice Contract Cleaning Ltd	S	34.57	6.91 41.48
Hall/Emergency Room Hire	05/08/2026	Hall hire	Shoreham Village Hall	X	132.00	132.00
Broadband	05/08/2026	Broadband	Mrs A C Barlow	X	10.00	10.00
Shoreham Cross	05/08/2026	Cleaning Cross	Jeremy Tooley	X	180.00	180.00
Postage	05/08/2026	Stamps	Post Office	X	21.60	21.60
Allotments	19/08/2026	Tree survey allotments	Down to Earth Trees Ltd	S	740.00	148.00 888.00
Clerk's mileage	19/08/2026	Mileage	Mrs A C Barlow	X	53.68	53.68
Recreation Ground	19/08/2026	Clearing of drain on steps by recreation ground	Swiftflow Solutions Ltd	S	105.00	21.00 126.00
Grasscutting Shoreham	19/08/2026	Grass cutting	GF Garden Maintenance	X	405.00	405.00
Insurance	19/08/2026	Insurance	Arthur J Gallagher Insurance	X	1,935.91	1,935.91
Toilets	19/08/2026	Toilet Supplies	Goldservice Contract Cleaning Ltd	S	34.57	6.91 41.48
Car Park	19/08/2026	Repair of sign in car park	Brian Jeffery	S	27.90	5.58 33.48
Shoreham Cross	19/08/2026	Additional payment for cleaning the cross	Jeremy Tooley	X	45.00	45.00
CCTV	19/08/2026	Recabling work for CCTV	Custodia CCTV	S	520.00	104.00 624.00
Litter Bins	19/08/2026	Dog bin April to June 2026	Sevenoaks District Council	S	651.30	130.26 781.56
Office Rent/Storage	01/09/2026	Office Allowance	Mrs A C Barlow	X	30.00	30.00
Hall/Emergency Room Hire	01/09/2026	Hall hire	Shoreham Village Hall	X	66.00	66.00
Tax and NI	01/09/2026	Tax and NIC	HM Revenue & Customs	X	475.00	475.00
Subscriptions - KALC/SLCC/Other	01/09/2026	ICO subscription	ICO	X	52.00	52.00
Broadband	01/09/2026	Broadband	Mrs A C Barlow	X	10.00	10.00
Car Park	01/09/2026	Business Rates	Sevenoaks District Council	X	94.00	94.00
Clerk's Pension	03/09/2026	Clerk's pension	NEST	X	173.34	173.34
Toilets	09/09/2026	Toilet rolls	Goldservice Contract Cleaning Ltd	S	53.45	10.69 64.14
Toilets	15/09/2026	Electricity	EDF Energy	L	147.62	7.38 155.00
Office telephone	15/09/2026	Office telephone	O2	S	17.30	3.46 20.76
Scribe licence	15/09/2026	Scribe licence	Scribe 2000 Ltd	S	611.67	122.33 734.00

RECEIPTS LIST 22 JULY TO 15 SEPTEMBER 2026

Code	Date	Description	Customer			Total
Allotment rent	29/07/2026	Allotments rents	Allotment Holders	X	500.00	500.00
Allotment rent	12/08/2026	Allotments rents	Allotment Holders	X	165.00	165.00
Tennis courts	19/08/2026	Tennis Subscription	Tennis Club Member	X	20.00	20.00
Allotment rent	01/09/2026	Allotments rents	Allotment Holders	X	30.00	30.00
				Total	715.00	715.00